

Agenda Report

May 12, 2025

TO: Honorable Mayor and City Council
FROM: Department of Libraries and Information Services
SUBJECT: **STATUS UPDATE ON PARTNERSHIP BETWEEN CITY AND PASADENA UNIFIED SCHOOL DISTRICT REGARDING THE JOINT USE OF JEFFERSON CAMPUS**

RECOMMENDATION:

The following report is for information only. No City Council or Pasadena Unified School District Board of Education action is requested at this time.

BACKGROUND:

The City of Pasadena ("City") and the Pasadena Unified School District ("District") have previously entered into an agreement for the joint use of facilities (City Agreement No. 13,991 and subsequent amendments/addenda) to provide for the reciprocal and fullest use of public facilities of all types, through the use by the City of District facilities, and vice versa. In accordance with that agreement, a Memorandum of Understanding (MOU) between the City and District for the use of Jefferson Elementary School (Amendment No. 18 to City Agreement No. 13,991) became effective December 1, 2021 giving the City use of the Jefferson Elementary School campus, with the exception of the Child Development Center.

The City is committed to its ongoing partnership with PUSD to benefit students, their families and the District. The City reaffirms this commitment in the aftermath of the Eaton Fire in recognition of the immediate needs of the District that have arisen. This includes dedicating space at the Jefferson campus since January 31, 2025 for four District classes that were relocated for the remainder of the school year:

Cleveland "Embedded Instruction" AM (9 students)
Cleveland "Embedded Instruction" PM (10 students)
Cleveland "Pre-K Spanish" AM (16 students)
Cleveland "Pre-K Spanish" PM (14 students)

The City is grateful for the lease of Jefferson Elementary School, which allows the City to serve students, families and the District with services including: Police Activities League program for PUSD students; Police and Fire Department Explorers program for

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PUSD students; pickle ball courts installed and maintained by the Parks, Recreation and Community Services Department; Pre-Kindergarten program administered on site by PUSD; Fire Firefighter Academy Training Program; Library Services for Children and Teens; Collaborate PASadena, a supportive framework of the District and the City made up of individuals, organizations, and businesses dedicated to improving the lives of children and families; EMT training program administered on site by Pasadena City College; and the Friends of the Pasadena Public Library bookstore.

USE OF SPACE:

Four City Departments currently operate at Jefferson School: The Department of Libraries and Information Services, the Pasadena Parks, Recreation, and Community Services Department, the Pasadena Fire Department, and the Pasadena Police Department. The division of the campus into these four broad uses allows for programs and services to benefit the community, including District students, families, and staff. In addition to these ongoing programs and services, Jefferson was the site of critical emergency response activities during the Eaton Fire and its aftermath. Greater details on the uses and hours of operation are provided in this report.

PASADENA PUBLIC LIBRARY – JEFFERSON BRANCH LIBRARY:

Library Hours:

- Monday to Thursday: 10 am to 6 pm
- Saturday: 10 am to 6 pm

In response to the unexpected closure of Pasadena's Central Library in 2021, the City partnered with the Pasadena Unified School District (PUSD) to open a temporary branch focused on children's and teen services. This partnership led to the establishment of the Jefferson Branch Library, which opened in 2022 on the Jefferson School campus.

Serving as the library system's hub for youth services, Jefferson Branch Library includes a Children's Library and a Teen Library. The Children's Library features a preschool play space, special collections to support early learning, educator collections, and houses Pasadena's Office of the Young Child. It serves as one of the City's Early Childhood Hub sites, providing resources to families with children aged 0-5 to promote health, safety, and learning. The Teen Library boasts a large collection of STEAM kits, Innovation Lab, video games, puzzles, board games, a mental health information center, and the largest Young Adult (YA) book collection in the library system.

Serving families, youth, and teens from ages 0-18, Jefferson Branch Library is staffed by the Youth Services Division, which plans and implements programming and services across all 10 library branches. Programs range from critical early literacy support, such as storytimes, to school readiness initiatives. Given its large, versatile space, Jefferson

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Branch also hosts sensory programs and parent social hours, catering to families and children with disabilities and connecting them to Pasadena resources. In collaboration with the Pasadena Public Health Department, the Library offers free one-to-one consultation services to parents and caregivers of children aged 0 to 5 with a family navigator. The campus also houses the Friends of the Pasadena Public Library bookstore and Collaborate PASadena.

