



AGENDA

Board of Library Trustees | Altadena Library District
Virtual – Zoom – May 23, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING May 23, 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 May 23, 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.

LAND ACKNOWLEDGEMENT: The Altadena Library District acknowledges its presence on the traditional, ancestral, and unceded land of the Gabrielino Tongva peoples. Altadena is located on the stolen homelands of the Xaxaamonga (Hahamongna) tribal band. The traditional territory of the Gabrielino Tongva is referred to as Tovaangar, which includes the areas currently known as Los Angeles County, Riverside County, West San Bernardino County, parts of Orange County as well as the four southern Channel Islands. Entities such as the U.S. government and non-Native settlers have subjected the Gabrielino Tongva peoples to historic and continuing injustices, including genocide, forced displacement, and cultural and linguistic erasure. Altadena Library commits to learning, educating, and informing its staff and residents of present-day Altadena 1 D Altadena ~ Libraries about the rich histories, vibrant communities, and culture of Gabrielino

Tongva people, present and past.

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 April 23, 2022 **Pages 4 - 8**

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 – April 2022 **Pages 9 - 27**
 - 1. Tree Removal Report **Pages 28 - 32**
- b. MyLibro App presentation **Pages 33 - 41**
- c. Summer Reading Program Report **Pages 42 - 52**

VI. Reports (Informational)

- a. Support Groups
 - 1. Altadena Library Foundation **Pages 53 - 55**
 - 2. Friends of the Altadena Library **Pages 56 - 57**
- b. District Director's Report **Pages 58 - 63**
- c. Financial Reports – March 2022 **Pages 64 - 70**
- d. Board of Trustees Standing Committee Reports
 - 1. Budget Committee **Pages 71 -73**
 - 2. CFD Committee
- e. Board of Trustees Ad Hoc Committee Reports
 - 1. Facilities Committee **Pages 74 - 92**
 - 1. Architectural Update
 - 2. Redistricting Committee **Page 93**
- f. Liaison Reports
 - 1. Government Liaison Report
- g. Trustee Reports

VII. Unfinished Business

- a. Review and Approval to Invest the Bond Proceeds with LAIF, Resolution 2022-07 **(Action) Pages 94 - 97**

VIII. New Business

- a. Review and approval of the new ALD Unfunded Accrued Liability (UAL) Policy **(Action) Pages 98 - 108**
- b. Review and approval of the Proposed Salary Schedule for the Forthcoming 2022-2023 Fiscal Year **(Action) Pages 109 - 110**
- c. Review and approval of the Proposed Budget for Forthcoming 2022-2023 Fiscal Year **(Action) Pages 111 - 120**
- d. Review and approval of the updated ALD Financial Policies **(Action) Pages 121-150**

- e. Review of the ALD Community Board Policy **(Action)** *Pages 151 - 153*
- f. Review and discussion of the Land Acknowledgment implementation **(Informational)**
Page 154
- g. Updated ALD Vaccination Policy **(Informational)** *Pages 155 - 158*
- h. Review and Approval of Resolution 2022-08 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 June 1, 2022 – June 30, 2022 **(Action)**
Pages 159 - 163

IX. Governance

- a. Discussion of Board Elections Outreach

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 – April 25, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING APRIL 25, 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 April 25, 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.

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I. Call to order

The meeting was called to order by Trustee Wilkerson at 5:03 pm

II. Open Session

a. Roll Call

Trustee Wilkerson 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 Trutee Andrues
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye
Motion passed
- d. Public Comment on Non-Agenda Items No public comment made.
No public comment made

III. Consent Calendar

Moved by Trustee Clark to approve the Consent Calendar.
Seconded by Trustee Capell.

Roll Call Vote:

- Trustee Andrues: Aye**
- Trustee Capell: Aye**
- Trustee Clark: Aye**
- Trustee Wilkerson: 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 March 28, 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. 2022 Public Library Association Conference Debrief
District Director Nikki Winslow presented on the Public Library Association Conference.
- b. Department Update Reports – March 2022
Assistant Director Ashley Watts presented. Trustee Clark excited about the work being done with Curiosity Connection, and is interested in quantifiable data collection from Curiosity Connection events and visits. Trustee Andres complimented the work being done with Curiosity Connection.

VI. Reports (Informational)

- a. Support Groups
 - 1. Altadena Library Foundation
President Bridget Brewster provided report. Noted that the ALD teen volunteers did an excellent job during Movie Night.
 - 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 – February 2022

- Office Manager Ana Villalobos provided report.
- d. Board of Trustees Standing Committee Reports
 - 1. Budget Committee
No report
 - 2. CFD Committee
No report
 - e. Board of Trustees Ad Hoc Committee Reports
 - 1. Facilities Committee
Trustee Capell provided report.
Redistricting Committee
No report
 - f. Liaison Reports
 - 1. Government Liasion Report
Trustee Andrues provided report.
 - g. Trustee Reports
 - 1. Jason Capell – PLA Summary
Trustee Capell provided report

VII. Unfinished Business

None

VIII. New Business

- a. Review and Approval to offer a contract for Copier Services **(Action)**
The Manager of Information Technology and Technical Services David Zearbaugh presented the action item. The team reviewing copier services proposals recommended selection of Xerox.

Moved by Trustee Capell to approve offer of contract for Copier Services to Xerox. Seconded by Trustee Clark. Trustee Wilkerson opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Wilkerson: Aye

Motion passed

- b. Review and Approval to Invest the Bond Proceeds with LAIF **(Action)**
District Director Nikki Winslow introduced the action item to invest district bond proceeds with LAIF. A higher interest rate was offered by the U.S. Treasury securities, but requires a more defined drawdown schedule. The U.S. Treasury may be a future option once the district has a more refined estimate of project costs. Recommendation by the CFD Committee is to authorize the District Director to invest the bond proceeds with LAIF with an earning rate estimated to be .3%, which would generate nearly \$70K over a 12 month period. Trustee Clark inquired about investing the bonds in more than one place, and if it is possible to also invest in the U.S. Treasury, to possibly take advantage of their higher interest rate. District Director will look into it, and noted it was not presented as an option by the District's Municipal Advisor to invest in multiple entities. The District Director asked if this item should be tabled until there is an answer to this inquiry.

Moved by Katie to table Bond Proceeds until May Board Meeting. Seconded by Trustee Capell. Trustee Wilkerson opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andrues: Aye

Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye

Motion passed

- c. Review and Approval of Indefinite Suspension of Updated ALD COVID-19 **(Action)**
District Director Nikki Winslow introduced the action item. Trustee Clark suggested a new policy be written in place of the proposed suspended policy. Trustee Capell inquired about the masking requirement, and the district director responded that the district is following Los Angeles County Health guidelines.
Trustee Clark suggested to approve the indefinite suspension of Updated ALD COVID-19 testing, with the additional amending language added to the provision.
Amendment to section IV: In "Compliance with Los Angeles County Guidelines as of April 25, 2022, all employees must comply with public health regulations as set forth by Los Angeles County officials with regards to Masking in indoor spaces."

Moved by Trustee Clark to approve the indefinite suspension of the Updated ALD COVID-19 testing provision, with the additional amending language to replace the suspended provision in section 4. Seconded by Trustee Andruess. Trustee Wilkerson opened the floor for discussion. No discussion followed.

Roll Call Vote:

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

Motion passed

- d. Request for Partial Closure on May 16 for Strategic Planning, and Partial closure on May 17 for Staff Training **(Action)**

Moved by Trustee Clark to permit partial closure of the Library on May 17. Seconded by Trustee Andruess. Trustee Wilkerson opened the floor for discussion. No discussion followed.

Roll Call Vote:

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

Motion passed

- e. Review and Approval of Resolution 2022-06 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 May 1, 2022 – May 31, 2022 **(Action)**

Moved by Trustee Andruess to extend the provisions of Resolution 2021-05. Seconded by Trustee Capell. Trustee Wilkerson opened the floor for discussion.

No discussion followed.

Roll Call Vote:

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

Motion passed

IX. Consideration of Urgency items to be added to Closed Session

- a. Approval/Reordering of Closed Session Agenda Items
b. Adoption of Closed Session Agenda

X. Closed Session Public Comment – This is an opportunity for members of the public to address the Board on any subject matter within the Closed Session. Please address the Board, as a whole, through the Chair. Individuals will be given three (3) minutes to address the board.
None.

XI. Closed Session

a. Motion to convene to Closed Session

Moved by Trustee Capell. Seconded by Trustee Clark. Trustee Wilkerson opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Wilkerson: Aye

Motion passed

b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:

1. Public Employee Performance Evaluation
Pursuant to Government Code Section 54957
Title: District Director

2. Reconvene to Open Session 7:30pm
The meeting reconvened to open session by Trustee Wilkerson Clark at 7:49 pm. Trustee Wilkerson provided the Closed Session Report stating there was no reportable action.

XII. Governance
None

XIII. Announcements & Planning

a. Correspondence

b. Proposed Future Agenda Items

1. The Land Acknowledgement- meeting and event procedure going forward
2. The tabled LAIF motion.
3. Elections/Outreach Update

XIV. Adjournment

a. Adjourn Meeting

Trustee Wilkerson adjourned the meeting at 7:49 pm.



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

DEPARTMENT: Adult Services

MEETING DATE: May 23, 2022

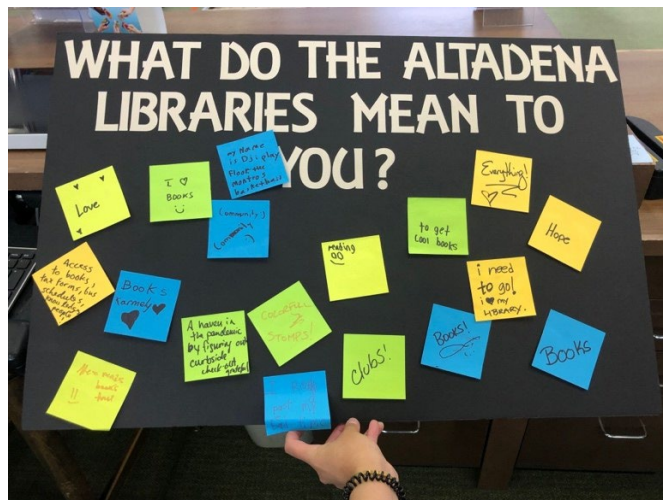
PREPARED BY: Ashley Watts

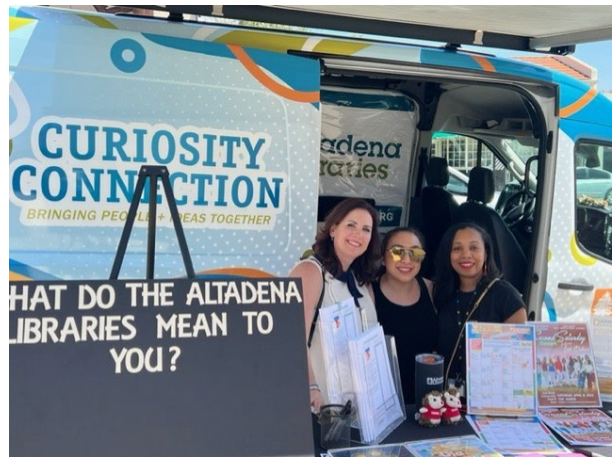
LOCATION: Virtual Meeting

NATIONAL LIBRARY WEEK

National Library Week was April 4 - April 9 and Adult Services celebrated taking the Curiosity Connection to visit the Altadena Ale House on Wednesday, April 6th and Café du Leche on Friday, April 8th. Staff gave out free books and promoted upcoming library events. All week long a board was displayed, asking the community “What does the Altadena Libraries mean to you?” Here are a few of the comments we received:

- "A heaven in the pandemic by figuring out curbside checkout! Grateful."
- "Access to books, tax forms, bus schedules knowledge, people!"
- "People helping people."
- "Cultural Center"
- "Creativity!"
- "Freedom to explore ideas and places."
- "Oasis! Refuge! Sanity! Freedom"
- "Where neighbors meet and greet!"
- "They are so helpful to researchers and people who are just curious about things. These libraries are everything to me!"





Staff at Café du Leche with a visit from Trustee Capell

NIGHT MARKET AT MARIPOSA JUNCTION

The curiosity connection van participated in Altadena's first Night Market, and it was a blast! We had 275 people come and visit us. We made so many library cards and gave out books and flyers.



BOOKMARK CONTEST

From April 1 – April 30, the Library offered a bookmark contest for Children and Adults. For Adults, 3 winners will be selected and given a prize for 1st, 2nd, and 3rd place. There were a total of 3 submissions and judging is currently taking place by staff and our support groups.

ART CURATION

For April, we continued with our Women’s History Month art exhibit by [Altadena Town Council Member and PUSD Board Member](#), Jennifer Hall Lee library, entitled *Women’s Liberation Movement*. Visitors to the library were able to explore and learn more about this unique era of American history through ephemera, posters, books, and artifacts.

HUNTINGTON HOSPITAL

The Library of Things (LoT) will now offer blood pressure monitors for check out! This addition to the collection was made possible by the library’s partnership with the American Heart Association and Huntington Hospital. We have added 2 kits to Bob Lucas’ LoT collection and two kits to Main’s collection. Altadena libraries prioritize health literacy. We want to make sure all our neighbors have access to classes, resources, and support systems that will keep everyone thriving.



For this month's annual health screening, we had two people come and get a checkup from our on-site nurse.

SECOND SATURDAY: LAS CHIKAS

Last month's Second Saturday featuring Las Chikas was a hit. It was the first concert back indoors, and the dance floor was packed all night. We had a total of 251 people come. That was record-breaking for this season's attendance!



CURIOSITY CONNECTION

The Curiosity Connection had a busy month in April. Combined outings with staff from Adult Services, Youth and Family Services, and Bob Lucas staff numbered 12 events over the course of the month. 584 people visited and interacted with library staff while the Mobile Library was deployed in April. The Curiosity Connection continues to be a great opportunity for new members of the Altadena community to make 'first contact' with the library - this includes more than a few new library card holders - and to start their own connections with our programs, staff, and events.



Highlights of Curiosity Connection outings in April were:

- The Altadena Night market where nearly 200 people stopped by the mobile library.
- Outings to Eliot Middle School and Washington school for science and sci-fi themed events
- A very successful storytime at Arlington Garden where dozens of Altadena families enjoyed a musical storytime with YFS staff.
- The continuation of the successful Stories in Motion series, originating at Bob Lucas Memorial Library, that takes place at Charles White Park

LIBRARY OF THINGS

The Library of Things Team (LoTT) began collection development in its new incarnation. LoTT met with the IT manager to develop sensible and efficient workflows for shepherding new Library of Things collection items from idea to check-outable materials. Purchases were made at the end of the month that will add a dozen new items/kits to the circulating collection, including:

A birders' kit with field guides and binoculars

An Introduction-to-the-banjo kit

A Yard Games mini-collection with bocce and pickleball

- *At long last:* A metal detector

The new LoT Team is energized to continue developing the Things collection and connecting Altadenans with new opportunities and access.

HOMEBOUND DROP OFF

4/2 Drop off to homebound patron



POETRY & COOKIES

4/30 Staff facilitated the Zoom for the return of the Poetry & Cookies program for the transfer of the laurels to the new Poet Laureates. We had over 40 participants in attendance. The 2022-24 Poets Laureate are now **Peter Harris and Carla Sameth**

KENI ARTS PORGRAM

Keni Arts, a local artist, came and did a painting demo for us. He told us his story of how he started to paint, answered questions from the attendees, and shared his tips and tricks on Plain Air painting. We had 42 attend this event. Thanks to the Friend of the Altadena Library for sponsoring this event.

Here is some feedback we got from some attendees:

"Seeing and talking with the artist. Good techniques and advice."

"Keni is amazing."

"Artist Personality-Humor Smile. He is the masterpiece."



LITTLE FREE LIBRARIES

4/16 Jennifer Hall Lee picking up a Little Free Library, courtesy of the Altadena Library Foundation. Jennifer was here to dismantle the Women’s History Month display that she graciously set up.



4/29 Walked over and refilled the McNally LFL, it was running low!



BOOK CLUBS

No Guilt:

4/12 No Guilt Book Club read: Portrait of a Mirror by Natasha A. Joukovsky and The Heartbeat of Trees: Embracing Our Ancient Bond With Forest and Nature by Peter Wohlleben

True Crime:

4/23 True Crime All the Time Book Club read: Empire of Pain: the Secret History of the Sackler Dynasty by Daniel Radden Keefe

DISPLAYS

April is National Poetry Month. The AS team put together a poetry display for the whole mother of April.



Earth Day is also in April, and the team put together an earth day display so folks in our community can check out books and see how they have made a difference for the earth.





**BOARD OF LIBRARY TRUSTEES
YOUTH & FAMILY SERVICES REPORT FOR APRIL 2022**

DEPARTMENT: Youth and Family Services

MEETING DATE: May 23, 2022

PREPARED BY: Isabelle Briggs

LOCATION: Virtual Meeting

CHILDREN'S SERVICES - Yvette Casillas, YFS Librarian

Programs and Services

April concluded our Winter/Spring programming season in which we provided 47 programs for youth and families! We hosted fifteen programs in April, including two amazing Storytimes with guest readers from the Foundation of the Library and Friends of the library! Library Assistants Fin Lee & Mikayla Arevalo hosted our first outdoor movie night of the season made possible by the Library Foundation and Friends of the Library. Youth and Family Services Librarian, Yvette Casillas, organized a Día de los Niños program funded by an LSTA grant – we hosted bilingual magician, Zany Zoe and provided all attendees with Piñata Craft Kits. The district also hosted two bilingual book giveaways, one at Bob Lucas on May 30th and another at the Main Library on May 31st. Our Día event brought 80 attendees to the library!



Patrons at Día book giveaway



Fin with photobooth background designed by Fin & Mikayla



Clockwise from top left: Storytimes with Renee Hines (Foundation), Dianne Moore (Friends), Lola Warlick Bryant (Foundation), and Jeanette Allen (Friends)

Recurring Programs

- Baby/Toddler Storytime hosted by Heather on Monday mornings averaged 35 attendees.
- Preschool Storytime hosted by Yvette on Thursday mornings has also been well attended. Families are really enjoying the sun after storytime and are excited to hear that storytime will continue in June.
- Bilingual Storytime hosted by Yvette on the first Wednesday of the month was well attended.
- We had our final storytime at Arlington Garden hosted by Fin and Aaron. All children in attendance received free books in honor of Día. The storytime was well attended and a great success.



Garden Storytime at Arlington Garden

Outreach and School Visits

The Youth and Family Services Librarians attended Washington's inaugural Science Fiction Festival with the Curiosity Connection. We had 170 people visit us and participate in our Anime/Manga Trivia or stop to learn about Dungeon and Dragons. The children's room has been busy with school visits from local schools including Waldorf and Fair Oaks. We also had a visit from a local girl scout troop, we provided a storytime and introduction to the library and the role of a librarian as a community helper.

Grant

Youth and Family Services hosted Día de los Niños programming with funding from LSTA.



Piñata Craft Kit



Families enjoying Zany Zoe Magic Show!

TEEN SERVICES – Isabelle Briggs, Teen Librarian

Programming

Teen Services Winter/Spring programming concluded with Teen Leadership Council meetings and our final Art & Chill event which featured instruction led by Fin Lee on block printing techniques. There were 8 people in attendance including five teen volunteers. We even had a teen who was passing on the street stop in and sit down!



Outreach

- Teen Services participated in two outreach events this month, one of which was the Washington Elementary Science Fiction Festival mentioned earlier in the report. The following day was the PUSD Science Night at Eliot Arts Magnet, and it was in-person for the first time since 2020. The Curiosity Connection saw around 80 visitors throughout the afternoon, and it was great to reconnect with so many familiar community partners.
- I attended a virtual showcase of the Planned Parenthood Pasadena San Gabriel Valley Peer Advocated Program. The Peer Advocates program is a group of teen interns who spend the school year working on a public service project supported by Planned Parenthood staff. This year their project was on gender identity: they conducted a survey of youth at their respective schools to learn about how teachers and administrators have or haven't supported teens gender expression and collected these results along with their recommendations in a zine titled "Undefined," which is now available for checkout from the Altadena Zine Library!

Volunteers

- There were 6 new volunteer applications in April.
- More volunteer records set in April! A total of 18 teens volunteered in April, logging a record high of 109 hours across 7 different events.
- We had a new volunteer event this month: Teen Display Committee! We met twice and the volunteers independently planned the layout, graphics, and signage for a poetry month display in the Teen Space.
- Our most active volunteer this month logged 9.5 hours and has been a volunteer for only this month, after being referred to the program by a friend. We are thrilled to have them on board.
- In April, we began using the application AirTable to build a new volunteer database and scheduling platform. This system should be able to sync and automate all parts of the Teen Volunteer Program including the volunteer application, work history and timesheets, staff volunteer requests, scheduling and shift signup, staff supervisors, and email correspondence.

Staff & Professional Development

- In April we created a Library Clerk position for the Youth & Family Services Department, who will be supervised by the Teen Librarian. We began receiving applications and the posting closed April 29. Interviews are scheduled for May.
- This month I completed a training course in Youth Mental Health First Aid offered through Young & Healthy and the Pasadena Public Library. The day-long course covered early warning signs of mental health crises, preventative factors and harm reduction, and how to intervene when youth are contemplating suicide or participating in harmful activities.



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

DEPARTMENT: Bob Lucas Branch

MEETING DATE: May 23, 2022

PREPARED BY: Diana Wong

LOCATION: Virtual Meeting

BOB LUCAS LIBRARY & LITERACY UPDATES

We are happy to report lots of great programs in April:

- **Storytime in Motion** reached 35 participants at the Charles White Park. Starting next month, all BL youth programming will take a break before resuming in the summer this June, when BL returns with Family storytime at the park.
- *Vanessa Cardui* had a 3-week residency at the BL this month, as they starred in our children's **Nature in Action** program. *Vanessa Cardui*, aka Painted Lady caterpillars moved in this month, providing visitors and program participants the opportunity to observe up close and at length the butterfly metamorphosis over a period of 3 weeks. At each program, participants and their caregivers learned about the butterfly metamorphosis, the importance of pollinators, and worked on crafts and projects related to the topic. On April 27th, we wished safe travels to our 9 butterflies as we released them into our gardens.
- As part of National Library Week (April 4-8), the *Friends of Library and Library Foundation* visited BL to deliver a special storytime for BL patrons. Thank you to Dianne Moore and Renee Hines for reading and supporting the library.
- Public libraries play a major role in expanding and enhancing learning experiences for children. So, you can imagine how excited we were to welcome back the teachers and kindergartners from Odyssey Charter school for class visits. A total of 42 students and educators made their way down to the branch to learn about library services, browse books and enjoy a read aloud on animal habitats and the natural world.
- Brienna McWade came back to present again for our **From the Garden** series. This month she focused on how to work warm season plants into the garden. After the discussion, our small group of participants helped clean up the winter garden beds and refreshed the area with new plants: tomatoes, corn, carrots, melons, squash! As you can see in the picture below, all veggies and fruit are free to the public to pick and enjoy!
- Our adult participants engaged in some physical and mental stimulation this month at the **Adult Craft** program at Loma Alta Park. They spent the morning peeling, matching and sticking

miniscule stickers to build beautiful pictures. Plus, it looks like this program is gaining a following with May's registration already at full capacity. Sign up now for summer!

- Literacy participants logged 55.5 hours of tutoring this month. We also enrolled a new learner into the program, and they started 1-on-1 tutoring with their tutor. ESL Conversation groups are going well and as of late, one of our literacy learners, who started a job with LA County Mental Health is getting great practice as a health educator by leading discussions on various topics related to mental health.
- On the internal side, it was great to get back on track with Project Ready to continue exploring ideas and facts around the issues related to diversity, equity and inclusiveness. It was also refreshing to mix-up the groups to hear and learn new perspectives around the topics of neutrality and color-blindness.









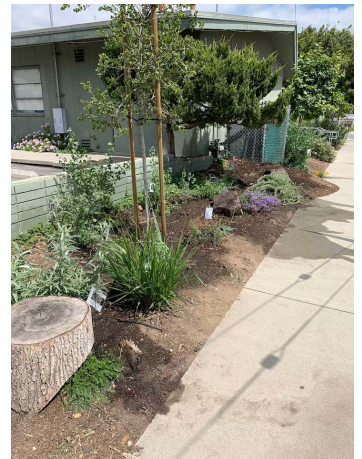
**BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT FOR APRIL 2022**

DEPARTMENT: Facilities
PREPARED BY: Jonathan Arevalo

MEETING DATE: May 23, 2022
LOCATION: Virtual Meeting

Facilities Highlights for the Month of April:

- Semi-annual preventative maintenance work done on HVAC systems at both libraries.
- The district has hired a gardening service (Suntek Lawn Care) to assist with the landscape maintenance at the Main Library. They are coming out once a week and are a zero emission service. This complies with the AGZA green zone certification.
- Repaired gate motor at Main Library.
- Utility survey done for renovation project – Bob Lucas Library
- Started asset inventory at Bob Lucas library in preparation for the future renovations. Will begin labeling assets mid May early June.
- Attended a two day facilities conference in Anaheim.
- Continued general maintenance of both facilities.
- Upgraded sprinkler system at Bob Lucas library.





**BOARD OF LIBRARY TRUSTEES
AGREDA ITEM V.A.1. FOR MAY 2022**

REPORT: Agenda Item V.a.1.

MEETING DATE: May 23, 2022

PREPARED BY: Jonathan Arevalo

LOCATION: Virtual Meeting

TITLE: Tree removal at Main Library

BACKGROUND:

The report is to inform the Altadena Library District (ALD) Board of Trustees of the removal of a Deodar tree. The tree is located in one of the cement planters near the handicap parking.

The proposed tree for removal was damaged due to high winds that occurred over 10+ years ago. It has been maintained as best as possible, but due to the damage and the small concrete planter that the tree is in, it has reached a point where it will become a hazard that needs to be addressed.

We know that the Deodar trees are a great part of the history of Altadena and is important to the community. Due to the continual deterioration of the tree, its removal is necessary to avoid any structural damage to our property and for the safety of all that visit the library.

Attached is the report from Consultant Arborist Rebecca Latta citing her recommendations for the removal of the Deodar tree.

FISCAL IMPACT:

The Cost to remove the tree will be \$1900. For safety reason, the removal will take place on a Sunday while the library is closed.

Altadena Library Special District Arborist Report

Date: 25-Apr-22 Attention: Jonathan Arevelo
Address: 600 East Mariposa, Altadena Location: Parking lot planter
Species: Deodar Cedar Inventory ID: Tree #14
DBH: 20 Height: 25 Width: 30
Health rating (A-F): D+ (69) Structural rating (1-10): C- (70)
Evidence of: Surface roots Hardscape/infrastructure damage Recent limb failure
Pests: None observed
Disease: None observed

Arborist Comments: Tree is in decline and is installed in a planter that does not have
adequate root space to accommodate healthy long-term growth. It appears to have
suffered in the high heat events, possibly losing feeder roots that keep the needles
hydrated in the summer and then only partially recovering in the winter/cooler months.

Recommendations: Tree is recommended for removal in the next 30-60 days. The tree
has some potential to fail into the parking lot or walkway area due to the loss of root
strength as the tree continues to fail.

Certified Arborist: Rebecca Latta # ISA WE 04264

Signature: Rebecca Latta Photos attached? Yes

<input type="checkbox"/> Monitoring required? If yes, when?	_____
Recommendation after monitoring:	_____
	Date: _____



Page 30 of 163
Subject deodar with pruned top





Page 32 of 163
Tree is mostly dead



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

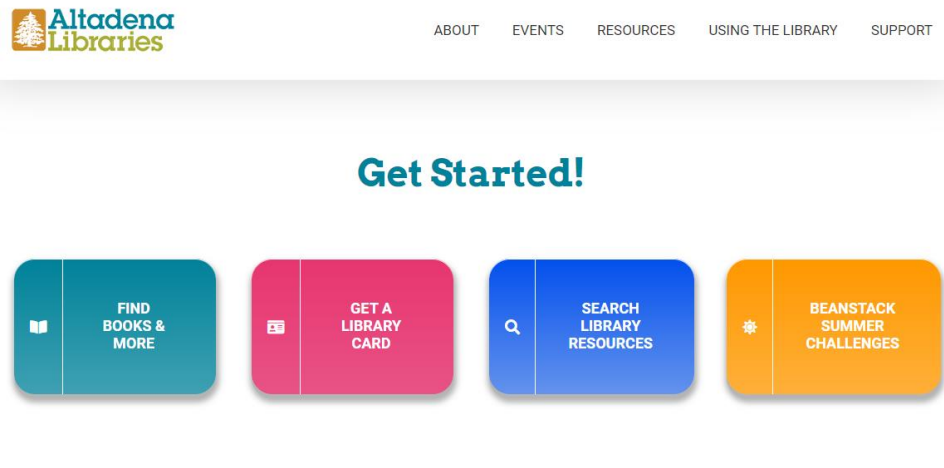
DEPARTMENT: IT & Technical Services

MEETING DATE: May 23, 2022

PREPARED BY: David Zearbaugh

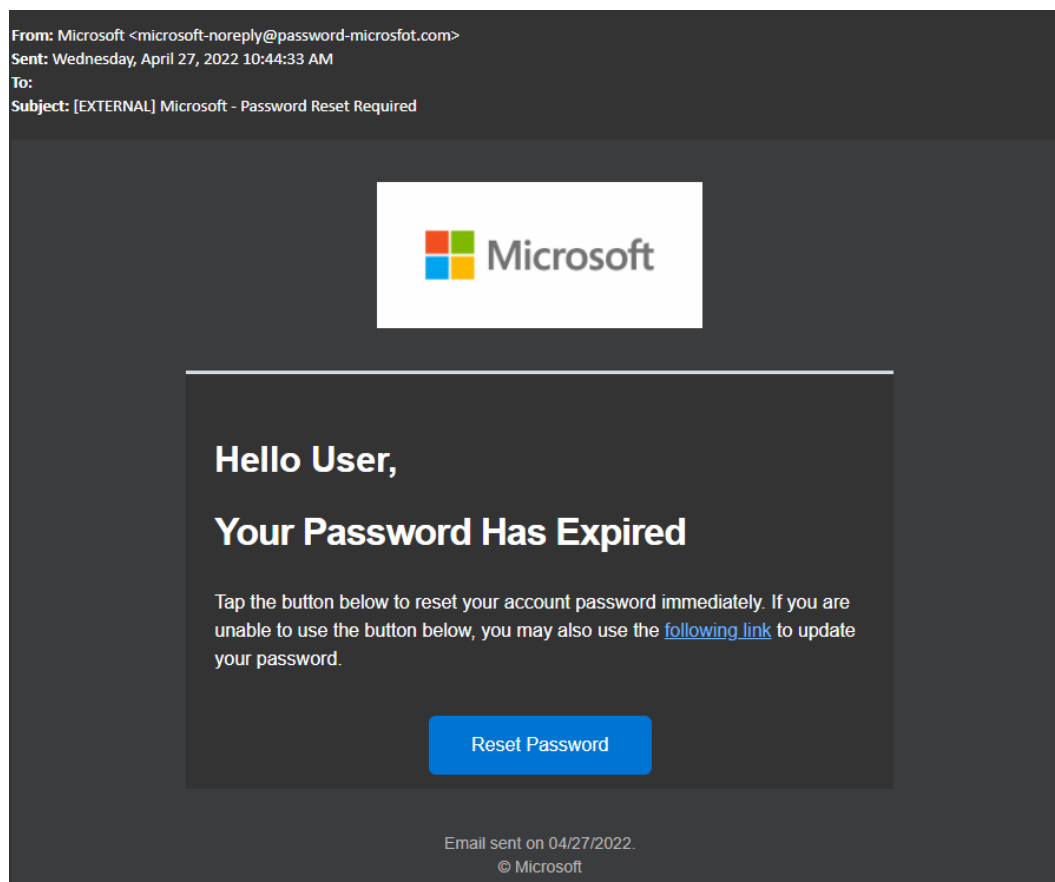
LOCATION: Virtual Meeting

- April - Quarterly Updates
 - Passwords for all systems where staff login were updated. Passwords will now be updated quarterly with the next scheduled change set for July 1st. This new procedure will help to keep ALD passwords secure.
 - Additional wireless access point firmware updates were performed on 4/18 and 4/19 with no major issue and no impact on operations.
 - All onsite servers received updates and critical security patches.
 - Public Computers received operating system updates along with updates to the reservation and print management systems.
 - Staff Computers received operating system updates along with updates to the locally installed RFID applications.
 - Catalog computers received a system update and got a facelift with a new and easy-to-navigate homepage (see below).



