



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

**REGULAR MEETING AGENDA
THURSDAY, JUNE 8, 2023 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.

The Meeting will be available:

- In Person – 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 and make public comment via Zoom using one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information.
2. Click on the following unique Zoom meeting link:
<https://us02web.zoom.us/j/89253523747?pwd=L01UOTFDeW5na1l0ZExJeEszaytVZz09>.
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 Edward Pearson

COUNCIL LIAISON:

Councilmember Janet Braun

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:

Participate via Zoom.

Public comment speakers are able to speak by going to the Zoom controls and clicking on the "Raise Hand" icon. The Meeting Host will be notified that a hand has been raised and speakers will have their microphone un-muted by the Host during the appropriate Public Comment period.

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).
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than 12:00 p.m., June 8, 2023

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****ACTION/DISCUSSION****2. Minutes of the Regular Library Board of Trustees Meeting of March 9, 2023**Recommendation

It is recommended that the Board review and approve the March 9, 2023 Meeting Minutes, which will supersede the minutes that were erroneously amended and approved at the April 13, 2023 Trustee meeting.

3. Minutes of the Special Library Board of Trustees Meeting of April 13, 2023Recommendation

It is recommended that the Board review and approve the April 13, 2023 Special Meeting Minutes.

4. Minutes of the Regular Library Board of Trustees Meeting of April 13, 2023Recommendation

It is recommended that the Board review and approve the April 13, 2023 Regular Meeting Minutes.

5. **California State Library Building Forward Infrastructure Grant**
6. **Library Administrative Policy Manual Update**
Recommendation
It is recommended that the Board rescind the Library Administrative policy titled "Procedures for Patrons Exhibiting Disruptive Behavior".
7. **Trustees 2023 Work Plan and 2022 Accomplishments**
8. **Fiscal Year 2023-2024 Library Budget**
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 **June 8, 2023**, 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.*

6/5/2023

/S/

Date

Sean Faye, Library Administrative Secretary



**South Pasadena Public Library
REGULAR MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
March 9, 2023**

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 March 9, 2023 at 6:59 p.m. Members of the public attended in-person and virtually, via Zoom, as part of the City's resumption of in-person meetings.

IN ATTENDANCE:

Trustees Present

Kenneth Gross
Edward Pearson
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Dominica Megerdichian, Deputy City
Manager
Janet Braun, Council Liaison
Maida Wong, Public Services Manager
Sean Faye, Administrative Secretary

EXCUSED: Secretary Annie Chang Long

PUBLIC COMMENTS:

1. None

PRESENTATION:

2. Deputy City Manager Domenica Megerdichian provided updates from the City Manager's Office.

The City's Strategic Plan for 2021-2026 will be revised this summer.

The City's *2022 Year in Review* is available on the website.

Library staff have participated in the Chamber of Commerce ShopTalk and at the Quarterly Networking Business events to share the Library's resources for career and professional development.

The *Guide to Doing Business* offers a host of resources and guidance from the City's Economic Development team for operating or starting a business in South Pasadena.

The quarterly City newsletter provides updates about major projects and development from the Public Works and Community Development departments.

The *Social Services Resource Guide* will assist the community in navigating the many agencies that provide assistance.

The City's Finance Policies and Procedures were adopted in December 2022. Next week there will be a joint special meeting with the Finance Commission on the mid-year budget report and adjustments. Board members were encouraged to participate in opportunities for community input related to the budget.

The State's COVID-19 Emergency Declaration has ended. AB 361, which allowed members of bodies subject to the Brown Act to participate in public meetings remotely, is no longer in effect. Elected and appointed council and board members are now required to appear in-person for their respective meetings. Members of the public will still be able to participate via Zoom. COVID-19 protections for residential tenants are also set to expire. The temporary programs related to local businesses using outdoor spaces will transition to the City's existing sidewalk dining program.

City-wide department organizational assessments are being conducted and will be presented to City Council.

An RFP for City Attorney services has been issued.

There is a new Housing Division within the Community Development department which will be involved with the Caltrans surplus properties and other matters related to housing. An inter-departmental Homelessness Working Group has been established under the Housing Division. The homeless population in South Pasadena is served very heavily by the Police Department and Library.

The City-wide electrification project is underway. This includes the Police Department's transition to an all-electric fleet and the installation of electric vehicle chargers at City Hall.

Some important upcoming dates for City Council:

- 3/15/23 – Finance Commission to discuss the mid-year budget report
- 4/19/23 – Study session on street improvements and infrastructure
- 4/29/23 – The state of housing and Caltrans policies
- 5/3/23 – Joint Council/Library study session on the strategic plan and library facility
- 6/28/23 – Commissioner Congress, the joint meeting of all City commissions and boards to meet with City Council, provide updates, and to approve work plans

The *Social Services Resource Guide* will be formatted for the City's mobile app. The City's website will soon be revamped.

[Deputy City Manager Domenica Megerdichian left the Library Board of Trustees meeting at 7:20 p.m.]

ACTION/DISCUSSION ITEMS:

3. Minutes of the Regular Library Board of Trustees Meeting of February 9, 2023

Motion by Library Board Vice President Bianca Richards, seconded by Library Board Trustee Edward Pearson, to approve the minutes as written for the regular meeting of the Library Board of Trustees held February 9, 2023.

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

4. Election of Officers and Appointment of Representative to the Friends of the Library

Motion by Library Board Trustee Edward Pearson, seconded by Library Board Trustee Kenneth Gross, to approve the Library Slate of Officers for 2023 as follows – President – Dean Serwin; Vice President – Bianca Richards; Secretary – Annie Chang Long. Bianca Richards will continue to serve as the Trustee Representative to the Friends of the Library.

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

5. Volunteer Recognition Event

Options for the Keynote speaker were discussed. The importance of volunteerism should be emphasized in the topic that is ultimately chosen.

Tables, chairs, and tablecloths will be set up by Library staff the day before the event. Board members will help pick-up refreshments. Coffee, tea, and juice will be provided. Specific duties will be assigned as needed via email.

Library staff will contact Brad Colerick for a musician recommendation.

6. California State Library Building Forward Infrastructure Grant

The contract has been completed with architectural and engineering consultant Marx Okubo Associates. An assessment of the Library facility was conducted on 3/8/23. This will provide the necessary background information for the grant application. The due date for the application may be pushed back. This topic will be discussed at the 5/3/23 joint City Council/Library Board study session.

7. Policy Review

[Public Services Manager Maida Wong arrived at the Library Board of Trustees meeting at 7:36 p.m.]

The Board discussed the “Gifts to the Library” policy. It was suggested that a reference to the South Pasadena Municipal Code (SPMC) be included for any non-collection-related donations,

including, but not limited to monetary, real property, or other works of art. A separate policy that addresses monetary gifts to the Library will be brought to the Board for review. A policy for art donation and display is being developed by the City and Public Arts Commission. The Library's policy will be developed to be consistent with the City policy.

There was a discussion about the term "intellectual freedom." Staff provided an explanation as to why that language was used and noted that is in keeping with the American Library Association's foundational positions on the freedom to read and freedom of information.

The definitions and function of the collecting levels that are included in the Collection Guidelines documents were explained by staff. These levels signify the depth of different areas of the collection. As a small public library our collections are generally maintained at a "general interest" level.

Motion by Library Board Trustee Edward Pearson, seconded by Library Board President Dean Serwin, to adopt the amended "Material Selection Policy," renamed as "Collections Selection and Maintenance Policy," and rescind the following policies, which are either obsolete or have been incorporated into the "Collections Selection and Maintenance Policy": the Collection Maintenance Policy, the Graphic Novel Selection Policy, and the Video Materials Policy.

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

[Public Services Manager Maida Wong left the Library Board of Trustees meeting at 7:56 p.m.]

8. Trustees 2023 Work Plan and 2022 Accomplishments

The Commissioner Congress will take place on 6/28/23 at the War Memorial Building. Boards and Commissions will highlight three accomplishments tied to the work plan goals presented at the last Congress.

Work Plans for the 2023-2024 Fiscal Year will also be presented at the Congress. The goals/tasks to include in next year's Work Plan were discussed. Goals should be consistent with the new 2023-2027 Strategic Plan. Goals related to improvements to the existing building, possibly planning for a new building and the use of the Carlyle bequest for a "story room" were proposed. Staff will present draft goals for Trustees to review at the 4/13/2023 meeting.

9. Library Health and Safety Update

The cypress trees in front of the Library have been removed.

There were 15 entries in the Library Code of Conduct log for February. Incidents documented were related to hygiene, theft, men using the women's restroom, abusing the computer guest pass system, and a variety of low-level disruptive behaviors. Three people are currently banned for a year, in accordance with the SPMC.

There were no outreach requests submitted to the Los Angeles Homeless Services Authority (LAHSA) in February.

The San Gabriel Valley Supplemental Care Team responded to a homeless outreach request made by Library staff, but the individual did not want to engage with them. In January, outreach services were provided to four individuals in South Pasadena.

The Housing Division in Community Development is taking a leadership role in the Homelessness Working Group. The goal of developing a proposal for a "Continuum of Care Program" was discussed at their 2/22/23 meeting.

