AGENDA

Board of Library Trustees | Altadena Library District
Virtual – Zoom – December 19, 2022 – 3:30 p.m.

IMPORTANT NOTICE REGARDING December 19, 2022 MEETING

This meeting will be conducted in a hybrid fashion, utilizing teleconference, electronic, and in-person 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 December 19, 2022 Meeting, you may present your comments in-person during the meeting, or submit by email to be read aloud at the meeting. For emailed comments, 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. If you would like to make your comment virtually, you may also select on the form "*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, online, or attend the meeting in-person, 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 3:30 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 Acknowledgement
II. Open Session
    a. Roll Call
    b. Approval/Reordering of Agenda Items
    c. Adoption of Agenda
    d. Public Comment on Non-Agenda Items

III. Ceremonial Swearing-In and Oath of Office for newly appointed Board Member (Government Code section 1360)
    a. Boon Lim

IV. Consideration of Urgency items to be added to Closed Session
    a. Approval/Reordering of Closed Session Agenda Items
    b. Adoption of Closed Session Agenda

V. Closed Session Public Comment – This is an opportunity for members of the public to address the Board on any subject matter within the Closed Session. Please address the Board, as a whole, through the Chair. Individuals will be given three (3) minutes to address the board.

VI. Closed Session
    a. Motion to convene to Closed Session
    b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:
        i. Public Employee Performance Evaluation Pursuant to Government Code Section 54957 Title: District Director
        ii. Conference with Labor Negotiator
        iii. Pursuant to Government Code Section 54957.6 District Designated Negotiator: Roger Crawford, Unrepresented employee: District Director
        iv. Reconvene to Open Session

VII. Consent Calendar

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

Approval of Minutes – Regular Meeting held November 28, 2022 **Pages 5 - 11**

VIII. Consideration of Items Removed from the Consent Calendar
Items removed from the Consent Calendar discussed individually at this time.

IX. Department Updates & Special Presentations (Informational)
a. Department Update Reports – November 2022 **Pages 12 - 36**
b. 2022 Service Awards **Page 37**
Anthony Green –25 years
Modesta Nava –20 years
Carlene Chiu –15 years
Natalie Herrera –15 years
Helen Milner –15 Years
Diana Wong – 5 Years
Mark Parsons – 5 years
Jonathan Arevalo – 5 years

c. Recognition for Outgoing Foundation President
Bridget Brewster

X. Reports (Informational)
a. Support Groups
i. Altadena Library Foundation **Pages 38 - 46**
ii. Friends of the Altadena Library
b. District Director's Report **Pages 47 - 52**
c. Financial Reports – November 2022 **Pages 53 - 73**
d. Board of Trustees Standing Committee Reports
i. CFD **Page 73**
e. Board of Trustees Ad Hoc Committee Reports
i. Facilities Committee **Pages 75 - 79**
ii. Redistricting Committee **Page 80**
f. Liaison Reports
g. Trustee Reports

XI. Unfinished Business

XII. New Business
a. Authorization for District Director to contract with a Human Resources Consulting Services firm **(Action)** **Pages 81 - 110**
b. Strategic Plan Update **(Informational)** **Pages 111 - 121**
c. Annual Report **(Informational)** **Pages 122 - 133**
d. Review and Approval of Investment with CLASS **(Action)** **Pages 134 - 162**
e. Review and Approval of Employment Agreement Appointing District Director

(Action)

f. SB 165: Local Agency Special Tax and Bond Accountability Act report for Altadena Library District CFD No. 2020-1 **(Informational)** **Page 163**

g. Review and Approval of Resolution 2022-22 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 January 1, 2023 – January 31, 2023 **(Action)** **Pages 164 - 166**

XIII. Governance

a. Election of Board Officers **(Action)** **Page 167**

b. Appointment of 2023 Board Committees

c. Appointment of 2023 Board Liaisons

d. Board Orientation and Retreat

XIV. Announcements & Planning

a. Correspondence

b. Proposed Future Agenda Items

XV. Adjournment

a. Adjourn Meeting

MINUTES

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

IMPORTANT NOTICE REGARDING November 28, 2022 MEETING

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

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I. Call to Order
The meeting was called to order by Trustee Cervantes at 5:03 pm.

a. Land Acknowledgement
Trustee Cervantes read the Land Acknowledgment.

II. Open Session

a. Roll Call
Trustee Cervantes called roll. Trustee Andrues, Trustee Capell, Trustee Clark, and Trustee Wilkerson responded as present. Quorum confirmed.

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

c. Adoption of Agenda

Moved by Trustee Clark to adopt the agenda.
Seconded by Trustee Capell
Trustee Cervantes opened the floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Cervantes: Aye
Motion passed

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

III. Consent Calendar

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

Approval of Minutes – Regular Meeting held October 24, 2022

Approval of Minutes – Special Meeting held November 14, 2022

Moved by Trustee Andrues to adopt the Consent Calendar.
Seconded by Trustee Clark.
Trustee Cervantes opened the floor for discussion. No discussion followed.
Roll Call Vote:

Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

IV. Consideration of Items Removed from the Consent Calendar
Items removed from the Consent Calendar discussed individually at this time.

No items were removed.

V. Department Updates & Special Presentations (Informational)

a. Department Update Reports – October 2022
Trustee Capell would like to see the library take advantage of our presence of community events to collect input from patrons regarding the future of the Fab Lab in the Main library remodel. Trustee Clark suggested a rotating display case to showcase Fab Lab projects.

b. Tina Calderon Staff Presentation Summary
Audio from the intended summarized Staff Presentation was not clear enough to be presented. The slides from the presentation were included in the Board package. The Board requested if it was possible for Tina Calderon to present in-person at a future meeting. The presentation video link will be added to the November agenda as an addendum.

VI. Reports (Informational)

a. Support Groups

i. Altadena Library Foundation
Eloise Crawford was newly hired as the Foundation Manager. The Foundation's 3-year Strategic Plan will be available on the Foundation website soon. The Foundation will now meet quarterly, but committee work will likely continue to meet bi-monthly. Anita Lawler is the newly appointed President, and Ann Donahue will be the first vice president of the Foundation.

ii. Friends of the Altadena Library
No Friends report provided.

b. District Director's Report
Hiring Updates: Yvonne Green hired as an accountant for the District. Margaret Hatanaka, Branch Librarian, has accepted a promotional position. The vacancy has been announced on the District website, and staff are working on other places the position can be posted. The Youth and Family Services Manager position has also been re-opened on the District website. First review of applications for both

recruitments will occur mid-December.
Board Vacancy: District Director Winslow expressed appreciation for the diverse and enthusiastic pool of applicants for the upcoming Board Vacancy. The selected applicant, Boon Lim, will be ceremonially sworn in at the December Regular meeting.
Pasadena Foundation Breakfast: District Director Winslow and Foundation President Bridget Brewster attended the breakfast. The Pasadena Foundation recently awarded a $20k grant to the library to reimagine the FabLab.
Trustee Clark inquired if there are ways to track our marketing on the District website and social media and email distributions. District Director Winslow noted she would discuss with our Marketing Specialist.
Trustee Cervantes inquired if the District is interested in hiring more part-time assistance, and whether this may be a way of curbing employee retention challenges. District Director Winslow responded that the District is currently considering this, especially in the context of the upcoming renovations.

c. Financial Reports – October 2022
District Director Winslow provided the report. There were not any notable large expenditures to report from the month of October.

d. Board of Trustees Standing Committee Reports
None.

e. Board of Trustees Ad Hoc Committee Reports
    i. Facilities Committee Report (includes Bob Lucas Archival History Report and PowerPoint slides)
    Trustee Capell provided the report. In regards to the Main library renovation process, Trustee Capell noted there will be an in-person Community Focus Group Meeting on December 14th, and there are plans to include the community in the coming months. For the Bob Lucas renovations, there are plans to preserve and include the mural on the property into the renovation. In regards to the Bob Lucas Archival History Report, the site is not considered a candidate for a historical site at this time, but could be considered so in the future. Trustee Capell reminded the Board and members of the public that there is a historical consultant involved in both renovation projects.
    ii. Redistricting Committee
    Trustee Wilkerson provided the report. The redistricting process will begin at the January 23rd, 2023 Regular Board Meeting. A presentation from our redistricting consultants will be given to the public at this meeting outlining the redistricting process and the census data that will be used.

f. Liaison Reports
No reports.

g. Trustee Reports
No reports.

VII. Unfinished Business
None.

VIII. New Business

a. Review and Approval of the Finance Firm Recommendation **(Action)**

District Director Winslow provided the report. Only one proposal was received from the District's RFP, from Eide Bailly. Eide Bailly's proposal was deemed by staff to meet the needs of the District.
Moved by Trustee Clark to approve the District's Finance Firm recommendation.
Seconded by Trustee Capell.
Trustee Cervantes opened the floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

b. Review and Approval of the Disclosure of Enterprise Systems **(Action)**

IT/TS Manager David Zearbaugh provided the report. Trustee Andrues requested to confirm that information on any patron was limited and protected. IT/TS Manager Zearbaugh confirmed that yes, information was limited and protected. Trustee Clark suggested the Data Disclosure be added to the board calendar at a month that was not close to the close of the calendar year.
Moved by Trustee Capell to approve the District's Data Disclosure of Enterprise Systems.
Seconded by Trustee Clark.
Trustee Cervantes opened the floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

c. Review and Approval of the Lost and Found Policy **(Action)**

Assistant Director Ashley Watts provided the report.
Moved by Trustee Andrues to approve the District's Lost and Found Policy.
Seconded by Trustee Wilkerson.
Trustee Cervantes opened the floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andrues: Aye

Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

d. Resolution 2022-20 Authorizing the Grant Application, Acceptance, and Execution of Grant Funds from the State of California Budget Act of 2021 (SB 129) **(Action)**

District Director Winslow provided the report.
Moved by Trustee Wilkerson to approve Resolution 2022-20 Authorizing the Grant Application, Acceptance, and Execution of Grant Funds from the State of California Budget Act 2021 (SB 129)
Seconded by Trustee Clark.
Trustee Cervantes opened the floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

e. Review and Approval of Resolution 2022-21 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 December 1, 2022 – December 31, 2022 **(Action)**

Moved by Trustee Wilkerson to approve Resolution 2022-21.
Seconded by Trustee Capell.
Trustee Cervantes opened the floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
Motion passed.

IX. Governance

a. Board Vacancy Update – notice of appointed Trustee Boon Lim
District Director provided notice that newly appointed Board of Trustees member Boon Lim will be ceremonially sworn in at the December 2022 Board meeting on December 19th.

X. Announcements & Planning

a. Correspondence

b. Proposed Future Agenda Items

Trustee Katie Clark would like to request that the Facilities Use Policy be brought back to the Board for approval of Trustee Clark's suggested amendments to the policy. The Board discussed the process for bringing back a previously passed motion to the Board. Trustee Cervantes would like to investigate how to proceed before the item is potentially added as an action item to a future agenda. District Director Winslow will investigate.

XI. Adjournment

a. Adjourn Meeting

Moved by Trustee Wilkerson to adjourn.
The meeting was adjourned at 7:22 pm by Trustee Cervantes.

BOARD OF LIBRARY TRUSTEES
ADULT SERVCES REPORT FOR NOVEMBER 2022

DEPARTMENT: Adult Services **MEETING DATE:** December 19, 2022

PREPARED BY: Ashley Watts **LOCATION:** Hybrid Meeting

Mobile Library
The Curiosity Connection was out and about in November - though not as busy as October.

- The outdoor storytimes series continued every Tuesday
- The Innovations and Teen Librarian brought a taste of the Fab Lab back to Boston Court to support the TeenTix program that they participate in. Library staff allowed visitors to participate in a screen-printing activity and learn about the soon-to-reopen Fab Lab.

Screen printing in action

- A visit to the Altadena Night Market season was also very popular and included crafting and making activities associated with the Fab Lab.

Night Market activity

In total the Mobile Library visited with 160 people during the month.

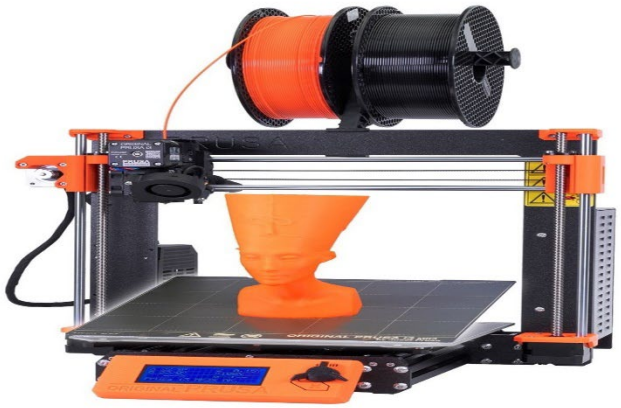
Fab Lab

Fab Lab Foundations: Screen Printing - Reusable Hand-Printed Wrapping Paper
Continuing our Fab Lab Foundation series which started last month, our team offered two screen printing workshops where patrons printed directly onto bandanas to function as reusable gift wrap. This was inspired by Furoshiki which are traditional Japanese wrapping cloths used to wrap and/or to transport goods. Participants enthusiastically helped one another and expressed gratitude that we selected a project with reusable materials. Many of the patrons shared ideas of how they will use the Fab Lab space when we officially open on Saturday, December 3rd. We are thrilled to regularly schedule the Fab Lab for patron use during our open hours on Saturdays from 1-4 and Tuesdays from 5-8.

Developing the Space
Lots of new gear came into the Fab Lab this month courtesy of our grant received via the Library Foundation from the Pasadena Community Foundation.

A quick rundown:

3D Printer



Yesss! We've added a second 3D printer to our little DIY space. It's a Prusa i3 MK3S+! This printer is the big brother to our existing Prusa MINI+. It's got many of the same features, only bigger and faster than the MINI+.

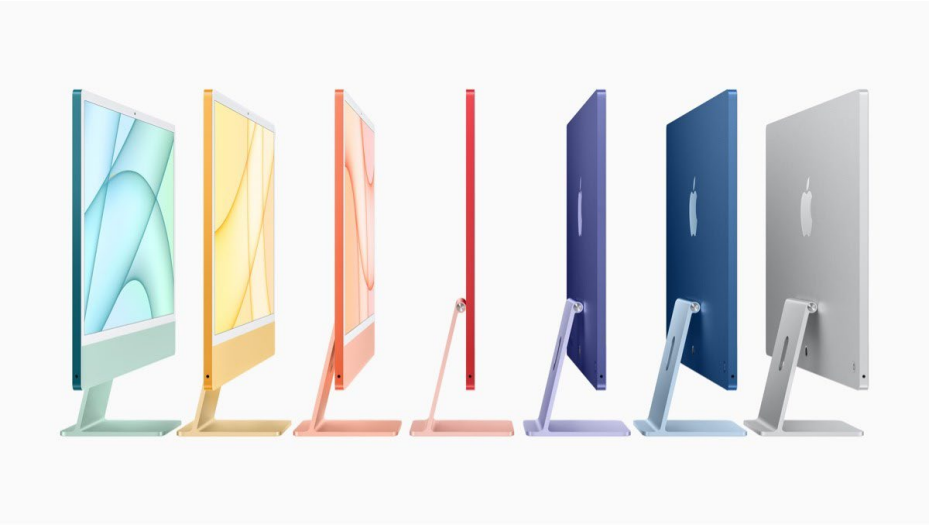
Autopress

Complementing our Cricut Maker machine, we now have a Cricut Autopress to assist in an even wider array of projects. The Autopress is a heat press suitable for applying heat-transfer materials onto surfaces up to two-inches thick. That means you can make and cut out designs on the Cricut Maker and then apply them to a t-shirt with the Autopress.

Photo Printer

We've also added a photo printer to the Fab Lab so when you are finished with an illustration or photo project (hint: see below) you can print off a finished image or two! The printer is an Epson ET-8550 and prints on media up to 13 X 19 inches.

iMacs for Design, Media Creation, and 3D printing support



We've added 2 new 24-inch iMacs to the Fab Lab! You can use these computers to prep your work for the Cricut Maker, Autopress, Prusa 3D printers OR use the included Adobe Creative Cloud applications to work on photos, illustrations, and media creation.

Screen Printing
We've enhanced our setup for screen printing with a Riley Hopkins 150 single color printing press to help get consistent results during our screen printing workshops!
As a reminder:

- Screen printing sessions require longer sessions - 2 hour minimum
- Screen printing sessions must end 1 hour before the library closes
- Screen printing equipment has more limited availability due to the increased set-up and clean-up times
- No drop-in screen printing sessions are available.

Stories, Songs, and History of the Gabrielino Tongva Peoples
We had the pleasure of having Tina Calderon, a culture bearer, come and share stories, songs, and the history of the Gabrielino Tongva people. We had 38 people attend and they all raved about this program. Staff had to force the event to end and patrons still wanted to talk with Tina! It was a wonderful event and patrons asked for more programs like this.

Library of Things
Added two new Nintendo Switch OLED consoles!

National Diabetes Prevention Program

In fall of 2021, the Altadena Library District in partnership with Nic Arnzen, from Altadena Town Council, offered a year-long workshop series designed for neighbors diagnosed as pre-diabetic. This CDC-created National Diabetes Prevention Program (DPP) offered evidence based, cost effective interventions that help to prevent type 2 diabetes. We had nine community members participate in this important health literacy program from November 2021-November 2022. “Eight of the nine lowered their A1c (3 month window of blood glucose measurements) and three quite significantly. Over half the group dropped out of the pre-diabetes range and our one diabetic is on course to actually reverse his diagnosis. Such a great success and life changing, made possible through your generosity and vision” (Nic Arnzen, 2022).

The Altadena Library prioritizes health literacy. We want to make sure all our neighbors have access to classes, resources, and support systems that will keep everyone thriving.

Nic Arnzen recruiting participants for DPP [2021]

Seed Library

For our November Seed Library, Levi Brewster presented on Regenerative Gardening. We had 22+ people in attendance. Regenerative gardening is a set of principles and techniques for restoring our earth's ability to generate life. Levi has been teaching and working in community gardens and restoring wildlands in L.A. County for over 15 years. He works with schools, libraries and public organizations as an educator, gardener, and landscape designer. Levi has trained with Life Lab and Occidental Arts and Ecology Center in garden education, has studied permaculture techniques with The Permaculture Academy in LA and is a certified CA Naturalist. Levi currently works at Arlington Garden and New Horizon School Pasadena.

Art at the Library

November/December Art Exhibition: What if the Matriarchy Was Here All Along?
In November, we welcomed a show curated by Jacqueline Falcone who is the Director of a curatorial practice called Bed & Breakfast. The show includes 3 artists Akina Cox (Pasadena), Ali Prosch (Los Angeles), and Najja Moon (Miami) with works displayed in the reading court, a pedestal custom made for an audio piece, the glass display case, and a site-specific installation in the trees along Mariposa. The exhibition also includes an original story written by Akina Cox with the same title which is free for patrons to take. There was an artist reception on Saturday, November 5th that brought in 74 attendees, many of which were visiting the library for the first time! We estimate that an average of 5-10 patrons interact with the artwork per day and it was featured on the popular art blog, Hyperallergic. In December, we will be hosting Akina Cox and acclaimed harpist Mary Lattimore where the story will be read aloud with accompaniment on the piano. Full show details can be found here.

Art Curation Team

Artist-in-Residence
In November we ran a four-class series on ***Down 'n Dirty Basics: The Raw Essentials of Making Good Prints***. 8 students spent 20+ hours together in the month of November exploring how to successfully transfers their foraged flora on to fabrics for one-of-a-kind prints.

3X3 Art Workshops
This month's 3x3 workshop was with local Artist Leigh Adams. The attendees were raving about Leigh's storytelling and teaching skills! We had 11 people attend, and they learned the extraordinary craft of basket weaving.

Here are some comments from Attendees:

- *I have a new respect for pine needles!*
- *Opportunity to learn a new hands-on skill, try something new, and talk to other adults.*

Here is an email that one of our staff members got after the 3x3 workshop:

Thank you, Mikayla, for the links and for organizing Leigh's basket weaving class. I enjoyed learning how to weave, and I was also very happy to get my new library card! I hope to see you all again soon.

Second Saturdays
Allan Wassermann's Jazz ensemble was a hit! We had 120 attendees who would not stop thanking us for this concert series.

Here are some comments from some of the attendees:

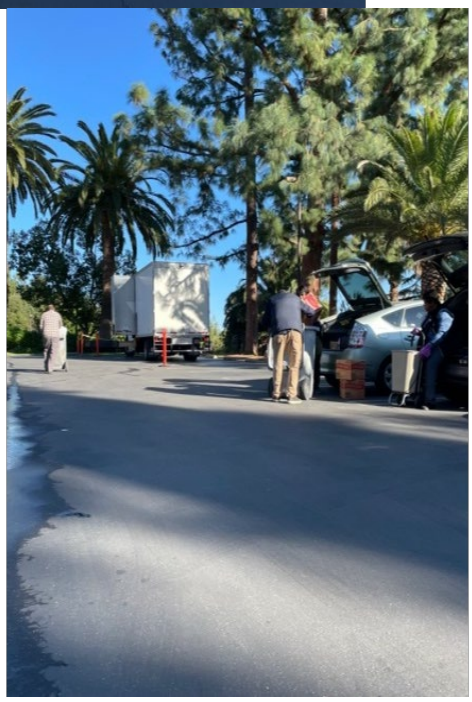
- *Atmospheric during the evening using reading areas of the main library. Enthusiastic audience*
- *Good Music, Good Energy*

This was the Last Second Saturday of 2022, but we will be back in January with Mighty Love!

Shred Day
Shred Day
As always, shred was a hit! We had 74 people come out for this service.

Here are some comments for the attends:

- *Getting it done quickly was great! Please have more!*
- *The convenience of getting documents safely shredded! Thank you*
- *Convenience! Please have more often!*
- *I Appreciate being able to shred my mom's papers*
- *No Charge Convenient!*



Flu Shot Clinic/Health screening
Once again, we had the Huntington Health nurse help our community with health screenings. They also came with more flu shots and could give 17 people the flu shot!

Also, in partnership with the Huntington, we had nurse Karen D. come out again and help give our community blood pressure and glucose test. That day, she was able to assist seven patrons.

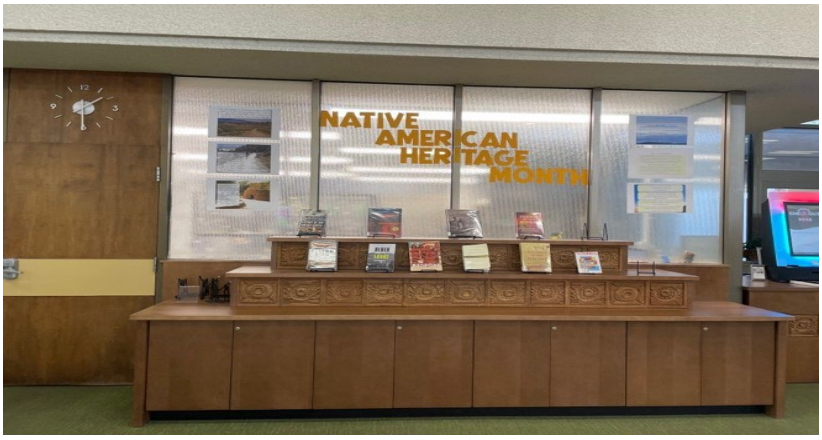
Denny Dormody's "Confessions of a Funeral Director" Talk and Q&A
Denny Dormody shared stories about his life as a funeral director and his new book. We had 8 patrons in attendance.

Chess Night
We had 41patrons attend this month's chess night programs.

Collection Development
Diversity Audit
As mentioned in last month's board report, we kicked off our Adult Services Diversity Audit in mid-October! For the month of November, we spent 28.25 hours auditing the Adult Collection.

Weeding
A full weeding of the 300s area of the Adult Collection was completed. Weeding is an important aspect of collection maintenance, "regardless of format, an optimal library collection is one that is reviewed on a consistent basis for accuracy, currency, usage, diversity, and subject area gaps" (ALA, 2022).

Displays
In this month's book display, we Honored National Native American Heritage month.



Community board display
This month Yvette and Mikayla work together to clean up our community board. It can sometimes get overcrowded, so we cleaned it up a bit to make it more straightforward and more accessible for put patrons to see. We are grateful that we can offer a place for the community to share resources, events, etc., with our patrons here at the library.

Self-directed stations
Throughout the month of November, we provided about 60 copies of fall themed coloring pages for our drawing station.

Patron comment cards
Here are a few of the comment cards received this month:

- *Mikayla was amazing! I love the librarians and the atmosphere! Absolutely the best!!*
- *Items for the library of things: Pruning saw, extension pruners, ladder*
- *Please order more anime movies!*
- *Helen and Mikayla were helpful and patient helping me print a resume*
- *Great help, patient.*
- *Great display on story walk on the bridge. Beautiful pictures, great message, wonderful*

questions for children and adults. Nice mounting, too!

BOARD OF LIBRARY TRUSTEES
YOUTH & FAMILY SERVCES REPORT FOR
NOVEMBER 2022

DEPARTMENT: Youth & Family Services

MEETING DATE: December 19, 2022

PREPARED BY: Ashley Watts

LOCATION: Hybrid Meeting

Children's Services

Fall Stortyime!
This month we hosted we hosted 7 story times and had 198 participants. Storytimes will be back in January!

Sew Fun!
Our sewing series for children ***Sew Fun!*** concluded with full registration for this month's workshop where participants designed and sewed felt-stuffed owl. We plan to continue a sewing program for this age group next year!

Picture of participant sewing felt owl.

Family Jam Session
This month's *Family Jam Session* focused on bells; we explored basic rhythm through some of our favorite children's songs. We had a great turnout of 28 participants for our last session.

Reading Challenge
The In-n-Out annual Cover to Cover Club ended this month. We had 316 sign ups district wide. We received great feedback from patrons about this challenge – many are excited to participate again next year!

School Visits and Outreach
We had 7 visits from Waldorf School and Rayuela School students at the main library this month. We assisted 6th graders with research for a class project about Ancient Rome and introduced young scholars to the library. Rayela School visited us as part of their weeklong community helper unit! We provided a special storytime about the library and gave students a tour of the main library where they met their local community helpers!
We visited the Octavia E. Butler Library at Octavia E. Butler Middle School for an outreach event in collaboration with the school librarian, Natalie Daily. Ms. Daily invited us to her Keeper of the Lost City book release event where students were able to pick up a copy of the newest instalment in this series and participate in themed activities. We provided a themed craft for students to express their creativity and meet their local librarian.

Picture of craft table hosted by ALD.

Picture of student and Ms. Daily making buttons.

Teen Services

Programming
This month, Teen Services offered 5 programs with 74 participants. In the Gardening Club meetings this month, volunteers focused on indoor plant maintenance and were able to repot, prune, aerate, and water all 52 interior plants. Participants also replanted seeds in our Teen Space greenhouse including bok choi, radish, and okra. The Teen Leadership Council discussed 2023 teen programming this month. From that conversation, the series Art & Chill will be returning in the new year based on Council members positive reviews of those events.

Outreach

On November 4th, Boston Court Theater hosted their first Teen Night with support from the Altadena Library! Teen Night was a special showing of their production *Escapegoat,* by May Treuhaft-Ali and directed by Jessica Kubzansky, in partnership with the organization TeenTix which offers teens discounted tickets to arts events. At the reception before the show, Teen Librarian Isabelle and Innovations Librarian Aaron offered teen and their families screen printing opportunities, giveaway books, and information about teen programs, the Fab Lab, the Library of Things, and more! It was a rewarding experience supporting our continuing partnership with Boston Court and their growing outreach to teens.

Volunteers

November volunteer statistics are as follows:

- 7 new volunteer applications and 6 new volunteers completed orientation.
- 16 volunteers were active this month, completing 65 service hours across 11 events.
- Most of the new volunteers this month were from Eliot Arts Magnet! A couple of friends started coming to the library after school and have been slowing bringing more of their friends into the volunteer program!

BOARD OF LIBRARY TRUSTEES
BOB LUCAS BRANCH REPORT FOR NOVEMBER 2022

DEPARTMENT: Bob Lucas Branch **MEETING DATE:** December 19, 2022

PREPARED BY: Diana Wong **LOCATION:** Hybrid

BOB LUCAS LIBRARY & LITERACY UPDATES

November felt like a short month, but we definitely had a lot going on at the Bob Lucas branch.

- Hiring Update: Branch Librarian application deadline extended to December 16, 2022. Worked with Library Administration to promote this opportunity through various platforms: Black Caucus American Library Association, REFORMA, Asian Pacific American Librarians Association and California Library Association.

- **Outdoor Family Storytime at Charles White Park** finished up this month and the program will be on hiatus through December. Storytime at the Park will return January 2023.

- Our regularly scheduled **Around the World Craft** program took our young travelers on a learning trip down to the country of Chile. They learned about the climate, landscape and the origins of the rain stick. Afterwards, participants leisurely created their own rain sticks and took the time to get to know each other.

- **From the Garden – Kids Edition** had 15 participants who enjoyed a super interesting, hands-on morning program. Maggie McCabe from LA Compost kicked of the program with a talk on soil, microbes and bugs. It was indeed a very fascinating talk and demonstration, as our young participants were glued to the bin of finished compost! Our

Master Gardener, Brienna McWade went next and presented on water conservation, gardening, and cool-season plants. Then, everyone got a chance to work in our edible garden by filling the empty beds with spinach, bok choy, kale, beets, peas and cabbages. The winter greens and other delicious plants will be ready to harvest as we head deeper into the winter season.

- Sixty-two kids joined the **In&Out: Cover-to-Cover** program this year from the BL branch. This was big jump in the number of registrations compared to 2021, as we only had 17 sign-ups previously. About half of our registrants read 15 books and claimed the maximum of 3 gift cards to redeem from the burger giant.

- BL staff joined library patrons on a **Mindfulness/Meditation Hike** on the Garbrielino Trail. The ever popular **Amy Rutledge** led the hike and taught the group on how to incorporate mindfulness practice into our time with nature. It was a great way to start a Friday morning!

- **See You: Photos of Joy Writing Workshop** facilitated by our very own Poet Laureate, Peter J. Harris received 12 attendees. Many of our Adult Literacy participants took advantage of this special program and nearly all of them were brimming with emotion during the event. They learned how to get their creative juices flowing and found themselves in a space where they were able to brilliantly express themselves. Mr. Harris has an amazing ability to connect with people and we are very grateful for his time and effort to work with us here at the BL branch.

- The **Adult Craft at Loma Alta Park** had six total participants in November. Patrons created autumn themed wreaths and commented in their evaluations that they like having the opportunity to make something fun and meet neighbors. Our monthly craft program will return in December where they will be creating another seasonal themed décor piece to take home.

- Adult Literacy Services hours remain stable-- literacy pairs logged in 54 hours of tutoring and the library provided 22.5 hours of ESL instruction.

- **Literacy Feature: Charlotte**

  After recovering from a stroke, Charlotte P. struggled with reading and experienced difficulty pronouncing words. She came to the library and signed up for our literacy program. Soon after, she was matched with a tutor, and they began working together weekly. It has been three years since Charlotte joined our program and she has made significant progress toward her reading goals. Her tutor, Kathy. often reports on all the laugh-filled moments they have together during their sessions.

  Charlotte invited Kathy and I to attend church the Sunday before Thanksgiving this year. As Charlotte got up to the podium, she looked comfortable and was poised. She introduced us as her special guests, and we instantly felt the warmth and heartfelt welcome from all of the members. It was great to watch Charlotte share her story with the group about her stroke, how she found the library, and the positive experience she has had with the literacy program. But the moment that really took our breaths away that evening was when Charlotte read verses from the bible in front of her congregation with the utmost of confidence and clarity.

  We are so incredibly proud of Charlotte and all the work she has done to get this point. More importantly, we look forward to seeing her reach more of her goals in the future.

BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT FOR NOVEMBER 2022

DEPARTMENT: Facilities
PREPARED BY: Jonathan Arevalo

MEETING DATE: December 19, 2022
LOCATION: Hybrid Meeting

Facilities Highlights for the Month of November:

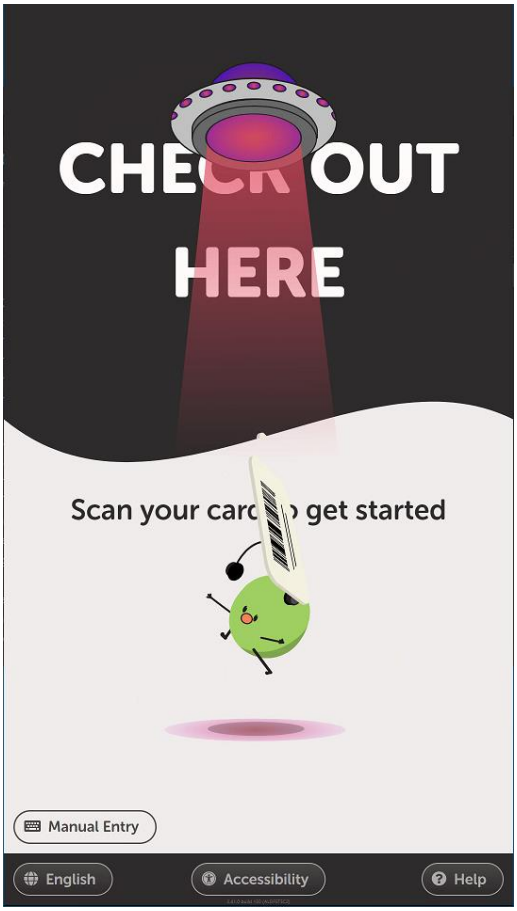
- Annual NFPA10 fire extinguisher inspection done at both libraries
- Bob Lucas library passed its annual fire inspection by Los Angeles County Fire Department
- Facilities team were prepping for the CTLA event on December 10th
- The Deodar tree in the planter at the Main Library parking lot was designated as a memorial tree for the tree lighting event starting this year and into the future.
- Continued General maintenance of both libraries

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

DEPARTMENT: IT & Technical Services **MEETING DATE:** December 19, 2022

PREPARED BY: David Zearbaugh **LOCATION:** Virtual Meeting

- **Self-Checkout Machine –** We were experiencing both hardware and software issues with the existing self-checkout machines at the Main Library. One unit was completely replaced and all received their latest major software update including a new look and animation. It's out of this world!



- **Library Materials Vending Machine RFP** – We received two bids from reputable Library Materials Vending Machine vendors. Due to the length of tonight's board meeting, we've opted to hold on making a final decision and bring it before the board at next month's meeting.

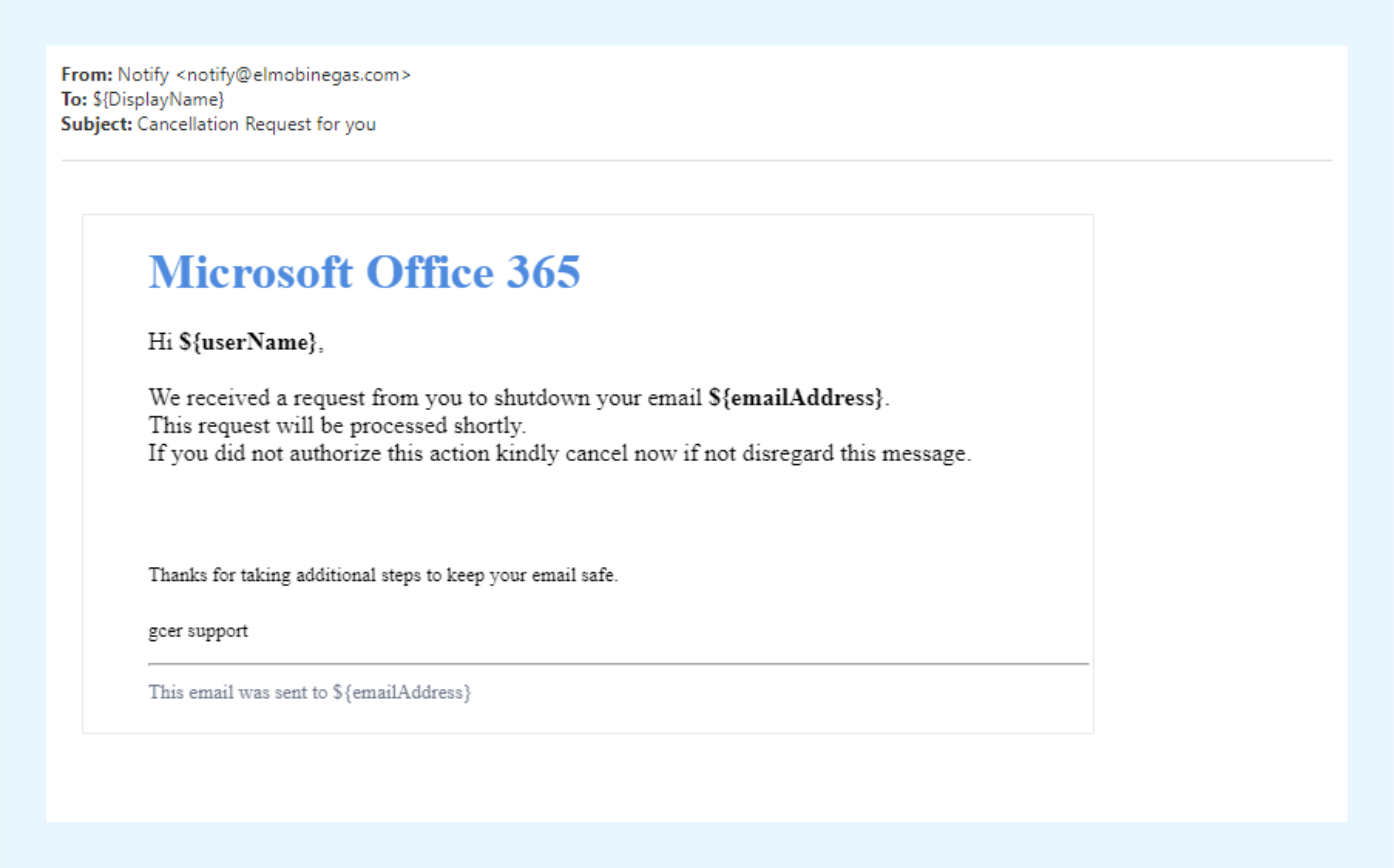
- **Open+ Update** – We have scheduled the network testing and pre-configuration setup of the Open+ controller with the entry panel with the vendor. We have met with security camera system vendors and will review estimates to decide next steps.

- **California Public Library Survey** – The Public Library Survey is an annual survey from the State Library to provide a vast array of statistics about the library, its resources, and the use of its resources. All data was gathered, and the final numbers were submitted by the November 4th deadline.

- **Invoice Issues Resolved** – The TS Team was able to assist in the detection of the issue which was causing invoices to not be uploaded. The resolution of this issue has saved considerable staff hours from the manual entry

- **Building Forward Grant** – The District Director and IT Manager met with Jennifer Pearson at Huckabee Inc to finalize the grant paperwork submission to receive half of the awarded funding! Paperwork is due to be submitted by December 5th.

- **Email Security Audit** – In November, IT Services initiated a new round of attack simulation to all ALD staff. The results are listed below:
    - Microsoft predicted we would have a 35% Compromise Rate.
    - Out of 30 emails sent to staff, 1 link was clicked.
    - We had a 3% Click / 0% Compromise rate.
    - We had a 67% Report Rate.
  - Results were much better than previous security audits. While one link was clicked, no information was compromised. The report rate continues to be high which shows staff are becoming increasingly aware of the threat. We continue to discuss email safety at each staff meeting which looks to have improved the report rate.



From: Notify <notify@elmobinegas.com>
To: ${DisplayName}
Subject: Cancellation Request for you

Microsoft Office 365

Hi **${userName}**,

We received a request from you to shutdown your email **${emailAddress}**.
This request will be processed shortly.
If you did not authorize this action kindly cancel now if not disregard this message.

Thanks for taking additional steps to keep your email safe.

gcer support

This email was sent to ${emailAddress}

BOARD OF LIBRARY TRUSTEES
AGENDA ITEM IX.B. FOR DCEMBER 2022

REPORT: Agenda Item IX.b. **MEETING DATE:** December 19, 2022

PREPARED BY: Nikki Winslow **LOCATION:** Hybrid Meeting

TITLE: Staff Service Awards

BACKGROUND: Previous Director Cindy Cleary established a policy in early 2019 that instituted recognition for staff who have reached milestones with the District at 5 -year increments. Each year since, the District has recognized those staff during our December Regular Board meeting.

It is my honor to recognize these eight employees for their very dedicated service to our libraries. This year's recognized group has contributed a total of 105 years of service to the District! Following a few words from each employee's direct manager, they will be presented with an award for their service.

Staff receiving awards tonight:

Anthony Green – Hire Date 9/11/1997 (25 years)
Modesta Nava – Hire Date 9/17/2002 (20 years)
Carlene Chiu – Hire Date 12/30/2007 (15 years)
Natalie Herrera – Hire Date 7/02/2007 (15 years)
Helen Milner – Hire Date 4/17/2007 (15 Years)
Diana Wong – Hire Date 6/14/2017 (5 Years)
Mark Parsons – Hire Date 5/1/2017 (5 years)
Jonathan Arevalo – Hire Date 4/10/17 (5 years)

Please help me in congratulating this group!

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

VISION: *Our Altadena Libraries fully resourced. Our community fully engaged.*

TRUSTEE REPORT
November 2022

SUBMITTED BY: Bridget Brewster, *President*

It's nice to have a month to take a bit of a break . . . although, we have managed to get a few things done.

- Following interviews, we have welcomed two new Directors to our board:

  Elsa Banuelos has lived in Altadena for 34 years and recently retired as a labor and employment attorney.
  Ana Peralta has lived in Altadena for 2 years and teaches the visually impaired for Temple City Unified School District.

- We sponsored the CTLA hot chocolate booth, giving away hundreds of cups

As mentioned last month, we voted to meet quarterly in 2023 (hopefully, in person). Our meetings will be:

* Wednesday, February 8, 2023 - 5:30pm-7:30pm.
* Wednesday, May 10, 2023 - 5:30pm-7:30pm
* Wednesday, August 9, 2023 - 5:30pm-7:30pm
* Wednesday, October 11, 2023 - 5:30pm-7:30pm

We extend our gratitude to each of you for your service to the library district and, especially, your support of the Foundation. We wish you each a happy and healthy new year and a truly joyous December.

Strategic Plan

2023-2026

Approved November 2022 by Altadena Library Foundation Board of Directors

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"The [Foundation] has a profound impact, as you see the libraries offer more and more resources at local community events..."

- Anonymous Donor -

Who We Are

MISSION

The Altadena Library Foundation brings people, ideas, and resources together through fundraising and advocacy in support of the Altadena Libraries.

VISION

Our Libraries Fully Resourced. Our Community Fully Engaged.

WHO WE SERVE

The Altadena Library Foundation is a 501(c)3 nonprofit organization that serves the Altadena Library District, an independent special district, consisting of two library locations, the Main Library and Bob Lucas Memorial Library & Literacy Center, and a mobile library unit, the Curiosity Connection.

HOW WE SERVE

A volunteer-driven organization, the Foundation is led by a volunteer Board of Directors. Day-to-day operations are implemented by a part-time Foundation Manager.

Our History:

Founded in 2009 by a group of passionate library supporters, the Altadena Library Foundation was initially formed to address the Altadena Library District's need for a multi-million-dollar capital campaign. Countless surveys and studies prior to and after its founding established the need for the Altadena Library buildings to be upgraded in visual appeal, safety, and usability.

Throughout the 2010s, a dedicated team of volunteers built strong community relationships and goodwill on behalf of the libraries, expanding the Foundation's donor base through events and networking. A large gift was made as part of a late generous supporters' estate, which allowed the Foundation to form an endowment with Pasadena Community Foundation to provide potential annual income that supports our libraries in perpetuity.

In 2020, the Foundation funded the successful campaign for Measure Z, which voters approved to allow local funding to support the District's programs and services and needed repairs to both the Main Library and Bob Lucas Branch. The mission of the Altadena Library Foundation was updated in 2021 to expand the District's priorities and needs that the Foundation can support.

"Since I moved to Altadena in the 80s, I've watched the library become an active participant in Altadena's future."

- Anonymous Donor -

Above: (Left) Early Foundation events included a fundraiser called Art on Millionnaire's Row; (Right) The Foundation funded the successful campaign for Measure Z in 2020; (Center) Taste of 'Dena, an evening featuring tastings of wine and flavors from local restaurants, became the Foundation's signature fundraiser in 2017

Snapshot in Time

The Altadena Library Foundation embarked on a strategic planning process in early 2022. Following the successful passing of Measure Z in 2020, the Foundation updated its mission statement and, upon hiring of a paid Foundation Manager, began operating under an interim operational plan.

Throughout 2022, surveys were distributed to both Foundation donors and stakeholders, including Foundation Directors, leadership staff at Altadena Library District, Officers of the Friends of the Altadena Library Board, and the District's Board of Trustees. Starting in July 2022, time was dedicated at each bimonthly Foundation Board meeting for discussions regarding strategic analysis, visioning, and strategic direction of the organization.

STRENGTHS

What can we build on? Of what are we most proud?

- Reputation in the community
- Financial reserves
- Diverse and committed Board of Directors
- History of successful fundraising for Altadena Libraries

WEAKNESSES

Where can we improve? What resources do we lack?

- Lack of relationship with major donors
- Succession planning and sustainability
- All eggs in Taste of 'Dena basket
- Weak storytelling efforts to date

OPPORTUNITIES

How can we best meet the needs of our libraries?

- Possible unification between Friends and Foundation
- Strong community support of libraries
- Naming opportunities in new library buildings
- Endowment >> long-term giving possibilities

THREATS

What obstacles exist in our environment?

- Success of Measure Z has created a perception of lack of need
- Library building closures
- Where is the wealth in Altadena?

ASPIRATIONS

What do we care deeply about? What is our most compelling aspiration?

- Greater visibility in Altadena (both Foundation and libraries)
- Stronger community engagement efforts
- A library district that is responsive to all parts of the community with a strong, vibrant outreach presence

RESULTS

How do we know we are succeeding? How do we translate our vision of success into tangible outcomes?

- Goals with timelines for accountability
- Better metrics to capture successes year to year
- Surveys of our network (donors, event guests, library users)

Strategic Priorities

We ADVOCATE

Support the Altadena Libraries with an annual gift for special programs, outreach initiatives, literacy projects, and supplies. Use the Foundation's relationships and position to be a catalyst for community involvement in supporting the library with gifts of time and treasure.

What Success Will Look Like: The Foundation works collaboratively with Altadena Library staff to determine an intentional request each year, based on budgetary need of the District. The Foundation raises funds to annually fulfill the District's request and cover the Foundation's operational costs through existing revenue channels such as Taste of 'Dena as well as new potential campaigns such as mailings and online giving opportunities. The Foundation Board is regularly present at local events and in conversation with neighbors about the libraries and the Foundation's good work. Messaging from the Foundation's communication channels highlights achievements of the library district, the Foundation, and the Friends. Any Foundation campaigns help reinforce goodwill for the library.

Above: (Left to right) Foundation Directors Bridget Brewster, David Fields, Renée Hines, Claudie Kiti-Bustamante, Mark Mariscal, Kevin Koga, Ann Donahue, and Kelly Hokyo at 2022 Taste of 'Dena

We SUSTAIN

Educate and equip the Foundation Board of Directors with resources to ensure active engagement and operate within the Foundation's capacity keeping the long-term fiscal health of the organization in mind.

What Success Will Look Like: The Foundation Board of Directors actively engage in regular opportunities for Board education, especially about fundraising. Directors feel confident and empowered to actively engage with donors and perform Board duties and best practices. Committee work is in alignment with deadlines set by an annual operational plan. The Foundation budget is balanced, and funds used from reserves are minimal. Each year's operational plan is achievable and measurable. The skills of both the Manager and the volunteer Directors are being leveraged to fill organizational needs. Decisions are made with sustainability at the forefront. Activities of the Foundation are limited to those only in alignment with the mission.

We CONNECT

Strengthen the relationship between the Foundation and the Friends of the Altadena Library with the intention of moving toward unification.

What Success Will Look Like: Board members of the Friends and the Foundation are familiar. Regular gatherings are held with both groups. Leaders of both organizations hold active roles in the events and efforts of the other group. Both organizations have found consensus on a consultant to guide them through a unification process where all participants feel heard and appreciated, where the strengths of each organization are amplified, and where the pace of the unification process is determined by the "speed of trust" between organizations.

"I've long felt that more could be achieved if both entities were combined into one..."
"Both are dedicated and effective."

- Anonymous Stakeholders -

Year-to-Year Areas of Focus

Ending in 2025, the Strategic Plan will position the Foundation to enter the District's centennial celebration in 2026 with a solid base from which to adapt to District needs in stronger relationship with the Friends, with vehicles in place to support long-term sustainability, and led by a well-equipped Board of Directors. Areas of focus may include the following and will adapt as needed.

Year One: 2023

Areas of Focus:

- Focus on Board education (highlighting fundraising, outreach, board effectiveness, and strategic networking)
- Early steps toward relationship-building with FOAL
- Long-term planning process for Endowment growth
- Fundraising to meet increased request from ALD
- Planning for Foundation operations during library closures

Year Two: 2024

Areas of Focus:

- Nurturing potential relationships related to planned giving to the Endowment
- Intentional data gathering and hiring of a facilitator to begin unification efforts
- Implementation of expanded Board knowledge
- Data-drive and streamlined fundraising efforts
- Spreading visibility and awareness about library building projects

Year Three: 2025

Areas of Focus:

- Entering into unification process with FOAL
- Strong efforts around campaign for Endowment
- Foundation advocacy in alignment with ALD's Centennial campaign

BOARD OF LIBRARY TRUSTEES
DIRECTOR'S REPORT FOR DECEMBER 2022

DEPARTMENT: Administration

MEETING DATE: December 19, 2022

PREPARED BY: Nikki Winslow

LOCATION: Main Library and Zoom

Staffing Updates:

a) Hires/Promotions: None
b) Appointments: None
c) Transfers: None
d) Resignations/Retirements/Terminations: Alden Herrera – YFS Library Clerk – December 29, 2022

We received the bittersweet news that **Alden Herrera** has accepted a full-time position as a Junior Copywriter at IPG Health. She was working as an intern for them, and they offered her full-time, which didn't surprise any of us that have worked with Alden at all! She has been an incredible Library Clerk in Youth & Family Services, and the first clerk for Teen Services. Her customer service has been such an asset to this library - I've seen her form so many lovely relationships with our patrons and I know for certain they will miss her as much as we will. She's brought such enthusiasm and creativity to our team, which makes me exceedingly confident she's going to be a success in her new job! Her last day with ALD will be Thursday, December 29th. Please join me in congratulating Alden and wishing her well!

Hiring Update
We reposted our Youth & Family Services Manager position in mid-November. We also posted the vacant Branch Librarian position at the same time. In addition to our website, we also posted the positions on ALA Joblist, Black Caucus of ALA, Asian Pacific ALA, and REFORMA career boards. We plan to do the first review of applications in late December or early January. Both of these job bulletins can be found on our website at www.atladenalibrary.org/employment. Please spread the word to interested library professionals!

ALD Annual Staff Holiday Party
Our Annual Staff Holiday was held on Friday, December 9th. This year it was a small and intimate gathering of staff and their guests. Our Staff Recognition Team planned the event for us again this year – a big thank you especially to Yvette Casillas, Mikayla Arevalo, and Catalina Theodoros for putting such a fun night together! The food was DELICIOUS, the Holiday movie guessing game was challenging and the White Elephant gift exchange hilarious as usual! Thanks to everyone who came to celebrate this time of year together!

Partnerships & Programming Update:

Altadena Chamber of Commerce – Annual Sip 'N Shop
Assistant Library Director Ashley Watts is a member of the Altadena Chamber of Commerce Board and was very involved in the success of the Annual Sip 'N Shop event on December 3, 2022. She transaction their auction to an online format so participants could bid virtually as well as in person at the event – way to go Ashley! That is a lot of work!

We also had the Curiosity Connection at the event to interact with attendees. Kudos to Mel Aldama, Danielle Galván Gomez, and Lori Newfang for enthusiastically representing the District at this event!

Farnsworth Park Holiday Toy Giveaway with Santa
The Rotary Club of Altadena partnered with L.A. County Parks and Recreation to give unwrapped gifts to local children attending the event. I made an appearance in support of both of these partner groups of the District. One of the activities was to put a beard on Santa with whip cream (see picture below). It was hilarious! Those guys were great sports! There was also a singing group that entertained with holiday songs, and of course, the exciting gift giveaway. What a fun event!

Christmas Tree Lane 100th Anniversary Lighting Ceremony
I was honored to speak at the 100th Anniversary of CTLA's Lighting Ceremony on the evening of December 10th. This 100th year celebration was 3 years in the making with cancellation of the event the past two years due to the pandemic. I was joined by Altadena Library Foundation President Bridget Brewster, who always makes such meaningful and inspiring remarks!

I was told that they estimated approximately 10,000 people attended the lighting ceremony that night. Congratulations to CTLA on an amazing celebration and 102 years of lighting Christmas Tree Lane!

Statistical Update
FY21-22 and FY22-23 Comparison – Page 1 of 3

System-Wide Statistics	Jul-21	Jul-22	Aug-21	Aug-22	Sep-21	Sep-22	Oct-21	Oct-22	Nov-21	Nov-22	Dec-21
E-Resource Checkouts	5,232	4,254	5,104	3,941	5,596	3,748	5,291	3,521	5,053	3,866	5,356
Virtual Visits to Library Website	37,874	40,163	37,082	40,973	36,776	39,630	29,318	40,876	27,126	37,691	27,105
Public Wireless Sessions	5,113	8,347	4,659	9,700	6,841	9,588	6,952	8,985	6,401	8,327	5,975
Open Rate of Monthly E-Connect (%)	27%	40%		44%	21%	49%	32%	43%	33%	49%	33%
Reference Sessions	249	575	422	2,182	310	1,421	410	1,686	424	1,578	279
Live Chat Sessions	21	10	15	20	29	14	26	18	26	16	19
No. of Curiosity Connection Programs/Outreach	6	13	2	5	1	3	3	6	6	7	3
Curiosity Connection Program Attendance	281	620	110	260	50	12	210	246	106	158	150
Main Library Statistics											
Physical Collections Checkouts	13,427	17,193	13,069	17,780	13,394	16,910	13,133	16,458	14,012	15,177	10,129
Library of Things	22	137	53	137	55	135	72	94	50	111	15
New Patrons	183	311	153	378	160	283	181	276	187	232	119
Visitor Count	4,663	7,287	4,616	8,096	4,758	8,145	5,138	8,202	4,879	7,926	4,291
No. of Adult Programs/Outreach	2	14	1	19	2	16	4	25	5	22	7
Adult Program Attendance	61	334	9	693	19	200	193	572	75	479	160
Number of Youth Programs/Outreach	16	27	0	2	10	19	15	28	12	14	0
Youth Program Attendance	211	1,133	0	137	164	325	356	778	293	26	0
Number of Teen Programs/Outreach	7	12	2	0	5	8	8	7	4	5	3
Teen Program Attendance	42	92	17	0	103	36	51	84	36	74	57
Bob Lucas Statistics											
Physical Collection Checkout	862	797	707	731	679	612	697	744	766	715	713
Library of Things	6	1	13	13	13	19	13	29	14	16	5
New Patrons	22	15	9	15	3	21	13	19	17	25	4
Visitor Count	471	1,949	457	2,137	469	1,871	314	2,183	312	1,867	293
No. of Bob Lucas Programs/Outreach	23	18	21	19	25	20	9	16	16	17	0
Bob Lucas Program Attendance	104	152	88	103	104	150	516	96	104	100	0
Passport Services											
Passports Processed	161	131	161	131	128	118	104	133	83	129	78
Passport Photo Sessions	0	0	0	8	0	16	0	46	0	52	0
Phone Calls Received	655	531	564	591	386	548	371	425	425	344	431

Statistical Update
FY21-22 and FY22-23 Comparison – Page 2 of 3

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
Virtual Visits to Library Website	6,311	26,948	9,188	27,153	10,553	32,639	10,960	33,598	26,498	41,653	36,258	42,876
Public Wireless Sessions	1	4,754	1	6,030	145	6,451	182	6,794	4,623	7,092	5,316	7,278
Open Rate of Monthly E-Connect (%)	23%		28%	39%	19%	45%	19%	41%	26%	49%	19%	43%
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

Statistical Update
FY21-22 and FY22-23 Comparison – Page 3 of 3

I was asked to provide statistics about communication statistics to see trends in virtual usage and participation with our website, wireless Internet and more. I spoke to our Marketing Specialist Brin Wall and we chose Virtual Visits to the ALD website, number of Public Wireless Sessions used, and the open rate of our monthly E-Connect newsletter that is emailed out to all library card holders that have provided us with an email address in this initial attempt at providing these types of statistics.

As with many of our statistics these past two years, it is great to see the increased numbers, especially since the beginning of 2022, in almost all categories. Of particular note, our open rate for the E-Connect in November was 49%, which is and incredibly high rate compared to many mass emailed communications. Kudos to Brin for her work on promoting this and the steady growth in that open rate during the 15 months she has worked for the ALD.

BOARD OF LIBRARY TRUSTEES
FINANCE REPORT for NOVEMBER 2022

DEPARTMENT: Administration **MEETING DATE:** December 19, 2022

PREPARED BY: Nikki Winslow **LOCATION:** Virtual Meeting

TITLE: Summary Report of Financial Statements for November 2022

November 2022 FINANCIAL STATEMENTS
The following financial reports are for the month of November 2022. The financial statements are unaudited. Currently we are at 42% of our budget year.

As indicated on the Revenue & Expense report, actual year-to-date expenditures are $1,696,935, with year-to-date revenues at $53,523, reflecting a net income of -$1,643,412. The District receives the first installment of property tax revenue in December, which will then generate a positive net income. Cash and investments are $24,954,884 – this is due to the bond proceeds. Note these funds are considered restricted cash, liquid funds are $2,783,720.

Total cash with the County is $2,198,572. The total amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is $2,045,350.

Total assets are $27,391,379.

REVENUE HIGHLIGHTS
None.

EXPENDITURE HIGHLIGHTS
See Variance Report for details on expenditures.

DONATIONS & GRANT FUND HIGHLIGHTS
None.

CAPITAL FUND HIGHLIGHTS
None.

Altadena Libraries

Revenue & Expense (Unaudited)

General Fund

For the Period July 1, 2022 to November 30, 2022

		A	B	C	D = B/C
		November 2022	YTD	FY 2022/23 Adopted Budget	YTD Target 42%
1	**REVENUE**				
2	Property Taxes & Assessments	$ 42,374	$ 52,905	$ 3,955,000	1%
3	Fines & Fees	6,410	25,323	52,500	48%
4	Interest Income	4,740	6,876	5,100	135%
5	Other Revenue	-	9,895	59,000	17%
6	**TOTAL REVENUE**	**53,523**	**95,000**	**4,071,600**	**2%**
7	**EXPENSES**				
8	**Salaries & Benefits**				
9	**Wages**				
10	Salaried	86,755	451,058	1,282,900	35%
11	Hourly	57,511	324,484	893,300	36%
12	**Total Wages**	**144,266**	**775,542**	**2,176,200**	**36%**
13	**Benefits, Retirement & Taxes**				
14	Health Insurance - Employee	12,806	67,124	154,000	44%
15	Health Insurance - Retiree	5,524	28,118	66,700	42%
16	Other Medical Insurance	1,618	8,226	22,000	37%
17	Workers' Compensation	-	19,984	45,400	44%
18	CalPERS Retirement (Normal Costs)	9,480	50,752	153,400	33%
19	CalPERS UAL Minimum Payment	-	226,006	226,000	100%
20	Payroll Taxes (District-Paid)	10,415	57,830	172,900	33%
21	**Total Benefits, Retirement & Taxes**	**39,843**	**458,039**	**840,400**	**55%**
22	**Total Salaries & Benefits**	**184,109**	**1,233,581**	**3,016,600**	**41%**
23	**Operating Expenses**				
24	Insurance (Liability, Earthquake)	-	127,771	98,500	130%
25	Utilities	4,671	33,836	68,000	50%
26	County Tax Collection Fees	1,144	1,144	42,400	3%
27	Other Operating	6,477	33,789	53,700	63%
28	Facilities, Grounds & Maintenance	5,373	52,045	110,000	47%
29	Structures & Improvements	-	-	10,000	0%
30	Vehicles & Equipment Maintenance	197	1,088	20,000	5%
31	Staff Development, Training & Travel	1,927	8,898	20,500	43%
32	Advertising & Marketing	2,383	4,756	9,500	50%
33	Website Development	-	-	100	0%
34	Miscellaneous Expenses	98	1,494	2,600	57%
35	Trustee Election	-	-	75,000	0%
36	**Total Operating Expenses**	**22,269**	**263,326**	**510,300**	**52%**
37	**Professional Services**				
38	Audit & Financial Consulting	7,698	50,293	60,000	84%
39	Legal Fees	-	2,226	15,000	15%
40	Consultants - Other	6,633	19,664	45,000	44%
41	**Total Professional Services**	**14,332**	**72,183**	**120,000**	**60%**
42	**Information Technology (IT)**				
43	Internet Service / E-Rate	-	-	58,000	0%
44	Technology Equipment	297	5,713	20,000	29%

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

Revenue & Expense (Unaudited)

General Fund

For the Period July 1, 2022 to November 30, 2022

		A	B	C	D = B/C
		November 2022	YTD	FY 2022/23 Adopted Budget	YTD Target 42%
45	Technology Maintenance Fees	4,610	13,488	33,000	41%
46	Technology Consulting	-	300	1,800	17%
47	Telecommunications	692	5,447	8,500	64%
48	**Total Information Technology (IT)**	**5,598**	**24,948**	**121,300**	**21%**
49	**Library Materials**				
50	Books	872	40,053	139,300	29%
51	Downloadables	10,332	24,092	69,300	35%
52	DVDs & Videogames	341	5,672	12,600	45%
53	Electronic Databases / Subscriptions	-	10,767	29,000	37%
54	Periodicals	-	45	12,000	0%
55	Audio CD	128	2,791	9,100	31%
56	Purchase Suggestions	262	2,234	11,200	20%
57	Library of Things	-	1,138	6,000	19%
58	**Total Library Materials**	**11,935**	**86,793**	**288,500**	**30%**
59	**Programs**				
60	Adult Services	964	7,006	12,000	58%
61	Youth Services	149	1,337	10,000	13%
62	Teen Services	60	1,663	5,500	30%
63	Bob Lucas Branch Services	246	2,542	5,500	46%
64	Volunteer Services	-	-	200	0%
65	All Ages	-	422	-	0%
66	Poets Laureate	-	1,400	-	0%
67	**Total Programs**	**1,419**	**14,610**	**34,000**	**43%**
68	**TOTAL EXPENSES**	**239,663**	**1,696,935**	**4,090,700**	**41%**
69	**NET REVENUE / (EXPENSES)**	**(186,139)**	**(1,601,936)**	**(19,100)**	
70	Use Of / (Addition To) Reserves / Fund Balance	186,139	1,601,936	19,100	
71	**NET BALANCE**	**$ -**	**$ -**	**$ -**	

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Revenue & Expense (Unaudited)

