



## AGENDA

Board of Library Trustees | Altadena Library District  
Virtual – Zoom – June 27, 2022 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING JUNE 27, 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 June 27, 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](mailto:hello@altadenalibrary.org) with the subject line: "Public Comment". Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://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 about the rich histories, vibrant communities, and culture of Gabrielino Tongva people, present and past, through our collection development, resources, and program offerings.

- I. **Call to order**
  - a. Land Acknowledgment
  
- 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 May 23, 2022 [pages 1 - 6](#)
  
- 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 – May 2022 [pages 7 - 21](#)
  - b. Staff CLA Report [pages 22 - 24](#)
  
- VI. **Reports (Informational)**
  - a. Support Groups
    - 1. Altadena Library Foundation [page 25](#)
    - 2. Friends of the Altadena Library [page 26](#)
  - b. District Director’s Report [pages 27 - 34](#)
  - c. Financial Reports – April 2022 [pages 35 - 42](#)
  - d. Board of Trustees Standing Committee Reports
    - 1. CFD Committee [page 43](#)
  - e. Board of Trustees Ad Hoc Committee Reports
  - f. Liaison Reports
    - 1. Government Liaison Report [page 44](#)
    - 2. FOAL Liaison Report [page 45](#)
  - g. Trustee Reports
  
- VII. **Unfinished Business**
  
- VIII. **New Business**
  - a. Review and Approval of ALD’s Property and Earthquake Insurance **(Action)** [pages 46 - 55](#)
  - b. Review and Approval of ALD’s Gann Appropriations Limit **(Action)** [pages 56 - 57](#)
  - c. Resolution to Prepare CFD New Tax Roll **(Action)** [pages 58 - 59](#)
  - d. Resolution to Prepare New Tax Roll **(Action)** [pages 60 - 61](#)
  - e. Review and Approval of the updated ALD Facility Use Policy **(Action)** [pages 62 - 68](#)
  - f. Review and Approval of Board of Trustee Meeting Calendar for Fiscal Year 2022-2023 **(Action)** [page 69](#)
  - g. Review and Approval of Resolution 2022-11 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 July 1, 2022 – July 31, 2022 **(Action)** [pages 70 - 72](#)
  
- IX. **Governance**

- X. Announcements & Planning**
  - a. Correspondence
  - b. Proposed Future Agenda Items

- XI. Adjournment**
  - a. Adjourn Meeting



## MINUTES

Board of Library Trustees | Altadena Library District  
Virtual – Zoom – 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](mailto:hello@altadenalibrary.org) with the subject line: "Public Comment". Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://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 about the rich histories, vibrant communities, and culture of Gabrielino Tongva people, present

and past.

**I. Call to order**

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

**II. Open Session**

a. Roll Call

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

b. Approval/Reordering of Agenda Items  
No adjustments were made.

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

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

**III. Consent Calendar**

**Moved by Trustee Clark to adopt the Consent Calendar.**  
**Seconded by Trustee Capell.**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Cervantes: Abstain**  
**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 April 25, 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. Department Update Reports – April 2022

1. Tree Removal Report

Trustee Cervantes thanked the staff for providing the Tree Removal Report.

b. MyLibro App presentation

District IT/TS Manager David Zearbaugh presented on the new ALD mobile application set to launch soon. The Trustees applauded the work that went into

building the app. Trustee Clark suggested a disclaimer be added to the app login screen, that personal data is not stored in the app. David responded that he will look into this. Trustee Cervantes asked if there is planned functionality for scheduling home delivery, in particular during the closures during renovations of both libraries in the future. David responded that this is something that can be done, and that it will be developed into the app at a later time.

- c. Summer Reading Program Report  
Assistant Director Ashley Watts presented on Summer Reading Programming, as well as programming for Pride month, and Juneteenth. The Trustees expressed appreciation for the very comprehensive programming schedule for the summer.

## **VI. Reports (Informational)**

- a. Support Groups
  - 1. Altadena Library Foundation  
District Director Nikki Winslow presented on behalf of the Foundation.
  - 2. Friends of the Altadena Library  
District Director Nikki Winslow presented on behalf of the Friends.
- b. District Director's Report  
District Director Nikki Winslow presented. Nikki gave kudos to IT/TS Manager David for the work that went into MyLibro, she also thanked Assistant Director Ashley Watts and all of the staff for the hard work put into Summer Reading. Nikki congratulated Diana Wong on her selection as the 2022 Outstanding Librarian in Support of Literacy, which will be recognized at this year's CLA conference.
- c. Financial Reports – March 2022  
Office Manager Ana Villalobos provided report.
- d. Board of Trustees Standing Committee Reports
  - 1. Budget Committee  
Trustee Clark acknowledged the report, and will provide comment during the action items.
  - 2. CFD Committee  
No report.
- e. Board of Trustees Ad Hoc Committee Reports
  - 1. Facilities Committee
    - 1. Architectural Update  
Trustee Capell provided update. Noted a conditional use permit is required to move forward in the Bob Lucas renovation. Detailed cost estimates are not yet known until a bid is put out for construction.
  - 2. Redistricting Committee  
Trustee Wilkerson provided report. Redistricting schedule planned to begin July 2023
- f. Liaison Reports
  - 1. Government Liaison Report  
No report.
- g. Trustee Reports  
No reports.

## **VII. Unfinished Business**

- a. Review and Approval to Invest the Bond Proceeds with LAIF, Resolution 2022-07  
**(Action)**  
District Director Nikki Winslow introduced the agenda item. Doug Anderson, ALD's

Municipal Advisor, presented and was available to answer questions from the Board.  
**Moved by Trustee Andruess to approve Resolution 2022-07, Investment of Bond Proceeds with LAIF. Seconded by Trustee Capell. Trustee Cervantes opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Trustee Cervantes: Aye**

**Motion passed**

#### **VIII. New Business**

- a. Review and approval of the new ALD Unfunded Accrued Liability (UAL) Policy  
**(Action)**

District Director Nikki Winslow introduced the agenda item. Andrew Flynn with CalMuni was available to answer questions from the Board.

**Moved by Trustee Clark to the new ALD Unfunded Accrued Liability (UAL) Policy. Seconded by Trustee Andruess. Trustee Cervantes opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Trustee Cervantes: Aye**

**Motion passed**

- b. Review and approval of the Proposed Salary Schedule for the Forthcoming 2022-2023 Fiscal Year **(Action)**

District Director Nikki Winslow introduced the agenda item. The Board discussed and asked questions. The Board agreed that going forward a comprehensive look at the entire compensation package, with parameters and an associated policy, should be developed. Trustee Clark suggested this be an agenda item for the next budget committee meeting.

**Moved by Trustee Clark to approve the proposed Salary Schedule for the Forthcoming 2022-2023 Fiscal Year. Seconded by Trustee Capell. Trustee Cervantes opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Trustee Cervantes: No**

**Motion passed**

- c. Review and approval of the Proposed Budget for Forthcoming 2022-2023 Fiscal Year  
**(Action)**

Office Manager Ana Villalobos introduced the agenda item. The Board discussed and asked questions. Trustee Clark expressed appreciation for the new budget format.

**Moved by Trustee Wilkerson to approve the proposed Budget for Forthcoming**

**2022-2023 Fiscal Year. Seconded by Trustee Clark. Trustee Cervantes opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Trustee Cervantes: Aye**

**Motion passed**

- d. Review and approval of the updated ALD Financial Policies **(Action)**  
District Director Nikki Winslow introduced the agenda item.  
**Moved by Trustee Clark to approve the updated ALD Financial Policies. Seconded by Trustee Capell. Trustee Cervantes opened floor for discussion. No discussion followed.**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Cervantes: Aye**  
**Motion passed**
- e. Review of the ALD Community Board Policy **(Action)**  
Assistant Director Ashley Watts introduced the agenda item.  
**Moved by Trustee Andruess to approve the updated Community Board Policy. Seconded by Trustee Wilkerson. Trustee Cervantes opened floor for discussion. No discussion followed.**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Cervantes: Aye**  
**Motion passed**
- f. Review and discussion of the Land Acknowledgment implementation **(Informational)**  
District Director Nikki Winslow introduced the agenda item. The Board discussed implementation of the Land Acknowledgement. The board agreed to read the full version of the approved Land Acknowledgement at the beginning of each Board of Trustees meeting. The Land Acknowledgement will also be entered into the agenda as a recurring agenda item. No action taken.
- g. Updated ALD Vaccination Policy **(Informational)**  
District Director Nikki Winslow introduced the agenda item. The Board was given the opportunity to discuss. There was no discussion. No action taken.
- 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)**  
Trustee Cervantes introduced the agenda item. The Board discussed.  
**Moved by Trustee Wilkerson to approve Resolution 2022-08 to Extend the**



**Provisions of Resolution 2021-05. Seconded by Trustee Clark. Trustee Cervantes opened floor for discussion. No discussion followed.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Wilkerson: Aye**

**Trustee Cervantes: Aye**

**Motion passed**

**IX. Governance**

- a. Discussion of Board Elections Outreach  
The Board discussed. No action taken.

**X. Announcements & Planning**

- a. Correspondence
- b. Proposed Future Agenda Items

**XI. Adjournment**

- a. Adjourn Meeting  
Trustee Cervantes adjourned the meeting at 8:24 pm.



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

**DEPARTMENT:** Adult Services

**MEETING DATE:** June 27, 2022

**PREPARED BY:** Ashley Watts

**LOCATION:** Virtual Meeting

**Mobile Library**

The Mobile Library had a relatively quiet month of May as preparation for Summer Reading took place and summer outings were planned. This month regular outings were reduced but several special outings did occur.

Overall, there were 3 events and staff on these outings met with 237 community members, making dozens of new cardholders in the process.

They outings were:

***Free Comic Book Day Jr***

On Mothers' Day the Curiosity Connection was stationed at Comics Factory in Pasadena to continue the library's partnership with that enterprise. The event, Free Comic Book Day Jr, is family-centered version of the enormously popular Free Comic Book Day hosted at comic book stores around the country. At the event library staff engaged with many families and helped facilitate their creative interests in sketching and t-shirt design - providing encouragement, supplies, and ideas for young people.



### ***The Farmers' Market***

Adult Services staff visited the Farmers' Market on Loma Alta for the regular 2nd Wednesday of the month visit. At the stop staff promoted the then-upcoming FOAL book sale, made library cards, and mourned the loss of the large tree that had provided so much shade and beauty on the grounds.

### ***Alma Fuerte Public School***

A cross-department visit to Alma Fuerte school early in the month saw YFS staff and the Innovations Librarian making a first visit to the school with the Curiosity Connection. The Mobile Library was there to support the school's Earth Day event where students had a fashion show of items made using recycled materials. At the event staff made connections with teachers and administrators of the school, checked out library materials, made cards, and gave out free books to the students.



### **Fablab**

Working towards a June resumption of the Fablab, the space received much needed attention from the Innovations Librarian and Adult Services staff. The space was tidied up with priority space being given to the technology, tools, and supplies that are to be centered in the Fablab's next era of use: Cricut, Makerbot, drawing & crafting supplies, and digital media production tools.

### **Library of Things**

The Library of Things team received attention in May in the form of process improvements to the public suggestions, staff evaluation, purchasing, and maintenance workflows. The Innovations Librarian created an Airtable database platform to record, automate, and facilitate these workflows going forward.



### **Seed Library**

Seed Library resumed back to in-person along with an option to tune into a YouTube live stream. We had 22+ people choose to participate in-person and 6 people participated virtually. Master Gardener Anastaysia Cole presented on how to grow bountiful food gardens in containers. Our Seed Library gives local Master Gardeners, like Anastaysia the opportunity to share their knowledge, expertise, and experiences with the community. Additionally, Master Gardeners are able to sustain their certification which requires community outreach volunteer hours by participating with our Seed Library.





### **Art Exhibition**

Dale Voelker's exhibition, *Moving Color*, was up at the library from April 19<sup>th</sup> – May 30<sup>th</sup>. Dale also held his artist reception during our May Second Saturday. Community members had a chance to meet the artist and engage with the art. We have received high praise from the community on Dale's exhibition.



### **Mt. Lowe Chamber Players Concert**

We had our last Mt Lowe Chamber Player concert on May 1st with Woodwind Quintets. The program included music "Wind Quintet" by Carl Nielson, "Sea Shanties" by Malcolm Arnold, "3 Pièces brèves" by Jacques Ibert, "Piccola offerta musicale" by Nino Rota, and "Three Brazilian Choros (arr by Frank Morelli)". We had 66 attendees, and one patron came up after and told staff, "The moderator, the humor, the musicians answering questions about their instruments, and the music fantastic. I can't wait till you have more concerts like this."

### **LitFest Pasadena**

We partnered with LitFest Pasadena and had two nights of author talk workshops on May 4th and May 11th.

We had the Macondo Writers' Workshop: A Homeland for Writers Making Change the first night. The authors this workshop was Pat Alderete, Cecilia Caballero, René Colato Laínez, and Juanita E. Mantz. Later that night, we had the To Change the World talk with Reyna Grande, Rachel Harper, Naomi Hirahara, and Attica Locke. We had 92 attendees that night.





On the 2<sup>nd</sup> night, the writers were Rhoda Huffey, Michelle Latiolais, Tim Stiles, and Jervey Tervalon. Later that night we had Joe Loya, Patrick O'neil, Luis Rodriguez, and Jasmine Williams discuss the voiceless behind bars as a program called "The Uncaged Voice: Transcending Bondages". We had 66 attendees.

### **Second Saturday**

The second Saturday this month almost didn't happen! We were all set up, and the band was setting up; then suddenly, the power shut off an hour before start time! Staff was scrambling around letting patrons and our vendors know about us canceling, then all of a sudden, the power came back on!! Even though we had a bit of a hectic start, the concert was amazing! We had 186 attendees. We also had a special appearance by Margaret Love.







### **Sam Mihara Event for Asian American Pacific Islander Month**

On May 7<sup>th</sup>, Sam Mihara facilitated his program, "Memories From Heart Mountain." His slideshow and descriptions of his experience of living in an internment camp in WY as a child were riveting.

## **Displays**

For this month's display, we celebrated by honoring Asian American Pacific Islander Heritage month. AS staff put together a great selection of materials for our patrons to check out.



## **Huntington Health Screenings**

With the launch of the blood pressure cuffs last month, the Huntington hospital partnered with us again to promote our health screening programs and blood pressure cuff kits. We had local news stations come out and do press about these two amazing new services we are able to offer to our community. During the interview, we have 24 people come and get checked out by the Huntington health nurses and learn about the new blood pressure cuffs.



