



AGENDA

Board of Library Trustees | Altadena Library District
Virtual – Zoom – March 28, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING MARCH 28, 2022 MEETING

This meeting will be conducted utilizing teleconference and electronic means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic and Altadena Library District Board of Trustees' Resolution 2021-05. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the March 28, 2022 Meeting, please submit your comments by email to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to hello@altadenalibrary.org with the subject line: "Public Comment". Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment. If you wish to make your public comment during the live meeting, please state so in your email or select "Yes – I want to provide this comment in real-time and need the Zoom link" in the online form.

Email and Electronic Comments will be submitted to the legislative body and shall become part of the record of the meeting.

If you are unable to submit via email or the online, you can call in to (626) 798-0833 ext. 103, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 5:00 pm.

PUBLIC REQUESTS FOR DOCUMENTS: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (626) 798-0833 x103 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

I. Call to order

II. Open Session

- a. Roll Call
- b. Approval/Reordering of Agenda Items
- c. Adoption of Agenda
- d. Public Comment on Non-Agenda Items

III. Consent Calendar

The Board of Library Trustees hereby approves the items and recommended actions

in the Consent Calendar listed below:

- a. Approval of Minutes – Regular Meeting held February 28, 2022 [DU Yg' !+](#)

IV. Consideration of Items Removed from the Consent Calendar

Items removed from the Consent Calendar discussed individually at this time.

V. Department Updates & Special Presentations (Informational)

- a. Department Update Reports – February 2022 [DU Yg', !%](#)

VI. Reports (Informational)

- a. Support Groups
 - 1. Altadena Library Foundation [DU Yg' % !&%](#)
 - 2. Friends of the Altadena Library [DU Y' &&](#)
- b. District Director's Report [DU Yg' & !&+](#)
- c. Financial Reports – January 2022 [DU Yg' & , !' \(](#)
- d. Board of Trustees Standing Committee Reports
 - 1. Budget Committee
 - 2. CFD Committee [DU Y' \)](#)
- e. Board of Trustees Ad Hoc Committee Reports
 - 1. Facilities Committee [DU Yg' * !' +](#)
 - 2. Redistricting Committee
- f. Liaison Reports [DU Y' ,](#)
- g. Trustee Reports

VII. Unfinished Business

VIII. New Business

- a. Review and Approval of California Environmental Quality Act (CEQA) Services List of Qualified Consultants (**Action**) [DU Yg' - !\(%](#)
- b. Review and Approval of revised ALD Computer and Internet Policy (**Action**) [DU Yg' \(& !&*](#)
- c. Review and Approval of Resolution 2022-04 Authorizing the Establishment of Authorized Signatures for Pacific Western Bank (**Action**) [DU Yg' \(+!\) %](#)
- d. Review and Approval of Resolution 2022-05 to Extend the Provisions of Resolution 2021-05 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Altadena Library District for the Period of April 1, 2022 – April 20, 2022 (**Action**) [DU Yg' \) & ! *](#)
- e. Authorize the District Director to endorse a Statement and/or an Op-Ed on “Preserving Our Freedom to Read During Unprecedented Times” (**Action**) [Pages 57-58](#)

IX. Governance

X. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

XI. Adjournment

- a. Adjourn Meeting



MINUTES

Board of Library Trustees | Altadena Library District
Virtual – Zoom – February 28, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING FEBRUARY 28, 2022 MEETING

This meeting was conducted utilizing teleconference and electronic means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic and Altadena Library District Board of Trustees' Resolution 2021-05. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

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I. **Call to order**

The meeting was called to order by Trustee Rushmore Cervantes at 5:02 pm.

II. **Open Session**

a. **Roll Call**

Trustee Cervantes called roll. Trustee Andruess, Trustee Capell, Trustee Clark and Trustee Wilkerson responded as present. Quorum confirmed

b. **Approval/Reordering of Agenda Items**

No adjustments were made.

- c. Adoption of Agenda
Moved by Trustee Clark to adopt the Agenda.
Seconded by Trustee Wilkerson.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye
Trustee Cervantes: Aye
Motion passed

- d. Public Comment on Non-Agenda Items
No public comment made.

III. Consent Calendar

- Moved by Trustee Clark to adopt the Consent Calendar.**
Seconded by Trustee Andruess. Trustee Cervantes opened the floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye
Trustee Cervantes: Aye
Motion passed.

The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

- a. Approval of Minutes – Regular Meeting held January 24, 2022

IV. Consideration of Items Removed from the Consent Calendar

Items removed from the Consent Calendar discussed individually at this time.

V. Department Updates & Special Presentations (Informational)

- a. Special Presentation – The Next Chapter for Altadena Libraries (Building Projects)
Update presented by Rachlin Partners and Anderson-Brulé Associates
Trustee Jason Capell introduced the item and Rachlin Partners and Anderson-Brulé Associates representatives. Rachlin Partners and Anderson-Brulé Associates presented the updates on the building projects and an initial schematic design for the Bob Lucas Memorial Library and Literacy Center. The Board discussed and asked questions.
- b. Department Update Reports – January 2022
Multiple Trustees provided kudos and comments of appreciation for Altadena Library staff's work.

VI. Reports (Informational)

- a. Support Groups
 - 1. Altadena Library Foundation
President Bridget Brewster provided report.
 - 2. Friends of the Altadena Library
President Sallie Cruise provided report.

- b. District Director's Report
District Director Nikki Winslow provided report
- c. Financial Reports – December 2021
District Director Nikki Winslow provided report.
- d. Board of Trustees Standing Committee Reports
 - 1. Budget Committee
Trustee Clark provided report.
 - 2. CFD Committee
Trustee Andruess provided report.
- e. Board of Trustees Ad Hoc Committee Reports
 - 1. Facilities Committee
Trustee Capell provided report.
 - 2. Redistricting Committee
Trustee Wilkerson and Trustee Clark provided report.
- f. Liaison Reports
Trustee Andruess provided the Government Relations Liaison report.
- g. Trustee Reports
No reports.

VII. Unfinished Business

VIII. New Business

- a. Review and Approval of ALD's Unfunded Accrued Liability (UAL) Policy **(Action)**
District Director Nikki Winslow introduced the agenda item. Andrew Flynn, CalMuni Advisor, provided a brief presentation. The Board discussed and asked questions.
Moved by Trustee Clark to authorize the District Director to contract with CalMuni to develop a Unfunded Accrued Liability Policy at the cost of \$5,700. Seconded by Trustee Capell. Trustee Cervantes opened floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye
Trustee Cervantes: Aye
Motion passed
- b. Review and Approval of ALD's Fiscal Year 2021-2022 Mid-Year Budget Adjustments **(Action)**
District Director Nikki Winslow introduced the agenda item. The Board discussed and asked questions.
Moved by Trustee Andruess to approve ALD's Fiscal Year 2021-2022 Mid-Year Budget Adjustments as presented. Seconded by Trustee Capell. Trustee Cervantes opened floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye

Trustee Wilkerson: Aye
Trustee Cervantes: Aye
Motion passed

- c. Review and Approval of Resolution 2022-02 to Adopt an Official Altadena Library District Land Acknowledgement **(Action)**
Community Partnership Librarian Ashley Kilian introduced and presented the agenda item. The Board discussed and asked questions. The Board amended the land acknowledgement to include the shorten version of the acknowledgement and include a statement on the District's commitment to allocating resources to implement the resolution.

Moved by Trustee Capell to approve ALD's Resolution 2022-02 as amended .
Seconded by Trustee Wilkerson. Trustee Cervantes opened floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: No
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye
Trustee Cervantes: Aye

Motion passed

- d. Review and Approval of ALD's Request for Qualifications and Proposals for California Environmental Quality Act (CEQA) Services **(Action)**
District Director Nikki Winslow introduced Jennifer Pearson and Andrew Ulmen from Rachlin Partners who presented the agenda item. The Board discussed and asked questions.

Moved by Trustee Clark to approve ALD's Request for Qualifications and Proposals for California Environmental Quality Act (CEQA) Services as presented. Seconded by Trustee Capell. Trustee Cervantes opened floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye
Trustee Cervantes: Aye

Motion passed

- e. Review and Approval of ALD's Request for Proposals for Copier Services **(Action)**
District Director Nikki Winslow introduced ALD's IT and Technical Services Manager, David Zearbaugh who presented the agenda item. The Board discussed and asked questions.

Moved by Trustee Capell to approve ALD's Request for Proposals for Copier Services. Seconded by Trustee Clark. Trustee Cervantes opened floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye
Trustee Cervantes: Aye

Motion passed

- f. Review and Approval of ALD's Purchase of Library Vehicle for Mobile Library Services and Community Outreach **(Action)**
District Director Nikki Winslow introduced ALD's Facilities Manager, Jonathan Arevalo who presented the agenda item. The Board discussed and asked questions.
Moved by Trustee Andruess to approve the acquisition of a second vehicle. Seconded by Trustee Capell. Trustee Cervantes opened floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye
Trustee Cervantes: Aye
Motion passed

- g. Review and Presentation of ALD's 2020-2021 Annual Report **(Informational)**
District Director Nikki Winslow introduced the agenda item. The Board discussed and asked questions. No action taken.

- h. Review and Approval of Resolution 2022-03 to Extend the Provisions of Resolution 2021-05 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Altadena Library District for the Period of March 1, 2022 – March 30, 2022 **(Action)**
Trustee Cervantes introduced the agenda item. The Board discussed and asked questions.
Moved by Trustee Clark to approve Resolution 2022-03. Seconded by Trustee Wilkerson. Trustee Cervantes opened floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye
Trustee Cervantes: Aye
Motion passed

IX. Governance

- a. Board Communication Strategy
The Board discussed and provided direction to staff and Trustees.

X. Announcements & Planning

- a. Correspondence
b. Proposed Future Agenda Items

XI. Adjournment

- a. Adjourn Meeting
Trustee Cervantes adjourned the meeting at 7:51 pm.



