



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

**AGENDA
REGULAR MEETING
THURSDAY, APRIL 9, 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: President Minsun Meeker

ROLL CALL:

President	Minsun Meeker
Vice President	Dean Serwin
Secretary	Ed Pearson
Trustee	Richard Elbaum
Trustee	Eric Forman

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. CHIEF FINANCIAL OFFICER NICK KIMBALL: BUDGET OVERVIEW****ACTION/DISCUSSION**

3. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**4. APPROVAL OF MINUTES OF MARCH 12, 2026, LIBRARY BOARD OF TRUSTEES MEETING**Recommendation

It is recommended that the Board review and consider approval of the March 12, 2026, Meeting Minutes.

5. REVIEW AND RECOMMENDED ADOPTION OF REVISED DISPLAY POLICYRecommendation

It is recommended that the Board review and approve the Library's revised Display Policy.

6. REQUEST TO RESCIND POLICY ON LIMITATIONS OF USE OF STEINWAY PIANORecommendation

It is recommended that the Board review and approve the Library's request to rescind this obsolete policy.

7. REVIEW DRAFT RULES OF BEHAVIOR POLICYRecommendation

It is recommended that the Board review the revised draft of the Rules of Behavior Policy and receive an update from staff on the components that are still in development.

8. VOLUNTEER RECOGNITION EVENT STATUS UPDATERecommendation

It is recommended that the Trustees receive an update from staff on the planning for the Volunteer Recognition event.

9. 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**10. BOARD PRESIDENT COMMUNICATIONS****11. BOARD MEMBER COMMUNICATIONS****12. CITY COUNCIL LIAISON COMMUNICATIONS****13. FRIENDS OF THE LIBRARY COMMUNICATIONS****14. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS**

15. ASSISTANT LIBRARY DIRECTOR COMMUNICATIONS**16. LIBRARY DIRECTOR COMMUNICATIONS****PUBLIC COMMENT – CONTINUED****17. 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**

May 14, 2026	Regular Board Meeting	7:00 p.m.
June 11, 2026	Regular Board Meeting	7:00 p.m.
July 9, 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 **April 9, 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.*

4/6/2026 /S/

Date Sean Faye, Library Administrative Secretary



Library Board of Trustees Agenda Report

ITEM NO. 2

DATE: April 9, 2026

FROM: Nick Kimball, Assistant City Manager/CFO

SUBJECT: **Receive a Presentation Providing An Overview of the City Budget**

Recommendation

It is recommended at the Community Services Commission:

- a) Receive this report and the accompanying Budget presentation for information; and
- b) Provide any questions or comments to staff for consideration during the FY 2026-27 budget development process. No formal action is required.

Executive Summary

This staff report accompanies the presentation prepared by the Finance Department for all City Commissions. The purpose of this educational briefing is to provide Commission members with a foundational understanding of how the City's budget is structured, how revenues and expenditures are organized, and where the Community Services Commission's programs and services fit within the broader municipal financial framework. No action is required; this item is presented for information and discussion.

Background

The City of South Pasadena operates on a fiscal year running July 1 through June 30. The City Manager proposes a budget each spring, which is then reviewed through a series of public study sessions and adopted by City Council each June. The budget is a legally binding document — state law requires cities to adopt a balanced budget, and departments may not spend in excess of their approved appropriations.

South Pasadena's FY 2025-26 total budget is approximately \$90 million across all funds. The General Fund, the City's primary operating account, totals approximately \$43 million and funds the core services residents rely on, including Police, Fire, Public Works, Library, Community Development, and Community Services. The Community Services Department operates within the General Fund and represents approximately 5% of total General Fund expenditures.

Analysis

The Finance Department is presenting the budget briefing to the City's standing Commissions as part of an ongoing commitment to transparency and civic financial literacy. The goals of this presentation are to:

Overview of the City Budget

April 9, 2026

Page 2 of 5

- Explain in plain terms what the City’s budget is, why it exists, and how it is legally structured;
- Define key financial terms — revenue, appropriation, fund, reserve, and fund balance — that Commissioners will encounter in staff reports and public discussions;
- Illustrate how the City’s money is organized into four distinct fund types and why funds cannot be freely redirected between purposes;
- Provide context for the FY 2025-26 General Fund budget and the City’s 5-year financial forecast; and
- Explain the role Commissions play in the annual budget process and identify upcoming opportunities for public participation.

How the City’s Money is Organized: The Four Fund Types

State law requires cities to use “fund accounting” — a system in which money is organized into legally separate “buckets.” Revenues restricted for a specific purpose must remain in that fund; they cannot be redirected to another purpose. The City currently maintains four categories of funds:

Fund Type	FY 25-26 Budget	Description
General Fund	~\$43M	Primary operating fund. Funded by property tax (40%), sales tax (13%), UUT (10%), and fees. Pays for Police, Fire, Library, Parks, Public Works, and Administration. No legal restrictions on use within general government purposes.
Enterprise Funds	~\$30.7M	Self-sustaining operations funded by user fees: Water Fund (~\$25.2M), Sewer Fund (~\$3.8M), and Arroyo Seco Golf Course (~\$1.7M). Rate-payers fund these — not General Fund tax dollars.
Special Revenue Funds	~\$12.4M	Revenues legally restricted for specific purposes across 36 separate funds. Includes Gas Tax (street maintenance), Metro transportation funds (Prop A, Prop C, Measure R, Measure M), and Street Lighting & Landscaping Assessment District. Cannot be redirected; purpose is set by law or grant agreement.
Internal Service Funds	N/A	Internal cost pools funded through interdepartmental charges. Currently used for liability and workers’ compensation insurance. Expanding in FY 2026-27 to include a Facility Maintenance Fund and Vehicle

		Replacement Fund.
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General Fund: Revenue and Expenditure Overview

The General Fund is the City’s primary operating account and the fund most directly relevant to Community Services operations. An understanding of its revenue sources and expenditure structure is essential context for Commission deliberations.

Revenue Sources

Approximately 85% of General Fund revenue comes from five primary sources, organized below from most stable to most economically sensitive:

Revenue Source	% of Revenue	Volatility	Notes
Property Tax	40%	<i>Low</i>	Most stable source; based on assessed value of real property
Sales & Use Tax	13%	<i>Moderate</i>	More sensitive to economic conditions; major component
Intergovernmental/ VLF	11%	<i>Low– Moderate</i>	Includes Vehicle License Fees returned by the State
Utility Users Tax (UUT)	10%	<i>Moderate</i>	Levied on electricity, gas, phone, and cable usage
Charges for Services	8%	<i>Moderate</i>	Fees for permits, inspections, recreation programs, and services

Expenditure Structure

The General Fund’s expenditure structure is largely fixed. Key characteristics include:

- Personnel costs represent 66% of the General Fund budget. These costs are largely fixed, governed by collective bargaining agreements and salary schedules.
- Operating costs represent approximately 25% of expenditures and include contracted services such as city attorney, building inspection, street sweeping, tree maintenance, and park maintenance.
- Capital outlay and transfers to other funds represent the remaining ~9%.
- Only approximately 5% of total expenditures (~\$2.25 million) is considered discretionary — available to fund new priorities or enhancements in any given year.

Overview of the City Budget

April 9, 2026

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By department, approximately 48% of the General Fund is allocated to Public Safety (Police: 30%, Fire/EMT: 18%), which is typical for full-service California cities. Community Services represents approximately 5% of the total General Fund budget.

5-Year General Fund Forecast

The Finance Department has prepared a five-year forecast for the General Fund as a planning tool. Key findings relevant to Commission deliberations:

- Revenues and expenditures are projected to remain approximately in balance through FY 2031-32, growing from ~\$43.7M to ~\$51.3M.
- The General Fund reserve balance is projected to remain well above the Council-adopted 25% minimum throughout the forecast period.
- The forecast is updated twice annually: following mid-year actuals (February/March) and following year-end close (September).
- The forecast uses conservative assumptions and will be refined as economic conditions and known cost drivers evolve.

The City's heavy reliance on property tax (40% of revenues) provides relative stability compared to cities that depend more heavily on sales tax. However, known cost pressures — including deferred infrastructure maintenance, underfunded self-insurance reserves, and growing pension obligations — underscore the importance of the new Internal Service Funds being developed for FY 2026-27.

