



## AGENDA

Board of Library Trustees | Altadena Library District  
600 E. Mariposa St  
Altadena, CA 91001  
Main Library Community Room  
March 27, 2023 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING MARCH 27, 2023 MEETING

**SUBMISSION OF PUBLIC COMMENT:** For those wishing to make Public Comments at the Mar 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 February 23, 2023  
**Pages 4 - 8**
  
- IV. Consideration of Items Removed from the Consent Calendar  
*Items removed from the Consent Calendar discussed individually at this time.*
  
- V. Department Updates & Special Presentations (Informational) **Pages 9 - 27**
  - a. Department Update Reports – February 2023
    - i. Adult
    - ii. YFS
    - iii. Bob Lucas
    - iv. Facilities
    - v. IT/TS
  
- VI. Reports (Informational)
  - a. Support Groups **Page 28**
    - i. Altadena Library Foundation
    - ii. Friends of the Altadena Library
  - b. District Director’s Report **Pages 29 - 33**
  - c. Financial Reports – February 2023 **Pages 34 - 45**
  - d. Board of Trustees Standing Committee Reports
  - e. Board of Trustees Ad Hoc Committee Reports
    - i. Redistricting Committee
      1. Update from 3/25/2023 Special Meeting
    - ii. Facilities Committee **Page 46**
  - f. Liaison Reports
    - i. Government Liaison Report **Pages 47 - 48**
  - g. Trustee Reports
  
- VII. Unfinished Business
  
- VIII. New Business

- a. Review and Approval of the new ALD Intern Job Description **(Action)**  
**Pages 49 - 53**
- b. Authorization for District Director to add Furniture Consulting Services for the Bob Lucas Library Renovation ABA Additional Furniture and Other Services **(Action)**  
**Pages 54 - 57**
- c. Authorization for District Director to add Furniture Consulting Services for the Main Library Renovation ABA Additional Furniture and Other Services **(Action)**  
**Pages 58 - 61**
- d. Authorization for District Director to Amend the Contract for Architectural Services due to the Additions of the Community Room and Lobby Space in the Main Library Design **(Action)** **Pages 62 - 64**
- e. Review and Approval to offer Vending Machine vendor contract **(Action)**  
**Pages 65 - 92**

**IX. Special Presentation (Informational)**

- a. Tina Calderon: Beyond Land Acknowledgement Special Presentation

**X. Governance**

**XI. Announcements & Planning**

- a. Correspondence
- b. Proposed Future Agenda Items

**XII. Adjournment**

- a. Adjourn Meeting



## MINUTES

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

The meeting was called to order by Trustee Wilkerson at 5:11 PM.

- a. Land Acknowledgement  
Trustee Wilkerson read the Land Acknowledgement

II. Open Session

- a. Roll Call  
Trustee Wilkerson called roll. Trustee Andruess, Trustee Clark, and Trustee Lim responded as present. Quorum confirmed
- b. Approval/Reordering of Agenda Items  
None.
- c. Adoption of Agenda  
**Moved by Trustee Clark to adopt the agenda.**  
**Seconded by Trustee Andruess**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Absent**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**
- d. Public Comment on Non-Agenda Items  
None made.

III. Consent Calendar

**Moved by Trustee Andruess to adopt the Consent Calendar.**  
**Seconded by Trustee Lim**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Absent**  
**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 January 23, 2023

- IV. Consideration of Items Removed from the Consent Calendar  
*Items removed from the Consent Calendar discussed individually at this time.*  
No items removed.
- V. Department Updates & Special Presentations (Informational)
  - a. Department Update Reports – January 2023
    - i. AS
    - ii. YFS
    - iii. Bob Lucas
    - iv. IT/TS
    - v. Facilities
- VI. Reports (Informational)
  - a. Support Groups
    - i. Altadena Library Foundation  
Foundation president Anita Lawler was unable to attend the meeting, but the Foundation report was discussed by the Trustees.
    - ii. Friends of the Altadena Library  
President Tom Ruffner provided the report.
  - b. District Director's Report  
Assistant District Director Ashley Watts provided the report.
  - c. Financial Reports – January 2023  
Kristi Even provided the report.
  - d. Board of Trustees Standing Committee Reports
    - i. Budget Committee Report  
Trustee Lim provided the report.
  - e. Board of Trustees Ad Hoc Committee Reports
    - i. Facilities Committee  
Trustee Clark provided the report.
    - ii. Redistricting Committee  
Trustee Wilkerson provided the report.
  - f. Liaison Reports
    - i. Government Liaison Report  
Trustee Andruess provided the report.

g. Trustee Reports

None

VII. Unfinished Business

None.

VIII. New Business

- a. Review and Approval of the District Director's Contract **(Action)**  
**Moved by Trustee Clark to approve the District Director's Contract.**  
**Seconded by Trustee Andrues**  
**Roll Call Vote:**  
**Trustee Andrues: Aye**  
**Trustee Capell: Absent**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**
  
- b. Review and Approval of the IT & Facilities assessment Consultant **(Action)**  
**Moved by Trustee Clark to authorize the District Director to enter into a professional services agreement with Carlos Baffigo.**  
**Seconded by Trustee Lim.**  
**Roll Call Vote:**  
**Trustee Andrues: Aye**  
**Trustee Capell: Absent**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**
  
- c. Review and Approval of Mid-Year Budget Adjustments **(Action)**  
The mid-year budget adjustments were presented by Kristi Even, who was also available to answer questions from the Board.  
**Moved by Trustee Lim to approve the mid-year budget adjustments.**  
**Seconded by Trustee Andrues.**  
**Roll Call Vote:**  
**Trustee Andrues: Aye**  
**Trustee Capell: Absent**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**

- d. Board Retreat Report presented by Danielle Milam (**Informational**)
- e. AB 41 Support (**Action**)
  - Moved by Trustee Clark to approve drafting a letter of support for AB 41.**
  - Seconded by Trustee Lim.**
  - Roll Call Vote:**
  - Trustee Andrues: Aye**
  - Trustee Capell: Absent**
  - Trustee Clark: Aye**
  - Trustee Lim: Aye**
  - Trustee Wilkerson: Aye**
  - Motion passed**
- f. OSHA Log of Work-Related Injuries and Illnesses (**Informational**)

*IX.* Governance

- a. LAFCO Election Results

*X.* Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

*XI.* Adjournment

- a. Adjourn Meeting
  - Trustee Wilkerson Adjourned the meeting at 7:05pm.





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

**DEPARTMENT:** Adult Services

**MEETING DATE:** March 27, 2023

**PREPARED BY:** Ashley Watts

**LOCATION:** Main Library Community Room

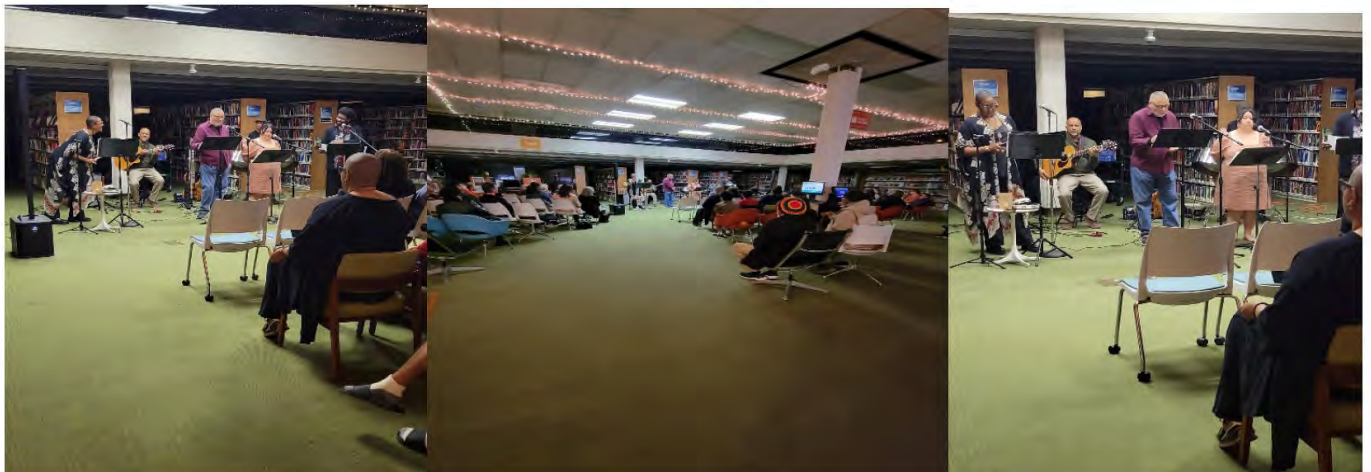


**Black History Month 2023**

**SongAgain**

Black History Month 2023 kicked off its series of events with Song Again, a wonderful blend of poetry and music presented by Poet Laureate Peter J. Harris' Inspiration House PoetryChoir on February 4, 2023. The poets were Peter J. Harris, Jessica Gallion, and Eric DeVaughnn. The musicians were Alan Lightner (steel pan), Nailah Porter (vocals) and Curtis Robertson, Jr. (guitar/bass). The program featured an exchange of "VoiceMusic", that captured a combination of words, intonations, audience responses, and dynamic silence. We had over 70+ patrons attend and we received an enormous amount of responses from the audience. Feedback included:

*The artistry of poetry and music*  
*The poetry was creative and true about life*  
*The words along with the the music... Excellent*  
*Emotional Experience. Musicians*  
*If felt authentic and honest*







### **Mobile Library**

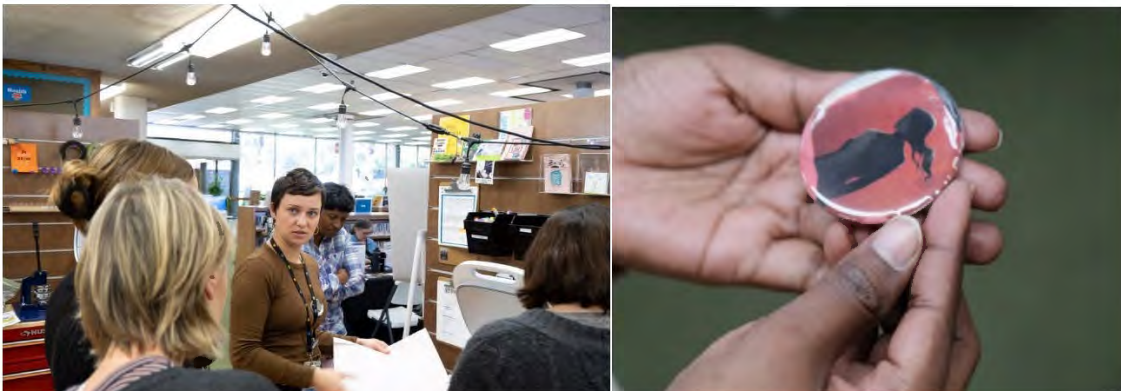
New training sessions have begun again this February to help new and existing staff feel confident and prepared for the upcoming Curiosity Connection outings. Staff are given a thorough tour of the supplies and capabilities of the Mobile Library and learn the different setup possibilities available to them during outreach events. Staff are also trained on safety and maintenance awareness for the vehicle. Staff training always ends with a test drive of the Curiosity Connection to gain confidence in handling the vehicle on outings. With this training, the library is prepared for a busy spring and summer of stops with the Curiosity Connection!

### **Fab Lab**

The Fab Lab has had a busy February! The Fab Lab Open House started the month. At the event there were 4 stations with bite-sized activities for participants:

- 3D printed bookmarks
- Digital Self-portraits
- Vinyl heat-application on tote bags
- Button making

The event was very well attended and everyone who completed a project at all stations became a Fab Lab Member. As for numbers: the Fab Lab saw over a dozen sessions during the month and over 50 hours of session time.





*Fab Lab Open House Event*

### **Library of Things**

The Library of Things team worked with the Altadena Library Foundation this month to develop a grant proposal for the Tournament of Roses Foundation. The Library of Things team is hoping to expand our collection of the most popular items in the collection, including:

- Telescopes
- VR headsets
- Nintendo Switch consoles

The Library of Things Team is also asking for funds to improve storage and presentation of that collection.

### **Seed Library**

Our February Seed Library covered the popular topic of starting your seeds. We had 40+ people in attendance. Our monthly Seed Library workshops give people the opportunity to build skills, connect with neighbors, and discover new resources that support gardening and sustainability.

## Starting Your Seeds Early

a **hands-on** opportunity  
to get your **spring garden**  
started **indoors!**



- Find out just how easy it can be to start seeds indoors
- Go home with your own homemade starter pots
- Be prepared to get your hands dirty!

Saturday, Feb 4<sup>th</sup>  
10-11:30 AM

Altadena Main Library  
600 E Mariposa St.  
Altadena, CA

Find us  
on Instagram  
**@SLOLAaltadena**  
or email  
**SLOLAaltadena@gmail.com**

**slola**  
Local Library of Love and Light

**There must be 50 ways to grow your garden!**

## Art at the Library

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

For the month of February we will be continued to exhibit *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]



## Art Curation Team

### Artist-in-Residence

In February we ran a four-class series on ***Botanical Printing out in the community*** at the Altadena Community Garden. 4 students spent 20+ hours together in the month of February experimenting, creating, and spending time with neighbors.



## 3x3 Art Workshops

On Saturday, February 18<sup>th</sup> artist Brockstar joined us for our 3X3 series to teach embellishment techniques using sequins, beads, and gems. We had 10 participants from teens to older adults who all walked away with unique banners! Brockstar was a fun and energetic teacher who worked in small

groups to demonstrate the basics such as threading a needle and sewing on sequins. One participant reflected the workshop well in their survey response by stating they liked “the calming, welcoming space, learning something new, and a chance to explore my creativity”. We even got a neat social media shoutout from a patron with a following on Instagram!



## Second Saturdays

This month we have the pleasure of having the Blue Breeze band for our Second Saturday series! Let me tell you; they rocked the roof of this place! By the first song, people were on the dance floor. We had 310 people come to attend this program. The band leader was so thankful we had them at the library. He said that crowd was fantastic, and He was having so much fun he did want it to stop!