Centralized Youth Services Hub – Impact & Logistics:

The Jefferson Branch Library, home to Pasadena's Youth Services Division, is the site of centralized coordination of programs, outreach, and training for all 10 branch libraries. Its dedicated space and flexible layout supported efficient, citywide service delivery. Youth Services staff lead systemwide logistics, staff development, and created promotional, training, and activity materials to ensure consistent, high-quality service. The division also standardizes program kits and curriculum walkthroughs for unified implementation of initiatives and seasonal campaigns.

Office of the Young Child:

The Office of the Young Child is currently part of the Library Department. This Office coordinates and implements the City's Early Childhood Development Policy and services. Through active community participation, the Office of the Young Child seeks to create an environment where young children are healthy, safe and find early success in school and life. The staff of the Office of the Young is housed at Jefferson School.

Collaborate PASadena:

Based on a Collective Impact model, Collaborate PASadena is a supportive framework of the School District and the City made up of individuals, organizations, and businesses dedicated to improving the lives of children and families. Its vision is for every child of Pasadena, Altadena, and Sierra Madre to grow up in a safe, stable, and supportive environment that prepares them for success in school and life. Collaborate PASadena staff are housed in the library staff area at Jefferson Branch.

Major Events:

Several large annual events and programs which were traditionally held at Central Library due to space needs are now hosted at Jefferson Branch Library:

ArtNight Pasadena: Jefferson Branch Library participated in the 2024 ArtNight event, attracting over 500 guests, including students. The evening featured storybook characters, live music, family crafts, a book illustrator panel, and hands-on activities for all ages. This vibrant celebration of arts and literacy reflects Jefferson's broader impact, where Jefferson hosted 321 onsite programs with nearly 10,000 attendees (Attachment A).

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Educator Night: More than 80 local educators attended this special evening event, which included a professional panel discussion, networking opportunities, and shared resources designed to support educational outcomes for Pasadena students. This event builds on Jefferson's year-round support to PUSD schools, teachers, parents, and students, highlighted by 422 class visit attendees and an estimated 2,116 unique PUSD students impacted through library services (Attachment A). Resources from initiatives like "Kindergarten Here I Come," which distributed 1,000 educational kits citywide in collaboration with PUSD and the Pasadena Health Department (Attachment A), were shared during the evening.

Pasadena Loves YA - Teen Book Festival: In 2023, Jefferson Branch Library hosted the Pasadena Loves YA Teen Book Festival, featuring 15-20 local Young Adult authors and drawing approximately 250 attendees, many of whom were PUSD students. The event underscores the City's commitment to literacy and lifelong learning. Jefferson's ongoing focus on teen engagement is further reflected in the over 1,000 volunteer hours contributed by teens and young adults gaining valuable job skills through library programs (Attachment A).

End-of-Summer Bash: Jefferson hosted an End-of-Summer Bash in 2024 to conclude the Summer Reading Challenge, welcoming more than 150 attendees—including many PUSD students and families. The celebration included games, crafts, recognition of top readers, and interactive activities, capping off a record season that contributed to the citywide success of the Summer Reading Challenge, which saw participation from over 4,000 readers across Pasadena (Attachment A).

Ongoing Signature Programs:

Barks & Books: A monthly reading confidence program where children read to therapy dogs in a calming space, 236 participants throughout the year, including PUSD students.

Storytime Series: Weekly Baby, Toddler, Preschool, Sensory, and Family Storytimes reached nearly 5,900 attendees, fostering early literacy skills and community engagement.

Sensory Storytime: Between April 2024 and February 2025, Jefferson offered 15 sessions of Sensory Storytime for neurodiverse learners and children with sensory processing needs, with a total attendance of 268. This adaptive program remains one of the branch's most inclusive offerings.

Lunch at the Library: In Summer 2024, Jefferson Branch served 1,619 free meals to youth through the Lunch at the Library program. This initiative, part of a systemwide effort that engaged 2,940 participants (Attachment A), not only addresses food insecurity but also fosters learning, literacy, and job development through youth volunteerism, with 17 interns and volunteers supporting the

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program at Jefferson. Lunch at the Library is an annual program serving community members, including PUSD families.

Parks, Recreation, Community Services (PRCS):

Both the City and the District recognize the need to maximize recreational opportunity in all of their respective facilities, and the joint use agreements embody the joint effort in that regard. To meet the growing demand for pickleball courts in Pasadena, the City has installed two (2) pickleball courts immediately east of the Cafeteria (Building C).

Days and Hours of Operation:

- Seven days a week from 9 am to dusk.

Pasadena Fire Department (PFD):

The Jefferson School, also known as the Jefferson Training Center (JTC), serves as the operational and training headquarters for the Pasadena Fire Department (PFD). Providing career technical education, this facility is vital for conducting daily operations, including ongoing in-service instruction for over 160 PFD personnel and housing the Firefighter Training and Evaluation Program (FTEP), which all new recruits must complete.

At the JTC, newly hired firefighters undergo intensive training to become certified Pasadena Fire Department professionals. The center also serves as a storage and staging area for essential equipment and backup vehicles. This includes a reserve fire truck, multiple spare engines, a pump pod, SCBA refill station, mobile shower unit, training vans, support vehicles, a rescue cart trailer, and forklifts, among others.

Beyond recruit training, the Jefferson Training Center plays a critical role in maintaining the skills of current firefighters. Equipped with modern classrooms and hands-on training props, the JTC ensures personnel are always prepared to deliver top-tier service to the Pasadena community. Professional development is also a priority here—members prepare for promotional opportunities, such as the Engineer Testing Process, which includes practical drills like pumping evolutions, aerial operations, and ventilation exercises. Impressively, the use of an on-site pump pod saved 2.5 million gallons of water during training, projecting an annual conservation of 4.7 million gallons.

Currently, the Captain's Academy is in session, equipping candidates with the leadership skills required for the role of company officer. Other specialized training programs hosted at the JTC include:

- EMS Division Training Program
- Emergency Medical Services Reserve (EMSR) Program
- Pasadena Fire Department Explorer Program
- Multi-Agency Mayday Drills (involving LACoFD, LAFD, and other Area C departments)

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- Joint Regional Intelligence Center (JRIC) Training
- Promotional Testing for Local and Neighboring Agencies (including Sierra Madre, Pasadena Police Department, and Public Works)
- Multi-Agency REMS Drills
- MOBEX Exercises
- Fire Technology Classes in collaboration with Pasadena City College
- Advanced Vehicle Extrication Training

In times of heightened need, such as New Year's celebrations or Rose Bowl events, the Jefferson Training Center transforms into a vital logistics hub. It has also functioned as a temporary base camp during large-scale emergencies, like the Eaton Fire, when rapid response and support were crucial. During such incidents, the JTC provides essential amenities including air bottle refills, hydration, shower facilities, and indoor sleeping arrangements for incoming crews.

Beyond emergency response and training, the JTC actively engages with the community through a range of hosted events, including:

- Fire Service Day
- City Council District Meetings
- Community Emergency Response Team (CERT) Training
- Girls Camp/Women's Fire Academy
- U.S. Forest Service Conferences
- Regional Task Force 4 Coordination
- Spark of Love Toy Drive and Distribution

Operating Schedule:

- Staffed with 40-hour personnel, the center holds academy sessions Monday through Thursday from 6 a.m. to 6 p.m.
- Fire Department activities occur seven days a week, with training available daily from 7 a.m. to 9 p.m., offering flexibility for crews to train as needed. The facility remains secured, with access available to authorized personnel.
- The Jefferson Training Center stands as a cornerstone of the Pasadena Fire Department—ensuring operational excellence, emergency readiness, and community involvement for the benefit of all Pasadena residents.

Pasadena City College & PFD Partnership for Career Technical Education

As part of its ongoing commitment to public safety education and regional workforce development, Pasadena City College (PCC), in close collaboration with the Pasadena Fire Department, continues to deliver high-impact, career-aligned instruction at the Jefferson Training Center (JTC). This joint initiative prepares students for careers in fire

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service, emergency medical response, and disaster readiness while strengthening the connection between academic coursework and professional service. Instruction is delivered by PCC instructors in partnership with Pasadena Fire Department and includes active-duty professionals in training and mentorship roles. Current enrollment is 38 cadets, and employment outcomes include two cadets hired by fire service agencies. (The Spring 2025 Program includes fire technology, Emergency Medical Technician (EMT) and First Responder Courses. (See Attachment B)

Program Impact:

The Jefferson Training Center exemplifies PCC's mission to deliver accessible, hands-on, and career-relevant education in public safety and emergency response. This multi-agency collaboration provides:

- Direct mentorship from active-duty fire and emergency service professionals
- Field-based learning integrated with classroom instruction
- Career pathways into fire protection, emergency medical services, and public safety
- Scalable enrollment opportunities for diverse student populations across Pasadena
- Together, Pasadena City College and the Pasadena Fire Department—alongside EMT educators and first responder trainers—are building the next generation of first responders prepared to serve with skill, leadership, and community focus.

Pasadena Police Department PAL Program:

The Pasadena Police Activities League (PAL) is a youth crime prevention program that relies on educational, athletic, and other recreational activities to promote positive bonds between police officers and the youth in our community. Pasadena PAL has provided over 3,500 local children and teens with athletic, arts, after-school, and summer educational programs. PAL's mission and focus are fostering positive relationships between Pasadena's youth and our city's police officers.

Pasadena PAL program instills strong values such as teamwork, honesty, and personal accountability. The Pasadena PAL Center serves as a safe haven after school and during summer breaks, offering children a variety of enriching activities and educational opportunities.

Daily interaction between PAL members, Community Youth Advisors and police officers builds bonds between our community's youth, their parents, and the Pasadena Police Department. The program assists children with their schoolwork, exposes them to STEAM Coder programs and computer literacy, teaches them the benefits of teamwork and positive interaction through sports, fosters leadership development, and prepares kids for college and careers. The program currently serves over 60 children between the ages of 8 and 17.

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History of PAL:

The PAL program was started in 1999 and housed at the Salvation Army of Pasadena which is located at 960 E. Walnut St. It was started when former Police Chief Bernard K Melekian wanted to put an end to youth offenders and victims in Pasadena. A committee was formed to find a location to house the program, and the Salvation Army agreed to join forces with the police department which was the beginning of the PAL program. The program was staffed by police personnel who wanted to follow the mission of the program which was "Creating a Bond Between Cops and Kids".

As the word got out about the PAL program, it quickly grew in member size. Parents expressed gratitude for PAL and the comfort in knowing their kids were in a safe program. PAL members were picked up by staff members from the PUSD schools they attended and taken to the center. The partnership with Salvation Army allows for use their classrooms and gym. In addition, the Salvation Army also helped set up a computer room to assist the members with doing their homework. The partnership with the Pasadena Police Department lasted from 1999 until 2018 when PAL was no longer able to expand at the location. The Salvation Army made several changes and started a major renovation project leaving PAL with the task to relocate.

It was at this point, several members from the Police Department began the search for PAL's new home. They met with various people from PUSD and explored a then vacant school, Jefferson Elementary. Pasadena PD had a previous relationship with Jefferson through the School Resource Officer Program as well as the D.A.R.E program. It was ultimately decided that Jefferson would best fit the needs of the PAL program due to the classroom space, outdoor space, and the park across the street. Additionally, Jefferson is centrally located making it easy to complete daily school pickups. Jefferson allowed PAL to continue both intellectual and sports programs in a safe secure location.

Below are comparisons to show how Pasadena PAL has been able to expand and grow at the Jefferson facility.

The Impact of Jefferson for PAL:

The Pasadena Police Activities League (PAL) utilizes six classrooms at Jefferson School. These separate rooms allow PAL the opportunity to focus on different activities in each room and more one on one opportunities between the Youth Advisors and the kids.

- Classroom one is used at the administrative officer, tutoring center, and dispatch desk.
- Classroom two is used as the homework room. All PAL members are required to spend a minimum of 30 minutes in the homework room. Based on grades or special needs, some members utilize the homework room longer.

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- Classroom three is the computer room which is equipped with 20 computers that were donated to PAL. Volunteers give PAL members the opportunity to learn STEAM Coders programs, computer literacy, schoolwork, research and more.
- Classroom four is used for arts & crafts and presentations.
- Classroom six is occupied by the Pasadena Police Department's Explorer program.

