



AGENDA

Board of Library Trustees | Altadena Library District
Virtual – Zoom – July 25, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING July 25, 2022 MEETING

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

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the July 25, 2022 Meeting, please submit your comments by email to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to hello@altadenalibrary.org with the subject line: "Public Comment". Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment. If you wish to make your public comment during the live meeting, please state so in your email or select "*Yes – I want to provide this comment in real-time and need the Zoom link*" in the online form.

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

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 June 27, 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 – June 2022 [Pages 8 - 23](#)

- VI. Reports (Informational)
 - a. Support Groups
 - 1. Altadena Library Foundation [Page 24](#)
 - 2. Friends of the Altadena Library [Page 25](#)
 - b. District Director’s Report [Pages 26 - 29](#)
 - c. Financial Reports – May 2022 [Pages 30 - 37](#)
 - d. Board of Trustees Standing Committee Reports
 - e. Board of Trustees Ad Hoc Committee Reports
 - f. Liaison Reports
 - 1. Government Liaison Report [Pages 38 - 40](#)
 - g. Trustee Reports

- VII. Unfinished Business
 - a. Resolution 2022-12 Levying Special Taxes within Altadena Library District Community Facilities District NO. 2020-1 (FACILITIES AND SERVICES) **(Action)** [Pages 41 - 44](#)

- VIII. New Business
 - a. Expanding Eide Bailly Scope of Services **(Action)** [Pages 45 - 56](#)
 - b. Mid-year Operational Plan Review **(Action)** [Pages 57 - 67](#)
 - c. Resolution 2022-13 to Establish the Formal Appointment of the Altadena Library District Poets Laureate. **(Action)** [Pages 68 - 69](#)
 - d. Update to Holiday Closure Dates for 2022 **(Action)** [Page 70](#)
 - e. Review and Approval of Resolution 2022-14 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 August 1, 2022 – August 31, 2022 **(Action)** [Page 71 - 75](#)

- IX. Governance
 - a. Notice of Election **(Informational)** [Pages 76 - 78](#)

- 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 – June 27, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING June 27, 2022 MEETING

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I. Call to order

a. Land Acknowledgment

The meeting was called to order by Trustee Cervantes at 5:00 pm. Trustee Cervantes read the Land Acknowledgement.

II. Open Session

a. Roll Call

Trustee Cervantes called roll. Trustee Andruess, 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 Andruess to adopt the Agenda

Seconded by Trustee Clark

Trustee Andruess: 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

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

Moved by Trustee Clark to approve the Consent Calendar

Seconded by Trustee Andruess

Trustee Andruess: Aye

Trustee Clark: Aye

Trustee Wilkerson: Aye

Trustee Cervantes: Aye

Motion passed

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

The Trustees thanked staff for providing detailed reports each month.

b. Staff CLA Report

Director Nikki Winslow presented on behalf of Fin Lee, Assistant Librarian.

VI. Reports (Informational)

a. Support Groups

1. Altadena Library Foundation

Foundation President Bridget Brewster provided the Foundation report. Trustee Andruess commented on the positive and informative atmosphere at the Foundation Gratitude event on June 11. President Brewster and Trustee Andruess complimented Ashley on her presentation.

2. Friends of the Altadena Library

Friends President Tom Ruffner provided the Friends report. President Ruffner introduced himself to the board, as this was his first Board of Trustees meeting as president of the Friends since taking over for Sallie Cruse. The Trustees welcomed President Ruffner and thanked him for taking on the role.

b. District Director's Report

District Director Nikki Winslow introduced the two new library clerks (not present at the meeting), Janelle Ketcher and Alden Herrera. Mrs. Winslow also notified the board of the Library Aide vacancy (left vacant by Thymie Truong). Mrs. Winslow regarded on the large number of attendees at the Juneteenth event, and the positive patron feedback received about the event. Mrs. Winslow also noted the positive feedback regarding Pride month programming. Trustee Cervantes inquired about the CSDA General Manager's conference, and Mrs. Winslow noted that the event is integral in making connections with other special district leadership.

c. Financial Reports – April 2022

Office Manager Ana Villalobos provided the April Financials report.

d. Board of Trustees Standing Committee Reports

1. CFD Committee

Trustee Andruess provided the CFD Committee report. An Addendum to Trustee Andruess's report was added to the agenda, a Capital Funds Reserve Financial Activity sheet, at 5:45 pm.

e. Board of Trustees Ad Hoc Committee Reports

f. Liaison Reports

1. Government Liaison Report

2. FOAL Liaison Report

Trustee Wilkerson provided the FOAL Liaison report. Trustee Wilkerson noted that the provided report includes a few details for June Friends Activity.

g. Trustee Reports

VII. Unfinished Business

None.

VIII. New Business

a. Review and Approval of ALD's Property and Earthquake Insurance **(Action)**

Office Manager Ana Villalobos provided the report on Agenda Item VIII.a. The Board would like some additional information about other public agencies who may be insured by the recommended earthquake insurer, and also if there are any local public agencies who are insured by admitted carriers. Ms.Villalobos stated she would provide the board with the requested information based on what is currently available in public record.

Moved by Trustee Wilkerson to approve the ALD Property and Earthquake Insurance.

Seconded by Trutee Clark.

Trustee Andruess: Aye

Trustee Clark: Aye

Trustee Wilkerson: Aye

Trustee Cervantes: Aye

Motion passed

- b. Review and Approval of ALD's Gann Appropriations Limit (**Action**)

District Director Nikki Winslow provided the report for Agenda Item VIII.b

Moved by Trustee Clark to approve the ALD Gann Appropriations Limit.

Seconded by Trutee Andruess.

Trustee Andruess: Aye

Trustee Clark: Aye

Trustee Wilkerson: Aye

Trustee Cervantes: Aye

Motion passed

- c. Resolution to Prepare CFD New Tax Roll (**Action**)

District Director Nikki Winslow provided the report for Agenda Item VIII.c. NBS representatives who prepared our tax roll were present during the meeting to answer questions from the board (Sara Mares and Christine Drazil). Trustee Clark requested that NBS return with numbers that are closer to their actual before the board moves forward to approve. NBS noted they are still waiting on a complete budget, and for the County Secured Roll Data to get numbers that are closer to actual. They will return with numbers that are as close as possible, but the county numbers are an unknown variable.

Moved by Trustee Clark to postpone the Resolution to Prepare the CFD New Tax Roll (Resolution 2022-09) to the July 2022 Regular Board of Trustees Meeting.

Seconded by Trustee Wilkerson.

Trustee Andruess: Aye

Trustee Clark: Aye

Trustee Wilkerson: Aye

Trustee Cervantes: Aye

Motion passed

- d. Resolution to Prepare New Tax Roll (**Action**)

District Director Nikki Winslow provided the report for Agenda Item VIII.d.

Moved by Trustee Clark to approve the Measure A New Tax Roll Resolution 2022-10.

Seconded by Trustee Andruess.

Trustee Andruess: Aye

Trustee Clark: Aye

Trustee Wilkerson: Aye

Trustee Cervantes: Aye
Motion passed

- e. **Review and Approval of the updated ALD Facility Use Policy (Action)**
Assistant District Director Ashley Watts provided the report for Agenda Item VIII.e. Staff proposed a new policy that reflected the trends in neighboring libraries regarding rental of their facilities. The new policy also prioritizes library events, library support groups, and library partnerships with the community that promote the library's mission and vision. Trustee Clark noted there is little space in the community that is free for meetings and events. The Trustees inquired from staff for more information. Assistant Director Watts and Director Winslow elaborated that the District is willing to partner and work with groups who may be of benefit to the community, but there is a contrast between these entities and individuals who are requesting to host personal parties or closed/charged events in the Community Room. Trustee Clark objected not to the policy intent, but to the policy as-written.
Moved by Trustee Andruess to approve the updated ALD Facility Use Policy.
Seconded by Trustee Wilkerson.
Trustee Andruess: Aye
Trustee Clark: No
Trustee Wilkerson: Aye
Trustee Cervantes: Aye
Motion passed
- f. **Review and Approval of Board of Trustee Meeting Calendar for Fiscal Year 2022-2023 (Action)**
District Director Nikki Winslow provided the report for Agenda Item VIII.f. Trustee Andruess suggested a CFD to quarterly item be added to the calendar. District Director Winslow clarified that the Trustee Meeting Calendar would not include items specific to standing committees.
Moved by Trustee Clark to approve the Board of Trustee Meeting Calendar for Fiscal Year 2022-2023.
Seconded by Trustee Andruess.
Trustee Andruess: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye
Trustee Cervantes: Aye
Motion passed
- 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)**
Trustee Cervantes opened up the Board for discussion regarding the return to in-person meetings or continuing remote meetings going forward. Trustee Andruess expressed being amenable to meeting in-person. Trustee Wilkerson inquired if there will be discussion about a plan for safe implementation of in-person meetings for Trustees and the community before the Board decides to return to in-person meetings. Trustee Clark expressed support for the Trustees and the public to have the ability to attend meetings remotely if necessary. District Director Winslow and IT/TS Manager David Zearbaugh provided an overview of the possibility for a hybrid or a completely in-person model that would allow for a safe return, while also complying with the Brown Act. District Director Winslow advised that passing the resolution allows for the option to meet virtually either completely or hybrid, but does not restrict the District from meeting fully in-person. It will give the District time to draft

an in-person and/or hybrid plan for future meetings. Trustee Andruess lost connection when it came time to vote on the motion.

Moved by Trustee Wilkerson to approve Resolution 2022-11.

Seconded by Trustee Clark.

Trustee Andruess: abstain

Trustee Clark: Aye

Trustee Wilkerson: Aye

Trustee Cervantes: Aye

Motion passed

IX. Governance

X. Announcements & Planning

a. Correspondence

b. Proposed Future Agenda Items

1. Poets Laureate appointment by the Board

XI. Adjournment

a. Adjourn Meeting

Moved by Trustee Clark to adjourn.

Seconded by Trustee Wilkerson.

Trustee Andruess: abstain

Trustee Clark: Aye

Trustee Wilkerson: Aye

Trustee Cervantes: Aye

The meeting was adjourned at 7:08 PM by Trustee Cervantes.

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

DEPARTMENT: Adult Services

MEETING DATE: July 25, 2022

PREPARED BY: Ashley Watts

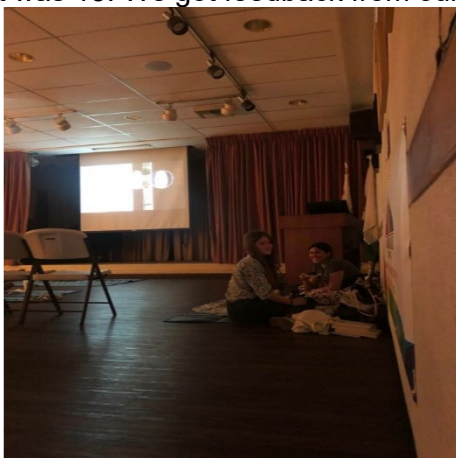
LOCATION: Virtual Meeting

Summer Reading

The Adults and YFS teamed up to host our Summer Reading Kick-off 2022. During the event we did sign ups for Summer Reading, had lawn games, snacks and crafts for attendees. For the adults, we had a performance by local artist Michael Haggins.



Part of our summer reading program, we hosted an indoor movie night with a screening of *The Parent Trap* (1998). We had s'mores and crafts for families that attended this event. The total attendance for the night was 15. We got feedback from our attendees, who would like to see more movie nights soon.



Plant Swap June 7, 2022 at Eliot



Rising Seas

Adult Services hosted *Rising Seas: Where, When, and How Much?* in the Community Room on the 21st of June. Ben Hamlington from JPL presented to the attendees on the ways that JPL's earth scientists use advanced satellites and other technologies to measure rising ocean levels due to global warming.

Meet Us @ the Trails

In June, we partnered with the Altadena Historical Society to offer a history themed hike on the Rubio Canyon Trail. We learned about the Mt. Lowe Railway, The Great Include, the Rubio Canyon Pavilion and much more. Neighbors got to spend time together on the trails connecting, learning, and enjoying our beautiful mountains. We have received lots of great feedback that folks want more hiking programs, so we aim to plan for more in fall/ winter.



Adult Bookmark Contest

To celebrate National Library Month, adults were invited to participate in the bookmark contest traditionally held for children. We had 3 participants who were awarded gift cards for their participation. The winner of the contest was Jeffrey Hammer whose entry featured flora and fauna around Altadena. His entry will be printed for public distribution for all to enjoy!



Pride Day 2022 Pride Day was well attended in the garden on Saturday, June 11. It was a very emotional event, one that makes us so very proud to work for ALD.



Mobile Library

The Mobile Library got busier in June with continued story times at Charles White Park, Summer Reading activities at the Farmers Market, Charles White Park and Eliot Arts Magnet. The Curiosity Connection also returned to servicing Altadena's Little Free Libraries on June 30th.

Overall, there were 9 events and staff on these outings met with 169 community members, making dozens of new cardholders in the process.

1. June 7th - Plant Swap at Eliot Arts Magnet
2. June 7th - Outdoor Family Storytime
3. June 8th - Log Planters at Altadena Farmers Market
4. June 11th - We Tell Stories at Charles White Park
5. June 14th - Outdoor Family Storytime
6. June 21st - Outdoor Family Storytime
7. June 23rd - Christopher T Magician at Charles White Park
8. June 28th - Outdoor Family Storytime
9. June 30th - LFL Restocking



Curiosity Connection at the Farmers Market for Log Planter Day



Refilling LFLs with the Curiosity Connection

Fablab

The Fablab reemerged in June with the introduction of Teen Art Lab on Fridays where teens have been using tools, supplies, and crafting materials to work together on craft projects. The Fablab also used the end of June to prepare for an exciting program in early July that will connect the Fablab and the Mobile Library in an offsite screenprinting program at the Altadena Night Market.

Library of Things

11 new Library of Things kits are forthcoming from the Library of Things team, pending cataloging. The new items include two yard games kits (Bocce and Pickleball), a metal detector, a birding kit with binoculars, and a Polaroid instant camera. These kits will be available in early July.



Nikon Aculon Binoculars



Polaroid Camera with Filters

Seed Library

At our June Seed Library meeting we met on the library's lawn with no virtual component. Our Seed Librarian, Jessica Yarger led the workshop on **Seed Saving**. This is always a topic of high interest as many gardeners struggle with seed saving and collecting heirloom varieties.



