



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

**AGENDA
REGULAR MEETING
THURSDAY, MAY 14, 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

Youth Commissioner Inah Chang

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. 2026 SUMMER READING PROGRAM**

Senior Librarian Leticia Cheng will present an overview of the 2026 Summer Reading Program.

ACTION/DISCUSSION**3. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA****4. APPROVAL OF MINUTES OF APRIL 9, 2026, LIBRARY BOARD OF TRUSTEES MEETING**Recommendation

It is recommended that the Board review and consider approval of the April 9, 2026, Meeting Minutes.

5. REVIEW AND CONSIDER APPROVAL OF THE DRAFT RULES OF BEHAVIOR POLICY, AND IF APPROVED, RESCIND THE TWO POLICIES THAT IT WILL REPLACERecommendation

It is recommended that the Board review and approve the draft of the Library's revised Rules of Behavior Policy, and if it is approved it is recommended that the Board rescind the Library Rules of Use and Behavior Policy and the Library Code of Conduct Policy which are replaced by the new policy.

6. FISCAL YEAR 2026-2027 LIBRARY BUDGET

Staff to provide information to Trustees about the Fiscal Year 2026-2027 Budget Calendar.

7. VOLUNTEER APPRECIATION EVENT DEBRIEF

Debrief April 22, 2026, Volunteer Appreciation Event.

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**

June 11, 2026	Regular Board Meeting	7:00 p.m.
July 9, 2026	Regular Board Meeting	7:00 p.m.
August 13, 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 **May 14, 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.

May 11, 2026 /S/

Date Sean Faye, Library Administrative Secretary



Library Board of Trustees Agenda Report

ITEM NO. 2

DATE: May 14, 2026

FROM: Leticia Cheng, Senior Librarian – Children’s Services

SUBJECT: **Receive a Presentation Providing An Overview of the 2026 Summer Reading Program**

Recommendation

It is recommended that the Library Board

- a) Receive this summary and the accompanying information; and
- b) Provide any questions or comments to staff for consideration.

No formal action is required.

Executive Summary

This staff report accompanies the presentation by the Senior Youth Services Librarian providing information on the upcoming 2026 Summer Reading Program at the Library. The purpose is to ensure the Library Board is aware of the program and related activities. No action is required; this item is presented for information and discussion.

Background

The South Pasadena Public Library holds an annual Summer Reading Program with an aim to prevent "summer slide" (learning loss), foster lifelong reading habits, and encourage library usage for all ages. By offering free engaging activities, challenges, and prizes, these programs help children, teens and adults retain reading skills, encourage exploration, and offer fun community engagement.

Analysis

The Senior Youth Services Librarian is presenting an overview of the Summer Reading Program as part of an ongoing commitment to share relevant library information and updates to increase awareness.