Here is some feedback we got from patrons that attended:

*“Very Talented group of musicians!”*

*“Enjoyed the music”*

*“Great Group!”*

*“Talented musicians playing & singing jazz and R&B”*

*“Keep up the excellent work having relevant events!”*

*“The coordinator is Wonderful! Great Job!”*



### Murder Mystery Event

Our Murder Mystery game theme was Mardi Gras, as a nod to Mardi Gras Day falling on February 21<sup>st</sup> this year. It was a hit! We ran 2 games with 8 players each. One player said, “*please host these each month!*” And another player said, “*Thank you for a wonderful evening of fun!*” Let me tell you... both groups were laughing the whole night long. *Laissez les bons temps rouler...* or in other words: *Let the good times roll!* (phrase provided by your very own New Orleans -native, hint hint!). We are so glad the community loves our Murder Mystery Game nights, and we are looking forward to hosting more in the future!



### Adult Craft Hour

Our craft this month was stencil-painted coasters. We had a small group of 4, but we still had fun. One patron said, “Thank you for hosting more craft/hands-on programming. I enjoy coming and unplugging for an hour.”



### Huntington Health Screening and Blood Drive

The Huntington Health nurse was back this month and was able to see 7 patrons.

### True Crime Book Club

8 members of True Crime All the Time showed up to discuss *True Crime Addict: How I Lost Myself In the Disappearance of Maura Murray* by James Renner. Sometimes there isn't much to talk about when a case has no resolution. We managed! Also discussed were podcasts listened to, as well as the Murdaugh case.

### No Guilt Book Club

Saturday 2/11/23 No Guilt Book Club met virtually with 8 members. We discussed *Black Cake* by Charmaine Wilkerson and *The Woman Who Smashed Codes: A True Story of Love, Spies, and the Unlikely Heroine Who Outwitted America's Enemies* by Joey Fagone.

### Little Free Libraries

Patron Anna Kalinka requested a fill for her LFL. She lives around the corner from the library and Altadena Elementary. Many students visit her Totoro themed Little Library. Her curated box was chock full of children's titles. From her email: *1,001 thank you's to you and ALD for the wonderful box of books!*





### **“Books I’ve Loved”**

The District put together a zine called “Books I’ve Loved,” featuring write-ups of books, written by the staff. Multiple departments contributed and the zine came out to 10 pages. It was well-received by the patronage. 30 copies were printed and put on the information desk the week of Feb 6. By the end of the month, 2 remained.

### **Read Local, Shop Local**

Read Local Shop Local is going great! We have a total of 6 businesses signed up and have 21 participants. Staff are planning in-person visits to the business next month, as well as visits to potential new business partners. Stay tuned and sign up...if you haven’t done so already!

### **Chess Night**

Our weekly chess nights continued with a total of 29 participants!

### **Diversity Audit**

Our Adult Services Diversity Audit continues! For the month of February, we spent 26 hours auditing the Adult Collection at Main.

### **Displays**

This month’s display was focused on Black History Month.



**Patron Success Story:**

Fab Lab staff wanted to shout a super special moment that occurred in the Lab. During the Open House, we gained a new Fab Lab member who recently moved from India for a job nearby and was visiting the library for the first time to make connections and build community. She returned to the Fab Lab during our open hours wanting to learn about editing photos on Photoshop. She then revealed that her husband and 1 year old baby are still in India and she wanted to photoshop herself into a photo at her baby's first birthday party to feel like she was physically back in India with them. We showed her how to use photoshop to paste herself into another photo then we printed off the image using nice photopaper. It was a really touching moment and shows one of the many ways the Fab Lab can be used!

**Staff Feedback:**

From Mark Parsons, PT Library Assistant: *"In addition to my usual selector sections (Science Fiction/Fantasy, Adult Graphic Novels and the Dewey 200s) I made book and audiobook orders for my new selector sections (700s and 100s), and started catching up with cloud library purchases too, so all is spent out by the end of FY2022/2023. I am very much enjoying selecting for the Arts and Recreation, which includes sports. Collection Development is one of my very favorite library tasks, which one might expect from someone who has been visiting bookstores at least once a week for decades on end."*

Great to hear, Mark! So happy to have you as a selector for our collections!

**Got Comments?**

We did not receive any comment cards this month.



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

**DEPARTMENT:** Youth and Family Services

**MEETING DATE:** March 27, 2023

**PREPARED BY:** Sofia Araya

**LOCATION:** Main Library Community Room

***Children's Services***

**From Rain to Shine!**

February was a great month for Children's Services! From rain to shine, attendance maintained steady for storytimes. We occasionally moved storytime programs inside the library during rain! Our community loves to come to these events no matter what! We had a great attendance all month long, averaging 48 attendees per storytime.

**Stitch and Sew!**

This second "Stitch and Sew" program exploring fiber arts crafts was very successful. Attendees ages 8-12 created friendship bracelets by weaving. They had a lot of fun!



*Picture of attendees with their weaving project.*



*Picture of an attendee weaving.*

**Play & Learn: Music!**

In this month's Play & Learn program, children ages 2 – 5 experienced early learning opportunities through music! This monthly series 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 music, with a variety of fun stations set up throughout the Community Room at the Main Library.

### **STEAM Storytime**

Youth and Family Services Librarian, Yvette Casillas, lead two STEAM Storytimes honoring Mae C. Jemison and Jean-Michel Basquiat, for our Black History Month program series. The Mae C. Jemison themed storytime took place at the Altadena Library. Participants were able to design and launch straw rockets. The Jean-Michel Basquiat themed storytime took place at the Bob Lucas Memorial Library and participants created artist-inspired crowns!



*Picture of a patron with their rocket creation!*

### **Tween Drawing Workshop**

We hosted a series of three drawing workshops for tweens! They enjoyed learning new drawing techniques. There was a total of 35 attendees.

### **School Visits and Outreach**

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

### **Teen Services**

Teen Services offered 8 programs with 69 total attendants!

- Teen Gardening Club put in spring vegetable beds this month! They planted radishes, beets, fennel, leeks, garlic, cilantro, parsley, and lots of varieties of lettuce.
- Art & Chill returned for the second time this year. Again, participants were invited to try new art-making techniques in a laid-back setting that encouraged experimentation. This month, participants worked on beading jewelry. This program was one of the Black History Month programs and it was dedicated to Joyce Scott, a jewelry maker and sculptural bead artist.
- Teen Leadership Council had 6 attendees! They fantasized about options for a library pet, and it was determined that a giant tortoise would be optimal in terms of practicality (could use it to send books around the library), safety (can't crush it), and fun (little kids could ride on it). The group also discussed social media marketing, and future program plans.
- Dena Dishes featured Perry's Joint and Patticakes this month! Feedback on Instagram seems to be very positive, with each post receiving over 30 interactions and hundreds of views each.

## Outreach

As mentioned in the previous Board Report, Altadena Library was invited to participate in Pasadena High School's Wellness Wednesday events. This event takes place outside on the quad during the lunch period at PHS on the first Wednesday of the month, and it features local partner organizations promoting youth wellness through a variety of services. Teen Librarian, Isabelle Briggs, attended again this month! It was incredibly fun! It's a really energetic event and students are so excited to talk with the community organizations. This month, the polaroid camera was a huge hit. Students got to pose for photos and take the prints home with them as a memento – everyone wanted one (even the adults) and the Altadena Library table was busy!

## Volunteers

February teen volunteer statistics are as follows:

- 6 new volunteer applications and 3 new volunteer completed orientation.
- 30 volunteers were active this month, completing 148 hours across 20 events.
- 5 new applications and 2 new volunteers completed orientation
- 34 volunteers were active this month, completing 157 service hours across 19 events.
- There was another "Content Creators" shift this month and some awesome new media was created! One volunteer worked on creating a promotional video for Gardening Club, which is posted on the Teen Instagram. Another volunteer designed a promotional image for Gardening Club using Photoshop. It's been so cool to see the Instagram display actual teen artwork and aesthetics. Thanks Raiden and Cindy!



*Content created by Raiden and Cindy, teen volunteers.*



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

**DEPARTMENT:** Bob Lucas Branch

**MEETING DATE:** March 27, 2023

**PREPARED BY:** Diana Wong

**LOCATION:** Main Library Community Room

**BOB LUCAS LIBRARY & LITERACY UPDATES**

A shorter month didn't stop the Bob Lucas branch from offering 9 programs for our community, which included special programming celebrating Black History month.

- The recent storms brought the **Outdoor Family Storytime** program indoors for the majority of the month. No fret! We enjoyed being at the branch as it allows for different early literacy activities after the stories and songs.
- **Around the World Craft Program** took children to the land down under to learn about the country/continent, animals, economy, and the indigenous peoples of the Australian mainland. Afterwards, we did an adapted version of the widely recognized dot painting technique practiced by the Aboriginal peoples of Australia. Healthy attendance with 24 participants.
- We took our **Adult Craft** back out to Loma Alta Park this month and our crafters engaged in a coaster making activity. We are so thrilled to offer this program twice a month because it gives the opportunity for more people to be creative and to make new friends! Both programs continue to see strong registration and attendance rates.



- The rain definitely brought out the fungi-loving folks for our monthly **From the Garden** program this month. We had 18 participants who attended a stimulating lecture given by Aaron Tupac on the *Interconnectedness of Fungi*. Participants were very engaged and had great questions for our presenter. We plan to bring Aaron back for an off-site program in the future to explore the local area for fungi and lichen.



- Our lovely YFS Librarian, Yvette Casillas facilitated a **Black History month STEAM Storytime** program at the branch. Young minds learned about the neo-expressionist Jean-Michel Basquiat, and then created a wearable Basquiat-inspired crown!



- Ms. Takahashi's and Ms. Chavez's kindergarten classes made their way down from Odyssey Charter this month for library visits. The students were studying a unit on community, so we talked about the fire station, postal service, and the library!



- We offered two passive programs this month:
  - African American History in Altadena—The display focuses on a number of locations, individuals, and organizations that shaped the African American community, as well as the area’s growth and development. Information used to curate the display was extracted from the 2020 report by LA County Department of Regional Planning and Sapphos Environmental. Display will up through the end of March.



- Valentine’s Day Card Making – we made a variety of stationery and craft supplies available for those who wanted to create cards for loved ones.
- **Adult Literacy Services** – Our literacy pairs logged 55 hours of tutoring and the library provided 22.5 hours of ESL instruction in February.
- **Personnel Update**
  - Lauren Salerno is the new Branch Librarian and her first day with us was February 13! She has hit the ground running and has taken lead on a couple of adult programs!
  - Kristen Cantu is the new Library Assistant at Bob Lucas. We are excited for her to start April 3<sup>rd</sup>!





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

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

**MEETING DATE:** March 27, 2023  
**LOCATION:** Main Library Community Room

---

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

- Semi Annual sewer line preventive maintenance work done at the Main library.
- Continuing to gather hardware for Open + system to be operational by April.
- Continued General maintenance of both libraries.



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

**DEPARTMENT:** IT & Technical Services

**MEETING DATE:** March 27, 2023

**PREPARED BY:** David Zearbaugh

**LOCATION:** Main Library Community Room

- 
- **Library Materials Vending Machine RFP** – IT & TS Manager and the District Director held interviews with the two vendors who submitted bids for the RFP. The interviews helped provide clarifying information which guided the rating process. Selection information to follow in the action items.
  - **Cabling Services** – Walkthroughs were scheduled for vendors to review the Bob Lucas Memorial Library and ask questions related to the cabling services. One vendor participated in the walkthrough and we only received one bid. On Tuesday March 14<sup>th</sup>, ALD held a Special Board of Trustees Meeting where the Board unanimously authorized the District Director to contract with AMS.net for cabling services at the Bob Lucas Memorial Library.
  - **Open+ Update** – Security Cameras were installed and configured by Optimum Surveillance at the beginning of February. In total, there were 12 cameras installed which cover all public spaces of the library to ensure the library is secure outside of normal operating hours. Last steps prior to final configuration will be the installation of the entry panel and the wiring from the entry panel and the door to the controller.
  - **Niche Academy** – Payment Card Industry (PCI) Training was assigned via our new training and tutorial platform, Niche Academy with the due date of February 28<sup>th</sup>. This training will ensure district compliance with regulations and that staff are aware of and are following industry standards.
  - **Copiers** – We received word that the production (staff room) copier is ready for delivery but due to IT & TS Manager's leave, the installation was pushed back until the end of March.
  - **Email Security Audit** – In February, IT Services initiated a new round of attack simulation to all ALD staff. The results are listed below:
    - Out of 31 emails sent to staff, 0 link was clicked and therefore 0 compromised users.
    - We had a 13% Report Rate but over 50% immediate Deletion Rate.
    - Results were much better than previous security audits. While one link was clicked, no information was compromised. The report rate continues to be high which shows staff are becoming increasingly aware of the threat. We continue to

discuss email safety at each staff meeting which looks to have improved the report rate.

- **New Library Patron** – ALD's youngest library patron was born on Friday, February 24<sup>th</sup> at 2:29 AM. Please allow me to introduce Zoe Paige Zearbaugh.





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

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

---

## **TRUSTEE REPORT**

March 2023

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

---

We have not met in the month of March, however the committees have been meeting regularly and progress continues to be made in the areas of Development and Public Relations. We are actively pursuing a few different grants and in addition to this, we are creating marketing collateral to target potential Corporate Sponsors.

The Taste of 'Dena committee has launched, and planning has begun for this event.

---

### **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



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

**DEPARTMENT:** Administration

**MEETING DATE:** March 27, 2023

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library and Zoom

---

**Staffing Updates:**

- a) Hires/Promotions: None
- b) Appointments: None
- c) Transfers: None
- d) Resignations/Retirements/Terminations: Isabelle Briggs – Teen Services Librarian – March 18, 2023

It is with a heavy heart that I am sharing the news of Isabelle Briggs resigning from her position as our Teen Services Librarian. She has accepted a position with Los Angeles County Library as a program planner in their Education and Engagement Department.

