



## AGENDA

Board of Library Trustees | Altadena Library District  
Virtual – Zoom – February 27, 2023 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING February 27, 2023 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 February 27, 2023 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](mailto:hello@altadenalibrary.org) with the subject line: "Public Comment". Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://www.altadenalibrary.org/publiccomment). If you wish to make your public comment during the live meeting, please state so in your email. 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 5:00 pm.

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

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

**LAND ACKNOWLEDGEMENT:** The Altadena Library District acknowledges its presence on the traditional, ancestral, and unceded land of the Gabrielino Tongva peoples. Altadena is located on the stolen homelands of the Xaxaamonga (Hahamongna) tribal band. The traditional territory of the Gabrielino Tongva is referred to as Tovaangar, which includes the areas currently known as Los Angeles County, Riverside County, West San Bernardino County, parts of Orange County as well as the four southern Channel Islands. Entities such as the U.S. government and non-Native settlers have subjected the Gabrielino Tongva peoples to historic and continuing injustices,

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

- I. Call to Order
  - a. Land 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. 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 January 23, 2023 **Pages 4 -10**
  
- IV. Consideration of Items Removed from the Consent Calendar  
*Items removed from the Consent Calendar discussed individually at this time.*
  
- V. Department Updates & Special Presentations (Informational)
  - a. Department Update Reports – January 2023 **Pages 5 - 27**
    - i. AS
    - ii. YFS
    - iii. Bob Lucas
    - iv. IT/TS
    - v. Facilities
  
- VI. Reports (Informational)
  - a. Support Groups **Pages 28 - 33**
    - i. Altadena Library Foundation
    - ii. Friends of the Altadena Library
  - b. District Director’s Report **Pages 34 - 37**
  - c. Financial Reports – January 2023 **Pages 38 - 52**
  - d. Board of Trustees Standing Committee Reports
    - i. Budget Committee Report **Page 53**
  - e. Board of Trustees Ad Hoc Committee Reports
    - i. Facilities Committee **Page 54**
    - ii. Redistricting Committee **Page 55**
  - f. Liaison Reports
    - i. Government Liaison Report **Page 56**
  - g. Trustee Reports

None

VII. Unfinished Business

VIII. New Business

- a. Review and Approval of the District Director's Contract **(Action) Pages 57 - 65**
- b. Review and Approval of the IT & Facilities assessment Consultant **(Action) Pages 66 - 71**
- c. Review and Approval of Mid-Year Budget Adjustments **(Action) Pages 72 - 78**
- d. Board Retreat Report presented by Danielle Milam **(Informational) Pages 79 - 84**
- e. AB 41 Support **(Action) Page 85**
- f. OSHA Log of Work-Related Injuries and Illnesses **(Informational) Pages 86 - 87**

IX. Governance

- a. LAFCO Election Results

X. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

XI. Adjournment

- a. Adjourn Meeting



## MINUTES

Board of Library Trustees | Altadena Library District  
Virtual – Zoom – January 23, 2023 – 4:00 p.m.

### IMPORTANT NOTICE REGARDING January 23, 2023 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  
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I. Call to Order

The meeting was called to order by Trustee Capell at 4:11 PM.

a. Land Acknowledgement

Trustee Capell read the Land Acknowledgment.

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

a. Approval/Reordering of Closed Session Agenda Items

No adjustments were made

b. Adoption of Closed Session Agenda

**Moved by Trustee Capell to adopt the agenda.**

**Seconded by Trustee Andruess**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

III. 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.

No closed session public comment made.

IV. Closed Session – 5:00 pm

a. Motion to convene to Closed Session

**Moved by Trustee Capell to Convene to Closed session.**

**Seconded by Trustee Andruess**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

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

The meeting reconvened to open session by Trustee Capell at 5:15 pm. Trustee Capell provided the Closed Session Report stating there was no reportable Action.

V. Open Session

- a. Roll Call  
Trustee Wilkerson called roll. Trustee Andruess, Trustee Capell, Trustee Clark, and Trustee Lim responded as present. Quorum confirmed.
- b. Approval/Reordering of Agenda Items  
None.
- c. Adoption of Agenda  
**Moved by Trustee Capell to adopt the agenda.**  
**Seconded by Trustee Andruess**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**
- d. Public Comment on Non-Agenda Items  
No public comment made.

VI. Consent Calendar

- Moved by Trustee Andruess to adopt the Consent Calendar.**  
**Seconded by Trustee Lim**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**

- 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 December 19, 2022

- VII. Consideration of Items Removed from the Consent Calendar  
*Items removed from the Consent Calendar discussed individually at this time.*

No items removed.

- VIII. Department Updates & Special Presentations (Informational)
  - a. Department Update Reports – December 2022
  - b. Redistricting Presentation (NDC)  
NDC representative Kristen Parks provided the Redistricting Presentation to the Board and the public. Parks was able to respond to questions from the board.
  - c. Annual Audit (**Informational**)  
Paul Kaymark of Nigro & Nigro presented the informational Annual Audit report, and was available to answer questions from the Board.

- IX. Reports (Informational)
  - a. Support Groups
    - i. Altadena Library Foundation
      - 1. Welcome to the new Altadena Library President  
Anita Lawler introduced herself to the board as the new Foundation president.
    - ii. Friends of the Altadena Library  
No report.
  - b. District Director's Report  
District Director Winslow preceded her usual Director's Report by making a statement regarding the Monterey Park mass shooting, which included a condemnation of act, and lists resources for the community wishing to seek mental health support, and ways to reduce gun violence in their communities.
  - c. Financial Reports – December 2022  
District Director Winslow provided the report. Kristi Even of Eide Bailly was also available and responded to questions from the Board regarding the financials.
  - d. Board of Trustees Standing Committee Reports
    - i. CFD Committee Report  
Trustee Andruess provided the report.
  - e. Board of Trustees Ad Hoc Committee Reports
    - i. Facilities Committee  
Trustee Clark provided the report.

- f. Liaison Reports
  - i. Government Liaison Report  
Trustee Andrues provided the report.

- g. Trustee Reports  
None.

X. Unfinished Business

XI. New Business

- a. 2022 Operational Plan Results (**Informational**)  
District Director Winslow provided the informational Operational Plan Results report.
- b. 2023 Operational Plan (**Action**)  
**Moved by Trustee Wilkerson to approve the 2023 operational Plan.**  
**Seconded by Trustee Andrues**  
**Roll Call Vote:**  
**Trustee Andrues: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**
- c. Review and Approval of RFP for the District E-Rate (**Action**)  
**Moved by Trustee Clark to approve the RFP for the District E-Rate.**  
**Seconded by Trustee Andrues**  
**Roll Call Vote:**  
**Trustee Andrues: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**
- d. IT and Facilities Assessment Proposal (**Action**)  
The Board requested that more information be provided before a vote on this item is made. This item will appear on the February 27, 2023 agenda.  
**Moved by Trustee Clark to postpone this item until additional information can be provided.**  
**Seconded by Trustee Lim**  
**Roll Call Vote:**  
**Trustee Andrues: Aye**  
**Trustee Capell: Aye**

**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**

- e. Review and approval of late opening of Library on 1/27 for Staff Training 9am – 12pm **(Action)**

**Moved by Trustee Wilkerson to approve late opening of the library on 1/27 for Staff Training.**

**Seconded by Trustee Clark.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

- f. Review and approval of closure on 4/27/23 for ALD Employee Habitat for Humanity Build **(Action)**

**Moved by Trustee Clark to approve closure on 4/27/23 for ALD Employee Habitat for Humanity Build**

**Seconded by Trustee Lim.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

- g. Review and Approval of Resolution 2023-01 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 February 1, 2023 – February 28, 2023 **(Action)**

**Moved by Trustee Clark to approve Resolution 2023-01.**

**Seconded by Trustee Andruess.**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

XII. Governance

- a. *Virtual Committee Meeting continuance*

XIII. Announcements & Planning

- a. Correspondence
  - i. Notice of Vacancy for LAFCO Alternate Public Member
- b. Proposed Future Agenda Items

XIV. Adjournment

- a. Adjourn Meeting

The meeting was adjourned at 7:31 PM.



**BOARD OF LIBRARY TRUSTEES  
ADULT SERVICES REPORT FOR JANUARY 2023**

**DEPARTMENT:** Adult Services

**MEETING DATE:** February 27, 2023

**PREPARED BY:** Ashley Watts

**LOCATION:** Hybrid Meeting

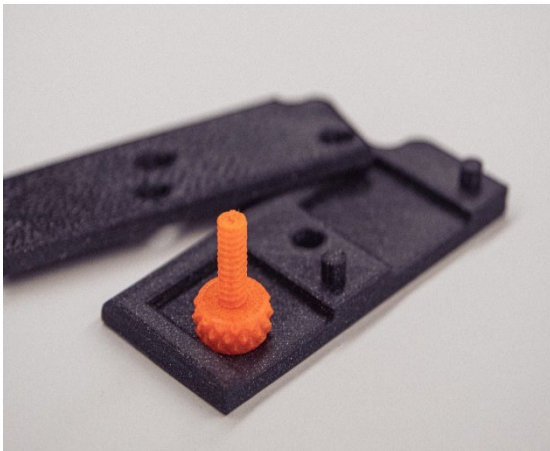
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**Mobile Library**

The Curiosity Connection had a bit of a quiet month in January. Staff will receive training in February so that the team is ready for future community events.

**Fab Lab**

The Fab Lab continues to gain members, get recognition, and develop as a space for patrons who are eager to try out new things and engage their curiosity. In January the Lab welcomed 11 new members and had 18 hours of use for the month. Lab Members engaged in 3D printing, craft work with the Cricut machine, and tried out 3D modeling software. One patron, stopping by on a Saturday, remarked that the space was “the best it has ever looked.” They then took the opportunity to have an orientation and even got to printing out a 3D model.



*3D Printed tool made by a Fab Lab Member*

The Fab Lab also produced another Fab Lab Foundations series session this month, focusing on still life drawing. We had 4 participants total, two of which were totally new to the library and two of which were returning Fab Lab members. Participants had a range of experience with drawing but everyone was supportive of each other’s drawings and commented that they found the workshop to be peaceful.



Still Life Drawing Fab Lab Foundations Class

### **Poets Laureate present “Poetic Forms” Workshop**

Our poets laureate season continued with a workshop called “Poetic Forms: Learning the Rules to Break the Rules”. It was led by Xochitl-Julisa Bermejo, who is a former Steinbeck Fellow and Poets & Writers Exchange winner. In this workshop, writers of all levels were reacquainted with the sounds of poetry and learned the rules of fixed forms — sonnets, villanelles, sestinas, and pantoum — not to master them, but to break them! We had 35 patrons attend.

### **Seed Library**

Our Seed Library was on hiatus for January. However, our Seed Librarian, Jessica Yarger, helped us to plan our January *From the Garden* which was held at the Altadena Community Garden. More on this program in the Bob Lucas Board Report.

### **Art at the Library**

#### **January/February Art Exhibition: Eyes on Altadena**

For the month of January & February we will be exhibiting *Eyes on Altadena*. This photography exhibit is on loan from the Altadena Historical Society. “With over 50 compelling photographs from three local press photographers, *Eyes on Altadena* invites us to examine the role of photojournalism in documenting local Altadena history from the 1960s to the 2010s. As newspapers, especially local ones, get smaller or disappear, these talented photojournalists generously loaned their work to provide windows into past life in our community and demonstrate the value of visual storytelling”. [Altadena Historical Society, *The Echo* vol. 92 no. 1]





Additionally in January, on the Main floor of the library and in the glass display case we had Mary Vaselich's work on display. Mary finds her joy in gardening which leads her to create beautiful succulents and cacti. Mary loves arranging them into "gardens" in interesting containers. Mary enjoys when people do a "double take" after realizing that they are not real.



## Art Curation Team

### Artist-in-Residence

In January we ran a four-class series on **Botanical Printing: Fibers & Fixatives**. 10 students spent 20+ hours together in the month of January experimenting, creating, spending time with neighbors, and building community.

Community & Partnership Building: *Out in the Community*

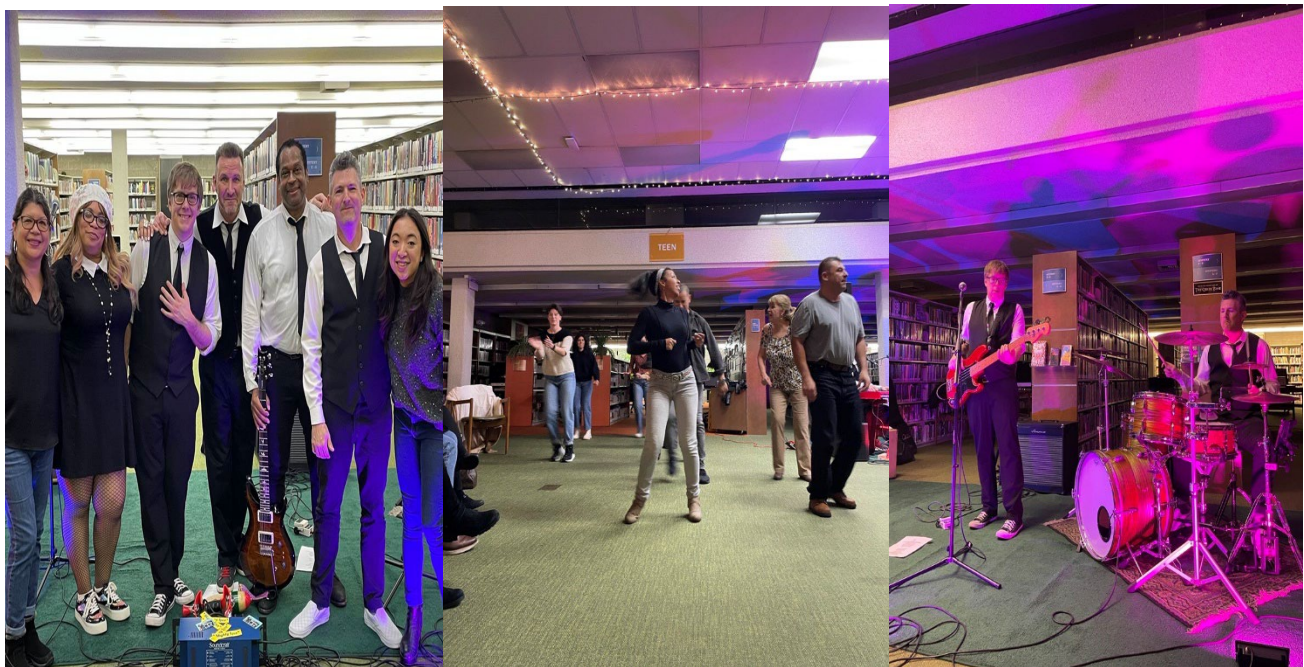


In January, we met with Aveson Charter School to begin planning to bring our artist-in-residence, Linda Illumanardi, to their students for the month of May. These classes will be held at Zorthian Ranch in their new outdoor learning space. February will kick off our Botanical Printing *out in the community* up at the Altadena Community Garden.



### Second Saturdays

Even though it was heavily raining, that did not keep the crowd away. We had 197 people attend the concert! Mighty Love came and opened the new year with a bang! As always, thank you to the staff and volunteers who help organize this event. Psst, I spy an ALD staff member (Ben Eisen!).





## Murder Mystery Event

Murder mystery events are a hit in Altadena! This proves to be one of our most popular programs. Only 10 patrons could be characters and all registered attendees came out to participate (and they dressed up, too!). Everyone had a fun night and there were many laughs, accusations, and solid detective work. We will be offering these more often, so stay tuned! Reminder, you don't have to be a character to attend!



## Vision Board Program

Thursday 1/26 at Bob was the Vision Board program, where we had 11 attendees manifesting their goals for the year via collage. Many of the members were from the Literacy Learners group. One attendee was a local therapist who had seen the program being offered. She was excited to attend as she is always telling her clients that they should craft a Vision Board as a daily reminder of what they are striving for. She is going to take hers to her office to be used as an example to inspire her clients.





### Adult Craft Hour

This year, we also started hosting monthly adult crafts here at the Main library. Just like Bob Lucas, we offered Japanese shibori dyeing, which was a hit! Attendees got to learn the history and the techniques of shibori dyeing. We had 11 people attend this workshop!

Here is some feedback we got from the attendees:

What did you like most about this program?

*“Learning something new and the ability to do it at home”*

*“Great artistic opportunity presented to the community free of charge”*

*“It was organized.”*

*“Very organized and upbeat”*

### Huntington Health Screening and Blood Drive

We are thrilled to continue our partnership with Huntington Health Hospital. This year, we moved out monthly health screenings to the 2nd Monday of the month. Our nurse Karen was able to see 5 patrons this month. Be sure to share the word about the date change!

We were also thrilled that the Huntington Health Blood Donor van was here. The community was able to sign up to donate blood to help save a life. They saw a total of 20 blood donors and successfully collected 16 units, saving 40 lives. That's huge! They were so grateful that we hosted them here and are looking forward to the next time they can come back!

