



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

**A G E N D A
REGULAR MEETING
THURSDAY, MAY 9, 2024, 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 – **Webinar ID: 892 5352 3747/ Passcode: 073797**
- 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 – +1-669-900-6833 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?pwd=L01UOTFDeW5na1l0ZExJeEszaytVZz09>.

CALL TO ORDER: President Annie Chang Long

ROLL CALL:

President	Annie Chang Long
Vice President	Kenneth Gross
Secretary	Edward Pearson
Trustee	Minsun Meeker
Trustee	Bianca Richards

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**

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3. **APPROVAL OF MINUTES OF APRIL 11, 2024 LIBRARY BOARD OF TRUSTEES MEETING**
- Recommendation
It is recommended that the Board review and consider approval of the minutes of the April 11, 2024 regular meeting of the Library Board of Trustees.
4. **CREATION OF A VOLUNTEER RECOGNITION COMMITTEE**
- Recommendation
It is recommended that the Trustees establish, and appoint two Board members to, a Volunteer Recognition Committee charged with planning for the 2025 Volunteer Recognition Event and with making recommendations to Trustees and staff about the event and volunteer recognition practices in general.
5. **LIBRARY BOARD OF TRUSTEES ACOMPLISHMENTS, 2024-2025 WORK PLAN, AND THE 2024 COMMISSIONER CONGRESS**
- Recommendation
In preparation for the 2024 Commissioner Congress, it is recommended that the Trustees:
1. Discuss and identify the Fiscal Year 2023-2024 accomplishments to be highlighted at the Commissioner Congress; and
 2. Discuss and identify 3-5 goals to comprise the Trustees' Fiscal Year 2024-2025 Work Plan; and
 3. Direct staff to present a draft Work Plan for Fiscal Year 2024-2025 at the regular meeting of the Board of Trustees on June 13, 2024, to be considered for adoption.
6. **ADMINISTRATIVE POLICIES REVIEW PROJECT: CODE OF CONDUCT POLICY**
- Recommendation
It is recommended that the Trustees:
1. Receive a report from staff that summarizes previous activity, current status, and next steps related to reviewing and updating the Code of Conduct Policy; and
 2. Identify whether there are tasks included in the next steps that individual Board members are interested in working on; and
 3. Direct staff regarding whether or not an action item to establish an Administrative Policies Review Committee should be agendized for the June 13, 2024 meeting.
7. **2024 SUMMER READING PROGRAM OVERVIEW**
- Recommendation
It is recommended that the Trustees receive a report about the upcoming Summer Reading Program.
8. **LIBRARY OPERATIONS UPDATE**
- Recommendation
It is recommended that the Trustees receive a report from staff that includes updates about library events and programs, new services or changes to service, and information
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of operational matters of note, including staffing changes, project status updates, outreach activities, etc.

COMMUNICATIONS

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

PUBLIC COMMENT – CONTINUED

15. **CONTINUED PUBLIC COMMENT – GENERAL**

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE LIBRARY BOARD MEETINGS

June 13, 2024	Regular Board Meeting	7:00 p.m.
July 11, 2024	Regular Board Meeting	7:00 p.m.
August 8, 2024	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.southpasadenca.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://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured

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 9, 2024**, 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.*

5/6/2024

/S/

Date

Sean Faye, Library Administrative Secretary



Library Board of Trustees Agenda Report

ITEM NO. 3

DATE: May 9, 2024

FROM: Cathy Billings, Library Director

SUBJECT: **Approval of Minutes of April 11, 2024 Library Board of Trustees Meeting**

Recommendation

It is recommended that the Board review and consider approval of the minutes of the April 11, 2024 regular meeting of the Library Board of Trustees.

Attachment:

1. City of South Pasadena Library Board of Trustees Regular Meeting Minutes, Thursday, April 11, 2024.

ATTACHMENT

City of South Pasadena Library Board of
Trustees Regular Meeting Minutes, Thursday,
April 11, 2024



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

**MINUTES
REGULAR MEETING
THURSDAY, APRIL 11, 2024, AT 7:00 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Library Board of Trustees was called to order by President Annie Chang Long on Thursday, April 11, 2024, at 7:04 P.M. in the Library Conference Room, 1100 Oxley Street, South Pasadena, California.

ROLL CALL:

PRESENT

President	Annie Chang Long
Vice President	Kenneth Gross
Secretary	Edward Pearson
Trustee	Minsun Meeker
Trustee	Bianca Richards

Sean Faye, Library Administrative Secretary, announced a quorum.

CITY STAFF PRESENT:

Cathy Billings, Library Director; Jon Primuth, Council Liaison; Sean Faye, Library Administrative Secretary; were present at Roll Call. The Friends of the Library Board representative presented reports or responded to questions as indicated in the minutes.

PUBLIC COMMENT

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

In Person Comments:

None.

ACTION/DISCUSSION

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

None.

3. APPROVAL OF MINUTES OF MARCH 14, 2024 LIBRARY BOARD OF TRUSTEES MEETING

Recommendation

It is recommended that the Board review and consider approval of the March 14, 2024, Meeting Minutes.

COMMISSION ACTION AND MOTION

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

AYES: Long, Meeker, Pearson, Richards

NOES: None.

ABSENT: None.