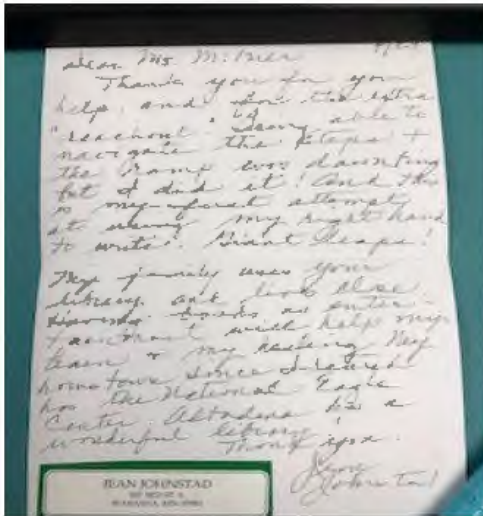
## No Guilt Book Club

Harlem Shuffle by Colson Whitehead

Written In Bone: Hidden Stories In What We Leave Behind by Sue M. Black

Email from a long-time member - We read the books - keep showing the list every

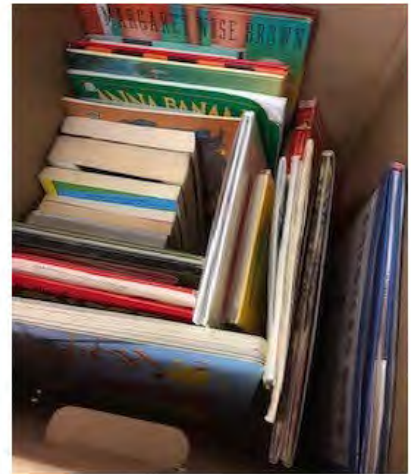
month. Since we are in Missouri for the summer we can't participate, but we love seeing your picks. - Cynthia Null



## True Crime All The Time

The Outlaw Ocean: Crime & Survival In The Last Untamed Frontier by Ian Urbina

Patron Jean from Minnesota who will be relocating to Altadena to live with her daughter's family. She is a retired English teacher, procured a card, asked for Mystery recommendations, and was overjoyed with our library.



Patron that lives by Huntington Hospital requested the Curiosity Connection deliver books to their Little Free Library. A box of children's materials was curated for them to pick up here when they pick up their son from school in Altadena.



## Adult Craft

5/20 Art in Loma Alta Park with Margaret on a misty Friday morning. The project was decoupage terra cotta pots with fabric.

## Homebound Delivery

5/25 Curated Mysteries ready for delivery to Louise Eldridge, homebound patron. In return, she sent back over 30 titles to be checked

back in that she had read. We will sign her up for our Summer Reading program so that she can acquire prizes from her reading minutes at home.







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

**DEPARTMENT:** Youth and Family Services

**MEETING DATE:** June 27, 2022

**PREPARED BY:** Isabelle Briggs

**LOCATION:** Virtual Meeting

---

**CHILDREN'S SERVICES - Yvette Casillas, YFS Librarian**

**Programs and Services**

May was a programming break for children's programming. However, the district hosted HIPPY (Home Instruction for Parents of Preschool Youngsters) Pasadena. They provided a play and learn event in our community room. The youth and family services team promoted and prepared for our upcoming Summer Reading Program. The team has prepared 44 days of programming for June and July and two unique reading challenges for children ages 0 to 12. We are eager to start our first in person summer reading program in two years kicking off on June 4<sup>th</sup>.



Summer Reading Theme

**Passive Activities**

In honor of Mental Health Awareness Month, we provided two passive activities in the Children's Room. A "mindful tree" which invited children and their families to draw or write thoughts of mindfulness, encouragement, and affirmations to share with the community. We also had an "affirmation bowl" that invited patrons to take an affirmation with them. Both activities were popular among children and adults. We had patrons of all ages add to our mindful tree and read affirmations. Along with our passive activities we recommended a mental health book for kids every Tuesday in May on Instagram.





Affirmation Bowl



Mindful Tree full of kind words and drawings.

The winners for our district wide bookmark contest were announced this month. They will receive a \$25 gift card to Vroman's and 25 bookmarks of their designs. We will also have the winning designs available for patrons to enjoy starting in June.



## Displays

We had two displays in the Children's Room this month honoring Asian American and Pacific Islander Heritage Month and Mental Health Awareness Month.



Mental Health Awareness Month Display



Display featuring books illustrated or written by APPI authors and illustrators.

## Outreach and School Visits

The Youth and Family Services Librarian has reached out to local schools and provided our summer reading materials to the local school communities. We had a visit from a local scout troop, we provided a library tour. Youth and Family Services Library Assistant, Fin Lee, attended Alma Fuerte's Earth Day Fashion Show and Craft Fair with Innovation Librarian, Aaron Kimbrell. We provided free books courtesy of the Friends of the Library and a raffle basket.

## TEEN SERVICES – Isabelle Briggs, Teen Services Librarian

### Programming

Despite the official programming break, Teen Services hosted 10 programs in the month of May with a total of 39 participants.

- Mini Manga Con was hosted in support of Free Comic Book Day, and it featured a livestreamed lecture by comic book author and artist Scott Marciano on the history of manga art, followed by a trivia challenge led by YFS Librarian, Yvette. We had 8 participants and there was great excitement and energy, and we promoted our summer Anime Club.



- In honor of Mental Health Awareness Month, we collaborated with Two Dragons Martial Arts, a martial arts studio in Altadena lead by Sipoo Shelene Herring, to offer a Tai Chi Class for teens. We had two participants (and the Teen Librarian) and it was a wonderful experience to practice Tai Chi with all ages on the front lawn!
- May was the start of our new program series: Teen Gardening Club! We met twice in May, the first time to turn over the winter vegetable beds in the parking lot and Main and prepare them for summer planting, and the second time for actual planting. A total of 17



volunteers over the two dates helped fill our garden with: watermelon, pumpkin, zucchini, yellow squash, 3 tomato varieties, tomatillos, bell peppers, jalapeños, various hot peppers, eggplant, kohlrabi, yellow and blue corn, cucumbers, green beans, Thai and pesto basil, chives, rosemary, oregano, thyme, sage, strawberries, and lots of sunflowers!



- Other teen events included 4 dates of volunteer orientations, and three dates of volunteer training for the upcoming Reading Buddies program and the ongoing YA diversity audit project.

May was also spent preparing for the Teen summer program: The Summer of Service. Instead of a typical reading challenge, Teen Services will be running a volunteer challenge. For every five hours of volunteer service completed at the library between June 4 and July 30, teens will be eligible to collect prizes including branded merchandise and free books. Library Assistant Fin Lee designed a unique logo for the program, which will be featured in our marketing and our summer swag.



## **Outreach**

- This month, along with the Youth & Family Services Librarian, we met with Florence Nelson, a volunteer with the Children's Guild who works specifically with Five Acres, the child and family services non-profit serving youth in the foster care system. Last summer we worked with Florence to provide a custom reading challenge for elementary and middle school aged group-home residents at Five Acres, and she approached us this summer about repeating those services. We are planning to provide badge books and giveaways to her.
- We hosted a local boy scouts troop visit in May and gave them a tour of the library and an introduction to basic research and reference tools.

## **Volunteers**

- There were 19 new volunteer applications in May, and 6 volunteers completed orientation.
- Volunteers completed a total of 134 hours in the month of May – we keep setting new records! To put that number in another context, that's 134 hours that teens spent at the library this month supporting and participating in programming and services for all ages. It's been an incredible experience to see those numbers keep growing every month.
- Volunteers had the opportunity to complete multiple trainings this month on upcoming projects and programs, assisted with the annual Friends of the Altadena Library book sale, supported adult programming, and participated in Gardening Club!

## **Staff**

- YFS has officially hired a new library clerk reporting to the Teen Services Librarian! Alden Herrera officially joined the District on May 23. She has a background in public health services and we are so excited to have her join the team and bring her great customer and information services experience to Altadena!



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

**DEPARTMENT:** Bob Lucas Branch

**MEETING DATE:** June 27, 2022

**PREPARED BY:** Diana Wong

**LOCATION:** Virtual Meeting

---

**BOB LUCAS LIBRARY & LITERACY UPDATES**

- With May being Mental Health Awareness month, we brought back **A Quiet Space** with Amy Rutledge to facilitate a weekly Tuesday evening meditation series through Zoom. In addition to regular guided meditation, Amy also instructed on how to restore and balance a body's energy and alleviate anxiety through a technique called tapping. The final program of the month produced a sound bath meditation, where participants were "bathed" in sound waves to experience a sense of harmony and relaxation. The program reached 116 participants over a course of 5-weeks.
- May's **Adult Craft at Loma Alta Park** received 10 participants and they worked on a simple decoupage project to create a unique outdoor show piece. Next month, participants will learn latch hooking to create a small rug or wall-hanging.



- In May, we had 61 hours of literacy tutoring and 22.5 hours of ESL instruction. At the end of the month, we brought together over 25 participants with their family members for a small gathering to celebrate the work and progress that has been achieved over the past 2 years. We had learners and tutors share their experiences with our program and it was great to learn and hear about how the tutoring program has improved their lives in small and big ways.







- We spent most of the month preparing for Summer and the community can look forward to the following programs!
  - Murder Mystery on Misty Island (Adults)
  - Bob Lucas Neighborhood Scavenger Hunt (All Ages)
  - Fermented Vegetable Demonstration (Adults)
  - Weekly Family Storytimes at the Charles White Park on Tuesday mornings
  - Family-Friendly performances at the Charles White Park on select afternoons
    - We Tell Stories
    - Christopher T. Magician
    - Brettso the Great
    - Chazz Ross
  - Hands-on and Craft Programs for children at Bob Lucas
    - Edible Gardening
    - Wild Crafts: Clay Animal Prints
    - Explore the Galaxy: Galaxy Jars



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

**DEPARTMENT:** IT & Technical Services

**MEETING DATE:** June 27, 2022

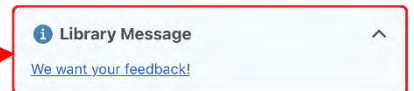
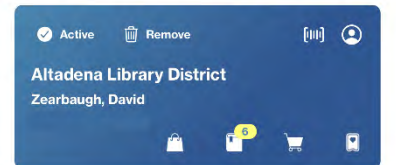
**PREPARED BY:** David Zearbaugh

**LOCATION:** Virtual Meeting

- Technical Services (TS) closed out materials ordering in preparation for the close of the current Fiscal Year. There were quite a few physical orders to submit during the first week of May as this was our purchase deadline for material selectors. Digital orders ceased on May 25<sup>th</sup>. Throughout the month of May, Technical Services was extremely busy with the influx of final orders and materials received due to the fiscal year wrap-up. The deadlines set and work completed by TS will lead to a successful fiscal year-end.
- ALD was finally able to host a Video Game Night won as part of Taste of Dena back in September of 2020. The Video Game Night winner brought friends and family on Friday, 5/27 and had open access to all of Altadena Library’s gaming systems. The library provided use of 3 VR Headsets, a PlayStation 4, an Xbox One, and the full catalog of all ALD’s games displayed on our 3 TVs and Community Room projector screen. The event was extremely successful and fun for all. ALD Staff (and IT Manager) would love to provide this prize again for Taste of Dena in the future.

- myLibro App - Updates

- As of 6/17, ALD has 76 app registrations with 914 searches and 295 holds placed. These initial numbers are a great start since we have only marketed to users physically visiting our libraries.
- Category Search indexes were updated from Subject to Keyword which now provides more results and better results for the topics options available.
- A Feedback link has been added to the app in an effort to capture user satisfaction along with app navigation and usability information. Overall, our myLibro app satisfaction rating is 4.5/5!
- Integrations for Self-checkout in app and Room Reservations are in the implementation phase currently and checking our eBooks, eAudiobooks and other eMaterials and Live Chat are currently in development.
- Per request at the last Board Meeting, the IT Manager was asked to ensure that the myLibro app provides the end user detailed information about what data is being collected and used by Conversight and the app. Conversight provided information on Data Collection for the myLibro app which can be found in app by navigating to (on the library card) Account (the user icon) > About myLIBRO > Privacy Policy which explains the data collection in full detail.



## BOARD OF LIBRARY TRUSTEES FACILITIES REPORT FOR MAY 2022

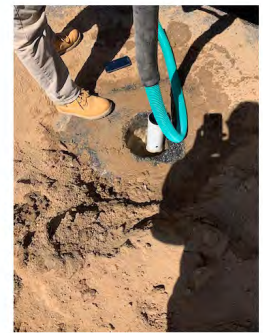
**DEPARTMENT:** Facilities  
**PREPARED BY:** Jonathan Arevalo

**MEETING DATE:** June 27, 2022  
**LOCATION:** Virtual Meeting

---

### Facilities Highlights for the Month of May:

- Geotechnical investigation survey was done at the Bob Lucas Library to determine soil drainage rates, geohazards (faults, liquefaction zones, etc.) and recommendations that would help with the renovation project at the site.



- Continuing with asset inventory at Bob Lucas library and starting inventory at main library in June. Labeling of assets will be taking place late July early August 2022.
- Consulting arborist Rebecca Latta continue the tree assessment survey at the Bob Lucas Library. Report to follow in June.
- Teen volunteers cleaned out and planted new vegetables in the raised garden beds at the Main Library.



- Continued general maintenance of both facilities.





**BOARD OF LIBRARY TRUSTEES  
CLA STAFF REPORT FOR MAY 2022**

**DEPARTMENT:** Youth & Family Services

**MEETING DATE:** June 27, 2022

**PREPARED BY:** Fin Lee

**LOCATION:** Virtual Meeting

**Team Capstone Project at CLA**

The following is an overview of my team's Capstone project for the 2021-2022 CLA EMERGING CALIFORNIA LIBRARY LEADERS (ECLL)

**WELCOMING SPACES: LGBTQIA+ library patrons & staff**

Fin Lee – Altadena Public Library  
Hayden Birkett – Riverside Public Library  
Claudia Arroyo – San Bernardino Public Library

Cultivating a welcoming space is essential and vital, especially for those in marginalized communities. It means feeling seen, safe, and knowing that we belong. The team created a scorecard focusing on 5 sections of library services: Onboarding, Welcoming Public Spaces, Collection Development, Library Card Registration, and Engagement. Initial survey was published via Google Form. Answers were anonymous, and folks could self-score. Suggestions for ways to improve and resources were all given to the participants at the end of the survey. 47% of all questions between the 5 categories scored a 1 (1 being the lowest, 4 being the highest). Potential outcomes of this type of project: gets the conversation started with directors/managers for EDI initiatives. Just starting the conversation of how to be more inclusive is heading into the right direction. There are small considerations that can help make LGBTQIA+ patrons and staff members in California Libraries feel more safe and included.