Donations / Grants Fund

For the Period July 1, 2022 to November 30, 2022

	A	B	C	D	E	F = Total/E
	Altadena Library Foundation	Friends of Altadena Library	Emergency Connectivity Fund	CA Library Grants	FY 2022/23 Adopted Budget	YTD Target 42%
1 **REVENUE**						
2 **Donations & Grants**						
3 Altadena Library Foundation	$ 15,000	$ -	$ -	$ -	$ 35,000	43%
4 Friends of the Library	-	28,000	-	-	22,000	127%
5 CA Library Literacy Services	-	-	-	34,982	24,400	143%
6 Emergency Connectivity Fund	-	-	-	-	8,000	0%
7 CA Library Expanding our Footprint	-	-	-	250,000	200,000	125%
8 **Total Donations & Grants**	**15,000**	**28,000**	**-**	**284,982**	**289,400**	**113%**
9 **TOTAL REVENUE**	**15,000**	**28,000**	**-**	**284,982**	**289,400**	**113%**
10 **EXPENSES**						
11 **Wages**						
12 Salaried	-	-	-	7,850	20,400	38%
13 Hourly	-	-	-	4,640	-	0%
14 **Total Wages**	**-**	**-**	**-**	**12,490**	**20,400**	**38%**
15 **Operating Expenses**						
16 Staff Recognition	1,880	-	-	-	4,500	42%
17 Staff Development, Training & Travel	281	463	-	-	-	0%
18 Equipment, Furniture & Fixtures	-	-	-	-	162,500	0%
19 Structures & Improvements	-	-	-	2,354	-	0%
20 Facilities, Grounds & Maintenance	-	-	-	-	15,000	0%
21 **Total Operating Expenses**	**2,160**	**463**	**-**	**7,331**	**182,000**	**3%**
22 **Programs**						
23 Adult Services	239	3,805	-	-	18,000	22%
24 Vehicles & Equipment Maintenance	464	-	-	-	10,000	5%
25 Summer Reading	-	1,007	-	-	13,000	8%
26 Youth Services	-	-	-	-	1,000	0%
27 Teen Services	-	-	-	-	500	0%
28 Bob Lucas Branch Services	-	-	-	-	500	0%
29 Literacy Services	-	-	-	542	4,500	12%
30 Volunteer Services	-	-	-	240	-	0%
31 All Ages	-	-	-	-	6,000	0%
32 **Total Programs**	**703**	**4,811**	**-**	**782**	**53,500**	**12%**
33 **Library Materials**						
34 Mobile Library Collection	-	-	-	-	3,000	0%
35 **Total Library Materials**	**-**	**-**	**-**	**-**	**3,000**	**0%**
36 **Information Technology (IT)**						
37 Internet Service / E-Rate	-	-	-	-	2,500	0%
38 Technology Equipment	-	-	-	2,162	6,000	36%
39 Technology Maintenance Fees	-	-	-	-	2,000	0%
40 Website Development	-	-	-	6,287	20,000	31%
41 **Total Information Technology (IT)**	**-**	**-**	**-**	**2,162**	**10,500**	**21%**
42 **TOTAL EXPENSES**	**2,863**	**5,275**	**-**	**24,074**	**289,400**	**11%**
43 **NET REVENUE / (EXPENSES)**	**$ 12,137**	**$ 22,725**	**$ -**	**$ 260,908**	**$ -**	

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Altadena Libraries

Revenue & Expense (Unaudited)

Combined

For the Period July 1, 2022 to November 30, 2022

		A	B	C	D = Total/C
		YTD General	YTD Donations & Grants	FY 2022/23 Adopted Budget	YTD Target 42%
1	**REVENUE**				
2	Property Taxes & Assessments	$ 52,905	$ -	$ 3,955,000	1%
3	Fines & Fees	25,323	-	52,500	48%
4	Interest Income	6,876	-	5,100	135%
5	Other Revenue	9,895	-	59,000	17%
6	Donations & Grants	-	327,982	289,400	113%
7	**TOTAL REVENUE**	**95,000**	**327,982**	**4,361,000**	**10%**
8	**EXPENSES**				
9	**Salaries & Benefits**				
10	**Wages**				
11	Salaried	451,058	7,850	1,303,300	35%
12	Hourly	324,484	4,640	893,300	37%
13	**Total Wages**	**775,542**	**12,490**	**2,196,600**	**36%**
14	**Benefits, Retirement & Taxes**				
15	Health Insurance - Employee	67,124	-	154,000	44%
16	Health Insurance - Retiree	28,118	-	66,700	42%
17	Other Medical Insurance	8,226	-	22,000	37%
18	Workers' Compensation	19,984	-	45,400	44%
19	CalPERS Retirement (Normal Costs)	50,752	-	153,400	33%
20	CalPERS UAL Minimum Payment	226,006	-	226,000	100%
21	Payroll Taxes (District-Paid)	57,830	-	172,900	33%
22	**Total Benefits, Retirement & Taxes**	**458,039**	**-**	**840,400**	**55%**
23	**Total Salaries & Benefits**	**1,233,581**	**12,490**	**3,037,000**	**41%**
24	**Operating Expenses**				
25	Insurance (Liability, Earthquake)	127,771	-	98,500	130%
26	Utilities	33,836	-	68,000	50%
27	County Tax Collection Fees	1,144	-	42,400	3%
28	Other Operating	33,789	-	53,700	63%
29	Facilities, Grounds & Maintenance	52,045	-	125,000	42%
30	Structures & Improvements	-	2,354	10,000	24%
31	Vehicles & Equipment Maintenance	1,088	464	30,000	5%
32	Staff Development, Training & Travel	8,898	744	20,500	47%
33	Staff Recognition	-	1,880	4,500	42%
34	Equipment, Furniture & Fixtures	-	-	162,500	0%
35	Advertising & Marketing	4,756	-	9,500	50%
36	Miscellaneous Expenses	1,494	-	2,600	57%
37	Trustee Election	-	-	75,000	0%
38	**Total Operating Expenses**	**264,821**	**5,441**	**702,200**	**38%**
39	**Professional Services**				
40	Audit & Financial Consulting	50,293	-	60,000	84%
41	Legal Fees	2,226	-	15,000	15%
42	Consultants - Other	19,664	-	45,000	44%
43	**Total Professional Services**	**72,183**	**-**	**120,000**	**60%**
44	**Information Technology (IT)**				
45	Internet Service / E-Rate	-	-	60,500	0%

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Revenue & Expense (Unaudited)

Combined

For the Period July 1, 2022 to November 30, 2022

		A	B	C	D = Total/C
		YTD General	YTD Donations & Grants	FY 2022/23 Adopted Budget	YTD Target 42%
46	Technology Equipment	5,713	2,162	26,000	30%
47	Technology Maintenance Fees	13,488	-	35,000	39%
48	Technology Consulting	300	-	1,800	17%
49	Telecommunications	5,447	-	8,500	64%
50	Website Development	-	6,287	20,100	31%
51	**Total Information Technology (IT)**	**24,948**	**2,162**	**151,900**	**18%**
52	**Library Materials**				
53	Books	40,053	-	139,300	29%
54	Downloadables	24,092	-	69,300	35%
55	DVDs & Videogames	5,672	-	12,600	45%
56	Electronic Databases / Subscriptions	10,767	-	29,000	37%
57	Periodicals	45	-	12,000	0%
58	Audio CD	2,791	-	9,100	31%
59	Purchase Suggestions	2,234	-	11,200	20%
60	Library of Things	1,138	-	6,000	19%
61	**Total Library Materials**	**86,793**	**-**	**291,500**	**30%**
62	**Programs**				
63	Adult Services	7,006	4,044	30,000	37%
64	Summer Reading	-	1,007	13,000	8%
65	Youth Services	1,337	-	11,000	12%
66	Teen Services	1,663	-	6,000	28%
67	Bob Lucas Branch Services	2,542	-	6,000	42%
68	Literacy Services	240	542	5,300	15%
69	Volunteer Services	-	240	200	120%
70	All Ages	422	-	6,000	7%
71	Poets Laureate	1,400	-	-	100%
72	**Total Programs**	**14,610**	**5,833**	**77,500**	**26%**
73	**TOTAL EXPENSES**	**1,696,935**	**32,212**	**4,380,100**	**39%**
74	**NET REVENUE / (EXPENSES)**	**(1,601,936)**	**295,770**	**(19,100)**	
75	Use Of / (Addition To) Fund Balance	1,601,936	(295,770)	19,100	
76	**NET BALANCE**	**$ -**	**$ -**	**$ -**	

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

Revenue & Expense (Unaudited)

Capital Fund

For the Period July 1, 2022 to November 30, 2022

		A	B	C	D = B/C
		November 2022	YTD	FY 2022/23 Adopted Budget	YTD Target 42%
1	**REVENUE**				
2	Interest Income	$ 11,117	$ 68,824	$ 110,000	63%
3	Unrealized Gain/Loss	46,942	(137,454)	-	0%
4	**TOTAL REVENUE**	**58,059**	**(68,630)**	**110,000**	
5	**EXPENSES**				
6	**CFD Bond**				
7	CFD Administration	-	11,174	-	0%
8	CFD Project Management	-	5,603	199,000	3%
9	Contingencies	-	-	146,400	0%
10	**Total CFD Bond**	**-**	**16,777**	**345,400**	**5%**
11	**Capital Project Expenses**				
12	Bob Lucas Memorial Library	4,648	44,500	2,500,000	2%
13	Main Library	1,859	17,800	1,000,000	0%
14	**Total Capital Project Expenses**	**6,508**	**62,300**	**3,500,000**	**2%**
15	**TOTAL EXPENSES**	**6,508**	**79,077**	**3,845,400**	**2%**
16	**NET REVENUE / (EXPENSES)**	**51,552**	**$ (147,706)**	**$ (3,735,400)**	**4%**
17	Use Of Bond Proceeds	(51,552)	147,706	3,735,400	
18	**NET BALANCE**	**$ -**	**$ -**	**$ -**	

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

Balance Sheet (Unaudited)

District Total

As of November 30, 2022

1	**ASSETS**	
2	**Cash & Investments**	
3	Cash - LA County	$ 2,198,572
4	Checking	567,787
5	Special Tax Bonds	22,171,164
6	Money Market	15,778
7	Paypal	984
8	Cash on Hand	600
9	**Total Cash & Investments**	**24,954,884**
10	**Other Current Assets**	
11	Prepaid Items & Deposits	28,437
12	Prepaid BAM Insurance & Surity	141,180
13	Property Tax & Assessments Receivable	671
14	Miscellaneous Receivable	46,947
15	**Total Other Current Assets**	**217,235**
16	**Long-Term Assets**	
17	Fixed Assets (Net of Depreciation)	1,431,945
18	Deferred Outflows of Resources	787,315
19	**Total Long-Term Assets**	**2,219,260**
20	**TOTAL ASSETS**	**27,391,379**
21	**LIABILITIES**	
22	**Current Liabilities**	
23	Accounts Payable	24,120
24	Credit Card (UMB)	8,738
25	Payroll and Retirement Liabilities	34,466
26	**Total Current Liabilities**	**67,324**
27	**Long-Term Liabilities**	
28	Vacation Payable	92,537
29	Deferred Inflows of Resources	2,166,188
30	Net Pension Liability	1,737,243
31	Net OPEB Liability	871,885
32	CFD Bond	23,731,400
33	**Total Long-Term Liabilities**	**28,599,253**
34	**TOTAL LIABILITIES**	**28,666,576**
35	**FUND BALANCE**	
36	Fund Balance	334,984
37	Net Revenue / (Expenses)	(1,610,182)
38	**TOTAL FUND BALANCE**	**(1,275,197)**
39	**TOTAL LIABILITIES & FUND BALANCE**	**$ 27,391,379**

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

Altadena Library District
Monthly Variance Analysis
November 2022 – 42% Year to Date (YTD)

Profit & Loss

Revenue

Line 2 – Property Taxes & Assessments includes Ad Valorem tax revenue and a redevelopment tax levied by Los Angeles County in November and December. The county remits payment for collections throughout the year. This will trend behind expected budget until December, when the majority of revenue is recognized. YTD activity includes minor adjustments and is currently at 1%.

Line 3 – Fines & Fees includes library fines, printing fees, video game rentals, community room fees, and passport services. YTD is trending over budget at 48%.

Line 4 – Interest Income includes earnings from cash and investments held with the County of Los Angeles and checking and money market accounts at Pacific West Bank. YTD is over budget due to conservative budgeting and rising interest rates.

Line 5 – Other Revenue is generated from film rentals, E-Rate reimbursement (internet), credit card rebates, and other miscellaneous revenue. YTD is trending under budget at 17% due to the unpredictable nature and timing of these receipts.

Expenses

Line 10 –Salaried includes employee wages and an annual wellness stipend of $400 for salaried employees, less a small portion funded from donations and grants. YTD is trending under budget at 35% because the budget includes vacant positions for an office manager and 2 library clerks.

Line 11 – Hourly includes employee wages and an annual wellness stipend of $400 for hourly employees. YTD is trending under budget at 36% due to an additional grant received for $12K that is being used to cover hourly wages.

Line 14 – Health Insurance - Employee includes the District's contribution toward health benefits for full-time employees. The total contribution from the District for health and other medical insurance is $650 per month per employee. YTD is in line with the budget at 44%.

Line 15 – Health Insurance - Retiree includes health benefits for retired employees. YTD is trending in line with the budget at 42%.

Line 16 – Other Medical Insurance includes the District's contribution toward dental, vision, and life insurance for full-time employees. YTD is trending under budget at 37% and aligns with the decrease in Line 10 - Salaried.

Line 17 – Workers' Compensation insurance is paid in full at the beginning of the fiscal year. YTD is in line with the budget at 44%.

Line 18 – CalPERS Retirement (Normal Costs) is the District's portion of employee retirement costs. YTD is trending under budget at 33% and aligns with the decrease in Line 10 - Salaried.

Altadena Library District
Monthly Variance Analysis
November 2022 – 42% Year to Date (YTD)

Line 19 – CalPERS UAL Minimum Payment is the annual required payment toward the unfunded accrued liability. This is paid in full at the beginning of the fiscal year to take advantage of a 3% discount. YTD is 100%.

Line 20 – Payroll Taxes include the District's portion of federal and state taxes. YTD is trending under budget at 33% and aligns with the decrease in Line 10 - Salaried.

Line 24 – Insurance includes Property, Liability and Earthquake insurance paid in full at the beginning of the fiscal year. YTD is over budget due to higher than anticipated insurance premium renewals.

Line 25 – Utilities includes electricity, gas, and water for the main library and the Bob Lucas branch. YTD is trending over budget at 50% due to higher usage during summer months.

Line 26 – County Tax Collection Fees are paid to the County at approximately 1% of property taxes collected above in Line 2. The majority of taxes are collected in the second half of the fiscal year. YTD is trending under budget at 3%.

Line 27 – Other Operating includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is trending over budget at 63% due to equipment lease rentals paid at the beginning of the fiscal year.

Line 28 – Facilities, Grounds & Maintenance includes maintenance contracts, building maintenance and repairs, and landscaping services. A portion is also funded from donations and grants. YTD is trending over budget at 47% due to an air conditioner service call and a tree survey/ inventory in October.

Line 29 – Structures & Improvements includes emergency funds for unanticipated expenses. There is no activity YTD.

Line 30 – Vehicles & Equipment Maintenance includes the cost of vehicle purchases and related maintenance. The budget also includes a one-time set-up/conversion fee for a new mobile library van which has not occurred. YTD is 5%.

Line 31 – Staff Development, Training & Travel is budgeted for staff conferences, training, and related expenses. YTD is in line with the budget at 43%.

Line 32 – Advertising & Marketing includes general marketing for the District. YTD is trending over budget at 50% due to the timing of advertisements.

Line 33 - Website Development includes work on the District's website. This line is primarily budgeted in the Donations and Grants budget where the activity has begun. There is no YTD activity for the General Fund.

Line 34 – Miscellaneous Expenses includes immaterial expenses not accounted for in other lines. YTD is trending over budget at 57% due to the unpredictable nature of these expenses.

Altadena Library District
Monthly Variance Analysis
November 2022 – 42% Year to Date (YTD)

Line 35 – Trustee Election accounts for expenses necessary to hold a biannual election. This year's budget includes three open seats. The election is held in November and there is no activity YTD. Expenses will be recorded in when billed by the County.

Line 38 – Audit & Financial Consulting includes external/consulting services and annual audit services. YTD is trending over budget at 84% due to audit services performed at the beginning of the fiscal year and increased financial consulting services due to the Office Manager vacancy.

Line 39 – Legal Fees are for general District matters. YTD is 15%.

Line 40 – Consultants include other miscellaneous consulting services. YTD is trending in line with the budget at 44%.

Line 43 – Internet Service / E-Rate includes the total cost of providing internet service to the main library and the Bob Lucas branch. The E-Rate reimbursement is recorded separately in Other Revenue. This is recorded as estimates are received throughout the year and will trend behind the expected budget until fiscal year-end. There is no activity YTD.

Line 44 – Technology Equipment includes the purchase of an office copier that replaces the leased copier from previous years. A portion is also funded from donations and grants. YTD is trending under budget at 29%.

Line 45 – Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is in line with the budget at 41%.

Line 46 – Technology Consulting includes miscellaneous consulting expenses for technology. YTD is trending under budget at 17%.

Line 47 - Telecommunications includes phone charges for the main library and the Bob Lucas branch. YTD is trending over budget at 64% due to the annual wireless hotspot renewal paid in July and higher than budgeted monthly expenses.

Lines 50 - 57 – Library Materials include items available for library members such as: books, downloadables, DVDs, videogames, electronic databases, periodicals, audio CDs, purchase suggestions from members, and Library of Things. Total Library material expenses YTD is 30%.

Lines 60– 66 – Programs includes program costs for adult, teen, and youth services. It also supports programs for the Bob Lucas Branch, Literacy services, and volunteer services. Total program expenses YTD is in line with budget at 43%.

Line 69 - Net Revenue / (Expenses) is the year-to-date use of or (addition to) Operating Reserves. YTD is $(1,601,936) due to property tax revenue that will not be received until December and April. This will fluctuate throughout the year based on the timing of revenue and expenses.

Altadena Libraries

Revenue & Expense (Unaudited)

General Fund

For the Period July 1, 2022 to November 30, 2022

		A	B	C	D = B/C
		November 2022	YTD	FY 2022/23 Adopted Budget	YTD Target 42%
1	**REVENUE**				
2	Property Taxes & Assessments	$ 42,374	$ 52,905	$ 3,955,000	1%
3	Fines & Fees	6,410	25,323	52,500	48%
4	Interest Income	4,740	6,876	5,100	135%
5	Other Revenue	-	9,895	59,000	17%
6	**TOTAL REVENUE**	**53,523**	**95,000**	**4,071,600**	**2%**
7	**EXPENSES**				
8	**Salaries & Benefits**				
9	**Wages**				
10	Salaried	86,755	451,058	1,282,900	35%
11	Hourly	57,511	324,484	893,300	36%
12	**Total Wages**	**144,266**	**775,542**	**2,176,200**	**36%**
13	**Benefits, Retirement & Taxes**				
14	Health Insurance - Employee	12,806	67,124	154,000	44%
15	Health Insurance - Retiree	5,524	28,118	66,700	42%
16	Other Medical Insurance	1,618	8,226	22,000	37%
17	Workers' Compensation	-	19,984	45,400	44%
18	CalPERS Retirement (Normal Costs)	9,480	50,752	153,400	33%
19	CalPERS UAL Minimum Payment	-	226,006	226,000	100%
20	Payroll Taxes (District-Paid)	10,415	57,830	172,900	33%
21	**Total Benefits, Retirement & Taxes**	**39,843**	**458,039**	**840,400**	**55%**
22	**Total Salaries & Benefits**	**184,109**	**1,233,581**	**3,016,600**	**41%**
23	**Operating Expenses**				
24	Insurance (Liability, Earthquake)	-	127,771	98,500	130%
25	Utilities	4,671	33,836	68,000	50%
26	County Tax Collection Fees	1,144	1,144	42,400	3%
27	Other Operating	6,477	33,789	53,700	63%
28	Facilities, Grounds & Maintenance	5,373	52,045	110,000	47%
29	Structures & Improvements	-	-	10,000	0%
30	Vehicles & Equipment Maintenance	197	1,088	20,000	5%
31	Staff Development, Training & Travel	1,927	8,898	20,500	43%
32	Advertising & Marketing	2,383	4,756	9,500	50%
33	Website Development	-	-	100	0%
34	Miscellaneous Expenses	98	1,494	2,600	57%
35	Trustee Election	-	-	75,000	0%
36	**Total Operating Expenses**	**22,269**	**263,326**	**510,300**	**52%**
37	**Professional Services**				
38	Audit & Financial Consulting	7,698	50,293	60,000	84%
39	Legal Fees	-	2,226	15,000	15%
40	Consultants - Other	6,633	19,664	45,000	44%
41	**Total Professional Services**	**14,332**	**72,183**	**120,000**	**60%**
42	**Information Technology (IT)**				
43	Internet Service / E-Rate	-	-	58,000	0%
44	Technology Equipment	297	5,713	20,000	29%

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Revenue & Expense (Unaudited)

General Fund

For the Period July 1, 2022 to November 30, 2022

		A	B	C	D = B/C
		November 2022	YTD	FY 2022/23 Adopted Budget	YTD Target 42%
45	Technology Maintenance Fees	4,610	13,488	33,000	41%
46	Technology Consulting	-	300	1,800	17%
47	Telecommunications	692	5,447	8,500	64%
48	**Total Information Technology (IT)**	**5,598**	**24,948**	**121,300**	**21%**
49	**Library Materials**				
50	Books	872	40,053	139,300	29%
51	Downloadables	10,332	24,092	69,300	35%
52	DVDs & Videogames	341	5,672	12,600	45%
53	Electronic Databases / Subscriptions	-	10,767	29,000	37%
54	Periodicals	-	45	12,000	0%
55	Audio CD	128	2,791	9,100	31%
56	Purchase Suggestions	262	2,234	11,200	20%
57	Library of Things	-	1,138	6,000	19%
58	**Total Library Materials**	**11,935**	**86,793**	**288,500**	**30%**
59	**Programs**				
60	Adult Services	964	7,006	12,000	58%
61	Youth Services	149	1,337	10,000	13%
62	Teen Services	60	1,663	5,500	30%
63	Bob Lucas Branch Services	246	2,542	5,500	46%
64	Volunteer Services	-	-	200	0%
65	All Ages	-	422	-	0%
66	Poets Laureate	-	1,400	-	0%
67	**Total Programs**	**1,419**	**14,610**	**34,000**	**43%**
68	**TOTAL EXPENSES**	**239,663**	**1,696,935**	**4,090,700**	**41%**
69	**NET REVENUE / (EXPENSES)**	**(186,139)**	**(1,601,936)**	**(19,100)**	
70	Use Of / (Addition To) Reserves / Fund Balance	186,139	1,601,936	19,100	
71	**NET BALANCE**	**$ -**	**$ -**	**$ -**	

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Revenue & Expense (Unaudited)

Donations / Grants Fund

For the Period July 1, 2022 to November 30, 2022

	A	B	C	D	E	F = Total/E
	Altadena Library Foundation	Friends of Altadena Library	Emergency Connectivity Fund	CA Library Grants	FY 2022/23 Adopted Budget	YTD Target 42%
1 **REVENUE**						
2 **Donations & Grants**						
3 Altadena Library Foundation	$ 15,000	$ -	$ -	$ -	$ 35,000	43%
4 Friends of the Library	-	28,000	-	-	22,000	127%
5 CA Library Literacy Services	-	-	-	34,982	24,400	143%
6 Emergency Connectivity Fund	-	-	-	-	8,000	0%
7 CA Library Expanding our Footprint	-	-	-	250,000	200,000	125%
8 **Total Donations & Grants**	**15,000**	**28,000**	**-**	**284,982**	**289,400**	**113%**
9 **TOTAL REVENUE**	**15,000**	**28,000**	**-**	**284,982**	**289,400**	**113%**
10 **EXPENSES**						
11 **Wages**						
12 Salaried	-	-	-	7,850	20,400	38%
13 Hourly	-	-	-	4,640	-	0%
14 **Total Wages**	**-**	**-**	**-**	**12,490**	**20,400**	**38%**
15 **Operating Expenses**						
16 Staff Recognition	1,880	-	-	-	4,500	42%
17 Staff Development, Training & Travel	281	463	-	-	-	0%
18 Equipment, Furniture & Fixtures	-	-	-	-	162,500	0%
19 Structures & Improvements	-	-	-	2,354	-	0%
20 Facilities, Grounds & Maintenance	-	-	-	-	15,000	0%
21 **Total Operating Expenses**	**2,160**	**463**	**-**	**7,331**	**182,000**	**3%**
22 **Programs**						
23 Adult Services	239	3,805	-	-	18,000	22%
24 Vehicles & Equipment Maintenance	464	-	-	-	10,000	5%
25 Summer Reading	-	1,007	-	-	13,000	8%
26 Youth Services	-	-	-	-	1,000	0%
27 Teen Services	-	-	-	-	500	0%
28 Bob Lucas Branch Services	-	-	-	-	500	0%
29 Literacy Services	-	-	-	542	4,500	12%
30 Volunteer Services	-	-	-	240	-	0%
31 All Ages	-	-	-	-	6,000	0%
32 **Total Programs**	**703**	**4,811**	**-**	**782**	**53,500**	**12%**
33 **Library Materials**						
34 Mobile Library Collection	-	-	-	-	3,000	0%
35 **Total Library Materials**	**-**	**-**	**-**	**-**	**3,000**	**0%**
36 **Information Technology (IT)**						
37 Internet Service / E-Rate	-	-	-	-	2,500	0%
38 Technology Equipment	-	-	-	2,162	6,000	36%
39 Technology Maintenance Fees	-	-	-	-	2,000	0%
40 Website Development	-	-	-	6,287	20,000	31%
41 **Total Information Technology (IT)**	**-**	**-**	**-**	**2,162**	**10,500**	**21%**
42 **TOTAL EXPENSES**	**2,863**	**5,275**	**-**	**24,074**	**289,400**	**11%**
43 **NET REVENUE / (EXPENSES)**	**$ 12,137**	**$ 22,725**	**$ -**	**$ 260,908**	**$ -**	

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Altadena Libraries

Revenue & Expense (Unaudited)

Combined

For the Period July 1, 2022 to November 30, 2022

		A	B	C	D = Total/C
		YTD General	YTD Donations & Grants	FY 2022/23 Adopted Budget	YTD Target 42%
1	**REVENUE**				
2	Property Taxes & Assessments	$ 52,905	$ -	$ 3,955,000	1%
3	Fines & Fees	25,323	-	52,500	48%
4	Interest Income	6,876	-	5,100	135%
5	Other Revenue	9,895	-	59,000	17%
6	Donations & Grants	-	327,982	289,400	113%
7	**TOTAL REVENUE**	**95,000**	**327,982**	**4,361,000**	**10%**
8	**EXPENSES**				
9	**Salaries & Benefits**				
10	**Wages**				
11	Salaried	451,058	7,850	1,303,300	35%
12	Hourly	324,484	4,640	893,300	37%
13	**Total Wages**	**775,542**	**12,490**	**2,196,600**	**36%**
14	**Benefits, Retirement & Taxes**				
15	Health Insurance - Employee	67,124	-	154,000	44%
16	Health Insurance - Retiree	28,118	-	66,700	42%
17	Other Medical Insurance	8,226	-	22,000	37%
18	Workers' Compensation	19,984	-	45,400	44%
19	CalPERS Retirement (Normal Costs)	50,752	-	153,400	33%
20	CalPERS UAL Minimum Payment	226,006	-	226,000	100%
21	Payroll Taxes (District-Paid)	57,830	-	172,900	33%
22	**Total Benefits, Retirement & Taxes**	**458,039**	**-**	**840,400**	**55%**
23	**Total Salaries & Benefits**	**1,233,581**	**12,490**	**3,037,000**	**41%**
24	**Operating Expenses**				
25	Insurance (Liability, Earthquake)	127,771	-	98,500	130%
26	Utilities	33,836	-	68,000	50%
27	County Tax Collection Fees	1,144	-	42,400	3%
28	Other Operating	33,789	-	53,700	63%
29	Facilities, Grounds & Maintenance	52,045	-	125,000	42%
30	Structures & Improvements	-	2,354	10,000	24%
31	Vehicles & Equipment Maintenance	1,088	464	30,000	5%
32	Staff Development, Training & Travel	8,898	744	20,500	47%
33	Staff Recognition	-	1,880	4,500	42%
34	Equipment, Furniture & Fixtures	-	-	162,500	0%
35	Advertising & Marketing	4,756	-	9,500	50%
36	Miscellaneous Expenses	1,494	-	2,600	57%
37	Trustee Election	-	-	75,000	0%
38	**Total Operating Expenses**	**264,821**	**5,441**	**702,200**	**38%**
39	**Professional Services**				
40	Audit & Financial Consulting	50,293	-	60,000	84%
41	Legal Fees	2,226	-	15,000	15%
42	Consultants - Other	19,664	-	45,000	44%
43	**Total Professional Services**	**72,183**	**-**	**120,000**	**60%**
44	**Information Technology (IT)**				
45	Internet Service / E-Rate	-	-	60,500	0%

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Revenue & Expense (Unaudited)

Combined

For the Period July 1, 2022 to November 30, 2022

		A	B	C	D = Total/C
		YTD General	YTD Donations & Grants	FY 2022/23 Adopted Budget	YTD Target 42%
46	Technology Equipment	5,713	2,162	26,000	30%
47	Technology Maintenance Fees	13,488	-	35,000	39%
48	Technology Consulting	300	-	1,800	17%
49	Telecommunications	5,447	-	8,500	64%
50	Website Development	-	6,287	20,100	31%
51	**Total Information Technology (IT)**	**24,948**	**2,162**	**151,900**	**18%**
52	**Library Materials**				
53	Books	40,053	-	139,300	29%
54	Downloadables	24,092	-	69,300	35%
55	DVDs & Videogames	5,672	-	12,600	45%
56	Electronic Databases / Subscriptions	10,767	-	29,000	37%
57	Periodicals	45	-	12,000	0%
58	Audio CD	2,791	-	9,100	31%
59	Purchase Suggestions	2,234	-	11,200	20%
60	Library of Things	1,138	-	6,000	19%
61	**Total Library Materials**	**86,793**	**-**	**291,500**	**30%**
62	**Programs**				
63	Adult Services	7,006	4,044	30,000	37%
64	Summer Reading	-	1,007	13,000	8%
65	Youth Services	1,337	-	11,000	12%
66	Teen Services	1,663	-	6,000	28%
67	Bob Lucas Branch Services	2,542	-	6,000	42%
68	Literacy Services	240	542	5,300	15%
69	Volunteer Services	-	240	200	120%
70	All Ages	422	-	6,000	7%
71	Poets Laureate	1,400	-	-	100%
72	**Total Programs**	**14,610**	**5,833**	**77,500**	**26%**
73	**TOTAL EXPENSES**	**1,696,935**	**32,212**	**4,380,100**	**39%**
74	**NET REVENUE / (EXPENSES)**	**(1,601,936)**	**295,770**	**(19,100)**	
75	Use Of / (Addition To) Fund Balance	1,601,936	(295,770)	19,100	
76	**NET BALANCE**	**$ -**	**$ -**	**$ -**	

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Revenue & Expense (Unaudited)

Capital Fund

For the Period July 1, 2022 to November 30, 2022

		A	B	C	D = B/C
		November 2022	YTD	FY 2022/23 Adopted Budget	YTD Target 42%
1	**REVENUE**				
2	Interest Income	$ 11,117	$ 68,824	$ 110,000	63%
3	Unrealized Gain/Loss	46,942	(137,454)	-	0%
4	**TOTAL REVENUE**	**58,059**	**(68,630)**	**110,000**	
5	**EXPENSES**				
6	**CFD Bond**				
7	CFD Administration	-	11,174	-	0%
8	CFD Project Management	-	5,603	199,000	3%
9	Contingencies	-	-	146,400	0%
10	**Total CFD Bond**	**-**	**16,777**	**345,400**	**5%**
11	**Capital Project Expenses**				
12	Bob Lucas Memorial Library	4,648	44,500	2,500,000	2%
13	Main Library	1,859	17,800	1,000,000	0%
14	**Total Capital Project Expenses**	**6,508**	**62,300**	**3,500,000**	**2%**
15	**TOTAL EXPENSES**	**6,508**	**79,077**	**3,845,400**	**2%**
16	**NET REVENUE / (EXPENSES)**	**51,552**	**$ (147,706)**	**$ (3,735,400)**	**4%**
17	Use Of Bond Proceeds	(51,552)	147,706	3,735,400	
18	**NET BALANCE**	**$ -**	**$ -**	**$ -**	

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

Balance Sheet (Unaudited)

District Total

As of November 30, 2022

1	**ASSETS**		
2	**Cash & Investments**		
3	Cash - LA County	$	2,198,572
4	Checking		567,787
5	Special Tax Bonds		22,171,164
6	Money Market		15,778
7	Paypal		984
8	Cash on Hand		600
9	**Total Cash & Investments**		**24,954,884**
10	**Other Current Assets**		
11	Prepaid Items & Deposits		28,437
12	Prepaid BAM Insurance & Surity		141,180
13	Property Tax & Assessments Receivable		671
14	Miscellaneous Receivable		46,947
15	**Total Other Current Assets**		**217,235**
16	**Long-Term Assets**		
17	Fixed Assets (Net of Depreciation)		1,431,945
18	Deferred Outflows of Resources		787,315
19	**Total Long-Term Assets**		**2,219,260**
20	**TOTAL ASSETS**		**27,391,379**
21	**LIABILITIES**		
22	**Current Liabilities**		
23	Accounts Payable		24,120
24	Credit Card (UMB)		8,738
25	Payroll and Retirement Liabilities		34,466
26	**Total Current Liabilities**		**67,324**
27	**Long-Term Liabilities**		
28	Vacation Payable		92,537
29	Deferred Inflows of Resources		2,166,188
30	Net Pension Liability		1,737,243
31	Net OPEB Liability		871,885
32	CFD Bond		23,731,400
33	**Total Long-Term Liabilities**		**28,599,253**
34	**TOTAL LIABILITIES**		**28,666,576**
35	**FUND BALANCE**		
36	Fund Balance		334,984
37	Net Revenue / (Expenses)		(1,610,182)
38	**TOTAL FUND BALANCE**		**(1,275,197)**
39	**TOTAL LIABILITIES & FUND BALANCE**	**$**	**27,391,379**

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

Altadena Library District
Monthly Variance Analysis
November 2022 – 42% Year to Date (YTD)

Profit & Loss

Revenue

Line 2 – Property Taxes & Assessments includes Ad Valorem tax revenue and a redevelopment tax levied by Los Angeles County in November and December. The county remits payment for collections throughout the year. This will trend behind expected budget until December, when the majority of revenue is recognized. YTD activity includes minor adjustments and is currently at 1%.