ABSTAINED: Gross

4. VOLUNTEER RECOGNITION EVENT DEBRIEF

Recommendation

It is recommended that the Board discuss the outcome of the April 9, 2024 Volunteer Recognition event and provide any feedback and/or direction to staff.

Trustees gave direction that as a follow-up to the event, volunteers should be surveyed about their recognition preferences, and that President Long would assist by reviewing a draft of the survey questions. Direction was also given that planning for the 2025 should begin much earlier, and that a committee of the Board would be formed to focus on developing the overall event plan, and that the committee would bring ideas back to the full board for their review and approval. Direction was given to staff regarding invitations and the printed program. Invitations should emphasize the “socializing” aspect of the event and this year’s program format should be reused from now on, rather than developing a new design every year.

5. LIBRARY OPERATIONS UPDATE

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

6. QUARTERLY BUDGET UPDATE

Recommendation

It is recommended that the Trustees receive a quarterly update from staff on the Library’s Fiscal Year 2023-2024 budget.

7. FISCAL YEAR 2024-2025 LIBRARY BUDGET

Staff to provide information to Trustees about the Fiscal Year 2024-2025 Budget Calendar and budgeting process.

COMMUNICATIONS**8. BOARD PRESIDENT COMMUNICATIONS**

Library Board President Long thanked Library Director Billings and Administrative Secretary Sean Faye for their work organizing the Volunteer Recognition event. President Long asked for an update about summer programming for the 5/9/24 Trustees meeting and offered to assist in publicizing its events.

9. BOARD MEMBER COMMUNICATIONS

Vice President Gross was sorry to have missed the Volunteer Recognition event.

Trustee Meeker also thanked Director Billings and Administrative Secretary Faye, as well as the rest of the Library Board, for their contributions towards the Volunteer Recognition event.

Trustee Richards encouraged the Library Board to have a debrief after all future events.

Secretary Pearson will attend the Serving With a Purpose conference in May. This year's conference will be focused on fundraising and capital projects, which is relevant to the Library's current needs.

10. COUNCIL LIAISON COMMUNICATIONS

Council Liaison Primuth spoke about several upcoming City Council meetings. These include a kick-off discussion for a ballot initiative regarding the height limit of South Pasadena buildings, a budget discussion, an overview of the City's Lighting and Landscape Maintenance District, and regular council meeting.

11. FRIENDS OF THE LIBRARY REPRESENTATIVE COMMUNICATIONS

Friends Board President Kevin O'Neill thought the Volunteer Recognition event was great. The Friends are gathering in-kind donations for the Summer Reading Program. The Friends provided cards and snacks to Library staff for Library Appreciation Week. President O'Neill encouraged everyone to join the Friends.

12. TRUSTEE LIAISON TO THE FRIENDS COMMUNICATIONS

None.

13. LIBRARY DIRECTOR COMMUNICATIONS

Director Billings thanked the Friends for the treats they provided to Library staff. She thanked the Board for making the Volunteer Recognition event so special. Director Billings is the acting project manager for the Comprehensive Site Building Project while Deputy City Manager Domenica Megerdichian is on leave. Trustee Richards and Friends Board member Kristen Dubé have been selected by the respective bodies to represent them on the committee. Regularly scheduled meetings will begin once applications for the at-large committee members have been reviewed and selections made, and the body formally established with these members by City Council. Director Billings would like a webpage dedicated to the project that has context and background information.

PUBLIC COMMENT - CONTINUED

14. CONTINUED PUBLIC COMMENT – GENERAL

None.

ADJOURNMENT

There being no further matters, President Annie Chang Long adjourned the meeting of the Library Board of Trustees at 8:34 P.M. to the next Regular Library Board of Trustees meeting scheduled for May 9, 2024.

Respectfully submitted:

Sean Faye
Staff Liaison, Library Administrative Secretary

APPROVED:

Annie Chang Long
President

ATTEST:

Sean Faye
Staff Liaison, Library Administrative Secretary



Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: May 9, 2024
FROM: Cathy Billings, Library Director
SUBJECT: **Creation of a Volunteer Recognition Committee**

Recommendation

It is recommended that the Trustees establish, and appoint two Board members to, a Volunteer Recognition Committee charged with planning for the 2025 Volunteer Recognition Event and with making recommendations to Trustees and staff about the event and volunteer recognition practices in general.

Executive Summary

Based on discussions held at Trustee meetings over several months, it was determined that a Committee to focus on next year's Volunteer Recognition Event (VRE) would be a more efficient way to plan and prepare for the event. Establishing such a Committee is expected to relieve staff of some responsibilities that have historically been taken on by the Board but over the years have shifted to staff.

Background

For more than 20 years, the Library Board of Trustees has hosted an annual event to recognize library volunteers. The Volunteer Recognition Event (VRE) event has most often been a morning or lunchtime event with refreshments, with a program that included a reading of the City Council's Library Volunteer Recognition Day Proclamation, bestowing volunteer awards, and a featured speaker. Historically, the event has been held in April, which coincides with National Library Week.

Analysis

In recent years there has been experimentation with the format of the event, motivated by a combination of declining attendance and an increasing workload related to the event. As the VRE is the single volunteer recognition effort that currently takes place, the decline in attendance means that many volunteers are not getting any form of recognition at all. In addition to focusing on the 2005 VRE, the Committee will assist staff to conduct a survey of volunteers seeking input about how they prefer to be recognized. They will also explore other ways that volunteers could be recognized and will present their findings to the Board and staff.