Isabelle has been at ALD since July 2019. Over these 3.5 years, she has grown and nurtured the Teen Services department into something that has become a true staple in our community. We have never seen a Teen department operate so efficiently, especially when it oftentimes was a one woman show! Isabelle has led programs such as our exceptional teen volunteer program, Teen Gardening Club, Teen Leadership Council, Art & Chill, 'Dena Dishes, Teen Summer of Service, and so much more! We are not kidding, there is more!...but if you know Isabelle, you already know how hard she works and how her absence will impact our team. She's leaving BIG shoes to fill, but we are so excited for this next chapter in her career! Her last day with us was Saturday, March 18<sup>th</sup>. Please join me in congratulating Isabelle and wishing her farewell!

***Hiring Update***

I am excited to share that we have selected our new **Bob Lucas Library Assistant!** Kristen Cantu will be starting with us on April 3. I will include a thorough introduction in next month's Board report.

We held external interviews for the vacant **Adult Services Manager** position on March 20. The panel gave us their top three candidate choices and we hope to do second/final round interviews the week of March 27, and to onboard this person sometime in April.

We also held the first round of interviews for the part-time **Library Clerk** position on March 16. We plan to hire 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. We are in the process of offering these open positions to interview candidates.

With the resignation of Isabelle Briggs, we also posted her vacant position to hire a new Teen Services Librarian the week of March 13. We plan to do our first review of applications at the end of March and will hopefully conduct interviews in April.

### ***Human Resources Update***

I spoke to Patty Francisco, our HR Services Consultant, last week and she let me know that she has almost completely synthesizing all of the information from the survey and plans to share that with the Management Team and ALD Staff in the next week, as well as connect with the Trustees individually as well. We will be putting together a **staff focus group** to review our Attendance Policy, and then once that is completed, have a focus group look at our annual performance evaluation process.

In addition to the work with Patty, we have also scheduled a training session on March 31 with Jennifer Coyle of North Star Consulting to create their own **Individual Development Plans (IDPs)**. That same afternoon she will work with the Management Team to create their own IDPs and also give training on working with their direct reports on implementing the IDPs across the system. This is an objective identified in the ALD 2023 Operational Plan that I am very excited is being tackled.

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

Thank you again to the Board of Trustees allowing us to close on April 27 to participate 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 54% (or \$1359) 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!

### ***Curiosity Connection Vol. 2 is here!***

After waiting over a year for it to arrive, Jonathan and I braved the rain on March 10 and went to Star Ford Lincoln in Glendale to **BUY OUR NEW MOBILE LIBRARY UNIT!!** Thank you to Jonathan for negotiating such a great deal on our second vehicle and his patience in the ordering process. I am so excited to convert this second van to support our outreach and community engagement services!

### ***Our IT & Facilities Assessment has begun!***

I met with Carlos Baffigo of Building Basics for Libraries on March 20 to discuss next steps to conduct an assessment of both our IT and Facilities departments. These assessment will include identifying areas needing improvement, such as, funding, staffing, training, infrastructure, policy, procedure, etc., especially in light of the future building projects. He will be working closely with IT Manager David Zearbaugh and Facilities Manager Jonathan Arevalo over the next few months.

### ***Partnerships & Programming Update:***

#### ***Friends of the Altadena Libraries (FOAL) Book Sale was a success!***

The FOAL held a one-day sale in the Main Library parking lot on Sunday, February 16<sup>th</sup> and raised over \$3100 in those six hours! Part of that fundraising included 40 new memberships! Thanks to President Tom Ruffner, the FOAL Board and the many volunteers that made another book sale so profitable!



### **Rotary Club of Altadena Four Way Speech Contest**

I also attended the Rotary luncheon on March 9 and was asked to be a judge of their **Four Way Speech Contest**, alongside Town Council Members Veronica Jones and Victoria Knapp. There were four freshman females from a local school that gave a speech about a topic they are passionate about that they felt Rotary could help with. They were so poised, eloquent and knowledgeable - it was so inspiring to be a part of!

### **Pasadena Literary Alliance Festival of Women Authors**

I was invited to attend the Festival of Women Authors by Katie Poole, Board member of the Pasadena Literary Alliance (PLA). At the beginning of the pandemic, ALD partnered with PLA to create over ten videos featuring authors from across the country as a way to provide virtual programming for both the ALD and PLA members (and beyond!). The festival was a celebration of women authors was held at the Pasadena Hilton on Saturday, March 11. I was honored to listen to some amazing authors including Karen Joy Fowler, Dolen Perkins-Valdez, Lan Samantha Chang, Nikki Erlick, Jean Hanff Korelitz, and Tess Gunty. It was such an amazing day!!



**Statistical Update**  
**FY21-22 and FY22-23 Comparison – Page 1 of 2**

<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







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

**DEPARTMENT:** Administration

**MEETING DATE:** March 27, 2023

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

---

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

**FEBRUARY 2023 FINANCIAL STATEMENTS**

The following financial reports are for the month of February 2023. The financial statements are unaudited. Currently we are at 67% of our budget year.

As indicated on the Budget to Actual report, actual year-to-date expenditures are \$2,624,476, with year-to-date revenues at \$4,189,719, reflecting a net income of \$1,565,243. The District received the full assessment of property tax revenue in January, bringing total revenue to 100% of the budget for the fiscal year.

As indicated on the Balance Sheet, cash and investments are \$30,936,722, of which \$26,554,289 is restricted for the library renovation project. \$22,754,655 is bond proceeds invested with US Bank and \$3,789,833 is the California State Library Grant invested with the Cooperative Liquid Assets Securities System (CLASS) fund.

In addition, we deposited \$3,800,000 with the CLASS fund for General Fund use. The combined total of General Funds held with CLASS, Los Angeles County, and Checking is \$4,380,850. The amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is \$2,045,350.

Total assets are \$35,575,478.

**REVENUE HIGHLIGHTS**

See Variance Report for details on the expenditures

**GENERAL FUND EXPENSES**

See Variance Report for details on the expenditures.

**DONATIONS & GRANT FUND HIGHLIGHTS**

The District received half of the California State Library Building Forward Infrastructure Grant in February for \$3,789,833. These funds were deposited in CLASS to yield a higher interest rate as we wait to spend these funds on specific areas of the Main Library renovation.

**CAPITAL FUND HIGHLIGHTS**

None.



# Budget to Actual (Unaudited)

## General Fund

For the Period July 1, 2022 to February 28, 2023

	A	B	C	D = B/C
	February 2023	YTD	FY 2022/23 Adopted Budget	YTD Target 67%
<b>1 REVENUE</b>				
2 Property Taxes & Assessments	\$ 6,641	\$ 4,101,815	\$ 4,080,000	100%
3 Library Fees	5,119	39,960	60,000	67%
4 Interest Income	14,718	31,078	20,000	155%
5 Other Revenue	22	16,865	65,000	26%
<b>6 TOTAL REVENUE</b>	<b>26,500</b>	<b>4,189,719</b>	<b>4,225,000</b>	<b>99%</b>
<b>7 EXPENSES</b>				
<b>8 Salaries &amp; Benefits</b>				
<b>9 Wages</b>				
10 Salaried	87,368	734,912	1,226,400	60%
11 Hourly	59,757	545,018	890,000	61%
<b>12 Total Wages</b>	<b>147,124</b>	<b>1,279,930</b>	<b>2,116,400</b>	<b>60%</b>
<b>13 Benefits, Retirement &amp; Taxes</b>				
14 Health Insurance - Employee	13,162	103,652	145,700	71%
15 Health Insurance - Retiree	5,751	45,144	66,700	68%
16 Other Medical Insurance	1,316	12,009	21,000	57%
17 Workers' Compensation	-	19,984	20,000	100%
18 CalPERS Retirement (Normal Costs)	9,510	82,653	146,000	57%
19 CalPERS Unfunded Accrued Liability	-	226,006	226,000	100%
20 Payroll Taxes (District-Paid)	12,391	100,317	169,400	59%
<b>21 Total Benefits, Retirement &amp; Taxes</b>	<b>42,129</b>	<b>589,765</b>	<b>794,800</b>	<b>74%</b>
<b>22 Total Salaries &amp; Benefits</b>	<b>189,253</b>	<b>1,869,695</b>	<b>2,911,200</b>	<b>64%</b>
<b>23 Operating Expenses</b>				
24 Insurance (Liability, Earthquake)	-	127,771	127,800	100%
25 Utilities	8,643	54,443	88,000	62%
26 County Tax Collection Fees	-	40,914	42,400	96%
27 Other Operating	7,173	56,278	78,000	72%
28 Facilities, Grounds & Maintenance	4,891	79,035	110,000	72%
29 Structures & Improvements	1,580	1,580	10,000	16%
30 Vehicles & Equipment Maintenance	114	2,078	10,000	21%
31 Staff Development, Training & Travel	149	11,086	20,500	54%
32 Advertising & Marketing	4,131	10,800	16,600	65%
33 Miscellaneous Expenses	176	1,832	2,600	70%
<b>34 Total Operating Expenses</b>	<b>\$ 26,857</b>	<b>\$ 383,985</b>	<b>\$ 505,900</b>	<b>76%</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.



# Budget to Actual (Unaudited)

## General Fund

For the Period July 1, 2022 to February 28, 2023

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D = B/C</b>
	February 2023	YTD	FY 2022/23 Adopted Budget	YTD Target 67%
<b>35 Professional Services</b>				
36    Audit & Financial Consulting	\$ 6,487	\$ 70,101	\$ 100,000	70%
37    Legal Fees	3,696	18,715	22,500	83%
38    Consultants - Other	11,911	42,585	65,000	66%
<b>39 Total Professional Services</b>	<b>22,094</b>	<b>131,401</b>	<b>187,500</b>	<b>70%</b>
<b>40 Information Technology (IT)</b>				
41    Internet Service / E-Rate	-	13,369	58,000	23%
42    Technology Equipment	17,325	25,447	50,600	50%
43    Technology Maintenance Fees	334	34,138	39,000	88%
44    Telecommunications	727	9,068	12,500	73%
<b>45 Total Information Technology (IT)</b>	<b>18,386</b>	<b>82,023</b>	<b>160,100</b>	<b>51%</b>
<b>46 Library Materials</b>				
47    Books	2,085	54,230	134,300	40%
48    Downloadables	4,535	39,403	72,300	54%
49    DVDs & Videogames	537	7,194	14,600	49%
50    Electronic Databases / Subscriptions	-	14,542	29,000	50%
51    Periodicals	8,935	8,943	10,000	89%
52    Audio CD	44	3,162	9,100	35%
53    Purchase Suggestions	851	4,475	11,200	40%
54    Library of Things	199	1,372	6,000	23%
<b>55 Total Library Materials</b>	<b>17,187</b>	<b>133,322</b>	<b>286,500</b>	<b>47%</b>
<b>56 Programs</b>				
57    Adult Services	2,013	10,725	15,000	71%
58    Youth Services	781	3,124	10,000	31%
59    Teen Services	504	3,299	5,500	60%
60    Bob Lucas Branch Services	774	3,794	5,500	69%
61    Literacy Services	-	240	800	30%
62    Volunteer Services	-	240	200	120%
63    All Ages	100	797	3,900	20%
<b>64 Total Programs</b>	<b>4,171</b>	<b>22,219</b>	<b>40,900</b>	<b>54%</b>
<b>65 TOTAL EXPENSES</b>	<b>277,948</b>	<b>2,624,476</b>	<b>4,092,100</b>	<b>64%</b>
<b>66 NET REVENUE / (EXPENSES)</b>	<b>(251,449)</b>	<b>1,565,243</b>	<b>132,900</b>	
67    Use Of / (Addition To) Reserves / Fund Balance	251,449	(1,565,243)	(132,900)	
<b>68 NET BALANCE</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.