Days and Hours of Operation:

- PAL is open five days a week.
- Monday: 12:00 pm to 6:00 pm
- Tuesday through Friday: 2:00 pm to 6:00 pm

Location Comparisons:

Homework: The Salvation Army gave PAL one room that held a maximum of 25 students. If the Salvation Army had any special events, PAL had to relocate members back into the gym where they did their homework in the bleachers.

Jefferson allows PAL to serve the entire membership. With five classrooms available for use, PAL can utilize rooms based on the needs of the member. The homework room has been vital for the academic success of students.

Computer Room: At the Salvation Army, PAL shared the homework room which only had a total of 8 available computers. Jefferson has provided the ability to dedicate an entire room for computer usage. In addition, PAL have also been able to install additional computers in the other classrooms to insure there are enough computers for members to use. This has also allowed PAL to hold classes on a regular basis and not worry about any conflicts as it relates to scheduling conflicts or space available.

Art Room: The art room is vital to the PAL program especially during the summer. It allows the opportunity to embrace children's creativity. PAL staff often displays this art around the center or allows members to take it home to their families.

Recreation Room: The Recreation Room at the Salvation Army was housed in the main building of the Salvation Army. The gym was also housed in the main building of the Salvation Army. Unfortunately, the space was also shared between PAL and the Salvation Army's Support Services and whenever they had any programs, PAL was restricted to only using the recreation area of the building. The space that PAL shared did not have the ability to be secure. In addition, any special programming PAL wanted to do in the gym, or the fellowship Hall had to be pre-approved to make sure there were not any conflicts.

At Jefferson, PAL has a room dedicated for recreation. In addition, PAL has a courtyard available where it conducts a Boxing Program. Sports programs have been able to resume and flourish because PAL has Jefferson Park available directly across the street from the center. PAL also has space located to the rear of Jefferson to do outdoor

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activities as well. The biggest advantage that PAL has at Jefferson is that it is a safe and secure location for children.

Security:

The Salvation Army is a community outreach facility which serves the homeless community. This includes homeless individuals dealing with substance abuse issues or mental health issues. They also provide various services to families in crisis. This creates a constant pedestrian flow throughout the day as people come to seek assistance. At times, there were homeless adults found inside the building while the PAL program was in session. This posed a safety risk to our members and staff.

The Jefferson facility is very secure and not open to the public on the Pasadena PAL side. This ensures that only members of PAL, their parents, or staff members enter the facility. Safety of children is the program's top priority.

Presentations:

While at the Salvation Army, PAL had to ensure that any presenters did not conflict with Salvation Army events or programs.

At Jefferson, PAL can schedule educational presentations as often as desired. Staff has been able to have Caltech provide tutoring and hands on educational presentations. PAL has ongoing presentations with Mental Health Code who provide mental health first aid to the staff and kids. We have also had former professional athletes come and provide interactive presentations. There are made possible because of the Jefferson site.

Community Outreach Eaton Fire:

During the Eaton Fires staff learned that several PAL families, staff, and explorer families had been affected. PAL quickly set up a donation center in one of the classrooms which allowed families a safe place to get items they needed. This would not have been possible without Jefferson and the private area PAL could use. This had a positive impact of the affected families.

Sports Program:

Sports programs are often hard to implement due to location and logistical issues. Because Jefferson is across from the park it has allowed the opportunity to add more sports to PAL programming such as basketball, soccer, flag football, softball, baseball, pickle ball, and boxing. PAL can keep its members active and offer them team sports at a very low cost. The convenience of the location of Jefferson Park allows members and staff to quickly and safely walk to and from the PAL center at Jefferson.

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Summer Program:

The PAL summer program is held at Jefferson. This program is full of various activities. During the summer all the PAL classrooms are utilized to break the children up into smaller groups for more personalized activities. PAL often uses the park to play sports and do morning activities.

Operating Schedule:

- PUSD School year Monday 12:00pm to 6:00pm Tuesday-Thursday 2:00pm-6:00pm
- Summer Program Monday through Friday 8:30am to 5:30pm
- Pasadena Police Personnel use the center Monday through Friday to visit PAL members or write police reports. This ensures the overall safety of the facility seven days a week.

