



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

**REGULAR MEETING AGENDA
THURSDAY, OCTOBER 13, 2022 at 7:00 p.m.**

**SOUTH PASADENA PUBLIC LIBRARY
1100 OXLEY STREET, SOUTH PASADENA, CA 91030**

South Pasadena Library Board of Trustees 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. Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the Advisory Body may conduct its meetings remotely and may be held via video conference.

The Meeting will be available:

- In Person Hybrid – Ray Bradbury Conference Room, 1100 Oxley Street
- Via Zoom – **Webinar ID: 892 5352 3747/ Passcode: 073797**

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

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>
or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID.

CALL TO ORDER

President Dean Serwin

ROLL CALL

President Dean Serwin
Vice President Bianca Richards
Secretary Annie Chang Long
Trustee Kenneth Gross
Trustee F.J. Pratt

COUNCIL LIAISON:

Councilmember Diana Mahmud

PUBLIC COMMENT GUIDELINES

The City welcomes public input. Members of the public may speak for up to 3 minutes for a general public comment or per agenda item **by means of one of the following options:**

Option 1:

Participate in-person at the Library Conference Room.

Option 2:

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.

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 and available at the City Clerk’s Counter for viewing. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Agenda item you are submitting public comment on.
- 2) Submit by no later than 12:00 p.m., October 13, 2022

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.

1. Public Comment**PRESENTATION****2. Library Strategic Planning Process Update****ACTION/DISCUSSION****3. Minutes of the Special Library Board of Trustees Meeting of August 31, 2022**Recommendation

It is recommended that the Board review and approve the August 31, 2022 Special Meeting Minutes.

4. Minutes of the Regular Library Board of Trustees Meeting of September 8, 2022Recommendation

It is recommended that the Board review and approve the September 8, 2022 Regular Meeting Minutes.

5. Administrator’s Annual Library Special Tax Report**6. Quarterly Budget Update****7. Library and Library Park Health and Safety Updates****8. Facility Improvement Projects Update**

9. Library Operations Update**COMMUNICATIONS****10. Board President Communications****11. Board Member Communications****12. Council Liaison Communications****13. Friends of the Library Representative****14. Trustee Liaison to the Friends****15. Library Director****ADJOURNMENT****PUBLIC ACCESS TO AGENDA DOCUMENTS**

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://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured

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 **October 13, 2022**, 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.*

10/10/2022

/S/

Date

Sean Faye, Library Administrative Secretary



**South Pasadena Public Library
SPECIAL MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
August 31, 2022**

CONVENE:

President Dean Serwin called the special meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on August 31, 2022 at 7:02 p.m. Members of the public attended virtually, via Zoom, as part of the City's in-person/hybrid resumption of in-person meetings.

IN ATTENDANCE:

Trustees Present

Kenneth Gross
F.J. Pratt
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Councilmember Diana Mahmud

EXCUSED: Secretary Annie Chang Long
Administrative Secretary Sean Faye

PUBLIC COMMENTS:

1. None

ACTION/DISCUSSION ITEMS:

2. Request to Accept the Bequest to the South Pasadena Library for Capital Improvements to the Children's Wing

President Serwin read aloud the staff report and the resolution for the bequest of longtime South Pasadena resident Bert Edward Carlyle, who passed away on January 9, 2022. The bequest includes \$100K, a Promissory Note and Deed of Trust for certain land in Craig County, OK, and real property in South Pasadena. The proceeds from the bequest may only be used for the express purpose of "a capital improvement to the Children's wing of the Library Building, in the form of an amphitheater, to be known as the 'Story Room'", and that an appropriate plaque, specifically indicated to be "from Geneva" be placed in the Library to acknowledge the gift.

Trustee Kenneth Gross expressed concern about the maintenance costs of such a capital improvement. The City Attorney will need to be consulted as to whether the bequest can be used for costs such as additional staff, utilities, and maintenance that are related to the capital improvement.

That the bequest is for a “capital improvement to the Children’s wing of the Library Building” implies that the amphitheater/story room needs to be collocated with the part of the building dedicated to children’s services, either inside the existing space or as a new addition to the building.