**BOARD OF LIBRARY TRUSTEES
ADULT SERVICES REPORT FOR FEBRUARY 2022**

DEPARTMENT: Adult Services

MEETING DATE: March 28, 2022

PREPARED BY: Ashley Watts

LOCATION: Virtual Meeting

Mobile Library & Curiosity Connection:

February saw the Curiosity Connection begin a return to regular outings and outreach efforts. As has been the case with Mobile Library outings since last year, participation and community connection has been high. For the month, the Curiosity Connection had 6 outings: 4 storytimes at Charles White Park, a visit to Aveson for their February Movie Night, and a return to visiting the Farmers Market.

In total these events brought 239 people into contact and conversation with the library. The most popular event was the visit to Aveson - with 150 people visiting the Curiosity Connection that evening. The relaxed, neighborly feeling at the Farmers Market is always conducive to longer conversations with Altadenans and has yielded many new signups for Spring programming and potential volunteers from the community.

February was also a great demonstration of the ability of the Mobile Library to get staff involved. In six outings five different staff members had the chance to represent ALD out in the community. This is a diversity of staff participation that has always been a goal of the Mobile Library effort.

Seed Library:

Krystal Rains & Joe Parker presented on Edible CA Natives. We learned about Traditional Ecological Knowledge (TEK) and how it connects to the wisdom of our Indigenous Elders. We also learned how to identify, care for, successfully grow, and prepare CA edible natives. There was **50+ participants** in attendance. We will be offering an in-person second part to this workshop in August. Here is the [video](#).

February was a busy month as I met with Diana from Bob Lucas and our Seed Librarian, Jessica Yarger to plan out our 2022 Seed Library programming where it will now incorporate the Bob Lucas, ***From the Garden*** workshops into the curriculum. This means planning 18 community-based presentations/workshops for the 2022 calendar year.

Art Curation:

In February, we had [Boston Court Theatre's 6 Feet Ap\[Art\]](#) on display at the library.

Community Research:

The AS department completed a Wikipedia page for [Ellen Garrison Clark](#). We are excited to build a public space for community researchers to add to and grow the knowledge around Ellen's incredible life. We hope to see this published in the coming months.

Community Partners:

As we begin to prepare for our summer reading, Read Beyond the Beaten Path, I have connected our new Community Partnership Librarian to two great past partners, the Altadena Historical Society and The Arroyo Seco Foundation to plan for some unique and information rich hiking experiences for the summer.

Little Free Library Book Box Pickups:

Feb.11 - Box for McNally House (Raffle prize from Taste of 'Dena Installation) Box curated and given to Bridget Brewster from the Foundation to stock. (Bridget might have photos if needed)

Feb. 11 - Box for Susan Sundberg.



Susan brought me sunflowers as a thank you.

Homebound Dropoff/Pickups: Feb. 4



Feb. 12



Feb. 26: Delivered bestsellers that had just arrived. Patron was ecstatic as it was her birthday, and the books were a big surprise on an unannounced visit.

No Guilt:

Fiction - **Razorblade Tears** by S.A. Cosby (Crime/Mystery)

Non Fiction - **One In a Billion: one man's remarkable odyssey through modern day China** by Nancy Pine (local author)

Author Nancy joined us for book club. Lively discussion. A few days later she sent us photos of items, areas, and people mentioned in her book. She noted she will be telling the subject of her book – An Wei, that his story was read by our group.

This is a photo Nancy sent us of the vents outside of a house. The beds inside have spaces under them to burn wood. The smoke goes out of the vents.



True Crime:

Two Truths and a Lie: A Murder, a Private Investigator, and Her Search for Justice by Ellen McGarahan.

Zine Collection:

Zines have continued to circulate at a steady pace, with patrons age ranges from early teens to late 70s.



**BOARD OF LIBRARY TRUSTEES
CHILDREN'S SERVICES REPORT FOR FEBRUARY 2022**

DEPARTMENT: Youth and Family Services

MEETING DATE: March 28, 2022

PREPARED BY: Mylinh Hamlington

LOCATION: Virtual Meeting

CHILDREN'S SERVICES - Yvette Casillas, YFS Librarian

General Updates

- The Youth and Family Services team started discussing Summer Reading 2022 and are excited to have an in-person summer programming season.

Programs and Services

- Children kicked off our Winter/Spring Programming season this month!
- We are offering weekly Baby/Toddler Storytime and Preschool Storytime outdoors. Both storytimes have been well attended and attendees were happy to see our programs return.
- Youth and Family Services Librarian, Yvette Casillas created Sensory Bin Kits for parents/caregivers to learn how to create their own sensory bins. This kit was popular and brought new library patrons to the district.
- Youth and Family Services Library Assistant, Heather Honig created Preschool STEAM Explorer Kits for families to do engineering & building experiments at home. This is the first kit of a two series program. We received positive feedback from multiple families as well as requests to do more kit giveaways.
- Youth and Family Services Manager, Mylinh Hamlington hosted two live readings of picture books for "Stories from Black History".

Outreach

- We had a 4th grade class visit from the Pasadena Waldorf School
- YFS Librarians, Yvette & Isabelle attended a Black History Month event at Aveson School of Leaders. Over 100 people visited them at the Curiosity Connection (pictures below) and participated in a black history trivia activity.
- Yvette and Isabelle met with Washington STEAM Academy Librarian Natalie Daily to discuss an upcoming Sci-Fi festival at the school.

Collection and Children's Area

- Mylinh compiled data from our diversity audit completed in December 2021. An audit on new items purchased during the first quarter of this fiscal year is being performed and results and comparisons will be available soon.

- Fin and Yvette created a Black History Month display in the Children's room (pictured below).
- Heather created a Lunar New Year display in the Children's room (pictured below).

TEEN SERVICES – Isabelle Briggs, Teen Librarian

Programming

- In February the library began a partial reopen, which meant that Teen Leadership Council was able to meet in person for the first time in 2022! The TLC met twice this month, with 19 total attendees.
- The February 23 meeting was joined by Nic Arnzen of the Altadena Town Council and his family as well as members from the John Muir LGBTQ+ Alliance. The topic of this meeting was to discuss youth programming ideas for an Altadena Pride Festival this summer. It was great discussion about how institutions can support queer youth in Altadena, and there were many ideas shared for future programming. Three members of the John Muir club were in attendance, along with five returning TLC members, and three new volunteers!

Outreach

- This month, Teen Services partnered with the Youth & Family Services Librarian on outreach to Aveson Middle School and Washington STEAM Multilingual Academy. We attended Aveson's Black History Month celebration (more details above) and met with the librarian at Washington to discuss plans for a Sci Fi Festival in April.

Volunteers

- There were 13 new volunteer signups this month. Eleven hours of volunteer service were completed this month, entirely through TLC attendance since other opportunities were limited due to the reopening. The schedule for March volunteer opportunities was sent out and there were 17 signups for the upcoming month.







**BOARD OF LIBRARY TRUSTEES
BOB LUCAS BRANCH REPORT FOR FEBRUARY 2022**

DEPARTMENT: Bob Lucas Branch

MEETING DATE: March 28, 2022

PREPARED BY: Diana Wong

LOCATION: Virtual Meeting

BOB LUCAS LIBRARY & LITERACY UPDATES

- The BL team started the month outdoors in our edible garden, cleaning up and planting the barren garden beds that were once filled with kale, broccoli and other cool season plants. It appears that our resident gopher maintains a special diet of leafy greens and had demolished the crops that were planted last October. It was important for us to replant and fill up the beds in an effort to maintain this passive programming offering so that community members may learn about vegetable varieties, as well as pick fresh food for their own consumption.
- In-person programming resumed this month and the *From the Garden* series welcomed Kristin Guy, a Pasadena based horticulturalist and Master Gardener who focused on local native plants. The majority of our participants were new to native plant gardening scene, and many were interested in learning how to incorporate local plants species into their own landscapes. Along with burning questions and hearty discussion, Kristin took the folks on a little walk around the front to see the great variety of native plants in our space so they could conceptualize how the plants would look in their own gardens.
- Recognizing the importance of mindfulness and mental health, the library is offering Tuesday evening virtual meditation sessions February 1 to March 29th. We brought back instructor Amy Rutledge, who facilitated afternoon meditation sessions early 2021. Feedback from the February program attendees focused overwhelmingly on the positive impact meditation has made on their mental and physical well-being. A total of 78 participants joined our sessions this month.
- We brought back a weekly Storytime program at Charles White Park this programming season, but participation was hit and miss this month due to temperamental Southern California winter weather. We are looking forward to the warmer weather to engage with young ones and their caregivers.
- On the staff side, Margaret Hatanaka, Adult Services Librarian from the Main branch has fully transitioned over to Bob Lucas branch. She continues to work on collection development for the District and will take over the popular Adult Craft program. She will restart crafting sessions next month in Loma Alta park.

- We concluded the month by celebrating Michelle Hoskins retirement from the District. We hosted a small retirement reception for Michelle, and many former and current ALD staff attended a fun Friday evening to honor her 42 years of service to the community.
- With the departure of Michelle, we are currently hiring a Library Assistant to fill the vacancy at Bob Lucas branch. We hope to have someone onboard by late March or early April.
- Similar to the previous month, our literacy participants logged 72.5 hours of tutoring in February.



**BOARD OF LIBRARY TRUSTEES
I.T. & TECHNICAL SERVICES REPORT FOR FEBRUARY 2022**

DEPARTMENT: Technical Services

MEETING DATE: March 28, 2022

PREPARED BY: David Zearbaugh

LOCATION: Virtual Meeting

- Community Survey Project (previously known as Project Green Ray) has resumed and a team has been formed. The newly formed Community Survey Team met on February 16th to establish the team, individual roles, and the overall goals of this project. While goals are still forthcoming, the Community Survey Project aims at getting to know the community needs and how the library can help to meet those needs. It also is meant to query community members who are currently not using the Altadena Library to get a better understanding of why they are not. The team will review past surveys in addition to the current library survey for the renovation project to help in drafting thoughtful questions that will provide the library with actionable responses.
- Technical Services and the Selectors group established regular quarterly Selectors Meetings. The first meeting was held on February 24th and was a success. The group discussed various components of purchasing, set end of fiscal year purchase deadlines, and established a system to submit and approve budget reallocation requests.
- The Copier Services RFP was approved by the Board of Trustees and set to be posted on March 1st. Submission of questions ends on March 15th and proposals are due by 5pm on March 31st. We look forward to receiving and reviewing competitive bids from a variety of vendors.



**BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT FOR FEBRUARY 2022**

DEPARTMENT: Facilities
PREPARED BY: Jonathan Arevalo

MEETING DATE: March 28, 2022
LOCATION: Virtual Meeting

Facilities Highlights for the Month of February:

The month of February Started out with the installation of a “Live Edge” cedar wood bench at the Bob Lucas library. The Christmas Tree Lane Association (CTLA) donated the bench to the district and with the help of the facilities team installed the bench in the demonstration garden.



Another bench was donated to the Main Library and will be installed after renovations are done. We greatly appreciate the donation of the benches and the partnership that the ALD and CTLA have had all these years.

The Facilities Team installed a Free Little Library (FLL) at the McNally House. With the the assistance from the President of the Library Foundation (one of the best painters I know) were able to paint and add books the same day. The Facilities Team would like to thank The Foundation for the support they give in acquiring and finding homes for the FLL's.



The Facilities Team assembled and installed a tool storage shed at the Bob Lucas Library. The shed was part of a grant that came from L.A. Compost. A perfect addition to our compost bin.

Other facilities projects in the month of February:

- Added more blue prints to our As Builts files
- Updated our Automated External Defibrillator (AED) machines
- Continued general maintenance of both facilities



***Bringing people, ideas and resources together through fundraising
and advocacy in support of our Altadena Libraries.***

TRUSTEE REPORT

March 2022

SUBMITTED BY: Bridget Brewster, *President*

Our March meeting was an energizing time with several committee updates as well as a comprehensive presentation by Trustee Katie Clark regarding the evolving architectural plans for the Bob Lucas branch. This opportunity for a more in-depth look and to have a conversation was appreciated by the directors.

We launched our new Foundation website (www.altadenalibraryfoundation.org) that features fresh photos of the programs we support, new content and design throughout, and a new section of supporter stories, where we will continue to highlight the stories of our volunteers and donors that make our work possible!

Following an interview and recommendation, the board unanimously voted to accept the application to serve from Kevin Koga, a life-long Altadena resident who currently works as Director of Marketing Communications for PIH Health System.

As early as it may seem, we are making plans for our 2022 Taste of 'Dena. Several community people responded to an invitation to serve on the planning committee. Letters requesting sponsorship are being mailed this week.

A simple postcard is being mailed to 2,000 individuals who are not current donors, but we hope to engage in supporting our library. We are doing this in lieu of an annual appeal to current donors.

ALTADENA LIBRARY FOUNDATION FINANCIALS

prepared on March 1, 2021

	AS OF 12/30/2021	AS OF 2/28/2022	NOTES
ALF Fund with PCF	\$ 267,177.11	\$ 264,627.76	
Bank of America Account 1	12,272.53	9,759.17	
Bank of America Account 2	40,413.48	42,230.83	
Edward Jones Account	212,222.14	212,222.14	
Flipcause Merchant Account	2,126.78	-	Flipcause account officially closed; \$ Transferred to BofA
PayPal	129.65	-	\$ Transferred to BofA
TOTAL ASSETS:	\$ 534,341.69	\$ 528,839.90	

	AS OF 1/1/2021	AS OF 1/31/2022	NOTES
PCF Endowment*	77,161.63	\$ 83,671.48	* This is an informational report on the PCF Endowment only. Not Altadena Library Foundation assets.
* This is an informational report on the Endowment managed by the Pasadena Community Foundation only. These are not Altadena Library Foundation assets to which we have access.			

DEVELOPMENT REPORT	Prepared by Foundation Manager
REPORT DATE:	Wednesday, March 9, 2022
REPORT PERIOD:	January 1, 2022 - February 28, 2022

Summary:	
Annual Gift to ALD:	\$ 35,000.00
Total Fundraising Goal	\$ 50,000.00
Amount Raised to Date:	\$ 1,460.00
Balance to Be Raised:	\$ 48,540.00

Gifts	2022 Budget	2022 YTD	% of Goal
Major Gifts (\$1,000+)	\$ 10,000.00	\$ 1,460.00	14.60%
Community (Under \$999)			
Special Events (net)	\$ 28,000.00	\$ -	0.00%
Grants	\$ 5,000.00	\$ -	0.00%
TOTAL	\$ 43,000.00	\$ 1,460.00	3.40%

Board Giving	2022 Budget	2022 YTD
Board Gifts*	\$ 7,000.00	\$ 450.00
Board Gifts (Cash donations)		\$ 450.00

*Includes total value of donations, sponsorships, in-kind, TOD registrations, and wine purchases

Gifts by Giving Level**	Gift Amount	# of Gifts	Total Per Category
Major Gifts	\$25,000.00	0	\$ -
	\$10,000.00	0	\$ -
	\$5,000.00	0	\$ -
	\$2,500.00	0	\$ -
	\$1,000.00	0	\$ -
Community Gifts	\$500 - \$999	0	\$ -
	\$250 - \$499	1	\$ 500.00
	\$100 - \$249	7	\$ 800.00
	up to \$100	6	\$ 160.00
TOTAL		14	\$ 1,460.00

**Excluding grants and special event revenue/sponsorships

Gifts by Month***	One-Time	Recurring	2022 Total	2021 Total	Average 2022 Gift
January, 2022	6	3	\$ 800.00	\$ 250.00	\$ 88.89
February, 2022	3	2	\$ 660.00	\$ 790.00	\$ 132.00
March, 2022	0	0	\$ -	\$ 400.00	\$ -
April, 2022	0	0	\$ -	\$ 5,325.00	\$ -
May, 2022	0	0	\$ -	\$ 3,050.00	\$ -
June, 2022	0	0	\$ -	\$ 2,862.83	\$ -
July, 2022	0	0	\$ -	\$ 150.00	\$ -
August, 2022	0	0	\$ -	\$ 750.00	\$ -
September, 2022	0	0	\$ -	\$ 3,395.00	\$ -
October, 2022	0	0	\$ -	\$ 250.00	\$ -
November, 2022	0	0	\$ -	\$ 300.00	\$ -
December, 2022	0	0	\$ -	\$ 5,434.45	\$ -
TOTAL			\$ 1,460.00	\$ 22,957.28	

***Excluding special event revenue and grants

Taste of 'Dena Revenue	2022 Goal	2022 Actual	% Raised
Registrations	\$ 8,000.00	\$ -	0.00%
Sponsorships	\$ 15,000.00	\$ -	0.00%
Wine Pull	\$ 2,000.00	\$ -	0.00%
Donations	\$ 2,000.00	\$ -	0.00%
Silent Auction	\$ 7,000.00	\$ -	0.00%
TOTAL	\$ 34,000.00	\$ -	0.00%

Community of Supporters	
Active Donors	201 (Active = Gifts within 365 days)
Donors (non-TOD)	10
Recurring Donors	3
Lapsed Donors	230 SYBUNT ("Some Year But Unfortunately Not This Year")
2022 Retention Rate	3%
2021 Retention Rate	48% Industry average is approx. 40%



**BOARD OF LIBRARY TRUSTEES
FRIENDS OF THE ALTADENA LIBRARY REPORT FOR MARCH 2022**

DEPARTMENT: Friends of the Altadena Library

MEETING DATE: March 28, 2022

PREPARED BY: Sallie Cruise, *President*

LOCATION: Virtual Meeting

Good evening everyone,

At the moment, the Friends are delighted to receive our first responses to our 2022 Membership Appeal. Our total to date is \$1,615.00.

I wanted to take a moment to tout the marvelous job our volunteers are doing in the Bookroom.

Since the Library let volunteers back into the Bookroom, they have made over \$3,840.00 from sales to the online non-profit group, The Last Bookstore.

Our Bookstore in the Library is picking up speed and made \$1,442.11 in February.

Last month they provided 2 boxes of books for Longfellow Elementary to use for Women's History Month and gave children's books to Yvette to use as give-aways on a visit to Aveson School.

The date for the Book Sale is set for Saturday, May 21 and Sunday, 22. We will be updating our old banner with a new one made with our new logo that ties in with the Altadena Library "Look"

That's all from me now, and thank you for your time,

Sallie Cruise
President FOAL



**BOARD OF LIBRARY TRUSTEES
DIRECTOR'S REPORT for MARCH 2022**

DEPARTMENT: Administration

MEETING DATE: March 28, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

Staffing Updates:

- a) Hires/Promotions: Ana Villalobos – Office Manager – March 7, 2022
- b) Appointments: None
- c) Transfers: None
- d) Resignations/Retirements/Terminations: Ashley Kilian – Community Partnership Librarian – March 22, 2022



Introducing our new Office Manager Ana Villalobos!

Ana's first day with us was **Monday, March 7, 2022**. This position has been pretty much vacant since June 25, 2021 so it was wonderful to find such a qualified and knowledgeable candidate in Ana! She has really hit the ground running, working closely with our accountants to take over our finance, accounting, and payroll duties.

Ana has her Master's in Business Administration and has 15 years of full cycle accounting and administrative experience. She has actively participated in all facets of accounting from entry to financial statement preparation, maintained entity compliance, and assisted in employee development. She is a certified professional coach and thoroughly enjoys working with a collaborative team, as well as making an independent contribution.

In her spare time, she enjoys exercising and spending time with her family.

Please help me in welcoming Ana to the ALD Team!

Hiring Update

- Bob Lucas Library Assistant: We did our first review of applications the first week of March. We had a good number of candidates apply for the position. We held interviews with an external panel for this position on Friday, March 18. The next round of interviews will take

place after publication of this report. We hope to have someone hired and starting at the Bob Lucas Memorial Library and Literacy Center sometime in April.

- **Administrative Assistant:** We also did the first review of applications the first week of March. This recruitment drew in a large number of applicants so we had a good pool of candidates to draw from. We held interviews with the top candidates on March 14 and were able to offer the position to someone later that week who accepted. They will be starting in early April – very excited to bring them on Board and will introduce them next month to the Board.

Special Tax Mailer

Nikki is working with NBS to draft and send a letter at the beginning of April to all Altadena property owners, letting them know about the Special Tax Lien they will see on their tax bills in the 2022-2023 fiscal year. The letter will include instructions on how to file for a very low-income exemption from the tax and the income levels that will qualify. Concurrently, we are updating the appropriate ALD webpage(s) to provide similar information.

Upcoming: Bob Lucas Next Chapter Virtual Town Hall

The Altadena Library District, Rachlin Partners and Anderson Brulé Architects will present the schematic designs for the Bob Lucas Memorial Library expansion and renovation and welcome community feedback on Tuesday, March 29, from 6 to 8 p.m. This is part of the District's Next Chapter, an ambitious multi-year project to repair, modernize, and improve both libraries. We are promoting the event through email blasts (to more than 14,000), social media, community networks and printed flyers. As of Thursday, March 24, 39 people have signed up for the event.

Registration is required <https://bit.ly/BobLucasFeedback>, and we encourage people to send their questions prior to the event at hello@altadenalibrary.org.



**Statistical Update
FY20-21 and FY21-22 Comparison**

System-Wide Statistics	Jul-20	Jul-21	Aug-20	Aug-21	Sep-20	Sep-21	Oct-20	Oct-21	Nov-20	Nov-21	Dec-20	Dec-21	Jan-21	Jan-22	Feb-21	Feb-22	Mar-21	Apr-21	May-21	Jun-21
E-Resource Checkouts	6313	5,232	5,897	5,104	5,587	5,596	5,215	5,291	5,058	5,053	3,635	5,356	4,852	5,577	4,959	5,433	4,657	4,589	4,373	5,691
Reference Sessions	60	249	123	422	123	310	332	410	231	424	114	279	128	117	128	303	133	163	244	311
Live Chat Sessions	52	21	61	15	56	29	56	26	35	26	23	19	14	53	14	28	38	29	17	21
No. of Curiosity Connection Programs/Outreach		6		2		1		3		6		3				4				
Curiosity Connection Program Attendance		281		110		50		210		106		150				239				
Main Library Statistics																				
Physical Collections Checkouts	3263	13,427	4,650	13,069	7,111	13,394	6,467	13,133	5,543	14,012	1,234	10,129	1	9,873	1	11,141	4,891	5,348	6,173	12,040
Library of Things	22	22	34	53	30	55	21	72	40	50	22	15	0	22	0	33	40	88	78	64
New Patrons	73	183	59	153	53	160	71	181	48	187	44	119	47	89	62	178	68	98	120	211
Visitor Count		4,663		4,616		4,758	1,156	5,138	683	4,879		4,291		2,168		4,703		1,200	1,200	4,115
No. of Adult Programs/Outreach		2		1		2		4		5		7				21				
Adult Program Attendance		61		9		19		193		75		160				82				
Number of Youth Programs/Outreach		16		0		10		15		12		0				11				
Youth Program Attendance		211		0		164		356		293		0				314				
Number of Teen Programs/Outreach		7		2		5		8		4		3				19				
Teen Program Attendance		42		17		103		51		36		57				31				
Bob Lucas Statistics																				
Physical Collection Checkout	186	862	382	707	622	679	603	697	786	766	101	713	101	340	1	679	207	676	1,002	1,062
Library of Things	6	6	10	13	7	13	6	13	6	14	4	5	0	2	0	10	1	24	26	19
New Patrons	0	22	0	9	0	3	0	13	0	17	0	4	0	7	0	6	0	7	13	20
Visitor Count		471		457		469	137	314	122	312		293		94		400		348	303	441
No. of Bob Lucas Programs/Outreach		23		21		25		9		16		0				25				
Bob Lucas Program Attendance		104		88		104		516		104		0				107				
Passport Services																				
Passports Processed		161		161		128		104	60	83		78		94		122	116	115	105	121
Passport Photo Sessions		0		0		0		0	0	0		0		0		0	0	0	0	0
Phone Calls Received		655		564		386		371	150	425		431		498		521	609	917	945	823

Partnerships & Programming Update:

Altadena Library District Celebrates Women's History Month!

Celebrating and Learning Women's History



Our Library Collection Selectors provided some great suggestions for books celebrating Women's History month that streamed on our homepage throughout the month. In addition, ALD is celebrating Women's History Month by:

- Supporting Altadena Chamber of Commerce & Civic Association's virtual Zoom talk — **Women in Science, The Importance of Community Outreach — from 10 to 11 a.m., Thursday, March 31.** Huntington Medical Research Institutes (HMRI) Chief Development Officer Jocelyn Ferguson will explain how HMRI is improving lives through patient-focused scientific research, community engagement and life-changing studies. She will also discuss the community impact of philanthropy and how it supports research in neuroscience, neurovascular and cardiovascular disease, and how the community can be more informed about Alzheimer's Disease. [Registration is required.](#)
- Creating a physical display of books in the Children's Room.
- Hosting an exhibition of Women's Liberation Movement ephemera, posters, books, buttons, self-published pamphlets, and other documents throughout the Main Library from February 25 to April 15. The exhibition is from the personal collection of Altadena resident and Pasadena Unified School District (PUSD) Trustee Jennifer Hall Lee. Teens were invited to participate in an informational scavenger hunt throughout the exhibition.

A virtual conversation poster. At the top left is the Altadena Chamber of Commerce & Civic Association logo. The main title is 'WOMEN IN SCIENCE' in large purple letters, with the subtitle 'THE IMPORTANCE OF COMMUNITY OUTREACH' below it. A purple box says 'YOU'RE INVITED' and another purple box says 'THURSDAY, MARCH 31, 2022 10:00 AM - 11:00 AM'. Below that is a paragraph of text: 'Join us as we celebrate Women's History Month and learn how Huntington Medical Research Institutes (HMRI) is improving lives through patient-focused scientific research, community engagement, and life-changing studies. Learn about the community impact of philanthropy and how it supports research in neuroscience, neurovascular and cardiovascular disease, and how the community can be more informed about Alzheimer's Disease.' On the right is a portrait of Jocelyn Ferguson, Chief Development Officer at Huntington Medical Research Institutes. The background features a blue and white abstract design with a hand holding a pen.

SPONSORS



Altadena Chamber of Commerce
626 794 3988
office@altadenachamber.org
www.altadenachamber.org

REGISTRATION
<https://bit.ly/ACC-WHM22>
THIS EVENT IS FREE AND
OPEN TO EVERYONE.



- The exhibit runs in conjunction with the PUSD Women's History Month, which culminated in an assembly at Marshall Fundamental School on Wednesday, March 23, from 6 to 8 p.m. **Hillary Rodham Clinton** was the keynote speaker with a prerecorded message for PUSD students.

Second Saturday is Back!

Celtic musicians in The Bracken Band kicked off the 2022 Second Saturday season on March 12. Almost 190 people enjoyed jigs, reels, rebel songs and more at the rollicking gig at the Main Library.



The show continues in April with Las Chikas.



Poets Laureate Selection Process

Our current Poets Laureate are working with a panel of past poets to screen, interview and select the two new Poets Laureate for the 2022-2024 term. The group was pleased with the number of qualified candidates, and once their selection process is complete, we will announce the new Laureates in April.



**BOARD OF LIBRARY TRUSTEES
FINANCE REPORT for JANUARY 2022**

DEPARTMENT: Administration

MEETING DATE: March 28, 2022

PREPARED BY: Ana Villalobos

LOCATION: Virtual Meeting

TITLE: Summary Report of Financial Statements for January 2022

JANUARY 2022 FINANCIAL STATEMENTS

The following financial reports are for the month of January 2022. The financial statements are unaudited. Currently we are at 58% of our budget year.

As indicated on this Revenue & Expense report, actual year-to-date expenditures are \$2,265,162, with year-to-date revenues at \$3,839,390, reflecting a net income of \$1,574,228. cash and investments are \$3,338,031.

Total cash with the County is \$2,739,597. The total amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is \$1,941,850.

ALD total assets equal \$7,165,540.

REVENUE HIGHLIGHTS

In closing January we're at 98% of target revenues. Line 5 contributed as additional revenues. These are location fees for filming in the library. Line 2 Property Taxes & Assessments took in \$34,970 – most of these YTD funds were received in December. Line 3 Fines & Fees contributed \$2,799 primarily coming from Passport Services.

GENERAL FUND EXPENSES

Line 37 for Audit and Financial Consulting is a result of increased support for the finance department. We should see this figure decrease effective April 2022 with securing a full-time Office Manager. Line 57 in Library Materials is at \$33,000, leaving us on track to spend total projected by the end of the fiscal year.

CAPITAL FUND EXPENSES

Capital Fund expenditures combined to be \$19,579 all related to the building projects. This included payments to Rachlin Partners, \$13,900 and \$4,600 special tax bond consulting services from NBS. The remaining amounts are attributable to accounting and legal support specific to the capital funds

FUNDING FROM SUPPORT ORGANIZATIONS

None to report.



Revenue & Expense (Unaudited)

General Fund

January 2022

	A	B	C	D = B/C
	January 2022	YTD	FY 2021/22 Adopted Budget	YTD Target 58%
1 REVENUES				
2 Property Taxes & Assessments	\$ 34,970	\$ 3,794,753	\$ 3,788,800	100%
3 Fines & Fees	2,799	30,602	54,000	57%
4 Interest Income	1,061	3,303	4,400	75%
5 Other Revenues	5,000	10,732	57,000	19%
6 TOTAL REVENUES	43,830	3,839,390	3,904,200	98%
7 EXPENSES				
8 Salaries & Benefits				
9 Wages				
10 Salaried	103,241	517,353	1,045,000	50%
11 Hourly	60,251	553,422	975,000	57%
12 Total Wages	163,490	1,070,775	2,020,000	53%
13 Benefits, Retirement & Taxes				
14 Health Insurance - Employee	12,511	77,246	155,000	50%
15 Health Insurance - Retiree	5,524	41,115	77,000	53%
16 Dental Insurance	1,006	7,746	14,500	53%
17 Vision Insurance	393	3,048	5,500	55%
18 Life Insurance	109	807	1,500	54%
19 Workers' Compensation	-	42,354	42,400	100%
20 CalPERS Retirement (Normal Costs)	5,590	71,648	142,000	50%
21 CalPERS UAL Minimum Payment	-	197,825	197,900	100%
22 Payroll Taxes (District-Paid)	17,721	81,858	160,000	51%
23 Total Benefits, Retirement & Taxes	42,854	523,647	795,800	66%
24 Total Salaries & Benefits	206,344	1,594,423	2,815,800	57%
25 Operating Expenses				
26 Insurance (Liability, Earthquake)	-	96,571	96,550	100%
27 Utilities	5,885	38,863	68,000	57%
28 Fees	1,910	50,686	66,300	76%
29 Other Operating	7,273	54,496	84,600	64%
30 Facilities, Grounds & Maintenance	4,865	52,415	98,500	53%
31 Structures & Improvements	-	7,509	10,000	75%
32 Staff Development, Training & Travel	1,001	9,681	19,100	51%
33 Advertising & Marketing	291	4,465	10,500	43%
34 Miscellaneous Expense	-	250	500	50%
35 Total Operating Expenses	21,225	314,935	454,050	69%
36 Professional Services				
37 Audit and Financial Consulting	11,002	80,021	90,000	89%
38 Legal Fees	-	8,577	20,000	43%
39 Consultants - Other	6,700	12,925	32,000	40%
40 Total Professional Services	17,702	101,523	142,000	71%
41 Information Technology (IT)				
42 Internet Service / E-Rate	19	26,264	58,000	45%
43 Technology Equipment	271	18,680	25,000	75%



Revenue & Expense (Unaudited)

General Fund

January 2022

	A	B	C	D = B/C
	January 2022	YTD	FY 2021/22 Adopted Budget	YTD Target 58%
44 Technology Maintenance Fees	478	18,593	25,000	74%
45 Telecommunications	722	5,129	9,500	54%
46 Website Development	-	52	500	10%
47 Total Information Technology (IT)	1,490	68,718	118,000	58%
48 Library Materials				
49 Books	10,768	73,433	135,000	54%
50 Downloadables	15,939	48,348	69,000	70%
51 DVD's & Videogames	2,006	7,718	21,500	36%
52 Electronic Databases / Subscriptions	3,000	26,756	26,500	101%
53 Periodicals	-	4,403	13,500	33%
54 Audio CD	275	5,099	8,000	64%
55 Purchase Suggestions	569	5,094	9,000	57%
56 Library of Things	141	1,991	6,000	33%
57 Total Library Materials	32,698	172,843	288,500	60%
58 Programs				
59 Adult Services	1,107	1,107	15,000	7%
60 Youth Services	400	5,965	11,000	54%
61 Teen Services	721	2,542	6,000	42%
62 Bob Lucas Branch Services	107	2,896	5,700	51%
63 Volunteer Services	-	210	500	42%
64 Total Programs	2,335	12,720	38,200	33%
65 TOTAL EXPENSES	281,796	2,265,162	3,856,550	59%
66 NET REVENUES / (EXPENSES)	(237,966)	1,574,228	47,650	
67 Use Of / (Addition To) Reserves	237,966	(1,574,228)	(47,650)	
68 NET BALANCE	-	-	-	



Revenue & Expense (Unaudited)

Donations & Grants Fund

January 2022 YTD

	A	B	C	D	E	F = Total/E
	Altadena Library Foundation	Friends of Altadena Library	Emergency Connectivity Fund	CA Library Grants	FY 2021/22 Adopted Budget	YTD Target 58%
1 REVENUES						
2 Donations & Grants						
3 Altadena Library Foundation	\$ 30,000	\$ -	\$ -	\$ -	\$ 34,000	88%
4 Friends of the Library	-	15,000	-	-	15,000	100%
5 CA Library Literacy Services	-	-	-	21,648	20,000	108%
6 ECF	-	-	25,712	-	25,800	100%
7 Expanding our Footprint	-	-	-	-	250,000	0%
8 Total Donations & Grants	30,000	15,000	25,712	21,648	94,800	97%
9 TOTAL REVENUES	30,000	15,000	25,712	21,648	344,800	27%
10 EXPENSES						
11 Wages						
12 Salaried	-	-	-	15,000	15,000	100%
13 Total Wages	-	-	-	15,000	15,000	100%
14 Operating Expenses						
15 Staff Recognition	3,144	-	-	-	5,000	63%
16 Equipment, Furniture & Fixtures	-	-	-	-	212,500	0%
17 Facilities, Grounds & Maintenance	-	-	-	-	15,000	0%
18 Total Operating Expenses	3,144	-	-	-	217,500	1%
19 Programs						
20 Adult Services	10,000	-	-	-	10,000	100%
21 Mobile Library	7,144	-	-	-	12,000	60%
22 Summer Reading	-	2,661	-	-	15,000	18%
23 Youth Services	-	-	-	-	4,000	0%
24 Literacy Services	-	-	-	3,467	5,000	69%
25 Total Programs	17,144	2,661	-	3,467	46,000	51%
26 Library Materials						
27 Mobile Library Collection	-	-	-	-	3,000	0%
28 Total Library Materials	-	-	-	-	3,000	0%
29 Information Technology (IT)						
30 Internet Service / E-Rate	-	-	-	-	2,500	0%
31 Technology Consulting	-	-	1,800	-	1,800	100%
32 Technology Equipment	-	-	19,628	-	19,600	100%
33 Technology Maintenance Fees	-	168	4,284	-	4,400	101%
34 Website Development	-	-	-	-	20,000	0%
35 Total Information Technology (IT)	-	168	25,712	-	48,300	54%
36 TOTAL EXPENSES	20,288	2,829	25,712	18,467	344,800	20%
37 NET REVENUES / (EXPENSES)	\$ 9,712	\$ 12,171	\$ -	\$ 3,181	\$ -	



Revenue & Expense (Unaudited)

Capital Fund

January 2022

	A	B	C	D = B/C
	January 2022	YTD	FY 2021/22 Adopted Budget	YTD Target 58%
1 EXPENSES				
2 Professional Services				
3 Audit and Financial Consulting	601	11,690	15,000	78%
4 Total Professional Services	601	11,690	15,000	78%
5 CFD Bond				
6 CFD Bond Issuance Consulting	5,125	14,225	102,000	14%
7 CFD Administration	-	5,622	15,000	37%
8 CFD Banking Fees	-	-	7,000	0%
9 CFD Project Management	13,853	156,310	196,000	80%
10 Total CFD Bond	18,978	176,156	320,000	55%
11 TOTAL EXPENSES	19,579	187,846	335,000	56%
12 NET REVENUES / (EXPENSES)	(19,579) \$	(187,846) \$	(335,000)	
13 Use Of / (Addition To) Reserves	19,579	187,846	335,000	
14 NET BALANCE	\$ -	\$ -	\$ -	



Shared Expense (Unaudited)

District Total
January 2022

	A	B	C	D	E	F = D/E
	YTD General	YTD Donations & Grants	YTD Capital Fund	YTD Combined	FY 2021/22 Adopted Budget	YTD Target 58%
1 EXPENSE (Shared)						
2 Wages						
3 Salaried	517,353	15,000	-	532,353	1,060,000	50%
4 Hourly	553,422	-	-	553,422	975,000	57%
5 Total Wages	1,070,775	15,000	-	1,085,775	2,035,000	53%
6 Operating Expenses						
7 Staff Recognition	-	3,144	-	3,144	5,000	63%
8 Other Operating	54,496	-	-	54,496	84,600	64%
9 Total Operating Expenses	54,496	3,144	-	57,640	89,600	64%
10 Professional Services						
11 Audit and Financial Consulting	80,021	-	11,690	91,711	105,000	87%
12 Legal Fees	8,577	-	-	8,577	20,000	43%
13 Total Professional Services	88,598	-	11,690	100,288	125,000	80%
14 Library Materials						
15 Books	73,433	-	-	73,433	135,000	54%
16 Downloadables	48,348	-	-	48,348	69,000	70%
17 DVD's & Videogames	7,718	-	-	7,718	21,500	36%
18 Electronic Databases / Subscriptions	26,756	-	-	26,756	26,500	101%
19 Periodicals	4,403	-	-	4,403	13,500	33%
20 Audio CD	5,099	-	-	5,099	8,000	64%
21 Purchase Suggestions	5,094	-	-	5,094	9,000	57%
22 Library of Things	1,991	-	-	1,991	6,000	33%
23 Mobile Library Collection	-	-	-	-	3,000	0%
24 Total Library Materials	172,843	-	-	172,842	291,500	59%
25 Programs						
26 Adult Services	1,107	10,000	-	11,107	25,000	44%
27 Mobile Library	-	7,144	-	7,144	12,000	60%
28 Summer Reading	-	2,661	-	2,661	15,000	18%
29 Youth Services	5,965	-	-	5,965	15,000	40%
30 Teen Services	2,542	-	-	2,542	6,000	42%
31 Bob Lucas Branch Services	2,896	-	-	2,896	5,700	51%
32 Literacy Services	-	3,467	-	3,467	5,000	69%
33 Volunteer Services	210	-	-	210	500	42%
34 Total Programs	12,720	23,272	-	35,992	84,200	43%
35 Information Technology (IT)						
36 Internet Service / E-Rate	26,264	-	-	26,264	60,500	43%
37 Technology Equipment	18,680	19,628	-	38,308	44,600	86%
38 Technology Maintenance Fees	18,593	4,452	-	23,045	29,400	78%
39 Technology Consulting	-	1,800	-	1,800	1,800	100%
40 Telecommunications	5,129	-	-	5,129	9,500	54%
41 Website Development	52	-	-	52	20,500	0%
42 Total Information Technology (IT)	68,718	25,880	-	94,598	166,300	57%
43 TOTAL EXPENSE (Shared)	1,468,150	67,295	11,690	1,547,134	2,791,600	55%

No assurance is provided on these financial statements. Financials do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.

Balance Sheet (Unaudited)

District Total

January 2022

1	ASSETS		
2	Cash & Investments		
3	Cash - LA County (Operating Reserve)	\$ 1,928,275	
4	Cash - LA County	811,322	
5	Checking	581,224	
6	Money Market	15,767	
7	Paypal	843	
8	Cash on Hand	600	
9	Total Cash & Investments	3,338,031	
10	Other Current Assets		
11	Prepaid Items & Deposits	15,652	
12	Property Tax & Assessments Receivable	1,861,334	
13	Miscellaneous Receivable	26,229	
14	Total Other Current Assets	1,903,215	
15	Long-Term Assets		
16	Fixed Assets (Net of Depreciation)	1,148,586	
17	Deferred Outflows of Resources	775,707	
18	Total Long-Term Assets	1,924,293	
19	TOTAL ASSETS	7,165,540	
20	LIABILITIES		
21	Current Liabilities		
22	Accounts Payable	71,341	
23	Credit Card (UMB)	6,304	
24	Payroll and Retirement Liabilities	6,663	
25	Total Current Liabilities	84,308	
26	Long-Term Liabilities		
27	Vacation Payable	95,837	
28	Deferred Inflows of Resources	418,185	
29	Net Pension Liability	2,718,477	
30	Net OPEB Liability	1,001,372	
31	Total Long-Term Liabilities	4,233,871	
32	TOTAL LIABILITIES	4,318,179	
33	FUND BALANCE		
34	Retained Earnings	1,435,914	
35	Net Revenues / (Expenses)	1,411,447	
36	TOTAL FUND BALANCE	2,847,361	
37	TOTAL LIABILITIES & FUND BALANCE	\$ 7,165,540	



**BOARD OF LIBRARY TRUSTEES
CFD COMMITTEE REPORT FOR MARCH 2022**

DEPARTMENT: Community Facilities District

MEETING DATE: March 28, 2022

PREPARED BY: Trustee Terry Andrues

LOCATION: Virtual Meeting

The Community Facilities District (CFD) Committee convened via ZOOM at 3:00 pm on March 21, 2022.

Committee members in attendance were Terry Andrues, Kim Kenne and Rushmore Cervantes. Others attending were Library Director Nikki Winslow, Doug Anderson of Urban Futures and Mike Cavanaugh from Hilltop Securities.

Nikki and Doug gave a brief overview of the ALD Final Official Statement and took a few questions. The document is extremely thorough and detailed. Going forward, it will serve as a foundation reference for managing and spending the funds for the library building project.

Mike Cavanaugh gave a report on the bond sale, which occurred on March 3. The Net proceeds of \$22,939,286 have been deposited into the Project fund. The funds are currently earning a money market rate of .1%, which is not optimal. Since there are limitations on how the money can be invested as it waits to be spent, there are very few investment opportunities available and they need to be chosen carefully. Rather than recommend an investment vehicle to the Board at this time, the CFD Committee voted to direct the bond consultants to determine the best options available for review at the March Board meeting.

In other CFD business, the committee approved a quarterly meeting calendar through the end of the year. Since the CFD committee's start-up goals have been completed, it was generally agreed that a monthly meeting schedule would not be needed. Accordingly, the meetings will be held at 3:00pm on these future meeting dates:

- June 8, 2022
- September 14, 2022
- December 14, 2022



**BOARD OF LIBRARY TRUSTEES
AD-HOC FACILITIES COMMITTEE REPORT FOR MARCH 2022**

DEPARTMENT: Ad-Hoc Facilities Committee **MEETING DATE:** March 28, 2022

PREPARED BY: Rachlin Partners **LOCATION:** Virtual Meeting

Since our last board meeting the team has continued our weekly Monday meetings with a focus on the following:

- a. Community Focus Group – On February 23, Anderson-Brulé Architects (ABA) presented updated plans and three-dimensional massing for the Bob Lucas Memorial Library to the Community Focus Group. The first schematic design concepts for the Main Library will be presented to the group on March 23.
- b. Offsite Facilities – Doug Colliflower continues to explore options for offsite facilities.
- c. Architectural Services – Schematic design continues on both libraries, and ABA is conducting regular meetings with library staff, the Facilities Committee, the Community Focus Group, and other stakeholders to gather information and feedback to inform the designs.
- d. Coordination with County departments – The County has shared three street parking/road diet options that had previously been under consideration for Mariposa Street. These will be discussed with the Community Focus Group when the schematic design for the Main Library is presented.
- e. Universal Design – ABA has provided the committee with additional background on their expertise and approach to inclusive design. The committee remains committed to keeping inclusive design at the forefront as the projects are developed, and is planning additional outreach to the community in an effort to identify underserved groups, as well as to better serve the current library users.
- f. Site surveys – After obtaining proposals from four firms, the District has selected Joseph C. Truxaw and Associates to perform the land survey at the Bob Lucas Branch. An underground utility survey is being scheduled for the Main Library, to be performed by AirX Surveyors, who were selected after proposals were received from four firms.
- g. Communications and Community Outreach – The District has rolled out the new website landing page, fact sheet, and online survey. Committee members have presented the Bob Lucas Branch schematic design at SENCH, Altadena Library Foundation, and Town Council meetings. Two Town Halls are scheduled to present the latest schematic designs and to solicit community feedback: March 29 for the Bob Lucas Branch and May 10 for the Main Library.
- h. Geotechnical Investigations – After obtaining proposals from three firms, the District has selected Byer Geotechnical, Inc. to conduct investigations at the Bob Lucas Branch and to provide recommendations to the architect and engineers on seismic, foundation, and stormwater management design.

- i. CEQA Services – The RFQ/P for CEQA Services was posted on March 1. Two responses were received, and the selection committee evaluated them based on the following criteria: experience, personnel, qualifications, costs, and likelihood of success with the ALD. Based on our evaluations, the committee recommends approval of both firms. **Please see Agenda Item VIII.a for more information.**



**BOARD OF LIBRARY TRUSTEES
LIAISON REPORT FOR MARCH 2022**

DEPARTMENT: Government Liaison

MEETING DATE: March 28, 2022

PREPARED BY: Trustee Terry Andrues

LOCATION: Virtual Meeting

Last March, The Board voted to make the following changes to the Board Policy handbook:

The Government Relations Liaison shall: A. Monitor current legislative activity at city, county, state, and federal levels that would impact the Altadena Library District; B. Provide information to the Board of Trustees regarding legislative issues and their impact on the Altadena Library District; C. After consultation with the Board, contact legislators, as appropriate, to advocate for the Altadena Library District’s position on individual legislative issues; and D. Attend legislative days in Sacramento representing the Altadena Library District; and E. Speak, decide, and vote on the Board’s behalf when representing Altadena Library District and/or the Board of Trustees at meetings, conferences, collaboratives or other convenings within the liaison’s jurisdiction.

Following this policy, and after reviewing the candidates’ statements, I voted on behalf of the Altadena Special District for 2 open voting member seats on the Local Agency Formation Commission, County of Los Angeles (LAFCO) as listed below:

Special District LAFCO Voting Member:

E.G. “Jerry” Gladbach, Division 2 Director, Santa Clarita Valley Water Agency

Special District LAFCO Alternate Member:

Melvin L. Matthews, Division 2 Director, Foothill Municipal Water District



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.A REPORT FOR MARCH 2022**

DEPARTMENT: Agenda Item VIII.a

MEETING DATE: March 28, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Review and Approval of California Environmental Quality Act (CEQA) Services List of Qualified Consultants

BACKGROUND:

The CEQA Services Selection Team met on February 14, 2022 to discuss the next steps in the two library buildings renovations. This selection team is composed of Trustee Katie Clark, Facilities Manager Jonathan Arevalo, and Capital Projects Management team member Jennifer Pearson. These building projects will be funded out of the Community Facilities District that was formed by the ALD in 2020. The selection team agreed to the need to post a Request for Qualifications and Proposals (RFQ/P) to hire a consulting firm to assist the District with CEQA services for both building projects.

The RFP was reviewed and recommended for approval by the Ad-Hoc Facilities Committee on February 22, 2022 and then taken to the full Board of Trustees for final approval at their February 28, 2022 regular meeting. The RFP was posted on March 1, 2022 with a closing deadline of March 22, 2022.

Prior to the deadline, the selection team met to review the drafted evaluation criteria based on the requirements in the RFP and came to agreement on the method for scoring the proposals on our initial review.

Two proposals were received by the deadline. These firms included:

- Chambers Group, Inc.
- UltraSystems Environmental, Inc.

Each proposal was reviewed carefully by all three members of the selection team. With scores above 90% of possible points for both firms, the selection team finds both **Chambers Group Inc.** and **UltraSystems Environmental, Inc.** to be well qualified to perform CEQA consulting services.

FISCAL IMPACT

Although the selected consultants have provided hourly billing rates for their staff, the total project cost is unknown at this time, and will depend on the building designs and results of initial studies. The Ad-Hoc Facilities Committee is currently budgeting \$200,000, approximately 0.9% of the total capital project costs.

RECOMMENDATION

Staff recommends that the Board of Trustees authorize the District Director to contract with any of the selected firms for CEQA consulting services as outlined in the professional services agreement and RFQ/P until the conclusion of both library building renovations, up to the budgeted amount of \$200,000.



CEQA CONSULTING SERVICES RFQ/P PROPOSAL SCORING

For this round, please score each proposal out of the total possible points.

Chambers Group

UltraSystems

CRITERIA	TOTAL POINTS POSSIBLE	SCORING CONSIDERATIONS	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED
Complete proposal package	Yes No	A no disqualifies	YES	YES
Experience	75	- Provided a list of at least 5 client references that the firm has provided similar services. - Years of experience in providing CEQA consulting services - Disciplinary actions, administrative proceedings, claims, etc. in last 5 years?	75	70
Personnel	30	- Have key personnel been successfully involved with projects of similar scope and magnitude?	30	30
Qualifications	75	- Demonstrated understanding of the purpose, scope and objective of the services to be performed - Ability and capacity to perform the work (including key personnel committed to project and local presence)	68	72
Costs	45	- Pricing schedule is transparent, responsive, and reasonable, including the thorough breakdown of costs - Comprehensive hourly rate and fee schedule	34	42
Likelihood of Success	75	-Does the proposer have a high likelihood of success in performing the work with the ALD? -Is the proposer a good fit for the ALD?	65	75
TOTAL POINTS	300		272	289
	FINAL RANKINGS		2	1



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.B REPORT FOR MARCH 2022**

REPORT: Agenda Item VIII.b

MEETING DATE: March 28, 2022

PREPARED BY: Mylinh Hamlington

LOCATION: Virtual Meeting

TITLE: Review and approval of the revised Computer and Internet Policy

BACKGROUND:

We have revised the current Computer and Internet Policy (approved September 2021) to put it into alignment with the current Unattended Children Policy.

- Under the Unattended Children Policy, patrons ages 10 and older are allowed to be in any public area of the libraries without parent or caregiver supervision.
- The current Computer and Internet Policy approved September 2021 restricts public computer use in the adult area of the Main Library Branch to patrons ages 14 and older unless accompanied by a caregiver. The discrepancy between the age limits of the Unattended Children Policy and Computer and Internet Policy creates confusion for patrons and staff. Staff are also spending unnecessary time restricting the use of adult area computers by children between the ages of 10 and 13.
- The revised Computer and Internet Policy changes the restriction of adult area public computer use to patrons ages 10 and older unless accompanied by a caregiver. Children's area computer use at the Main Library Branch remains limited to patrons ages 14 and under and their caregivers.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommend that the Board of Trustees review and approve the updated Computer and Internet Policy.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: COMPUTER AND INTERNET POLICY

SECTION: ADMINISTRATION

BOARD APPROVED:

Purpose

In keeping with its mission of providing opportunities for lifelong learning, the Altadena Library District (hereinafter referred to as the Library) offers public access to computers, laptops, and Internet free of charge under the following policy and guidelines.

General Electronics/Internet Policy

1. Computer use is free on a first come, first served basis.
2. It is recommended that patrons use their library card to access the desktops and print services.
3. Patrons without a library card may request a guest card for one-day use.
4. Patrons should not use another person's library card.
5. Patrons unable to borrow items from the Library due to excess charges on their Library account will be unable to login to computers or checkout a laptop.
6. Main Library
 - a. There is no time limit for use of the computers in the adult section of the Main library.
 - b. There is a two-hour time limit in the Children's Room if someone is waiting.
 - c. Computers in the adult section of the Main Library are available to all ages, but children under the age of ten must be accompanied by an adult.
 - d. Children's Room computers are available only to patrons under the age of fourteen and their guardians.
7. Bob Lucas Library
 - a. Patrons are allotted a two-hour daily usage for public stations.
 - b. Extension of time beyond the two-hours is based on availability.
 - c. All computers are available to patrons of any age.
8. Violations of this policy or other library policies including abuse, modification, misuse of equipment, and misuse of software will be grounds for suspension of library and computer privileges.
9. When using any sound emitting device, patrons must wear headphones or ear buds. These may be purchased at the Information Desk.
10. Downloading or viewing obscene or illegal material is prohibited. The Library does not condone, authorize, or permit any person to send or receive materials over the Internet that may be classified as indecent, obscene, incitement to riot, or which have otherwise been declared unlawful or unconstitutional by any state, local or federal court of law.

11. Users should not use the Library's computers and/or internet access for any illegal purpose including, but not limited to violating copyright laws, intellectual property or software licensing agreements. The Library is not responsible for an individual's violation of copyright laws regarding material found on the Internet
12. There are printing costs for both greyscale and color prints. The Library is not responsible for reimbursement of print credits on lost or stolen library cards, or for print copies made in error.
13. Cached and saved information on a computer is cleared upon reboot. It is recommended to use private browsing mode and to store files using a flash drive or cloud storage. The Library is not responsible for compromised information.
14. The Library does not retain information from personal or Library computer activities beyond a time log that a patron used the Libraries internet during a span of time and what hardware was used.
15. No food or drink while using Library electronics.
16. A maximum of two people are allowed at a computer at one time.

Laptop Lending Policy

1. Laptops may be checked out at the Information Desk on a first come first served basis. A valid Altadena Library District library card is required.
2. Patrons who have Good Neighbor, Teacher, or Staff card status may check out computers for use outside the Library. For patrons who do not meet these parameters, laptops must be used inside the Library only and must be returned thirty minutes before the Library closes.
3. Users must immediately report any hardware or software problems to the library staff.
4. A laptop must remain with the person who has checked it out. Users are responsible for any loss or damage. There is a replacement fee for a lost, stolen, or damaged Laptop.

Internet Use and Safety Policy

The following policy is to establish the appropriate use of the Altadena Library District Internet connection and computer network and prevent unauthorized access and other unlawful online activity.

Statement of Policy

It is the policy of Altadena Library District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent un-authorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the [Children's Internet Protection Act \(CIPA\)](#) [Sec. 1701-1741 of Title XVII of the United States Code]

Internet Filters

To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as minimally required by the CIPA, blocking shall be applied to visual

depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

In the event a website which contains no material in violation of CIPA compliance is flagged by the content filter, please give the uniform resource locator (URL) to staff, and a staff member will submit a request to unblock the website to the Library technology department for review. If the website passes review, it will be unblocked; this process usually takes less than 24 hours.

CIPA compliance permits anyone 17 years of age or older to request unfiltered internet access for bona fide research or other lawful purposes. Patrons may ask Library staff to send an e-mail on their behalf to the Library technology department, and the unfiltered access will be granted in a timely manner.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Altadena Library District online computer network when using electronic mail, chat rooms, instant messaging, and other form of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes (a) unauthorized access, including so-called 'hacking,' and other unlawful activities, and (b) unauthorized disclosure, usage, and dissemination of personal identification information regarding minors.

Disclaimer

The Library expressly disclaims any liability for injuries and/or damages of any kind whatsoever, including consequential damages, arising out of the use of Public Computers/Laptops, the obtaining of any materials from or over any Internet connection and the fitness for use or purpose of any materials, programs or information obtained through access to the Internet.

The accessing or use of the Public Computers through any equipment or service offered by the Library shall constitute acknowledgement of this waiver and disclaimer and shall be deemed acceptance of its terms and conditions. All users shall expressly assume the risk of receiving incorrect, inaccurate, defective, fraudulent or unlawful information while accessing the Public Computers/Laptops through any equipment or service offered by the Library.

Enforcement

- The Altadena Library District reserves the right to restrict the use of its facilities and premises to persons who do not abide by this Policy.
- Library staff may ask persons who are exhibiting behavior that does not adhere to this Policy to modify their behavior appropriately.
- Library patrons violating this Policy and failing to comply after one warning will be required to leave the Library for the remainder of the day. Individuals who are asked to leave shall do so within five (5) minutes.
- Based on the severity of the situation, the Library may revoke library or computer privileges or suspend access to all library services and property for multiple days or up

to one year or may result in criminal prosecution if the conduct constitutes a violation of local, state or federal law.

Appeal Process

A person suspended from the library for a period of more than one (1) day may appeal the decision in writing to the District Director within ten (10) days from the date of suspension/revocation of library privileges. Submit requests for administrative review to hello@altadenalibrary.org or by mail to Altadena Library District, 600 E Mariposa St., Altadena, CA 91001. Suspension of privileges will remain in force during the review period.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.C REPORT FOR MARCH 2022**

REPORT: Agenda Item VIII.c.

MEETING DATE: March 28, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Meeting

TITLE: Report for Resolution 2022-03 Authorizing the Establishment of Authorized Signatures for Pacific Western Bank

BACKGROUND:

ALD's bank, Pacific Western Bank, requires a resolution from the governing body of the Altadena Library District listing authorized signers on all bank accounts and safe deposit boxes whenever a change occurs. In month, ALD hired a new Office Manager that needs to be added to our account as another check signer.

To ensure the District's fiscal operations continue without delays, the Pacific Western Bank requires the Board Secretary to sign their Resolution by Legal Entity Customer (Exhibit A).

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board of Trustees review and approve Resolution 2022-03 Establishing Authorized Signatures.

RESOLUTION NO. 2022-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT ESTABLISHING AUTHORIZED SIGNATURES.

WHEREAS, the Pacific Western Bank requires a resolution from the governing body of the Altadena Library District listing authorized signers on all bank accounts and safe deposit boxes whenever a change occurs, and

WHEREAS, the Altadena Library District has hired new personnel whose essential job functions require they be authorized to represent and sign on behalf of the Altadena Library District, and

WHEREAS, the Altadena Library District Board of Trustees has acquired new membership and requires changing authorized signers to reflect current Board of Trustees composition, and

WHEREAS, the changes will supersede Pacific Western Bank’s Certified Corporate Resolution approved by the Altadena Library District Board of Trustees at their regular meeting on November 22, 2021.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Establishment of Authorized Signatures. The Pacific Western Bank is authorized to pay out funds from the following accounts with any two (2) signatures of the individuals whose names and titles are listed below on behalf of the Altadena Library District:

	<u>Account Type</u>	<u>Account Number</u>
1.	Business Checking	On file
2.	Business Savings	On file

	<u>Authorized Representatives</u>	<u>Title</u>
1.	Nikki Winslow	District Director
2.	Ana Villalobos	Office Manager

	<u>Authorized Signers</u>	<u>Title</u>
1.	Nikki Winslow	District Director
2.	Ana Villalobos	Office Manager
3.	Katie Clark	Trustee
4.	Terry Andruess	Trustee

Section 3. Completion and Signing of Pacific Western Bank's Resolution by Legal Entity Customer. The Altadena Library District Director and Board Secretary are authorized to complete, sign, and submit Exhibit A - Pacific Western Bank's Resolution by Legal Entity Customer on the Altadena Library District's behalf.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the Board of Trustees adopts a resolution superseding or amending this resolution.

PASSED AND ADOPTED by the Board of Trustees of the Altadena Library District, this 28th day of March 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Kameelah Wilkerson, Board Secretary

Rushmore Cervantes, Board President

APPROVED AS TO FORM:

Richard Egger, General Counsel

EXHIBIT A

PACIFIC WESTERN BANK'S RESOLUTION BY LEGAL ENTITY

(ATTACHED)



Resolution by Legal Entity Customer

Altadena Library District

95-6005335

Entity Name ("Customer")

Taxpayer Identification Number

Entity Type: Corporation Limited Liability Company (LLC) Partnership Unincorporated Association

I/We, the undersigned do hereby certify to Pacific Western Bank ("Bank") that I am/we are (select only one):

- The duly elected and qualified Corporate Secretary
- All of the LLC's Managing Manager(s)/Managing Member(s)
- All of the General Partners of the Partnership
- The duly elected and qualified Unincorporated Association Officers

And that the following resolutions were, or hereby are, duly adopted in accordance with the procedures set forth in the governing instruments of Customer or a special meeting of Customer and that said resolutions have not been amended, rescinded or revoked, and are in no way in conflict with any of the provisions of the governing instruments of Customer.

RESOLVED, that the following constitute the Authorized Corporate Officers, LLC Managers or Managing Members, Authorized Partners or Unincorporated Association Officers (each individually, a "Company Designated Officer" and collectively the "Company Designated Officers") of Customer:

Terry Andruess Printed Name	Trustee Title
Katie Clark Printed Name	Trustee Title
Nicole Jean Winslow Printed Name	District Director Title
XX Printed Name	XX Title
XX Printed Name	XX Title
XX Printed Name	XX Title
XX Printed Name	XX Title

And, that any one of the above are hereby authorized and empowered on behalf of Customer to (i) execute any Master Account Agreement(s), and execute all other cash management agreements and other account related agreements (collectively "Customer Agreements"); (ii) acknowledge and agree to the terms set forth in Bank's Deposit Account Agreement and Disclosure and Customer Agreements, and (iii) perform the functions of an authorized account signer set forth in the Bank's Deposit Account Agreement and Disclosure.

FURTHER RESOLVED, that the authority conferred herein shall continue in full force and effect until written notice of modification or revocation is received and accepted by Bank. Bank may rely upon any form of written notice, which it in good faith believes to be genuine or what it purports to be.

FURTHER RESOLVED, that the following individuals be and are hereby authorized and empowered to certify (i) the foregoing Resolutions to the Bank, (ii) that the names appearing herein represent the Company Designated Officers who are hereby empowered to so act, and (iii) the specimen signatures of any of the Company Designated Officers.

For Corporations, the Corporate Secretary may certify alone. For LLCs, all LLC Managers or LLC Managing Members must sign below. For Partnerships, all General Partners must sign below. For Unincorporated Associations, at least two Authorized Officers must sign below.

X Signature	Kameelah Wilkerson Printed Name	Secretary Title	Date
X Signature	Printed Name	Title	Date
X Signature	Printed Name	Title	Date
X Signature	Printed Name	Title	Date
X Signature	Printed Name	Title	Date
X Signature	Printed Name	Title	Date

INTERNAL USE ONLY – Supersedes

Supersedes Resolution Dated: 10/12/2021 Effective Date: _____ Superseded by Resolution Dated: _____



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.D. REPORT FOR MARCH 2022**

REPORT: Agenda Item VIII.d.

MEETING DATE: March 28, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Meeting

TITLE: Review and Approval of Resolution 2022-05 to Extend the Provisions of Resolutions 2021-05 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Altadena Library District for the Period of April 1, 2022 – April 30, 2022

BACKGROUND:

Governor Newsom passed the [State of California Executive Order N-29-20](#) on March 17, 2020 that has allowed governing boards to conduct meetings utilizing teleconference and electronic means due to the COVID-19 global pandemic. This order remained in effect throughout the last year and a half and was set to expire on September 30, 2021.

The California State Assembly passed [AB 361](#) and Governor Newsom approved it on September 16, 2021. This bill extends the flexibilities provided in the Governor's prior executive order to local and state bodies to hold public meetings electronically beyond the executive order's September 30, 2021 expiration date. The only significant change to this bill, as compared to the previous executive order, is that governing bodies cannot enforce public comment be submitted ahead of the meeting, and must allow for live public comment even in a virtual setting. Since starting our virtual open meetings in April 2020, we have always had an option for members of the public to call in during the meeting and give live public comment so are in compliance with AB 361.

AB 361 also does not expire until January 1, 2024, and is able to be utilized when there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing. The bill requires a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures.

We have drafted Resolution 2022-05 that re-authorizes the ALD Board of Trustees to continue conducting their meetings virtually as long as there is a continued state of emergency. This resolution will need to be voted on at each regular Board meeting to extend this virtual option for all open meetings.

For more background and information, CSDA has released a [AB 361 Implementation Guide](#).

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the Board review and approve Resolution 2022-05 that authorizes the Board to continue meeting virtually for the next 30 days.

RESOLUTION NO. 2022-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT RE-MAKING FINDINGS RELATING TO A DECLARED STATE OF EMERGENCY AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE ALTADENA LIBRARY DISTRICT FOR THE PERIOD OF APRIL 1, 2022 – APRIL 30, 2022 PURSUANT TO GOVERNMENT CODE SECTION 54953(E).

WHEREAS, the Altadena Library District is committed to preserving and nurturing public access and participation in meetings of the Board of Trustees; and

WHEREAS, all meetings of the Altadena Library District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Trustees previously adopted Resolution 2021-05 on September 27, 2021 finding that the requisite conditions exist for the legislative bodies of Altadena Library District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, such conditions still exist in the District, specifically, an ongoing state of emergency has been proclaimed due to the persistence of the COVID-19 pandemic; and

WHEREAS, California State health officials as well as those in Los Angeles County continue to characterize Los Angeles County as a region of high transmission, meaning that the risk to the health and safety of participants and attendees remains serious, and State and LA County health officials continue to recommend social distancing measures under certain circumstances to reduce the risk of transmission of COVID-19; and

WHEREAS, the Board of Trustees does hereby find that the COVID-19 pandemic has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and finds that there continues to be state of emergency declared by the Governor of the State of California, and desires to remain consistent with recommendations from State and LA County public health officials; and

WHEREAS, as a consequence of the local emergency, the Board of Trustees does hereby find that the legislative bodies of Altadena Library District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, members of the public are encouraged to watch a livestream of all public meetings via YouTube, and are invited to make public comment on any agendized or non-agendized topic via a variety of fashions, both written and oral, including live options as described in each publicly-posted agenda.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Finding of Governor's Proclamation of a State of Emergency and Recommended Social Distancing Measures; Further Findings. The Board hereby finds that the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020, remains in effect, and that State and LA County health officials continue to recommend social distancing measures under certain circumstances. The Board further finds and determines that holding meetings in person at this time would pose an imminent risk to the health, safety, and well-being of participants by requiring participants to gather in an enclosed space where there is a risk of COVID-19 transmission.

Section 3. Remote Teleconference Meetings. The Directors, staff, and legislative bodies of the Altadena Library District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) April 30, 2022, or such time the Board of Trustees adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Altadena Library District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Trustees of the Altadena Library District, this 28th day of March, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Kameelah Waheed Wilkerson, Board Secretary

Rushmore Cervantes, Board President

APPROVED AS TO FORM:

Richard Egger, General Counsel



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.E REPORT FOR MARCH 2022**

REPORT: Agenda Item VIII.e

MEETING DATE: March 28, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Meeting

TITLE: Authorize the District Director to endorse a Statement and/or an Op-Ed on “Preserving Our Freedom to Read During Unprecedented Times”

BACKGROUND:

I received an email from Skye Patrick, the Los Angeles County Library Director on Wednesday, March 23rd that was sent to the Director’s list-serv of the Southern California Library Cooperative (SCLC). In this email she explained that the American Library Association (ALA) contacted the 4 largest cities libraries (LA City, NY City, Houston, Chicago) and the largest county library (LA County) to work on creating a joint statement and/or an open letter in support of the freedom to read, intellectual freedom, and against the banning of books for National Library Week. This is their in response to all the of the books being challenged or banned around the nation.

Skye and John Szabo, the Los Angeles Public Library Director, asked the Directors of SCLC to join them in an open letter to the LA Times editor to stand against censorship, by way of book banning, call for banning of certain kinds of programs, etc..

ALA asked that Skye and John write an Op-ed for the LA Times (and maybe other venues) opposing censorship. They know this would be a stronger effort and statement if other library systems across Southern California signed on. ALA has shared there are more banned books today, than was in the McCarthy Era, which is stunning. The Op-ed will include some of the following points:

- We champion and defend the freedom to read, learn, speak, and publish, as promised by the First Amendment of the Constitution of the United States.
- Los Angeles and Ventura counties serve one of the nation’s most culturally, economically, and socially diverse regions. It is critical that our broad and relevant library collections contain materials that serve the informational, educational, and recreational needs of residents of vastly differing ages, ethnic groups, and lifestyles, in a variety of languages.
- The censorship of programs, books and resources that reflect the lives of those who are gay, queer, transgender, Black, Indigenous, or persons of color, due to the perception that these works are insurrectionary or obscene, has potentially grim consequences for our progress as a society.
- Libraries support the First Amendment by making the widest possible range of ideas and opinions available to all, so that every person can read and consider all information, regardless of its content or the viewpoint of the author.

The Op-ed is currently being drafted so I don't have it to share with the Board at this time, but wanted to bring this to the Trustees at this meeting to discuss and vote to authorize me to endorse this effort on behalf of the Altadena Library District.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the Board of Trustees authorize the District Director to endorse this statement and/or Op-Ed, currently titled "Preserving Our Freedom to Read During Unprecedented Times" on behalf of the Altadena Library District.