The Budget Process

The annual budget cycle for FY 2026-27 is currently underway. The process and key milestones are as follows:

Month / Date	Milestone
January 2026	Revenue projections and salary projections prepared by Finance
February 2026	City Council Study Session: strategic goals and budget priorities; prior year ACFR reviewed
March 2026	Current-year mid-year review; FY 26-27 budget kickoff for departments
April 2026	City Manager reviews operating budget requests; Capital Improvement Program development
May 14, 2026	City Manager's Proposed Budget posted for public review
May 20, 2026	City Council Study Session #1
May 28, 2026	Community Budget Meeting (public)

June 3, 2026	City Council Study Session #2
June 10, 2026	Joint City Council / Finance Commission meeting
June 17, 2026	City Council Public Hearing; Budget Adoption
July 1, 2026	FY 2026-27 Fiscal Year begins

How the Commission Contributes

Commissioners serve as liaisons to the community and bring constituent perspectives on the Community Services Department Work Plan and priorities to the attention of City staff and Council. Commission’s also serve to support the respective department in successfully achieving the Department’s Work Plan.

Each Commission receives a presentation from staff annually on the Department’s Work Plan, which is funded by the City Council through the annual budget process. Through that presentation, the Commission is asked to provide feedback and recommendations. If any new work plan items are recommended by the Commission, staff will present the recommendation, along with an estimated cost and staff time, for City Council consideration during the budget development process when departments submit their enhancement requests.

Commissioners may submit written input or attend public budget sessions during the various public meetings held in May and June.

Fiscal Impact

There is no fiscal impact associated with the receipt of this informational report.

Attachments

- A. City Budget Overview Presentation

ATTACHMENT
City Budget Overview Presentation

City Budget Process

Date: April 13, 2026

Prepared By: Finance Department

What Is a City Budget?

The Annual Financial Plan

The budget is the City's official plan for how it will collect and spend public money each year. City Council must adopt it before the fiscal year begins.

Legally Required & Binding

State law requires cities to adopt a balanced budget. Departments cannot spend more than their approved appropriation — the legal spending limit.

How Big Is It?

South Pasadena's total budget is approximately \$90 million across all funds. The General Fund — the main operating budget — is about \$43 million.

Fiscal Year: July 1 – June 30

Unlike the calendar year, the City's fiscal year runs July 1 through June 30. "FY 2026-27" means July 1, 2026 through June 30, 2027.

Who Approves It?

The City Manager proposes the budget. City Council holds public hearings and adopts it each June. Commissions like yours provide community input throughout the process.

What Does It Fund?

Police, Fire, Public Works, Library, Parks, Water, Sewer, and all the day-to-day services residents rely on. The budget translates priorities into action.

Key Budget Terms: Plain English

Revenue

Money coming IN to the City — property taxes, sales taxes, utility rates, fees, and grants.

Appropriation

Money going OUT — the Council-approved legal authority to spend up to a specific amount. Think of it as a spending limit.

Fund

A separate “accounting bucket.” Money in one fund cannot freely move to another — state law or policy restricts it.

Reserve / Fund Balance

The City’s savings account. Policy requires keeping at least 25% of the General Fund budget in reserve for emergencies.

Operating vs. Capital

Operating = day-to-day costs (salaries, supplies). Capital = long-lived investments like roads, buildings, and equipment (CIP).

Balanced Budget

Revenues + Reserves used must equal expenditures. Unlike the federal government, cities cannot run a structural deficit year over year.

⚠ Important: The City uses *fund accounting* — legally required separate “buckets” for different types of money. This is why the City can’t simply move money from one area to another.

How the City's Money Is Organized: The Four Fund Types

State law requires the City to keep these funds separate. Money restricted to one fund cannot be used for another purpose.

General Fund

~\$43M

The main operating fund. Funded by property tax, sales tax, UUT, and fees. Pays for Police, Fire, Library, Parks, Public Works, and Administration.

No legal restrictions on use within general gov't purposes

Internal Service Funds

Shared Cost Pools

Like an internal insurance pool. Each department pays its fair share for shared costs: liability insurance, workers' comp, facilities, and fleet replacement.

Funded internally — departments charge each other

Special Revenue Funds

~\$12.4M (36 funds)

Revenues legally restricted for specific purposes. Gas Tax (streets), Metro Prop A/C/M (transit), grants, and assessment districts.

Cannot be redirected — purpose is set by law or grant

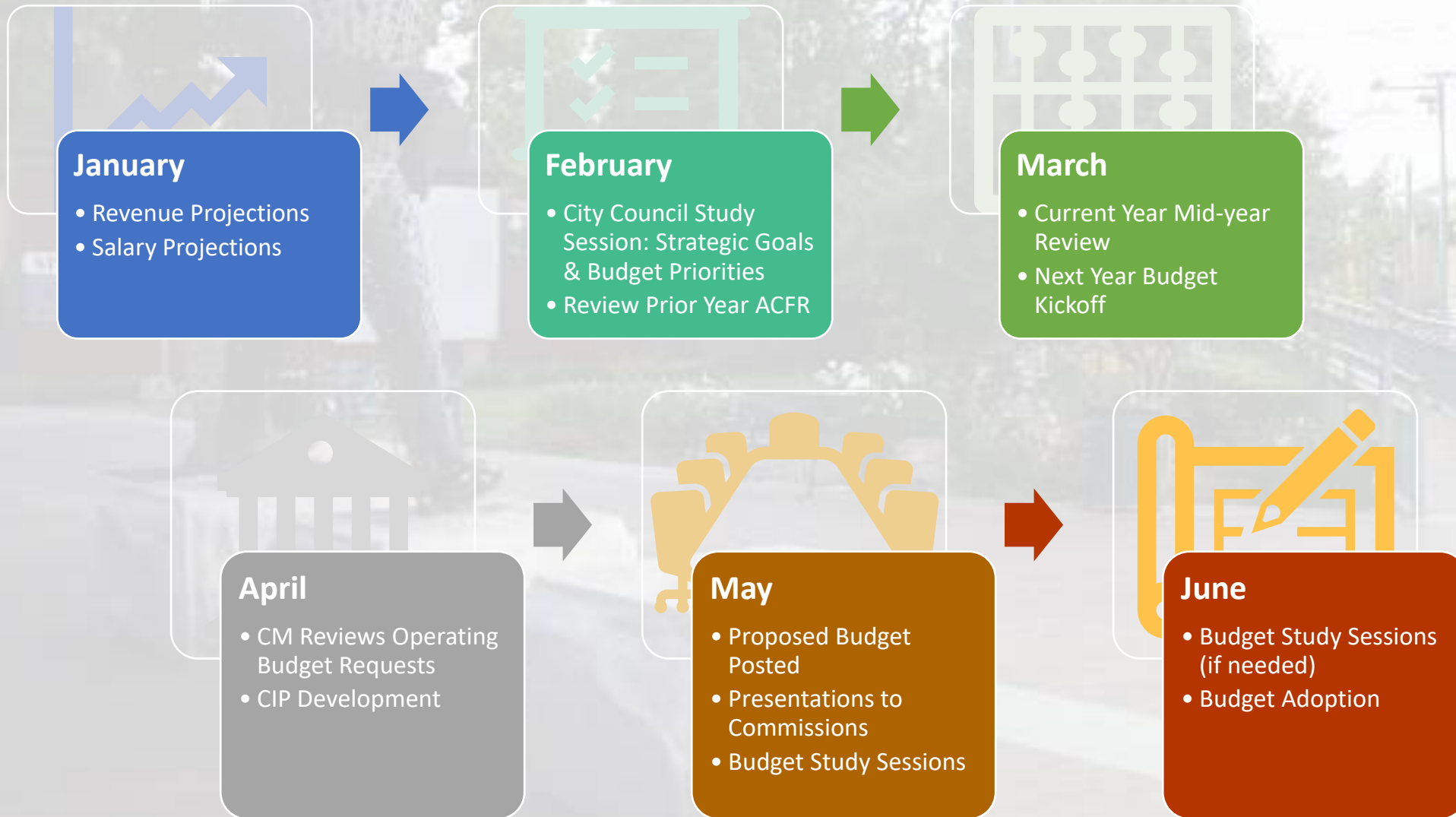
Enterprise Funds

~\$30.7M

Run like businesses — must cover their own costs through user fees. Water, Sewer, and Arroyo Seco Golf Course.

Rate-payers fund these — not tax dollars

A Robust Budget Process



Community Survey

2025



Why South Pasadena?

1. Quality of Life
2. Sense of Community
3. Schools/Education



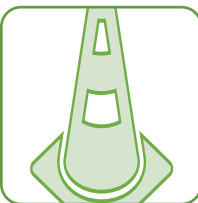
Continued Budget Priorities

1. Infrastructure
2. Public Safety
3. Library



New Budget Priorities

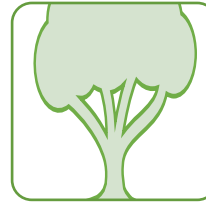
1. Affordable Housing
2. Rent Control
3. Infrastructure Renovation



Other Community Priorities

1. Street Repair & Maintenance
2. Safe Streets & Traffic Control
3. Revitalization of Library and Parks

2026



Why South Pasadena?