Vice President Bianca Richards requested there be an updated appraisal of the two South Pasadena properties named in the bequest. Councilmember Diana Mahmud said one of the properties currently has a tenant. The sale of these properties will be conducted through the probate process.

A public comment was made Sally Kilby. She said a “Story Time” capital improvement is not considered to be one of the capital improvements desperately needed for the Library. She expressed hope that an outdoor amphitheater be constructed with these funds that is suitable for all ages.

President Serwin said that the will’s conditions have to be met in order to receive the funds. The City Attorney will provide guidance as the process moves forward.

Motion by Library Board Trustee Kenneth Gross, seconded by Library Board Vice President Bianca Richards, to adopt Resolution 2022-001 to accept the bequest to the South Pasadena Library from Bert Edward Carlyle.

AYES: Gross, Pratt, Richards, Serwin
NOES: None
ABSENT: Long
ABSTAIN: None

Motion by Library Board President Dean Serwin, seconded by Library Board Vice President Bianca Richards, to request that the City Council direct staff to establish a fund to receive the monies from the Bequest to ensure the preservation of the funds for the intended purpose of making specified capital improvements to the Children’s Wing.

AYES: Gross, Pratt, Richards, Serwin
NOES: None
ABSENT: Long
ABSTAIN: None

ADJOURNMENT: President Dean Serwin adjourned the special meeting of the Library Board of Trustees on August 31, 2022 at 7:38 p.m.

Minutes approved _____ as written.
Minutes approved _____ as corrected.

President

Date



**South Pasadena Public Library
REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
September 8, 2022**

CONVENE:

President Dean Serwin called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the Library Conference Room on September 8, 2022 at 7:00 p.m. Members of the public attended virtually, via Zoom, as part of the City's in-person/hybrid resumption of in-person meetings.

IN ATTENDANCE:

Trustees Present

Kenneth Gross
Annie Chang Long
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Lt. Shannon Robledo, SPPD
Sally Kilby, Friends Board Representative
Sean Faye, Administrative Secretary

EXCUSED: Councilmember Diana Mahmud
Trustee F.J. Pratt

PUBLIC COMMENTS:

1. South Pasadena resident Steve Zikman expressed concern about unhoused individuals outside the Library. He has been following this situation for nearly a year and requested an update about the Library's response. He referenced the large Municipal Code sign on the El Centro Street side of the Library Park and asked why similar signs aren't posted in front of the Library.

ACTION/DISCUSSION ITEMS:

2. Minutes of the Special Library Board of Trustees Meeting of August 11, 2022

Motion by Library Board President Vice President Bianca Richards, seconded by Library Board President Dean Serwin, to approve the minutes as written for the special meeting of the Library Board of Trustees held August 11, 2022.

AYES: Gross, Long, Richards, Serwin
NOES: None
ABSENT: Pratt
ABSTAIN: None

3. Minutes of the Regular Library Board of Trustees Meeting of August 11, 2022

Motion by Library Board President Vice President Bianca Richards, seconded by Library Board Trustee Kenneth Gross, to approve the minutes as written for the regular meeting of the Library Board of Trustees held August 11, 2022.

AYES:	Gross, Long, Richards, Serwin
NOES:	None
ABSENT:	Pratt
ABSTAIN:	None

4. Library and Library Park Health and Safety

There was a discussion about the Library Code of Conduct and the South Pasadena Municipal Code, as they apply to health and safety issues in the Library and the Library Park.

The Library is working with Public Works to place additional “rules and regulations” signs in the park, including signs with the regulations most relevant to common behavioral problems. These signs would be posted on the balconies, the Oxley and El Centro entrances, and the side entrance to the Senior Center. The signs would assist Library staff, police, and code enforcement officers with education and enforcement. It was suggested that the signs include references to illegal drug use and vaping being prohibited.

The Library Board of Trustees has the authority to enact bylaws, rules, and regulations related to the function of the Library and its interior. An argument could be made that this authority extends to the exterior areas immediately adjacent to the building, such as the entrances and balconies. Historically, the Library Board has not had any authority over the Library Park. The Municipal Code allows the Library to suspend a person’s library privileges and ban them from the Library and Library Park for specified periods of time, if they are not compliant with the Library’s interior rules of behavior (i.e., Code of Conduct). If a banned patron returns to the property before their ban has ended, they are guilty of a misdemeanor.

The Library Board wants the public to be aware of the extent of the Library Board’s authority, as well as that of Library staff and the police.

Lt. Shannon Robledo of the South Pasadena Police Department explained that the police can take action on crimes or violations of the City’s ordinances, but may not infringe on an individual’s civil rights if they are not breaking the law.

The City recently launched a pilot program with a mobile mental health crisis unit. This team includes a licensed clinical social worker and an EMT from the Los Angeles Centers for Alcohol and Drug Abuse (L.A. CADA). At present they will be available in South Pasadena one day a week. The team’s focus is on mental health crises. A separate team that conducts outreach to the unhoused may be added. Staff will continue to submit requests to the Los Angeles Homeless Services Authority (LAHSA) to have an outreach specialist make contact with those observed to be in need or individuals that have requested assistance.

In the recent library strategic planning engagement, both staff and the public expressed concern about issues of homelessness and untreated mental illness and the impact they have on library

operations. Staff also expressed an interest in having a social worker in the Library or in the City's employ to assist individuals experiencing homelessness or mental illness.

The Library's Wi-Fi is available daily between the hours of 8:00 a.m. to 10:00 p.m. Most public libraries do not require a password to access their Wi-Fi network. The Library has produced a brochure with resources for people in need. It was suggested that a QR code with this information could be made available inside and outside of the Library. It was suggested that if a security guard is hired, they should have experience with mental health issues. A custodial service cleans the Library, including restrooms, each night and services the Library during the daytime three days a week. The size of the Library's restrooms is not inadequate to meet the needs of 500 visitors per day.

Funding from the State Library Critical Infrastructure grant could possibly address some security needs, like exterior lighting and restroom remodeling. Any funds awarded must be matched 1:1 by the City. The Library plans to submit an application for the second round of funding in approximately March 2023.

The Library is working with Public Works on a project to install interior and exterior security cameras. Funding has been secured for this project.

Motion by Library Board President Dean Serwin, seconded by Library Board Vice President Bianca Richards, to formally request the City to establish a firm timeline within the next 60 days to follow the steps necessary for the installation of security cameras for the Library.

AYES:	Gross, Long, Richards, Serwin
NOES:	None
ABSENT:	Pratt
ABSTAIN:	None

Library Board President Dean Serwin thanked Lt. Robledo for his service in honor of the anniversary of 9/11. Lt. Robledo was also commended for his work with the unhoused on behalf of the City.

Lt. Robledo acknowledged the frustration felt by the neighbors and encouraged them to call the police when they need assistance.

Library Director Cathy Billings noted that the 6' tables in the Library patio area will be replaced with smaller tables. This will allow more space for individuals and groups of people. This project has funding.

A list of pending facility-related projects will be presented at the 10/13/22 Trustees meeting.

[Lt. Shannon Robledo left the Library Board of Trustees meeting at 8:30 p.m.]

[Library Board Secretary Annie Chang Long left the Library Board of Trustees meeting at 8:30 p.m.]

5. Public Comments Policy

The Library Board of Trustees will adhere to the three minute Public Comment Policy shared by other South Pasadena boards and commissions.

6. Summer 2022 Outcomes Survey Results

The Board reviewed the results of the Summer Reading Program survey facilitated by the State Library. 71 comments were received from families that used Library services during the summer. The feedback overall was very positive.

7. Library Strategic Planning Update

19 people attended the 9/6/22 Strategic Planning Open House where the results of the survey were shared. Vice President Bianca Richards attended the Open House. She was impressed by the consultants' notion of capitalizing on the uniqueness of the campus. Members of the public requested improvements to the lighting, the furniture, and ways to address barriers to library services.

Library staff had a four hour session with the Strategic Planning consultants on 9/7/22. Staff engaged in exercises to identify the Library's role in the community and its readiness to meet goals identified through the strategic planning process.

The Advisory Committee met that afternoon with the consultants and had a good discussion about the survey results. Friends Board Representative Sally Kilby was in attendance. People expressed their love for the Library collection.

Senior Library staff met with the consultants to review the data collected and identify recurring themes and related goals and actions.

BerryDunn will present their updated findings at the 10/13/22 Trustees meeting and present options for the mission statement.

8. Library Operations Update

City Council adopted a resolution to concur with the Library Board's acceptance of the Carlyle Bequest. An account will be created for those funds.

Alexis Mendoza has been hired as the full-time Adult Services/Digital Services Librarian. She will start on 9/26/22. Alexis graduated with her MLIS from UCLA, with a focus on website design and user experience. She has a BA from Cal Poly Pomona in Gender, Ethnic, and Multicultural Studies. She has been a librarian at the Glendora Public Library.

The vacancy for the part time Clerk II position has been posted. This will be an opportunity for internal promotion. A requisition has been submitted to fill the Aide vacancy.

The job description is being finalized for the new Support Services Librarian position that received funding this fiscal year.

Voting for the One City One Story is underway until 9/10/22. The winning title will be announced on 9/19/22.

On 10/4/22 there will be a visually stimulating Author Talk with artist and author Janna Ireland for her book *Regarding Paul R. Williams: A Photographer's View*.

On 10/12/22 the Library will partner with the South Pasadena Arts Council (SPARC) for an Author Talk with musician Leland Sklar.

There will be a Natural Indigo Dyeing event in partnership with the Community Garden on 10/16/22.

The community book discussion for the One City One Story winning title will take place on 10/26/22.

There will be an All-City Open House on 10/2/22. Each department will be represented. The Library has crafting activities and giveaways planned. The Library will have a summary of Frequently Asked Questions about the upcoming Library Parcel Tax to share with the public.

The City has launched a mobile app. Residents will be able to report maintenance issues and find their voting district.

COMMUNICATIONS:

9. Board President Communications

President Serwin thanked the Board for the work accomplished tonight. He emphasized the importance of having these decisions on record. President Serwin thanked Director Billings for the information provided in her Staff Report about the health and safety of the Library and Library Park.

10. Board Member Communications

Vice President Bianca Richards praised the Library's contribution to the City's YouTube video organized by Mayor Michael Cacciotti.

Trustee Kenneth Gross agreed that a lot of important ground was covered at this meeting.

11. Council Liaison Communications

Councilmember Diana Mahmud was not present.

12. Friends of the Library Representative

Friends Board Representative Sally Kilby reported the decision of whether to sell or repair the Steinway piano is still in discussion.

The Friends have entered into a contract with Jericho Road to update their website. Jericho Road will also assist the Friends with establishing an Intranet to store their important documents.

The Friends Mission Statement was reviewed and will remain the same.

The Friends reviewed and updated their Bylaws and policies.

The Friends and South Pasadena Beautiful will co-sponsor a special program about bees. It will be presented in the Community Room on 10/19/22.

The Restoration Concert Series will begin on 9/18/22. Concert series tickets are available for \$136 for 8 concerts.

The Friends September newsletter has gone out.

The Friends membership and book donations continue to grow.

13. Trustee Liaison to the Friends

Vice President Richards had nothing to add.

14. Library Director

Library Director Billings has nothing further to add.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, October 13, 2022 at 7:00 p.m. in the Ray Bradbury Conference Room and by video conference for the public via Zoom.

ADJOURNMENT: President Dean Serwin adjourned the regular meeting of the Library Board of Trustees on September 8, 2022 at 8:57 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President

Date



Library Board of Trustees Agenda Report

ITEM NO. 5

DATE: October 13, 2022

FROM: Cathy Billings, Library Director

SUBJECT: **Annual Administrator's Library Special Tax Report for Fiscal Year 2022-23**

Recommendation

For discussion/information only.

Background

On June 7, 1994, South Pasadena voters established the City of South Pasadena (City) Library Special Tax. The Library Special Tax was renewed by voters in 1999, 2005, and 2009. On November 3, 2015, voters once again approved an extension of the Tax through June 30, 2024, with a 33% rate increase in Fiscal Year 2016-17 and a Consumer Price Index (CPI)-based increase for each of the subsequent seven years.

The Library Special Tax may be collected if the City budgets a "required amount" adequate to provide for all the elements of a foundation program of library services. The required amount is calculated by applying any annual increase of the CPI for All Urban Consumers for the Los Angeles-Long Beach-Anaheim area to the prior year's required amount, beginning with an initial base required amount in FY 1994-95 of \$761,000.

Discussion/Analysis

The City engaged consulting firm NBS Government Finance Group to calculate the Special Tax rates, prepare the FY 2022-23 tax levy listing, and submit it to the County of Los Angeles Department of the Auditor-Controller. The June 2022 Los Angeles-Long Beach-Anaheim area All Urban Consumers Consumer Price Index (CPI-U) figure used to calculate the FY 2022-23 Library Special Tax rate was released by the United States Department of Labor, Bureau of Labor Statistics in a July 2022 News Release. This June 2022 figure represents an increase of 8.59% for FY 2022-23 over and above the prior year's CPI-U. The total levy amount for FY 2022-23 is \$396,787.90, an increase of more than \$31,000 over the prior fiscal year's Library Special Tax revenue. The City's FY 2022-23 Budget, adopted before the CPI-U figures were published, projected Library Special Tax revenue for the current year in the amount of \$360,000.00. FY 2022-23 revenue is likely to exceed the budgeted number, but may be impacted by possible default or non-payment of property tax.

Collection of the Special Tax is contingent upon the City adopting an operating budget for the Library Department that meets or exceeds the minimum "required amount" set by

Annual Administrator's Library Special Tax Report

October 13, 2022

Page 2 of 2

Section 2.89-5(b)(1) of the South Pasadena Municipal Code (SPMC). The required amount that the Library Department's FY 2022-23 Budget must meet or exceed is \$1,578,361.11. On June 16, 2021, the City Council adopted a FY 2022-23 Budget that allocated \$1,867,814.00 for the Library Department. This amount exceeds the minimum required amount by \$289,543.00.

Fiscal Impact

Collection of the Library Special Tax for FY 2022-23 will provide approximately 21% of the Library's FY 2022-23 Budget.

Attachments:

1. Exhibit A: City of South Pasadena Fiscal Year 2022/23 Annual Report for Library Special Tax.

ATTACHMENT 1

Exhibit A: City of South Pasadena Fiscal Year
2022/23 Annual Report for Library Special Tax

CITY OF SOUTH PASADENA

Fiscal Year 2022/23 Annual Report For:

Library Special Tax

August 2022

Prepared by:



Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

TABLE OF CONTENTS

1. Overview	1
1.1 Introduction.....	1
1.2 Levy.....	1
1.3 Special Tax Rates	2
2. Levy Listing	3

1. OVERVIEW

1.1 Introduction

The City of South Pasadena (the “City”) first levied the City of South Pasadena Library Special Tax (the “Special Tax”) after it was approved by registered voters on June 7, 1994. The Special Tax was renewed by voters again in 1999, 2005, and in 2009. Most recently, on November 3, 2015, voters approved the extension of the collection of the Special Tax for an additional eight year period, through June 30, 2024.

The purpose of the Special Tax is to provide funds to the City to pay for maintenance and operation costs of the South Pasadena Public Library.

The final year in which the current Special Tax can be levied, unless renewed again by voters, will be Fiscal Year 2023/24.

1.2 Levy

The following table provides a summary of the Fiscal Year 2022/23 levy information associated with the Special Tax, prepared in accordance with the special tax formula for the Special Tax and updated based upon the records of the Los Angeles County Assessor.

Special Tax Category	Parcel/Unit Count ⁽¹⁾	Special Tax Rate Basis	Special Tax Rate ⁽²⁾	FY 2022/23 Total Levy ⁽³⁾
Single-Family Residential and Condominiums				
<= 2,000 sf Residence	3,340	per Dwelling Unit	\$40.23	\$134,334.80
2,001 sf <= 4,000 sf Residence	1,957	per Dwelling Unit	60.35	118,085.38
> 4,000 sf Residence	200	per Dwelling Unit	80.47	16,092.00
Multi-Family Residential	5,417	per Dwelling Unit	20.11	108,966.18
Non-Residential				
<= ¼ acre lot	159	per Parcel	40.23	6,394.98
> ¼ <= ½ acre lot	79	per Parcel	80.47	6,356.34
> ½ <= ¾ acre lot	17	per Parcel	120.70	2,051.90
> ¾ acre lot	28	per Parcel	160.94	4,506.32
Totals:	11,197			\$396,787.90

(1) Unit counts are shown for residential categories and parcel counts are shown for non-residential categories.