### True Crime Book Club

The book of the month was *The Rope: A True Story of Murder, Heroism, and the Dawn of the NAACP*. This title was chosen in advance for Black History Month to showcase how effective change saves people's lives more than we think it does. A new member was welcomed to the meeting, for a total of 7 attendees, and had 2 new signups for next month already. The book for March is *Chase Darkness with Me* by Billy Jensen. Lawyer Jill, a member, sent an email afterward Saturday's gathering: *“Thank you for a great session. I look forward to every meeting.”*

### **No Guilt Book Club**

No Guilt Book Club met virtually on Saturday the 14<sup>th</sup> with 7 participants. The books were Harry's Trees by Jon Cohen and Becoming Duchess Goldblatt by Anonymous. Member Cynthia declared enthusiastically that Harry's Trees felt that it was written just for her, as a Naturalist. It was agreed all around that this choice of this adult fairy tale was a winner!

### **Chess Night**

We continue our weekly chess nights and are happy the community loves it! This month we had 40 participants.

### **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.

### **Displays**

This month's display was "New Year, New Hobby," And let me tell you, it was a trendy display. People were inspired to start the new year learning something new!

### **Got Comments?**

Here are the comment cards received during this month:

*"Please bring back real bookclubs, especially the fiction. No more virtual please".* Both of our book clubs include fiction titles, however, both are virtual due to lack of physical participation. An attempt was made recently to offer No Guilt in person, but we had 0 attendees. We will try again closer to the summer.

*"It's great to have fun music at the Library. It's lively and fun".* This comment was received after the Mighty Love concert for Second Saturday





**BOARD OF LIBRARY TRUSTEES  
YOUTH & FAMILY SERVICES REPORT FOR JANUARY 2023**

**DEPARTMENT:** Youth & Family Services

**MEETING DATE:** February 27, 2023

**PREPARED BY:** Ashley Watts

**LOCATION:** Hybrid Meeting

**Children's Services**

**New Year, New Programs!**

January kicked off our Winter/Spring programming season for Children's Services. Baby/Toddler & Preschool storytime are back at the Main Library! We had a great attendance all month long, averaging 30 attendees per storytime.

**Stitch and Sew!**

This programming season we are exploring fiber arts crafts with our new series, "Stitch and Sew!" Once a month we will practice skills like sewing, embroidery, weaving and more. Our first program was a hit. Attendees ages 8-12 learned how to do basic embroidery.



*Pictures of attendees with their embroidery projects*

**Play & Learn: Imaginative Play!**

Play & Learn is a new monthly series that encourages children ages 2 – 5 and their caregivers to make new friends and learn new ways they can develop their early literacy skills! This month we focused on Imaginative play with a variety of fun stations set up throughout the Community Room at the Main Library. The stations encouraged open ended play and provided caregivers an opportunity to practice matching skills, new vocabulary, and color recognition through fun activities.



*Picture of patrons enjoying our grocery store station and fishing station.*

### **Lego Day!**

Main Library celebrated National LEGO Day on January 28. Over 90 patrons of all ages stopped by the Reading Court throughout the day to create and build together. Participants had the option to make their own designs, build advanced LEGO sets, or participate in LEGO-themed STEM challenges.



*Picture of patrons with their Lego creations!*

### **School Visits and Outreach**

Two elementary school classes from Waldorf School visited the main library this month, both classes come to the library monthly to check out reading materials and research.

### **Teen Services**

Teen Services offered 3 programs this month: two meetings of the Teen Gardening Club and the monthly Teen Leadership Club meeting. In the cooler months, the Teen Gardening Club has focused on

a lot of indoor plant care, and it's paid off! Our reading court looks very lush and healthy. The winter vegetable beds have been consistent, and some teens participants have harvested arugula, mustard, and romaine for their families.

At the Teen Leadership Council this month there were returning volunteers who hadn't been active since the early summer, and it was great to see them in person. They offered some critical feedback that they had heard about the meeting through the Teen Instagram page, which was an affirmation of its value for teen marketing. At the meeting we discussed plans for upcoming programs in 2023.

With 2023 right around the corner, December was also a month for lots of planning and preparations! The new year will see new and returning teen programs offered in-person and virtually, new marketing materials and social media, and new volunteer programs!

## Volunteers

November volunteer statistics are as follows:

7 new volunteer applications and 6 new volunteers completed orientation.

18 volunteers were active this month, completing 57 service hours across 10 events.

The highlight of this month's volunteer calendar was the Christmas Tree Lane Lighting! There were 10 volunteers present throughout the evening and one of them called their parents to ask for a later ride home so they could stay for an extra shift! The volunteers were instrumental in assisting with setup and breakdown of the Friends of the Altadena Library tent, and they also helped with crowd control, directing traffic, and supervising activities. At one point, CTLA staff even gave some volunteers walkies and safety vests – the volunteers looked very official and seemed thrilled to have more responsibility! Too bad no one got photos of their awesome work!





**BOARD OF LIBRARY TRUSTEES  
BOB LUCAS BRANCH REPORT FOR JANUARY 2023**

**DEPARTMENT:** Bob Lucas Branch

**MEETING DATE:** February 27, 2023

**PREPARED BY:** Diana Wong

**LOCATION:** Hybrid Meeting

**BOB LUCAS LIBRARY & LITERACY UPDATES**

We are off to great start of the new year at Bob Lucas with staff offering 11 programs reaching 162 participants.

- The **Outdoor Family Storytimes at Charles White Park** resumed this month, but a couple cold and rainy days brought the program indoors to Bob Lucas. This regularly scheduled program will run for the duration of the season through May.
- **Around the World Craft Program** took children to Egypt to learn about early civilizations and how the ancient Egyptians dealt with mortality and the afterlife. After the lesson, our budding archeologists each worked with clay, molding the material into mummies to fill their mini sarcophaguses.



- To ring in the Lunar New Year, the branch hosted a special family-friendly program: *Firecracker Dragon: Storytelling for Lunar New Year with Barbara Wong*. The YFS department also purchased materials for us to assemble give-away craft kits for children to create their very own mystical dragon.



- **Adult Crafters** were introduced to shibori this month, the Japanese dyeing technique that involves folding, bunching and binding fabric, and dyeing it with indigo dye. Our participants produced beautiful, uniquely, designed geometric lines and patterns on their fabric that could be used as gift wrap, a dish towel or just a show piece. Due to the nature of the activity, we brought this program to the Bob Lucas library, but subsequent programs will resume at Loma Alta Park.





- Our wonderful Adult Services staff led a **Vision Board program** at the branch this month, where participants created their own boards to visualize all of the things they want to achieve and have in their lives. It was a great program with strong attendance.



- We celebrated National Lego Day with an open build **Lego Day program** where folks of all-ages were able to come to the library and play with Legos. With the great turn-out of the event, we will be offering on the fourth Friday of every month through May.



- To complete the month, our **From the Garden** series returned to the Altadena Community Garden, where over 60 people joined in to learn about winter fruit tree pruning. This was a follow-up program to last summer, when Master Gardener, Herb Machleder, facilitated a comprehensive talk on the same topic. It was beautiful morning, and everyone had a great time working on the trees up at the community garden.





**Adult Literacy Services** hours remain stable-- literacy pairs logged in 67 hours of tutoring and the library provided 30 hours of ESL instruction in January.

To end on a very high note, we are so excited to share news that our literacy participant Ms. Young Hwa Choi was announced as a winner of the 2022 Writer to Writer writing challenge! This annual writing contest is hosted by the Southern California Library Literacy Network (SCLLN) in an effort to promote reading and encourage literacy learners to practice their writing skills. There will be a literacy luncheon this March to recognize all those who entered the contest. The winners of the contest will also be reading their written piece at the luncheon. More news to come. Congratulations, Young!





**BOARD OF LIBRARY TRUSTEES  
I.T. & TECHNICAL SERVICES REPORT FOR JANUARY 2023**

**DEPARTMENT:** IT & Technical Services

**MEETING DATE:** February 27, 2023

**PREPARED BY:** David Zearbaugh

**LOCATION:** Hybrid Meeting

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- **January - Quarterly Updates**
  - Passwords for all systems where staff login were updated.
  - Network infrastructure firmware updates were applied.
  - All onsite servers received updates and critical security patches.
  - Public Computers received operating system updates.
  
- **Library Materials Vending Machine RFP** – Due to leave by both the IT & TS Manager and District Director, this has been delayed until the March 2023 Board of Trustees meeting where a final decision will be brought before the board for approval.
  
- **Cabling Services RFP** – Due to limited timeline between in person walkthrough and bid submission deadlines, we have pushed back the bid deadline one week. Once bids have closed, we will rate the bids received and likely bring a decision for board approval in a special meeting in March in order to meet the eRate filing deadline at the end of March. Now that we know the process, we will begin to plan for the Main library well in advance of filing windows so that we won't have a tight timeline again.
  
- **Open+ Update** – We hosted a final planning meeting with the selected security camera vendor for the installation of security cameras. Installation was planned for the beginning of February. The security cameras will be used to monitor the library during Open+ hours (extended access) hours when staff may not be present and able to assist.
  
- **Building Forward Grant** – We received a check for half of the grant funding (~\$3.79 million) which will go to our Main Library Renovation project to address accessibility and critical infrastructure issues.
  
- **New Media Vendor** – The Technical Services Team established a new media vendor, Midwest, which will provide ALD with fully processed and cataloged DVDs and Audiobooks. The costs are nearly identical and their turnaround time is significantly quicker than our previous vendor. We are hopeful that we can expedite materials in order to get them in the hands of our patrons in a timely fashion. We have expanded our services with them, as they own Hoopla, who we use for digital materials like eBooks and eAudiobooks.

- **Niche Academy** – We soft launched the staff side of Niche Academy in January with notes from a Public Services Meeting. We plan to go live with staff trainings in January with a Payment Card Industry (PCI) Training and expand out trainings significantly by the end of the calendar year. At the current writing of this report, we have 9 new tutorials/trainings for staff and may more to come.
  
- **Quarterly Selectors Meeting** – Library staff who select materials convened in January to discuss various topics such as the midyear budget, spending progress, and de-newing automation. Materials spending was around 45% as of the beginning of January. Automated de-newing reports were created to simplify workflows and ensure the Koha library system will display current locations properly. Reporting found that some items, which stay on the new shelf for 6 months, were still showing in Koha to be on the new shelf over 1 year after being received. The next Quarterly Selectors Meeting is scheduled for early April.
  
- **Email Security Audit** – In January, IT Services initiated a new round of attack simulation to all ALD staff. The results are listed below:
  - Microsoft predicted we would have a 32% Compromise Rate.
  - Out of 30 emails sent to staff, no attachments were opened.
  - We had a 0% Click / 0% Compromise rate.
  - We had a 40% Report Rate.
  - These results are excellent and prove that continued testing and awareness has provided positive results. We are hopeful that we will see continued results like this moving forward.



**BOARD OF LIBRARY TRUSTEES  
FACILITIES REPORT FOR JANUARY 2023**

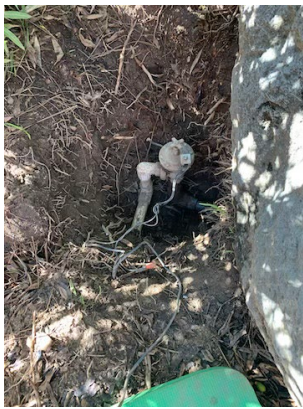
**DEPARTMENT:** Facilities  
**PREPARED BY:** Jonathan Arevalo

**MEETING DATE:** February 27, 2023  
**LOCATION:** Hybrid Meeting

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**Facilities Highlights for the Month of January:**

- Continued repair of irrigation system to prevent water leaks.
- Security cameras installed on the main floor of the Main Library for our Open + system.
- Tree pruning maintenance was done on the north and east side of the Main Library.
- Continued General maintenance of both libraries





**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.*

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## TRUSTEE REPORT

January 2023

**SUBMITTED BY:** Anita Lawler, *President*

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We had our first Board of Directors meeting of the year. Some exciting points for the Foundation;

- We welcomed two new directors, Ana Peralta and Elsa Banuelos.
- Ana Peralta has agreed to chair our “Taste of ‘Dena” this year and the committee is already at work on the event.
- We voted on and approved the Naming and Donor Recognition Policy. It is now complete and we would like to present it to the Trustees at the February meeting.
- We met Kameelah Wilkerson, our new Trustee Liaison and we look forward to working with her.

Our directors are planning a series of “Backyard Conversations” to rally support from our local community and introduce the library to folks who may not be familiar with the services and resources that it provides. So far, we have three directors who have agreed to host these in their backyards.

Attached please find the Naming and Donor Recognition Policy for your review.

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### 2023 MEETINGS

- \* 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





## ALTADENA LIBRARY FOUNDATION NAMING AND DONOR RECOGNITION POLICY

### PURPOSE

The purpose of this policy is to define the scope, standards, responsibilities, and approach for charitable gift donor naming opportunities for the Altadena Library District.

The Altadena Library Foundation encourages private philanthropy to support the Altadena Library District. In appreciation and recognition of generous gifts, some donors qualify for naming opportunities for themselves or in honor of others deserving of such acknowledgment.

This policy outlines the standards and procedures for approval, establishment, and maintenance of philanthropic recognition through naming opportunities.

### SCOPE

This policy sets the standards for which donor giving may be recognized through naming opportunities. This includes, but is not limited, to:

1. Buildings, rooms, facilities, physical infrastructure, common spaces, green spaces, elements of spaces, and physical areas of other types;
2. Named funds, endowed funds or programs;
3. Collections of books, artifacts, manuscripts, works of art, items of historical significance, and other related items;
4. Special projects and programs that are time-limited;
5. Recognition of various giving levels and occurrences;
6. Identifying the persons authorized to offer and accept a gift with a naming opportunity;
7. Describing the legal and ethical standards within which gifts will receive recognition.

Philanthropic naming proposals are required to be submitted through Altadena Library Foundation, with approval from Altadena Library District Director and Altadena Library District Trustees. This provides coordinated donor relations, as well as:

1. Authority to negotiate terms of a named gift, including exclusivity of a naming opportunity or term of years for such recognition;

2. Authority to set gift levels for specific naming opportunities as they fit within the larger context of a campaign or project;
3. Provide guidance and professional expertise in developing the gift;
4. Develop appropriate recognition levels for structured and planned gifts that reflect the present value of a structured gift or the potential of a planned, estate gift.
5. Ensure that ethical and legal fundraising practices are followed;
6. Drafting the Gift Agreement that must accompany each named gift.

Altadena Library Foundation and Altadena Library District Director will review all proposals to ensure that the proposed naming opportunity:

1. Enhances the reputation of the library district, its standing in the broader community;
2. Conforms with the mission and vision of the Altadena Library District;
3. Recognizes a reasonable and consistent proportion of the cost of the area or program to be named, as well as other considerations that relate to donor recognition.
4. Honorific naming opportunities will comply with the standards set forth in this policy, generally speaking.
5. Donor naming opportunities are to be determined by the following considerations:
  - *Proportionate* – The naming opportunity must fit well with other areas in terms of giving level and expense to produce the recognition.
  - *Traffic* – The higher the traffic (people using, walking through, or viewing virtually), the higher the dollar amount to recognize as this is greater perceived value by the donor.
  - *Visibility* – This pertains to who is likely to see or use the area and what the value that has for donors.
  - *Donor Base* – The maturity and depth of the donor base may require higher or lower giving levels.
  - *Comparison to Other Organizations* – Gauge what recognition similar organizations offer with comparable projects.
  - *Creativity* – Areas may be combined or sub-divided, for instance, recognition is planned, but opportunities may justify changing aspects of that plan.

## GUIDELINES

### Buildings, Facilities, Areas and Endowment Naming

**Buildings or Significant Portion of a Building:** General guidelines suggest that naming a new or renovated physical structure for the life of that facility requires a donor investment of 15-30% (allowing for community standards of giving) of the construction costs or privately raised contributions.

**Large Designated Space or Room:** A space that is specifically designated (ie: children's, literacy, staff, study, etc) that accommodates more than 50 people.

**Small Designated Space or Room:** A space that is specifically designated (ie: children's, literacy, staff, study, etc) that accommodates fewer than 20 people.

**Outdoor Spaces:** A specifically designated space (theatre, makerspace, library of things, walkways, benches).

**Specific Offices:** An office or suite of offices.

**Deferred Maintenance:** It is recommended that donors endow a portion of all named spaces for upkeep. An additional gift amount of 10% is recommended.

**Donor Recognition Wall:** Levels and regularity of gifts will be established and reside in a specific notable area of the library facility and maintained by the Altadena Library Foundation.

## **APPROVAL AND COMPLIANCE**

Altadena Library Foundation develops various donor recognition and naming plans according to the stated aims of the Foundation and the giving interests of the donor community. These plans may establish higher gift levels for particular naming opportunities that are greater than the minimums stated in this policy.

All naming opportunity proposals are to be developed through Altadena Library Foundation. The Foundation will then present all proposals of significance for consideration and approval of the Altadena Library District Director and the Altadena Library District Trustees.

Pending such approval, discussion with donors or other stakeholders regarding philanthropic naming opportunities remain provisional.

Upon approval, Altadena Library Foundation will administer the implementation of the naming opportunity in collaboration with the donor and department directed by Altadena Library District Director as meets the circumstances.