Letters from the City Manager and Police Chief in support of a request for \$4 million in federal funding for a regional alternative local crisis response program were submitted to Senator Diane Feinstein and Congressman Alex Padilla. If funding is received, the Mobile Crisis Response program may be expanded throughout the San Gabriel Valley region.

The Police Department will provide Active Shooter training for Library staff on 3/24/23 and 4/7/23.

10. Library Operations Update

Local History Librarian Oliva Radbill received a \$950 grant from the Internet Archives to attend a Zine conference in San Francisco in August.

Digital Services Librarian Alexis Mendoza gave a presentation at the Chamber of Commerce this week.

The second round of interviews for the Support Services Librarian are scheduled for 3/17/23.

Recruitment is underway for additional Substitute Librarians.

Applications for the part time Administrative Office Clerk are being reviewed.

Teen volunteer applications for the Summer Reading Program are being accepted.

67 people attended the 2/25/23 *Pollyanna* screening, despite the poor weather.

The Los Angeles Clarinet Choir will perform a Cherry Blossom Festival-themed concert of contemporary Japanese music on 3/11/23.

On 3/25/23 the Library will partner with the Music Center to present a Korean Classical Music and Dance Company event.

South Pasadena Poet Laureate Ron Koertge will lead a poetry writing workshop for adults on 4/18/23.

The Eclectic Music Festival will be on 4/29/23. The Library will not have a stage, but will have a crafting activity for families.

On 5/5/23 there will be an event presented in partnership with the South Pasadena Preservation Foundation called “Wynyate: If Walls Could Talk”. Wynyate is a house that was built in 1888 by South Pasadena’s first mayor, Donald Graham, which is listed on the National Register of Historic Places.

Details for the 5/3/23 Joint Study Session with City Council are being finalized.

The Strategic Plan brochure is under review.

The Library published a bookmark that provides tips for adults to talk to children about issues of equity, diversity, and inclusion as they relate to literature.

The mid-year budget review will occur soon. The Library Board will have a chance to review the proposed Fiscal Year 2023-2024 budget before Library staff discuss it with the City Manager. This will be a Discussion Item at the 4/13/23 Trustees meeting.

COMMUNICATIONS:

11. Board President Communications

President Serwin commended Library staff and the Board for reviewing and updating Library policies that haven’t been reviewed in many years. The updated policies will reflect the current intentions of the Strategic Plan.

12. Board Member Communications

Vice President Bianca Richards agreed with President Serwin’s comments. She thanked Library Director Cathy Billings for forwarding the *New York Times* article, “A Love Letter to Libraries, Long Overdue.” Vice President Richards expressed interest for the Board to tour surrounding libraries.

Trustee Kenneth Gross thought Deputy City Manager Mergerdichian’s presentation was wonderful.

Trustee Edward Pearson had nothing to add.

13. Council Liaison Communications

Councilmember Janet Braun thanked the Board for a great discussion and feels the Library’s future could be very exciting.

14. Friends of the Library Representative

Friends Board President Ellen Torres was not present.

15. Trustee Liaison to the Friends

Vice President Richards had nothing to add.

16. Library Director

Director Billings reminded the Board of the Serving With a Purpose conference on 5/23/23 in Ontario, CA. Trustee Pearson and members of the Friends Board will be attending.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, April 13, 2023 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 March 9, 2023 at 8:33 p.m.

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

President Date



ITEM 3
Library Board of Trustees
June 8, 2023

**South Pasadena Public Library
SPECIAL MEETING OF THE
LIBRARY BOARD OF TRUSTEES
MINUTES
April 13, 2023**

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 April 13, 2023 at 7:02 p.m. Members of the public attended in-person and virtually, via Zoom, as part of the City's resumption of in-person meetings.

IN ATTENDANCE:

Trustees Present

Kenneth Gross
Annie Chang Long
Edward Pearson
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Janet Braun, Council Liaison
Sean Faye, Administrative Secretary

PUBLIC COMMENTS:

1. None

ACTION/DISCUSSION ITEMS:

2. **Authorize closure of the Library for four hours, Wednesday, April 26, 2023 to enable staff to participate in a "strategic plan implementation workshop"**

Motion by Library Board Vice President Bianca Richards, seconded by Library Board President Dean Serwin, to authorize the closure of the Library for four hours on Wednesday, April 26, 2023, to enable staff to participate in a "strategic plan implementation workshop."

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

ADJOURNMENT: President Dean Serwin adjourned the special meeting of the Library Board of Trustees on April 13, 2023 at 7:04 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
April 13, 2023**

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 April 13, 2023 at 7:04 p.m. Members of the public attended in-person and virtually, via Zoom, as part of the City's resumption of in-person meetings.

IN ATTENDANCE:

Trustees Present

Kenneth Gross
Annie Chang Long
Edward Pearson
Bianca Richards
Dean Serwin

Also Present

Cathy Billings, Library Director
Janet Braun, Council Liaison
Sean Faye, Administrative Secretary

PUBLIC COMMENTS:

1. None

ACTION/DISCUSSION ITEMS:

2. Minutes of the Regular Library Board of Trustees Meeting of March 9, 2023

Trustee Kenneth Gross stated that he believed his vote on the approval of the 2/9/23 Board minutes was an abstention and should have been recorded as such, rather than as "Aye".

Motion by Library Board President Dean Serwin, seconded by Library Board Trustee Edward Pearson, to approve the minutes as amended for the regular meeting of the Library Board of Trustees held March 9, 2023.

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

3. Volunteer Recognition Event

The Volunteer Recognition brochure has been sent to Cantu Graphics and copies will be ready early next week. Pastries have been ordered from Heirloom Bakery & Café. Vice President Bianca Richards and Sally Kilby will pick up the pastries the day of the event. Trustees were

asked to arrive early to assist with the set-up of the Community Room. President Dean Serwin will say a few words and distribute the Volunteer of the Year certificates. Remarks will be prepared for Mayor Jon Primuth. Josie Huang from LAist will be the keynote speaker. Gregory Poreé will perform music.

4. California State Library Building Forward Infrastructure Grant

Engineering consultant Marx Okubo Associates is finalizing their draft facility assessment report for the Library. Library Director Cathy Billings has met with Public Works leadership to discuss the next steps. The grant application will be submitted before the 5/18/23 due date.

5. Quarterly Budget Review

The Library is on track with its operational expenditures. Large invoices for the new first floor workstations, patio furniture, and Library Strategic Plan consulting firm Berry-Dunn are in process and not currently reflected in the general ledger expenditure summary.

Income fee projections are higher than what was originally budgeted for the following: the replacement of lost items; rental of the Community Room; and rental of Community Room equipment. The Community Room was budgeted for \$2K, but is expected to take in \$19K. Library replacements were budgeted for \$5K. \$4,900 has been received so far, with an expectation of receiving \$7,500 by the end of the Fiscal Year.

The Contract Services account covers some of the Library's largest expenses. This includes OCLC, the Library's metadata cataloguing service; SirsiDynix, the integrated library system; Unique Management Services, the Library's debt collection service; and maintenance of the Library's security gates and fire alarm systems.

Nearly all periodicals are paid from one invoice, except for *The New York Times*, *The Los Angeles Times*, and local papers.

The Library pays CENIC full price in advance for Wi-Fi service. A rebate is issued the following fiscal year.

All funds for the Library's book budget are expected to be spent.

Funds for the City-Wide Reading Program will be applied to scheduled book group events and the multiple copies needed for each title and associated activities.

At the City Manager's request, each department has established key performance indicators as part of the budget process. The Library's key performance indicators include:

- Adding 500 people to the Library's e-newsletter recipient list.
 - 656 have been added through the third quarter.
- Conducting 15 SPUSD and private school class visits.
 - There were eight visits at the start of the school year. The low number may be attributed to COVID concerns.
- Adding at least 4,500 items to the collection.
 - 5,900 items have been added through the third quarter.

- To schedule 20 rentals of the Community Room.
 - There was one rental during the first quarter, five rentals in the second quarter, and nine rentals in the third quarter.
- To exceed 12,000 visitors per month on average.
 - There were 15,000 in one quarter, 13,000 in the second quarter, and 14,000 in the third quarter. Visits are still below pre-COVID numbers. Director Billings will investigate how these figures compare to other libraries.
- To lend at least 25,000 items per month on average.
 - The Library has averaged around 27,000 items per month. These numbers are comparable to pre-COVID, however it should be noted that the numbers are boosted by automatic renewals, therefore comparison of circulation numbers before and after auto-renewal was implemented in January 2021 is complicated.
- To exceed 4,000 attendees for Library programs.
 - At this time, 8,000 people have attended Library programs.

President Serwin requested to see the Library's ledger of vendors, encumbrances, and dates of payment for open purchase orders as part of the next Quarterly Budget Review.

6. Fiscal Year 2023-2024 Draft Proposed Library Budget

The Board reviewed the proposed budget for Fiscal Year 2023-2024. Each department will meet with the Finance Director and City Manager to review their budget projections and proposals.

The account for Conference and Meeting Expenses has been increased compared to prior years to enable staff to attend the 2024 American Library Association conference in San Diego.

Amounts for salaries and benefits are prepared by the Finance Department and are not available yet.

\$34K has been requested in the Machinery and Equipment account for new furniture in the Teen Area. \$15K has been requested for new exterior book drops, which we learned from the Marx Okubo assessment are not currently ADA accessible.