A link to the scorecard is below:

[https://docs.google.com/forms/d/e/1FAIpQLSfdaz7DIYaXIoG6MrmML\\_krUcfl1awpmHetiCH9pvgLHTzM8w/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfdaz7DIYaXIoG6MrmML_krUcfl1awpmHetiCH9pvgLHTzM8w/viewform)

**Other CLA Presentations**

Below is an overview of other 2021-2022 ECLL presentations

***A Place to Belong: Neurodiversity + Mental Health***

Adriana White – South San Antonio ISD  
Ashleigh Torres – Yolo County Library  
Cristina Ruiz – Yolo County Library

Teen Mental Health:

Teen Services created TADB (Take a Deep Breath) to connect teens during the height of the pandemic. This program was coordinated by the teen librarian as well as a community health advocate. They met weekly and focused on Mental Health. One of the main topics that teens talked about were the stigmas attached to mental health topics. Other types of programs and resources that were created from this weekly meeting were a discord server and 1 on 1 private meetings with the community health advocate.

Neurodiversity aspect:

Sensory backpacks were created with a focus of the Universal Design for Learning. Kits included themed backpacks, including: focus, social skills, safety, etc. Items were fidget toys, adapted books, and flash cards. Books were adapted to be more interactive and inclusive (for verbal and non-verbal minds). Additionally, sensory backpacks were incorporated in story times and patrons were able to check them out.

### ***The Hive***

Andrew Chanse - Spokane Library  
Group 4 Architecture

The Hive is where artists in residence are given full access to their own studios. Through funding, it's a joint use with a local school district. Integrates with 3 meeting rooms, 4 artists in residence, and doubles up as a traditional maker space. Artists can check out the studio space from 1-6 months. They must apply and provide public programming. It is completely free to utilize the space, but they must bring their own art supplies and materials. The design of the Hive is transparent with lots of windows so that the public can see inside and be engaged. Additional partnerships created were with Spokane Public Schools. Due to the mandate on class sizes, the library and the school district teamed up on the bond requests and were on the same ballot. These types of partnerships and resources not only created diverse programming but allowed more room and professional growth for each artist in residence.

### ***La biblioteca es de todos***

Lupita Leyva - LAPL  
Anna Avalos - LAPL  
Patricia Valdovinos - LAPL  
Edwin Rodarte – LAPL

This LAPL panel described how they were the founding members of the translation team focused on Latinx communities. Not only did they cover marketing material but how they incorporated their diverse backgrounds and skills to apply it to: partnerships, collection development, programming, and outreach. The overall message was encouraging libraries to really understand who their communities are, especially in the Latinx communities where there are so many layered identities and cultures. Assuming your Spanish speaking community members can further alienate them from attending programs or using services and resources. It is important to acknowledge all the nuances of language, not just only for Spanish speaking communities but others, especially in a diverse city like Los Angeles.

### ***Early Literacy Programming for Parents and Caregivers***

Rachel Hughes – Santa Clara City Library  
Cheryl Lee – Contra Costa County Library

The types of in-house early literacy programming offered at Santa Clara City Library is expansive and has high engagements from parents and caregivers. Parenting programs were created where there would be specialized topics and librarians were able to assist parents with additional resources and questions. The library recommends including workbooks into library's collections as there is a heavy demand for them by parents, especially during winter/summer breaks. They also shared how successful partnerships can be with startup companies, like Osmo. Children and parents utilized various video games and apps with community members. It cost nothing for the library and the Osmo facilitator was there, getting feedback from the public. The only cost was providing juice boxes and carrots.

### ***Pandemic Programming: Where We've Been and Where We're Going***

Alison Day – Monterey County Free Library

Monterey County Free Library was one of the first libraries to go straight into virtual programming when COVID shut things down. A key takeaway from this experience of going completely virtual is that Staff who were not front facing staff were able to use their skills and contribute to virtual programming. For example, one custodian was a ukulele player. He ended up doing a whole series teaching patrons how to play music! Without the COVID closure, that skill and talent would have never come up in any other circumstance. Once libraries opened up a little bit more they were able to combine both virtual and in-person elements, like book chats that were run by volunteers, homework center providing activity bags for curbside pick-up, grab and go activity bags that corresponded with videos on YouTube, and story walks.

***It Starts with Us!***

Tamecca Brewer  
Noelle Cruz  
Christina Lacayo  
Sylvia M. Puertas-Galvez  
Alameda County Library

This panel talked about the beginnings of J.E.D.I: (Justice, Equity, Diversity, and Inclusion). The strategic plan for the library included focusing on J.E.D.I. as an initiative. The groups met monthly and even formed a book club. Mini teams were able to collaborate and execute inclusive programming (ie: PRIDE, Black History Month, AAPI Planning Team, etc). J.E.D.I became a presence in some of the branches as they created a board that was updated regularly with interactive participation and information. The future goals of this initiative are updating boards more regularly, mentorship programs for staff, and introduce J.E.D.I to more branches in the system.



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

**DEPARTMENT:** Altadena Library Foundation    **MEETING DATE:** June 27, 2022

**PREPARED BY:** Bridget Brewster    **LOCATION:** Virtual Meeting

---

The Neighborhood Unitarian Universalist Church invited us to speak at their Sunday morning service in May to share about the work we do. Bridget Brewster spoke about *Curiosity Connection* and the many ways the library serves our Altadena neighbors. As a result, we received a gift of \$250 and a great deal of goodwill.

We were pleased to receive a list of the many community activities the library is sponsoring . . . so impressive. Our directors are hoping to attend and when appropriate help in any way we can.

During our Gratitude Gathering, held last Sunday, Ashley Watts presented her vision for the library and details of the Summer Reading Program. Additionally, Nikki Winslow graciously thanked our donors for their support. We also honored Roman Aranda and his family for the work of building 7 Little Libraries. By the way, he was pleased to let us know that he has been awarded Eagle Scout status in the Boy Scouts of America as a result of this, his final submission.

Our attention right now is primarily in three areas:

1. Taste of 'Dena, scheduled for Saturday, September 24  
We plan to enliven our signature event with a few changes but keep our flare for putting the fun in FUNdraising.
1. Our annual Planning Retreat, to be held in early November.  
We're hoping to create a 3-year strategic plan that will guide our work as library renovations begin.
1. Backyard Gatherings, beginning in July.  
We will be inviting neighbors, friends and colleagues to join us in different homes to learn more about the Foundation and how they can help support the library.

**Please mark your calendars:**

- **Taste of 'Dena – Saturday, September 24 at 5:30pm**



**BOARD OF LIBRARY TRUSTEES  
FOAL REPORT FOR MAY2022**

**REPORT: FOAL Report**

**MEETING DATE:**

**PREPARED BY: Tom Ruffner**

**LOCATION: Virtual Meeting**

---

The Friends of the Altadena Library (FOAL) held its monthly meeting virtually on Tuesday, May 3.

The FOAL held a booksale over the weekend of May 21 - 22.

The FOAL prepped for the annual June meeting - guest speaker, election of new officers and annual donation to the Altadena Library.

The FOAL supported the following activities during the month of May, 2022:

Sunday, May 1

Mt Lowe Chamber Players Concert - Woodwind Quintets

Saturday, May 14

Second Saturday Concert – The JazzZone (despite a power disruption!)



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

**DEPARTMENT:** Administration

**MEETING DATE:** June 27, 2022

**PREPARED BY:** Nikki Winslow

**LOCATION:** Virtual Zoom Meeting

---

**Staffing Updates:**

- a) Hires/Promotions: Alden Herrera – Youth & Family Services Library Clerk – May 23, 2022; Janelle Ketcher – Adult Services Library Clerk – May 23, 2022
- b) Appointments: None
- c) Transfers: None
- d) Resignations/Retirements/Terminations: Thymie Truong – Library Aide – June 25, 2022

***Welcome to our TWO new Library Clerks!!***



Our Youth and Family Services team is thrilled to welcome Alden Herrera to their fun and enthusiastic team! Here is what Alden had me share before starting with us: “Hi, everyone! My name is Alden, I use she/her pronouns, and I'm so excited to meet you all. I went to high school in Orange County, I studied biology as an undergrad in Chicago, and I pursued a career in healthcare for a little while after graduating. Now, I live in Altadena and spend time writing poetry and prose. I like comedy, roller skating, playing volleyball, and trying coffee around LA.” She is also excited to start with us and meet the ALD Team!

Adult Services is so excited to have Janelle Ketcher as their newest member of the team! Janelle is originally from Des Moines, Iowa and moved to Los Angeles in 2017 to pursue opportunities combining creativity and human connection. Janelle has a BFA in Painting, Art History and Social Practice from The Kansas City Art Institute, received her Certification in Social Emotional Arts from UCLArts & Healing and completed the End of Life Training Program at Going with Grace. Previous to the Altadena Library, she worked at various arts nonprofits including theaters, art centers, and most recently UCLArts & Healing helping develop social emotional arts programs. In addition to pursuing her interest in library sciences, she runs a small graphic design and art studio. In her spare time she enjoys traveling, being outdoors, spending time with family, and volunteering for various efforts in the community. She is excited to meet everyone next week!



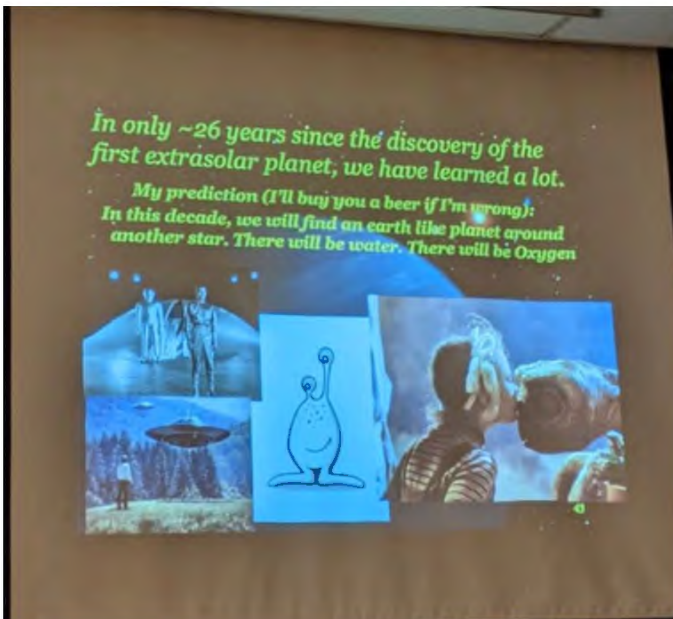


**Library Aide Vacancy:** Our Library Aide, Thymie Truong, accepted a Librarian position with the Inglewood Public Library system and her last day with us is June 25<sup>th</sup>. She recently graduated with her MLIS so we are very excited she was able to find a professional position so quickly! In response, we posted the vacancy on June 14 and will do first review of applications for the position on June 24 with plans to interview and hire her replacement in early to mid-July.

**Partnerships & Programming Update:**

**Friends of the Altadena Libraries Annual Membership Meeting**

Farewell and safe travels to Sallie Cruise and her husband Theo! Theo was the speaker at their Annual Membership meeting on June 2 and he gave a very interesting presentation about whether or not there may be life on other planets. He just retired as the Director of the Mt. Wilson Observatory and was such a great speaker! Thanks to the Friends for lining him up to speak. They also elected their new Board leadership, which includes Tom Ruffner as the new President, Mark Mariscal as Vice President, Janette Allan as Treasurer, and Sallie as the Recording Secretary until someone else can step into that role.



**ALD Celebrates Pride Week!**

We invited patrons to check out Pride-themed displays in the library and virtual book recommendations on our website. We also featured special Pride-themed books at storytimes June 6-9, and also hosted an L-G-B-T-Q Extravaganza playing BINGO, Pride edition on Saturday, June 11.

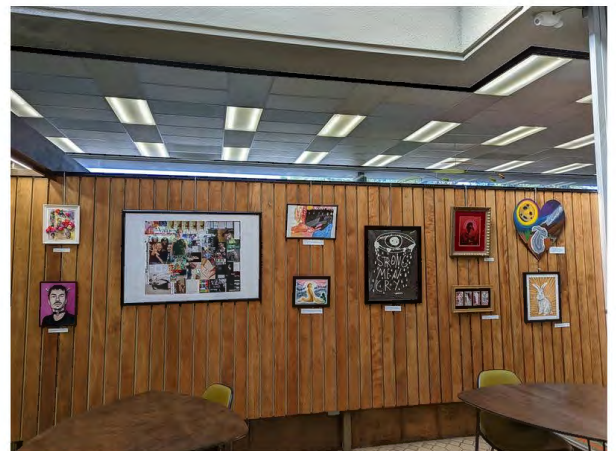
We were also asked to be the site of the Opening Ceremony of the first Annual Altadena Pride Power Walkabout, which had over 100 attendees to kick off the walkabout! I had the privilege of speaking alongside L.A. County Supervisor Kathryn Barger and Altadena Town Councilmember, and Pride Committee Chair, Nic Arnzen. Here is a photo of us after unrolling the Pride Flag which is hanging on the bridge on the east side of the building through Pride Month.



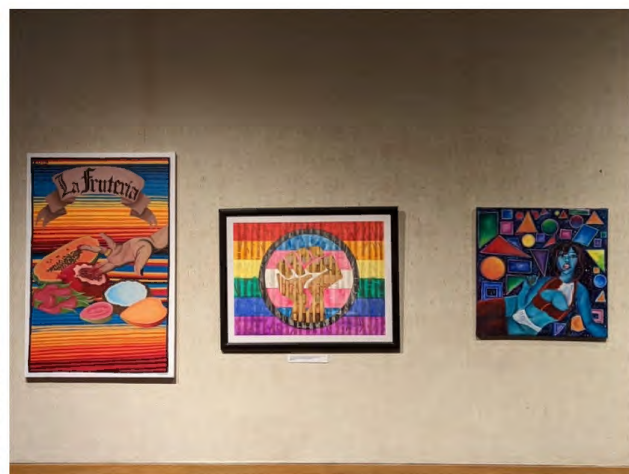
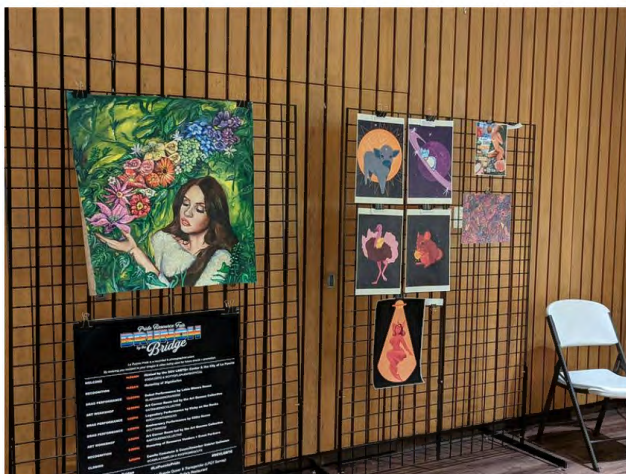
**An LGBTQ+ Experience: Healing & Resilience**

Please join us for an all-ages creative interactive experience full of art, LGBTQ+ experience, and power. The San Gabriel Valley LGBTQ+ Center and the Art Queens Collective have collaborated on this exhibition, “An LGBTQ+ Experience: Healing & Resilience.” The intention of the space is to share artwork and media that allow folks to heal and maintain resiliency throughout the pandemic and their experiences specifically through the LGBTQ+ lens.