## Budget to Actual (Unaudited)

### Donations / Grants Fund

For the Period July 1, 2022 to February 28, 2023

	A	B	C	D	E	F	G =E/F
	Altadena Library Foundation	Friends of Altadena Library	Emergency Connectivity Fund	California Library Grants	Total	FY 2022/23 Adopted Budget	YTD Target 67%
<b>1 REVENUE</b>							
<b>2 Donations &amp; Grants</b>							
3 Altadena Library Foundation	\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000	\$ 55,000	100%
4 Friends of the Library	-	28,000	-	-	28,000	28,000	100%
5 California State Library Literacy Services	-	-	-	34,982	34,982	35,000	100%
6 Emergency Connectivity Fund	-	-	-	-	-	9,600	0%
7 California State Library Facilities & Equipment	-	-	-	250,000	250,000	255,000	98%
8 California State Library Building Forward *	-	-	-	3,789,833	3,789,833	-	N/A
<b>9 Total Donations &amp; Grants</b>	<b>55,000</b>	<b>28,000</b>	<b>-</b>	<b>4,074,815</b>	<b>4,157,815</b>	<b>382,600</b>	<b>96%</b>
10 Interest Income	-	-	-	9,801	9,801	-	N/A
<b>11 TOTAL REVENUE</b>	<b>55,000</b>	<b>28,000</b>	<b>-</b>	<b>4,084,616</b>	<b>4,167,616</b>	<b>382,600</b>	<b>96%</b>
<b>12 EXPENSES</b>							
<b>13 Wages</b>							
14 Salaried	-	-	-	13,345	13,345	20,400	65%
15 Hourly	-	-	-	7,860	7,860	12,000	66%
<b>16 Total Wages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,205</b>	<b>21,205</b>	<b>32,400</b>	<b>65%</b>
<b>17 Operating Expenses</b>							
18 Staff Recognition	2,823	58	-	-	2,880	4,500	64%
19 Staff Development, Training & Travel	1,126	478	-	-	1,605	2,500	64%
20 Equipment, Furniture & Fixtures	-	-	-	-	-	212,500	0%
21 Structures & Improvements	-	-	-	2,354	2,354	2,500	94%
22 Facilities, Grounds & Maintenance	-	-	-	-	-	15,000	0%
23 Fab Lab	20,000	-	-	-	20,000	20,000	100%
24 Audit & Financial Consulting	-	-	-	438	438	-	N/A
<b>25 Total Operating Expenses</b>	<b>23,949</b>	<b>536</b>	<b>-</b>	<b>2,354</b>	<b>26,839</b>	<b>257,000</b>	<b>10%</b>
<b>26 Programs</b>							
27 Adult Services	4,529	5,426	-	-	9,955	18,000	55%
28 Vehicles & Equipment Maintenance	464	-	-	-	464	10,000	5%
29 Summer Reading	-	1,007	-	-	1,007	13,000	8%
30 Youth Services	-	-	-	-	-	1,000	0%
31 Teen Services	-	-	-	-	-	500	0%
32 Bob Lucas Branch Services	-	-	-	-	-	500	0%
33 Literacy Services	-	-	-	576	576	5,500	10%
34 All Ages	-	-	-	-	-	2,100	0%
35 Poets Laureate	-	3,800	-	-	3,800	5,000	76%
<b>36 Total Programs</b>	<b>4,993</b>	<b>10,232</b>	<b>-</b>	<b>576</b>	<b>15,801</b>	<b>55,600</b>	<b>28%</b>
<b>37 Library Materials</b>							
38 Mobile Library Collection	-	-	-	-	-	3,000	0%
<b>39 Total Library Materials</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>0%</b>
<b>40 Information Technology (IT)</b>							
41 Internet Service / E-Rate	-	-	-	-	-	2,500	0%
42 Technology Equipment	-	-	6,000	-	6,000	7,000	86%
43 Technology Maintenance Fees	-	-	3,428	-	3,428	5,100	67%
44 Website Development	-	-	-	7,770	7,770	20,000	39%
<b>45 Total Information Technology (IT)</b>	<b>-</b>	<b>-</b>	<b>9,428</b>	<b>7,770</b>	<b>17,198</b>	<b>34,600</b>	<b>50%</b>
<b>46 TOTAL EXPENSES</b>	<b>28,942</b>	<b>10,768</b>	<b>9,428</b>	<b>32,342</b>	<b>81,481</b>	<b>382,600</b>	<b>21%</b>
<b>47 NET REVENUE / (EXPENSES)</b>	<b>\$ 26,058</b>	<b>\$ 17,232</b>	<b>\$ (9,428)</b>	<b>\$ 4,052,273</b>	<b>\$ 4,086,135</b>	<b>\$ -</b>	

\* Grant support through March 2026 for capital renovations, improved energy efficiency and sustainability, and expanded access.

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.



# Budget to Actual (Unaudited)

## Capital Fund

### For the Period July 1, 2022 to February 28, 2023

	A	B	C	D = B/C
	February 2023	YTD	FY 2022/23 Adopted Budget	YTD Target 67%
<b>1 REVENUE</b>				
2 CFD Measure Z Bond Proceeds	\$ -	\$ -	\$ -	N/A
3 Interest Income	\$ 12,501	\$ 104,528	\$ 110,000	95%
3 Unrealized Gain/Loss	(14,414)	(59,261)	-	N/A
<b>5 TOTAL REVENUE</b>	<b>(1,913)</b>	<b>45,267</b>	<b>110,000</b>	
<b>6 EXPENSES</b>				
<b>7 CFD Bond</b>				
8 Community Facilities District Administration	-	9,391	20,000	47%
9 Community Facilities District Project Management	-	21,158	100,000	21%
10 Contingencies	-	-	50,000	0%
<b>11 Total CFD Bond</b>	<b>-</b>	<b>30,549</b>	<b>170,000</b>	<b>18%</b>
<b>12 Capital Project Expenses</b>				
14 Construction Cost	14,021	27,560	-	0%
15 Architect Expenses	35,797	162,909	-	0%
16 Legal Fees	1,320	1,320	-	0%
17 Bob Lucas Memorial Library	17,046	63,930	200,000	32%
18 Main Library	34,092	127,859	400,000	32%
<b>19 Total Capital Project Expenses</b>	<b>51,138</b>	<b>191,789</b>	<b>600,000</b>	<b>32%</b>
<b>20 TOTAL EXPENSES</b>	<b>51,138</b>	<b>222,338</b>	<b>770,000</b>	<b>29%</b>
<b>21 NET REVENUE / (EXPENSES)</b>	<b>(53,051)</b>	<b>\$ (177,071)</b>	<b>\$ (660,000)</b>	<b>27%</b>
22 Use Of Bond Proceeds	53,051	177,071	660,000	
<b>23 NET BALANCE</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.



# Community Facilities District

## Measure Z Bond Proceeds

### March 1, 2022 through February 28, 2023

	A	B	C	D	E= A+B+C+D
	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	24,701	35,340	87,581
5 Unrealized Gain/(Loss)	(157,458)	(165,655)	66,711	39,683	(216,719)
6 Less Bond Interest Paid	(436,817)				(436,828)
7 <b>Net Proceeds</b>	<b>23,061,915</b>	<b>(121,167)</b>	<b>91,412</b>	<b>75,023</b>	<b>23,107,171</b>
8 Administrative CFD Costs					
9 Administration	(26,598)	(5,878)	(3,189)	-	(35,664)
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>(344,550)</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)	(14,021)	(49,283)
16 Architect Expenses	(205,092)	(39,881)	(46,060)	(76,968)	(368,001)
17 Legal Fees		-	-	(1,320)	(1,320)
18 <b>Total Direct Renovation Costs</b>	<b>(412,857)</b>	<b>(52,971)</b>	<b>(67,668)</b>	<b>(92,309)</b>	<b>(625,804)</b>
19 <b>Net Activity</b>	<b>22,313,899</b>	<b>(180,016)</b>	<b>20,231</b>	<b>(17,286)</b>	<b>22,136,817</b>
20 <b>CFD Ending Balance</b>	<b>22,313,899</b>	<b>22,133,884</b>	<b>22,154,114</b>	<b>22,136,818</b>	<b>22,136,817</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.



## Budget to Actual (Unaudited)

### Community Facilities District

#### For the Period Ended February 28, 2023

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D = B/C</b>
	February 2023	YTD	FY 2021/22 Adopted Budget	YTD Target 67%
<b>1 REVENUE</b>				
2 Community Facilities District 2020-1 Special Assessment	\$ -	\$ 1,258,609	\$ 1,247,500	101%
<b>3 TOTAL REVENUE</b>	<b>-</b>	<b>1,258,609</b>	<b>1,247,500</b>	<b>101%</b>
<b>4 EXPENSES</b>				
5 Debt Service Principal	-	-	-	0%
6 Debt Service Interest	-	151,206	878,500	17%
7 Administration Expenses	1,433	17,033	-	0%
<b>8 TOTAL EXPENSES</b>	<b>1,433</b>	<b>168,239</b>	<b>878,500</b>	<b>19%</b>
<b>9 NET REVENUE / (EXPENSES)</b>	<b>\$ (1,433)</b>	<b>\$ 1,090,371</b>	<b>\$ 369,000</b>	
10 Use Of / (Addition To) Tax Assessment Fund	1,433	(1,090,371)	(369,000)	
<b>11 NET BALANCE</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.*





# Balance Sheet (Unaudited)

District Total

As of February 28, 2023

1	<b>ASSETS</b>	
2	<b>Cash &amp; Investments</b>	
3	Cash - Los Angeles County	\$ 341,879
4	Checking	231,121
5	Total Special Tax Funds	22,754,655
6	Total Cooperative Liquid Assets Securities System Investments	7,607,484
7	Paypal	984
8	Cash on Hand	600
9	<b>Total Cash &amp; Investments</b>	<b>30,936,722</b>
10	<b>Other Current Assets</b>	
11	Prepaid Items & Deposits	18,481
12	Prepaid Insurance & Surety	141,180
13	Property Tax & Assessments Receivable	2,257,657
14	Miscellaneous Receivable	2,178
15	<b>Total Other Current Assets</b>	<b>2,419,496</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>35,575,478</b>
21	<b>LIABILITIES</b>	
22	<b>Current Liabilities</b>	
23	Accounts Payable	14,733
24	Credit Card	26,864
25	Payroll and Retirement Liabilities	34,965
26	<b>Total Current Liabilities</b>	<b>76,563</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>28,675,816</b>
35	<b>FUND BALANCE</b>	
36	Fund Balance	334,984
37	Net Revenue / (Expenses)	6,564,678
38	<b>TOTAL FUND BALANCE</b>	<b>6,899,662</b>
39	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 35,575,478</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**  
**February 2023 – 67% Year to Date (YTD)**

## General Fund Budget to Actual

### Revenue

**Line 2 – Property Taxes & Assessments** includes Ad Valorem tax revenue and a redevelopment tax levied by Los Angeles County in December. YTD is 100% and should remain as such through fiscal year end.

**Line 3 – Library Fees** includes printing fees, video game rentals, community room fees, and passport services. YTD is trending in line with budget at 67%.

**Line 4 – Interest Income** includes earnings from cash and investments held with the County of Los Angeles, a checking account at Pacific West Bank, and the addition of the California Cooperative Liquid Assets Securities System investment account (CLASS). YTD is over budget due to conservative budgeting and higher interest rates for the CLASS investments.

**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 26% due to the timing of the e-rate revenue received at fiscal year-end.

### 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 60% due to position vacancies throughout the year.

**Line 11 – Hourly** includes employee wages and an annual wellness stipend of \$400 for hourly employees. YTD is trending under budget at 61% due to position vacancies throughout the year.

**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 trending over budget at 71% due to an increase in medical insurance in January.

**Line 15 – Health Insurance - Retiree** includes health benefits for retired employees. YTD is trending in line with the budget at 68%.

**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 57% due to position vacancies throughout the year.

**Line 17 – Workers' Compensation** insurance is paid in full at the beginning of the fiscal year. YTD is 100%.

**Line 18 – CalPERS Retirement (Normal Costs)** is the District's portion of employee retirement costs. YTD is trending under budget at 57% due to position vacancies throughout the year.

**Altadena Library District**  
**Monthly Variance Analysis**  
**February 2023 – 67% 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 59% due to position vacancies throughout the year.

**Line 24 – Insurance** includes property, liability and earthquake insurance paid in full at the beginning of the year. YTD is 100%.

**Line 25 – Utilities** includes electricity, gas, and water for the main library and the Bob Lucas branch. YTD is trending under budget at 62% due to a mid-year adjustment to account for rising gas and electricity costs.

**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 when the property tax revenues were recorded.

**Line 27 – Other Operating** includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is trending over budget at 72% due to temporary month- to month equipment leases that will continue until newly purchased equipment is delivered.

**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 72% 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. YTD is trending under budget at 16%.

**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 will be delivered in March. YTD is trending under budget at 21%.

**Line 31 – Staff Development, Training & Travel** is budgeted for staff conferences, training, and related expenses. YTD is trending under budget at 54%.

**Line 32 – Advertising & Marketing** includes general marketing for the District. YTD is trending in line with budget at 65%.

**Line 33 – Miscellaneous Expenses** includes immaterial expenses not accounted for in other lines. YTD is trending over budget at 70% due to the unpredictable nature of these expenses.

**Line 36 – Audit & Financial Consulting** includes external consulting services and annual audit services. YTD is trending over budget at 70% due to the timing of these services.

**Altadena Library District**  
**Monthly Variance Analysis**  
**February 2023 – 67% Year to Date (YTD)**

**Line 37 – Legal Fees** are for general District matters. YTD is trending over budget at 83% due to additional legal services at the beginning of the year.

**Line 38 – Consultants-Other** includes other miscellaneous consulting services. YTD is trending in line with budget at 66%.

**Line 41 – 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% due to the timing of these costs at fiscal year end.

**Line 42 – 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 50%.

**Line 43 – Technology Maintenance Fees** includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is trending over budget at 88% due to various subscriptions and warranties expensed through fiscal year-end.

**Line 44 - Telecommunications** includes phone charges for the main library and the Bob Lucas branch. YTD is trending over budget at 73% due annual contracts expensed in their entirety at the beginning of the fiscal year.

**Lines 47 - 54 – 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 47%.

**Lines 57 – 63 – 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 trending under budget at 54%.

**Line 66 - Net Revenue / (Expenses)** is the year-to-date use of or (addition to) Operating Reserves. YTD is an addition of \$1,565,243. This will fluctuate throughout the year based on the timing of revenue and expenses.

**Altadena Library District**  
**Monthly Variance Analysis**  
**February 2023 – 67% Year to Date (YTD)**

## Donations / Grants Budget to Actual

### Revenue

**Line 3 – Altadena Library Foundation** includes a grant to support operating and program services. In addition, a gift-in-kind of equipment and supplies was received for the Fab Lab.

**Line 4 – Friends of the Library** includes a grant to support operating and program services.

**Line 5 – California Library Literary Services** includes annual grant funding and an additional grant to support 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 State Libraries Facilities & Equipment** includes a vending machine, website development, a mobile library van, and a reimbursable grant for a new door and technology to support “open plus” which will allow patrons access to the Library during non-operating hours.

**Line 8 – California State Library Building Forward (CSL-BF)** includes a grant to support capital renovations, energy efficiencies, and expanded access for the community.

**Line 10 – Interest Income** includes earnings on the California State Library Building Forward grant.

### Expenses

**Line 14 – Salaried** includes a portion of salaries at the Bob Lucas Branch paid for by the California Library Literary Services grant. YTD is in trending in line with budget at 65%.

**Line 15 – Hourly** corresponds to the \$13K in increased funding for the California Library Literary Services grant for English as a second language services. YTD is trending in line with budget at 66%.

**Line 25 – Total Operating Expenses** are trending under budget at 10% due to the delay in purchasing a vending machine and structural and facilities improvements scheduled for Spring.

**Line 36 – Total Programs** is trending under budget at 29% due to the timing of programs.

**Line 39 – Total Library Materials** has no activity year to date.

**Line 45 – Total Information Technology** is trending under budget at 50% due to the timing of internet service and website development projects planned for Spring.

**Line 47 Net Revenue / (Expenses)** is the year-to-date balance of unused donations and grant funds. YTD is \$4,086,135 due to the CSL-BF grant that will be expended over multiple years.