Line 3 – Fines & Fees includes library fines, printing fees, video game rentals, community room fees, and passport services. YTD is trending over budget at 48%.

Line 4 – Interest Income includes earnings from cash and investments held with the County of Los Angeles and checking and money market accounts at Pacific West Bank. YTD is over budget due to conservative budgeting and rising interest rates.

Line 5 – Other Revenue is generated from film rentals, E-Rate reimbursement (internet), credit card rebates, and other miscellaneous revenue. YTD is trending under budget at 17% due to the unpredictable nature and timing of these receipts.

Expenses

Line 10 –Salaried includes employee wages and an annual wellness stipend of $400 for salaried employees, less a small portion funded from donations and grants. YTD is trending under budget at 35% because the budget includes vacant positions for an office manager and 2 library clerks.

Line 11 – Hourly includes employee wages and an annual wellness stipend of $400 for hourly employees. YTD is trending under budget at 36% due to an additional grant received for $12K that is being used to cover hourly wages.

Line 14 – Health Insurance - Employee includes the District's contribution toward health benefits for full-time employees. The total contribution from the District for health and other medical insurance is $650 per month per employee. YTD is in line with the budget at 44%.

Line 15 – Health Insurance - Retiree includes health benefits for retired employees. YTD is trending in line with the budget at 42%.

Line 16 – Other Medical Insurance includes the District's contribution toward dental, vision, and life insurance for full-time employees. YTD is trending under budget at 37% and aligns with the decrease in Line 10 - Salaried.

Line 17 – Workers' Compensation insurance is paid in full at the beginning of the fiscal year. YTD is in line with the budget at 44%.

Line 18 – CalPERS Retirement (Normal Costs) is the District's portion of employee retirement costs. YTD is trending under budget at 33% and aligns with the decrease in Line 10 - Salaried.

Altadena Library District
Monthly Variance Analysis
November 2022 – 42% Year to Date (YTD)

Line 19 – CalPERS UAL Minimum Payment is the annual required payment toward the unfunded accrued liability. This is paid in full at the beginning of the fiscal year to take advantage of a 3% discount. YTD is 100%.

Line 20 – Payroll Taxes include the District's portion of federal and state taxes. YTD is trending under budget at 33% and aligns with the decrease in Line 10 - Salaried.

Line 24 – Insurance includes Property, Liability and Earthquake insurance paid in full at the beginning of the fiscal year. YTD is over budget due to higher than anticipated insurance premium renewals.

Line 25 – Utilities includes electricity, gas, and water for the main library and the Bob Lucas branch. YTD is trending over budget at 50% due to higher usage during summer months.

Line 26 – County Tax Collection Fees are paid to the County at approximately 1% of property taxes collected above in Line 2. The majority of taxes are collected in the second half of the fiscal year. YTD is trending under budget at 3%.

Line 27 – Other Operating includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is trending over budget at 63% due to equipment lease rentals paid at the beginning of the fiscal year.

Line 28 – Facilities, Grounds & Maintenance includes maintenance contracts, building maintenance and repairs, and landscaping services. A portion is also funded from donations and grants. YTD is trending over budget at 47% due to an air conditioner service call and a tree survey/ inventory in October.

Line 29 – Structures & Improvements includes emergency funds for unanticipated expenses. There is no activity YTD.

Line 30 – Vehicles & Equipment Maintenance includes the cost of vehicle purchases and related maintenance. The budget also includes a one-time set-up/conversion fee for a new mobile library van which has not occurred. YTD is 5%.

Line 31 – Staff Development, Training & Travel is budgeted for staff conferences, training, and related expenses. YTD is in line with the budget at 43%.

Line 32 – Advertising & Marketing includes general marketing for the District. YTD is trending over budget at 50% due to the timing of advertisements.

Line 33 - Website Development includes work on the District's website. This line is primarily budgeted in the Donations and Grants budget where the activity has begun. There is no YTD activity for the General Fund.

Line 34 – Miscellaneous Expenses includes immaterial expenses not accounted for in other lines. YTD is trending over budget at 57% due to the unpredictable nature of these expenses.

Altadena Library District
Monthly Variance Analysis
November 2022 – 42% Year to Date (YTD)

Line 35 – Trustee Election accounts for expenses necessary to hold a biannual election. This year's budget includes three open seats. The election is held in November and there is no activity YTD. Expenses will be recorded in when billed by the County.

Line 38 – Audit & Financial Consulting includes external/consulting services and annual audit services. YTD is trending over budget at 84% due to audit services performed at the beginning of the fiscal year and increased financial consulting services due to the Office Manager vacancy.

Line 39 – Legal Fees are for general District matters. YTD is 15%.

Line 40 – Consultants include other miscellaneous consulting services. YTD is trending in line with the budget at 44%.

Line 43 – Internet Service / E-Rate includes the total cost of providing internet service to the main library and the Bob Lucas branch. The E-Rate reimbursement is recorded separately in Other Revenue. This is recorded as estimates are received throughout the year and will trend behind the expected budget until fiscal year-end. There is no activity YTD.

Line 44 – Technology Equipment includes the purchase of an office copier that replaces the leased copier from previous years. A portion is also funded from donations and grants. YTD is trending under budget at 29%.

Line 45 – Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is in line with the budget at 41%.

Line 46 – Technology Consulting includes miscellaneous consulting expenses for technology. YTD is trending under budget at 17%.

Line 47 - Telecommunications includes phone charges for the main library and the Bob Lucas branch. YTD is trending over budget at 64% due to the annual wireless hotspot renewal paid in July and higher than budgeted monthly expenses.

Lines 50 - 57 – Library Materials include items available for library members such as: books, downloadables, DVDs, videogames, electronic databases, periodicals, audio CDs, purchase suggestions from members, and Library of Things. Total Library material expenses YTD is 30%.

Lines 60– 66 – Programs includes program costs for adult, teen, and youth services. It also supports programs for the Bob Lucas Branch, Literacy services, and volunteer services. Total program expenses YTD is in line with budget at 43%.

Line 69 - Net Revenue / (Expenses) is the year-to-date use of or (addition to) Operating Reserves. YTD is $(1,601,936) due to property tax revenue that will not be received until December and April. This will fluctuate throughout the year based on the timing of revenue and expenses.

BOARD OF LIBRARY TRUSTEES
CFD Committee Report December 2022

REPORT: CFD Committee Report **MEETING DATE:** December 19, 2022

PREPARED BY: District Director Winslow **LOCATION:** Hybrid Meeting

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The December 14, 2022 CFD meeting did not have enough members present to move forward with any actionable agenda items (there was no quorum). The meeting was called to order, and then immediately adjourned. There were two action items on the agenda that will be moved to the next CFD meeting, which will occur on January 11th

BOARD OF LIBRARY TRUSTEES
ITEM X.E.I. FACILITIES AD HOC COMMITTEE REPORT FOR DECEMBER 2022

REPORT: Agenda Item X.e.i

PREPARED BY: Jennifer Pearson

MEETING DATE: December 19, 2022

LOCATION: Hybrid Meeting

Ad Hoc Facilities Committee Report

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

a. Community Focus Group – The committee and the design team met with the focus group on December 14 to obtain feedback on updated massing, landscaping, floor plan and interiors concepts for the Main Library renovation. The group toured the library and discussed the proposed plans for each area. **Plans and images from the presentation are following this report.**

b. Offsite Facilities – The committee continues to explore options for offsite facilities and is in contact with Pasadena Unified School District to explore any space they may have available. The committee is also in discussions with the Senior Center regarding the potential use of space for passport appointments and computer room spillover. *During the past months, the committee has also explored the possibility of utilizing various local commercial spaces, but to date, all those options have proved to be either too expensive or in need of too many modifications to become accessible and viable for library services. We will continue to pursue all possible venues.*

c. Architectural Services – Design work and coordination with Regional Planning continues for the Bob Lucas Branch. Design work for the Main Library is also underway.

d. Coordination with County departments – The CUP is still in process with Regional Planning.

e. Universal Design – The Library staff continues to seek feedback from the community to identify underserved groups, as well as to better serve the current library users. This feedback will be used to inform design decisions to create a more inclusive built environment for the community to enjoy.

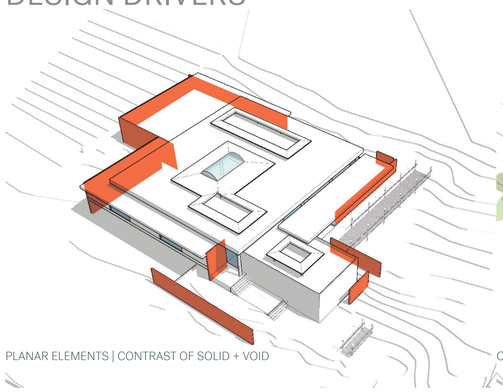
f. Communications and Community Outreach – Two Town Hall meetings will be scheduled to present the schematic design of the Main Library. Meetings will be held **January 28, 2023 at 2:00 pm** and **January 31 at 6:30 pm**. and will be a hybrid virtual and in-person format.

g. CEQA Services – The committee has received proposals from the two previously approved CEQA consultants for services related to the Main Library. Both proposals fall within the previously-approved total fees for CEQA services.

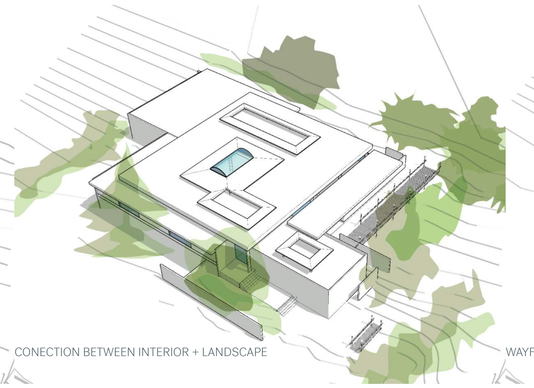
h. Bob Lucas Historical Preservation: The committee has reached out to members of the community who were involved with the development of the original mural, and a meeting will be scheduled for January to discuss preservation approaches.

CONCEPT DEVELOPMENT

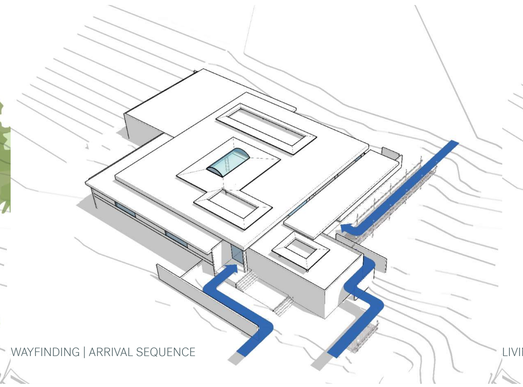
DESIGN DRIVERS



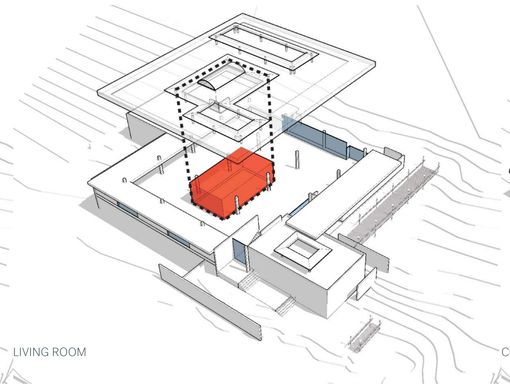
PLANAR ELEMENTS | CONTRAST OF SOLID + VOID



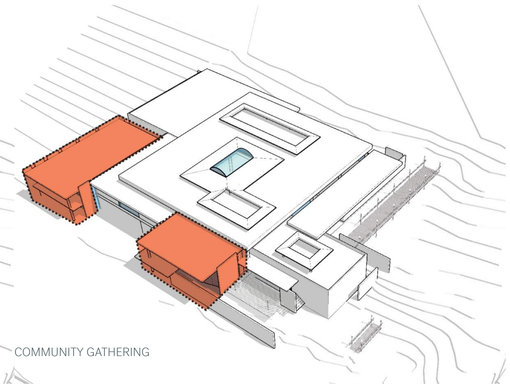
CONECTION BETWEEN INTERIOR + LANDSCAPE



WAYFINDING | ARRIVAL SEQUENCE

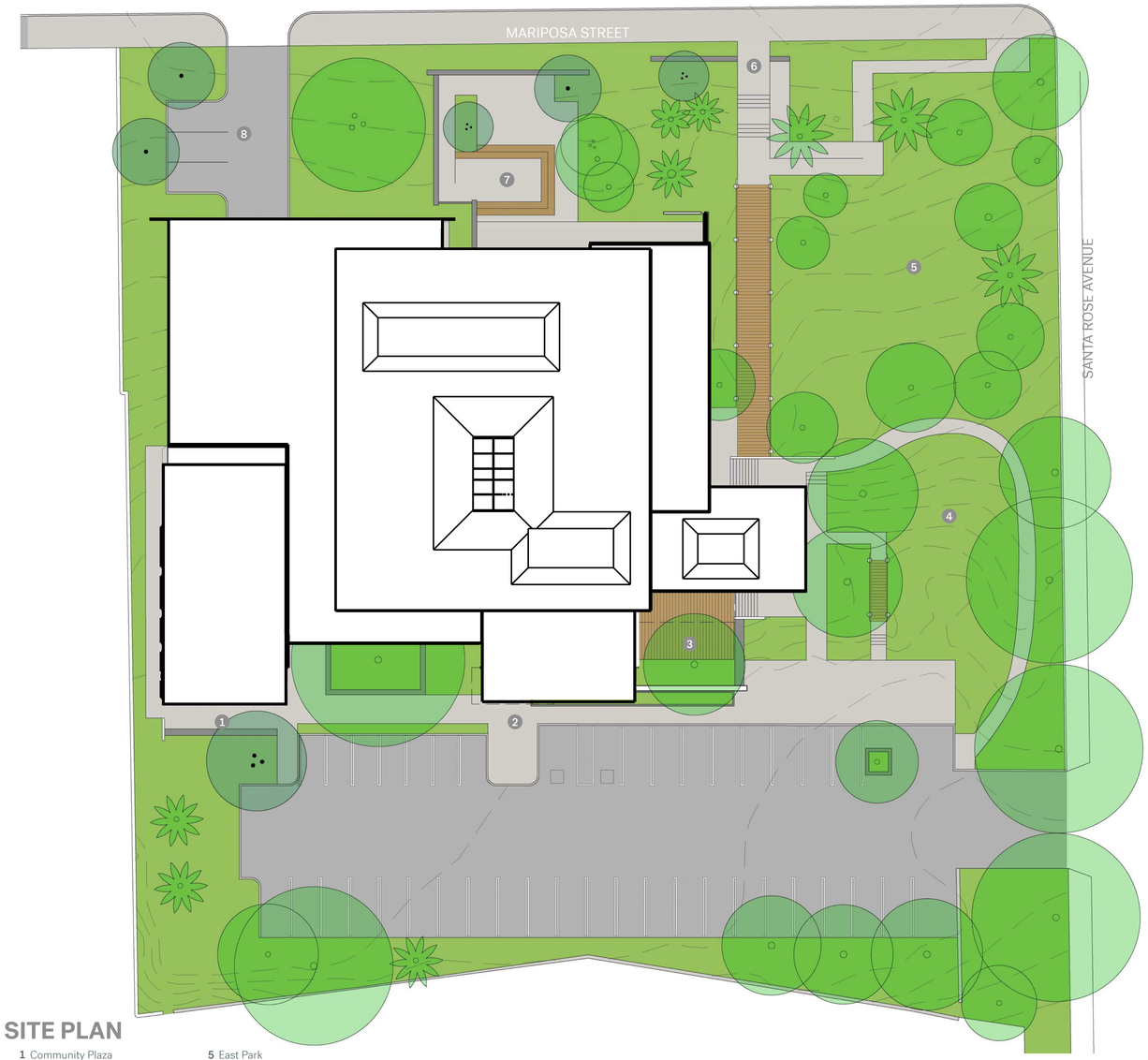


LIVING ROOM



COMMUNITY GATHERING

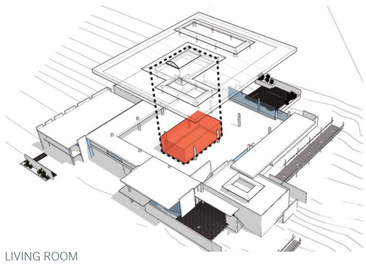
PLAN DEVELOPMENT



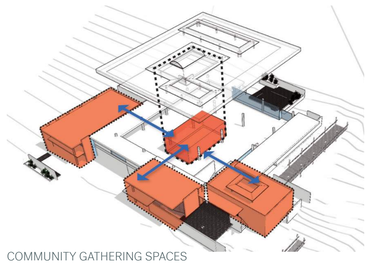
SITE PLAN

1 Community Plaza
2 Maker Space Terrace
3 Main Entry
4 Demonstration Garden
5 East Park
6 Mariposa Entry
7 Amphitheater
8 Delivery and Staff Parking

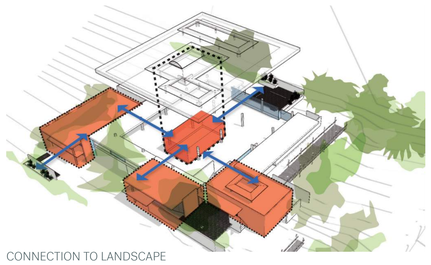
N



LIVING ROOM



COMMUNITY GATHERING SPACES

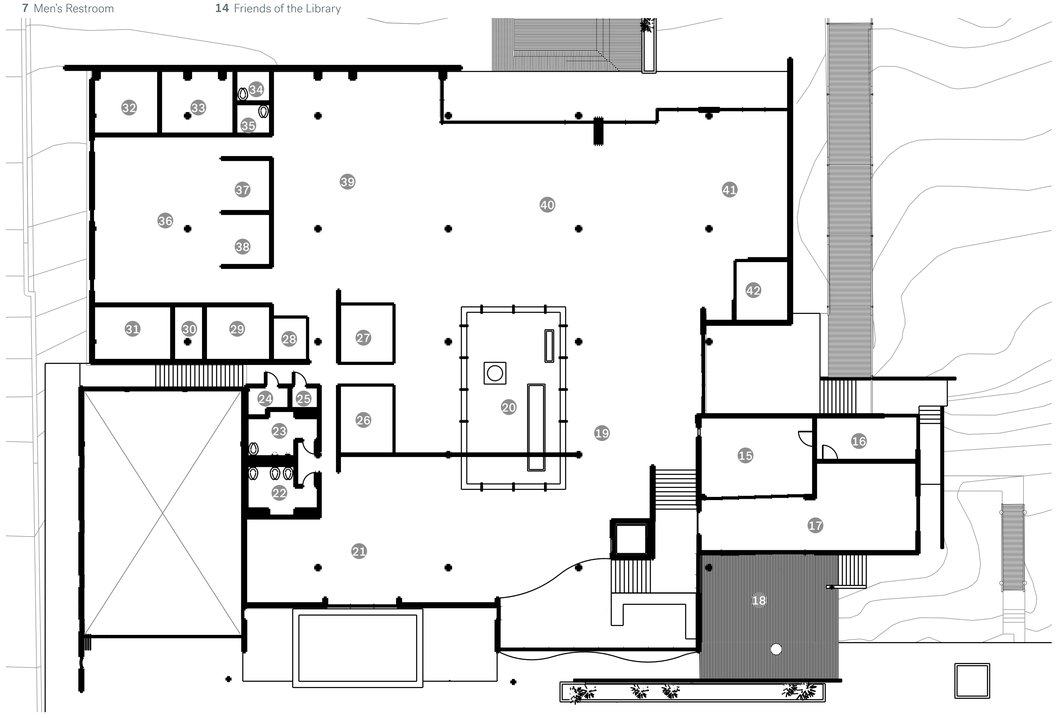


CONNECTION TO LANDSCAPE

PROGRAM DIAGRAMS

LOWER LEVEL PLAN

1 Community Room
2 Electrical Room
3 Kitchen
4 Storage
5 Meeting Room
6 Women's Restroom
7 Men's Restroom
8 Janitorial
9 Single Occupancy WC
10 Passport Office
11 Drop-In Office
12 Storage
13 Lobby
14 Friends of the Library



MAIN LEVEL PLAN

15 Maker Space
16 Storage
17 Fabrication Lab
18 Maker Space Terrace
19 Info Desk
20 Living Room
21 Adult's Stacks
22 Women's Restroom
23 Men's Restroom
24 Data/Electrical
25 Janitorial
26 Meeting Room
27 Meeting Room
28 Meeting Room
29 Tech Services
30 Facilities/IT
31 Facilities/IT
32 Tech Services Work Room
33 Staff Lounge
34 Single Occupancy WC
35 Single Occupancy WC
36 Staff Open Work Area
37 Assistant Director's Office
38 Director's Office
39 Children's Stacks
40 Family and Youth Area
41 Teen's Area
42 Meeting Room

EXTERIOR DEVELOPMENT

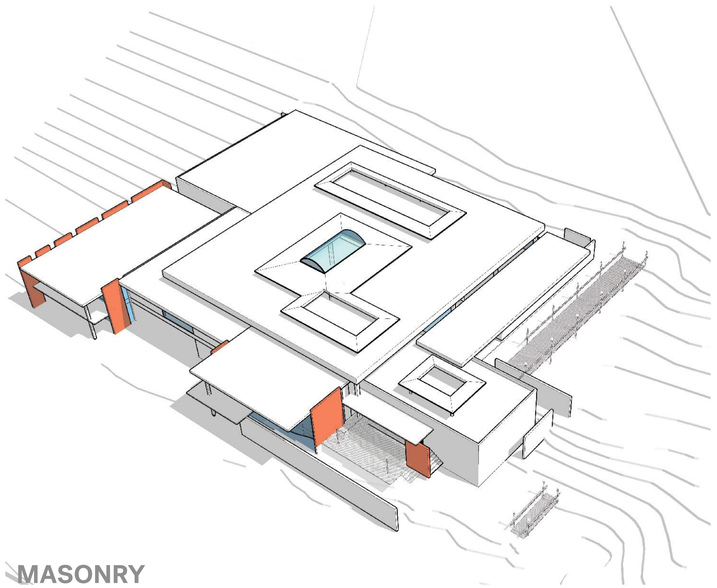
VIEW OF COMMUNITY ROOM ADDITION

VIEW NW OF LOBBY AND COMMUNITY ROOM ADDITIONS

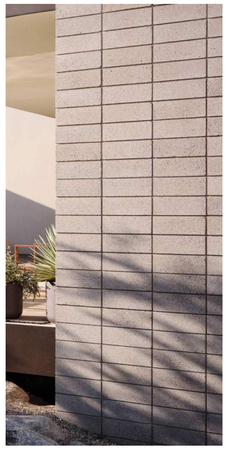
VIEW OF MAKER SPACE TERRACE

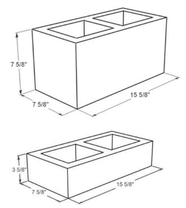
VIEW OF LOBBY ADDITION

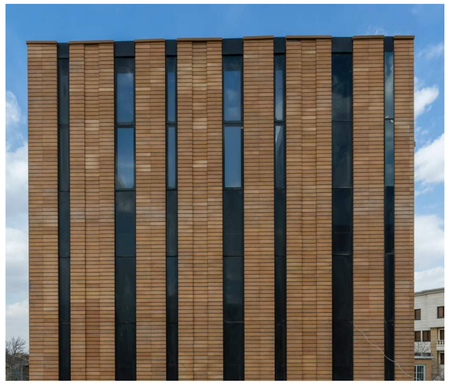
MATERIAL DEVELOPMENT



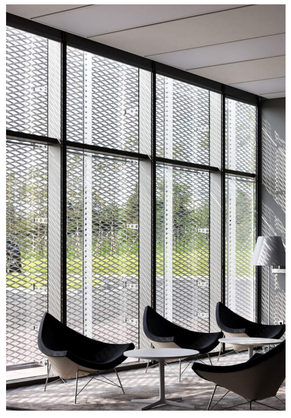
MASONRY





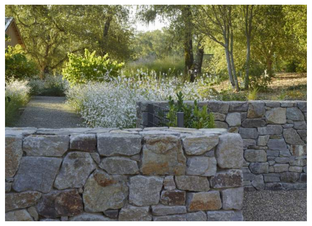


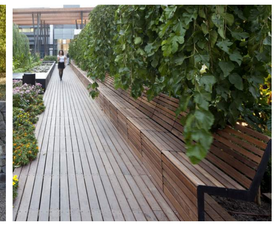
SOLAR SHADING

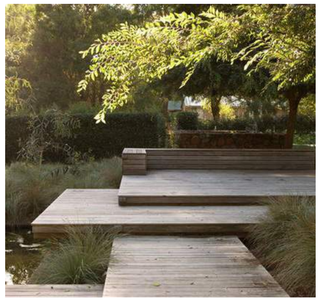


LANDSCAPE

COMMUNITY AMPHITHEATER







COMMUNITY PLAZA

BOARD OF LIBRARY TRUSTEES
Redistricting Committee Report December 2022

REPORT: Redistricting Committee Report **MEETING DATE:** December 19, 2022

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

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MEETING:

The districting process for the Altadena Library District election will begin in 2023. Below is a reminder regarding the upcoming dates, in which the public will have an opportunity to learn about and participate in the process.

1. **Jan 23, 2023** (Regular Board Meeting): The goal is to have a discussion around the process. During this meeting NDC will do a short presentation of the process and open the districting discussion.
2. **Feb 13, 2023 (**Special Meeting): goal is identical to first meeting.
3. ***Saturday* March 25, 2023** (Town Hall): Debut draft maps.
4. Fourth Meeting: **April 24, 2023**: Share edited/draft map.
   Draft maps must be posted online on April 17, 2023.

- ALD will create a districting landing page where census data, committee process, draft maps and interactive map review tools will be available to the community.
- The committee will draft a letter to formally invite the Altadena Town Council to the hearing meetings.
- ALD will utilize standard “PR” practices- e-connect, social media, newsletters etc to share information about districting to promote interest and participation.

BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.D. REPORT FOR DECEMBER 2022

REPORT: Agenda Item XII.A. **MEETING DATE:** December 19, 2022

PREPARED BY: Nikki Winslow **LOCATION:** Virtual Zoom Meeting

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TITLE: Authorization for District Director to contract with a Human Resources Consulting Services firm

BACKGROUND:

The Board of Trustees approved a Request for Proposals (RFPs) for Human Resources Consulting Services at their October 24, 2022. The RFP was posted BidNet on October 25, 2022 with a closing deadline of November 18, 2022.

The Human Resources Consulting Services scoring team reviewed and compared scoring of the proposals received for the RFP. The selection team was composed of District Director Nikki Winslow, Assistant Library Director Ashley Watts, and Professional Development Consultant Jennifer Coyle.

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

- Baker Tilly US, LLC
- Embedded HR Consulting
- Management Resources Group, LLC

Each proposal was reviewed carefully by three members of the selection team. One of the proposals did not contain all of the required information so disqualified and not considered for the next step. The proposals of the other two firms, Baker Tilly and MRG, scored well with tying scores (see attached cumulative scoring matrix) were invited to interview with the scoring team on November 5, 2022 via Zoom.

Many of the questions asked during the interview related to the firm's typical response times when management or staff of other agencies they work with in this consulting capacity reach out for help or guidance. Baker Tilly let us know in the interview that they do not offer On-Demand HR consulting, rather that they performed special HR projects, such as classification and compensation studies, executive recruitment, organizational structure review and more. MRG offers On-Demand HR consulting as a core function of their work, as well as the other special projects that had been mentioned. They also have a consultant that lives locally and can respond to requests in person as needed. The scoring team agreed that MRG was the top choice to perform the HR Consulting Services that the District needs.

FISCAL IMPACT

MRG is proposing a rate of $225-300 per hour for their range of HR Professional Services. Being that this work will be done in an on-demand process, we must speculate how many hours of service the District will be paying for these services. Our best guess estimate would be approximately four hours a week, which at $225 per hour, would be $46,800 for the first year of service. We will also be canceling our HR Solutions package with Paychex, which will be a savings of approximately $10,000 per year. These services will be paid out of Line 40: mConsultants – Other. Adjustments to this line will be made as needed during the Mid-Year Budget review.

RECOMMENDATION

The Human Resources Consulting Selection Team recommends that the Board of Trustees authorize the District Director to contract with **Management Resources Group, LLC** for Human Resources Consulting services.