The Main Library has partnered with the Bob Lucas Library and Seed Library of Los Angeles (SLOLA) to plan our monthly gardening programs as a collaboration. June 25th was our first collaborative program which featured Irena Cora Stathis who is the founder of the Flowering Earth School of Herbalism. Irena led a workshop on **Building a Medicinal Garden**. It was well attended with 22+ people. Each year SLOLA Altadena surveys our Seed Library members and asks what they most want to learn about. We then shape our following year's programming around these high areas of curiosity, skill building, and opportunities for community connection. This model is now being used for both Main & Bob's gardening programming.

Art at the Library



June was Pride month and ALD proudly featured a group show curated by SGV LGBTQ+ Center and the Arts Queen Collective. The show was called "An LGBTQ+ Experience: Healing & Resilience" the intention of the space was to share artwork and media that allow folks to heal and maintain resiliency throughout the pandemic with a focus on experiences told through the LGBTQ+ lens. Additionally, there was an artists' reception and art program, *Chatty Crafties*, offered to the public. We have received a lot of positive feedback from the public on

this exhibit! Including patrons who expressed feeling seen and welcomed in our library during Pride month.

Second Saturday

June 11th was our last Second Saturday of this season with the fantastic band Upstream! That night was a record-breaking number of 402 attendees. A huge thank you to the Second Saturday Team (Second Saturday Team: Helen, Margaret, Jonathan, Vicky, and Mikayla!) and the great volunteers that help put the event on.



Chess Night

Chess night is back every Tuesday from 5:30-7:30pm, and it has been a hit! We have had a total of 44 participants for the month of June. Thank you to the wonderful volunteers who teach and play the game with our community.

Displays

For this month's display, we celebrated Pride month. AS staff put together a great selection of materials for our patrons to check out.



No Guilt Book Club

No Guilt Book Club did not meet on Tuesday June 7 as so many replied to the reminder that they would not be available to attend.

The titles for June were *The Phone Booth at the Edge of the World* by Laura Imai Messina for fiction, and *Don't Make Me Pull Over: An Informal History of the Family Road Trip* by Richard Ratay as the non-fiction selection. Members expressed their positive thoughts in the responses to the invite reminder.

These titles were chosen with the theme of Off the Beaten Path for Summer Reading.



True Crime All The Time

True Crime All The Time Book Club title for Saturday, June 25th that met virtually.

Trailed by Kathryn Miles was chosen for the theme of Off the Beaten Path for Summer Reading, as well as for Pride Month. There were 8 participants, including 4 new members! From patron Lisa Griffin's email: Thanks Helen. I really enjoyed the call. This was my first book club, so it was interesting to hear everyone's opinions and what they got from the read. All the books I reserved from the library are available for pick-up!



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

DEPARTMENT: Youth and Family Services

MEETING DATE: July 25, 2022

PREPARED BY: Isabelle Briggs

LOCATION: Virtual Meeting

CHILDREN’S SERVICES – Yvette Casillas, Youth & Family Services Librarian

Programs and Services

This month we kicked off our Summer Reading Programs that will run from June 4th through July 30th. The children’s department is offering two summer reading programs:

- The Baby & Toddler Early Literacy Challenge invites pre-readers ages 0 – 3 to read 24 books and participate in early literacy programs such as storytime at the library. As of June 30th, we have 296 registrations.
- The PreK- 7th Grade Beanstack Challenge invites readers ages 4-13 to collect 17 badges by logging reading minutes and activities. As of June 30th, we have 64 registrations.

We kicked off our Children’s Summer Reading Program with a performance by Ballet Folclorico do Brasil graciously provided by the Music Center, after the performance attendees signed up for summer reading and enjoyed a cold treat, large lawn games, and a craft.



Patrons enjoying a performance by Ballet Folclorico do Brasil

Young patron showing off their owl headband

Pride Week Programs



LGBTQ Bingo!

The Children's department provided pride themed story times during the first week of June in celebration of Pride Month which culminated with LGBTQ Extravaganza, a fun afternoon of family bingo. Families in attendance were happy to see family centered pride events at the library and we got great feedback with many expressing feelings of gratitude and inclusion.

Recurring Programs

- Baby/Toddler Storytime hosted by Heather on Monday mornings averaged 40 attendees. Families come into the Children's Room after storytime and are happy to give their babies an opportunity to meet other babies.
- Pajama Storytime hosted by Fin on Tuesday evenings has seen a large group of families of all ages.
- Bilingual Preschool Storytime hosted by Yvette on Thursday mornings focuses on early literacy skills such as counting, color identification, and letter recognition in both English and Spanish, we have averaged 15 attendees.



Baby play date in the Children's Room after Baby/Toddler Storytime

Summer Programs & Performers

- Tween Eats was a two-program series that invited tweens to explore STEM through food experiments. Attendees were able to use solar power to make s'mores and create ice cream using ice and salt!



A solar powered s'mores oven



Tweens making ice cream

- K – 2nd Grade Family STEAM Club invites families to explore different STEAM topics from ecosystems to chemistry. This program will be a four-part series. Registration was full for both events and families are excited to hear we have two more in July!



Family STEAM Club in action!

- Toddler Free Play this month explored sensory play with water stations. This program invited families of toddlers ages 3 to 5 to enjoy a fun afternoon of water play on our front lawn and meet their neighbors.
- Tween Switch Hour was a three-program series that invited tweens to play video games at the library with other local tweens. This program was well attended and well received by parents that were excited to see their tweens playing with others.



Tween Switch Hour attendees playing on the big screen.

- We had two amazing performers at the main library this month, Ballet Folclorico do Brasil and Hoop Dancer Eric Hernandez. Both performances were well attended.



Ballet Folclorico do Brasil



Fin learning about Hoop Dancing with Eric Hernandez

Displays

We had a book display in the Children’s Room this month honoring Pride Month featuring LGBTQIA+ picture books and biographies!



The new reading rug in the Children’s Room has received many compliments from patrons!

TEEN SERVICES – Isabelle Briggs, Teen Services Librarian

Programming

This month was the official start of the Summer of Service! The Summer of Service invites teens in Altadena to participate in a volunteer challenge where they are awarded prizes for every 5 hours of volunteer work completed at the library. More detailed statistics on volunteer hours are provided below, but in the month of June 23 new teens joined the volunteer program, 266 hours of volunteer service were logged, and 27 prizes have been collected. With so many hours completed, and so few prizes collected, it suggests that teens are more invested in the work than the reward!

In addition to the summer volunteer challenge, regular teen programming had 50 participants this month. Those programs included:

- Art Lab is a weekly teens-only open studio time in the Fab Lab. Participants worked with clay, collage, wool, the button maker, photography, sketching, and even helped to organize the space and materials. 22 participants joined this month.
- Gardening Club continued its very successful summer run! June's sessions involved planting cucumber and green bean seeds in the vegetable beds, planting sunflowers and wildflowers in the concrete planter by parking lot entrance to the library, and repotting and pruning all our indoor plants. The indoor plant care session had 16 participants – a record high! There were 21 participants throughout the month.
- The Teen Zine Dream Team was a zine-making series co-hosted with Alice Wynne, Adult Services Library Clerk and Zine Library selector. We only had one participant this month, but that participant has since donated three original zines to the Altadena Zine Library!
- D&D Rising with Satine Phoenix was unfortunately cancelled this month. The recurring D&D@ALD event started and held the first two of four game sessions. 6 participants total attended the first two sessions.



Outreach

In support of the first annual Altadena LGBTQ+ Pride Walkabout, Teen Services coordinated with Side Street Projects to provide resources at their Queer Sanctuary event held at the Altadena Senior Center during the final stop on the Walkabout. We provided copies of the LGBTQ+ Bingo card and collection resource guide made by Fin Lee, YFS Library Assistant, and also shared flyers for the Queer Sanctuary in the Teen Space. The Pride Walkabout was a wonderful experience, and between the Opening Ceremony and the Queer Sanctuary, we saw lots of familiar teen and tween faces!

LGBTQIA+ BINGO
Find a book in our collection for each category, circle it, write down a title, and get \$ in a row (or more)!
Show us your BINGO card & grab a prize at the Teen Desk or Children's Desk!

LGBTQIA+ main character without a love interest	Trans or nonbinary main character	LGBTQIA+ Science Fiction	More than 1 LGBTQIA+ couple	Asexual or aromantic main character
LGBTQIA+ graphic novel	Gender non-conforming character	Own voices	LGBTQIA+ fantasy	Pansexual main character
Genderqueer main character	LGBTQIA+ activist	FREE SPACE	Coming out storyline	An ally stands up for an LGBTQIA+ character
Character's first LGBTQIA+ kiss	LGBTQIA+ biography	LGBTQIA+ audio book	Indigenous LGBTQIA+ character	LGBTQIA+ poetry
BPOC LGBTQIA+ character	Disabled LGBTQIA+ character	Character using they/them, bir/irs, or ze/cir pronouns	LGBTQIA+ non-fiction	LGBTQIA+ e-book

Turn BINGO card over to see book recommendations & resources!

SPOTLIGHT ON OUR COLLECTION

Queer History

- YA 306.766 BRO
- YA 305.3 GOT
- 362.196 SCH

Biography

- YA GN BIO KOR, M
- YA BIO JOH, G
- BIO TOB, J

Sex/Health

- the pride guide
- SEX ELIX
- Ask a Queer Chick
- 306.7663 KIN

Zines

- ZINE 305.45 WAN
- ZINE 306.768 UND
- ZINE 305.8 SAL

Graphic Novels

- YA GN OST
- YA GN RVV
- GN SOM, B

Notable title

- YA 305.3 VAI

Find more titles in our catalog here!

Follow and tag us on Instagram: @altadenateens

Volunteers

In June, 23 new teens completed orientation and began active volunteering. There were 41 individual volunteer shifts offered in June, over which a total of 266 volunteer hours were completed. Highlights include:

- The best attended volunteer events were Gardening Club on 6/25/22, with 13 volunteers (3 non-volunteer attendees brought the total participants to 16), and the Summer Kick-Off Festival which also had 13 volunteers.
- Volunteers spent 24 hours this month working on the diversity audit for the YA collection. This has been a very successful volunteer project – 10 volunteers have been trained on completing the audit and they bring so much nuanced and thoughtful appraisals to the project.



Professional Development

At the start of this month, Isabelle Briggs, Teen Services Librarian attended a closed pre-conference session at the California Library Association conference for participants in the California State Library's Building Equity Based Summers co-design team.

"This day-long session was incredibly invigorating! As we did throughout our virtual co-design meetings in 2020 and 2021, we spent all day asking big questions about why we provide summer services and what our goals are for those services. We talked about what equity feels like in our summer programs, what success looks like in our summer programs, and how we can align these feelings so that summer programming is more impactful, invigorating, and enjoyable for staff and patrons. I worked with staff from other small sized libraries like Altadena do come up with strategies for redesigning our summer services and we had three goals: deeper staff development, stronger community partnerships, and reimagined program structures. By working more intentionally with staff and community partners, we can create more buy-in and support for our summer programs, and by reimagining our program structures we can make our services more accessible and manageable for staff and patrons."





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

DEPARTMENT: Bob Lucas Branch

MEETING DATE: July 25, 2022

PREPARED BY: Diana Wong

LOCATION: Virtual Meeting

BOB LUCAS LIBRARY & LITERACY UPDATES

The Bob Lucas branch excitedly ushered in Summer with tons of great programming in June! With this year's theme *Read Beyond the Beaten Path*, many of our programs revolve around the concepts of camping, outdoors, nature and exploration. We offered 11 programs reaching 150 participants.

- Our first show of the summer season brought in *We Tell Stories*, a multi-ethnic group of artists who explored the relationship between nature and humans through oral storytelling and drama. This family-friendly program was offered at the Charles White Park on a sunny Saturday morning.
- Bob Lucas branch had its first go at hosting a **Murder Mystery** program early in the month where adults enjoyed a Friday evening of sleuthing. Our participants enjoyed each other's company, and everyone appreciated those who were in costume. It was a fun Friday evening. Case closed!
- Lots of babies and toddlers are attending **Family Storytime at Charles White Park**, every Tuesday from 10:30-11:00am. We continue to see new families joining us outdoors every week and we are thrilled to engage with the new and regular families alike. The program will run through July.
- **Adult Crafting at Loma Alta Park** continues strong with a full roster of participants. They engaged in a latch hook activity that required much precision and dexterity. As expected, registration for July's program is full.



- We were super excited to have children and their caregivers at BL to pick beets, carrots and a few other ripe veggies during our **Edible Gardening** program this month. We had a local master gardener help facilitate the outdoor segment of the program by talking about the garden, the ecosystem, and then helping the kids pick veggies. Afterwards, participants learned to safely chop up the veggies and prepare a healthy dip for their crudités.



- Heading back to the park, *Christopher T. Magician* and his assistant, Oliver (a large, friendly rat), delivered their wacky version of magic and antics that had families rolling on the grass laughing.
- On the outreach front, BL staff continue to make rounds replenishing the **Deposit Libraries** around town. We even established a new location at Tacos Don Pillo in June, making it our 5th location. For those who are not familiar with *Deposit Libraries*, local businesses agree to provide space for our orange crates filled with gently used books





for use. Community members may take and keep the titles they find in the crate. The materials have all been provided by the Friends of the Library.

- Our **From the Garden** series hosted Irena Stathis, an Herbalist and Plant Medicine teacher, who spoke on using plants to heal our bodies and uplift our emotional well-being. This was the first program where BL, Main branch and SLOLA worked to offer cohesive garden programming based on the expressed interest of community and SLOLA members.

- We concluded the month by offering a westside all-ages **Scavenger Hunt** that had individuals, couples and families exploring locations along Ventura and Lincoln avenues. We even had a virtual clue hidden in our library catalog. Those who completed the 5 challenges were awarded a gift card to a local business.
- On the **Literacy Services** front, while many tutors and learners alike are taking time off for the summer, some are continuing to work through the summer. I am excited to mention that we added 3 new ESL learners to our weekly program this month, which brings a total of 10 beginning level learners. In June, we had 35 hours of literacy tutoring and 27 hours of ESL instruction.