Library Board of Trustees Agenda Report

ITEM NO. 5

DATE: May 9, 2024

FROM: Cathy Billings, Library Director

SUBJECT: **Board Accomplishments, 2024-2025 Work Plan, and the 2024 Commissioner Congress**

Recommendation

In preparation for the 2024 Commissioner Congress, it is recommended that the Trustees:

1. Discuss and identify the Fiscal Year 2023-2024 accomplishments to be highlighted at the Commissioner Congress; and
2. Discuss and identify 3-5 goals to comprise the Trustees' Fiscal Year 2024-2025 Work Plan; and
3. Direct staff to present a draft Work Plan for Fiscal Year 2024-2025 at the regular meeting of the Board of Trustees on June 13, 2024, to be considered for adoption.

Executive Summary

City Boards and Commissions are asked to prepare lists of 3-5 accomplishments from the current fiscal year, and 3-5 goals for the next Fiscal Year, to be presented to fellow members of City Boards and Commissions at the Commissioner Congress event which will take place at the War Memorial Building at 6:00 p.m. on Thursday, June 20, 2024.

Background

Historically City Boards and Commissions presented an annual report in a narrative form to the City Council that described activity and accomplishments for the year. The Trustees reports from 2014-2015 through 2021 are available on the Trustees page on the City website. In 2018 the City launched a "Commissioner Congress" event with the intent of recognizing the service of Commissioners and creating an opportunity for Commissioners to gain a better understanding of the breadth of activity happening in the City. To coincide with the event, the City changed the report format to a brief list of accomplishments. This list, along with 3-5 goals for the coming year, were then presented at the Commissioner Congress. Primarily due to COVID, the Commissioner Congress has not been held in all the years since 2018.

Analysis

The Work Plan adopted by the Library Board of Trustees for Fiscal Year 2023-2024 consisted of the following goals:

Accomplishments, Work Plan, and Commissioner Congress

May 9, 2024

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1. Continue the comprehensive review and update of Library Administrative Policies.
2. Study best practices in public library design, including visiting new or recently remodeled public libraries, to prepare for the library master site planning process.
3. Actively engage in the master site planning process and serve as ambassadors to the community to raise awareness about the need for a new or remodeled library building and to encourage participation and discussion.

In identifying the accomplishments to present at the Commissioner Congress, the Trustees can choose to reference the Work Plan goals, or other accomplishments unrelated to the Work Plan. Work Plan goals are sometimes not met because they stay static throughout the year, even when circumstances and priorities shift during the year. In thinking about accomplishments, it may be helpful to review the actions taken by the Trustees thus far this Fiscal Year (not including routine actions like approving minutes, approving closures, electing officers, etc.):

Adopt revised "Procedures for Patrons Exhibiting Disruptive Behavior" policy, renamed as "Disruptive Patron Behavior Policy"	7/13/2023
Adopt amended "Library Card Policy"	9/14/2023
Terminate Memorandum of Understanding between the Library Board of Trustees and the Friends of the South Pasadena Public Library Related to Steinway Piano Owned by the Friends	3/14/2024
Appoint a Trustee to the Library and Community Center Comprehensive Site Plan Ad Hoc Committee	3/14/2024

Action items alone, however, do not reflect the unique nature of the Board of Trustees charge (South Pasadena Municipal Code 2.78) and duties (Bylaws Article II, Section 4), as compared to the City's other Commissions.

In addition to developing and adopting written policies which govern the operation of the library, the Board is responsible for providing input to the City Librarian on library needs and traditions, and community attitudes and values, and promoting library interests within the community. To perform these duties, the Board needs to be well informed about the library's operations, the philosophy of public libraries, and trends impacting public libraries. For this reason, the Board devotes a lot of time to receiving and discussing informational reports from staff. Topics might include the Library's budget, health and safety issues, Strategic Plan activity and progress, Library statistics, Library operations, and the Library Special Tax. The Library Board also plans and hosts the annual volunteer recognition event.

The unique charge and duties of the Library Board of Trustees should be considered when the Trustees discuss and develop Work Plan goals for Fiscal Year 2024-2025.



Library Board of Trustees Agenda Report

ITEM NO. 6

DATE: May 9, 2024

FROM: Cathy Billings, Library Director

SUBJECT: **Administrative Policies Review Project: Code of Conduct**

Recommendation

It is recommended that the Trustees:

1. Receive a report from staff that summarizes previous activity, current status, and next steps related to reviewing and updating the Code of Conduct Policy; and
2. Identify whether there are tasks included in the next steps that individual Board members are interested in working on; and
3. Direct staff regarding whether or not an action item to establish an Administrative Policies Review Committee should be agendized for the June 13, 2024 meeting.

Executive Summary

At the March 14, 2024, Trustees meeting, a new approach for moving the Administrative Policy Review project forward was discussed and adopted. It was decided that staff would focus on one policy at a time and that the policies most critical to the operation of the Library would be prioritized. The first policy being reviewed using this new approach is the Library Code of Conduct. The Library Director, Support Services Manager and Public Services Manager met on April 12 and 26 to discuss the status of the Code of Conduct review (which they had begun in 2021) and identify next steps in preparation for reporting to the Trustees at the May meeting.