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

**DEPARTMENT:** Facilities Ad Hoc Committee

**MEETING DATE:** March 27, 2023

**PREPARED BY:** Jennifer Pearson

**LOCATION:** Main Library Community Room

---

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 – The committee will be meeting with Franklin Elementary School administration to advance discussions of leasing a portion the site to house library services during construction.
- c. Architectural Services – Design work and coordination with Regional Planning continues for the Bob Lucas Branch. The committee is seeking Board approval for amendments to ABA’s agreement to include additional services related to furniture design at both libraries as well as increased scope at the Main Library.
- 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 – The design team will provide updates on both library projects at the ACONA meeting on March 28.
- 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.
- h. Main Library parking options: The committee has reached out to the County to advance discussions of potential diagonal street parking along Mariposa in front of the Main Library. The County had previously considered three layout options, and the committee has proposed a modified version of one of these options and is seeking more information on the available funding for such a project. The committee is also in discussions with the Senior Center regarding the feasibility of a parking agreement for use of the Senior Center parking lot for after-hours event parking.



**BOARD OF LIBRARY TRUSTEES**  
**GOVERNMENT LIAISON REPORT**

**DEPARTMENT:** Gov. Liaison Report

**MEETING DATE:** March 27, 2023

**PREPARED BY:** Trustee Terry Andrues

**LOCATION:** Main Library Community Room

---

At our 2/27/23 meeting the Board approved a letter of support to pass Assembly Bill 41 directly out of its hearing phase with the Communications and Conveyance Committee. The bill is authored by Assemblyman Chris Holden. AB 41 would help establish digital equity to all regions in the state by increasing competition and oversight among digital providers. Such steps would help improve affordability and prevent digital “red-lining” to marginalized communities.

The Board asked for additional language in the letter that would highlight the growth in virtual visits and programs that our library has seen on a year-over-year basis (a 60% increase in January). I have attached a copy of the letter with this report.

During the follow-up process, I learned of the California Legislative Portal, which provides single point of entry to existing legislative activity. Letters of support or opposition from individuals or organizations may be filed directly with legislators who are debating the bills. The website is [www.legislature.ca.gov](http://www.legislature.ca.gov)

Also, a group that is very active in promoting AB 41 is Digital Equity LA, which can be accessed at [www.digitalequityla.org](http://www.digitalequityla.org)



# Altadena Libraries

## **BOARD OF TRUSTEES**

Terry Andrues  
Jason Capell  
Katie Clark  
Boon Lim  
Kameelah Wilkerson

## **ADMINISTRATION**

Nikki Winslow  
*District Director*  
  
Ashley Watts  
*Assistant District  
Director*

## **MAIN LIBRARY**

600 E. Mariposa Street  
Altadena, CA 91001

## **BOB LUCAS BRANCH**

2659 Lincoln Avenue  
Altadena, CA 91001

To:

Assembly Member Tasha Boerner Horvath, Chair  
Assembly Member Jim Patterson, Vice Chair

Assembly Committee on Communications and Conveyance  
3/2/2023

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

Dear Members of the Assembly Committee on Communications and Conveyance,

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.

Our usage statistics show an unprecedented shift by our patrons to digital engagement of our services and programs. Our virtual library visits have increased nearly 60% on a year-over-year basis in 2023. The Altadena Libraries consider digital equity to be crucial to the element of our 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 the Assembly Committee on Communications and Conveyance.

Sincerely,

Trustee Terry Andrues, Government Liaison

The Altadena Library District Board of Trustees





**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM VIII.A. REPORT FOR MARCH 2023**

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

**MEETING DATE:** March 27, 2023

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

---

**TITLE:** Review and Approval of a new ALD Intern job classification

**BACKGROUND:**

To support our ALD vision to create an Altadena where all are learning, growing, and thriving together, the Management Team has discussed establishing an ALD internship program to provide growth and development opportunities for local students. There are many colleges and universities in the region offering high quality education and instruction, and ALD would like to support their efforts by providing hands-on training to their students. We plan to select 2-3 interns following the 2022-23 school year to work with the District for 10 weeks over the summer. A job intern classification has been drafted, in line with the format used for our job classifications.

Interns may be assigned to any of the below areas of service, with tasks and duties varying based on the the intern's area of interest, and District need:

- Information Technology (IT)
- Technical Services
- Marketing
- Facilities Maintenance
- Public Services

These paid internships would be funded from our General Fund revenue, with a new line created specifically for internship wages. Our accountants have informed us that minimum wage must be paid. The District will calculate the number of hours to be worked to ensure the stipend meets the minimum wage requirement for the work completed.

**FISCAL IMPACT**

Each intern position would have a fiscal impact of \$2,400 (15 hours per week x 10 weeks x \$16 per hour). We are proposing three internships this summer so the full fiscal impact would be \$7,200. Although this was not built into the FY22-23 budget, after the mid-year budget analysis, we are putting over \$150,000 into reserves. This additional expense would reduce the amount put into reserves by about \$7,200.

**RECOMMENDATION**

Staff recommends that the Board of Trustees review and approve the ALD Intern job classification and authorize spending \$2400 per intern identified this summer.

## LIBRARY INTERN

### **DEFINITION**

Under direct management or leadership supervision, performs a variety of routine clerical and/or technical tasks in support of District operations; assists with department-specific assignments in support of library staff; performs related work as required. Interns operate under the same expectations of staff and must adhere to all District policies and procedures, and are responsible for keeping themselves knowledgeable and inquisitive regarding policy and procedure updates. Interns are expected to work regularly with the public and must exhibit experienced customer service skills, ability to independently handle complex interpersonal communications, and know when to seek the guidance of staff or management when appropriate.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Based on interest and competency, Interns may be assigned to any of the below areas of service to the District. Some duties and responsibilities Interns may encounter are outlined below. These lists are not exhaustive:*

#### **Information Technology (IT)**

Resolves computer system problems as they occur; ensures necessary repairs and maintenance on District IT and telecommunications equipment and systems are carried out in a timely manner. Performs technical support, installation, maintenance, and repair of hardware including computers and other equipment such as radio frequency identification (RFID), telephones, cell phones, voicemail, desktop computers, laptop computers, servers, printers, photocopiers, local and wide area networks, operating systems, enterprise applications, Integrated Library System software, electronic mail, and Internet access. Ensures all web connections are secured; identifies and implements opportunities to use digital technologies to improve the District's customer service, internal and external communication, and the efficiency and effectiveness of internal operations.

#### **Technical Services**

Orders, receives, catalogues, and/or processes new materials for the District; prepares materials received for placement in the library collection; some incumbents perform collection development duties, process invoices for payment, assist in processing interlibrary loans and patron initiated purchases; some incumbents organize, mend and fix books and materials; performs related work as required.

#### **Marketing**

Under direct supervision, performs a variety of duties related to the District's marketing programs and strategies to increase visibility and awareness of the District's services, resources, and programs; writes and designs promotional materials for print and online use; assists in maintaining the District's website and social media channels; performs related work as required.

### **Facilities Maintenance**

Performs custodial, facilities, and landscape maintenance, and building security duties for District facilities, grounds, and related mechanical, electrical, and plumbing systems; follows a comprehensive program for maintenance, repair, and construction projects involving District facilities and grounds; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

### **Public Services**

Under direct supervision, performs manual and clerical duties for the Library District; collects, sorts, files, and shelves books, magazines, digital media, audio books, and other library materials; retrieves library materials from interior and exterior books drops and storage areas; provides patron services such as locating materials and checking books in and out as directed; assists patrons at the Information Desk with their books and materials in and out; provides technology assistance to patrons; answers some reference questions; helps design and maintain library displays; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from assigned management or leadership personnel. Exercises no supervision over staff.

### **CLASS CHARACTERISTICS**

This class is used for training in general public library support services and administrative support of District operations. Interns are assigned to perform work which both helps the department achieve its objectives and provide the Intern with on-the-job exposure to public library processes, projects, programs, and issues.

### **QUALIFICATIONS (Qualification requirements may vary depending on area of assignment)**

#### **Knowledge of:**

- Purpose and functions of a public library.
- Effective public relations techniques.
- General facilities maintenance duties.
- Basic mathematical skills.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern office equipment and communication tools
- Record keeping principles and procedures.

### **Ability to:**

- Perform a variety of clerical or technical tasks in support of Library operations.
- Learn and understand the organization and operation of the Library, and of outside, partnering agencies, as necessary to assume assigned responsibilities.
- Learn Library District policies and procedures.
- Maintain professionalism, courtesy, and composure at all times
- Handle disputes and complaints in a calm manner.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests and interruptions.
- Understand and follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Prepare and present clear, concise, and logical oral and written reports, correspondence, and other written materials, including documents with technical content.
- Maintain a variety of filing, record-keeping, and tracking systems.
- Make sound decisions within established policy and procedural guidelines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Receive, investigate, and respond to difficult and sensitive problems and complaints in a professional manner.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

#### Education:

- Possession of a high school diploma or G.E.D. and current enrollment at an accredited two-year or four-year college or university, or recent completion of a two-year or four-year degree program or certificate program.

#### Experience:

- None

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen;

and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with challenging customers in interpreting and enforcing departmental policies and procedures.

DRAFT



**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM VIII.B. REPORT FOR MARCH 2023**

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

**MEETING DATE:** March 27, 2023

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

---

**TITLE:** Authorization for District Director to add Furniture Consulting Services for the Bob Lucas Library Renovation

**BACKGROUND:**

The Board of Trustees approved the contract with Anderson Brule Architects (ABA) on November 21, 2021. This contract authorized the ALD to spend up to \$1,390,681 on the Bob Lucas Library architectural services and did not include providing furniture consulting services in the original scope of work.

Furniture selection is an integral part of creating an ideal space that functions well for library users and staff.

Please see ABA's proposal following this report that outlines that work that would be completed.

**FISCAL IMPACT**

ABA agrees to completing these Bob Lucas Library furniture consulting services work for a flat fee of \$29,468, which will be paid out of the capital fund.

**RECOMMENDATION**

Staff and our Capital Project Manager Jennifer Pearson recommends that the Board of Trustees approve this proposal for furniture consulting services as part of the Bob Lucas Library design process with Anderson Brule Architects. Utilizing the design services of ABA will ensure that the selected furniture reflects the vision, quality, and design of the building.



A N D E R S O N   B R U L É   A R C H I T E C T S

January 31, 2023

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

RE:     **Bob Lucas Memorial Library & Literacy Center**  
          **REVISED CONTRACT AMENDMENT FOR FURNITURE CONSULTANT SERVICES**  
          **ABA Project # 21-11-02-0**

Dear Nikki,

Per your request, Anderson Brulé Architects, Inc. (ABA) is submitting this revised Amendment to the Professional Services Agreement for Bob Lucas Memorial Library and Literacy Center. This Amendment is for Furniture Consultant Services.

**Context**

Bob Lucas has entered the construction document phase. As design progresses furniture becomes an integral part of creating an ideal space that functions well for library users and staff. The furniture should reflect the vision, quality and design of the building. Therefore, we have developed this proposal for the Furniture Consultant Services so that ABA may assist Altadena Library District in the selection and procurement of the furniture for Bob Lucas.

**Scope of Work**

Our proposal for the Furniture Consulting Services includes the following scope of services:

*Furniture Fit Test*

ABA will work with the library to establish a furniture layout for Bob Lucas that meet the needs of the building including staff spaces, community spaces, outdoor spaces, and support spaces.

*Furniture Budget*

ABA will use the fit test information to develop a furniture budget.

*Furniture Basis of Design (BOD)*

ABA will prepare and present options for furniture for Bob Lucas. Options will be used to assess aesthetic, performance, and function preferences.

*Furniture Bid package*

ABA will draft a furniture bid package with all details and materials noted.

**Strategies, Architecture & Interiors**

Anderson Brulé Architects Inc. 325 South First Street, 4<sup>th</sup> Floor San Jose, California 95113  
Tel: 408 298 1885 Fax: 408 298 1887

#### *Furniture Bid Coordination*

ABA will facilitate coordination with dealers during the bid process.

#### *Sit Test*

ABA will arrange a sit test in partnership with the furniture dealer selected.

#### *Post Furniture Order*

ABA will coordinate with furniture dealer throughout purchase and manufacturing process and conduct a punch walk for Bob Lucas.

### **Furniture Meetings**

A series of meetings will be required as the furniture process evolves. Furniture discussions can be part of the Facilities Committee Meetings or stand-alone when meeting content will take more time. If timing is right and meetings can cover furniture progress for both the Main Library and Bob Lucas they will be scheduled together to save time.

- Meeting #1 – Furniture Kick-Off (virtual)
- Meeting #2 - Review Fit Test and Sign-off (virtual)
- Meeting #3 – Review Draft Budget and Basis of Design (virtual)
- Meeting #4 – Review Revised Budget and Revised Basis of Design and get Sign-Off (virtual)
- Meeting #5 – Review Furniture Finish Options (in-person)
- Meeting #6 – Review Final Bid Package and Sign-Off (virtual)
- Meeting #7 – Review Bids & Select Furniture Dealer (virtual)
- Meeting #8 – Sit Test (in-person)

### **Proposal for FFE Consultant Services**

**Total**

**\$29,468**

*Reduction of \$10,585 from original proposal*



**Scope Authorization**

This work will be performed under the terms of the Design Services Agreement Between Owner and Architect dated December 21, 2021 in the amounts shown in the table above.

This Agreement between Anderson Brulé Architects, Inc. and the Altadena Library District is evidenced by the authorizing signatures below.