The main curators for this exhibit are the center’s Board President Camila Camaleón and Antonio Reyes, principal director of the collective.



We invite you to view the exhibition, which is on display at the Main Library throughout June in recognition of Pride month as well.





***The Last Second Saturday of the season was AMAZING!***

Over 400 people came to our last concert of this season on the evening of June 11 (yes it was a VERY busy day at the library!). Upstream was an absolutely amazing band – I highly recommend you attend one of their concerts if you haven't yet. They will be one of the bands this summer at Farnsworth Park with the Rotary Summer Concert Series that we are a sponsor of as well. Here are a few photos from that very fun night!



***Altadena Library Foundation Donor Recognition Event***

The Altadena Library Foundation had their annual Donor Recognition event on Sunday, June 12 at the Main Library. Our new Assistant Director was their featured speaker, where she gave a wonderful presentation providing some personal information about herself, her vision for her work in libraries and also highlighting all of the amazing programming this summer at our Altadena Libraries. The ALF also recognized Roman Aranda for his work this past year fundraising for, building, painting and installing some of our Little Free Libraries as well. It was a beautiful event!



*Trustee Andruess, Bridget Brewster, Ashley and I*



*Ashley, my husband Jarrad and I*





### **Juneteenth Celebration**

In partnership with the Altadena Historical Society, LA Conservancy and Sapphos Environmental, we hosted the annual Juneteenth Celebration in our Community Room on June 18. Ashley recorded an opening message that gave the history of Juneteenth, I read our Land Acknowledgement statement and then made some welcoming remarks and then other speakers highlighted the amazing history of notable African Americans in the Altadena community. They also gave out Ellen Garrison Clark scholarships to two excellent John Muir graduates, Brylan Carter and Devin Hardy, both Altadena residents, who were also recognized by Assemblymember Chris Holden that made a surprise appearance and spoke as well. The event had over 100 people attend and was such an inspiring and educational program!



### **California Special District Association General Managers Summit**

I had been asked by our Special Tax Assessment consultant, NBS, if I would be interested in presenting at the CSDA General Managers Summit about our process of forming a Community Facilities District, including the decision-making to file a ballot measure and the steps to get it to successfully passed. Sara Mares with NBS, Mrunal Shah with Best, Best & Kreiger and I presented “Leading Your District Through Financing Facilities and Funding Services with a Tax Measure” on Tuesday, June 21.



The Summit began on Sunday evening with an opening networking event and the workshops and programs began on Monday morning. Keynote speaker on Monday was Dave Mitchell, owner of The Leadership Difference, followed by a full day of workshops covering topics from crucial conversations around DEI, mastering the hybrid work environment, development of future special district leaders and more. Tuesday morning the Keynote speaker was Pamela Barnum, who did an amazing presentation on how to read nonverbal communication, how to establish trust quickly, grow our own nonverbal communication skills and more.

The Library Directors from Buena Vista and Placentia Library Districts were at the Summit this year so it was great to get to connect with them as well. Thank you to ALD and the Board of Trustees for its continued commitment to professional development for all levels of staff. I appreciate these opportunities to learn and grow from others at conferences like this.

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

<b>System-Wide Statistics</b>	<b>Jul-20</b>	<b>Jul-21</b>	<b>Aug-20</b>	<b>Aug-21</b>	<b>Sep-20</b>	<b>Sep-21</b>	<b>Oct-20</b>	<b>Oct-21</b>	<b>Nov-20</b>	<b>Nov-21</b>	<b>Dec-20</b>
E-Resource Checkouts	6313	5,232	5,897	5,104	5,587	5,596	5,215	5,291	5,058	5,053	3,635
Reference Sessions	60	249	123	422	123	310	332	410	231	424	114
Live Chat Sessions	52	21	61	15	56	29	56	26	35	26	23
No. of Curiosity Connection Programs/Outreach		6		2		1		3		6	
Curiosity Connection Program Attendance		281		110		50		210		106	
<b>Main Library Statistics</b>											
Physical Collections Checkouts	3263	13,427	4,650	13,069	7,111	13,394	6,467	13,133	5,543	14,012	1,234
Library of Things	22	22	34	53	30	55	21	72	40	50	22
New Patrons	73	183	59	153	53	160	71	181	48	187	44
Visitor Count		4,663		4,616		4,758	1,156	5,138	683	4,879	
No. of Adult Programs/Outreach		2		1		2		4		5	
Adult Program Attendance		61		9		19		193		75	
Number of Youth Programs/Outreach		16		0		10		15		12	
Youth Program Attendance		211		0		164		356		293	
Number of Teen Programs/Outreach		7		2		5		8		4	
Teen Program Attendance		42		17		103		51		36	
<b>Bob Lucas Statistics</b>											
Physical Collection Checkout	186	862	382	707	622	679	603	697	786	766	101
Library of Things	6	6	10	13	7	13	6	13	6	14	4
New Patrons	0	22	0	9	0	3	0	13	0	17	0
Visitor Count		471		457		469	137	314	122	312	
No. of Bob Lucas Programs/Outreach		23		21		25		9		16	
Bob Lucas Program Attendance		104		88		104		516		104	
<b>Passport Services</b>											
Passports Processed		161		161		128		104	60	83	
Passport Photo Sessions		0		0		0		0	0	0	
Phone Calls Received		655		564		386		371	150	425	



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

<b>System-Wide Statistics</b>	<b>Jan-21</b>	<b>Jan-22</b>	<b>Feb-21</b>	<b>Feb-22</b>	<b>Mar-21</b>	<b>Mar-22</b>	<b>Apr-21</b>	<b>Apr-22</b>	<b>May-21</b>	<b>May-22</b>	<b>Jun-21</b>
E-Resource Checkouts	4,852	5,577	4,959	5,433	4,657	3,421	4,589	4,360	4,373	4,819	5,691
Reference Sessions	128	117	128	303	133	451	163	443	244	669	311
Live Chat Sessions	14	53	14	28	38	28	29	17	17	14	21
No. of Curiosity Connection Programs/Outreach				4		9		12		3	
Curiosity Connection Program Attendance				239		334		584		237	
<b>Main Library Statistics</b>											
Physical Collections Checkouts	1	9,873	1	11,141	4,891	15,734	5,348	15,104	6,173	15,136	12,040
Library of Things	0	22	0	33	40	25	88	21	78	15	64
New Patrons	47	89	62	178	68	208	98	222	120	231	211
Visitor Count		2,168		4,703		6,066	1,200	6,409	1,200	7,413	4,115
No. of Adult Programs/Outreach				21		10		11		12	
Adult Program Attendance				82		294		480		612	
Number of Youth Programs/Outreach				11		18		15		2	
Youth Program Attendance				314		635		697		67	
Number of Teen Programs/Outreach				19		6		8		10	
Teen Program Attendance				31		118		22		39	
<b>Bob Lucas Statistics</b>											
Physical Collection Checkout	101	340	1	679	207	714	676	665	1,002	698	1,062
Library of Things	0	2	0	10	1	2	24	2	26	2	19
New Patrons	0	7	0	6	0	14	7	15	13	29	20
Visitor Count		94		400		492	348	2,064	303	1,998	441
No. of Bob Lucas Programs/Outreach				25		27		26		21	
Bob Lucas Program Attendance				107		210		133		173	
<b>Passport Services</b>											
Passports Processed		94		122	116	183	115	146	105	165	121
Passport Photo Sessions		0		0	0	0	0	0	0	0	0
Phone Calls Received		498		521	609	1033	917	1220	945	912	823



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

**DEPARTMENT:** Administration

**MEETING DATE:** April 27, 2022

**PREPARED BY:** Ana Villalobos

**LOCATION:** Virtual Meeting

---

**TITLE: Summary Report of Financial Statements for April 2022**

**APRIL 2022 FINANCIAL STATEMENTS**

The following unaudited financial reports are for the month of April 2022. Currently we are at 83% of our fiscal year.

As indicated on this Revenue & Expense report, actual year-to-date expenditures are \$3,066,042, with year-to-date revenues at \$3,890,031, reflecting a net income of \$823,988. Cash and investments are \$28,605,878 – this is due to the bond proceeds. Note these funds are considered restricted cash, liquid funds are \$4,328,970.

Total cash with the County is \$4,311,679. 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 \$31,096,059.

**REVENUE HIGHLIGHTS**

At April 2022 close, we're at 100% of target revenues. We have surpassed our budgeted income for lines 2 and 4, Property Taxes and Interest Income respectively. Line 3 Fines & Fees contributed \$6,472. We anticipate recording the E-Rate portion of Line 5 in June 2022.

**GENERAL FUND EXPENSES**

Line 24 Insurance reflects a negative due to a refund received from our property insurance. Line 26 Payroll & Tax Collection Fees reflect \$9,112, this increase is due to collection fees paid to LA County of \$6,328.05. Line 28 Facilities, Grounds, & Maintenance is up about \$6,700 this month due to paying quarterly maintenance fees for elevator, HVAC, and pest control. Line 34 Audit and Consulting is \$8,693 -- \$3,700 less than March. Legal expenses on Line 35 is \$2,879 primarily related to contract review. Line 53 for Library Materials is \$249,893 – we're at 87% of spending for the fiscal year. We anticipate exhausting our materials budget by end of the fiscal year.

**CAPITAL FUND EXPENSES**

Capital Fund revenue is related to the interest earned in the money market account. Line 2 reflects interest income of \$93. Line 10 expense is for Rachlin Partners for their project management services.

**FUNDING FROM SUPPORT ORGANIZATIONS**

None to report.

# Revenue & Expense (Unaudited)

## General Fund

April 2022

	A	B	C	D = B/C
	April 2022	YTD	FY 2021/22 Adopted Budget	YTD Target 83%
<b>1 REVENUE</b>				
2 Property Taxes & Assessments	\$ 7,292	\$ 3,817,223	\$ 3,788,800	101%
3 Fines & Fees	6,472	48,725	54,000	90%
4 Interest Income	942	5,372	4,400	122%
5 Other Revenue	-	18,711	57,000	33%
<b>6 TOTAL REVENUE</b>	<b>14,706</b>	<b>3,890,031</b>	<b>3,904,200</b>	<b>100%</b>
<b>7 EXPENSES</b>				
<b>8 Salaries &amp; Benefits</b>				
<b>9 Wages</b>				
10 Salaried	94,995	798,906	1,045,000	76%
11 Hourly	52,872	736,648	975,000	76%
<b>12 Total Wages</b>	<b>147,866</b>	<b>1,535,554</b>	<b>2,020,000</b>	<b>76%</b>
<b>13 Benefits, Retirement &amp; Taxes</b>				
14 Health Insurance - Employee	13,429	118,564	155,000	76%
15 Health Insurance - Retiree	5,524	57,686	77,000	75%
16 Other Medical Insurance	950	16,268	21,500	76%
17 Workers' Compensation	-	42,354	42,400	100%
18 CalPERS Retirement (Normal Costs)	10,147	108,614	142,000	76%
19 CalPERS UAL Minimum Payment	-	197,825	197,900	100%
20 Payroll Taxes (District-Paid)	11,647	122,813	160,000	77%
<b>21 Total Benefits, Retirement &amp; Taxes</b>	<b>41,697</b>	<b>664,124</b>	<b>795,800</b>	<b>83%</b>
<b>22 Total Salaries &amp; Benefits</b>	<b>189,563</b>	<b>2,199,678</b>	<b>2,815,800</b>	<b>78%</b>
<b>23 Operating Expenses</b>				
24 Insurance (Liability, Earthquake)	(31)	96,541	96,550	100%
25 Utilities	5,002	54,792	68,000	81%
26 Payroll & Tax Collection Fees	9,112	63,060	66,300	95%
27 Other Operating	4,736	69,245	85,100	81%
28 Facilities, Grounds & Maintenance	7,932	67,276	98,500	68%
29 Structures & Improvements	1,580	9,089	10,000	91%
30 Staff Development, Training & Travel	2,040	17,108	19,100	90%
31 Advertising & Marketing	141	8,292	10,500	79%
<b>32 Total Operating Expenses</b>	<b>30,512</b>	<b>385,402</b>	<b>454,050</b>	<b>85%</b>
<b>33 Professional Services</b>				
34 Audit and Financial Consulting	8,693	111,040	90,000	123%
35 Legal Fees	2,879	11,456	20,000	57%
36 Consultants - Other	-	17,420	32,000	54%
<b>37 Total Professional Services</b>	<b>11,572</b>	<b>139,915</b>	<b>142,000</b>	<b>99%</b>
<b>38 Information Technology (IT)</b>				
39 Internet Service / E-Rate	-	26,114	58,000	45%
40 Technology Equipment	367	19,122	25,000	76%

# Revenue & Expense (Unaudited)

## General Fund

April 2022

	A	B	C	D = B/C
	April 2022	YTD	FY 2021/22 Adopted Budget	YTD Target 83%
41 Technology Maintenance Fees	398	20,466	25,500	80%
42 Telecommunications	722	7,296	9,500	77%
43 <b>Total Information Technology (IT)</b>	<b>1,488</b>	<b>72,999</b>	<b>118,000</b>	<b>62%</b>
44 <b>Library Materials</b>				
45 Books	14,068	110,328	135,000	82%
46 Downloadables	7,266	67,233	69,000	97%
47 DVDs & Videogames	1,586	11,190	21,500	52%
48 Electronic Databases / Subscriptions	900	27,656	26,500	104%
49 Periodicals	-	13,123	13,500	97%
50 Audio CD	164	9,178	8,000	115%
51 Purchase Suggestions	1,583	8,923	9,000	99%
52 Library of Things	7	2,261	6,000	38%
53 <b>Total Library Materials</b>	<b>25,574</b>	<b>249,893</b>	<b>288,500</b>	<b>87%</b>
54 <b>Programs</b>				
55 Adult Services	864	4,169	15,000	28%
56 Youth Services	901	5,602	11,000	51%
57 Teen Services	290	4,379	6,000	73%
58 Bob Lucas Branch Services	368	3,794	5,700	67%
59 Volunteer Services	-	210	500	42%
60 <b>Total Programs</b>	<b>2,424</b>	<b>18,154</b>	<b>38,200</b>	<b>48%</b>
61 <b>TOTAL EXPENSES</b>	<b>261,133</b>	<b>3,066,042</b>	<b>3,856,550</b>	<b>80%</b>
62 <b>NET REVENUE / (EXPENSES)</b>	<b>(246,427)</b>	<b>823,988</b>	<b>47,650</b>	
63 Use Of / (Addition To) Reserves	246,427	(823,988)	(47,650)	
64 <b>NET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	