Eaton Fire Response Activities at the Jefferson Campus

In response to the Eaton Fire and windstorm emergencies, City staff at the Jefferson campus played a critical role in supporting families and youth. The campus is uniquely suited to emergency response operations due to its central location and the variety of City departments on site to provide services. During the Eaton Fire emergency, Library staff worked beyond their usual duties, fulfilling disaster response roles, including:

Hosting a Temporary Emergency Childcare Program:

Jefferson Branch Library hosted emergency childcare services for nearly 200 children per day over the course of three weeks. The library offered a safe, structured environment where children engaged in educational games, arts and crafts, and other activities while their families dealt with the emergency.

Pasadena Learns Programming:

Throughout the crisis, Pasadena Learns programming continued at Jefferson Branch Library, ensuring children received ongoing educational support. These programs included activities designed to bolster emotional resilience and academic progress during a challenging time. The combined efforts of library staff, the Fire Department, and the Police Department created a safe, supportive, and educational environment for the children.

During this time, both the Pasadena Fire Department (FD) and Pasadena Police Department (PD) played vital roles in supporting the children at Jefferson Branch. These agencies visited the library to engage with the children and provide critical information:

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Fire Department Engagement: The FD conducted two visits to Jefferson Branch, where they demonstrated firefighting equipment and explained fire safety through child-friendly, game-like analogies. These sessions helped children better understand fire safety while fostering discussions about resilience and coping strategies.

Police Department Engagement: The PD also visited twice, providing emotional support and teaching the children how to stay calm in stressful situations. The officers focused on helping the children process their emotions, promoting mental well-being and emotional resilience during the crisis.

Due to the Eaton Fire, regular programming was modified or supplemented to meet the urgent needs of the community. The following schedule changes and additions reflect the library's flexible response:

- Jan 8 – Jefferson Branch closed to the public.
- Jan 14–17: Pasadena Learns sessions hosted — 782 students
- Jan 21–24: Pasadena Learns sessions — 717 students
- Jan 27–31: Pasadena Learns sessions — 1129 students
- Jan 15: Fire Department Mental Health Program — 122 participants
- Jan 21: Police Department Mental Health Program — 118 participants
- Jan 22: Police Department Mental Health Program — 141 participants
- Jan 23: Fire Department Mental Health Program — 131 participants
- Jan 30: PUSD Early Childhood Education Classes from Cleveland School Campus Introduction to library — 21 students
- As of Jan. 31, four classes were relocated to the Jefferson campus for the remainder of the school year due to other Pasadena Unified School District (PUSD) site movements. These include:
 - Cleveland Blended Immersion (10 students)
- Cleveland Pre-K Spanish (23 students)
 - Cleveland Pre-K Spanish (23 students – second class)
 - Cleveland Blended Immersion 2 (2 students)
 - In total, 58 students have been relocated to Jefferson.
- Feb. 3-27 - hosted and provided tasks and office space for Altadena Library District staff
- Feb. 4 – Jefferson Branch Library reopened to the public.

During the power outages affecting the Altadena Library District, Jefferson Branch partnered with Altadena Library to provide programming space for their storytimes, youth programs, and temporary office space. Altadena staff operated out of Jefferson Branch Library for three weeks, ensuring uninterrupted access to vital library services for the community during the crisis, and increasing library program and service offerings for students.

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Summary of Fire Impact:

In total, Jefferson Branch Library served 2,628 children and teens through Pasadena Learns emergency learning programs over a 12-day period. Additionally, 533 individuals attended wellness sessions provided in partnership with Pasadena Fire and Police Departments. These programs were vital for addressing trauma, providing childcare alternatives, and offering structured, safe educational experiences during the crisis.

Respectfully submitted,



TIM MCDONALD

Library Director

Libraries and Information Services

Prepared by:

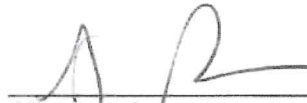


Tiffany Duenas

Library Technician

Libraries and Information Services

Concurred by:

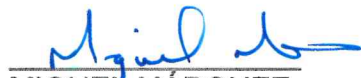


Ally Garcia

Library Deputy Director

Libraries and Information Services

Approved by:



MIGUEL MÁRQUEZ

City Manager

Attachments: (2)

Attachment A – JEFFERSON BRANCH LIBRARY OVERVIEW

Attachment B – SPRING 2025 JEFFERSON TRAINING CENTER PROGRAM
CAREER TECHNICAL EDUCATION PROGRAM OVERVIEW