Sincerely,  
**ANDERSON BRULÉ ARCHITECTS, INC.**



Amy Crawford,  
Project Interior Designer, Associate

\_\_\_\_\_  
(Signature) (Date)

Mark Schoeman, AIA, DBIA  
Design Principal  
Anderson Brulé Architects

\_\_\_\_\_  
(Signature) (Date)

Nikki Winslow, District Director  
Altadena Library District



**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM VIII.C. REPORT FOR MARCH 2023**

**REPORT:** Agenda Item VIII.c.

**MEETING DATE:** March 27, 2023

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

---

**TITLE:** Authorization for District Director to add Furniture Consulting Services for the Main Library Renovation

**BACKGROUND:**

The Board of Trustees approved the contract with Anderson Brule Architects (ABA) on November 21, 2021. This contract authorized the ALD to spend up to \$1,390,681 on the Main Library architectural services and did not include providing furniture consulting services in the original scope of work.

Furniture selection is an integral part of creating an ideal space that functions well for library users and staff.

Please see ABA's proposal following this report that outlines that work that would be completed.

**FISCAL IMPACT**

ABA agrees to completing these Main Library furniture consulting services work for a flat fee of \$57,187, which will be paid out of the capital fund.

**RECOMMENDATION**

Staff and our Capital Project Manager Jennifer Pearson recommends that the Board of Trustees approve this proposal for Main Library furniture consulting services contract with Anderson Brule Architects. Utilizing the design services of ABA will ensure that the selected furniture reflects the vision, quality, and design of the building.



A N D E R S O N   B R U L É   A R C H I T E C T S

January 31, 2023

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

RE:    **Altadena Main Library**  
      **REVISED CONTRACT AMENDMENT FOR FURNITURE CONSULTANT SERVICES**  
      **ABA Project # 21-11-01-0**

Dear Nikki,

Per your request, Anderson Brulé Architects, Inc. (ABA) is submitting this Amendment to the Professional Services Agreement for the Altadena Main Library. This Amendment is for Furniture Consulting Services.

**Context**

The project has entered the Schematic Design phase after a pause while additional grant funding was secured. As design progresses furniture becomes an integral part of creating an ideal space that functions well for library users and staff. The furniture should reflect the mid-century modern aesthetic, vision, quality, and design of the building. Therefore, we have developed this proposal for the Furniture Consultant Services so that ABA may assist Altadena Library District in the selection and procurement of the furniture for the main library.

**Scope of Work**

Our proposal for the Furniture Consulting Services includes the following scope of services:

*Furniture Fit Test*

ABA will work with the library to establish a furniture layout that meet the needs of each project. Including staff spaces, community spaces, outdoor spaces, and support spaces.

*Furniture Budget*

ABA will use the fit test information to develop a furniture budget.

*Furniture Basis of Design (BOD)*

ABA will prepare and present options for furniture for the Main Library. Options will be used to assess aesthetic, performance, and function preferences.

*Furniture Bid package*

ABA will draft a furniture bid package with all details and materials noted.

**Strategies, Architecture & Interiors**

Anderson Brulé Architects Inc. 325 South First Street, 4<sup>th</sup> Floor San Jose, California 95113  
Tel: 408 298 1885 Fax: 408 298 1887

#### *Furniture Bid Coordination*

ABA will facilitate coordination with dealers during the bid process.

#### *Sit Test*

ABA will arrange a sit test in partnership with the furniture dealer selected.

#### *Post Furniture Order*

ABA will coordinate with furniture dealer throughout purchase and manufacturing process and conduct a punch walk for the Main Library.

### **Meetings**

A series of meetings will be required as the furniture process evolves. Furniture discussions can be part of the Facilities Committee Meetings or stand-alone when meeting content will take more time. If timing is right and meetings can cover furniture progress for both the Main Library and Bob Lucas they will be scheduled together to save time.

- Meeting #1 – Furniture Kick-Off (virtual)
- Meeting #2 – Review Fit Test and Sign-off (virtual)
- Meeting #3 – Review Draft Budget and Basis of Design (virtual)
- Meeting #4 – Review Revised Budget and Revised Basis of Design and get Sign-Off (virtual)
- Meeting #5 – Review Furniture Finish Options (in-person)
- Meeting #6 – Review Final Bid Package and Sign-Off (virtual)
- Meeting #7 – Review Bids & Select Furniture Dealer (virtual)
- Meeting #8 – Sit Test (in-person)

### **Proposal for FFE Consultant Services**

**Total**

**\$57,187**

*Reduction of \$23,573 from original proposal*

**Scope Authorization**

This work will be performed under the terms of the Design Services Agreement Between Owner and Architect dated December 21, 2021 in the amounts shown in the table above.

This Agreement between Anderson Brulé Architects, Inc. and the Altadena Library District is evidenced by the authorizing signatures below.

Sincerely,  
**ANDERSON BRULÉ ARCHITECTS, INC.**



Amy Crawford,  
Project Interior Designer, Associate

\_\_\_\_\_  
(Signature) (Date)

Mark Schoeman, AIA, DBIA  
Design Principal  
Anderson Brulé Architects

\_\_\_\_\_  
(Signature) (Date)

Nikki Winslow, District Director  
Altadena Library District



**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM VIII.D. REPORT FOR MARCH 2023**

**REPORT:** Agenda Item VIII.d.

**MEETING DATE:** March 27, 2023

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

---

**TITLE:** Authorization for District Director to Amend the Contract for Architectural Services due to the Additions of the Community Room and Lobby Space in the Main Library Design

**BACKGROUND:**

The Board of Trustees approved the contract with Anderson Brule Architects (ABA) on November 21, 2021. This contract authorized the ALD to spend up to \$1,390,681 on the Main Library architectural services.

During the Main Library schematic design process, it was determined that a new 2,800 square foot community room, as well as a new 1,100 square foot entry and lobby area on the lower level would be needed to meet the programmatic and accessibility needs of the library. This was not included in the original scope of work in the Request for Proposals when we hired Anderson Brule Architects.

This increased scope requires additional design and engineering effort which differs from the renovation work, resulting in different detailing and engineering as well as triggering additional approvals, including county planning.

**FISCAL IMPACT**

ABA agrees to complete this additional work for a flat fee of \$184,000, which is 8% of the estimated \$2,300,000 cost of the additions. The additional cost will be absorbed by budget contingencies.

**RECOMMENDATION**

Staff and our Capital Project Manager Jennifer Pearson recommends that the Board of Trustees approve this amendment to the Architectural Services contract with Anderson Brule Architects.



A N D E R S O N   B R U L É   A R C H I T E C T S

March 6, 2023

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

RE:    **Altadena Main Library**  
      **CONTRACT AMENDMENT FOR THE ADDITIONS OF THE COMMUNITY ROOM AND**  
      **LOBBY SPACE**  
      **ABA Project # 21-11-01-0**

Dear Nikki,

As previously discussed, Anderson Brulé Architects, Inc. (ABA) is submitting this Amendment to the Professional Services Agreement for the Altadena Main Library. This Amendment is for design services for the community room and lobby additions to the project.

***Context***

The project is in the Schematic Design phase after a pause while additional grant funding was secured. The conceptual design was approved when additional funding was secured. This included an addition of approximately 2,800 SF for the community space and support areas and the 1,100 SF area for the new entry and lobby.

As you are aware, this scope was not described in the RFP nor conceived in of our proposal, submitted with our RFP response. In addition to the increased scope, work for the addition differs from the renovation work, resulting in different detailing and engineering as well as triggering additional approvals, including county planning.

***Scope of Work***

ABA will provide design services for the addition portion containing the community room and supporting areas. This includes Architectural, Interior, Landscape, Structural, Mechanical, Plumbing, Electrical, and AV/IT, including additional Cal Green and County Planning requirements, (CEQA Coordination, parking issues, etc.).

Work will be in alignment with the renovations of the existing building as subject to the review of our historic Architect.

This scope has been figured in the current schedule.

**Strategies, Architecture & Interiors**

Anderson Brulé Architects Inc. 325 South First Street, 4<sup>th</sup> Floor San Jose, California 95113  
Tel: 408 298 1885 Fax: 408 298 1887

***Proposal for Consultant Services***

We are basing our fee on a value of \$2,300,00 for the added scope, based on the cost estimates to date. Usually, a project like this would yield a 9% fee, given its complexity and having to deal with the County Planning Department; as we are completing this work in conjunction with the Main Library Renovation Project, we are comfortable reducing the fee to 8%.

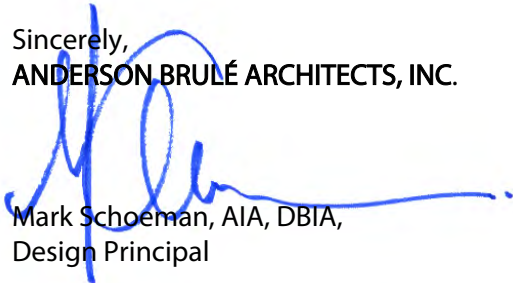
ABA will provide design services for a fixed fee of **\$184,000, (One Hundred Eighty-Four Thousand Dollars).**

***Scope Authorization***

This work will be performed under the terms of the Design Services Agreement Between Owner and Architect dated December 21, 2021 in the amounts shown above.

This Agreement between Anderson Brulé Architects, Inc. and the Altadena Library District is evidenced by the authorizing signatures below.

Sincerely,  
**ANDERSON BRULÉ ARCHITECTS, INC.**



Mark Schoeman, AIA, DBIA,  
Design Principal

\_\_\_\_\_  
*(Signature)*                      *(Date)*  
Mark Schoeman, AIA, DBIA, Design Principal  
Anderson Brulé Architects

\_\_\_\_\_  
*(Signature)*                      *(Date)*  
Nikki Winslow, District Director  
Altadena Library District





**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM VIII.E. REPORT FOR MARCH 2023**

**REPORT:** AGENDA ITEM VIII.e.

**MEETING DATE:** March 27, 2023

**PREPARED BY:** David Zearbaugh

**LOCATION:** Main Library Community Room

---

**TITLE:** Authorization for the District Director to contract with a Library Materials Vending Machines vendor

**BACKGROUND:**

The Altadena Library District received funding to the tune of \$250,000 from the California State Library (CSL) to help fund library programs and services. This grant funding was designated to expand the library's footprint by installing library materials vending machine(s) in key locations in the Altadena Community.

With the pending closures of the Bob Lucas Memorial Branch Library and later the Altadena Main Library for renovations, the Altadena Library District seeks to extend access and services into the community. During the closures of the brick and mortar buildings for renovations, it will be especially important to provide locations where patrons may have access to library materials and services. ALD has reviewed various ways to extend access and has identified library materials vending machines as one avenue to accomplish this goal. While this will be even more important during the renovations, ALD intends to continue providing extended access services post renovation. This plan includes placing at least two (2) library materials vending machine permanently in a key location within the community.

The Board of Trustees authorized the publishing of the Request For Proposals (RFP) which was published in November 2022. Interviews with the two bidding vendors were delayed, but ultimately held on February 1<sup>st</sup>, and this provided important insights into which vendor would fit best with ALD.

The two bidding vendors were mk Solutions and International Library Services Inc. Ultimately, it was decided that a rating process was not necessary because the initial bid provided by mk Solutions exceeded the allotted budget of under \$200,000 and even going over budget would lead to the purchase of only one (1) unit. ALD would very much prefer the purchase of multiple units if possible. mk Solutions provided an alternate bid which came in significantly under budget but was a library locker and not a vending machine. The District Director and IT & TS Manager ultimately decided that products offered by mk Solutions would not be the right fit for ALD.

International Library Services Inc's bid came well under the \$200,000 budget and provided everything that ALD needed. Their price point would allow for the purchase of multiple units and the form factor would allow it to be extremely versatile in where it could be placed in the

community. While there were some concerns about accessibility and equal access for all library patrons, International Library Services Inc. was able to provide a solution that would ensure equal access to all patrons utilizing the machine. During the interview, it became abundantly clear that they understood the needs of ALD and could provide a product which would meet everything ALD had asked for.

As it was determined that the bids provided by mk Solutions were either over budget or did not fit within the scope of the RFP and the bid received from International Library Services Inc. provided everything requested and within our budget constraints, no scoring was used in the selection process.

**FISCAL IMPACT:**

The cost of each vending machine is \$83,250 and we anticipate purchasing two machines. As mentioned above, the ALD has already received a grant from the CSL, costs for the purchase of the devices, support, and maintenance will be paid out of our Donations and Grants fund, CA Library Expanding our Footprint. Beyond the initial service contract, anticipated to be covered by the grant at 5 years, yearly service, support, and maintenance will need to be allocated for in the general budget. Annual maintenance costs are estimated to be \$5,750 annually beyond the five-year contract period based on International Library Services Inc's RFP bid.

**RECOMMENDATION:**

Staff recommends that the Board of Trustees authorize the District Director to contract with **International Library Services** for the purchase of at least (2) library materials vending machines and service and maintenance for a five-year contract period.

**Table of Contents:**

**Cover Letter**

**Section I Experience**

**Section II Personel**

**Section III Qualifications**

**Paragraph 3.1 Scope of Work Responses**

**Paragraph 6.1 Cost for Scope of work, Section IV - Able To**

**Attachment No. 1 - California Certificate of Qualification**

**Attachment No. 2 - California Public Works Contractors Registration**

**Attachment No. 4 - AutoLend™ Data Sheet**

**Attachment No. 5 - AutoLend™ Brochure**

**Attachment No. 6 - Picture of Palm Harbor PL Fl. AutoLend™**

**Attachment No. 7 - Picture of Chesapeake PL VA AutoLend™**

**Attachment No. 8 -Biography Fred E. Goodman**

**Attachment No. 9 - Biography William McClendon**

**Attachment No. 10 - Biography Inga Boudreau**

**Attachment No 11 - Liability Insurance Form**

**Section VI - Cost Sheet**



**International Library Services, Inc.**

8205 Killean Way  
Potomac, MD 20854  
Fka Public Information Kiosk, Inc.  
P 301-916-1500 - 866) 883-0300

---

November 30, 2022

Mr. David Zearbaugh,  
Information Technology Manager  
Altadena Library District

RE: Request for Proposals - Library Materials Vending Machine Services  
Altadena Library District, RFP Due November 30, 2022 5PM PST

Mr. Zearbaugh,

Thank you for the opportunity to bid on this RFP. International Library Services, Inc. and its Management have been in the Library Industry for over 40 years.