# Revenue & Expense (Unaudited)

## Donations & Grants Fund

April 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 83%
<b>1 REVENUE</b>						
<b>2 Donations &amp; Grants</b>						
3 Altadena Library Foundation	\$ 30,000	\$ -	\$ -	\$ -	\$ 34,000	88%
4 Friends of the Library	-	15,000	-	-	15,000	100%
5 CA Library Literacy Services	-	-	-	24,053	20,000	120%
6 ECF	-	-	25,712	-	25,800	100%
7 Expanding our Footprint	-	-	-	250,000	250,000	100%
<b>8 Total Donations &amp; Grants</b>	<b>30,000</b>	<b>15,000</b>	<b>25,712</b>	<b>274,053</b>	<b>344,800</b>	<b>100%</b>
<b>9 TOTAL REVENUE</b>	<b>30,000</b>	<b>15,000</b>	<b>25,712</b>	<b>274,053</b>	<b>344,800</b>	<b>100%</b>
<b>10 EXPENSES</b>						
<b>11 Wages</b>						
12 Salaried	-	-	-	15,000	15,000	100%
<b>13 Total Wages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>	<b>100%</b>
<b>14 Operating Expenses</b>						
15 Staff Recognition	4,072	-	-	-	5,000	81%
16 Equipment, Furniture & Fixtures	-	-	-	-	212,500	0%
17 Facilities, Grounds & Maintenance	-	-	-	-	15,000	0%
<b>18 Total Operating Expenses</b>	<b>4,072</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>232,500</b>	<b>2%</b>
<b>19 Programs</b>						
20 Adult Services	10,000	-	-	-	10,000	100%
21 Mobile Library	9,529	-	-	-	12,000	79%
22 Summer Reading	-	5,610	-	-	15,000	37%
23 Youth Services	5,118	1,070	-	-	4,000	155%
24 Literacy Services	-	-	-	3,723	5,000	74%
<b>25 Total Programs</b>	<b>24,646</b>	<b>6,680</b>	<b>-</b>	<b>3,723</b>	<b>46,000</b>	<b>76%</b>
<b>26 Library Materials</b>						
27 Mobile Library Collection	-	-	-	-	3,000	0%
<b>28 Total Library Materials</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>0%</b>
<b>29 Information Technology (IT)</b>						
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	-	24,400	18%
<b>34 Total Information Technology (IT)</b>	<b>-</b>	<b>-</b>	<b>25,712</b>	<b>-</b>	<b>48,300</b>	<b>53%</b>
<b>35 TOTAL EXPENSES</b>	<b>28,718</b>	<b>6,680</b>	<b>25,712</b>	<b>18,723</b>	<b>344,800</b>	<b>23%</b>
<b>36 NET REVENUE / (EXPENSES)</b>	<b>\$ 1,282</b>	<b>\$ 8,320</b>	<b>\$ -</b>	<b>\$ 255,330</b>	<b>\$ -</b>	

# Revenue & Expense (Unaudited)

## Capital Fund

April 2022

	A	B	C	D = B/C
	April 2022	YTD	FY 2021/22 Adopted Budget	YTD Target 83%
<b>1 REVENUE</b>				
2 Interest Income	\$ 93	\$ 93	\$ -	100%
<b>3 TOTAL REVENUE</b>	<b>93</b>	<b>93</b>	<b>-</b>	<b>100%</b>
<b>4 EXPENSES</b>				
<b>5 Professional Services</b>				
6 Audit and Financial Consulting	-	12,337	15,000	82%
<b>7 Total Professional Services</b>	<b>-</b>	<b>12,337</b>	<b>15,000</b>	<b>82%</b>
<b>8 CFD Bond</b>				
9 CFD Bond Issuance Consulting	-	383,695	102,000	376%
10 CFD Administration	-	8,433	15,000	56%
11 CFD Banking Fees	-	-	7,000	0%
12 CFD Project Management	13,441	185,805	196,000	95%
13 Architect Expenses	-	114,690	-	0%
<b>14 Total CFD Bond</b>	<b>13,441</b>	<b>692,623</b>	<b>320,000</b>	<b>216%</b>
<b>15 TOTAL EXPENSES</b>	<b>13,441</b>	<b>704,960</b>	<b>335,000</b>	<b>210%</b>
<b>16 NET REVENUE / (EXPENSES)</b>	<b>(13,348)</b>	<b>\$ (704,867)</b>	<b>\$ (335,000)</b>	
17 Use Of Bond Proceeds	13,348	704,867	335,000	
<b>18 NET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

# Revenue & Expense (Unaudited)

Combined

April 2022

	A	B	D	D = B/C
	YTD General	YTD Donations & Grants	FY 2021/22 Adopted Budget	YTD Target 75%
<b>1 REVENUE</b>				
2 Property Taxes & Assessments	\$ 3,817,223	\$ -	\$ 3,788,800	101%
3 Fines & Fees	48,725	-	54,000	90%
4 Interest Income	5,372	-	4,400	122%
5 Other Revenue	18,711	-	57,000	33%
6 Donations & Grants	-	344,765	344,800	100%
<b>7 TOTAL REVENUE</b>	<b>3,890,031</b>	<b>344,765</b>	<b>4,249,000</b>	<b>100%</b>
<b>8 EXPENSES</b>				
<b>9 Salaries &amp; Benefits</b>				
<b>10 Wages</b>				
11 Salaried	798,906	15,000	1,045,000	78%
12 Hourly	736,648	-	990,000	74%
<b>13 Total Wages</b>	<b>1,535,554</b>	<b>15,000</b>	<b>2,035,000</b>	<b>76%</b>
<b>14 Benefits, Retirement &amp; Taxes</b>				
15 Health Insurance - Employee	118,564	-	155,000	76%
16 Health Insurance - Retiree	57,686	-	77,000	75%
17 Other Medical Insurance	16,268	-	21,500	76%
18 Workers' Compensation	42,354	-	42,400	100%
19 CalPERS Retirement (Normal Costs)	108,614	-	142,000	76%
20 CalPERS UAL Minimum Payment	197,825	-	197,900	100%
21 Payroll Taxes (District-Paid)	122,813	-	160,000	77%
<b>22 Total Benefits, Retirement &amp; Taxes</b>	<b>664,124</b>	<b>-</b>	<b>795,800</b>	<b>83%</b>
<b>23 Total Salaries &amp; Benefits</b>	<b>2,199,678</b>	<b>15,000</b>	<b>2,830,800</b>	<b>78%</b>
<b>24 Operating Expenses</b>				
25 Insurance (Liability, Earthquake)	96,541	-	96,550	100%
26 Utilities	54,792	-	68,000	81%
27 Payroll & Tax Collection Fees	63,060	-	66,300	95%
28 Other Operating	69,245	-	85,100	81%
29 Facilities, Grounds & Maintenance	67,276	-	113,500	59%
30 Structures & Improvements	9,089	-	10,000	91%
31 Equipment, Furniture & Fixtures	-	-	212,500	0%
32 Staff Development, Training & Travel	17,108	-	19,100	90%
33 Advertising & Marketing	8,292	-	10,500	79%
34 Staff Recognition	-	4,072	5,000	81%
<b>35 Total Operating Expenses</b>	<b>385,402</b>	<b>4,072</b>	<b>686,550</b>	<b>57%</b>
<b>36 Professional Services</b>				
37 Audit and Financial Consulting	111,040	-	90,000	123%
38 Legal Fees	11,456	-	20,000	57%
39 Consultants - Other	17,420	-	32,000	54%
<b>40 Total Professional Services</b>	<b>139,915</b>	<b>-</b>	<b>142,000</b>	<b>99%</b>
<b>41 Information Technology (IT)</b>				
42 Internet Service / E-Rate	26,114	-	60,500	43%
43 Technology Equipment	19,122	19,628	44,600	87%



## Revenue & Expense (Unaudited)

Combined

April 2022

	A	B	D	D = B/C
	YTD General	YTD Donations & Grants	FY 2021/22 Adopted Budget	YTD Target 75%
44 Technology Maintenance Fees	20,466	4,284	49,900	50%
45 Technology Consulting	-	1,800	1,800	100%
46 Telecommunications	7,296	-	9,500	77%
47 <b>Total Information Technology (IT)</b>	<b>72,999</b>	<b>25,712</b>	<b>166,300</b>	<b>59%</b>
48 <b>Library Materials</b>				
49 Books	110,328	-	135,000	82%
50 Downloadables	67,233	-	69,000	97%
51 DVDs & Videogames	11,190	-	21,500	52%
52 Electronic Databases / Subscriptions	27,656	-	26,500	104%
53 Periodicals	13,123	-	13,500	97%
54 Audio CD	9,178	-	8,000	115%
55 Purchase Suggestions	8,923	-	9,000	99%
56 Library of Things	2,261	-	6,000	38%
57 <b>Total Library Materials</b>	<b>249,893</b>	<b>-</b>	<b>291,500</b>	<b>86%</b>
58 <b>Programs</b>				
59 Adult Services	4,169	10,000	25,000	57%
60 Mobile Library	-	9,529	12,000	79%
61 Summer Reading	-	5,610	15,000	37%
62 Youth Services	5,602	6,188	15,000	79%
63 Teen Services	4,379	-	6,000	73%
64 Bob Lucas Branch Services	3,794	-	5,700	67%
65 Literacy Services	-	3,723	5,000	74%
66 Volunteer Services	210	-	500	42%
67 <b>Total Programs</b>	<b>18,154</b>	<b>35,049</b>	<b>84,200</b>	<b>63%</b>
68 <b>TOTAL EXPENSES</b>	<b>3,066,042</b>	<b>79,833</b>	<b>4,201,350</b>	<b>75%</b>
69 <b>NET REVENUE / (EXPENSES)</b>	<b>823,988</b>	<b>264,932</b>	<b>47,650</b>	
70 Use Of / (Addition To) Reserves	(823,988)	(264,932)	(47,650)	
71 <b>NET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

# Balance Sheet (Unaudited)

District Total

April 2022

1	<b>ASSETS</b>	
2	<b>Cash &amp; Investments</b>	
3	Cash - LA County	\$ 3,574,773.65
4	Checking	736,905
5	Special Tax Bonds	24,276,908
6	Money Market	15,768
7	Paypal	924
8	Cash on Hand	600
9	<b>Total Cash &amp; Investments</b>	<b>28,605,878</b>
10	<b>Other Current Assets</b>	
11	Prepaid Items & Deposits	17,454
12	Property Tax & Assessments Receivable	544,367
13	Miscellaneous Receivable	4,067
14	<b>Total Other Current Assets</b>	<b>565,888</b>
15	<b>Long-Term Assets</b>	
16	Fixed Assets (Net of Depreciation)	1,148,586
17	Deferred Outflows of Resources	775,707
18	<b>Total Long-Term Assets</b>	<b>1,924,293</b>
19	<b>TOTAL ASSETS</b>	<b>31,096,059</b>
20	<b>LIABILITIES</b>	
21	<b>Current Liabilities</b>	
22	Accounts Payable	35,361
23	Credit Card (UMB)	11,088
24	Payroll and Retirement Liabilities	467
25	<b>Total Current Liabilities</b>	<b>46,915</b>
26	<b>Long-Term Liabilities</b>	
27	Vacation Payable	95,837
28	Deferred Inflows of Resources	418,185
29	Net Pension Liability	2,718,477
30	Net OPEB Liability	1,001,372
31	CFD Bond	24,995,305
32	<b>Total Long-Term Liabilities</b>	<b>29,229,176</b>
33	<b>TOTAL LIABILITIES</b>	<b>29,276,091</b>
34	<b>FUND BALANCE</b>	
35	Fund Balance	1,435,914
36	Net Revenue / (Expenses)	384,054
37	<b>TOTAL FUND BALANCE</b>	<b>1,819,968</b>
38	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 31,096,059</b>



**BOARD OF LIBRARY TRUSTEES  
COMMUNITY FACILITIES DISTRICT COMMITTEE REPORT**

**REPORT:** CFD Committee

**MEETING DATE:** June 27, 2022

**PREPARED BY:** Terry Andruess, Trustee

**LOCATION:** Virtual Meeting

---

The Community Facilities District (CFD) Committee convened via ZOOM at 3:02 pm on June 9, 2022.

Committee members in attendance were Terry Andruess, Kim Kenne, Rushmore Cervantes and Amy Lyford. Others attending were Library Director Nikki Winslow, Office Manager Ana Villalobos and Doug Anderson of Urban Futures.

Ana Villalobos introduced a newly created Capital Fund Reserves report that will track the financial activities related to the Measure Z bond proceeds. The report is set up to be reviewed on a quarterly basis. The report is limited strictly to financial activity related to the use of bond proceeds and investment revenue earned by the Capital fund.

As a stand-alone document, the report does a very good job segregating the Capital Fund from the general library P&L. Previous "borrowing" from the library general reserves to finance early project start-up costs has ceased. The transfers from the general fund to the Capital Fund have been reimbursed and it is not likely that such transfers will be needed in the future.

Doug Anderson of Urban Futures presented a US Bank statement that shows how the bond proceeds have been invested:

As of 5/31/22, the statement shows an ending Market Value of \$22.522M. About 30% of this amount is being held in US Bank CD's and Money Market funds. The market value of this segment \$6.816M. Estimated annual earnings on these low rate, cash equivalent investments are \$16,722.

About 70% the bond proceeds are being held in US Treasury notes with a market value of \$15.706M. The Treasury notes have a wide range of yield rates. The estimated annual income from these investments is listed at \$150,855.

The Board-approved investment plan is not fully complete because LAIF investments have not been made. But currently, the statement estimates annual interest income from the combined investment portfolio will be \$167,577. The US Bank statement, which is included in the meeting packet, is very detailed and will offer another tool to keep close tabs on the project funds.



