CITY OF SOUTH PASADENA
LIBRARY BOARD OF TRUSTEES

A G E N D A

REGULAR MEETING
THURSDAY, NOVEMBER 12, 2026, AT 7:00 P.M.

SOUTH PASADENA PUBLIC LIBRARY
RAY BRADBURY CONFERENCE ROOM, 2ND FLOOR
1100 OXLEY STREET, SOUTH PASADENA, CA 91030

South Pasadena Commission Statement of Civility

As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Library Board of Trustees Meeting will be conducted in person from the Ray Bradbury Conference Room on the Library's 2nd Floor, located at 1100 Oxley Street, South Pasadena.

Public participation may be made as follows:

- In Person – Ray Bradbury Conference Room, 1100 Oxley Street
- Via Zoom – **Meeting ID: 892 5352 3747**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to lbt@southpasadenaca.gov
- Via Phone – +1-669-900-9128 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, https://zoom.us/join and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: https://us02web.zoom.us/j/89253523747

CALL TO ORDER:	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

ACTION/DISCUSSION

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

3. APPROVAL OF MINUTES OF OCTOBER 8, 2026, LIBRARY BOARD OF TRUSTEES MEETING

Recommendation
It is recommended that the Board review and consider approval of the October 8, 2026, Meeting Minutes.

4. APPOINT A NOMINATING COMMITTEE FOR 2027 BOARD OFFICERS

Recommendation
It is recommended that the Library Board of Trustees President appoint two Trustees to a nominating committee which will be responsible for presenting a proposed slate of officers at the January 2027 Board of Trustees meeting.

5. 2026 BOARD OF TRUSTEES ACCOMPLISHMENTS AND 2027 WORK PLAN GOALS

Recommendation
It is recommended that the Trustees discuss their accomplishments for 2026 and their Work Plan goals for 2027.

6. REQUEST TO RESCIND DISRUPTIVE BEHAVIOR PROCEDURE

Recommendation
It is recommended that the Trustees review and approve the Library's request to rescind the Disruptive Behavior Procedure.

7. 2027 AGENDA FORECAST

Recommendation
It is recommended that the Trustees review the draft of the 2027 agenda forecast.

8. REQUEST TO OPEN LIBRARY AT 2:00 P.M. ON THURSDAY, DECEMBER 17, 2026

Recommendation
It is recommended that the Library Board of Trustees approve the request for the Library to open at 2:00 p.m. instead of 10:00 a.m. on Thursday, December 17, 2026, so that staff may attend the City's employee holiday event.

9. LIBRARY OPERATIONAL STATISTICS FOR FISCAL YEAR 2025-2026

Staff to provide a brief update to Trustees on the Library's Operational Statistics for Fiscal Year 2025-2026.

10. 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

11. BOARD PRESIDENT COMMUNICATIONS

12. BOARD MEMBER COMMUNICATIONS

13. CITY COUNCIL LIAISON COMMUNICATIONS

14. FRIENDS OF THE LIBRARY COMMUNICATIONS

15. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

16. ASSISTANT LIBRARY DIRECTOR COMMUNICATIONS

17. LIBRARY DIRECTOR COMMUNICATIONS

PUBLIC COMMENT – CONTINUED

18. 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

December 10, 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 **November 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.*

11/9/2026 /S/

Date Sean Faye, Library Administrative Assistant

Library Board of Trustees Agenda Report

ITEM NO. 3

DATE: November 12, 2026

FROM: Matthew Patsel, Library Director

SUBJECT: **Approval of Minutes of Thursday, October 8, 2026, Library Board of Trustees Regular Meeting**

Recommendation
It is recommended that the Board review and consider approval of the October 8, 2026, Regular Meeting Minutes.