For a naming opportunity, a donor(s) will present a minimum of 20% of the gift total, in cash or assets that can be promptly liquidated, when a Gift Agreement is executed. Pledges are expected to be paid at least annually for a period of not more than five years.

## **STEWARDSHIP**

The Altadena Library District reserves the right to withdraw or alter a naming opportunity if it constitutes a significant impairment to the Library's or Foundation' reputation or if the agreed-upon philanthropic contributions are significantly reduced. In such circumstances, the Foundation will make a reasonable effort to work with the donor to adjust terms of the gift and pursue other financing opportunities.

The duration of a name on any facility ordinarily continues as long as the facility is used in the same manner or for the same purpose for which the naming occurred. Upon demolition, replacement, substantial renovation, or redesignation of purpose, the Altadena Library Foundation, in alliance with the Altadena Library District Director and the Altadena Library District Trustees, may deem that the naming period has concluded. The appropriate Foundation or Library representative will make all reasonable efforts to inform the donor and his or her representatives in advance when the naming period is deemed to have concluded. The Altadena Library District and Altadena Library Foundation may, but is not required to, provide for the appropriate recognition of the previous name in or near new and renovated facilities.

Requests for special circumstances or exceptions are to be given to Altadena Library Foundation for consideration.

## **RESPONSIBILITY**

The Altadena Library Foundation is responsible for assuring this policy's standards, compliance, and implementation.

### **ALTADENA LIBRARY FOUNDATION**

#### **Email**

[admin@altadenalibraryfoundation.org](mailto:admin@altadenalibraryfoundation.org)

[manager@altadenalibraryfoundtion.org](mailto:manager@altadenalibraryfoundtion.org)



### **EFFECTIVE DATE**

TBD

## DONOR RECOGNITION

### PURPOSE

The purpose of this policy is to define various giving levels and ways of publicly recognizing gifts of all levels for the Altadena Library District.

A successful donor recognition policy will accomplish two main goals:

1. It will cultivate relationships with existing donors and encourage them to reach higher levels of giving.
2. It will attract new donors.

People give for many reasons and in various ways, each deserving of our public acknowledgement of appreciation. To accomplish this the Altadena Library Foundation has established definitions and methods of recognition.

- **LEGACY CIRCLE:** for those who give a gift of \$500 + to the Altadena Library Endowment through the Pasadena Community Foundation or leave an estate gift to the Altadena Library Foundation
- **CHAMPIONS:** for those who give a \$5,000+ gift
- **BENEFACTORS:** for those who give an annual gift of \$1000 +
- **SUSTAINERS:** for those who give an annual gift of \$500-\$999
- **PATRONS:** for those who give \$200-\$499
- **SUPPORTERS:** for those who give \$1-\$199

A recognition wall will be designated in the main library and maintained by the Altadena Library Foundation, with a recognition of Annual Donors suitably framed for placement in the Bob Lucas Branch. The manner and look of the wall will be agreed upon by the Foundation Board and the Library Director.

EFFECTIVE DATE

TBD



**BOARD OF LIBRARY TRUSTEES  
DIRECTOR'S REPORT FOR FEBRUARY 2023**

**DEPARTMENT:** Administration

**MEETING DATE:** February 27, 2023

**PREPARED BY:** Nikki Winslow

**LOCATION:** Hybrid Meeting

**Staffing Updates:**

- a) Hires/Promotions: Lauren Salerno – Bob Lucas Librarian – February 13, 2023; Sofia Araya Abbas – Youth & Family Services Manager – February 21, 2023
- b) Appointments: None
- c) Transfers: None
- d) Resignations/Retirements/Terminations: None



Please help me in welcoming **Lauren Salerno, our new Bob Lucas Branch Librarian!** Lauren has been a library professional for the last 20 years. She started her career as a Library Aide in the Los Angeles County Library system where she fell in love with libraries and their unique place in the communities they serve. The bulk of her experience comes from the past 14 years she spent at the Ontario City Library. During her time there, she developed a number of well-loved programs including the library's Star Wars Day and Artopia. Artopia was featured in Children & Libraries magazine as an example for how to encourage creativity in young children.

She received her BA from UC Riverside and her MLIS from University of North Texas. Lauren is fascinated by science and volunteers with the Caltech Archives. She also volunteers with the Horror Writers Association and recommends works by underrepresented authors for the Seers' Table column of their monthly newsletter. It is simply impossible to describe how much she loves Star Wars. She lives with her husband in Pasadena. Please join me in welcoming Lauren to the ALD team. Her first day with was February 13<sup>th</sup> and she has jumped right into her work at the Bob Lucas Library!

I would also like to introduce **Sofia Araya, our new Youth & Family Services Manager!** Sofia's first full-time job was as a Library Media Assistant for an elementary school in Anaheim for several years. She completed her MLIS with San Jose State University and soon after graduating began working for Orange County Public Libraries at the Brea Branch. During her time at OCPL, she was a part of various committees including the Children's Services committee, the OC Mentorship Committee, and was one of five librarians that rotated working at the branch library at Orangewood Family and Children's home (an emergency shelter for youth in the foster care system). One of her most memorable accomplishments there was leading a Book to Action program.



She then started working for Ontario City Library where she was hired as the early literacy librarian. During her time at OCL she contributed to the early learning agency strategic objective "Little Learners, Big Futures". She was also in charge of a large portion of the children's book budget, along with ordering eBooks and Spanish books. Additionally,



she has been a trainer for the California State Library's "Reimagining School Readiness" training for a few years now and have helped in training over 100 librarians statewide.

Sofia also shared that she loves spending time with her husband a two kids, ages 3 and 8 years old, especially enjoying the outdoors. She is also a passionate animal lover, volunteering her time with animal rescues and fostering over 50 dogs and cats! Not surprisingly, she also loves to read, and is an avid traveler as much as she can. She was so excited to join the ALD team after reading through the newsletters and social media and officially started with us on February 21<sup>st</sup>!

### **Hiring Update**

We held external panel interviews for the vacant **Bob Lucas Library Assistant** position on Friday, February 17. The top three candidates from the external panel will be interviewed the week of February 27 and we are hopeful an offer will be made and someone will start sometime in March.

We also posted a new **Adult Services Manager** position in mid-January. We have received a good amount of applications for this vacancy and hope to schedule the external interview panel in the first few weeks of March. More information to come! We also post a part-time **Library Clerk** position with the plan of hiring at least two people to fill these positions. One will be assigned to work in Youth & Family Services and the other will be hired to assist more closely with all our library events and programming. Please spread the word about these two great opportunities!

### **Human Resources Services Consultant**

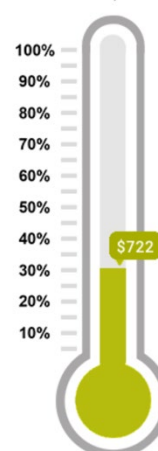
As I shared in January, we welcomed our new HR Services Consultant Patty Francisco to provide on-demand HR Services. She conducts "Tea with Patty" sessions in person with staff that schedule time with her and offered these three times in January, meeting with several staff members. She also put together an ALD Staff Feedback Survey and sent that directly to the ALD staff members last month. She is synthesizing all of the information from the survey and plans to share that with the Management Team and ALD Staff in February, as well as connect with the Trustees individually as well. More information to come on this project.

### **Habitat for Humanity ALD Service Day!**

Thanks to the Board of Trustees allowing us to close on April 27<sup>th</sup>, the ALD Staff will be participating in a Build Day for the San Gabriel Habitat for Humanity project taking place in Altadena. This is the first home that the SGV H4H has built in the Altadena community and we are so pleased to be a part of this amazing project! Part of the effort is fundraising \$2500 as individual staff members, donated directly to SGV H4H, and I'm happy to share we are already at 29% (or \$722) of our goal!

Big thanks to Yvonne Green, our Staff Accountant, who helped schedule our Build Day and get the donation page set up, as well as the amazing Staff Recognition Team for sharing information about this service effort and being its cheerleaders!

Goal: \$2500



**We are at 29% of our goal!**



Powered by Silent Partner



**Main Library Made the Super Bowl!**

Many of us suspected that when a McDonald's commercial was shot in our Reading Court a few days before Christmas that it could POSSIBLY be a commercial for the biggest advertising day of the year - and we were RIGHT!

The commercial actually aired right before the start of the big game last Sunday - this photo is a shot directly from it. Feel free to watch the full commercial [here](#).



**Partnerships & Programming Update:**

**Mt. Lowe Chamber Players Concert Series is back!**

On Sunday, January 29, we had our first Mt. Lowe Chamber Players concert on the main floor of the Main Library. This Friends of the Altadena Library sponsored event is the first of three concerts will are offering this winter and spring. We had 135 people in attendance and attendees were so impressed by this amazing group of local professional musicians. The other two concerts will be held on March 26 and May 21. Thanks to Deb Halberstadt for sending me the photos from the concert below.





### **Celebrating Black History Month at ALD!**

Although the Board will get the full reports and pictures about the amazing line up of programs in recognition of Black History Month in the March Board Package, I wanted to give a shoutout to Assistant Library Director Ashley Watts and the ALD staff for putting together such an inspiring and robust programming schedule in February. There were also beautiful displays honoring the month at both library locations, as well as carousels of books featured on our website.

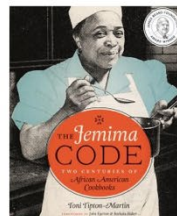
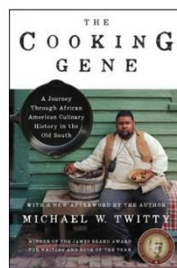
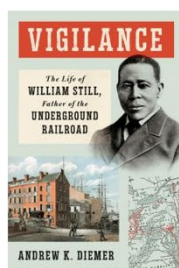
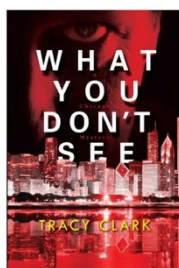
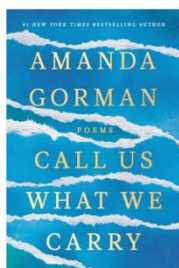
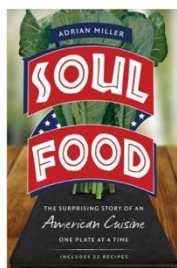
A few of the programs of note included:

- **SongAgain:** Our launch event on 2/4 with Poet Laureate Peter J. Harris and special guest poets & musicians
- **STEAM Storytimes:** One at Main Library on 2/11 focused on Astronaut Mae C. Jemison and another at Bob Lucas on 2/28 (tomorrow) that is Basquiat inspired
- **The Hate U Give:** Movie Screening on 2/7 & Community Book Discussion on 2/22
- **Author Talk with William Gould:** Discussion of *Diary of a Contraband: The Civil War Passage of a Black Sailor* on 2/11, done in partnership with the Altadena Historical Society

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#### **In Honor and Celebration of Black History Month**

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

<b>System-Wide Statistics</b>	<b>Jul-21</b>	<b>Jul-22</b>	<b>Aug-21</b>	<b>Aug-22</b>	<b>Sep-21</b>	<b>Sep-22</b>	<b>Oct-21</b>	<b>Oct-22</b>	<b>Nov-21</b>	<b>Nov-22</b>	<b>Dec-21</b>	<b>Dec-22</b>
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	4,061
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	38,093
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	8,643
Open Rate of Monthly E-Connect (%)	27%	40%		44%	21%	49%	32%	43%	33%	49%	33%	52%
Reference Sessions	249	575	422	2,182	310	1,421	410	1,686	424	1,578	279	1,174
Live Chat Sessions	21	10	15	20	29	14	26	18	26	16	19	23
No. of Curiosity Connection Programs/Outreach	6	13	2	5	1	3	3	6	6	7	3	2
Curiosity Connection Program Attendance	281	620	110	260	50	12	210	246	106	158	150	205
<b>Main Library Statistics</b>												
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	13,914
Library of Things	22	137	53	137	55	135	72	94	50	111	15	140
New Patrons	183	311	153	378	160	283	181	276	187	232	119	211
Visitor Count	4,663	7,287	4,616	8,096	4,758	8,145	5,138	8,202	4,879	7,926	4,291	7,260
No. of Adult Programs/Outreach	2	14	1	19	2	16	4	25	5	22	7	11
Adult Program Attendance	61	334	9	693	19	200	193	572	75	479	160	184
Number of Youth Programs/Outreach	16	27	0	2	10	19	15	28	12	14	0	5
Youth Program Attendance	211	1,133	0	137	164	325	356	778	293	26	0	158
Number of Teen Programs/Outreach	7	12	2	0	5	8	8	7	4	5	3	3
Teen Program Attendance	42	92	17	0	103	36	51	84	36	74	57	9
<b>Bob Lucas Statistics</b>												
Physical Collection Checkout	862	797	707	731	679	612	697	744	766	715	713	515
Library of Things	6	1	13	13	13	19	13	29	14	16	5	13
New Patrons	22	15	9	15	3	21	13	19	17	25	4	13
Visitor Count	471	1,949	457	2,137	469	1,871	314	2,183	312	1,867	293	1,747
No. of Bob Lucas Programs/Outreach	23	18	21	19	25	20	9	16	16	17	0	16
Bob Lucas Program Attendance	104	152	88	103	104	150	516	96	104	100	0	111
<b>Passport and Notary Services</b>												
Passports Processed	161	131	161	131	128	118	104	133	83	129	78	98
Passport Photo Sessions	0	0	0	8	0	16	0	46	0	52	0	45
Phone Calls Received	655	531	564	591	386	548	371	425	425	344	431	348
Notary Appointments										17		8

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

<b>System-Wide Statistics</b>	<b>Jan-22</b>	<b>Jan-23</b>	<b>Feb-21</b>	<b>Feb-22</b>	<b>Mar-21</b>	<b>Mar-22</b>	<b>Apr-21</b>	<b>Apr-22</b>	<b>May-21</b>	<b>May-22</b>	<b>Jun-21</b>	<b>Jun-22</b>
E-Resource Checkouts	5,577	3,697	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	26,948	42,971	9,188	27,153	10,553	32,639	10,960	33,598	26,498	41,653	36,258	42,876
Public Wireless Sessions	4,754	8,548	1	6,030	145	6,451	182	6,794	4,623	7,092	5,316	7,278
Open Rate of Monthly E-Connect (%)		51%	28%	39%	19%	45%	19%	41%	26%	49%	19%	43%
Reference Sessions	117	1,545	128	303	133	451	163	443	244	669	311	703
Live Chat Sessions	53	32	14	28	38	28	29	17	17	14	21	12
No. of Curiosity Connection Programs/Outreach		0		4		9		12		3		9
Curiosity Connection Program Attendance		0		239		334		584		237		192
<b>Main Library Statistics</b>												
Physical Collections Checkouts	9,873	16,891	1	11,141	4,891	15,734	5,348	15,104	6,173	15,136	12,040	15,851
Library of Things	22	87	0	33	40	25	88	21	78	15	64	17
New Patrons	89	268	62	178	68	208	98	222	120	231	211	280
Visitor Count	2,168	8,283		4,703		6,066	1,200	6,409	1,200	7,413	4,115	7,927
No. of Adult Programs/Outreach		19		21		10		11		12		10
Adult Program Attendance		505		82		294		480		612		673
Number of Youth Programs/Outreach		23		11		18		15		2		29
Youth Program Attendance		641		314		635		697		67		595
Number of Teen Programs/Outreach		8		19		6		8		10		11
Teen Program Attendance		105		31		118		22		39		50
<b>Bob Lucas Statistics</b>												
Physical Collection Checkout	340	555	1	679	207	714	676	665	1,002	698	1,062	774
Library of Things	2	11	0	10	1	2	24	2	26	2	19	2
New Patrons	7	9	0	6	14	14	7	15	13	29	20	4
Visitor Count	94	1,775		400		492	348	2,064	303	1,998	441	2,177
No. of Bob Lucas Programs/Outreach		23		25		27		26		21		22
Bob Lucas Program Attendance		205		107		210		133		173		132
<b>Passport and Notary Services</b>												
Passports Processed	94	110		122	116	183	115	146	105	165	121	129
Passport Photo Sessions	0	10		0	0	0	0	0	0	0	0	0
Phone Calls Received	498	718		521	609	1033	917	1220	945	912	823	750
Notary Appointments		5										

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

The one change to this month's statistics was the addition of a line for Notary Services. Our wonderful Administrative Assistant Catalina Theodoros became a certified Notary in late 2022 and has been offering these services for free to community members by appointment. We appreciate her fitting this much appreciated offering in her already busy schedule!



**BOARD OF LIBRARY TRUSTEES  
FINANCE REPORT for JANUARY 2023**

**DEPARTMENT:** Administration

**MEETING DATE:** February 27, 2023

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

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**TITLE: Summary Report of Financial Statements for January 2023**

**JANUARY 2023 FINANCIAL STATEMENTS**

The following financial reports are for the month of January 2023. The financial statements are unaudited. Currently we are at 58% of our budget year.