Background

The Code of Conduct is a crucial policy that impacts the Library staff's ability to address problematic patron behaviors and impose consequences. It is referenced in the South Pasadena Municipal Code (2.78-5) that governs suspending or expelling people for violation of "library rules" (i.e., the Code of Conduct). Other than language added in 2017 that references the newly adopted Municipal Code, the text of the Code of Conduct has not been updated since 2006. It is out-of-date and difficult to use. In 2021 staff collected and reviewed the policies of 11 other libraries as a first step toward reviewing and updating the Code of Conduct. Staff took note of elements from these policies that we would like to consider and possibly incorporate in our revised policy. There may be other libraries whose policies it would be worth reviewing.

Analysis

Because the Code of Conduct and the Municipal Code are interdependent, revisions to the Code of Conduct will likely go hand in hand with updating the Municipal Code (which it is also unwieldy and difficult to use in practice to manage patron behavior and impose consequences).

Any amendments to the Code of Conduct need to be carefully assessed to ensure that they do not result in unintended consequences, and that they are fair and not discriminatory.

The next steps for the Code of Conduct Policy review listed below include opportunities for Trustees to assist staff with these activities. The steps are not strictly linear.

1. Research the “Library Rules of Behavior” policy that likely should have been rescinded at the same time that the “Policy on Disruptive Behavior” became the Code of Conduct. Make sure that useful elements from the Policy on Disruptive Behavior are either in the Code of Conduct already or captured for consideration, and then rescind it.
2. Identify which of the 11 libraries also use a Municipal Code to define consequences for behaviors and collect copies of their Code to compare with ours.
3. Organize the elements of the current Code of Conduct into categories so that the contents can be compared to the other libraries.
4. Identify elements that we may want to consider adding or removing or revising.
5. Determine how we want to organize the information and begin to refine the elements—this will involve multiple iterations and discussions with Trustees and staff.
6. Once a good draft of the amended policy has been reached, systematically and carefully assess each element for 1) any unintended consequences, and 2) for practicality of use.
7. Have the City Attorney review the amended draft.
8. Consider how the amended policy impacts the Municipal Code and consider what amendments should be made to the Code so that the policy and Code can work hand in hand and be used easily and effectively by staff to manage patron behavior and impose consequences.
9. Consider the formats we want to use to make the information available to the public (that are practical for staff to use and communicate the information clearly to customers).
10. Finalize the amended policy to be adopted by the Trustees.
11. Design, print, post the amended policy.

12. In consultation with the City Attorney, continue with the process of updating the Municipal Code.

Attachments

1. Library Code of Conduct Policy
2. South Pasadena Municipal Code Section 2.78-5 Suspension or Expulsion for Violation of Library Rules

ATTACHMENT 1
Library Code of Conduct Policy

5. PUBLIC SERVICES

5.7 Library Code of Conduct

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[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 our 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 2

South Pasadena Municipal Code Section 2.78-5
Suspension or Expulsion for Violation of Library Rules

South Pasadena Municipal Code
ARTICLE IVJ. LIBRARY BOARD OF TRUSTEES

2.78-5 Suspension or expulsion for violation of library rules.

(a) No person shall willfully disrupt the orderly operation of the library of the city of South Pasadena or violate any rule adopted by resolution of the city council or bylaw, rule or regulation adopted by the library board of trustees to protect the orderly operation of the library. All such policies, rules and regulations are referred to collectively as "library rules."

(b) The library director or the "staff member in charge" of maintaining order and securing compliance with the library rules may notify a person that their library privileges, including the ability to occupy the library premises, has been suspended and then may order such person to leave the library premises whenever there is reasonable cause to believe that such person has willfully violated such library rules. For purposes of this section, "library premises" includes the library and library park, except for the entry way to the senior center and the area within the senior center.

(1) A suspended library privilege shall automatically be reinstated at the end of 24 hours unless within that time such person is notified by the library director or said designated person that consent shall not be reinstated for a specified period, not exceeding 14 days.

(2) In addition, expulsion(s) from the library premises and suspension of all privileges of the library may be imposed against a person whose conduct is sufficiently disruptive to merit expulsion or suspension of privileges for a period of 15 days or more.

(3) Expulsion and suspension of privileges up to 30 days may be imposed whenever there is reasonable cause to believe that a person has done any of the following:

(A) Engaged in loud or disruptive conversations, talking, singing, or other disruptive, noisy, or boisterous behavior; or

(B) Behaved in a manner which reasonably can be expected to disturb other patrons, volunteers, or library staff; or

(C) Violated the standards of behavior adopted by the library board of trustees or the city council from time to time as posted in a conspicuous location in the library such as near the front door and public service area.

(4) Expulsion and suspension of privileges of up to 180 days may be imposed whenever there is reasonable cause to believe that a person has done any of the following:

(A) Violated library rules and been expelled for a period of 30 days each on two or more occasions within the prior 12 months; or

(B) Engaged in any behavior, conduct, or activity which may damage library property or pose a written, oral or physical threat to other patrons, volunteers, or library staff, as reasonably determined by the library director, or designee, and refused or failed to cease such behavior, conduct, or activity when requested by library staff.