(2) Special Tax rates are escalated annually based upon the annual (June to June) change in the Consumer Price Index for All Urban Consumers (“CPI-U”) in the Los Angeles-Long Beach-Anaheim area. The Special Tax rates were increased by 8.59% in Fiscal Year 2022/23, based upon the annual change in CPI-U.

(3) Includes installment rounding.

1.3 Special Tax Rates

Properties subject to the Special Tax are levied based upon the Special Tax rates identified in the special tax formula, which are escalated annually based upon the change in the Consumer Price Index for All Urban Consumers (“CPI-U”) for the Los Angeles area as of June each year. The Fiscal Year 2021/22 Special Tax rates were increased by 8.59% (based upon the change in CPI-U) to be able to determine the Fiscal Year 2022/23 Special Tax rates.

The following table outlines the historical changes in the CPI-U for the Los Angeles area:

Fiscal Year	June CPI-U Value	Annual CPI-U Increase ⁽¹⁾
2016/17	249.789	N/A
2017/18	255.275	2.20%
2018/19	265.522	4.01%
2019/20	274.380	3.34%
2020/21	278.121	1.36%
2021/22	289.218	3.99%
2022/23	314.072	8.59%

(1) The CPI-U Increase, as displayed in this table, is a rounding of the actual CPI-U Increase. The maximum Special Tax rates are calculated by using the actual CPI-U Increase, not the rounding of the actual CPI-U Increase.

NBS

Andrew Kraus, Administrator
Stephanie Parson, Project Manager
Tim Seufert, Client Services Director

2. LEVY LISTING

The Fiscal Year 2022/23 Special Tax levy listing is provided as a separate document.