As indicated on the Revenue & Expense report, actual year-to-date expenditures are \$2,339,540, with year-to-date revenues at \$4,163,219, reflecting a net income of \$1,823,679. The District received the full assessment of property tax revenue in January, bringing total revenue to 102% of the budget for the fiscal year.

As indicated on the Balance Sheet, cash and investments are \$27,011,227, of which \$22,189,880 is bond proceeds. Note these funds are considered restricted cash; liquid funds are \$4,821,347.

Total cash with the County is \$4,548,759. The amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is \$2,045,350.

Total assets are \$32,079,748.

**REVENUE HIGHLIGHTS**

Line 2 Property Taxes & Assessments includes Ad Valorem tax revenue and a redevelopment tax levied by Los Angeles County in November and December. YTD is over budget due to higher than anticipated assessments. A mid-year budget adjustment will be made to account for the increase.

**GENERAL FUND EXPENSES**

See Variance Report for details on the expenditures.

**DONATIONS & GRANT FUND HIGHLIGHTS**

None.

**CAPITAL FUND HIGHLIGHTS**

None.

# Revenue & Expense (Unaudited)

## General Fund

### For the Period July 1, 2022 to January 31, 2023

	A	B	C	D = B/C
	January 2023	YTD	FY 2022/23 Adopted Budget	YTD Target 58%
<b>1 REVENUE</b>				
2 Property Taxes & Assessments	\$ 4,036,754	\$ 4,095,175	\$ 3,955,000	104%
3 Fines & Fees	4,096	34,842	52,500	66%
4 Interest Income	4,596	16,360	5,100	321%
5 Other Revenue	711	16,842	58,900	29%
<b>6 TOTAL REVENUE</b>	<b>4,046,157</b>	<b>4,163,219</b>	<b>4,071,500</b>	<b>102%</b>
<b>7 EXPENSES</b>				
<b>8 Salaries &amp; Benefits</b>				
<b>9 Wages</b>				
10 Salaried	78,823	647,544	1,282,900	50%
11 Hourly	62,238	485,261	893,300	54%
<b>12 Total Wages</b>	<b>141,060</b>	<b>1,132,806</b>	<b>2,176,200</b>	<b>52%</b>
<b>13 Benefits, Retirement &amp; Taxes</b>				
14 Health Insurance - Employee	13,135	90,491	154,000	59%
15 Health Insurance - Retiree	5,751	39,393	66,700	59%
16 Other Medical Insurance	1,316	10,694	22,000	49%
17 Workers' Compensation	-	19,984	45,400	44%
18 CalPERS Retirement (Normal Costs)	9,636	73,143	153,400	48%
19 CalPERS Unfunded Accrued Liability	-	226,006	226,000	100%
20 Payroll Taxes (District-Paid)	15,133	87,926	172,900	51%
<b>21 Total Benefits, Retirement &amp; Taxes</b>	<b>44,970</b>	<b>547,636</b>	<b>840,400</b>	<b>65%</b>
<b>22 Total Salaries &amp; Benefits</b>	<b>186,030</b>	<b>1,680,441</b>	<b>3,016,600</b>	<b>56%</b>
<b>23 Operating Expenses</b>				
24 Insurance (Liability, Earthquake)	-	127,771	98,500	130%
25 Utilities	6,389	45,787	68,000	67%
26 County Tax Collection Fees	13	40,914	42,400	96%
27 Other Operating	9,864	49,105	53,700	91%
28 Facilities, Grounds & Maintenance	11,556	72,991	110,000	66%
29 Structures & Improvements	-	-	10,000	0%
30 Vehicles & Equipment Maintenance	626	1,965	20,000	10%
31 Staff Development, Training & Travel	1,004	11,216	20,500	55%
32 Advertising & Marketing	248	6,669	9,500	70%
33 Website Development	-	-	100	0%
34 Miscellaneous Expenses	86	1,656	2,600	64%
35 Trustee Election	-	-	75,000	0%
<b>36 Total Operating Expenses</b>	<b>\$ 29,786</b>	<b>\$ 356,417</b>	<b>\$ 510,300</b>	<b>70%</b>

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 January 31, 2023

	A	B	C	D = B/C
	January 2023	YTD	FY 2022/23 Adopted Budget	YTD Target 58%
37 <b>Professional Services</b>				
38    Audit & Financial Consulting	\$ 6,563	\$ 63,614	\$ 60,000	106%
39    Legal Fees	-	13,297	15,000	89%
40    Consultants - Other	4,251	27,174	45,000	60%
41 <b>Total Professional Services</b>	<b>10,815</b>	<b>104,085</b>	<b>120,000</b>	<b>87%</b>
42 <b>Information Technology (IT)</b>				
43    Internet Service / E-Rate	13,369	13,369	58,000	23%
44    Technology Equipment	-	8,122	20,000	41%
45    Technology Maintenance Fees	691	33,804	33,000	102%
46    Technology Consulting	3,500	3,500	1,800	194%
47    Telecommunications	727	8,341	8,500	98%
48 <b>Total Information Technology (IT)</b>	<b>18,288</b>	<b>67,137</b>	<b>121,300</b>	<b>55%</b>
49 <b>Library Materials</b>				
50    Books	5,335	46,502	139,300	33%
51    Downloadables	2,913	34,868	69,300	50%
52    DVDs & Videogames	281	6,657	12,600	53%
53    Electronic Databases / Subscriptions	-	14,542	29,000	50%
54    Periodicals	-	63	12,000	1%
55    Audio CD	290	3,118	9,100	34%
56    Purchase Suggestions	360	2,873	11,200	26%
57    Library of Things	-	1,173	6,000	20%
58 <b>Total Library Materials</b>	<b>9,180</b>	<b>109,796</b>	<b>288,500</b>	<b>38%</b>
59 <b>Programs</b>				
60    Adult Services	675	8,712	12,000	73%
61    Youth Services	637	2,343	10,000	23%
62    Teen Services	966	2,794	5,500	51%
63    Bob Lucas Branch Services	110	3,021	5,500	55%
64    Volunteer Services	-	-	200	0%
65    All Ages	-	697	-	N/A
66    Poets Laureate	200	2,200	-	N/A
67 <b>Total Programs</b>	<b>2,589</b>	<b>20,007</b>	<b>34,000</b>	<b>59%</b>
68 <b>TOTAL EXPENSES</b>	<b>256,688</b>	<b>2,339,540</b>	<b>4,090,700</b>	<b>57%</b>
69 <b>NET REVENUE / (EXPENSES)</b>	<b>3,789,469</b>	<b>1,823,679</b>	<b>(19,200)</b>	
70    Use Of / (Addition To) Reserves / Fund Balance	(3,789,469)	(1,823,679)	19,200	
71 <b>NET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

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## Revenue & Expense (Unaudited)

### Donations / Grants Fund

For the Period July 1, 2022 to January 31, 2023

	A	B	C	D	E	F = Total/E
	Altadena Library Foundation	Friends of Altadena Library	Emergency Connectivity Fund	California Library Grants	FY 2022/23 Adopted Budget	YTD Target 58%
<b>1 REVENUE</b>						
<b>2 Donations &amp; Grants</b>						
3 Altadena Library Foundation	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000	100%
4 Friends of the Library	-	28,000	-	-	22,000	127%
5 California Library Literacy Services	-	-	-	34,982	24,400	143%
6 Emergency Connectivity Fund	-	-	-	-	8,000	0%
7 California Library Expanding our Footprint	-	-	-	250,000	200,000	125%
<b>8 Total Donations &amp; Grants</b>	<b>35,000</b>	<b>28,000</b>	<b>-</b>	<b>284,982</b>	<b>289,400</b>	<b>120%</b>
<b>9 TOTAL REVENUE</b>	<b>35,000</b>	<b>28,000</b>	<b>-</b>	<b>284,982</b>	<b>289,400</b>	<b>120%</b>
<b>10 EXPENSES</b>						
<b>11 Wages</b>						
12 Salaried	-	-	-	11,775	20,400	58%
13 Hourly	-	-	-	6,940	-	N/A
<b>14 Total Wages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,715</b>	<b>20,400</b>	<b>92%</b>
<b>15 Operating Expenses</b>						
16 Staff Recognition	2,392	58	-	-	4,500	54%
17 Staff Development, Training & Travel	1,045	463	-	-	-	N/A
18 Equipment, Furniture & Fixtures	-	-	-	-	162,500	0%
19 Structures & Improvements	-	-	-	2,354	-	N/A
20 Facilities, Grounds & Maintenance	-	-	-	-	15,000	0%
<b>21 Total Operating Expenses</b>	<b>3,437</b>	<b>521</b>	<b>-</b>	<b>2,354</b>	<b>182,000</b>	<b>3%</b>
<b>22 Programs</b>						
23 Adult Services	3,329	4,492	-	-	18,000	43%
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	-	N/A
31 All Ages	-	-	-	-	6,000	0%
<b>32 Total Programs</b>	<b>3,793</b>	<b>5,498</b>	<b>-</b>	<b>782</b>	<b>53,500</b>	<b>19%</b>
<b>33 Library Materials</b>						
34 Mobile Library Collection	-	-	-	-	3,000	0%
<b>35 Total Library Materials</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>0%</b>
<b>36 Information Technology (IT)</b>						
37 Internet Service / E-Rate	-	-	-	-	2,500	0%
38 Technology Equipment	-	-	6,000	-	6,000	100%
39 Technology Maintenance Fees	-	-	3,428	-	2,000	171%
40 Website Development	-	-	-	7,770	20,000	39%
41 Fab Lab	20,000	-	-	-	-	N/A
<b>42 Total Information Technology (IT)</b>	<b>20,000</b>	<b>-</b>	<b>9,428</b>	<b>7,770</b>	<b>30,500</b>	<b>122%</b>
<b>43 TOTAL EXPENSES</b>	<b>27,230</b>	<b>6,019</b>	<b>9,428</b>	<b>29,621</b>	<b>289,400</b>	<b>25%</b>
<b>44 NET REVENUE / (EXPENSES)</b>	<b>\$ 7,770</b>	<b>\$ 21,981</b>	<b>\$ (9,428)</b>	<b>\$ 255,361</b>	<b>\$ -</b>	



# Revenue & Expense (Unaudited)

## Combined

For the Period July 1, 2022 to January 31, 2023

	A	B	C	D = Total/C
	YTD General	YTD Donations & Grants	FY 2022/23 Adopted Budget	YTD Target 58%
<b>1 REVENUE</b>				
2 Property Taxes & Assessments	\$ 4,095,175	\$ -	\$ 3,955,000	104%
3 Fines & Fees	34,842	-	52,500	66%
4 Interest Income	16,360	-	5,100	321%
5 Other Revenue	16,842	-	58,900	29%
6 Donations & Grants	-	347,982	289,500	120%
<b>7 TOTAL REVENUE</b>	<b>4,163,219</b>	<b>347,982</b>	<b>4,361,000</b>	<b>103%</b>
<b>8 EXPENSES</b>				
<b>9 Salaries &amp; Benefits</b>				
<b>10 Wages</b>				
11 Salaried	647,544	11,775	1,303,300	51%
12 Hourly	485,261	6,940	893,300	55%
<b>13 Total Wages</b>	<b>1,132,806</b>	<b>18,715</b>	<b>2,196,600</b>	<b>52%</b>
<b>14 Benefits, Retirement &amp; Taxes</b>				
15 Health Insurance - Employee	90,491	-	154,000	59%
16 Health Insurance - Retiree	39,393	-	66,700	59%
17 Other Medical Insurance	10,694	-	22,000	49%
18 Workers' Compensation	19,984	-	45,400	44%
19 CalPERS Retirement (Normal Costs)	73,143	-	153,400	48%
20 CalPERS Unfunded Accrued Liability	226,006	-	226,000	100%
21 Payroll Taxes (District-Paid)	87,926	-	172,900	51%
<b>22 Total Benefits, Retirement &amp; Taxes</b>	<b>547,636</b>	<b>-</b>	<b>840,400</b>	<b>65%</b>
<b>23 Total Salaries &amp; Benefits</b>	<b>1,680,441</b>	<b>18,715</b>	<b>3,037,000</b>	<b>56%</b>
<b>24 Operating Expenses</b>				
25 Insurance (Liability, Earthquake)	127,771	-	98,500	130%
26 Utilities	45,787	-	68,000	67%
27 County Tax Collection Fees	40,914	-	42,400	96%
28 Other Operating	49,105	-	53,700	91%
29 Facilities, Grounds & Maintenance	72,991	-	125,000	58%
30 Structures & Improvements	-	2,354	10,000	24%
31 Vehicles & Equipment Maintenance	1,965	464	30,000	8%
32 Staff Development, Training & Travel	10,937	1,509	20,500	61%
33 Staff Recognition	279	2,449	4,500	61%
34 Equipment, Furniture & Fixtures	-	-	162,500	0%
35 Advertising & Marketing	6,669	-	9,500	70%
36 Miscellaneous Expenses	1,656	-	2,600	64%
37 Trustee Election	-	-	75,000	0%
<b>38 Total Operating Expenses</b>	<b>\$ 358,073</b>	<b>\$ 6,775</b>	<b>\$ 702,200</b>	<b>52%</b>

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## Revenue & Expense (Unaudited)

### Combined

For the Period July 1, 2022 to January 31, 2023

	A	B	C	D = Total/C
	YTD General	YTD Donations & Grants	FY 2022/23 Adopted Budget	YTD Target 58%
<b>39 Professional Services</b>				
40 Audit & Financial Consulting	\$ 63,614	\$ -	\$ 60,000	106%
41 Legal Fees	13,297	-	15,000	89%
42 Consultants - Other	27,174	-	45,000	60%
<b>43 Total Professional Services</b>	<b>104,085</b>	<b>-</b>	<b>120,000</b>	<b>87%</b>
<b>44 Information Technology (IT)</b>				
45 Internet Service / E-Rate	13,369	-	60,500	22%
46 Technology Equipment	8,122	6,000	26,000	54%
47 Technology Maintenance Fees	33,804	3,428	35,000	106%
48 Technology Consulting	3,500	-	1,800	194%
49 Telecommunications	8,341	-	8,500	98%
50 Website Development	-	7,770	20,100	39%
51 Fab Lab	-	20,000	-	N/A
<b>52 Total Information Technology (IT)</b>	<b>67,137</b>	<b>37,198</b>	<b>151,900</b>	<b>69%</b>
<b>53 Library Materials</b>				
54 Books	46,502	-	139,300	33%
55 Downloadables	34,868	-	69,300	50%
56 DVDs & Videogames	6,657	-	12,600	53%
57 Electronic Databases / Subscriptions	14,542	-	29,000	50%
58 Periodicals	63	-	12,000	1%
59 Audio CD	3,118	-	9,100	34%
60 Purchase Suggestions	2,873	-	11,200	26%
61 Library of Things	1,173	-	6,000	20%
<b>62 Total Library Materials</b>	<b>109,796</b>	<b>-</b>	<b>291,500</b>	<b>38%</b>
<b>63 Programs</b>				
64 Adult Services	8,712	7,821	30,000	55%
65 Summer Reading	-	1,007	13,000	8%
66 Youth Services	2,343	-	11,000	21%
67 Teen Services	2,794	-	6,000	47%
68 Bob Lucas Branch Services	3,021	-	6,000	50%
69 Literacy Services	240	542	5,300	15%
70 Volunteer Services	-	240	200	120%
71 All Ages	697	-	6,000	12%
72 Poets Laureate	2,200	-	-	N/A
<b>73 Total Programs</b>	<b>20,007</b>	<b>9,610</b>	<b>77,500</b>	<b>38%</b>
<b>74 TOTAL EXPENSES</b>	<b>2,339,540</b>	<b>72,298</b>	<b>4,380,100</b>	<b>55%</b>
<b>75 NET REVENUE / (EXPENSES)</b>	<b>1,823,679</b>	<b>275,684</b>	<b>(19,100)</b>	
76 Use Of / (Addition To) Fund Balance	(1,823,679)	(275,684)	19,100	
<b>77 NET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

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## Revenue & Expense (Unaudited)

### Capital Fund

For the Period July 1, 2022 to January 31, 2023

	<b>A</b>		<b>B</b>		<b>C</b>		<b>D = B/C</b>
	January 2023		YTD		FY 2022/23 Adopted Budget		YTD Target 58%
<b>1 REVENUE</b>							
2 Interest Income	\$ 22,839	\$	92,027	\$	110,000		84%
3 Unrealized Gain/Loss	54,097		(44,847)		-		N/A
<b>4 TOTAL REVENUE</b>	<b>76,936</b>		<b>47,180</b>		<b>110,000</b>		
<b>5 EXPENSES</b>							
<b>6 CFD Bond</b>							
7 Community Facilities District Administration	-		9,391		-		N/A
8 Community Facilities District Project Management	-		21,158		199,000		11%
9 Contingencies	-		-		146,400		0%
<b>10 Total CFD Bond</b>	<b>-</b>		<b>30,549</b>		<b>345,400</b>		<b>9%</b>
<b>11 Capital Project Expenses</b>							
12 Bob Lucas Memorial Library	29,407		100,465		2,500,000		4%
13 Main Library	11,763		40,186		1,000,000		0%
<b>14 Total Capital Project Expenses</b>	<b>41,170</b>		<b>140,651</b>		<b>3,500,000</b>		<b>4%</b>
<b>15 TOTAL EXPENSES</b>	<b>41,170</b>		<b>171,200</b>		<b>3,845,400</b>		<b>4%</b>
<b>16 NET REVENUE / (EXPENSES)</b>	<b>35,765</b>	<b>\$</b>	<b>(124,020)</b>	<b>\$</b>	<b>(3,735,400)</b>		<b>3%</b>
17 Use Of Bond Proceeds	(35,765)		124,020		3,735,400		
<b>18 NET BALANCE</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>		