(5) Expulsion and suspension of privileges of up to one year may be imposed whenever there is reasonable cause to believe that a person has done any of the following:

(A) Seriously threatened verbally or physically, seriously harassed verbally or physically, or aggressively or annoyingly stared at or followed other patrons, volunteers, or library staff about the library premises, as reasonably determined by the library director, or designee; or

(B) Destroyed, defaced, or illegally removed library materials or property in violation of California Education Code Section 19910; or

(C) Behaved in any manner prohibited by federal, state, or local law.

(6) Only the library director or the “staff member in charge” of maintaining order and securing compliance with the library rules may expel a person from the library premises; only the library director or person designated in writing by the library director may suspend all privileges of the library, for the foregoing periods, as befitting the person’s conduct.

(c) Appeals of Suspension of Less Than 30 Days. Any person expelled from the library for a period of 30 days or less may appeal the expulsion to the city manager, whose decision regarding the appeal shall be final and conclusive.

(d) Appeal of Suspension or Expulsion for More Than 30 Days. Any person expelled from the library for a period of more than 30 days may appeal the expulsion to the library board of trustees. Such appeal must be submitted in writing to the library board of trustees no later than 30 calendar days following the issuance of the notice of expulsion to the appellant. The library board of trustees shall render its decision in writing to the appellant to uphold or overturn the expulsion, with a copy to the library director no later than 45 calendar days following completion of the board’s hearing on the appeal. The decision of the library board of trustees shall be final and conclusive.

(e) Notwithstanding any provision herein to the contrary, a notice of expulsion or suspension of privileges shall remain in effect during the period of any appeal thereof.

(f) Any person who willfully violates any rule adopted and posted in accordance with this section or who willfully enters or remains in the library premises during the period for which consent has been withdrawn or the individual has been expelled is guilty of a misdemeanor. (Ord. No. 2310, § 1, 2017.)



Library Board of Trustees Agenda Report

ITEM NO. 7

DATE: May 9, 2024
FROM: Cathy Billings, Library Director
SUBJECT: 2024 Summer Reading Program Overview

Recommendation

It is recommended that the Board receive an update about the 2024 Summer Reading Program.

Program Overview

Overall Theme: Read, Return, Repeat!
Special Focus: Conservation concepts
Dates: Monday, June 3 - Saturday, August 3

Registration

Pre-registration begins: Tuesday, May 28
Regular registration begins: Monday, June 3

School Visits

Scheduled for the week of May 13.

Children's Librarian Bre Taylor and part-time Children's Librarian Leticia Cheng Ku will be visiting SPUSD elementary schools (Arroyo Vista, Marengo, and Monterey Hills).

- Teachers sign-up for time slots, which determines how many classes are visited.
- Teachers can also sign up for class visits to the Library for the week of May 20.

The pitch: A 5-minute promo of what SRP is and how they can participate. A preview of prizes and how to earn them, how to identify teen volunteers (by their SRP t-shirts) so they know who to look out for if they need help.

Publicity & Outreach

Website content, press releases, social media, email to list, etc. are forthcoming.

Printed material has been sent the printer:

2024 Summer Reading Program Overview

May 9, 2024

Page 2 of 4

- Bookmark contest winner bookmarks
- Reading logs
- Information/Program Calendar brochure
- Postcards
- Posters
- Registration cards
- Booklists for Pre-Readers, Kindergarten-2nd grades, 3rd-5th grades, 6th-12th grades

Prizes

Kids & Teens get one free book for registering.

Subsequent weeks, they get a prize or a book in the alternating weeks (teens can choose instead to get an opportunity drawing ticket for bigger prizes).

Weekly prizes: Vinyl stickers, bookmarks, card games, stress balls, DIY grow seed pots, bamboo water bottles, bamboo notebooks, DIY STEM solar system, embroidery kits, t-shirts, headband craft kits, DIY butterfly houses, stationary, flashlights, finger puppets, bouncy balls, ecofriendly wireless earbuds, ecofriendly cork mini portable speaker, donated gift certificates and prizes.

Adults: earn opportunity drawing tickets for one of three themed gift baskets.

Teen Volunteers

There are 45 applicants who were selected to be volunteers. They will attend a mandatory orientation on either Thursday, May 9th or Friday, May 10th from 4:00 PM - 5:30 PM in the Library Community Room.

Reading & Tracking

Reading will be tracked on paper this year—no app—to make it easier for participants and volunteers.

Reading Goals:

- Prereaders | 10 mins/day, 50 mins/week
- Kindergarten-2nd grade | 15 mins/day, 75 mins/week
- 3rd-5th grades | 20 mins/day, 100 mins/week
- 6th-12th grades | 30 mins/day, 150 mins/week
- Adults | No set goals

What counts as reading? Being read to, audiobooks, magazines, graphic novels/comic books, any kind of book.

Programs

2024 Summer Reading Program Overview

May 9, 2024

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Storytimes: June 11 – August 3

- Preschool Storytimes for 3 to 5-year olds: Tuesdays 10:30 am – 11:00 a.m.
- Toddler Storytimes for 1 to 3-year olds: Thursdays (two sessions) 10:30 a.m. – 10:50 a.m. and 11:00 a.m. – 11:20 a.m.
- Family Storytimes for all ages: Saturdays at 10:30 a.m. – 11:00 a.m.