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

DEPARTMENT: Facilities
PREPARED BY: Jonathan Arevalo

MEETING DATE: July 25, 2022
LOCATION: Virtual Meeting

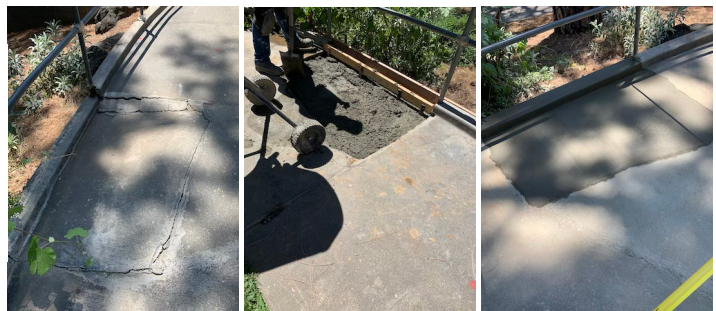
Facilities Highlights for the Month of June:

The month started off with the removal of one of our Deodar trees that was in a planter box at the Main library. The tree was damaged many years ago and due to its continual deterioration, and a report from consulting arborist Rebecca Latta, it was decided to remove the tree for the safety of our patrons and staff. The tree was re-purposed and made into mulch and logs that can be used for seating or other artisanal purposes.



In June 2019 an earthquake shut off valve was installed as a preventative measure for the safety of the community and our staff from having to shut off the valve manually. Unfortunately, if the device is bumped into by someone passing by the area, the gas would shut off and staff wouldn't know until there was a need for heating or hot water. It's very easy to reset but there could be delays in resetting the water heater or furnaces on the HVAC system. Even though it is not a consistent problem, and to alleviate any future occurrences, a steel cage was built and installed to prevent that from happening.

A section of a pathway was repaired located on the eastside of the Main Library by the conservation garden. It had sunken in due to time and natural wear and tear. The repair eliminated any obstructions that would affect both patrons and staff.



Also in the month of June:

- ADA signage was added at the main library Parking lot to inform patrons of easier access to the library
- Deodar planter was repurposed as a flower bed
- Continued General maintenance of both libraries





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

DEPARTMENT: IT & Technical Services

MEETING DATE: July 25, 2022

PREPARED BY: David Zearbaugh

LOCATION: Virtual Meeting

-
- Security Camera Assessment and Audit – Reviewed the perimeter of the building with Facilities Manager in an effort to review visibility and make any adjustments necessary. One camera required an adjustment in focus.
 - Email Security Audit – In June, IT Services initiated a second round of attack simulation to all ALD staff. The results are listed below:
 - Out of 35 emails sent to staff, 0 links were clicked.
 - Microsoft predicted we would have a 32% Click/Compromise Rate.
 - We had a 55% Report Rate.
 - The staff did an exceptional job at reporting this phishing attack and continues to exercise caution when receiving emails from outside of the ALD domain. There are many instances where ALD staff report phishing or request a scan from the IT Manager prior to opening.
 - In the month of June, IT Services established a Monthly Tech Talk in an effort to be proactive in addressing the operational and on-site needs of Main Library and Bob Lucas Library. These meetings are held with the Assistant Library Director and Branch Manager to discuss any technological needs and questions as well as assess and inventory on-site equipment.
 - myLibro App - Updates
 - For the month of June, ALD has 81 app registrations with 360 searches.
 - The new Self-Checkout feature has been enabled and is live. This will allow for patrons to scan item barcodes into their app and checkout in batch from their app!
 - 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 Room Reservations are in the implementation phase currently and checking our eBooks, eAudiobooks and other eMaterials, and Live Chat are currently in development.



DEPARTMENT: Foundation Report

MEETING DATE: July 25, 2022

PREPARED BY: Bridget Brewster, President

LOCATION: Virtual Meeting

Our July meeting was held in the library Community Room, and, once again, it was great to see smiling faces . . . well, I’m sure there were smiles beneath the masks.

The majority of our meeting was focused on strategic analysis of our strengths, challenges and opportunities in preparation for our annual planning retreat in the fall. Our robust discussion was enlightening and energizing with forthright sharing on all fronts.

GENERAL UPDATES:

- Taste of ‘Dena committee is focused on sponsorships and silent auction items
- Our Foundation Manager will be compiling results of our Stakeholder Questionnaire, which will inform our strategic planning (thank you for your responses)
- An ad hoc committee is reviewing Foundation Bylaws alongside our strategic planning process
- We are developing a Naming and Donor Recognition Policy
- Our quarterly newsletter was sent July 12, including Foundation updates as well as an inclusion about the upcoming filing period for the ALD Board of Trustees election
- Foundation Directors have volunteered to help with various library activities

SPECIAL EVENT UPDATE – SAVE THE DATE & GET INVOLVED!

➤ **Taste of ‘Dena (Saturday, September 24 at 5:00pm outside at the Main Library)**
Join us at Altadena's favorite annual celebration of our Altadena Libraries for a light seated dinner from local restaurateurs, flowing wine, inspiring library stories, and glimmers of September sunset with neighbors and friends. Registration is now open online at www.altadenalibraryfoundation.org/tasteofdena.html.

- **How to Support Taste of ‘Dena:**
- Support is needed in soliciting sponsorships (\$1,000 - \$3,500) and auction items. Link to become a sponsor and to donate to the auction can be found at the link above. Our Foundation Manager can provide official request letters to any contacts you know that might be interested in becoming a sponsor.
 - Spread the word about attendance! Registration starts at \$75 per person, with discounts offered when purchasing for multiple guests. People can register at the link above.

FINANCIAL UPDATE

	AS OF 2/28/2022	AS OF 6/30/2022	PCF ENDOWMENT* <small>from 1/1/22 - 5/31/22 statement</small>	
ALF Fund with PCF	\$ 264,627.76	\$ 243,802.26	* This is an informational report on the Endowment managed by the Pasadena Community Foundation only. These are not Altadena Library Foundation assets to which we have access.	
Bank of America 1	9,759.17	4,114.54		
Bank of America 2	42,230.83	38,884.40		
Edward Jones Account	212,222.14	206,873.02		
TOTAL ASSETS:	\$ 528,839.90	\$ 493,674.22	Beginning Balance	\$ 86,863.51
			Ending Statement Balance	\$ 77,086.74 <small>as of 5/31/2022</small>



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

DEPARTMENT: FOAL Report

MEETING DATE: July 25, 2022

PREPARED BY: Tom Ruffner

LOCATION: Virtual Meeting

The Friends held their Annual Meeting on June 7.

The Friends of the Altadena Library made it's annual donation of \$28,000 to the library. The check was accepted by Nikki Winslow, Director.

They elected the following slate:

- President - Tom Ruffner
- Vice President - Mark Mariscal
- Treasurer - Jannette Allen
- Recording Secretary - Sallie Cruise

Dr. Theo ten Brummelaar, freshly retired Director of the CHARA Array on Mt Wilson, presented a seminar entitled, "The Search for Water (Life?) on Other Planets."



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

DEPARTMENT: Administration

MEETING DATE: July 25, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

Staffing Updates:

- a) Hires/Promotions: Gabriella Ortiz – Library Aide – July 20, 2022
- b) Appointments: None
- c) Transfers: None
- d) Resignations/Retirements/Terminations: Ana Villalobos – Office Manager – July 13, 2022

Welcome to our new Library Aide!



We are excited to welcome Gabriella Ortiz to the Altadena Library District Team! She was selected from a quality pool of candidates for the position. Her first day with us will be Wednesday, July 20th. Here is an introduction she shared with the staff:

“My name is Gabriella Ortiz and I go by she/her pronouns. I will be working as a new part-time library aide. I am currently in my third year of college and I am a radiology technology major. In my spare time, I enjoy reading and going on hikes. I am looking forward to working and cannot wait to get to know all of you!”

Our Office Manager Ana Villalobos put in her resignation and had her last day with ALD on July 13, 2022. We wish her the best with her future endeavors.

Notary Services Are Coming Back!

We received the great news that Administrative Assistant Catalina Quintero passed her Notary Exam! While there was no doubt that would be the case, we were still pleased to get the news. We are now waiting for the equipment she will need from the State to start serving as a Notary Public – and we are hopeful to have this service back sometime in August or September. More information to come!

Passport Services Offering Photos Again Soon

Our Passport Services team will soon be taking passport photos again starting in mid-August, a service that was suspended in 2020 due to the pandemic. The cost for photos will be \$15. This will be updated when the date is set, plus information about scheduling an appointment can be found on the [Passport webpage](#).

Updated COVID Protocols

With the increase in COVID cases this summer, we updated our COVID Prevention Plan to require staff to wear N95, KN95 or surgical masks when working inside the two library buildings to help prevent exposure as much as possible. We continue to follow all of the guidelines released by L.A. County, including tracking vaccinations and boosters in staff, determining close contacts with any positive cases among staff members, required safety and cleaning protocols, and more. We feel fortunate to have had very few cases and hope this continues to be the case with these measures in place.

Partnerships & Programming Update:

Rotary Club of Altadena

- **Annual Demotion Party**

On June 30, I attended the annual Rotary Club Demotion Party at one of the members' houses. The event is held annually to officially demote the President from the past year. It was a beautiful night in a gorgeous backyard and provided a great opportunity to connect with other Rotary members and their families.

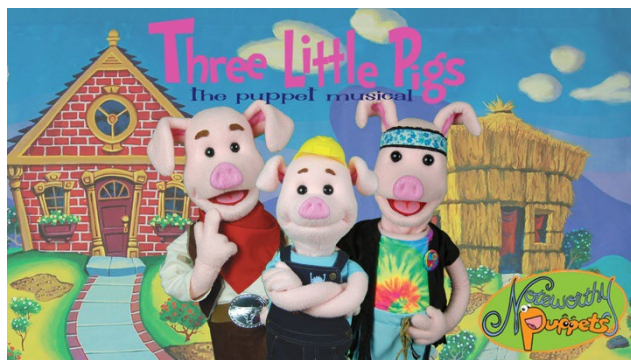
- **Summer Concerts in the Park**

ALD is a sponsor of the Concerts in the Park Series held in Farnsworth Park each Saturday throughout the summer. We will be on-site with the Curiosity Connection at each concert to create awareness of library programming and services, sign up new patrons, and check out items. The first two weeks were very well attended so it has served as a great place to meet our Altadena neighbors!

Summer Reading Program Closing Events!

- **For Kids**

ALD will hold its closing summer event for children on Saturday, July 30. Children and their families are invited to enjoy a musical puppet show of the Three Little Pigs by Noteworthy Puppets from 1:30 – 2:30 p.m. at the Main Library. This will be followed by a frozen treat.



- **For Teens**

Teens and volunteers are invited to a Summer of Service Wrap Party on Saturday, July 30 from 2 to 4 p.m. on the front lawn of the Main Library. They will enjoy games, crafts, prizes, karaoke, treats, and more!



- **For Adults**

On Friday, July 29, the Susie Hansen Latin Band will close out adult summer programming for ALD as they rock Altadena from 7 to 9 p.m. at the Main Library. Given the popularity of this band and community concerts, a significant turnout is expected.



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

System-Wide Statistics	Jul-20	Jul-21	Aug-20	Aug-21	Sep-20	Sep-21	Oct-20	Oct-21	Nov-20	Nov-21	Dec-20
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	
Main Library Statistics											
Physical Collections Checkouts	3263	13,427	4,650	13,069	7,111	13,394	6,467	13,133	5,543	14,012	1,234
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	
Bob Lucas Statistics											
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	
Passport Services											
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

System-Wide Statistics	Jan-21	Jan-22	Feb-21	Feb-22	Mar-21	Mar-22	Apr-21	Apr-22	May-21	May-22	Jun-21	Jun-22
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	4,870
Reference Sessions	128	117	128	303	133	451	163	443	244	669	311	703
Live Chat Sessions	14	53	14	28	38	28	29	17	17	14	21	12
No. of Curiosity Connection Programs/Outreach				4		9		12		3		9
Curiosity Connection Program Attendance				239		334		584		237		192
Main Library Statistics												
Physical Collections Checkouts	1	9,873	1	11,141	4,891	15,734	5,348	15,104	6,173	15,136	12,040	15,851
Library of Things	0	22	0	33	40	25	88	21	78	15	64	17
New Patrons	47	89	62	178	68	208	98	222	120	231	211	280
Visitor Count		2,168		4,703		6,066	1,200	6,409	1,200	7,413	4,115	7,927
No. of Adult Programs/Outreach				21		10		11		12		10
Adult Program Attendance				82		294		480		612		673
Number of Youth Programs/Outreach				11		18		15		2		29
Youth Program Attendance				314		635		697		67		595
Number of Teen Programs/Outreach				19		6		8		10		11
Teen Program Attendance				31		118		22		39		50
Bob Lucas Statistics												
Physical Collection Checkout	101	340	1	679	207	714	676	665	1,002	698	1,062	774
Library of Things	0	2	0	10	1	2	24	2	26	2	19	2
New Patrons	0	7	0	6	0	14	7	15	13	29	20	4
Visitor Count		94		400		492	348	2,064	303	1,998	441	2,177
No. of Bob Lucas Programs/Outreach				25		27		26		21		22
Bob Lucas Program Attendance				107		210		133		173		132
Passport Services												
Passports Processed		94		122	116	183	115	146	105	165	121	129
Passport Photo Sessions		0		0	0	0	0	0	0	0	0	0
Phone Calls Received		498		521	609	1033	917	1220	945	912	823	750



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

DEPARTMENT: Administration

MEETING DATE: July 25, 2022

PREPARED BY: Ana Villalobos

LOCATION: Virtual Meeting

TITLE: Summary Report of Financial Statements for May 2022

May 2022 FINANCIAL STATEMENTS

The following unaudited financial reports are for the month of May 2022. Currently we are at 92% of our fiscal year.

As indicated on this Revenue & Expense report, actual year-to-date expenditures are \$3,363,664, with year-to-date revenues at \$3,931,179, reflecting a net income of \$567,515. Cash and investments are \$28,663,005 – this is due to the bond proceeds. Note these funds are considered restricted cash, liquid funds are \$4,467,344.

Total cash with the County is \$3,954,508. The total amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is \$1,941,850.

ALD total assets equal \$30,847,232.

REVENUE HIGHLIGHTS

At May 2022 close, we're at 101% 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 \$6,737. We anticipate recording the E-Rate portion, approximately \$40,000 of Line 5 in June 2022.

GENERAL FUND EXPENSES

Line 12 Wages is \$10,000 higher than last month due vacation buyouts for employees. Line 34 Audit and Consulting is \$7,140 -- \$1,500 less than April. Prior to the hiring of the Office Manager position this line item's monthly average was \$12,743. This is currently averaging \$7,917 since the Office Manager hire. Line 39 Internet Service/ E-Rate reflects \$13,262 for 1Q2022 the library's internet service – Califa invoices 60 days after each quarter ends. We anticipate recognizing the \$40,000 rebate for the E-Rate in June 2022. The library will net about a \$11,000 in internet expenses; we receive an 80% discount through Califa. We anticipate to also qualify for this rebate next fiscal year. Line 53 for Library Materials is \$290,096 – we're at 101% of spending for the fiscal year. We anticipate minimal material expenses in June as our Technical Services team stopped their purchases for the fiscal year in the end of May. Although we went slightly over in this budgeted expense, in total we are only 87% spent – thus recognizing under-spending in total costs this fiscal year-to-date.

CAPITAL FUND EXPENSES

Capital Fund revenue on Line 2 is related to the interest earned on the treasury note investments and money market. Please note that the unrealized loss on Line 3 will vary month to month. Once these Treasury Notes mature, we will likely realize a gain given their conservative nature. \$6.85 million remains in the money market account of the \$24,000,000 in bond proceeds. The remaining were invested int Treasury Notes with a Moodys Aaa rating. The Construction costs of \$2,354 were utility survey services completed at the Bob Lucas Branch. This is not a breaking ground cost. It is in preparation of construction, thus categorized accordingly.

FUNDING FROM SUPPORT ORGANIZATIONS

None to report.

Revenue & Expense (Unaudited)

General Fund

May 2022

	A	B	C	D = B/C
	May 2022	YTD	FY 2021/22 Adopted Budget	YTD Target 92%
1 REVENUE				
2 Property Taxes & Assessments	\$ 32,707	\$ 3,849,929	\$ 3,788,800	102%
3 Fines & Fees	6,737	55,462	54,000	103%
4 Interest Income	1,204	6,576	4,400	149%
5 Other Revenue	500	19,211	57,000	34%
6 TOTAL REVENUE	41,148	3,931,179	3,904,200	101%
7 EXPENSES				
8 Salaries & Benefits				
9 Wages				
10 Salaried	99,837	898,743	1,045,000	86%
11 Hourly	58,015	794,663	975,000	82%
12 Total Wages	157,851	1,693,406	2,020,000	84%
13 Benefits, Retirement & Taxes				
14 Health Insurance - Employee	13,898	132,461	155,000	85%
15 Health Insurance - Retiree	5,524	63,210	77,000	82%
16 Other Medical Insurance	1,554	17,822	21,500	83%
17 Workers' Compensation	-	42,354	42,400	100%
18 CalPERS Retirement (Normal Costs)	10,555	119,169	142,000	84%
19 CalPERS UAL Minimum Payment	-	197,825	197,900	100%
20 Payroll Taxes (District-Paid)	11,946	134,759	160,000	84%
21 Total Benefits, Retirement & Taxes	43,475	707,600	795,800	89%
22 Total Salaries & Benefits	201,326	2,401,006	2,815,800	85%
23 Operating Expenses				
24 Insurance (Liability, Earthquake)	-	96,541	96,550	100%
25 Utilities	4,582	59,481	68,000	87%
26 Payroll & Tax Collection Fees	1,175	64,235	66,300	97%
27 Other Operating	5,293	74,538	85,100	88%
28 Facilities, Grounds & Maintenance	6,504	73,781	98,500	75%
29 Structures & Improvements	-	9,089	10,000	91%
30 Staff Development, Training & Travel	855	17,963	19,100	94%
31 Advertising & Marketing	132	8,424	10,500	80%
32 Total Operating Expenses	18,542	404,051	454,050	89%
33 Professional Services				
34 Audit and Financial Consulting	7,140	118,180	90,000	131%
35 Legal Fees	597	12,053	20,000	60%
36 Consultants - Other	5,150	22,570	32,000	71%
37 Total Professional Services	12,887	152,803	142,000	108%
38 Information Technology (IT)				
39 Internet Service / E-Rate	13,262	39,376	58,000	68%
40 Technology Equipment	594	19,716	25,000	79%



Revenue & Expense (Unaudited)

General Fund

May 2022

	A	B	C	D = B/C
	May 2022	YTD	FY 2021/22 Adopted Budget	YTD Target 92%
41 Technology Maintenance Fees	566	21,032	25,500	82%
42 Telecommunications	721	8,018	9,500	84%
43 Total Information Technology (IT)	15,143	88,142	118,000	75%
44 Library Materials				
45 Books	26,334	136,662	135,000	101%
46 Downloadables	9,681	76,914	69,000	111%
47 DVDs & Videogames	91	11,281	21,500	52%
48 Electronic Databases / Subscriptions	-	27,656	26,500	104%
49 Periodicals	614	13,737	13,500	102%
50 Audio CD	1,103	10,281	8,000	129%
51 Purchase Suggestions	1,188	10,111	9,000	112%
52 Library of Things	1,192	3,453	6,000	58%
53 Total Library Materials	40,203	290,096	288,500	101%
54 Programs				
55 Adult Services	2,278	6,447	15,000	43%
56 Youth Services	2,395	10,265	11,000	93%
57 Teen Services	971	5,350	6,000	89%
58 Bob Lucas Branch Services	1,431	5,225	5,700	92%
59 Volunteer Services	68	278	500	56%
60 Total Programs	7,144	27,566	38,200	72%
61 TOTAL EXPENSES	295,246	3,363,664	3,856,550	87%
62 NET REVENUE / (EXPENSES)	(254,098)	567,515	47,650	
63 Use Of / (Addition To) Reserves	254,098	(567,515)	(47,650)	
64 NET BALANCE	\$ -	\$ -	\$ -	

Revenue & Expense (Unaudited)

Donations & Grants Fund

May 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 92%
1 REVENUE						
2 Donations & Grants						
3 Altadena Library Foundation	\$ 30,000	\$ -	\$ -	\$ -	\$ 34,000	88%
4 Friends of the Library	-	15,000	-	-	15,000	100%
5 CA Library Literacy Services	-	-	-	24,053	20,000	120%
6 ECF	-	-	25,712	-	25,800	100%
7 Expanding our Footprint	-	-	-	250,000	250,000	100%
8 Total Donations & Grants	30,000	15,000	25,712	274,053	344,800	100%
9 TOTAL REVENUE	30,000	15,000	25,712	274,053	344,800	100%
10 EXPENSES						
11 Wages						
12 Salaried	-	-	-	15,000	15,000	100%
13 Total Wages	-	-	-	15,000	15,000	100%
14 Operating Expenses						
15 Staff Recognition	4,353	-	-	-	5,000	87%
16 Equipment, Furniture & Fixtures	-	-	-	-	212,500	0%
17 Facilities, Grounds & Maintenance	-	-	-	-	15,000	0%
18 Total Operating Expenses	4,353	-	-	-	232,500	2%
19 Programs						
20 Adult Services	10,000	-	-	-	10,000	100%
21 Mobile Library	9,915	-	-	-	12,000	83%
22 Summer Reading	-	12,028	-	-	15,000	80%
23 Youth Services	4,000	-	-	-	4,000	100%
24 Literacy Services	199	-	-	3,758	5,000	79%
25 Total Programs	24,113	12,028	-	3,758	46,000	87%
26 Library Materials						
27 Mobile Library Collection	-	-	-	-	3,000	0%
28 Total Library Materials	-	-	-	-	3,000	0%
29 Information Technology (IT)						
30 Internet Service / E-Rate	-	-	-	-	2,500	0%
31 Technology Consulting	-	-	1,800	-	1,800	100%
32 Technology Equipment	-	-	19,628	-	19,600	100%
33 Technology Maintenance Fees	-	-	4,284	-	24,400	18%
34 Total Information Technology (IT)	-	-	25,712	-	48,300	53%
35 TOTAL EXPENSES	28,466	12,028	25,712	18,758	344,800	25%
36 NET REVENUE / (EXPENSES)	\$ 1,534	\$ 2,972	\$ -	\$ 255,295	\$ -	

Revenue & Expense (Unaudited)

Capital Fund

May 2022

	A	B	C	D = B/C
	May 2022	YTD	FY 2021/22 Adopted Budget	YTD Target 92%
1 REVENUE				
2 Interest Income	\$ 10,506	\$ 10,598	\$ -	0%
3 Unrealized Gain/Loss	(49,983)	(49,983)	-	0%
4 TOTAL REVENUE	(39,478)	(39,385)	-	100%
5 EXPENSES				
6 Professional Services				
7 Audit and Financial Consulting	-	12,337	15,000	82%
8 Total Professional Services	-	12,337	15,000	82%
9 CFD Bond				
10 CFD Bond Issuance Consulting	-	383,695	102,000	376%
11 CFD Administration	-	8,433	15,000	56%
12 CFD Banking Fees	-	-	7,000	0%
13 CFD Project Management	-	183,527	196,000	94%
14 Architect Expenses	-	114,690	-	0%
15 Construction Cost	2,354	4,632	-	0%
16 Total CFD Bond	2,354	694,976	320,000	217%
17 TOTAL EXPENSES	2,354	707,314	335,000	211%
18 NET REVENUE / (EXPENSES)	(41,831)	(746,698)	(335,000)	
19 Use Of Bond Proceeds	41,831	746,698	335,000	
20 NET BALANCE	\$ -	\$ -	\$ -	

Revenue & Expense (Unaudited)

Combined

May 2022

	A	B	D	D = B/C
	YTD General	YTD Donations & Grants	FY 2021/22 Adopted Budget	YTD Target 92%
1 REVENUE				
2 Property Taxes & Assessments	\$ 3,849,929	\$ -	\$ 3,788,800	102%
3 Fines & Fees	55,462	-	54,000	103%
4 Interest Income	6,576	-	4,400	149%
5 Other Revenue	19,211	-	57,000	34%
6 Donations & Grants	-	344,765	344,800	100%
7 TOTAL REVENUE	3,931,179	344,765	4,249,000	101%
8 EXPENSES				
9 Salaries & Benefits				
10 Wages				
11 Salaried	898,743	15,000	1,045,000	87%
12 Hourly	794,663	-	990,000	80%
13 Total Wages	1,693,406	15,000	2,035,000	84%
14 Benefits, Retirement & Taxes				
15 Health Insurance - Employee	132,461	-	155,000	85%
16 Health Insurance - Retiree	63,210	-	77,000	82%
17 Other Medical Insurance	17,822	-	21,500	83%
18 Workers' Compensation	42,354	-	42,400	100%
19 CalPERS Retirement (Normal Costs)	119,169	-	142,000	84%
20 CalPERS UAL Minimum Payment	197,825	-	197,900	100%
21 Payroll Taxes (District-Paid)	134,759	-	160,000	84%
22 Total Benefits, Retirement & Taxes	707,600	-	795,800	89%
23 Total Salaries & Benefits	2,401,006	15,000	2,830,800	85%
24 Operating Expenses				
25 Insurance (Liability, Earthquake)	96,541	-	96,550	100%
26 Utilities	59,481	-	68,000	87%
27 Payroll & Tax Collection Fees	64,235	-	66,300	97%
28 Other Operating	74,538	-	85,100	88%
29 Facilities, Grounds & Maintenance	73,781	-	113,500	65%
30 Structures & Improvements	9,089	-	10,000	91%
31 Equipment, Furniture & Fixtures	-	-	212,500	0%
32 Staff Development, Training & Travel	17,963	-	19,100	94%
33 Advertising & Marketing	8,424	-	10,500	80%
34 Staff Recognition	-	4,353	5,000	87%
35 Total Operating Expenses	404,051	4,353	686,550	59%
36 Professional Services				
37 Audit and Financial Consulting	118,180	-	90,000	131%
38 Legal Fees	12,053	-	20,000	60%
39 Consultants - Other	22,570	-	32,000	71%
40 Total Professional Services	152,803	-	142,000	108%
41 Information Technology (IT)				
42 Internet Service / E-Rate	39,376	-	60,500	65%
43 Technology Equipment	19,716	19,628	44,600	88%

Revenue & Expense (Unaudited)

Combined

May 2022

	A	B	D	D = B/C
	YTD General	YTD Donations & Grants	FY 2021/22 Adopted Budget	YTD Target 92%
44 Technology Maintenance Fees	21,032	4,284	49,900	51%
45 Technology Consulting	-	1,800	1,800	100%
46 Telecommunications	8,018	-	9,500	84%
47 Total Information Technology (IT)	88,142	25,712	166,300	68%
48 Library Materials				
49 Books	136,662	-	135,000	101%
50 Downloadables	76,914	-	69,000	111%
51 DVDs & Videogames	11,281	-	21,500	52%
52 Electronic Databases / Subscriptions	27,656	-	26,500	104%
53 Periodicals	13,737	-	13,500	102%
54 Audio CD	10,281	-	8,000	129%
55 Purchase Suggestions	10,111	-	9,000	112%
56 Library of Things	3,453	-	6,000	58%
57 Total Library Materials	290,096	-	291,500	100%
58 Programs				
59 Adult Services	6,447	10,000	25,000	66%
60 Mobile Library	-	9,915	12,000	83%
61 Summer Reading	-	12,028	15,000	80%
62 Youth Services	10,265	4,000	15,000	95%
63 Teen Services	5,350	-	6,000	89%
64 Bob Lucas Branch Services	5,225	-	5,700	92%
65 Literacy Services	-	3,956	5,000	79%
66 Volunteer Services	278	-	500	56%
67 Total Programs	27,566	39,899	84,200	80%
68 TOTAL EXPENSES	3,363,664	84,964	4,201,350	82%
69 NET REVENUE / (EXPENSES)	567,515	259,801	47,650	
70 Use Of / (Addition To) Reserves	(567,515)	(259,801)	(47,650)	
71 NET BALANCE	\$ -	\$ -	\$ -	

Balance Sheet (Unaudited)

District Total

May 2022

1	ASSETS		
2	Cash & Investments		
3	Cash - LA County	\$	3,954,508
4	Checking		495,544
5	Special Tax Bonds		24,195,661
6	Money Market		15,768
7	Paypal		924
8	Cash on Hand		600
9	Total Cash & Investments		28,663,005
10	Other Current Assets		
11	Prepaid Items & Deposits		21,394
12	Property Tax & Assessments Receivable		198,543
13	Interest Receivable		39,415
14	Miscellaneous Receivable		582
15	Total Other Current Assets		259,934
16	Long-Term Assets		
17	Fixed Assets (Net of Depreciation)		1,148,586
18	Deferred Outflows of Resources		775,707
19	Total Long-Term Assets		1,924,293
20	TOTAL ASSETS		30,847,232
21	LIABILITIES		
22	Current Liabilities		
23	Accounts Payable		78,783
24	Credit Card (UMB)		18,354
25	Payroll and Retirement Liabilities		4,389
26	Total Current Liabilities		101,525
27	Long-Term Liabilities		
28	Vacation Payable		95,837
29	Deferred Inflows of Resources		418,185
30	Net Pension Liability		2,718,477
31	Net OPEB Liability		1,001,372
32	CFD Bond		24,995,305
33	Total Long-Term Liabilities		29,229,176
34	TOTAL LIABILITIES		29,330,701
35	FUND BALANCE		
36	Fund Balance		1,435,914
37	Net Revenue / (Expenses)		80,618
38	TOTAL FUND BALANCE		1,516,532
39	TOTAL LIABILITIES & FUND BALANCE	\$	30,847,232



**BOARD OF LIBRARY TRUSTEES
GOVERNMENT LIASON REPORT for July 2022**

REPORT: Government Liaison Report

MEETING DATE: July 25, 2022

PREPARED BY: Terry Andrues

LOCATION: Virtual Meeting

In last month's Government Liaison report, I included a bulletin from the California Library Association that announced a proposal from Democratic State Senators to include \$750 million for the Library infrastructure grant program in the 2022-23 state budget. It was an epic proposal that would follow the \$439 million package in the previous budget year. CLA members were urged to contact their State Senator and Assemblymember in support of the proposal, which we did.

In a follow-up memo from the CLA lobbyists, the final budget has a much different number for Library infrastructure grants but is still considered a win for public libraries. A description of approved programs—which is attached below—includes \$50M in infrastructure grants, \$10M for on-line job training resources and \$68M to create a Statewide Imagination Library.

The memo also includes a report on the CLA's opposition to AB 1737 by our local Assemblymember Chris Holden. The bill seeks to identify and register camps for children and create operating standards, including the presence of mandated reporters during the duration of the camps. The bill receives a hearing in August and the CLA will continue to work with the reviewing Committee to make acceptable changes.

FROM: Mike Dillon and Christina DiCaro, CLA Lobbyists

RE: News From the Capitol

**1. LEGISLATURE ADOPTS 2022-23 BUDGET AGREEMENT, SENDS IT TO GOVERNOR:
LIBRARY PROGRAMS FUNDED**

Last night the State Assembly and Senate worked late into the evening to adopt the 2022-23 State Budget bill and numerous corresponding Budget "trailer bills." You may have read that two weeks ago, the legislature sent Governor Newsom a Budget bill (SB 154-Skinner), in order to meet the Constitutional deadline of passing the Budget by June 15th - or legislators would forfeit their pay. However, at the time of the bill's passage there was no formal agreement between the Democrat leaders in each house and the Governor. The Governor let the bill sit on his desk until additional details could be hammered out between his office and the Leadership relative to K-12 funding, energy, wildfire resilience, infrastructure, gas tax relief, and many other critical subject areas.

Last night on the Senate Floor, Senate President pro Tem Toni Atkins called the final Budget deal that was crafted between the Governor and the legislature: “remarkable,” and “one of the very best” she has worked on and helped to create in her time as pro Tem and formerly as Assembly Speaker. AB 178-Ting (“Budget bill Jr.”) was ultimately sent to the Governor last night for his signature.

For public libraries, there is good news contained in the Budget bills, SB 154-Skinner (signed on June 27) and AB 178-Ting, which is pending signature by the Governor:

- \$5 million in ongoing funding for Lunch at the Library. Funding was increased this year from \$1 million to \$5 million and the fact that the funding will now be “ongoing” in nature (rather than a one-time appropriation) allows public libraries to be able to plan their programs year-to-year.
- \$50 million (one-time funding) in public library infrastructure grants for Budget year 2022-23. This funding is on the heels of last year’s Budget, which provided \$439 million for library infrastructure grants. The \$50 million will have a \$10 million grant cap per project, and will require a local match. The Budget also includes language indicating legislative intent to provide an additional \$100 million in library infrastructure grants in Budget year 2023-24 as well.
- \$10 million (one-time funding) for online job training and workforce development resources at public libraries. The \$10 million would continue to fund popular online programs, such as Coursera, LinkedIn Learning, VetNow, JobNow, etc.
- \$68 million to create the “Statewide Imagination Library, a California iteration of Dolly Parton’s Imagination Library under the administration of the State Librarian.” This program registers children ages 0-5 to receive free books, which are sent to their home via the Dolly Parton Imagination Library. Libraries and others would partner with non-profits to provide the service. A corresponding bill, SB 1183 (which will implement the program), is making its way through the legislature with strong, bi-partisan support. The bill is authored by former Republican Leader Senator Shannon Grove, and her co-author, the Senate President pro Tem Toni Atkins.

Note: We anticipate that the Governor will likely sign AB 178-Ting today so that it is in effect for the start of the new fiscal year, July 1.

2. “CHILDREN’S CAMP” BILL IS AMENDED TO ADDRESS CLA OPPOSITION

AB 1737 by Assemblymember Holden has been of great concern to the California Library Association since its introduction earlier this year. As introduced, the bill sought to identify and register “children’s camps” in California and create standards by which they must operate, which would have included the presence of at least two mandated reporters during the duration of the camp, background checks, health and safety protocols, inspections, etc. Unfortunately, the definition of “children’s camps” was drawn so broadly in the bill that it included any conceivable “camp” that a public library might operate during the year for children ages 3 to 17 and lasting 5 days or more. (e.g. STEM camp, computer coding camp, literacy camp, etc.) Adding additional confusion, there is also a definition in the bill of “organized camps” which may include an “outdoor group living experience.” The bill also spoke of camps where high-risk activities were included such as archery, ziplining, motorsports, and others.

In the bill’s first policy committee in the Assembly Health Committee, we asked the author to consider exempting public libraries completely from the bill, as CLA felt that public library programs were completely different than a sleep-over camp with ziplining activities and camp counselors. However, we were unable to secure an exemption as the bill moved through the

Assembly side, as the bill's sponsor did not want to include a series of exemptions in the bill. Meanwhile, our office maintained conversations with the author's office on a regular basis. When the bill reached the Senate side, the two policy committees – Senate Human Services and Senate Public Safety were very helpful in listening to the concerns of CLA and trying to help us forge a path forward.

In the Senate Human Services Committee hearing on June 20th, the committee recommended stripping out a good portion of the language in the bill and creating a Stakeholder/Working Group to develop a Master Plan on children's camp safety. (Recommendations from the working group would be brought back to the legislature by January 2024 to inform next steps.) However, what remained in the bill was onerous language that would have: made public library directors and staff mandated child reporters and would have required library staff to be background checked and take abuse and neglect identification training. We testified on behalf of CLA at the hearing and indicated our continued opposition to any language that would require public library directors and staff to become mandated child reporters. Senator Richard Pan who is a member of the committee and a pediatrician, spoke in support of CLA's concerns and indicated his own concerns that there is a significant liability that comes with serving as a mandated child reporter. Dr. Pan argued that he would prefer to see public libraries left out of that requirement. He also noted that there can be a tendency to over-report abuse and neglect cases due to liability concerns – such reporting, he said, may fall disproportionately on low-income children or children of color. CLA is grateful to Senator Richard Pan for his remarks in committee. The bill passed out of committee and headed to its next policy committee.

In the Senate Public Safety Committee on Tuesday of this week, the Committee Chair, Senator Steve Bradford recommended that the onerous provision pertaining to mandated reporters be stricken from the bill. The Committee's Chief Consultant who analyzed the bill had noted in her analysis that the penalty for a mandated reporter to fail to report suspected child abuse or neglect is a misdemeanor. The consultant questioned, "The bill would add a person who is over the age of 18 who is a camp operator, camp director, staff member, or counselor at a children's camp to the list of mandated reporters. Should anyone over 18 be a mandated reporter?" The consultant also featured CLA's entire opposition letter in the text of the analysis. In our letters to the various policy committees, we have consistently noted that "without an exemption for public libraries or the elimination of [Section] 60003.5, public libraries will simply elect to shut down their summer programs because of this costly and administrative burden."

At the hearing, we confirmed that the section in question (60003.5 in previous versions of the bill, and 60000 in the most current version of the bill) will be stricken, per the committee's insistence. During the hearing we thanked the committee and the author for continuing to work with CLA throughout the process. CLA will review those amendments when the bill is in print and the CLA Legislative Committee will determine if they can officially move to a "neutral" position on the bill. The bill now heads to the fiscal committee, where it will receive a hearing in August. A special "thank you" to the members of the CLA Legislative Committee who provided examples to use with legislators of how the bill would affect their "summer camp" programs, as well as Ann Grabowski at San Jose Public Library, Derek Wolfgram at Redwood City Library, and lobbyists for the California Special District's Association and the League of Cities.



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

REPORT: Agenda Item VII.a.

MEETING DATE: July 25, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: 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)

BACKGROUND: Per the Ordinance “the Board, acting as legislative body of CFD No 2020-1, is hereby authorized, by resolution, to annually determine the special taxes to be levied within CFD No. 2020-1 for the current year; provided, however, the special tax to be levied shall not exceed the maximum special tax authorized to be levied.”

To pay the debt service and cover administrative costs related to the Community Facilities District, the Special Tax Lien budget has been established at \$1,258,950. Please see the Levy Worksheet following this report for a breakdown of those expenses. The data needed to establish rates on the properties in Altadena will not be released by L.A. County Assessor’s Office until late July 2022.

The budget, along with the County Assessor’s data that includes the list of valid Parcels, the building square footage data, land use data etc, will be compiled to determine the specific special tax rates that will be applied to each taxable parcel for Fiscal Year 2022-23. Until that data is received, the rates cannot be determined.

FISCAL IMPACT:

No fiscal impact to the ALD Budget.

RECOMMENDATION:

Staff recommends that the Board of Trustees review and approve the Resolution, which includes the Fiscal Year 2022/23 budget, of the Altadena Library District Board of Trustees, Levying Special Taxes within Altadena Library District Community Facilities District NO. 2020-1 (FACILITIES AND SERVICES).

RESOLUTION NO. 2022-12

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 as outlined and set forth in the budget attached hereto.

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 25th day of July, 2022.

Rushmore Cervantes, Board President

ATTEST:

APPROVED AS TO FORM:

Kameelah Waheed Wilkerson, Board
Secretary

Richard Egger, General Counsel

**Altadena Library District
Community Facilities District No. 2020-1
Fiscal Year 2022/23 Levy Worksheet**

Description	2022/23 Amount	2021/22 Amount	Difference
Principal	\$350,000.00	\$0.00	\$350,000.00
Interest	883,450.00	0.00	883,450.00
<i>Subtotal</i>	\$1,233,450.00	\$0.00	\$1,233,450.00
Agency administrative costs	7,401.68	0.00	
Trustee/Paying Agent costs	2,700.00	0.00	
County collection fees (1)	3,526.50	0.00	3,526.50
Arbitrage calculation costs	750.00	0.00	750.00
Continuing disclosure costs	0.00	0.00	0.00
Dissemination costs	0.00	0.00	0.00
Administration costs	11,000.00	0.00	11,000.00
Administration expenses	121.82	0.00	121.82
Other costs	0.00	0.00	0.00
<i>Subtotal</i>	\$25,500.00	\$0.00	\$25,500.00
Maximum Admin Cost (2)	25,500.00	25,000.00	500.00
Anticipated Delinquencies (3)	\$0.00	\$0.00	\$0.00
Del. Management Charges	0.00	0.00	0.00
Rounding adjustment	0.00	0.00	0.00
<i>Subtotal</i>	\$0.00	\$0.00	\$0.00
Total Annual Levy	\$1,258,950.00	\$0.00	\$1,258,950.00
County Apportionment (4)	\$1,258,950.00	\$0.00	\$1,258,950.00
Parcels Levied	13,906	0	13,906

- (1) County Collection Fees are \$50 processing fee per fund and \$0.25 per parcel.
(2) Maximum administrative expense per Fiscal Agent Agreement for FY 22/23 is \$25,500. Increase of 2% per year.
(3) Reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes
(4) Amount to be disbursed by Tax Collector if 100% collection is made.

Levy Approval

_____ Signature

_____ Date



**BOARD OF LIBRARY TRUSTEES
ITEM VIII.A. STAFF REPORT FOR JULY
2022**

REPORT: Agenda Item VIII.a.

MEETING DATE: July 25, 2022

PREPARED BY: Nikki Winslow, District
Director and Cindy Byerrum, Eide Bailly

LOCATION: Virtual Zoom Meeting

TITLE: Expanding Eide Bailly Scope of Services

BACKGROUND:

During the summer of 2019 under Interim Director Cindy Cleary, the Business Manager position was drafted and approved by the Board of Trustees. This integrated the finance duties that the Staff Accountant had been performing with the human resources responsibilities that had been outsourced to HR Network at the time. An internal candidate was promoted into the position in that summer as well. ALD did a Classification & Compensation Study in the spring of 2020 and the position was retitled Administrative Services Manager and placed in the appropriate salary range based on the market study of the position.

The staff member in that position resigned in June 2021. A recruitment was done to fill the position, and someone was hired in September 2021 as the Administrative Services Manager. Unfortunately, they did not work out and resigned in October 2021. At this time, a local CPA was hired to come in once a week to help pay bills and cut checks as needed. The District also expanded the work that Eide Bailly performed to include journal entries, bank and account reconciliations, preparation of the financial statements, and other accounting duties formerly done by the Administrative Services Manager.

Cindy Byerrum of Eide Bailly, ALD's accounting firm, and Nikki Winslow worked to create a new job description for an Office Manager, that the Board approved in November 2021, that reduced the scope of work to not include human resources duties, except timekeeping and payroll processing. The recruitment was posted in December 2021 and a candidate was identified and hired in March 2022. This staff member also resigned after four months with the District in July 2022.

The District could try to recruit for a replacement for the Office Manager, although it is unlikely to be successful. Accounting/finance/administrative staff are increasingly scarce, and the competition for these skills has driven the labor market beyond the District's budget. During the last recruitment, the District had to restart the search multiple times due to the lack of viable candidates. Since that short time ago, the labor market has constricted to make matters worse. Additionally, due to the scarcity of candidates with these skills and experience, a recommendation to raise the salary range from the Office Manager salary scale to the next level, which is currently the scale the IT & Technical Services Manager is in, would be necessary to increase the chance of being competitive, further increasing costs to the District.

Other special districts are equally challenged, and increasingly turning to outsourcing most of the accounting and finance duties. This allows for a team of professionals who can provide the expertise and time needed to manage the accounting processes. Additionally, districts have found that the cost of outsourcing accounting and finance functions is often less than the cost of a fully burdened staff member.

In 2018 Eide Bailly began helping the District with budget preparation and started preparing ten-year cash flow forecasts for the District during the process. Additionally, Eide Bailly began processing 1099s and assisted with other compliance reporting for the District.

More recently the Eide Bailly team assisted with an overhaul of the District policies, the selection of a Municipal Financial Advisor, and then with the subsequent bond issuance.

Eide Bailly outsources services to over 20 special districts in California who have their own accounts payable and payroll staff, and they provide all additional accounting and financial services. The current team from Eide Bailly assigned to the District includes three CPAs and two degreed accountants. During the time the District was without an Office Manager, this team performed all account reconciliations and ensured that the monthly financial statements were processed. Additionally, they prepared for the audit and prepared the budget, so they are very familiar with the District and its needs.

The Eide Bailly team proposes to provide outsourced financial functions, with the exception of payroll, CalPERS reporting, accounts payable, and cash receipting. Over the next few months Eide Bailly will prepare for and coordinate the financial statement audit, as well as maintain the monthly reconciliation and financial reporting process. After the initial assessment and efforts, Eide Bailly will provide the District with a monthly/annual retainer amount that it can provide the services to the District for at a fixed fee, providing budget certainty to the District.

All of the special district team members from Eide Bailly are crossed trained on every client in order to assure clients continued service in the event of someone's absence or turnover.

FISCAL IMPACT:

The fully burdened cost for the last Office Manager was \$115,548, not including the retiree medical benefits that can be significant depending on the person hired. ALD currently spends approximately \$40,000 a year with an Office Manager in place. The projected costs of expanding the services of Eide Bailly would be an increase of \$40,000, which includes oversight related to the CFD and bond proceeds, reflected in the chart below. The cost of hiring a temporary CPA to process payroll and accounts payable would be almost \$20,000, for a total of approximately \$100,000. Provided Eide Bailly is able to perform these services for \$80,000 the District would save approximately \$55,000 annually.



Altadena Library District	
Annual Budget comparison - Office Manager/EB to EB/Temp CPA	
Office Manager @ current salary and Eide Bailly Services	
Salary with 7% COLA & step increase 7/1/22	\$ 92,755.00
Wellness Pay	\$ 400.00
OASDI (6.2%), Medicare(1.45%), SUI (3.4% on \$7,000)	\$ 7,364.00
Health, Vision, Dental, Life (\$650 per/month)	\$ 7,800.00
CalPERS Retirement (ER) 7.76%	\$ 7,229.00
Full rate for Office Manager	\$ 115,548.00
Annual Eide Bailly General Accounting	\$ 40,000.00
Total Office Manager and Eide Bailly Annual Cost	\$ 155,548.00
Eide Bailly Services and Temp CPA	
Annual Eide Bailly General Accounting	\$ 40,000.00
Additional Scope of Services from Eide Bailly (includes CFD Accounting services)	\$ 40,000.00
	\$ 80,000.00
Temp CPA - Salary @ 8 hrs/wk	\$ 18,304.00
Taxes	\$ 1,400.26
	\$ 19,704.26
Total with new recommendation	\$ 99,704.26
Savings	\$ 55,843.74

Additionally, each time an ALD staff member is hired to perform this work, Eide Bailly is paid to train this person, which is an additional expenditure each time this occurs. A rough estimate of this expense falls between \$10,000-15,000.

RECOMMENDATION:

Staff recommends that the District hire a temporary CPA to process payroll, report to CalPERS, and perform weekly accounts payable duties. In addition, Staff recommends that Eide Bailly’s scope of work be expanded to provide the other accounting and finance services needed performed by the former Office Manager position.

Please see the attached:

- Infographic that provides a breakdown of responsibilities that would be assigned to the part-time CPA (Temporary Worker), and Eide Bailly.
- A comparison of the scope of work completed by Eide Bailly when the Office Manager position was filled, and a scope of work that would be performed by Eide Bailly *without* the Office Manager position filled
- An overview of the history and qualifications of the Eide Bailly team assigned to work with the District.

ALD Office Manager Essential Functions

- Accounts Payable
- Cash and Check Deposits
- Payroll Processing
- Annual Budget Preparation
- Mid-Year Budget Review and Adjustments
- Monthly Financial Reports and Reconciliation
- Updates to Financial Policies
- All Annual Audit Preparation Work
- Monthly Budget Performance Report to Managers
- Attend Board and Committee Meetings as requested
- Review the W-9s and prepare 1099s in January
- State Annual Compensation Report
- CFD Accounting

To be Performed by Eide Bailly:

- Annual Budget Preparation
- Mid-Year Budget Review and Adjustments
- Monthly Financial Reports and Reconciliation
- Updates to Financial Policies
- All Annual Audit Preparation Work
- Monthly Budget Performance Report to Managers
- Attend Board and Committee Meetings as requested
- Review the W-9s and prepare 1099s in January
- State Annual Compensation Report
- CFD Accounting

To be Performed by Temporary CPA:

- Accounts Payable
- Cash and Check Deposits
- Payroll Processing



CPAs & BUSINESS ADVISORS

SCOPE OF WORK WITH OFFICE MANAGER

Accounting and finance consulting services includes:

1. ~~Preparation of~~ Assist with the annual budget as needed, including meetings with District staff and Board of Directors that may be required by the District.
2. Preparation of 10 years cash flow projections during each budget cycle.
3. Assistance with mid-year budget review if requested, including meetings with District staff and the Board of Directors that may be required by the District.
4. Review yYear-end closing of the District's accounting books and records in accordance with Generally Accepted Accounting Principles to prepare for the annual audit. Advise Office Manager on accounting principles as needed.
5. ~~Preparation-Review~~ of year-end and/or interim schedules that may be required by the District's independent auditors.
6. ~~Coordinate-Help with~~ annual financial statement audit and interim fieldwork as needed.
7. ~~Presence at the District's offices while the District's independent auditors are performing on-site year-end field work.~~
8. ~~Monthly analysis and reconciliation of the District's General Ledger balance sheet accounts and bank accounts to ensure up-to-date and accurate accounting records are reported to District Management.~~ Prepare monthly bank reconciliations to ensure adequate internal controls.
9. ~~Prepare journal entries needed to close the District books each month, including, but not limited to payroll entries, cash debit and credit entries, accruals, and reclassifications.~~
10. 9. Track spending of the CFD bond proceeds and reconcile to US Bank each month. Provide separate accounting for management review.
11. 10. Create separate classes for grants and other cost centers and reconcile back to supporting documents.
12. 11. Preparation of monthly financial statements (Budget to Actual, Balance Sheet).
13. 12. Review the W-9s and prepare 1099s in January each year.
14. ~~Prepare the State Government Compensation in California Report on an annual basis.~~
15. 13. Prepare the OPEB trust reporting reports as needed.
16. 14. Review of the State Financial Transactions Report and Audited Financial Statements (prepared by the auditor) on an annual basis.

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~~17.15.~~ 17.15. Periodic implementation, review and monitoring of the District's internal controls and accounting/financial control structure.

~~18.16.~~ 18.16. Attendance at any Finance Committee or Board meetings as needed.

~~19.17.~~ 19.17. Advisory and implementation of best practices based on vast experience with other government agencies.

~~20.18.~~ 20.18. Train staff as needed on financial/accounting related processes.

~~21.19.~~ 21.19. Assist staff with payroll, employment taxation, and PERS reporting as needed.



SCOPE OF WORK WITHOUT OFFICE MANAGER

Accounting and finance consulting services includes:

1. Preparation of the annual budget, including meetings with District staff and Board of Directors that may be required by the District.
2. Preparation of 10 years cash flow projections during each budget cycle.
3. Assistance with mid-year budget review if requested, including meetings with District staff and the Board of Directors that may be required by the District.
4. Year-end closing of the District's accounting books and records in accordance with Generally Accepted Accounting Principles to prepare for the annual audit.
5. Preparation of year-end and/or interim schedules that may be required by the District's independent auditors.
6. Coordinate annual financial statement audit and interim fieldwork.
7. Presence at the District's offices while the District's independent auditors are performing on-site year-end field work.
8. Monthly analysis and reconciliation of the District's General Ledger balance sheet accounts and bank accounts to ensure up-to-date and accurate accounting records are reported to District Management.
9. Prepare journal entries needed to close the District books each month, including, but not limited to payroll entries, cash debit and credit entries, accruals, and reclassifications.
10. Track spending of the CFD bond proceeds and reconcile to US Bank each month. Provide separate accounting for management review.
11. Create separate classes for grants and other cost centers and reconcile back to supporting documents.
12. Preparation of monthly financial statements (Budget to Actual, Balance Sheet).
13. Review the W-9s and prepare 1099s in January each year.
14. Prepare the State Government Compensation in California Report on an annual basis.
15. Prepare the OPEB trust reporting reports as needed.
16. Review of the State Financial Transactions Report and Audited Financial Statements (prepared by the auditor) on an annual basis.
17. Periodic implementation, review and monitoring of the District's internal controls and accounting/financial control structure.



18. Attendance at any Finance Committee or Board meetings as needed.
19. Advisory and implementation of best practices based on vast experience with other government agencies.
20. Train staff as needed on financial/accounting related processes.
21. Assist staff with payroll, employment taxation, and PERS reporting as needed.

CINDY BYERRUM, CPA, MPA

Partner - \$231 an hour

INSPIRATION: Tailoring the consulting experience to meet each client's unique situation and capabilities. I love building trusting, long-lasting relationships that benefit my clients and support their mission of public service.

909.204.8858 | cbyerrum@eidebailly.com



Your team will be led by Cindy Byerrum. Cindy is an expert in government and nonprofit finance and accounting and has been a leader in the profession for over 20 years. Cindy specializes in consulting with California special districts including water/sewer utilities, community services districts, fire protection districts, libraries, resource conservation districts, and LAFCOs.

Cindy has served as the part-time Finance Director and Treasurer to various special districts throughout California. Her clients rely on her to function as a trusted advisor and view her as a valuable part of their team. Cindy's wide range of experience in the accounting and finance profession includes, but is not limited to:

- CFO for Three Valleys Municipal Water District and Six Basins Watermaster.
- Interim Financial Director for San Diego County Water District, Yorba Linda Water District, Rosamond CSD, and more.
- Finance department assessments for utilities and governments such La Puente Valley County Water District, Scotts Valley Water District, and the City of Avalon.
- Project consultant to governments including the Jurupa Community Services District, Coachella Valley Water District, Walnut Valley Water District, Rancho California Water District, Chino Basin Watermaster, Goleta Sanitary District, and American Water Works Association.

Cindy's approach is from a training and teaching perspective. She is a strong believer in helping clients to become as self-sufficient in finance and accounting as they intend to be, while being available to monitor and assist when necessary. Some of her clients need her and her team to take care of all the accounting, and that is OK too!

Outside of work, Cindy likes to visit Joshua Tree National Park, which is 10 minutes from her house, and to travel with her husband Jim.

Memberships

California Society of Municipal Finance Officers

American Institute of Certified Public Accountants

California Special Districts Association

Designation/Licensures

Certified Public Accountant (CPA)

QuickBooks ProAdvisor

Education

Bachelor of Science – California State San University Bernardino

Master of Public Administration – California State University of San Bernardino

Community

Former CPA review instructor

Former tenured accounting professor

Kristi Even, BA | Consulting Services Manager - \$175 an hour

keven@eidebailly.com

Kristi has over twenty years of professional government accounting experience including special districts, educational institutions, and municipalities. She has prepared financial policies and procedures, implemented new software, and mentored staff for multiple clients. Her strong organization and communication skills have served her well in managing budget preparation, accounting and reconciliation schedules, accounts payable, accounts receivable, payroll, fixed assets, financial statements, and year-end audits. Kristi takes pride in cleaning up, streamlining processes and implementing internal controls to instill confidence and integrity in our client's finances.

When Kristi is not working, she is enjoying the sunshine and warm weather with her husband Brian. She also enjoys volunteering and getting involved in her community.

Education

- Bachelor of Arts in Accounting – University of Northern Iowa

Memberships

- California Society of Municipal Finance Officers
- Association of Government Accountants
- California Special Districts Association

Ian Berg, CPA BS | Consulting Services Senior Manager - \$195 an hour

iberg@eidebailly.com

Ian has over six years of experience working with a variety of special district clients including water/wastewater, resource conservation, and libraries. Ian manages client accounting and reconciliation schedules, financial statement preparation, year-end audit preparation, and annual budget preparation/cash flow projections. Ian supervises staff of all levels and works closely with client staff and governing boards to deliver results.

Outside of work Ian enjoys spending time with his wife Rachel, baby son Wesley, and dog Archer.

Education

- Bachelor of Science in Business Administration, Accounting – California State Polytechnic University of Pomona

Certifications, Accreditations and Memberships

- California Society of Municipal Finance Officers
- Association of Government Accountants
- California Special Districts Association

Samantha Prall, MBA | Consulting Services Payroll / CalPERS Specialist - \$165 an hour

sprall@eidebailly.com

Samantha has provided consulting services to special districts in California since 2006. She has experience working in the finance department of a local water agency in Temecula Valley and has also stepped in as the interim Finance Director at various agencies including the Lake Arrowhead Community Services District. Samantha possesses a variety of skills and knowledge including budget preparation, preparation for annual audit, board package preparation, cash flow projections and account reconciliations. She is the expert in governmental payroll practices and CalPERS reporting for our team.