Attachment:

City of South Pasadena Library Board of Trustees Meeting Minutes, Thursday, October 8, 2026

ATTACHMENT

City of South Pasadena Library Board of Trustees
Meeting Minutes, Thursday, October 8, 2026

CITY OF SOUTH PASADENA
LIBRARY BOARD OF TRUSTEES

MINUTES
REGULAR MEETING
THURSDAY, OCTOBER 8, 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, October 8, 2026, at 7:00 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT	President	Minsun Meeker
	Vice President	Dean Serwin
	Secretary	Ed Pearson
	Trustee	Richard Elbaum
	Youth Commissioner	Inah Chang
ABSENT	Trustee	Eric Forman

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:
Katy Nielsen provided comments on behalf of the South Pasadena Save Our Streets campaign, Measure SOS. She stated that independent assessments have found that 63% of South Pasadena Streets are in fair, poor, or very poor condition. She explained that Measure SOS is an $80 million bond intended to fund major street repairs citywide over the next ten years.

[Katy Nielsen left the Library Board of Trustees meeting at 7:05 P.M.]

DRAFT

ACTION/DISCUSSION

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

None.

3. APROVAL OF MINUTES OF SEPTEMBER 10, 2026, LIBRARY BOARD OF TRUSTEES MEETING

Recommendation
It is recommended that the Board review and consider approval of the September 10, 2026, Meeting Minutes.

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

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

4. QUARTERLY LIBRARY BUDGET UPDATE

Staff to provide a brief update to Trustees on the Library's Fiscal Year 2026-2027 budget and expenditures.

5. FISCAL YEAR 2026-2027 LIBRARY SPECIAL TAX REPORT

Recommendation
It is recommended that the Trustees receive a report from staff on the Fiscal Year 2026-2027 Library Special Tax estimated revenue.

6. REVIEW, APPROVE CHANGES AND/OR RESCIND MULTIPLE POLICIES

Recommendation
It is recommended that the Trustees review and approve the Library's request to rescind an obsolete policy and approve updates to outdated policies.

BOARD ACTION AND MOTION
A motion was made by Vice President Serwin, seconded by Secretary Pearson, and approved by a roll call vote to approve Item No. 6, as amended, to rescind the obsolete policy and approve updates to the outdated policies. The motion carried 4-0-1-0 by the following vote:

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

ABSTAINED: None.

7. LIBRARY OPERATIONS POLICY

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

COMMUNICATIONS

8. BOARD PRESIDENT COMMUNICATIONS

President Meeker recently checked out a Decades Kit with her children and received one of the new commemorative library cards issued as part of the *South Pasadena: Through the Decades* campaign.

9. BOARD MEMBER COMMUNICATIONS

Youth Commissioner Chang showed photos of Color Day at South Pasadena High School. Homecoming will place next week, and the Homecoming Dance scheduled for Saturday night.

Secretary Pearson shared the following quotes about libraries: American historian Shelby Foote stated, “A university is just a group of buildings gathered around a library,” and writer Stuart Dybek noted, “The public library is where place and possibility meet.”

10. COUNCIL LIAISON COMMUNICATIONS

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

11. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Friends Board President Kevin O’Neill reported that the Friends have initiated the search for next year’s Board members. The Restoration Concert Series recently celebrated its 30th anniversary. He also announced that the Friends Holiday Book Sale will be held in December.

12. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

Vice President Serwin said he is inspired by the Friends Board’s professionalism and the seriousness with which its members approach their responsibilities.

13. ASSISTANT LIBRARY DIRECTOR COMMUNICATIONS

None.

14. LIBRARY DIRECTOR COMMUNICATIONS

Director Patsel echoed Vice President Serwin’s remarks regarding the Friends Board.

PUBLIC COMMENT - CONTINUED

15. CONTINUED PUBLIC COMMENT – GENERAL

None.

ADJOURNMENT

There being no further matters, President Minsun Meeker adjourned the meeting of the Library Board of Trustees at 8:18 P.M to the next Regular Library Board of Trustees meeting scheduled for November 12, 2026.

Respectfully submitted:

_____
Sean Faye
Staff Liaison, Library Administrative Assistant

APPROVED:

_____
Minsun Meeker
President

Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: November 12, 2026

FROM: Matthew Patsel, Library Director

SUBJECT: **Appoint a Nominating Committee for 2027 Board Officers**

Recommendation
It is recommended that the Library Board of Trustees President appoint two Trustees to a nominating committee which will be responsible for presenting a proposed slate of officers at the January 2027 Board of Trustees Meeting.