Funds from the Building Improvements account will be designated for the installation of the new patio furniture and to replace the Teen Area carpet.

The account for Digital Resources covers many of the Library's online resources, while the State Library and the Friends pay for others. Each online resource is available from outside of the Library. The Library is part of a consortium to purchase and share eBooks.

Selectors track the numbers of holds on both physical and digital books, and purchase extra copies to help meet the demand for items that have "high holds".

The Board was encouraged to take part in the Budget Survey and to attend the public meetings if they are available.

7. Trustees 2023 Work Plan and 2022 Accomplishments

There was a discussion about the three goals to include in the Trustee's Work Plan for Fiscal Year 2023-2024. It was agreed to keep the first stated goal to "continue comprehensive review and update of library administrative policies."

It was recommended that the second suggested goal, "Engage in a library needs assessment and master site planning process (if City Council provides this direction), that takes into account the anticipated residential growth driven by the Regional Housing Needs Allocation requirements" be divided into two separate objectives.

The master site plan would entail hiring a consultant to manage gathering community input, the needs assessment for the Library building, and conduct community outreach.

It was suggested that the third goal address critical infrastructure improvements to the current Library building, and enlist the support of the 21st Century Committee for the Library to investigate the feasibility of the master site plan of a new Library building. There were additional questions about how best to utilize the Carlyle Bequest (i.e., modifying the existing building or toward the children's story room in a new building).

It would be ideal to have an estimate for the total cost for the demolition of the current site, the transitional location until a new site is built, and the new site itself.

Goal #2 could address critical infrastructure improvements, as well as the master site plan. Goal #3 could be for the Board to become ambassadors to the community to raise awareness and participation about the need for infrastructure improvements to the current site and gauge the interest for a new building.

It was also suggested Goal #2 include collaboration with Public Works and Library staff to develop priorities and a plan for completing any funded critical structure projects.

This will be a Discussion Item for the 5/11/23 Trustees meeting.

8. Library Operations Update

The new full time Support Services Librarian, Jennifer Reyes, will start on 4/17/23. Jennifer has worked as a full time paraprofessional for many years while she earned her library degree.

On 5/6/23, as part of National Preservation Month and the City's 135th birthday, the Library will partner with the South Pasadena Preservation Foundation to present "Wynyate: If the Walls Could Talk." The Wynyate House was built by South Pasadena's first mayor Donald Graham in 1887. The Wynyate House is on the National Register of Historical Places and played a role in the fight against the construction of the 710 freeway. There will be a presentation with historic photos by former Wynyate resident Dr. Tedie Hudson, whose mother was responsible for the house's restoration.

Interviews are being conducted with Teen volunteer applicants for the Summer Reading Program.

New workstation furniture has been installed for Library staff on the first floor.

COMMUNICATIONS:

9. Board President Communications

President Serwin is excited for next week's Volunteer Recognition event. He is also excited for the opportunity to work with staff and City Council at the 5/3/23 Special Joint Study Session to start implementing the new Five-Year plan, and see if there's a proposal for a new library building.

10. Board Member Communications

Vice President Bianca Richards echoed President Serwin's comments. "LitFest in Pasadena" has changed its name to "LitFest in the Dena" and will take place on May 6 & 7 at the Mt. View Mausoleum. There will be 40 panel discussions, workshops, and readings with over 150 diverse authors, publishers, publicists, and poets.

Secretary Annie Chang Long congratulated everyone on the completion of the Library Strategic Plan and is excited to see it come to life and be used as a living document.

Trustee Edward Pearson thanked everyone for their contributions to the Trustee Work Plan discussion and felt it clarified a lot for him. Trustee Pearson remarked on the movement to defund libraries across the country.

Trustee Kenneth Gross had nothing to add.

11. Council Liaison Communications

Councilmember Janet Braun found tonight's discussion very exciting and thanked everyone for their participation. She is hopeful things are moving in a positive direction.

12. Friends of the Library Representative

Friends Board President Ellen Torres was not present.

13. Trustee Liaison to the Friends

Vice President Richards had nothing to add.

14. Library Director

Library staff underwent the second part of its Active Shooter training with the Police Department, reviewing exits and strategies in case of emergency.

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, May 11, 2023 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 April 13, 2023 at 8:30 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President _____ Date _____

Trustees 2023 Work Plan and 2022 Accomplishments

Recommendation:

Finalize accomplishments and work plan items to be presented at the Commissioner Congress on Wednesday, June 28, 2023.

2023 Work Plan

1. Continue comprehensive review and update of Library Administrative Policies.
2. Coordinate with staff to plan, schedule, and complete visits to new and remodeled library facilities.
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.

2022 Accomplishments

1. Library Special Tax renewed, to remain in effect until it is repealed by the electorate. In advance of the November 8, 2022 election, Trustees performed outreach about the important role the Library plays in the community and educated voters about Library programs and services.
2. 5-Year Strategic Plan (2023-2027) adopted. Trustees were deeply engaged in the process, participating in the selection of the consultant, reviewing community input, and helping to finalize the plan's goals and tasks.
3. Library Administrative Policies updated. Trustees reviewed seven policies. An amended "Collections Selection and Maintenance Policy" was adopted, one policy was tabled for further consideration, and five obsolete policies were evaluated and rescinded.

General Fund Operating Expenditures by Department

Department/Program Exp	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
City Council	45,401	35,890	45,446	49,194	71,388	81,903
City Manager	1,512,868	1,577,656	1,815,368	1,201,339	1,116,593	1,274,785
Management Services						
Management Services	-	-	6,615	480,230	415,995	496,105
City Clerk	113,311	115,512	-	470,283	389,517	447,319
Elections	185,743	76,843	93,242	166,000	110,809	63,900
Human Resources	324,830	350,761	-	898,923	905,818	915,553
Transportation Planning	12,835	287	90	-	-	-
Legal Services	492,566	607,285	572,032	895,140	895,140	420,000
Information Systems	573,881	541,110	-	833,200	889,657	1,151,511
Finance						
Finance	755,116	871,011	1,040,325	1,203,880	1,144,568	1,050,473
City Treasurer	9,211	8,444	9,993	8,752	8,752	9,239
Non-Dept/Overhead	1,060,512	996,366	2,264,416	2,694,140	2,669,105	2,539,444
Police	9,171,740	10,400,998	11,384,907	11,032,589	11,020,087	11,512,034
Fire						
Fire	5,435,419	6,315,749	7,716,685	6,670,340	7,198,725	7,300,602
Emergency Preparedness	91,913	31,932	46,904	55,000	51,000	55,000
Public Works	-	-	-	-	-	-
Admin & Engineering	586,534	618,493	572,717	924,621	526,444	1,243,249
Environmental Services	54	653	55,009	304,980	140,241	207,480
Park Maintenance	497,591	476,793	581,680	1,086,294	504,755	975,901
Facilities Maintenance	799,206	826,985	901,702	1,171,959	907,533	1,344,778
Community Development	1,876,257	1,819,769	2,428,641	3,622,199	3,047,629	4,152,225
Library	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234
Community Services						
Senior Services	330,809	202,374	237,957	431,985	390,480	532,959
Community Services	172,667	217,223	276,302	356,440	421,305	373,413
Recreation and Youth Services	656,232	323,135	835,939	783,405	818,737	1,090,949
Capital Projects	-	-	-	-	170,000	-
Total GF Expenditures	26,230,381	28,023,640	32,725,100	37,273,183	35,681,208	39,450,055

Library

Fiscal Year 2022-23 Budget Snapshot

Overview

The Library Department is a community anchor and a resource and learning hub. It is a welcoming place for people of all ages, walks of life and socioeconomic backgrounds. People visit the Library to study, work, relax, and recharge. It is a place where people learn about their community, connect with their neighbors, and expand their horizons. The Library provides resources in a variety of formats to meet the information and learning needs of a diverse population. It supports reading readiness, literacy, lifelong learning, recreation, and professional development with its collections, programs, and services. The Library is open 7 days a week, for a total of 58 hours. In the first three-quarters of Fiscal Year 2022-23 the Library issued more than 2,000 new library cards, and an average of 14,285 patrons came through the doors every month. Borrowing is close to pre-pandemic levels, averaging 28,600 checkouts a month. Librarians at our reference desks helped around 80 patrons each day and presented programs attended by more than 7,700 people.

Fiscal Year 2022-2023 was a banner year at the Library. We saw library operations return to normal as the impacts of COVID-19 receded, and the Library Special Tax, which provides approximately 20% of the Library's budget, was renewed by 86.65% of the voters, and will continue until terminated by a majority vote of the electorate. A robust strategic planning process engaged the community and staff and resulted in a plan that will guide library programs and services for the next five years, as well as inform decisions about the allocation of human and fiscal resources. The plan outlines many exciting goals related to operations, the facility, technology, and services.

The Library's goals for Fiscal Year 2023-2024 are tied to the strategic plan and include implementing a Radio Frequency Identification (RFID) system that will improve customer self-service options and collection management, implementing a module for the Integrated Library System (ILS) that will streamline the acquisition of library materials, and securing funding from the California State Library for critical infrastructure and life-safety improvements to the facility.

Notable Changes – Wages and Benefits

The Library is not requesting any new positions or changes to positions for Fiscal Year 2023-24.