Education

- Master of Business Administration – University of Redlands
- Bachelors of Science in Business Administration, Accounting – University of California, Riverside

Certifications, Accreditations and Memberships

- American Payroll Association

Nina Quimboa, BS | Consulting Services Senior - \$150 an hour

nquimboa@eidebailly.com

Nina joined Eide Bailly in 2021 with prior experience working in corporate accounting departments since 2013. Nina oversees the day-to-day accounting functions including accounts payable, accounts receivable, bank reconciliations and account schedule management. She prepares monthly and quarterly financial statements for a variety of clients including water districts, library districts and resource conservation districts. Nina works with accounting systems such as Springbrook, QuickBooks, Tyler Incode and Caselle.

Education

- Bachelor of Science in Business Administration, Accounting – California State Polytechnic University of Pomona

Corey Mize, BA | Consulting Services Staff - \$125 an hour

cmize@eidebailly.com

Corey joined Eide Bailly in 2022 and is pursuing a Master's degree in Accountancy. Corey prepares the day-to-day accounting functions including accounts payable, accounts receivable, bank reconciliations and account schedule management. He also prepares monthly and quarterly financial statements for a variety of clients including water districts, library districts and resource conservation districts.

Education

- Bachelor of Arts in Psychology - California State Polytechnic University of Pomona
- In the Master's of Accounting program - California State Polytechnic University of Pomona

EB Staff	Hourly Rate
Cindy Byerrum, Partner	\$231
Ian Berg, Senior Manager	\$195
Kristi Even, Manager	\$175
Nina Quimboa, Senior Accountant	\$150
Corey Mize, Staff Accountant	\$125



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

REPORT: Agenda Item VIII.b.

MEETING DATE: July 25, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Meeting

TITLE: ALD 2022 Operational Plan Mid-Year Update

BACKGROUND: ALD embarked on a Strategic Planning process in the middle of 2019. From this plan, three Strategic Priorities were identified, which were:

- We are Curious
- We are Connectors
- We are Neighbors

The Management Team presented our ALD 2022 Operational Plan to the Board for their review and approval at their January 24, 2022 meeting. This year we maintained a similar format to the 2021 Operational Plan that includes evaluation methods and evidence of success for all of the identified objectives throughout. We decided to identify 2-3 larger goals for each Strategic Priority and then the individual objectives to achieve those goals. It was a goal this year to reduce the size of the Plan for a more focused approach to the goals outlined.

We have updated the plan for the Board's review to reflect the status of each of these objectives. As you can see in the following pages, the ALD have again achieved a lot in the first six months of this year!

Please see the following pages for this updated information.

2022 OPERATIONAL PLAN – MID-YEAR UPDATE

We are CURIOUS.

Goal #1: Continue to develop and maintain our diversity-centric and patron-driven collection.					
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	MID-YEAR UPDATE
Complete our district-wide diversity audits and implement procedures for collection analysis and improvement, inclusive collection development training for all selectors	January 2022	December 2022	Use diversity audit to compare Youth & Family Services (YFS) collection purchased through FY 20/21 to items purchased FY 21/22; Use lessons learned during YFS audit to guide and implement diversity audits for Bob Lucas Branch (BL) and Adult Services (AS) collections; Train selectors in inclusive collection development	Completed audit comparison and analysis of YFS collections; Creation of audit guidelines and procedures; Completed audit of BL collection; Make significant progress in AS collections' audits; All Selectors complete inclusive collection development training	Formed Diversity Audit sub-team and all members have completed 3-week course on how to conduct a diversity audit and build a diverse collection. Sub-team has developed goals for the audit and created a strategy to implement the audit. A total of 10 teen volunteers have been trained on completing the YA Fiction Audit and have completed over 30 hours since training began in May.
Expand Library of Things (LOT) collection based on public and staff recommendations	January 2022	Ongoing	Circulation; Number of "Things" added to collection	Newly added LOT items will circulate at least once within the first three months of becoming available; Increased number of items in Library of Things	12 new kits have been purchased and are being added to the collection including various instrument kits and yard games.
Analyze physical vs. digital formats for all library collections	January 2022	May 2022	Circulation statistics on physical and digital library resources	Develop library collection budget protocols for FY 22/23 that ensure spending is representative of circulation and usage	Adjusted budgets to more accurately reflect usage. Digital budgets now allow for popular titles we don't own to be automatically purchased.
Improve our Cataloging, Processing, & Electronic	October 2021	June 2022	Research alternative vendors that provide these services within District budget	All pre-processed items are cataloged and processed accurately upon receipt	Relationship established with Ingram who are currently reviewing ALD's

Data Interchange (EDI) system					SAP. This will allow for diversification of vendors. Working with Midwest Tape so that all materials received will be preprocessed.
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Goal #2: Establish on-going effective training and development opportunities for staff					
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	MID-YEAR UPDATE
Develop district-wide operating manual that includes circulation and reference procedures as well as sections for each service point.	January 2022	June 2022	Drafting of the manual with staff input; Details kept as generic as possible to keep essential updates to a minimum	Completed desk manual available in paper and digital format; All staff read, understand, and implement the manual procedures; The manual becomes a self-guided learning tool during employee onboarding	Operating manual continues to be developed, but all policies that have been approved are available at the service points.
Fill all open Management positions and develop manuals for each position for succession planning	going	December 2022	Managers will draft manuals outlining their roles and task work to pass on in the event of absences and vacancies	All management positions are filled with high quality candidates; Each manager will have a succession manual drafted and reviewed by the Management Team.	All Management positions have been filled by high quality candidates. Members of the Management Team are working on succession manuals.
Continue Project READY and other EDI training including all abilities programming training for staff	Ongoing	December 2022	All staff continue to work through Project READY and hold small group discussions after each module; Research and select appropriate trainings on all-abilities programming and service training	Completion of Project READY by all staff through Module 20 (of 27 total); Completion of age-relevant all-abilities training for public service staff.	With new staff joining ALD, we currently have three cohorts completing this training depending on when they started. Staff that started in January 2021 have completed Module 13 by the end of June 2022.
Complete the Staff Resources Survey	2021	June 2022	Review by the management team of the ranked priorities for each department and position	Completed list of tasks and priorities of each department and positions within those departments.	The Management Team is continuing to study tasks assigned to each position and what percentage of time should be devoted to those tasks each week.

Explore locations for off-site staff retreat	January 2022	August 2022	Work with the Staff Recognition Team to survey staff on potential sites to host Professional Development Day (PDD) in October 2022	Identify and host PDD in October 2022 at an off-site location	Held a 4-hour Staff Development Workshop in May 2022; will begin planning for an off-site PDD in October 2022
Personnel Policy Updates	January 2022	June 2022	Research and explore updating personnel policies to include sick leave designated for mental health and self-care time; ability to pay staff that provide bilingual services; integrate funding into the budget for wellness or healthy habits pay	Updates to the Personnel Policies are approved by the Board prior to the FY22-23 budget approval	Management Team is updating the entire Personnel Policies. Plan to share this with the attorneys, then staff, to review and provide feedback. Will take to the Board of Trustees for approval in August or September 2022.
Onboarding and training procedures for new or promoted staff	January 2022	December 2022	Develop clear procedures for early recruitment, onboarding in Paychex, cross-training, and coaching for all new or promoted staff members	Written procedures for the entire process are drafted and approved by the Management Team; New staff are onboarded in a consistent manner and uniformly cross-trained and coached	Have updated the Onboarding Checklist for new staff that includes meetings with all District Managers. Working with new Office Manager to document this process as well.

Goal #3: Expand intentional programming for new audiences.					
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	MID-YEAR UPDATE
Provide programming for unique and underserved groups including Multigenerational and Emerging Adults	Summer 2022	December 2022	Track number of programs and participants; Feedback from participants and partner organization	Increased engagement from unique and underserved groups; Increased feedback by participants and partner organization	In Summer 2022, our first round of targeted programming for emerging adults began with Trivia Night and 2 hikes, as well as an Outdoor Zine workshop. Further

				At least 2 programs hosted at the Main or BL branch; At least 1 program hosted by a partner organization	programming is being planned for the Fall
Develop and provide Special Sensory needs programming for children and families	May 2022	December 2022	Development of programs; participant feedback; participant attendance	Provide at least one Special Sensory needs programming for both the summer and fall programming sessions; At least 5 families attend and provide positive feedback	Staff held a Sensory Water Play program in June with 18 people attending. Positive feedback from parents, who asked for instruction on recreating activities at home.
Shared Landscapes project for Altadena Teens	November 2021	April 2022	Participation numbers; program evaluations from participants; feedback from the public	Submission of grant report; utilization of the Curiosity Connection in conjunction with programming and events; participation from local teenage patrons	Grant report due on 7/30. Multiple Curiosity Connection outings which resulted in positive community feedback on project. Low participation, but good feedback and reflection on strengths and weaknesses of the project.
Offer cohesive garden programming at Main and Bob Lucas	April 2022	Ongoing	Plan and design a unified approach for programming between both locations using SLOLA survey results; participant feedback; participant attendance	Deliver 6 complementary programs based on community interest; Successful and continued collaboration between Main and BL staff Increased participant feedback; Increased attendance	BL staff, Main branch staff and SLOLA has established a schedule of garden programs based on community interest. Began offering cohesive programming in June 2022 and will continue through the year. Teen Gardening Club started in May!

We are CONNECTORS.

Goal #4: Increase awareness of library programming and services through marketing strategies.

OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	MID-YEAR UPDATE
Improved marketing strategy for digital resources and special collections	November 2021	Ongoing	Circulation and database utilization statistics; increased use of webpage	Increased circulation of digital resources and special collections; Increased use of webpage compared to FY 20/21; Creation and implementation of marketing plan for digital resources	Created a general tri-fold brochure for library, includes information about LoT special collection and digital resources. Created bookmark for top 5 things to do with library card, includes LoT special collection and digital resources. Continue to promote new LoT special collection in social (blood pressure cuff, Parks Pass).
Identification of new channels to recruit new tutors and promote and highlight Literacy Services and programs	January 2022	August 2022	Data collected from literacy intake forms indicate new learners and tutors learning about literacy program via marketing efforts	Creation of promotional content and implementation of marketing plan by March 2022; Attainment of new tutors through marketing campaign	Promotional flyer and information tri-fold created and have been made available at public desks, as well as, handed out during outreach events. Literacy staff making flyers available during local food bank distribution days and posting at local businesses.
Expanded merchandising of library branded items	January 2022	August 2022	Collaboration with support groups to strategize distribution; Sales data collected from website	Branded collection of merchandise by April 2022; Creation of physical merchandise displays in Main Library and BL; E-commerce section in redesigned website (launch coincides with launch of full site); Profit from sales	Creating a small team to determine most appropriate merchandising opportunities and e-Commerce approach with support group (as current website is upgraded rather than redesigned).
Grow bilingual marketing for programs and services	January 2022	Ongoing	Identify funding for translation service; Establish vendor relationship and	By July 2022: >50% of all printed materials, and emails delivered in both English and Spanish;	Focusing limited resources on translating marketing assets that will have most impact (general library

			process for translating materials; Analyze marketing materials use and effectiveness; Observe and report on usage of bilingual marketing materials	Increased attendance from Spanish speaking patrons	trifold, flyers for ongoing programs, monthly eblasts).
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Goal #5: Increase and maintain partnerships and connections with the community of Altadena.					
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	MID-YEAR UPDATE
Establish a plan to implement a Library of Experts and a Community Asset Map initiative	January 2021	December 2022	Research and development of procedures and processes to build and utilize each initiative	Established goals, procedures and usage of these initiatives	The Community Asset Map will be repurposed as an internal resource for staff.
Provide early literacy and community resources for Parents and Educators	May 2022	December 2022	Statistics on page navigation; feedback from parents and educators; use of early literacy handout	Awareness of webpage and utilization of resources; Creation of an early literacy handout for patrons	Held the first Parent Café and workshop with Hippy Pasadena to offer resources to families. Expansion of this partnership is in progress. YFS staff completing training in July on equity in early literacy services.
Establish an ALD App with MyLibro	November 2021	August 2022	Review data from insights component of MyLibro app.	Development and implementation of MyLibro/ALD app	Soft Launch of the MyLibro/ALD app was June 1 st . Began digital (July eblast) and print (¼ sheet flyers in holds) promotion of new myLibro app. We are further expanding marketing efforts to let patrons know about our new app as capabilities expand.
Teen Volunteer Program	September 2021	Ongoing	Feedback from staff; number of volunteers; number of volunteer hours; feedback from volunteers	Consistent group of 10-20 reliable volunteers; established opportunities that support library operations across departments; ability to	Updated database software to AirTable for scheduling and record keeping. 65 volunteers have been active since January and have

				regularly meet internal volunteer needs and provide quality support	logged over 700 hours of service at the library.
Assessment of Read Local Shop Local (RLSL) Program and potential updates	January 2022	June 2022	Conversations with current businesses and potential new partners; Reevaluate criteria and decide on overarching goal of program	Positive feedback from current RLSL partners; Multi-year plan for program going forward	RLSL has been integrated into the MyLibro app for ease of use and access. This should expand exposure and increase program success.

Goal #6: Maintaining library services during closures due to renovation by providing resources and programming outside of existing facilities.					
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	MID-YEAR UPDATE
Provide the community with library materials through strategically placed self-service vending machine.	Dec 2021	Ongoing	Submission of application for \$250K; identify locations; statistics on use	Deployment of vending machines hosted by a community partner; regular use by community	Director has identified options to purchase; now scouting potential locations to place them before making final selections.
Optimize ALD website with a professional redesign.	March 2022	July/August 2022	Survey patrons and staff on ease of use, mobile friendliness, search capabilities, and ability to find what they are looking for	Launch updated website by Q3; Data collected from survey and ongoing anecdotal feedback from patrons and staff; Faster load time, ease of discoverability compared to previous website iteration	Based on input from IT management, working to upgrade current platform (increase speed and improve search) and update content (forms, adult services, teen and children's pages) rather than focusing on a complete redesign.
Acquire and convert a 2nd vehicle to meet service and program needs.	January 2022	May 2022	Identify service design for second vehicle; Research and identify vehicle type, purchasing under budget, modifications needed	Successful launch of second vehicle and regular usage by staff	Second Mobile Library Unit was ordered through Star Ford in February 2022. Vehicle is still being built – hope to have it by the end of Summer 2022.
Research innovative technology and equipment	January 2022	Ongoing	Identifying new or updated equipment, such as 3-D printers, MakerSpace items	Purchase of items and regular usage both in and outside the library branches,	Future Fablab tools and technologies are being evaluated for Mobile Library usage. Such tools include

			and other mobile technology to use throughout the community.	including the Curiosity Connection	CNC, 3D printing, and other fabrication equipment.
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We are NEIGHBORS.