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**Community Facilities District**  
**Measure Z Bond Proceeds**  
**March 1, 2022 through January 31, 2023**

	<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>		<b>E= A+B+C+D</b>
	FY22		FY 23 Q1		FY 23 Q2		FY 23 Q3		Total
1 Community Facilities District									
2 Measure Z Bond Proceeds	\$ 23,761,105	\$	-	\$	-	\$	-	\$	23,761,105
3 Underwriter's Discount (Commission)	(87,968)		-		-		-		(87,968)
4 Interest Income	(16,947)		44,488		24,702		22,839		75,082
5 Unrealized Gain/(Loss)	(157,458)		(165,655)		66,711		54,097		(202,305)
6 Less Bond Interest Paid 9/1/2022	(436,822)		4		-		-		(436,818)
7 <b>Net Proceeds</b>	<b>23,061,910</b>		<b>(121,163)</b>		<b>91,413</b>		<b>76,936</b>		<b>23,109,095</b>
8 Administrative CFD Costs									
9 Administration	(26,598)		(5,878)		(3,189)		-		(35,665)
10 Audit and Financial Consulting	(12,835)		-		(325)		-		(13,160)
11 Bond Issuance Costs	(295,726)		-		-		-		(295,726)
12 <b>Total Administrative Costs</b>	<b>(335,159)</b>		<b>(5,878)</b>		<b>(3,514)</b>		<b>-</b>		<b>(344,551)</b>
13 Direct Renovation Costs									
14 Project Management	(186,042)		(1,201)		(19,957)		-		(207,200)
15 Construction Cost	(21,723)		(11,889)		(1,650)		-		(35,262)
16 Architect Expenses	(205,092)		(39,881)		(46,060)		(41,170)		(332,203)
17 <b>Total Direct Renovation Costs</b>	<b>(412,857)</b>		<b>(52,971)</b>		<b>(67,667)</b>		<b>(41,170)</b>		<b>(574,666)</b>
18 <b>CFD Financial Activity Ending Balance</b>	<b>\$ 22,313,894</b>	<b>\$</b>	<b>(180,013)</b>	<b>\$</b>	<b>20,233</b>	<b>\$</b>	<b>35,765</b>	<b>\$</b>	<b>22,189,880</b>



# Balance Sheet (Unaudited)

District Total  
As of January 31, 2023

1	<b>ASSETS</b>		
2	<b>Cash &amp; Investments</b>		
3	Cash - Los Angeles County	\$	4,548,759
4	Checking		255,223
5	Special Tax Bonds		22,189,880
6	Money Market		15,782
7	Paypal		984
8	Cash on Hand		600
9	<b>Total Cash &amp; Investments</b>		<b>27,011,227</b>
10	<b>Other Current Assets</b>		
11	Prepaid Items & Deposits		20,061
12	Prepaid Insurance & Surety		141,180
13	Property Tax & Assessments Receivable		2,641,073
14	Miscellaneous Receivable		46,947
15	<b>Total Other Current Assets</b>		<b>2,849,261</b>
16	<b>Long-Term Assets</b>		
17	Fixed Assets (Net of Depreciation)		1,431,945
18	Deferred Outflows of Resources		787,315
19	<b>Total Long-Term Assets</b>		<b>2,219,260</b>
20	<b>TOTAL ASSETS</b>		<b>32,079,748</b>
21	<b>LIABILITIES</b>		
22	<b>Current Liabilities</b>		
23	Accounts Payable		35,560
24	Credit Card (UMB)		8,012
25	Payroll and Retirement Liabilities		34,792
26	<b>Total Current Liabilities</b>		<b>78,364</b>
27	<b>Long-Term Liabilities</b>		
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	Community Facilities District Bond		23,731,400
33	<b>Total Long-Term Liabilities</b>		<b>28,599,253</b>
34	<b>TOTAL LIABILITIES</b>		<b>28,677,617</b>
35	<b>FUND BALANCE</b>		
36	Fund Balance		334,984
37	Net Revenue / (Expenses)		3,067,147
38	<b>TOTAL FUND BALANCE</b>		<b>3,402,131</b>
39	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$</b>	<b>32,079,748</b>

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**  
**January 2023 - 58% Year to Date (YTD)**

## General Fund 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. YTD is over budget due to higher than anticipated assessments.

**Line 3 - Fines & Fees** includes library fines, printing fees, video game rentals, community room fees, and passport services. YTD is trending over budget at 66% due to increased collection of passport service fees and the reinstatement of passport photos.

**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 29% due to the unpredictable nature and timing of these receipts.

### Expenses

**Line 10 - Salaried** includes employee wages and an annual wellness stipend of \$400, less a small portion funded from donations and grants. YTD is trending under budget at 50% due to the eliminated office manager position which is partially offset by a part-time accountant in Line 11.

**Line 11 - Hourly** includes employee wages and an annual wellness stipend of \$400 for hourly employees. YTD is trending under budget at 54% due to an additional grant received for \$12K that is being used to cover a portion of hourly wages, (reported in the Donations/Grants Fund).

**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 59%.

**Line 15 - Health Insurance - Retiree** includes health benefits for retired employees. YTD is in line with the budget at 59%.

**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 49% 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% and will remain under budget due to a discount realized after budget.

**Line 18 - CalPERS Retirement (Normal Costs)** is the District's portion of employee retirement costs. YTD is trending under budget at 48% and aligns with the decrease in Line 10 - Salaried.

**Altadena Library District**  
**Monthly Variance Analysis**  
**January 2023 – 58% 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 51% 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 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 67% due to higher electricity usage during summer months as well as rising natural gas prices.

**Line 26 – County Tax Collection Fees** are paid to the County at approximately 1% of property taxes collected in Line 2. YTD is trending over budget at 96% because the County assessed the majority of fees in December, while the remainder of property tax revenues will be reported in January.

**Line 27 – Other Operating** includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is trending over budget at 91% due to equipment leases that ended in FY 22 and were not budgeted in FY 23. The equipment is being leased month to month until the new purchased equipment (delayed by supply chain issues) is received.

**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 66% due to an air conditioner service call, a tree survey, inventory in October, and tree pruning in January.

**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 been received. YTD is 10%.

**Line 31 – Staff Development, Training & Travel** is budgeted for staff conferences, training, and related expenses. YTD is in line with the budget at 55%.

**Line 32 – Advertising & Marketing** includes general marketing for the District. YTD is trending over budget at 70% due to advertisements at the beginning of the fiscal year.

**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 64% due to the unpredictable nature of these expenses.

**Altadena Library District**  
**Monthly Variance Analysis**  
**January 2023 – 58% Year to Date (YTD)**

**Line 35 – Trustee Election** accounts for expenses necessary to hold a biannual election. The election was not contested and therefore not required to be placed on the County of Los Angeles ballot. There will be no expenses.

**Line 38 – Audit & Financial Consulting** includes external consulting services and annual audit services. YTD is over budget 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 trending over budget at 89% due to additional legal bills for matters not anticipated in the budget.

**Line 40 – Consultants-Other** include other miscellaneous consulting services. YTD is trending in line with the budget at 60%.

**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. YTD is trending under budget at 23% and will continue as such until fiscal year-end.

**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 41%.

**Line 45 – Technology Maintenance Fees** includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is over budget due to various subscriptions and warranties expensed through fiscal year-end.

**Line 46 – Technology Consulting** includes miscellaneous consulting expenses for technology. YTD is over budget due to unanticipated expenses covered by donations and grants in the prior year.

**Line 47 - Telecommunications** includes phone charges for the main library and the Bob Lucas branch. YTD is 98% due annual contracts expensed in their entirety at the beginning of the fiscal year.

**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 are trending under budget at 38%.

**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 are in line with the budget at 59%.

**Line 69 - Net Revenue / (Expenses)** is the year-to-date use of or (addition to) Operating Reserves. YTD is \$1,823,903.96. This will fluctuate throughout the year based on the timing of revenue and expenses.

**Altadena Library District**  
**Monthly Variance Analysis**  
**January 2023 – 58% Year to Date (YTD)**

## Donations / Grants Profit & Loss

### Revenue

**Line 3 – Altadena Library Foundation** includes an annual grant to support various operating and program services. In addition, a gift-in-kind of equipment and supplies was received for the Fab Lab. The gift-in-kind was not budgeted, and it offsets the remaining portion of the grant to be received in February. The total cash and in-kind support from the Foundation will be \$55,000.

**Line 4 – Friends of the Library** is over budget due to their increased commitment after the budget was approved.

**Line 5 – California Library Literary Services** increased their funding to include a \$13K grant for English as a second language services.

**Line 6 - Emergency Connectivity Fund** is a reimbursable grant for the purchase of hot spots and related maintenance in Lines . It is anticipated that the entire amount will be reimbursed by the grant.

**Line 7 - California Library Expanding our Footprint** budget includes a vending machine and website development. It is trending over budget due to a van that was anticipated to be completed in FY 22 but is now planned for the end of FY 23.

### Expenses

**Line 12 – Salaried** includes a portion of salaries at the Bob Lucas Branch paid for by the California Library Literary Services grant. YTD is in line with budget at 58%.

**Line 13 – Hourly** corresponds to the \$13K in increased funding for the California Library Literary Services grant for English as a second language services, not budgeted.

**Line 21 – Total Operating Expenses** are trending under budget at 3% due to the delay in purchasing a vending machine and structural and facilities improvements scheduled for Spring 2023.

**Line 32 – Total Programs** is trending under budget at 19% due to shared funding from the general fund and the timing of programs.

**Line 35 – Total Library Materials** has no activity year to date.

**Line 42 – Total Information Technology** is trending over budget due to equipment and maintenance fees paid early in the fiscal year and expenses for the in-kind gift of Fab Lab equipment that was not budgeted.

**Line 44 Net Revenue / (Expenses)** is the year-to-date balance of unused grant funds. YTD is \$275,684 and it is anticipated that the balance will be utilized by fiscal year-end.





**BOARD OF LIBRARY TRUSTEES  
BUDGET COMMITTEE REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** February 27, 2023

**PREPARED BY:** Jason Capell

**LOCATION:** Hybrid Meeting

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The Budget Committee, a standing committee of the Board of Trustees, met on Monday, February 6, 2023 at 1:00pm on Zoom for their first meeting of 2023. The committee is now composed of Chair Jason Capell and Trustee Boon Lim.

There were two action items as new business at their meeting. First was the review of the Mid-Year Budget Adjustments for fiscal year 2022-2023. These were presented by District Director Nikki Winslow, with accountant Kristi Even, of Eide Bailly, in attendance to provide additional information as requested. After full review of the adjustments, the committee voted to approve the adjustments as presented and recommend approval from the full Board of Trustees at their meeting on February 27, 2023.

The second action item was review and approval of the Budget Committee Meeting Schedule for 2023. Staff recommended meeting quarterly on the second Thursday of that month at 1:00pm. The committee approved this recommendation and will be meeting on May 11, August 10 and November 9.



**BOARD OF LIBRARY TRUSTEES  
FACILITIES AD HOC COMMITTEE REPORT**

**AGENDA ITEM:** Facilities ad hoc Report

**MEETING DATE:** February 27, 2023

**PREPARED BY:** Jennifer Pearson

**LOCATION:** Hybrid Meeting

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February 27th ALD Board of Trustees  
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 – Future meetings will be scheduled as needed to obtain feedback on design updates.
- b. Offsite Facilities – Members of the committee toured the Franklin Elementary School campus and reviewed potential spaces on site to house library services during construction. The committee believes the site is a good fit for the library’s needs and is pursuing further discussion with PUSD.
- c. Architectural Services – Design work and coordination with Regional Planning continues for the Bob Lucas Branch. The Schematic Design phase for the Main Library is expected to be completed later this month.
- d. Coordination with County departments – The Bob Lucas CUP is still in process with Regional Planning. A planning application for the Main Library project has been submitted for early review of certain issues.
- e. Communications and Community Outreach – Town Hall meetings were held on January 28 and February 1. The meetings were presented in hybrid format and were well-attended, with 92 attendees at the first meeting and 51 attendees at the second. The design team presented the schematic design of the Main Library project and responded to questions from attendees. The community has provided valuable feedback on the design, and the committee plans to hold another Town Hall during the design development phase.
- f. CEQA Services – Chambers Group has begun work on CEQA services for the Main Library and will assist in documentation required by Regional Planning.
- g. Bob Lucas Historical Preservation: The committee is reviewing next steps for the preservation of the mural wall, including outreach to the Armory Center for the Arts, who funded and were involved in the original Walk to Art program that funded the mural's creation in 1999.



**BOARD OF LIBRARY TRUSTEES  
REDISTRICTING COMMITTEE REPORT FOR  
FEBRUARY 2023**

**REPORT:** Redistricting Committee Report      **MEETING DATE:** February 27, 2023

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

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**MEETING:**

I am excited to announce that on Monday January 23, 2023, we officially kicked off the redistricting process with the first of four required community meetings! The second meeting was held as a Special Board of Trustees meeting on Monday February 13, 2023. Those meetings mirrored each other. Kristin Parks of NDC provided an overview of the districting process and fielded questions related to the process.

Now that the first two general information meetings have been held, NDC will begin the process of drafting some preliminary suggested maps for the five trustee areas. We have provided our addresses to aid in the process with the hope that the existing trustees live in areas that will lend itself to a *natural districting*. These draft maps must be posted/distributed to the public seven days before the next scheduled meeting- draft maps will be published on March 18, 2023. The third of the four required meetings will take place as a town hall style meeting on Saturday March 25, 2023 at 10am in the library. During that meeting the draft maps will be reviewed and open to feedback.

The community is invited to visit the Redistricting landing page on the library's website. On that page is a interactive mapping tool that the community can use. You can find that page [here](#).



**BOARD OF LIBRARY TRUSTEES  
GOVERNMENT LIAISON REPORT**

**DEPARTMENT:** Gov. Liaison Report

**MEETING DATE:** February 27, 2023

**PREPARED BY:** Terry Andruess

**LOCATION:** Hybrid Meeting

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Government Liaison Report

Our local Assemblyman Chris Holden (District 41) has authored a bill that would bring much-needed reform to the Digital Infrastructure & Video Act (DIVCA), a 2006 law that was intended to increase competition between cable providers and help lower prices for internet services. Instead, DIVCA's shortfalls include:

- Thousands of California households still lack access to video or broadband service.
- Limited competition fails to maintain price affordability.
- Low-income communities face discrimination from providers.

In a town hall meeting on 1/18/23, several organizations presented information in favor of the new bill because it will help establish *digital equity*. Digital equity is described as a condition of digital access that is needed for all individuals to have full participation in our society, democracy and economy. The town Hall meeting was a call for individuals and organizations to take action while the bill is still in Committee review at the state capital.

Assemblyman Holden's bill (**AB 41**) is named the **Digital Equity in Video Franchising Act of 2023 (DEVFA)**. It is co-authored by the California Community Foundation, Common Sense Media and Next Gen California. I have attached a draft letter of our support for passage that, if approved by our Board, could be sent to the Committee that is currently reviewing the bill.

**AB 41 would help establish digital equity in the following ways:**

- Modernize the renewal process for cable franchising. which will strengthen access and oversight.
- Establish anti-discrimination provisions in an effort to increase equitable broadband access, quality and pricing.
- Create a robust franchise renewal process that includes mechanisms for public scrutiny and input.

This bill would leverage the state's licensing authority over cable companies, who are among the largest internet service providers in the state, by obligating them to serve the public under the highest standards and in a manner that ensures equal access to service. This legislation builds upon the Federal Digital Equity Act, passed as part of President Biden's Infrastructure Investment and Jobs Act, as well as previous efforts in the state legislature to strengthen the state's oversight of cable companies.

## EMPLOYMENT AGREEMENT

This Employment Agreement (“Agreement”) is entered into as of the 27th day of February, 2023 (the “Effective Date”), between the Altadena Library District, a California special district (“District”) and Nikki Winslow (“Employee”). The District and Employee are sometimes referred to in this Agreement as “Party” and collectively as “Parties.”

### RECITALS

WHEREAS, it is the desire of the District’s Board of Library Trustees to retain the services of Employee as District Director, and

WHEREAS, it is the desire of the Board of Library Trustees to provide certain benefits, establish certain conditions of employment and to set certain working conditions of the District Director.

NOW, THEREFORE, the above named Parties hereby mutually agree and promise as follows:

#### **1. Duties, Acceptance of Appointment, Hours of Work.**

##### 1.1 Appointment and Scope of Services.

Employee has been appointed as District Director by the Board of Library Trustees, and shall perform the functions of District Director, a position involving highly-specialized and critically-needed skills set forth in the attached job description, in the Altadena Library District Board of Trustees Policies and Procedures and as provided by law. Such employment is “at will,” subject to the terms of this Agreement, and Employee shall perform said duties at the pleasure of and under the direct supervision of the Board of Library Trustees.