1. Quality of Life
2. Culture/Community Feel
3. Schools/Education



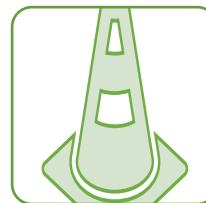
Continued Budget Priorities

1. Infrastructure
2. Public Safety
3. Community Events (i.e. Farmer's Market, 4th of July, Arts Crawls, etc.)



New Budget Priorities

1. New Pedestrian Nature Trails
2. Plant more Parkway Trees
3. More Bike Lanes



Other Community Priorities

1. Condition of streets/street lights/traffic signage
2. Walk-ability/bike-ability/pedestrian safety

2026 City Council Priorities: Process

Submit
Priorities

- City Council asked to provide top 5-6 priorities and/or top community complaints (optional)

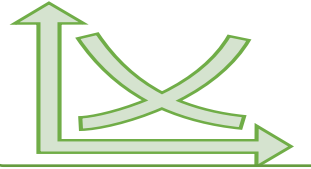
Evaluate
Submissions

- Staff evaluated priorities and categorized into “Existing/Continuing” and “New”

New Priority
Exercise

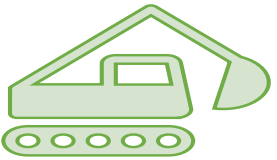
- Facilitated exercise to determine shared new priorities for FY 26/27

City Council Priorities



Finance

- Recruit/Retain Skilled Staff
- Improve Financial Reporting & Budgeting



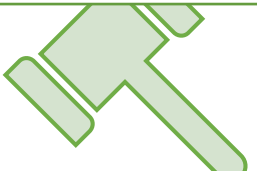
Infrastructure

- Move Capital Improvement Program forward
- Address condition of City-owned Facilities



Housing

- Finalize Housing Element & related zoning
- Complete acquisition & Sale of CalTrans properties



Governance

- Update Policies and Implement Best Practices
- Align Commission policies and procedures with City Council policies and procedures



City Operations

- Establish formal Community Communication Strategy/Plan
- Develop Departmental KPIs to measure progress/success

Priorities through Appropriations



Step 1: Develop shared priorities

Staff aligns Work Plans with Priorities using existing Operating Funds

One-time & Ongoing Enhancement Requests

FY 2025-2026 Budget

General Fund Overview

General Fund Overview

Supports core services:

- Police, Fire
- Community Services
- Community Development
- Administration

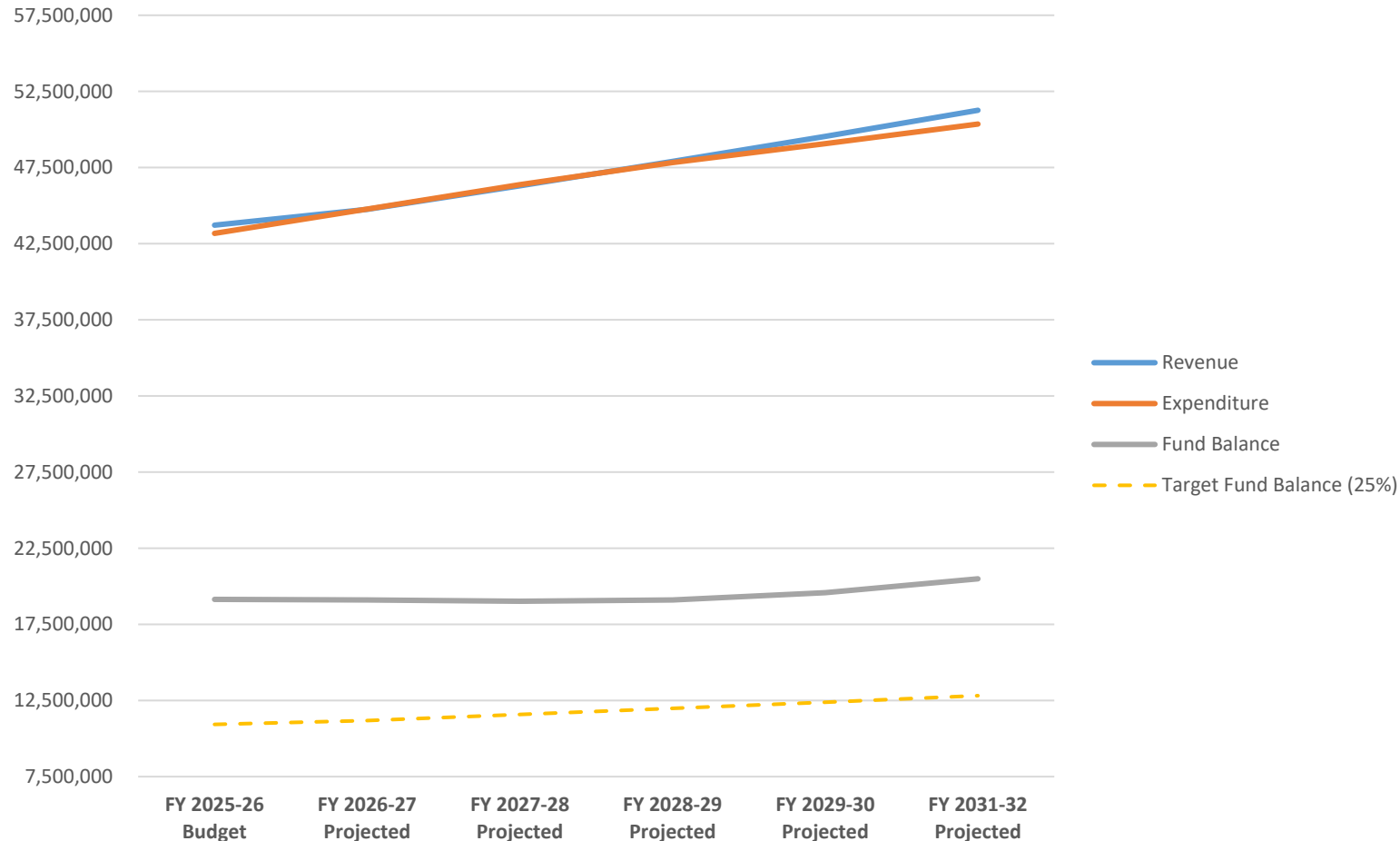


Used for activities not required in other funds

Primary
Operating
fund

Purpose of the Forecast

General Fund 5-Year Forecast



Forward-looking view of General Fund

- Identify Trends and emerging pressures

Support long-term policy decisions

- Updated twice annually (mid-year and post-budget adoption)

General Fund - Revenue

Forecast Methodology

Top 5 Revenue Sources

LEAST VOLATILE
MOST VOLATILE



Property Taxes (41%)

- Housing Trend Data, Property Tax Consultants, Economic Activity



Vehicle License Fees/Intergovernmental (11%)

- Automotive Trends, Property Tax Consultants, Economic Activity



Utility Users Tax (11%)

- Consumption/Rates Trend Data, Tax Consultants, Economic Activity



Charges for Services (8%)

- Economic Activity, Historical Trend Data



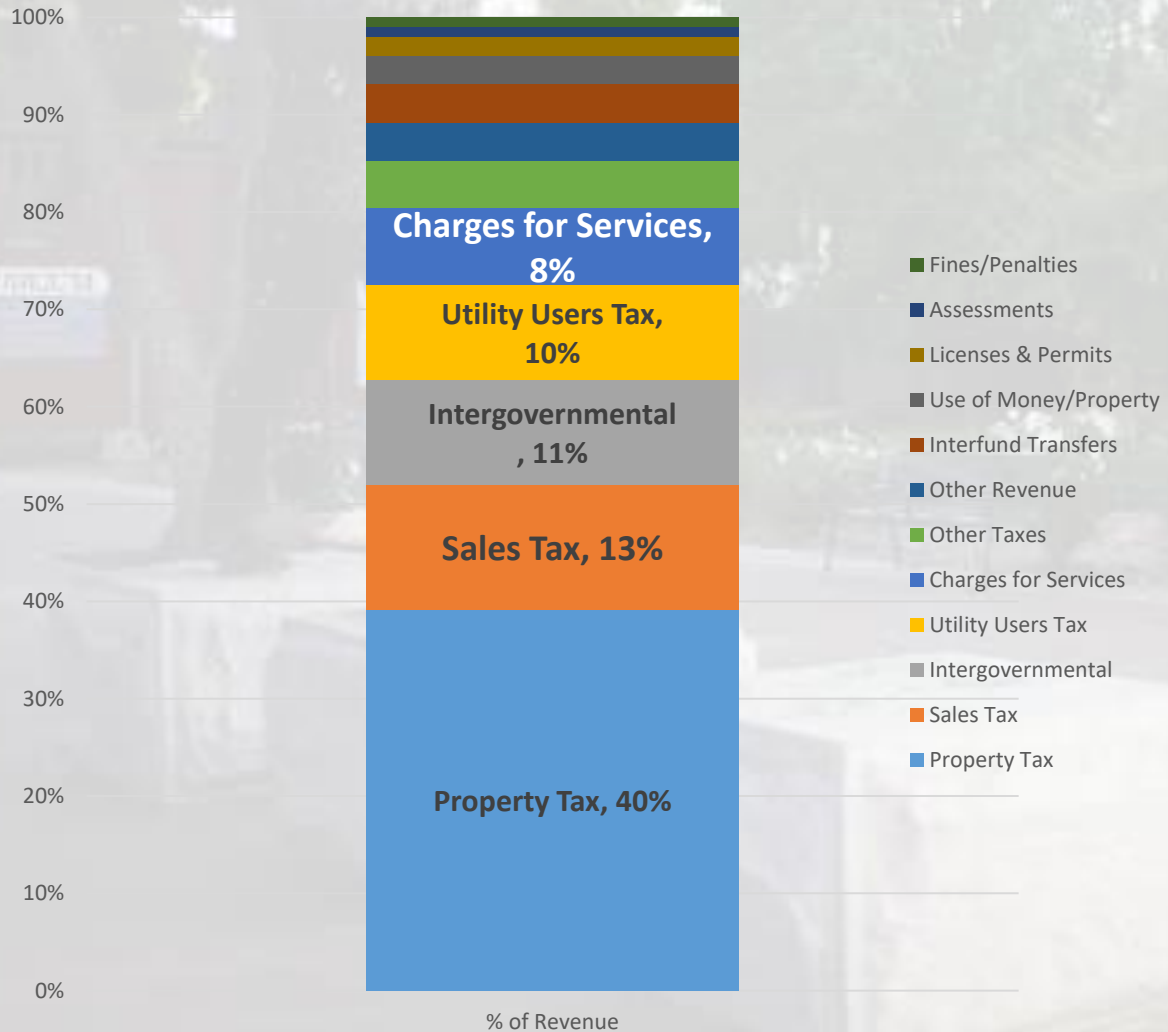
Sales & Transaction Use Taxes (13%)

- Economic Activity & Forecast, Sales Tax Consultants, Trend Data

~85%

General Fund: Revenue

By Source



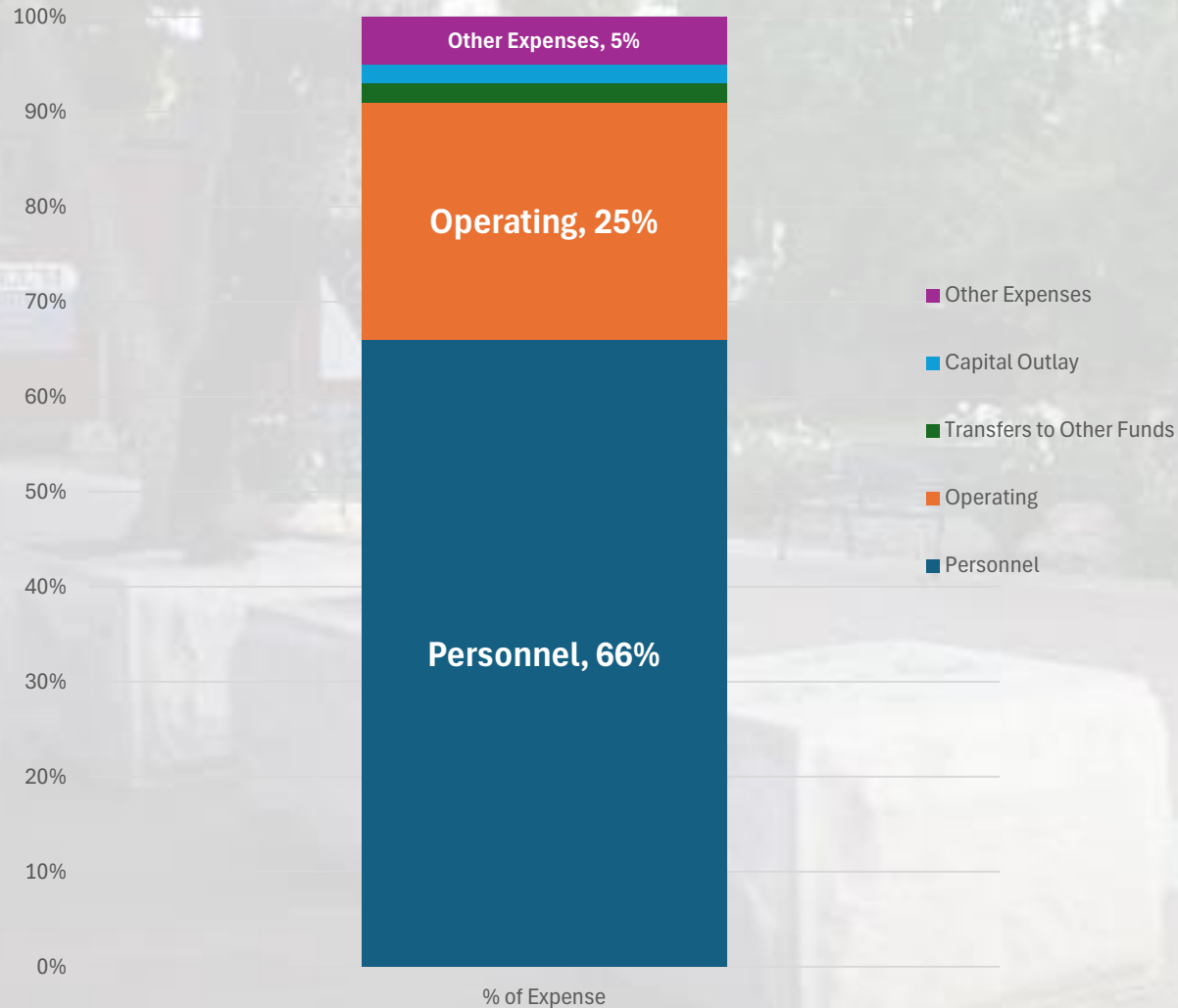
Top 5 Revenue Sources = 80%+ of Total

Heavily Reliant on **Property Tax** = Most stable & Low Sensitivity to Short-term Economic Conditions

Source of funding for most one-time & ongoing Enhancement Requests

General Fund: Expenditures

By Category



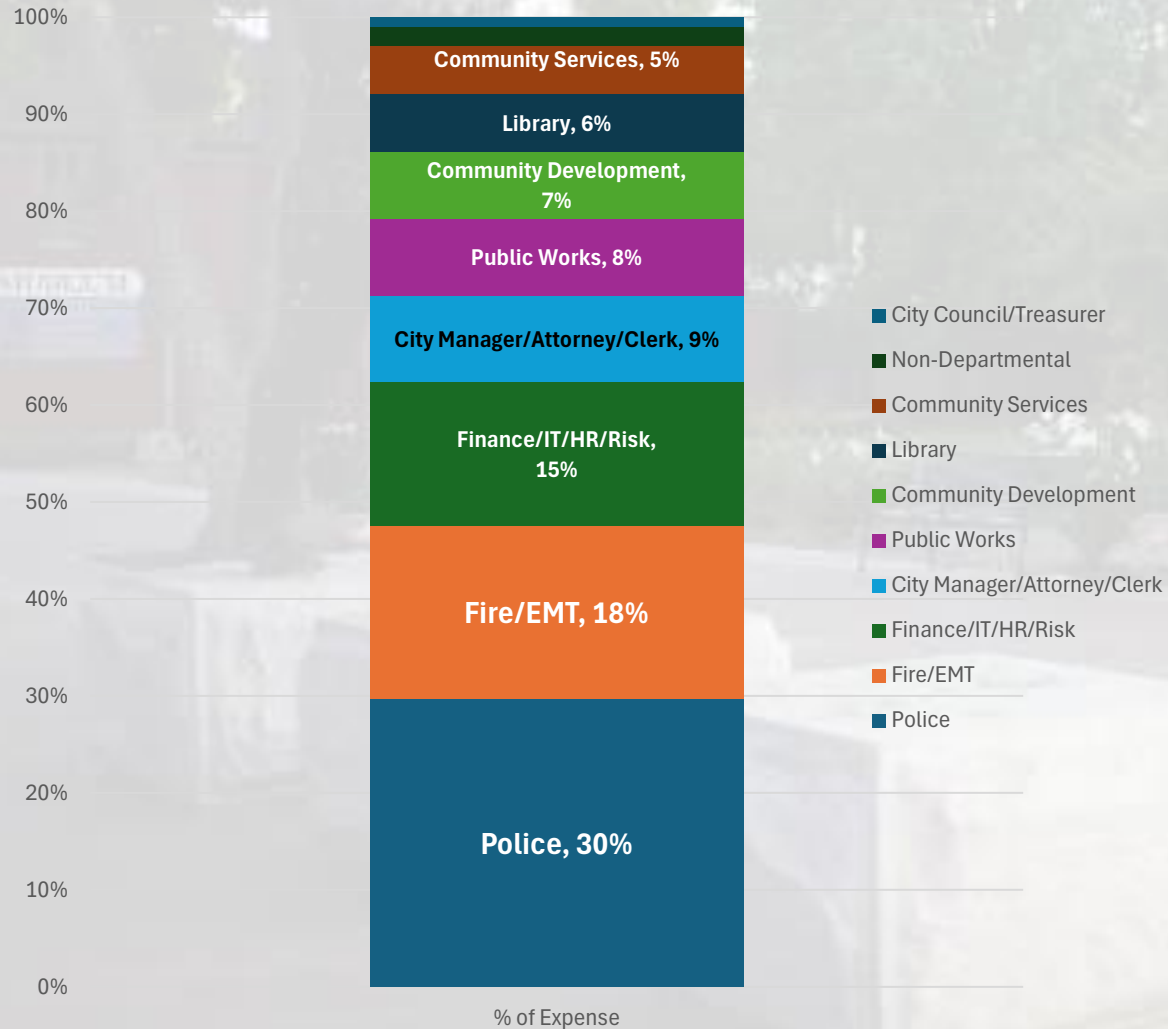
66% of budget for **Personnel** – relatively fixed and subject to bargaining agreements

Operating Costs – Includes contracted services such as city attorney, building review & inspection, street sweeping, tree maintenance, park maintenance that account for **50%** of total operations.

Approximately 5% of costs available as “**discretionary**” funding for new priorities. (~\$2.25 million)

General Fund: Expenditures

By Department

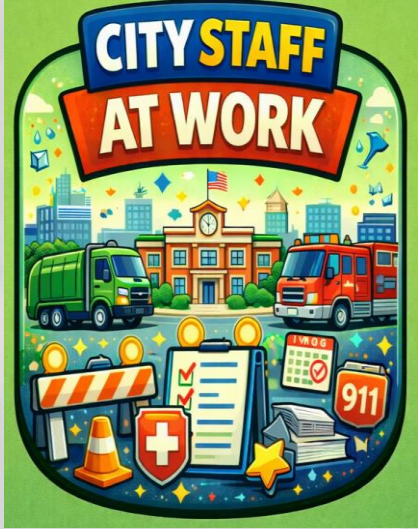


~50% of budget for **Public Safety** – Common in Municipal Operations.

~25% for public facing community services.

~25% for internal management support services.

Work Plan from 2025 Goals & Priorities



Community Development

- City-wide Multi-Family & Mixed-Use Objective Design Standards
- Residential Design Guidelines Update
- ADU Pre-Approved Program
- Housing Element Implementation
- SB-79 Implementation
- Implement Online Permitting System
- Uniform master planning application
- Update Noise Ordinance
- Zoning Code Updates
- Sale/purchase of Cal trans homes

Community Services

- Complete Park Comprehensive Plan
- Revise Co-Sponsorship & Special Event Policy
- Preparation for upcoming FIFA World Cup
- Onboard New Golf Course Operator and Redevelopment
- Resurfacing Tennis/Pickleball Courts
- Senior Center Upgrades
- Camp Med Cost Analysis
- Playgrounds/Park Renovations
- Marketing of Community Services Programs & Services

Human Resources

- Update of Personnel Rules
- Springbrook Upgrade Implementation (w/ Finance)
- Streamline Recruitment & Onboarding Process
- Create and Document workflow processes
- Training for City Staff
- Clean up and full build out of NEOGOV platform

Library

- Implementation of RFID Technology
- Student Success Cards Program
- Improve Emergency Preparedness
- Expand/ Improve Document Management Services for Public
- Launch "Library of Things" Lending Program

Police

- Onboard New Police Chief
- Pursue funding for Radio System Upgrade
- Continue Citizen's Academy
- Continue hiring personnel
- Emergency/ Disaster readiness
- Expand partnership with LACDMH for mental health services

Public Works

- Citywide Mobility/ Active Transportation Plan
- Traffic Calming Toolbox
- Neighbor Traffic Management Plan
- Water & Sewer Rate Study
- Update of tree removal/trimming ordinances
- Update of One Water Plan
- SCADA System Upgrade
- Citywide Sewer Cleaning and CCTV Contract
- Sewer Consent Judgement
- Sanitary Sewer Management Plan Update
- Urban Forest Management Plan
- N-S Fair Oaks ITS Deployment Project
- Fremont Ave & Huntington Corridor Improvement Project
- Mission Slow Street Project
- Street Improvement Projects
- Indiana Ave Reconstruction
- Orange Zone Reconstruction
- Sidewalk Replacement & ADA Ramps
- Westside Reservoir Reconstruction
- CIP Implementation

City Manager's Office

- Customer Service System
- Continue to formalize policies and procedures
- Communications Strategy Implementation
- Implement Workplans for All Commissions
- Risk Program
- Quarterly newsletter
- Information Technology and security upgrades
- Mission Meridian Parking Garage

Fire

- Community Alerting System Education
- Community CPR Education
- City Fire Lane Project
- Vegetation Management Standard
- Fire Station Infrastructure
- Comprehensive Fire Department Policy and Procedure Manual
- Emergency Preparedness
- Educational Partnerships
- Fire Hazard Severity Zone Map Update

Finance

- Springbrook Upgrade Implementation (w/ HR)
- Department-wide Fee Study
- Implement a Vehicle Replacement Policy/ Program
- Create and Implement a Technology Replacement Policy
- Transition to new IT managed service provider
- Development Impact Fee Updates

Internal Service Funds



Provide services to City departments



Funded through cost reimbursement



Current Use:

- Liability & workers' compensation insurance

Budget Threats

Operationalizing
Internal Service
Costs

Self-Insurance Fund
(underfunded reserves)

Facility Maintenance
Fund
(reduce deferred
maintenance)

Vehicle Replacement
Fund
(planned fleet lifecycle
funding)

Enterprise Funds

Operate like businesses

Funded by user fees or utility rates

Designed to be self-supporting

Examples:

- Water Fund
- Sewer Fund
- Arroyo Seco Golf Course Fund

Special Revenue Funds



- Gas Tax (streets)
- Metro transportation funds
- Street lighting & landscaping

FY 2026-2027 Budget

Budget Schedule

Budget Schedule

City Manager's Proposed Budget Posted for Public Review: May 14, 2026

All City Commissions

Presentation
May 14, 2026
June 10, 2026 (joint)

City Council

Study Sessions:
May 20, 2026
June 3, 2026
June 10, 2026 (joint)
Budget Adoption:
June 17, 2026

Community

Budget Meeting:
May 28, 2026
Public Hearing:
June 17, 2026

Fiscal Year Begins: July 1, 2026

Key Takeaways

- 1** South Pasadena operates a **balanced budget** — revenues and expenditures are in balance, and reserves exceed the required 25% minimum. The 5-year forecast shows this stability continuing.
- 2** Most costs are **fixed and not discretionary** — 66% is personnel under labor agreements, 25% is contracted services. Only ~5% (~\$2.25M) is truly available for new priorities each year.
- 3** The City uses **fund accounting** — money is organized into legally separate buckets. This is why the City cannot simply redirect water ratepayer funds to fix streets, or gas tax money for police.
- 4** The budget process is **open and accountable** — community surveys, Council priorities, commission input, public study sessions, and a public hearing all shape what gets funded. Your voice matters.

FY 2025-2026 Budget

Questions



Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: April 9, 2026

FROM: Matthew Patsel, Library Director

SUBJECT: **Approval of Minutes of Thursday, March 12, 2026, Library Board of Trustees Regular Meeting**

Recommendation

It is recommended that the Board review and consider approval of the March 12, 2026, Regular Meeting Minutes.

Attachment:

City of South Pasadena Library Board of Trustees Meeting Minutes, Thursday, March 12, 2026

ATTACHMENT

City of South Pasadena Library Board of Trustees
Meeting Minutes, Thursday, March 12, 2026



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

**MINUTES
REGULAR MEETING
THURSDAY, MARCH 12, 2026, AT 7:00 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Library Board of Trustees was called to order by Secretary Edward Pearson on Thursday, March 12, 2026, at 7:03 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

Secretary	Edward Pearson
Trustee	Richard Elbaum
Trustee	Eric Forman
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, 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. RFID UPDATE PRESENTED BY SUPPORT SERVICES LIBRARIAN JENNIFER RODRIGUEZ

Support Services Librarian Jennifer Rodriguez provided an update on the Library's upcoming implementation of Radio-Frequency Identification (RFID) technology. She

explained that RFID will automate and improve the circulation process by using digital tags on each item that communicate with the Library's Integrated Library System. This enhancement is expected to speed up check-in and check-out, allow materials to return to the shelves more quickly, and free staff time for other duties. The Library anticipates launching RFID in coordination with the Summer Reading Program in June.

[Support Services Librarian Jennifer Rodriguez left the Library Board of Trustees meeting at 7:19 p.m.]

ACTION/DISCUSSION

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

None.

4. APPROVAL OF MINUTES OF FEBRUARY 12, 2026, LIBRARY BOARD OF TRUSTEES MEETING

Recommendation

It is recommended that the Board review and consider approval of the February 12, 2026, Meeting Minutes.

BOARD ACTION AND MOTION

A motion was made by Trustee Serwin, seconded by Trustee Elbaum, and approved by a roll call vote to approve Item No. 4, as presented by staff. The motion carried 5-0 by the following vote:

AYES: Elbaum, Forman, Meeker, Pearson, Serwin

NOES: None.

ABSENT: None.

ABSTAINED: None.

5. ELECTION OF 2026 OFFICERS

Recommendation

It is recommended that the Board approve the slate of officers for 2026 as presented by the Nominating Committee:

President: Minsun Meeker

Vice President: Dean Serwin

Secretary: Ed Pearson

BOARD ACTION AND MOTION

A motion was made by Trustee Elbaum, seconded by Trustee Forman, and approved by a roll call vote to approve the slate of officers as presented by the Nominating Committee in Item No. 5, as follows – President – Minsun Meeker; Vice President – Dean Serwin; Secretary – Ed Pearson. The motion carried 5-0 by the following vote:

AYES: Elbaum, Forman, Meeker, Pearson, Serwin

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

6. APPOINT A TRUSTEE AS THE 2026 LIAISON TO THE BOARD OF THE FRIENDS OF THE LIBRARY

Recommendation

It is recommended that the Trustees appoint one of its members to serve as the liaison to the board of the Friends of the South Pasadena Public Library, Inc. for the year 2026

BOARD ACTION AND MOTION

A motion was made by Secretary Pearson, and seconded by Trustee Forman, and approved by a roll call vote for Vice President Serwin to serve as the Trustee Liaison to the Friends, with Trustee Elbaum serving as secondary point of contact. The motion carried by 5-0 by the following vote:

AYES: Elbaum, Forman, Meeker, Pearson, Serwin
NOES: None.
ABSENT: None.
ABSTAINED: None.

7. VOLUNTEER RECOGNITION STATUS UPDATE

Recommendation

It is recommended that the Trustees receive an update from staff on the planning for the Volunteer Recognition event.

8. REVIEW FINAL 2026 BOARD OF TRUSTEES WORK PLAN GOALS AND THE 2026 AGENDA FORECAST

Recommendation

It is recommended that the Trustees review the finalized Work Plan goals and the current draft of the 2026 agenda forecast.

9. 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

10. BOARD PRESIDENT COMMUNICATIONS

President Meeker stated that she looks forward to working with the new Board.

11. BOARD MEMBER COMMUNICATIONS

Secretary Pearson attended the Death Café. He noted the strong attendance and commented that additional time for follow-up discussion would have been helpful. He also

referenced a recent “Daily Show” segment featuring Mychal Threets, who offered a strong defense of libraries.

12. COUNCIL LIAISON COMMUNICATIONS

None. (Council Liaison Jon Primuth was not in attendance.)

13. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Friends Board President Kevin O’Neill reported that the Friends are beginning the new year with several new Board members. He noted that the most recent Restoration Concert was very well attended. He also announced that Bianca Richards will serve as the Friends Bookstore liaison.

14. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

Trustee Serwin reported that the Friends are conducting their annual membership drive, accompanied by a flyer highlighting their accomplishments from 2025.

15. ASSISTANT LIBRARY DIRECTOR COMMUNICATIONS

Assistant Director Billings shared that the Book Bike has been ordered and is currently undergoing review of its graphic artwork. It is expected to arrive in time for the Summer Reading Program.

16. LIBRARY DIRECTOR COMMUNICATIONS

Director Patsel reported that an intern from the UCLA Library School will be assisting Local History Librarian Olivia Radbill with various digitization projects.

PUBLIC COMMENT - CONTINUED

17. CONTINUED PUBLIC COMMENT – GENERAL

None.

ADJOURNMENT

There being no further matters, President Minsun Meeker adjourned the meeting of the Library Board of Trustees at 8:15 P.M. to the next Regular Library Board of Trustees meeting scheduled for April 9, 2026.

Respectfully submitted:

Sean Faye
Staff Liaison, Library Administrative Assistant

APPROVED:

Minsun Meeker
President



Library Board of Trustees Agenda Report

ITEM NO. 5

DATE: April 9, 2026
FROM: Matthew Patsel, Library Director
SUBJECT: **Library Administrative Policy Manual Update: Display Policy**

Recommendation

It is recommended that the Board review and adopt an amended "Display Policy".

Background

The Board of Trustees work plan for Fiscal Year 2025-2026 includes continuing a comprehensive review and update of Library Administrative Policies. On average, the Library's policies have not been reviewed/amended in 17 years. Trustees are making steady progress and since 2020 have reviewed and rescinded some obsolete policies and reviewed and amended others.

Discussion/Analysis

The Display Policy was adopted in 1985. It has only been amended once since that time, in 2002. It has not been substantially amended since then.

The key amendments to the Policy that staff recommend are:

- Changing the policy language to be more succinct and clearer
- Removing Community Room information, which is covered in the Community Room Policy
- Providing clearer language regarding Bulletin Boards

Fiscal Impact

None.

Attachments:

1. Library Card Policy Dated 4/9/26 Redlined with Recommended Changes
2. Library Card Policy with Recommended Changes Incorporated

ATTACHMENT
Revised Display Policy (Redlined)

SOUTH PASADENA PUBLIC LIBRARY

Display Policy

Adopted: 8/13/85
Amended: 3/4/91, 11/9/99, 7/9/02
Reviewed: 5/13/97, 10/12/99, 11/9/99, 7/9/02

The South Pasadena Public Library has ~~the following~~ areas which are used for displays, which may include display cases, wall cabinets, bulletin boards, display racks and panels, and media screens.

- ~~1. Vertical, free standing oak display case in the library lobby area.~~
- ~~2. Locked case on the wall in the library entry.~~
- ~~3. Locked case in the Children's department.~~
- ~~4. Two locked wall cabinets in Community Room.~~
- ~~5. Bulletin boards in the adult section.~~
- ~~6. Literature display rack adjacent to the library exit.~~
- ~~7. Bulletin board in the Children's Room.~~
- ~~8. Literature display rack in the Children's Room.~~
- ~~9. Literature display racks attached to the Reference Desk.~~
- ~~10. Display panels in the Community Room.~~
- ~~8.~~

All display areas ~~with the exception of number 10~~ are to be used for non-commercial educational or cultural purposes only The content, timing and duration of displays are determined by library staff. ~~They may not be used for displays of a commercial nature.~~

The primary purpose of the Library's displays ~~facilities~~ is to increase public awareness of the Library's resources and to fulfill its mission of providing a welcoming environment where the evolving and diverse needs of patrons are met with physical and digital resources, outstanding service, and engaging programs for all. ~~to promote intellectual freedom, life long learning, and the enhancement of cultural and leisure activities.~~ Exhibits using library facilities

At the discretion of Library Administration, materials displayed at the Library shall further one or more of these purposes:

- To highlight specific library services, collections, or programs.
- To highlight City programs and services.
- To draw attention to current events, community issues, or topics that are relevant to South Pasadena and the immediate surrounding areas
- To inform patrons about the work, initiatives, and activities of local non-profit organizations involved in education, culture, recreation, or community support.
- To showcase personal archives or collections that the Library determines are relevant or of interest to the local community.
- ~~• To call attention to a theme related to library services, collections or programs.~~
- ~~• To bring together library materials from several subject areas which are related to a theme of current interest.~~
- ~~• To highlight current issues, events or other subjects of public interest.~~
- ~~• To explain the activities of, or issues of interest to, local organizations and~~

~~agencies engaged in educational, recreational, cultural, intellectual or charitable activities.~~

- ~~• To display interesting collections or hobbies of local residents.~~

~~Displays are mounted in locked cases by invitation only.~~

~~The Community Room display panels may be used by groups renting the Community Room to present material during their programs. Under no circumstances are the display panels to be removed from the Community Room. Arrangements for their use should be made with the Library Administrative Secretary.~~

Bulletin Boards

~~Members of the public may request that materials be posted on a Library bulletin board by submitting material to Library Administration. Materials must be consistent with the purposes described in this policy. Bulletin boards are used to announce local opportunities for educational or cultural experiences sponsored by non-profit organizations including City sponsored classes and activities. Material must be submitted to the City Librarian for posting. Space is limited. The Library may remove material or decline to post material due to lack of space and retains the right to prioritize postings that will be of most interest and use to library patrons. space dictates that not everything can be posted. The length of time material is posted is at the discretion of the City Librarian. Library Administration.~~

~~Use of the display panels located in the Library Community Room is governed by the Library's Community Room Policy.~~

ATTACHMENT
Revised Display Policy

SOUTH PASADENA PUBLIC LIBRARY

Display Policy

Adopted: 8/13/1985

Amended: 3/4/1991, 11/9/1999, 7/9/2002, 4/9/2026

Reviewed: 5/13/1997, 10/12/1999, 11/9/1999, 7/9/2002

The South Pasadena Public Library has areas which are used for displays, which may include cases, wall cabinets, bulletin boards, display racks and panels, and media screens.

All display areas are to be used for non-commercial educational or cultural purposes only. The content, timing and duration of displays are determined by library staff.

The primary purpose of the Library displays is to increase public awareness of the Library's resources and to fulfill its mission of providing a welcoming environment where the evolving and diverse needs of patrons are met with physical and digital resources, outstanding service, and engaging programs for all.

At the discretion of Library Administration, materials displayed at the Library shall further one or more of these purposes:

- To highlight specific library services, collections, or programs.
- To highlight City programs and services.
- To draw attention to current events, community issues, or topics that are relevant to South Pasadena and the immediate surrounding areas
- To inform patrons about the work, initiatives, and activities of local non-profit organizations involved in education, culture, recreation, or community support.
- To showcase personal archives or collections that the Library determines are relevant or of interest to the local community.

Bulletin Boards

Members of the public may request that materials be posted on a Library bulletin board by submitting material to Library Administration. Materials must be consistent with the purposes described in this policy. Space is limited. The Library may remove material or decline to post material due to lack of space and retains the right to prioritize postings that will be of most interest and use to library patrons. The length of time material is posted is at the discretion of Library Administration.

Use of the display panels located in the Library Community Room is governed by the Library's Community Room Policy.



Library Board of Trustees Agenda Report

ITEM NO. 6

DATE: April 9, 2026
FROM: Matthew Patsel, Library Director
SUBJECT: Rescind Policy on Limitations of Use of Steinway Piano

Recommendation

It is recommended that the Trustees review and approve the Library's request to rescind this obsolete policy

Background

Because the Friends of the South Pasadena Public Library, Inc. sold the Steinway piano that was housed in the Library's Community Room, the policy that was adopted in 2007 that governed its use by entities other than the Friends of the Library is obsolete and should be rescinded from the Library's Administrative Policy Manual.

Attachment

Policy on Limitations of Use of Steinway Piano

ATTACHMENT
Policy on Limitations of Use of Steinway Piano

SOUTH PASADENA PUBLIC LIBRARY
Policy on Limitations of Use of Steinway Piano

Adopted: 11/13/07

Amended:

Reviewed:

The Restoration Concerts Committee, an arm of the Friends of the South Pasadena Public Library, Inc., has exclusive rights to the use of the Steinway D Concert Piano in the Community Room, specifically by the professional pianists featured in the Restoration Concert Series.

The Steinway Piano may not be used by anyone else without the written permission of an authorized officer of the Friends of the South Pasadena Library, Inc and a member of the Restoration Concert Committee.



Library Board of Trustees Agenda Report

ITEM NO. 7

DATE: April 9, 2026
FROM: Matthew Patsel, Library Director
SUBJECT: **Review and Recommended Draft Rules of Behavior Policy**

Recommendation

It is recommended that the Board review the revised draft of the Rules of Behavior Policy and receive an update from staff on the components that are still in development.

Background

The Board of Trustees work plan for Fiscal Year 2025-2026 includes continuing a comprehensive review and update of Library Administrative Policies. On average, the Library's policies have not been reviewed/amended in 17 years. Trustees are making steady progress and since 2020 have reviewed and rescinded some obsolete policies and reviewed and amended others.

The Rules of Behavior Policy was last reviewed in 2023 and has not been substantially updated since then.

The key amendments to the Rules of Behavior in the Policy that staff recommend are:

- Wording to reflect that the South Pasadena Public Library values community and inclusivity and is committed to offering a safe and positive library experience for everyone.
- Clearly listing which activities and behaviors are not allowed in the library.
- Rules of Behavior descriptions that can be easily understood by staff and patrons.

Attachment

1. Draft Rules of Behavior Policy
2. Staff Decision Making Flowchart – Sample

ATTACHMENT
Draft Rules of Behavior Policy

**South Pasadena Public Library
Library Rules of Behavior Policy**

Value of Shared Public Spaces

The South Pasadena Public Library values community and inclusivity and is committed to offering a safe and positive library experience for everyone. To maintain a welcoming environment for all, we expect visitors to:

- Respect others
- Follow the rules
- Comply with requests from library staff
- Obey the law

The Library has zero tolerance for dangerous or illegal behavior.

Rules of Behavior

The Rules of Behavior apply inside the library and outside the library in areas adjacent to the building, such as patio tables, entryways, balconies, and anywhere library programs are being held.

Visitors who fail to comply with Library Staff requests and verbal warnings, or who violate the Library Rules of Behavior or local, state or federal law, may have library access and privileges suspended for up to one year pursuant to SPMC § 2-78.5. The length of suspension is determined based on the rule or rules violated, the frequency of violation, and the severity of the impact to library operations or the facility. Violating a suspension by willfully entering Library Park or the library during the period of suspension is guilty of a misdemeanor. (Ord. No. 2310, § 1, 2017.)

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

Dangerous or Illegal Behaviors

1. Violating any federal, state, or local law, including lewd conduct (California Penal Code § 647(a)), and loitering (California Penal Code § 647(h)).
2. Engaging in or threatening physical or sexual assault or abuse.
3. Threatening or harassing other patrons or staff, including but not limited to verbal abuse, stalking, touching, staring, gestures, physical intimidation, and unwelcome advances.
4. Displaying or brandishing a weapon of any type, including but not limited to firearms, knives, swords, tasers.
5. Exposing parts of the body that a reasonable person would find offensive or inappropriate in a shared public space.
6. Building of fires or using flammable liquids or materials.
7. Leaving children under the age of 11 unattended (see Youth & Youth Areas Policy).

Disruptive Behavior

Including but not limited to the following:

8. Being excessively noisy.
9. Engaging in unruly physical behavior, including but not limited to running, jumping, wrestling, shoving, and fighting.
10. Using electronic devices or other personal equipment in a way that is disruptive, noisy, unsafe or harassing.
11. Selling goods or services or soliciting signatures or donations, religious proselytizing or political campaigning, and panhandling.

Misuse of Library Facilities, Property and Services

12. Damaging, defacing, or destroying library property.
13. Sitting or lying on the floor (except in areas designated for youth).
14. Using library facilities, including restrooms, for bathing, shaving, or washing hair, clothing or other belongings, or any kind of personal grooming.
15. Using more than one seat or table space per person or monopolizing outlets, furniture, equipment, or floor space and using belongings to save seats.
16. Violating the Library's Internet and Wi-Fi Use Policy.
17. Violating the Library's Library Card Policy.

Personal Belongings

All personal belongings are subject to inspection.

18. An individual's belongings may not collectively or individually exceed 24" x 16" x 12" in size and must fit under the table where they are seated. Exceptions may be made for musical instruments in their cases.
19. Bringing wheeled transportation devices into the library, except for those used to assist mobility or those being used to transport children.
20. Bringing bedding and other household items into the library, such as sleeping bags, tarps, bedrolls, mats, or blankets. (Blankets being used by babies are allowed.)
21. Leaving belongings unattended for more than 15 minutes.

Eating, Drinking, Smoking, Sleeping

22. Possession or consumption of alcohol, marijuana, or any controlled substances.
23. Exhibiting signs of being under the influence of alcohol, drugs, or other controlled substances, except any person using lawfully prescribed medication.
24. Smoking and vaping.
25. Eating and bringing open food packaging or beverage containers without lids into the library.
26. Sleeping.

Animals

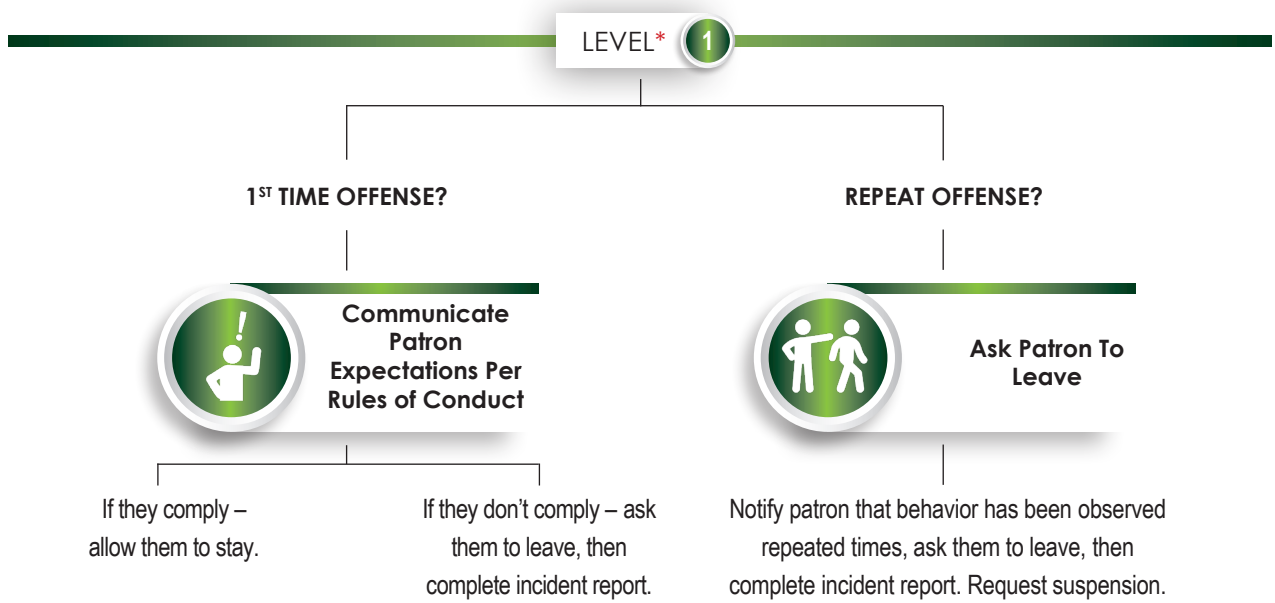
27. Animals are not allowed in the library, except for animals that are part of library sponsored programs and service dogs trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability as per the Americans with Disabilities Act Title II, Section 35. Service animals must not create hazards for others and food and water for service animals are not allowed in the library.

Appealing Library Suspensions

Any person whose library access privileges have been suspended may appeal the suspension pursuant to Section [x.xx] of the City of South Pasadena Municipal Code. The suspension of library privileges will remain in effect during the appeal process.

ATTACHMENT
Staff Decision Making Flowchart – Sample

What Level Offense is this?



*Refer to ADA/service animal guidance per California Penal Code 365.7(a)
For unattended children- 10 years old or younger, review policy*





Library Board of Trustees Agenda Report

ITEM NO. 8

DATE: April 9, 2026
FROM: Matthew Patsel, Library Director
SUBJECT: **Volunteer Recognition Event Status Update**

Recommendation

It is recommended that the Trustees receive an update from staff on the planning for the Volunteer Recognition event.

Background

The annual volunteer recognition event will take place Wednesday, April 22, 2026, from 4:30-6:00 p.m. in the Library Community Room.

The event coincides with National Library Week, which is April 19-25, 2026 (theme: "Find your Joy").

The Library Director has prepared a Proclamation to be made at the regular City Council meeting on Wednesday, April 15, declaring it to be Library Volunteer Recognition Day in the City of South Pasadena. Staff will reach out to Friends Board members and volunteers to see who can attend to receive the proclamation.

PLANNING UPDATES

Trustee Assignments

Ice – Minsun Meeker

Desserts – Minsun Meeker

Burden of Proof – Eric Forman

Clean-up – Ed Pearson

Music – Dean Serwin (arrangements in process)

Giveaways – Dean Serwin (baseball caps in production)

Refreshments:

The company used last year, Hey Hi Hello LLC, has been hired to provide charcuterie (cheese, meats, fruit, veggies). Villa's Tacos will be donating chorizo y papa and soyrizo y papa tacos.

RSVPs

91 invitations sent. 24 Yes; 12 No. Staff will begin contacting invitees that have not responded.



Library Board of Trustees Agenda Report

ITEM NO. 9

DATE: April 9, 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

Introducing Local History Intern Sofia Tomanov

The Library is excited to welcome our new Local History intern, Sofia Tomanov! Sofia is a longtime South Pasadena resident and current graduate student at UCLA. Sofia is working on her master's degree in library and information science, with an emphasis in archival studies. She is passionate about history, visual culture, and making information and culture as accessible as possible. In her free time, she enjoys cooking, reading, and visiting museums.

Interviews

Staff are interviewing for the full-time Librarian and part-time Administrative Assistant recruitments this week.

PROGRAMS & EVENTS

Past Events

- All Abilities Club (3/13) 18 attendees
- Toddler Dance Party (3/16) 106 attendees
- Zine Making Workshop (3/17) 18 attendees
- Senior Book Club (3/18) 8 attendees
- Lego Free Play (3/20) 103 attendees
- Janus Film Club (4/3) 20 attendees

Upcoming Events

- Ron Koertge Poetry Workshop (4/7)
- Walk 'n' Talk Club (4/8)
- All Abilities Club (4/10)
- Teen Poetry Exchange (4/14)

- Senior Book Club (4/15)
- Barks & Books (4/15)
- Toddler Dance Party (4/20)
- How To: eBooks for Seniors (4/21)
- Classics Book Club (4/25)
- Suzuki Violin Performance (4/25)
- The Library is hosting a "Careers with Compassion" educational workshop with the Pasadena Humane Society for Be Kind to Animals Week. This event will take place on May 6 at 6PM and is geared toward kids and teens age 11-17.

Event Highlights

Stitch Class - The library hosted our first Stitch Class in which participants learned some basic embroidery stitches and created their own teacup bookmarks. We had 19 participants attend, and a mix of all ages with our youngest being 8 years old. Two of our youngest participants attended with their dads, who also tried their hands at sewing.

Special All Abilities Club Dance Event - On Friday, March 13, the All Abilities Club partnered with Spectrum Dance Company for professional dance instruction. Spectrum Dance Company is a Pasadena-based nonprofit dance program for kids and adults with learning and ability differences. 18 All Abilities Club members practiced stretching, doing hip-hop dance moves, and danced to KPop choreography led by Spectrum Dance Company founder Morgan Phillips!

Library Hosts First Toddler Dance Party! - On March 16 Library staff hosted our first Toddler Dance Party. Geared toward ages 1 to 3 years old, Toddler Dance Parties are fun and exploratory dance-alongs designed to encourage kinetic learning, spatial awareness, and self-confidence. 106 kids and their guardians danced to playful action songs, sang-along to educational songs, and practiced movement and balance. The event concluded with open-ended bubble play.



Library Hosts First Meeting of Strings & Things - On March 14th the library hosted its first Strings and Things program, a space for community members to bring in their projects and work individually in a group setting. The program had 13 participants working on various projects that included drawing, sewing, crocheting, knitting, and embroidery. Participants were of all ages and several brought projects they had been meaning to finish and had been looking for a dedicated space and time to just craft.



Almanson Visit - Thirteen TK students from Almanson Academy visited the Library for their monthly field trip. Children's librarian Stephanie Higgins read them two stories, led them in a singalong, and then showed them around the children's room. Afterwards, the kids had a chance to browse for books and check them out on their own library cards.



Zine Workshop with Senior Center - In collaboration with the Senior Center, the Library hosted an engaging and creative zine workshop on March 17. A total of 18 seniors and adults participated in the program, where they explored the history and cultural significance of zines. Attendees were then guided through the process of creating their own unique zines, resulting in a fun and hands-on experience that encouraged creativity and self-expression.