- Email Security Audit
 - **Description**
 - Three emails were sent out throughout the month of April to review email safety proficiency and ensure our staff are exercising caution with emails received.
 - **Results**
 - Out of 97 emails sent to staff, 6 links were clicked but no credentials were provided.
 - Microsoft predicted we would have a 45% Click Rate.

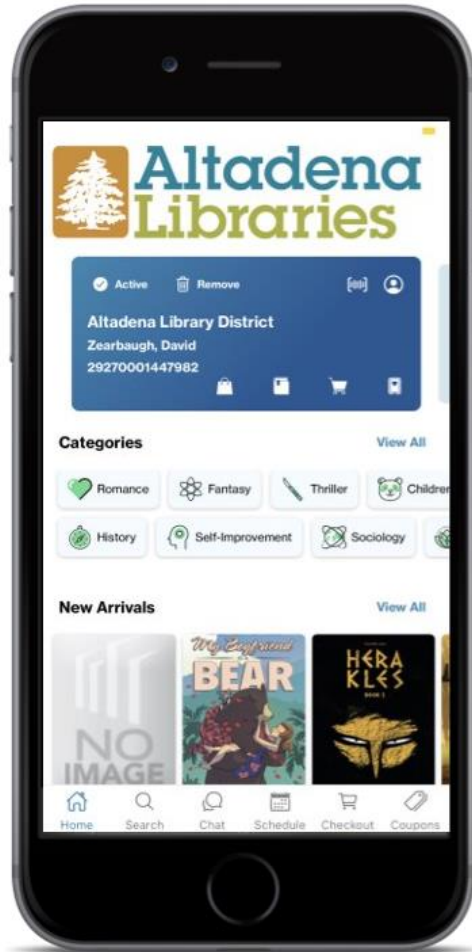
- Our actual rate was much lower - 6% Click Rate.
 - Those who clicked on a test link were required to go through a training course with a test. All who went through training passed.
- We had a 30% Phishing Report Rate.
- **Takeaways**
 - Staff did well overall at reviewing and reporting suspicious emails. While there was a small failure rate, these tests immediately helped to bring awareness to the issue of spam or phishing emails.
 - As the tests continued through the month, staff became more cautious and were able to better discern which emails were spam.
 - Most security entry points come from staff interaction. We reported the results to staff and asked that they take caution when going to suspicious websites or opening attachments or links in emails. When in doubt they should always confirm before opening anything suspicious.
- **Future**
 - Moving forward we will continue to audit staff on their awareness of spam and phishing emails in order to ensure they are aware of the various types of attacks. These future tests will be more randomized in order to continually test staff and bring awareness to attacks.



- A regular Selectors Meeting was held in an effort to answer questions related to fiscal year end, ordering, and showcase the new budget reallocation request method for physical materials purchase which will allow for better tracking of changes throughout

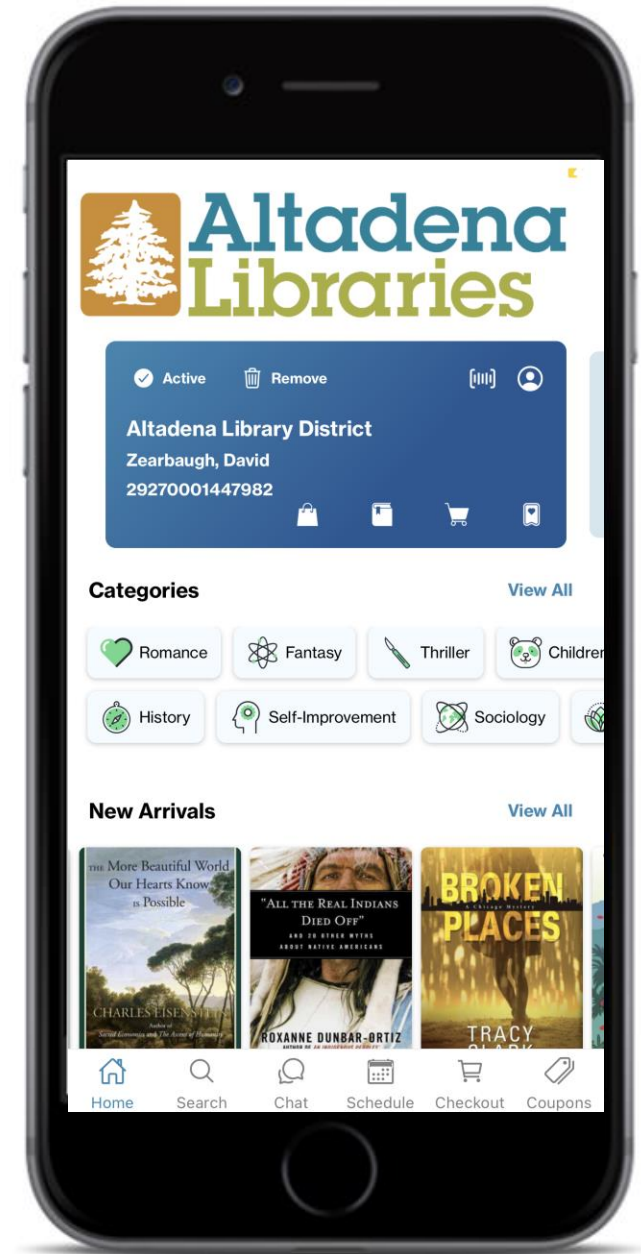
the entire fiscal year. This new budget reallocation method will also allow for all necessary parties to be informed when changes as required.

- myLibro App Launch
 - ALD is proud to present the new library app. This new app will allow patrons to review their account and items out, search for materials and place holds, view the library hours of operation, view and register for events, get answers to frequently ask questions, schedule curbside pickups, access deals from Read Local, Shop Local, and more to come.
 - Integrations for self-checkout in app, checking our eBooks, eAudiobooks and other eMaterials, room reservations, and Live Chat coming soon.
 - Launch date - June 1st.



New ALD App

MYLIBRO



Background

On October 8th, 2021, the Board of Trustees authorized the Altadena Library District to contract and begin the implementation of a new library app called myLibro by Conversight. The project was previously titled Project 3rd Ray.

With this contract Conversight, we would work with them in the implementation of the myLibro app for Altadena Library District and set a Go Live during the first year of contract. After year 1, service is set to continue for 2 additional years thereafter with the contract expiring in October 2024.

Included in this contract was the plan to include the following in the new library app:

- Integration with ALD's Library System including access to catalog searching and account review.
- Contactless Pickup Management including scheduling and analytics.
- Ability to scan materials and check them out to one's account in app.
- Event searching and reservation
- 3rd party content integration

Phased Implementation

Phases have been adjusted as work has continued on the app in preparation for production. Here are the current phases and the progress made up until this point.

Phase 1: Implementation & integration of myLibro app with Koha Library System

✓ **Completed**

Phase 2: Integration of Trumba calendar, Blogs, Social Media, Live Chat, and Library FAQs.

✓ **Completed**

Phase 3: Coupon Integration - Read Local, Shop Local

✓ **Completed**

Phase 4: Pickup and Reservation Components & Self-Checkout

⌚ **In Progress – Ready by Go Live or shortly after**

Phase 5: Integrations with additional library partners (Cloudlibrary, Hoopla, Beanstack, Flipster, ProQuest, Enki, Novelist, EBSCO, Brainfuse, Tumblebooks, Gale)

⌚ **In Progress – Starting with Cloudlibrary & Hoopla**

Implementation Details

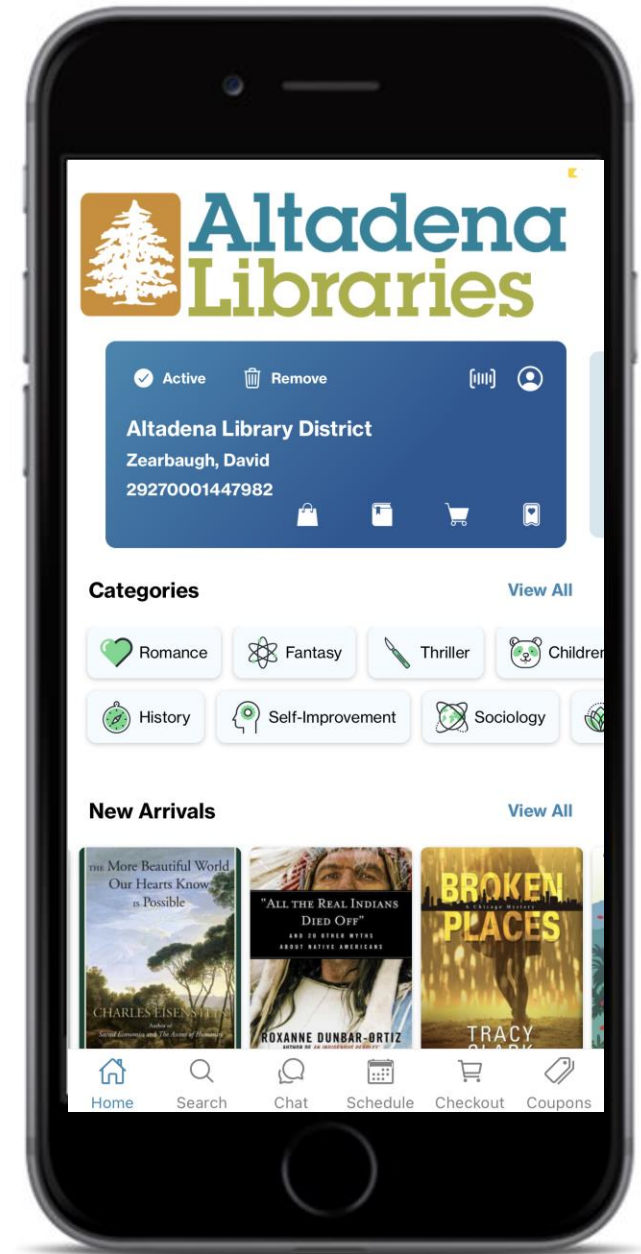
- Currently Available in the Google Play and Apple App Store.
- Allows patrons to login and manage their account with functionality of the online catalog – review checkouts, place holds, and perform renewals.
- Events feed able to be viewed in app and able to register for events with required registration.
- Social Media feed featuring Facebook and Youtube. Instagram integration is in progress.
- Read Local, Shop Local deals are displayed in app.
- Room Reservations, Pickup Appointments, and Live Chat are functioning but need to be added in app.
- Library Content Provider in-app integrations are slow moving but are in progress. Currently working on integrations with Cloudlibrary and Hoopla.

Coming Soon

- Featured Monthly Carousels
- Room Reservation
- Asset/Appointment Scheduling with potential uses of Contactless Pickup, Volunteer Shift booking, and more.
- Live Chat in app
- Self-Checkout in app
- Cloudlibrary and Hoopla Integrations
- Data Analytics

APP DEMO

MYLIBRO



SUMMER AT ALTADENA LIBRARIES

JUNE 4 – JULY 31



SUMMER KICKOFF!

- When: June 4, 2022
- Time: 2:00 – 6:30pm
- Where: Main Library
- What: An afternoon of FUN!
 - ❖ 2-3pm Live performance by Ballet Folclorico do Brasil
 - ❖ 3-5pm Sign up for Summer Reading, Enjoy ice-cream, Play outdoor games
 - ❖ 5-6:30pm Live performance by Michael Haggins



YOUTH AND FAMILY SERVICES



Baby & Toddler Early Literacy Reading Challenge



1

2

3

Sign up for Summer Reading and receive a book and reading log

Read 24 books

Complete the challenge to earn 2 prizes and be entered into our end-of summer drawing

YOUTH AND FAMILY SERVICES

PreK – 6th Grade Beanstack Reading Challenge



1

Sign up for Summer Reading and receive a book and a badge activity booklet

2

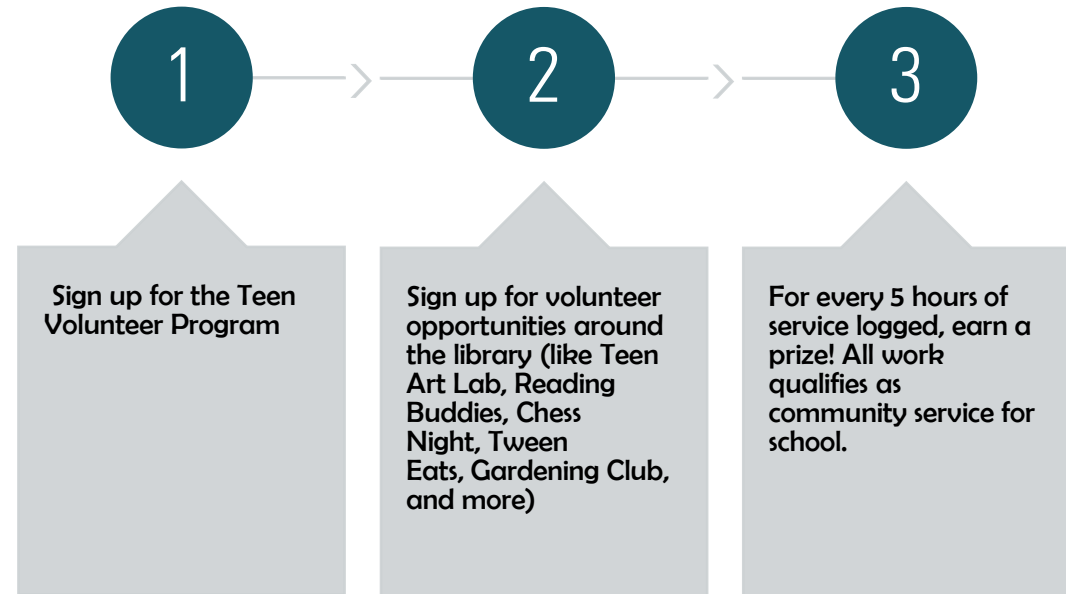
Log reading minutes and complete activities

3

Earn 17 badges to earn fun collectible badges, complete the program, and collect a prize, and be entered into our end-of-summer drawing

YOUTH AND FAMILY SERVICES

Teens Summer of Service Volunteer Challenge



ADULT SERVICES



1

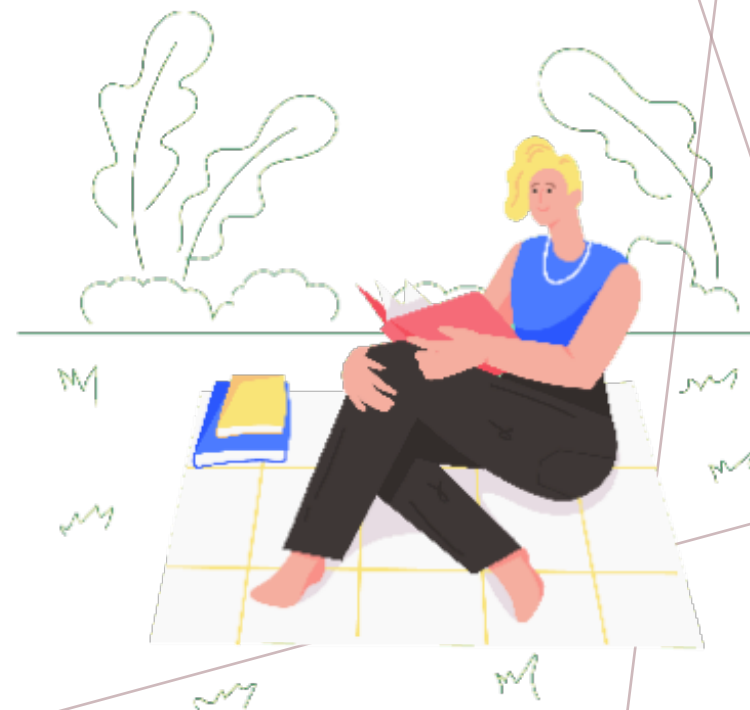
2

3

Sign up for Summer Reading

Log reading minutes and/or complete activities

Complete the reading and/or activity challenge to earn a prize(s).



SUMMER FINALE: ADULTS

- When: July 29, 2022
- Time: 7-9pm
- Where: Main Library
- What: Live Performance by Susie Hansen Latin Band

Click to add text



SUMMER FINALE: YOUTH & FAMILY

Teens

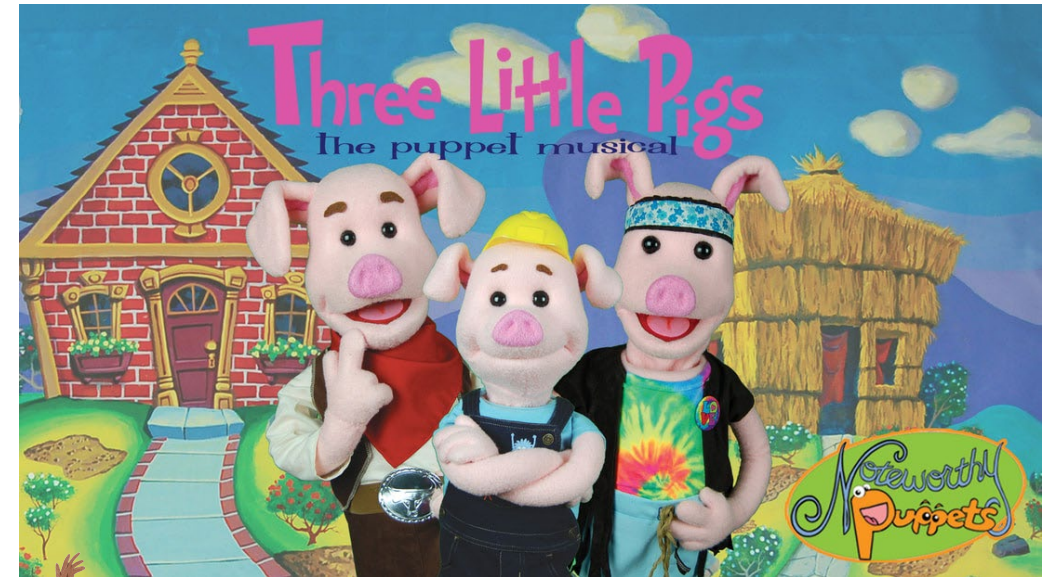
- When: July 30, 2022
- Time: 2-4pm
- Where: Main Library
- What: Games, Crafts, Prizes, Karaoke, Photobooth, and Treats



SUMMER FINALE: YOUTH & FAMILY

Children's

- When: July 30, 2022
- Time: 1:30-2:30pm
- Where: Main Library
- What: Live Performance by Noteworthy Puppets:
The Three Little Pigs



CELEBRATING PRIDE MONTH

- Hosting Opening Ceremony/Kickoff Event for Altadena Pride March @ Main Library on Saturday, June 11
- Storytimes the week of June 6-11 will be Pride-themed
- Hosting L-G-B-T-Q Extravaganza (Family Bingo), Main Library, 2-3:30PM, Saturday, June 11



CELEBRATING JUNETEENTH

- Partnering with Altadena Historical Society for Juneteenth Presentation, The History of African Americans in Altadena, Saturday, June 18, 2-3:30PM, Community Room at the Main Library
- Special storytime and craft, preschool-2nd grade/families, 4-5PM, Friday, June 17
- ALD staff developed a Wikipedia entry for Ellen Garrison Clark





**BOARD OF LIBRARY TRUSTEES
ALTADENA LIBRARY FOUNDATION REPORT FOR MAY 2022**

DEPARTMENT: Altadena Library Foundation

MEETING DATE: May 23, 2022

PREPARED BY: Bridget Brewster, *President*

LOCATION: Virtual Zoom Meeting

We held our first 'in-person' meeting since moving to zoom meetings at the beginning of the covid pandemic. It was so good to see everyone . . . several meeting each other for the first time!

We received a \$10,000 grant from Tournament of Roses Foundation to help with supplies, equipment and programs for Curiosity Connection! Thanks goes to Director Ann Donahue and Manager Chloe Cavalier for the writing this successful grant.

We reviewed and revised our 'give and get' policy to reflect current expectations. We are hoping to collaborate with Trustees and Library Director to review the current Naming and Donor Recognition Policy in anticipation of opportunities with new construction on the horizon.

We are planning several 'backyard gatherings' in the community to share library news and opportunities for support. As soon as we have dates, we will let you know. If you would like to host or know neighbors who would like to attend, please let us know.

Please mark your calendars for these two important events:

- **Donor Appreciation Day – Sunday, June 12 at 2:00pm**
- **Taste of 'Dena – Saturday, September 24 at 5:30pm**

DEVELOPMENT REPORT	Prepared by Foundation Manager
REPORT DATE:	Wednesday, March 9, 2022
REPORT PERIOD:	January 1, 2022 - April 30, 2022

Summary:	
Annual Gift to ALD:	\$ 35,000.00
Total Fundraising Goal	\$ 50,000.00
Amount Raised to Date:	\$ 14,425.00
Balance to Be Raised:	\$ 35,575.00

See note below about Grant

Gifts	2022 Budget	2022 YTD	% of Goal
Major Gifts (\$1,000+)	\$ 10,000.00	\$ 2,175.00	21.75%
Community (Under \$999)			
Special Events (net)	\$ 28,000.00	\$ 2,250.00	8.04%
Grants	\$ 5,000.00	\$ 10,000.00	200.00%
TOTAL	\$ 43,000.00	\$ 14,425.00	33.55%

Board Giving	2022 Budget	2022 YTD
Board Gifts*	\$ 7,000.00	\$ 1,000.00
Board Gifts (Cash donations)		\$ 1,000.00
<i>*Includes total value of donations, sponsorships, in-kind, TOD registrations, and wine purchases</i>		

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	12	\$ 1,250.00
	up to \$99	15	\$ 425.00
TOTAL		28	\$ 2,175.00
<i>**Excluding grants and special event revenue/sponsorships</i>			

\$10,000 Tournament of Roses grant pledged as of 4/26/22; payment expected in May 2022

Gifts by Month***	One-Time	Recurring	2022 Total	2021 Total	Average 2022 Gift
January, 2022	5	4	\$ 700.00	\$ 250.00	\$ 77.78
February, 2022	2	3	\$ 660.00	\$ 790.00	\$ 132.00
March, 2022	3	3	\$ 330.00	\$ 400.00	\$ 55.00
April, 2022	3	5	\$ 485.00	\$ 5,325.00	\$ 60.63
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			\$ 2,175.00	\$ 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	\$ 2,000.00	13.33%
Wine Pull	\$ 2,000.00	\$ -	0.00%
Donations	\$ 2,000.00	\$ 250.00	12.50%
Silent Auction	\$ 7,000.00	\$ -	0.00%
TOTAL	\$ 34,000.00	\$ 2,250.00	6.62%

Community of Supporters		
Active Donors	204	(Active = Gifts within 365 days)
Donors (non-TOD)	17	
Recurring Donors	3	
Lapsed Donors	232	SYBUNT ("Some Year <u>But</u> 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 MAY 2022**

REPORT: Friends of the Altadena Library

MEETING DATE: May 23, 2022

PREPARED BY: Sallie Cruse, *President*

LOCATION: Virtual Meeting

Good evening everyone,

This month the Friends and the Library collaborated to bring Keni of Keni Arts for an outdoor presentation of his Plein Air technique, the art of painting everyday outdoor scenes. This was held in the southwest corner of the grounds and was very well attended and Keni was very entertaining and painted the Library from that view. Keni has generously gifted the Friends with cards depicting views of Altadena, that include the eastern entrance to the Main Library, and Christmas Tree Lane, which we will sell at the Bookstore to raise money.

On April 30th, the Changing of the Poet Laureates was presented via Zoom and it was a lively event, well attended and many poems were shared. Nikki and I have now met with the new Laureates and they are bursting at the seams with new initiatives, so that was very gratifying.

As I write this, we are looking forward to our large Booksale, on May 21 and 22. And we now have a new banner, which was bought into being by Brin and Mikayla and we thank them and Jonathon for all their work in having it now hang in front of the Library.

On June 7, the Friends will have their Annual Meeting with a presentation by Theo ten Brummelaar, freshly retired Director of the CHARA Array at the Mt Wilson Observatory, and my husband, so I'm very proud to announce this. His talk is titled, "Searching for water(life?) on other planets." The CHARA Array is a collection of telescopes, built in a pattern to act as a larger telescope and is called an interferometer. You'll have to go to the talk to get a more in-depth explanation. And I say, "go to the meeting," because this meeting will be live and held in the Community Room! We hope you will all join us.

Lastly, this will be my final report to the Board of Trustees as Theo and I are heading home to Australia to live. I have enjoyed all my years a member of the Friends and a member of the Library and I have also enjoyed working more closely with this Board as you have involved us more than any other Board I have known, so thank you for that.

I welcome our next President, Tom Ruffner, and he and I will both be attending the next President's meeting with Cervantes Rushmore, Bridget Brewster of the Foundation and our fearless leader, Nikki Winslow in a couple of weeks. I am gratified to leave him in such good company.

The Friends will then go on hiatus and will have our next meeting on the first Tuesday of September.

Thank you – so much - for your time.

Sallie Cruise
President FOAL



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

DEPARTMENT: Administration

MEETING DATE: May 23, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

Staffing Updates:

- a) Hires/Promotions: Danielle Galván-Gomez – Bob Lucas Library Assistant – May 2, 2022
- b) Appointments: None
- c) Transfers: None
- d) Resignations/Retirements/Terminations: None



Congratulations to Danielle Galván-Gomez on her promotion!!

Bob Lucas Memorial Library and Literacy Center welcomed Danielle as their new full-time Library Assistant on Monday, May 2nd. She was hired as a part-time Library Clerk in mid-2021 and was a proven asset to the Adult Services Team at the Main Library. We are excited to see her serve our devoted westside regulars, connect with the Spanish-speaking community and help to maintain our gardens. Please help me in congratulating Danielle on this promotional opportunity!

Hiring Update

- Library Clerks: With the vacancy left by Danielle, we posted up a recruitment for the part-time Library Clerk position with the intention of hiring one for the Adult Services department and one for the Youth & Family Services Department. The job was posted on April 12 and initial screening of applications done on April 29. First round interviews were held on May 4 and 6, and final round interviews with top candidates during the week of May 16. We are hopeful we have both candidates hired and starting in early June.



Diana Wong named the 2022 Outstanding Librarian in Support of Literacy Award!!

Our Bob Lucas Branch Manager and Literacy Coordinator Diana Wong was selected as the Outstanding Librarian in Support of Literacy Award winner for the State of California for 2022! She was nominated for this prestigious award by our Innovations Librarian Aaron Kimbrell who worked at the Bob Lucas branch with Diana from July 2019 through February 2022 (when he transferred over to the Main Library). Aaron watched firsthand Diana's dedication adult literacy and weaving the adult literacy learners and their needs into both the daily community and long-term strategy of the library.

This could be seen especially during the last two years during the global pandemic. She understood the extreme need to provide these services and reserved the first two hours of each weekday to serve the literacy learners, demonstrating that their needs are a high priority for her branch and the District as a whole. Although the statistics did fall in 2020, an unavoidable decrease due to the pandemic, but has since reversed that trend and anticipates close to 1000 hours of one-on-one tutoring for this fiscal year.

Another way that she has included the literacy learners voices in our planning process is keeping them informed of the upcoming renovation of the Bob Lucas branch, providing them opportunities to provide feedback and to attend the virtual town hall back in March. She will continue to inform them of the upcoming renovation and find ways to serve them in other venues to ensure this learning doesn't stall or stop while the branch is being expanded and upgraded.

Diana is also a valued member of the ALD Management Team. She provides wise and measured feedback to our policy, procedures and practices, and makes sure that the literacy program is always being represented in the decisions being made. I am so proud of the work Diana does on behalf of the District and the Altadena community.

Please help me in congratulating Diana on this well-deserved honor!!

Special Tax Mailer

The letter notifying all Altadena property owners was mailed out the week of April 25th. It informed them about the Special Tax Lien they will see on their tax bills in the 2022-2023 fiscal year. The letter includes instructions on how to file for a very low-income exemption from the tax and the income levels that will qualify. Residents can get more information about the rate they will see for FY22-23 as well as access to the application on our website at: <https://www.altadenalibrary.org/specialtaxlien/>.

If you encounter residents with any questions about this, please give them my email or phone number and I will do my best to get answers for them about this new tax or refer them to our CFD Administration firm NBS.

**Statistical Update
FY20-21 and FY21-22 Comparison – Page 1 of 2**

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
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
Reference Sessions	60	249	123	422	123	310	332	410	231	424	114	279
Live Chat Sessions	52	21	61	15	56	29	56	26	35	26	23	19
No. of Curiosity Connection Programs/Outreach		6		2		1		3		6		3
Curiosity Connection Program Attendance		281		110		50		210		106		150
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
Library of Things	22	22	34	53	30	55	21	72	40	50	22	15
New Patrons	73	183	59	153	53	160	71	181	48	187	44	119
Visitor Count		4,663		4,616		4,758	1,156	5,138	683	4,879		4,291
No. of Adult Programs/Outreach		2		1		2		4		5		7
Adult Program Attendance		61		9		19		193		75		160
Number of Youth Programs/Outreach		16		0		10		15		12		0
Youth Program Attendance		211		0		164		356		293		0
Number of Teen Programs/Outreach		7		2		5		8		4		3
Teen Program Attendance		42		17		103		51		36		57
Bob Lucas Statistics												
Physical Collection Checkout	186	862	382	707	622	679	603	697	786	766	101	713
Library of Things	6	6	10	13	7	13	6	13	6	14	4	5
New Patrons	0	22	0	9	0	3	0	13	0	17	0	4
Visitor Count		471		457		469	137	314	122	312		293
No. of Bob Lucas Programs/Outreach		23		21		25		9		16		0
Bob Lucas Program Attendance		104		88		104		516		104		0
Passport Services												
Passports Processed		161		161		128		104	60	83		78
Passport Photo Sessions		0		0		0		0	0	0		0
Phone Calls Received		655		564		386		371	150	425		431

Statistical Update
FY20-21 and FY21-22 Comparison – Page 2 of 2

System-Wide Statistics	Jan-21	Jan-22	Feb-21	Feb-22	Mar-21	Mar-22	Apr-21	Apr-22	May-21	Jun-21
E-Resource Checkouts	4,852	5,577	4,959	5,433	4,657	3,421	4,589	4,360	4,373	5,691
Reference Sessions	128	117	128	303	133	451	163	443	244	311
Live Chat Sessions	14	53	14	28	38	28	29	17	17	21
No. of Curiosity Connection Programs/Outreach				4		9		12		
Curiosity Connection Program Attendance				239		334		584		
Main Library Statistics										
Physical Collections Checkouts	1	9,873	1	11,141	4,891	15,734	5,348	15,104	6,173	12,040
Library of Things	0	22	0	33	40	25	88	21	78	64
New Patrons	47	89	62	178	68	208	98	222	120	211
Visitor Count		2,168		4,703		6,066	1,200	6,409	1,200	4,115
No. of Adult Programs/Outreach				21		10		11		
Adult Program Attendance				82		294		480		
Number of Youth Programs/Outreach				11		18		15		
Youth Program Attendance				314		635		697		
Number of Teen Programs/Outreach				19		6		8		
Teen Program Attendance				31		118		22		
Bob Lucas Statistics										
Physical Collection Checkout	101	340	1	679	207	714	676	665	1,002	1,062
Library of Things	0	2	0	10	1	2	24	2	26	19
New Patrons	0	7	0	6	0	14	7	15	13	20
Visitor Count		94		400		492	348	2,064	303	441
No. of Bob Lucas Programs/Outreach				25		27		26		
Bob Lucas Program Attendance				107		210		133		
Passport Services										
Passports Processed		94		122	116	183	115	1460	105	121
Passport Photo Sessions		0		0	0	0	0	0	0	0
Phone Calls Received		498		521	609	1033	917	1220	945	823

The most notable number in the statistics this month was the huge jump in visitor count at the Bob Lucas Library. I was informed that they started using the People Counter device at both doors rather than the manual tracking they were doing at the desk throughout the pandemic. This manual count did not include staff, which as you can see from the numbers above, roughly makes up three-fourths of the number of people entering and exiting the library. This number will become more standardized as we continue to use the People Counting software.