##### 1.2 Acceptance of Appointment.

Employee hereby accepts the appointment as District Director of the Altadena Library District subject to all terms and conditions set forth in this Agreement.

##### 1.3 Hours of Work.

Employee is expected to devote necessary time, within and outside normal business hours, to the business of the District as an exempt employee under the Fair Labor Standards Act.



## **2. Term.**

This Agreement shall be deemed effective for an term beginning on February 27, 2023 (“Effective Date”) and ending at the end of business on April 30, 2026 (“Term Date”) unless terminated earlier in accordance with Section 10 of this Agreement. Notwithstanding the above Term Date, this Agreement shall automatically extend for additional one-month terms unless either party provides the other with thirty (30) days’ advance written notice that the Agreement shall not so extended.

## **3. Compensation.**

### **3.1 Salary**

Compensation for all work or services called for under this Agreement shall equal One Hundred Ninety-Eight Thousand, Three Hundred Forty-Five Dollars, (\$198,345) annually. This salary will be retroactive to the Employee’s anniversary date of November 4, 2023. Compensation shall be earned on a pro-rata basis and be payable in installments at the same time and in the same manner as other employees of the District are paid. The compensation set forth in this section shall be Employee's total compensation under this Agreement, and Employee shall not be eligible for any other benefits or compensation except for that specifically provided for in this Agreement or in any ordinance adopted by the Board of Trustees that specifically identifies compensation or benefits that District Director is to receive. The position of District Director is exempt under the Fair Labor Standards Act and, therefore, no overtime pay will be paid to Employee based on hours worked. Whenever a cost of living adjustment or other non-merit based salary increase is provided to other District employees, the Board of Trustees shall consider whether it is reasonable and appropriate to grant a similar increase to the District Director's Base Salary upon the written request of the Employee. Any increase in salary shall be reflected on a Board of Trustees approved salary schedule, but shall not require an amendment to this Agreement.

### **3.2 Health and Medical Benefits**

The District shall provide the Employee with Health and Medical Benefits in accordance with District policy.

### **3.3 Pension**

The District maintains enrollment of the Employee as a member in the California Public Employees Retirement System (CalPERS) in accordance with CalPERS regulations, with a retirement formula of 2% at 62.

### 3.4 Mobile Phone

The District shall provide Employee with a mobile phone for use in District business. Employee understands that all data and information stored on the phone, including but not limited to records of calls made and received, voice mail messages, and text messages may be considered public records under the California Public Records Act.

### 3.5 Leaves of Absence

Employee shall be entitled to leaves of absence in accordance with District policy. To the extent District policy requires authorization before Employee may take such leave, such authorization shall be submitted to the Board President for approval.

### 3.6 Administrative Leave

In recognition of the fact that Employee's duties will require her to often work outside of normal business hours, at the beginning of each calendar year, the Employee shall have sole access to a bank of one hundred (100) hours of administrative leave. Because Employee's employment will begin in the middle of a fiscal year, Employee shall access to a prorated portion of that leave upon commencement of employment. Any administrative leave not used or cashed out by the end of each fiscal year shall be forfeited if not used out.

### 3.7 Benefits

In addition, and except as otherwise specified herein, Employee shall receive all such other benefits and compensation that are generally applicable to District employees.

## **4. Performance Evaluation.**

The Board of Library Trustees shall review Employee's job performance at least once annually. Employee shall remind the Board of its obligations under this Section each year and shall work with the Board in finding an appropriate time to place her annual evaluation on the agenda. The Board may also review Employee's performance at other intervals as it deems appropriate.

## **5. Bonds.**

District shall bear the full cost of any fidelity or other bonds required of Employee under any law or policy.

**6. Vehicle Allowance.**

The District agrees to pay to the Employee, during the term of this Agreement and in addition to other salary and benefits herein provided, the sum of Six Hundred Dollars (\$600) per month, as a vehicle allowance to be used to purchase, lease, or own, operate and maintain a vehicle. Employee shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle. It is understood that the vehicle allowance may be considered taxable income subject to withholdings.

**7. General Business Expenses**

District recognizes that Employee may incur expenses of a non-personal, job-related nature that are reasonably necessary to Employee's service to the District. The District agrees to either pay such expenses in advance or to reimburse the expenses, so long as the expenses are incurred and submitted in accordance with the District's normal expenditure reimbursement procedures. To be eligible for reimbursement, all expenses must be supported by documentation meeting the District's normal requirements and must be submitted within time limits established by the District.

**8. Abuse of Office or Position.**

Pursuant to Government Code Sections 53243, 53243.1 and 53243.2, if Employee is convicted of a crime involving an abuse of her office or position, all of the following shall apply: (1) if Employee is provided with administrative leave pay pending an investigation, Employee shall be required to fully reimburse District such amounts paid; (2) if the District pays for the criminal legal defense of Employee (which would be in its sole discretion, as it is generally not obligated to pay for a criminal defense), Employee shall be required to fully reimburse the District such amounts paid; and (3) if this Agreement is terminated, any severance pay and severance benefits related to the termination that Employee may receive from the District shall be fully reimbursed to District or void if not yet paid. For purposes of this Section, abuse of office or position means either: (1) an abuse of public authority, including waste, fraud, and violation of the law under color of authority; or (2) a crime against public justice, including, but not limited to, a crime described in Title 7 (commencing with Section 92) of Part 1 of the Penal Code.



#### 10.4 Expiration of Agreement.

This Agreement shall automatically expire on its Term Date, unless the Agreement has been extended as set forth in Section 2 above, in which case it shall expire on the new term date.

#### 10.5 Disability.

In the event the Employee is permanently disabled or is otherwise unable to perform her duties because of physical or mental incapacity for a period of six (6) consecutive months, the District may terminate the Employee's employment and this Agreement. Notwithstanding the above, nothing in this subsection shall be interpreted to waive any obligation the District may have to provide Employee with a reasonable accommodation or to engage in an interactive process with Employee to determine whether a reasonable accommodation is available.

#### 10.6 Cause.

The Board of Library Trustees may remove Employee for Cause by motion adopted by the affirmative votes of a majority of the members of the Board. Cause for purposes of this Agreement shall mean the following: (i) conviction of, or plea of guilty or *nolo contendere* to, any crime or offense (other than minor traffic violations or similar offenses) which is likely to have a material adverse impact on the District; (ii) gross misconduct which is likely to have a material adverse impact on the District; or (iii) proven failure of the Employee to observe or perform any of his duties or obligations, if the failure continues for a period of thirty (30) days from the date of his/her receipt of notice from the Board of Trustees specifying the acts or omissions deemed to amount to that failure.

#### 10.7 Severance.

In the event this Agreement is terminated "without cause" pursuant to Sections 10.1 or 10.2 above, Employee shall receive a lump sum severance payment equal to either (i) six (6) months of Employee's then monthly base salary or (ii) Employee's base salary for the remaining term of this Agreement, whichever is less. Such severance payment shall be less withholdings as required by law and shall be Employee's sole remedy for termination under sections 10.1 or 10.2 of this Agreement. This severance payment shall be contingent upon Employee having executed within 60 days of her termination a waiver and release of any claims she may have against the District, which waiver and release shall be on a form or agreement provided by the District's legal counsel.

If Employee is terminated "for cause" pursuant to Section 10.6 above and if Employee successfully challenges that the reasons for her termination did not meet



that section's definition of cause, Employee's sole remedy shall be a severance payment as if she had been terminated "without cause."

## **11. General Provisions.**

11.1 This writing constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior oral or written representations or written agreements on the subject matter hereof, which may have been entered into between the parties. No modification or revision to this Agreement shall be of any force or effect, unless the same is in writing and executed by the Parties hereto.

11.2 Each Party agrees and acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any Party, which are not embodied herein and that any agreement, statement, or promise not contained in this Agreement shall not be valid or binding on either Party.

11.3 If any provision, or portion thereof, contained in the Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

11.4 This Agreement shall be governed by and construed in accordance with the law of the State of California. Venue shall be in Los Angeles County.

11.5 This Agreement shall be construed as a whole, according to its fair meaning, and not in favor or against any Party. By way of example and not in limitation, this Agreement shall not be construed in favor of the party receiving a benefit or against the Party responsible for any particular language in this Agreement.

11.6 Employee acknowledges that she has had an opportunity to consult legal counsel in regard to this Agreement, that she has read and understands this Agreement, that she is fully aware of its legal effect, and that she has entered into it freely and voluntarily and based on her own judgment and not on any representations or promises other than those contained in this Agreement.

11.7 In any dispute arising out of this Agreement, the prevailing party shall recover its reasonable attorneys' fees and costs.

IN WITNESS WHEREOF, the parties have executed this Employment Agreement on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**EMPLOYEE**

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Nikki Winslow  
District Manager

**ALTADENA LIBRARY DISTRICT**

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Jason Capell  
President  
Board of Library Trustees



**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM VIII.B.**

**DEPARTMENT:** Agenda Item VIII.b.

**MEETING DATE:** February 27, 2023

**PREPARED BY:** Nikki Winslow

**LOCATION:** Hybrid Meeting

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**TITLE:** IT & Facilities Management Assessment Consulting Services Proposal

**BACKGROUND:**

Carlos Baffigo, owner of Building Basics for Libraries, brings over 30 years of management experience in library operations, facility management, technology administration, and security. Most recently, Carlos served as Deputy Director of libraries for the Pasadena Public Library system in Pasadena, CA. He headed the City's efforts to retrofit and renovate the Pasadena Central Library, coordinated the lease for the renovation, relocation, and opening of the Pasadena Unified School District Jefferson Elementary School campus as an alternate library branch, and re-purposed a 35,000 Sq. Ft. warehouse into a library distribution center.

The Altadena Library District (ALD) requires dedicated and knowledgeable staff to operate crucial facility and IT infrastructure and maintain systems in optimal condition to ensure a safe and secure environment for staff and the public. In order to do so, library staff must fully understand the systems involved and how they interact, as well as accurately assess existing conditions, identify potential issues, address deficiencies, seek improvement opportunities, adopt best practices, meet compliance standards, and plan for future initiatives (post-renovation) and strategic direction. To this end, on-going education, accurate system assessments, and planning are essential to the continued well-being of the ALD infrastructure and its users.

Consultant services will bring the experience and expertise necessary to educate building and IT staff on the latest industry standards, principles, concepts, and terminology, as they specifically pertain to library services at ALD. Through the consulting process, an evaluation and assessment of existing systems, staffing levels, operational budgets, current practices, and compliance standards will take place with an eye towards future post-renovation operations. Carlos' experience and expertise are unique to this type of assessment that would review both IT and Facilities Management in a library system. In addition, he understands local standards and regulations, as evidenced in his recent work for the City of Pasadena. This makes Carlos the ideal local candidate for this scope of work.

Carlos Baffigo previously collaborated closely with Altadena District Director Nikki Winslow and Information Technology & Technical Services Manager David Zearbaugh on IT system restructuring and initiatives when both worked for Glendale Library, Arts & Culture. Additionally,

Carlos recently consulted with Facility Manager Jonathan Arevalo on facility-related issues, as a result of Jonathan's attendance and participation in the Building Basics for Libraries webinar series facilitated by Carlos in October and November and 2022.

Although this contract does exceed the \$10,000 threshold that would typically prompt a Request for Proposal (RFPs) process, we believe the District would have to conduct two separate RFPs to address these two separate types of assessments. Being that Carlos Baffigo can conduct both services, we feel that this falls under the category of a sole source provider.

**FISCAL IMPACT:** Not to exceed contract of \$33,750 annually, or a maximum of 150 hours - Including consulting services for planning, relocation, and construction phases of Main Library and Bob Lucas Memorial Branch. This will be paid out of line 40 – Consultants – Other, to be adjusted at mid-year to include these costs.

**RECOMMENDATION:** Staff recommends that the Board of Trustees authorize the District Director to contract with Carlos Baffigo of Building Basics for Libraries to facilitate and complete the full scope of work as presented in the proposal following this staff report.

**Carlos Baffigo**  
6884 Warm Springs Ave  
La Verne, CA 91750

February 13, 2023

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

Re: Proposal for IT & Facilities Management Assessment Consulting Services

Dear Nikki:

Thank you for the opportunity to assist with the Altadena Library District's need to perform an IT & Facilities Management Assessment. Below you will find my proposal:

**BACKGROUND:**

The Altadena Library District (ALD) requires dedicated and knowledgeable staff to operate library Facility and IT infrastructure and maintain systems in optimal condition to ensure a safe and secure environment for staff and the public. In order to do so, library staff must be capable of accurately assessing existing conditions, identifying potential issues, addressing deficiencies, seeking improvement opportunities, adopting best practices, meeting compliance standards, and planning for future initiatives (Post-Renovation) and strategic direction. To this end, on-going education, accurate system assessments, and planning are essential to the continued well-being of the ALD infrastructure and its users.

Building Basics for Libraries consultant services will bring the experience and expertise necessary to train Facility and IT staff on the latest industry standards, principles, concepts, and terminology, as they specifically pertain to library services at ALD. Through the consulting process, an evaluation and assessment of existing systems, staffing, operational budgets, current practices, and compliance standards will take place with an eye towards future (Post-Renovation) operations.

**EXPERIENCE:**

Carlos Baffigo, owner of Building Basics for Libraries, brings over 30 years of management experience in library operations, facility management, technology administration, and security. Most recently, Carlos served as Deputy Library Director for the Pasadena Public Library system in Pasadena, CA. He headed the City's efforts to retrofit and renovate the Pasadena Central Library, coordinated the lease for the renovation, relocation, and opening of the Pasadena Unified School District Jefferson Elementary School campus as an alternate library branch, and re-purposed a 35,000 Sq. Ft. warehouse into a library



distribution center. Additionally, Carlos managed the maintenance and implementation of technology, including library ILS systems, RFID, security camera/access control, networks, and other infrastructure. In partnership with the California State Library and the California Library Association, Carlos has presented learning webinars on facility and infrastructure management specifically tailored to library managers and supervisors, as part of the California Libraries Learn(CALL) on-going education program.

Carlos previously collaborated with Altadena District Director Nikki Winslow and Information Technology & Technical Services Manager David Zearbaugh on IT system restructuring and initiatives when both worked at Glendale Library. Additionally, Carlos recently consulted with Facility Manager Jonathan Arevalo on facility-related issues, as a result of his attendance in the Building Basics for Libraries webinar series.

### **SCOPE OF SERVICE OFFERINGS:**

1. **Training and staff development:** Provide training to ALD library staff on new Facility and IT practices, principles, concepts, and terminology. Review operational and maintenance techniques. Introduce industry best practices to maximize efforts, with a special focus on regulatory compliance and fiscal responsibility. Additional attention will focus on purchasing/procurement, contract management, and budget planning.
2. **Consultation, guidance, and planning:** Provide consultation, guidance and planning assistance to ALD management on current Facility and IT projects and initiatives. Review Facility and IT operational policies, procedures, and organizational structure with the goal of ensuring compliance, optimizing resources, and meeting future (Post-Renovation) operational goals.

Assist ALD District Director and Library Management with planning and coordination of activities related to the renovation of the ALD Main Library and the Bob Lucas Memorial Branch Library. Services may include: planning and logistical assistance with relocation of offices, equipment, and/or collections; assist with space lease options for temporary relocation; provide input and guidance on design concepts, architectural development, and/or construction; act as liaison between ALD and architectural, design, and construction contractors.

3. **Assessments:** Work with ALD management to assess existing Facility and IT systems, operational practices, policies, procedures, fiscal legitimacy, procedural compliance, regulatory compliance, and staffing. Provide input on areas of improvement and suggest changes for consideration in relation to future (Post-Renovation) operations.
4. **Deliverables:**
  1. Assist with creation of comprehensive library profile document
  2. Report on Facility and IT assessments, including findings, areas of improvement, and recommendations for future operations
  3. Assist with creation of Post Renovation Facility and Technology Plan

### **RECENT PROJECTS:**

1. Pasadena Central Library - Built in 1927, the Central Library closed to the public in 2021 due to structural deficiencies - managed retrofit/renovation activities and relocation of library services, staff, and collections.
2. Jefferson Elementary Library Branch - As a result of the Central Library closure, Jefferson Elementary (PUSD) was leased, renovated, and opened as an alternate site for library services.
3. Rose Palace - Transformed 35,000 sq ft warehouse into a library collection distribution center.

#### **RECENT TRAINING OFFERINGS:**

California Libraries Learn (CALL) - Building Basics for Libraries Series:

1. Inner Workings - A Close Look at Library Building Design and Key Systems
2. Building Relationships - Knowing Your Partners Within Library Facility Management
3. Wear and Tear - Signs of Disrepair

URL: <https://events.callacademy.org/event/building-basics-webinar-series-building-relationships-knowing-your-partners-within-library>

#### **REFERENCES:**

Tim McDonald, Acting Library Director, Pasadena Public Library, Pasadena, CA  
626-744-4070

Michelle Perera, Director of Library and Recreation Services, City of Sunnyvale, Sunnyvale, CA  
408-730-7314

Amber Steinhart, Senior Systems Analyst, Pasadena Public Library, Pasadena, CA  
626-744-4253

#### **TERMS:**

- Enter into an annual Professional Services Agreement with option to renew for two (2) additional years.