General Ledger

Expenditure Summary by Section



User: cbillings
 Printed: 10/8/2022 4:23:53 PM
 Period 01 - 03
 Fiscal Year 2023

Account Number	Description	Budget	YTD Expenditures	Available Balance	% Expended
101	General Fund				
8011	Library				
101-8010-8011-7000-000	Salaries - Permanent	818,664.00	197,853.21	620,810.79	24.17
101-8010-8011-7010-000	Salaries - Temp Part	342,000.00	93,030.84	248,969.16	27.20
101-8010-8011-7020-000	Overtime	0.00	0.00	0.00	0.00
101-8010-8011-7040-000	Holiday	0.00	210.32	-210.32	0.00
101-8010-8011-7055-000	IOD - Non - Safety	0.00	0.00	0.00	0.00
101-8010-8011-7070-000	Leave Buyback	18,000.00	5,964.58	12,035.42	33.14
101-8010-8011-7100-000	Retirement	191,378.00	140,986.04	50,391.96	73.67
101-8010-8011-7108-000	Deferred Compensation	1,387.00	388.49	998.51	28.01
101-8010-8011-7110-000	Workers Compensation	15,145.00	3,502.60	11,642.40	23.13
101-8010-8011-7120-000	Disability Insurance	0.00	0.00	0.00	0.00
101-8010-8011-7122-000	Unemployment Insurance	0.00	0.00	0.00	0.00
101-8010-8011-7130-000	Group Health Insurance	104,280.00	22,945.00	81,335.00	22.00
101-8010-8011-7140-000	Optical Insurance	2,400.00	396.04	2,003.96	16.50
101-8010-8011-7150-000	Dental Insurance	9,000.00	1,633.30	7,366.70	18.15
101-8010-8011-7160-000	Life Insurance	990.00	200.25	789.75	20.23
101-8010-8011-7170-000	FICA - Medicare	11,871.00	8,396.20	3,474.80	70.73
101-8010-8011-8000-000	Office Supplies	6,500.00	1,041.73	5,458.27	16.03
101-8010-8011-8010-000	Postage	1,500.00	0.00	1,500.00	0.00
101-8010-8011-8020-000	Special Department Expense	20,000.00	3,402.94	16,597.06	17.01
101-8010-8011-8030-000	Library Periodicals	7,000.00	0.00	7,000.00	0.00
101-8010-8011-8031-000	Digital Resources	20,000.00	7,007.48	12,992.52	35.04
101-8010-8011-8040-000	Advertising	1,000.00	0.00	1,000.00	0.00
101-8010-8011-8050-000	PrintingDuplicating	3,500.00	346.14	3,153.86	9.89
101-8010-8011-8060-000	Dues & Memberships	4,200.00	2,719.00	1,481.00	64.74
101-8010-8011-8070-000	Mileage Reimbursement	100.00	0.00	100.00	0.00
101-8010-8011-8080-000	BooksDVDsCDs	105,000.00	10,983.99	4,444.60	10.46
101-8010-8011-8081-000	Books - Donations and Gifts	0.00	0.00	0.00	0.00
101-8010-8011-8082-000	Special Book Grants	0.00	0.00	0.00	0.00
101-8010-8011-8083-000	E-Books	35,000.00	4,791.82	0.00	13.69
101-8010-8011-8085-000	City-wide Reading Program	1,000.00	0.00	1,000.00	0.00
101-8010-8011-8090-000	Conference & Meeting Expense	2,000.00	700.22	1,299.78	35.01
101-8010-8011-8100-000	Vehicle Maintenance	0.00	0.00	0.00	0.00
101-8010-8011-8110-000	Equipment Maintenance	3,000.00	115.60	2,884.40	3.85
101-8010-8011-8120-000	Building Maintenance	9,000.00	1,065.82	7,934.18	11.84
101-8010-8011-8140-000	Utilities	0.00	0.00	0.00	0.00
101-8010-8011-8150-000	Telephone	0.00	0.00	0.00	0.00
101-8010-8011-8151-000	CENIC WiFi Expenses	11,500.00	2,717.58	0.00	23.63
101-8010-8011-8155-000	Equipment Leasing	0.00	0.00	0.00	0.00
101-8010-8011-8170-000	Professional Service	15,000.00	3,363.20	8,000.00	22.42
101-8010-8011-8171-000	Prof. Svcs.-Library Ops. Study	0.00	0.00	0.00	0.00
101-8010-8011-8180-000	Contract Services	72,000.00	70,382.15	918.80	97.75
101-8010-8011-8200-000	Training Expense	1,500.00	280.43	1,219.57	18.70
101-8010-8011-8257-000	Board Commission Expense	1,500.00	0.00	1,500.00	0.00
101-8010-8011-8500-000	Buildings & Improvements	28,900.00	0.00	28,900.00	0.00

Account Number	Description	Budget	YTD Expenditures	Available Balance	% Expended
101-8010-8011-8520-000	Machinery & Equipment	12,000.00	0.00	7,995.89	0.00
101-8010-8011-8521-000	Mach. & Eq.-Library Ops. Study	0.00	0.00	0.00	0.00
101-8010-8011-8530-000	Computer Equipment	2,000.00	0.00	2,000.00	0.00
8011	Library	1,878,315.00	584,424.97	1,156,988.06	31.11

Library Facility Improvement Projects List

THIS FISCAL YEAR

Keyless entry [library budget]
Security Cameras [budgeted; in CIP]
Patio tables/chairs [library budget]
Admin office HVAC [library budget]
Staff work stations [library budget]

SPECIAL PROJECTS

CSL infrastructure grant (March application deadline – funds must be expended by 2026)

- Replacing the fire alarm system and electrical switchgear that are past their EUL
[Should be in CIP - from FCA report: recommended for 2017 and 2020; \$227K & \$110K]
- Expanding and remodeling inadequate restroom facilities
[\$240K FY24 CIP]
- Replacing AC/ventilation systems
[\$25K repairs FY23 CIP; \$12K Children's Room HVAC FY24 CIP]
- Replacing the library's exterior lighting
[\$20K ADA ramp lighting FY23 CIP; \$220K FY24 CIP]

Children's Room expansion
[Architectural/engineering/project management]

Doors to secure balconies