HUMAN RESOURCES CONSULTING SERVICES RFP PROPOSAL SCORING - CUMULATIVE SCORE SHEET

For this round, please score each proposal out of the total possible points.			Firm: Baker Tilly	Firm: MRG	Firm: Embedded HR
CRITERIA	**TOTAL POINTS POSSIBLE**	**SCORING CONSIDERATIONS**	**TOTAL POINTS AWARDED**	**TOTAL POINTS AWARDED**	**TOTAL POINTS AWARDED**
Complete proposal package	Yes No	A no disqualifies	Yes	Yes	No
Have a least one SHRM or IPMA-CP Certification in the firm	Yes No	A no disqualifies	Yes	Yes	No
Described experience with Recruitment and Selection, Human Resource Technology review and Classification and Compensation Analysis.	45	Refer to list from the RFP	45	40	
Described experience with Performance Management and Employee Retention, Organizational Assessments and Change Management, and Workplace Investigations.	45	Refer to list from the RFP	45	40	
Pricing schedule is transparent, responsive, and reasonable	30	Who will be the assigned point person and what it their hourly rate or flat fee that is proposed.	24	26	
Proposer has completed five (5) similar contracts within the last five (5) years, especially a special district and/or library system contracts.	30	Emphasis on working with systems that do not have Human Resources staff on hand.	30	18	
Does the proposal present a grasp of District priorities, project scope, intent, and timeline?	45	Mention of ALD Strategic Plan, knowledge of special districts,	25	33	
Ability and capacity to perform the work (including key personnel committed to project and local presence)	60	Who will be the point person that we will work directly to lead the process as the expert. Sufficient experience to provide necessary guidance and leadership; availability to staff; preference to someone local	43	53	
Proposal has demonstrated a likelihood of success as District's Human Resources Consulting Services Firm	45	Attention to detail throughout the proposal	41	43	
TOTAL POINTS	**300**	**0**	**253**	**253**	**0**
	FINAL RANKINGS				

November 18, 2022

Nikki Winslow, District Director
Altadena Library District
600 E. Mariposa Street
Altadena, CA 91001

Subject: **Request for Proposal Response for Human Resources Consulting Services**

Dear Ms. Winslow:

Municipal Resource Group, LLC ("MRG") is pleased to submit this proposal to the Altadena Library District ("District") to provide Human Resources consulting services on an as-needed basis. MRG is submitting the required information as outlined in the RFP.

We can support a variety of human resources or training requests. We have built our practice around helping clients rethink historic or bureaucratic practices and create new processes that align with their vision, and values, and are forward-thinking. We consider these engagements an opportunity to work with staff, to help them grow and develop. We are "no surprises" consultants and work with the leadership and other stakeholders to define a path for desired outcomes, recommending programs and processes that reflect the District's mission, vision, and values.

Our team has provided similar ongoing services to client agencies including Greater Vallejo Recreation District, Santa Clara Valley Water District, SolTrans, Yuba Water Agency, Oakland Housing Authority, Marin Housing Authority, the cities of San Rafael, Palo Alto, Napa, Novato, Merced, Manteca, Davis, and Walnut Creek, as well as Solano County, Cabrillo College, Contra Costa Housing Authority, Cameron Park CSD, and Alameda County Mosquito Abatement District. With more than 50 affiliated experts in every operational and organizational area, we can contribute to the success of your projects. MRG is a true full-service firm focused on your success.

Respectfully submitted,

Mary Egan

Mary Egan
Managing Partner
MRG, LLC
egan@solutions-mrg.com
916-261-7547

Table of Contents

Page

1. EXPERIENCE 2
   - a) General Firm Information 2
   - b) References 2
   - c) Human Resource Experience 4
   - d) HR Support Functions 6
   - e) Other General Human Resources Services 7
   - f) Disciplinary Actions 8
2. PERSONNEL 8
3. QUALIFICATIONS 11
4. COST SECTION 13

Attachments:

Attachment A – MRG Brochure
Attachment B – MRG Consultant Biographies

1. EXPERIENCE

INTRODUCTION

The MRG team is a centralized resource for all Human Resources, staff development and organizational excellence needs. We can assess and improve HR functions including, but not limited to, professional development, training, succession planning, workplace investigations, organizational assessments and implementation plans, employee relations, mentoring and coaching, project management, recruitment, and selection. MRG team members have led successful transformational efforts in our client agencies and fully understand the real-world challenges they face in making meaningful and long-term changes.

a) General Firm Information

Proposer/Firm Name:	Municipal Resource Group, LLC ("MRG")
Physical Address:	8788 Elk Grove Blvd., Suite L, Elk Grove, CA 95624
Mailing Address	PO Box 561, Wilton CA 95693
Website:	www.Solutions-MRG.com
	(866) 774-3222
Principal Contact:	Mary Egan, Managing Partner
E-Mail:	Egan@solutions-mrg.com
Telephone Number:	(916) 261-7547

MRG is a full-service consulting firm dedicated to assisting public sector and government agencies in attaining their strategic goals. We are a professional, qualified fit for the Altadena Library District. Many of our public-sector clients rely on us to review their historical processes and make practical recommendations to streamline practices and enrich services.

Our partners and consultants have over three hundred years of combined experience working as executives and consultants, providing essential services and support to local, regional, and state government agencies. MRG prides itself in providing consulting services based on our hands-on experience in managing local, regional, and state governments as well as our experience in delivering products that meet and exceed our clients' expectations.

b) References

MRG is a great partnering resource for the District. MRG has over thirteen years of experience providing consulting services for agencies and understands that each organization is unique. MRG strives to understand its client's expectations, organization, and practices.

MRG consultants are experienced professionals with subject matter expertise to support and provide transformational services, forward-thinking recommendations, and focused implementation plans that are effective, practical, and sustainable. As you will hear from our references, we deliver modern, thoughtful, and strategic recommendations that reflect our clients' values and priorities. Below, please find the contact information for five clients, as well as one private agency client for whom we have provided similar Human Resources assistance:

City of Palo Alto
Libraries – City of Palo Alto
Agency Type - Public Sector, City
Gayathri Kanth, Library Services Director
Gayathri.Kanth@CityofPaloAlto.org
650-329-2668

Marin Housing
Service Area - Marin County
# of Employees - 45
Agency Type - Public Sector, Public Housing
Anna Semenova, HR Coordinator
asemenova@marinhousing.org
415-510-2553

City of Novato
Service Area - Novato, CA
# of Employees - 180
Agency Type - Public Sector, City
Jessica Deakyne, Assistant City Manager
jdeakyne@novato.org
415-899-8903

Cameron Park Community Services District
Service Area – El Dorado County
# of Employees – 14 Full time & 50 Part time and Seasonal
Agency Type - Public Sector, Special District
Andre Pichly, General Manager
apichly@cameronpark.org
(530) 677-2231

University Medical Partners
Service Area - Bay Area
# of Employees - 350
Agency Type - Private CA Corporation
Angela Deftos, Senior Vice President
adeftos@stanfordhealthcare.org
(510) 662-5802

c) Human Resource Experience

Client name		Oakland Housing Authority
Type of Entity		Housing Authority
Project name		Human Resources Professional Consulting Services
Point of contact	**Name**	Patricia Wells
	Title	Executive Director
	Phone	(510) 874-1512
	Email	pwells@oakha.org
Dates of service		3/29/2020 – 03/18/2022

Scope of services: Assist the Authority with Human Resources consulting, on an as-needed bases. Services included executive coaching, conflict resolution, risk mitigation, strategic planning, performance evaluations, organizational analysis, staff retreats, team-based problem solving, recruitment, professional development and training, and investigative services.
Results: MRG has successfully completed two executive recruitments, leadership training is complete with additional focused training requests underway, executive support and leadership coaching has assisted the ED in resolving management issues, and implementation of legislative workflow software is being evaluated.

Client name		City of Novato
Type of Entity		City
Project name		Organizational Assessment in HR Department
Point of contact	**Name**	Jessica Deakyne
	Title	Assistant City Manager
	Phone	415-899-8903
	Email	jdeakyne@novato.org
Dates of service		**02/04/2021-07/04/2021**

Scope of services: MRG conducted a high-level assessment of the HR department's functions and organizational structure; identify processes needing improvement, restructuring, or adjustment; ascertain missing processes; and provide service delivery recommendations. The assessment focuses on recognizing the strengths within the HR Department as well as identifying areas where improvement could be made based on best practices and a desired culture of continuous improvement and HR excellence.
Results: HR consultants completed the HR assessment on time and assisted in the hiring of the new HR Manager. MRG provided Risk support and is currently developing the City's budget, the budget calendar, submission guidelines and providing reports for Council consideration.

Client name		City of Palo Alto
Type of Entity		City
Project name		Organizational Development Services
Point of contact	**Name**	Ed Shikada

	Title	City Manager
	Phone	650-329-2280
	Email	ed.shikada@cityofpaloalto.org
Dates of service		**03/04/2019-03/03/2022**

Scope of services: The City-wide work plan is available for current functional analysis and recommending the effectiveness of City structures, operational efficiencies, and performance measures to ensure departments are operating at a high level of efficiency and effectiveness. MRG is contracted for Organizational Effectiveness Assessments and Implementation, Performance Management Development, Leadership Development, Succession Planning and Knowledge Transfer and Individual and Team Accountability, Rewards and Recognition.

Results: MRG has facilitated the Appointed Official's evaluations for over 7 years in time for compensation adjustments. The transportation support resulted in leadership advancement and readiness as well as project completion. Several investigations were completed timely. Executive support resulted in improved CMO communications. MRG has completed compensation and classification studies as needed for specific departmental needs.

We understand from the RFP that the Altadena Library District is a small public agency organized under the Education Code of the State of California. The District operates two libraries serving approximately 43,00 residents. Throughout the year, the City is interested in seeking an outside qualified firm that is highly skilled and fully knowledgeable in the field of Human Resources.

MRG proposes to provide the District with General HR Support Services performed by our team of qualified Human Resources consultants. We can assist with virtually any Human Resources issue including policy review and updates, compensation and classification studies, workplace investigations, staff development programs, training, and coaching. MRG team members have led successful Human Resources efforts and fully understand the real-world challenges agencies face.

We are flexible. If our project's core team does not include the technical experience of a department, we will augment the team as needed. We can easily zero in on a particular service or function.

We have a strong bias toward creating a sustainable organization versus one supported by consultants. Toward this end, we would promote consultants working with staff and not exclusively working for staff.

Serving as trusted advisor to HR and executive leadership, MRG Consultant Patty Francisco provides guidance from simple to more complex HR issues on a regular basis. With further review and research, Patty assists organizations in determining which concerns are escalated for legal review. Items handled include but are not limited to:

d) *HR Support Functions*

- *Policies and Procedures Review and Update*
  - HR Support for implementation of operational policies and procedures.
  - Review existing Human Resource infrastructure.
  - Provide recommendations and strategies for development of revised and/or new processes, programs and practices on HR matters.
  - Provide recommendations and strategies on best practices.

- *Compensation and Classification Studies*
  - Analysis - Conduct job and needs analysis, identify and document essential job functions and duties for each job classification, analyzing data and information related to salary and compensation, develop new, compliant job descriptions and related application materials, if necessary.
  - Analyzing data and information related to benefits and compensation and if needed, conduct a historical compensation and benefits study based on current market data.

- *Workplace Investigations*
  - Receive complaints; review documentation, including District policies and procedures.
  - Determine next steps, including the need for investigation.
  - Conduct all necessary investigative interviews, including intake interview.
  - Record interviews and provide written interview notes or transcripts of investigation interviews.
  - Conclude investigation and summarize findings. Provide written report.
  - Confer with supervisors and managers regarding subsequent potential corrective actions or discipline, as needed.

- *Assistance with Staff Development Programs*
  - Organizing and conducting new employee orientations.
  - Develop training programs. MRG would work with Altadena Libraries to determine the training or trainings that would best suit the needs of the District.
  - Advise managers/supervisors of effective performance evaluation practices.
  - Coach individual employees or groups.
  - Develop programs for effective promotion strategies.

- *Special Projects, Assignments, or Tasks*
  - MRG is prepared to assist with a variety of other project work that may develop during this engagement an as needed. Prior to initiating additional projects, a fee estimate based on MRG's hourly rates will be

provided. Work would commence upon written authorization from City.

e) Other General Human Resources Services

In addition to the specific services proposed in response to the Request for Proposal, MRG can also provide the following, as needed, at our hourly fee rates:

- *Human Resource Advice*
  - Provide guidance and recommendations to management on work related issues, as needed.
- *Benefits and Compensation*
  - Preparing benefits and salary packages.
  - Consulting with insurance and retirement carriers and/or related consultants.
  - Preparing benefit enrollment and open enrollment documents.
  - NOTE: We are not able to assume payroll oversight duties or benefits plan management and administration but can recommend a payroll service or technology as needed.
- *Personnel Records and HRIS Administration*
  - Developing, maintaining, and administering the creation, maintenance, and destruction schedules of employee records and documents.
  - Preparing and updating employment records, including, but not limited to personnel action forms, and employee training records, etc.
- *Employee and Labor Relations*
  - Liaison between employees and management, mediating and arbitrating disputes and grievances.
  - Educating and explaining applicable law[1] and District policies and procedures.
  - Interpreting collective bargaining agreements/MOUs.
  - Labor Relations and Negotiations strategy, data collection, and negotiations support.
- *Recruitment Process*
  - Create job postings - design hiring tools and selection systems.
  - Work with District to determine rating criteria for use with hiring and determining credentials.
  - Develop structured interview processes.
  - Implement fair hiring and "best" practices.

[1] MRG does not provide legal advice, and the Consultant's role in this process is a neutral fact finder providing information to the City.

- Schedule interviews, draft questions, prepare eligibility documents and notices to candidates.
- Conduct candidate reference checks and review background information.

- *NeoGov Implementation and Administration*
  - Assist in the implementation and administrations of various NeoGov platforms: OnBoard, Perform, Learn and Insight.
  - Review and analyze processes to help in streamlining processes.

- *Leadership & Organizational Assessments* – Department and agency audits, prioritizing the recommendations and assist with implementation.

- *Project Management* – Facilitate engagement of stakeholders and assist District with projects completion.

- *Discipline*
  - Developing and administering disciplinary actions, including, but not limited to demotions, suspensions, and terminations.
  - Coaching supervisors and managers with disciplinary processes, including preparation for meetings with employees and their representatives.
  - Preparing disciplinary documents, including Notices of Intent to Discipline and Notices of Discipline.

- *ADA and Interactive Process Support*
  - Review medical records to determine employee limitations and abilities.
  - Conduct Interactive Process meetings or prepare supervisors and managers to do so.
  - Evaluate and summarize possible accommodations.
  - Provide formal communication to employees and managers regarding reasonable accommodations.

For a full list of MRG's additional services, please see our attached brochure included as ***Attachment A****.*

f) Disciplinary Actions

MRG does not have any disciplinary actions, administrative proceedings, malpractice claims or other like proceedings against it.

2. PERSONNEL

MRG is proud to offer a team of professionals who work to address challenges for public and private sector clients. Our consultants have extensive experience in all aspects of Human

Resources. Our team is experienced in working with elected officials, agency executives, managers, and staff. MRG holds long standing relationships with numerous public agencies where we deliver trusted advisory services.

In 2009, six public sector colleagues combined their experience and skills to form a consulting firm with the intention to provide cities, counties and government agencies with professional strategic services. The result was Municipal Resource Group, founded on a shared commitment to create for clients innovative and transformational solutions to leadership, governance, human resources, financial management and other complex organizational challenges. Today, MRG is comprised of 60 seasoned public sector consultants often with 25-35 years each of experience to leverage. Through formal management service RFPs or regular professional services assistance, MRG works alongside our public partners to improve, enhance, and develop organizations and communities.

Mary Egan is the Managing Partner who oversees our practice and provides high-level leadership for all our projects, as she would for this engagement with the Altadena Library District. Our affiliated lead consultant who would primarily support the District's needs is Patty Francisco. Patty will assign project work to the MRG team consultants based on expertise and availability.

Mary Egan (Managing Partner) - Mary, MRG Managing Partner and CEO, collaborates with organizations and their executive leadership, and in some cases appointed or elected Boards to achieve their full potential. Mary's specialties are facilitating performance evaluations and organizational analysis as well as coaching employers to address deficiencies and maximize their impact. She is a certified professional executive coach and uses these skills to help clients increase their level of performance and identify potential limiting blind spots. She also advises clients regarding investigations, employment-related risk mitigation, strategic planning, and interest-based problem resolution. Mary is a Certified Professional with the Society for Human Resources Management (SHRM) and is a founding member of the Association of Workplace Investigators (AWI).

Patty Francisco (Lead Consultant and Project Manager) - Patty has over 30 years of public sector human resources experience and is primarily responsible for the consulting practice in the Southern California region. Patty focuses on strategic human resources advice and counsel to help organizations achieve successful results. She provides expert consulting services on various HR functions including organizational strategy and staffing design, labor relations and MOU administration, employee benefits, classification, and compensation. Through collaboration and partnership with clients, Patty works well in identifying issues and offering meaningful recommendations to ensure sustainable outcomes.

Patty received her bachelor's degree in Public Administration from the University of Southern California, and then went on to earn her master's degree in Human Resources Design from Claremont Graduate University. Patty earned her Ph.D. in Organizational Leadership from The Chicago School of Professional Psychology. Patty recently taught a graduate course on *Individual Interviewing and Assessment* at the Chicago School of Professional Psychology.

Cathy Capriola is an experienced local government leader with over 30 years of experience in the areas of general management, emergency management, organizational development, human resources, finance, information technology, and risk management. Cathy's key strengths are strategic planning, facilitation, team building, coaching, mentoring, and project management. As a developer of people and organizations, Cathy enjoys delivering best practices, new systems, and innovation. With a strategic entrepreneurial lens, Cathy has the ability to see enhanced levels of service delivery and to help organizations drive to reach the next level.

Cathy was the former City Manager for the City of Sonoma and served as Emergency Services Director through numerous fires, floods, windstorms, and the COVID-19 pandemic while upgrading the City's emergency preparedness, community response, and systems. Cathy also led major improvements to the City's financial systems and resources including three successful revenue measures. Cathy also served at an executive level with the cities of Novato (Assistant City Manager), Citrus Heights (Administrative Services Director), and Davis (Deputy City Manager).

Pam Sloan has more than thirty years' experience in the areas of Parks, Recreation and Library Services. She is an expert in operations, management, and department evaluation. Ms. Sloan held positions with the City of Kansas City, MO, where she served in a variety of management roles, and the City of Stockton, CA, where she was the Director of Parks and Recreation, which included library services at that time. She has been instrumental in the reorganization of both agencies during tough economic times to operate more efficiently and become self-sustaining. Pam is a former member of the Board of Directors for the National Recreation and Park Association.

As a Certified Park and Recreation Professional for both the California Park & Recreation Society (CPRS) and the National Recreation and Park Association (NRPA), Pam serves as an official reviewer for other park and recreation agencies' operations through the NRPA Commission for Accreditation of Park and Recreation Agencies (CAPRA). She has assisted numerous agencies by providing the necessary tools and guidance, not limited to strategic plans, communication plans, marketing plans, comprehensive recreation plans, and organizational management. Pamela conducted an organizational assessment for the City of Roseville and served as the Interim Director of Parks and Recreation for the City of Sacramento.

Rumi Portillo is a human resources professional, consultant, and executive coach, with more than thirty years in public service. Rumi has worked extensively with industrial psychologists, attorneys, and medical professionals on complex and sensitive employment-related matters. Prior to becoming an independent consultant, Rumi served as the Chief People Officer (CPO) for the City of Palo Alto, a fast-paced and high-demand municipal government employer in the epicenter of Silicon Valley. As CPO, Rumi oversaw recruitment, labor and employee relations, benefits, compensation, training, organizational development, risk management, and health and safety.

Prior to her role in Palo Alto, Rumi served in human resources management for the cities of Los Gatos, Sunnyvale, and San Jose. Through her work with these agencies, Rumi became a

regional expert in municipal employment matters, with a special focus on public safety, including Police, Fire, and 911 Emergency Dispatch. Rumi is also a trained negotiator with many years of experience developing and executing labor strategies.

Lisa Sullivan brings an executive HR perspective combined with operational expertise to every project in which she is involved. Her diverse experiences during her exceptional 33-year public sector career honed her ability to see across traditional roles and responsibilities and develop innovative yet practical recommendations. Lisa is an effective management coach.

Lisa has held pivotal positions with the City of Santa Cruz (six years as the Human Resources and Administrative Services Director), Santa Cruz Regional 9-1-1 (12 years in a variety of key leadership roles), and the City and County of San Francisco (10 years in a variety of upper and operational management positions). She has significant experience in Public Safety and specializes in civilian functions and roles in Police and Fire departments.

Kim Catacutan is a human resources consultant who specializes in classification, compensation, recruitment, and selection. She approaches projects with a positive, collaborative attitude and uses data-driven methods to develop sound, strategic human resources recommendations. Her project management, communication, and organizational skills, combined with her attention to detail, allow her to efficiently and effectively complete projects and provide outstanding deliverables to MRG's clients.

During her years as a human resource consultant for MRG and CPS HR Consulting, Kim has completed complex classification and compensation studies, executive recruitments, and organizational assessments for cities, counties, special districts, universities, and state departments.

The entire team of MRG affiliated consultants can be found at www.Solutions-MRG.com. We have a wide range of professional subject matter experts in addition to Human Resources and Investigation experts, should the need arise. Biographies for our experienced project team members are included in **Attachment B**.

3. QUALIFICATIONS

MRG is pleased to submit this preliminary methodology we would use to support the District with HR needs. As with all our work, we rely on staff's knowledge and collaboration. If MRG is selected as the Human Resources Support Consultant, the project scope can be modified to meet any changes and updated needs of the District.

Below is a basic description of how MRG would accomplish the tasks in the Scope of Work.

- Policy Review and Updates

  Depending upon the services needed. An MRG team member should be available within 24 hours of an initial outreach call for a preliminary discussion of each issue, anticipated to be 1 hour in duration. Subsequent support services could vary from 1-4 hours depending on the issue. Matters requiring participation involving

supervisors/managers, employees and employee representatives could take many more hours to resolve over an extended period of time.

Any documentation created related to these services would be provided to the District upon completion of the matter, or immediately upon request.

- Compensation and Classification Studies

  MRG's process will start with an overall review of the structure of job class to be studied; an analysis of existing job functions and positions; a review of the job specifications for each classified position; a review of the District's overall pay plan; a review of comparable positions in other jurisdictions; a review and collaboration with District staff of preliminary findings prior to submitting the final report and recommendations. This would vary depending on the number of job classifications to be calculated at one time.

  All documents would be provided to the District upon completion for both drafts and final versions.

- Workplace Investigations

  MRG will acknowledge receipt of the assignment within two business days of receiving the request either by telephone or email. Within two days of the initial consultation with the District representative and upon receipt of the complaint and relevant documentation, MRG will provide an investigation timeline, detailed issues to be investigated, witnesses to be interviewed, the evidence to be reviewed and a cost estimate.

  Advise the parties verbally or in writing, of any evidence upon which the findings will be based; and give the parties an opportunity to respond to the evidence, including presenting further relevant evidence, information or arguments that could affect the outcome.

  The final report would be organized as follows:

  1) Description of allegations of the complaint;
  2) Summary of the investigative process – i.e., a list of persons interviewed, and documents reviewed;
  3) Findings of relevant facts;
  4) The legal standard employed in arriving at the finding; and
  5) A clear statement of decision on the merits of each element of the allegations.

- Assistance with Staff Development Programs

  MRG has a robust training and development practice, working with organizations, teams, and individuals to build their individual and collective skills, prepare leaders for promotion and succession, and address and resolve the technical challenges through communication skill building.

Our Critical and Most-Requested Programs: We have included links to our training catalog.

- Building a High Trust Workplace
  Learn more here: www.clairelaughlin.com/high-trust-workplace
- Coaching For Excellence
  Learn more here: www.clairelaughlin.com/coaching-for-excellence
- Being Your Best at Work (a companion to Coaching For Excellence)
- Training Courses (can be customized)
  - Supervisory Development including - crucial conversations, leadership, and the role of the coach as an engaged leader.
  - Performance Management and "progressive discipline" which we teach as "No surprises management."
  - Communication Training and how to listen effectively.
  - REACH—How to effectively work outside of your comfort zone
  - EEO issues such as investigative basics for progressive discipline
  - Individual and Team Assessments
  - Professional development coaching and mentoring
  - Succession Planning
  - Executive, Board or Management Retreats

4. COST SECTION

MRG uses a variety of processes to ensure effective project communications and project management. If preferred by the client, MRG will conduct regular project meetings, in person or via conference/video call, and/or distribute a regular project report. We work cooperatively with the leadership and other stakeholders to incorporate the values, vision, and mission of the greater organization.

MRG will base the project cost estimates on an hourly rate, except where training rates are established.

Please see below for our project fee proposal.

MRG Fee Schedule

Effective January 1, 2023 through December 31, 2024	*Rate*
Human Resources Professional Services	$225
Professional Coaching	$250
Principal Consultant Professional Services	$300
Training and Facilitations	Custom priced
Investigative Services	$325
Testimony, Expert Witness	$395
Mileage, Travel, Assessments, Printing and Postage, etc.	At cost

Effective January 1, 2025 through December 31, 2025	*Rate*
Human Resources Professional Services	$250
Professional Coaching	$275
Principal Consultant Professional Services	$325
Training and Facilitations	Custom priced
Investigative Services	$350
Testimony, Expert Witness	$425
Mileage, Travel, Assessments, Printing and Postage, etc.	At cost

- HR Support Functions – The HR on demand services will be invoiced on an hourly basis.
- Workplace Investigations – MRG will provide a specific scope for each investigative matter and District agrees to pay MRG at the rate of $325.00 per

hour for work done regarding investigations. When appropriate, MRG uses a research assistant at $95.00 per hour to handle work commensurate with his/her experience and expertise. Time charged will include, for example, time spent interviewing witnesses, writing the report of findings, and performing necessary research. The time charged will also include the time MRG spends on telephone calls relating to your matter, including calls with witnesses, potential witnesses, or counsel representing any of the parties. MRG will invoice for actual hours worked.

- Individual Coaching will be billed at the Professional Coaching hourly rate.
- Training – A one-day training development for the District will be estimated depending on content, customization, and attendance size.
- If Altadena Library District requests MRG to perform work beyond the above scope, MRG will always prepare an estimate and receive written authorization before providing additional services at MRG's hourly rate of $225 per hour.
- Reimbursable expenses include mileage reimbursement at the current IRS mileage rate per mile, lodging, meals, and minor costs incurred while performing the above-described work. Costs and expenses will be reimbursed at MRG's cost. MRG will invoice monthly for actual services performed and reimbursable expenses incurred.
    - Mileage – current IRS mileage rates
    - Travel – MRG invoices at cost for travel expenses
    - Miscellaneous expenses – Assessments, postage, and printing, at cost

Attachment A

MRG

MRG partners with 300+ clients, a broad range of public and private sector entities, to provide innovative and transformational solutions to leadership, governance, human resources, financial management and other complex organizational challenges.

focus

- Workplace Investigations
- Human Resources Services
- CEO Evaluations
- Training & Coaching
- Board Governance
- Financial Management
- Project Management
- Economic Development
- Parks & Recreation
- Public Safety
- Health & Human Services
- Organizational Audits
- Strategic Solutions
- Community Development and Planning

services

"…[MRG provides] a comprehensive approach and innovative solutions to resolve workplace disputes. Employers–both public and private–can benefit from MRG's practical and skilled conflict resolution services."

– **Deborah Maddux**
Van Dermyden Maddux Law Corp.

"Your steady, results-oriented approach brought us to a resolution in a year of unprecedented change for our organization."

– **Curt Aikens**
General Manager,
Yuba County Water Agency

"Good meeting yesterday. It could have been crazy, but with YOUR leadership, it was nothing. I would like to thank you again for the calm and productive meeting."

– **Trustee Davis**
Fresno Unified School District

results

Solutions-MRG.com • 866-774-3222 • Bay Area • Sacramento • Los Angeles

300+ clients

Public Agencies + **Private Sector** clients depend on MRG for innovative, practical solutions.

PUBLIC AGENCIES:

- Municipalities of all sizes
- Counties
- Governmental Associations
- Water Districts
- Reclamation Districts
- School Districts
- Fire Protection Districts
- Transit Agencies
- Human Resource Departments
- Public Safety Departments
- Library Networks
- Chambers of Commerce
- County & Municipal Courts
- Community Resource Projects
- College Districts
- LAFCOs
- Infrastructure Agencies
- Utility Districts
- Construction Authorities
- Parks Departments
- Professional Teacher Organizations
- Universities & Colleges
- Community Services Districts
- Development Agencies
- Wastewater/Sewer Departments
- County Coalitions
- Resource Agencies
- Communications Authorities
- Irrigation Districts
- Healthcare Agencies
- Housing Authorities
- Fire Professional Organizations
- County Fair Bureaus
- Vector Control Districts
- Pension Programs
- Risk Management Authorities
- Food & Agriculture Departments
- Conservation Districts & Habitat Conservancies

PRIVATE SECTOR CLIENTS:

- Law Firms
- Non-Profit Organizations
- Development Companies
- Communications Corporations
- Engineering Firms
- Risk Service Groups
- Property Management Corporations
- Medical Centers
- Preservation Groups
- Family Resource Organizations
- Health Care Networks
- Farm Credit Bureaus
- Car Dealerships
- Insurance Providers
- Fortune 500 Corporations
- Finance Firms
- Labor Unions

Ask how **MRG** can become *your* Workplace Solution Partner.

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Attachment B

Mary Egan – CEO, Managing Partner

MUNICIPAL RESOURCE GROUP, LLC

Telephone: (916) 261-7547

egan@solutions-mrg.com

Mary is highly skilled at Executive Coaching, Workplace Investigation, and Conflict Resolution and often uses those skills, along with her considerable experience, when advising her clients regarding employment related risk mitigation, strategic planning and interest-based problem resolution. Mary's specialties are assisting governing boards and government leaders with executive level performance evaluations, organizational problem analysis and skillful resolution, as well as coaching key employers to address deficiencies and maximize organizational impact.

As a Private Investigator licensed by the State of California, Mary has handled hundreds of workplace investigations for both private sector and public employers on all types of employment matters over the last several years, including claims of discrimination, harassment, retaliation, whistle blowing, substance abuse, threats of violence, assault, theft, fraud, violations of company policies, wage and hour violations, and other forms of alleged misconduct. Mary is experienced in testifying during administrative and judicial proceedings regarding completed investigations and provides expert testimony on the adequacy of workplace investigations, human resource practices and public sector employment standards and expectations. She is also qualified as an expert in State Court on the adequacy of investigations.

Mary's commitment to and passion for improving the quality of workplace investigations nationwide is demonstrated by her role with the Association of Workplace Investigators (AWI, formerly, California Association of Workplace Investigators). She is a founding member of AWI, formed in October 2009 and spent four years developing the AWI's published standards for workplace investigations and serving as a faculty member at the Workplace Investigation Institute.

In addition to investigations and expert testimony, Mary facilitates staff retreats, team based problem solving and labor management committees, works with elected boards to define the performance expectations of their key managers, serves as a neutral fact finder in resolution of employer/employee issues.

Prior to joining MRG, Mary held key positions with both the City of Sacramento, and the City of San Jose, where she was the Employee Relations Officer and Chief Negotiator. While with Shannon Associates, Mary managed recruitments for high-level appointed executives, as well as complex HR assessments for large and complex clients. She continued her consulting services with high-profile clients after starting her own firm in 2001 and maintains long-term relationships with cities and counties in California. Mary is a recognized expert in municipal government interest arbitration.

In addition to her significant field experience with major clients, Mary earned a Bachelor of Science degree in Applied Behavioral Sciences from the University of California, Davis, where she was named "Outstanding Female Graduate," and a Master of Public Administration (MPA) degree from San Francisco State University. Mary is a founding member of the California Association of Workplace Investigators (CAOWI), participating as Chairperson of the Legislation Committee and member of the Best Practices Committee.

Mary is a frequent presenter at conferences, seminars and meetings of several professional organizations, including the League of California Cities, the International Public Management Association (IPMA), the California Public Employers Labor Relations Association (CALPELRA), the Municipal Management Assistants of Northern California (MMANC), and the California State Association of Counties (CSAC). She serves as external advisor to the California Democratic Party working group on sexual and racial harassment and misconduct. In 2018, Mary was recognized by the Sacramento Business Journal as a recipient of the Women Who Mean Business award.

Patty Francisco, Ph.D. – Human Resources Consultant

MUNICIPAL RESOURCE GROUP, LLC
Telephone: (949) 500-0436
pfrancisco@solutions-mrg.com

Patty Francisco focuses on strategic human resources advice and counsel to help organizations achieve successful results. Through collaboration and partnership with clients, Patty works well in identifying issues and offering meaningful recommendations to ensure sustainable outcomes. Based on the foundation of developing strong relationships and reliance on expert knowledge, Patty thrives in maintaining the balance in advocating for both employee and management to ensure that the overall best interest of the organization serves as its cornerstone. Patty is very skilled at addressing and resolving workplace conflict, addressing areas for personal and executive development, and leaving workplaces with positive outcomes. She takes pride in her efforts to inspire, coach, motivate and mentor employees, management, and executives.