Partnerships & Programming Update:

ALD Celebrates Asian American & Pacific Islander Heritage Month!



In honor of this heritage month, we hosted Sam Mihara on Saturday, May 7 to share his family's story about the US government forcing them to move to a remote prison camp during WWII. There were 18 people in attendance and really appreciated hearing his meaningful story.

The library also had displays of books to celebrate AAPI stories, histories and cultures on both the adult, teen and children's departments, as well as a virtual book carousel on the library website.

ALD Recognizes May as Mental Health Awareness Month

Some of the programs that were offered to spotlight Mental Health Month include:

- Meditation with instructor Amy Rutledge on Zoom every Tuesday evening in May, with the May 31st session featuring sound bath
- Tai Chi for Teens on Saturday, May 14
- Passive programming in our Youth & Family Services area that included an Affirmations and Mindful Thought Tree next to their service desk and social media posts promoting resources
- Promoting LA County virtual workshops from on Monday, May 16 & Monday, May 23 at 7pm

Friends of the Altadena Libraries (FOAL) Book Sale

The **FOAL's Annual Book Sale** will have already happened by the time of the Board meeting but I wanted to promote it for those reading this package ahead of the meeting. It is taking place in the Main Library parking lot on:

- Saturday 5/21 – 10am to 12pm – FOAL Members only (only \$10 to join!)
12pm to 4pm – open to everyone
- Sunday, 5/22 – 10am to 4pm – open to everyone

As usual, they will have thousands of used fiction and non-fiction books for all ages, Music CDs, DVDs, Blu-rays and more! Please check out the sale and support our Friends and your local libraries.

Second Saturday was a jazzy time!

JazzZone was the band featured at our Second Saturday this month. The event ALMOST didn't go on due to a power outage in Altadena around 6:00pm, that originally was estimated to last until 1:00am. Staff started notifying attendees of the cancellatoin and updating the website and social media when, hooray! The lights were back on and so was the concert!

Big thanks to Trustee Capell for his flexibility with the outage and coming in to introduce the band on behalf of the staff and Trustees. There was even a special guest appearance by blues and jazz singer **Margaret Love**, who sang a song with the band as well (see her singing in the photo below).

Even with the power outage disruption, we still had over 180 attendees that evening and a great time was had by all!



We also had an Artist Reception at the same time as the concert with **Artist Dale Voelker**, whose exhibit ***Moving Color***, is on display in the Community Room and Reading Court through May 30th.

Here are two of his amazing pieces – there are many more to come enjoy!

Please join us for the **Upstream** on **Saturday, June 11th at 7pm**, our last Second Saturday concert of this Spring season. KUDOS to Mikayla Arevalo and the Second Saturday Committee for planning such a great string of concerts for the community!



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

DEPARTMENT: Administration

MEETING DATE: May 23, 2022

PREPARED BY: Ana Villalobos

LOCATION: Virtual Meeting

TITLE: Summary Report of Financial Statements for March 2022

MARCH 2022 FINANCIAL STATEMENTS

The following unaudited financial reports are for the month of March 2022. Currently we are at 75% of our fiscal year.

As indicated on this Revenue & Expense report, actual year-to-date expenditures are \$2,804,968, with year-to-date revenues at \$3,875,325, reflecting a net income of \$1,070,357. Cash and investments are \$26,587,277 – this is due to the bond proceeds. Note these funds are considered restricted cash, liquid funds are 3,209,164.

Total cash with the County is \$2,971,410. 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 \$30,181,610.

REVENUE HIGHLIGHTS

At March 2022 close, we're at 99% of target revenues. We have already met our budgeted income for lines 2 and 4, Property Taxes and Interest Income respectively. Line 5 Other Revenues is film rental revenue for \$8,000. Line 3 Fines & Fees contributed \$7,096 - 1.5 times higher than last month - mainly coming from Passport Services. Additionally, turning your attention to the Donations and Grants Fund, we received \$250,000 the Expanding Our Footprint grant. These funds will be spent in the 2022/2023 fiscal year.

GENERAL FUND EXPENSES

Line 11 for Hourly employees is down \$11,000 due to an employee retiring in February. Line 40 has an increase of \$6,000 related to Eide Bailly providing financial training during my initial month and Management Development for ALD's management team. Line 57 in Library Materials is at 78% of projected spending. We anticipate exhausting the budgeted cost of materials by end of fiscal year. Programming sees an increase in spending related to an additional adult event outside of second Saturday, and teen programs for Shared Landscapes and puppetry workshops.

CAPITAL FUND EXPENSES

Capital Fund expenditures combined to be \$428,933. This is predominantly Bond Issuance Consulting. The budget to actual cost variances are high due to the budget originally being built to reflect the loan of General Funds to Capital Funds. The CFD budget did not include the total CFD costs (issuance, legal, accounting, architecture, project management, etc). This funding, being new to the district, made it difficult to predict costs at the time of budget preparation. We are happy to report the funds loaned from the general funds have been reimbursed to the District April 2022.

FUNDING FROM SUPPORT ORGANIZATIONS

None to report.

Revenue & Expense (Unaudited)

General Fund

March 2022

	A	B	C	D = B/C
	March 2022	YTD	FY 2021/22 Adopted Budget	YTD Target 75%
1 REVENUE				
2 Property Taxes & Assessments	\$ 12,086	\$ 3,809,931	\$ 3,788,800	101%
3 Fines & Fees	7,096	42,253	54,000	78%
4 Interest Income	538	4,429	4,400	101%
5 Other Revenues	8,000	18,711	57,000	33%
6 TOTAL REVENUE	27,720	3,875,325	3,904,200	99%
7 EXPENSES				
8 Salaries & Benefits				
9 Wages				
10 Salaried	95,972	703,911	1,045,000	67%
11 Hourly	59,523	683,776	975,000	70%
12 Total Wages	155,494	1,387,687	2,020,000	69%
13 Benefits, Retirement & Taxes				
14 Health Insurance - Employee	15,442	105,135	155,000	68%
15 Health Insurance - Retiree	5,524	52,163	77,000	68%
16 Dental Insurance	1,380	10,304	14,500	71%
17 Vision Insurance	346	3,805	5,500	69%
18 Life Insurance	278	1,209	1,500	81%
19 Workers' Compensation	-	42,354	42,400	100%
20 CalPERS Retirement (Normal Costs)	10,555	98,467	142,000	69%
21 CalPERS UAL Minimum Payment	-	197,825	197,900	100%
22 Payroll Taxes (District-Paid)	12,600	111,166	160,000	69%
23 Total Benefits, Retirement & Taxes	46,125	622,427	795,800	78%
24 Total Salaries & Benefits	201,620	2,010,115	2,815,800	71%
25 Operating Expenses				
26 Insurance (Liability, Earthquake)	-	96,571	96,550	100%
27 Utilities	2,511	49,790	68,000	73%
28 Fees	1,901	53,948	66,300	81%
29 Other Operating	5,507	64,207	84,600	76%
30 Facilities, Grounds & Maintenance	1,247	59,345	98,500	60%
31 Structures & Improvements	-	7,509	10,000	75%
32 Staff Development, Training & Travel	4,491	15,067	19,100	79%
33 Advertising & Marketing	2,574	8,151	10,500	78%
34 Miscellaneous Expense	-	301	500	60%
35 Total Operating Expenses	18,231	354,890	454,050	78%
36 Professional Services				
37 Audit and Financial Consulting	12,400	102,347	90,000	114%
38 Legal Fees	-	8,577	20,000	43%
39 Consultants - Other	4,245	17,420	32,000	54%
40 Total Professional Services	16,645	128,344	142,000	90%
41 Information Technology (IT)				
42 Internet Service / E-Rate	63	26,114	58,000	45%
43 Technology Equipment	75	18,755	25,000	75%

Revenue & Expense (Unaudited)

General Fund

March 2022

	A	B	C	D = B/C
	March 2022	YTD	FY 2021/22 Adopted Budget	YTD Target 75%
44 Technology Maintenance Fees	553	20,016	25,000	80%
45 Telecommunications	723	6,575	9,500	69%
46 Website Development	-	52	500	10%
47 Total Information Technology (IT)	1,414	71,512	118,000	61%
48 Library Materials				
49 Books	11,266	96,260	135,000	71%
50 Downloadables	6,514	59,967	69,000	87%
51 DVD's & Videogames	1,039	9,605	21,500	45%
52 Electronic Databases / Subscriptions	-	26,756	26,500	101%
53 Periodicals	-	13,143	13,500	97%
54 Audio CD	2,467	9,014	8,000	113%
55 Purchase Suggestions	1,380	7,340	9,000	82%
56 Library of Things	78	2,255	6,000	38%
57 Total Library Materials	22,743	224,339	288,500	78%
58 Programs				
59 Adult Services	2,103	3,305	15,000	22%
60 Youth Services	510	4,701	11,000	43%
61 Teen Services	1,414	4,089	6,000	68%
62 Bob Lucas Branch Services	423	3,464	5,700	61%
63 Volunteer Services	-	210	500	42%
64 Total Programs	4,450	15,769	38,200	41%
65 TOTAL EXPENSES	265,104	2,804,968	3,856,550	73%
66 NET REVENUE / (EXPENSES)	(237,384)	1,070,357	47,650	
67 Use Of / (Addition To) Reserves	237,384	(1,070,357)	(47,650)	
68 NET BALANCE	-	-	-	

Revenue & Expense (Unaudited)

Donations & Grants Fund

March 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 75%
1 REVENUE						
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	250,000	100%
8 Total Donations & Grants	30,000	15,000	25,712	271,648	344,800	99%
9 TOTAL REVENUE	30,000	15,000	25,712	271,648	344,800	99%
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	3,857	-	-	-	5,000	77%
16 Equipment, Furniture & Fixtures	-	-	-	-	212,500	0%
17 Facilities, Grounds & Maintenance	-	-	-	-	15,000	0%
18 Total Operating Expenses	3,857	-	-	-	232,500	2%
19 Programs						
20 Adult Services	10,000	-	-	-	10,000	100%
21 Mobile Library	7,508	-	-	-	12,000	63%
22 Summer Reading	-	3,326	-	-	15,000	22%
23 Youth Services	4,715	1,070	-	-	4,000	145%
24 Literacy Services	-	-	-	3,773	5,000	75%
25 Total Programs	22,223	4,396	-	3,773	46,000	66%
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	-	-	4,284	-	4,400	97%
34 Website Development	-	-	-	-	20,000	0%
35 Total Information Technology (IT)	-	-	25,712	-	48,300	53%
36 TOTAL EXPENSES	26,079	4,396	25,712	18,773	344,800	22%
37 NET REVENUE / (EXPENSES)	\$ 3,921	\$ 10,604	\$ -	\$ 252,875	\$ -	

Revenue & Expense (Unaudited)

Capital Fund

March 2022

	A	B	C	D = B/C
	March 2022	YTD	FY 2021/22 Adopted Budget	YTD Target 75%
1 EXPENSES				
2 Professional Services				
3 Audit and Financial Consulting	170	12,337	15,000	82%
4 Total Professional Services	170	12,337	15,000	82%
5 CFD Bond				
6 CFD Bond Issuance Consulting	369,470	383,695	102,000	376%
7 CFD Administration	2,811	8,433	15,000	56%
8 CFD Banking Fees	-	-	7,000	0%
9 CFD Project Management	-	172,365	196,000	88%
10 Architect Expenses	56,482	56,482	-	0%
11 Total CFD Bond	428,763	620,974	320,000	194%
12 TOTAL EXPENSES	428,933	633,311	335,000	189%
13 NET REVENUE / (EXPENSES)	(428,933) \$	(633,311) \$	(335,000)	
14 Use Of / (Addition To) Reserves	428,933	633,311	335,000	
15 NET BALANCE	\$ -	\$ -	\$ -	

Shared Expense (Unaudited)

District Total

March 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 75%
1 EXPENSES (Shared)						
2 Wages						
3 Salaried	703,911	15,000	-	718,911	1,060,000	68%
4 Hourly	683,776	-	-	683,776	975,000	70%
5 Total Wages	1,387,687	15,000	-	1,402,687	2,035,000	69%
6 Operating Expenses						
7 Staff Recognition	-	3,857	-	3,857	5,000	77%
8 Other Operating	64,207	-	-	64,207	84,600	76%
9 Total Operating Expenses	64,207	3,857	-	68,064	89,600	76%
10 Professional Services						
11 Audit and Financial Consulting	102,347	-	12,337	114,684	105,000	109%
12 Legal Fees	8,577	-	-	8,577	20,000	43%
13 Total Professional Services	110,924	-	12,337	123,261	125,000	99%
14 Library Materials						
15 Books	96,260	-	-	96,260	135,000	71%
16 Downloadables	59,967	-	-	59,967	69,000	87%
17 DVD's & Videogames	9,605	-	-	9,605	21,500	45%
18 Electronic Databases / Subscriptions	26,756	-	-	26,756	26,500	101%
19 Periodicals	13,143	-	-	13,143	13,500	97%
20 Audio CD	9,014	-	-	9,014	8,000	113%
21 Purchase Suggestions	7,340	-	-	7,340	9,000	82%
22 Library of Things	2,255	-	-	2,255	6,000	38%
23 Mobile Library Collection	-	-	-	-	3,000	0%
24 Total Library Materials	224,340	-	-	224,339	291,500	77%
25 Programs						
26 Adult Services	3,305	10,000	-	13,305	25,000	53%
27 Mobile Library	-	7,508	-	7,508	12,000	63%
28 Summer Reading	-	3,326	-	3,326	15,000	22%
29 Youth Services	4,701	5,785	-	10,486	15,000	70%
30 Teen Services	4,089	-	-	4,089	6,000	68%
31 Bob Lucas Branch Services	3,464	-	-	3,464	5,700	61%
32 Literacy Services	-	3,773	-	3,773	5,000	75%
33 Volunteer Services	210	-	-	210	500	42%
34 Total Programs	15,769	30,393	-	46,161	84,200	55%
35 Information Technology (IT)						
36 Internet Service / E-Rate	26,114	-	-	26,114	60,500	43%
37 Technology Equipment	18,755	19,628	-	38,383	44,600	86%
38 Technology Maintenance Fees	20,016	4,284	-	24,300	29,400	83%
39 Technology Consulting	-	1,800	-	1,800	1,800	100%
40 Telecommunications	6,575	-	-	6,575	9,500	69%
41 Website Development	52	-	-	52	20,500	0%
42 Total Information Technology (IT)	71,512	25,712	-	97,224	166,300	58%
43 TOTAL EXPENSES (Shared)	1,874,440	74,961	12,337	1,961,737	2,791,600	70%

Balance Sheet (Unaudited)

District Total

March 2022

1	ASSETS		
2	Cash & Investments		
3			
4	Cash - LA County (Operating Reserve)	\$	1,928,275
5	Cash - LA County		1,043,135
6	Checking		220,522
7	Special Tax Bonds		23,378,113
8	Money Market		15,767
9	Paypal		864
10	Cash on Hand		600
11	Total Cash & Investments		26,587,277
12	Other Current Assets		
13	Prepaid Items & Deposits		15,652
14	Property Tax & Assessments Receivable		1,645,824
15	Miscellaneous Receivable		8,564
16	Total Other Current Assets		1,670,040
17	Long-Term Assets		
18	Fixed Assets (Net of Depreciation)		1,148,586
19	Deferred Outflows of Resources		775,707
20	Total Long-Term Assets		1,924,293
21	TOTAL ASSETS		30,181,610
22	LIABILITIES		
23	Current Liabilities		
24	Accounts Payable		29,725
25	Credit Card (UMB)		15,963
26	Payroll and Retirement Liabilities		587
27	Total Current Liabilities		46,276
28	Long-Term Liabilities		
29	Vacation Payable		95,837
30	Deferred Inflows of Resources		418,185
31	Net Pension Liability		2,718,477
32	Net OPEB Liability		1,001,372
33	CFD Bond		23,761,105
34	Total Long-Term Liabilities		27,994,976
35	TOTAL LIABILITIES		28,041,251
36	FUND BALANCE		
37	Retained Earnings		1,435,914
38	Net Revenues / (Expenses)		704,445
39	TOTAL FUND BALANCE		2,140,359
40	TOTAL LIABILITIES & FUND BALANCE	\$	30,181,610



**BOARD OF LIBRARY TRUSTEES
BUDGET COMMITTEE REPORT FOR MAY 2022**

REPORT: Budget Committee Report

MEETING DATE: May 23, 2022

PREPARED BY: Katie Clark

LOCATION: Virtual Meeting

MEETING:

On May 5, the members of the Budget Committee (Trustees Clark and Wilkerson) convened the regular quarterly meeting, along with staff (Director Winslow, Ana Villalobos, Catalina Quintero), and outside experts (Ian Berg and Kristi Even from Eide Bailly, as well as Andrew Flynn from CalMuni). The agenda was as follows, and a recording of the meeting can be viewed [here](#):

1. Review and Recommendation for approval of the Board of Trustees of the new ALD Unfunded Accrued Liability (UAL) Policy **(Action)**
2. Review and Approval of Committee's Recommendation to Adopt the updated Salary Schedule for Fiscal Year 2022-2023 to be presented to Board of Trustees for final approval **(Action)**
3. Review and Approval of Committee's Recommendation to Adopt the Fiscal Year 2022-2023 Budget to be presented to Board of Trustees for final approval
4. Review and Approval of Committee's Recommendation to Adopt the updated ALD Financial Policies to be presented to Board of Trustees for final approval **(Action)**
5. Review and Approval of Budget Committee Meeting Schedule for Fiscal Year 2022-2023 **(Action)**
6. Review of the Adopted Fiscal Year 2022-2023 Budget for the Local Agency Formation Commission for the County of Los Angeles (LAFCO) **(Informational)**

On Item 1, the Committee reviewed the Unfunded Accrued Liability (UAL) policy. Ian Berg from Eide Bailly and ALD Office Manager Ana Villalobos met with Andrew Flynn from CalMuni multiple times to draft and edit the policy as it was presented to the Committee. The Committee asked a number of questions that were answered very satisfactorily by Andrew Flynn, the District's consultant on this matter.

The UAL Policy is designed to present the current Board (and future Boards) with a set of guidelines and measures to proactively manage the District's unfunded accrued liability with CalPERS. This is not a recommendation for any action to be undertaken yet; the policy is the first step in laying out the universe of possible options that will be at the Board's disposal going forward in this matter.

It was the consensus of the committee that the policy is comprehensive, coherent, and responsible, and we recommend its adoption by the Board. The Committee did suggest to the Director - because the management of unfunded accrued liability is a complex one - that a special presentation by Mr Flynn be added to a future board agenda so that Trustees have the opportunity to understand the tools available and how they might be leveraged in future on behalf of the district.

On Item 2, the Committee reviewed the recommended adjustment to the District's Salary Schedule. In light of the high rates of inflation in the Los Angeles area, and with the Consumer Price Index increasing by 8.5% over the last twelve months, a 5% COLA (Cost of Living adjustment) was suggested to the Budget Committee. Last year, the District gave a 2% COLA, as has been the typical amount.

The Committee discussed the proposed COLA, and in that discussion several facts came to light, namely:

- if costs are rising by 8.5% while wages only rise by 5%, staff are in effect taking a 3.5% payout in terms of their real purchasing power; and
- each additional percentage point in a COLA represents approximately \$25-\$30,000 when applied to the full salary schedule; and
- homes and capital assets (the District's tax base) are currently out-earning people, which means it is likely that property tax revenues for the coming fiscal year will exceed the 2% escalator built into the budget; and
- a higher COLA - at 7% - is within the financial means of the District and would not represent any hardship or undue burden on our reserves

This being the case, the Budget Committee recommends that the Board approve a 7% COLA for the Salary Schedule (as represented in the FY22-23 Budget).

On Item 3, the Committee reviewed the Budget drafted by ALD staff in coordination with Ian Berg and Kristi Even of Eide Bailly. The proposed Budget is broken out into four component parts, namely

- *General Funds*: revenues and expenditures based on normal (non-CFD) property tax funds
- *Donations and Grants*: revenues and expenditures made possible through the generosity of donations and/or by grants awarded to the District
- *Capital Projects*: revenues and expenditures of capital project funds from the sale of bonds pursuant to Measure Z
- *Community Facilities District (CFD) Bond Issuance*: revenues and expenditures related to the assessment of the special tax and debt service payments

The Committee commended the structure of this budgetary approach for its clarity and transparency, especially as the Districts' funds are evolving in their complexity. The Committee proceeded to a line-by-line breakdown of any notable changes in revenues or expenditures, all of which were satisfactory and reasonable. It is our recommendation that the Board adopt this Budget.

On Item 4, the Committee reviewed the updated ALD Financial Policies (last updated in 2009). No redline has been provided as the overhaul was nearly complete due to the nature of the previous policies. Procedural elements have been removed, recent policies have been added,

and other policies, where appropriate, were condensed or combined. The financial policies were also brought into compliance with the District's existing Record Retention policy.

The Committee applauded this improvement in the District's policy structure, and felt that they were a notable improvement. The Committee suggested, and staff agreed, one addition to the Reserve policy section, namely that additional reserves may be established at the discretion of the Board of Trustees.

The Committee recommends that the Board approve these policies, and upon the approval of each, the UAL Policy would also be added as part of these Financial Policies.

On Item 5, the Committee unanimously approved its FY22-23 meeting schedule, as follows: August 4, 2022; November 3, 2022; February 2, 2023; and May 4, 2023. All meetings will be held at 1:00PM.

On Item 6, the Committee was informed of the adoption of LAFCO's FY22-23 Budget, which included a minimal increase in ALD's portion (\$84); there was no increase in the previous fiscal year.

RECOMMENDATIONS:

The Budget Committee recommends unanimously that the Board of Trustees review and approve the following items:

- ALD Unfunded Accrued Liability (UAL) Policy
- an updated Salary Schedule for FY22-23 with a 7% COLA
- the FY22-23 Budget
- the updated ALD Financial Policies



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

DEPARTMENT: Ad-Hoc Facilities Committee **MEETING DATE:** May 23, 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. **Build Forward Grant** – The State has informed grant applicants that they are still on track to notify recipients in late spring or early summer. The Main Library design remains on hold until a determination has been made and the project budget and scope can be finalized.
- b. **Community Focus Group** – The next meeting to review the Bob Lucas Memorial Branch will be held prior to Board approval of the Design Development plans. Meetings for the Main Library are on hold pending a decision from the State regarding the Build Forward grant (see above).
- c. **Offsite Facilities** – The committee continues to explore options for offsite facilities, and will be reaching out to the County Supervisor’s office to inquire about potential **County sites**.
- d. **Architectural Services** – Schematic design has been completed for the Bob Lucas Branch, and Design Development is underway. The Schematic Design documents and cost estimate are attached.
- e. **Coordination with County departments** – ABA is preparing to submit the Bob Lucas Memorial Branch project to the County Planning Department for review. The planner has indicated that a **Conditional Use Permit** will be required due to the expansion of the building. This is an unusual requirement that is triggered not by a new use of the building but because – due to the age of the original building – no requirement for a CUP was in place at the time of its original construction. This is an unusual requirement which could adversely affect the project schedule. The committee and ABA will continue discussions with the County, including reaching out to Supervisor Barger’s office, to see if a CUP can be avoided or if the BLMB can be grandfathered in, since no material change in use is occurring.
- f. **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.
- g. **Site surveys** – All necessary site surveys and utility surveys have been completed.
- h. **Communications and Community Outreach** – The Town Hall for the Main Library continues to be on hold pending a determination on the State Library grant.

- i. **Geotechnical Investigations** – TGR Geotechnical, Inc. has completed their site investigations and is preparing their Geotechnical Report.
- j. **CEQA Services** – The committee has selected Chambers Group as the CEQA consultant for the Bob Lucas Memorial Branch. A kick-off meeting has been held, and Chambers Group is beginning their initial project analysis.

Architectural Update

Following this report is an update from Anderson Brulé Architects (ABA) including the Schematic Design documents of the Bob Lucas Library project, as well as the latest cost estimates for that renovation.

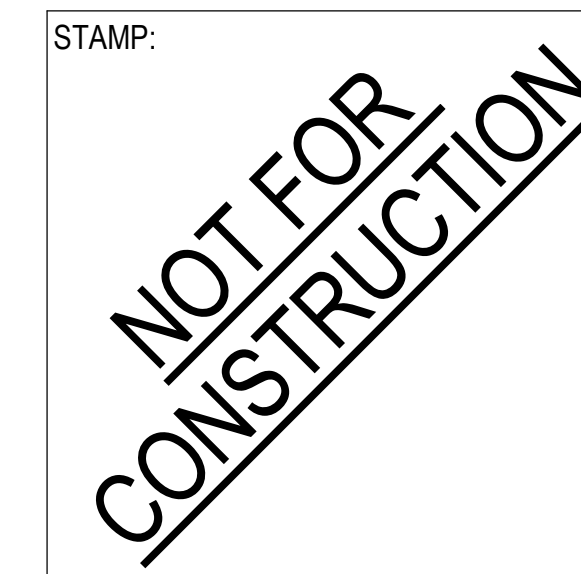


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NO.	DATE	REVISIONS

PROJECT TITLE:

**Bob Lucas
Literacy Center
Renovations**
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020

DATE: Issue Date

SHEET TITLE:

COVER SHEET

SCALE:

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G000

BOB LUCAS MEMORIAL LIBRARY & LITERACY CENTER

2659 LINCOLN AVENUE, ALTADENA, CA 91001

SCHEMATIC DESIGN SET

APRIL 29, 2022

PROJECT DIRECTORY

PROJECT INFORMATION

SHEET INDEX

ARCHITECT: ANDERSON BRULÉ ARCHITECTS
 325 SOUTH FIRST STREET, 4TH FLOOR
 SAN JOSE, CA 95113
 CONTACT: ANGSHUPRIYA PATHAK
 PHONE: (408) 298-1885
 FAX: (408) 298-1887

LANDSCAPE ARCHITECT: DEPARTMENT OF SPACE
 480 N INDIAN HILL BLVD, SUITE C
 CLAREMONT, CA 91711
 CONTACT: BEN MCCOY
 PHONE: (909) 532-1460

CIVIL ENGINEER: VCA ENGINEERS, INC.
 1041 S. GARFIELD AVENUE, SUITE 210
 ALHAMBRA, CA 91801
 CONTACT: MANUEL SANCHEZ
 PHONE: (323) 729-6098

STRUCTURAL ENGINEER: R.M. BYRD AND ASSOCIATES, INC.
 1047 WEST SIXTH STREET
 ONTARIO, CA 91762
 CONTACT: RICK BYRD
 PHONE: (909) 983-5599

MECHANICAL ENGINEER: DCGA ENGINEERS, INC.
 4750 EAST ONTARIO MILLS PARKWAY
 ONTARIO, CA 91764
 CONTACT: WBLESTHER GAMA
 PHONE: (909) 987-0017

PLUMBING ENGINEER: DCGA ENGINEERS, INC.
 4750 EAST ONTARIO MILLS PARKWAY
 ONTARIO, CA 91764
 CONTACT: RUDY DIAZ
 PHONE: (909) 987-0017

ELECTRICAL ENGINEER: DCGA ENGINEERS, INC.
 4750 EAST ONTARIO MILLS PARKWAY
 ONTARIO, CA 91764
 CONTACT: CHRIS VILLALOBOS
 PHONE: (909) 987-0017

ACOUSTICS, AV & IT: WAVEGUIDE LLC
 6060 CENTER DRIVE, SUITE 870
 LOS ANGELES, CA 90045
 CONTACT: BRANDON MOSST
 PHONE: (310) 645-2308

SPECIFICATIONS: DTR CONSULTING SERVICES
 1221 PLEASANT GROVE BLVD, STE 100
 ROSEVILLE, CA 95678
 CONTACT: MELISA SHARPE
 PHONE: (916) 772-3600

COST CONSULTANT: MGAC
 707 WILSHIRE BLVD, SUITE 3000
 LOS ANGELES, CA 90017
 CONTACT: GARY MAO
 PHONE: (213) 417-7530

HISTORIC CONSULTANT: HISTORIC RESOURCES GROUP
 12 S. FAIR OAKS AVENUE, SUITE 200
 PASADENA, CA 91105
 CONTACT: JOHN LOCASCIO
 PHONE: (626) 793-2400

ASSESSOR'S PARCEL NUMBER:

ZONING DISTRICT:

OCCUPANCY TYPE: A-3

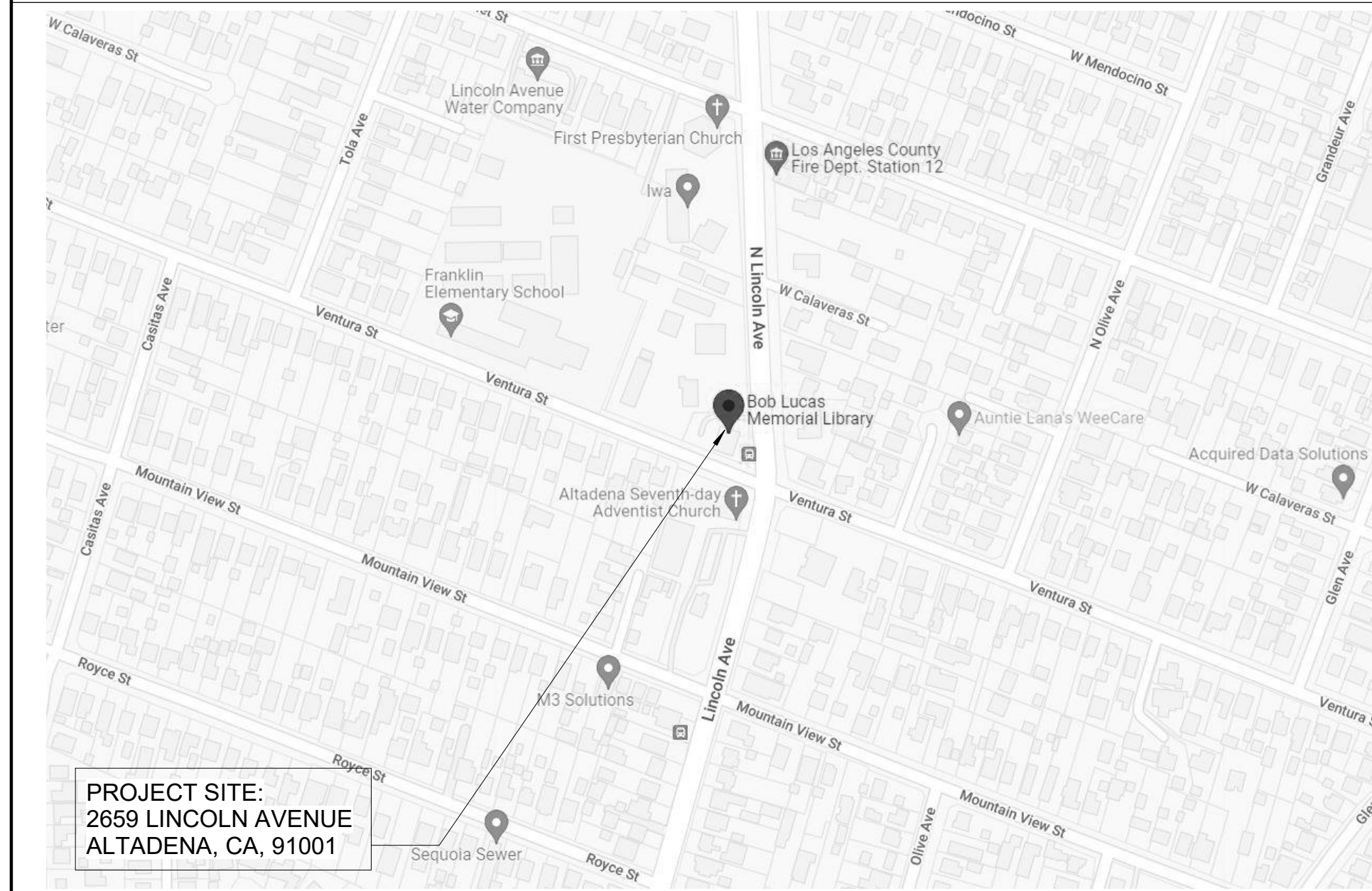
CONSTRUCTION TYPE: TYPE VB
 (PER CBC SECTION 601)