Background
The Library Board of Trustees bylaws require that a two-person Nominating Committee be established to develop and present a slate of officers for the Board's consideration at the January meeting. The Bylaws also allow for nominations to be made from the floor at the January meeting, with the consent of the nominee. The officers elected at the January meeting serve for the whole calendar year.

The Library Board of Trustees has three officers: President, Vice President, and Secretary. Following are the duties for these positions, as stated in Article II, Sections 2 and 3 of the Bylaws.

- President: Sets the agenda for Board meetings in conjunction with the City Librarian; conduct meetings; appoint committees; perform all duties of the presiding officer; present the annual report to the City Council and have general supervision of matters pertaining to the library.

- Vice President: In the absence of the President from a Board meeting, the Vice-President shall preside.

- Secretary: With the assistance of Library staff, shall post meeting agendas; handle correspondence; and perform such other duties as may belong to the office or as may be delegated by the President or by action of the Board.

The Bylaws prohibit a Trustee from serving more than two consecutive one-year terms as President. There are no limits on the number of times a Trustee may serve as Vice President or as Secretary, nor on how many times they may do so consecutively.

Library Board of Trustees Agenda Report

ITEM NO. 5

DATE: November 12, 2026

FROM: Matthew Patsel, Library Director

SUBJECT: **2026 Board of Trustees Accomplishments and 2027 Work Plan Goals**

Recommendation

It is recommended that the Library Board of Trustees:

1. Identify Calendar Year 2026 accomplishments; and
2. Discuss and identify 3-5 goas that comprise the Trustees' Calendar Year 2027 Work Plan.

Background

On an annual basis, City Boards and Commissions identify accomplishments and highlights of the prior year and prepare a Work Plan for the coming year.

At the March 12th, 2026 meeting, the Library Board of Trustees reviewed *2026 Board of Trustees Work Plan Goals and the 2026 Agenda Forecast* (attachment 1) and held a preliminary discussion concerning this topic before the Commissioners Convening (attachment 2). At the Commissioners Convening in July 2026, some of these were included (Attachment 1).

Analysis

The Library Board should review the previous plans and identify which will be continued, any that can be removed, and any that should be added for 2027. It is anticipated that all current Library Policies will have been reviewed, updated, or rescinded by the end of 2026, and Library Staff recommend that this topic be removed for 2027, with the understanding that current Policies may need updating and new Policies may need to be developed, as needed.

Attachment

2026 Board of Trustees Work Plan Goals and the 2026 Agenda Forecast

Commissioner Convening Presentation Slide of Library Board of Trustees 2026 Accomplishments and Goals

ATTACHMENT

2026 Board of Trustees Work Plan Goals

Library Board of Trustees Agenda Report

ITEM NO. 8

DATE: March 12, 2026

FROM: Matthew Patsel, Library Director

SUBJECT: **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.

Background
On an annual basis, City Boards and Commissions identify accomplishments and highlights of the prior year and prepare a Work Plan for the coming 12 months. In recent years this was done on a fiscal year basis, and the Trustees developed goals for fiscal year 2025-2026 in May and June 2025. Subsequently the City oriented work plans to the calendar year, therefore the goals adopted by the Trustees on June 12, 2025, will continue through the end of the calendar year. Below is the finalized Work Plan, which incorporates edits made to the second goal as directed by the Trustees on June 12.

2026 Work Plan

In 2026, the Trustees will continue to carry out their responsibilities related to the library's administrative policies and volunteer recognition and will remain engaged in championing a vision for a vital and modern library/community center facility that meets the current and future needs of South Pasadena residents. Given the challenges public libraries are facing across the country, such as challenges to intellectual freedoms and funding cuts, the Trustees 2026 Work Plan also focuses on advocacy for public libraries and educating the public about the value of libraries in general and raising awareness about the programs and services the South Pasadena Public Library provides.