Her proven leadership skills coupled with her extensive and progressive human resources experience, allows her the ability to provide expert counsel and advice on various HR functions including: organizational strategy and staffing design, employee relations, performance management and disciplinary review and guidance, labor relations and MOU administration, employee benefits, training (AB1825) and organizational development, classification and compensation, and individual and team-based coaching.

Patty has over 30 years of public sector human resources experience and is primarily responsible for the consulting practice in the Southern California region. She is experienced in leading public agencies such as the Metropolitan Water District of Southern California (MWD), the Community Redevelopment Agency for the City of Los Angeles (CRA/LA) and the Southern California Regional Rail Authority/Metrolink.

Patty received her Bachelor's degree in Public Administration from the University of Southern California, and then went on to earn her Master's degree in Human Resources Design from Claremont Graduate University. Patty earned her Ph.D. in Organizational Leadership from The Chicago School of Professional Psychology. Her research focused on Informal Leaders: Linking Transformational Leadership, Psychological Empowerment, and Personal Power.

Cathy Capriola – Organizational Development and Management Services

MUNICIPAL RESOURCE GROUP, LLC
Telephone: (916) 257-3287
capriola.consulting@outlook.com

Cathy Capriola is an experienced local government consultant with 31 years of experience in the areas of general management, emergency management, organizational development, human resources, public information, community engagement, finance, information technology, and risk management. Cathy's key strengths are strategic planning, facilitation, team building, coaching, mentoring, and project management. Cathy is a strategic thinker with extensive experience managing complicated, time sensitive and high stakes projects for departments and elected officials.

As a developer of people and organizations, Cathy enjoys delivering best practices, new systems, and innovation. With a strategic entrepreneurial lens, Cathy has the ability to see enhanced levels of service delivery and to drive initiatives to reach the next level. She has extensive experience managing human resource operations, classification, and compensation, and developing financial strategies and strategy for labor negotiations.

Prior to affiliating with MRG, Cathy was the City Manager for the City of Sonoma and served as Emergency Services Director through numerous fires, floods, windstorms, and the COVID-19 pandemic while upgrading the City's emergency preparedness, community response, and systems. In recognition of these efforts, the City received Sonoma County's "Louis Pete Peterka Emergency Management Award" for outstanding commitment to emergency management. Cathy also led major improvements to the City's financial systems and resources including three successful revenue measures.

In other prior civic experience, Cathy oversaw large initiatives including:

- Dissolution of a Redevelopment Department
- Passage of two sales tax revenue measures
- Creation of in-house IT and Police Departments
- Fire consolidation studies
- Organization audits and redesign
- Cannabis policy development and implementation
- Environmental sustainability
- Affordable housing and local living minimum wage

Cathy earned a Bachelor of Science (BS) degree in Communication / Management from UC Davis in 1986 followed by a Master's in Public and Private Management (MPPM) from Yale University in 1992. She was also a Coro Foundation "Fellow in Public Affairs" in San Francisco. Cathy is a graduate of the "New and Future City Managers Seminar" and the "UC Berkeley Executive Forum".

Pamela Sloan – Parks, Recreation and Library Services

MUNICIPAL RESOURCE GROUP, LLC
Telephone: (209) 477-4080
psloan@solutions-mrg.com

Pamela Sloan offers advice and counseling in the areas of Parks, Recreation and Library Services. She is an expert in operations and management and applies those skills, along with 30 years' experience, when advising her clients in organizational management and department evaluation. Pamela's specialties in parks, recreation and library services include operations and management, facility management and maintenance, golf operations, park master planning, program development and evaluation, privatization and collaborations, strategic planning, agency accreditation, marketing, department assessment, customer service and advocacy.

Prior to affiliating with MRG, Pamela held positions with the City of Kansas City, Missouri, where she served in a variety of management roles (1975-2004), and the City of Stockton, California, where she was the Director of Community Services (2004-2011). She has been instrumental in the reorganization of both agencies during tough economic times to operate more efficiently and become self-sustaining.

Pamela retired from the City of Stockton and currently serves on several committees for the National Recreation and Park Association and formerly served on the Board of Directors. As a Certified Park and Recreation Professional for both the California Park & Recreation Society (CPRS) and the National Recreation and Park Association (NRPA), Pamela serves as an official reviewer for other park and recreation agencies operations through the NRPA Commission for Accreditation of Park and Recreation Agencies (CAPRA). She has assisted numerous agencies in accomplishing their accreditation by providing the necessary tools and guidance, not limited to strategic plans, communication plans, marketing plans, comprehensive recreation plans, and organizational management. Under Pamela's leadership the City of Stockton became the first city in California to achieve NRPA accreditation.

In addition, Pamela has served as the Chair of the NRPA Pacific Southwest Regional Council, the California Park & Recreation Society Legislative Committee, and has presented at the NRPA Congress, Missouri Park and Recreation Association Conference, Southwest Park and Recreation Training Institute and the former NRPA School of Sports Management. She served on the United States Tennis Association Board of Directors and currently is on the Facility Assistance Program team, a grant program to assist park and recreation agencies in tennis court design and program development. Pam is Vice Chair of the USTA Public Parks Committee and a long-standing member of the USTA Facility Assistance Team.

Pamela earned a Bachelor of Arts degree in Health, Physical Education and Psychology from the Southwest University in Bolivar, Missouri, and a Masters of Education (Administration and Supervision of Athletics and Physical Education) and Education Specialist Degree (Educational Administration-Higher Education) from the University of Missouri.

Rumi Portillo – Human Resources and Coaching

MUNICIPAL RESOURCE GROUP, LLC
Telephone: (408) 966-8734
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Rumi Portillo is a human resources professional, consultant, and executive coach, with more than thirty years in public service. Rumi has worked extensively with industrial psychologists, attorneys, and medical professionals on complex and sensitive employment-related matters. Prior to becoming an independent consultant, Rumi served as the Chief People Officer (CPO) for the City of Palo Alto, a fast-paced and high-demand municipal government employer in the epicenter of Silicon Valley. As CPO, Rumi oversaw recruitment, labor and employee relations, benefits, compensation, training, organizational development, risk management, and health and safety.

Prior to her role in Palo Alto, Rumi served in human resources management for the cities of Los Gatos, Sunnyvale, and San Jose. Through her work with these agencies, Rumi became a regional expert in municipal employment matters, with a special focus on public safety, including Police, Fire, and 911 Emergency Dispatch. Rumi is also a trained negotiator with many years of experience developing and executing labor strategies.

Rumi is certified in Mindfulness, Compassion and Resiliency from the Stanford Compassion Institute and UC San Diego Center for Mindfulness. She is currently immersed in emerging studies related to recognizing and treating work trauma. Rumi has presented at numerous conferences, workshops and MBA/MPA programs, with a focus on employment best practices and workplace diversity, equity, inclusion and belonging (DEIB).

Lisa Sullivan – Human Resource Services

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Lisa Sullivan brings executive perspective combined with operational expertise to every project in which she is involved. Her diverse experiences during her exceptional 33-year public sector career honed her ability to see across traditional roles and responsibilities and develop innovative yet practical recommendations.

Lisa's successes include designing and implementing consolidations, mergers, and reorganizations of divisions, departments, and entire organizations maximizing, service delivery and structural efficiencies. She has conducted many years of labor negotiations (as lead negotiator) using individualized strategies to achieve organizational goals and institutional credibility.

Lisa has designed industry-leading and award-winning continuous improvement programs resulting in significant and measurable organizational performance improvements. She is a skilled facilitator and has led many stakeholder groups to consensus on organizational and operational issues.

Lisa has held pivotal positions with the City of Santa Cruz (six years as the Human Resources and Administrative Services Director), Santa Cruz Regional 9-1-1 (12 years in a variety of key leadership roles), and the City and County of San Francisco (10 years in a variety of upper and operational management positions). She has significant experience in Public Safety and specializes in civilian functions and roles in Police and Fire departments.

Lisa is also a talented private investigator (State of California license #28436) and a California POST Certified Background Investigator. She conducts all manner of workplace investigations: employee misconduct, discrimination/harassment complaints, Title V and Title IX complaints, executive reference checks, and law enforcement background investigations. Lisa's investigations are professional, independent, efficient, and thorough.

Lisa earned a Bachelor of Arts in Management with honors and other distinctions from Saint Mary's College of California.

Kim Catacutan – Human Resource Services

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Kim Catacutan is a human resources consultant who specializes in classification, compensation, recruitment, and selection. She approaches projects with a positive, collaborative attitude and uses data-driven methods to develop sound, strategic human resources recommendations. Her project management, communication, and organizational skills, combined with her attention to detail, allow her to efficiently and effectively complete projects and provide outstanding deliverables to MRG's clients.

During her years as a human resource consultant for MRG and CPS HR Consulting, Kim has completed complex classification and compensation studies, executive recruitments, and organizational assessments for cities, counties, special districts, universities, and state departments.

Prior to being a consultant, Kim was as a human resource professional for the City of Sacramento and UC Davis. She also spent several years as a product manager at a social media background screening company where she managed a team of analysts and focused on workplace safety for their clients. Kim also has experience as an operations manager and board member for nonprofit organizations, which involved writing policies and procedures, improving processes, increasing revenue, and coordinating hundreds of volunteers and staff.

In addition to her experience in human resources, Kim earned a Master of Arts in Industrial and Organizational Psychology from California State University, Sacramento, which included a master's thesis researching the relationship between test-score banding and job performance. She also holds a Bachelor of Science in Applied Developmental Psychology from California Polytechnic State University, San Luis Obispo, and received a Fair Credit Reporting Act (FCRA) certification from the Professional Background Screening Association.

BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XII.B. REPORT FOR DECEMBER 2022

DEPARTMENT: Administration **MEETING DATE:** December 19, 2022

PREPARED BY: Danielle P. Milam, Consultant **LOCATION:** Hybrid

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TITLE: STRATEGIC PLAN REVIEW

BACKGROUND: In November 2021, as part of the Library Director's Annual Performance Review, the ALD Board of Trustees asked the Director to revisit the 2020 Strategic Plan through a post-pandemic lens, including a comprehensive survey of the Altadena community. In August, 2020, ALD entered into a Professional Services Agreement with strategic planning consultant Danielle Milam to review pertinent organizational documents and surveys; create a Staff Day exercise to gather and analyze data from staff; design and conduct community leadership interviews to collect community data; share aggregated data with the ALD Board of Trustees for their information and input into the review process; and present a final report to the Board of Trustees at the December 2022 public meeting.

The report produced by Danielle Milam follows this Staff Report for review. The data in that report, including tactics and areas to pay attention to, will be used by ALD staff to build the 2023 Operational Plan. That plan will be presented to the Board of Trustees for review and approval at their January 23, 2023 meeting.

Altadena Library District - STRATEGIC PLAN REVIEW

Report to the ALD Board of Trustees
From Danielle Milam, Consultant
December 19, 2022

Board Directive from 2021 Director Annual Review Goals

Revisit the 2020 Strategic Plan through a post-pandemic lens, including a comprehensive survey of the Altadena community.

In September 2022, ALD contracted with Danielle Milam to assist with a mid-course Strategic Plan review by collecting and analyzing staff and community data.

Current Strategic Plan Highlights – 2020-2024 Adopted January 2020

Mission The Altadena Library District Brings People and Ideas Together
Vision An Altadena where all are learning, growing, and thriving together
Values Equity, Innovation, Empathy

Strategic Service Priorities

We are **Curious** - Enhance local communication and access to information
We are **Connectors** - Contribute to community challenges, build a strong, resilient Altadena
We are **Neighbors** - Be a reliable, good faith community partner

Methodology for Strategic Plan Review with Pandemic Lens

The design of this mid-course review of the current Strategic Plan incorporates community, staff, and board input to revisit the Strategic Plan through a pandemic lens. The COVID-19 pandemic shut down operations in March 2020, shortly after board adoption of the Strategic Plan in January 2020, causing radical revisions to service strategies as the Altadena Library

District (ALD) navigated new federal and state public health and safety directives while pursuing the strategic library service directions laid out in the 2020 strategic plan.

The review process consisted of conversations with community, staff, and board members to test whether the plan was flexible enough to handle disruption and continue to support the plan's goals: serve diverse populations; provide a wide range of services; partner effectively with community organizations and people; and contribute to the civic, cultural, economic, and educational health and well-being of Altadena.

COMMUNITY DATA

This study incorporated findings from three sources of community data:

1. Review of 198 responses from an ongoing community survey undertaken by the facilities design team in conjunction with the development of renovation plans for Bob Lucas and the Main Library.

2. 2010 to 2020 census data provided by Douglas Johnson of National Demographics Corporation, associated with his work on the ALD districting plan.

3. October 2022 community interviews and online surveys. Library Director Nikki Winslow and her administrative team identified and invited 29 community leaders from diverse sectors in the community and with varying degrees of familiarity with the Library District to participate in one-on-one leadership interviews. Many thanks to Bridget Brewster, Doug Colliflower, Veronica Jones, Mark Mariscal, and Jabari Williams for taking the time to interview in person. The remaining list of 24 people were emailed an online survey. Eight responses were received. Both in-person interviews and the online survey covered five questions which sought to test the alignment of community interests, issues and concerns with ALD's strategic service directions outlined in the strategic plan.
   - What do you see as the primary strengths of Altadena?
   - What do you see as the primary community challenges in the years ahead?
   - Did the pandemic change Altadena?
   - What is your experience working with the library, if any?
   - What are the most important ways the library contributes to the community of Altadena?

This report also footnotes the significant community support that approved the Altadena Measure Z on November 3, 2020. In that election, 72.35% of voters (18,027 votes) approved an increase in ALD debt by up to $795 million in bonds with a maximum repayment of $1.5 billion and continuation of ALD's existing property tax rate to repay the bonds. This notable election win was the result of an intensive door-to-door, phone, and email community outreach effort in 2020 by the Board of Trustees and volunteer library champions, including a significant donation of $100,000 by the ALD Foundation for the campaign marketing efforts.

STAFF DATA

Staff input for this study was collected from all ALD staff at Staff Day, October 10, 2022. Roundtable discussions on the following questions sought to test staff adoption of the strategic plan values, services, program, and partnership directives. Following brainstorming conversations, priority ideas were identified, reported out, and recorded.

- What were the strengths of ALD before the pandemic?
- What were the organizational pivots, new service models and community responses that came about because of the pandemic?
- What are the priority ALD programs, initiatives, and partnerships going forward?

Additionally, the consultant reviewed and incorporated information from Director Winslow and her executive team who provided organizational board reports and a list of major accomplishments over the past three years, which was part of the director's presentation at Staff Day.

BOARD DATA

In November 2022, the consultant had one-on-one conversations with the five ALD Board Trustees. Many thanks to Chairman Rushmore Cervantes and Trustees Terry Andrues, Jason Capell, Katie Clark, and Kameelah Waheed Wilkerson for their interviews and insights. Each trustee had an opportunity to review and provide input on both the community and staff questions provided above, as well as an opportunity to review preliminary summaries of community and staff responses and contribute additional input and data to the strategic plan review process based on their Trustee perspectives.

RECAP DATA: The 2020 Strategic Plan Promises to the Community

This review of the ALD Strategic Plan is occurring in the third year of the five-year plan. To test the strength, relevance, and value of the plan's framework, all community, staff, and board data were reviewed for alignment with the vision, mission, and values, as well as the plan's three strategies with associated goals and tactics contained in the plan. This section of the report organizes and summarizes the data using the framework and language provided in the Executive Summary of the 2020 Strategic Plan.

MISSION, VISION AND VALUES

MISSION	The Altadena Library District Brings People and Ideas Together
VISION	An Altadena where all are learning, growing, and thriving together
VALUES	Equity, Innovation, Empathy

STRATEGIC PLAN REVIEW FINDINGS:

- Altadena is considered a stable, diverse, desirable location with proximity to nature and a community that is small enough to "know our neighbors and still maintain privacy." It is described by many as a community "that knows how to work well together." ALD is considered a valued partner that works well with others.

- Altadenans have a strong sense of civic pride and an active culture of community engagement among a mix of eclectic, interesting, creative, and diverse residents. They genuinely care about their community. ALD is seen as a catalyst for civic and social engagement and a vibrant source of community culture.
- Altadena's greatest strengths and challenges come from being an unincorporated jurisdiction in Los Angeles County.
  - Being unincorporated gives the community flexibility and the ability to respond to local issues creatively.
  - It also constrains the public resources available to the community, which has an impact on many organizations, from the Sheriff's office to the local Chamber of Commerce.
  - When there is a need to work with the county, Altadena falls under general county regulations for unincorporated areas and often is not a priority, given strong and stable community conditions.
  - County-run facilities often lack a strong knowledge of local conditions.
  - Most of the community leadership (f. ex. Town Council and Chamber) is advisory, voluntary, and shifts frequently.

  In this context, ALD is valued as a strong, resourced, independent special district.
- Altadena is suffering from trends and dynamics that are nationwide - housing affordability and availability; increasing numbers of unhoused; rising need to address mental health and social service needs; growing income and education gaps; reversing the impact of decades of racism and discriminatory policies; NIMBY attitudes – residents want the "community goods," but not in their backyards. ALD is seen as a strong partner for personal and community development, though there are those who would like to see it play a stronger role in economic development.
- There were varying accounts of the pandemic on Altadena. While some community leaders feel there was no lasting impact and conditions have returned to pre-pandemic "normal," others continue to notice a loss of community events, more volatile situation for renters, and slow recovery of business activity in the area. Many respondents noted that the pandemic showcased how necessary libraries are – opening quickly to provide public services and being ahead of the curve in providing online meetings, resources, and virtual programs. Another positive pandemic impact for ALD was that it gave library designers timely information about facility use and space needs, including the popularity of events in outdoor spaces and the need for spaces that can host interactive activities.
- Given the community context, the mission, vision, and values of ALD are considered strong, appropriate, and a good fit with Altadena. Several community leaders commended ALD leadership for being "neutral," "safe," and "sticking to and strengthening their mission." Community leaders noted that ALD is adeptly putting people and ideas together and is a catalyst for social activity and cohesion. ALD leadership was also commended for reducing barriers to library use by eliminating fines.
- One of the major demographic shifts between the 2010 and 2020 Census is that many California communities are losing population. Altadena is not. However, there are some significant demographic changes that must be considered as service plans are developed for the years ahead:

- growing population of people over 60 (27%, or 11,554 people, up 2,392 from 2010)
- people with Master's degrees (24% of adults over 25; 7,758 people, up 1,733 from 2010)
- households with annual incomes over $200,000 (21% or 3,147 households, up 1,004 from 2010)
- substantial population of family households with children under 18 (30% of housing units or 4,586 housing units out of 16,275 housing units)
- substantial population with high school degrees or less (51 percent of adults over 25 or 17,195 people)
- substantial number of people that speak Spanish at home (23%, or 9,325 people)

STRATEGY #1 WE ARE … CURIOUS

STRATEGY GOALS: We are teachers, learners, and seekers. We are interested in you, your life, your needs, and how we can help. We want to learn from and with our community, and we want to constantly develop, improve, and build our skills to serve you better. We value curiosity and are open to new ideas.

TACTICS:

- Meaningfully engage a wider swath of Altadena in events, programming, collections, and services.
- Continue to advance our available technology.
- Construct and nurture viable community feedback loops, to consistently improve the provision of library services.

STRATEGIC PLAN REVIEW FINDINGS:

- ALD is a valued community leader in education and learning experiences, including
  - Early childhood development and family support – play, story times, and parenting
  - Student support- tutoring, homework resources, literacy classes at Bob Lucas
  - Technology access and adoption for all ages
  - 21st Century literacies – digital, health, financial
  - Job exploration and experience
  - Lifelong learning
  - Digital learning resources – online books, movies, music, databases
  - Virtual programs that reach people who can't get to the library
- ALD programs are relevant and engaging
  - Interactive, experiential learning, crowd-sourced – f. ex. Poet Laureate, Second Saturday Concerts, Repair Café
  - Altadena-centric collections, programs, events – outdoors, culture, art, lifestyle
- ALD is innovative, strategically expanding use of collections, programs, and outreach services
  - Curiosity Connection mobile tech lab
  - Library of Things
  - Increased use of digital resources and virtual programs

- Improvements planned for literacy class spaces and programs at Bob Lucas

- ALD made significant service pivots because of the pandemic. New service models were quickly adopted by the public and continue to enjoy high demand, including curbside services, take home kits for children, virtual and hybrid program delivery, and digital services like devices, hotspots, live chat, and remote printing.

THINGS TO PAY ATTENTION TO:

- Continue to roll out development of the ALD app that will grow and track use of digital library resources.
- Continue to build strong services for local families with children, including early childhood, parenting, school support, after school learning, and technology access and exploration.
- Understand and support growing senior population lifestyles, interests, needs, and aspirations.
- Supply the resources youth need for their future, including partnerships for job exploration and experience, tech certifications, paths to higher education.
- Do a diversity audit on programs and partnerships, including looking at program times and other barriers to resident use of library resources. "There is lots of room to 'freshen' content and innovate."
- Improve data collection on user experience – systemic use of interest and experience surveys, feedback loops, and social media to enhance collection, program, event, and outreach offerings to ensure that locals feel they belong and served according to their needs, interests, and aspirations.
- Build on program content areas with broad local appeal – gardening, art, culture, cooking, and digital tools like photoshop.
- Tag into events with broad national media coverage – f. ex. Octavia Butler's Kindred coming to Netflix, Charles White's MOMA retrospective.
- Provide more programs tied to local employers – f.ex. JPL, HoneyBee Robotics – and opportunities to build employment skills– f. ex. Curiosity Connection, new technologies, maker spaces, DIY programs.
- Create comprehensive messaging campaign for facility closures and openings. Ensure that residents know where to go for materials and services when facilities are closed for renovations, including potential outreach solutions such as lockers or other off-site item pick-up.
- Consider new staffing and service models for intergenerational programs and initiatives.

STRATEGY #2 WE ARE …CONNECTORS

STRATEGY GOALS: We lead constructive collaborations and partnerships, break down barriers, connect groups of neighbors, and centralize communication to improve the quality of life for all of us.

TACTICS:

- Enhance local communication and access to information, in ways that ensure better access for all residents.
- Promote the library and library services in new and different methods.
- Continue to build the relevance of our work in the future and communicate it effectively to all of Altadena.
- Act as a reliable and good-faith partner with local institutions, organizations, and community groups.
- Seek equity in provision of services across neighborhoods, populations, and areas of Altadena.

STRATEGIC PLAN REVIEW FINDINGS:

- ALD is considered a key community hub and civic center for gatherings, events, and civic life in a community with limited public spaces and a strong culture of civic engagement.
- While the pandemic was disruptive to local lives and businesses, ALD was quickly open for services as well as public information on the pandemic. The Board of Trustees, executives, and staff demonstrated remarkable adaptability and flexibility to innovate services and be relevant and responsive to public well-being. ALD was a leader in holding and facilitating online meetings, a capacity that now increases participation by homebound residents, residents who travel, and residents who only live in the community parttime.
- ALD is considered a valued community partner that works together with education, business, social services, county service providers, and local non-profits on important community challenges.
- ALD is a powerful community connector for civic information.
- ALD social media channels are connecting the library to new audiences, expanding public awareness and broadening community reach.

PAY ATTENTION TO:

- How can ALD better connect residents with critical county, state and other services for mental health, social services, housing resources, and job resources?
- The library as a source of social connections is important to many people, especially teens and seniors.
- Fund and build ALD's marketing infrastructure to provide cohesive and integrated marketing of ALD resources, programs, events, and services at locations and outreach on multiple channels, especially during facility renovation closures and re-openings.
- Update library messaging about what the library is and does today, including tagging into other local social media like the two prominent FaceBook groups that cover events and volunteer activities and targeting audiences like new homeowners and renters.
- Track and understand use of virtual services – collection, web site, social media – to expand audiences, improve access, and extend impact, especially during closure.
- Consider more use of crowd-sourced information, services, or networks people need (like Repair Café, resource fairs, or a 211 for social services, educational support, mental health,

homelessness). Ask our community what are their talents, would they like to share their experiences?

- Strengthen and expand partnerships for education, especially for pre-k and families with young children, working with public and charter schools; community college; community organizations; faith organizations; social service providers; non-profits; and the Pasadena Education Network.
- Continue staff development, training, and recognition to further embed values of inclusion, belonging, empathy, and good library experiences, virtual and in-person.
- To reach equity goals, understand and tailor programs, collections, events, outreach services, marketing, and staffing to changing Altadena demographics.

STRATEGY #3 WE ARE … NEIGHBORS

STRATEGY GOALS: We are more than eight square miles. We are neighbors helping neighbors, whether it's on the next block or in the next city. We embody the best of our unique town and our diverse community.

TACTICS:

- Find ways to contribute intentionally on serious problems facing our community, including homelessness, mental health, affordable housing, income gaps, and a shrinking middle class.
- Improve transparency and accountability at all levels.
- Promote local industries and enterprises.
- Approach all patrons, experiences, opportunities, and situations with compassion.

STRATEGIC PLAN REVIEW FINDINGS

- ALD is a good neighbor – trusted, reliable, neutral, safe, inclusive, resourceful, respected by residents and community leaders.
- ALD is a catalyst for community improvements – a valued community amenity, appreciated for renovation investments and an essential local resource for personal and community development and well-being.
- ALD is adept at community information and communication platforms.
- ALD is known as a place for diverse members of the community to mix and mingle, learn and explore, find enjoyment and experience the Altadena "neighborhood."
- ALD staff strongly embrace efforts to bring ALD resources to residents where they are.
- ALD is attracting new resources and investment that strengthens Altadena. Of special note is the recent $7.5 million grant from the California State Library for facility renovations.
- ALD is transparent and accountable – thorough public operations reports, good rapport with Town Council and local business organizations, and, with the passage of Measure Z, renovation of buildings is proceeding with strong community support after decades of discussion.

PAY ATTENTION TO:

- Continue building strong ALD relationships with Town Council and other community leaders.
- Launch public awareness activities that reach the entire community so all residents know the value of ALD – across all the hilly enclaves and neighborhoods.
- Maintain a culture of taking care of our Altadena neighbors – Who are they? What do they need? What are they interested in? Are we welcoming Helpful? Inclusive?
- Continue to stretch resources to best meet the variety of people we serve – long-time locals and newcomers, vulnerable and well-resourced households, established library champions and diverse youth who will be the next generation of library supporters.
- Keep in mind the growing gaps in age, income, education, and opportunity, including the impact of gentrification, growing presence of unhoused, growing issues of mental health, loss of public schools, and affordable housing -both owners and renters.
- Continue to cultivate powerful library champions in the Friends of Altadena Library and the ALD Foundation to amplify the work of ALD.
- Continue to support a staff and service culture that strives daily to deliver equity, innovation, and inclusion.
- Continue to use volunteers to expand organizational capacity.
- Explore new staff models for senior services, intergenerational services, multi-service librarians (on-site, outreach, mobile, remote) in various roles (direct library services, partnership engagement and management, volunteer engagement and management, outreach planning and engagement).

STRATEGIC PLAN REVIEW SUMMARY

All sources of data – the community, staff, and board – spoke to the strength of ALD as a hub of community pride, activity, and social cohesion. It is notable that there was a strong sentiment of gratitude for the library district's leadership, staff, mission, vision, and strategic initiatives.

ORGANIZATIONAL EXCELLENCE

- Board members feel like a cohesive team, have accomplished a major turn-around in board culture and new levels of community engagement and support, weathered the difficult decisions and operational pivots during the pandemic. Need to keep eye on board diversity, especially Hispanic.
- Staff are viewed as flexible and accountable, whether they are working remotely, providing outreach services or working at library locations to support regular hours and special events. They are appreciated for trying new services, taking on new roles, prototyping service models until they find a good fit, and for exceeding expectations.
- There is a strong culture of responsiveness and innovation, even with a limited budget.
- There is strong support for expanding and resourcing ALD's communications functions to raise library visibility, sustain community trust, and better tell the story of how ALD resources support individual and community development and well-being in Altadena today.

COMMITMENT TO COMMUNITY

- ALD is a trusted, visible, and well-respected institution in community.
- The ALD Board of Trustees and Library Director are visible and well-respected community leaders.
- ALD staff represent the library as great community ambassadors.
- The Library Foundation has played a strong library and community support role.

THE STRATEGIC PLAN HAS DEMONSTRATED ITS VALUE AND RESILIENCE – KEEP ON THE PATH

- **New public roles, visibility, and value.** During the pandemic, the library stepped in as a major community hub for information and activity. It developed important new service models that are embraced by the community.

- **Major shift in organizational culture.** Staff are enthusiastically developing new services that go where the people are. They are flexibly adapting to new roles, responsibilities, and relationships with community organizations and leaders.

- **Continued growth in library use.** Visitor and collection use (physical and virtual) is back to pre-pandemic levels, and programs, partnerships, and volunteer activities have significantly expanded in variety.

- **Strategic conversations with board members were appreciated.** There is an appetite to integrate more strategic conversations into future board agendas to build on the library's current reputation as a forward-thinking, community-driven organization. Many board members were also keen to actively cultivate library awareness and engagement across the community to sustain taxpayer satisfaction, develop a robust pipeline of community leaders willing to serve on district-based Board of Trustees, and to keep ALD relevant and resilient in the future.

- **Deeper conversations with residents are needed.** One of the major recommendations from the board and staff was to be vigilant about knowing the people and community better – keeping abreast of demographic changes, community conditions, and local challenges, and contributing to initiatives that have public value and impact. Finding ways to attract new library users is more difficult but necessary. Expanding use of library resources among people who already use the library is also desirable.

- **Service innovation is critical.** ALD navigated the pandemic and came out stronger because the organization continued to innovate, surprise, and exceed public expectations.

Altadena Library District

Annual Report

July 1, 2021 - June 30, 2022

MESSAGE FROM THE DIRECTOR

Respectfully,

Nikki Winslow
District Director

I must begin by acknowledging my gratitude to you – our amazing community – for your support of the Altadena Library District over the past year.

Thank you to our Board of Trustees and our volunteers for your passion, commitment, and ongoing efforts for our libraries.
Thank you to our Friends and Foundation for your enthusiastic advocacy and unwavering support.
Thank you to our highly capable, dedicated staff for using your talents and skills to provide tremendous service to our patrons daily.
Thank you to local businesses, nonprofits and organizations who partner with us for events and programs that engage our community.
And finally, thank you to the thousands of patrons who proudly champion our libraries and bring value to all we do.

It is thanks to this incredible support that we have been able to fully embark on our next chapter, a renovation project to repair, modernize, and improve both buildings so that we can provide all residents of our community with full access to everything our libraries offer.

Our progress in this complicated process is significant. In the past year, we brought Anderson Brulé Architects onboard the project and established a focus group with community representatives who provide invaluable feedback and local perspective. We further increased efforts to garner resident input through an online survey and virtual town halls, and we engaged expert consultants to conduct utility surveys, seismic and other evaluations in preparation for the building upgrades.

After successfully negotiating the challenges of the past two years, I am thrilled about the future we envision for the Altadena Libraries. Our plan to ensure continuity of library services during future building closures includes the addition of a second mobile library, exploring local options for a satellite facility, and embracing innovative methods to meet our community's needs, such as library materials vending machines. In the near term, we endeavor to continue building community engagement through expanded outreach programs (such as an updated Read Local, Shop Local), targeted communications, and enhanced resources (watch for our fabulous new Fab Lab).

It is an honor to serve the giving residents and organizations of Altadena, and we are focused on making our community a place where all are learning, growing, and thriving together.