**BOARD OF LIBRARY TRUSTEES  
GOVERNMENT LIAISON REPORT**

**REPORT:** Government Liaison

**MEETING DATE:** June 27, 2022

**PREPARED BY:** Terry Andruess, Trustee.

**LOCATION:** Virtual Meeting

---

**Support Needed for Senate Version of the State Budget:  
\$750 million for library construction grants**

**From the California Library Association, May 24, 2022:**

On May 2, 2022, in our “News from the Capitol” report to the field, we indicated that the California State Senate is proposing that \$750 million in library construction grants be included as part of this year’s 2022-23 State Budget. The historic proposal for public library infrastructure was contained in the Senate Democrats’ *“Putting California’s Wealth to Work for a More Equitable Economy”* document that was released at the start of the month. We anticipate that the \$750 million library grant proposal would be modeled after the current \$439 million library infrastructure grant program that was part of the 2021-22 State Budget due to the efforts of the Senate Democrats, State Librarian Greg Lucas, and CLA.

As you may recall from previous State Budget reports, the Governor releases his proposed Budget in January and then a follow-up, revised Budget in May - called the “May Revision” - is submitted by the Governor to the legislature. The California State Assembly and Senate Budget Subcommittees review each proposal in the Governor’s Budget and make decisions to accept the proposal, modify it, or reject it – thus, creating their own version of the Budget in each house.

CLA remains hopeful that the Senate Version of the Budget will ultimately contain the \$750 million for library infrastructure grants. CLA recently testified in the Senate Budget Subcommittee, thanking the Senate President pro Tem Toni Atkins, Senate Budget Chair Nancy Skinner, and Senate Budget Subcommittee Chair John Laird for their ongoing leadership on this issue. **However, more work needs to be done, particularly since the Governor’s Budget does not contain any funding for library construction grants, and there is no comparable proposal similar to the Senate’s \$750 million plan on the Assembly side.**

The CLA asked members to support this proposal by contacting their State Senator and State Assembly member. After conferring with Nikki, I sent e-mails to Senator Anthony Portantino thanking the Senate Budget committee for earmarking \$750 million for infrastructure repairs and to Assemblymember Chris Holden, asking him to support such a measure in the Assembly budget plan.





**BOARD OF LIBRARY TRUSTEES  
FOAL LIAISON REPORT FOR JUNE 2022**

**REPORT:** Friends of the Altadena Library      **MEETING DATE:** June 27, 2022  
**Liaison report.**

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

---

“The Friends” met for their annual meeting on Tuesday June the 7<sup>th</sup>. It was an in person meeting at the Library. At this meeting we said a farewell for now to Sallie Cruise as the FOAL president as she not only stepped down, but also journeyed back to Australia with her husband.

Tom Ruffner was elected as the next Board President with Mark Mariscal stepping up to take on the Vice Presidency. Janette Allen continuing as treasurer and Sallie moving to Recording Secretary.

The Friends presented the District Director with their annual contribution and donation for the year which was a nice substantial amount and more than was initially planned!

Lastly we were treated to a riveting presentation by Theo ten Burmmelaar about the search for life on other planets. Theo left us with a prediction and promise... "I predict that this decade we will find an earthlike planet that has both water and oxygen. If not, I'll buy you a drink, but you'll have to come to Sydney to get it." So! We have the promise of life on another planet within the decade and an open invitation to Sydney for a beverage of our choice!! I've always wanted to visit Australia!!



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

**REPORT:** Agenda Item VIII.a.

**MEETING DATE:** June 27, 2022

**PREPARED BY:** Ana Villalobos

**LOCATION:** Virtual Meeting

---

**TITLE:** Review and approval of Earthquake Insurance Quote for FY22-23.

**BACKGROUND:**

Our insurance broker, IOA Insurance Services, has provided us with quotes from our current Earthquake Insurance carrier for next fiscal year's coverage, Lloyds of London (Lloyds) and two competitors, Arrowhead General Insurance Company (Arrowhead) and Palomar Excess and Surplus Insurance Company (Palomar). IOA stated that due to the property markets hardening and pricing increasing, our ability to obtain a competitively priced quote is limited. All three insurance carriers are non-admitted. A brief explanation about admitted versus non-admitted carriers:

**Admitted Carrier:** An insurance company that is "admitted" means it has been approved by a state's insurance department and that must comply with all state insurance regulations. In the event the insurance company fails, the state will step in as necessary to make claim payments. There is also a path of recourse in the event the policyholder believes their case was handled improperly.

**Non-Admitted Carrier:** "Non-admitted" status means an insurance carrier has not been approved by the state's insurance department and that the company doesn't necessarily follow state insurance regulations. If a policyholder thinks his or her case was handled improperly, there is no recourse available to the state insurance department.

**FISCAL IMPACT:**

The fiscal impact is an increase of \$17,383 if the recommended carrier, Arrowhead is chosen. If the second full limits carrier, Palomar, is chosen the fiscal impact is an increase of \$27,983. Otherwise, if Lloyds with a \$10,000,000 partial coverage limit is chosen, the fiscal impact is a decrease of \$1,394.

**RECOMMENDATION:**

Staff recommends that the Board review and select the Arrowhead quote from the following pages for FY22-23.



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

**REPORT:** Agenda Item VIII.a.

**MEETING DATE:** June 27, 2022

**PREPARED BY:** Ana Villalobos

**LOCATION:** Virtual Meeting

<b>DIC including Earthquake, excluding Flood and EQSL*</b>			
	<b>07/01/21-22</b>	<b>07/01/21-22</b>	<b>07/01/21-22</b>
	Arrowhead	Palomar	Lloyds
Building	\$14,125,000	\$14,125,000	\$14,125,000
Business Personal Property	\$6,000,000	\$6,000,000	\$6,000,000
Business Income	\$500,000	\$500,000	\$500,000
Building	\$1,313,000	\$1,313,000	\$1,313,000
Business Personal Property	\$188,000	\$188,000	\$188,000
Tenants Improvements	\$23,611	\$23,611	\$23,611
<b>Total Limits</b>	<b>\$ 22,149,611</b>	<b>\$ 22,149,611</b>	<b>\$ 22,149,611</b>
Limits Covered	Full-- \$22,149,611	Full-- \$22,149,611	Partial -- \$10,000,000
<b>Deductible</b>	20% - 25K Min.	15% - 25K Min.	15% - 25K Min.
Building	Replacement Cost	Replacement Cost	Replacement Cost
Contents	Replacement Cost	Replacement Cost	Replacement Cost
Tenant Improvements	Replacement Cost	Replacement Cost	Replacement Cost
Business Income	Actual Loss Sustained	Actual Loss Sustained	Actual Loss Sustained
Total Premium	\$50,050.00	\$60,000.00	\$33,150.00
Taxes & Fees	\$3,904.25	\$4,504.25	\$1,977.38
<b>Final Total</b>	<b>\$53,904.25</b>	<b>\$64,504.25</b>	<b>\$35,127.38</b>

\*EQSL = Earthquake Sprinkler Leakage



# R-T SPECIALTY INSURANCE SERVICES

3900 W. Alameda Ave, Ste 2000, Burbank, CA 91505  
Tel (818) 660-1680 Calif Lic # 0G97516

06/14/22

**QUOTE # 36211 A**

Page 1 of 2

**TO:** Insurance Office of America, Inc. - Pasadena

**ATTN:** Shatarrah Wright

**FAX #:** (626) 568-2886

**FROM:** Sisi Andrade  
for Heather Landa

Renewal of: AMR-67485-02

**RE: Altadena Library District**

**POLICY PERIOD:** 07/01/22 to 07/01/23

We are pleased to present the following quotation :

**COMPANY:** Certain Underwriters at Lloyds Non-Adm

**Carrier Participation:** Certain Underwriters at Lloyds A XV / A+

**Perils:** DIC incl Earthquake, excluding Flood and EQSL

**Coverage:** Building, Contents/Business Personal Property, Business Income

**Limits (\$):** 10,000,000 (100.00 %) part of \$10,000,000 excess of "deductible"

\*\*Limits of Liability: (as per schedule, NOT blanket)

**Sublimits:**

- 1,546,000 Building Ordinance or Law Coverage B and C Combined (Coverage A included in Building Limit)
- 2,500 Valuable Papers
- 25 % of Loss for Debris Removal
- 250,000 Newly Acquired Real Property - 30 Days
- 100,000 Newly Acquired Personal Property - 30 Days
- 1,000 Outdoor Property, except Any One Tree Shrub or Plant \$250
- 2,500 Personal Effects
- 10,000 Pollutant Cleanup and Removal
- 10,000 Property Off Premises
- 1,000 Fire Department Charges
- 180 Days - Extended Period of Indemnity
- 25,000 Unintentional Errors and Omissions
- 25,000 Extra Expense
- Included Increased Period of Restoration

**Deductible:** 15 % of Replacement Cost Value, per Unit of insurance, at the time when such loss shall happen, subject to a minimum of \$25,000 Per Occurrence - EQ  
25,000 All Other Perils

**Valuation:** Replacement Cost for Property Damage  
Actual Loss Sustained for Time Element

**Coinsurance:** 100 %

**Terms & Conditions:**

- Amrisc Property Endorsement
- TRIA Exclusion
- 1/12 Monthly Limitation for Time Element
- Percent deductibles are per occurrence, per unit
- 50% Building Ordinance Damage threshold waived
- Coverage explicitly excludes all flooding, including but not limited to flooding during windstorm events.
- Coinsurance to be waived subject to receipt and acceptance of signed property SOV
- All buildings with outstanding damage are excluded.
- Any AP or RP under \$500 shall be waived, except AP for new perils or coverages added





## R-T SPECIALTY INSURANCE SERVICES

3900 W. Alameda Ave, Ste 2000, Burbank, CA 91505  
Tel (818) 660-1680 Calif Lic # 0G97516

06/14/22

**QUOTE # 36211 A**

Page 2 of 2

**TIV:** 22,149,611 Based upon 100% values per schedule

**Location address:** As per schedule on file (see attached)

**Subject To:**  
- Signed D-1  
- Signed TRIA  
- Signed Flood Notice  
- Signed Property Application  
- Signed SOV

**Exclusions:** FloodEQSL  
Terrorism (unless purchased)  
Per Carrier Form

**Terrorism Surcharge:** 1,658 Additional premium for Certified Acts of Terrorism (premium not included below)

**Warrant:** All Risk policy in place equivalent to ISO CP 10 30 Special Causes of Loss

**PREMIUM:**  
\$ 33,150.00  
\$ 900.00 Broker Fee - Fully earned at inception  
\$ 994.50 State Tax  
\$ 82.88 CA Stamp Fee  
**\$ 35,127.38 Total**

**COMMISSION:** 10.00% Payment is due in our office in 20 days from inception of coverage.

**35% MINIMUM RETAINED PREMIUM IN THE EVENT OF CANCELLATION. NO FLAT CANCELLATIONS.**

This quotation is valid for 17 days, or until inception of coverage, whichever is sooner.

This quotation for coverage is subject to the terms and conditions of the specified insurance company forms currently in use, including any listed amendatory endorsements. This quotation for coverage may not conform to the terms and conditions requested. Should a change in insurance company occur, terms and conditions may vary from those currently in force. A copy of the form to be used is available upon request.

**Presented by:**

\_\_\_\_\_  
Authorized Representative  
R-T Specialty Insurance Services  
0G97516



R-T SPECIALTY INSURANCE SERVICES

06/14/22

QUOTE # 36211 B

Page 1 of 3

TO: Insurance Office of America, Inc. - Pasadena

ATTN: Shatarrah Wright

FAX #: (626) 568-2886

FROM: Sisi Andrade
for Heather Landa

Renewal of: AMR-67485-02

RE: Altadena Library District

POLICY PERIOD: 07/01/22 to 07/01/23

We are pleased to present the following quotation :

COMPANY: Palomar Excess and Surplus Insurance Company Non-Adm

Participating Companies: Palomar Excess and Surplus Insurance Company - 80.00%
General Security Indemnity Company of Arizona - 20.00%

Perils: DIC Including Earthquake, Excluding Flood, Excluding Earthquake Sprinkler Leakage

Coverage: Real Property, Business Personal Property, Tenant Improvements/Betterments, Business Income with Extra Expense, Extended Period of Indemnity - 180 days, and Valuable Papers

Limits (\$): 22,149,611 Scheduled, Per Occurrence and in the Annual Aggregate

Sublimits: Valuable Papers: \$2,500
Outdoor Property(Named Perils), except \$1,000
any one tree, shrub or plant \$250
Personal Effects \$2,500
Pollutant Cleanup & Removal \$10,000
Property Off Premises \$10,000
Fire Dept. Charges \$1,000
Unintentional Errors and Omissions \$25,000

\*\*Sublimit(s) are part of, not in addition to, the Limit of Liability.
\*\*This insurance does not apply to "bodily injury", "property damage", "time element" or "personal and advertising injury" arising out of the actual or alleged transmission of a communicable disease caused by either virus or bacteria whether engineered or naturally occurring.

Deductible: 15 % Per unit of insurance, (including Time Element: Busines Income & Extra Expenses) subject to a minimum of \$50,000 Per Occurrence - EQ

Underlying Deductible: 25,000 Per Occurrence - All Other Perils

\*\*\* For the purpose of the application of the per unit deductible, the following shall be considered a separate unit of insurance:
a) Each separate building or structure;
b) The contents of each separate building or structure;
c) Property in the yard;
d) Business Income including Extra Expense and Rental Value.

Valuation: Replacement Cost - Property Damage
Actual Loss Sustained - Time Element

TIV: 22,149,611

Location address: Per Schedule on File with Carrier (See Attached)

Terms & Conditions: Company form
- Warrant All Risk Underlyer



06/14/22

QUOTE # 36211 B

Page 2 of 3

Terms & conditions cont..

- Locations covered under this policy may be subject to inspection and underwriting action may be taken if the exposure is found to be different than the submitted application
- Statement of Values form

Subject To:

- Signed D-1
- Signed TRIA form
- Signed SOV
- Inspection Contact Information (Name and Phone Number)
- Written verification of no soft story parking - prior to binding
- Written verification of no losses - prior to binding

Exclusions:

- Debris Removal clause (Company Form)
- Pollution
- Building Ordinance, Increased Cost of Construction and Demolition
- Asbestos / Contamination
- Mold
- EQSL
- Flood
- Theft
- Boiler & Machinery
- Electronic Data & Computer Systems (Data/Virus)
- Cyber Exclusion Endorsement
- All Risk perils (including Windstorm)
- Ensuing Loss
- War
- Nuclear/Radioactive/Biological and Chemical Exclusion
- Communicable Disease, Virus or Bacteria

Terrorism Surchage:

30,000 Additional premium for Certified Acts of Terrorism (NOT INCLUDED BELOW)

PREMIUM:

- \$ 60,000.00
- \$ 600.00 Company Fee - Fully earned at inception
- \$ 1,625.00 Broker Fee - Fully earned at inception
- \$ 300.00 Inspection Fee - Fully earned at inception
- \$ 1,827.00 State Tax
- \$ 152.25 CA Stamp Fee
- \$ 64,504.25 Total**

Payment is due in our office in 20 days from inception of coverage.