Notable Changes – Operations and Maintenance

The budget includes funding to enable librarians to attend The American Library Association's annual conference, which will be held in San Diego.

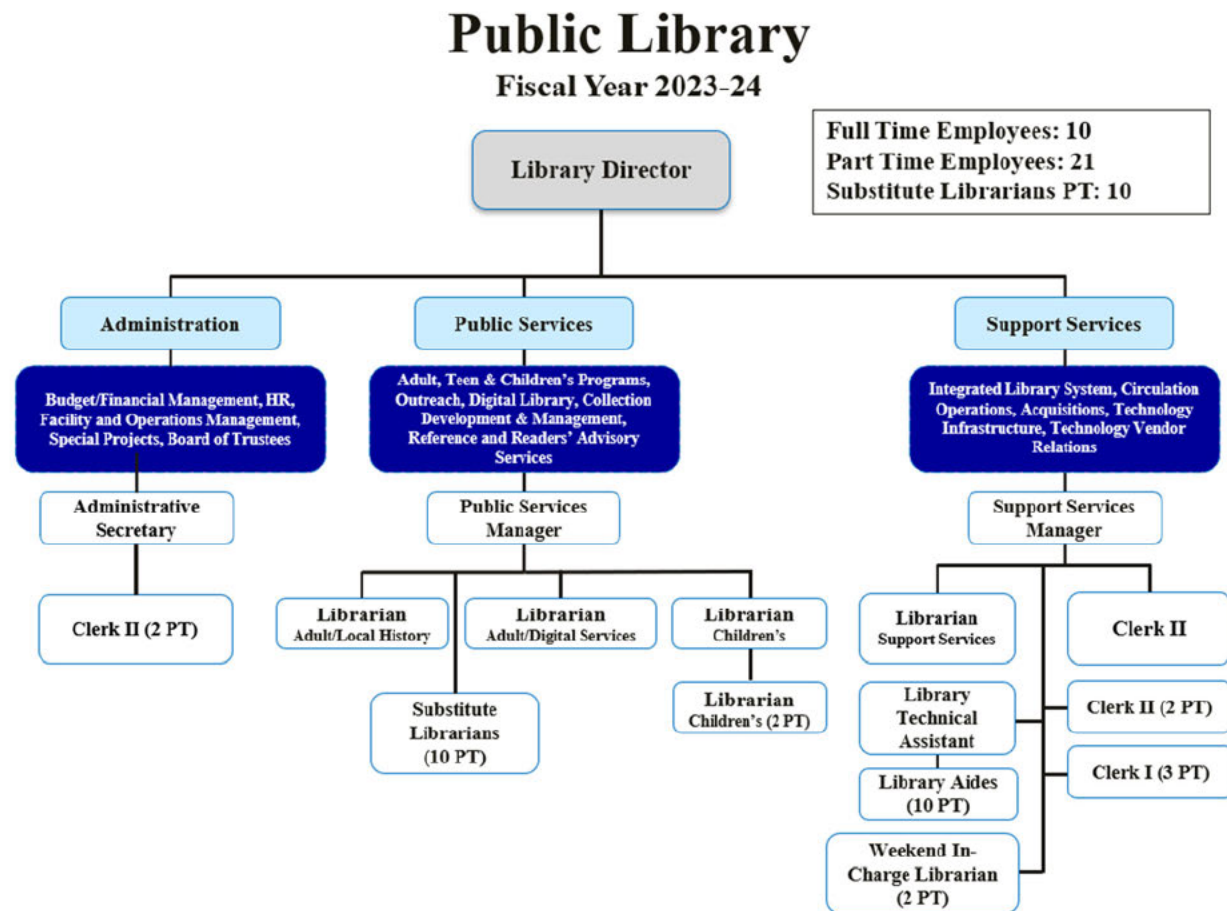
Capital Outlay

Funds have been designated to paint, re-carpet and replace the furniture in the teen area, as well as to replace the curbside book drops on Oxley Street.

Budget Summary

EXPENDITURE SUMMARY	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
Wages & Benefits	1,213,859	1,335,189	1,544,306	1,539,490	1,482,862	1,810,839
Operations & Maintenance	310,714	248,738	284,301	336,900	328,165	341,395
Capital Outlay	1,112	24,442	10,525	55,900	55,900	59,000
Total Expenses by Category	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234
[101-8011] Library	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234
Total Expenses by Program	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234

Authorized Positions



Library / 101-8010-8011

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Proposed 2023/24
7000	000	Salaries - Permanent	599,212	707,712	727,965	818,664	792,451	904,837
7010	000	Salaries - Temp / Part	240,771	250,634	252,424	342,000	318,426	360,000
7020	000	Overtime	147	155	519	1,000	199	-
7040	000	Holiday	12,789	23,432	13,727	2,000	1,855	13,598
7070	000	Leave Buyback	17,016	-	-	18,000	5,965	18,553
7100	000	Retirement	226,060	190,818	446,798	191,378	202,505	100,577
7100	010	CalPERS UAL	-	-	-	-	-	153,309
7108	000	Deferred Compensation	1,422	31,618	(28,545)	1,387	4,630	8,947
7110	000	Workers Compensation	10,480	11,479	12,623	15,145	13,652	19,762
7120	000	Disability Insurance	-	-	-	-	-	-
7122	000	Unemployment Insurance	1,055	1,029	-	-	-	-
7130	000	Group Health Insurance	74,545	84,889	83,898	104,280	102,713	154,200
7140	000	Vision Insurance	1,460	1,610	1,800	2,400	1,657	2,174
7150	000	Dental Insurance	5,454	6,022	7,034	9,000	6,804	7,840
7160	000	Life Insurance	788	899	866	990	857	990
7170	000	FICA - Medicare	22,660	24,892	25,197	33,246	31,147	66,051
		<WAGES & BENEFITS>	1,213,859	1,335,189	1,544,306	1,539,490	1,482,862	1,810,839
8000	000	Office Supplies	5,359	6,359	7,297	6,500	6,500	7,500
8010	000	Postage	1,820	1,738	1,118	1,500	1,500	2,200
8020	000	Special Department Expense	20,681	15,160	30,645	20,000	20,000	22,500
8030	000	Library Periodicals	10,604	6,715	6,959	7,000	6,750	7,100
8031	000	Electronic Resources	29,292	20,619	20,433	20,000	20,000	20,000
8040	000	Advertising	1,076	1,287	204	1,000	800	-
8050	000	Printing/Duplicating	1,963	1,480	3,989	3,500	3,500	4,500
8060	000	Dues & Memberships	4,104	4,060	4,106	4,200	3,245	5,400
8070	000	Mileage/Auto Allowance	117	-	-	100	-	100
8080	000	Books/DVDs/CDs	95,474	70,843	86,375	105,000	105,000	110,000
8083	000	E-Books	35,393	33,288	32,648	35,000	35,000	36,000
8085	000	City-wide Reading Program	-	-	-	1,000	1,000	-
8090	000	Conference & Meeting Expense	200	-	100	2,000	1,000	6,845
8110	000	Equipment Maintenance	2,789	405	1,389	3,000	3,000	3,000
8120	000	Building Maintenance	9,469	24,552	4,294	5,000	5,000	6,250
8140	000	Utilities	-	-	-	-	-	-
8151	000	CENIC WiFi Expenses	6,218	5,646	12,241	11,500	10,870	11,500
8155	000	Rental/Lease	-	-	-	-	-	450
8170	000	Professional Services	4,375	2,625	6,611	34,600	30,000	10,000
8180	000	Contract Services	81,432	51,941	64,700	73,000	73,000	84,050
8200	000	Training Expense	-	1,820	199	1,500	500	2,500
8257	000	Boards & Commissions	348	200	992	1,500	1,500	1,500
		<OPERATIONS & MAINTENANCE>	310,714	248,738	284,301	336,900	328,165	341,395
8500	000	Building & Improvements	-	15,962	5,882	38,900	38,900	10,000
8520	000	Machinery & Equipment	695	4,151	2,837	15,000	15,000	49,000
8521	000	Mach. & Equip. - Library Ops. Study	-	3,150	-	-	-	-
8530	000	Computer Equipment	417	1,179	1,806	2,000	2,000	-
		<CAPITAL OUTLAY>	1,112	24,442	10,525	55,900	55,900	59,000
[101-8011]		Library Total	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for a full-time staff of ten positions. These include 1 Library Director; 1 Public Services Manager, 1 Support Services Manager, 2 Adult Services Librarians, 1 Support Services Librarian, 1 Children's Librarian, 1 Administrative Secretary, 1 Library Technical Assistant, and 1 Library Clerk II.
- 7010 Wages - Seasonal and Part-Time Employees
Covers the compensation of part-time library staff members who are paid hourly rates, including passport services clerk and Community Room rental staffing, which are offset by fee income.
- 7020 Overtime
Provides compensation for any overtime use throughout the year, at one and one-half times the regular salary or wage. Overtime is very sparingly used to compensate non-exempt professional staff when program preparations, meetings, etc. require them to work beyond a regular 8-hour work day.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, toner, business cards, name badges, and general office supplies. (Total \$7,500)
- 8010 Postage
Covers postage fees for correspondence, grant applications, invitations, overdue material notifications, and inter-library loan items lent or returned to their owning institutions. (Total \$2,200)
- 8020 Special Department Expense
Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, supplies for children's programs, book trucks, archival supplies, book jackets, mending tape, display racks, and other miscellaneous provisions. Also provides funds for collection development resources for staff, performers' fees, special event insurance for Library programs, and software that supports the provision of services and resources to the public. (Total \$22,500)
- 8030 Periodicals
Provides funds for hard copy magazine and English and foreign language newspaper subscriptions, including the *South Pasadena Review*, *South Pasadenan*, *Pasadena Star-News*, *Los Angeles Times*, and many others. (Total \$7,100)
- 8031 Digital Resources
Provides funds for the purchase or licensing of digital resources, which are

remotely available 24/7. Resources include encyclopedias, streaming films, resources for readers, and interactive and foreign language e-books for kids. (Total \$20,000)