Wonderful Wednesdays – 6:00 p.m., Oxley Street side of the Library Park

- June 12 – Bob Baker Marionette Theater: Something to Crow About
Enjoy an unforgettable musical day-on-the-farm with the Bob Baker marionettes! All hearts sing when Mama and Papa Goat charm, dance, enchant and delight alongside the iconic Foot Foot Bunnies, the most precocious Petunia, and many more barnyard favorites.
- June 26 – Earth Tales, featuring We Tell Stories presented by The Music Center of Los Angeles County
Explore folk tales about how Earth was important to the survival of people from ancient cultures, how it's still important today, and what we can do to continue to care for our planet.
- July 10 – Dig Dug and the Dino-mites Puppet Show by Hey Hey Entertainment
Learn about dinosaurs when famed explorer Dig Dug and his Dino-mites accidentally awaken colorful dinosaurs who need to figure out how to adapt with help from Dig Dug and the audience.
- July 17 – Mr. Markus the Music Man Show
Join this music and movement guitar sing-along entertainment through fun, zany, humorous, and interactive songs.
- July 24 – Talewise presents Adventures of the Lost Treasure
Discover science concepts in this this interactive and exciting STEM show that combines the magic of stories with the wonders of science!
- July 31 – Storyteller Barbara Wong presents One World of Many People
Hear magical stories about dragons, panda bears...and even how a brave mama mouse fooled a cat in this program of multicultural stories from Africa, Latin America & Asia.

Fourth of July – Festival of Balloons Parade

- July 4 – (Thursday)
Readers meet on the Diamond Avenue side of the library at 10:30 a.m. to march in the parade with the Summer Reading Program. All ages are welcome; children must be accompanied by an adult.

Partnership events

Space is limited. Pre-registration required. Sign up at www.southpasadenaca.gov/register.

- South Pasadena Arts & Music Academy presents Whole Steps for Preschoolers
June 24 – 10:30 a.m. – 11:00 a.m.
Children and their caregivers will explore music together, nurturing creative and cognitive development using rhythm, movement, body percussion, pitch matching, and more.
- My Gym Fun at the Library by My Gym Pasadena!
June 21 and July 19 – 10:30 a.m. – 11:00 a.m.
Join an energetic and engaging playtime with My Gym Pasadena! Appropriate for ages 1 year-10 years come to spark their imagination, socialize, and build confidence! Be ready to sing, dance, and enjoy a reading of "A Magical My Gym Day". An adult must be present with children of all ages.

Sponsors/Donors

Friends of the Library (\$12,000)

My Gym

South Pasadena Beautiful

South Pasadena Arts & Music Academy

Jack Cartes

Hodis Learning & Music

Attachment

SPPL 2024 Bookmark Contest Winners

ATTACHMENT 1
SPPL 2024 Bookmark Contest Winners

SOUTH PASADENA PUBLIC LIBRARY 2024 BOOKMARK CONTEST WINNERS

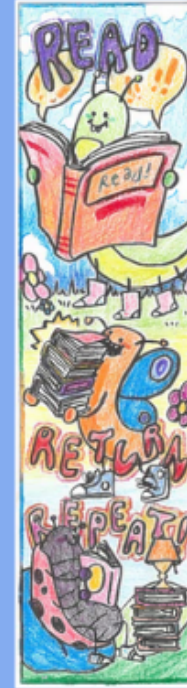
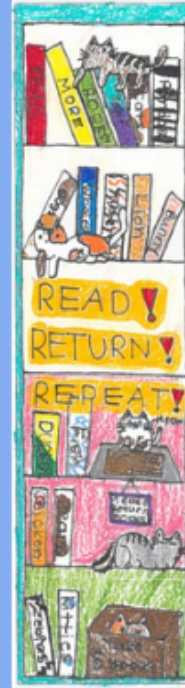
CONTEST WINNERS
FROM LEFT TO
RIGHT:

BOOK VOLCANO BY
MAXWELL H.

RAINBOW READ BY
ABIGAIL P.

ANIMAL FRENZY BY
SOPHIA L.

BOOKWORMS BY
FINLEY N.

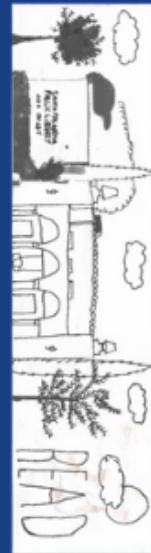
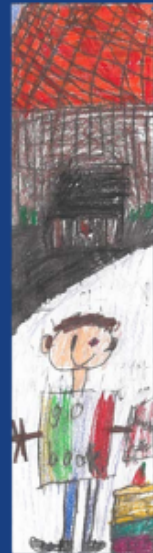
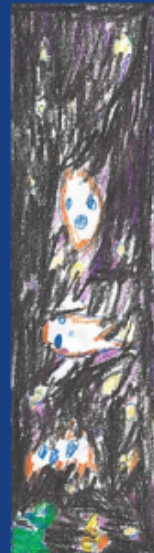


THANK YOU
TO EVERYONE
WHO
PARTICIPATED

!



HONORARY MENTIONS





Library Board of Trustees Agenda Report

ITEM NO. 8

DATE: May 9, 2024
FROM: Cathy Billings, Library Director
SUBJECT: Library Operations Update

Recommendation

It is recommended that the Board receive a Library Operations Update.

Background

This Staff Report provides short summaries about library events and programs, new services or changes to service, and about operational matters of note, including staffing changes, project status updates, outreach activities, etc.