**25% MINIMUM RETAINED PREMIUM IN THE EVENT OF CANCELLATION. NO FLAT CANCELLATIONS.**

This quotation is valid for 17 days, or until inception of coverage, whichever is sooner.

This quotation for coverage is subject to the terms and conditions of the specified insurance company forms currently in use, including any listed amendatory endorsements. This quotation for coverage may not conform to the terms and conditions requested. Should a change in insurance company occur, terms and conditions may vary from those currently in force. A copy of the form to be used is available upon request.



06/14/22

**QUOTE # 36211 B**

Page 3 of 3

**Presented by:**

---

Authorized Representative  
R-T Specialty Insurance Services  
0G97516





# R-T SPECIALTY INSURANCE SERVICES

3900 W. Alameda Ave, Ste 2000, Burbank, CA 91505  
Tel (818) 660-1680 Calif Lic # 0G97516

06/21/22

**QUOTE # 36211 C**

Page 1 of 3

**TO:** Insurance Office of America, Inc. - Pasadena

**ATTN:** Shatarrah Wright

**FAX #:** (626) 568-2886

**FROM:** Sisi Andrade  
for Heather Landa

Renewal of: AMR-67485-02

**RE:** Altadena Library District

**POLICY PERIOD:** 07/01/22 to 07/01/23

We are pleased to present the following quotation :

**COMPANY:** **Arrowhead Special Risk Division** **Non-Adm**

**Participating Companies:** Arrowhead General Insurance Agency  
DIC Including Earthquake, Excluding Flood, Excluding Earthquake Sprinkler Leakage

**Perils:** Real Property, Business Personal Property, Tenant Improvements/Betterments, Business Income with Extra Expense, Extended Period of Indemnity - 180 days, and Valuable Papers

**Coverage:** 22,149,611 Scheduled, Per Occurrence and in the Annual Aggregate

**Limits (\$):** Valuable Papers: \$2,500

**Sublimits:** Outdoor Property(Named Perils), except \$1,000  
any one tree, shrub or plant \$250  
Personal Effects \$2,500  
Pollutant Cleanup & Removal \$10,000  
Property Off Premises \$10,000  
Fire Dept. Charges \$1,000  
Unintentional Errors and Omissions \$25,000

\*\*Sublimit(s) are part of, not in addition to, the Limit of Liability.  
\*\*This insurance does not apply to "bodily injury", "property damage", "time element" or "personal and advertising injury" arising out of the actual or alleged transmission of a communicable disease caused by either virus or bacteria whether engineered or naturally occurring.

**Deductible:** 20 % Per unit of insurance, (including Time Element: Busines Income & Extra Expenses) subject to a minimum of \$50,000 Per Occurrence - EQ

**Underlying Deductible:** 25,000 Per Occurrence - All Other Perils

\*\*\* For the purpose of the application of the per unit deductible, the following shall be considered a separate unit of insurance:  
a) Each separate building or structure;  
b) The contents of each separate building or structure;  
c) Property in the yard;  
d) Business Income including Extra Expense and Rental Value.

**Valuation:** Replacement Cost - Property Damage  
Actual Loss Sustained - Time Element

**TIV:** 22,149,611

**Location address:** Per Schedule on File with Carrier (See Attached)

**Terms & Conditions:** Company form  
- Warrant All Risk Underlyer



## R-T SPECIALTY INSURANCE SERVICES

3900 W. Alameda Ave, Ste 2000, Burbank, CA 91505  
Tel (818) 660-1680 Calif Lic # 0G97516

06/21/22

**QUOTE # 36211 C**

Page 2 of 3

**Terms & conditions cont..**

- Locations covered under this policy may be subject to inspection and underwriting action may be taken if the exposure is found to be different than the submitted application
- Statement of Values form

**Subject To:**

- Signed D-1
- Signed TRIA form
- Signed SOV
- Inspection Contact Information (Name and Phone Number)
- Written verification of no soft story parking - prior to binding
- Written verification of no losses - prior to binding

**Exclusions:**

- Debris Removal clause (Company Form)
- Pollution
- Building Ordinance, Increased Cost of Construction and Demolition
- Asbestos / Contamination
- Mold
- EQSL
- Flood
- Theft
- Boiler & Machinery
- Electronic Data & Computer Systems (Data/Virus)
- Cyber Exclusion Endorsement
- All Risk perils (including Windstorm)
- Ensuing Loss
- War
- Nuclear/Radioactive/Biological and Chemical Exclusion
- Communicable Disease, Virus or Bacteria

**Terrorism Surchage:**

25,000 Additional premium for Certified Acts of Terrorism (NOT INCLUDED BELOW)

**PREMIUM:**

- \$ 50,000.00
- \$ 600.00 Company Fee - Fully earned at inception
- \$ 1,350.00 Broker Fee - Fully earned at inception
- \$ 300.00 Inspection Fee - Fully earned at inception
- \$ 1,527.00 State Tax
- \$ 127.25 CA Stamp Fee
- \$ 53,904.25 Total**

Payment is due in our office in 20 days from inception of coverage.

**25% MINIMUM RETAINED PREMIUM IN THE EVENT OF CANCELLATION. NO FLAT CANCELLATIONS.**

This quotation is valid for 10 days, or until inception of coverage, whichever is sooner.

This quotation for coverage is subject to the terms and conditions of the specified insurance company forms currently in use, including any listed amendatory endorsements. This quotation for coverage may not conform to the terms and conditions requested. Should a change in insurance company occur, terms and conditions may vary from those currently in force. A copy of the form to be used is available upon request.



## R-T SPECIALTY INSURANCE SERVICES

3900 W. Alameda Ave, Ste 2000, Burbank, CA 91505  
Tel (818) 660-1680 Calif Lic # 0G97516

06/21/22

**QUOTE # 36211 C**

Page 3 of 3

**Presented by:**

---

Authorized Representative  
R-T Specialty Insurance Services  
0G97516



**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM VIII.B. REPORT for JUNE 2022**

**REPORT:** Agenda Item VIII.b.

**MEETING DATE:** June 27, 2022

**PREPARED BY:** Nikki Winslow

**LOCATION:** Virtual Meeting

**Title:** Gann Appropriation Limit, FY 2022-2023

**Summary:**

The Library District’s appropriations may increase annually by a factor comprised of the change in population with the change in California per capita personal income.

In 1980, California voters adopted Article XIII B of the California State Constitution, commonly referred to as the Gann Initiative or Gann Appropriations Limit, placing limits on the amount of tax proceeds that State and local agencies can appropriate each year. The District’s limit is adjusted each year for inflation, population and other factors.

The calculation of the District’s FY 2022-23 Gann Appropriations Limit was computed by using factors provided by the State Department of Finance:

Per Capita Change =	1.0755
Population Change =	0.9933
Calculation Factor =	1.0755 x 0.9933 = 1.0683
2022-23 Gann Limit	\$ 4,551,990

The District’s budgeted tax proceeds subject to the FY 2021-22 Gann limit equal \$3,955,000. The GANN limit applies to “all taxes levied by and for” a government entity; other sources of revenue, including certain types of debt service, are excluded. Therefore, the District is within the Gann limitation by \$596,990 and in compliance with state law. The Gann limit worksheet and Department of Finance documentation is attached.

**Recommendation:** The Board of Library Trustees review and accept the appropriation limit for FY 2022-23.





**ALTADENA LIBRARY DISTRICT  
APPROPRIATIONS LIMIT WORKSHEET  
FY2022-23**

	<b>AMOUNT</b>	
<b>A. LAST YEAR'S LIMIT</b>	<table border="1"> <tr> <td>\$4,076,539</td> </tr> </table>	\$4,076,539
\$4,076,539		
<b>B. ADJUSTMENT FACTORS</b>		
1. Population Change %	<table border="1"> <tr> <td>-1.14</td> </tr> </table>	-1.14
-1.14		
2. Inflation - Per Capita Personal Income %	<table border="1"> <tr> <td>5.73</td> </tr> </table>	5.73
5.73		
<p>Per Capital Cost of Living Change = (0.23)% Population Change = 0.95</p>		
<b>C. CALCULATIONS</b>		
Per Capita Cost of Living converted to a ratio:	$\frac{5.73 + 100}{100} = 1.0573$	
Population Converted to a ratio:	$\frac{-1.14 + 100}{100} = 0.9886$	
Calculation of factor for FY 2021-2022:	$1.0573 \times 0.9886 = 1.0452$	
Total Adjustment %	<table border="1"> <tr> <td>4.52%</td> </tr> </table>	4.52%
4.52%		
<b>C. ANNUAL ADJUSTMENT \$</b>		
<b>D. TOTAL ADJUSTMENTS</b>	<table border="1"> <tr> <td>\$184,450*</td> </tr> </table>	\$184,450*
\$184,450*		
<b>E. CURRENT YEAR LIMIT</b>	<table border="1"> <tr> <td><b>\$4,260,989*</b></td> </tr> </table>	<b>\$4,260,989*</b>
<b>\$4,260,989*</b>		

Population converted to ratio	0.9886
Inflation converted to ratio	1.0573

**RESOLUTION NO. 2022-09**

**A RESOLUTION OF THE ALTADENA LIBRARY DISTRICT BOARD OF TRUSTEES, LEVYING SPECIAL TAXES WITHIN ALTADENA LIBRARY DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2020-1 (FACILITIES AND SERVICES).**

**NOW, THEREFORE, BE IT RESOLVED** by the Altadena Library District Board of Trustees, as follows:

Section 1. The Board of Trustees (the “Board”) of the Altadena Library District (the “Library District”), has formed Altadena Library District Community Facilities District No. 2020-1 (Facilities and Services) (the “CFD No. 2020-1”), under and pursuant to the Mello-Roos Community Facilities Act of 1982 (the “Act”).

Section 2. The Board, as the legislative body of CFD No. 2020-1, is authorized under the Act to levy special taxes (the “Special Taxes”) to pay for the costs of certain services authorized under the Act.

Section 3. The Board, pursuant to Ordinance No. 2020-01 adopted by the Board on December 14, 2020, authorized and levied the Special Taxes within CFD No. 2020-1.

Section 4. Section 53340 of the Act provides that the legislative body of a community facilities district may provide, by resolution, for the levy of the special tax in the current year or future tax years at the same rate or at a lower rate than the rate provided by ordinance, if the resolution is adopted and a certified list of all parcels subject to the special tax levy, including the amount of the tax to be levied on each parcel for the applicable tax year, is filed by the clerk or other official designated by the legislative body with the county auditor; and

Section 5. The Board desires to levy the Special Taxes within CFD No. 2020-1 for Fiscal Year 2022/23.

Section 6. The Board hereby levies the Special Taxes for Fiscal Year 2022/23 on each parcel of real property, depending on its land use classification, as follows: Developed Single Family Residential Property is \$0.10 per building square foot, Developed Apartment Property is \$117.54 per unit, Developed Commercial Property less than 10,000 Square Feet is \$347.73 per assessor’s parcel, and Developed Commercial Property greater than 10,000 Square Feet is \$470.18 per assessor’s parcel.

Section 7. The Administrative Services Department is hereby authorized and directed to transmit, immediately, to the Los Angeles County Auditor-Controller, a certified copy of this Resolution upon its adoption, together with a statement of the tax rate and parcel taxes fixed herein.

Section 8. The Board Secretary shall certify to the adoption of this Resolution, which shall be in full force and effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED** this 27th day of June, 2022.

\_\_\_\_\_  
Rushmore Cervantes, Board President

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Kameelah Waheed Wilkerson, Board  
Secretary

\_\_\_\_\_  
Richard Egger, General Counsel



**RESOLUTION OF THE BOARD OF TRUSTEES NO. 2022-10  
OF THE ALTADENA LIBRARY DISTRICT  
TO ASK AUDITOR/CONTROLLER OF LOS ANGELES COUNTY  
TO PREPARE NEW TAX ROLL FOR ACCOUNT #57.12  
ALTADENA LIBRARY DISTRICT TAX**

WHEREAS, The Altadena Library District had undergone severe revenue reductions requiring cuts in staff, services, hours, and materials purchases, and

WHEREAS, The State of California eliminated the Special District Augmentation Fund in June 1993, and the Altadena Library District relied on those funds for one-third of its budget, and

WHEREAS, The State of California transferred ten percent of the Altadena Library District's property tax revenue to the schools of California for fiscal years 1992-1993 and 1993-94, and

WHEREAS, There was a need to replace lost revenue to maintain good library service, and

WHEREAS, The Altadena Library District called for a Per Parcel Election to tax owners of real property in the Altadena Library District for library services, November 4, 2014, and

WHEREAS, The Altadena Library District has complied with all laws pertaining to the per parcel levy, and

WHEREAS, The election was won with 10,113 voters voting YES and 1,712 voters voting NO representing a 85.52% YES vote, and

WHEREAS, There is a cost of living clause after the 2016-17 fiscal year

**RESOLVED, That the Altadena Library District asks the Los Angeles County Auditor/Controller to prepare the new tax roll for account #57.12 – Altadena Library Tax for billing of direct charges for **Fiscal Year 2022-23 and to increase each parcel by 7.40%****

DATED: \_\_\_\_\_, 2022

BOARD OF LIBRARY TRUSTEES

\_\_\_\_\_  
Rushmore Cervantes, President

\_\_\_\_\_  
Kameelah Waheed Wilkerson, Secretary



**ALTADENA LIBRARY DISTRICT**  
**CALCULATION OF PARCEL TAX**  
**FISCAL YEAR 2022/23**

February 2022 CPI:	302.164
February 2021 CPI:	281.347
<b>Change in Index:</b>	<b>20.817</b>

Calculation (% Change in Index): **0.07399**

**Rate Increase: 7.40%**

**Parcel Tax Rates:**

	<b>FY 2013/14</b>	<b>FY 2014/15</b>	<b>FY 2015/16</b>	<b>FY 2016/17</b>	<b>FY 2017/18</b>	<b>FY 2018/19</b>	<b>FY 2019/20</b>	<b>FY 2020/21</b>	<b>FY 2021/22</b>	<b>FY 2022/23</b>
<b>Single Family</b>	\$49.32	\$49.59	\$49.59	\$50.79	\$52.16	\$54.05	\$55.40	\$57.26	\$57.82	\$62.09
<b>Apartment Unit</b>	33.81	33.99	33.99	34.81	35.75	37.05	37.97	39.25	39.63	42.56
<b>Commercial &lt; 10,000 square feet</b>	100.01	100.55	100.55	102.98	105.77	109.60	112.35	116.12	117.25	125.92
<b>Commercial &gt; 10,000 square feet</b>	135.22	135.96	135.96	139.24	143.01	148.19	151.91	157.01	158.52	170.25

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

**DEPARTMENT:** Agenda Item VIII.e.

**MEETING DATE:** June 27, 2022

**PREPARED BY:** Ashley Watts

**LOCATION:** Virtual Zoom Meeting

---

**TITLE:** Review and Approval of the Updated Facility Use Policy

**BACKGROUND:**

Due to the recent uptick in requests to utilize the community room for in-person events and gatherings, staff thought it was best to evaluate our facility use policy. The last revision of the policy was approved by the board on June 24, 2019.