Goals

1. Public Library Advocacy: Educate the public about the value of libraries and how much they matter, which may include developing talking points, using library statistics to develop infographics or other materials to be used as educational tools, speaking to attendees at library events and to other constituents, and involving legislators by inviting them to events and sharing information.

2. Champion the need for a vital, modern library/community center: Prepare for the future by learning about the processes and challenges related to a new or renovated library facility to be in a position to advise on practical matters (e.g., providing library services during construction) and best practices and innovations in modern public libraries. Conduct meaningful community engagement around how a modern library/community center would benefit residents and the civic life of South Pasadena in order to encourage community support for any future building project.

3. Library Policies: Update key library administrative policies, making them clear and concise for the benefit of both library users and staff, and to support efficient and effective library operations.

Attachment

Library Board of Trustees 2026 Meeting Agenda Forecast

ATTACHMENT

Commissioner Event Presentation Slide of Library Board of Trustees 2026 Accomplishments and Goals

Library Board of Trustees

Advocating for a vital, modern library at the heart of civic life

New Library Director hired

3 Work Plan Goals

2 Policies Updated

ACCOMPLISHMENTS (2026 TO DATE)

- Strong engagement in the selection of the Library Director
    - Supported leadership in shoring up staffing and operations
- Ad Hoc Committee on Site Plan and Community Engagement
- Updated key library policies
    - Revised Rules of Behavior and Display Policies

WORK TO COME (2026 WORK PLAN)

- Public library advocacy
    - Educating the community on the value of libraries
- Champion a vital, modern library/community center through learning and community engagement
- Continue updating administrative policies for clarity and efficiency
- FY 2026–27 budget engagement
- Volunteer recognition
- 2027 work plan development

Library Board of Trustees Agenda Report

ITEM NO. 6

DATE: November 12, 2026

FROM: Matthew Patsel, Library Director

SUBJECT: **Rescind Disruptive Behavior Policy**

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

Background

The *5.6 Library Rules of Behavior, Enforcement and Suspension Policy* was adopted in 2026. Staff use internal procedures and training to enforce approved policies. The *5.7 Procedures Exhibiting Disruptive Behavior Policy* is unnecessary and staff recommend rescinding it.

Attachment

5.7 Procedures Exhibiting Disruptive Behavior Policy

ATTACHMENT

Procedures Exhibiting Disruptive Behavior Policy

SOUTH PASADENA PUBLIC LIBRARY

Procedure for Patrons Exhibiting Disruptive Behavior
(Adults or children)
(replaces: Disruptive Behavior Policy)

Adopted: 9/19/06
Amended:
Reviewed:

- When dealing with disruptive patrons, staff should always work in pairs.

- Two staff members should approach the patron and indicate that he/she is causing a disturbance. Explain what behavior must cease and, if possible, suggest ways in which change might be made. Never attempt to physically touch or restrain a patron.

- Tell patron that this is a warning and that the next step will be dismissal from the library for the remainder of the day if the behavior does not cease.

- If patron continues to create a disturbance or if disruptive behavior resumes, tell the patron to leave the building immediately for the remainder of the day. Follow through to ensure that he/she does leave the building. Inform circulation staff that the person is not to return.

- If patron refuses to leave, returns after leaving or is perceived to be threatening or dangerous, call the South Pasadena Police Department dispatch at ext. 297 or in an extreme situation, call 9-911.

- If the disruptive patron is a child under the age of 11, attempt to locate a parent/caregiver within the building. Explain the disturbance and remind the parent/caregiver that the library is not responsible for unsupervised children. Note that if the behavior continues, both parent/caregiver and child will be asked to leave for the remainder of the day. Give the parent/caregiver a copy of the "Policy on Unsupervised Children" and the "Policy on Disruptive Behavior".

- If the disruptive patron is a child under the age of 11 and you are unable to locate the parent/caregiver in the library, follow the procedure for dealing with an unsupervised child under the age of 11.

- If the disruptive patron is an unsupervised child over the age of 11, follow the procedure for adult disruptive patrons given above.

- Library staff cannot assume responsibility for the behavior of people outside the library building. If patrons complain of disruptive behavior outside the building, or if staff should become aware of such behavior, the reference librarian will call the South Pasadena Police Department at ext. 297 or 9-911 depending on the

severity of the situation. Document the incident by completing the library's "Incident Report" form and send to the City Librarian.

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Library Board of Trustees Agenda Report

ITEM NO. 7

DATE: November 12, 2026

FROM: Matthew Patsel, Library Director

SUBJECT: **2027 Agenda Forecast**

Recommendation
It is recommended that the Library Board of Trustees discuss any items they would like added to the 2027 meeting agendas that are not already covered by standing items.

Library Board of Trustees Agenda Report

ITEM NO. 8

DATE: November 12, 2026

FROM: Matthew Patsel, Library Director

SUBJECT: **Request to Open the Library at 2:00 p.m. on Thursday, December 17, 2026**

Recommendation
It is recommended that the Library Board of Trustees approve the request for the Library to open at 2:00 p.m. instead of 10:00 a.m. on Thursday, December 17, 2026, so that staff may attend the City's employee holiday event.

Background
The City hosts an annual staff appreciation luncheon during the month of December to which all staff are invited. This year the event is scheduled to take place at the War Memorial Building from 11:30 a.m. to 1:30 p.m., on Thursday, December 17th. At the event, achievement and years-of-service awards are presented to staff. To make it possible for library staff to attend, it is recommended that instead of opening at 10:00 a.m., the Library open at 2:00 p.m. Historically, the Board of Trustees has approved a late opening on the day of the event to enable library staff to participate. In past years, City Hall has also been closed to enable the staff from those departments to attend.

The late opening would be well publicized in advance, on the Library's website and social media, via the Library's email list, and with in-library signage and printed announcements to be distributed at the public service desks.

Library Board of Trustees Agenda Report

ITEM NO. 9

DATE: November 12, 2026

FROM: Cathy Billings, Assistant Library Director

SUBJECT: **Library Operational Statistics for Fiscal Year 2025-2026**

Recommendation
Staff to provide a brief update to Trustees on the Library's Operational Statistics for Fiscal Year 2025-2026.

Background
Every year the Library reports fiscal year statistics to the State Library for inclusion in the Public Libraries Survey (PLS), which has been administered by the Institute of Museum and Library Services (IMLS) since 1988. The PLS is the sole comprehensive national census of public libraries in the United States and includes 9,000+ public library systems and 17,000+ individual service outlets across all 50 states, the District of Columbia, and U.S. territories.

State Libraries generally coordinate and facilitate the collection of data, and data is collected through on online platform, with library staff responsible for entering the data. Because the data is "self-reported", steps are taken to vet the data entered by libraries. The State Library looks for inconsistencies, out-of-range (outlier) data, and does relational checks (e.g., if a library reports a count of 10 full-time staff the number reported for total salary expenditures would have to be consistent). An edit check is also triggered when an entered value is significantly different from the previous fiscal year's data or falls outside of typical national ratio expectations for that specific data element.

The deadline for libraries to enter statistics for the prior fiscal year is typically October, and the entire data set becomes available to the public in May. IMLS publishes an annual report focused on national trends PLS. (Fiscal year 2025 report: https://www.imls.gov/sites/default/files/publications/documents/pls2005_0.pdf.)

Analysis
In fiscal year 2025-2026, South Pasadena's visitors, collection usage, and program attendance all increased over fiscal year 2024-2025. Visitors are up 9%, total circulation is up 4%, and program attendance is up 22%, largely due to higher numbers reported for Summer Reading Program events, and for programs for children ages 0-5. The total number of physical items in the collection decreased by 14%, due to extensive weeding that staff undertook in preparation for the RFID conversion project.

Attachment
South Pasadena Public Library Fiscal Year 2025-2026 Statistics

ATTACHMENT

South Pasadena Public Library Fiscal Year 2025-2026 Statistics

South Pasadena Public Library

Fiscal Year 2025-2026 Statistics with Prior Year Comparison

		FY 2025-2026	FY 2024-2025	Change	% Change	Notes
Line	**PATRONS**					
1	Number of Borrowers	22,178	19,515	2,663	12%	
2	New library cards issued	5,054	4,106	948	19%	
3	Self-Check check-outs	46,242	48,854	(2,612)	-6%	
4	Item Holds Placed	25,528	23,688	1,840	7%	
5	Visitors	246,182	223,970	22,212	9%	Does not count Community Room event attendees entering through the CR entrance.
6	Public Computer Sessions	10,466	10,158	308	3%	
	COLLECTIONS					
7	Amount spent on Collections	170,228	169,097	1,131	1%	
8	Number of Children's Books	37,990	41,032	(3,042)	-8%	
9	Total Print Materials	89,285	96,482	(7,197)	-8%	
10	Total Physical Audio	5,802	7,861	(2,059)	-35%	Reductions are due to weeding for RFID Conversion
11	Total Physical Video	6,606	11,077	(4,471)	-68%	
12	Total Physical Items	101,718	115,455	(13,737)	-14%	
13	Books Added	7,229	6,613	616	9%	
14	CD/DVD Added	328	888	(560)	-171%	
15	eBooks/audiobooks Added	1,115	1,108	7	1%	
	CIRCULATION					
16	Total Circulation	331,484	318,519	12,965	4%	Not including eSerials/eVideo; renewals are approximately 67% of total
17	Children's Materials	189,198	180,386	8,812	5%	Children's materials are 57% of total in FY 25/26
18	Non-English materials	5,574	5,735	(161)	-3%	
19	eBook Circulation	24,580	25,185	(605)	-2%	
20	eSerials Circulation	7,967	11,788	(3,821)	-48%	Press Reader & New York Times. Decrease due to change in stats available from NYT
21	eBooks Audio	19,199	17,906	1,293	7%	
22	eVideo (Kanopy)	14,921	17,183	(2,262)	-15%	Likely due to authentication method change and spending cap
	PROGRAMS					
23	Ages 0-5	125	131	(6)	-5%	
24	Attendance Ages 0-5	7,828	5,730	2,098	27%	Increase due to Storytime attendance
25	Ages 6-11	12	12	-	0%	
26	Ages 6-11 Attendance	1,985	2,095	(110)	-6%	
27	Young Adult (teen)	5	2	3	60%	
28	Young Adult (teen) Attendance	29	49	(20)	-69%	
29	Adult	59	64	(5)	-8%	
30	Adult Attendance	1,998	2,239	(241)	-12%	
31	General Interest (All Ages)	28	11	17	61%	Increase due to SRP kick-off and WW attendance, and Lego Freeplay events
32	General Interest Attendance	3,707	2,031	1,676	45%	
33	Total Number of Programs	229	226	3	1%	
34	Total Program Attendance	15,547	12,144	3,403	22%	

Library Board of Trustees Agenda Report

ITEM NO. 10

DATE: November 12, 2026

FROM: Matthew Patsel, Library Director

SUBJECT: **Library Operations Update**

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

OPERATIONS
Any staffing or retirement updates will be announced.

Winter Holiday hours:

Thursday 24-Dec	Friday 25-Dec	Saturday 26-Dec	Sunday 27-Dec
	CITY HOLIDAY		
LIBRARY CLOSED	LIBRARY CLOSED	LIBRARY CLOSED	LIBRARY CLOSED

Monday 28-Dec	Tuesday 29-Dec	Wednesday 30-Dec	Thursday 31-Dec	Friday 1-Jan
LIBRARY OPEN			LIBRARY CLOSED TO THE PUBLIC	CITY HOLIDAY
OPEN TO THE PUBLIC 10AM - 6PM				LIBRARY CLOSED

New Interns

Jackie: Jackie is a current MLIS student at UCLA and a library page at the Alhambra Library. Jackie will assist with various projects in our Local History Collection, including updating metadata for our web archives and processing physical materials.

Ada: Ada is an MLIS student at UCLA and brings professional experience from Nickelodeon, where she created and maintained records and metadata for video and audio projects. During her internship, she will develop educational resources for K–12 students that incorporate the Library's circulating collections and local history materials.

Library Campaign Update
As part of the *South Pasadena: Through the Decades* campaign, the Library hosted several Carnegie-funded programs in October, including the Genealogy Fair, Frida Kahlo Portrait Craft, Citrus Talk & Tasting with culinary historian George Geary, Flamenco Performance, and Mahjong with the South Pasadena Chinese American Club. October campaign activities contributed to 413 total event attendees. The Library also distributed 1,500 special-edition library cards, and Decades Kits checked out 38 times.

Teen Volunteer Corps
Members of the Teen Volunteer Corps got creative this Halloween by making “boo-tiful” decorations for the Children’s Room and Reference Desk as the Library entered the City’s “Haunt Your Hub” contest. A big thank-you to all of our teen volunteers for sharing their creativity, enthusiasm, and time to help make the Library festive!



PROGRAMS & EVENTS

Teen Lo-Fi Night (October 15)

Our Halloween-themed Teen Lo-Fi Night was filled with spooky creativity and sweet treats! Eighteen teens joined us to make “Adopt a Ghost” mason jars, craft pipe-cleaner pumpkins, and enjoy an assortment of Halloween-themed snacks and candy. It was a frightfully fun evening!





Library at Archives Bazaar (October 10th)

The South Pasadena Public Library participated as an exhibitor at the 21st Annual Los Angeles Archives Bazaar at Cal State LA. The event brought together archives, libraries, museums, and historical organizations from across the region to showcase their collections and connect with the public. SPPL highlighted materials from the Local History Collection, including photographs, Ostrich Farm materials, and the re-vamped Memory Lab program.



Ecos de España: Spanish Classical and Flamenco Music and Dance (October 12th)
Librarian Michelle planned a Flamenco program which featured dancer Susana Elena performing a variety of classical and flamenco Spanish dance rhythms, known as "palos." Classical guitarist Randy Pile performed a selection of works composed for Spanish guitar. Over 100 patrons attended the event.



Silent Movie Screening (October 16th)
The South Pasadena Public Library hosted a screening of The Phantom Carriage (1921), directed by Victor Sjöström. The film was accompanied by a live piano score performed by pianist Michael Mortilla. The program introduced attendees to the silent film genre and the tradition of live musical accompaniment. A total of 31 people attended. The next silent film screening will occur on December 19 at 7pm in the Library Community Room. Pianist Michael Mortilla will provide a live piano score for Sparrows (1926), directed by William Beaudine and starring Mary Pickford.

Emergency Preparedness and Community Fair (October 17th)
Librarian Stephanie kicked off the City's Safety Fair by presenting our usual Saturday Storytime at the Fire Station to over 75 attendees. Library staff then hosted a booth to promote library services.



Mahjong at the Library (October 17th)
The South Pasadena Public Library welcomed 26 participants for a fun and engaging Mahjong event led by the South Pasadena Chinese American Club. Attendees learned the basics of the game and had the opportunity to practice playing in a welcoming, social setting



National Friends of the Library Week (October 18th – 24th)
The Library celebrated National Friends of the Library Week by recognizing the Friends of the South Pasadena Public Library and handing out stickers and friendship bracelet take-and-make kits. Library staff and volunteers created 75 bracelet kits, all of which were distributed during the week.



Halloween & Employee Service Award Celebration (October 29th)
The City of South Pasadena presented the *Halloween & Employee Service Award Celebration,* where Library Staff Barbara received recognition for her 40 years of service and Jenny received a Service Excellence Award.





Halloween Storytime! (October 31st)
On October 31, local author Karen Yin joined us for Saturday Storytime to read her newest book, *Nice To Eat You*. Four lucky attendees went home with a signed copy of the book. More than 150 patrons came dressed in their Halloween best to celebrate with festive songs, fun stories, and just the right amount of spooky fun.