Updates

Library Staffing

New part-time Children's Librarian Stephanie Hiett started April 29th. Since 2021 Stephanie has worked as the Youth Literacy Librarian at the Burbank Public Library. Prior to that, she worked as a Young Adult Library Assistant at the Woodland Public Library. Stephanie earned a BA in Sociology and English Literature from UC Davis and her Master of Library and Information Science (MLIS) degree from San Jose State University.

Library Participates in City's Successful Sustainability Fair

The Library was one of twenty organizations that participated in a Sustainability Fair at the Nature Park on Saturday, April 6. The Fair, Garden Tour, and Plant Swap was organized by the City's Public Works Sustainability Division, in partnership with South Pasadena Beautiful and Friends of the Nature Park. Hundreds of people attended to learn about composting, native plants and gardening, City and regional resources and programs, and more. The Library promoted its Sowing South Pasadena initiative, including the Seed Library and upcoming programs, and gave away Sowing South Pasadena swag.

Library Participates in SPHS Career Fair

Librarian Alexis Mendoza was invited to participate in South Pasadena High School's career fair on Tuesday, April 16th. Alexis introduced students to the amazing resources available at the library, from helping with resumes and job searches to aiding in research projects. She also answered questions about what it's like to be a librarian and emphasized the importance of libraries as vital community resources and the rewards of librarianship as a career.

Library Program Highlights Indigenous Plants and People

On April 16th, South Pasadena residents gathered in the Library Community Room for a captivating presentation titled "Greening South Pasadena: Unveiling the Healing Powers of Native Flora and Fauna" with Matthew Teutimez. With an attendance of 60 eager participants, the event delved into the rich tapestry of South Pasadena's natural environment, showcasing its diverse flora and fauna. Teutimez—biologist and Elder of the Gabrieleño Band of Mission Indians - Kizh Nation—shed light on the profound wisdom of indigenous peoples who have long revered and utilized these resources for medicinal purposes. Attendees left enlightened, and empowered with newfound knowledge about their local ecosystem and the healing potential it holds. This program was part of the Library's Sowing South Pasadena initiative, funded by the California State Library.

Library Repair Cafe Draws 163 People

The hugely successful Repair Cafe marks the end of four months of Sowing South Pasadena Activity. On April 20th the Library, in partnership with the South Pasadena Community Garden, hosted its first Repair Cafe! Over a period of three and a half hours more than 160 people participated, with volunteers doing repairs on clothing, jewelry, bikes, and small appliances. The Community Garden also hosted a table to share free seed packets and master gardener knowledge of plant care.



Library Engages Teens at SPHS Career Fair

Librarian Alexis Mendoza was invited to participate in South Pasadena High School's career fair on Tuesday, April 16th. Alexis introduced students to the amazing resources available at the library, from helping with resumes and job searches to aiding in research projects. She also answered questions about what it's like to be a librarian and emphasized the importance of libraries as vital community resources and the rewards of librarianship as a career.

Librarian Alexis Mendoza Recognized as a City of So Pas Star Employee!
Alexis was nominated by a colleague for this well-deserved recognition!


(Screenshot from the City's LinkedIn page)

City of South Pasadena
2,143 followers
5d • 🌐


We are happy to bring back our STAR Employee recognitions! Join us in recognizing Alexis Mendoza from our Public Library. Thank you for all you do!


STAR EMPLOYEE

Alexis Mendoza



We want to recognize Alexis Mendoza, an Adult and Digital Services Librarian, for her essential role in the City of South Pasadena's Library. Alexis's dedication to her role has been commendable. She now plays a crucial role in the library webpage migration during the City's website redesign. Her creation of the Walking Book Club has also been hugely popular, bringing the community together through literature and exercise. Alexis, your hard work and commitment have significantly enhanced the library's services, and we are truly grateful for all you do. Congratulations on this well-deserved recognition!



 You and 39 others 7 comments



Library Board of Trustees Agenda Report

ITEM NO. 14

DATE: May 9, 2024
FROM: Cathy Billings, Library Director
SUBJECT: **Library Director Communications**

Recommendation

It is recommended that the Board receive from the Library Director miscellaneous communications unrelated related to library operations.

Background

On occasion the Library Director has information not related to library operations to convey to the Trustees, such as news from the City, happenings in the library profession and wider library community, library-related legislation, etc.

At the direction of the City Council, the City Manager's Office has undertaken an analysis of the function of City Commissions and Boards. The initial analysis was presented to City Council at a recent meeting. Council directed staff to solicit further input from Commissioners on possible consolidation opportunities. The attached document prepared by the City Manager's Office provides an update about the analysis.

Board members and Commissioners can email Mary Hadad in the City Manager's Office for further information or with any questions: mhaddad@southpasadenaca.gov.

Attachment

Commission Analysis Revisit (presentation): Prepared by City Manager's Office

ATTACHMENT 1

Commission Analysis Revisit (presentation):
Prepared by City Manager's Office

Commission Analysis Revisit

Prepared By: City Manager's Office

Background

February 2022

- Staff presented a comprehensive analysis of all advisory bodies that looked at efficiencies, effectiveness, and opportunities to implement best practices.