Goal #7: Bringing resources and services to patrons where they are.					
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	MID-YEAR UPDATE
Strengthen relationships with local Transitional Age Youth Residential Programs	Summer 2021	Ongoing	Evaluations or anecdotal feedback from visits; consistency/frequency of communication; statistics from interactions and deposit libraries	Scheduled regular visits; establishing and maintaining deposit libraries; ongoing communication	Second summer collaborating with the Children's Guild to provide reading program support at Five Acres. Continued communication with Sycamore on establishing service partnership.
Establish Homebound Services	Fall 2022	Ongoing	Number of registrations; circulation, number of trips; use of marketing materials; conversations with possible partners to increase reach	Successful implementation of Homebound Services with a documented workflow process; Active participation by community	Homebound Services have continued with patron visits on a monthly basis. We have a deposit library at Monte Cedro being visited by staff monthly.
Develop a plan and conduct Community Survey	September 2021	December 2022	Creation of survey questions which are statistically relevant; Staff committee established; Volunteers found, trained, and implemented	True representative sample of all residents in Altadena; Statistically useful data that can be used for marketing and programming purposes	Committee was formed and initial goals and questions were identified. This has been placed on hold due to Building Renovation Surveys, which are similar in spirit and may cause confusion to our patrons.
Schedule programming and events outside library buildings including outreach visits with the Curiosity Connection	June 2021	Ongoing	Participation in community events including those aimed at focused age groups; Feedback from participants; Staff participation	Increased number of outings and attendance statistics; Expansion of partnership opportunities	Curiosity Connection efforts have continued and are seeing an increase in visits. June 2022 has been our busiest month yet, with 9 visits in the community.

					More deposit and LFLs are in the works.
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Goal #8 Continue moving building renovation process forward for both library sites.					
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	MID-YEAR UPDATE
Work with Capital Project Management (CPM) Firm and Architectural team to create design for both libraries	January 2022	Ongoing	Schedule regular meetings with the CPM and ABA to develop design plans; meet with the Community Focus Group and other public-facing town hall meetings in the community to gather feedback and input on design process	Designs incorporate feedback and input provided by staff, stakeholders and community members in an open and transparent way; building plans reflect universal and inclusive design	The District Director and Facilities Manager meet each Monday with the Facilities Committee to keep the design process moving forward. The Bob Lucas project is well into Design Development and we are working through a Conditional Use Permit for its expansion in the design.
Preparing buildings for closure, remodel, and reopening	January 2022	Completion of design process per building	Analyze items to keep, store, and dispose of and evaluate size needed to store items kept; Identify alternate sites and/or storage locations	Appropriate space found for temporary service locations and/or needed storage; Costs for storage kept as low as possible	Identifying alternative sites and strategies for community engagement. Have identified locations for vending machines in key community spaces. Staff inventory of desk and area spaces are in full effect.
Coordinate with the Senior Center to create connections between our two properties	January 2022	Completion of the design process	Working with the Senior Center and LA County to build a physical connection between our two sites	A physical connection is created between the two properties as part of the design process with ABA	The District Director and Facilities Manager are meeting with the manager of the Senior Center to discuss this as part of the design of the Main

					Library and also as a potential alternate site during closure.
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**BOARD OF LIBRARY TRUSTEES
ITEM VIII.C. STAFF REPORT FOR JULY 2022**

REPORT: Agenda Item VIII.c.

MEETING DATE: July 25, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Resolution 2022-13 to Establish the Formal Appointment of the Altadena Library District Poets Laureate.

BACKGROUND: It is common practice for governing bodies who name a Poets Laureate to formally appoint these individuals. This formal appointment often allows for greater opportunities for the appointed Poets Laureate to apply for grants that benefit their work, and it also further legitimizes the important role the Poets Laureate plays in bringing a community closer through the power and creativity of the written word.

FISCAL IMPACT: None.

RECOMMENDATION: Staff recommends the board review and approve Resolution 2022-13 to Establish the Formal Appointment of the Altadena Library District Poets Laureate.

RESOLUTION NO. 2022-13

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
ALTADENA LIBRARY DISTRICT IN SUPPORT OF THE
ESTABLISHMENT OF THE FORMAL APPOINTMENT OF THE
ALTADENA LIBRARY DISTRICT POETS LAUREATE.**

WHEREAS, a Poets Laureate has been named by the Altadena Library District since 2003; and

WHEREAS, the appointed Poets Laureate serves a term for two years; and

WHEREAS, the board recognizes that it is customary for the Poets Laureate of a community to be appointed by the governing body of that community; and

WHEREAS, the board would like to adopt this practice to further legitimize the cultural significance of the Poets Laureate in the Altadena Library District; and

NOW, THEREFORE, BE IT RESOLVED that the Altadena Library District Board of Trustees approves working in conjunction with Altadena Library District support groups that there will be established and sustained an Altadena Library District Poets Laureate formally appointed by the board.

BE IT STILL FURTHER RESOLVED that the voluntary position of the Altadena Library Poets Laureate will be appointed by the board during the calendar year in which the Poets Laureate was named, to occur during a regularly scheduled board meeting date.

BE IT STILL FURTHER RESOLVED that the Altadena Library District will support the position of the Altadena Library District Poets Laureate by serving as the fiscal agent responsible for transferring financial distributions from any source of funding that may be established to support future Altadena Library District Poets Laureates.



HOLIDAYS AND CLOSURES FOR 2022

New Year's Day	Saturday	January 1
Martin Luther King Jr. Day	Monday	January 17
Presidents' Day	Monday	February 21
Memorial Day	Monday	May 30
Independence Day	Monday	July 4
Labor Day	Monday	September 5
Columbus/Indigenous Peoples Day (Professional Development Day)	Monday	October 10
Veterans Day	Friday	November 11
Thanksgiving Day	Thursday	November 24
Day After Thanksgiving	Friday	November 25
Flexible Holiday	Friday	December 23
Christmas Eve Holiday	Saturday	December 24
Christmas Day Holiday (Observed)	Monday	December 26
Flexible Holiday	Saturday	December 31

Early Closure

Thanksgiving Eve	Wednesday 5 pm	November 23
Christmas Tree Lane Lighting	Saturday 2 pm	December 10
New Year's Eve	Saturday 5 pm	December 31



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.F. REPORT for July 2022**

REPORT: Agenda Item VIII.f.

MEETING DATE: July 25, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Meeting

TITLE: In-Person and Remote Teleconferencing Hybrid Meetings for the Altadena Library District.

BACKGROUND:

In order to provide a safe environment for both the public and members of the Library Board of Trustees, a preliminary hybrid meeting setup has been drafted for the Board to review and discuss.

Members of the Public:

In-person members of the public will be seated in the Community Room, and can submit public comment while in attendance.

Remote attendees will remain able to comment in real-time via the YouTube Live stream, or send their comments via the hello@altadenalibrary.org email.

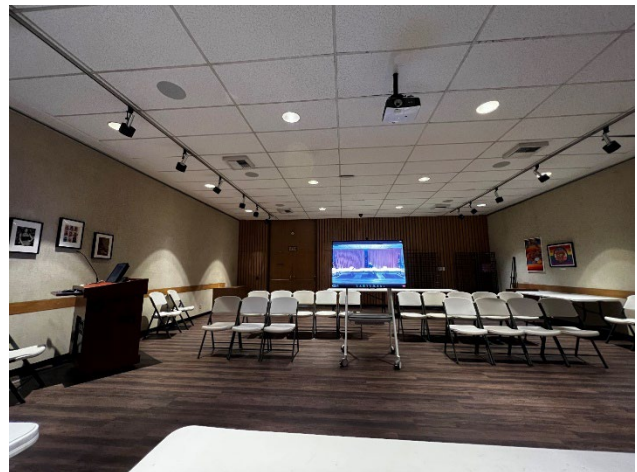
Trustees:

In-Person Trustees

The in-person setup accommodates for social distancing, should social distancing be a reinstated county guideline. The administrative assistant, or other designee, will facilitate the technological part of this process from the Community Room using our podium PC, and the Microsoft Surface Hub.

Remote Trustees

Remote Trustees will be displayed on the Surface Hub, and the Surface Hub will face the Trustees (see image to the right).



The sign-on process for remote Trustees via Zoom will not change. In fact, Trustees will not have to change any protocols for this new hybrid process if they are joining the meeting remotely.

Presentations

Should a Powerpoint or other media need to be displayed on the projector screen in the Community Room, the administrative assistant or other designee will manage this from the podium. (Note that the projector screen is not pictured in the below photo view).

The below image shows the display as it appears on Zoom and in the YouTube Live stream. Members of the public attending in-person will be able to see all of these views on the projector screen during meetings (again the projector screen is not pictured, but will be displayed during meetings).



To provide a more hands-on understanding of this setup, staff can arrange a date to conduct a walk-through of this setup before implementation.

RECOMMENDATION:

Staff recommends the Board review the proposed hybrid meeting setup and discuss.

RESOLUTION NO. 2022-14

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 AUGUST 1, 2022 – AUGUST 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) August 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 25th day of July, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Kameelah Waheed Wilkerson, Board Secretary

Rushmore Cervantes, Board President

APPROVED AS TO FORM:

Richard Egger, General Counsel



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM IX.A. REPORT for July 2022**

REPORT: Agenda Item IX.a.

MEETING DATE: July 25, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Meeting

TITLE: : Notice of Election for Altadena Library District to be held on November 8, 2022

BACKGROUND:

The Election Coordination Unit of the Los Angeles Registrar- Recorder/County Clerk’s office sent the Altadena Library District the Notice of Election via e-mail on July 8, 2022. The Registrar-Recorder/County Clerk’s Election Coordination Unit also forwarded the notice to the Pasadena Star News for publication on Thursday, July 28, 2022.

Pursuant to Elections Code Section 12113, the notice must be posted in the district office. The notice is posted at both Main library entrances (East and South), and the entrance to the Bob Lucas Memorial Branch Library.

There are **three** seats up for election. Two of those seats are full term (4 year) seats, and one is an unexpired term seat (2 years).

Election information for interested parties, including a video which details how to run for local elected office, can be found on the Altadena Library Website Elections page at <https://www.altadenalibrary.org/boardelection/>

Board of Trustees Election

How to Run for Local Elected Office

How to Run for Local Elected Office

Learn more about the election process from two experienced Trustees! In this hour-long video, Trustee Katie Clark and Trustee Jason Caspi share a comprehensive presentation about the election process and answer participant questions. Click here to download the presentation slides as a PDF (DATES AND DEADLINES HAVE BEEN UPDATED FOR 2022).

The above video was hosted virtually on Zoom for the public on July 17, 2020, and the dates and deadlines in the video HAVE CHANGED FOR 2022. Please refer to the PDF of the presentation (link above) for the updated filing dates and deadlines.

The Election Coordination Unit has also prepared a Candidate Handbook and Resource Guide which is available on the Registrar-Recorder/County Clerk's web site at

[Registration Process \(lavote.gov\)](http://lavote.gov)

The screenshot shows the website for the Los Angeles County Registrar-Recorder/County Clerk. The header includes the county name and logo, and navigation links for Services, Newsroom, and About Us. A breadcrumb trail indicates the path: Home / Registrar of Voters / Candidate & Measure Information / Running for Office / Registration Process. Below the breadcrumb is a navigation menu with tabs for General Information, Running for Office (selected), Campaign Finance & Prop. & Reporting, Measure Information, and Current Public Officials. The main content area is titled "Registration Process" and contains a link to "Click here to apply for Office", a section for "Candidate Resources" with a list of links including "Candidate Handbook and Resource Guide" and "Candidate Filing Status", and a link for "Public Health and Safety Guidelines".

The Filing period is from Monday, July 18, 2022 to Friday August 12, 2022. Pursuant to Education Code Section 19700, Trustees take office the first Friday in December succeeding their election. (Friday, December 2nd for 2022). For those interested in filing, please note that Candidate Statements are limited to 200 words.

NOTICE OF ELECTION

NOTICE IS HEREBY GIVEN TO ALL QUALIFIED VOTERS in the COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, that an election will be held on TUESDAY, NOVEMBER 8, 2022 for the purpose of electing the following:

3 Members of ALTADENA LIBRARY DISTRICT,
(1UNEXPIRED TERM)

Candidates for the above offices must be registered voters residing within the district or division, if applicable, at the time the declaration of candidacy is issued pursuant to Section 30735 of the Water Code and Section 201 of the Elections Code.

Declaration of Candidacy forms for the election are available no earlier than JULY 18, 2022 and no later than AUGUST 12, 2022 at the REGISTRAR-RECORDER/COUNTY CLERK'S OFFICE, 12400 Imperial Highway, Norwalk, CA 90650, 2nd Floor, Room 2013, between the hours of 8:00 a.m. and 5:00 p.m. Appointment to each elective office will be made as prescribed by Section 10515 of the Elections Code in the event:

- a. There are no nominees or there is an insufficient number of nominees for such office(s) and
- b. A petition signed by 10% or 50 voters in the district or division, if applicable, whichever is the smaller number, requesting that an election be held, has not been presented by 5:00 p.m., Wednesday, AUGUST 17, 2022.

Persons requiring multilingual assistance in Armenian, Bengali, Burmese, Cambodian/Khmer, Chinese, Farsi, Gujarati, Hindi, Indonesian, Japanese, Korean, Mongolian, Russian, Spanish, Tagalog/Filipino, Telugu, Thai or Vietnamese regarding information in the notice may call (800) 481-8683.

DEAN C. LOGAN
Registrar-Recorder/County Clerk
County of Los Angeles

PUBLICATION DATE: JULY 28, 2022 (THURS)
PUBLISH IN: PASADENA STAR NEWS
REQUISITION:

S:ECA:W:ALLHNBKS:2022ELEC:GENERAL ELECTION.PUB