APPLICABLE CODES:
 2019 CALIFORNIA BUILDING CODE (CBC)
 2019 CALIFORNIA MECHANICAL CODE (CMC)
 2019 CALIFORNIA PLUMBING CODE (CPC)
 2019 CALIFORNIA ELECTRICAL CODE (CEC)
 2019 CALIFORNIA ENERGY CODE
 2019 CALIFORNIA GREEN BUILDING STANDARDS CODE (CALGREEN)
 2019 CALIFORNIA FIRE CODE AND ADOPTED AMENDMENTS

GENERAL
 G000 COVER SHEET
 G001 SHEET INDEX AND GENERAL INFORMATION
 G002 CODE ANALYSIS
 G100 SITE CODE PLAN
 G110 CODE PLANS

ARCHITECTURAL
 SD200 FLOOR PLAN
 SD210 ROOF PLAN
 SD220 REFLECTED CEILING PLAN
 SD300 EXTERIOR ELEVATIONS
 SD301 EXTERIOR ELEVATIONS
 SD400 BUILDING SECTIONS

VICINITY MAP



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STAMP:



NO. DATE REVISIONS

NO.	DATE	REVISIONS

PROJECT TITLE:

**Bob Lucas
 Literacy Center
 Renovations**
 2659 LINCOLN AVENUE,
 ALTADENA, CA 91001

PROJECT NO. 2111020

DATE: Issue Date

SHEET TITLE:

**SHEET INDEX AND
 GENERAL
 INFORMATION**

SCALE:

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CODE PLAN SHEET NOTES

- A. SEE SHEET XXXX FOR WALL TYPES
- B. ALL GLAZING ASSEMBLIES IN FIRE RATED PARTITIONS TO BE RATED AS REQUIRED TO MAINTAIN RATING OF PARTITION.
- C. TEST

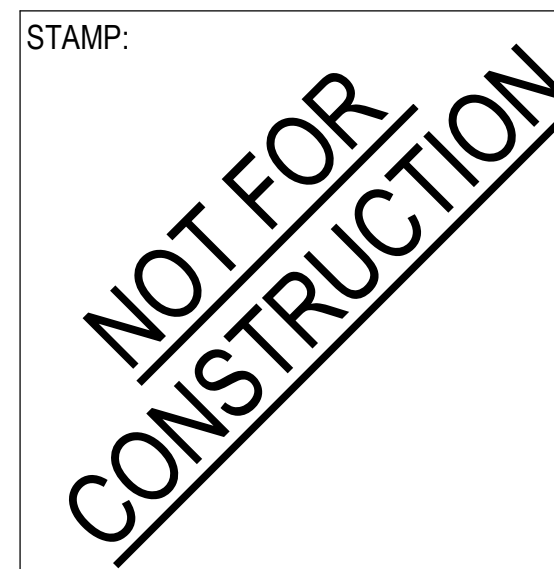
CODE PLAN KEYNOTES

- 1101 GARDEN TRELIS
- 1102 ENTRY TRELIS

CODE PLAN LEGEND

- EGRES PATH OF TRAVEL FROM PROJECT AREA
- (##) OCCUPANT LOAD
- STAFF WORKROOM OCCUPANCY GROUP
- B 938 SF 333 # OF OCCUPANTS
- 1 100 OCCUPANCY LOAD FACTOR
- MINIMUM NUMBER OF REQUIRED EXITS
- EXIT SIGNAGE; SEE ELECTRICAL DRAWINGS
- FEC FIRE EXTINGUISHER CABINET
- EXIT DISCHARGE
- 1 HOUR FIRE RATED PARTITION
- 2 HOUR FIRE RATED BARRIER

STAMP:



NO. DATE REVISIONS

NO.	DATE	REVISIONS

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Literacy Center
Renovations**
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

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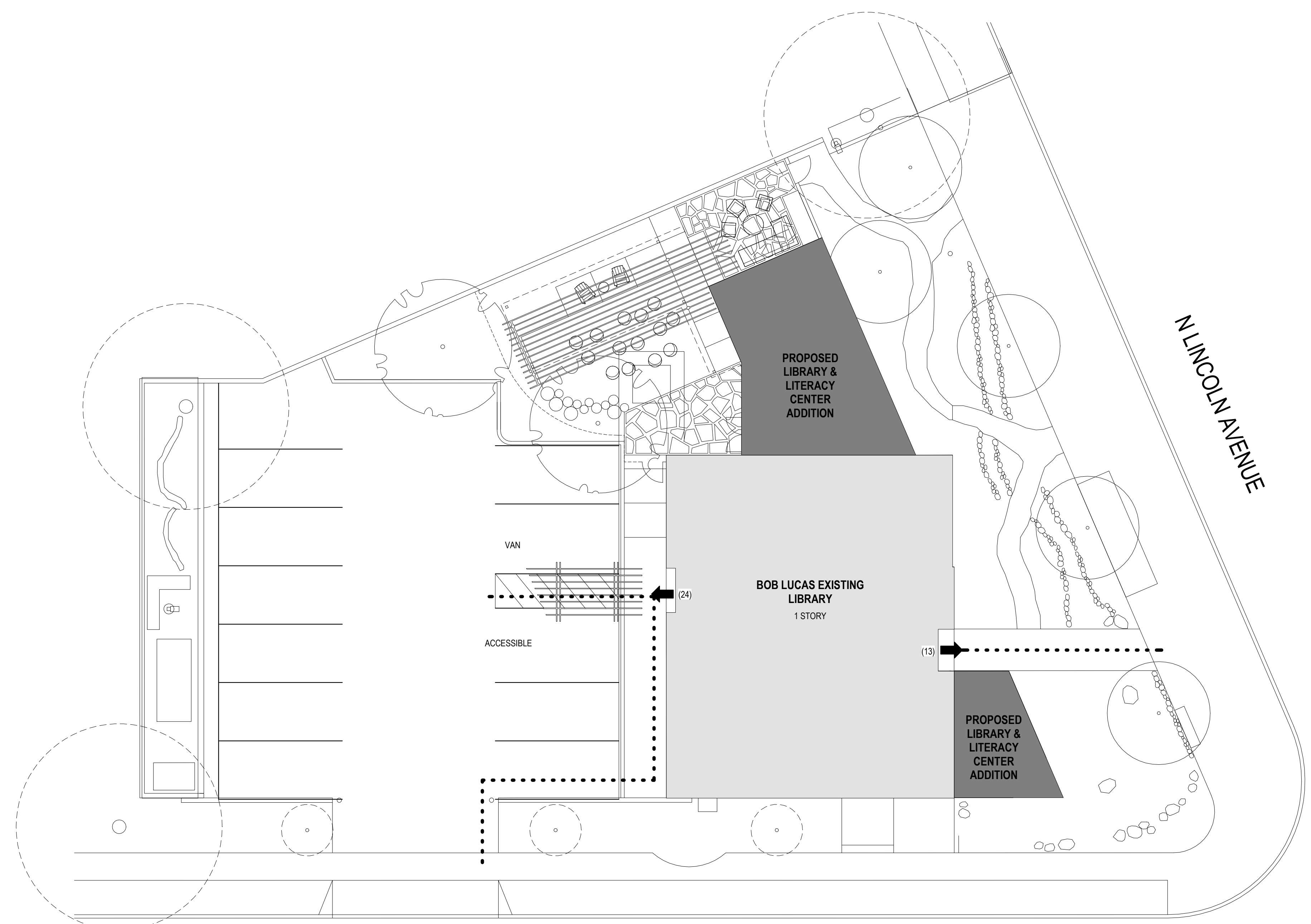
SHEET TITLE:

SITE CODE PLAN

SCALE: As indicated

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G100



1 SITE PLAN
1" = 10'-0"



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CODE PLAN SHEET NOTES

- A. SEE SHEET AXXX FOR WALL TYPES
- B. ALL GLAZING ASSEMBLIES IN FIRE RATED PARTITIONS TO BE RATED AS REQUIRED TO MAINTAIN RATING OF PARTITION.
- C. TEST

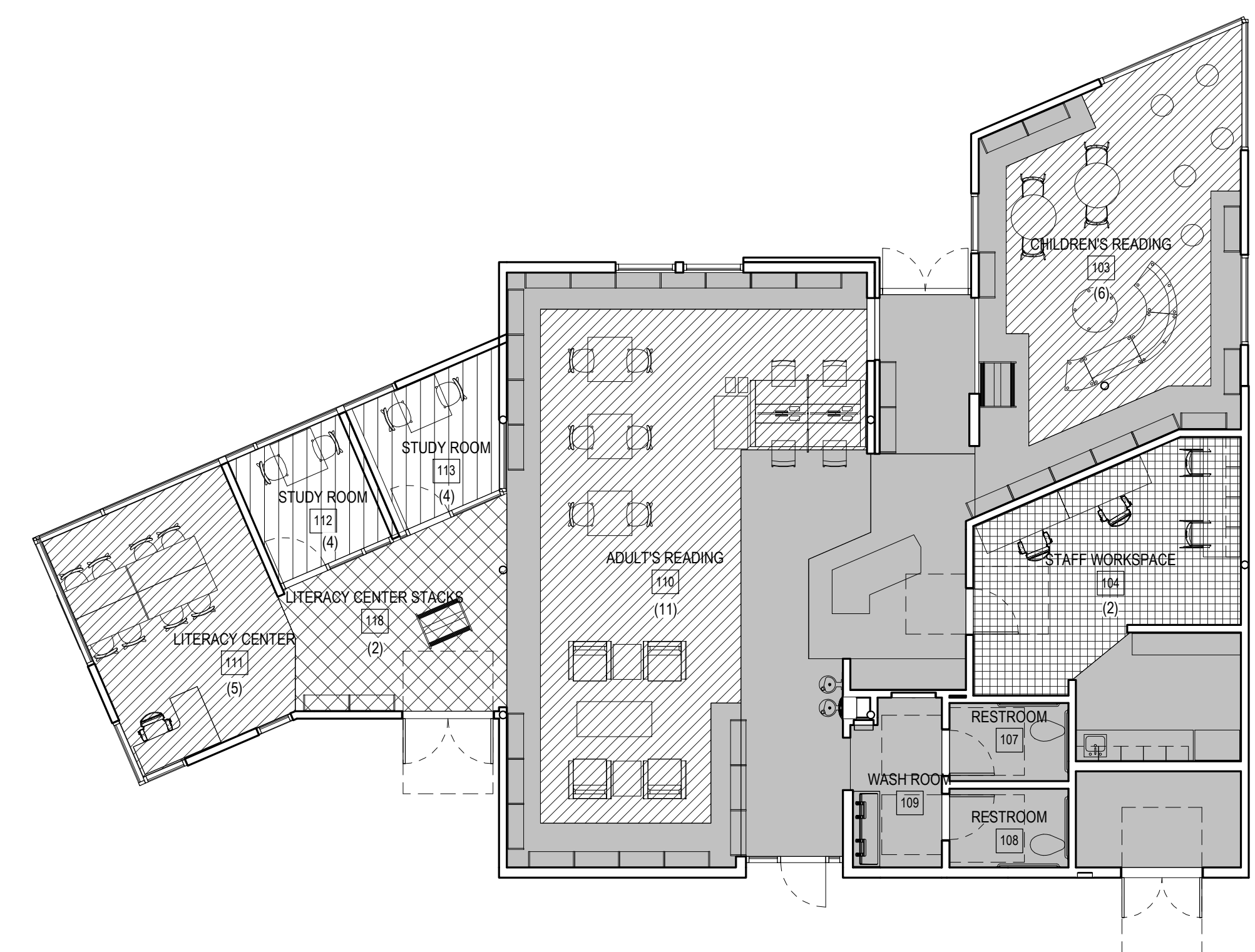
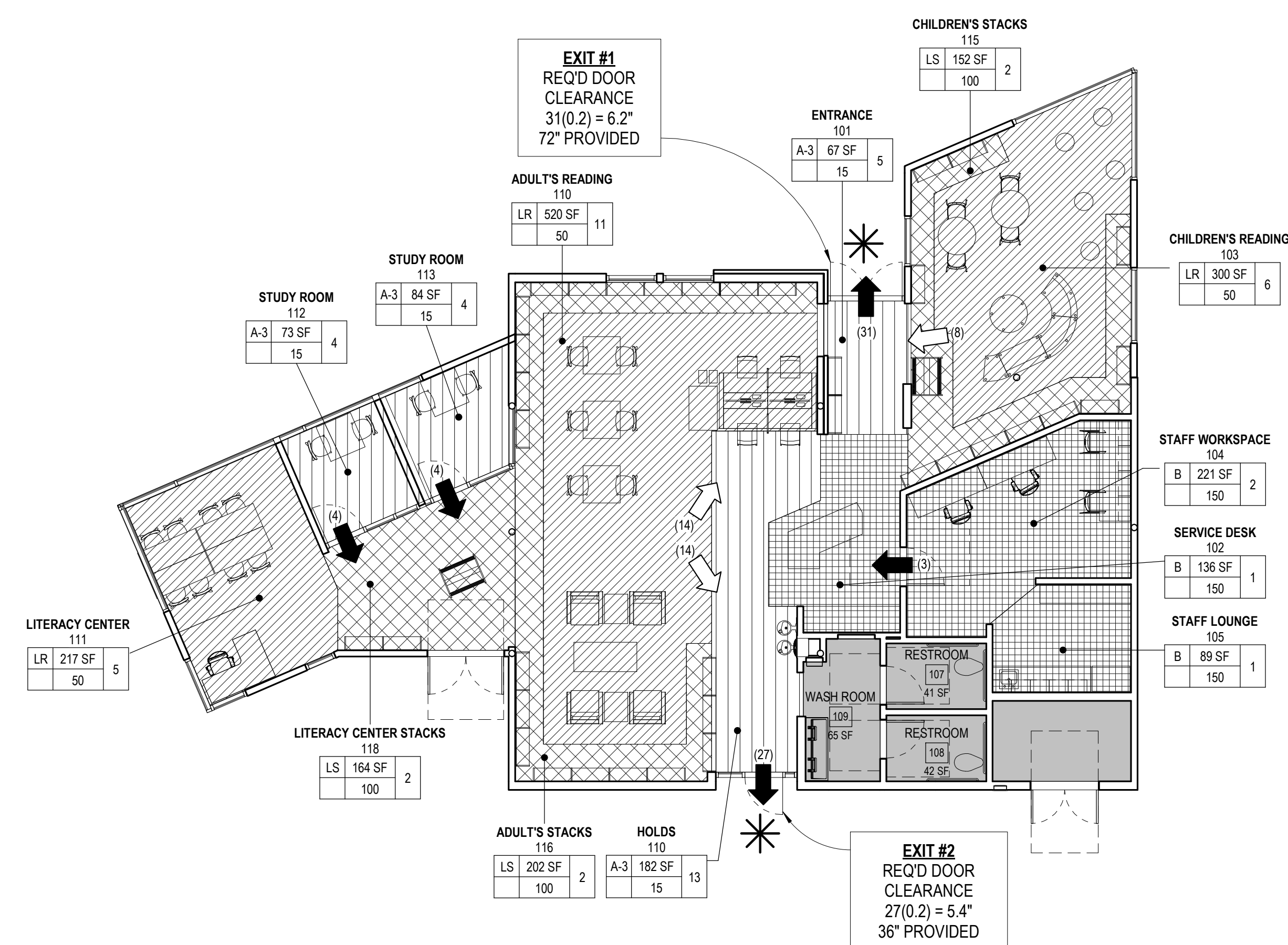
CODE PLAN KEYNOTES

CODE PLAN LEGEND

- A-3 (ASSEMBLY USE - 15 NET)
- B (BUSINESS AREAS - 150 GROSS)
- LS (LIBRARY STACKS - 100 GROSS)
- LR (LIBRARY READING ROOMS - 50 NET)
- NOT PART OF CALCULATION
- OCCUPANT LOAD EXITING THROUGH AN EXIT OR EXIT ACCESS DOORWAY
- OCCUPANT LOAD EXITING THROUGH INTERMEDIATE SPACES
- EGRESSE PATH OF TRAVEL FROM PROJECT AREA
- OCCUPANT LOAD
- STAFF WORKROOM OCCUPANCY GROUP
OF OCCUPANTS
OCCUPANCY LOAD FACTOR
MINIMUM NUMBER OF REQUIRED EXITS
- EXIT SIGNAGE; SEE ELECTRICAL DRAWINGS
- FIRE EXTINGUISHER CABINET
- EXIT DISCHARGE
- 1 HOUR FIRE RATED PARTITION
- 2 HOUR FIRE RATED BARRIER

TOTAL OCCUPANTS: 58
EXITS REQUIRED: 2
EXITS PROVIDED: 2

TOTAL OCCUPANTS FOR PARKING CALCULATIONS: 34



1 CODE PLAN - EGRESS
1/8" = 1'-0"

2 CODE PLAN - PARKING CALCS
1/8" = 1'-0"

STAMP:
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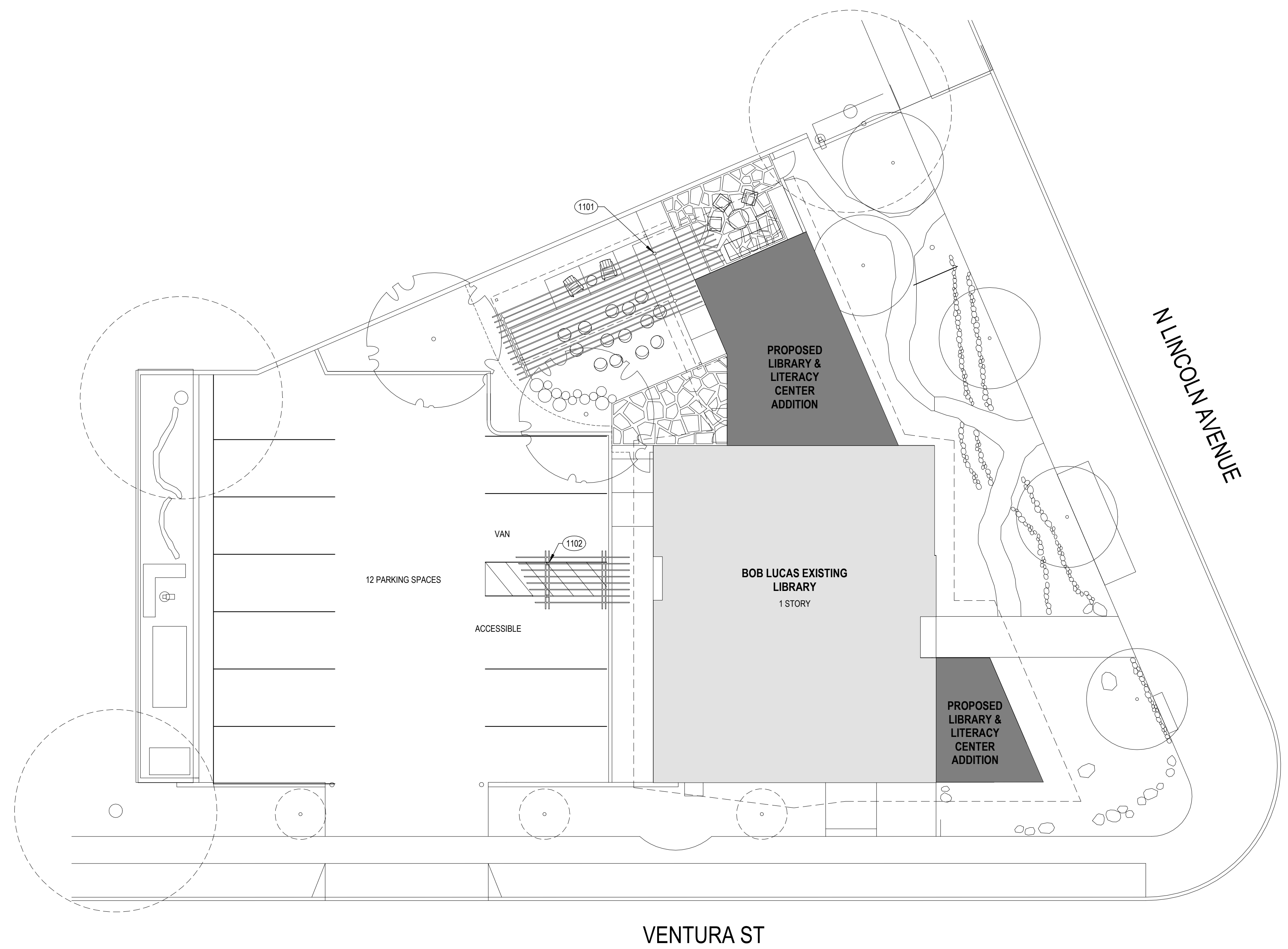
PROJECT TITLE:
Bob Lucas Literacy Center Renovations
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020
DATE: Issue Date
SHEET TITLE:

CODE PLANS

SCALE: 1/8" = 1'-0"

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G110



SITE PLAN KEYNOTES

1101 GARDEN TRELLIS
1102 ENTRY TRELLIS

SITE PLAN LEGEND

- ADDITIONAL PROPOSED INTERIOR SQUARE FOOTAGE
- EXISTING BUILDING FOOTPRINT
- ROOF OVERHANG

PARKING CALCULATIONS

NOTE: THE ZONE EXCEPTION CASE NO. 8011-(5) EXPAND PARKING FACILITY FOR LIBRARY ALTADENA ZONED DISTRICT APPROVAL REQUIRED & PARKING SPACES.

1 SPACE PER 5 PERSONS BASED ON OCCUPANT LOAD OF THE LARGEST ASSEMBLY AREA.

TOTAL NUMBER OF OCCUPANTS: 34

= 34 / 5

= 7 ADDITIONAL PARKING SPACES

TOTAL PARKING SPACES (EXISTING + ADDITIONAL): **12**

1 SITE PLAN
1" = 10'-0"

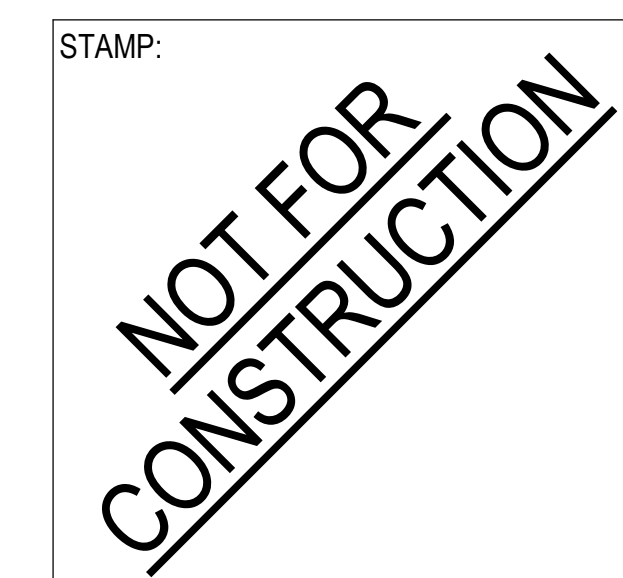


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1	Date 1	PLANNING SUBMITAL

PROJECT TITLE:
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ALTADENA, CA 91001

PROJECT NO. 2111020
DATE: Issue Date
SHEET TITLE:

SITE PLAN

SCALE: As indicated

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SD100

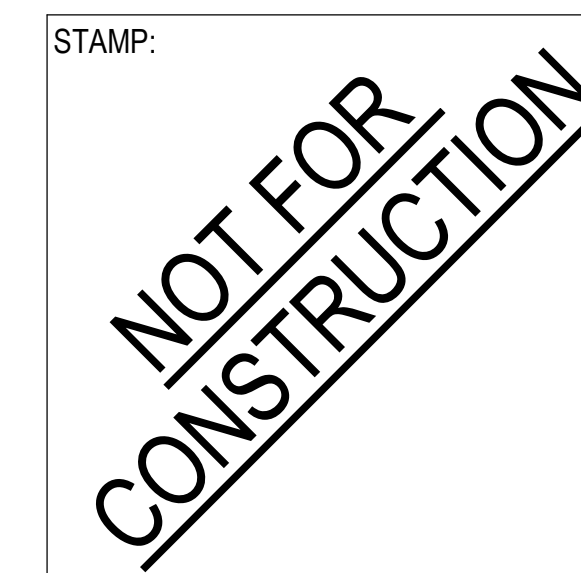


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NO.	DATE	REVISIONS

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 2659 LINCOLN AVENUE,
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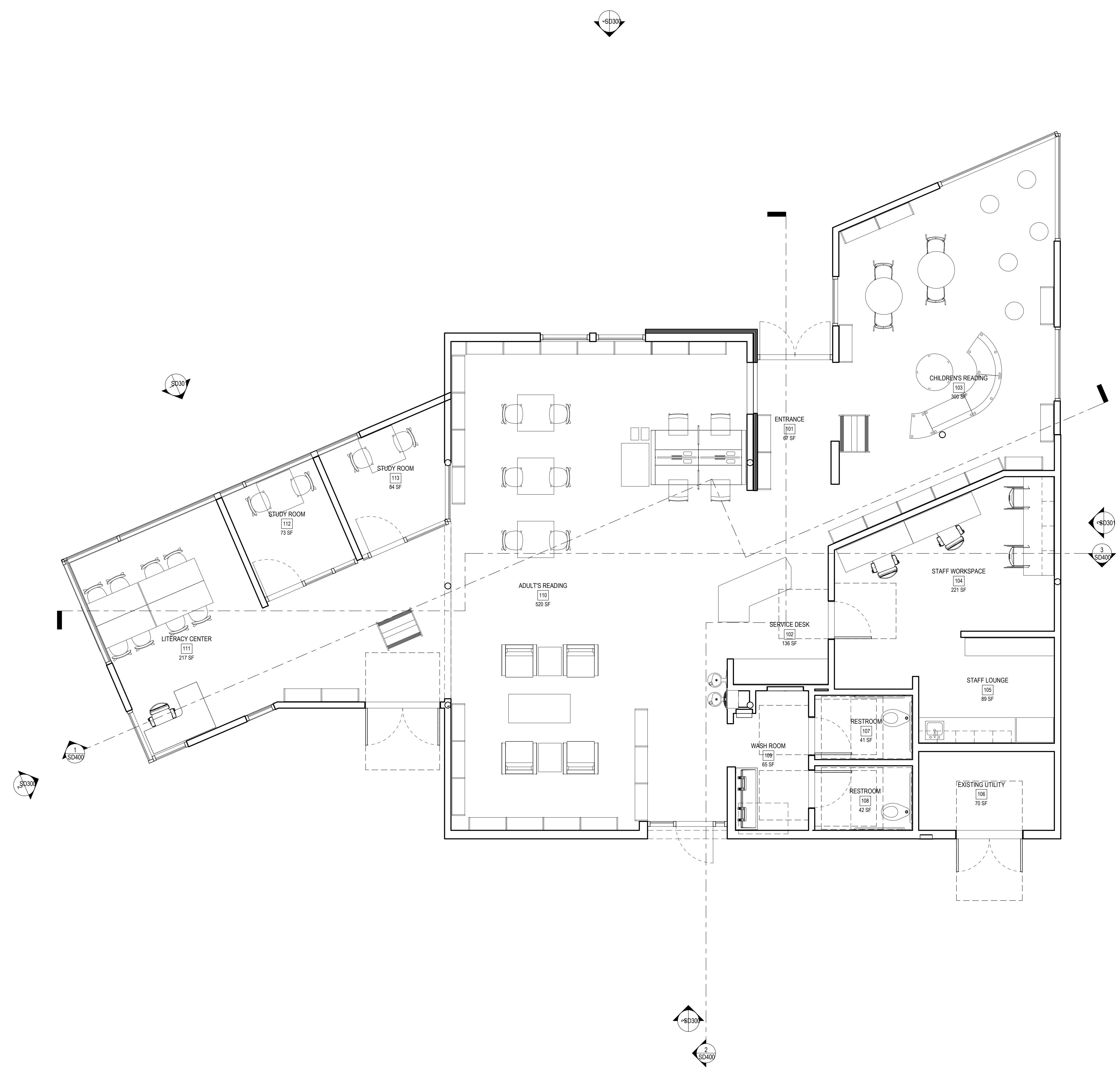
PROJECT NO. 2111020
 DATE: Issue Date
 SHEET TITLE:

FLOOR PLAN

SCALE: 1/4" = 1'-0"

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SD200



1 FLOOR PLAN
1/4" = 1'-0"

4/29/2022 10:58:31 AM

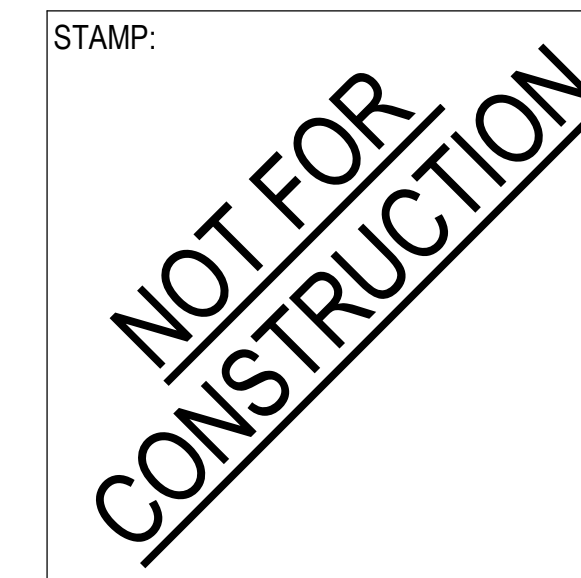


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NO.	DATE	REVISIONS

PROJECT TITLE:

**Bob Lucas
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2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020

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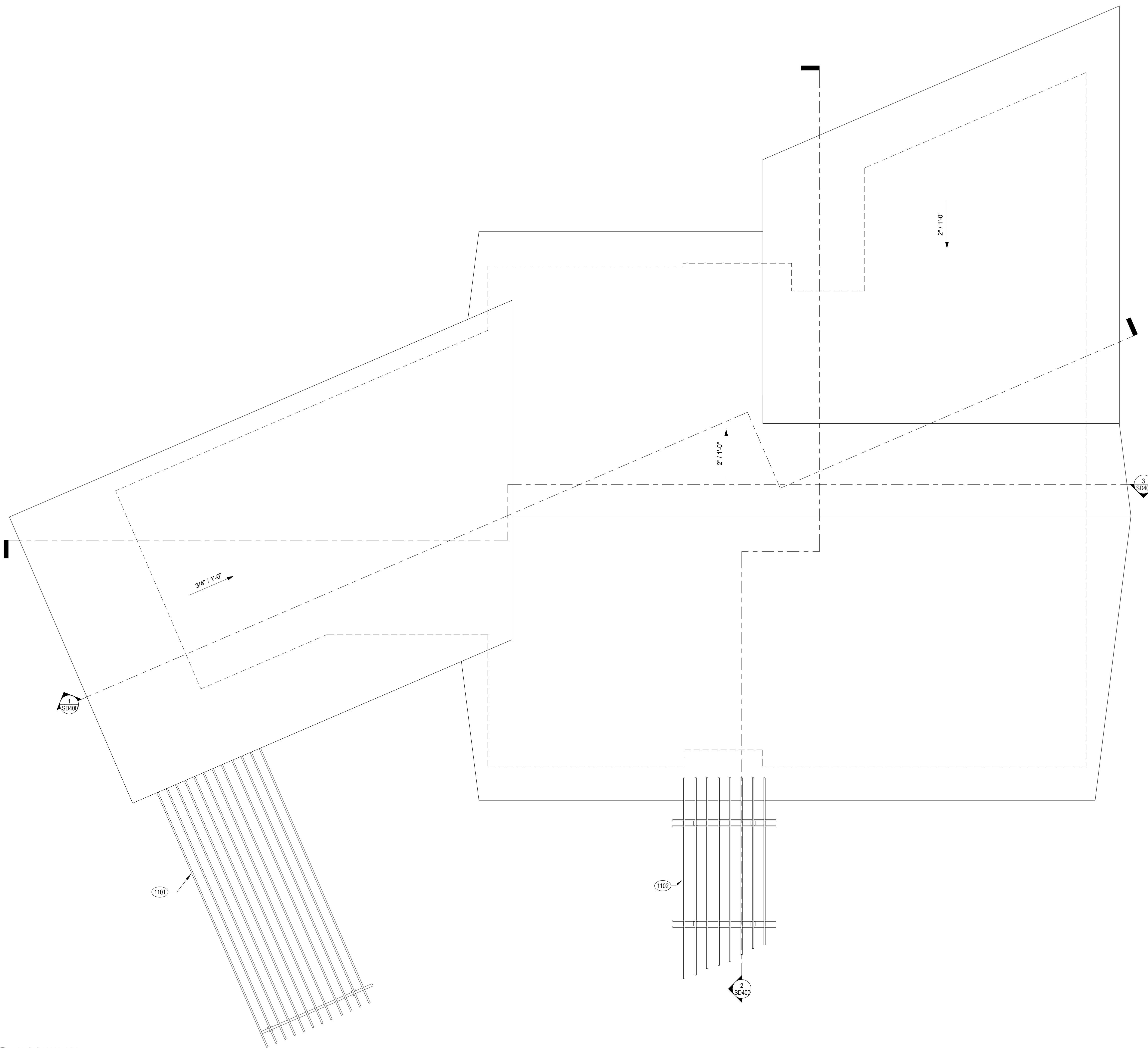
SHEET TITLE:

ROOF PLAN

SCALE: 1/4" = 1'-0"

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SD210



4/28/2022 10:58:31 AM

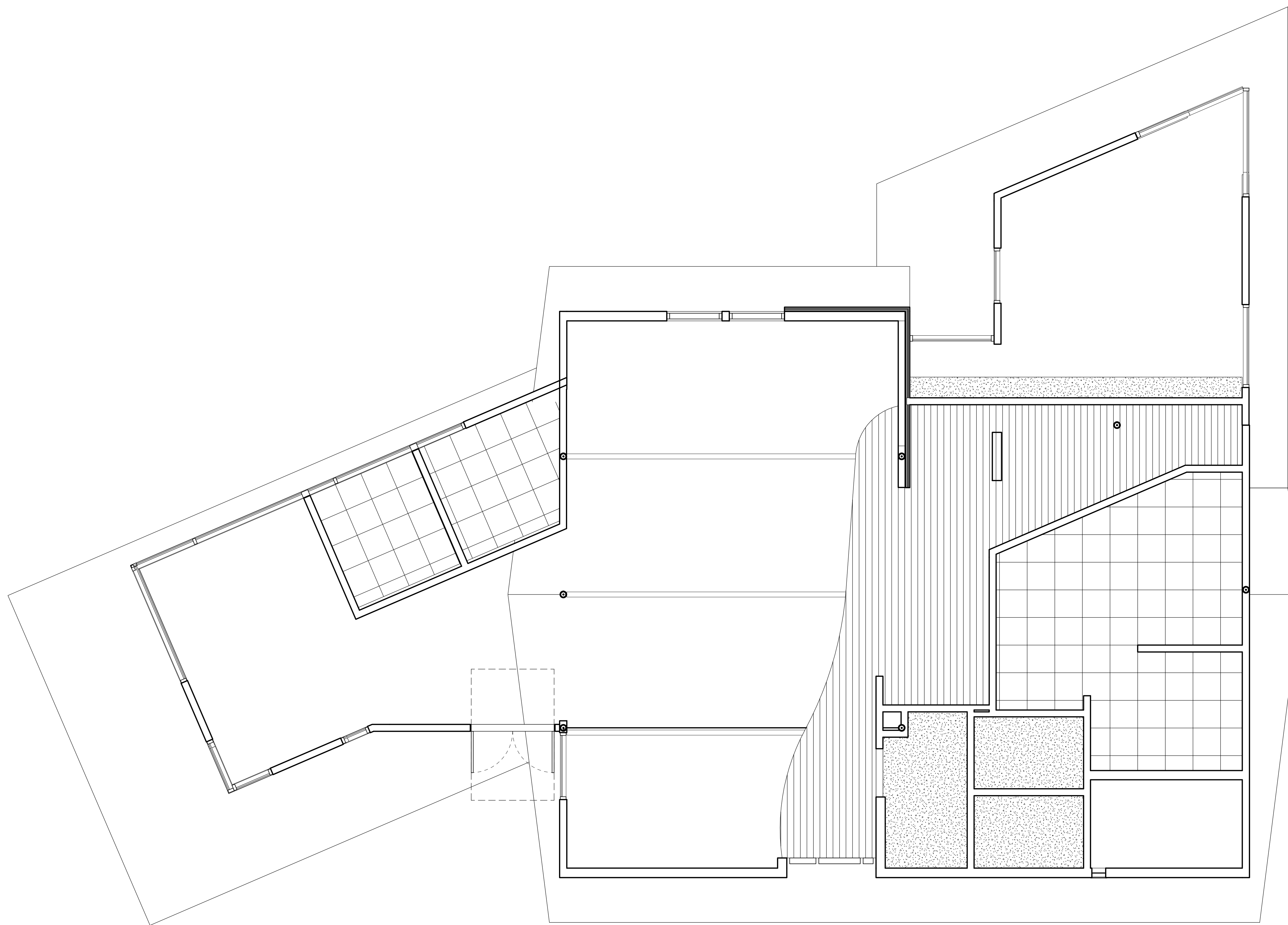
1 ROOF PLAN
1/4" = 1'-0"



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CONSTRUCTION**

NO.	DATE	REVISIONS

PROJECT TITLE:
**Bob Lucas
Literacy Center
Renovations**
2659 LINCOLN AVENUE,
ALTADENA, CA 91001

PROJECT NO. 2111020

DATE: Issue Date

SHEET TITLE:

**REFLECTED
CEILING PLAN**

SCALE: 1/4" = 1'-0"

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SD220

4/28/2022 10:58:32 AM

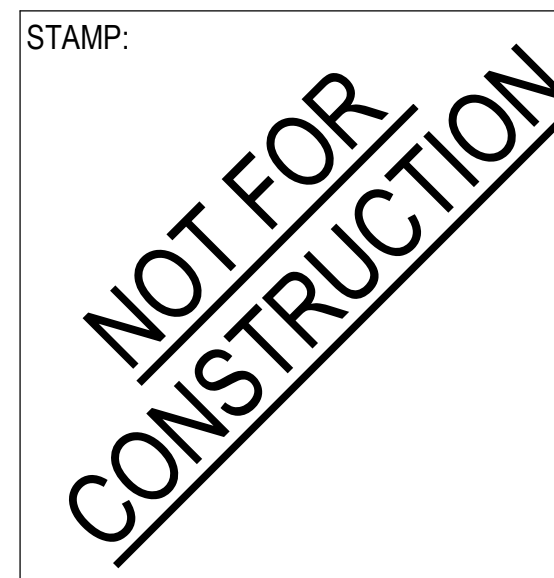
1 RCP- LEVEL 1
1/4" = 1'-0"



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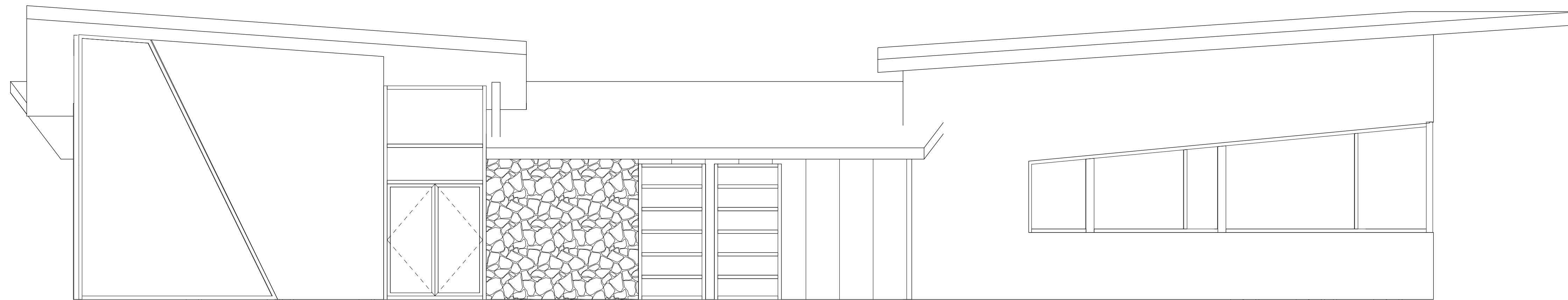
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**EXTERIOR
ELEVATIONS**

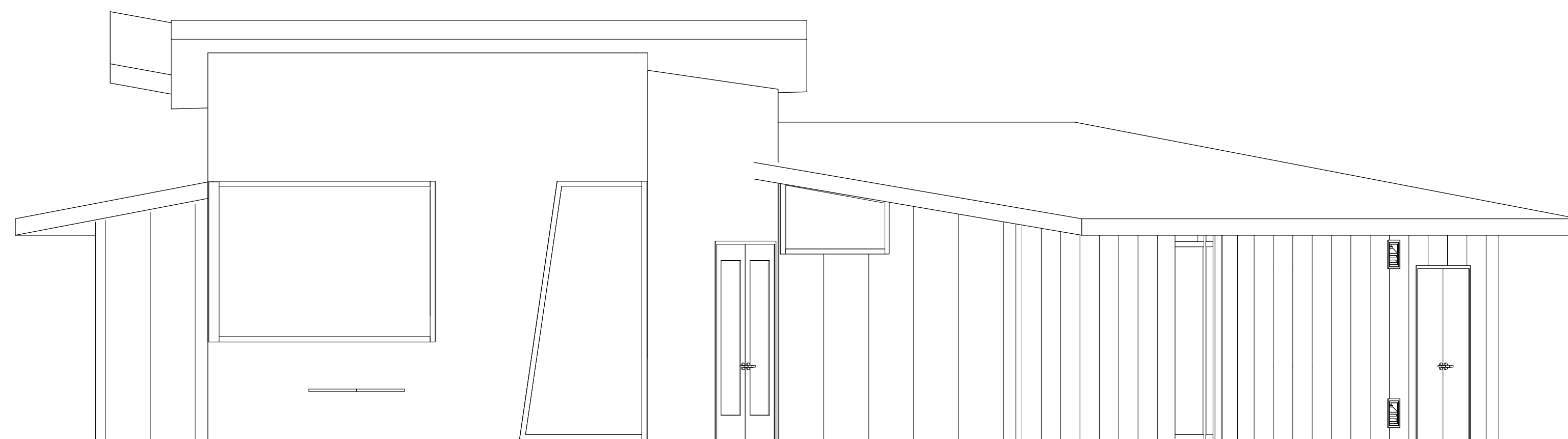
SCALE: 1/4" = 1'-0"

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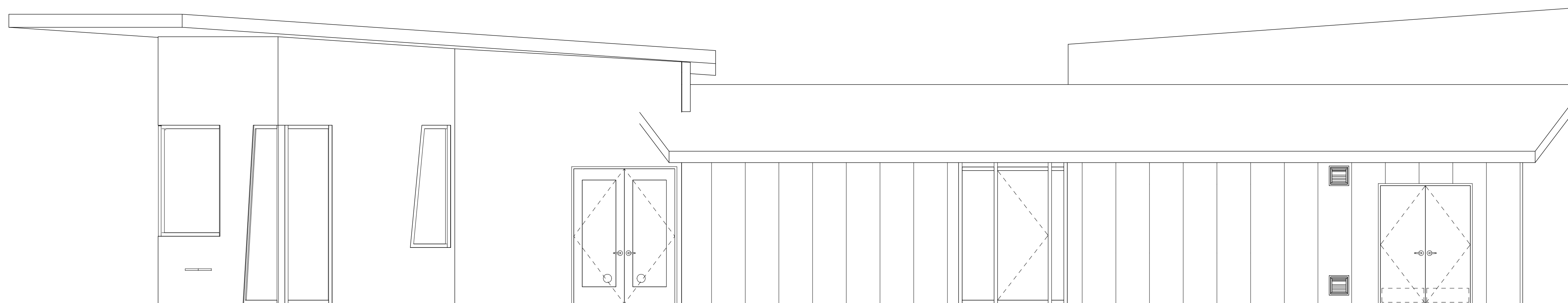
SD300



1 EAST ELEVATION
1/4" = 1'-0"



2 NORTH ELEVATION
1/4" = 1'-0"



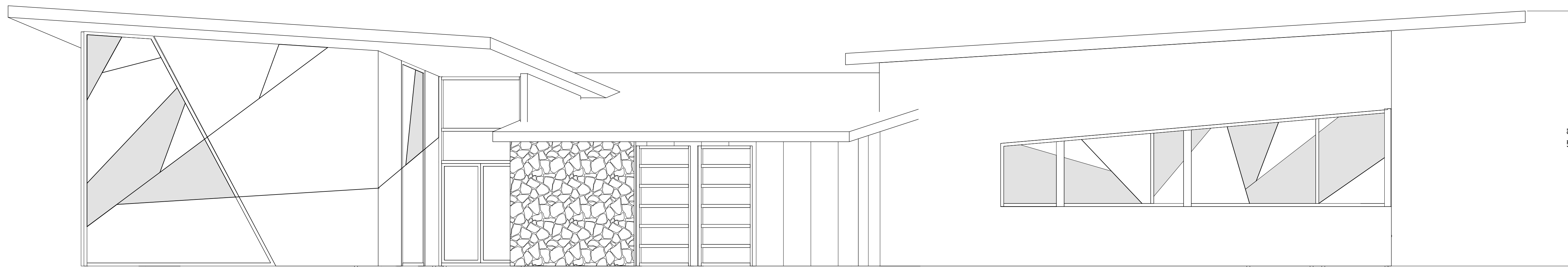
3 WEST ELEVATION
1/4" = 1'-0"



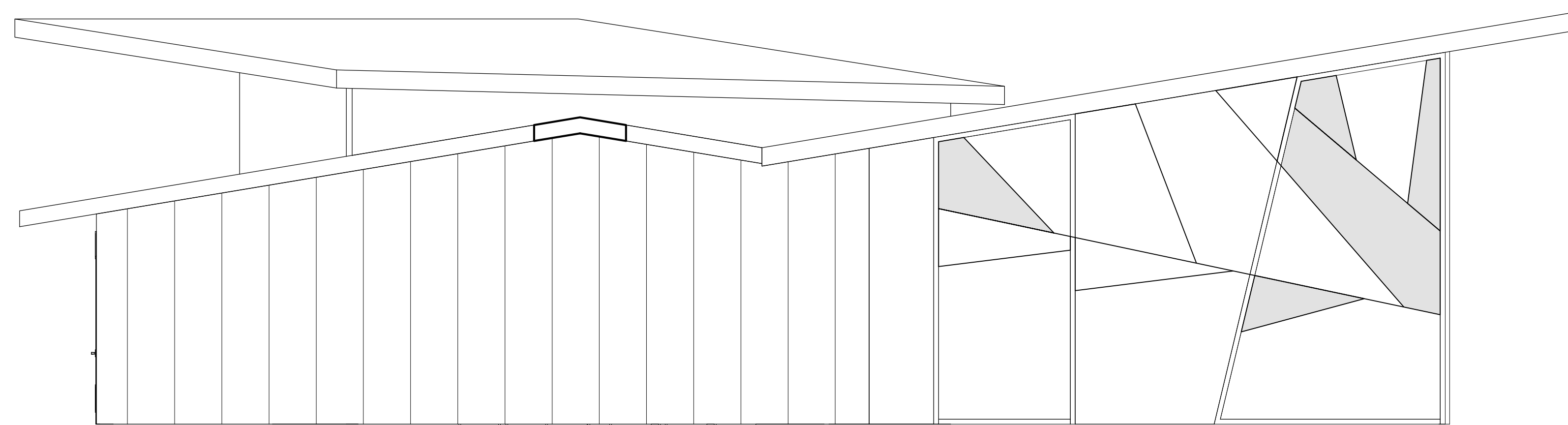
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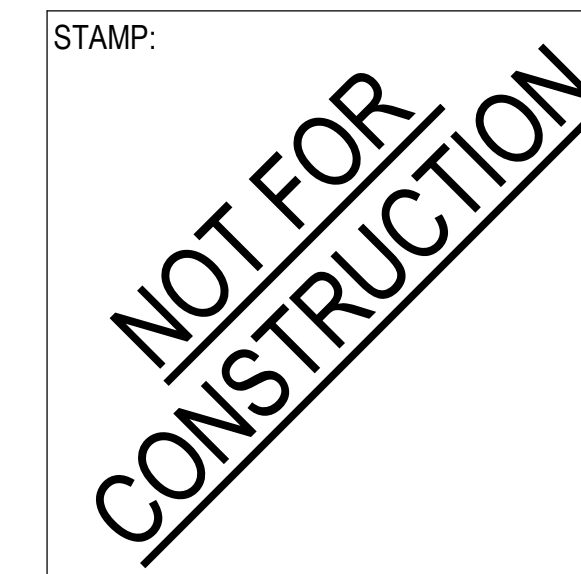
CONSULTANTS LOGO:



1 NORTH-EAST ELEVATION
1/4" = 1'-0"



2 SOUTH ELEVATION
1/4" = 1'-0"



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**EXTERIOR
ELEVATIONS**

SCALE: 1/4" = 1'-0"

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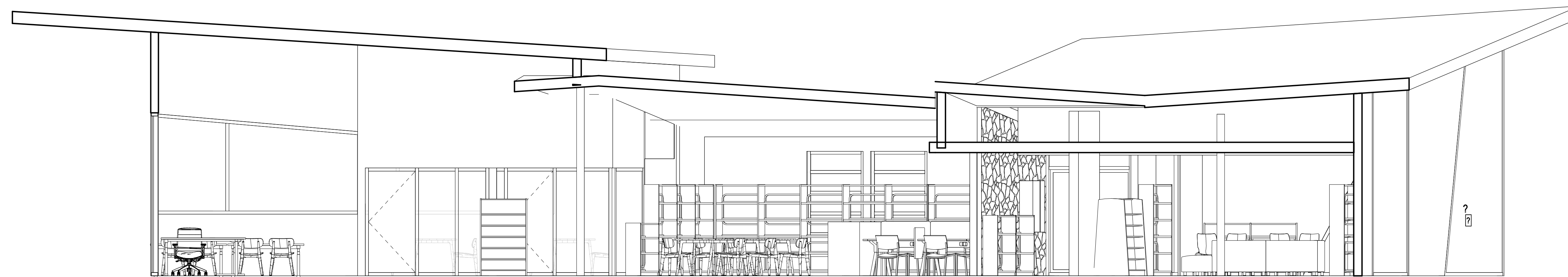
SD301



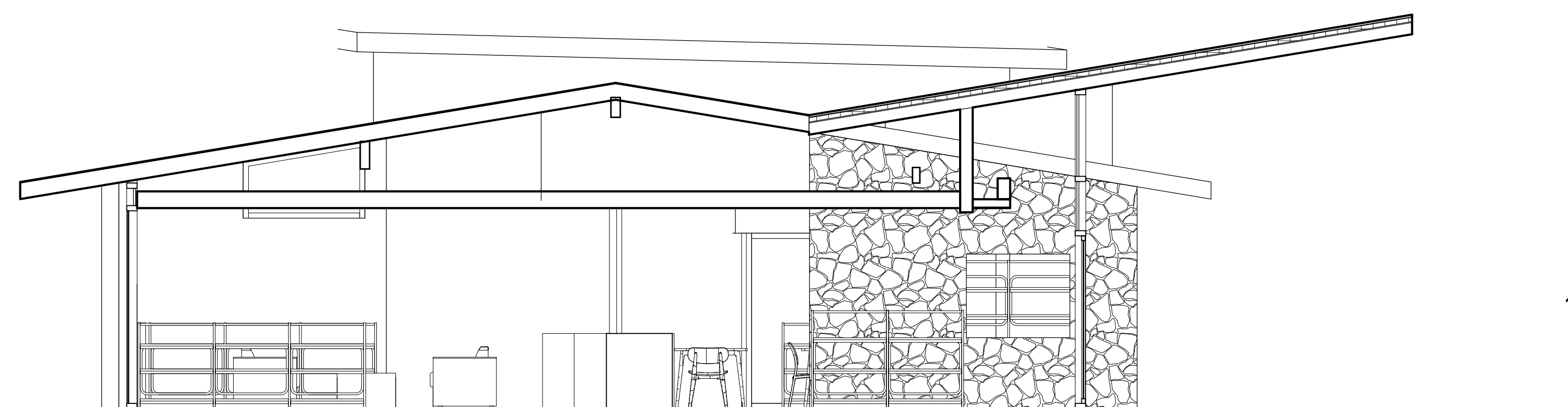
ANDERSON BRULÉ ARCHITECTS

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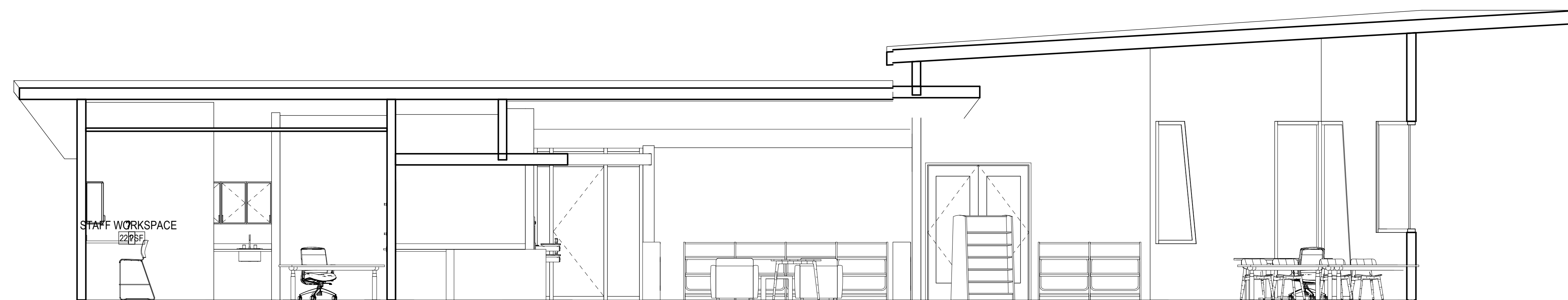
CONSULTANTS LOGO:



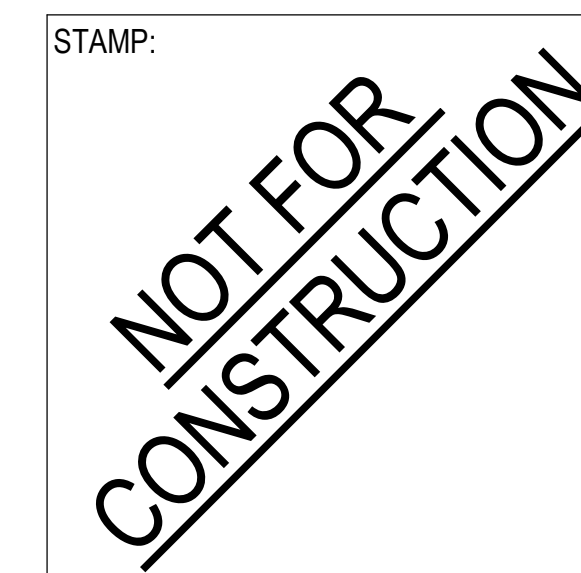
1 BUILDING SECTION 1
1/4" = 1'-0"



2 BUILDING SECTION 2
1/4" = 1'-0"



3 BUILDING SECTION 3
1/4" = 1'-0"



NO.	DATE	REVISIONS

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PROJECT NO. 2111020

DATE: Issue Date

SHEET TITLE:

BUILDING SECTIONS

SCALE: 1/4" = 1'-0"

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SD400



SCHEMATIC DESIGN ESTIMATE

Bob Lucas Memorial Library & Literacy Center
City of Altadena

anderson brulé architects, inc. 325 south first street 4th floor, san jose, california 95113

May 10, 2022

MGAC Project No:E6413.210

Report by **MGAC**

Gary Mao | 213-417-7539 | gmao@mgac.com

Schematic Design Estimate

Basis of Estimate

Documents / Drawings

- Bob Lucas Memorial Library & Literacy Center - Schematic Design Drawing Set received April 11, 2022
- Bob Lucas Memorial Library & Literacy Center - Schematic Design Narrative Report dated March 11, 2022

Schedule

The cost plan assumes a construction start date of June 2023 with a construction duration of 12 months.

Assumptions / Clarifications

- The contractor will have full access to site during normal working hours
- The contract will be competitively bid with qualified general and main subcontractors
- The contractor will be required to pay the prevailing wage
- The building will be fully vacated during construction
- This estimate assumes:

- Design Contingency of 7.50%
- There will be a full interior demolition of the existing building
- Patch and repair of existing building's exterior wall
- Protect in place of existing site wall adjacent to landscape and parking lot
- New exterior doors at existing building renovation
- New interior partitions, doors, built-in casework, and finishes
- New MEP systems in existing building renovation

Exclusions:

- Structural upgrades to existing building
- Library stacks
- Emergency Radio Response Systems
- Independent 3rd party mechanical & electrical commissioning
- Water recycling
- Utility relocations
- Local authority electrical Works

Market Condition

All estimated construction costs are based on current unit rates and market conditions. MGAC is recommending the following annual rates of escalation to cover anticipated increases in the cost of labor and / or materials between now and at the time of bid:

- 2022 - 6.0% P.A.
- 2023 - 5.0% P.A.
- 2024 and beyond - 4.00% P.A.

The above rates do not account for current volatility in certain material and skilled labor prices due to supply chain issues. This volatility may be a short-term issue and may disappear as and when the supply chain improves. Given that this project is not scheduled to bid until 2023, MGAC is not including any cost premium for



Schematic Design Estimate

Project Budget Allocation

The information below identifies the assumptions included in this cost report relative to allocation of costs. Items listed under construction costs are included in the cost estimate and are anticipated to be part of the construction contract. Items listed under project soft costs are not included in the cost estimate and are assumed to be provided under a separate budget. Items listed as "not applicable" are assumed not to be included in any budget as the item is not required.

	Item	Project Capital Costs			Notes.
		Construction Cost.	Project Soft Cost.	Not Applicable.	
I.	PROPERTY ACQUISITION / DEVELOPMENT				
	Removal of existing buildings and structures	√			<i>Partial exterior demo, full interior demolition</i>
	On-Site Utilities Relocation and/or Removal			√	
	Off-Site Utilities Improvements			√	
	Connection to Utilities (charges and fees)			√	
	Street/sidewalk improvements			√	
	Moving and Relocation Expenses			√	
II.	HAZARDOUS MATERIAL ABATEMENT				
	Building			√	
	Site			√	
III.	PROFESSIONAL SERVICES				
	Architecture and Engineering Design Fees		√		
	Project Management Fees		√		
	Geotechnical & Survey		√		
	Materials Testing & Inspection		√		
	Third Party Commissioning		√		
	LEED Consultant Fees			√	
	LEED Certification Fees			√	
IV.	SYSTEMS, FURNISHINGS & EQUIPMENT				
	a. BUILDING SYSTEMS				
	Uninterruptible Power Supplies (UPS)		√		
	Telecom / AV / Data Network; Routers, Switches		√		
	Security equipment and cabling	√			
	Communication, cabling	√			
	Audio-Visual Equipment and Cabling	√			
	Building Controls Systems	√			
	b. FURNITURE				
	Movable				
	Loose Furniture		√		<i>Site furniture also in soft cost</i>



Schematic Design Estimate

Project Budget Allocation

The information below identifies the assumptions included in this cost report relative to allocation of costs. Items listed under construction costs are included in the cost estimate and are anticipated to be part of the construction contract. Items listed under project soft costs are not included in the cost estimate and are assumed to be provided under a separate budget. Items listed as "not applicable" are assumed not to be included in any budget as the item is not required.

	Item	Project Capital Costs			Notes.
		Construction Cost.	Project Soft Cost.	Not Applicable.	
	c. FURNISHINGS				
	Window Treatments	√			
	Library stacks		√		
	Markerboards and tackboards	√			
	d. EQUIPMENT				
	Food Service Equipment		√		
	Other Equipment		√		
	e. SIGNAGE				
	Directional Signage	√			
	Code Required Signage	√			
	f. SPECIAL CONSTRUCTION				
	g. PROCUREMENT				
	GC's Bonds	√			
	Sub-contractor bonds	√			
	Insurance	√			<i>Professional liability insurance by Contractor</i>
	g. CONTINGENCIES				
	Design Contingency	√			7.50%
	Construction Contingency		√		
	Owner's Contingency		√		
	h. ESCALATION				
	Escalation between milestone estimate	√			<i>To planned mid-point of construction</i>
	Future escalation (date of estimate to actual date of procurement)	√			<i>To planned mid-point of construction</i>



Schematic Design Estimate

Overall Summary

		SF	\$/SF	TOTAL \$ x 1,000	%
B1	Existing Building Interior Renovation	2,197	515.31	1,132	41%
B2	New Building Additions	1,143	798.12	912	33%
TOTAL BUILDING		3,339	612.08	2,044	75%
S1	Sitework	12,502	36.55	457	17%
TOTAL SITEWORK		12,502	36.55	457	17%
TOTAL BUILDING AND SITEWORK				2,501	92% ¹
Z30	Escalation to Midpoint (Dec 2023)	9.09%		227	8%
RECOMMENDED BUDGET				2,728	100% ²

Note:

- 1 Represent Recommended Total Construction Costs current at the date of the Cost Estimate
- 2 Represent Recommended Total Construction Costs at the time of bid (included future escalation to midpoint)



**BOARD OF LIBRARY TRUSTEES
REDISTRICTING COMMITTEE REPORT MAY 2022**

REPORT: Redistricting Committee Report **MEETING DATE:** May 23, 2022

PREPARED BY: Trustee Kameelah Wilkerson **LOCATION:** Virtual Meeting

MEETING:

On Friday May 6, the members of the Ad-Hoc Redistricting Committee (Trustees Wilkerson and Clark, ALD staff Director Winslow, and Doug Johnson of the NDC) met to discuss the redistricting process for the Altadena Library District elections.

1. Revisited and revised calendar for redistricting activities. The redistricting process was originally slated to begin January 2022 however now will begin January 2022 due to unplanned challenges.
2. Utilized the initial drafted calendar to plan out future dates to move through the redistricting process. In order to complete the redistricting process, ALD is required to hold four community meetings with the goal of sharing the process with the Altadena community and solicit feedback on the process and drafted district maps.
3. The new drafted calendar for the four community meetings is now as follows:
 1. First meeting: **Jan 23, 2023**- This meeting will be at regularly scheduled BOT meeting. The goal is to have a discussion around the process- Why redistricting and to have discussions around the “neighborhoods of Altadena” to be used as the building blocks that will be used to build the election areas.
 2. Second Meeting: **Feb 13, 2023** 7pm- This will be a BOT “Special Meeting”, goal is identical to first meeting.
 3. Third Meeting (Town Hall): **Saturday March 25, 2023**: Debut draft maps. Draft must be posted online on Saturday March 18, 2023 10am.
 4. Fourth Meeting: **April 24, 2023**: Share edited/draft map. Draft maps must be posted online on April 17, 2023.
4. We discussed a community “draw your own maps” mapping tool that has a cost of approximately \$4000. Redistricting committee will meet again on November 4 to discuss the community mapping tool as well as make plans to begin the redistricting process. The Redistricting committee with plan to present the Mapping Tool to BOT in November to get their feedback and approval of cost.
5. Reviewed current resolution- no updates required at this time.



**BOARD OF LIBRARY TRUSTEES
ITEM VII.A. STAFF REPORT FOR MAY 2022**

REPORT: Agenda Item VII.a.

MEETING DATE: May 23, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Review and Approval of Committee’s Recommendation to Invest Bond Proceeds as presented to the CFD Committee; Consideration of Resolution No. 2022-07 Authorizing Investment of Monies in the Local Agency Investment Fund.