We reviewed several other library facility use policies, including those of the Glendale Library, Arts & Culture Department, Los Angeles County Library, Los Angeles Public Library system, Pasadena Public Library, and South Pasadena Public Library. We especially focused on their fee schedules, as our current policy only charged “fee-based businesses” that rented the space, not non-profit entities as pretty much all other systems do.

The main changes to the policy that were made include (and can be seen with the redlined copy of the policy following this report):

- Priority of Facility Use
- Facility Schedule of Fees
- Prohibiting private events, parties, and celebrations
- Prohibiting admission requirements, sale of goods and services, and fundraising activities
- The extension of the application submittal to 60 days

This updated policy puts priority on ALD or ALD sponsored programming. It will standardize how we determine which events will be held in our community room and support staff when renting both meeting rooms to the public.

**FISCAL IMPACT**

With implementation of charging non-profit organizations and increasing the amount we are charging business/commercial entities may result in an increase in Other Revenue in the future depending on room rental availability and usage.

**RECOMMENDATION**

Staff recommends that the Board of Trustees view and approve the Updated ALD Facility Use Policy.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** ~~Meeting Room~~ **Facility** Use Policy

**SECTION:** Administration

**BOARD APPROVED:** 06/24/2019

---

### **PURPOSE:**

It is the policy of the Altadena Library District to allow individuals and organizations use of the District facilities and meeting rooms for purposes that enhance the District's educational, cultural and civic mission.

### **POLICY:**

#### **A. Priority of Facility Use**

The use of District ~~meeting spaces~~ **facilities** by outside groups is subordinate to the operating requirements of the Altadena Library District and will be ~~permitted~~ **considered** only when not in conflict with District-sponsored activities. ~~All reservations are on a first-come, first-served basis.~~

- The Altadena Library District has first priority on all dates.
- The Altadena Library Foundation and Friends of the Altadena Library have second priority on all dates.
- All other organizations, municipal agencies, individuals and groups (referred interchangeably in this document as "third-party," "outside organizations," or "outside groups") have third priority on all dates. Entities of this nature are served on a first-come, first served basis, and are required to submit a completed **Altadena Library Facility Reservation Request** form. The District reserves the right to deny these reservation requests at its sole discretion.
  - A fee schedule applies for all third-party entities, and all third-parties are classified as either "non-profit", or "commercial/for-profit." Please see the District Facility Schedule of Fees for current rates.
  - Private events, parties, celebrations, and social gatherings are not permitted.

~~Permission to use the facility in no way implies endorsement of the meetings or activities conducted in this facility, except when the event is sponsored by the District. Any implication of sponsorship, including District logos, may not be included in any advertisement for a third-party event or program. [MOVED UNDER B. ENDORSEMENTS AND MARKETING]~~

The District reserves the right to preempt any event for a District sponsored event. In such rare

instances the District will put forth every reasonable effort to give ample advance notice and assist the outside group in reserving another date and/or space.

The District reserves the right to deny use of ~~these~~ **its** facilities to any group, organization, or individual that may cause a disruption to the ordinary and usual operations of the District.

## ~~B. Guidelines for Facility Use~~

- ~~1. All instructions of the staff must be followed.~~
- ~~2. District authorized staff may enter and remain in a meeting room at any time in performance of duties.~~
- ~~3. Alcoholic beverages are prohibited in District facilities by Outside Groups.~~
- ~~4. Smoking is prohibited in public facilities and within fifty feet of the building.~~
- ~~5. Groups agree to restore area to original clean condition and agree to pay for any and all damages to District property while property is being used by the applicant.~~
- ~~6. Groups are required to vacate their reserved facilities by the time specified on their approved application, and no later than 15 minutes before the Library closing time.~~
- ~~7. Storage of personal property, supplies, or equipment in the library is not permitted.~~
- ~~8. The District assumes no responsibility for publicity and/or promotion of events.~~
- ~~9. Due to demand by District sponsored programs, recurring reservations cannot be accommodated.~~
- ~~10. Private social affairs such as parties, receptions and celebrations are not permitted unless in partnership with the District.~~

## **B. Endorsements and Marketing**

Permission to use District facilities in no way implies District endorsement of the meetings or activities conducted in the library facilities, except when the event is sponsored by the District. Any implication of sponsorship, including District logos, may not be included in any marketing for a third-party event or program.

1. Each group is responsible for its own marketing. Any printed or digital publication must include the statement "**This program is not sponsored by the Altadena Library District,**" in the same size font as the primary body text of the publication. Marketing must not include the library telephone number or email.
2. Signs produced for directional purposes must be submitted to staff the day before the activity and staff will post them. Unauthorized signs will be removed.
3. Neither the name nor address of the Altadena Library District may be used as a mailing address for organizations, groups or individuals using meeting room facilities.

## **C. Prohibited Admission Requirements, Sale of Goods and Services, and Fundraising Activities**



No admission, registration or membership fee can be charged by outside groups. All events shall remain open to the public.

The sale of goods and services by outside groups is prohibited.

Fund-raising activities are not allowed without authorization by the Library Board of Trustees, except for Library affiliated groups such as the Altadena Library Foundation and Friends of the Altadena Library.

#### **D. Indemnification and Insurance**

The District requires the user of any premises or facility to indemnify or hold harmless the Altadena Library District, its officers, directors or employee of any loss, liability or damage arising out of, as the result of, or in connection with the use of the facility or premises, equipment or services to the city, its officers or employees, including all costs of defending any claim arising as a result thereof.

Insurance may be required, depending on the nature of the reservation. This will be determined by the Director upon review and approval of the reservation application.

#### **E. Facility Use Guidelines (not including the facility's Small Meeting Room).**

##### **1. Conduct**

- 1.1 Outside groups and their guests, exhibitors, contractors, and all other associates, must abide by the **Altadena Library District Code of Conduct**.
- 1.2 Outside groups shall be held monetarily liable for damage to equipment, furnishings, and the building, whether caused by the outside group, or their guests, exhibitors, or contractors. Future use of the facilities may be denied for incidences of damages to the facility or other misconduct on the property.
- 1.3 Room capacity may not be exceeded.
- 1.4 Smoking is prohibited in public facilities and within fifty feet of the building.
- 1.5 All instructions of District staff must be followed.
- 1.6 District-authorized staff may enter and remain in a meeting room at any time in performance of duties.

##### **2. Food and Beverages**

- 2.1 Pre-packaged food and catering is permitted. All food must be prepared and served in compliance with Los Angeles County Health guidelines.
- 2.2 Alcoholic beverages are prohibited in District facilities by outside groups, unless an exception is made by the District director. All applicable permits must be obtained if an exception is granted.

##### **3. Set-up and Break-Down Responsibilities**

- 3.1 Each group will be responsible for set-up, take down and clean-up. Groups need to allow enough time within their reservation period to accomplish these tasks. Meeting rooms are to be returned to their original condition and configuration.
- 3.2 Equipment, supplies, or personal effects cannot be stored or left in the facility before or after use.

- 3.3 Outside groups are required to vacate their reserved facilities by the time specified on their approved application, and no later than 15 minutes before the Library closing time.
- If the reservation exceeds the time specified in their approved application the renter will be charged at the hourly rate for any portion of the first hour after the end time and any additional hours or portions thereof.

**4. Public Access**

- 4.1 Events shall always remain open to the public.

**F. ~~C. Barbara J. Pearson Community Room~~ Application for the Barbara J. Pearson Community Room**

Applications are accepted up to ~~thirty (30)~~ **sixty (60) days in advance**. ~~Tentative booking of the Community Room may be initiated by telephone. However, telephone or in-person booking will reserve the date and time for one week only.~~ A fully completed, signed Application for Use of Community Room **Altadena Library Facility Reservation Request** must be submitted and approved for a reservation to be confirmed. ~~If no application is received said date and time will be released.~~

Completion of the application does not grant either privileges or approval until the application is reviewed and approved. Upon approval, a signed application will be e-mailed to the applicant. This serves as confirmation of approval and scheduling. An invoice will be included ~~if use fees are being charged~~ **for fees**.

**Due to demand by District sponsored programs, recurring reservations cannot be accommodated.**

Any applicable use fees must be paid upon receipt of an approved and confirmed application.

**Please see application for currently accepted forms of payment.**

**~~D. Insurance Required~~**

~~Insurance is required for all Community Room rentals. Proof of adequate insurance is required and must be approved by the District. If you do not have insurance and would like to purchase 3rd party insurance coverage, please contact Administration at (626) 798-0833 x118 for assistance.~~

~~Events held in the Community Room shall remain open to the public at all times.~~

**~~E. Groups Responsible for Set-up and Break-Down~~**

- ~~1. Each group will be responsible for set-up, take down and clean-up. Users need to allow enough time within their reservation period to accomplish these tasks. Meeting rooms are to be returned to their original condition and configuration.~~
- ~~2. Groups are expected to conclude their meeting and accomplish all clean-up half an hour before the library closes.~~

- ~~3. Equipment supplies or personal effects cannot be stored or left in the room before or after use.~~
- ~~4. Groups accept the room as-is and reservation times must include adequate time for set-up and clean-up of room.~~
- ~~5. At the discretion of the District Director groups may be charged for staff time. This is dependent on the nature of the reservation and size of the group that may require staff assistance and/or security.~~

**G. Fee Schedule**

All rates are hourly.

Minimum Rental period is 2 hours for the Barbara J. Pearson Community Room.

At the discretion of the District Director groups may be charged for staff- time. This is dependent on the nature of the reservation and size of the group that may require staff assistance and/or security.

Fees are due 14 days from the event date. If fees are not paid in this time period, the reservation is forfeited.

Non-Profit Organizations need to provide proof of non-profit status.

Private events, parties, celebrations, and social gatherings are not permitted.

*There is no charge for use of the Small Study Room.*

<b>Altadena Library District Facility Use Schedule of Fees</b>			
<b>Barbara J. Pearson Community Room</b>	Non-Profit	Commercial/ for profit	Staff/Security Fee (if fee is determined necessary by District)
	\$50/per hour	\$100/per hour	<i>To be determined upon approval of application</i>

**Refunds**

Fees are non-refundable.

In cases where an event has been preempted by the library, and an alternative event date is not possible, all fees will be refunded.

## H. Small Study Room

The Small Study Room located in the Children's room of the Main Library is available, during library operating hours on a first-come, first-served basis. There is no charge for use of the Room. The Room allows a maximum of eight (8) people.

### 1. Sign-ups

- 1.1 Room sign-ups begin when the Library opens for the day and are valid for that day only.
- 1.2 The Room must be vacated no later than 15 minutes to closing.
- 1.3 Sign-ups are taken at the Information Desk in-person or in our MyLibro app.
- 1.4 The Study Room is available for use by patrons who have a valid library card and are in 6<sup>th</sup> grade or older.
- 1.5 Patrons will need to check-out a key to the Room using their Library card.
- 1.6 For individuals without a Library Card, a valid I.D. will be held upon sign-up and returned once patron's session is completed.
- 1.7 Room sign-ups are one (1) hour for both groups and individuals.
- 1.8 Time may be extended by a maximum of one (1) hour if no one is waiting for the Room. Only one session per day is allowed for singles or by any member of a group using a study room.
- 1.9 The room is only held for an existing reservation for 15 minutes. After 15 minutes, the hold will be released.

### 2. Guidelines

- 2.1 Patrons may leave the Room to go to the restroom or acquire a study aid, but otherwise there is no in-and-out. The District is not responsible for personal belongings or their loss.
- 2.2 The person signing up for the room assumes responsibility for all damages and for making sure the room is clear of all personal belongings and trash at the end of use.
- 2.3 Covered drinks are allowed. No food is allowed.
- 2.4 Lights must remain on and the door must remain unlocked.
- 2.5 The Room is not sound-proofed. Loud noise and disruptive behavior will result in immediate loss of privileges. Library staff has the authority to ask individuals and groups using the Room inappropriately to leave.





## **BOARD OF LIBRARY TRUSTEES CALENDAR – 2022/2023**

JULY	Publicity for Trustees Election – Even Year Filing for Trustees Election – Even Year Mid-Year Operating Plan Review
AUGUST	Quarterly Budget Review of Current Budget
SEPTEMBER	Review CalPERS Benefits/ Open Enrollment
OCTOBER	Health Care Premiums – Resolution – as needed
NOVEMBER	Audit Report for Previous Fiscal Year Annual Report for Previous Fiscal Year (Internal and External) Trustees Election – Even Year Schedule: Board Meetings for Following Year Schedule: Holidays for Following Year Quarterly Budget Review of Current Budget
DECEMBER	Election of Officers Appointment of Liaison to the Friends Board & Foundation Board and Government Relations Liaison Employee Service Awards – Anniversaries on Five Year Milestones Operating Plan Objectives for the Coming Calendar Year
JANUARY	Final Review of Previous Year Operating Plan Bank Signature Cards – as needed Board Retreat Trustee Self-Assessment Auditor bids – every three years or as needed
FEBRUARY	Mid-Year Budget Review of current budget
MARCH	Conflict of Interest Forms Annual Review of Strategic Plan Preliminary Review of Operating Plan for Upcoming Year
APRIL	National Library Week Event: Volunteer Recognition Event
MAY	Quarterly Budget Review of current budget Financial Policies Review and Updates as needed Preliminary Budget Review of Proposed Budget for forthcoming fiscal year Event: Friends Annual Meeting (June) Review Property and Earthquake Insurance Presentation: Summer Library Program
JUNE	Adoption of Final Budget for Upcoming Fiscal Year Updated Salary Schedule Board of Library Trustees Calendar for Following Fiscal Year Review Gann Appropriations Limit Resolution to ask Auditor/Controller of Los Angeles County to Prepare New tax roll for Account No. 57.12

**RESOLUTION NO. 2022-11**

**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 JULY 1, 2022 – JULY 31, 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) July 31, 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 27th day of June, 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