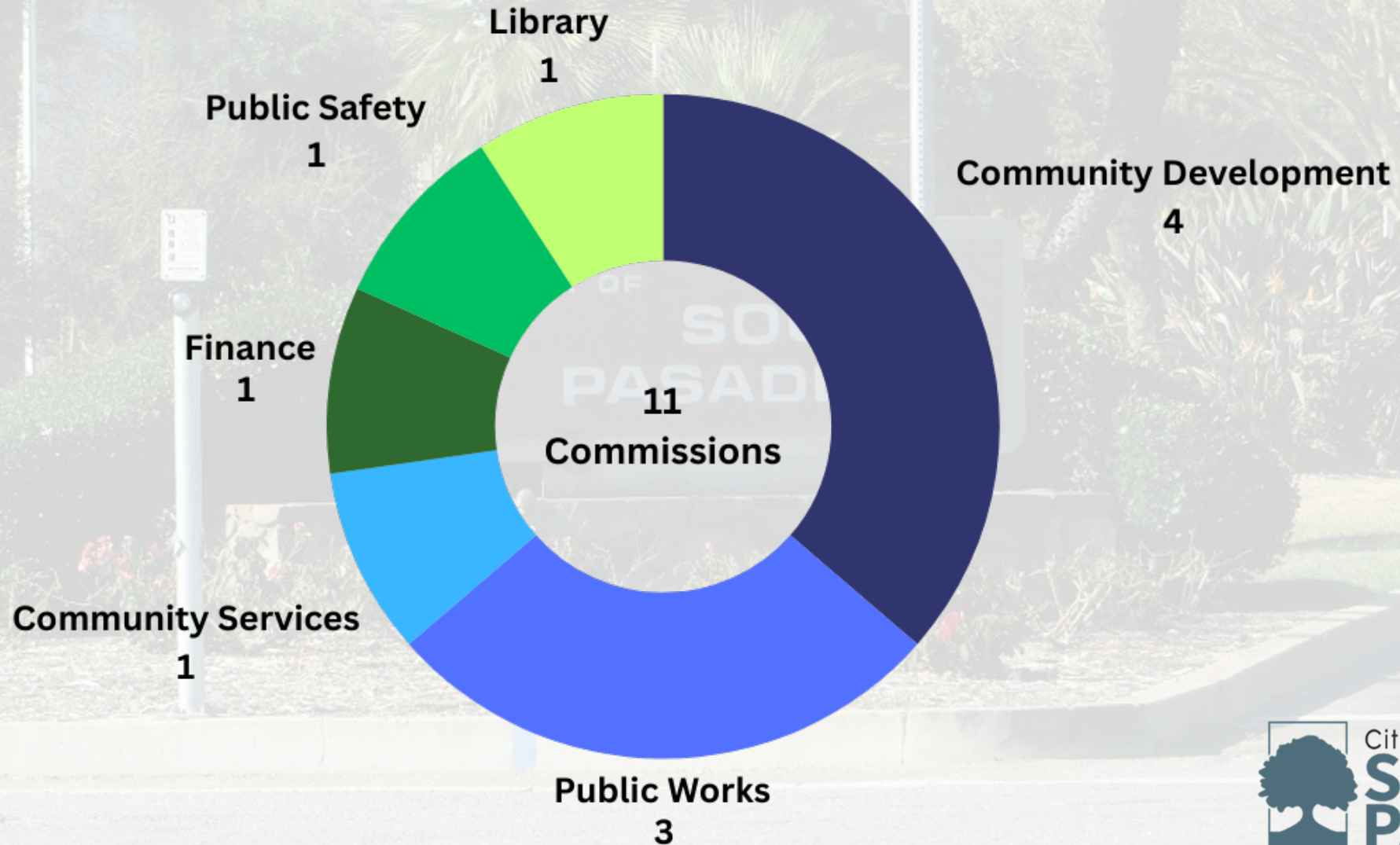
April 2022

- As a result of direction from the City Council, Staff returned to the City Council, which resulted in the consolidation of 3 Commissions, the dissolving of 2 Ad Hoc Committees, reducing meeting frequency of 2 Commissions, and increased commitment to training and recognition efforts.

May 2024

- At the request of the City Council, staff returned with a revisit analysis on this item focused on hours and costs. Following the City Council discussion at the May 1, 2024 City Council meeting, staff was directed to solicit further input from the Commissions on opportunities for consolidation and efficiencies.

Commissions Today



Initial Survey Results

Based on initial survey sent out earlier this year.

Commission	Annual # of Scheduled Meetings	Average # of Commissioner Hours Per Meeting	# of Commissioners	Annual # of Commissioner Hours Each	Annual # of All Commissioner Hours
Community Services	12	4	7	48	336
Planning	12	5	5	60	300
Cultural Heritage	12	3	5	36	180
Design Review	12	3	5	36	180
Natural Resources	12	5	7	60	420
Public Works	6	3	5	18	90
Public Art	3	3	5	8	38
Mobility and Transportation	12	4	5	48	240
Library	12	3	5	36	180
Finance	12	18	5	216	1080
Public Safety	10	3	7	30	210

We Want to Hear From You!

- Consolidation Opportunities
- More efficiencies
- Feedback on Work Plan development process
- Anything else you would like staff to know?

Follow Up Survey



Two Upcoming Virtual Input Sessions:

- Monday, May 13 at 1 p.m.
- Thursday, May 16 at 1 p.m.
 - Meeting I.D: 226 442 7248 (no password)

Contact Us:

- (626) 403-7210
- Mhaddad@southpasadenaca.gov