BACKGROUND:

The District’s 2022 Special Tax Bond issue closed on March 3, 2022, with net bond proceeds deposited into the Project Fund in the amount of \$22,939,286. The Project Fund, which is held by the Trustee bank (U.S. Bank Trust Company), is currently invested in the Trustee’s money market funds, with a current annual earnings rate of less than 0.3%.

The Fiscal Agent Agreement between the District and the Trustee provides the terms and conditions for funds held by the Trustee, and includes language which dictates the type of investments that such funds may be invested in. The “Permitted Investment” language in the Fiscal Agent Agreement is fairly restrictive, with an emphasis on the safety and liquidity of amounts held by the Trustee.

The Permitted Investment section allows for Investment Agreements with approved investment providers, but limits the approved providers to companies which have a rating of AA or higher by Standard & Poor’s Corp. At this time, there are no AA rated providers available that are willing to provide an Investment Agreement for the District’s Project Fund.

Another allowable investment for the Project Fund is U.S. Treasury securities. Currently, the annual yield (earnings rate) on the 1 yr. Treasury is approximately 1.92%, and the yield on the 2 yr. Treasury is approximately 2.60%. As a reminder, the District has pledged to expend at least 85% of the Project Fund within 3 years from the closing date of the bonds.

Although an initial estimated drawdown schedule of the Project Fund has been provided to staff by Rachlin Partners, it is subject to change and therefore should not be relied on to make investment decisions for specific term dates and dollar amounts. Once the estimated drawdown schedule has been revised based on more refined project cost and time estimates, U.S. Treasury securities may be a viable investment.

An additional Permitted Investment is the Local Agency Investment Fund (“LAIF”) which is administered by the State Treasurer’s office. Although an estimated Project Fund drawdown schedule will need to be provided to LAIF prior to any investment, once the funds are invested with LAIF the District may withdraw any amount (up to the full amount deposited) once every 30

days. The LAIF annual earnings rate is currently 0.6%, but is expected to increase based on recent interest rate movements.

FISCAL IMPACT:

To be determined, based on amount and term of investments. For example, based on the current Trustee money market fund earnings rate of .3%, the LAIF earnings rate of 0.6%, 1 Year Treasury rate of 1.92%, and 2 Yr. Treasury rate of 2.60%, the following suggested investment allocation amounts would generate total interest earnings of \$356,210 over the next 12 months:

Investment Type	Project Fund Allocation and Interest Earnings
Trustee Bank's Money Market Funds	\$4,587,857 (20% of Project Fund) x .003% = \$13,674
State Treasurer's Local Agency Investment Fund (LAIF)	\$3,500,000 (est. Year 1 expenditures) x .006% = \$21,000
1 Yr. Treasury Note	\$9,513,335 (est. Year 2 expenditures) x .0192 = \$182,656
2 Yr. Treasury Note	\$5,338,094 (est. Year 3 expenditures) x .026 = \$138,790

RECOMMENDATION:

Staff recommends that the Board review and discuss appropriate amounts and terms of Permitted Investment(s) for the Project Fund balance, and provide direction to staff and consultants.

UPDATE: Based on discussion and direction from the CFD Committee at their meeting on March 21, 2022, it is recommended that the Board of Library Trustees adopt Resolution No.2022-07 Authorizing Investment of Monies in the Local Agency Investment Fund. (This is a necessary step required by LAIF prior to any investment of funds with LAIF.)

RESOLUTION NO. 2022-07

A RESOLUTION OF THE ALTADENA LIBRARY DISTRICT BOARD OF TRUSTEES, AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Trustees hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the Altadena Library District;

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby authorizes the deposit and withdrawal of Altadena Library District monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Altadena Library District officers holding the titles specified hereinbelow or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Nikki Winslow, Library Director

Ashley Watts, Assistant Library Director

Section 2. This resolution shall remain in full force and effect until rescinded by the Board of Trustees by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

PASSED AND ADOPTED this 23rd day of May, 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



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.D. STAFF REPORT**

DEPARTMENT: Agenda Item VIII.d.

MEETING DATE: May 23, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Meeting

TITLE: Review and Approval of the new ALD Unfunded Accrued Liability (UAL) Policy

BACKGROUND

I received an email from Weist Law and CalMuni in November 2021 asking if we would like to meet with them and watch a presentation about developing a UAL policy. I reached out to our accountants Cindy Byerrum and Ian Berg with Eide Bailly to see if they thought we should meet with them and they confirmed that we should. Ian and I met with them and watched their presentation on December 20, 2021 where they provided detailed information on our current UAL obligation and the importance of developing a plan to pay that down if possible to save ourselves interest on the larger amount.

The Budget Committee were given a presentation from Andrew Flynn with CalMuni at their meeting on February 3, 2022 and asked many questions about how and why to develop a UAL policy and voted to recommend to the full Board of Trustees that we develop this policy. The Board of Trustees reviewed this item at their February 28, 2022 meeting and voted to authorize the District Director to contract with CalMuni and draft a UAL Policy for the District.

Ian Berg and our Office Manager Ana Villalobos met with Andrew Flynn multiple times to draft and edit the policy in preparation for the Budget Committee to review at their meeting on May 5, 2022. There were several questions raised by the Budget Committee about this policy, including:

- Section 2-1: Trustees inquired about why these specific timestamps and percentage benchmarks are used. To that, Andrew Flynn explained that The incremental funding targets and timeline noted in this section was calculated in order to provide the District with a time horizon that would not anticipate the creation of short-term burdens on the General Fund while also striving to proactively reduce Unfunded Liabilities in the Pension Plans. Trustees also requested that the Guidance options in Section 2-1 are listed as individual options that could be used each year based on what is best for the District's budget capacity at that time. This addition was made to the policy as presented now.
- Section 2-2: Trustees asked Andrew to include a breakdown of what the Section 115 Trust Fund is in more detail. He explained that Section 115 specifically refers to a

provision in the Internal Revenue Code (IRC) that, for tax purposes, excludes the income earned from money set aside by an agency when that money is used for the “exercise of any essential governmental function.”

These trusts allow agencies to hold and invest money that is restricted for future deposits to pension funds. These deposits provide agencies with resources to proactively maintain their funding targets and help smooth volatility in contribution requirements from year-to-year fluctuations.

FISCAL IMPACT

The District plans to evaluate budgetary performance and financial position annually to determine an amount of budgetary savings or surplus cash reserves for voluntary CalPERS Additional Discretionary Payments or contributions to a 115 Pension Trust.

RECOMMENDATION

Staff recommends that the Board of Trustees approve the new ALD Unfunded Accrued Liability (UAL) Policy, as reviewed and recommended by the Budget Committee on May 5, 2022.



ALTADENA LIBRARY DISTRICT | UNFUNDED ACCRUED LIABILITY POLICY

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ALTADENA LIBRARY DISTRICT | UNFUNDED ACCRUED LIABILITY POLICY

SUBJECT: Overview

SECTION: 1-0

BOARD APPROVED: MM/DD/YYYY

1-1 Purpose of the Policy

The purpose of this Unfunded Accrued Liability Pension Management Policy (the “Policy”) is to strategically address the existing and any future unfunded accrued liability (the “UAL”) associated with the Altadena Library District’s (the “District”) California Public Employees’ Retirement System (CalPERS) pension plans (the “Pension Plans”). This Policy also addresses some of the principal elements and core parameters central to the policy objectives discussed in this Policy. In the development of this Policy, the District strives to reduce its UAL and the associated financing costs in the most cost-efficient and fiscally responsible manner possible.

The District is committed to fiscal sustainability by employing long-term financial planning efforts, maintaining appropriate reserve levels, and employing prudent practices in governance, management, budget administration, and financial reporting. This Policy is intended to make all relevant information readily available to decision-makers and the public to improve the quality of decisions, identify policy goals, and to demonstrate a commitment to long-term financial planning. Adherence to this Policy signals to rating agencies and capital markets that the District is well managed and able to meet its obligations in a timely manner.

The Policy is intended to reflect a reasonable and conservative approach to managing the UAL costs associated with the Pension Plans. This Policy recognizes that the Pension Plans are subject to market volatility and that actual economic and demographic experience of the plans will differ from the actuarial assumptions. Accordingly, it is intended to allow for adaptive responses to changing circumstances, providing flexibility to address such volatility in a financially sound manner. As such, the District is required to continually monitor its Pension Plans and the corresponding UAL.

1-2 Policy Goals and Objectives

The overarching goals and objectives of this Policy are as follows:

- Establish, attain, and maintain targeted pension plan funding levels
- Provide sufficient assets to permit the payment of all benefits under the Pension Plans
- Seek to manage and control future contribution volatility to the extent reasonably possible

- Strive to make Annual Discretionary Payments to accelerate UAL pay-down, reduce interest costs, and stabilize future payments
- Maintain the District's sound financial position and creditworthiness
- Provide guidance in making annual budget decisions
- Create sustainable and fiscally sound future budgets
- Demonstrate prudent financial management practices
- Ensure that pension funding decisions protect both current and future stakeholders
- Create transparency as to how and why the Pensions Plans are funded

1-3 Background and Discussion

In General. Each Pension Plan is a multiple-employer defined benefit pension plan administered by the California Public Employee Retirement System ("CalPERS"). All full-time and certain part-time District employees are eligible to participate in the CalPERS retirement and disability benefits, annual cost of living adjustments and death benefits offered to plan members and their beneficiaries. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by state statute.

The financial objective of a defined benefit pension plan is to fund the long-term cost of benefits provided to the plan participants. In order to assure its financial soundness and sustainability, the plan should accumulate adequate resources in a systematic and disciplined manner to ensure sufficient resources are available to meet employee benefit requirements. This Policy outlines the practices the District will utilize to address its actuarially determined contributions to fund the long-term cost of benefits to the Pension Plan participants and annuitants.

Pension Costs and Liabilities. In order to fund its employees' pension benefits, the District is required to make contributions (a portion of which may come from the employees) to CalPERS. CalPERS then invests these contributions to generate returns to help fund the pension benefits. The regular required contributions, known as the "normal cost," are calculated as a percent of salaries and represent the annual cost of service accrual for the upcoming fiscal year for active employees. If, for any reason, the actual Pension Plan experience and investment performance fall short of the actuarial assumptions, the Pension Plan can become underfunded (i.e., the Pension Plan's Normal Accrued Liability exceeds the Plan's market value of assets). This shortfall is known as the Unfunded Accrued Liability (the "UAL") and usually has to be covered by the District through a series of UAL Payments, which are above and beyond the "normal cost" contributions. The UAL Payments are calculated in total dollar amounts, not as a percent of salaries.

The UAL can be caused by multiple factors, including but not limited to, changes to CalPERS' actuarial amortization policy, retroactive pension benefit enhancements, investment underperformance, actuarial assumption changes, demographic factors, and discount rate reductions.

UAL is Debt. The UAL balance at any given point in time is a debt of the District owed to CalPERS

which is amortized over a set period of time with interest accruing at the then current CalPERS discount rate (the "Discount Rate"). However, this debt can be prepaid at any time without penalties. Recognizing the UAL as debt helps the District identify proper steps to address it and minimize the associated financing costs.

Ongoing CalPERS Practices. Every year CalPERS prepares updated actuarial valuation reports for each of the District's Pension Plans wherein it calculates the District's total pension liability as of the end of the prior fiscal year (each a "Valuation Report"). If the investment performance during that fiscal year was different from the Discount Rate, or if CalPERS made any changes to its actuarial assumptions, or if the actual demographic or compensation experience within the Pension Plans was different from the actuarial assumptions, new line items, or UAL amortization "bases," may be added to the plan and result in a change to the UAL balance. Such UAL amortization bases may be positive (indicating funding shortfall for the Pension Plans) or negative (indicating funding surplus for the Pension Plans). Since CalPERS can add new UAL amortization bases every year, the Pension Plans must be monitored annually and managed continually – there is no one-time solution.

CalPERS has adopted the UAL amortization methods that were meant to help public agencies "ease into" paying for the UAL increases. New UAL amortization bases are implemented incrementally, with a five-year ramp-up period, and at times include additional small increases in each of the subsequent years. The ramp-up period, while reducing the cash flow impact in the near term, increases the overall UAL repayment costs for the District by delaying repayment. Since the UAL balances accrue interest at the rate that is equal to the then current Discount Rate, the delayed payments prior to the commencement of the amortization and the reduced payments during the ramp-up period that do not fully cover the interest costs result in negative amortization, causing further increases to the UAL balance. To help reduce the overall costs of the UAL repayment, this Policy encourages level annual payments (i.e., no ramp-up) whenever possible.



ALTADENA LIBRARY DISTRICT | UNFUNDED ACCRUED LIABILITY POLICY

SUBJECT: Policies

SECTION: 2-0

BOARD APPROVED: MM/DD/YYYY

2-1 Funding Level Objective

It is the District's policy to strive to achieve and maintain a Pension "Funded Ratio" (being the ratio by which the Market Value of Assets—as set forth in the most recently published Valuation Report—exceeds the Entry Age Normal Accrued Liability or "EANAL"—as set forth in the most recently published Valuation Report) for each Pension Plan of 90%, Recognizing that, to achieve this objective while maintaining healthy reserves and provide sufficient funding for ongoing operations, thus this objective needs to be achieved over a period of time, the following Incremental Funding Level Targets are established.

Incremental Funding Level Objectives

By year 2025 –80% but not below 75%

By year 2028 – 85% but not below 80%

By year 2031 and beyond – 90% but not below 85%

Achieving and maintaining the 90% Funding Level Objective ensures that the ongoing contributions of the District and its employees, and therefore the taxpayer funds, are properly and adequately funding the retirement benefits of retirees and today's workers. This concept is commonly referred to as the intergenerational equity. Falling short of this funded level forces future Board of Trustees to pay the costs of the poor planning and execution of today's Pension Plans. The reason for a Funding Level Objective of 90% rather than 100% is to allow some cushion for the possibility that good investment returns by CalPERS in a given year might push the Funded Ratio of a Pension Plan above 100% (commonly referred to as "superfunded status"), which means that the District and its employees had contributed into the Pension Plan more than was necessary. Thus, while the District remains committed to maintaining a 100% funded level, it shall manage the 10% differential (i.e., the difference between 90% and 100%) through its own investment process by creating the "Section 115 Trust Fund" discussed herein.

Guidance: To achieve the Funding Level Objective, this Policy provides the following guidance options that should be considered in each year. The potential actions, individually noted below, may or may not be recommended to the Board for consideration each year based upon the status of the plans and fiscal needs of the District in that year while ensuring that the Funding Level Targets are maintained:

Pre-Pay the Entire Annual UAL Payment by July 31st of each year. On or before July 1st of each year, the District receives its annual CalPERS UAL invoice. The District has two payments options. The invoice can (1) be paid in equal monthly increments or (2) be fully pre-paid at the beginning of the fiscal year by July 31st. By prepaying the entire invoice amount due by July 31st, the District can concurrently save approximately 3.3% compared to making the monthly payments. As such, every effort should be made to pre-pay the UAL payment upon receipt of the annual invoice.

Pre-Pay UAL from Reserves, One-Time Revenues and Fund Surpluses. Reserves (typically invested in the Los Angeles County Investment Pool) regularly do not earn returns that can offset the interest rate that

CalPERS charges on the outstanding UAL balance. Supplemental contributions into the Pension Plans from available reserves, one-time revenues and fund surpluses can generate substantial long-term net savings. Each supplemental contribution, referred to by CalPERS as an Additional Discretionary Payment (ADP), reduces the UAL balance, the Annual Required Contributions (ARC) for future years, and the total interest costs associated with the UAL. CalPERS does not apply any prepayment penalties to ADPs. Therefore, during each budget cycle, the District staff shall review all available reserves, one-time revenues and fund surpluses to determine whether any such funds could be used to make an ADP to pay down the UAL, keeping in mind operational and capital budgetary constraints while maintaining adequate reserves and balancing the fiscal soundness of eliminating the high-interest UAL debt. ADPs should not adversely affect the general operations and fiscal soundness of the District.

Capital Financing. When considering capital projects, staff regularly reviews and plans for reserving capital to cash fund current and future projects. When considering how to pay for current and future capital projects, staff should review the current tax-exempt market to assess if it would be more cost effective to borrow at tax-exempt rates to pay for the capital projects and redirect the reserved funding (and/or such other appropriate funds of the District) to make ADPs to CalPERS.

If there are projected cost savings by using this method, and a capital financing strategy is to be implemented, the Board of Trustees would need to approve of the ADPs being paid to CalPERS prior to the financing to ensure that the annual savings generated by implementing the strategy are applied to UAL paydowns.

Utilize Savings Achieved from Refunding Outstanding Non-Pension Related Debt to Pre-Pay UAL. During each budget cycle, staff should review all outstanding long-term non-pension related debt of the District to determine whether a refunding of such debt might result in net present value (NPV) savings of greater than 3%, and if so, consider a structure and strategy that frontloads the savings from such debt refunding, which can then be used to pay down the UAL. This strategy should only be used if the interest rates on the currently outstanding debt is sufficiently below the then-current Discount Rate to ensure that overall NPV savings of greater than 3% are achieved by the Town.

Sources of Revenue. All fees, rates and charges should incorporate full allocation of pension costs for employees providing associated services. While some funds cannot contribute more than their fair share, they should not contribute less than their fair share. Staff shall review allocation of labor costs to proprietary and other funds to ensure full reimbursement of the pension cost burden. Staff shall provide, or cause to be provided, consistent and well-documented methodology for pension cost allocation to all funds.

Pension Obligation Financing. The District shall consider issuing taxable municipal debt obligations (generically hereafter referred to as "Pension Obligations") to refinance the UAL, in part or in whole, if such bond obligations are expected to produce minimum cash flow savings of at least 10%, taking into account all debt service and costs of issuance associated with such bond obligations, in comparison to CalPERS' respective UAL amortization schedule and the then-current Discount Rate.

Pension Obligations shall not utilize swaps or derivatives of any kind and should be structured with reasonable and flexible call provisions (with a maximum of 10-year call provision). Pension Obligations shall be used only to prepay the UAL liabilities and shall not be used to finance normal cost payments. The issuance of Pension Obligations must be voted upon and approved by the Board of Trustees.

Annual Review of the CalPERS Actuarial Valuation Reports and Associated Tasks. The District staff shall review or cause to be reviewed the annual CalPERS actuarial valuation reports within 30 days of their release by CalPERS, which usually takes place during the month of August. The review should focus on identifying the annual changes to each of the Pension Plans UAL, and quantifying the associated cost implications and the corresponding impact on the Funded Ratio. Staff should annually reach out to the District's CalPERS actuary to request a calculation of flat payments (rather than ramp-up payments) for all outstanding and new UAL amortization bases. In making ADPs, the District staff shall determine or cause to be determined the optimal application of the ADPs to the outstanding UAL amortization bases to achieve the Funding Level Objective as well as desired budgetary outcomes.

2-2 Establishment of a Section 115 Trust Fund

1. **Establishment of a Section 115 Trust Fund.** The District shall establish a Section 115 trust fund managed by a third-party investment manager (the “Investment Manager”). The Section 115 trust fund will receive Sequestered Savings (defined below) and Sequestered Surplus (defined below) as well as any other funds deposited into it at the discretion of the Board of Trustees, based on recommendations made by the District staff during the annual budget process. Funds in the Section 115 Trust Fund should only be used to manage the District’s pension benefits costs to maintain each of the Pension Plans at the Funding Level Objective in accordance with the goals and objectives set forth in this Policy.

2. **Funding the Section 115 Trust Fund.**

(a) **Sequestered Savings.** Upon the issuance of each series of Pension Obligations, for each of the next ten (10) consecutive years (or such other period of years as deemed appropriate by the Board of Trustees at the time of any subsequent issuances of Pension Obligations) following such issuance, a fixed dollar amount equal to 50% (or such other percentage as deemed appropriate by the Board of Trustees at the time of any subsequent issuances of Pension Obligations) of the “Total Sequestered Savings” (as calculated in the manner set forth below) achieved by issuing Pension Obligations (the “Annual Sequestered Savings Savings”), shall be transferred from the Benefiting Funds (as established in section A8 above) and deposited into the Section 115 Trust Fund until such time that the Section 115 Trust Fund reaches the Section 115 Trust Fund Maximum (as outlined in section B3 below), and thereafter all Sequestered Savings will be directed to a “Pension Obligation Prepayment Fund” which will be established and maintained by the District for the purpose of prepaying any outstanding Pension Obligations.

$$Total\ Sequestered\ Savings = UALDS - DS$$

$$Annual\ Sequestered\ Savings = SSP \times \left(\frac{UALDS - DS}{Y} \right)$$

SSP = Sequestered Savings Percentage

UALDS = Scheduled UAL debt service being paid off by the Pension Obligations

DS = Total principal amount of Debt Service on the Pension Obligations

Y = Number of years to pay back Sequestered Savings

Example of Annual Sequestered Savings Calculation

A \$5M Pension Obligation was issued in 2022 for the purpose of prepaying UAL. The total UAL debt service (UALDS) paid off with the Pension Obligation was \$8,000,000 and the total debt service (DS) on the Pension Obligation is \$7,000,000. The District elected to sequester 50% of the total savings over a 10-year period (Y), which in this example results in an Annual Sequestered Savings of \$50,000.

$$Annual\ Seq.\ Savings = 0.5 \times \left(\frac{8,000,000 - 7,000,000}{10} \right) = \$50,000$$

(b) **Sequestered Surplus.** Each Fiscal Year during the District’s normal budget adoption process, if the Funding Level Objective, as defined in Section 4(a), has been achieved and the 115 Trust

Maximum, as defined in 4(b)3, has not been achieved, a percent between 0% and 50% of any available surplus from the prior Fiscal Year (the “Sequestered Surplus”) shall be set aside, transferred and deposited into the Pension Rate Stabilization Fund.

3. **Operation of the Section 115 Trust Fund.** Sequestered Surplus and Sequestered Savings (and any other amounts contributed by the District) shall be deposited in the Section 115 Trust Fund and used solely for the purpose of making ADP’s (and Normal Cost payments during a Fiscal Hardship, and/or to the extent the amount therein exceeds the Section 115 Trust Fund Maximum, as described below) to CalPERS for the purpose of achieving and maintaining Funding Level Objective.

With the goal of achieving and maintaining the Funding Level Objective, each year during the budget cycle, District staff shall calculate, or cause to be calculated, the upcoming Fiscal Year’s estimated Funded Ratio by taking into account the most recent Valuation Report’s statement of Funded Ratio and adjusting for the estimated UAL amortization base that will be either added or subtracted due to the prior Fiscal Year’s investment result of either exceeding or falling short of the then current Discount Rate for that Fiscal Year (the “Estimated Funded Ratio”). If the Estimated Funded Ratio is estimated to be less than the Funding Level Objective, to the extent funds are available in the Section 115 Trust Fund, the appropriate member of staff shall either make, or shall direct the Investment Manger to make, an ADP to CalPERS in the amount necessary to bring the Funded Ratio back up to the Funding Level Objective. Additionally, if sufficient funds are available in the Section 115 Trust Fund, staff shall assess whether to fully amortize any new UAL amortization bases in order to reduce the long-term interest costs associated with the “ramping” procedures used by CalPERS.

Moneys in the Section 115 Trust Fund shall not be used for normal costs until such time as the amount therein, when combined with the Market Value of Assets (as set forth in the most recently published Valuation Report) exceeds the Entry Age Normal Accrued Liability (as set forth in the most recently published Valuation Report) by 110% (the “Section 115 Trust Fund Maximum”). To the extent monies in the Section 115 Trust Fund on June 31st exceed the Section 115 Trust Fund Maximum (after consideration has been given to the amounts therein required to be paid to CalPERS for the ensuing Fiscal Year to maintain the Estimated Funded Ratio at or above the Funding Level Objective), any accrued surplus over 110% may be used to offset the District’s Normal Cost payment made to CalPERS in such Fiscal Year, and any Sequestered Savings will be directed to the Bond Call Fund.

4. **Fiscal Hardship.** In the event of a Fiscal Hardship (as defined below), transfers of Sequestered Savings may be abated and/or the Section 115 Trust Fund may be utilized for either normal or UAL costs until the Fiscal Hardship is no longer in effect.

“Fiscal Hardship” means an economic hardship, or other unanticipated fiscal emergency, that has been declared by resolution of the Board of Trustees.

2-3 Transparency and Reporting

Funding of the Pension Plans should be transparent to all stakeholders, including plan participants, annuitants, the Board of Trustees, and District residents. To achieve this Policy objective, copies of the annual actuarial valuation reports for each Pension Plan shall be made available to the Board of Trustees and shall be posted on the District’s website. The District’s audited financial statements shall also be posted on the District’s because they include, among other things, information on the District’s current and future annual Pension Plan contributions as well as the funded status of each Pension Plan.

2-4 Annual Budget to Contain Policy Directed Information

The District's annual operating budget shall consider the items specified in this Policy for inclusion in each such annual budget.

2-5 Review of Policy

Funding a defined benefit pension plan requires a long-term horizon planning approach. This Policy is intended to provide general objectives and guidelines, which will require periodic review to consider changes in the City's financial position and Pension Plan funded status over time. As such, District staff will review the policy for implementation of new best practices and will provide to Board of Trustees for adoption on an as needed basis, not to exceed 5 years.



**BOARD OF LIBRARY TRUSTEES
ITEM VIII.B. STAFF REPORT FOR MAY 2022**

REPORT: Agenda Item VIII.b.

MEETING DATE: May 23, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Review and Approval from Board of Trustees to Adopt the updated Salary Schedule for Fiscal Year 2022-2023.

BACKGROUND:

The Altadena Library District provide a Cost-of-Living Adjustment (COLA) to staff each fiscal year when there is enough expected revenue to accommodate this additional pay for staff. Last year the District gave a 2% COLA based, as has been the typical amount given, with the exception of 2020, when a classification and compensation study had been completed and all employees were put in the salary schedule recommended by the firm conducting the study.

According to the [U.S. Bureau of Labor Statistics](#), over the last 12 months, the Consumer Price Index for all Urban Consumers (CPI-U) rose 8.5 percent in Los Angeles area. With this dramatic increase in living expenses, it was recommended by our accounting firm to build in a higher COLA this year to try to make up some of that difference for the ALD staff.

The Budget Committee was presented the Salary Schedule with a 5% COLA increase at their meeting on May 5, 2022. The committee asked questions about how we came to a 5% increase, especially because of the 8.5% rise in cost of living this past year. They asked what the fiscal impact would be to provide a higher percentage, such as 6% or 7%. The 5% COLA was an increase of \$150,323 to salaries and wages, so we estimated that it would be an additional \$30,000 per percentage added to salaries and wages. The Budget Committee then voted to recommend a 7% COLA increase to next year's proposed budget.

With the projected revenue numbers, we have built in a 7% COLA increase for all staff members to the Proposed Fiscal Year 2022-23 Budget. This still predicts being able to cover all other expenses and would leave some revenue to go into our reserve funds.

FISCAL IMPACT:

A 7% COLA increase adds \$199,600 to the expenditures on Salaries and Benefits for current staff.

RECOMMENDATION:

Staff recommends that the Board of Trustees review and approve the Salary Schedule for Fiscal Year 2022-23 with a 7% COLA increase as recommended by the Budget Committee at their May 5, 2022 meeting.



**Altadena Library District Salary Schedule FY22-23
Proposed 7% COLA
Effective July 1, 2022**

Salary falls into the following range:						
District Director						
Monthly	12,483.24					15,932.13
Annual	149,798.92					191,185.60
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Assistant Library Director	50.97	53.52	56.20	59.01	61.96	65.06
Monthly	8,834.73	9,276.47	9,740.29	10,227.31	10,738.67	11,275.61
Annual	106,016.77	111,317.60	116,883.48	122,727.66	128,864.04	135,307.24
IT & Technical Services Manager	49.72	52.21	54.82	57.56	60.44	63.46
Monthly	8,619.25	9,050.21	9,502.72	9,977.85	10,476.75	11,000.58
Annual	103,430.99	108,602.54	114,032.67	119,734.30	125,721.02	132,007.07
Administrative Services Manager/ Facilities Manager/Library Manager						
Marketing & Community Engagement Manager	39.81	41.81	43.90	46.09	48.40	50.81
Monthly	6,901.68	7,246.77	7,609.10	7,989.56	8,389.04	8,808.49
Annual	82,820.13	86,961.14	91,309.19	95,874.65	100,668.38	105,701.80
Librarian / Marketing Specialist	34.34	36.05	37.86	39.75	41.74	43.82
Monthly	5,951.30	6,248.86	6,561.31	6,889.37	7,233.84	7,595.53
Annual	71,415.53	74,986.31	78,735.63	82,672.41	86,806.03	91,146.33
Administrative Assistant	28.88	30.32	31.84	33.43	35.10	36.86
Monthly	5,006.62	5,256.95	5,519.79	5,795.78	6,085.57	6,389.85
Annual	58,956.43	61,904.25	64,999.46	68,249.44	71,661.91	75,245.00
Facilities Maintenance Worker/ Library Assistant	25.53	26.81	28.15	29.55	31.03	32.58
Monthly	4,425.12	4,646.38	4,878.70	5,122.63	5,378.77	5,647.70
Annual	53,101.45	55,756.52	58,544.34	61,471.56	64,545.14	67,772.40
Library Technician	23.13	24.29	25.50	26.78	28.12	29.52
Monthly	4,008.94	4,209.38	4,419.85	4,640.85	4,872.89	5,116.53
Annual	51,317.29	53,883.15	56,577.31	59,406.17	62,376.48	65,495.31
Facilities Monitor / Library Clerk	20.95	22.00	23.10	24.25	25.47	26.74
Monthly	3,631.90	3,813.50	4,004.17	4,204.38	4,414.60	4,635.33
Annual	43,582.83	45,761.98	48,050.07	50,452.58	52,975.21	55,623.97
Library Aide	16.37	17.19	18.05	18.95	19.90	20.89
Monthly	2,837.23	2,979.10	3,128.05	3,284.45	3,448.67	3,621.11
Annual	34,046.83	35,749.17	37,536.63	39,413.46	41,384.14	43,453.35



**BOARD OF LIBRARY TRUSTEES AGENDA
ITEM VIII.C. REPORT for MAY 2022**

REPORT: Agenda Item VIII.c.

MEETING DATE: May 23, 2022

PREPARED BY: Ana Villalobos

LOCATION: Virtual Meeting

TITLE: Proposal to adopt the Fiscal Year 2022-2023 Budget for final approval.

BACKGROUND:

In consultation with Ian Berg and Kristi Even of Eide Bailly, Director Nikki Winslow and I have drafted the District's fiscal year 2022-2023 budget for the committee's review. This budget includes requests from all District department heads for programming and other operational needs. This budget includes a breakdown of staffing allocations and costs, a breakout of revenues and expenses by funding type:

- General Funds
- Donations & Grants
- Capital Projects
- Community Facilities District (CFD) Bond Issuance

The following pages present a summary of each funding type by line item.

1. General Fund

a. Funds allocated from Los Angeles and earned via library operations

Account	Line Number	Notation
Property Tax & Assessments	2	2% increase in funding over projected year end
Fines and Fees	3	Projecting a similar performance to current year (the vast majority of these revenues are related to our passport services.
Interest Income	4	Mirrors 2% increase over projected year end as it relates to the County of Los Angeles
Other Revenues	5	Primarily sourced from our E-Rate
		Total 1% increase in projected revenues
Salaries	12	This 8% increase accounts for a 7% proposed COLA increase for staff, an annual wellness incentive of \$400 to all staff, and the addition of 2 part-time Library Clerks
Benefits, Retirement, and Taxes	23	We see an 10% increase attributed to the increase in fringes, payroll taxes and UAL minimum payment
Operating Expenses	37	We see an increase primarily related to the Trustee Election and increase toward Staff Development. The decrease in Line 29 is related to the Xerox printer purchase over leasing. We see some cost savings in this area (Estimated 2,200 monthly). Line 32 is a new line related to the maintenance of our Mobile Library as these costs relate to the one time 15,700 set up fee to the new van and \$4,300 in maintenance expenses (oil changes, gas, etc)
Professional Services	42	Line 39 is decreasing with bringing the financial function in-house versus outsourcing to Eide Bailly. Eide Bailly will transition to advisory and oversight role versus a financial operations role.
Information & Technology	49	This figure is comparable to current year utilization. We see line 45, Technology Equipment reduced as we purchased laptops this fiscal year and are not projecting a need to upgrade. We see an increase in Line 46 Technology Maintenance Fees related to the maintenance for our new Xerox printers.
Library Materials	59	We approximate similar costs to last year.
Programs	67	We see a small decrease in this figure as we allocate these costs from donations and grants versus general funds.