#### **COST ESTIMATE:**

- Hourly Rate: \$225
- Not to exceed contract of \$33,750 annually, or a maximum of 150 hours - Including consulting services for planning, relocation, and construction phases of Main Library and Bob Lucas Memorial Branch.

Thank you for the opportunity to provide these consulting services to the Altadena Library District.

Warmest Regards,

Carlos

Carlos Baffigo  
Building Basics for Libraries  
909-569-2461



**BOARD OF LIBRARY TRUSTEES FINANCE  
REPORT FOR FEBRUARY 2023**

**DEPARTMENT:** Administration

**MEETING DATE:** February 27, 2023

**PREPARED BY:** Nicole Winslow

**LOCATION:** Virtual Meeting

**BACKGROUND:** The Proposed Budget Amendment reports for FY 2022/23 present District performance through December 31, 2022, the originally Adopted Budget, Proposed Budget Amendments, the Proposed Amended Budget, and Year-To-Date (YTD) progress of actual performance to the Proposed Amended Budget.

**REPORT HIGHLIGHTS:**

**GENERAL FUND**

- **Line 2 Property Taxes & Assessments** – increase to reflect actual taxes and assessments levied as of January 2023.
- **Line 3 Fines & Fees** – increase due to reinstatement of passport photo services.
- **Line 4 Interest Income** – increase for projected earnings on investment of general funds in the California Cooperative Liquid Assets Securities System (CLASS).
- **Line 5 Other Revenues** – increase for additional e-rate reimbursement.
- **Line 10 Salaried** – net decrease from elimination of Office Manager position and addition of Library Manager position (4 months of FY 23).
- **Line 11 Hourly** – net decrease from Library Assistant position vacancy (8 months of FY 23) and addition of part-time accountant.
- **Line 14 Health Insurance Employee** – decrease due to changes in Lines 10 and 11.
- **Line 16 Other Medical Insurance** – decrease due to changes in Lines 10 and 11.
- **Line 17 Workers' Compensation** – decrease for discount due to low claims in recent years.
- **Line 18 CalPERS Retirement (Normal Costs)** – decrease due to changes in Lines 10 and 11.
- **Line 20 Payroll Taxes (District-Paid)** – decrease due to changes in Lines 10 and 11.
- **Line 24 Insurance (Liability, Earthquake)** – increase for policy rate increases
- **Line 25 Utilities** – increase for rate increases.
- **Line 27 Other Operating** – increase for copier lease payments anticipated for the entire fiscal year due to supply chain delays with purchased copiers.
- **Line 30 Vehicles & Equipment Maintenance** – decrease to reflect actual expenditures.
- **Line 32 Advertising & Marketing** – increase for additional direct mail pieces and website development budget absorbed in this line.
- **Line 33 Website Development** – remove line and add to Advertising & Marketing line.
- **Line 35 Trustee Election** – remove line due to no contested seats and no requirement to be placed on the LA County ballot.

- **Line 38 Audit and Financial Consulting** – increase for additional finance services due to elimination of Office Manager position.
- **Line 39 Legal Fees** – increase for employment-related services.
- **Line 40 Consultants – Other** – increase for IT and facilities assessment and technology consulting budget absorbed in this line.
- **Line 44 Technology Equipment** – increase for security cameras, computers, and two additional copiers originally budgeted in FY 22.
- **Line 45 Technology Maintenance Fees** – increase for additional server warranties and unanticipated maintenance.
- **Line 46 Technology Consulting** – remove line and add to Consultants – Other Line.
- **Line 47 Telecommunications** – increase for increased monthly service fees.
- **Line 58 Total Library Materials** – individual budget line items within the Library Materials category have been re-allocated for specific department requirements. The overall net change in the category results in a decrease of \$2,000 in expenses.
- **Line 60 Adult Services** – increase for Mt. Lowe Chamber expenses.
- **Line 66 All Ages** – increase for program expenses originally budgeted in Donations & Grants.
- **Line 70 Use of (Addition To) Reserves / Fund Balance** – Net budget adjustments result in an anticipated addition of \$152,000 to the General Fund reserves.

#### **DONATIONS & GRANTS FUND**

- **Line 9 Total Donations & Grants** – increase to reflect additional grant support from the Friends of the Library, California State Library, and Califa. In addition, \$50,000 was budgeted in FY 22 for a mobile library unit, but the funds are carried over to FY23 due to a delay in delivery of the unit.
- **Line 14 Hourly** – increase to support the English as a Second Language program.
- **Line 18 Staff Development, Training & Travel** – increase to support additional staff development.
- **Line 19 Equipment, Furniture & Fixtures** – increase for the purchase of an additional mobile library unit, carried over from FY 22.
- **Line 20 Structures & Improvements** – add line for “open plus” - a new door that will allow patrons to visit the Library during non-operating hours.
- **Line 22 Fab Lab** – add line for Fab Lab technology upgrades funded by gift in kind from the Altadena Library Foundation.
- **Line 31 Literacy Services** – increase for additional materials for the English as a Second Language program.
- **Line 32 All Ages** - decrease for portion transferred to the General Fund budget.
- **Line 33 Poets Laureate** –add separate line for enhanced program previously included in Adult Services line.
- **Line 40 Technology Equipment** – decrease and reallocate to Technology Maintenance fees for hot spot service fees.
- **Line 41 Technology Maintenance Fees** - increase for additional hot spot service fees and reallocated budget from the Technology Equipment line.
- **Line 45 Net Revenue (Expenses)** – The overall net change in line items results in no increase or decrease to Fund Balance.

## **CAPITAL FUND**

- The Capital Fund Budget has been decreased to reflect the revised construction timeline. The majority of FY 23 expenses will include design, planning, and architecture costs.

### **FISCAL IMPACT:**

The General Fund amendments result in an anticipated addition of \$152,000 to the General Fund reserves.

The Capital Fund amendments result in an anticipated use of \$660,000 from Bond Proceeds.

### **STAFF RECOMMENDATION:**

The Board of Trustees approve the Mid-Year Proposed Budget Amendments for Fiscal Year 2022/23.



**FY 2022/23 Mid-Year  
Proposed Budget Amendments  
General Fund**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E=A/D</b>
	Dec 2022 YTD Actual	FY 23 Adopted Budget	Proposed Amendments	FY 23 Amended Budget	YTD % Amended Budget
<b>1 REVENUE</b>					
2 Property Taxes & Assessments	\$ 4,080,177	\$ 3,955,000	\$ 125,000	\$ 4,080,000	100%
3 Fines & Fees	30,746	52,500	7,500	60,000	51%
4 Interest Income	11,764	5,100	14,900	20,000	59%
5 Other Revenue	16,131	59,000	6,000	65,000	25%
<b>6 TOTAL REVENUE</b>	<b>4,138,819</b>	<b>4,071,600</b>	<b>153,400</b>	<b>4,225,000</b>	<b>98%</b>
<b>7 EXPENSES</b>					
<b>8 Salaries &amp; Benefits</b>					
<b>9 Wages</b>					
10 Salaried	568,721	1,282,900	(56,500)	1,226,400	46%
11 Hourly	423,024	893,300	(3,300)	890,000	48%
<b>12 Total Wages</b>	<b>991,745</b>	<b>2,176,200</b>	<b>(59,800)</b>	<b>2,116,400</b>	<b>47%</b>
<b>13 Benefits, Retirement &amp; Taxes</b>					
14 Health Insurance - Employee	77,356	154,000	(8,300)	145,700	53%
15 Health Insurance - Retiree	33,641	66,700	-	66,700	50%
16 Other Medical Insurance	9,378	22,000	(1,000)	21,000	45%
17 Workers' Compensation	19,984	45,400	(25,400)	20,000	100%
18 CalPERS Retirement (Normal Costs)	63,508	153,400	(7,400)	146,000	43%
19 CalPERS Unfunded Accrued Liability	226,006	226,000	-	226,000	100%
20 Payroll Taxes (District-Paid)	72,793	172,900	(3,500)	169,400	43%
<b>21 Total Benefits, Retirement &amp; Taxes</b>	<b>502,666</b>	<b>840,400</b>	<b>(45,600)</b>	<b>794,799</b>	<b>63%</b>
<b>22 Total Salaries &amp; Benefits</b>	<b>1,494,411</b>	<b>3,016,600</b>	<b>(105,400)</b>	<b>2,911,200</b>	<b>51%</b>
<b>23 Operating Expenses</b>					
24 Insurance (Liability, Earthquake)	127,771	98,500	29,300	127,800	100%
25 Utilities	39,398	68,000	20,000	88,000	45%
26 County Tax Collection Fees	40,901	42,400	-	42,400	96%
27 Other Operating	39,241	53,700	24,300	78,000	50%
28 Facilities, Grounds & Maintenance	61,435	110,000	-	110,000	56%
29 Structures & Improvements	-	10,000	-	10,000	0%
30 Vehicles & Equipment Maintenance	1,339	20,000	(10,000)	10,000	13%
31 Staff Development, Training & Travel	10,212	20,500	-	20,500	50%
32 Advertising & Marketing	6,421	9,500	7,100	16,600	39%
33 Website Development	-	100	(100)	-	N/A
34 Miscellaneous Expenses	1,570	2,600	-	2,600	60%
35 Trustee Election	-	75,000	(75,000)	-	N/A
<b>36 Total Operating Expenses</b>	<b>328,287</b>	<b>510,300</b>	<b>(4,400)</b>	<b>505,900</b>	<b>65%</b>
<b>37 Professional Services</b>					
38 Audit & Financial Consulting	57,051	60,000	40,000	100,000	57%
39 Legal Fees	13,297	15,000	7,500	22,500	59%
40 Consultants - Other	22,922	45,000	20,000	65,000	35%
<b>41 Total Professional Services</b>	<b>93,271</b>	<b>120,000</b>	<b>67,500</b>	<b>187,500</b>	<b>50%</b>

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.

**FY 2022/23 Mid-Year  
Proposed Budget Amendments  
General Fund**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E=A/D</b>
	Dec 2022 YTD Actual	FY 23 Adopted Budget	Proposed Amendments	FY 23 Amended Budget	YTD % Amended Budget
42 <b>Information Technology (IT)</b>					
43   Internet Service / E-Rate	-	58,000	-	58,000	0%
44   Technology Equipment	8,122	20,000	30,600	50,600	16%
45   Technology Maintenance Fees	35,405	33,000	6,000	39,000	91%
46   Technology Consulting	300	1,800	(1,800)	-	N/A
47   Telecommunications	7,614	8,500	4,000	12,500	61%
48 <b>Total Information Technology (IT)</b>	<b>51,442</b>	<b>121,300</b>	<b>38,800</b>	<b>160,100</b>	<b>32%</b>
49 <b>Library Materials</b>					
50   Books	40,943	139,300	(5,000)	134,300	30%
51   Downloadables	31,955	69,300	3,000	72,300	44%
52   DVDs & Videogames	6,376	12,600	2,000	14,600	44%
53   Electronic Databases / Subscriptions	14,542	29,000	-	29,000	50%
54   Periodicals	63	12,000	(2,000)	10,000	1%
55   Audio CD	2,827	9,100	-	9,100	31%
56   Purchase Suggestions	2,513	11,200	-	11,200	22%
57   Library of Things	1,173	6,000	-	6,000	20%
58 <b>Total Library Materials</b>	<b>100,392</b>	<b>288,500</b>	<b>(2,000)</b>	<b>286,500</b>	<b>35%</b>
59 <b>Programs</b>					
60   Adult Services	8,037	12,000	3,000	15,000	54%
61   Youth Services	1,705	10,000	-	10,000	17%
62   Teen Services	1,828	5,500	-	5,500	33%
63   Bob Lucas Branch Services	2,910	5,500	-	5,500	53%
64   Literacy Services	240	800	-	800	30%
65   Volunteer Services	240	200	-	200	120%
66   All Ages	697	-	3,900	3,900	18%
67 <b>Total Programs</b>	<b>15,658</b>	<b>34,000</b>	<b>6,900</b>	<b>40,900</b>	<b>38%</b>
68 <b>TOTAL EXPENSES</b>	<b>2,083,460</b>	<b>4,090,700</b>	<b>1,400</b>	<b>4,092,100</b>	<b>51%</b>
69 <b>NET REVENUE / (EXPENSES)</b>	<b>2,055,359</b>	<b>(19,100)</b>	<b>152,000</b>	<b>132,900</b>	
70   Use Of / (Addition To) Fund Balance	(2,055,359)	19,100	(152,000)	(132,900)	
71 <b>NET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

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.

## FY 2022/23 Mid-Year Proposed Budget Amendments Donations & Grants

	A	B	C	D	E=A/D
	Dec 2022 YTD Actual	FY 23 Adopted Budget	Proposed Amendments	FY 23 Amended Budget	YTD % Amended Budget
<b>1 REVENUE</b>					
<b>2 Donations &amp; Grants</b>					
3 Altadena Library Foundation	\$ 35,000	\$ 35,000	\$ 20,000	\$ 55,000	64%
4 Friends of the Library	28,000	22,000	6,000	28,000	100%
5 CA Library Literacy Services	34,982	24,400	10,600	35,000	100%
6 Emergency Connectivity Fund	-	8,000	1,600	9,600	0%
7 CA Library Expanding our Footprint	250,000	200,000	50,000	250,000	100%
8 Califa	-	-	5,000	5,000	0%
<b>9 Total Donations &amp; Grants</b>	<b>347,982</b>	<b>289,400</b>	<b>93,200</b>	<b>382,600</b>	<b>91%</b>
<b>10 TOTAL REVENUE</b>	<b>347,982</b>	<b>289,400</b>	<b>93,200</b>	<b>382,600</b>	<b>91%</b>
<b>11 EXPENSES</b>					
<b>12 Wages</b>					
13 Salaried	10,205	20,400	-	20,400	50%
14 Hourly	6,020	-	12,000	12,000	50%
<b>15 Total Wages</b>	<b>16,225</b>	<b>20,400</b>	<b>12,000</b>	<b>32,400</b>	<b>50%</b>
<b>16 Operating Expenses</b>					
17 Staff Recognition	3,499	4,500	-	4,500	78%
18 Staff Development, Training & Travel	1,175	-	2,500	2,500	47%
19 Equipment Furniture & Fixtures	-	162,500	50,000	212,500	0%
20 Structures & Improvements	2,354	-	2,500	2,500	94%
21 Facilities, Grounds & Maintenance	-	15,000	-	15,000	0%
22 Fab Lab	20,000	-	20,000	20,000	100%
<b>23 Total Operating Expenses</b>	<b>27,028</b>	<b>182,000</b>	<b>75,000</b>	<b>257,000</b>	<b>11%</b>
<b>24 Programs</b>					
25 Adult Services	5,744	18,000	-	18,000	32%
26 Mobile Library	464	10,000	-	10,000	5%
27 Summer Reading	1,007	13,000	-	13,000	8%
28 Youth Services	-	1,000	-	1,000	0%
29 Teen Services	-	500	-	500	0%
30 Bob Lucas Branch Services	-	500	-	500	0%
31 Literacy Services	542	4,500	1,000	5,500	10%
32 All Ages	-	6,000	(3,900)	2,100	0%
33 Poets Laureate	1,400	-	5,000	5,000	28%
<b>34 Total Programs</b>	<b>9,157</b>	<b>53,500</b>	<b>2,100</b>	<b>55,600</b>	<b>16%</b>
<b>35 Library Materials</b>					
36 Mobile Library Collection	-	3,000	-	3,000	0%
<b>37 Total Library Materials</b>	<b>-</b>	<b>3,000</b>	<b>-</b>	<b>3,000</b>	<b>0%</b>
<b>38 Information Technology (IT)</b>					
39 Internet Service / E-Rate	-	2,500	-	2,500	0%
40 Technology Equipment	4,500	6,000	1,000	7,000	64%
41 Technology Maintenance Fees	3,500	2,000	3,100	5,100	69%
42 Website Development	7,770	20,000	-	20,000	39%
<b>43 Total Information Technology (IT)</b>	<b>15,770</b>	<b>30,500</b>	<b>4,100</b>	<b>34,600</b>	<b>46%</b>
<b>44 TOTAL EXPENSES</b>	<b>68,180</b>	<b>289,400</b>	<b>93,200</b>	<b>382,600</b>	<b>18%</b>
<b>45 NET REVENUE / (EXPENSES)</b>	<b>\$ 279,802</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

## FY 2022/23 Mid-Year Proposed Budget Amendments Capital Fund

	A	B	C	D	D = B/C
	Dec 2022 YTD Actual	FY 23 Adopted Budget	Proposed Amendments	FY 23 Amended Budget	YTD % Amended Budget
<b>1 REVENUE</b>					
2 Interest Income	\$ 69,188	\$ 110,000	\$ -	\$ 110,000	63%
3 Unrealized Gain/Loss	(98,944)	-	-	-	N/A
<b>4 TOTAL REVENUE</b>	<b>(29,756)</b>	<b>110,000</b>	<b>-</b>	<b>110,000</b>	
<b>5 EXPENSES</b>					
<b>6 CFD Bond</b>					
7 Community Facilities District Administration	9,066	-	20,000	20,000	45%
8 Community Facilities District Project Management	21,158	199,000	(99,000)	100,000	21%
9 Contingencies	-	146,400	(96,400)	50,000	0%
<b>10 Total CFD Bond</b>	<b>30,224</b>	<b>345,400</b>	<b>(175,400)</b>	<b>170,000</b>	<b>18%</b>
<b>11 Capital Project Expenses</b>					
12 Bob Lucas Memorial Library	71,057	2,500,000	(2,300,000)	200,000	36%
13 Main Library	28,423	1,000,000	(600,000)	400,000	7%
<b>14 Total Capital Project Expenses</b>	<b>99,480</b>	<b>3,500,000</b>	<b>(2,900,000)</b>	<b>600,000</b>	<b>17%</b>
<b>15 TOTAL EXPENSES</b>	<b>129,704</b>	<b>3,845,400</b>	<b>(3,075,400)</b>	<b>770,000</b>	<b>17%</b>
<b>16 NET REVENUE / (EXPENSES)</b>	<b>\$ (159,460)</b>	<b>\$ (3,735,400)</b>	<b>\$ 3,075,400</b>	<b>\$ (660,000)</b>	<b>24%</b>
17 Use Of Bond Proceeds	159,460	3,735,400	(3,075,400)	660,000	
<b>18 NET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	



**BOARD OF LIBRARY TRUSTEES  
BOARD OF TRUSTEES ANNUAL RETREAT REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** February 27, 2023

**PREPARED BY:** Danielle P. Milam

**LOCATION:** Hybrid Meeting

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The annual Board of Trustees Annual Retreat was held on Friday, February 3, 2023 in the Community Room at the Altadena Main Library as an open meeting, with the recording of the meeting livestreaming on the Altadena Library District’s YouTube channel. The session was facilitation by Strategic Planning Consultant Danielle Patrick Milam.