This letter and this proposal is to guarantee that the AutoLend™ Library Meets or Exceeds all Specifications as denoted in Section III -Scope of Work.

The AutoLend™ proposed, provides a capacity of 228 materials for Patrons to pick up Holds, Return Holds, Browse and Borrow New Materials, Return New Materials including books up to 2” thick and even the ability to Place a Hold. Items are delivered in less than 10 Seconds.

The AutoLend™ Library dispenses the widest range of popular material types and sizes in the smallest footprint of any product available including Children’s Picture Books, Hardcover up to 2” thick, Juvenile, Paperbacks, Audiobooks, DVD’s, Video Games, Hot-Spots, books on Tape and has a Hot Spot which allows users to download from the Libraries E-Collection onto their own tablets and laptops.

The AutoLend™ Library is delivered with Custom Vinyl Graphics included in the Pricing as well as the first 12 months of Service and Maintenance.

We take NO EXCEPTIONS to this RFP or its specifications.

WE CAN DELIVER AND INSTALL YOUR AUTOLEND™ LIBRARY IN 45 TO 60 DAYS FROM RECEIPT OF PURCHASE ORDER.

We look forward to providing a presentation and answering any questions in a meeting on or about Dec. 8. Thank you again for the opportunity. If you have any questions, please don’t hesitate to call or write.

Fred E. Goodman  
President/CEO

a. SECTION 1- EXPERIENCE & COMPANY BACKGROUND

- 1) Company Name : International Library Services, Inc.  
Address : 8205 Killean Way, Potomac, Maryland 20954  
Telephone : 301 916-1500 ext 256  
Authorized Representative : Fred E. Goodman
  
- 2) Number of Years of Experience: 40 years of Experience providing library Materials vending machines to the Library Industry. ILSinc prides itself in having long term relationships with its Customers. Each of the References below have had ILSinc Kiosks in operation for over 10 years.
  
- 3) References :

Sept 2010 : Installed Lending Library Vending Kiosks (7 Units)  
Polk County Florida  
Polk County Library Cooperative  
Gladys Roberts, Director  
2150 S. Broadway avenue  
Bartow, FL 33830  
863 519-7958

July 2010 : Installed Lending Library Vending Kiosk ; Library Media Box  
& AutoLend Library.  
Palm Harbor, FL  
Palm Harbor Public Library  
Gene Coppola, Director  
2330 Nebraska Ave,  
Palm Harbor, FL 34683  
727 784-3332 Ext 3001

September 2012 : Installed Lending Library Vending Kiosk in Anaheim  
Amtrac Station  
Anaheim, CA  
Anaheim Public Library  
Thomas Edelblute, Senior Library Services Manager  
500 W. Broadway  
Anaheim, CA 92805

714 765-1759

February 2010 : Installed Lending Library Vending Kiosk in Rec Center  
Ottawa Canada  
Ottawa Public Library  
Karen Paquette, Coordinator Technology Services  
101 Centrepointe  
Ottawa, ON K2G 5K7  
613 580-2424 Ext 41496

October 2011 : Installed Model 1500 Library Media Box in Main Library  
Lobby  
Frankfort KY  
Paul Sawyer Public Library  
Josh Hedden, IT Manager  
319 Wapping St,  
Frankfort, KY 40601  
502-352-2665 X211

- 4) The AutoLend™ Library Materials Vending Equipment Department supports the AutoLend Kiosks in the field with online monitoring, software support and resolution of concerns by staff. Attached is the Companies State of California Certificate of Qualification and its California Contractors License. All local relevant licenses will be obtained once the Contract is awarded to the Company.
- 5) There have NEVER been any disciplinary actions against this Company

a. SECTION 11 – PERSONEL

Bill McClendon, Senior Project Manager and CTO

Bill will oversee the installation in person of your AutoLend™ Library and the integration to Koha by his staff. Mr. McClendon has over 35 years of experience in the Library Industry. Mr. McClendon's office is in Gulf Shores, AL. Mr McClendon supervises the AutoLend™ Libraries Department and will have continued contact with the Altadena Staff. The Service and Maintenance support staff reports to Mr. McClendon. Mr. McClendon will have primary responsibility for managing the relationship with the District. (See Attached Resume)

Inga Boudreau, California Representative

Inga is the ILSinc. California Representative. Inga holds an MLS degree from Columbia University and has over 40 years experience, as a librarian, sales person in the Library industry and lecturer. Inga will be available for in person meetings when necessary and will report to the President of the company. Inga resides in Palm Springs, CA. (See Attached Resume)

Fred E. Goodman President/CEO

Fred , with over 40 years experience in the library Industry, Fred oversees the daily operations of ILSinc. Mr. Goodman will be responsible for providing any financial analysis services. Headquarters for ILSinc. is in Potomac Maryland and Mr. Goodman is based there. Mr. McClendon reports to Mr. Goodman, as due other department heads. (See Attached Resume)

a. SECTION III – QUALIFICATIONS

International Library Services, Inc. (ILSinc.) has sold , installed, integrated to ILS's and provides service and maintenance to over 200 Library Vending Machines in the US and Canada. ILSinc. is the Leader in Library Vending Machines featuring the **Auto-Lend™ Vending Machine** which is an **All-in-One Library** that acts as an unattended Branch Library, allowing patrons to pick up and return holds, browse and borrow new materials and download ematerials onto their own Laptops or tablets. ILSinc. also sells, installs, integrates and maintains the **Intelligent Lockers Systems** for holds pickups; **The Library Media Box™** DVD Dispensing Kiosk, a media disc distribution system that delivers and protects DVDs, Games, CDs and Audio Books. and the **Lending Library** book and media distribution Kiosk and the **ILS Material Sanitizers Kiosks** that sanitizes Books, Laptops, Playaway's, Hot Spots and more.

ILSinc. delivers, installs, integrates and trains these turnkey solutions to academic, public and school libraries across the United States and Canada, with company employed staff.

ILSinc. systems use proprietary software to enable unique functions designed specifically to provide Libraries with Outreach capabilities and labor-saving devices. All system Integration with the Libraries Integrated Library System are done by ILSinc. personnel and all installed products are monitored from its offices. We have installed many of our Kiosks with Koha ILS integration.

*The AutoLend can handle the widest range of popular library material types and sizes in the smallest footprint of any product available allowing it to be installed thru a standard 36" door without being disassembled, has a base capacity of 228 materials of up to 2" wide for "fat books"; can deliver large size Children's story books; DVD's; HotSpots; Books on tape etc.*

The AutoLend™ Library being offered in this proposal is **manufactured in Southern California.** It has been designed and developed to provide the Library with outreach capabilities without library staff supervision. The AutoLend Library MEETS OR EXCEEDS ALL SPECIFICATIONS AS NOTED IN PARAGRAPH 3.1, SCOPE OF WORK.

SUPPORT IS OUR TOP PRIORITY

The sale of one of our library automation solutions is just the beginning of our relationship. You can expect to hear from us extensively in the weeks leading up to the delivery of your solution. We work hard at building individual relationships between our staff and yours so that when you need assistance down the road, you know that support is just a phone call or an email away. All of our library technology solutions include a full coverage warranty period for your peace of mind. Our solutions are built for the long haul, and our staff is too.



## OUR SERVICE IS UNMATCHED

ILSinc. has been dedicated to providing best-in-class support to our library partners for over 40 years. Our team of experts design and build every piece of our equipment and the software that powers it. We take the time to understand your library's particular needs and customize our automated solutions to fill them. Our products come with a full warranty and extended support options that will keep your system running for years without worry. You can be confident you're getting a great product and a support team to help you make it last.

ILSinc's management and staff offers over 45 years of experience creating and selling products and services exclusively for and to the library market. ILS support personal also have over 35 years of Library Experience. ILSinc Personnel are active in the American Library Association where its President has chaired the ALA Conference Committee for several years, as well as the Public Information Advisory Committee and chaired the PLA Presidents Program and the Lippincott Awards Committee. Personnel also hold Membership in PLA, ASCLA and LAMA.

All of the Personnel employed by International Library Services, Inc. have the Character, integrity, good reputation, good judgement, experience and efficiency required to manufacture, deliver, install and train any of its Successful Products.

The Corporation has a strategic Partnership with both Baker and Taylor and Brodart, and when requested by the Library customer, they provide opening day fully processed collections for the Kiosks.

International Library Services, Inc.. is a Veteran Owned business incorporated in Maryland with Headquarters in Potomac Maryland, a suburb of Washington D.C. It is a Financially Stable and bondable Corporation.

### 3.1 SCOPE OF WORK RESPONSES

1. Delivery, Installation and Pre-Configuration of device(s) at library designated locations.

*ILSinc. always delivers, integrates with the Libraries ILS, Pre-configures the AutoLend Library and installs at the Library Designated Location with its employed staff.*

2. Capacity of at least 150 number of items:

*The AutoLend Library being offered in the RFP has a capacity of **228 items** of all types including 2" 500 page hardcover books*

3. Electrical: Ability to plug into standard 110V outlet:

*The AutoLend Library Complies. It plugs into a standard 110V outlet*

4. Network: Both Wired and Wireless Ethernet Options:

*The AutoLend Library Complies. It works with either wired or wireless connections*

5. Connectivity: Koha API or SIP2 Integration:

*The AutoLend Library Complies. ILSinc has integrated with Koha on several of its various Kiosks.*

6. General: RFID ISO 28560 compatible

Read 2 D Barcodes with codabar symbology

Ability to customize receipts

*The AutoLend Library Complies with all of the above specifications*

7. ADA accessible and compliant:

*The AutoLend Library Complies.*

8. Supports Multiple Languages

*The AutoLend Library Complies. It provides language buttons in English, Spanish, French, Mandarin, and Cantonese*

9. Ability to withstand limited adverse weather conditions:

*The AutoLend Library Complies.*

10. Onsite Administration Training for IT Manager and staff training as needed:

*ILSinc. company employee installers will provide onsite administration Training for the IT manager and staff until all are familiar and comfortable with the AutoLend Operations*

11. Support: Include Response Times and communications

*ILSinc. shall provide unlimited telephone support; Product Polling for Unit status and diagnosis; and service alert, which shall consist of notification to the Level 1 Support Contact Person if a problem is found to exist. If, after phone consultation, ILSinc. or its service bureau determines a service call is necessary, they will perform such service and replace parts at its discretion at no additional charge; and use reasonable business efforts to make unscheduled service calls within 48 hours after confirmation of a problem requiring a service technician.*

12. Service, Support & Maintenance.

Yearly service, support and maintenance costs should be listed a sperate line item so the district may determine annual costs beyond five (5) years.

Devices should be covered by service, support, and maintenance and should incur no additional charges for the replacement or repair of any equipment.

*ILSinc provides a written software support and hardware support and maintenance agreement upon execution of a contract The first twelve months after installation in included in the sales price and there will be no charge for any service or maintenance during that period. (see answer to item 11 above) The next five years will be stated as a line item on the cost sheet and an additional line item will be provided for annual support and maintenance after the 6<sup>th</sup> year. .*

## 6.1 Cost for scope of work, Section IV

### **ABLE TO:**

- **Read ISO 28560 RFID Tags:** YES, ISO 28560 is built-in and preconfigured and we include support of AFI utilization as well.
- **Read 1D and 2D barcode (digital barcodes):** YES, Scanner provided already supports 1d and 2D barcodes including scans directly off smart devices (digital)
- **Read 14 digit Codabar barcode symbologies with check digit :** YES, Scanner provided already supports Codabaar with or without check digit, along with all other support symbologies
- **Communicate with Koha via SIp2 or API :** YES, Our default mode is to utilize SIP2 and we can configure and utilize Koha REST API if required or enhanced by that connection
- **Checkout, return, and Hold items in machine:** YES, such features are already present and configured, including Patron web pages for placing material on hold inside the device and Staff web pages for viewing and managing holds within the device
- **Customize Receipt:** YES, receipt can be customized for leading, main content, and trailing information and messages for each individual machine for both charge receipts as well as returned items receipts.

- **Withstand Limited Adverse Weather Conditions:** **YES**, The device is designed to withstand adverse weather, via cover or enclosure (as preferred by customer) and includes IP65 rated sunlight rated, monitor/touch interface and scanner for maximum protection
- **ADA Accessible and Compliant:** **YES**, All screens, display, scanners etc are designed and implanted to meet ADA compliance
- **List Support Languages:** **English and Spanish are provided. In addition, we have produced French and Russian language releases, and can provide language display options such as Chinese (Simplified) and Chinese (Traditional). All language choices are controlled via a “Languages” button offering the different choices.**

**State of California**  
**Secretary of State**  
**Certificate of Qualification**

I, SHIRLEY N. WEBER, Ph.D., Secretary of State of the State of California, hereby certify:

Entity Name: INTERNATIONAL LIBRARY SERVICES, INC.

File Number: 4777298

Registration Date: 08/12/2021

Entity Type: FOREIGN CORPORATION

Jurisdiction: MARYLAND

The above referenced entity complied with the requirements of California law in effect on the Registration Date for the purpose of qualifying to transact intrastate business in the State of California, and that as of the Registration Date, said entity became and now is qualified and authorized to transact intrastate business in the State of California, subject however, to any licensing requirements otherwise imposed by the laws of this State and that the entity shall transact all intrastate business within California under the Entity Name as set forth above.



**IN WITNESS WHEREOF**, I execute this certificate and affix the Great Seal of the State of California this day of August 16, 2021.

A handwritten signature in black ink, appearing to read "Shirley N. Weber", written over a horizontal line.

**SHIRLEY N. WEBER, Ph.D.**  
Secretary of State



# APPLICATION FOR PUBLIC WORKS CONTRACTOR REGISTRATION

## Registration Information

---

Type: Public Works

Period: 06/16/2022

06/30/2023

## Contractor Information

---

Contractor Name: International Library Services, Inc.