8050 Printing and Duplication

Provides funds for the printing and duplication of brochures, promotional bookmarks, magnets, posters, library card applications, and a variety of other printed materials for the public. (Total \$4,500)

8060 Dues and Memberships

Supports membership to the California Library Association, the Califa libraries consortium, Southern California Library Cooperative, American Library Association, and other professional organizations. Memberships provide discounted pricing on selected resources, continuing education, professional development, and networking opportunities. (Total \$5,400)

8070 Mileage Reimbursement

Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used mostly to compensate staff for attending required meetings and to support the training and continuing education of staff members at off-site workshops, meetings, and training sessions. (Total \$100)

8080 Books/DVDs/CDs

Provides funds for the purchase and outsourced physical processing of books, music and audiobook CDs, and DVDs and Blu-rays. Annual circulation of materials exceeds 250,000. (Total \$110,000)

8083 E-Books

Provides funds for the purchase of circulating digital books and digital audiobooks for children, teens, and adults. Annual circulation of digital books and audiobooks exceeds 28,000. (Total \$36,000)

8090 Conference and Meeting Expense

Provides funds for conference and meeting travel expenses and registration fees for staff. The American Library Association annual conference will be held in San Diego in Fiscal Year 2023-2024. (\$6,845)

8110 Equipment Maintenance

Includes funds for maintenance of automated external defibrillator units, maintenance of miscellaneous library equipment, and repairs to library security gates. (Total \$3,000)

8120 Building Maintenance

Provides funds for elevator permit, miscellaneous emergency janitorial, plumbing, electrical, and other service and repairs, supplies related to building maintenance, funds for exterior steam cleaning and interior furniture cleaning, and for automated ADA door repairs. (Total \$6,250)

8151 CENIC Wi-Fi Expenses

Provides funding for the out-of-pocket cost of high capacity, high speed

broadband connectivity for public and staff Wi-Fi. The Library receives California Teleconnect Fund (CTF) and Federal Communications Commission Schools and Libraries Program E-Rate reimbursements for a portion of this amount. Also includes \$700 for SonicWall security for Wi-Fi router. (Total \$11,500)

8155 Rental/Lease

Funds for postage meter lease. (Total \$450)

8170 Professional Services

Includes \$8,000 administering the Library Special Tax, including preparing and submitting the tax roll, and \$2,000 for graphic design services. (Total \$10,000)

8180 Contract Services

Provides \$450 for security alarm maintenance, \$1,100 for fire alarm system maintenance, \$1,725 for emergency lighting system maintenance, and \$3,500 for theft detection system and self-check kiosk maintenance. Includes \$24,250 for cataloging records subscription, \$2,400 for library asset recovery service, \$2,325 for a book/CD/DVD ordering platform, \$2,000 for a public computer reservation and printing system, and \$46,800 for Integrated Library System product licensing, off-site hosting, and services. (Total \$84,050)

8200 Training Expense

Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. (Total \$2,500)

8257 Boards/Commissions

Funds for Library Board of Trustees' attendance at the annual California public library advocates workshop and the California Library Association annual conference, as well as design, printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition event. (Total \$1,500)

CAPITAL OUTLAY

8500 Building Improvements

Funds for installation of new Library patio tables and for Teen Room improvements. (\$10,000)

8520 Machinery & Equipment

New ADA accessible exterior book drops and funds for Teen Room furniture. (\$49,000)

Key Performance Indicators

The Library's main focus in the new fiscal year is to begin to meet the goals laid out in the Library's new Strategic Plan for the years 2023-2027.

Having filled the new full-time position in the Support Services Division late in fiscal year 2022-2023, we will be continuing to refine roles and responsibilities in the Division, and to document and revise the division's policies, procedures and workflows.

Special projects for 2023-2024 include converting the Library to a Radio Frequency Identification (RFID) collection management and security system, and pursuing grant funding from the California State Library for critical infrastructure improvements.

Outreach

- Add 700 people to the Library's e-newsletter recipient list
- Conduct 10 SPUSD and private school class visits at the start of the school year
- Give 4 off-site presentations about Library programs and services to community groups

Operations

- Review and revise 4 administrative policies
- Add 7,000 new items to the collection
- Rent the Community Room 20 times

Programs & Services

- Exceed 14,000 visitors per month on average
- Lend 25,000 items per month on average
- Present at least 8 programs for adults, such as book discussions, author talks, hands-on crafting, concerts, and films
- Exceed program attendance of 8,000 individuals annually

Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	233 Meas R	236 Meas M	210 Sewer	215 LLMD	239 Meas W	230 Gas Tax	500 Water	503 WaterE	Total
City Manager												
Asst. to the CM	0.85	-	-	-	-	0.05	-	-	-	0.10	-	1.00
Management Analyst	0.85	-	-	-	-	0.05	-	-	-	0.10	-	1.00
City Manager	0.85	-	-	-	-	-	-	-	-	0.10	0.05	1.00
Deputy City Manager	0.85	-	-	-	-	-	-	-	-	0.10	0.05	1.00
Admin Secretary	1.00	-	-	-	-	-	-	-	-	-	-	1.00
City Manager Total	4.40	-	-	-	-	0.10	-	-	-	0.40	0.10	5.00
Management Services												
Mgmt Services Director	0.93	-	-	-	-	0.07	-	-	-	-	-	1.00
Human Resource Analyst	0.85	-	-	-	-	-	-	-	-	0.15	-	1.00
Sr. Management Analyst	0.80	-	-	-	-	-	-	-	-	0.20	-	1.00
HR & Risk Manager	0.80	-	-	-	-	-	-	-	-	0.20	-	1.00
Deputy City Clerk	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Chief City Clerk	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Sr. Human Resource Analyst	0.85	-	-	-	-	-	-	-	-	0.15	-	1.00
Human Resource Specialist	0.85	-	-	-	-	-	-	-	-	0.15	-	1.00
Management Services Total	7.08	-	-	-	-	0.07	-	-	-	0.85	-	8.00
Finance Department												
Finance Director	0.68	-	-	-	-	0.12	-	-	-	0.20	-	1.00
Deputy Finance Director/Controller	0.68	-	-	-	-	0.12	-	-	-	0.20	-	1.00
Management Analyst	0.45	-	-	-	-	0.05	-	-	-	0.50	-	1.00
Management Analyst	0.60	-	-	-	-	0.05	-	-	-	0.35	-	1.00
Finance Manager	0.68	-	-	-	-	0.12	-	-	-	0.20	-	1.00
Accountant	1.00	-	-	-	-	0.10	-	-	-	0.90	-	2.00
Management Assistant	0.45	-	-	-	-	0.05	-	-	-	0.50	-	1.00
Accounting Technician I	0.45	-	-	-	-	0.05	-	-	-	0.50	-	1.00
Finance Total	4.99	-	-	-	-	0.66	-	-	-	3.35	-	9.00
Police Department												
Police Chief	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Deputy Police Chief	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Lieutenant	2.00	-	-	-	-	-	-	-	-	-	-	2.00
Police Sergeant (Office of Prof. Stds)	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Sergeant	5.00	-	-	-	-	-	-	-	-	-	-	5.00
Corporal	6.00	-	-	-	-	-	-	-	-	-	-	6.00
Police Officer	21.00	-	-	-	-	-	-	-	-	-	-	21.00
Management Analyst	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Clerk II	4.00	-	-	-	-	-	-	-	-	-	-	4.00
Police Clerk I	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Assistant II (Rotational)	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Assistant	9.00	-	-	-	-	-	-	-	-	-	-	9.00
Parking Control Officer	3.00	-	-	-	-	-	-	-	-	-	-	3.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Department Total	57.00	-	-	-	-	-	-	-	-	-	-	57.00
Fire Department												
Fire Chief	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Division Chief	2.00	-	-	-	-	-	-	-	-	-	-	2.00
Fire Prevention Specialist	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Fire Captain	3.00	-	-	-	-	-	-	-	-	-	-	3.00
Fire Engineer	7.00	-	-	-	-	-	-	-	-	-	-	7.00
Firefighter/Paramedic	8.00	-	-	-	-	-	-	-	-	-	-	8.00
Management Assistant	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Fire Department Total	23.00	-	-	-	-	-	-	-	-	-	-	23.00
Public Works												
Director of PW	0.50	-	-	-	-	0.20	-	0.05	0.05	0.20	-	1.00
Principal Engineer	0.50	-	-	-	-	0.20	-	0.05	0.05	0.20	-	1.00
Associate Civil Engineer	0.30	-	-	-	-	0.20	-	0.05	0.30	0.15	-	1.00
Building Maintenance Worker	2.00	-	-	-	-	-	-	-	-	-	-	2.00
Electrician	0.75	-	-	-	-	-	-	-	-	0.25	-	1.00
Facilities and Parks Supervisor	0.65	-	-	-	-	-	0.35	-	-	-	-	1.00
Envir. & Sustain. Mgr	0.80	-	-	-	-	-	-	-	-	-	0.20	1.00
Facility Maint Super	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance Wkr. VII	-	-	-	-	-	0.20	-	-	1.80	-	-	2.00
Management Assistant	0.50	-	-	-	-	0.20	-	0.05	0.05	0.20	-	1.00