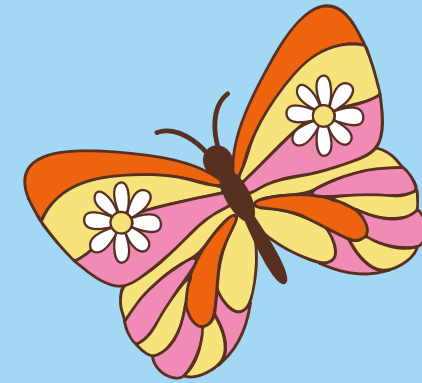
Attachment

Summer Reading Program Presentation

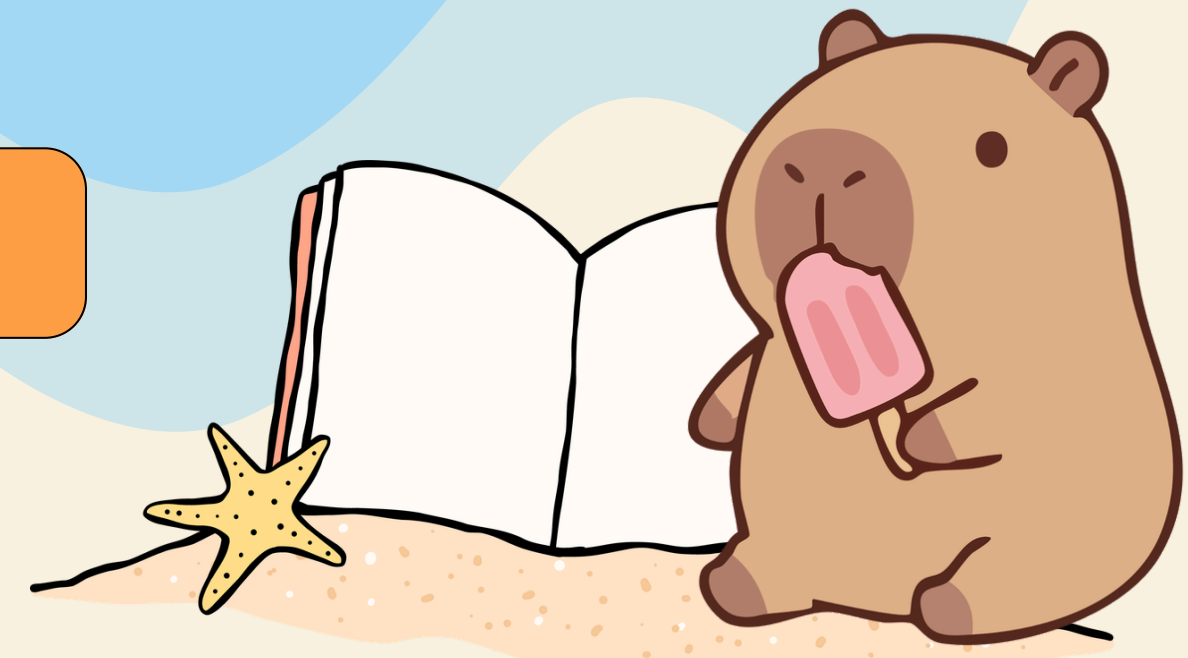
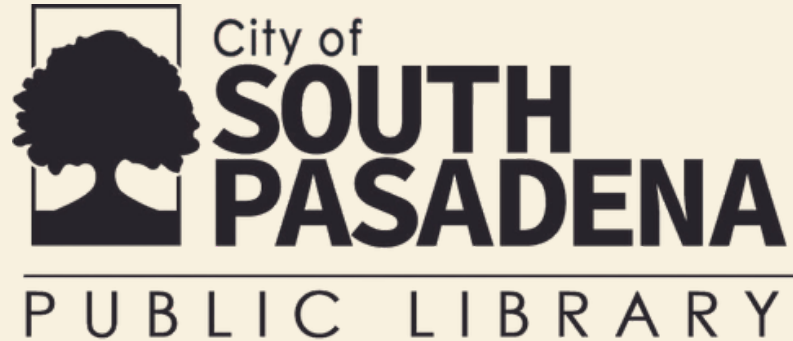
ATTACHMENT
2026 Summer Reading Program Presentation

SOUTH PASADENA PUBLIC LIBRARY

Summer Reading Program



JUNE 6 - JULY 18 2026



WHAT IS SUMMER READING PROGRAM?



- Encourage people of all ages to read throughout the summer
- Prevent “summer slide” and maintain literacy skills
- Earn prizes for reaching reading goals
- Attend library events
- Have fun!

KICK-OFF PARTY

**JUNE
6**

**3 PM
-
5 PM**

**Location: Oxley St. side
of the Library Park**

ACTIVITIES

FACE PAINTING

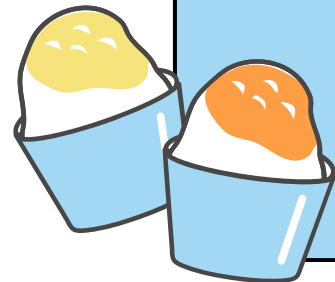
BALLOON ANIMALS

NAIL POLISH STATION

SRP REGISTRATION

KONA ICE

& MORE!

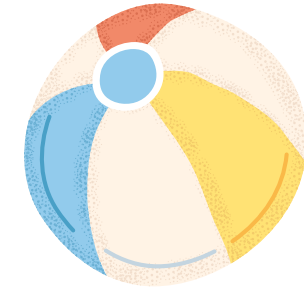


SUMMER READING PROGRAM

SOUTH PASADENA PUBLIC LIBRARY

1100 OXLEY STREET, SOUTH PASADENA, CA 91030

JUNE 6 - JULY 18



Start



1.

CHECK THE BOX WHEN YOU COMPLETE A TASK!

SHOW YOUR GAME BOARD TO A LIBRARY VOLUNTEER TO CLAIM YOUR PRIZES!

Finish





WONDERFUL WEDNESDAYS

All programs will take place outside on the Oxley Street side of the Library Park except where noted.