Chairman Jason Capell and Altadena Library District Board members Terry Andruess, Katie Clark, Boone Lim, and Kameelah Waheed Wilkerson opened the annual board retreat by sharing their motivations for serving on the board with each other.

Following these introductions, the board spent the rest of the retreat in high level conversation about issues that had surfaced during the review of the Strategic Plan with the goals of better understanding the issues, other board member perspectives, and their roles as board members. The following summarizes the topics of conversation, thought-starter questions, and the ideas and insights shared and discussed.

### **SERVICE POPULATION**

**Thought-starter questions:** How can the Altadena Library District (ALD) better understand who we serve? How do we learn more about our community and neighborhoods? How do we build deeper and broader community engagement and strengthen the library’s role as the local institution that brings people and ideas together?

**Board ideas and insights.** The major challenges to growing broader community engagement and use of library resources relates to the diversity of audiences and diversity of lifestyles - some historically disenfranchised, some disengaged; some long-time residents, some newly moved to the area; some homeowners, others renters; a substantial population of families with limited resources and a growing population of people over 60 with resources.

One of the most effective strategies is being a community hub. The events are creating community and raising the visibility and reputation of the library as a welcoming community place.

There are patterns of library resource distribution that are changing and broadening the reach of the library – f.ex. the tremendous growth in digital resource use that was sparked during the pandemic.

The library will succeed if it keeps its focus on inclusive strategies related to new ways of learning and new library resource models like the Library of Things.

Curiosity Connection and the new outreach vehicle have the ability to target “pop up” events or initiatives in parts of town with low engagement presently. During building renovation projects and

closures, think inclusively and strategically about where to locate vending machines and find surprising ways to continue to host events and services.

The traditional library message of “we give things” can be tuned up to be more inviting, welcoming, and with two-way engagement to create community, foster the “neighbor” culture, and make sense to the variety of people living and working in Altadena.

Focus on learning how community wants to use library resources, especially as buildings are renovated and new spaces and resources are available. Build messages around life changes, belonging, social connections, community development. Rethink program and meeting times and formats to meet lifestyles of residents. Develop programs and activities in new buildings to showcase community fit, public investment, and public value.

Continue to pay attention to the changing demographics and be attentive to creating connections to all, valuing all.

Develop tools to help Trustees understand community dimensions, boundaries, and assets.

Leverage connections with existing library champions and partners, f. ex. those community members who have participated in the building renovation projects, those who voted for Measure Z and those organizations who already work proactively with the library on events, issues and initiatives.

Think creatively about how to raise visibility of library through Trustee connections – f.ex., coffee with a Trustee, Trustee presentations at community events, get Trustees on community organizational agendas to keep visibility high and residents informed about the big changes ahead – closings, openings, new definition of library today as it addresses more than books and reading and includes digital, financial, and health literacies and resources; cultural diversity; technology; the environment and the arts.

## **PRIORITY PARTNERSHIPS AND PROGRAMS**

**Thought-starter questions:** What priority partnerships and programs should ALD start and/or strengthen based on the interests and needs of the service population and the vision of an Altadena where all are learning, growing and thriving together? How do we activate the new spaces as renovated buildings are open to the public?

**Board ideas and insights.** Partnerships offer tremendous return on investment by maximizing use of resources and growing connections across Altadena.

Work with other agencies, f.ex. LA County Parks – Farnsworth and Loma Alta have great facilities, event turnout (recent Lunar New Year) and use by many in the community who may not use libraries.

Continue to build relationships with economic development players, including chamber, rotary, and agencies that work with area small businesses. Develop ongoing relationships with community corporate partners who have worked on smaller projects with great success (JPL Mars Rover project/Cal Tech seismic stations). Develop relationships with community employers.

Canvas community organizations to hear from them about what they would like to see. What resources do they have that they would like to share with the community?

Develop a community resource directory and “library” of local talent that informs and prioritizes program and partner development and that catalyzes community engagement.



Align strategic plan with other major local entities like Town Council and LA County agencies.

Work organically with communities across Altadena – neighborhoods, HOAs, developed commercial areas and senior and rental developments. Cultivate activities, even informal gatherings, in every census tract.

Focus on education partnerships and build synergy with PUSD, charter schools, daycares, pre-schools, Growing Together Pasadena coalition, Pasadena Community College (especially their adult continuing education program.)

Create or engage with community-driven initiatives focused on target community populations, f.ex., the “Shared Landscapes” project that recently showcased teen essays and photos about the community.

## COMMUNITY OUTREACH AND COMMUNICATIONS

**Thought-starter questions:** How can ALD strengthen its outreach and communication efforts in order to reach diverse populations and build a culture of inclusion, equity, and empathy?

**Board ideas and insights.** To ensure the relevance and sustainability of ALD, we need to invest in effective community-wide awareness strategies that touch every resident and business on a regular basis, whether direct mail, community signage (billboards and bus stop signs), vehicle wraps, social media posts or other high touch, high visibility communication channels.

Increase digital access to library information and resources via use of QR codes, links to other community social media sites, and promulgation of virtual services (aka app and use of QR codes to make transactions easy, fast, convenient, like e-shopping).

Focus on crafting cohesive and compelling external messages. What is ALD today (not the nostalgic definition of a library!)? What is surprising (Library of Things)? What’s happening/ what’s coming? Everyone in community should be aware of library closings, openings, and interim service outlets. Bring these strong messages into new collateral – social media banners, event fliers, direct mail pieces.

Consider a community awareness campaign – yard signs, license plates, Friend’s merchandise, street banners. Can the Fab Lab make merchandise?

Use openings to test and refine messages, learn from the community what they value and use the community to spread the word. Word of mouth and referrals still the most powerful way to communicate.

Create and fund an effective communications plan.

Cultivate library champions – more use of Friends and Foundation networks to spread the positive messages and raise visibility and value of ALD.

## BUILDING LIBRARY LEADERSHIP

**Thought-starter questions:** What are the things the board can and should be doing to develop a pipeline of community leadership to prepare for the future district election structure?

**Board ideas and insights.** One of the greatest challenges ahead is the move from being an appointed board to an elected board with five districts. The redistricting plan is now scheduled to be released for public comment in March.

All Trustees acknowledge that it is a big jump from agreeing to serve on the board by appointment to having to run a campaign. There is board interest in starting dialogues with local residents and business owners about the roles and responsibilities of the ALD Board, the exciting work that is being done now and the opportunities for even more positive impact on the community when renovated buildings open with more spaces and resources for library service innovation and community use and enjoyment.

ALD can tap the talent and networks of the already-cultivated corps of community leaders who engage in various library ad hoc and standing committees, participate in the design planning for the building renovations, provide input into the strategic plan and strategic plan review processes, and/or who are past applicants for the Board of Trustees. This is a rich local pool of leaders who are already strong library supporters.

Trustees can lead community leadership recruitment efforts that are either organized by library staff (aka Coffee with a Trustee or programs on how to run an election campaign) or that are part of existing community activities, such as getting on the agenda of PTAs, Coalition of Neighborhoods, HOAs, PUSD meetings, Senior Community Center and developments (MonteCedro), Town and Country Club, Rotary, faith-based gatherings. They can individually identify and recruit new leaders from their circles of influence and personal networks.

Making existing Trustees more visible to the public may attract fresh new leadership. For example, Kameelah reports that many youth of color are excited to see her picture on the wall of the library as a current Trustee and want to see more leaders like them.

Reaching out to diverse cultural groups, leaders, and entrepreneurs is key work ahead. Suggestions were wide-ranging and integrated with community engagement strategies, including reaching out to NAACP, the Armenian Cultural Center, fraternities and sororities, local youth groups at the Community College and high schools, and the many diverse congregations found in Altadena.

The development of a pipeline of local library leaders is a long game that needs to start now and be integrated into operational plans and goals. Along with building the physical infrastructure, the development of leadership ensures that ALD is a perpetual motion machine, focused on progress and building on decisions of past boards.

One aspect of the board that is critical is team spirit. As was evident in the current board's introductions, the ALD board has suffered from board fragmentation in the past. The ideal board has a rich diversity of perspectives and expertise, networks, and commitment to community good. Building a team around respect is key to managing public assets amidst rapid change in the community and world.

## **PRIORITY GOALS FOR SERVICE TRANSITION PLANS RELATED TO BUILDING RENOVATIONS**

**Thought-starter questions:** Opening and closing buildings for renovations is both exciting and terrifying. What guidance do Trustees have regarding these transitions?

**Board ideas and insights.** While service interruptions are a source of concern, there is a common feeling that with good communications and effective feedback loops for community input and information, the new buildings and services will revitalize and grow library use and enjoyment.

Already there are great efforts at every Town Council meeting to keep residents apprised of renovation plans and timelines. Staff is working on interim service plans, with help from several community real estate professionals who are scouting locations for short-term storage and/or interim service points.

Board members are very encouraged by public feedback at Town Hall meetings on facility renovation plans and the expanded role of library services that will be accommodated with great impact on community conditions. Bob Lucas will become a vibrant community hub for literacy, with a whole wing devoted to classroom and computer access. The Main Library's first floor will be a hub for civic activity, available to the public in off hours. Outdoor spaces will be refreshed with gardens and Wifi access. Both buildings will be strong amenities to surrounding neighborhoods and will have the capacity for more community gatherings and learning activities. The immediate challenge is finalizing transition plans that meet critical needs of the community during closure through use of mobile units and alternative service sites and strategies in a tight market for short-term rental space.

Many lessons of the pandemic are being considered to keep high visibility, flexible services, and public value, including expanded use and availability of digital resources, curbside services, and virtual services.

Creating and activating robust, active, and responsive community feedback channels are efforts that will maintain public trust, use, and value during the transition, along with broad, visible communications activities to keep the community apprised of the projects' progress and expansive public improvements.

## PREPARATION FOR THE NEXT STRATEGIC PLAN

**Thought-starter question:** Many areas of further community research and relationship building were identified in the 2022 Strategic Plan Review. Which are most important to the Board as the organization prepares to develop the next 5-year plan?

**Board Input and Ideas:** There is great satisfaction among the board that the current plan's mission, vision, and goal framework maintained relevance and efficacy even during the pandemic disruptions. There is confidence that the framework is a good fit with reopening messages once renovations are complete. There is excitement that the current strategic goals will materialize with the natural growth and enthusiasm generated by innovation and service improvements coming to fruition in the next few years.

There is an opportunity to focus on 2026, the centennial anniversary for ALD, by developing a marketing campaign and year-long series of community activities and events that showcase new and legacy library roles in the community. There is an opportunity for this campaign to feed synergistically into larger LA events such as the 2026 World Cup and 2028 Olympics.

There is satisfaction that the present strategic plan was done "right," with ample time for development of concepts that are relevant to Altadena conditions; maximum community engagement to understand local needs, interests, and aspirations; and regular reviews to revisit the original goals and to grow what works.

The board feels the ALD strategic plan is aligned with other local strategic plan outcomes. They acknowledge that the accomplishments are due in great part to staff and organizational professionalism over the past few years.

**CLOSING THOUGHTS:** Wrapping up several hours of conversation, Trustees were asked to give a “headline or statement of success” they would like to hear or see five years from now.

“We are good neighbors.” At the end of the day, this is the measure of successful communications, continued high levels of public trust and support, and maximum activation of resources and community skillsets. It reflects the community’s feelings that the library is comfortable, welcoming, and safe.

“We look like the community.” This statement reflects the priority to diversify leadership, staff, programs, partnerships, communications, and community engagement so that concepts of inclusion and belonging are activated and actualized.

“We are innovative.” The upcoming renovations and service innovations bring the community surprise, delight, and a reputation for thinking forward and acting local. The coda to that statement is the board’s appreciation for the privilege of leading a special district in an unincorporated area of the county – and the special responsibility to be resourceful, flexible, relevant, and collaborative and a model library locally and nationally.

“We are a tailwind for Altadena.” Trustees unanimously agree that Altadena is a very special place to live, work and play, and that library excellence is accelerating individual and community progress and pushing Altadena forward to an even brighter future.

LOGO

To:

Full Name of the Committee Chair

[FULL NAME OF COMMITTEE]

DATE

Re: AB 41 (HOLDEN) **SUPPORT**

Dear Members of the (Committee name)

The Altadena Library District is pleased to support **AB41**, which will bring much-needed reform to the Digital Infrastructure & Video Competition Act (DIVCA), making equal access to broadband the official policy of the State of California.

The Altadena Libraries consider digital equity to be crucial to its mission. As stated in our strategic plan: “It is our belief that our task as a public library system is to serve all of Altadena to the best of our ability: to connect our neighbors to ideas, experiences, and learning opportunities that will directly and indirectly make their lives better.” A major tool in realizing these goals is the access of reliable, affordable broadband services to our service population of 42,000 people.

That is why the Altadena Library District strongly supports AB41 and we urge you to vote in favor of passing this bill out of [COMMITTEE NAME].

Sincerely,

[GROUP LEADER SIGNATURE]

[GROUP LEADER NAME]

[GROUP NAME]





# Annual Summary of Work-Related Injuries and Illnesses



Year 20 22

All establishments covered by CCR Title 8 Section 14300 must complete this Annual Summary, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary. Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the Cal/OSHA Form 300 in its entirety. They also have limited access to the Cal/OSHA Form 301 or its equivalent. See CCR Title 8 Section 14300.35, in Cal/OSHA's recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

### Injury and Illness Types

Total number of . . .	(4) Poisonings	0
(1) Injuries	(5) Hearing loss	0
(2) Skin disorders	(6) All other Illnesses	0
(3) Respiratory conditions		

Post this Annual Summary from February 1 to April 30 of the year following the year covered by the form.

**Establishment information**

Your establishment name Altadena Library District

Street 600 East Mariposa Street

City Altadena State Ca ZIP 91001

Industry description (e.g., *Manufacture of motor truck trailers*) \_\_\_\_\_

Standard Industrial Classification (SIC), if known (e.g., *SIC 3715*) \_\_\_\_\_

**Employment information** (If you don't have these figures, use the optional Worksheet to estimate.)

Annual average number of employees \_\_\_\_\_

Total hours worked by all employees last year \_\_\_\_\_

**Sign here**

Knowingly falsifying this document may result in a fine.


I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

William F. Kruse  
E-MAIL: WFKRUSE@lagerlof.com

**MEMORANDUM**

**To:** Los Angeles County Independent Special Districts  
**From:** William F. Kruse, Special Counsel   
**Date:** January 31, 2023  
**Subject:** Special Election Results; LAFCO Commissioner

The special election to fill the vacancy for LAFCO Commissioner closed as of 5:00 p.m. on January 27, 2023. Twenty-eight (28) valid ballots were received. The results are as follows:

1. For VOTING REPRESENTATIVE:

**STEVEN APPLETON** received 7 votes

**ROBERT W. LEWIS** received 11 votes

**SHARON S. RAGHAVACHARY** received 5 votes

**YVETTE STEVENSON-RODRIGUEZ** received 5 votes

**Mr. Lewis** will serve as LAFCO Voting Representative with his term ending May 4, 2026.

Thank you for participating in the election.