Trade Name:

License Type Number: PW-LR-1000924675

## Contractor Physical Address

---

Physical Business Country: United States of America

Physical Business City/ Province: Potomac

Physical Business Address: 8205 Killean Way, suite 100

Physical Business State: MD

Physical Business Postal Code: 20854

## Contractor Mailing Address

---

Mailing Country: United States of America

Mailing City /Province: Potomac

Mailing Address: 8205 Killean Way, suite 100

Mailing State: MD

Mailing Postal Code: 20854

## Contact Info

---

Daytime Phone:

Daytime Phone Ext.:

Mobile Phone:

Business Email: fredg@internationallibraryservices.com

Applicant's Email: fredg@internationallibraryservices.com

# Workers' Compensation

---

## Professional Employer Organization (PEO)

---

Do you lease employees through Professional Employer Organization? No

## Workers' Compensation Overview

---

Carrier: Travelers  
Inception Date: 04/16/2022  
Policyholder Name: International Library Services, Inc.  
Expiration Date: April 16, 2023  
Policy Number: 680-8K605232-22-42

## Certification

---

Yes I certify that I do not have any delinquent liability to an employee or the state for any assessment of back wages or related damages, interest, fines, or penalties pursuant to any final judgment, order, or determination by a court or any federal, state, or local administrative agency, including a confirmed arbitration award

I certify that the contractor is not currently debarred under Section 1777.1 or under any other federal or state law providing for the debarment of contractors from public works.

Yes I certify that one of the following is true: (1) I am licensed by the Contractors State License Board (CSLB) in accordance with Chapter 9 (commencing with Section 7000) of the Business and Professions Code; or (2) my business or trade is not subject to licensing by the CSLB.

I understand refunds are not authorized

I, Frederic Goodman, the undersigned, am , International Library Services, Inc. with the authority to act for and on behalf of the above named contractor. I certify under penalty of perjury that all of the above information provided is true and correct. I further acknowledge that any untruthful information provided in this application could result in the certification being canceled.

I certify this on: 9:51 AM

## Legal Entity Information

---

### Legal Entity Type: Corporation

---

Name: International Library Services, Inc.



# DATASHEET



**The first device to offer fully automated browse, holds pick up, and return of the diverse materials libraries need and patrons want. The AutoLend can handle the widest range of popular material types and sizes, in the smallest footprint of any product available.**

- Capacity: Standard model holds 228 items  
Custom Model: holds up to 400 items  
(based on customized interior configuration)
- Access Model: 24/7 fully automated
- Installation: Indoors or Outdoors
- Power: Single 110-220v and 60/50Hz outlet
- Network: Supports WiFi and wired Ethernet
- Dimensions: 34" W x 41" D x 79" H per cabinet
- Material Types: Hardcover Fiction, Juvenile, Children's Picture, paperback, DVD/Game/Audio Book, hotspots
- Standard Slot Size: 2" W x 9.5" H x 10.5" D  
(Slot size can be adjusted for customized models)
- Display: 19" IP65, rated, full Touchscreen
- ADA compliant material slots, display, and patron interface
- Emailed, printed, and no receipt options
- Active device monitoring with staff email notifications
- Simple patron and staff interaction with easy to use, Active customizeable screen directions
- Graphics: 3 Side customized graphic vinyl wrap included
- Additional Add-On Customizations: credit card reader



**International Library Services**  
**info@internationallibraryservices.com**  
**www.internationallibraryservices.com**  
**866.883.0300**  
**USA Veteran Owned Company**

**AUTOLEND**  
LIBRARY

# Introducing the **Newest** Kiosk to:

- Deliver Holds
- Allow Browsing & Retrieval of Materials
- Return Materials
- Place a Hold

**ARPA Eligible**

## **HOLDS UP TO 400 MATERIALS**

(Based on customized interior configuration)



International Library Services  
[info@internationallibraryservices.com](mailto:info@internationallibraryservices.com)  
[www.internationallibraryservices.com](http://www.internationallibraryservices.com)  
866.883.0300







## **Executive Biography**

### **Fred E Goodman**

Mr. Goodman has extensive experience in the creation, development, marketing, selling deployment and support of products for the international library market. He is a seasoned sales and business development professional excelling in strategic marketing, senior level account management, and establishing new business in the Public and Academic Library sectors. He has been at the forefront of delivering labor saving solutions to Public and Academic Libraries.

Prior to launching International Library Services, Inc. /Public Information Kiosk, Inc. Mr. Goodman was the President of Porta-Structures Industries. Porta-Structures designed, sold, and constructed over 100 specially designed pre-engineered libraries, which brought full library service capabilities to under-served neighborhoods through out the U.S, Caribbean and Asia.

Public Information Kiosk Inc.'s first entrance into the electronic Dissemination of Information, was the PIKiosk™. The PIKiosk™ designed by Mr. Goodman and sold by 3M Library Systems, was the first, electronic transaction-based kiosk created specifically for libraries that could access phone, fax and data lines simultaneously, delivering instant access to the libraries' OPAC and databases, Internet, e-mail, full-text document delivery, branch locations, hours and programs, provide library card applications, local, state and federal government information and more. Libraries placed these in shopping malls, government and business centers, transportation centers, senior citizen centers and public housing projects.

Mr. Goodman's innovative marketing and merchandising approaches to library service and outreach were the impetus that led him to design the AutoLend™ Library, The Lending Library™ Book Dispensing Kiosk and the Library Media Box™, (pictures and descriptions attached). Similar to their predecessors, these products have brought library services direct to the consumer in grocery stores; subways; recreation centers; hospitals; senior centers; shopping malls and lastly inside library branches providing after hours 24/7 access. These Kiosks have been installed thru-out the US and Canada.

### **LIBRARY TRADE ASSOCIATION INVOLVEMENT**

Mr. Goodman has served on many national committees within ALA, including the Public Library Association's Distribution of Public Library Services Committee; Chair, Public Library Association's President's Program; Advisory Board to the American Library Association's Public Information Office. Served as an appointed delegate to the Maryland Governor's Conference leading to the White House Conference on Library and Information Services, and co-chaired the White House Conference Region I Delegate Education Seminar for all northeastern states, Puerto Rico and the Virgin Islands.

Mr. Goodman is also the Only Library Vendor to have been appointed by two Past Presidents of ALA to served as the Chair of the ALA Conference Committee, and most notably serving as the

Annual Conference Chair and as a strong advocate in favor of returning to New Orleans as the first conference to be held in that city after the destruction caused by Hurricane Katrina.

**PROFESSIONAL MEMBERSHIPS:**

American Library Association

Public Library Association

Metropolitan Libraries Section

Public Library Systems Section

Small & Medium Sized Libraries Section

Association of Specialized and Cooperating Library Agencies

State Library Agency Section

Exhibitors Round Table

White House Conference of Libraries & Information Sciences Task Force

Maryland Library Association

Friends of Maryland Libraries

Associate Member of the Urban Library Council

**PRESENTATIONS, KEYNOTE ADDRESSEES:**

- Featured Speaker, President's Program, Library Administration and Management Association, American Library Association's Annual Conference in Philadelphia
- Combined President's Program, Public Library Association and the Library Administration and Management Association on architecture and design for public libraries, American Library Association's Annual Conference in Los Angeles
- Keynote Speaker, U.S. Air Force Librarians Workshop, San Francisco, CA,
- Northwest Library Association's Seminar on marketing for public libraries, Portland, OR, US Air Force Pacific, Tactical, and Material Air Command Librarians Workshop in Los Angeles, CA,
- Federal Librarians Round Table Annual Banquet, Dallas, TX, on "Contracting Out--How to Avoid It Through Marketing."
- Public Library Association, Pre-Conference, Dallas, TX, , on "How to Create a Marketing Plan for Your Library and Make it Work."
- North Carolina Biennial Library Conference, Raleigh, NC, , on "Good-bye Patrons, Hello Customers."
- Guest lecturer for the School of Library and Information Science at the University of Maryland, on "Alternative Structures for Library Outreach."

- Consultant and guest lecturer for HBW and Associates, a library consulting firm. His subjects were "Alternative Structures for Library Outreach" and "Buildings that Break down Barriers and Reach the Underserved."

## Chief Technology Officer – Project Manager

Mr. McClendon has extensive experience in S/W development and implementation, H/W development and integration, high performance computing, systems architecture, storage system design and architecture, and relational databases in a wide variety of disciplines and has for the past 12 years been responsible for all SIP2 client S/W design, development, and implementation at International Library Services Inc. (ILS Inc.) on the AutoLend Library™; Library Media Box; Intelligent Locker Management, and Lending Library vending devices. These devices are currently in production and in use with every commercial and "open source" ILS system in the Library market including KOHA.

Prior to his time with ILS Inc. Mr McClendon was a direct employee of SirsiDynix (Sirsi) for 10 years and during his tenure was responsible for the Data Migration, Systems Support, Upgrades, Critical Care, Delivery and Integration, IT, and SaaS departments, as well as the architect of and Product Manager for all of the SirsiDynix SaaS product offerings and infrastructure - an infrastructure unchanged since his departure and still following his implementation plan. His last contribution was to helm the efforts for Web Services - the core underlying all of the SirsiDynix BLUEcloud offerings.

Prior to his tenure at SirsiDynix, Mr. McClendon was employed by Compaq Computer as a Product Manager in their platform division, where he was responsible for 6 laptop and 6 desktop model products. A product line representing over 300 million in orders alone.

Prior to Compaq, Mr. McClendon held a number of positions in development, marketing, consulting, and management with Intergraph Corporation, A CAD/CAM firm specializing in Mapping, GIS, Parametric Design, Civil Engineering, Visualization (photo-realistic rendering), E-911, and Process and Plant S/W and proprietary H/W.



**INGA BOUDREAU**  
**6 La Ronda Drive**  
**Rancho Mirage CA 92270**  
**(917) 539-3746**  
**Abbreviated Curriculum Vitae**

**EDUCATION**

B.A. UAlbany, Albany NY—Liberal Arts  
M.A. New York University, New York NY—Communication Arts  
M.S. Columbia University, New York NY—Library and Information Science

**EXPERIENCE-PUBLISHING: Marketing/Editorial—1975-1980**

Thomas Y. Crowell/HarperCollins, New York NY  
Houghton Mifflin Harcourt, New York NY/Boston MA  
Farrar, Straus & Giroux, New York NY  
Pinnacle Books, Los Angeles CA  
Sage Publications, Beverly Hills CA/Thousand Oaks CA

**EXPERIENCE : PUBLIC LIBRARY ADMINISTRATION—1980-2003**

Director Technical Services, Glendale Public Library, Glendale CA  
  
Director, Children’s Services, Multnomah County Library, Portland OR  
  
Director, Children’s Services, Boston Public Library, Boston MA  
  
Deputy Director, Greenwich Public Library, Greenwich CT

**ACADEMIC APPOINTMENT—1996-2000**

Adjunct Professor, Pratt Institute School of Library and Information Science, Brooklyn NY

**LIBRARY PLANNING/CONSTRUCTION/RENOVATION—1975-2000**

Magen David Yeshivah—Philip Johnson/Richard Foster Architects, Brooklyn NY  
  
Multnomah County Central Library--Hardy Holzman Pfeiffer Architects, Portland OR  
  
Greenwich Public Library—Cesar Pelli Architects, Greenwich CT

**BOARD OF DIRECTORS—1994-1996**

Graduate School of Library and Information Science  
Pratt Institute, Brooklyn NY

**Scholarly Publishing, Editorial Consulting**

**Includes:** Library Journal, School Library Journal, Public Libraries, National Geographic, The Explorer’s Club Journal, et al.

**Library Product Marketing and Support – 2019 to Present**

International Library Services, Inc. Western Region

**Additional information on request.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/29/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT :** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed if **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on **This certificate does not confer rights to the certificate holder in lieu of such an endorsement(s).**

<b>PRODUCER</b> SMARTCHOICE INS AGENTS 4121 BEECHWOOD DR GREENSBORO, NC 27410	<b>CONTACT NAME:</b>		
	<b>PHONE</b> (A/C. No. Ext.): (888) 661-3938	<b>FAX</b> (A/C. No. Ext.): (877) 872-7604	
<b>E-MAIL ADDRESS:</b> service.center@travelers.com			
<b>INSURED</b> INTERNATIONAL LIBRARY SERVICES, INC. 8205 KILLEAN WAY POTOMAC, MD 20854	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A :</b> TRAVELERS CASUALTY INSURANCE COMPANY OF AMERICA		
	<b>INSURER B :</b> TRAVELERS PROPERTY CASUALTY COMPANY OF AMERICA		
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
	<b>INSURER F :</b>		


**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> NON OWNED AUTO GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			680-8K605232-22-42	04/16/2022	04/16/2023	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea Occurrence)	\$300,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
B	<b>AUTOMOBILE LIABILITY</b> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> OTHER						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 5000			CUP-8K608989-22-42	04/16/2022	04/16/2023	EACH OCCURRENCE	\$1,000,000
							AGGREGATE	\$1,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS BELOW	Y/N	N/A				PER STATUTE	OTH -ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE- EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
								\$
								\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

ALTADENA LIBRARY DISTRICT DAVID ZEARBAUGH 600 EAST MARIPOSA STREET ALTADENA, CA 91001	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS</b> AUTHORIZED REPRESENTATIVE 
--	---

© 1993-2015 ACORD CORPORATION. All rights reserved.



IT and Staff Training	INCLUDED IN PRICE
Service, Support, and Maintenance First 12 months included	N/A

<b>Total Machine Purchase Cost</b>	<u>\$57,000</u>
<b>Five (5) years of Service, Support &amp; Maintenance Cost</b>	<u>26,250</u>
<b>Total Combined Cost</b>	<u>\$83,250</u>
<b>Anticipated Annual Service, Support, &amp; Maintenance Costs*</b>	<u>5,750.</u>
<b>Guaranteed turnaround time for service request</b>	<u>48 hours</u>

\*After first five (5) years of service, support & maintenance

This proposal submitted by: International Library Services, Inc  
Company Name

Address: 8205 Killean Way  
Potomac, Md 20854

Telephone Number: 301 916-1500 ext 256

Fax Number: \_\_\_\_\_

Business License Number: \_\_\_\_\_

Contact Name: Fred E. Goodman

Authorized Signature: 