**JUNE
10**

6:00 PM

Captain Tall Tale

**JUNE
17**

6:00 PM

**Ranger Jack's Music
and Puppet Show**

**JUNE
24**

4:00 PM
&
6:00 PM

Wild Wonders*
(wristband required)
Location: Community Room

**JULY
1**

6:00 PM

**The Billy Bonkers
Magic Show**

**JULY
8**

6:00 PM

**POWERHOUSE!!!
Percussive Dance**
Location: El Centro St. side of the
Library Park

**JULY
15**

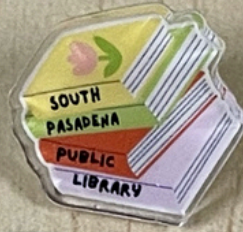
6:00 PM

**Jungle Drum Circles
with Chazz Ross**

*BOTH SHOWINGS OF WILD WONDERS WILL REQUIRE A WRISTBAND TO ATTEND. WRISTBANDS CAN BE PICKED UP AT THE LIBRARY STARTING AT 10 AM ON THE DATE OF THE EVENT. RECOMMENDED FOR AGES 4+.

PRIZES

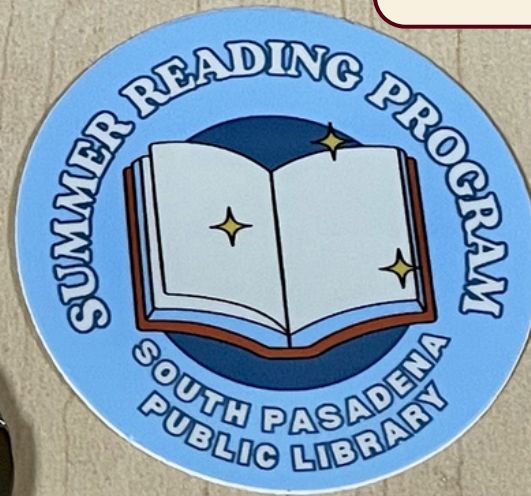
pins



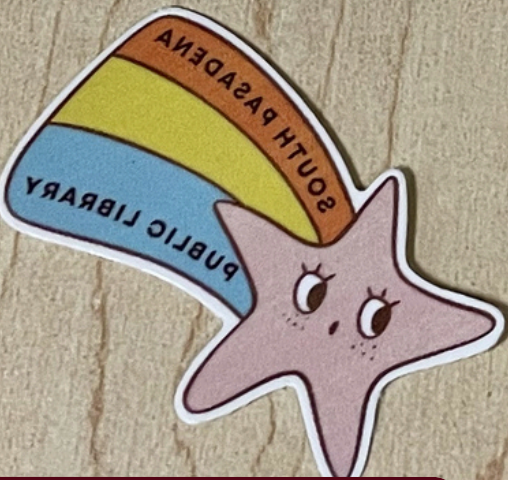
holographic stickers



vinyl stickers

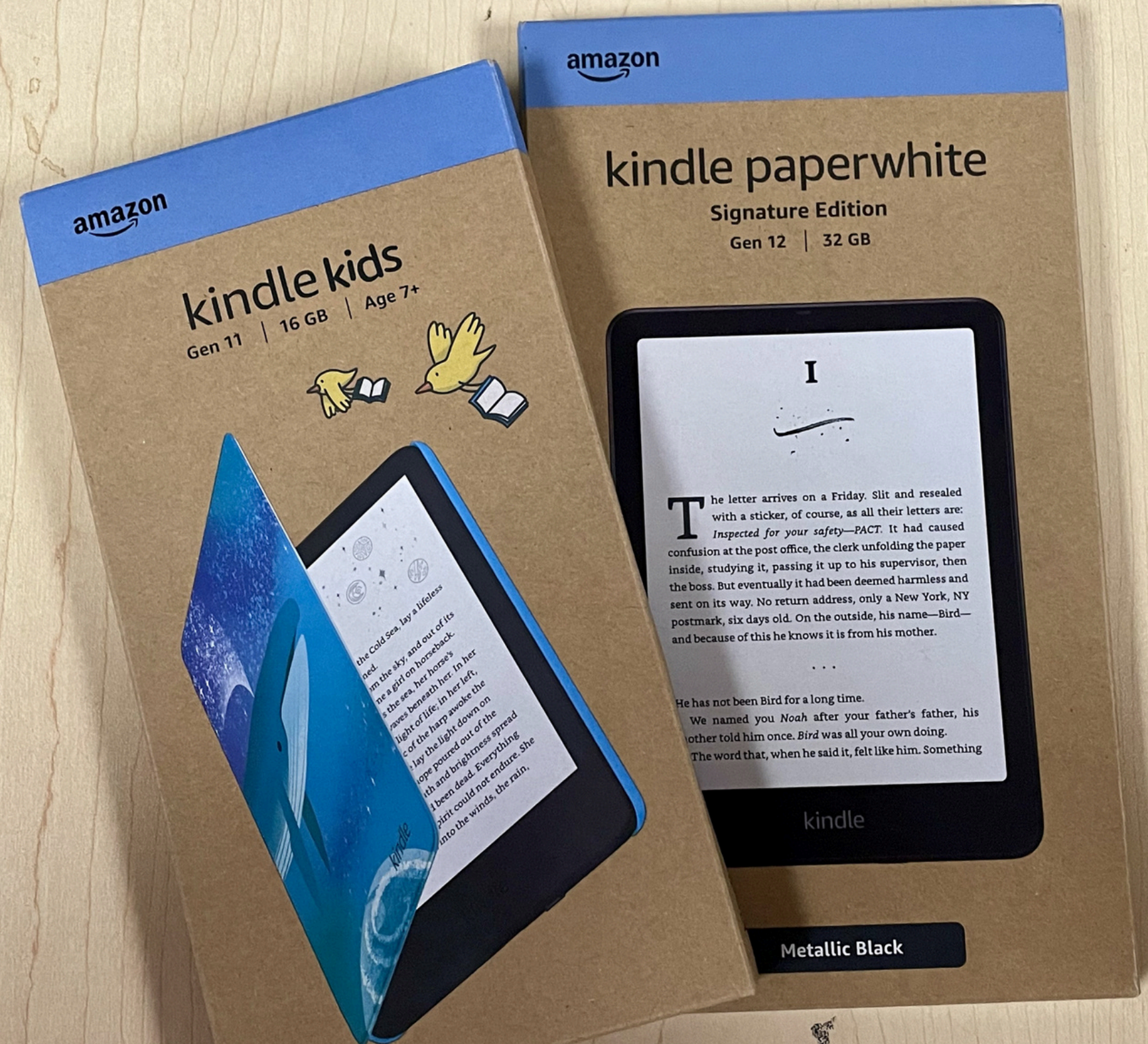


magnets



temporary tattoos

keychains





Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: May 14, 2026

FROM: Matthew Patsel, Library Director

SUBJECT: Approval of Minutes of Thursday, April 9, 2026, Library Board of Trustees Regular Meeting

Recommendation

It is recommended that the Board review and consider approval of the April 9, 2026, Regular Meeting Minutes.

Attachment:

City of South Pasadena Library Board of Trustees Meeting Minutes, Thursday, April 9, 2026

ATTACHMENT

City of South Pasadena Library Board of Trustees
Meeting Minutes, Thursday, April 9, 2026



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

**MINUTES
REGULAR MEETING
THURSDAY, APRIL 9, 2026, AT 7:00 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Library Board of Trustees was called to order by President Minsun Meeker on Thursday, April 9, 2026, at 7:01 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

President	Minsun Meeker
Trustee	Richard Elbaum
Trustee	Eric Forman
Youth Commissioner	Inah Chang

ABSENT

Vice President	Dean Serwin
Secretary	Ed Pearson

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. CHIEF FINANCIAL OFFICER NICK KIMBALL: BUDGET OVERVIEW

Assistant City Manager and Chief Financial Officer Nick Kimball provided an overview of the City's budget, including its structure, revenue sources, and expenditures. He noted that the City budget is a legally binding annual financial plan totaling approximately \$90 million across all funds. The General Fund, which supports most daily services including library operations, is about \$43 million, with the remainder in restricted funds such as Internal Services, Special Revenue, and Enterprise Funds. The Fiscal Year 2026–2027 budget is expected to be adopted at the June 17, 2026, City Council meeting.

[Chief Financial Officer Nick Kimball left the Library Board of Trustees meeting at 7:40 p.m.]

ACTION/DISCUSSION

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

None.

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.

BOARD ACTION AND MOTION

A motion was made by Trustee Elbaum, seconded by Trustee Forman, and approved by a roll call vote to approve Item No. 4, as presented by staff. The motion carried 3-0-2-0 by the following vote:

AYES: Elbaum, Forman, Meeker

NOES: None.

ABSENT: Pearson, Serwin

ABSTAINED: None.

5. REVIEW AND RECOMMEND ADOPTION OF REVISED DISPLAY POLICY

Recommendation

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

BOARD ACTION AND MOTION

A motion was made by Trustee Forman, seconded by Trustee Elbaum, and approved by a roll call vote to approve Item No. 5, as presented by staff. The motion carried 3-0-2-0 by the following vote:

AYES: Elbaum, Forman, Meeker

NOES: None.

ABSENT: Pearson, Serwin

ABSTAINED: None.

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.

BOARD ACTION AND MOTION

A motion was made by Trustee Forman, seconded by Trustee Elbaum, and approved by a roll call vote to approve Item No. 6, as presented by staff. The motion carried 3-0-2-0 by the following vote:

AYES: Elbaum, Forman, Meeker

NOES: None.

ABSENT: Pearson, Serwin

ABSTAINED: None.

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

President Meeker thanked staff for their continued work on programs and expressed her enthusiasm for the upcoming Volunteer Appreciation event. She is very pleased to have new board members participating.

11. BOARD MEMBER COMMUNICATIONS

None.

12. COUNCIL LIAISON COMMUNICATIONS

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

13. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

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

14. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

None. (Trustee Liaison Dean Serwin was not in attendance.)

15. ASSISTANT LIBRARY DIRECTOR COMMUNICATIONS

None.

16. LIBRARY DIRECTOR COMMUNICATIONS

None.

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 8:27 P.M. to the next Regular Library Board of Trustees meeting scheduled for May 14, 2026.

Respectfully submitted:

Sean Faye
Staff Liaison, Library Administrative Assistant

APPROVED:

Minsun Meeker
President



Library Board of Trustees Agenda Report

ITEM NO. 5

DATE: May 14, 2026

FROM: Matthew Patsel, Library Director

SUBJECT: **Review and consider approval of the draft Rules of Behavior Policy, and if approved, rescind the two policies that it will replace**

Recommendation

It is recommended that the Board review and approve the draft of the Library's revised Rules of Behavior Policy, and if it is approved it is recommended that the Board rescind the Library Rules of Use and Behavior Policy and the Library Code of Conduct Policy which are replaced by the new 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.

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 approval for 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.

The new Rules of Behavior Policy was developed and drafted with the assistance of a Committee of the Board established in May 2024, consisting of Trustee Meeker and former Trustee Kenny Gross, that was established to focus on the Code of Conduct Policy review and related Municipal Code review.

Revised "Rules of Behavior" Policy

May 14, 2026

Page 2 of 2

The new policy takes the place of two older policies in the Library Administrative Policy Manual (LAPM). If the new policy is adopted, these should be rescinded:

1. Library Code of Conduct Policy

Last update of substance, aside from the addition of information about the newly created MC § 2-78.5 in 2017, was 2006. This policy was formerly called *Policy on Disruptive Behavior*.

2. Library Rules of Use and Behavior

Last update August 2004. This policy replaced a policy called *Policy on Rules and Regulations*.

Attachments

1. Draft Rules of Behavior Policy
2. Library Code of Conduct Policy (2019)
3. Library Rules of Use and Behavior Policy (2004)

ATTACHMENT
Revised Rules of Behavior Policy

FINAL DRAFT

Includes Trustee input from 4/9

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.

Disruptive Behavior

Including but not limited to the following:

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

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. Bringing excessive personal belongings into the library. 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 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. Possessing or consuming 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. Bringing animals into 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.

Youth and Youth Areas

28. Leaving children under the age of 11 unattended. (See *Unsupervised Children in the Library Policy*.)
29. Adults using areas designated for children or teens, unless accompanied by a youth or if the adult needs to access youth collections or consult a youth services staff member.

Appealing Library Suspensions

Any person whose library access privileges have been suspended may appeal the suspension pursuant to Section 2-78.5 of the City of South Pasadena Municipal Code. The suspension of library privileges will remain in effect during the appeal process.

ATTACHMENT
Library Code of Conduct Policy (2019)

5. PUBLIC SERVICES

5.7 Library Code of Conduct

[Formerly titled: Policy on Disruptive Behavior]

Adopted: 12/88, 9/8/98, 6/9/03

Amended: 8/11/98; 9/8/98; 8/21/01; 9/19/06; 1/12/17; 1/10/19

Reviewed: 3/4/91; 4/8/97; 8/11/98; 9/8/98; 8/21/01; 5/13/03; 6/9/03; 9/19/06; 1/12/17; 1/10/19

The users of the South Pasadena Public Library have the right to expect the facility to be a clean, safe, and accommodating place for reading, writing, doing homework or research, drawing, browsing for Library materials; quietly conferring with others, including Library staff; and attending programs and meetings. Visitors are urged to report disruptive behavior so that appropriate steps can be taken. The Library thanks its valued visitors for their cooperation.

Respect Toward the Library, Its Staff, and Other Patrons is required at all times. Everyone has a right to quality library services and an atmosphere that is safe and free of disturbances from others. These position policies include:

- Shoes and shirts must be worn in order to protect health and safety.
- Please, no loud talking or shouting.
- Eating, drinking, and chewing gum are not allowed in the Library. Capped water bottles are acceptable.
- Damaging or destroying Library materials, equipment, or property is prohibited.
- The Library is a smoke-free environment. Vaping, e-cigarettes or other uses of tobacco are not allowed inside the Library.
- No unruly behavior, such as running, jumping, hitting, wrestling, or other aggressive actions or statements.
- No use of sports equipment in the Library.
- Skateboard, roller skates, and scooters must be in a backpack or skate bag (available at the Checkout Desk).
- Sleeping (except for children under the age of four years) is not permitted in the Library.
- Loitering is not allowed in the Library or on its property. The public must leave at closing time except when using the Community Room after hours. For purposes of this policy, Loitering is defined as remaining in the Library building or Library grounds for a protracted time without any Library-related purpose, including reading, studying, writing, researching, drawing, looking at or checking out materials, visiting the Friends Bookstore, using a computer or attending a Library approved or scheduled meeting, program or event.
- Commercial solicitation, selling, and panhandling are prohibited.
- Animals are prohibited, except for trained and certified service animals for the disabled, or animals used in Library programs.
- Verbal or physical abuse or sexual harassment of Library users or staff is prohibited.
- No illegal behavior of any type.
- No more than 4 people per table. No chair may be occupied by more than one person. Each person at a table is to be seated while at the table.

- Seating infants or children on desk, counters or tables is a safety hazard and not permitted.
- Placing feet on tables, tipping back in chairs and scratching or any other activity which defaces, mars or otherwise damages Library furniture, facilities or equipment is considered abuse and is not permitted.
- No person may sit or lie upon Library furniture or carpeting while wearing clothing that is soiled in such a manner that it is likely to soil or stain the furniture or carpeting.
- A person whose personal hygiene is offensive, including odors, so as to disturb a reasonable person and interfere with or impair the ability of other visitors to use the Library facilities will be asked to leave the Library.
- Public restrooms are not to be used as bathing facilities.
- Individuals may not reserve seats and may not leave their materials unattended from more than 15 minutes. Materials left longer than the time limit may be removed by staff. The Library is not responsible for loss of any personal possessions.
- No tampering with or destroying computer equipment or files.
- Weapons including, but not limited to, guns and knives, are not allowed in the Library or on Library grounds.

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

Bicycles, Boards, Scooters, etc.

- Bicycles are not allowed in the Library. They should be locked in the bike rack outside.
- Skateboarding, roll skating, or riding scooters are not permitted in the Library or on Library grounds.
- Sleeping Bags, bedrolls, blankets, large boxes, shopping carts, and large backpacks are not allowed in the Library.

Harmful Substances

No possessing, being under the influence of, or using alcohol or controlled substances including, but not limited to, marijuana in any form, on Library premises.

Personal Appliances

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

Printed Postings, Political Campaigning, and Religious Proselytizing

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

Children Under 11

Children under 11 must be accompanied by an adult. Staff is not responsible for unattended children. Parents are responsible for ensuring the appropriate behavior of their children while they are in the Library.

Teen Room

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

PERSONS UNABLE OR UNWILLING TO STOP UNACCEPTABLE CONDUCT WILL BE ASKED TO LEAVE. After proper warning to desist, the Library Director or designee may exclude for the duration of the business day any person violating these rules and standards. The Library Director may suspend any person's use of the Library for repeated violations of this policy for periods of up to one year, pursuant to SPMC § 2-78.5.

ATTACHMENT

Library Rules of Use and Behavior Policy (2004)

5. PUBLIC SERVICES

5.6 Library Rules of Use and Behavior

[Replaces Policy on Rules and Regulations]

Adopted: 7/89, 8/10/04
Amended: 3/14/00, 8/10/04
Reviewed: 3/4/91, 10/13/98, 3/14/00, 8/10/04

Purpose:

To establish the rules for use of the library and to thereby ensure that all Library users have a rewarding and pleasant experience at the Library.

Policy:

The South Pasadena Public Library and the Board of Library Trustees welcome you to read, write, research, study, and reflect in safe, clean, quiet surroundings.

To ensure that all Library users have a pleasant experience, all visitors are asked to observe the rules below.

Please respect the right of everyone in the Library to enjoy a safe, pleasant environment.

- Abide by Library rules (Borrower's Agreement, Computer Use Guidelines, etc.).
- Obey all applicable federal, state, and local laws (e.g., use in the Library of cigarettes, alcohol, illegal substances, etc.).
- Report inappropriate or questionable behavior immediately.
- Shoes and shirts are required.
- Petitioning, selling or soliciting by the public is prohibited in the Library.
- Turn off, set to silent or disable any audible devices or equipment before entering the Library (cellular phones, pagers, radios, etc.).
- Strive to keep noise levels down. Honor the privacy rights of others.
- Leave all food and drinks outside the Library (secured water bottles excepted).
- Refrain from behaving in a disruptive, threatening, or abusive manner.

Please keep your Library a safe place.

- Keep personal items with you - the Library is not responsible for lost or stolen items.
- Children (under the age of 11) must be under the direct supervision of an adult at all times.
- Avoid activities that could cause injury to you or others-such activities are not allowed in the Library or on Library grounds.
- Secure bicycles, motorized scooters, wagons, etc., in the rack provided outside.
- Library entrances, exits, or aisles may not be blocked.
- Do not use sports equipment in the Library (e.g., skates, skate- boards, balls, etc.)
- Skateboards, roller skates and razor scooters must be in a backpack or skate bag.

Please use your Library appropriately and with respect.

- Use the Library's facilities, materials, and furnishings as intended. Malicious damage and/or destruction of Library materials or property are a violation of **California Penal Code Section 594**.
- Library telephones are for City business only; a public telephone is available outside the Library.
- Only animals assisting people with disabilities are allowed in the Library.
- Exhibiting harmful matter to minors is a misdemeanor, whether in print or on a computer screen. Please remember this is a public environment. (**California Penal Code Section 311.11**)

The Library retains the right to take any necessary action to ensure a safe and enjoyable environment for everyone. INDIVIDUALS WHO DO NOT COMPLY WITH THESE RULES MAY BE EXCLUDED FROM THE PRIVILEGES OF THE LIBRARY.



Library Board of Trustees Agenda Report

ITEM NO. 6

DATE: May 14, 2026
FROM: Matthew Patsel, Library Director
SUBJECT: Fiscal Year 2026-2027 Library Budget

Recommendation

Staff to provide information to Trustees about the Fiscal Year 2026-2027 Budget Calendar.



Library Board of Trustees Agenda Report

ITEM NO. 7

DATE: May 14, 2026
FROM: Matthew Patsel, Library Director
SUBJECT: **Volunteer Appreciation Event Debrief**

Recommendation

Staff and Trustees review the April 22, 2026 Volunteer Appreciation Event.

Background

On April 22, 2026, the Library Board of Trustees honored library volunteers with the annual Volunteer Appreciation Event in the Library Community Room. The event was attended by volunteers, members of Library staff, and Public Affairs Manager Jennifer Colby, Assistant City Manager/CFO Nick Kimball, and Councilmember Janet Braun.

The event recognized the many people who help make the Library thrive, including volunteers with the Friends of the Library, the Restoration Concert Committee, the bookstore and teen volunteers, and beloved Barks & Books volunteer Sawyer and his handler Wendy, who bring so much joy to young readers.

Volunteers were served tacos and drinks generously donated from Villa's Tacos and Burden of Proof, light refreshments, and live music from a quartet from South Pasadena High School Orchestra, creating a lively and welcoming atmosphere as we gathered to celebrate, connect, and express our heartfelt appreciation for all they do.

The cost of this year's event was approximately \$2,400, which includes the giveaway token of appreciation. Expenses are being paid out of several accounts, including Boards & Commissions, Professional Services (for the musical performers), Special Department Expense, and Conference and Meeting Expense. The cost of each of the two prior years was also in the \$2,300-\$2,400 range, as those years tokens of appreciation were also given.

Library Volunteer Recognition Event

On April 22, the Library proudly celebrated its incredible volunteers at a special Volunteer Recognition Event. We honored more than 60 dedicated individuals whose combined service amounts to an impressive 654 days of giving back to the community.

The event recognized the many people who help make the Library thrive, including our volunteers with the Friends of the Library, the Restoration Concert Committee, the bookstore and teen volunteers, and of course, our beloved Barks & Books volunteer Sawyer and his handler Wendy, who bring so much joy to young readers.

Volunteers enjoyed delicious tacos and drinks generously donated from Villa's Tacos and Burden of Proof, light refreshments, and live music from a quartet from South Pasadena High School Orchestra, creating a lively and welcoming atmosphere as we gathered to celebrate, connect, and express our heartfelt appreciation for all they do.





Library Board of Trustees Agenda Report

ITEM NO. 8

DATE: May 14, 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 Part Time Administrative Assistant Elvia Palacio

The Library is excited to welcome our new part-time Administrative Assistant, Elvia Palacio. Elvia is accustomed to high-volume environments where priorities can shift quickly, and her background has taught her to remain calm under pressure while providing consistent, high-quality service to everyone she supports. In her previous roles, she has served as an Accounts Payable Specialist, Executive Assistant, and Office Manager. We look forward to her contributions and the support she will bring to the library team.

PROGRAMS & EVENTS

Past Events

- Strings 'n' Things (4/11)
- Senior Book Club (4/15)
- Lego Free Play (4/17)
- Toddler Dance Party (4/20)
- How To: eBooks for Seniors (4/21)
- Classics Book Club (4/25)
- Suzuki Violin Performance (4/25)
- Teen Poetry Exchange (4/28)
- Janus Film Club (5/1)
- Repair Cafe (5/2)
- Careers with Compassion with Pasadena Humane Society (5/6)
- All Abilities Club (4/10, 5/8)
- Walk 'n' Talk Club (5/13)
- Barks and Books (4/15, 5/13)

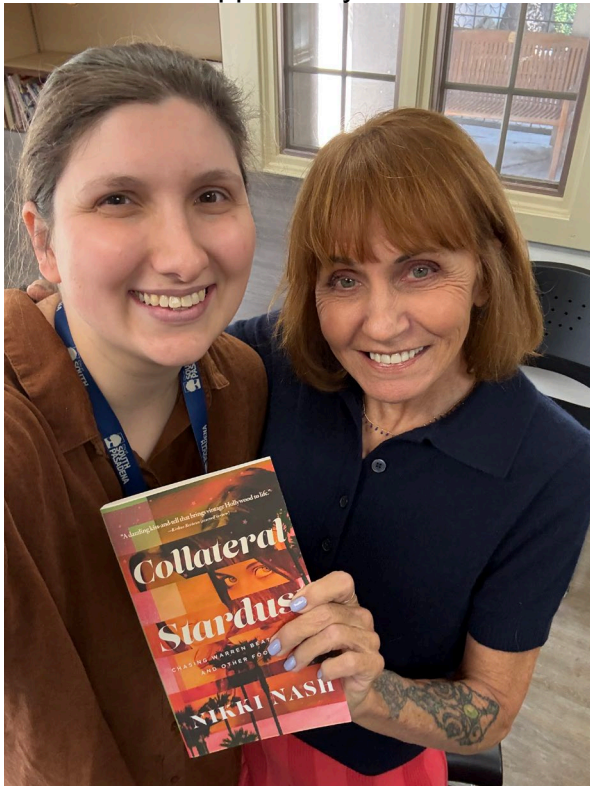
Upcoming Events

- Lego Free Play (5/15)
- Stitch Class: Cactus Pincushions (5/16)
- Toddler Dance Party (5/18)
- Senior Book Club (5/20)
- Classics Book Club (5/23)
- Teen Poetry Exchange (5/26)
- Summer Reading Program (6/6-7/18)
- Summer Reading Program Kickoff Party (6/6)

Event Highlights

Author Nikki Nash Visits Senior Book Club

The Senior Book Club, hosted as a collaborative program between the South Pasadena Public Library, had special guest author Nikki Nash visit our April 15 meeting. Nash is the author of *Collateral Stardust: Chasing Warren Beatty and Other Foolish Things*, a memoir about Nash's lifelong connection to Warren Beatty, her Hollywood upbringing, and her journey to sobriety. Nash took questions, shared anecdotes, and gave group members the opportunity to share their own life experiences.



Seniors Swipe into Ebooks

On Tuesday, April 21st, Librarian Alexis Mendoza hosted *Ebooks Made Easy* at the Senior Center. Fourteen seniors learned how to download and use the Libby app to check out ebooks and e-audiobooks from the library. Participants followed along step by step and built confidence in accessing digital materials anytime, anywhere. We look forward to collaborating with the Senior Center on more programs for seniors in the future.



Girl Scout Troop 4304 Tours the Local History Collection

The library had a very special visit from Girl Scout Troop 4304 last Friday! Eleven Girl Scout Juniors and their guardians joined Librarian Olivia Radbill for a brief tour of the library's art and architecture, followed by a hands-on session in the Bradbury Conference Room. The Scouts had the chance to hold analog media, like a 35mm film reel and photographic slides; view a handwritten journal made by a local 13-year-old girl in 1934; and even see a taxidermy baby ostrich!



Suzuki Violin Performance at Arts and Music Crawl

On Saturday, April 25, the Suzuki Violin of Los Angeles delighted attendees at the Arts and Music Crawl with a lively and engaging performance. The young musicians presented a mix of classic and contemporary pieces, showcasing both their skill and enthusiasm. A highlight of the afternoon was their signature violin march around the park, which added an interactive element to the event.



Repair Cafe

On Saturday, May 2, the Library hosted our third annual Repair Cafe, where over 150 participants brought items for repair, including clothes needing mending, small appliances, bikes, computers, and knives for sharpening. Talented volunteers repaired many items on the spot, giving them new life and helping keep them out of the landfill.