ALTADENA LIBRARY DISTRICT BOARD OF TRUSTEES

FISCAL YEAR 2021-2022

Terry Andrues
Jason Capell
Rushmore Cervantes
Katie Clark
Kameelah Waheed Wilkerson

2021-2022 Highlights

*The Altadena Library District's strategic framework and priorities -- **we are ... curious, connectors, and neighbors** – helps guide our operations, programs and services. These are just a few of the highlights that demonstrate our staff's amazing efforts during the 2021-2022 fiscal year.*

July 2021

The Curiosity Connection, the District's mobile library and engine for community engagement, became a regular attendee at community events, including the wildly popular summer concert series hosted by the Rotary Club of Altadena at Farnsworth Park.

Families were invited to stroll the grounds of the Main Library, enjoying the StoryWalk® of "Family Reunion" by Chad and Dad Richardson, a poetic depiction of a Black American extended family that celebrates the importance of kinship and inter-generational ties.

The annual summer reading program wrapped up, during which **Altadena Libraries distributed more than 600 kits to children and teens and held 68 virtual and in-person programs with 1,000 attendees.**

Our Mission

The Altadena Library District brings people and ideas together.

(Right) Concert goers enjoy the show at Farnsworth Park. Staff member distributes library program information to a Concerts in the Park attendee.

2021-2022 Highlights

September 2021

As part of a blooming partnership with L.A. Compost and Arlington Garden in Pasadena, Altadena Libraries hosted an afternoon of garden fun with sun prints and zines, learning the ABCs of compost, and a plant-based scavenger hunt.

The teen volunteer program officially relaunched.

Back as an in-person event, Taste of 'Dena was a resounding success. Over 100 people attended, and thanks to the generosity of our neighbors and community, the **Altadena Library Foundation raised more than $30,000 to help support** the library and its programs and services.

October 2021

More than 400 community members celebrated the 30th anniversary of the reopening of the Bob Lucas Memorial Library and Literacy Center on October 16. Several members of Bob Lucas' family spoke at the event and presented the District with a $2,000 donation.

Photo by Deb Squared Photo

(Clockwise from top) Library staff guide children in a scavenger hunt at the Arlington Garden in Pasadena on September 18, 2021. Several generations of Bob Lucas' family attend the 30th anniversary of the reopening of the branch library named in his honor. Children and families enjoy crafts and other fun during the Bob Lucas Library celebration.

International chanteuse Morganne kicked off the **return of the Second Saturday concert series** with a night of electric fusion jazz, Latin, and blues music in the Main Library parking lot.

The Altadena Historical Society presented an author talk and book signing at the Main Library. Writer Paul Rollins discussed his book "Letters from the Sphinx," a history of the William Allen family, early Altadena pioneers.

November 2021

Autumn fun kicked off with a nod to nature with the Fall Frolic program.

Registered community members voted at the libraries and Patticakes for their Altadena Town Council representative.

Author and social change advocate Ariel Henley discussed her memoir, "A Face for Picasso: Coming of Age with Crouzon Syndrome," with the Altadena Library.

December 2021

Altadena Library participated in the **first annual Altadena Sip and Shop**, a holiday shopping event at Mariposa Junction (Lake and Mariposa). Hundreds of people from the community turned out to enjoy music, food trucks, and fun!

Building Projects Progress

Thanks to the incredible support of the community through the passage of Measure Z in 2020, the Altadena Library District has embarked on an ambitious multi-year project to repair, modernize, and improve the Main and the Bob Lucas Memorial Library. The project has been dubbed: The Next Chapter for the Altadena Libraries.

In late 2021, the District hired Anderson Brulé Architects (ABA) as the architectural firm for the renovation project. ABA assisted in the development of a survey that was shared with the community.

The District's Ad-Hoc Facilities Committee established a Community Focus Group (CFG), a small group of community representatives that provide feedback and assist in identifying when wider community engagement is helpful. They met in December 2021 and in the following months.

Consultants were engaged to conduct fire flow testing, hazardous materials surveys, and underground utility surveys at both locations. In addition, topographical and geotechnical surveys were conducted for the Bob Lucas Library, and the Main Library received a Tier 3 (Seismic) evaluation.

The District and ABA shared design schematics for the Bob Lucas Library with the CFG and hosted Town Hall meetings with the wider community in March 2021.

January 2022

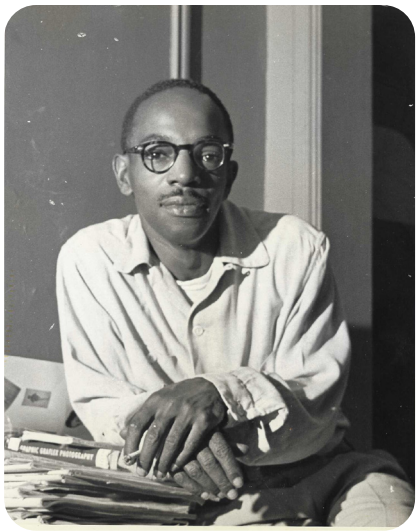
Though the library buildings closed for a few weeks, the collection, services, and other library resources were fully available to patrons with curbside services, electronic access, and remote reference support.

The Library of Things special collection continued to grow, adding items like the Digital Documentarian Kit (a digital camera, wireless shooting grip, microphone, and accessories). By spring, the collection expanded to include puppetry kits and additional fun and useful items.

February 2022

Outdoor storytimes and virtual programming returned, including the popular "Quiet Space" evening meditation series.

In honor of Black History Month, Altadena Library District **blogged about four African Americans, both past and present, who made a significant impact or contribution to Altadena.** Those included were literacy gladiator Bob Lucas, artist/activist Charles White, educator and civil rights activist Ellen Garrison Clark, and Michelle Hoskins, dedicated library staff member who retired in February after 42 years of service to the community.



Bob Lucas
Journalist, photographer, editor, writer, and literacy advocate

March 2022

Altadena Library began a partnership with Huntington Hospital to offer patrons free health counseling and screenings once a month.

In honor of World Puppetry Day, Altadena Library showcased puppet programs on how to make a rod puppet, how to tell a story with puppets, and a performance by The Bob Baker Marionette.

Classical music returned to the library with the popular Mt. Lowe Chamber Players performing Bach, Sousa, and other composers on March 27.

The Altadena Chamber of Commerce, with support from Altadena Libraries, hosted a Women in Science virtual talk with keynote speaker Jocelyn Ferguson, chief development officer at Huntington Medical Research Institutes.

April 2022

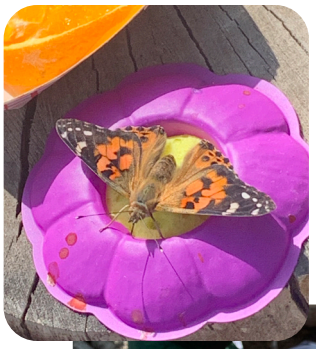
The Altadena community celebrated National Library Week with a bookmark contest, special storytimes with the Altadena Library Foundation and Friends of the Altadena Library, and connecting with the Curiosity Connection at community businesses.

Young **nature lovers learned about metamorphosis in a hands-on program** raising butterflies at Bob Lucas Memorial Library.

(Above) Peter J. Harris, Poet Laureate Editor in Chief
Photo by Tiffany Judkins
(Right) Carla R. Sameth, Poet Laureate for Community Events

Peter J. Harris and Carla R. Sameth were announced as the new Altadena Poets Laureate for 2022-24 during the annual Poetry & Cookies event.

District staff shared information about library programs and services during the first Night Market.



Program participants and library staff release butterflies at the Bob Lucas Memorial Library.

Author panel
at LitFest Pasadena

May 2022

LitFest Pasadena brought together acclaimed authors and new voices in powerful literary and social conversations attended by dozens of community members at the Altadena Library.

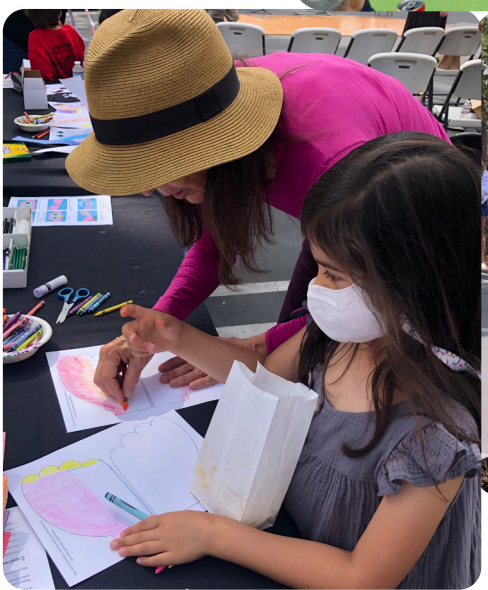
Adult learners and volunteer literacy tutors attended a celebration lunch at the Bob Lucas Memorial Library and Literacy Center.

The Altadena Libraries – in partnership with Altadena Historical Society, LA Conservancy, and Sapphos Environmental – **hosted a Juneteenth Celebration to honor the legacies and lives of Altadena African Americans** and their contributions to the community. The Ellen Garrison Clark scholarship was also awarded to two local high school students.

June 2022

The District launched **summer reading programs for children, teens, and adults with a grand kickoff celebration** at the Main Library. It featured games, crafts, food, and amazing performances by Ballet Folclórico do Brasil and musician Michael Haggins.

(Clockwise from top) Assemblymember Chris Holden presents proclamations to the Ellen Garrison Clark Scholarship awardees at the 2022 Juneteenth Celebration. Ballet Folclórico do Brasil performs. Patrons enjoy crafts and fun at the summer reading kickoff event. Adult learners and volunteer tutors lunch together in celebration at the Bob Lucas Memorial Library.

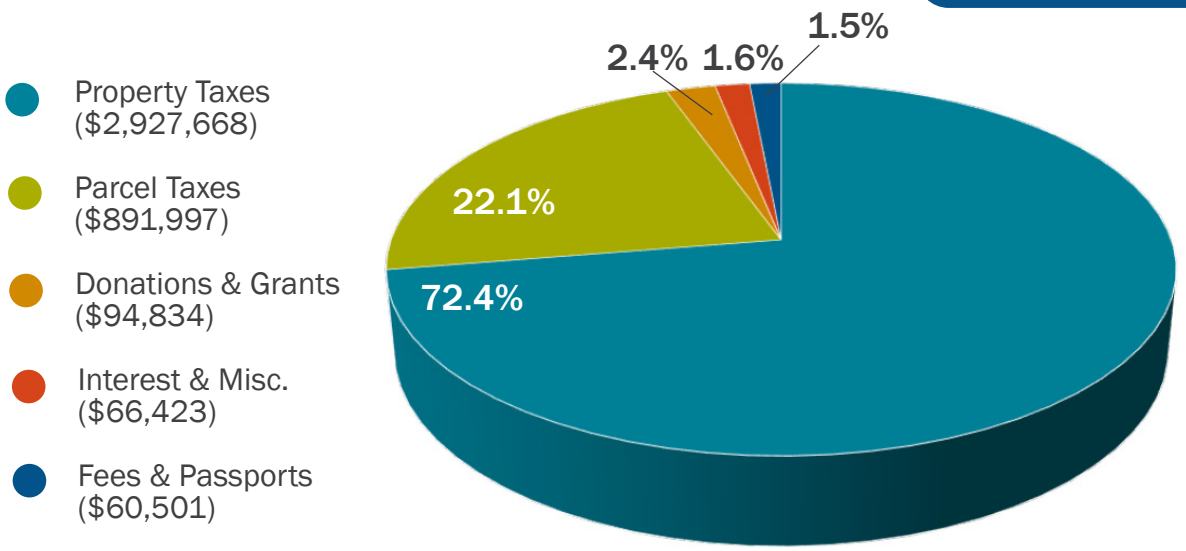


Finances

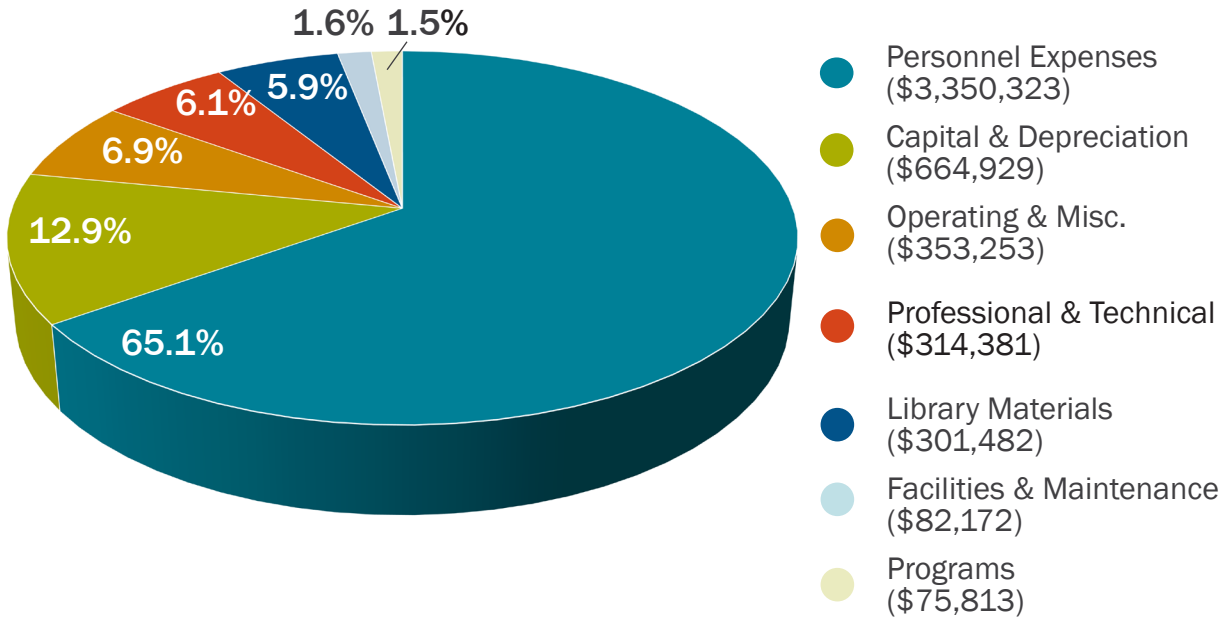
Financial Spotlight

The District sold $21.125 million in premium bonds, netting bond proceeds of $23 million. These funds will be used for upcoming renovations to both library buildings.

Fiscal Year 2021-22 Revenue



Fiscal Year 2021-22 Expenses



ALD By the Numbers

400,148
Virtual Visits to Library Website

74,340
Annual Number of Wireless Sessions

6,141
Annual Uses of Public Internet Computers

5,135
MONTHLY DIGITAL (AVERAGE) CIRCULATION

83,000+
YOUTUBE VIDEO VIEWS

12,380
HOURS OF YOUTUBE WATCH TIME

CIRCULATION

168,032
Number of checkouts of physical items (books, movies, music, etc.) throughout the year

VISITORS TO LIBRARIES

72,572

REFERENCE QUESTIONS ANSWERED

7,444

NEW LIBRARY CARDS ISSUED

2,334

TOTAL EVENTS/PROGRAMS

559

ATTENDANCE AT EVENTS/PROGRAMS

8,324

Friends of the Altadena Library

Established in 1959, the Friends of the Altadena Library organization is committed to supporting the District by generating public interest in our libraries, assisting with funding to purchase materials, and underwriting cultural and educational programs. Thank you to all of the Friends (July 2021-June 2022) for your dedication, hard work, and passion for our libraries!

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Hafsah Abdus-Shakur
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Alex Ahmad
Michel Aide
Jamie Albertson
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Tolga Alkac
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We apologize for any errors or omissions in this acknowledgement of gifts. If you have a correction, please email us at manager@altadenalibraryfoundation.org.

Main Library

600 E. Mariposa Street
Altadena, California 91001
Phone: (626) 798-0833

Hours

Monday & Tuesday: 10:00am – 8:00pm
Wednesday – Friday: 10:00am – 6:00pm
Saturday: 10:00am – 4:00pm
Sunday: Closed

Bob Lucas Memorial Library & Literacy Center

2659 Lincoln Avenue
Altadena, California 91001
Phone: (626) 798-8338

Hours

Monday – Friday: 10:00am – 6:00pm
Saturday & Sunday: Closed

www.AltadenaLibrary.org
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Altadena Libraries

BOARD OF LIBRARY TRUSTEES
STAFF REPORT FOR DECEMBER 2022

DEPARTMENT: Administration **MEETING DATE:** December 19, 2022

PREPARED BY: Cindy Byerrum, Eide Bailly **LOCATION:** Hybrid Meeting

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TITLE: Review and Approval to invest with the California Cooperative Liquid Assets Securities System (CLASS)

BACKGROUND:

The main purpose of any investment policy is safety, liquidity, and return, in that order. As of November 30 2022, the District had $2,534,923 invested in the County of LA investment pool, and another $15,776 invested in a money market account with Pacific Western. The county pool yielded a 2.3% annualized return for the month of October (the most up to date month available) and the money market earned .15% for the month of November. Both of these investments offer safety and liquidity, but returns could be improved by looking into other investment strategies.

The process to transfer money from the County pool to the District checking account is a manual paper process that takes a minimum of two weeks to complete, while the money market can be accessed quickly, usually within the same day.

With Federal rates rising over the past six months, it is prudent to consider moving some of these funds into higher yield investments that can be accessed on a daily basis. District staff researched the newly formed California Cooperative Liquid Assets Securities System (CLASS), which is a JPA that functions similarly to the California State Local Agency Investment Fund (LAIF), which was also researched as an investment option. Both LAIF and CLASS Prime Fund investments are a stable net asset valuation, following California State Code Section 53601, which means that a dollar in is a dollar out and there is no risk of principal loss. Both LAIF and CLASS offer no fees, same day withdrawals, and feature safe investments which is the primary goal of an investment policy. With a LAIF account the District can only have one account, meaning the money is not truly segregated by fund, or separated into reserve buckets if desired. CLASS, however, allows for multiple sub-accounts which would allow the District to have a separate account for general investments and an operating reserve (6 months of budgeted expenses).

As of December 11, 2022, the Daily Effective Yield in the CLASS Prime Fund was 4.06%, while the yield for LAIF was 2.12% as of December 7, 2022. In general LAIF has longer maturity assets than CLASS and as such, LAIF has not been able to capitalize on rising interest rates. While yield is not the primary concern of an investment strategy, if all other things are equal, which appears to be the case with LAIF and CLASS, then a higher yield is preferred. Both LAIF and CLASS are preferrable to the investing with the County of LA for increased liquidity and return.

The proposed action is consistent with policies adopted by the Board including the Investment Policy.

FISCAL IMPACT:
Investment yields may be higher, but those amounts cannot be estimated at this time.

RECOMMENDATION:

Staff and our accounting firm Eide Bailly recommend that the District withdraw all funds except for $20,000 from the County of LA and invest and enroll in the CLASS Prime Fund. Staff recommends the money market account be closed and transferred into the CLASS fund.

Attachment(s) Below: CLASS Features and Benefits, CLASS Information Statement, CLASS Registration Packet.

California CLASS

Prime Fund Information Statement

June 17, 2022

Introduction

The purpose of this Information Statement for the California CLASS Prime Fund (Prime Fund) is to provide information to Participants (as defined herein) in connection with the purchase of Shares (as defined herein) in the Prime Fund. This Information Statement for the Prime Fund describes certain provisions of the JPA Agreement (as defined herein) for the California CLASS and the Investment Policy for the Prime Fund. Participants interested in the purchase of Shares in the Prime Fund should review the full terms of the JPA Agreement (located in the Document Center at www.californiaclass.com) and the Investment Policy for the Prime Fund described herein (located in the Document Center at www.californiaclass.com), each of which are incorporated herein by reference. Capitalized terms not otherwise defined herein shall have the meanings set forth in the JPA Agreement.

The contents of this Information Statement should not be considered to be legal, tax or investment advice, and Participants should consult with their own counsel and advisers as to all matters concerning investment in the Prime Fund.

California CLASS Prime Fund Summary

The California Cooperative Liquid Assets Securities System, doing business as the California CLASS, is a California joint powers authority created pursuant to Title 1, Division 7, Chapter 5 of the California Government Code (commencing with Section 6500), known as the Joint Exercise of Powers Act (Act) and the JPA Agreement referenced below.

The Act provides that two or more public agencies (as defined herein, Public Agencies) that have the authority to invest funds in their treasuries may, by agreement, jointly exercise that common power and create a joint powers authority separate from such Public Agencies to exercise such common power and to act as administrator of the agreement. Under this authority, California CLASS was created pursuant to a Joint Exercise of Powers Agreement (JPA Agreement) dated as of June 6, 2022, between the Founding Participants (as defined in the JPA Agreement).

The Act authorizes a joint powers authority, such as California CLASS, to issue shares of beneficial interest in authorized investments to participating Public Agencies (collectively referred to herein, as Participants and individually, as a Participant). See "Eligible Shareholders." The JPA Agreement sets forth the terms of the investment program known as California CLASS Investment Program, including the establishment of Funds in which Participants purchase shares of beneficial interest issued by California CLASS in authorized investments that are owned by California CLASS. The Prime Fund is one of the initial Funds established by the California CLASS.

The purpose of the California CLASS is to consolidate investment activities of the Participants and thereby reduce duplication, take advantage of economies of scale and perform governmental functions more efficiently through the California CLASS Investment Program.

As a joint powers authority, California CLASS provides a professionally managed pooled investment program for Participants. See "Investment Advisor & Administrator." Pursuant to the JPA Agreement, California CLASS is governed by a Board of Trustees and is sponsored by the California Special Districts Association (CSDA) and the League of California Cities (Cal Cities and together with CSDA, the Sponsors). See "Board of Trustees."

The Shares in the California CLASS Prime Fund have not been, and are not required to be, registered under any federal or state securities law. The California CLASS has not been, and is not required to be, registered under the Investment Company Act of 1940, as amended. Accordingly, the California CLASS and its Prime Fund are not subject to the provisions of that Act, including the protective rules relating to registered money market funds and other types of mutual funds.

Prime Fund Investment Objectives

California CLASS provides a professionally managed pooled investment program for Participants. The general objective of the Prime Fund is to generate additional investment income for the Participants while maintaining safety and liquidity. The Prime Fund is managed by the California CLASS to comply with the requirements of California law, specifically California Government Code Section 53601.

The Prime Fund is managed by the California CLASS to offer a safe, convenient, and daily liquid investment option for Participants. As described below, the investment objectives of the Prime Fund are to preserve principal, provide daily liquidity, earn a competitive rate of return, and maintain a stable Net Asset Value (NAV) of $1.00. The Prime Fund accrues net income daily and pays net income on a pro rata basis monthly.

The California CLASS has established that the Prime Fund will have a maximum dollar-weighted average maturity (WAM) of 60 days and a maximum weighted average life (WAL) of 120 days. The Investment Policy created by the California CLASS for the Prime Fund establishes the objectives, policies and restrictions that are designed to facilitate the achievement of these objectives.

The Investment Advisor for the Prime Fund will seek to maintain a 'AAAm' rating from S&P Global Ratings on the Prime Fund. According to S&P Global Ratings, a fund rated 'AAAm' demonstrates extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk. 'AAAm' is the highest principal stability fund rating assigned by S&P Global Ratings.

The investment objectives of the Prime Fund in order of priority are:

Safety: The Prime Fund is managed to emphasize the preservation of principal while maintaining a stable NAV of $1.00.

Liquidity: The Prime Fund is managed to provide daily liquidity to its Participants. See above for description of the maximum WAM and WAL for investments in the Prime Fund.

Competitive Returns: The Prime Fund is managed to generate competitive returns while providing daily liquidity and stability of principal.

No assurances can be given that the investment objectives of the Prime Fund will be achieved.

Transparency

The California CLASS seeks to provide transparency to Participants in the Prime Fund by allowing Participants to readily obtain portfolio and account information. The California CLASS will offer dedicated Participant support with an easy-to-use technology platform. Historical and current performance data, Net Asset Value, WAM, and WAL are published and available to Participants on the California CLASS website. Portfolio holdings are published quarterly and are available to Participants through the California CLASS Client Services team on an as-needed basis. Participant breakdowns and expense ratios are also published and available to Participants on the California CLASS website on a quarterly basis.

Eligible Shareholders

Any Public Agency that has the authority to invest funds in its treasury in statutorily permitted investments, including but not limited to Section 53601 of the California Government Code, and meets the requirements described in the next paragraph is eligible to become a Participant of the California CLASS Investment Program and is eligible to purchase shares in the Prime Fund.

Each Participant must be a "Public Agency", as that term is defined in Section 6509.7 of the Act, which, as of the date of this Information Statement, is defined as "the federal government or any federal department or agency, this state, another state or any state department or agency, a county, county board of education, county superintendent of schools, city, public corporation, public district, or regional transportation commission of the State of California or another state, a federally recognized Indian tribe, or any joint powers authority formed pursuant to this article by any of these agencies," and includes "a nonprofit corporation whose membership is confined to public agencies or public officials." Each Participant must also be a political subdivision of a state, or an agency, authority, or instrumentality of the United States, a state of any political subdivision of a state.

Prime Fund Eligible Investments

Funds in the Prime Fund are required to be invested by the Investment Advisor in investments permitted by California law, specifically California Government Code Section 53601, and will be made in accordance with the Investment Policy established by the California CLASS for the Prime Fund. As required by California law, funds in the Prime Fund will be invested by the Investment Advisor in accordance with the prudent investor standard of the California Government Code.

While the Investment Policy established by the California CLASS for the Prime Fund covers the eligible investments and their maximum maturity, maximum portfolio allocation, maximum per issuer allocation and minimum credit quality in greater detail, the following types of investments are eligible for inclusion in the Prime Fund:

- U.S. Government and agency obligations
- Repurchase agreements collateralized by U.S. Government and agency obligations
- Registered warrants or treasury notes of the state of California
- Bonds, notes, warrants, or other obligations of a local agency in the state of California
- Registered treasury notes or bonds of any of the other 49 states
- Bankers' acceptances
- Prime commercial paper and asset-backed commercial paper
- Negotiable certificates of deposit
- Corporate notes
- Asset-backed securities
- U.S. dollar denominated senior unsecured obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation or Inter-American Development Bank
- Money market mutual funds

The Investment Policy for the Prime Fund also contains certain investment restrictions on investments in the Prime Fund.

As set forth in Section 53601 of the California Government Code, the legislative body of a local agency having moneys in a sinking fund or moneys in its treasury not required for the immediate needs of the local agency may invest any portion of the money that it deems wise or expedient in the investments described in Section 53601. However, the California Government Code limits the amount of surplus money of a local agency that may be invested in such investments. Each Participant is responsible for monitoring the aggregate amount of its investments in any of these types of investments to ensure its own compliance with the California Government Code. None of the California CLASS, the Administrator, the Investment Advisor, the Custodian or any other agents of the California CLASS shall be responsible for such monitoring or compliance.

Each Participant, by its investment in the Prime Fund, is certifying that it is legally authorized to make such investment. Participants should consult with their legal counsel and/or advisors regarding the legality of investment funds in the Prime Fund.

Shares; Interests of Participants

The JPA Agreement provides that the beneficial interests of the Participants in the assets of the Prime Fund and the earnings thereon are divided into "Shares." "Shares" means the unit used to denominate

and measure the respective pro rata beneficial interests of the Participants in a Fund within the California CLASS Investment Program, including the Prime Fund. As required by Section 6509.7 of the Act, each Share shall represent an equal proportionate interest in the Investment Property within a Fund, including the Prime Fund. The JPA Agreement provides that the number of Shares that may be used to measure and represent the proportionate allocation of beneficial interests among the Participants in a Fund, including the Prime Fund, is unlimited. All Shares in a Fund, including the Prime Fund, shall be of one class representing equal distribution, liquidation, and other rights. The beneficial interests measured by the Shares shall not entitle a Participant to preference, preemptive, appraisal, conversion, or exchange rights of any kind with respect to the California CLASS Investment Program or the Investment Property held in the applicable Fund, including the Prime Fund. Title to the Investment Property held in the applicable Fund, including the Prime Fund, of every description is vested in the California CLASS. The Participants shall have no interest in the Investment Property held in the applicable Fund, including the Prime Fund, other than the beneficial interests conferred hereby and measured by their Shares, and they shall have no right to call for any partition or division of any property, profits, rights, or interests of the California CLASS.

In its discretion, the California CLASS may from time to time allocate Shares in addition to the then allocated Shares to such Participant for such amount and such type of consideration (including without limitation income from the investment of Investment Property held in the applicable Fund, including the Prime Fund) at such time(s) (including without limitation each Business Day in accordance with the maintenance of a constant net asset value per Shares as set forth in the JPA Agreement for constant net asset value Funds, such as the Prime Fund), and on such terms as the California CLASS may deem best. In connection with any allocation of Shares, the California CLASS may allocate fractional Shares. From time to time, the California CLASS may adjust the total number of Shares allocated without thereby changing the proportionate beneficial interests in the Investment Property held in the applicable Fund, including the Prime Fund. Reductions or increases in the number of allocated Shares may be made in order to maintain a constant net asset value per Share for constant net asset value Funds, such as the Prime Fund. Shares shall be allocated and redeemed as one hundredths (1/100ths) of a Share or any multiple thereof.

Investment Risks

Participants should specifically consider the following risks before deciding to purchase Shares of the Prime Fund. The following summary does not purport to be comprehensive or definitive of all risk factors.

Interest Rate Risks

The prices of the fixed-income securities in the Prime Fund will rise and fall in response to changes in the interest rates paid by similar securities. Generally, when interest rates rise, prices of fixed-income securities fall. However, market factors, such as demand for particular fixed-income securities, may cause the price of certain fixed-income securities to fall while the price of other securities rise or remain

unchanged. Interest rate changes have a greater effect on the price of fixed-income securities with longer maturities. The Investment Advisor will seek to manage this risk by purchasing short-term securities.

Credit Risks

Credit risk is the possibility that an issuer of a fixed-income security held in the Prime Fund will default on the security by failing to pay interest or principal when due. If an issuer defaults, Participants in the Prime Fund will lose money. The Investment Advisor will seek to manage this risk by purchasing high-quality securities as determined by one or more Nationally Recognized Statistical Ratings Organizations and/or the Investment Advisor's credit research team. The Investment Policy for the Prime Fund contains a description of the minimum credit quality for each category of eligible investment in the Prime Fund.

Stable Net Asset Value Risks

Although the Prime Fund is managed to maintain a stable NAV of $1.00 per Share, there is no guarantee that it will be able to do so.

Investment Not Insured or Guaranteed

An investment in the Prime Fund is neither insured nor guaranteed by the Federal Deposit Insurance Corporation or any other government agency.

Board of Trustees

Pursuant to the JPA Agreement, the management of California CLASS is governed by a Board of Trustees (Board). The Board supervises the California CLASS and its affairs and acts as the liaison between the Participants, the Custodian, the Administrator, the Investment Advisor and all service providers.

CSDA and Cal Cities are sponsors of the California CLASS. The governing bodies of CSDA and Cal Cities each appoint two (2) Trustees who are either elected, appointed, or staff from a California CLASS Participant which is also a CSDA or Cal Cities member; or, staff from CSDA and Cal Cities. One seat on the Board shall be a Participant that is appointed by a majority vote of the Board.

Initially, the number of Trustees shall be five (5) voting Trustees. The Board may expand the membership of the Board and set initial terms for each additional Trustee. The Board approved the Investment Policy for the Prime Fund and may approve amendments to such Investment Policy from time to time. Upon the Board's approval of any amendment to the Investment Policy for the Prime Fund, the amended Investment Policy will be posted to the website of California CLASS.

See www.californiaclass.com for a description of the current Trustees and officers of the California CLASS.

Investment Advisor & Administrator

Pursuant to an agreement with the California CLASS, Public Trust Advisors, LLC (Public Trust) serves as the Investment Advisor and Administrator for California CLASS Investment Program.

As Investment Advisor, Public Trust provides investment services to the California CLASS, including the Prime Fund. Public Trust is an investment advisory firm headquartered in Denver, Colorado with offices in Los Angeles, California. Public Trust is registered with the Securities and Exchange Commission as an investment advisor under the Investment Advisers Act of 1940.