Use of/Addition to Reserves	74	We see we are positioned to draw from our reserves by \$19,100. The current 2021-2022 fiscal year is positioned to add to our reserves; thus assisting us through this projected draw down 2022-2023.
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2. Donations & Grants

a. *Funds received via confirmed donations and grants awarded (not inclusive of grants applied for).*

Account	Line Number	Notation
Altadena Library Foundation	3	An increased donation amount due to increasing community outreach as we approach renovations. We added an All Ages program to target the community as a whole in these efforts.
Friends of the Library	4	An increased donation amount as COVID restrictions impact the community less and the book sale activity they're anticipating to profit on.
CA Library Literacy Services	5	An increased amount as communicated to us formally from the California Library
Emergency Connectivity Fund	6	A decreased amount is reflected as the 2021-2022 fiscal year received funds for the laptop purchases made. We only anticipate funding for the 5G hotspots and related services.
CA Library Expanding Our Footprint	7	These funds were awarded in the 2021-2022 fiscal year. However, we are carrying these funds over into the 2022-2023 fiscal year as the majority of the purchases have not yet been spent. This includes: <ul style="list-style-type: none"> • Vending machines (and its related costs) • State Footprints Website Development.
Wages	13	These are the associated labor for the Literacy Program
Operating Expenses	18	CA Library Expanding Our Footprint: <ul style="list-style-type: none"> • Vending Machine & Maintenance Friends of the Library: <ul style="list-style-type: none"> • Staff Recognition
Programs	28	We see an overall increase in \$10,000 in expenses compared to 2021-2022. This is related to the Adult Services and the All Ages program. These costs are split between the Friends of the Library and Altadena Library Foundation.

Information Technology	38	These costs are covered between the CA Expanding Our Footprint and Emergency Connectivity Fund.
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3. Capital Projects Fund

- a. This includes the carryover of funds, the proposed interest earned from bond proceeds received in 2021-2022 fiscal year, and use of funds toward renovation

Account	Line Number	Notation
CFD Measure Z Bond Proceeds	2	These funds were received in full in the 2021-2022 fiscal year
Interest Income	3	This is the projected interest earned increased as it will earn interest for one year versus one quarter as compared to this fiscal year.
CFD Bond	13	This is comparable to prior year; and related to the administrative / professional support related to compliance and fund use. The contingencies line reflects the line 6 through 10 expenses that have been approximated to date cumulatively versus by line (these are variable costs).
Capital Project Expenses	17	The Bob Lucas Branch will begin renovations January 2023 and the primary focus will be its construction costs and design. The Main Library costs are primarily related to permits and design before renovations begin.
Capital Reserves	25	The drawdown on the proceeds is forecasted at \$3.735 million. Because funds we raised in full, we're anticipating to only see drawdowns in activity through project completion. Remainder will be \$17,803,300.

4. CFD Fund

- a. 2020-1 Special Assessment funds related to the property tax lien to equip and maintain the Altadena Library within the boundaries of the Library District.

Account	Line Number	Notation
CFD 2020-1 Special Assessment	2	Revenue related to the property tax lien to be recognized in the 2022-2023 fiscal year.
Debt Service Interest	6	This is the bond interest expense attributable to the current fiscal year at a 5% rate.

We project to draw down from reserves in our general fund and accounting for the necessary expenses for the upcoming year as inflation is impacting us all. We plan to fully utilize donation and grant funds for programs and necessary technology upgrades. Additionally, we're beginning

to pick up renovation spending activity on both locations (phases of execution on Bob Lucas and planning the Main Library front). Lastly, we are carrying over funds from the Special Assessment to retain our library within the Library District boundaries. We feel strongly positioned in the next fiscal year with these projections.

FISCAL IMPACT:

The general funds are projected draw down from reserves of \$19,100 at the end of the 2022-2023 fiscal year with the proposed budget. Donations and Grants funding of \$289,400 have a fiscal impact of net \$0 as we intend to use these funds for their targeted use. Our capital budget sees a use of \$3,735,400 – leaving approximately \$17,803,300 in bond funds. Lastly, we have a \$369,000 increase in reserves for ALD’s fiscal impact of CFD funds. These funds will be used to pay future debt service related to the bonds.

RECOMMENDATION:

Staff recommends that the Board of Trustees approve the recommendation to Adopt the Fiscal Year 2022-2023 Budget, as approved by the Budget Committee May 5, 2022.

**Altadena Library District
FY 2022/23 Proposed Budget
General Fund**

	A	B	C
	FY 2021/22 Projected Actuals	FY 2021/22 Adopted Budget	FY 2022/23 Proposed Budget
1 REVENUES			
2 Property Taxes & Assessments	\$ 3,894,800	\$ 3,788,800	\$ 3,955,000
3 Fines & Fees	52,600	54,000	52,500
4 Interest Income	5,000	4,400	5,100
5 Other Revenues	60,700	57,000	59,000
6 TOTAL REVENUE	4,013,100	3,904,200	4,071,600
7 EXPENSE			
8 Salaries & Benefits			
9 Wages			
10 Salaried	1,045,000	1,045,000	1,282,900
11 Hourly	975,000	975,000	893,300
12 Total Wages	2,020,000	2,020,000	2,176,200
13 Benefits, Retirement & Taxes			
14 Health Insurance - Employee	135,100	155,000	154,000
15 Health Insurance - Retiree	63,500	77,000	66,700
16 Dental Insurance	14,800	14,500	15,000
17 Vision Insurance	5,100	5,500	5,500
18 Life Insurance	1,500	1,500	1,500
19 Workers' Compensation	42,400	42,400	45,400
20 CalPERS Retirement (Normal Costs)	142,000	142,000	153,400
21 CalPERS UAL Minimum Payment	197,800	197,900	226,000
22 Payroll Taxes (District-Paid)	160,000	160,000	172,900
23 Total Benefits, Retirement & Taxes	762,200	795,800	840,400
24 Total Salaries & Benefits	2,782,200	2,815,800	3,016,600
25 Operating Expenses			
26 Insurance (Liability, Earthquake)	96,600	96,550	98,500
27 Utilities	68,000	68,000	68,000
28 County Tax Collection Fees	41,500	40,200	42,400
29 Other Operating	79,900	84,600	53,700
30 Facilities, Grounds & Maintenance	100,000	98,500	110,000
31 Structures & Improvements	10,000	10,000	10,000
32 Vehicles & Equipment Maintenance	-	-	20,000
33 Staff Development, Training & Travel	14,600	19,100	20,500
34 Advertising & Marketing	5,400	11,000	9,600
35 Miscellaneous Expenses	3,000	2,600	2,600
36 Trustee Election	-	-	75,000
37 Total Operating Expenses	419,000	430,550	510,300
38 Professional Services			
39 Audit and Financial Consulting	125,800	90,000	60,000
40 Legal Fees	12,900	20,000	15,000

**Altadena Library District
FY 2022/23 Proposed Budget
General Fund**

	A	B	C
	FY 2021/22 Projected Actuals	FY 2021/22 Adopted Budget	FY 2022/23 Proposed Budget
41 Consultants - Other	40,300	56,000	45,000
42 Total Professional Services	179,000	166,000	120,000
43 Information Technology (IT)			
44 Internet Service / E-Rate	58,300	58,000	58,000
45 Technology Equipment	38,700	25,000	20,000
46 Technology Maintenance Fees	19,200	25,000	33,000
47 Technology Consulting	-	-	1,800
48 Telecommunications	8,500	9,500	8,500
49 Total Information Technology (IT)	124,700	117,500	121,300
50 Library Materials			
51 Books	141,800	141,800	139,300
52 Downloadables	69,300	69,300	69,300
53 DVD's & Videogames	12,600	12,600	12,600
54 Electronic Databases / Subscriptions	26,800	26,500	29,000
55 Periodicals	13,100	12,000	12,000
56 Audio CD	9,100	9,100	9,100
57 Purchase Suggestions	11,200	11,200	11,200
58 Library of Things	6,000	6,000	6,000
59 Total Library Materials	289,900	288,500	288,500
60 Programs			
61 Adult Services	15,000	15,000	12,000
62 Youth Services	10,000	11,000	10,000
63 Teen Services	5,800	6,000	5,500
64 Bob Lucas Branch Services	5,500	5,700	5,500
65 Literacy Services	-	-	800
66 Volunteer Services	200	500	200
67 Total Programs	36,500	38,200	34,000
68 TOTAL EXPENSE	3,831,300	3,856,550	4,090,700
69 NET REVENUE / (EXPENSE)	181,800	47,650	(19,100)
70 Use Of / (Addition To) Reserves	(181,800)	(47,650)	19,100
71 NET BALANCE	-	-	-
72 Projected General Fund Reserves			
73 Beginning Reserves 7/1	3,764,800	3,764,800	3,946,600
74 Addition / (Drawdown) of Reserves	181,800	47,650	(19,100)
75 General Fund Reserves 6/30	3,946,600	3,812,450	3,927,500

**Altadena Library District
FY 2022/23 Proposed Budget
Donations & Grants**

	A		B		C
	FY 2021/22 Projected Actuals		FY 2021/22 Adopted Budget		FY 2022/23 Proposed Budget
1 REVENUES					
2 Donations & Grants					
3 Altadena Library Foundation	\$ 30,000	\$	34,000	\$	35,000
4 Friends of the Library	15,000		15,000		22,000
5 CA Library Literacy Services	21,600		20,000		24,400
6 Emergency Connectivity Fund	25,700		25,800		8,000
7 CA Library Expanding our Footprint	50,000		250,000		200,000
8 Total Donations & Grants	142,300		344,800		289,400
9 TOTAL REVENUE	142,300		344,800		289,400
10 EXPENSES					
11 Wages					
12 Salaried	15,000		15,000		20,400
13 Total Wages	15,000		15,000		20,400
14 Operating Expenses					
15 Staff Recognition	5,000		5,000		4,500
16 Vehicles & Equipment	50,000		212,500		162,500
17 Facilities, Grounds & Maintenance	-		15,000		15,000
18 Total Operating Expenses	55,000		232,500		182,000
19 Programs					
20 Adult Services	10,000		10,000		18,000
21 Mobile Library	9,588		12,000		10,000
22 Summer Reading	15,000		15,000		13,000
23 Youth Services	4,000		4,000		1,000
24 Teen Services	-		-		500
25 Bob Lucas Branch Services	-		-		500
26 Literacy Services	5,000		5,000		4,500
27 All Ages	-		-		6,000
28 Total Programs	43,588		46,000		53,500
29 Library Materials					
30 Mobile Library Collection	3,000		3,000		3,000
31 Total Library Materials	3,000		3,000		3,000
32 Information Technology (IT)					
33 Internet Service / E-Rate	-		2,500		2,500
34 Technology Consulting	1,800		1,800		-
35 Technology Equipment	19,628		19,600		6,000
36 Technology Maintenance Fees	4,284		4,400		2,000
37 Website Development	-		20,000		20,000
38 Total Information Technology (IT)	25,712		48,300		30,500
39 TOTAL EXPENSES	142,300		344,800		289,400
40 NET REVENUES / (EXPENSES)	-		-		-

Altadena Library District
FY 2022/23 Proposed Budget
Capital

	A	B	C
	FY 2021/22 Projected Actuals	FY 2021/22 Adopted Budget	FY 2022/23 Proposed Budget
1 REVENUES			
2 CFD Measure Z Bond Proceeds	22,939,300	-	-
3 Interest Income	28,600	-	110,000
4 TOTAL REVENUE	22,967,900	-	110,000
5 EXPENSE			
6 CFD Bond			
6 Audit and Financial Consulting	15,000	15,000	-
7 CFD Bond Issuance Consulting	102,000	102,000	-
9 CFD Administration	15,000	15,000	-
10 CFD Banking Fees	7,000	7,000	-
11 CFD Project Management	215,900	196,000	199,000
12 Contingencies			146,400
13 Total CFD Bond	354,900	335,000	345,400
14 Capital Project Expenses			
15 Bob Lucas Memorial Library	103,000	-	2,500,000
16 Main Library	271,000	-	1,000,000
17 Total Capital Project Expenses	374,000	-	3,500,000
18 TOTAL EXPENSE	728,900	335,000	3,845,400
19 NET REVENUE / (EXPENSE)	22,239,000	(335,000)	(3,735,400)
20 Use Of / (Addition To) Reserves	(22,239,000)	335,000	3,735,400
21 NET BALANCE	-	-	-
22 Projected Capital Reserves			
23 Beginning Reserves 7/1	22,239,000	-	21,538,700
24 Drawdown of Proceeds	(700,300)	(335,000)	(3,735,400)
25 Capital Reserves 6/30	21,538,700	(335,000)	17,803,300

Altadena Library District
FY 2022/23 Proposed Budget
CFD

	A	B	C
	FY2021/22 Projected Actuals	FY 2021/22 Adopted Budget	FY 2022/23 Proposed Budget
1 REVENUE			
2 CFD 2020-1 Special Assessment	-	-	1,247,500
3 TOTAL REVENUE	-	-	1,247,500
4 EXPENSE			
5 Debt Service Principal	-	-	-
6 Debt Service Interest	-	-	878,500
7 TOTAL EXPENSE	-	-	878,500
8 NET REVENUE / (EXPENSE)	-	-	369,000
9 Use Of / (Addition To) Reserves	-	-	(369,000)
10 NET BALANCE	-	-	-
11 <u>Projected CFD Reserves</u>			
12 Beginning Reserves 7/1	-	-	-
13 Addition / (Drawdown) of Reserves	-	-	369,000
14 CFD Reserves 6/30	-	-	369,000



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

DEPARTMENT: Agenda Item VIII.d.

MEETING DATE: May 23, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Review and Approval of the Updated ALD Financial Policies

BACKGROUND:

The current ALD Financial Policies were last approved July 27, 2009. We have intended to update or create new Financial Policies since I joined the District in 2019 and set it as a goal to have these completed by the end of 2022.

I reached out to Eide Bailly, our accounting firm, in January 2022 to get advice on the best way to update these policies. They have a member of their team, Kristi Even, that has drafted many financial policies and was referred to her to get started. We shared our current policies with her as a place to start, but quickly realized that she would have to heavily edit these and decided to use the Subject Headings of the older policies and draft the new policies based on current and best practices. These older policies may be viewed on the ALD website at this [link](#).

The procedural elements have been removed from the manual because they change more frequently and require flexibility. Including only financial policies in the manual allows for more effective management and review. The procedural elements that were removed include: fund definitions, categories, and classifications, Board calendar, chart of accounts, reports and schedules, funding sources, record retention schedule, and general procedures such as bank and account reconciliations. Some policies work together and have appropriately been combined (ie Fixed Assets and Capitalization). A Record Retention policy was approved for all District records so the schedule was removed from the manual. This will ensure consistency and eliminate the need to update both.

Recently approved policies have been added to the manual. These include:

- Investment Policy (last approved on November 25, 2019)
- Debt Policy (last approved August 23, 2021)
- Disclosure Policy (last approved August 23, 2021)
- Tax Policy (last approved August 23, 2021)

We met several times to review the drafted policies to confirm that they include everything we need in our financial policies moving forward. This included review and feedback from our accountant Ian Berg and Office Manager Ana Villalobos.

The updated Financial Policies were presented to the Budget Committee at their meeting on May 5, 2022. Kristi Even and I reviewed the updated policies with the Committee and fielded a question about the Reserve Policy, Section 2-2. They requested that we add language to this

section to give the Board of Trustees discretion to maintain additional reserves, related to capital improvements or other types to support the District needs at the time. An additional sentence has been added to the policy for review. Otherwise, the Committee was pleased with these updated and streamlined policies and voted to recommend them to the full Board of Trustees.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board of Trustees view and approve the Updated ALD Financial Policies as recommended by the Budget Committee at their May 5, 2022 meeting.



ALTADENA LIBRARY DISTRICT | BUDGET POLICY MANUAL

SUBJECT: Budget Policy

SECTION: Table of Contents

BOARD APPROVED: MM/DD/YYYY

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ALTADENA LIBRARY DISTRICT | FINANCIAL POLICY MANUAL

SUBJECT: Budget Policy

SECTION: 1-0

BOARD APPROVED: MM/DD/YYYY

1-1 Purpose of the Policy.

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.

1-2 Budget Policy.

The District's strategic plan shall serve as a guide in the development of the Annual Operating Budget. The Board is responsible for adoption of the Budget on or before September 1st each year in compliance with Division I, Part 11, Chapter 9, Section 19655, of the California Education Code. By practice, the District adopts the annual budget before June 30th in time for the upcoming fiscal year.

The Director and the Board may consider requests for budget modifications through the mid-year budget review process. Additional requests for budget modifications necessitated by changes in circumstances unforeseen at the time of the original budget and/or the mid-year review, shall be submitted to the Director for consideration.

Department heads are expected to maintain control of expenditures to properly administer their programs. The Director may approve budget modifications of less than \$10,000. Board approval is required for budget modifications of \$10,000 or greater.

1-3 Authority.

The Director is responsible for adherence to this policy and regular reporting of the District's financial status. The Board provides oversight through reporting of Budget to Actual Expenditures during regular Board meetings.

1-4 Policy Review.

The Budget Policy shall be reviewed annually as part of the Budget adoption process. Any modifications shall be presented to and approved by the Board of Trustees.



ALTADENA LIBRARY DISTRICT | FINANCIAL POLICY MANUAL

SUBJECT: Reserve Policy

SECTION: 2-0

BOARD APPROVED: MM/DD/YYYY

2-1 Purpose of the Policy.

The Reserve policy establishes guidelines for the Altadena Library District to maintain appropriate reserve levels as required by legal or external requirements, to provide the necessary cash flow for normal operations and the ability to address unplanned events or emergencies.

2-2 Reserve Policy.

The District shall maintain an Operating reserve fund equal to six months of budgeted operating expenditures, as required by California Government Code Section 53646(B)(3).

The Board may, at its discretion, require the District to maintain additional reserve funds such as Capital, to be used for future planned or unplanned events.

2-3 Authority.

The Director is responsible for overseeing the maintenance and reporting of the District's Reserve balance. The Director shall identify and report to the board plans to replenish the reserve fund, should it fall below the required level. The Board provides oversight through monthly reporting.

2-4 Policy Review.

The Reserve Policy shall be reviewed annually as part of the budget adoption process. Any modifications shall be presented to and approved by the Board of Trustees.



ALTADENA LIBRARY DISTRICT | FINANCIAL POLICY MANUAL

SUBJECT: Audit Policy

SECTION: 3-0

BOARD APPROVED: MM/DD/YYYY

3-1 Purpose of the Policy.

The Altadena Library District recognizes the need to maintain its overall integrity, financial credibility, and long-term viability. An external audit provides transparency and demonstrates responsible financial management, accurate financial statement presentation and compliance with laws and regulations.

3-2 Policy.

The Board requires an annual audit of District funds and financial records be performed by an independent public accounting firm, licensed by the California State Board of Accountancy. The board shall be responsible for engaging the auditor and receiving directly, the independent auditors' report.

A formal request for proposal process shall be conducted at least once every five years. The selected auditing firm's contract shall be for a period not to exceed three years with an option to extend for up to two additional years, for a total period not to exceed five years.

3-3 Authority.

The Director is responsible for establishing operating objectives and goals, implementing control procedures, and accomplishing desired operating results. The Director works with the auditors to complete the annual audit. The Board provides oversight by reviewing and approving monthly financial reports and the annual audit report.

3-4 Policy Review.

The Audit Policy shall be reviewed at least every five years. Any modifications shall be presented to and approved by the Board of Trustees.



ALTADENA LIBRARY DISTRICT | FINANCIAL POLICY MANUAL

SUBJECT: Investment Policy

SECTION: 4-0

BOARD APPROVED: MM/DD/YYYY

4-1 Purpose of the Policy.

The Investment Policy applies guidance to all financial assets of the Altadena Library District. Funds in any deferred compensation plan and/or in a trust for retiree benefits are not included.

4-2 Policy.

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code Section 53600.6).

The legislative body of a local agency may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 5920 and 53600 et. seq.

The Director shall annually prepare and submit a statement of investment policy and such policy, and any changes, shall be considered by the legislative body (Board) at a public meeting (California government Code Section 53646(a)).

4-3 Prudence.

Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and anticipated needs of the District, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code Section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4-4 Objectives.

As specified in California Government Code Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

- A. **Safety:** Safety of principal is the foremost objective of the Policy. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- B. **Liquidity:** The investment portfolio shall remain sufficiently liquid to enable the District to meet all operating requirements that might be reasonably anticipated.
- C. **Return on Investments:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and the cash flow characteristics of the portfolio.

4-5 Delegation of Authority.

Authority to manage the Policy is derived from California Government Code Section 53600, *et. seq.* Management responsibility for the Policy is delegated to the Director. No person may engage in an investment transaction except as provided under the terms of this Policy. The Board shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of the Director or any other subordinate officials. Under the provisions of California Government Code Section 53600.3, the Director is a trustee and a fiduciary subject to the prudent investor standard.

4-6 Ethics and Conflict of Interest.

Officers and employees involved in the investment process shall fully comply with the District's Conflict of Interest Code in the execution of this policy. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict or appear to conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

4-7 Authorized Financial Institutions and Dealers.

The Director may maintain a list of financial institutions, selected on the basis of credit worthiness financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list may also be maintained of approved

security brokers/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the Director shall select only brokers/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers, or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Director shall have received from said firm a signed certification form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Policy.

Where all funds of the District not placed in FDIC-insured accounts are invested through the State of California Local Agency Investment Fund (LAIF), the District need not investigate the qualifications of those financial institutions and broker/dealers with whom LAIF transacts business.

4-8 Authorized and Suitable Investments.

- A. Permitted Investments: District funds may be invested as authorized by, and subject to the limitations and special conditions of California Government Code Section 53601 *et. seq.*
- B. Prohibited Investments: Under the provisions of California Government Code Section 53601.6, the District shall not invest any funds covered by this Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero-interest accrual if held to maturity.

4-9 Collateralization.

All certificates of deposits must be collateralized by U. S. Treasury obligations. Collateral must be held by a third-party trustee and valued monthly. The percentage of collateralization on repurchase and reverse repurchase agreements shall adhere to the amount required under California Government Code Section 53601(i)(2).

4-10 Safekeeping and Custody.

All security transactions entered by the District shall be conducted on a delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement as required by California Government Code Section 53601.

4-11 Diversification.

The District shall diversify its investments by security type and institution. It is the policy of the District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply

- A. Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- B. Maturities selected shall provide for stability of income and liquidity.
- C. Disbursement and payroll dates shall be covered through maturities investments, marketable U.S. Treasury Bills, or other cash equivalent instruments such as money market mutual funds

4-12 Reporting.

In accordance with California Government Code Section 53646(b) (1), the Director shall submit to each member of the Board a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values on current market values of each component of the portfolio, including funds managed for the District by third party contracted managers, if applicable. The report shall also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Policy and, (2) the District shall meet its expenditure obligations for the next six months as required by California Government Code Sections 53646(b)(2) and (3), respectively. The Director shall maintain a complete and timely record of all investment transactions.

4-13 Policy Review.

The Investment Policy shall be reviewed on an annual basis. Any modifications shall be presented to and approved by the Board of Trustees.



ALTADENA LIBRARY DISTRICT | FINANCIAL POLICY MANUAL

SUBJECT: Contracts and Agreements Policy

SECTION: 5-0

BOARD APPROVED: MM/DD/YYYY

5-1 Purpose of the Policy.

The Contracts and Agreements Policy provides guidance for the Altadena Library District to enter into legally binding agreements that define and govern the rights and responsibilities between two or more parties.

5-2 Policy.

The Director is authorized to enter into contracts or agreements for less than \$10,000 for any item in the current fiscal year Operating Budget.

The Board must approve all contracts and agreements for \$10,000 or greater.

All contracts and agreements must be reviewed and approved by general counsel.

5-3 Services Contracts and Professional Service Agreements.

For service contracts and professional service agreements, the Director shall prepare, issue, and evaluate appropriate requests for proposals no less than every five years, unless otherwise directed by the Board. The objective is to re-assess the price, utility, and service received to ensure the District is receiving quality service at a competitive price. The results of such review shall be reported to the Board for contracts and agreements of \$10,000 or greater.

5-4 Personnel Contracts.

- A. The Board is responsible for selecting and contracting with a Director, establishing the salary, benefits and terms of employment, and completing an annual review. The Director's termination shall be tendered to or directed by the Board.
- B. The Board is responsible for reviewing and determining employee wages, benefits, terms of employment and working conditions. Please see the Altadena Library District Personnel Policies and Rules.

5-5 Authority.

The Director is responsible for administering contracts and agreements.

5-6 Policy Review.

The Contracts and Agreements Policy shall be reviewed at least every five years. Any modifications shall be presented to and approved by the Board of Trustees.



ALTADENA LIBRARY DISTRICT | FINANCIAL POLICY MANUAL

SUBJECT: Purchasing Policy

SECTION: 6-0

BOARD APPROVED: MM/DD/YYYY

6-1 Purpose of the Policy.

The Purchasing Policy provides The Altadena Library District with guidance in purchasing quality products and services. The District strives to purchase from the lowest responsible bidder. However, cost shall not be the sole factor in selecting vendors to provide products and services necessary for operations. Value, future costs, and quality of service shall be given equal weight.

6-2 Policy.

Purchases are made by employing a Bid process or a Request for Proposal (RFP) process. A Bid process implies that the lowest price shall be the sole criteria in the award selection if the minimum state requirements are met. The RFP process allows for selection based on stipulated award criteria in addition to price.

If products or services are deemed available only from a sole source, the Director may waive the requirements set forth in Section 6.3 Purchase Limitations.

6-3 Purchase Limitations.

- A. A budgeted purchase of \$5,000 or less for any one item may be accomplished by negotiated agreement between the Director and one or more vendors.
- B. A budgeted purchase of greater than \$5,000 and less than \$10,000 shall be awarded to the successful vendor after obtaining informal quotes from at least three independent vendors.
- C. A budgeted purchase of \$10,000 or greater shall be made after successful employment of a Bid or RFP process. Board approval is required.
- D. General fund monies shall be used to support the normal and necessary operations of the District. Purchases such as alcohol, promotional items, prizes, and gifts shall be purchased with grant and/or other donated monies.

6-4 Emergency Purchases.

- A. The Director has the authority to enter into purchasing agreements for products or services, in the event of an emergency involving potential loss of life or property.
- B. If time permits, the Director is to inform the President of the Board, or in the absence of the President, to inform the Secretary of the Board.
- C. When the authority is exercised, the Board must be notified no later than the next regular meeting.

6-5 Authority.

The Director has the authority to enter into contracts for the purchase of any product approved in the current fiscal year budget in accordance with the above policies.

6-6 Policy Review.

The Purchasing Policy shall be reviewed at least every five years. Any modifications shall be presented to and approved by the Board of Trustees.



ALTADENA LIBRARY DISTRICT | FINANCIAL POLICY MANUAL

SUBJECT: Capital Asset Policy

SECTION: 7-0

BOARD APPROVED: MM/DD/YYYY

7-1 Purpose of the Policy.

The Capital Asset Policy establishes guidance in identifying, capitalizing, depreciating, and accounting for capital assets of the Altadena Library District.

7-2 Policy.

The District defines capital assets under this policy as tangible assets owned by the District, with a value of \$5,000 or greater and a useful life of more than one year.

If an asset does not meet the capitalization requirements set forth in 10.3 Capitalization, it is to be expensed in the year acquired. The District treats library books and other media resources as current period expenditures rather than a composite capital asset.

Repair and Maintenance costs are defined as expenditures than maintain an asset and keep it in good order. All Repair and Maintenance costs are expensed in the period incurred.

7-3 Capitalization and Valuation.

The District uses the following capital asset classifications and capitalization criteria:

- A. Infrastructure - as defined by GASB 34, these are “long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets.” Typically, these assets would include pavement, curbs and gutters, sidewalks, streetlights, sewers, traffics controls, etc.
- B. Land - includes all costs associated with the acquisition of land as well as costs incurred in preparing the land for its intended purpose. These costs include, but are not limited to, purchase and closing costs.
- C. Land Improvements – includes but is not limited to, landscaping, parking lots and parking structures.

- D. Buildings – includes all costs associated with the purchase or construction of a new building.
- E. Building Improvements – includes costs that improve the useful life of the building, substantially change the useful life of the original space, or expand the total space of the building. Repairs, which are distinguished from improvements, are rarely capitalized because they usually do not extend the useful life of the asset and are classified as operational.
- F. Artwork – includes all costs associated with the purchase.
- G. Donated Assets – capitalized at acquisition value at the time of the donation. Acquisition value is the cost which the District would incur to acquire the asset at the time of the donation. If the acquisition value is not available or cannot be reasonably determined, an estimated cost may be applied using the best available information.
- H. Furniture and Equipment – includes but is not limited to, furniture, and computers. The total capitalized includes all costs associated with the purchase, delivery, transportation, and insurance while in transit, installation, and similar costs.
- I. Information Technology Infrastructure – includes software and hardware such as servers,
- J. Vehicles – includes costs associated with the purchase and delivery.
- K. Construction-in-Progress (CIP) – capital improvement projects are capitalized as CIP until completed. Costs include labor, materials, transportation, engineering, and construction management.

7-4 Depreciation.

Depreciation is computed monthly using the straight-line method over the estimated useful lives of the capital assets. Items purchases shall be depreciated for the full month of the month of purchase. Constructed assets shall be depreciated beginning in the first month the asset is put into use.

Land, construction-in-progress, and artwork are not depreciated.

Estimated useful lives for the asset classifications are as follows:

Infrastructure	50 years
Buildings	50 years
Building Improvements	20 years
Furniture and Equipment	5 years
Information Technology Infrastructure	7 years
Vehicles	7 years

7-5 Disposal of Capital Assets.

The District may determine that a capital asset is no longer of use in daily or future operations and/or the cost of achieving usefulness is greater than the benefit. The Director shall make a recommendation to the Board for approval of one of the following methods:

- A. Gift to the Altadena Library District Friends of the Library.
- B. Discard or sell at a public auction for the benefit of the District.

The Director has discretion to dispose of other non-capitalized items without Board approval.

7-6 Reporting.

Capital Assets shall be reported in accordance with GASB 34 in the annual audited financial statements.

7-7 Policy Review.

The Capital Asset Policy shall be reviewed at least every five years. Any modifications shall be presented to and approved by the Board of Trustees.



ALTADENA LIBRARY DISTRICT | FINANCIAL POLICY MANUAL

SUBJECT: Debt Policy

SECTION: 8-0

BOARD APPROVED: MM/DD/YYYY

8-1 Purpose of the Policy.

The Debt policy (“Policy”) establishes guidelines and parameters for the effective governance, management and administration of debt and other financing obligations issued by the Altadena Library District (“District”) and its related entities (such as Altadena Library District Community Facilities District No. 2020-1 (Facilities and Services)) and is intended to comply with California Government Code Section 8855(i).

As used in this Policy, the “District” shall mean the Library District and/or its related entities, as the context may require. As used in this Policy, “debt” shall be interpreted broadly to mean bonds, notes, certificates of participation, financing leases, or other financing obligations, but the use of such term in this Policy shall be solely for convenience and shall not be interpreted to characterize any such obligation as indebtedness or debt within the meaning of any statutory or constitutional debt limitation where the substance and terms of the obligation fall within exceptions to such legal limitation. This Policy shall govern all debt issued by the District.

The District and its related entities are committed to fiscal sustainability by employing long-term financial planning efforts, maintaining appropriate reserve levels, and employing prudent practices in governance, management, budget administration and financial reporting. This Policy is intended to improve the quality of decisions, assist with the determination of the structure of debt issuance, identify policy goals, and demonstrate a commitment to long- term financial planning. Adherence to a local debt policy signals to rating agencies and the capital markets that a government is well managed and should meet its obligations in a timely manner.

8-2 Purposes for Which Debt Proceeds May Be Used.

Debt may be issued to: (a) finance the acquisition, rehabilitation, replacement, or expansion of capital assets (including but not limited to capital improvements, facilities and equipment), for the following purposes: (i) acquisition or improvement of land, right-of-way or long terms easements; (ii) acquisition of a capital asset with a useful life of five or more years; (iii) construction or reconstruction of a facility; (iv) although not the primary purpose of the financing effort, project reimbursables that include project planning design, engineering and other preconstruction efforts, project-associated furniture fixtures and equipment, capitalized interest, original issue discount, underwriter’s discount, other costs of issuance and other costs as permitted by law and

(b) refund, refinance or restructure debt, subject to refunding objectives and legal parameters.

The proceeds of any debt obligation shall be expended only for the purpose for which it was authorized. Debt may only be issued under Library District Board of Trustees ("Board") authorization and when the District has identified sufficient funds to pay the obligation of principal and interest. No debt shall be issued with a maturity date greater than the expected useful life of the facilities or improvements being financed.

8-3 Types of Debt That May Be Issued.

Debt is to be issued pursuant to the authority of and in full compliance with provisions, restrictions and limitations of the Constitution and the laws of the State of California (the "State"). Various types of debt may be issued, including, but not limited to special tax bonds, special tax refunding bonds, revenue bonds, revenue refunding bonds, certificates of participation and lease-purchase obligations. Debt shall be issued as fixed rate debt unless the District makes a specific determination as to why variable rate debt would be beneficial to the District in a specific circumstance.

8-4 Relationship of Debt to Capital Improvement Program.

The District shall issue debt for the purposes set forth in this Policy and to implement policy decisions incorporated in the District's capital budget and capital improvement plan ("Master Plan"). The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of general funds of the District, available revenues from the District's parcel tax and the services component of the CFD No. 2020-1 special tax.

8-5 Policy Goals Relating to Planning Goals and Objectives.

The District is committed to following sensible practices in governance, management and budget administration. The District shall issue debt for the purposes stated in this Policy and to implement policy decisions incorporated into the District's budget. It is a policy goal of the District to protect taxpayers by utilizing conservative financing methods and techniques. The District shall comply with applicable State and federal law as it pertains to the maximum term of debt.

8-6 Internal Control Procedures.

One of the District's priorities in the management of debt is to ensure that debt proceeds shall be directed to the intended use for which they were issued. In furtherance of this priority, the following procedures shall apply:

The Director or the designee of the Director shall retain a copy of each annual report filed with the California Debt and Investment Advisory Commission (“CDIAC”) pursuant to Section 8855(k) of the California Government Code conserving (i) debt authorized during the applicable reporting period (whether or not issued), (ii) debt outstanding during the reporting period, and (iii) the use during the reporting period of proceeds of issued debt.

In connection with the preparation of each annual report to be filed with CDIAC pursuant to Section 8855(k) of the California Government Code, the Director or the designee of the Director shall keep a record of the original intended use for which the debt has been issued, and indicate whether the proceeds spent during the applicable one- year reporting period for such annual report comport with the intended use (at the time of original issuance or as modified pursuant to the following sentence). If a change in intended use has been authorized subsequent to the original issuance of the debt, the Director or the

designee of the Director shall indicate in the record when the change in use was authorized and whether the Board has authorized the change in intended use. The Director shall consult with legal counsel and report apparent deviations from the intended use in debt proceeds to the Board.

When debt has been issued to finance a capital project and the project timeline or scope of project has changed in a way that all or a portion of the debt proceeds cannot be expended on the original project, the Director shall consult with legal counsel as to available alternatives for the expenditure of the remaining debt proceeds (including repayment of the debt).

Proceeds of debt shall be held either (a) by a third-party trustee or fiscal agent, which shall disburse such proceeds to or upon the order of the District upon the submission of one or more written requisitions by the District, or (b) by the District, to be held and accounted for in a separate fund or account, the expenditure of which shall be carefully documented by the District.

When issuing debt, in addition to complying with the terms of this Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment and expenditure of debt proceeds. The District shall periodically review the requirements of and remain in compliance with the following: (i) any federal tax compliance requirements; (ii) any State requirements related to debt issuance; (iii) any continuing disclosure undertakings entered into by the District in accordance with Securities and Exchange Commission Rule 15c2-12; and (iv) the District’s investment policies as they relate to the use and investment of debt proceeds.

8-7 Policy Review.

The Debt Policy shall be reviewed at least every five years. Any modifications shall be presented to and approved by the Board of Trustees.



ALTADENA LIBRARY DISTRICT | FINANCIAL POLICY Manual

SUBJECT: Disclosure Policy

SECTION: 9-0

BOARD APPROVED: MM/DD/YYYY

9-1 Purpose of the Policy.

The Disclosure Policy (“Policy”) establishes a framework for compliance by the Altadena Library District and its related entity (Altadena Library District Community Facilities District No. 2020-1 (Facilities and Services)) (together, the “District”) with its disclosure and/or contractual obligations with respect to the municipal securities it issues pursuant to the requirements of the Securities Exchange Act of 1934, as amended (the “1934 Act”), and the Securities Act of 1933, as amended, including, in particular, Rule 15c2-12, as amended, promulgated under the 1934 Act, and other applicable rules, regulations, and orders.

The policy ensures compliance with federal securities laws relating to disclosure in order to:

- A. Comply with Law and Contract. To facilitate compliance with applicable law when preparing and distributing Disclosure Documents in connection with Bond offerings and Continuing Disclosure Documents;
- B. Reduce Liability. To reduce exposure (of the District and its officials and employees) to liability for damages and enforcement actions based on misstatements and omissions in Disclosure Documents by reducing the risk that actual material misstatements and omissions occur and make it less likely that any misstatement or omission that does occur was a result of intentional, reckless or negligent conduct;
- C. Reduce Borrowing Costs. To reduce borrowing costs by promoting good investor relations; and
- D. Protect the Public. To avoid damage to residents of the District and other third parties from misstatements or omissions in Disclosure Documents.

The Disclosure Policy is intended for the internal use of the District only and is not intended to establish any duties in favor of or rights of any person other than the District.

The officers and employees charged by the Disclosure Policy with performing or refraining from any action may depart from the Disclosure Policy when they and the Disclosure Officer in good faith determine that such departure is in the best interests of the District and consistent with the duties of the District under federal and State securities laws. Any deviation from the Disclosure Policy shall be reported to the Oversight Committee and the Board.

9-2 Definitions.

Certain terms used in the Disclosure Policy have the meanings specified below.

Annual Filing means an annual report of the District filed pursuant to a Disclosure Agreement.

Board means the Board of Trustees of the District.

Bonds means bonds, notes, certificates of obligation, certificates of participation, and other debt obligations or securities of the District, or the payment of which the District is obligated to support by a lease, contract, or other arrangement, that are sold to or otherwise held or traded in by the public.

Continuing Disclosure Documents means financial and operating data and event notices filed with the MSRB through EMMA pursuant to Disclosure Agreements.

Disclosure Agreement means the provisions of each agreement of the District by which the District undertakes to provide financial and operating data periodically, and timely notices of certain events, to the MSRB, whether expressly or as the only nationally recognized municipal securities information repository under SEC Rule 15c2-12.

Disclosure Counsel means counsel engaged from time to time by the District to give advice to the District in accordance with the Disclosure Policy and assist the District in preparing Disclosure Documents.

Disclosure Documents means Offering Documents, Continuing Disclosure Documents or Other EMMA Filings.

Disclosure Officer means the officer(s) of the District charged with exercising the responsibilities of a Disclosure Officer under the Disclosure Policy, i.e., the Director or another employee of the District specifically designated by the Director.

Disclosure Working Group for any Disclosure Documents means the officers or employees of the District charged with exercising the responsibilities of the Disclosure Working Group in preparing or checking the Disclosure Documents under the Disclosure Policy, as described in Section 4 of the Disclosure Policy.

Dissemination Agent means a consultant engaged by the District to assist with the ongoing continuing disclosure filings required under the Disclosure Agreement.

EMMA means the Electronic Municipal Market Access System maintained by the MSRB.

Material when used with respect to a fact included in a Disclosure Document means, generally, that a reasonable investor likely would attach significance to it in making a decision to buy, hold, or sell Bonds of the District. When questions of materiality arise, Disclosure Counsel should be consulted.

MSRB means the Municipal Securities Rulemaking Board.

Municipal Advisor means person or firm registered with the SEC engaged by the District from time to time to provide advice to or on behalf of the District with respect to municipal financial products or the issuance of municipal securities.

Offering Documents means preliminary and final Official Statements and other documents by which Bonds are offered to the public by the District as well as solicitation statements by which the District offers to purchase its Bonds or requests consents or waivers regarding Bonds.

Oversight Committee means the Community Facilities District (CFD) Committee of the Library District.

SEC means the United States Securities and Exchange Commission.

State means the State of California.

9-3 Policy.

It is the policy of the District to comply fully with applicable securities law regarding disclosure in connection with the issuance of Bonds and with the terms of its Disclosure Agreements.

The District expects to issue Bonds in the public debt markets and, in connection therewith, to issue offering documents and to enter into continuing disclosure undertakings to update financial and operating information contained in the offering documents at least annually and to file timely notices of certain events with the MSRB through EMMA. Investors in the District's Bonds rely on the filings in deciding whether to buy, hold, or sell the District's Bonds.

Under federal securities laws, the District must exercise reasonable care to avoid material misstatements or omissions in preparing Official Statements that are used to sell Bonds in primary offerings, and it may not knowingly or recklessly include material misstatements or misleading statements in Disclosure Documents while its Bonds are outstanding. Knowledge of any officer or employee of the District as well as information in files of the District may be imputed to the District. Disclosure Counsel opinions may help to establish care but are no defense to an action for failing to disclose or misstating a known material fact.

9-4 Procedures.

The following officials and employees of the District shall implement the following procedures in preparing, checking, or issuing the following Disclosure Documents.

A. Official Statements.

(i) Working Group. The Disclosure Working Group for preliminary and final official statements (collectively, "Official Statement") issued in primary offerings shall consist of the following: the Director and Disclosure Counsel and the Municipal Advisor, each acting in an advisory capacity.

(ii) Establishing Scope and Process. At the beginning of the disclosure process, the Disclosure Working Group shall (a) determine (with input from the District's underwriter(s), in the case of a negotiated offering) what information should be disclosed in the Official Statement to present fairly a description of the source of repayment and security for the securities being offered, including related financial and operating information (which may include a discussion of material risks related to investment in the securities), (b) assign responsibilities for assembling and verifying the information, and (c) establish a schedule for producing the information and the Official Statement that shall afford sufficient time for final review by the Disclosure Working Group and the Disclosure Officer and the approvals required by the Disclosure Policy.

(iii) Review for Accuracy, and Completeness. The members of the Disclosure Working Group shall review the Official Statement drafts to determine whether, based on information known or reported to them, (a) the material facts in the Official Statement appear to be consistent with those known to the members of the Disclosure Working Group, and (b) the Official

Statement omits any material fact that is necessary to be included to prevent the Official Statement from being misleading to investors. The Disclosure Officer shall take such action as may be necessary, based on feedback from the Disclosure Working Group, to enable the Disclosure Working Group to conclude that the Disclosure Policy was followed and that the Official Statement is accurate and complete in all material respects.

(iv) Final Approval. The Oversight Committee and the Board of Trustees shall approve a substantially final form of the preliminary Official Statement. The Disclosure Working Group shall approve the preliminary and final Official Statement.

(v) Documentation of Procedures. The Disclosure Officer shall compile and retain a file of the actions taken to prepare, check, and approve the Official Statement.

B. Annual Filing

(i) Working Group. The Disclosure Working Group for the Annual Filing shall consist of the Director and the Dissemination Agent with Disclosure Counsel review, if necessary.

(ii) Preparation, Review and Approval. The Disclosure Officer, with the assistance of the Dissemination Agent, shall prepare a draft Annual Filing no later than [30 days] prior to the deadline for filing the Annual Filing. The members of the Disclosure Working Group shall review the Annual Filing drafts to determine whether, based on information known or reported to them, (a) the Disclosure Policy was followed, (b) the material facts in the Annual Filing appear to be consistent with those known to the members of the Disclosure Working Group, and (c) the Annual Filing omits any material fact that is necessary to be included to prevent the Annual Filing from being misleading to investors. The Disclosure Working Group shall conclude that the Disclosure Policy was followed and that the Annual Filing is accurate and complete in all material respects

The Disclosure Working Group shall approve the final draft of the Annual Filing. The Annual Filing shall not be issued until approved by the Disclosure Working Group.

(iii) Posting and Documentation. The Dissemination Agent, on behalf of the District, shall file the Annual Filing with the MSRB through EMMA by the deadline established by the Disclosure Agreements. The Dissemination Agent, on behalf of the District, shall exercise reasonable care to file the Annual Filing in the format and with the identifying information required by the Disclosure Agreements, including applicable CUSIP numbers for the District's Bonds. The Disclosure Officer shall compile and retain a file of the actions taken to prepare, check, and approve the Annual Filing, and approvals of the Disclosure Working Group.

C. Event Notices.

(i) 9. Identification of Reportable Events and Preparation of Event Notices. The Disclosure Officer shall maintain a list of events of which the District is required to provide notice to the MSRB pursuant to the Disclosure Agreements. The Disclosure Officer shall assess the materiality of any reported event with the assistance of legal counsel (reportable under the Disclosure Agreements only if material) and, if notice of the event must be given (or if no materiality standard applies to that particular event and prepare, or cause to be prepared, an Event Notice giving notice of the event.

(ii) Posting and Documentation. The Disclosure Officer or Dissemination Agent shall file the Event Notice with the MSRB through EMMA by the deadline established by the Disclosure Agreements or, if the facts cannot be correctly and fairly described by the deadline, then as soon thereafter as possible. The Disclosure Officer or Dissemination Agent shall exercise reasonable care to file the Event Notice in the format and with the identifying information required by the Disclosure Agreements, including CUSIP numbers for the applicable Bonds. The Disclosure Officer shall compile and retain a file of the actions taken to report each event and prepare, check, and approve the notice of the event.

9-5 Training.

The Disclosure Officer and each officer or employee designated as a source of data for a Disclosure Document pursuant to the Disclosure Policy shall undergo initial training prior to each Bond issue and periodic training as necessary to address any changes in law. The training program and materials shall be prepared by or with the assistance of Disclosure Counsel. The training program shall impart the requirements of federal and State securities laws and the Disclosure Agreements, the meaning of “material,” and the duties of such officers and employees under the Disclosure Policy.

9-6 Policy Review.

The Disclosure Policy shall be reviewed at least every five years. Any modifications shall be presented to and approved by the Board of Trustees.



ALTADENA LIBRARY DISTRICT | FINANCIAL POLICY MANUAL

SUBJECT: Tax Policy

SECTION: 10-0

BOARD APPROVED: MM/DD/YYYY

10-1 Purpose of the Policy.

The Tax Policy and post-issuance compliance procedures (“Tax Policy”) describes the courses of action to be taken by the Altadena Library District to: (i) maximize the District’s compliance with the federal tax law requirements applicable to tax-exempt bonds; and (ii) identify and resolve any noncompliance matters, on a timely basis, to preserve the tax-exempt status of tax-exempt bonds.

The approval of the Tax Policy by the District shall be treated by the District as the establishment of written procedures to: (i) ensure that any Bonds that no longer qualify for tax- exempt status are identified and remediated in accordance with the requirements of the Code and applicable regulations, including the remediation provisions of Treas. Reg. Sec. 1.141-12 or other remedial actions authorized by the Commissioner of the Internal Revenue Service under Treas. Reg. Sec. 1.141-12(h); and (ii) monitor compliance with the requirements of Section 148 of the Code (which include arbitrage, yield restriction and rebate requirements) and related regulations.

10-2 Definitions.

Certain terms used in the Disclosure Policy have the meanings specified below.

Board means the Board of Trustees of the District.

Bond Counsel means a firm of nationally recognized bond counsel engaged from time to time by the District to give advice to the District with respect to the Tax Policy.

Bond Documents means documents relating to Bonds, including, but not limited to the fiscal agent agreement and tax certificate.

Bonds means bonds, notes, certificates of obligation, certificates of participation, and other debt obligations or securities of the District, or the payment of which the District is obligated to support by a lease, contract, or other arrangement, that are sold to or otherwise held or traded in by the public.

Code means the Internal Revenue Code of 1986, as amended.

10-3 Authority.

The Director, or another employee of the District specifically designated by the Director, shall be responsible for ensuring post-issuance and remedial action compliance with the requirements of any tax and financing documents for the District's outstanding Bonds.

The Director shall consult with Bond Counsel and other professionals as needed and may delegate certain duties, such as assisting with arbitrage compliance, to professionals as needed.

10-4 Compliance with Covenants in Bond Documents and Regular Due Diligence Reviews.

The Director shall ensure compliance with all covenants made by the District in the Bond Documents which must be complied with to maintain the preferential tax status of the Bonds, including, but not limited to use of Bond-financed facilities, timely completion of arbitrage rebate calculations, required filings and restrictions on investment of Bond proceeds. The Director shall review the Tax Policy and the Bond Documents at least annually for the purposes of identifying any possible violation of federal tax requirements related to Bonds and to ensure timely correction of any possible violations. If any possible violation is identified, the Director shall notify Bond Counsel so any expected or existing violation can be corrected.

10-5 Federal Tax Law Compliance.

- A. Proper Use of and Allocation of Bond Proceeds. The Director shall ensure that Bond proceeds are allocated to expenditures in a manner that is consistent with the purpose for each Bond issue as set forth in the Bond Documents. The Director shall also ensure that allocations of Bond proceeds to expenditures are timely made in accordance with the applicable tax regulations. As of the date of adoption of the Tax Policy, for each Bond issue, allocations of Bond proceeds to expenditures must be made within 18 months after the later of the date the expenditure was made or the date the project was placed in service, but not later than the earlier of five years after the Bonds were issued or 60 days after the Bond issue is retired.
- B. Investment of Bond Proceeds. The Director shall ensure that Bond proceeds are invested in investments that are permissible under the Bond Documents, and any applicable State laws and federal tax laws (e.g., federal tax law requires that investments purchased with Bond proceeds must be purchased and sold at fair market value).
- C. Arbitrage Calculations. The Director shall ensure the timely completion of arbitrage yield restriction and rebate calculations and filings for each issue of Bonds. The Director shall retain a rebate calculation agent to perform the rebate calculations.

- D. Yield Reduction/Rebate Payments. The Director shall ensure the timely payment, if applicable, of yield reduction payments and/or rebate, for each issue of Bonds. As of the date of adoption of the Tax Policy, rebate payments are due as follows: (i) 60 days after the end of the fifth Bond year; (ii) 60 days after the end of every fifth bond year thereafter; and (iii) 60 days after retirement of the last Bond of an issue.
- E. Use of Bond-financed Facilities. The Director shall review any agreement or other arrangement for the sale, lease or use of any portion of any Bond-financed facilities, including, but not limited to service, vendor and management contracts, research agreements, licenses to use Bond-financed property or naming rights agreements for compliance with federal tax laws and the Bond Documents. The Director shall consult with Bond Counsel for further guidance if deemed necessary.
- F. Post-Issuance Transactions. A significant modification of the terms of Bonds may result in Bonds being deemed refunded or “reissued.” Such an event shall require, among other things, the filing of new information returns with the federal government and the execution of a new arbitrage certificate. The Director shall consult with Bond Counsel before making any changes or amendments to Bond Documents for a Bond issue, including, but not limited to entering into investment agreements; making any change in security for the Bonds; terminating or appointing a successor trustee; releasing any liens; or reissuing a Bond issue.
- G. Remedial Action. If at any time during the life of a Bond issue, the Director discovers that a violation of federal tax law requirements applicable to that issue may have occurred, the Director shall consult with Bond Counsel to determine whether any such violation actually has occurred. If the Director determines that a violation has in fact occurred, the Director shall inform the Board of the same and shall take prompt action to accomplish an available remedial action under applicable regulations or to enter into a closing agreement with the Internal Revenue Service under the Voluntary Closing Agreement Program or other future published guidance.

10-6 Record Retention.

Management and retention of records related to the District’s Bonds shall be supervised by the Director. The Director shall retain for the life of Bonds plus the life of any refunding Bonds plus ten years records relating to: (i) general information regarding the Bond issue; (ii) expenditure of Bond proceeds; (iii) use, ownership and disposition of Bond-financed facilities; and (iv) investment of gross proceeds of Bonds. Records may be in the form of documents or electronic copies of documents, appropriately indexed to specific Bond issues and compliance functions.

10-7 Training.

Training for the Director and for any persons at the District to whom the Director specifically delegates any duties in the Tax Policy shall undergo initial training with Bond Counsel prior to each Bond issue and periodic training as necessary to discuss monitoring compliance with applicable federal tax laws relating to Bonds.

10-8 Policy Review.

The Tax Policy shall be reviewed annually. Any modifications shall be presented to and approved by the Board of Trustees.



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

DEPARTMENT: Agenda Item VIII.e.

MEETING DATE: May 23, 2022

PREPARED BY: Ashley Watts

LOCATION: Virtual Meeting

TITLE: Review and Approval of the Updated ALD Community Board Policy.

BACKGROUND:

Community Board Policy

Due to the recent uptick in community events/shared information, staff thought it was best to evaluate our community board policy. We have also come across questionable content that made it difficult to decide if the information was acceptable to display. After reviewing several other libraries' policy (San Mateo County, Oakland Public Library, etc.), the main update included language around content we would refuse to display:

- Literature related to political campaigns for public office
- Notices reflecting personal opinion; political debate; philosophies; and religious doctrine.
- Services or products for sale or rent
- Solicitations for memberships or fundraising
- Notices exceeding 11"x14"; and posters exceeding 11"x17"

These additions will make it easier for staff to make decisions on acceptable postings and will help patrons understand if we refuse to display certain content.

FISCAL IMPACT:

None.

RECCOMENDATION:

Staff recommends that the Board of Trustees approve the updated ALD Community Board Policy.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: Display of Community Organizations Promotional Literature on District Property Policy

SECTION: Administration

BOARD APPROVED:

SUBJECT:

Altadena Library District Display of Community Organizations Promotional Literature on District Property

POLICY OBJECTIVE:

The Altadena Library District seeks to provide access to a Community Information Bulletin Board as a service to community organizations and clubs.

STATEMENT OF POLICY:

As a community service, Altadena Library District allows community organizations to display event/program fliers/announcements on its “Community Information” Bulletin Board. The posting of community organization fliers/announcements does not imply an endorsement of the event/program by the Altadena Library District, its Trustees, or its staff.

Guidelines **GUIDELINES:**

- The Assistant District Director or his/her designee and designated staff shall approve all non-library, community organization fliers/announcements before posting.
- **One copy** of any announcement may be posted on the “Community Information” Bulletin Board, if space is available.
- Multiple copies of community organization’s announcements **MAY NOT BE PLACED ON PUBLIC SERVICE DESKS** throughout the Library for distribution. Only Library-related announcements are available in multiple copies at public desks throughout the Main library or Branch Library.

- Staff will remove community organization announcements at the end of each month or after the event date has passed.

Fees FEES:

The Altadena Library District does not charge fees for the posting of a Community event/program announcement.

Right of Refusal RIGHT OF REFUSAL:

The Altadena Library District reserves the right to decide what is appropriate for posting in the presence of minors. The Library cannot display or distribute the following materials: ~~reserves the right to reject any announcement/flier posting request from a community organization.~~

- Literature related to political campaigns for public office
- Notices reflecting personal opinion; political debate; philosophies; and religious doctrine.
- Services or products for sale or rent
- Solicitations for memberships or fundraising
- Notices exceeding 11"x14"; and posters exceeding 11"x17"

~~Display of Promotional Literature Provide by Community organizations~~

~~The posting of community organization fliers/announcements does not imply an endorsement of the event/program by the Altadena Library District, its Trustees, or its staff.~~

Approved May 23, 2011 by Board of Trustees

Adopted December 27, 1971



**BOARD OF LIBRARY TRUSTEES
ITEM VIII.F. STAFF REPORT FOR MAY 2022**

REPORT: Agenda Item VIII.f.

MEETING DATE: May 23, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Review and Discussion of the Land Acknowledgement Implementation

BACKGROUND:

The Board of Trustees approved the adoption of a Land Acknowledgement statement in February of 2022. Long and short versions of the acknowledgement that were approved are below:

Long statement:

The Altadena Library District acknowledges its presence on the traditional, ancestral, and unceded land of the Gabrielino/Tongva peoples. Altadena is located on the stolen homelands of the Hahamog'na band of Gabrielino/Tongva in Tovaangar, which includes the areas currently known as the Los Angeles basin and Channel Islands.

Entities such as the U.S. government and non-Native settlers have subjected the Gabrielino/Tongva peoples to historic and continuing injustices, including genocide, forced displacement, and linguistic erasure.

Altadena Library commits to learning, educating, and informing its staff and residents of present-day Altadena about the rich histories, vibrant communities, and culture of Gabrielino/Tongva people, present and past, through our collection development, resources, and program offerings.

Short statement:

The Altadena Library District acknowledges our presence on the traditional, ancestral, and unceded land of the Gabrielino/Tongva peoples. We commit to learning, educating, and informing our staff and the residents of Altadena about the Gabrielino/Tongva people, present and past.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: COVID-19 VACCINATION POLICY

SECTION: GENERAL ADMINISTRATION

BOARD APPROVED: September 7, 2021

COVID-19 Vaccination Policy

1. Purpose

The purpose of this policy is to provide a safe work environment and protect the health and safety of the Altadena Library District (ALD) employees, and the public we serve. As a public library, many of our patrons are children under the age of 12, as well as those in the community who are high-risk and medically vulnerable, both of which are not eligible to be vaccinated at this time. Guidance from the State of California and Los Angeles County Department of Public Health reasonably determined that there was an imminent and proximate threat of the introduction of a contagious, infectious, or communicable disease in Los Angeles County and a threat to the public health of Altadena residents. This led to the implementation of a COVID Prevention Plan that has been adhered to by staff and community members visiting the library buildings since February 2021.

Recent updates supporting this information includes:

- The World Health Organization declared the COVID-19 outbreak a "public health emergency of international concern," on January 30, 2020;
- The US Department of Health and Human Services declared a "public health emergency" for the United States on January 31, 2020;
- The US Centers for Disease Control and Prevention (CDC) issued guidance to local health departments, including the Los Angeles County Department of Public Health, that requires the Altadena Library District to make extraordinary efforts to monitor and manage ongoing COVID-19 risk including monitoring individuals who may have been exposed to COVID-19.

The ALD COVID Prevention Plan continues to remain in place and will remain in place until the local health emergency is terminated.

Since June 15, 2021, when most restrictions from the state were lifted, the average daily incident case rate of COVID-19 in Altadena has increased, reaching the "High Transmission" level of the U.S. Centers for Disease Control and Prevention's (CDC) Indicators for Level of Community Transmission. Testing positivity, hospitalizations, and deaths have all increased across LA County, largely due to the significantly more transmissible Delta variant.

The Delta variant of the SARS-CoV-2 virus has become the predominant strain in the US as well as in Los Angeles County and has been detected in specimens collected from Altadena



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: COVID-19 VACCINATION POLICY

SECTION: GENERAL ADMINISTRATION

BOARD APPROVED: September 7, 2021

residents with laboratory-confirmed COVID-19, from multiple unrelated households. Research and field evidence indicates that authorized vaccines are highly protective against hospitalization and death from infection with the Delta variant (as well as other current known strains of SARS-CoV-2), and also indicates that people who are fully vaccinated are less likely to be contagious or to transmit the virus to someone else.

A continued increase in the vaccination rate is paramount to stem this rapid increase in COVID-19 transmission. Currently authorized vaccines have proven effective at preventing severe outcomes from the virus causing COVID-19, including the Delta variant. COVID-19 vaccines are free, safe, and widely available. Getting vaccinated is one of the most important ways to help stop COVID-19 spread. The State of California released an order effective August 12, requiring all school workers statewide to be vaccinated to prevent spread. School districts must be in compliance by no later than October 15. Similarly, on July 26, implementing a first-in-the-nation standard to require all state workers and workers in health care and high-risk congregate settings to either show proof of full vaccination or be tested at least once per week, and has encouraged all local government and other employers to adopt a similar protocol. Like school workers, library staff also work closely with children 12 and under, their caretakers and other at-risk populations.

Currently, 76% of Altadenans have received at least one dose of a COVID-19 vaccine and 87% of the Altadena Library District Staff are fully vaccinated.

2. Vaccination Requirement

To ensure that the ALD fulfills its primary function of protecting the health and safety of the Altadena community while also meeting its obligation to provide a safe and healthy workplace for employees, all ALD employees must be fully vaccinated for COVID-19 as a condition of employment no later than Monday, September 27, 2021. If for some reason an extension to this deadline is required, a two-week extension may be granted at the discretion of the District Director. ("Fully vaccinated" does not presently include recommended booster vaccination shots as recommended by the CDC and Los Angeles County Department of Public Health but this policy may be revised in future to include them as official guidance changes).

3. Reporting Vaccination Status and Documentation

- a. All ALD employees must report their vaccination status to the District Director no later than 5:00 p.m. on September 27, 2021. Employees will certify that they are:
 - i. Fully or partially vaccinated for COVID-19 by providing any of the following documents:



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: COVID-19 VACCINATION POLICY

SECTION: GENERAL ADMINISTRATION

BOARD APPROVED: September 7, 2021

- a. A screen shot of the digital vaccination record, which is available free and instantly from the state of California, <https://myvaccinerecord.cdph.ca.gov/>.
- b. A photo of the CDC COVID-19 vaccination record card
- c. Documentation by the employee's healthcare provider

Employees will certify that the information they provide regarding vaccination status is true and accurate.

4. ~~Weekly COVID-19 Testing and Face Masking~~ Requirement for Unvaccinated Employees

~~As of September 28, 2021, all employees who are not fully vaccinated (meaning those partially vaccinated or unvaccinated) are required as a condition of employment to be tested weekly for COVID-19 and must wear a face mask covering nose and mouth indoors and when in a shared vehicle. COVID-19 testing will be provided to employees at no cost during their work hours following a process and timeline determined by the ALD. Failure to comply with this weekly testing schedule will result in the employee being put on unpaid administrative leave. Employees will not be allowed to return to work until a negative COVID-19 is presented and weekly testing is resumed. In compliance with Los Angeles County Guidelines as of April 25, 2022, all employees must comply with public health regulations as set forth by Los Angeles County officials with regards to Masking in indoor spaces. Request for accommodations must be submitted to the District Director.~~

Definitions

- a. COVID-19 Vaccine: A COVID-19 vaccine satisfies the requirement of this policy if the U.S. Food and Drug Administration (FDA) has issued Emergency Use Authorization (EUA) or full Licensure for the vaccine. Vaccines that currently meet this requirement include Moderna or Pfizer-BioNTech/Comirnaty (two-dose mRNA COVID-19 vaccine series) and Johnson & Johnson/Janssen (a single-dose COVID-19 vaccine).
- b. "Fully Vaccinated": To be fully vaccinated, 14 days or more must have passed from the date the employee received the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer- BioNTech) or a single-dose COVID-19 vaccine (Johnson & Johnson/Janssen).
- c. "Partially Vaccinated": Employees who have received at least one dose of a COVID-19 vaccine but do not meet the definition of fully vaccinated as of the stated deadlines.



Altadena Libraries

ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: COVID-19 VACCINATION POLICY

SECTION: GENERAL ADMINISTRATION

BOARD APPROVED: September 7, 2021

- d. "Unvaccinated": An employee who has not received any doses of COVID-19 vaccine or whose status is unknown.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.H. REPORT FOR MAY 2022**

REPORT: Agenda Item VIII.h.

MEETING DATE: May 23, 2023

PREPARED BY: Nikki Winslow

LOCATION: Virtual Meeting

TITLE: Review and Approval of Resolution 2022-08 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 June 1, 2022 – June 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 is 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 2022-08 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 2022-08 that authorizes the Board to continue meeting virtually for the next 30 days.

RESOLUTION NO. 2022-08

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 JUNE 1, 2022 – JUNE 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) June 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 23rd day of May, 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