Department/Position	101 General	205 Prop A	207 Prop C	233 Meas R	236 Meas M	210 Sewer	215 LLMD	239 Meas W	230 Gas Tax	500 Water	503 WaterE	Total
Public Works cont												
Parks Supervisor	-	-	-	-	-	-	-	-	-	-	-	-
Public Works Asst.	0.50	-	-	-	-	0.10	0.20	-	-	0.20	-	1.00
Public Works Inspector	0.20	-	-	-	-	0.10	-	-	1.60	0.10	-	2.00
Senior Maintenance Wkr	1.15	-	-	-	-	-	0.85	-	-	-	-	2.00
Senior Maintenance Wkr.	-	-	-	-	-	0.90	-	-	0.10	-	-	1.00
Sr. Wtr Prod Treat Oper	-	-	-	-	-	-	-	-	-	1.00	-	1.00
Street Supervisor	-	-	-	-	-	0.10	-	-	0.90	-	-	1.00
Water Prod/Treatmnt Oper	-	-	-	-	-	-	-	-	-	2.00	-	2.00
Water Utility Worker III	-	-	-	-	-	-	-	-	-	5.00	-	5.00
Senior Water Utility Worker	-	-	-	-	-	-	-	-	-	1.00	-	1.00
Wtr Operations Mgr	-	-	-	-	-	-	-	-	-	1.00	-	1.00
Wtr Operations Supervisor	-	-	-	-	-	-	-	-	-	1.00	-	1.00
Operations Manager	0.60	-	-	-	-	-	0.40	-	-	-	-	1.00
Engineering Assistant	0.30	-	-	-	-	0.20	-	0.05	0.30	0.15	-	1.00
Maintenance Wkr II	-	-	-	-	-	0.30	-	-	2.70	-	-	3.00
Maintenance Wkr I	-	-	-	-	-	0.10	-	-	0.90	-	-	1.00
Management Analyst	-	-	-	-	-	-	-	-	-	-	1.00	1.00
Senior Civil Engineer	0.30	-	-	-	-	0.20	0.05	0.05	0.20	0.20	-	1.00
Transportation Planning Mgr	-	-	-	0.50	0.50	-	-	-	-	-	-	1.00
Deputy Director	0.50	-	-	-	-	0.20	-	0.05	0.05	0.20	-	1.00
Management Analyst	1.20	-	-	-	-	0.30	-	-	0.05	0.40	0.05	2.00
Public Works Total	10.75	-	-	0.50	0.50	3.50	1.85	0.35	9.05	13.25	1.25	41.00
Community Development												
Community Develop Dir	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Film Liaison	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Deputy Comm Dev Director	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Admin Secretary	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Planning Manager	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Associate Planner	3.00	-	-	-	-	-	-	-	-	-	-	3.00
Sr. Community Improv. Coord.	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Community Improv. Coord.	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Senior Management Analyst	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Assistant Planner	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Management Assistant	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Planning Counter Technician	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Community Development Total	14.00	-	-	-	-	-	-	-	-	-	-	14.00
Library												
Library Director	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Public Services Manager	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Support Services Manager	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Library Technical Assitant	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Librarian	4.00	-	-	-	-	-	-	-	-	-	-	4.00
Library Clerk II	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Library Total	10.00	-	-	-	-	-	-	-	-	-	-	10.00
Community Services Department												
Community Services Director	0.75	0.25	-	-	-	-	-	-	-	-	-	1.00
Deputy Comm Svcs Director	0.25	0.75	-	-	-	-	-	-	-	-	-	1.00
Community Services Supervisor	2.00	-	-	-	-	-	-	-	-	-	-	2.00
Management Aide	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Management Analyst	-	1.00	-	-	-	-	-	-	-	-	-	1.00
Management Assistant	-	1.00	-	-	-	-	-	-	-	-	-	1.00
Program Specialist	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Community Services Coordinator	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Transportation Driver	-	2.00	-	-	-	-	-	-	-	-	-	2.00
Community Services Total	6.00	5.00	-	-	-	-	-	-	-	-	-	11.00
Total Full-Time Authorized Positions	137.22	5.00	-	0.50	0.50	4.33	1.85	0.35	9.05	17.85	1.35	178.00

Part-Time Authorized Positions

	<i>FY 2023/24</i>	
	<u>Max 18 Hours</u>	<u>Max 28 Hours</u>
City Manager		
Management Intern		1
Management Services		
Management Assistant		1
Police Department		
Police Cadets	3	3
Public Works		
Public Works Intern	2	
Management Intern	1	
Community Development		
Code Enforcement Officer		1
Management Assistant	1	
Library		
Librarian In-Charge	1	1
Substitute Librarians	12	
Librarians - Children	2	
Clerk II - Administration	2	
Clerk II - Support Services	2	
Clerk I - Support Services	3	
Library Aides	10	
Community Services		
Management Aide - Seniors	1	
Site Mgr - Seniors		1
Recreation Leader - Recreation	16	14
Recreation Leader - Seniors	3	2
Transit Driver - Transit		3
Management Intern - Transit		1
Camp Director - Recreation		1
Grand Total Part-Time	59	29

Capital Improvement Projects

Project No.	Project Name	FY 2022-23 Budget	FY 2022-23 Projected	FY 2022-23 Carryovers	FY 2023-24 Additions	FY 2023-24 Budget
General Building & Facilities						
9206	825 Mission Yard Security Gate	160,000	-	160,000	-	160,000
9224	Citywide Facility Repair	150,000	33,729	116,271	250,000	366,271
9226	FD Front Bay Door Replacement	80,000	-	80,000	-	80,000
9229	PD Locker/Restroom Improvement	180,000	-	180,000	10,000	190,000
9230	PD Improvements	16,000	-	16,000	1,000	17,000
9231	PD Briefing Room Update	18,000	-	18,000	1,000	19,000
9232	PD1st Floor Inter Paint/Drywal	12,000	-	12,000	1,000	13,000
9242	War Memorial Audio/Vis. Equipm	50,000	-	50,000	(50,000)	-
9269	War Memorial HVAC Repairs	25,000	-	25,000	-	25,000
9273	Rec. Facilities Key System	75,000	-	75,000	(75,000)	-
9404	Citywide Facilities Assessment/ Security Enhancemen	200,000	73,124	126,876	100,000	226,876
	New FD Diesel Exhaust System Replacement	-	-	-	50,000	50,000
	New Senior Center Flooring	-	-	-	60,000	60,000
Subtotal General Building & Facilities		966,000	106,853	859,147	348,000	1,207,147
Housing Authority						
	New 308 San Pascual Residence Improvements	-	-	-	30,000	30,000
Subtotal Housing Authority		-	-	-	30,000	30,000
Information Technology						
9149	VoiP Phone System Installation	200,000	20,000	180,000	-	180,000
9186	CD Permit Management Software	310,000	50,000	260,000	-	260,000
9187	CD Record Scan & Doc Managmnt	45,000	-	45,000	(45,000)	-
9407	CMMS/Work Order System/GIS	120,000	5,000	115,000	-	115,000
	New Agenda Management System	-	-	-	50,000	50,000
	New City Website System & Design	-	-	-	60,000	60,000
Subtotal Information Technology		675,000	75,000	600,000	65,000	665,000
Library						
9301	Library HVAC Repairs	25,000	5,000	20,000	234,100	254,100
9322	Library ADA Ramp, Light. & Imp	20,000	-	20,000	-	20,000
9405	Library Security Camera System	20,000	-	20,000	-	20,000
	New Library Facility Improvements	-	-	-	100,514	100,514
	New Library Roof	-	-	-	291,781	291,781
	New Library Master Plan	-	-	-	-	-
Subtotal Library		65,000	5,000	60,000	626,395	686,395
Community Services & Parks						
9033	Grevalia&Berkshire Pocket Park	876,255	51,255	825,000	-	825,000
9157	Golf Course Netting Replacemen	750,000	19,407	730,593	-	730,593
9263	Pocket Park Construction	-	-	-	-	-
	New Parks Master Plan	-	-	-	150,000	150,000
	New Snake Trail Improvements	-	-	-	50,000	50,000
Subtotal Community Services & Parks		1,626,255	70,662	1,555,593	200,000	1,755,593
Sewer						
9408	Sewer Sys. Rep., Rehab&Replace	500,000	25,000	475,000	-	475,000
Subtotal Sewer		500,000	25,000	475,000	-	475,000
Stormwater						
9364	Rio Hondo LRS Alham, Wash Trtm	5,000	-	5,000	-	5,000
	New Huntington Drive Green Street	-	-	-	250,000	250,000
	New City Hall Stormwater Project	500,000	-	500,000	-	500,000
	New Arroyo Seco San Rafael & San Pascual Projects	-	-	-	437,500	437,500
Subtotal Stormwater		505,000	-	505,000	687,500	1,192,500
Streets						
9203	Street Repairs - 2023	3,958,538	72,435	3,886,103	-	3,886,103
9264	ADA Sidewalk Repairs	321,723	25,000	296,723	111,059	407,782
Subtotal Streets		4,280,261	97,435	4,182,826	111,059	4,293,885
Sustainability						
9188	City/Civic EV Charging System	350,000	100,000	250,000	102,700	352,700
9189	Arroyo Park EV Charging System	50,000	50,000	-	-	-
9402	EV Charging Station (MSRC)	13,650	13,650	-	-	-
9410	Climate Action Plan	120,000	-	120,000	-	120,000
Subtotal Sustainability		533,650	163,650	370,000	102,700	472,700

Project No.	Project Name	FY 2022-23 Budget	FY 2022-23 Projected	FY 2022-23 Carryovers	FY 2023-24 Additions	FY 2023-24 Budget
Transportation & Traffic						
9102	Fremont/Huntington MAT Project	475,000	-	475,000	-	475,000
9161	North-South Corridor ITS Dploy	788,483	200,000	588,483	640,365	1,228,848
9192	Fair Oaks Traffic Signal Const	482,568	469,526	13,042	-	13,042
9278	Fair Oaks ITS Project	-	-	-	-	-
9290	Grevelia/Fair Oaks Int. Imprv	50,000	-	50,000	-	50,000
9350	Pedestrian Crossing Devices	200,000	-	200,000	-	200,000
9351	Rect. Rapid Flashing Beacons	260,915	27,450	233,465	31,497	264,962
	New Fremont/Huntington MIP Project	-	-	-	475,000	475,000
Subtotal Transportation & Traffic		2,256,966	696,976	1,559,990	1,146,862	2,706,852
Water						
9300	Ann. Water Main Repairs	2,000,000	-	2,000,000	-	2,000,000
9348	Water Facil. Site Improvements	88,000	-	88,000	-	88,000
9349	Advanced Metering Infr. (AMI)	150,000	-	150,000	-	150,000
9409	Westside Reservoir	550,000	25,000	525,000	-	525,000
9411	Elevated Tanks-Raymond/Bilikie	120,000	-	120,000	-	120,000
Subtotal Water		2,908,000	25,000	2,883,000	-	2,883,000
Totals		\$ 14,316,132	\$ 1,265,576	\$ 13,050,556	\$ 3,317,516	\$ 16,368,072

City of South Pasadena  Capital Improvement Projects

Proposed Draft			FY 23-24 Total: \$16,368,072		Proposed	Proposed	Proposed	Proposed	Total Proposed		
			Appropriated	Projected						Carryover from	Proposed
Prj ID	Acct	Name / Title	2022-2023	2022-2023	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	5-Year
Total			\$ 14,316,132	\$ 1,265,576	\$ 13,050,556	\$ 3,317,516	\$ 20,126,656	\$ 42,764,075	\$ 34,386,934	\$ 25,604,056	\$ 139,249,792
General Building & Facilities			FY 23-24 Total: \$1,207,147		Total 5-Year	\$					
			\$ 859,147	\$ 348,000			\$ 3,432,147				
5140	9206	825 Mission Yard Security Gates	160,000	-	160,000	-	-	-	-	-	160,000
5139	9224	Citywide Facilities Repairs	150,000	33,729	116,271	250,000	500,000	500,000	500,000	500,000	2,366,271
5178	9226	FD Fire Station Front Bay Apparatus Door Re	80,000	-	80,000	-	-	-	-	-	80,000
5175	9229	PD Locker Room Remodel	180,000	-	180,000	10,000	-	-	-	-	190,000
5174	9230	PD Front Counter/Lobby Remodel	16,000	-	16,000	1,000	-	-	-	-	17,000
5176	9231	PD Briefing/Training Room Update	18,000	-	18,000	1,000	-	-	-	-	19,000
5177	9232	PD 1st Floor Interior Paint, Drywall, & Millwo	12,000	-	12,000	1,000	-	-	-	-	13,000
5159	9242	War Memorial Sound System	50,000	-	50,000	(50,000)	50,000	-	-	-	50,000
5141	9269	War Memorial HVAC Repairs	25,000	-	25,000	-	-	-	-	-	25,000
5160	9273	Recreation Facilities Key System	75,000	-	75,000	(75,000)	75,000	-	-	-	75,000
5138	9404	Citywide Facilities Assessment/ Security Ent	200,000	73,124	126,876	100,000	100,000	-	-	-	326,876
TBD	New	FD Diesel Exhaust System Replacement	-	-	-	50,000	-	-	-	-	50,000
TBD	New	Senior Center Flooring	-	-	-	60,000	-	-	-	-	60,000
			966,000	106,853	859,147	348,000	725,000	500,000	500,000	500,000	3,432,147
Housing Authority			FY 23-24 Total: \$30,000		Total 5-Year	\$					
			\$ -	\$ 30,000			\$ 150,000				
TBD	New	308 San Pascual Residence Improvements	-	-	-	30,000	30,000	30,000	30,000	30,000	150,000
			-	-	-	30,000	30,000	30,000	30,000	30,000	150,000
Information Technology			FY 23-24 Total: \$665,000		Total 5-Year	\$					
			\$ 600,000	\$ 65,000			\$ 940,000				
5144	9149	Voice-over Internet Protocol (VoIP) Phone/Ni	200,000	20,000	180,000	-	250,000	-	-	-	430,000
5142	9186	CD Permit Management Software	310,000	50,000	260,000	-	-	-	-	-	260,000
5143	9187	CD Digital Records Scanning & Document Mg	45,000	-	45,000	(45,000)	-	-	-	-	-
5137	9407	Computerized Maintenance Mgmt System (C	120,000	5,000	115,000	-	-	-	-	-	115,000
5146	New	Agenda Management System	-	-	-	50,000	-	-	-	-	50,000
TBD	New	City Website System & Design	-	-	-	60,000	-	-	-	-	60,000
5145	Future	Customer Care System	-	-	-	-	25,000	-	-	-	25,000
			675,000	75,000	600,000	65,000	275,000	-	-	-	940,000

PROPOSED BUDGET | FISCAL YEAR 2023-24

City of South Pasadena  Capital Improvement Projects

Proposed Draft

		Appropriated	Projected	FY 23-24 Total: \$16,368,072		Proposed	Proposed	Proposed	Proposed	Total Proposed
Prj ID	Acct	2022-2023	2022-2023	Carryover from	Proposed	2024-2025	2025-2026	2026-2027	2027-2028	5-Year
Name / Title				2022-2023	2023-2024					
Library				FY 23-24 Total: \$686,395						
				\$ 60,000	\$ 626,395	Total 5-Year \$ 5,116,256				
5148	9301	Library HVAC Repairs	25,000	5,000	20,000	234,100	-	-	-	254,100
5150	-	Library HVAC for Children's Room	-	-	-	-	-	-	-	-
5149	9322	Library Northeast Ramp Lighting and Improve	20,000	-	20,000	-	53,055	-	-	73,055
5147	9321	Library Security Camera System	20,000	-	20,000	-	-	-	-	20,000
TBD	New	Library Facility Improvements	-	-	-	100,514	-	-	-	100,514
5151	-	Library Repair and Waterproof Children's Rec	-	-	-	-	-	-	-	-
TBD	New	Library Roof	-	-	-	291,781	-	-	-	291,781
5152	Future	Library Radio Frequency Identification (RFID)	-	-	-	-	160,000	-	-	160,000
5153	Future	Library Exterior Park Lighting	-	-	-	-	169,000	-	-	169,000
5154	Future	Library Public Restrooms Expansion/Remode	-	-	-	-	-	450,000	-	450,000
5155	Future	Library Emergency Backup & Storage System	-	-	-	-	-	-	500,000	500,000
TBD	Future	Library Master Plan	-	-	-	-	-	-	-	-
TBD	Future	Library Fire Alarm Control System	-	-	-	-	64,033	-	-	64,033
TBD	Future	Library Electrical Distribution Equipment	-	-	-	-	38,115	-	-	38,115
TBD	Future	Library Security & Safety Improvements	-	-	-	-	120,698	-	-	120,698
TBD	Future	Library Exterior Paint and Protective Coating	-	-	-	-	74,960	-	-	74,960
TBD	Future	Library Children's Amphitheatre Wing	-	-	-	-	-	-	2,800,000	2,800,000
		65,000	5,000	60,000	626,395	435,901	243,960	450,000	3,300,000	5,116,256
Community Services & Parks				FY 23-24 Total: \$1,755,593						
				\$ 1,555,593	\$ 200,000	Total 5-Year \$ 5,730,367				
5157	9033	Grevalia & Berkshire Pocket Parks	876,255	51,255	825,000	-	-	-	-	825,000
-	9263	Pocket Park Construction	-	-	-	-	-	-	-	-
5158	9157	Golf Course/Driving Range Netting Replacem	750,000	19,407	730,593	-	-	-	-	730,593
5161	TBD	Parks Master Plan	-	-	-	150,000	-	-	-	150,000
5162	TBD	Snake Trail Improvements	-	-	-	50,000	300,000	-	-	350,000
TBD	Future	Arroyo Seco Master Plan	-	-	-	-	-	-	-	-
5163	Future	Garfield Park Fitness Equipment	-	-	-	-	100,000	-	-	100,000
5164	Future	Arroyo Park Fitness Equipment	-	-	-	-	100,000	-	-	100,000
5165	Future	Eddie Park Restrooms	-	-	-	-	100,000	-	-	100,000
TBD	Future	Eddie Park House Improvements	-	-	-	-	156,194	156,194	156,194	624,774
5166	Future	Orange Grove Gazebo	-	-	-	-	150,000	-	-	150,000
5167	Future	Orange Grove Park Playground Replacement	-	-	-	-	200,000	-	-	200,000
5168	Future	Garfield Park Playground Replacement	-	-	-	-	200,000	150,000	-	350,000
5169	Future	Arroyo Walking Trail	-	-	-	-	-	200,000	-	200,000
5170	Future	Garfield Gazebo	-	-	-	-	-	200,000	-	200,000
5171	Future	Eddie Park Playground Replacement	-	-	-	-	-	150,000	-	150,000
5172	Future	Arroyo Park Sports Complex Renovations	-	-	-	-	-	-	750,000	750,000
5173	Future	Orange Grove Sports Complex Renovations	-	-	-	-	-	-	750,000	750,000
		1,626,255	70,662	1,555,593	200,000	756,194	706,194	856,194	1,656,194	5,730,367

PROPOSED BUDGET | FISCAL YEAR 2023-24

56

				FY 23-24 Total: \$475,000							
Sewer				\$ 475,000	\$ -	Total 5-Year \$ 3,997,500					
5179	9408	Sewer System Repair, Rehabilitation, & Replc	500,000	25,000	475,000	-	810,000	878,000	820,000	1,014,500	3,997,500
			500,000	25,000	475,000	-	810,000	878,000	820,000	1,014,500	3,997,500
Stormwater				FY 23-24 Total: \$1,192,500							
				\$ 505,000	\$ 687,500	Total 5-Year \$ 49,663,586					
5181	9364	Rio Hondo Load Redctn (LRS) Alhambra Wsh Tr	5,000	-	5,000	-	50,000	-	-	-	55,000
5182	TBD	Huntington Drive Green Street	-	-	-	250,000	595,000	5,570,500	5,570,500	-	11,986,000
	TBD New	City Hall Stormwater Project	500,000	-	500,000	-	-	-	-	-	500,000
5180	New	Arroyo Seco San Rafael & San Pascual Projects	-	-	-	437,500	-	-	-	-	437,500
5183	Future	Lower Arroyo Seco Projects	-	-	-	-	2,305,000	8,723,362	8,723,362	14,433,362	34,185,086
5184	Future	Camino Verde Pocket Park	-	-	-	-	100,000	600,000	900,000	900,000	2,500,000
			505,000	-	505,000	687,500	3,050,000	14,893,862	15,193,862	15,333,362	49,663,586
Streets				FY 23-24 Total: \$4,293,885							
				\$ 4,182,826	\$ 111,059	Total 5-Year \$ 12,773,885					
5185	9203	Street Repavement & Repairs	3,958,538	72,435	3,886,103	-	2,000,000	2,000,000	2,000,000	2,000,000	11,886,103
5186	9264	Sidewalk Replacement & Repairs	321,723	25,000	296,723	111,059	120,000	120,000	120,000	120,000	887,782
			4,280,261	97,435	4,182,826	111,059	2,120,000	2,120,000	2,120,000	2,120,000	12,773,885
Sustainability				FY 23-24 Total: \$472,700							
				\$ 370,000	\$ 102,700	Total 5-Year \$ 1,022,700					
5103	9188	Civic Center/City Hall EV Charging Systems	350,000	100,000	250,000	102,700	-	-	-	-	352,700
5188	9189	Arroyo Park EV Charging Systems	50,000	50,000	-	-	-	-	-	-	-
5200	9410	Climate Action Plan	120,000	-	120,000	-	100,000	100,000	100,000	100,000	520,000
TBD	9402	EV Charging Stating (Fire Spt Lot)	13,650	13,650	-	-	-	-	-	-	-
5187	TBD	Civic Center/Mound Solar Panel Installation	-	-	-	-	-	-	-	-	-
5189	TBD	Urban Forest Master Plan	-	-	-	-	150,000	-	-	-	150,000
			533,650	163,650	370,000	102,700	250,000	100,000	100,000	100,000	1,022,700
Transportation & Traffic				FY 23-24 Total: \$2,706,852							
				\$ 1,559,990	\$ 1,146,862	Total 5-Year \$ 30,710,351					
2008	9102	Fremont/Huntington (MAT) Mobility Active Tr	475,000	-	475,000	-	1,214,580	3,149,702	1,216,878	-	6,056,160
2002	9161	North-South Corridor (Fair Oaks) ITS Deploym	788,483	200,000	588,483	640,365	4,662,358	4,662,358	-	-	10,553,563
	TBD	Fair Oaks Traffic Signal Const	482,568	469,526	13,042	-	-	-	-	-	13,042
	TBD	Fair Oaks ITS Project	-	-	-	-	-	-	-	-	-
5129	9290	Grevelia Street and Fair Oaks Avenue	50,000	-	50,000	-	150,000	-	-	-	200,000
5130	9350	Pedestrian Crossing Devices	200,000	-	200,000	-	122,624	-	-	-	322,624
1512	9351	Rectangular Rapid Flashing Beacons (Mission &	260,915	27,450	233,465	31,497	-	-	-	-	264,962
	TBD New	Fremont/Huntington (MIP) Mobility Improver	-	-	-	475,000	1,025,000	4,500,000	4,000,000	-	10,000,000
5131	TBD	Garfield Avenue and Monterey Road Traffic Si	-	-	-	-	100,000	300,000	-	-	400,000
5132	TBD	Columbia Street Striping and Signals	-	-	-	-	300,000	-	-	-	300,000
5133	TBD	Orange Grove Avenue Project	-	-	-	-	150,000	350,000	-	-	500,000
5135	TBD	Citywide Mobility / Active Transport Plan Upd	-	-	-	-	150,000	-	-	-	150,000
2007	9311	Fair Oaks SR-110 Interchange On/Off-Ramps	-	-	-	-	300,000	500,000	-	-	800,000
5134	TBD	Mission-Meridian-El Centro Bollard System	-	-	-	-	-	50,000	200,000	-	250,000
5136	TBD	Traffic Signal Controller & Cabinet Replaceme	-	-	-	-	-	300,000	300,000	300,000	900,000
			2,256,966	696,976	1,559,990	1,146,862	8,174,562	13,812,060	5,716,878	300,000	30,710,351

Water				FY 23-24 Total: \$2,883,000		Total 5-Year \$ 25,713,000					
				\$ 2,883,000	\$ -						
5190	9300	Water Main Pipeline Repairs	2,000,000	-	2,000,000	-	1,000,000	1,000,000	1,000,000	1,000,000	6,000,000
5192	9348	Water Facility Site Improvements	88,000	-	88,000	-	50,000	250,000	250,000	250,000	888,000
5193	9349	Advanced Metering Infrastructure (AMI)	150,000	-	150,000	-	300,000	1,000,000	1,000,000	-	2,450,000
5110	9409	Westside Reservoir Design/Construction	550,000	25,000	525,000	-	2,000,000	7,000,000	6,000,000	-	15,525,000
5191	9408	Raymond & Bilikie Elevated Tanks Study & Im	120,000	-	120,000	-	-	80,000	200,000	-	400,000
5194	Future	SCADA Upgrade	-	-	-	-	150,000	150,000	150,000	-	450,000
			2,908,000	25,000	2,883,000	-	3,500,000	9,480,000	8,600,000	1,250,000	25,713,000

ITEM 9
Library Board of Trustees
June 8, 2023

South Pasadena Public Library
GATE COUNT COMPARISON
6/5/2023

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY18	21,862	21,340	19,737	20,939	17,309	16,365	17,690	17,581	20,463	19,437	20,393	22,343
FY19	22,879	21,744	19,994	21,925	18,206	17,472	18,176	16,973	20,010	19,392	21,042	23,855
FY20	23,259	22,569	21,043	22,650	18,170	15,676	19,758	18,182	9,744	-	-	-
FY21	-	-	-	-	-	-	-	-	-	-	1,947	5,640
FY22	8,013	9,234	10,276	10,064	9,010	7,557	9,035	8,492	11,020	12,655	13,215	15,761
FY23	15,107	15,952	15,099	15,422	12,647	11,445	13,534	13,409	15,979	15,380	17,219	

Difference Between FY19 and FY23

	7,772	5,792	4,895	6,503	5,559	6,027	4,642	3,564	4,031	4,012	3,823	
% Change	34%	27%	24%	30%	31%	34%	26%	21%	20%	21%	18%	

Urban Libraries Council Poll of Directors

ITEM 9 Library Board of Trustees June 8, 2023

2022 Percentage Change of in-person Library Visits from 2019 pre-COVID19 Baseline Levels