As Administrator, Public Trust services all Participant accounts in the California CLASS Investment Program, including all Participant accounts in the Prime Fund, determines and allocates income of the California CLASS Investment Program, provides certain written confirmation of the investment and withdrawal of funds by Participants, provides administrative personnel and facilities to the California CLASS, determines the NAV of the Prime Fund on a daily basis, and performs all related administrative services for California CLASS. At least quarterly, the Administrator provides the Board with a detailed evaluation of the performance of the California CLASS Investment Program, including the Prime Fund, based upon a number of factors. This evaluation includes a comparative analysis of the investment results of the California CLASS Investment Program, including the Prime Fund, in relation to industry standards such as the performance of comparable money market mutual funds and various indexes of money market securities.

Custodian

Pursuant to an agreement with the California CLASS, U.S. Bank, N.A. serves as Custodian for California CLASS Investment Program.

As Custodian, U.S. Bank, N.A. acts as directed custodian for the California CLASS Investment Program, including the Prime Fund, and serves, in accordance with California law, as the depository in connection with the direct investment and withdrawal mechanisms of California CLASS Investment Program. U.S. Bank, N.A. does not participate in the investment decision making process of the California CLASS Investment Program.

The Custodian shall hold the Investment Property (excluding cash, which is not held by the Custodian), in its capacity as Custodian on behalf of California CLASS. Such Investment Property shall be custodial property of the Custodian and shall not be, or be deemed to be, an asset of the Custodian.

Within fifteen (15) days after the end of each month, the Custodian shall send statements providing the closing balance in the Account at the end of such month and the transactions performed in the Account during such month to the Administrator and the California CLASS.

Independent Auditors

An independent certified public accounting firm, CliftonLarsonAllen, LLP, has been engaged to audit the annual financial statements of the California CLASS. The audit will contain statements of assets and liabilities, of operations, and of changes in net assets. The opinion of the independent certified public accountant on such financial statements is based on an examination of the books and records of California CLASS made in accordance with generally accepted accounting principles (GAAP). The fiscal year of the California CLASS ends each March 31.

How to Become a Participant

See "Eligible Shareholder" to determine if you are eligible to be a Participant in the California CLASS Investment Program. Any prospective Participants seeking to purchase Shares in the Prime Fund should review the JPA Agreement, this Information Statement for the Prime Fund, and the Investment Policy for the Prime Fund and then simply complete the California CLASS Registration Packet found in the document center of the California CLASS website(located in the Document Center at www.californiaclass.com). Please email all completed forms to clientservices@californiaclass.com.

There is no limit on the number of subaccounts that can be opened by a Participant. The Administrator will notify the prospective Participant of its approval of the Registration Forms and the account number(s) assigned. The Administrator reserves the right to reject any Registration in its discretion. Investment in the Prime Fund may be effectuated through the California CLASS Participant Portal. Secure online access will be available to Participants with respect to their accounts. Information with respect to the Prime Fund, including daily yield, up-to-date account information, and a transaction history will be available online. Confirmations of each contribution (purchase of Shares) and withdrawal (redemption of Shares) of funds will be available online to a Participant within one business day of the transaction.

Purchase of Shares; Investments

Payments by the Participant to the California CLASS, and the crediting of Shares resulting therefrom, are referred to herein as "contributions" for convenience. Participants may purchase Shares in the Prime Fund by Automated Clearing House (ACH) transfer or wire transfer from the Participant to the Custodian, as described in the Investment Procedures set forth below. The California CLASS does not charge a fee for receipt of wire contributions. However, a Participant's bank may charge a fee for wiring funds.

There is no maximum or minimum amount that must be invested in the Prime Fund nor is there any maximum or minimum limitations on the aggregate amount of the investment funds that any Participant may have invested at any one time with California CLASS.

Investment Procedures

1. The Participant shall provide a recorded call or send a written notice to the Administrator indicating the amount to be invested in the Prime Fund and indicating which Account of the Prime Fund the investment is to be made. The Participant shall instruct its bank depository to wire or electronically transfer Investment Funds to the applicable Account at the Custodian for the purchase of investments to be held by the Custodian in such Account.

2. The Administrator shall receive the notice described in (1) from the Participant.

3. Investments received by the Custodian by 11:00 a.m. PT will be used to purchase Shares in the Prime Fund.

4. If Investment Funds for which notification of investment has been given are not received by the end of the business day on which such notification is given, the Administrator shall deduct the value of such Investment Funds (including any earning income) from the Participant's balance if previously credited.

5. The Participant is prohibited from requesting payments from amounts credited to its balance in the Prime Fund until such Investment Funds are received by the Custodian from the Participant.

These Investment Procedures may be amended from time-to-time pursuant to the JPA Agreement provided, however, the Administrator will only change the times set forth above after consulting with the Custodian.

Redemptions of Shares; Withdrawals; Transfers

Payments by the California CLASS to Participants, and the reduction of Shares resulting therefrom, are referred to herein as "redemptions" for convenience. Redemptions of Shares from the Prime Fund may be made via ACH or wire transfer from the Custodian to the Participant, as described in the Payment Procedures set forth below. Shares in the Prime Fund will be redeemed in the amount of the withdrawal assuming a NAV of $1.00 per Share.

There is no maximum or minimum amount that must be invested in the Prime Fund nor is there any maximum or minimum limitations on the aggregate amount of the investment funds that any Participant may have invested at any one time with California CLASS.

Each Participant, by its investment in any Fund, including the Prime Fund, agrees that the California CLASS may temporarily suspend the right of redemption or postpone the date of payment for redeemed Shares for the whole or any part of any period: (i) during which trading in securities generally on the New York Stock Exchange or the American Stock Exchange or over-the-counter market shall have been suspended or minimum prices or maximum daily charges shall have been established on such exchange or market; (ii) if a general banking moratorium shall have been declared by Federal, state, or the State of New York or State of California authorities or during a suspension of payments by banks in the State

of California; (iii) during which there shall have occurred any state of war or national emergency; (iv) during which any financial emergency or other crisis the effect of which on the financial markets of the United States is such as to make it impracticable (a) to dispose of the Investment Property because of the substantial losses that might be incurred or (b) to determine the Investment Property Value in accordance with the Valuation Procedures. The Administrator shall determine, on behalf of California CLASS, when an event occurs that would entitle the Custodian to temporarily suspend or postpone a Participant's right of redemption. Participants should refer to the JPA Agreement for additional detail.

Transfers among the Prime Fund and another Fund within the California CLASS Investment Program will be considered a withdrawal from one Fund and a contribution to another subject to the requirements described in this Information Statement**.**

Payment Procedures

1. The Participant shall provide a recorded call or send a written notice to the Administrator indicating the amount requested to be paid (redeemed) and shall specify from which Account of the Prime Fund the payment is to be made.

2. The Participant shall notify the Administrator in writing of the payee of the amount requested, which may be the Participant, and include any wire, electronic transfer, or other payment instructions. Such payee must be listed on the list of approved payees that has been provided by the Participant to the Administrator in advance of the payment.

3. The Administrator shall receive the notice described in (1) and the information required in (2) from the Participant. Requests for redemptions from Accounts of the Prime Fund with pre-established wire instructions will be honored on a same-day basis if received by the Administrator prior to 11:00 a.m. PT. Special wire transfer requests are available only with written documentation.

4. The Participant may only request payments of that portion of its balance that represents Investment Funds and its proportional share of the income from the Investment Property that, in all cases, is actually held by the Custodian in the applicable Account in the Prime Fund.

These Payment Procedures may be amended from time-to-time pursuant to the JPA Agreement provided, however, that the Administrator will only change the times set forth above after consulting with the Custodian.

Portfolio Transactions

Subject to the general supervision of the California CLASS, the Investment Advisor is responsible for placing the orders for the purchase and sale of securities within the Prime Fund, referred to herein as "portfolio transactions" for convenience. The portfolio transactions within the California CLASS Investment Program, including the Prime Fund, occur only with broker dealers acting as principals except for commercial paper transactions that may be placed directly with the issuers. Although California

CLASS does not ordinarily seek but nonetheless may make profits through short-term trading, the Investment Advisor may, on behalf of the California CLASS, dispose of any portfolio investment prior to its maturity if such disposition is advisable. The weighted average maturity and weighted average life limits applicable to the Prime Fund is expected to result in high portfolio turnover. However, since brokerage commissions are not typically paid on the types of investments in which the Prime Fund is likely to invest, any turnover resulting from such investments should not adversely affect the NAV of the Prime Fund.

The Investment Advisor seeks to obtain the best net price and the most favorable execution of portfolio transactions. Portfolio transactions will not occur between the Investment Advisor and Administrator, the Custodian, any Trustee, or any affiliate, officer, director, employee, or agent of any of them.

Valuation of Prime Fund Shares

The Administrator determines the NAV of the Shares of the Prime Fund at least daily on a mark-to-market basis. The NAV per Share of the Prime Fund is computed by dividing the total value of the securities and other assets of the Prime Fund, less any liabilities, by the total outstanding Shares of the Prime Fund. Expenses and fees of the California CLASS accrue daily and are included within liabilities for the NAV calculation.

The result of this calculation is a share value rounded to the nearest penny. Accordingly, the price at which Shares of the Prime Fund are sold and redeemed will not reflect unrealized gains or losses on securities within the Prime Fund that amount to less than $.005 per Share. The Administrator will endeavor to minimize the amount of such gains or losses. However, if unrealized gains or losses on securities within the Prime Fund should exceed $.005 per Share, the Prime Fund's NAV per Share will change from $1.00 or be maintained at $1.00 per Share by retention of earnings or the reduction on a pro rata basis of each Participant's Shares in the Prime Fund in the event of losses or by a pro rata distribution to each Participant in the event of gains.

While it is a fundamental objective of the Prime Fund to maintain a NAV of $1.00 per Share, there can be no guarantee that the NAV will not deviate from $1.00 per Share. The NAV per Share of the Prime Fund may be affected by general changes in interest rates resulting in increases or decreases in the value of the securities in the Prime Fund**.** The fair market value of the Prime Fund's securities will vary inversely to changes in prevailing interest rates. If a security is held to maturity, no loss or gain is normally realized as a result of these fluctuations.

1. Portfolio Valuation

At least daily, the Investment Property Value within the Prime Fund shall be determined on a mark-to-market basis as follows: (a) securities for which market quotations are readily available are valued at the most recent bid price or yield equivalent as obtained from one or more market makers for such

securities or a third-party pricing source; (2) all other securities and assets are valued at fair market value in good faith.

2. Amendment

These Valuation Procedures may be amended from time-to-time pursuant to the JPA Agreement.

Use of Fair Value Measurement

California CLASS follows Financial Accounting Standards Board (FASB) Accounting Standards Topic (ASC) 820 *Fair Value Measurement and Disclosure* for financial reporting purposes. ASC 820 defines fair value, establishes a single framework for measuring fair value, and requires disclosures about fair value measurement.

Local government investment pools (LGIP) may select different methods of determining the value of assets held within the portfolio for reporting purposes. The two most common methods used to report on the assets of the portfolio are mark-to-market—frequently referred to as "fair value" or "fair market value"—and amortized cost. California CLASS utilizes the mark-to-market methodology. This involves obtaining prices for securities in the portfolio every business day. The mark-to-market methodology provides Participants with a high degree of transparency with respect to the underlying market values of the Prime Fund's securities.

The mark-to-market methodology (FASB) can and should be contrasted with the amortized cost method that some LGIPs utilize. LGIPs that follow GASB 79 are following the amortized cost method, which entails adjusting the value of the portfolio's securities on a daily basis by a predetermined amount from the purchase date to the maturity date. While the amortized cost method produces very reliable and predictable asset valuations, that predetermined value may or may not accurately reflect the market value of the security.

Computation of Yields

A daily and seven-day average yield for the Prime Fund will be provided by the Administrator in published reports and information on www.californiaclass.com. To obtain the daily yield, a daily income distribution per share factor is first calculated. That factor is the net income for that day divided by the number of settled shares outstanding. The factor is then multiplied by 365 (366 in a leap year) to produce the daily yield. The seven-day average yield is obtained by averaging the daily yield for seven identified, consecutive days. From time-to-time, the Administrator may also quote the yield for the Prime Fund on other basis for the information of the Participants.

Participants should note that the yields quoted should not be considered a representation of the future yield of the Prime Fund since the yield is not fixed. Actual yields for the Prime Fund will depend not only

on the type, quality, and maturities of the investments held by the Prime Fund and the changes in interest rates for such investments but also on changes in the Prime Fund's expenses during the period.

Yield information may be useful in reviewing the performance of the Prime Fund and for providing a basis for comparison with other investment alternatives.

Income Allocations

All net income of the Prime Fund is determined as of the close of business each day (and at such other times as the Board may determine) and is credited pro rata to each Participant's Account within the Prime Fund at month-end. The Prime Fund accrues net income on a daily basis and pays interest income on a monthly basis.

Net income that has thus accrued to the Participants is converted as of the close of business at month-end into additional Shares that are thereafter held in each Participant's account. Reinvested net income is converted into full and fractional shares at the rate of one share for each one dollar credited. Net income for the Prime Fund consists of (1) all accrued interest income on assets of the Prime Fund plus (2) accretion of discount less (3) amortization of premium and less (4) accrued expenses.

Retained Reserves

Pursuant to the JPA Agreement, the Investment Advisor may retain from earnings and profits in the California CLASS Investment Program, including the Prime Fund, amounts deemed necessary to pay the debts and expenses of the California CLASS, as well as to meet other obligations of the California CLASS. The Investment Advisor possesses the power to establish from earnings and profits such reasonable reserves as they believe may be necessary or desirable. Realized capital gains or losses shall be distributed in a timely and equitable manner as determined by the Investment Advisor. More information about retained reserves is available in the JPA Agreement, including the detailed accounting that the Investment Advisor provides to the Board on a quarterly basis on amounts deemed necessary or desirable by the Investment Advisor for retained reserves.

California CLASS Expenses

Pursuant to the JPA Agreement, Public Trust Advisors, as Administrator, for the California CLASS Investment Program, including the Prime Fund, shall receive a fee as described below in "California CLASS Fees." The Administrator's fee shall be an Investment Property Liability. From its fee, the Administrator shall pay the following costs and expenses: the Investment Advisor's fee set forth in the Investment Advisor Agreement, the Custodian's fee set forth in the Custody Agreement, the costs of third parties retained by the Administrator to render investment advice pursuant to the Administrator Agreement, the fees to the Sponsors, marketing expenses, all custodial and securities clearance

transaction charges, the cost of valuing the Investment Property, the cost of obtaining a rating or ratings, if any, the cost of other expenses agreed to by the Administrator and the California CLASS, all Investment Property record-keeping expenses, the cost of preparing monthly and annual reports, the expense of outside auditors required pursuant to the Administrator Agreement (but only if the Administrator selects such auditors), the fees of the counsel to the Administrator and/or the counsel to the California CLASS, the cost of Meetings of the Board, insurance costs and the costs of Participant surveys and mailings. Periodically, the Administrator shall provide a detailed accounting of such expenses to the Trustees.

California CLASS Fees

For the performance of its obligations as Administrator in the Administrator Agreement, the Administrator will charge a fee from the Investment Property Value (the daily fee). This daily fee will accrue on a daily basis and be paid monthly in arrears and prorated for any portion of the month in which the Administrator Agreement is in effect. The daily fee shall be calculated as follows: the Investment Property Value is multiplied by the applicable fee rate and is divided by 365 or 366 days in the event of a leap year to equal the daily fee accrual. The Investment Property Value shall be based on the prior day's net assets. For weekend days and holidays, the net assets for the previous business day will be utilized for the calculation of fees. The applicable fee rate shall be determined by the Administrator monthly on the first business day of each month and shall be at an annual rate equal to up to fifteen (15) basis points. The Administrator is authorized to debit the applicable monthly fee amount within five (5) business days after the end of such month. All payment records and invoices will be presented at each subsequent meeting of the Board. Fees may be waived or abated at any time, or from time-to-time, at the sole discretion of the Administrator. Any such waived fees may be restored by the written agreement of the California CLASS.

Reports to Participants

Annually

Audited financial statements of the California CLASS will be provided annually. See "Independent Auditors" above.

Monthly

Within 15 days after the end of each month, the Administrator shall prepare and submit, or make available, to each Participant a statement disclosing any activity and a closing balance, including the number of Shares, in each of its accounts for such month.

Upon Request

The Administrator, upon the request of a Participant, shall furnish to the Participant a statement of such Participant's balance as of the date of such request subject only to account activity on such date.

California CLASS

California Cooperative Liquid Assets Securities System

What is California CLASS?

California Cooperative Liquid Assets Securities System (California CLASS) is a joint exercise of powers entity authorized under Section 6509.7, California Government Code. California CLASS is a pooled investment option that was created via a joint exercise of powers agreement by and among California public agencies. California CLASS offers public agencies a convenient method for investing in highly liquid, investment-grade securities carefully selected to optimize interest earnings while maximizing safety and liquidity. The California CLASS Prime and Enhanced Cash funds offer public agencies the opportunity to strengthen and diversify their cash management programs in accordance with the safety, liquidity, and yield hierarchy that provides the framework for the investment of public funds.

How is it governed and managed?

California CLASS is overseen and governed by a Board of Trustees. The Board is made up of public agency finance professionals who participate in California CLASS and are members of the Joint Powers Authority (JPA). The Board of Trustees has entered into an Investment Advisor and Administrator Agreement with Public Trust Advisors, LLC. Public Trust is responsible to the Board for all program investment and administrative activities as well as many of the services provided on behalf of the Participants.

How can we participate?

Enrolling in California CLASS is simple. Public agencies may become Participants simply by filling out the Participant Registration Form that can be found in the document center on the California CLASS website. Public agencies may submit the completed registration packet to California CLASS Client Services for processing at clientservices@californiaclass.com. To obtain account forms and fund documents, visit www.californiaclass.com/document-center/.

Endorsed By:

LEAGUE OF CALIFORNIA CITIES

www.calcities.org

CSDA

California Special Districts Association

Districts Stronger Together

www.csda.net

Participants benefit from the following:

- Same-day availability of funds in Prime Fund (11:00 a.m. PT cut-off)
- Deposits by wire or ACH
- Ratings of 'AAAm' & 'AAAf/S1'
- Prime fund transacts at stable NAV
- Portfolio securities marked-to-market daily
- Secure online access for transactions and account statements
- No withdrawal notices for Prime Fund
- Participant-to-Participant transactions
- Interest accrues daily and pays monthly
- No maximum contributions
- No minimum balance requirements
- No transaction fees*
- Annual audit conducted by independent auditing firm**
- Dedicated client service representatives available via phone or email on any business day

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from California CLASS for such transactions.
**External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.

What are the objectives of California CLASS?

Safety

The primary investment objective of the California CLASS Prime fund is preservation of principal. Both California CLASS portfolios are managed by a team of investment professionals who are solely focused on the management of public funds nationwide. The custodian for California CLASS is U.S. Bank, N.A.

Liquidity

When you invest in the California CLASS Prime fund, you have access to your funds on any business day. You must notify California CLASS of your funds transaction requests by 11:00 a.m. PT via the internet or phone. There are no withdrawal notices for the daily-liquid California CLASS Prime fund. Enhanced Cash is a variable NAV fund that provides next-day liquidity and a one-day notification of withdrawal.

Competitive Returns

California CLASS strives to provide competitive returns while adhering to the objectives of safety and liquidity. Participants benefit from the investment expertise and institutional knowledge provided by the team of Public Trust professionals. Portfolio performance is strengthened by the extensive knowledge of California public agency cash flows that the Public Trust team possesses.

Ease of Use

To make cash management streamlined and efficient, California CLASS includes many features that make it easy to access account information and simplify record keeping. Participants can transact on any business day using the California CLASS phone number (877) 930-5213, fax number (877) 930-5214, email clientservices@californiaclass.com or via the California CLASS Online Transaction Portal at www.californiaclass.com.

Flexibility

You may establish multiple California CLASS subaccounts. You will receive comprehensive monthly statements that show all of your transaction activity, interest accruals, and rate summaries. These statements have been specifically designed to facilitate public sector fund accounting and to establish a clear accounting and audit trail for your records.

Legality

California CLASS only invests in securities permitted by California State Code Section 53601; permitted investments are further restricted to those approved by the Board of Trustees as set forth in the California CLASS Investment Policies.

Have Questions? Contact us or visit www.californiaclass.com for more information.

Bob Shull
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Laura Glenn, CFA®
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Director, Investment Services
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Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. **Past performance is not an indication of future performance. Any financial and/or investment decision may incur losses.** Please see the Information Statement for further details on the fee calculation and other key aspects about California CLASS. California CLASS Prime is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. California CLASS Enhanced Cash is rated by 'AAAf/S1' by FitchRatings. The 'AAAf' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'S1' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads **and interest rates.** The 'S1' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk.

California CLASS

California CLASS Registration Packet

Welcome to California CLASS

Thank you for choosing California CLASS!

We believe you have made a sound financial decision in choosing California Cooperative Liquid Assets Securities System (California CLASS). We look forward to being a trusted partner to your organization and its investment management goals and are excited to connect with you to make your investment process a positive, easy experience.

This packet contains all the materials necessary to set up your California CLASS account(s). If you have any questions about the registration process or about your California CLASS account(s), please do not hesitate to contact us. The California CLASS Client Service team can be reached any business day from 8:00 a.m. to 4:00 p.m. PT by phone at (877) 930-5213 or by email at clientservices@californiaclass.com.

Registration Procedures

To participate in California CLASS, please complete the following:

1) Review the Joint Exercise of Powers Agreement and the applicable Information Statements relating to the California CLASS Prime Fund and the Enhanced Cash Fund (located in the Document Center at www.californiaclass.com).

2) Complete the California CLASS Participant Representation Form (page 4).

3) Complete the Participant Registration (page 5).

4) Complete the Authorized Contacts Form (pages 6/7).

5) Should you be interested in participating in California CLASS Prime, complete the California CLASS Prime Fund Account(s) to be Established form; you may open as many accounts as you wish (page 8).

6) Should you be interested in participating in California CLASS Enhanced Cash, complete the California CLASS Enhanced Cash Fund Account(s) to be Established Form; you may open as many accounts as you wish (page 9).

7) Keep the original forms for your records and send the completed packet to the California CLASS Client Service team by fax (877) 930-5214 or by email clientservices@californiaclass.com.

Questions? Please contact us; we would love to hear from you:

California CLASS Client Service Team
T (877) 930-5213
clientservices@californiaclass.com

Through the California CLASS website, www.californiaclass.com, Participants will be regularly informed of important program information, holidays, upcoming Board meetings, Participant events, conferences, and more. Board of Trustee meetings, which are open to the public, are generally held quarterly and discuss relevant issues to the governance and operations of the California CLASS program.

Participant Representation Form

Participant Information

Entity Name (Participant) _____

Participant Representations

The undersigned Authorized Signer for the Participant hereby represents and warrants the following during the period the Participant is investing in the California CLASS Investment Program:

- The Participant is (1) a Public Agency (as defined in the Joint Exercise of Powers Agreement) and (2)(a) a political subdivision of the State of California or (b) an organization whose income is excluded from taxable gross income under Section 115 of the Internal Revenue Code, in each case, that has the authority to invest funds in its treasury in investments in accordance with Section 53601 of the California Government Code.
- The Participant is authorized to invest in the California CLASS.
- Any Authorized Signer for the Participant designated in this California CLASS Registration Packet has full power and authority to make investments for the above Participant in the California CLASS Investment Program unless the California CLASS receives written notice from the Participant otherwise.
- The Participant has reviewed and agrees to the limitations described in the Joint Exercise of Powers Agreement and the Information Statements for the Funds within the California CLASS Investment Program and acknowledges that it has been supplied with or been given access to information it requested in connection with making an investment in the California CLASS Investment Program.
- The Participant has reviewed the Investment Policies for the Funds within the California CLASS Investment Program and has determined that they are consistent with the legal and policy limitations applicable to the Participant's investments.
- The Participant has consulted with its own counsel and advisers as to all matters concerning investment in the California CLASS Investment Program.

Authorized Signer

Signature	Date
Print Name	Title

Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

Participant Registration

Entity Information

Entity Name (Participant) _____

Entity Type: ☐ City/Town ☐ County ☐ School District ☐ Special District
☑ Other (Specify) _____

Mailing Address _____

City _____ Zip _____ County _____

Physical Address (if different than above) _____

City _____ Zip _____ County _____

Tax ID _____ Fiscal Year End Date (Month/Day) _____

California CLASS is hereby authorized to honor any telephone, faxed, or electronic request believed to be authentic for withdrawal of funds. The withdrawal proceeds can be sent only to the bank(s) indicated below unless changed by written instructions. Each Participant is responsible for notifying California CLASS of any changes to its account by filling out and sending via mail or email the Forms available on the California CLASS website.

Wires will be distributed every hour with the final distribution ending at 11:00 a.m. PT; distribution times are subject to change as needed by the California CLASS Administrator. Additionally, California CLASS must be notified of any contributions by 11:00 a.m. PT to receive same day credit. **If funds are not received by 2:00 p.m. PT, contribution orders will be voided.**

Banking Information

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact _____ Contact's Phone Number _____

☐ Wire ☐ ACH ☐ Both

Additional Banking Information (Optional)

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact _____ Contact's Phone Number _____

☐ Wire ☐ ACH ☐ Both

Authorized Contacts

Authorized Signers Can:	Read-Only Users Can:
Approve changes to the Investor Profile Update banking/contact information Transfer funds Receive account updates	Receive account updates Request "view-only" access to monthly statements and transaction confirmations

Authorized Signer

Print First and Last Name _____ Title _____

Signature Required _____ Phone _____

Email _____ Fax _____

Email Notifications (notice of report availability in the online portal)

☐ Monthly Statements

☐ Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name _____ Title _____

***(Signature Required if Authorized Signer)** _____ Phone _____

Email _____ Fax _____

Permissions (check one only)

☐ Authorized Signer to Move Funds*

☑ Read-Only Access

Email Notifications (notice of report availability in the online portal)

☐ Monthly Statements

☐ Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name _____ Title _____

***(Signature Required if Authorized Signer)** _____ Phone _____

Email _____ Fax _____

Permissions (check one only)

☐ Authorized Signer to Move Funds*

☐ Read-Only Access

Email Notifications (notice of report availability in the online portal)

☐ Monthly Statements

☐ Transaction Confirmations

Authorized Contacts (cont.)

Additional Contact (Optional)

Print First and Last Name _____ Title _____

***(Signature Required if Authorized Signer)** _____ Phone _____

Email _____ Fax _____

Permissions (check one only)
- ☐ Authorized Signer to Move Funds*
- ☑ Read-Only Access

Email Notifications (notice of report availability in the online portal)
- ☐ Monthly Statements
- ☐ Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name _____ Title _____

***(Signature Required if Authorized Signer)** _____ Phone _____

Email _____ Fax _____

Permissions (check one only)
- ☐ Authorized Signer to Move Funds*
- ☑ Read-Only Access

Email Notifications (notice of report availability in the online portal)
- ☐ Monthly Statements
- ☐ Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name _____ Title _____

***(Signature Required if Authorized Signer)** _____ Phone _____

Email _____ Fax _____

Permissions (check one only)
- ☐ Authorized Signer to Move Funds*
- ☑ Read-Only Access

Email Notifications (notice of report availability in the online portal)
- ☐ Monthly Statements
- ☐ Transaction Confirmations

California CLASS Prime Fund Account(s) to be Established

Entity Name (Participant): _____

Desired Subaccount Name(s)*:

(To be completed by Participant)

_____

_____

_____

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_____

*Name must be limited to 35 characters.

Once your California CLASS account has been established, you will receive a confirmation email with your login credentials from no-reply@californiaclass.com. If you do not receive your login credentials within 48 business hours of submission, please first check your junk or spam folder before calling the California CLASS Client Service team.

California CLASS Enhanced Cash Fund Account(s) to be Established

Entity Name (Participant): _____

Desired Subaccount Name(s)*:
(To be completed by Participant)

_____

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California CLASS Enhanced Cash is designed to complement the daily liquidity offered by the California CLASS Prime portfolio.

Enhanced Cash does not seek to maintain a stable net asset value (NAV) and does not offer daily liquidity. Unlike the Prime Fund, investing in Enhanced Cash introduces the potential for the reporting of unrealized and realized gains and losses.

If you have questions about which of your local government's funds are appropriate for the California CLASS Enhanced Cash portfolio, please contact your California CLASS representative or email info@californiaclass.com.

*Name must be limited to 35 characters.

Once your California CLASS account has been established, you will receive a confirmation email with your login credentials from no-reply@californiaclass.com. If you do not receive your login credentials within 48 business hours of submission, please first check your junk or spam folder before calling the California CLASS Client Service team.

SB 165: LOCAL AGENCY SPECIAL TAX AND BOND ACCOUNTABILITY ACT

Senate Bill 165, filed with the Secretary of State on September 19, 2000, enacted the Local Agency Special Tax and Bond Accountability Act (the "Act"). This Act requires that any local special tax or local bond measure subject to voter approval contain a statement indicating the specific purposes of the special tax, require that the proceeds of the special tax be applied to those purposes, require the creation of an account into which the proceeds shall be deposited, and require an annual report containing specified information concerning the use of the proceeds. The Act only applies to any local special tax measure or local bond measure adopted on or after January 1, 2001, in accordance with Section 50075.1 or Section 53410 of the California Government Code.

Some of the requirements of the Act are handled at the formation of the Special Tax District and others are handled through annual reports. This Section of this report intends to comply with Sections 50075.3 or Section 53411 of the California Government Code that states:

"The chief fiscal officer of the issuing local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The annual report shall contain both of the following:

1. The amount of funds collected and expended.
2. The status of any project required or authorized to be funded as identified in subdivision (a) of Section 50075.1 or Section 53410."

The requirements of the Act apply to the Funds for the following:

Altadena Library District
Community Facilities District No. 2020-1 (Facilities and Services)
February 17, 2022

Purpose of Special Tax

The special tax provides funding for authorized facilities and services related to equipping and maintaining public libraries within the boundaries of the Library District.

Collections and Expenditures

Fund Name	06/30/2021 Balance	Amount Collected	Amount Expended	06/30/2022 Balance
Special Tax Fund	$0.00	$0.00	$0.00	$0.00

(1) Fiscal Year 2022/23 was the first year of the levy. No funds were collected or expended during Fiscal Year Ended June 30, 2022.

Fund Name	Initial Deposit	6/30/2022 Balance	Amount Expended	Status
Costs of Issuance Fund	$297,033.45	$2,010.00	$295,023.45	Ongoing
Reserve Fund	1,234,200.00	1,234,200.00	0.00	Ongoing
Project Fund	22,939,286.00	22,348,954.00	590,332.00	Ongoing
Capitalized Interest Account	436,816.94	436,822.00	0.00	Ongoing

RESOLUTION NO. 2022-22

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 JANUARY 1, 2022 – JANUARY 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) January 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 19th day of December, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

_____
Kameelah Waheed Wilkerson, Board Secretary

APPROVED:

_____
Rushmore Cervantes, Board President

APPROVED AS TO FORM:

_____
Richard Egger, General Counsel

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Altadena Libraries

BOARD OFTRUSTEES

Terry Andrues

Jason Capell

Katie Clark

Boon Lim

Kameelah Wilkerson

ADMINISTRATION

Nikki Winslow
District Director

MISSION

The Altadena Library District brings people and ideas together.

Vision

An Altadena where all are learning, growing, and thriving together

MAIN LIBRARY

600 E. Mariposa Street
Altadena, CA 91001

BOB LUCAS BRANCH

2659 Lincoln Avenue
Altadena, CA 91001

2023 BOARD ROLES

Officers

1. President:
2. Secretary:

Liaisons

1. Governmental Relations Liaison:
2. Friends of the Altadena Library Liaison:
3. Altadena Library Foundation Liaison:

Budget Committee | Standing

1. Chair:
2. Member:

Community Facilities District Committee | Standing

1. Chair:
2. Member:

Redistricting | Ad-Hoc

1. Chair:
2. Member:

Facilities Committee | Ad-Hoc

1. Chair:
2. Member: