



AGENDA

Board of Library Trustees | Altadena Library District
600 E. Mariposa St
Altadena, CA 91001
Main Library Community Room
May 22, 2023 – 5:00 p.m.

IMPORTANT NOTICE REGARDING May 22, 2023 MEETING

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the May 22, 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 with the subject line: “Public Comment”. Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment. If you wish to make your public comment during the live meeting, please state so in your email. If you would like to make your comment virtually, you may also select on the form “*Yes – I want to provide this comment in real-time and need the Zoom link*” in the online form.

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

If you are unable to submit via email, online, or attend the meeting in-person, you can call (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 **PAGES 4 - 8**
 - a. The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:
 - b. Approval of Minutes – Regular Meeting held April 24, 2023
- 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 - 39**
 - a. Department Update Reports – April 2023
 - i. Adult
 - ii. YFS
 - iii. Bob Lucas
 - iv. Facilities
 - v. IT/TS
 - b. Summer Reading Presentation (**Informational**)
- VI. Reports
 - a. Support Groups
 - i. Altadena Library Foundation
 - ii. Friends of the Altadena Library
 - b. District Director's Report **PAGES 40 - 46**
 - c. Financial Reports – April 2023 **PAGES 47 - 58**
 - d. Board of Trustees Standing Committee Reports
 - i. Budget Committee **PAGES 59 - 60**
 - e. Board of Trustees Ad Hoc Committee Reports **PAGES 61 - 62**
 - i. Redistricting Committee
 - ii. Facilities Committee
 - f. Liaison Reports
 - i. Government Liaison Report **PAGE 63**
 - g. Trustee Reports
- VII. Unfinished Business

VIII. PUBLIC HEARING **PAGE 64 - 68**

- a. Welcome and Purpose
 - i. NDC Redistricting Presentation and overview of revised published draft maps
- b. Public Hearing Procedures and Guidelines
- c. Open of the Public Hearing

IX. New Business

- a. Review and Approval of Altadena Library Redistricting Resolution **(Action)**
PAGES 67 - 68
- b. Review and Approval of the Special Tax Lien Rate **(Action)**
PAGES 69 - 72
- c. Review and Approval of FY 23-24 Salary Schedule and COLA **(Action)**
PAGES 73 - 74
- d. Review and Approval of FY 23-24 Proposed Budget **(Action)**
PAGES 75 - 87
- e. Review and Approval of Updated Library Materials Borrowing Policy **(Action)**
PAGES 88 - 91

X. Governance

XI. Correspondence

XII. Announcements and Planning

XIII. Adjournment



MINUTES

Board of Library Trustees | Altadena Library District
600 E. Mariposa St
Altadena, CA 91001
Main Library Community Room
April 24, 2023 – 4:30 p.m.

IMPORTANT NOTICE REGARDING APRIL 24, 2023 MEETING

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the April 24, 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 with the subject line: "Public Comment". Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment. If you wish to make your public comment during the live meeting, please state so in your email. If you would like to make your comment virtually, you may also select on the form "*Yes – I want to provide this comment in real-time and need the Zoom link*" in the online form.

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- I. Call to Order
 - a. Land Acknowledgement

The meeting was called to order at 4:30pm by Trustee Capell. Trustee Capell read the Land Acknowledgement.

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

No public comment made.

- III. Closed Session
 - a. Motion to convene to Closed Session
 - b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:
 - i. Pending Litigation

Closed session was called by Trustee Capell at 4:34pm.

- IV. Reconvene to Open Session

Open Session reconvened at 4:59pm

- V. Open Session
 - a. Roll Call

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

 - b. Approval/Reordering of Agenda Items

Motion to amend the agenda by Trustee Clark to include Agenda Item XII.C. under New Business, an action item for a Request for Support for Owen Brown Signage Along El Prieto Trail.

 - c. Adoption of Agenda

**Moved by Trustee Andruess to amend and adopt the agenda.
Seconded by Trustee Clark
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed**

 - d. Public Comment on Non-Agenda Items

No Public Comment Made

VI. Consent Calendar

- a. The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:
- b. Approval of Minutes – Regular Meeting held March 23, 2023
**Moved by Trustee Wilkerson to approve the Consent Calendar.
Seconded by Trustee Clark
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed**

VII. Consideration of Items Removed from the Consent Calendar

Items removed from the Consent Calendar discussed individually at this time.
No items removed.

VIII. Department Updates & Special Presentations (Informational)

- a. Department Update Reports – March 2023
 - i. Adult
 - ii. YFS
 - iii. Bob Lucas
 - iv. Facilities
 - v. IT/TS
- b. Partnership Presentation (**Informational**)
Assistant Director Ashley Watts provided the presentation

IX. Reports

- a. Support Groups
 - i. Altadena Library Foundation
No report this month
 - ii. Friends of the Altadena Library
No report this month
- b. District Director's Report
District Director Nikki Winslow provided the report
- c. Financial Reports – March 2023
District Director Nikki Winslow provided the report
- d. Board of Trustees Standing Committee Reports
No reports this month
- e. Board of Trustees Ad Hoc Committee Reports

- i. Redistricting Committee
 - ii. Facilities Committee
 - Trustee Clark provided the report
- f. Liaison Reports
 - i. Government Liaison Report
 - No report this month
- g. Trustee Reports
 - No reports this month

X. Unfinished Business
None

XI. PUBLIC HEARING

- a. Welcome and Purpose
 - i. NDC Redistricting Presentation and overview of published draft maps
Kristen Parks of NDC provided the presentation.
- b. Public Hearing Procedures and Guidelines
- c. Open of the Public Hearing
Public Hearing was opened. A community member provided an email comment regarding preference for the Orange Draft Map. The Board discussed and determined the Green C draft map best represented the community. The Board determined they would like to review edits made to the Green C Draft map. NDC will return to the May Regular Board meeting with the suggested edits for approval. There will be another Public Hearing opened at that time as well.

XII. New Business

- a. Landscape and Gardening RFP **(Action)**
Moved by Trustee Clark to approve the Gardening RFP.
Seconded by Trustee Andrues
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed
- b. Habitat for Humanity Date change from 4-27-2023 to 6-22-2023 **(Action)**
Moved by Trustee Wilkerson to approve the Habitat for Humanity date.
Seconded by Trustee Clark
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye

Trustee Wilkerson: Aye
Motion passed

- c. Request for Support for Owen Brown Signage Along El Prieto Trail (**Action**)
(Item included at 5:10pm on 4/22/23 by Trustee vote)
Moved by Trustee Wilkerson to approve the Letter of Support for the Owen Brown Signage Along El Prieto Trail.
Seconded by Trustee Clark
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed

XIII. Governance

XIV. Correspondence

XV. Announcements and Planning

XVI. Adjournment

The meeting adjourned at 7:02pm



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

DEPARTMENT: Adult Services

MEETING DATE: May 22, 2023

PREPARED BY: Ashley Watts

LOCATION: Main Library Community Room

Celebrating National Library Week (April 24 – April 29)

In honor of celebrating National Library Week, we went out in the community in our Curiosity Connection Van and had pop-ups at some of our participating Read Local Shop Local businesses. We gave out prizes, books, and crafts to our community.

On Monday, April 24th, we went to Hoopla Emporium and had 28 visitors.

We also had local Fire Station 12 visit the table while they visited local businesses. One patron at that visit was so happy to see us out and about! He said “thank you” for all we do for this community.



On Tuesday, April 25th, we went to Ace Smokehouse and we had 17 visitors. Many of the visitors were older residents who grew up going to the library but hadn't been back for 20-30 years, so it was nice to reconnect with them. Many of the visitors also had kiddos in their life and were excited by the children's calendar handout.



We went to the Altadena Farmers Market on Wednesday, April 26th. We had 130 visitors, and let me tell you, the craft was a hit! There was glitter everywhere, as one staff member said. Kids love the glitter!



On Thursday, April 27th we visited Lucy's Restaurant, who had very recently become a RLSL partner! We had 20 visitors.



On Friday, April 28th, we stopped by the Alehouse to see our favored bar owner Gail Casburn. We had 25 visitors.



And lastly, on Saturday, April. 29th, we stopped by Sidecca, the new clothing store in Altadena. That day we had 40 visitors.



We want to thank all the Read Local Shop Local businesses that let us come out and celebrate National Library Week with them. We'll definitely visit again soon! To the rest of our RLSL businesses, we'll be seeing you soon!

Celebrating National Poetry Month

In collaboration with our Poets Laureate, we hosted a poetry reading featuring 2 award-winning poets Vickie Vértiz and Angela Peñaredondo. We had 21 patrons attend this wonderful event.



Mobile Library

April was the month that saw the Curiosity Connection hitting the streets again with a full month of events and outings. The Mobile Library was especially busy during National Library Week and visited local businesses and participants in the Read Local, Shop Local program during the week. People loved seeing the library in these unexpected locations and many folks got fresh library cards at these outings.

Later in the month, staff took the Curiosity Connection to Callisto Tea House for an Earth Day crafting event on April 22nd, wherein we provided seeds, small plants, potting soil, and decorative plant pots. Everyone had dirt under their fingernails...except Mark...heavens forfend! Staff chatted with many folks and made several library cards. A splendid community day was had by all.

All told, the Curiosity Connection had 7 stops and interacted with 280 community members during the month.



Library staff at an outing at Sidecca for National Library Week

Fab Lab

The Fab Lab is staying very busy on Tuesday nights and Saturday afternoons. 20 workstation sessions were recorded and almost 40 hours of project time put in by our members. Screen printing continues to be a driver of visits and is in constant demand.

Works and creations by Fab Lab members are currently on display in the glass display case behind the Information Desk, showcasing the different capabilities and learning experiences to be found in our DIY makerspace.

Corita Art Center

On Saturday, April 8th we hosted the Corita Art Center for our first “Fab Lab Presents” event which aims to inspire and spark curiosity with our members by connecting to local organizations and partners. Olivian Cha, Corita Art Center’s Curator, presented on Corita Kent (1918-1986) who was an artist, educator and advocate known for her innovative production techniques, teaching methods, and messages of social justice. As a teacher at Immaculate Heart College in Hollywood, her presentation not only offered creative inspiration but also a lens into local Los Angeles county history. We had 22 attendees at the presentation and many stayed for the drawing workshop inspired by one of Corita’s favorite art tools – the viewfinder. The Fab Lab team designed and 3D printed custom viewfinders with the ALD and Corita logos for all participants. Following the drawing workshop, there was a lively conversation about our experience using the viewfinder. After the event concluded, there was a group orientation for 6 participants – our biggest orientation yet! The participants were enthusiastically sharing Fab Lab ideas and contact information to stay in touch about their projects. Nick Brown, Corita’s Program Curator, sent the following a few days after the event:

“Thank you so much for making Saturday such a great experience for me and Olivian. You have an incredible staff and such an engaged membership...I still can’t get over the number of questions throughout the presentation and Q&A, we easily could have run all the way through the time allotted for the viewfinder assignment (thanks, Nellie, for keeping us on schedule!). It was great to witness the audience’s reaction to Olivian’s selection of digitized photographs, which got me very excited for our programming in the months to come as we prepare to make these images available to the public.”





New Gear from our friends at Fender Play Foundation

We have added to our growing set of resources some digital audio gear, microphones, and music-making keyboards. After connecting with the Fender Play Foundation we have been fortunate to develop a pilot program for their organization to experiment with seeing Fender (and PreSonus digital audio gear) becoming available in libraries.

The Fender Play Foundation donated two keyboard controllers, two microphones, two sets of headphones, and a pair of digital audio interfaces for use in the Fab Lab. They also donated a subscription to their digital audio workstation software, Studio One.



PreSonus Atom SQ controller

This is an incredible opportunity to make the Altadena Library a place to learn and explore musical creation and skill-building in our community. Send audio-heads and music creators to the Fab Lab! This software and equipment allows for recording, editing, mixing, and mastering music, podcasts, and any audio.



PreSonus Studio One

Fab Lab staff are working hard to develop programming to support the use of this gear!

Seed Library

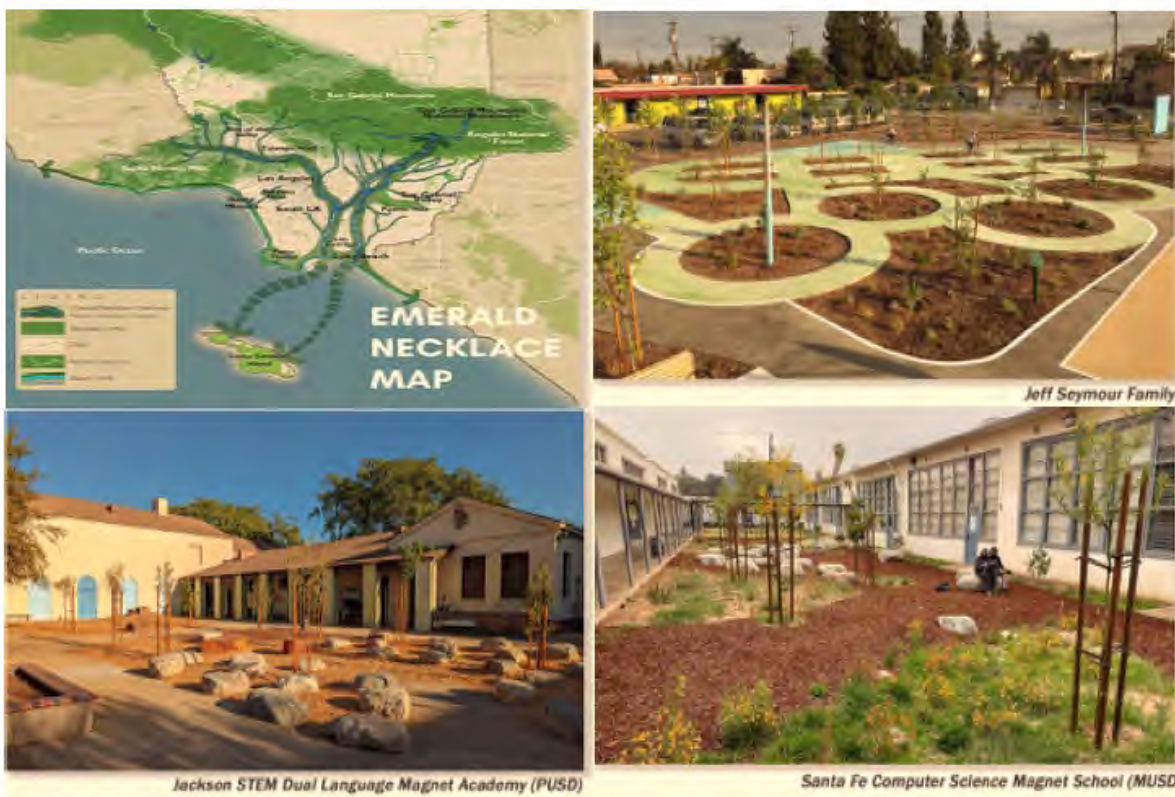
The Altadena Community Garden (ACG) hosted our April Seed Library. April was our *Roundtable Discussion with UC Master Gardeners*. Roundtable workshops give neighbors the opportunity to come together and ask questions, share experiences, and connect around gardening. We had 15+ people in attendance and many left enthusiastic about the connections they made and the valuable information and support they received from our local Master Gardeners. We deeply value our partnership with ACG and look forward to expanding that partnership in the years to come.



Art at the Library

March/April Art Exhibition: Amigos de los Rios

This month, we continued to exhibit Amigos de los Rios. Amigos de los Rios works to create an “Emerald Necklace”, a natural infrastructure network of green spaces, green schools, parks, and trails throughout under-served communities in the Los Angeles Basin. They are in the process of connecting the mountains to the sea, helping to provide equitable access to nature, and protecting our environment and urban communities from the threats of climate change. Amigos de los Rios is committed to designing quality public environments that revitalize urban neighborhoods within economically disadvantaged Southern California communities. Educational pieces include photos, maps, and site plans on display in the Reading Court and glass display case. Additionally, the extensive work Amigos did at Mary W. Jackson (PUSD) is on exhibit in our Community Room. Amigos de los Rios is based in Altadena and is founded and run by [Claire Robinson](#).



Art Curation Team

Artist-in-Residence

In April, we ran a two-class *Intermediate Level* series on **Botanical Printing on Garments**. Students spent 12+ hours together learning how to scour and mordant a cotton t-shirt for printing along with testing samples of leaves they most love for their final t-shirt project.



In June & July, ALD will be wrapping up our [year-long artist-in-residence](#) with a workshop series designed for **Altadena residents** with the goal to increase our community's civic literacy. We will require folks to sign up with their census tract number to participate. This will require them to visit the Altadena Town Council's website and look up their census tract number! Many patrons at the library are unaware they have a census tract number nor are they familiar with their Town Council representative. We are excited to help connect neighbors to ATC and have them get to spend time with their neighbors.

Our one-day workshops will take place in June & July, on Saturdays, in the Main library's pocket park. We would love to see the Altadena Board of Trustees participate in a workshop with the end goal of building a community quilt.

We opened pre-registration for Altadena Town Council members in April -- and then opened up registration for all Altadena Residents in May.

Help Us Build an ALTADENA **COMMUNITY QUILT**






Learn • Create • Connect • Explore

The Altadena Libraries and Altadena Town Council invite you to spend a day connecting with neighbors, meeting your Town Council Representative, and creating botanical prints that will be used to create a community quilt that reflects the Flora of Altadena.

Botanical printing opens conversations about science, art, and nature, and everyone learns from each other. Households will leave the workshop — led by artist Linda Ilumanardi — with two of their own unique prints, and the third print will be donated to our community quilt. Space is limited, and registration is required.

How to register
 1. Look up your census tract at altadenatowncouncil.org/census-tracts or scan the QR code.
 2. Then go to www.altadenalibrary.org/programs to sign up.

June Workshops
10, 17, 24, or July 1
 Census Tract Numbers:
 4603.01, 4603.02, 4610, 4611

July Workshops
8, 15, 22, or 29
 Census Tract Numbers:
 4601, 4602, 4612, 4613



Only Altadena residents who live in the specified census tracts can register their family (up to three people) for a workshop on the days assigned to their census tract number.
 All workshops are 10 a.m. to 4 p.m. (with an hour lunch break) at the Altadena Main Library (outside in the Pocket Park next to the parking lot), 600 E Mariposa St., Altadena, CA 91001




3x3 Art Workshops

We wrapped up our 3X3 Art Workshop series with Balance, Biodiversity, and Representation. This workshop was designed to celebrate Earth Day. 10 participants learned about the delicate balance in the natural world through the lens of biodiversity, and they created a rock cairn inspired sculpture and a drawing based off of that sculpture. Art students got to explore ways of creating and methods of artistic representation. In addition, they learned about other contemporary artists inspired by environmental issues before creating their own 3D and 2D artwork. This workshop was a program partnership with Drawing Together, a southern California based non-profit founded in 2020 by artist Jamie Crooke Powell. Their mission is to work with individuals and communities to creatively envision a healthier future through art. Their work includes contemporary art education, adult workshops, and community-based projects. Some of the topics they have worked with include mindfulness, cultural diversity, and environmental stewardship. <https://www.drawingtogether.city/>



Call for Curators

The call for curators continues! The Art Curation Team (ACT) began marketing to the public to apply to curate art for the library. Applications for Guest Curators will close on June 30th with an exhibition run of September-October 2023.



Call for Curators

Help Us Curate Local Art!

The Altadena Library District is looking for guest curators who would like to produce a show for a group of artists in September/October 2023 at the Main Library in the Community Room and Reading Court.

If you have a proposed exhibition for a group show, please submit a guest curator application no later than Friday, June 30, 2023.

Our Art Curation Team will notify the chosen curator by Friday, July 28, 2023.

Exhibition applications can be submitted through the district website at www.altadenalibrary.org/art (you can also

Second Saturdays

It was an honor to have the local band Rhythms of the Village come and perform at our Second Saturday concert. We had over 220 people attend this event! The storytelling through dance and song was the best part of the night.

Here is some feedback we received from patrons that attended.

"The good music and the lovely people!"

"Mikayla, your coordinator for Second Saturdays is excellent!"

"African Music + cultural importance great night!"





Guitar Workshop with Alex Kane

Metal & Punk guitarist and producer Alex Kane visited the library to conduct a guitar workshop aimed at tweens and teens. We got a great response from the attendees and their family members. Alex is such a gifted teacher that there are plans to make the workshop into a series and offer a recording program with the new Fab Lab Fender music equipment so the kids can make demos of their music (or covers). “Hearing yourself”, as Alex says, “is critical to developing one’s playing chops”.

Adult Craft Hour

For this month’s craft, we embroidered aprons. 9 people came and some attendees were thankful to learn this new skill.

Huntington Health Screening

For this month's health screening, we had 10 patrons to visit our registered nurse.

Open Mic Night

The 2nd open mic night was a success. 5 people performed, and 8 attended. People played music with guitars, read poetry, and sang acapella. After the performances, the sign-up sheet was passed around, and people put their contact info down so that they could all stay in touch. People said they felt safe and comfortable. One performer said: "Great event! Very wholesome and unpretentious people being vulnerable and sharing their art." Open Mic takes place on the 1st Monday night of each month.

True Crime Book Club

10 members of this lovely bunch met to discuss *And the Sea Will Tell* by Vincent Bugliosi, a classic desert island murder case from the 1970's. Rave reviews from everyone! We even had a new member join us virtually from Chicago.

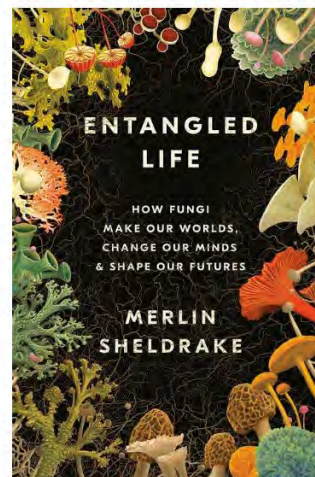
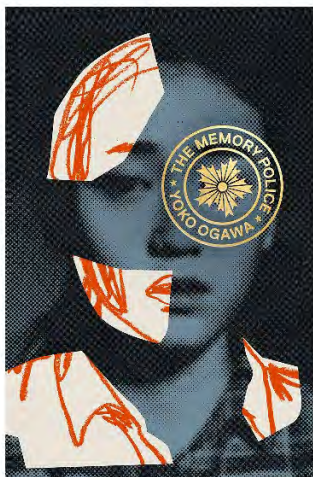
"The book club time is my favorite hour of the week, thanks to you."

"Fantastic read. You sure know how to pick them!!!"



No Guilt Book Club

7 members were present to discuss our two book choices: "The Memory Police" by Yoko Ogawa for Fiction and "Entangled Life: How Fungi Make Our Worlds, Change Our Minds & Shape Our Futures" by Merlin Sheldrake for non-fiction. From a magical realism tale to psychedelia and the Wood Wide Web, No Guilt readers enjoyed both choices immensely.



Little Free Libraries

LFL pickup by Laura McPherson for Jackson Elementary School! Pictures to follow upon installation.

Chess Night

This month we had 41 come and join our weekly chess nights. Check out next month's chess night, which will move to Monday Nights.

Diversity Audit

Our Adult Services Diversity Audit continues! For the month of March, we spent 12 hours auditing the Adult Collection at Main.

Displays

This month we celebrated National Poetry Month. Our main display was filled with poetry books and we had an inspiration station for patrons to participate in a passive program of Blackout poetry.



Got Comments?

04/03/2023

"I would love Spanish reading hour again for young boys."

Thanks for giving us something to consider in the future. We're always adding new programs, so stay on the lookout! Literacy is one of our biggest priorities.

04/04/2023:

The staff is always professional and friendly and the library is always clean.

04/06/2023:

"I love reading all things cooking and cookbooks. I appreciate that everytime I visit the library there are new cookbooks to choose from."

Well, we definitely have Helen Milner to thank for that! She really enjoys curating our cookbook collection. If you really love cookbooks, Helen will be running a program called Page to Table this summer. It's a book club where you read cookbooks and bring items you make to share!

04/08/2023:

"Aaron, Janelle, and Mikayla are ABSOLUTELY and TOTALLY AMAZING in the Fab Lab!!! Each have their own area of expertise and I have seriously learned a great deal here. It's a true a pleasure every time I visit the Fab Lab!"

ALD is so fortunate to have such a wonderful team of experts in our Fab Lab! I am continuously impressed with their creativity and I can't wait to watch them turn that space into the makerspace it's becoming! It's one of my favorite things about our library for sure!



BOARD OF LIBRARY TRUSTEES

YOUTH AND FAMILY SERVICES REPORT FOR APRIL 2023

DEPARTMENT: Youth and Family Services

MEETING DATE: May 22, 2023

PREPARED BY: Sofia Araya

LOCATION: Main Library Community Room

Children's Services

We continued our reoccurring programs, including storytimes, Play & Learn, and Stitch & Sew, along with hosting performers and craft programs!

National Library Week

Children, ages 12 and under, were invited to pick up a “passport” with activities relating to the library. Once they completed all activities, they would be able to pick up a prize, a fox stuffy with the Altadena Library shirt! The passport activities provided ways for youth to engage with library staff, check out materials, attend programs, and visit all Altadena Library locations!



The National Library Passport display found in the Children's Area

Stitch and Sew!

This month's “Stitch and Sew” program had children making their own “teddy bears”! Attendees, ages 8-12, explored fiber arts crafts and got very creative by making adorable stuffies... including a Pikachu and small bears. It was great to see the creativity that took place!



Picture of attendee with their projects.



Picture of attendees' creations.

Play & Learn: Playdough!

In this month's Play & Learn program, children ages 2 – 5 experienced early learning opportunities through hands-on activities with Playdough! 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 art, with a variety of fun stations set up throughout the Community Room at the Main Library.

Earth Day Nature Journals

On Earth Day, Library Assistant Heather Honig led a DIY Earth Day Nature Journal program for ages 5-12. There were 11 attendees that had a lot of fun. This was held in the Front Lawn of the library which led to a beautiful setting for a nature journal activity.



Nature Journal program.

Performers

This month we had two performers that led programs on Saturdays. Drummer Chazz Ross led the “Discover the Universal Rhythm” program on April 15th. This was an interactive program where participants practiced drumming and learning beats. On April 29th, we hosted a Día de los Niños/Día de los Libros program (Day of the Children/Day of the Books). For this celebration, Noteworthy Puppets performed their “Kid Zorro: The Bilingual Puppet Musical” show.



Dummer Chazz Ross leading a program

School Visits and Outreach

- MonteCedro Picture Book Deposit Library - April 3rd
 - Youth and Family Services Librarian Yvette, provided volunteer readers at MonteCedro 12 picture books to be read to Pre-K to 4th grade students at Altadena Arts
- Jackson Elementary School – April 13th
 - Yvette provided a story and activity to a group of 5th graders that were not able to attend their class field trip to Catalina Island. Yvette read an environmental justice themed book and led the class through creating flower seed-bombs to plant in their school's garden.
- Pasadena DCSF Resource Fair – April 19th
 - Youth and Family Services Manager Sofia, and Yvette, manned a table at the resource fair, passed out flyers and giveaway materials, and talked to community partners.
- Pasadena Waldorf School's 3rd Grade class visited the library for their monthly visit on April 26th
- National Library Week @ Farmer's Market & Sidecca – April 26th and 29th
 - Heather attended two of the National Library Week's outreach events. She was able to engage with many members of the community outside of the library.
- Families Forward Volunteer Reader – April 29th
 - Yvette interacted with families as a volunteer reader. She read a book and had a craft for the families.



Sofia and Yvette at the Pasadena DCSF Resource Fair

Partnerships

In last month's board report, we mentioned the Growing Together PASadena collaboration. Growing Together PASadena is a network of sites coordinated by the City of Pasadena's Office of the Young Child. These sites serve as locations for families with children ages zero to five to access services and the support they need to flourish, with a specific focus on school readiness. Altadena Library District is one of the sites in this network!

Assistant Director Ashley and Sofia were invited to tour one of the sites that is a part of this network. They visited the Children's Center at Caltech led by the Executive Director, Susan Wood. Visiting this center was very inspirational. Susan Wood is a highly qualified and dedicated child development educator, and so much was shared about the design of the space, the lessons taught, and the intentionality that went to every aspect of this locations program. Sofia and Ashley gathered many ideas on how to build more early literacy components into the Youth and Family Services Department.

Impact Sharing

Youth and Family Services Staff list impact sharing moments as a part of their monthly reports. These moments are interactions they have with staff or patrons that show what an impact we make on the community.

Yvette shared:

- "I attended Bob Baker Day on 4/30/23 and was recognized and greeted by patrons. It was great to see our families out of the library. I even spotted one of the "library foxes" enjoying Bob Baker Day with a young library patron"

- "I've had multiple interaction in the Children's Room this month where patrons express how much they like ALD and are so grateful to be able to find new and diverse books every time they come in!"

Heather shared patron feedback from a submitted form:

- "My daughter loved loved loved this program. There are very few fun programs that also teaches a skill. Many times she comes out to color or make a craft, and those are fun and enjoyable too. The nice thing about this craft program is that she is learning a skill that she can use. Well-organized. Heather is wonderful. The crafts are fun and creative."

Collection Development

Youth and Family Services selectors turned in their final book carts this month! Many librarians come into the field of librarianship because of their love for books, and YFS staff can relate! The department's selectors really have a passion for collection development. They were all excited to finish books orders for the fiscal year and look forward to selecting titles again soon!

Displays

YFS staff enjoy creating engaging and relevant displays for the community. This month the Children's area had displays for Poetry Month, Earth Day, and National Library week. Book displays match the theme of the displays and they are constantly being checked out by patrons. Engaging displays help with the circulation of materials!



Earth Day themed display



National Library Week display with books that are all about libraries!

Staffing

The Youth and Family Services department was happy to have Natalie Del Castillo join our team this month as our new Library Clerk! She quickly became a part of the team and attended her first outreach during her first week!



Our new PT Library Clerk, Natalie Del Castillo

Teen Services

Teen Services offered 4 programs with 11 total attendants.

- Teen Gardening Club continued to care for all the plants inside of the library, along with our parking lot garden!
- Art & Chill returned for the fourth 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 creating felt plants!
- Teen Leadership Council had 1 attendee this month. Although the attendance was less this month, the teen that attended received a Fab Lab orientation and was super interested in everything they have to offer.
- We hosted a one-off Guitar Workshop where teens received a lesson!



Guitar workshop presenter and attendees.

Outreach

- Mock Interviews at Pasadena High School – April 14th
 - Sofia participated as an interviewer for mock interview sessions for the students at Pasadena High School. Sofia interviewed around 15 teens that would like to be hired for an internship opportunity during the summer. Altadena Library District hopes to take on a teen intern during the summer through a partnership with Pasadena High School. The school will look through all of the organizations participating as internship sites, and will then access what student has an interest

in what organization based on their future career goals. It was such a fun experience to be an interviewer and give professional feedback to teens.

- Alma Fuerte Eco Fashion Show – April 20th
 - Two Altadena Library staff members (Carlene and Shawnee) attended an “eco fashion show” at Alma Fuerte School. Staff manned a table and provided flyers to the community.
- Science Fest at John Muir High School - April 22nd
 - Three library staff (Sofia, Janelle, and Natalie) attended Science Fest at John Muir High School Staff engaged with many families, including tweens and teens, and provided a button making activity and the opportunity to sign up for library cards.



Library staff, Janelle, leading a button making activity during Science Fest.

Displays

This month's Teen Space display was all about Environmental Justice in celebration of Earth Day. Native flower seed-bombs were placed in the display for patrons to keep and those went quickly!



Teen space display for April.

Volunteers

March teen volunteer statistics are as follows:

- 5 new volunteers completed orientation.
- 33 volunteers were active this month, completing 154 hours across events and volunteer opportunities



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

DEPARTMENT: Bob Lucas Branch

MEETING DATE: May 23, 2023

PREPARED BY: Diana Wong

LOCATION: Main Library Community Room

BOB LUCAS LIBRARY & LITERACY UPDATES

Bob Lucas branch offered 9 programs reaching 133 community members this month. We also had a very special star-gazing event led by astronomers from Carnegie Observatories in Pasadena.

- We held 4 **Outdoor Family Storytime** programs at the park with a core group of children and caregivers attending each session. The branch will take month of May off and will resume our regular Tuesday morning programs during summer season.
- Participants of our **Around the World Craft Program** explored the frozen regions of Antarctica and engaged in some ice painting! Through this fun activity, our participants were taught sensory attributes like coldness and wetness, melting and freezing, and nurtured their creative development with the color mixing and experimentation.



- Six of our **Adult Craft** attendees were introduced to the art of embroidery and took home their very own embroidered apron. Beginning in May, the monthly program will be held indoors at the Bob Lucas branch.



- Coinciding with Earth Day this year, our **From the Garden** series hosted a Compost 101 session with LA Compost’s Northeast LA Regional Coordinator, Maggie Smart-McCabe. It was a great morning filled with much information, discussion and engagement all around.



- **All-Ages Lego Day** at BL saw 27 participants over a 4-hour span. We have had a positive reception to the self-directed program through the winter/spring period, and we anticipate its return once Fall season commences.



- The BL library welcomed astronomers from the **Carnegie Observatories** who presented on all the interesting work their scientists are engaged in relating to the planetary

sciences. Over 70 people attended the program for the talk and were able to see the moon, Venus and Mars through telescopes. We were super lucky to have clear night skies in April!



- **Adult Literacy** -- literacy pairs logged in 48 hours of tutoring and the library provided 24 hours of ESL instruction in April. Literacy Services spent part of the month planning for their annual Literacy Gathering, which is schedule for Thursday, May 18th. This spirited event is held to celebrate all the achievements of our literacy learners and tutors.



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

DEPARTMENT: Facilities

MEETING DATE: May 22, 2023

PREPARED BY: Jonathan Arevalo

LOCATION: Main Library Community Room

Facilities Highlights for the Month of April:

- I attended the Southern California Facilities Expo Conference at the Anaheim Convention Center on April 5th and 6th. The conferences I attended went over the subjects of:
 - Emergency Evacuation for People with Disabilities
 - Electrical safety in the workplace NFPA 70 E
 - How to Conduct a Facilities Threat Assessment for Criminal/Terrorist incidents
 - Cal/OSHA's Heat Illness Standards
 - EV Charging Plazas

I was also able to visit a variety of vendors that promoted their services that could be beneficial in our renovation projects.

- Testing on the Open + system was completed and will be ready for implementation July of 2023.
- The second van for the library had a backup beeper and alarm system installed.
- HVAC preventive maintenance was performed at both libraries.
- Irrigation upgrades and repairs were done at both library locations.
- Continued General maintenance of both libraries.





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

DEPARTMENT: IT & Technical Services

MEETING DATE: May 22, 2023

PREPARED BY: David Zearbaugh

LOCATION: Main Library Community Room

-
- **April - Quarterly Updates**
 - Passwords for all systems where staff login were updated.
 - Network infrastructure firmware updates were applied.
 - All onsite servers received updates and critical security patches.
 - Public Computers received operating system updates.

 - **Network Infrastructure Changes** – Upon review of the network infrastructure, the IT & TS Manager has made changes to the network infrastructure to improve end-user quality-of-service and increase stability, security, and connectivity speeds.

 - **Payment Card Industry (PCI) Compliance** – Beginning in April, ALD fulfilled its need to be PCI Compliant by updating network settings and performing regular checks of the credit card machines in the library to ensure proper operation and that no tampering has been done to the units.

 - **Quarterly Selectors Meeting** – The meeting was held at the beginning of April and we discussed Purchasing Deadlines, Budget Reallocation Requests, and new Fiscal Year.

 - **IT & AV Standards** – Main Building Information Technology and Audio-Visual Standards were reviewed by the IT Manager and IT & Facilities Consultant and later submitted to ABA and Waveguide, per their request.

 - **Library Materials Vending Machine Update** – The PSA was reviewed and signed by both International Library Services Inc (ILS Inc.) and the Altadena Library District. ALD is in the process of identifying and securing ideal locations for the two (2) vending machines that are planned to be purchased. On the March 27th Board of Trustees Meeting, the Board asked us to follow up on how vandalism would be handled and who would be responsible. Through the PSA review and negotiation, it was decided that the responsibility of repairs due to vandalism would be the responsibility of ALD.

 - **Building Forward Grant** – ALD submitted its first Financial Report as required for the California State Library-funded Building Forward Grant. We received additional questions related to the submission from our assigned grant analyst, but our report was accepted and approved thereafter.

- **Open+ Update** – Testing the Open+ system was successful. Liability and use agreements are under review with legal, and policy and procedure are in progress. ALD Assistant Director, Facilities Manager, and IT & TS Manager visited Glendale’s Chevy Chase Library to review how they manage their newly opened and implemented Open+ library on Wednesday, May 10th. Following the visit, Facilities and IT & TS Managers performed a security walkthrough of the Main Library to discuss how staff spaces may need to be secured when the library is open to the public without staff.



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

DEPARTMENT: Administration

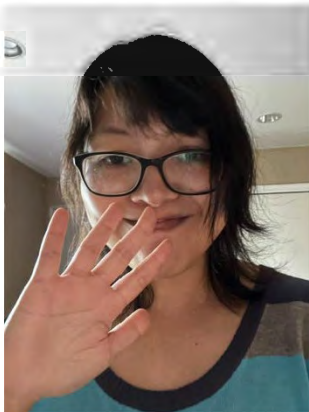
MEETING DATE: May 22, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

Staffing Updates:

- a) New Hires: **Sandra Hwang** – Youth & Family Services Library Aide – May 15, 2023
- b) Promotions: None
- c) Appointments: None
- d) Transfers: None
- e) Resignations/Retirements/Terminations: None



I would like to take this opportunity to introduce **Sandra “Sandy” Hwang** as our newest Altadena Library staff member! She started with us on May 15, 2023 as a Youth & Family Services Library Aide (the same day I am writing my report to publish it). We are so happy to have her join as our newest ALD team member!

Here is a statement Sandy shared with staff ahead of her first day: *“Hi, I’m Sandy! I’m from Alhambra and close to getting my master’s in library science! I volunteer down at Monterey Park Bruggermeyer Library, where I help in the literacy department. I look forward to meeting you!”*

Please help me give a very warm welcome to Sandy!

Hiring Update

I am very excited to share that an offer has been made and accepted for our **Teen Services Librarian** position. We are still going through the background check and hiring process but believe this new staff member will join us in mid-June. We know the teens that visit and volunteer for the system will be so happy to have this new librarian on board!

We continue to recruit for our vacant **Adult Services Manager** position. We have received a few new applicants in the past few weeks and hope to conduct interviews soon.

We have received some applications for our 2-3 vacant **paid Internship Positions**. We are reviewing these applications and hope to hold interviews by the end of May so they can start these 10-week internships in June at some point.

Please spread the word about ALL these amazing ways to join the ALD staff team!

Human Resources Services Consultant

Our HR Consultant Patty Francisco continued to visit the Main Library every Thursday morning to meet with the Staff Focus Group to review and provide suggested updates to the ALD Attendance Policy. Patty informed me last week that they are ready to present an updated policy to the Management Team soon and we hope to bring this to the Board of Trustees in June. Patty will continue to identify policies or projects to work on with the Staff Focus Group based on feedback from the staff feedback survey done earlier this year.

ALD Staff Individual Development Plans

Staff continue to meet with their managers to review the Individual Development Plans (IDPs) throughout this month and identify the goals they would like to achieve in the next year towards their professional growth and development. Six of us missed the training offered by Jennifer Coyle on March 31st so she did another session with us on May 16th – so grateful to her for getting the rest of us up to speed on the process. I look forward to hearing more about the IDPs of staff from across ALD and how that will apply to their work.

Adorable Postcards Mailed in By a Patron

A patron mailed us these “Bookworm Postcards” with a note to share them with the librarians of Altadena. They were disseminated in the staff lounge so several of us could mail them out! So adorable and thoughtful!



Partnerships & Programming Update:

Poetry & Cookies

I was fortunate to join the two amazing Altadena Poets Laureate on Saturday, April 29, in the Community Room at the Main Library for their annual Poetry & Cookies program. This inspiring and culminating event featured a special reading by the MANY poets published in the **Altadena Poetry Review**.

There were approximately 50 people in attendance, and the majority of them read their own poetry which was inspired by the works of 14 artists in the Review's Synergy Portfolio. The group was very responsive and supportive of each other's work, and guests were pleased about the cookies and

books they were able to take home with them. One attendee noted that his sister who lives across the country was able to watch via livestream as he read his work to the audience.

We have been so fortunate to work with Peter J. Harris and Carla Sameth this year as they have scheduled and facilitated monthly poetry workshops and programs, invigorating this program after it was moved online during the pandemic. I look forward to coordinating even more wonderful programs this second year of their appointment as our Altadena Poets Laureate.



Attendees enjoying a live poetry reading



Group photo at the end including Peter virtually from Washington, D.C.

The Second Saturday band Upstream drew the biggest crowd of the season yet AGAIN!!

Saturday, May 13th saw a crowd of at least 522 attendees at our Second Saturday concert series! This very popular band that plays live reggae, Soca and Caribbean music. They are a multi-talented line up of some of the most experienced and enlightened musicians, spreading a message of love and positivity through their music. If you haven't seen them perform, I highly recommend checking them out the next time they perform in Altadena (they will be playing at Farnsworth Park for the Rotary Concert Series on August 12th!).

Here are a few photos from that night – it is such a beautiful setting for a concert!





Summer Reading Programs are Around the Corner!

June 3rd marks the kickoff for Summer Reading Programs at the Altadena Library. From 2pm – 4pm, the library will host a carnival-style launch party. The all-ages kickoff will include musical performances, activities, food trucks, crafts, facepainting, and more.

Just a sampling of the very impressive slate of programming for the summer includes:

- African Dance Rhythms with Teresa Smith at Bob! – Thursday June 8, 3:30 – 4:30pm
- DIY Bead Wind Chimes – Wednesday June 14, 4 – 5pm
- Tai Chi with Two Dragons Martial Arts Altadena – Friday June 16, 9 – 10am
- From Page to Table – Friday June 16, 12 – 1pm
- Juneteenth Freedom Quilt – ongoing Saturday, June 10 through June 17
- Wildlife Learning Center Animal Show at Main! - Saturday June 17, 11am – 12pm
- Fab Lab Foundations: Photoshop for Phone Photography – Saturday July 1, 2 – 4pm
- DIY Succulent Spheres – Wednesday July 5, 2023, 3 – 5pm
- Adult Craft Hour: Sun Printing – Wednesday July 19, 4 – 5pm
- Zine Machine with Mark and Lili Todd – Saturday July 15, 12 – 2PM
- Native American Dance and Culture with Ben Hale at Bob! – Thursday July 20, 3:30 – 4:30PM
- End of Summer Reading Party – Friday July 28, 6:30 – 10pm

Again, this is only a *sampling* of events. There is something happening at the library this summer for every age and interest, and we look forward to seeing our community join us for all the fun! For complete details about all summer reading events, including time and locations, a breakdown of events by topic and age, as well as information on how to sign up for summer reading challenges, please use the QR code below or go to www.altadenalibrary.org/summer



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

System-Wide Statistics	Jul-21	Jul-22	Aug-21	Aug-22	Sep-21	Sep-22	Oct-21	Oct-22	Nov-21	Nov-22	Dec-21	Dec-22
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
Main Library Statistics												
Physical Collections Checkouts	13,427	17,193	13,069	17,780	13,394	16,910	13,133	16,458	14,012	15,177	10,129	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
Bob Lucas Statistics												
Physical Collection Checkout	862	797	707	731	879	612	897	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
Passport and Notary Services												
Passports Processed	161	131	161	131	128	118	104	133	83	129	78	98
Passport Photo Sessions	0	0	0	8	0	16	0	46	0	52	0	45
Phone Calls Received	655	531	564	591	386	548	371	425	425	344	431	348
Notary Appointments										17		8

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

System-Wide Statistics	Jan-22	Jan-23	Feb-22	Feb-23	Mar-22	Mar-23	Apr-22	Apr-23	May-21	May-22	Jun-21	Jun-22
E-Resource Checkouts	5,577	3,697	5,433	4,143	3,421	4,523	4,360	4,217	4,373	4,819	5,691	4,870
Virtual Visits to Library Website	26,948	42,971	27,153	39,432	32,639	39,127	33,598	40,347	26,498	41,653	36,258	42,876
Public Wireless Sessions	4,754	8,548	6,030	8,065	6,451	9,502	6,794	8,618	4,623	7,092	5,316	7,278
Open Rate of Monthly E-Connect (%)		51%	39%	46%	45%	51%	41%	45%	26%	49%	19%	43%
Reference Sessions	117	1,545	303	1,777	451	2,009	443	1,702	244	669	311	703
Live Chat Sessions	53	32	28	29	28	39	17	27	17	14	21	12
No. of Curiosity Connection Programs/Outreach		0	4	0	9	4	12	7		3		9
Curiosity Connection Program Attendance		0	239	0	334	87	584	284		237		192
Main Library Statistics												
Physical Collections Checkouts	9,873	16,891	11,141	15,224	15,734	18,802	15,104	16,475	6,173	15,136	12,040	15,851
Library of Things	22	87	33	71	25	82	21	85	78	15	64	17
New Patrons	89	268	178	235	208	356	222	257	120	231	211	280
Visitor Count	2,168	8,283	4,703	8,669	6,066	10,359	6,409	8,793	1,200	7,413	4,115	7,927
No. of Adult Programs/Outreach		19	21	23	10	22	11	17		12		10
Adult Program Attendance		505	82	682	294	391	480	561		612		673
Number of Youth Programs/Outreach		23	11	31	18	23	15	19		2		29
Youth Program Attendance		641	314	175	635	803	697	644		67		595
Number of Teen Programs/Outreach		8	19	7	6	6	8	3		10		11
Teen Program Attendance		105	31	69	118	142	22	11		39		50
Bob Lucas Statistics												
Physical Collection Checkout	340	555	679	586	714	704	665	642	1,002	698	1,062	774
Library of Things	2	11	10	4	2	13	2	11	25	2	19	2
New Patrons	7	9	6	12	14	18	15	20	13	29	20	4
Visitor Count	94	1,775	400	1,666	492	2,130	2,064	1,876	303	1,998	441	2,177
No. of Bob Lucas Programs/Outreach		23	25	17	27	18	26	19		21		22
Bob Lucas Program Attendance		205	107	157	210	133	133	172		173		132
Passport and Notary Services												
Passports Processed	94	110	122	134	183	159	146	138	105	165	121	129
Passport Photo Sessions	0	10	0	13	0	31	0	23	0	0	0	0
Phone Calls Received	498	718	521	843	1033	1058	1220	952	945	912	823	750
Notary Appointments		5		5		10		13				



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

DEPARTMENT: Administration

MEETING DATE: May 22, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Summary Report of Financial Statements for April 2023

APRIL 2023 FINANCIAL STATEMENTS

The following financial reports are for the month of April 2023. The financial statements are unaudited. Currently we are at 83% of our budget year.

As indicated on the Budget to Actual report, actual year-to-date revenue is \$4,326,806, with year-to-date expenses of \$3,212,862, resulting in net income of \$1,113,944. The District received the full assessment of property tax revenue in January and Interest Income continues to grow due to higher rates from investing in the Cooperative Liquid Assets Securities System (CLASS) fund.

As indicated on the Balance Sheet, cash and investments are \$31,485,479, of which \$25,946,213 is restricted for the library renovation project. \$22,115,516 is bond proceeds invested with US Bank and \$3,830,698 is the California State Library Grant invested with the Cooperative Liquid Assets Securities System (CLASS) fund. In addition, \$264,387 represents the special tax assessment collections held with US Bank to make future debt service payments.

The combined total of General Funds held with CLASS, Los Angeles County, and Checking is \$5,273,296. The amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is \$2,046,050.

Total assets are \$34,630,533.

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

None

CAPITAL FUND HIGHLIGHTS

None.

Budget to Actual (Unaudited)

General Fund

For the Period July 1, 2022 to April 30, 2023

	A	B	C	D = B/C
	April 2023	YTD	FY 2022/23 Adopted Budget	YTD Target 83%
1 REVENUE				
2 Property Taxes & Assessments	\$ 5,540	\$ 4,119,470	\$ 4,080,000	101%
3 Library Fees	5,573	52,137	60,000	87%
4 Grant Reimbursements	3,552	7,904	-	N/A
5 Interest Income	21,314	74,943	20,000	375%
6 Other Revenue	-	16,865	65,000	26%
7 Unrealized Gain/(Loss)	-	55,487	-	N/A
8 TOTAL REVENUE	35,978	4,326,806	4,225,000	102%
9 EXPENSES				
10 Salaries & Benefits				
11 Wages				
12 Salaried	85,527	920,975	1,226,400	75%
13 Hourly	64,133	670,922	890,000	75%
14 Total Wages	149,659	1,591,897	2,116,400	75%
15 Benefits, Retirement & Taxes				
16 Health Insurance - Employee	12,387	128,460	145,700	88%
17 Health Insurance - Retiree	5,751	56,646	66,700	85%
18 Other Medical Insurance	976	14,752	21,000	70%
19 Workers' Compensation	-	19,984	20,000	100%
20 CalPERS Retirement (Normal Costs)	9,910	103,082	146,000	71%
21 CalPERS Unfunded Accrued Liability	-	226,006	226,000	100%
22 Payroll Taxes (District-Paid)	11,658	125,060	169,400	74%
23 Total Benefits, Retirement & Taxes	40,682	673,990	794,800	85%
24 Total Salaries & Benefits	190,341	2,265,887	2,911,200	78%
25 Operating Expenses				
26 Insurance	-	127,771	127,800	100%
27 Utilities	5,789	66,522	88,000	76%
28 County Tax Collection Fees	6,849	47,762	42,400	113%
29 Other Operating	6,543	69,924	78,000	90%
30 Facilities, Grounds & Maintenance	7,966	92,925	110,000	84%
31 Structures & Improvements	605	2,185	10,000	22%
32 Vehicles & Equipment Maintenance	-	2,188	10,000	22%
33 Staff Development, Training & Travel	2,160	14,935	20,500	73%
34 Advertising & Marketing	3,962	15,552	16,600	94%
35 Miscellaneous Expenses	121	2,016	2,000	101%
36 Total Operating Expenses	\$ 33,994	\$ 441,780	\$ 505,300	87%

Budget to Actual (Unaudited)

General Fund

For the Period July 1, 2022 to April 30, 2023

	A	B	C	D = B/C
	April 2023	YTD	FY 2022/23 Adopted Budget	YTD Target 83%
37 Professional Services				
38 Audit & Financial Consulting	\$ 6,157	\$ 82,037	\$ 100,000	82%
39 Legal Fees	1,786	20,525	22,500	91%
40 Consultants - Other	7,675	65,020	65,600	99%
41 Total Professional Services	15,618	167,582	188,100	89%
42 Information Technology (IT)				
43 Internet Service / E-Rate	-	26,739	58,000	46%
44 Technology Equipment	12,240	37,784	50,600	75%
45 Technology Maintenance Fees	338	34,930	39,000	90%
46 Telecommunications	758	10,625	12,500	85%
47 Total Information Technology (IT)	13,336	110,077	160,100	69%
48 Library Materials				
49 Books	1,358	93,622	134,300	70%
50 Downloadables	2,241	47,248	72,300	65%
51 DVDs & Videogames	542	12,532	14,600	86%
52 Electronic Databases / Subscriptions	-	15,442	29,000	53%
53 Periodicals	1,095	10,037	10,000	100%
54 Audio CD	37	4,054	9,100	45%
55 Purchase Suggestions	1,391	8,781	11,200	78%
56 Library of Things	1,457	3,935	6,000	66%
57 Total Library Materials	8,121	195,652	286,500	68%
58 Programs				
59 Adult Services	2,009	14,616	15,000	97%
60 Youth Services	2,669	5,820	10,000	58%
61 Teen Services	-	4,263	5,500	78%
62 Bob Lucas Branch Services	420	4,818	5,500	88%
63 Literacy Services	-	290	800	36%
64 Volunteer Services	-	240	200	120%
65 All Ages	-	1,837	3,900	47%
66 Total Programs	5,098	31,884	40,900	78%
67 TOTAL EXPENSES	266,509	3,212,862	4,092,100	79%
68 NET REVENUE / (EXPENSES)	(230,531)	1,113,944	132,900	
69 Use Of / (Addition To) Reserves / Fund Balance	230,531	(1,113,944)	(132,900)	
70 NET BALANCE	\$ -	\$ -	\$ -	



Budget to Actual (Unaudited)

Donations / Grants Fund

For the Period July 1, 2022 to April 30, 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 83%
1 REVENUE							
2 Donations & Grants							
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	-	-	-	37,424	37,424	35,000	107%
6 Emergency Connectivity Fund	-	-	-	-	-	9,600	0%
7 California State Library Facilities & Equipment	-	-	-	255,000	255,000	255,000	100%
8 Total Donations & Grants	55,000	28,000	-	292,424	375,424	382,600	98%
9 TOTAL REVENUE	55,000	28,000	-	292,424	375,424	382,600	98%
10 EXPENSES							
11 Wages							
12 Salaried	-	-	-	16,485	16,485	20,400	81%
13 Hourly	-	-	-	9,700	9,700	12,000	81%
14 Total Wages	-	-	-	26,185	26,185	32,400	81%
15 Operating Expenses							
16 Staff Recognition	3,810	58	-	-	3,867	4,500	86%
17 Staff Development, Training & Travel	1,887	583	-	-	2,470	2,500	99%
18 Equipment, Furniture & Fixtures	-	-	-	46,450	46,450	212,500	22%
19 Structures & Improvements	-	-	-	2,354	2,354	2,500	94%
20 Facilities, Grounds & Maintenance	-	-	-	-	-	15,000	0%
21 Fab Lab	20,000	-	-	-	20,000	20,000	100%
22 Total Operating Expenses	25,697	641	-	48,804	75,141	257,000	29%
23 Programs							
24 Adult Services	7,664	6,282	-	-	13,946	18,000	77%
25 Mobile Library Maintenance	6,892	-	-	-	6,892	10,000	69%
26 Summer Reading	-	1,524	-	-	1,524	13,000	12%
27 Youth Services	-	913	-	-	913	1,000	91%
28 Teen Services	-	-	-	-	-	500	0%
29 Bob Lucas Branch Services	-	-	-	-	-	500	0%
30 Literacy Services	-	-	-	1,233	1,233	5,500	22%
31 All Ages	-	21	-	-	21	2,100	1%
32 Poets Laureate	-	4,200	-	-	4,200	5,000	84%
33 Total Programs	14,556	12,940	-	1,233	28,728	55,600	52%
34 Library Materials							
35 Mobile Library Collection	-	-	-	-	-	3,000	0%
36 Total Library Materials	-	-	-	-	-	3,000	0%
37 Information Technology (IT)							
38 Internet Service / E-Rate	-	-	-	-	-	2,500	0%
39 Technology Equipment	-	-	6,000	-	6,000	7,000	86%
40 Technology Maintenance Fees	-	-	3,428	-	3,428	5,100	67%
41 Website Development	-	-	-	8,441	8,441	20,000	42%
42 Total Information Technology (IT)	-	-	9,428	8,441	17,869	34,600	52%
43 TOTAL EXPENSES	40,253	13,581	9,428	84,662	147,923	382,600	39%
44 NET REVENUE / (EXPENSES)	\$ 14,747	\$ 14,419	\$ (9,428)	\$ 207,762	\$ 227,501	\$ -	

Budget to Actual (Unaudited)

Capital Fund

For the Period July 1, 2022 to April 30, 2023

	A	B	C	D = B/C
	April 2023	YTD	FY 2022/23 Adopted Budget	YTD Target 83%
1 REVENUE				
2 Interest Income	\$ 33	\$ 121,176	\$ 110,000	110%
3 Unrealized Gain/(Loss)	19,682	71,256	-	N/A
4 Grant Reimbursements	-	12,642	-	N/A
5 TOTAL REVENUE	19,715	205,073	110,000	186%
6 EXPENSES				
7 CFD Bond				
8 Community Facilities District Administration	-	325	20,000	2%
9 Community Facilities District Project Management	-	21,878	100,000	22%
10 Contingencies	-	-	50,000	0%
11 Total CFD Bond	-	22,203	170,000	13%
12 Capital Project Expenses				
13 Bob Lucas Memorial Library	33,265	115,882	200,000	58%
14 Main Library	66,529	231,764	400,000	58%
15 Total Capital Project Expenses	99,794	347,646	600,000	58%
16 TOTAL EXPENSES	99,794	369,849	770,000	48%
17 NET REVENUE / (EXPENSES)	(80,079)	\$ (164,776)	\$ (660,000)	25%
18 Transfer Out - CFD	-	\$ (151,206)	-	N/A
19 Use Of Bond Proceeds	80,079	315,982	660,000	48%
20 NET BALANCE	\$ -	\$ -	\$ -	

Capital Fund Proceeds

March 1, 2022 through April 30, 2023

	A	B	C	D	E= A+B+C+D		
	FY22	FY 23 Q1	FY 23 Q2	FY 23 Q3	FY 23 Q4	FY23	Total
1 Capital Revenue							
2 Underwriter's Discount (Commission)	(87,968)						(87,968)
3 Less Debt Service (Bond Interest Paid)	(436,817)			(11)		(11)	(436,828)
4 Bond Issuance Costs	(295,726)	-	-	-	-	-	(295,726)
5 Measure Z Bond Proceeds	23,761,105						23,761,105
6 Measure Z Bond Net Proceeds	\$ 22,940,593	\$ -	\$ -	\$ -	\$ -	\$ (11)	\$ 22,940,582
7 Grant Proceeds				3,789,833	-	3,789,833	3,789,833
8 Interest Income	(16,947)	44,488	24,701	77,132	15,720	162,040	145,093
9 Unrealized Gain/(Loss)	(157,458)	(165,655)	66,711	150,517	19,682	71,256	(86,202)
10 Net Proceeds	22,766,188	(121,167)	91,412	4,017,472	35,402	4,023,107	26,789,306
11 Administrative CFD Costs							
12 Administration	(26,598)	-	-	-	-	-	(26,598)
13 Salaries and Financial Consulting	(12,835)	-	(325)	(2,176)	(1,776)	(4,277)	(17,112)
14 Total Administrative Costs	(39,432)	-	(325)	(2,176)	(1,776)	(4,277)	(43,709)
15 Direct Renovation Costs							
16 Project Management	(186,042)	(1,201)	(19,957)	(720)	-	(21,878)	(207,919)
17 Contractor Fees	(21,723)	(11,889)	(1,650)	(14,021)	-	(27,560)	(49,283)
18 Architect and Design	(205,092)	(39,881)	(46,060)	(133,031)	(88,494)	(307,466)	(512,558)
19 Legal Fees		-	-	(1,320)	(11,300)	(12,620)	(12,620)
20 Total Direct Renovation Costs	(412,857)	(52,971)	(67,668)	(149,092)	(99,794)	(369,524)	(782,382)
21 Net Activity	22,313,899	(174,138)	23,419	3,866,203	(66,167)	3,649,306	25,963,215
22 Capital Fund Ending Balance	\$ 22,313,899	\$ 22,139,762	\$ 22,163,181	\$ 26,029,373	\$ 25,963,206	\$ 25,963,206	\$ 25,963,215
23 Bond Proceeds Balance							22,136,471
24 Grant Proceeds Balance						3,826,746	3,826,746



Budget to Actual (Unaudited)

Community Facilities District (CFD)

For the Period July 1, 2022 to April 30, 2023

	A	B	C	D = B/C
	April 2023	YTD	FY 2021/22 Adopted Budget	YTD Target 83%
1 REVENUE				
2 Community Facilities District 2020-1 Special Assessment	\$ -	\$ 1,258,609	\$ 1,247,500	101%
3 TOTAL REVENUE	-	1,258,609	1,247,500	101%
4 EXPENSES				
5 Debt Service Principal	-	-	-	N/A
6 Debt Service Interest	-	592,931	878,500	67%
7 Administration Expenses	6,370	36,649	-	N/A
8 TOTAL EXPENSES	6,370	629,580	878,500	72%
9 NET REVENUE / (EXPENSES)	\$ (6,370)	\$ 629,030	\$ 369,000	170%
10 Transfer In - Capital	-	151,206	-	N/A
11 Use Of / (Addition To) Tax Assessment Fund	6,370	(780,236)	(369,000)	211%
12 NET BALANCE	\$ -	\$ -	\$ -	

Balance Sheet (Unaudited)

District Total
As of April 30, 2023

1	ASSETS		
2	Cash & Investments		
3	Cash - Los Angeles County	\$ 1,587,310	
4	Checking	147,775	
5	Special Tax Bonds	22,115,516	
6	Special Tax Assessment	264,387	
7	CLASS - General	3,538,211	
8	CLASS - CA State Library Building Forward	3,830,698	
9	Total Cooperative Liquid Assets Securities System Investments	7,368,909	
10	Paypal	984	
11	Cash on Hand	600	
12	Total Cash & Investments	31,485,479	
13	Other Current Assets		
14	Prepaid Items & Deposits	27,332	
15	Prepaid Insurance & Surety	141,180	
16	Property Tax & Assessments Receivable	757,021	
17	Miscellaneous Receivable	261	
18	Total Other Current Assets	925,794	
19	Long-Term Assets		
20	Fixed Assets (Net of Depreciation)	1,431,945	
21	Deferred Outflows of Resources	787,315	
22	Total Long-Term Assets	2,219,260	
23	TOTAL ASSETS	34,630,533	
24	LIABILITIES		
25	Current Liabilities		
26	Accounts Payable	19,094	
27	Credit Card	22,484	
28	Payroll and Retirement Liabilities	34,916	
29	Total Current Liabilities	76,494	
30	Long-Term Liabilities		
31	Vacation Payable	92,537	
32	Deferred Inflows of Resources	2,166,188	
33	Net Pension Liability	1,737,243	
34	Net OPEB Liability	871,885	
35	Community Facilities District Bond	23,731,400	
36	Total Long-Term Liabilities	28,599,253	
37	TOTAL LIABILITIES	28,675,746	
38	FUND BALANCE		
39	Fund Balance	334,984	
40	Net Revenue / (Expenses)	5,619,802	
41	TOTAL FUND BALANCE	5,954,787	
42	TOTAL LIABILITIES & FUND BALANCE	\$ 34,630,533	

Altadena Library District
Monthly Variance Analysis
April 2023 – 83% 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 over budget due to supplemental assessments levied throughout the year.

Line 3 – Library Fees includes printing fees, video game rentals, community room fees, and passport services. YTD is trending over budget at 87% due to more printer revenue collected than anticipated.

Line 4 – Grant Reimbursement Revenue includes reimbursements from the CSL Building Forward grant for salaries and benefits. YTD includes \$7,904 for quarter 1 and April of quarter 2 expenses.

Line 5 – 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 6 – 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.

Line 7 – Unrealized Gain/Loss includes the reversal of the annual adjustment to reflect the market value of the funds invested with the County. The District intends to maintain a cash balance less than \$100,000 which will make the adjustment less significant. The market value adjustment will be recorded at fiscal year-end.

Expenses

Line 12 – 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 75% due to position vacancies throughout the year.

Line 13 – Hourly includes employee wages and an annual wellness stipend of \$400 for hourly employees. YTD is trending under budget at 75% due to position vacancies throughout the year.

Line 16 – 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 88% due to an increase in medical insurance rates in January.

Line 17 – Health Insurance - Retiree includes health benefits for retired employees. YTD is trending in line with budget.

Altadena Library District
Monthly Variance Analysis
April 2023 – 83% Year to Date (YTD)

Line 18 – Other Medical Insurance includes the District’s contribution toward dental, vision, and life insurance for full-time employees. YTD is trending under budget at 70% due to position vacancies throughout the year.

Line 19 – Workers’ Compensation insurance is paid in full at the beginning of the fiscal year. YTD is 100%.

Line 20 – CalPERS Retirement (Normal Costs) is the District’s portion of employee retirement costs. YTD is trending under budget at 71% due to position vacancies throughout the year.

Line 21 – 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 22 – Payroll Taxes include the District’s portion of federal and state taxes. YTD is trending under budget at 74% due to position vacancies throughout the year.

Line 26 – Insurance includes property, liability and earthquake insurance paid in full at the beginning of the year. YTD is 100%.

Line 27 – Utilities includes electricity, gas, and water for the main library and the Bob Lucas branch. YTD is trending under budget at 76% due to a mid-year adjustment to account for rising gas and electricity costs for the remainder of the year.

Line 28 – County Tax Collection Fees are paid to the County at approximately 1% of property taxes collected in Line 2. YTD is over budget due to the additional property tax revenue assessed in April.

Line 29 – Other Operating includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is trending over budget at 90% due to temporary month- to month equipment leases that will continue until newly purchased equipment is delivered.

Line 30 – 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 in line with budget.

Line 31 – Structures & Improvements includes emergency funds for unanticipated expenses. YTD is trending under budget at 22%.

Line 32 – 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 was delivered in March and will be put into use before year-end. YTD is trending under budget at 22%.

Line 33 – Staff Development, Training & Travel is budgeted for staff conferences, training, and related expenses. YTD is trending under budget at 73%.

Altadena Library District
Monthly Variance Analysis
April 2023 - 83% Year to Date (YTD)

Line 34 - Advertising & Marketing includes general marketing for the District. YTD is trending over budget at 94% due to the recruitment and interview support in February and direct mail in April.

Line 35 - Miscellaneous Expenses includes immaterial expenses not accounted for in other lines. YTD is over budget due to the unpredictable nature of these expenses.

Line 38 - Audit & Financial Consulting includes external consulting services and annual audit services. YTD is trending in line with budget.

Line 39 - Legal Fees are for general District matters. YTD is trending over budget at 91% due to unanticipated legal services throughout the year.

Line 40 - Consultants-Other includes other miscellaneous consulting services. YTD is trending over budget at 99% due to the reclassification of expenses not anticipated in the budget.

Line 43 - Internet Service / E-Rate includes the total cost of providing internet service to the main library and the Bob Lucas branch. The E-Rate reimbursement is recorded separately in Other Revenue. YTD is trending under budget at 46% due to the timing of these costs at fiscal year-end.

Line 44 - Technology Equipment includes the purchase of an office copier that replaces the leased copier from previous years. A portion is also funded from donations and grants. YTD is trending under budget at 75%.

Line 45 - Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is trending over budget at 90% due to various subscriptions and warranties expensed through fiscal year-end.

Line 46 - Telecommunications includes phone charges for the main library and the Bob Lucas branch. YTD is trending in line with budget.

Lines 49 - 56 - 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 68%.

Lines 59 - 65 - 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 78%.

Line 68 - Net Revenue / (Expenses) is the year-to-date use of or (addition to) Operating Reserves. YTD is an addition of \$1,113,944. This will fluctuate throughout the year based on the timing of revenue and expenses.

Altadena Library District
Monthly Variance Analysis
April 2023 - 83% 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 two additional grants 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.

Expenses

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

Line 13 - 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

Line 22 - Total Operating Expenses are trending under budget at 29% due to the delay in purchasing a vending machine which has been rescheduled to FY 24 and structural and facilities improvements scheduled at year-end.

Line 33 - Total Programs is trending under budget at 52% due to the timing of All Ages and Summer Reading programs.

Line 36 - Total Library Materials includes purchases for the Mobile Library Collection. There is no activity year to date due to the timing of the set up of the mobile library.

Line 42 - Total Information Technology is trending under budget at 52% due to the timing of internet service and website development projects planned for year-end.

Line 44 Net Revenue / (Expenses) is the year-to-date balance of unused donations and grant funds. YTD is \$227,501 which will be expensed by fiscal year-end.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VI.D.1 REPORT FOR MAY 2023**

REPORT: Budget Committee Report

MEETING DATE: May 22, 2023

PREPARED BY: Trustee Jason Capell

LOCATION: Main Library Community Room

MEETING:

The Budget Committee convened at the regularly scheduled quarterly meeting on May 11, 2023. The agenda was as follows, and a recording of the meeting can be viewed [here](#):

1. Review and Approval of Committee's Recommendation to Adopt the updated Salary Schedule and COLA for Fiscal Year 2023-2024 to be presented to Board of Trustees for final approval **(Action)**
2. Review and Approval of Committee's Recommendation to Adopt the Fiscal Year 2023-2024 Budget to be presented to Board of Trustees for final approval **(Action)**

On Item 1, the Committee reviewed the recommended adjustment to the District's Salary Schedule.

- This year, a 4% COLA was proposed. The Consumer Price Index for all Urban Consumers (CPI-U) is at 3.7 percent for the Los Angeles area, and it was determined a 4% COLA was in line with the current economic climate.
- Additionally, Salary Steps 7 and 8 were proposed, to keep the library competitive with potential future recruits, and to promote employee retention.

District Director Nikki Winslow and Kristi Even of Eide Bailly were available to answer questions regarding the basis for these proposals. It was determined the proposals are within the financial means of the District, and would not represent any hardship or undue burden on our reserves.

The Budget Committee recommended that the Board approve a 4% COLA for the Salary Schedule, as well as the addition of Salary Schedule Steps 7 and 8.

On Item 2, the Committee reviewed the Budget drafted by ALD staff in coordination with Kristi Even of Eide Bailly. The proposed Budget is broken out into four component parts, namely

- *General Funds*: revenues and expenditures based on normal (non-CFD) property tax funds
- *Donations and Grants*: revenues and expenditures made possible through the generosity of donations and/or by grants awarded to the District

- *Capital Projects*: revenues and expenditures of capital project funds from the sale of bonds pursuant to Measure Z
- *Community Facilities District (CFD) Bond Issuance*: revenues and expenditures related to the assessment of the special tax and debt service payments

The Committee proceeded to a line-by-line breakdown of any notable changes in revenues or expenditures, all of which were satisfactory and reasonable.

The Committee had questions regarding the reasoning behind the proposed Health, dental, and vision insurance Benefits increase from \$745 to \$1,100 per month. Kristi Even of Eide Bailly and the District Director walked through the basis for the proposed changes. The Committee requested a more detailed breakdown of the costs for the full board to review.

The Committee also wanted to ensure this coverage was competitive with surrounding municipalities, and staff will return to the full Board with this breakdown as well.

It is the Budget Committee's recommendation that the Board adopt the proposed FY23-24 Budget.

RECOMMENDATIONS:

The Budget Committee recommends unanimously that the Board of Trustees review and approve the following items:

- an updated Salary Schedule for FY23-24 with a 4% COLA
- the FY23-24 Budget



**BOARD OF LIBRARY TRUSTEES
REDISTRICTING COMMITTEE REPORT MAY 2023**

REPORT: Redistricting Committee Report **MEETING DATE:** May 22, 2023

PREPARED BY: Trustee Kameelah Wilkerson **LOCATION:** ALD Community Room

Congratulations! On Monday April 24, we completed the legally required four public hearing meetings and released the drafted districting maps! With the guidance of National Demographics Corporation (NDC), the Board of Trustees (BOT) has shared seven potential drafted maps for creating BOT voting districts. The community is invited to visit the Redistricting landing page on the library's website. On that page you will find the drafted maps. You can find that page [here](#).

Currently, the BOT is reviewing the drafted maps, offering feedback to NDC for revisions with the goal of creating voting districts that represent and respect the Altadena community and its residents.

Upon the completion of this review, we expect to vote on one of the maps to adopt and write and sign a resolution for its formal adoption.



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

REPORT: Facilities Ad Hoc Committee Report **MEETING DATE:** May 22, 2023

PREPARED BY: Trustee Katie Clark

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 met the PUSD Facilities Committee on April 18 to present our proposed plan for use of the Franklin school site. PUSD has agreed to move forward with negotiating a Memorandum of Understanding, and the facilities committee is working on an initial draft.
- c. Architectural Services – Design work and coordination with Regional Planning continues for the Bob Lucas Branch. Schematic Design for the Main Library is complete; the design package is expected to be presented at the June Board of Trustees meeting.
- 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. A new planner has been assigned to the projects and the committee is working to arrange a meeting with her. The Main Library plans have also been submitted to Building and Safety for review.
- e. Communications and Community Outreach – The Library continues to display informational boards about the projects and collect feedback from library users.
- 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 has met with the Armory Center for the Arts, who have expressed interest in being involved with the project and provided guidance for next steps. The committee is working to schedule a follow-up meeting with the artist who led the original mural project.
- h. Main Library parking options: The committee met with Julian Garcia and Daniel Quintana from L.A. County Traffic, Safety, and Mobility to review the proposed street parking plan. The county will review the plan and evaluate any impacts from accessibility requirements, and will meet again with the committee at the beginning of June. The committee is also continuing 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.
- i. Building Forward Grant Round 2: The committee is working toward submitting applications for both library projects to supplement the current funding.



**BOARD OF LIBRARY TRUSTEES
GOVERNMENT LIAISON REPORT MAY 2023**

REPORT: Government Liaison Report

MEETING DATE: May 22, 2023

PREPARED BY: Trustee Terry Andrues

LOCATION: Main Library Community Room

Greetings from CSDA Legislative Days in Sacramento. This is the annual conference by the California Special Districts Association that examines proposed legislation from the State Capitol that could have an effect on Special Districts.

The proposed bills, which have been analyzed and graded by CSDA with ratings of Support, Against or Watch, are presented in detail at the conference by the CSDA's staff of three legislative analysts.

There are 2600 bills to examine from this year's legislative session, which is the highest number in over a decade. About a dozen of these bills were previewed at the conference for their relevance to Special Districts.

In addition to this legal analysis, the meeting featured a keynote address by Pedro Nava, the Little Hoover Commission Chair. Mr. Nava, a former CA Assemblyman, spoke regarding the Hoover Commission's activities in examining the effectiveness of appointed government bodies such as trade commissions, oversight boards and other democratic institutions.

The Little Hoover Commission is designed to be politically balanced. Its members are a blending of judges, legislators, and other government officials comprised equally of Democrats and Republicans. When a Commission appointee leaves office, the replacement must be chosen by members of the alternate party.

The Little Hoover Commission reviewed California's Special Districts recently and praised them for their role in delivering services that are excellent quality.

He stated that Special Districts "arise organically from communities that understand their needs better than anyone else."

He also stated that Special Districts have a better sense of rural and urban settings, another example of how they can provide suitable product for any given geography.

Since this meeting will continue through tomorrow and prevents me from giving a full written report, I will make some more comments at our Board meeting on May 22nd.



**ALTADENA LIBRARY DISTRICT
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN THAT ON MAY 22, 2023 THE ALTADENA LIBRARY DISTRICT BOARD OF TRUSTEES WILL HOLD A PUBLIC HEARING TO CONSIDER THE FOLLOWING:

Review of the three draft maps proposed to complete the Altadena Library Districting redistricting process. To ensure more fair and representative elections, the Altadena Library District committed in 2019 to establishing Library Board of Trustee districts in Altadena rather than seats being At-Large. Under this commitment — which is in adherence with the California Voting Rights Act (CVRA) — the Altadena Library District will be divided into five trustee areas, and one governing board member will be elected by the registered voters in that particular area. Voters can decide only between candidates that live in their own area, and each area elects only one trustee.

Three draft maps were shared on the District website on March 15, 2023. The public is invited to provide their comments and feedback in regards to the three maps.

NOTICE IS FURTHER GIVEN that at the hearing the testimony of all interested persons will be heard.

SAID PUBLIC HEARING WILL BE HELD BY THE BOARD on May 22, 2023 at 5:00 pm at a regular Board of Trustees Meeting.

The members of the Board shall participate in this meeting in-person at the Library Community Room at 600 E. Mariposa st. The public are invited to attend in-person or virtually. Virtual attendance can be accessed via the Town Hall Zoom link here: https://us06web.zoom.us/meeting/register/tZ0lf-CorTIsHdZCy_qFK_VSj7-bqXmmGMuz The live stream of the meeting may be viewed by visiting the Library District's YouTube channel at the following URL: <https://www.youtube.com/c/AltadenaLibrary>

Any person who would like to make public comment during the public hearing can call in to (626) 798-0833 x103.

Any written comments or petitions to be submitted to the Board must be received by the Library District not less than two (2) hours prior to the public hearing. Written comments or petitions may be submitted by email to hello@altadenalibrary.org or online at www.altadenalibrary.org/publiccomment. Any person who would like to make public comment during the public hearing can call in to (626) 798-0833 x103.

If you wish to challenge the Library District's action on these matters in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Library District at or prior to the public hearing.

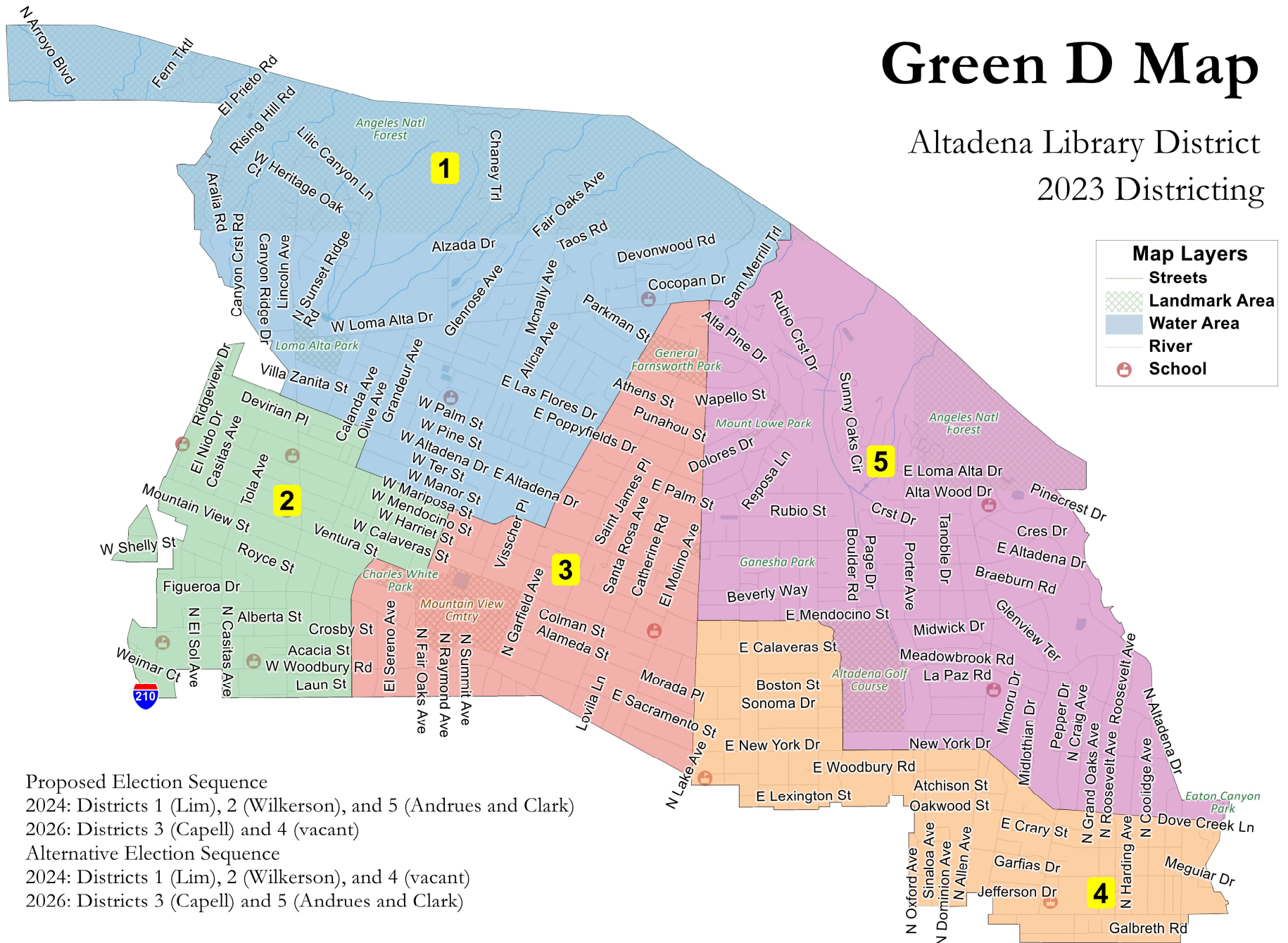
LEGAL PUBLISHING ON: MAY 15, 2023

Kameelah Wilkerson

Kameelah Wilkerson
Board Secretary, Altadena Library District

Green D Map

Altadena Library District 2023 Districting



Proposed Election Sequence

2024: Districts 1 (Lim), 2 (Wilkerson), and 5 (Andrues and Clark)

2026: Districts 3 (Capell) and 4 (vacant)

Alternative Election Sequence

2024: Districts 1 (Lim), 2 (Wilkerson), and 4 (vacant)

2026: Districts 3 (Capell) and 5 (Andrues and Clark)

Green D							
District		1	2	3	4	5	Total
	Total Pop	8,362	8,498	8,708	8,891	8,556	43,015
	Deviation from ideal	-241	-105	105	288	-47	529
	% Deviation	-2.80%	-1.22%	1.22%	3.35%	-0.55%	6.15%
Total Pop	% Hisp	22.5%	46%	38%	20%	16%	28%
	% NH White	38%	19%	31%	58%	61%	42%
	% NH Black	28%	26%	19%	7%	10%	18%
	% Asian-American	8%	6%	8%	12%	10%	9%
Citizen Voting Age Pop	Total	6,806	6,702	7,026	7,384	7,115	35,033
	% Hisp	20%	43%	35%	18%	14%	26%
	% NH White	38%	20%	34%	61%	64%	44%
	% NH Black	30%	28%	21%	8%	10%	19%
	% Asian/Pac.Isl.	7%	6%	8%	11%	9%	8%
Voter Registration (Nov 2020)	Total	6,892	5,891	6,124	6,269	7,197	32,373
	% Latino est.	14%	33%	23%	15%	10%	18%
	% Spanish-Surnamed	13%	30%	21%	14%	10%	17%
	% Asian-Surnamed	3%	2%	4%	5%	5%	4%
	% Filipino-Surnamed	0%	1%	1%	1%	1%	1%
	% NH White est.	42%	20%	40%	71%	71%	50%
	% NH Black	41%	45%	33%	8%	13%	28%
Voter Turnout (Nov 2020)	Total	5,566	4,395	4,732	5,038	6,308	26,039
	% Latino est.	14%	31%	21%	15%	10%	17%
	% Spanish-Surnamed	13%	29%	20%	14%	9%	16%
	% Asian-Surnamed	4%	3%	4%	5%	5%	4%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%
	% NH White est.	41%	20%	41%	70%	71%	50%
	% NH Black	40%	46%	32%	8%	13%	27%
Voter Turnout (Nov 2018)	Total	4,328	3,066	3,488	3,620	4,955	19,457
	% Latino est.	13%	27%	19%	14%	9%	15%
	% Spanish-Surnamed	12%	26%	18%	14%	9%	15%
	% Asian-Surnamed	3%	2%	4%	5%	4%	4%
	% Filipino-Surnamed	0%	1%	1%	1%	0%	1%
	% NH White est.	43%	21%	43%	70%	72%	52%
	% NH Black est.	41%	48%	32%	8%	14%	27%
ACS Pop. Est.	Total	7,341	8,550	9,886	9,104	8,437	43,318
Age	age0-19	21%	23%	25%	19%	16%	21%
	age20-60	53%	53%	53%	55%	48%	52%
	age60plus	26%	24%	21%	26%	36%	27%
Immigration	immigrants	15%	28%	20%	30%	18%	23%
	naturalized	67%	61%	58%	74%	79%	67%
Language spoken at home	english	80%	56%	57%	57%	80%	65%
	spanish	16%	40%	35%	13%	8%	23%
	asian-lang	1%	2%	3%	3%	3%	3%
	other lang	3%	2%	4%	28%	9%	10%
Language Fluency	Speaks Eng. "Less than Very Well"	5%	16%	15%	20%	6%	13%
Education (among those age 25+)	hs-grad	45%	54%	50%	37%	30%	43%
	bachelor	23%	17%	19%	22%	31%	23%
	graduatedegree	25%	14%	17%	29%	35%	24%
Child in Household	child-under18	31%	36%	37%	28%	21%	30%
Pct of Pop. Age 16+	employed	67%	59%	59%	58%	55%	59%
Household Income	income 0-25k	9%	14%	13%	15%	8%	12%
	income 25-50k	11%	22%	12%	12%	9%	13%
	income 50-75k	12%	11%	15%	17%	9%	13%
	income 75-200k	41%	44%	47%	41%	37%	42%
	income 200k-plus	28%	8%	14%	16%	37%	21%
Housing Stats	single family	98%	96%	85%	81%	94%	90%
	multi-family	2%	4%	15%	19%	6%	10%
	rented	19%	29%	36%	45%	11%	28%
	owned	81%	71%	64%	55%	89%	72%

Total population data from the 2020 Decennial Census.

Surname-based Voter Registration and Turnout data from the California Statewide Database.

Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2015-2019 American Community Survey and Special Tabulation 5-year data.

RESOLUTION 2023-03

**RESOLUTION OF THE ALTADENA LIBRARY DISTRICT ADOPTING TRUSTEE
AREA BOUNDARY MAP AND ESTABLISHING BY-TRUSTEE AREA
ELECTIONS**

WHEREAS, the Altadena Library District ("District") is governed by a five-member Board of Trustees ("Board") and an at-large election system, where each of the Trustees is required to live within the boundary of the District but not in any one specific area;

WHEREAS, on June 24, 2019, the Board adopted Resolution No. 2019-03, which indicated the Board's intention to transition from at-large to by-trustee area elections;

WHEREAS, pursuant to Elections Code section 10010, the District held five public hearings on potential trustee area boundary maps; two public hearings prior to the drafting of any maps (January 23, 2023 and February 13, 2023), two public hearings at which public comment was sought on draft maps (March 25, 2023 and April 24, 2023), and a final public hearing at the meeting at which this resolution is considered (May 22, 2023);

WHEREAS, the District retained an experienced demographer, National Demographics Corporation, to develop proposed trustee area boundaries;

WHEREAS, the populations of the trustee areas in all of the proposed trustee area boundary maps are substantially equal in population and are drawn to be compact and contain cohesive, contiguous territory to the extent possible in compliance with legal requirements;

WHEREAS, District staff conducted public outreach utilizing standard public relations practices- e-connect, social media, newsletters, both via print and electronic means, to share information about districting to promote interest and participation;

WHEREAS, the Board has considered all public comment on the maps and elections sequence it received;

WHEREAS, Election Code section 10650 allows a special district to require, by resolution, that the members of its governing body be elected using by-trustee area elections, without being required to submit the resolution to the voters for approval where the resolution includes a declaration that the change in the method of electing members of the governing body is being made in furtherance of the purposes of the CVRA; and,

NOW, THEREFORE, BE IT RESOLVED the Board of Library Trustees of the Altadena Library District hereby finds, determines, and resolves as follows:

1. That the Board adopts the trustee area boundary map attached hereto as "Exhibit A" (also known as the "GREEN D map") and believes that its adoption would serve the public interest of the District's residents and voters.
2. That the trustee areas from which Board members shall be elected in November 2024, and every four years thereafter, are Areas 1, 2 and 5.
3. That the trustee areas from which Board members shall be elected in November 2026, and every four years thereafter, are Areas 3 and 4.
4. That this resolution shall serve as the establishment of by-trustee area elections for election of members of the Board pursuant to Elections Code section 10010.
5. That this change in the method of electing members of the governing body is being made in furtherance of the purposes of the CVRA.
6. That the trustee area boundaries and by-trustee area elections shall take effect with the November 2024 elections.
7. If necessary to facilitate the implementation of this resolution, District staff is authorized to make technical adjustments to the district boundaries that do not substantively affect the populations in the districts, the eligibility of candidates, or the residence of elected officials within any district.

I **HEREBY CERTIFY** that the foregoing resolution was passed and adopted by the Altadena Library District at a regular meeting thereof, held on the 22nd day of May 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

[MAP TO BE INSERTED]

ATTEST:

APPROVED:

Kameelah Wilkerson, Board Secretary

Jason Capell, Board President

APPROVED AS TO FORM:

Richard Egger, General Counsel



**BOARD OF LIBRARY TRUSTEES – MEETING
ITEM IX.B. STAFF REPORT FOR MAY 2023**

REPORT: Agenda Item IX.B.

MEETING DATE: May 22, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Resolution of the Altadena Library District Board of Trustees, Levying Special Taxes within Altadena Library District Community Facilities District No. 2020-1 (FACILITIES AND SERVICES)

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

To pay the debt service and cover administrative costs related to the Community Facilities District, the Special Tax Lien budget has been established at \$1,256,960. Please see the Levy Worksheet following this report for a breakdown of those expenses. The data needed to establish rates on the properties in Altadena will not be released by L.A. County Assessor’s Office until late July 2023. In light of this, we have decided to use last year’s property data to establish the rates (see rates following the Levy Worksheet). Please note that these rates could change after June 30th due to Very Low Income Exemptions as well as parcel changes recorded by L.A. County Assessor’s Office. Be aware there is a possibility that an amended resolution will need to come to the board for approval should these numbers significantly change.

The budget, along with the County Assessor’s data that includes the list of valid Parcels, the building square footage data, land use data etc, was compiled to determine the specific special tax rates that will be applied to each taxable parcel for Fiscal Year 2023-24.

FISCAL IMPACT:

No fiscal impact to the ALD Budget.

RECOMMENDATION:

Staff recommends that the Board of Trustees review and approve Resolution 2023-03, which includes the Fiscal Year 2023/24 budget and established rates, of the Altadena Library District Board of Trustees, Levying Special Taxes within Altadena Library District Community Facilities District No. 2020-1 (FACILITIES AND SERVICES).

RESOLUTION NO. 2023-xx

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

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

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

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

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

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

Section 5. The Board desires to levy the Special Taxes within CFD No. 2020-1 for Fiscal Year 2023/24.

Section 6. The Board hereby levies the Special Taxes for Fiscal Year 2023/24 on each parcel of real property, depending on its land use classification, as follows:

Property Type	Per	Maximum Special Tax Rate	Approved Special Tax Rate
Single Family Residential Property	Building Square Foot	\$0.104	\$0.048
Apartment Property	Unit	119.89	56.26
Commercial Property less than 10,000 Square Feet	Assessor's Parcel	354.69	166.44
Commercial Property greater than 10,000 Square Feet	Assessor's Parcel	479.59	225.05

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

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

PASSED, APPROVED AND ADOPTED this 12th day of April, 2023.

Jason Capell, Board President

ATTEST:

APPROVED AS TO FORM:

Kameelah Waheed Wilkerson, Board Secretary

Richard Egger, General Counsel

**Altadena Library District
Community Facilities District No. 2020-1
Fiscal Year 2023/24 Levy Worksheet**

Description	2023/24 Amount	2022/23 Amount	Difference
Principal	\$365,000.00	\$350,000.00	\$15,000.00
Interest	<u>865,950.00</u>	<u>883,450.00</u>	<u>(17,500.00)</u>
<i>Subtotal</i>	\$1,230,950.00	\$1,233,450.00	(\$2,500.00)
Agency administrative costs	\$7,096.68	\$7,401.68	(\$305.00)
Trustee/Paying Agent costs	2,700.00	2,700.00	0.00
County collection fees (1)	3,527.50	3,526.50	1.00
Arbitrage calculation costs	750.00	750.00	0.00
Continuing disclosure costs	0.00	0.00	0.00
Dissemination costs	0.00	0.00	0.00
Administration costs	11,814.00	11,000.00	814.00
Administration expenses	121.82	121.82	0.00
Other costs	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<i>Subtotal</i>	\$26,010.00	\$25,500.00	\$510.00
Maximum Admin Cost (2)	\$26,010.00	\$25,500.00	\$510.00
Anticipated Delinquencies (3)	\$0.00	\$0.00	\$0.00
Del. Management Charges	0.00	0.00	0.00
Rounding adjustment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<i>Subtotal</i>	\$0.00	\$0.00	\$0.00
Total Annual Levy	\$1,256,960.00	\$1,258,950.00	(\$1,990.00)
County Apportionment (4)	\$1,253,432.50	\$1,255,423.50	(\$1,991.00)
Parcels Levied	13,910	13,906	4

(1) County Collection Fees are \$50 processing fee per fund and \$0.25 per parcel.

(2) Maximum administrative expense per Fiscal Agent Agreement for FY 22/23 (Initial Year) is \$25,500. Increase of 2

(3) Reasonably anticipated delinquent Special Taxes based on the delinquency rate for Special Taxes

(4) Amount to be disbursed by Tax Collector if 100% collection is made.

Levy Approval

_____ Signature

_____ Date



**BOARD OF LIBRARY TRUSTEES
ITEM IX.C. STAFF REPORT FOR MAY 2023**

REPORT: Agenda Item IX.c.

MEETING DATE: May 22, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Review and Approval to Adopt the updated Salary Schedule for Fiscal Year 2023-2024.

BACKGROUND:

The Altadena Library District provides a Cost-of-Living Adjustment (COLA) to staff each fiscal year when there is enough expected revenue to accommodate this additional pay for staff. Last year the District gave a 7% COLA.

According to the [U.S. Bureau of Labor Statistics](#), over the last 12 months, the Consumer Price Index for all Urban Consumers (CPI-U) has dropped to 3.7 percent in the Los Angeles area. It is recommended by our accounting firm to reduce the COLA this year to be closer to alignment with the current CPI.

With the projected revenue numbers, we have built in a 4% COLA increase for all staff members into the Proposed Fiscal Year 2023-24 Budget.

In addition, two additional salary schedule steps have been proposed, Steps 7 and 8 at 2.5%. These proposed steps are meant to encourage retention and aid in future recruitment efforts.

These proposed changes would still allow coverage of all other expenses, and would leave some revenue to go into our reserve funds.

FISCAL IMPACT:

A 4% COLA increase adds \$84,400 to the expenditures on Salaries and Benefits for current staff.

RECOMMENDATION:

Staff recommends that the Board of Trustees approve the updated Salary Schedule for Fiscal Year 2023-24 with a 4% COLA increase, and the addition of salary Step 7 and Step 8.



Altadena Library District Salary Schedule FY23-24
Proposed 4% COLA Effective July 1, 2023

Salaries Fall in the Following Range: Steps 1 through 8 for all positions, excuding the District Director and Intern. District Director salary is determined by contract, and Intern salary maintains at step 1.

District Director								
	13,107.41					16,728.74		
	157,289					200,745	-	-
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Assistant Library Director	53.01	55.66	58.44	61.36	64.43	67.65	69.35	71.08
Monthly	9,188	9,648	10,130	10,636	11,168	11,727	12,020	12,320
Annual	110,258	115,771	121,560	127,638	134,020	140,721	144,239	147,845
IT & Technical Services Manager	51.71	54.29	57.01	59.86	62.85	65.99	67.64	69.34
Monthly	8,963	9,411	9,882	10,376	10,894	11,439	11,725	12,018
Annual	107,554	112,932	118,579	124,508	130,733	137,270	140,701	144,219
Facilities Manager/Library Manager/Staff Accountant	41.40	43.47	45.65	47.93	50.32	52.84	54.16	55.52
Monthly	7,176	7,535	7,912	8,308	8,723	9,159	9,388	9,623
Annual	86,117	90,423	94,944	99,691	104,676	109,910	112,657	115,474
Librarian/Marketing Specialist	35.71	37.50	39.37	41.34	43.41	45.58	46.72	47.89
Monthly	6,190	6,500	6,825	7,166	7,524	7,901	8,098	8,301
Annual	74,284	77,999	81,898	85,993	90,293	94,808	97,178	99,607
Administrative Assistant	30.04	31.54	33.11	34.77	36.51	38.33	39.29	40.27
Monthly	5,206	5,466	5,740	6,027	6,328	6,644	6,811	6,981
Annual	62,473	65,597	68,877	72,321	75,937	79,733	81,727	83,770
Facilities Maintenance Worker/Library Assistant	26.55	27.88	29.27	30.74	32.27	33.89	34.73	35.60
Monthly	4,602	4,832	5,074	5,328	5,594	5,874	6,021	6,171
Annual	55,226	57,988	60,887	63,932	67,128	70,485	72,247	74,053
Library Technician	24.06	25.26	26.52	27.85	29.24	30.70	31.47	32.26
Monthly	4,170	4,378	4,597	4,827	5,068	5,322	5,455	5,591
Annual	50,035	52,537	55,163	57,922	60,818	63,859	65,455	67,091
Facilities Monitor/Library Clerk	21.79	22.88	24.02	25.22	26.48	27.81	28.50	29.22
Monthly	3,777	3,965	4,164	4,372	4,590	4,820	4,940	5,064
Annual	45,319	47,585	49,964	52,462	55,086	57,840	59,286	60,768
Library Aide	17.02	17.88	18.77	19.71	20.69	21.73	22.27	22.83
Monthly	2,951	3,099	3,253	3,416	3,587	3,766	3,860	3,957
Annual	35,412	37,182	39,041	40,993	43,043	45,195	46,325	47,483
Library Intern	16.64							
Monthly	2,884							
Annual	34,611							



**BOARD OF LIBRARY TRUSTEES – BUDGET COMMITTEE
AGENDA ITEM IX.D. REPORT FOR MAY 2023**

REPORT: Agenda Item IX.d.

MEETING DATE: May 22, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Review and Approval of the Proposed Fiscal Year 2023-2024 Budget

BACKGROUND:

In consultation with Kristi Even of Eide Bailly, I have drafted the District's FY2023/24 budget for the Board's review. This proposed budget was shared with the Budget Committee at their meeting on May 11, 2023 and has been amended to include their updates. They voted to recommend the full Board of Trustees review and approve the budget as presented.

This budget includes requests from all District department heads for programming and other operational needs. This budget includes a breakdown of staffing allocations and costs, a breakout of revenues and expenses by funding type:

- General Fund
- Donations & Grants
- Capital
- Community Facilities District (CFD) 2020-1 Special Assessment

We project to increase reserves in our general fund after accounting for the necessary expenses for the upcoming year. We plan to fully utilize donation and grant funds for programs and necessary technology upgrades. Please see the full financial narrative for these two funds following this report.

Some items to note for FY 2023/24 General Fund Budget include:

- Recommending a 4% Cost of Living Adjustment with a fiscal impact of \$84,400.
- Adding a budget line to the Benefits, Retirement & Taxes section to designate funds for the CalPERS Unfunded Accrued Liability (UAL) Discretionary Payment, which is in alignment with the UAL Policy established by the Board of Trustees in 2022. The proposed amount was originally presented to the Budget Committee at \$75,000, but was amended to be \$225,000 instead of adding \$150,000 to the reserves.

- Increasing the employee allowance for health, dental, and vision insurance from \$745 to \$1,100 per month for the 21 full-time participating employees.
 - Supports the District’s goal of attracting and retaining valuable employees and is more competitive with other government agencies such as the County of Los Angeles and the City of Pasadena.
 - Current policy provides employees coverage at an amount equal to the lowest employee-only plans for health, dental, and vision insurance, which is approximately \$14,300 per month, with employees contributing approximately \$4,200 per month.
 - The proposed budget increases the allowance up to \$1,100 per employee, which is equal to approximately 60% of the lowest family plan for health insurance plus the cost of employee dental and vision insurance. This benefits all employees and provides no-cost coverage to 18 of the 21 employees, with reduced premiums for the remaining employees. This would cost the District approximately \$17,100 per month, with employees contributing approximately \$980 per month. The annual increased cost to the District is approximately \$33,800, given the current policy elections by employees.

The following chart details the impact of the above proposal:

Altadena Library District								
Employee Health Benefits (Medical, Dental, & Vision)								
May 2023								
FY 23	# of	Benefit per	District	Employee	Total	District	Employee	Total
Current Coverage	Employees	Employee	(Monthly)	(Monthly)	(Monthly)	(Annual)	(Annual)	(Annual)
	19	\$ 744	\$ 14,131	\$ 4,203	\$ 18,335	\$ 169,575	\$ 50,439	\$ 220,014
	2	\$ 63	\$ 127	\$ -	\$ 127	\$ 1,521	\$ -	\$ 1,521
			\$ 14,258	\$ 4,203	\$ 18,461	\$ 171,096	\$ 50,439	\$ 221,535
FY 24	# of	Benefit per	District	Employee	Total	District	Employee	Total
Current Coverage	Employees	Employee	(Monthly)	(Monthly)	(Monthly)	(Annual)	(Annual)	(Annual)
	19	up to \$1,100	\$ 16,948	\$ 983	\$ 17,932	\$ 203,379	\$ 11,799	\$ 215,178
	2	\$ 63	\$ 127	\$ -	\$ 127	\$ 1,521	\$ -	\$ 1,521
			\$ 17,075	\$ 983	\$ 18,058	\$ 204,900	\$ 11,799	\$ 216,699
FY 24	# of	Benefit per	District	Employee	Total	District	Employee	Total
Maximum Benefits	Employees	Employee	(Monthly)	(Monthly)	(Monthly)	(Annual)	(Annual)	(Annual)
	21	\$ 1,100	\$ 23,100	\$ 983	\$ 24,083	\$ 277,200	\$ 11,799	\$ 288,999

In addition, we are beginning to ramp up renovation spending activity on both locations (phases of execution on Bob Lucas and planning the Main Library front). We feel that we are strongly positioned in the next fiscal year with these projections.

The proposed budget for FY2023/24 for the Capital Fund is based on projected spending on the two library building projects. These projections were provided by Jennifer Pearson of Rachlin Partners based on the most updated timeline of the project schedules at this time. In addition to the use of bond proceeds, grant income will be used to complete renovations for the two projects. The projected interest income is approximately \$295,000. Total expenses including project management, contingencies and renovation costs are \$4,099,600. It is anticipated that this activity will draw down the capital fund to \$22,070,800 in FY2023/24.

The anticipated budget needed to cover the debt service payment and associated CFD Fund related administration costs is \$1,257,000 for FY2023/34. These funds will be collected through a Special Tax Lien on Altadena property tax owners annual tax bills.

FISCAL IMPACT:

The general fund reserve is projected to increase \$6,600 by the end of the FY2023/24 with the proposed budget. Donations and Grants funding of \$269,000 has a fiscal impact of net \$0 as we intend to use these funds in their entirety for their targeted use. Our capital budget is projected to use \$4,099,600, leaving approximately \$22,070,800 in capital funds. Lastly, the CFD fund is projected to grow to \$513,000 due to tax assessments collected in advance of debt service payments for FY2023/24.

RECOMMENDATION:

Staff recommends that the Board vote to approve this proposed Fiscal Year 2023-2024 Budget.

**Altadena Library District
FY 2023/24 Proposed Budget
General Fund**

	A	B	C	D = C-A	E = D/A
	FY 2022/23 Projected Actuals	FY 2022/23 Adopted Budget	FY 2023/24 Proposed Budget	\$ Variance	% Variance
1 REVENUES					
2 Property Taxes & Assessments	\$ 4,237,400	\$ 4,080,000	\$ 4,302,900	\$ 65,500	2%
3 Library Fees	62,100	60,000	66,500	4,400	7%
4 Interest Income	83,700	20,000	128,000	44,300	53%
5 Other Revenues	68,300	65,000	64,900	(3,400)	-5%
6 TOTAL REVENUE	4,451,500	4,225,000	4,562,300	110,800	2%
7 EXPENSE					
8 Salaries & Benefits					
9 Wages					
10 Salaried	1,159,600	1,226,400	1,262,400	102,800	9%
11 Hourly	869,400	890,000	902,500	33,100	4%
12 Total Wages	2,029,000	2,116,400	2,164,900	135,900	7%
13 Benefits, Retirement & Taxes					
14 Health Insurance - Employee	153,200	145,700	188,900	35,700	23%
15 Health Insurance - Retiree	67,900	66,700	72,300	4,400	6%
16 Other Medical Insurance	17,800	21,000	17,800	-	0%
17 Workers' Compensation	20,000	20,000	15,500	(4,500)	-23%
18 Payroll Taxes (District-Paid)	151,200	169,400	173,000	21,800	14%
19 CalPERS Retirement (Normal Costs)	135,500	146,000	150,900	15,400	11%
20 CalPERS UAL Minimum Payment	226,000	226,000	220,600	(5,400)	-2%
21 CalPERS UAL Discretionary Payment	-	-	225,000	225,000	100%
22 Total Benefits, Retirement & Taxes	771,600	794,800	1,064,000	292,400	38%
23 Total Salaries & Benefits	2,800,600	2,911,200	3,228,900	428,300	15%
24 Operating Expenses					
25 Insurance	127,800	127,800	144,600	16,800	13%
26 Utilities	87,200	88,000	95,000	7,800	9%
27 County Tax Collection Fees	40,900	42,400	41,700	800	2%
28 Other Operating	75,800	78,000	81,300	5,500	7%
29 Facilities, Grounds & Maintenance	110,000	110,000	118,800	8,800	8%
30 Structures & Improvements	10,000	10,000	10,000	-	0%
31 Vehicles & Equipment Maintenance	10,000	10,000	20,000	10,000	100%
32 Staff Development, Training & Travel	21,300	20,500	27,800	6,500	31%
33 Advertising & Marketing	22,500	16,600	38,600	16,100	72%
34 Miscellaneous Expenses	7,700	2,600	8,200	500	6%
35 Total Operating Expenses	513,200	505,900	586,000	72,800	14%
36 Professional Services					
37 Audit and Financial Consulting	96,000	100,000	108,300	12,300	13%
38 Legal Fees	23,700	22,500	25,000	1,300	5%
39 Consultants - Other	71,000	65,000	100,000	35,000	49%
40 Total Professional Services	190,700	187,500	233,300	48,600	25%

**Altadena Library District
FY 2023/24 Proposed Budget
General Fund**

	A	B	C	D = C-A	E = D/A
	FY 2022/23 Projected Actuals	FY 2022/23 Adopted Budget	FY 2023/24 Proposed Budget	\$ Variance	% Variance
41 Information Technology (IT)					
42 Internet Service / E-Rate	53,500	58,000	54,600	1,100	2%
43 Technology Equipment	52,000	50,600	50,000	(2,000)	-4%
44 Technology Maintenance Fees	46,100	39,000	46,100	-	0%
45 Telecommunications	13,200	12,500	22,500	9,300	70%
46 Total Information Technology (IT)	164,800	160,100	173,200	8,400	5%
47 Library Materials					
48 Books	134,300	134,300	110,000	(24,300)	-18%
49 Downloadables	72,300	72,300	84,100	11,800	16%
50 DVD's & Videogames	14,600	14,600	14,600	-	0%
51 Electronic Databases / Subscriptions	29,000	29,000	29,000	-	0%
52 Periodicals	10,000	10,000	10,000	-	0%
53 Audio CD	9,100	9,100	9,100	-	0%
54 Mobile Library Collection	-	-	12,500	12,500	100%
55 Purchase Suggestions	11,200	11,200	14,000	2,800	25%
56 Library of Things	6,000	6,000	6,000	-	0%
57 Total Library Materials	286,500	286,500	289,300	2,800	1%
58 Programs					
59 Adult Services	14,600	15,000	12,000	(2,600)	-18%
60 Teen Services	5,600	5,500	5,500	(100)	-2%
61 Youth Services	8,700	10,000	10,000	1,300	15%
62 Summer Reading	-	-	11,000	11,000	100%
63 Bob Lucas Branch Services	5,600	5,500	5,500	(100)	-2%
64 Literacy Services	600	800	800	200	33%
65 Volunteer Services	200	200	200	-	0%
66 All Ages	3,900	3,900	-	(3,900)	-100%
67 Total Programs	39,200	40,900	45,000	9,700	25%
68 TOTAL EXPENSE	3,995,000	4,092,100	4,555,700	566,700	14%
69 NET REVENUE / (EXPENSE)	456,500	132,900	6,600	(455,900)	-100%
70 Use Of / (Addition To) Reserves	(456,500)	(132,900)	(6,600)	455,900	
71 NET BALANCE	\$ -	\$ -	\$ -	\$ -	

72 Projected General Fund Reserves			
73 Beginning Reserves 7/1	\$ 3,818,200	\$ 3,764,800	\$ 4,274,700
74 Addition / (Drawdown) of Reserves	456,500	132,900	6,600
75 General Fund Reserves 6/30	\$ 4,274,700	\$ 3,897,700	\$ 4,281,300

**Altadena Library District
FY 2023/24 Proposed Budget
Donations & Grants**

	A	B	C
	FY 2022/23 Projected Actuals	FY 2022/23 Adopted Budget	FY 2023/24 Proposed Budget
1 REVENUES			
2 Donations & Grants			
3 Altadena Library Foundation	\$ 55,000	\$ 55,000	\$ 37,500
4 Friends of the Library	28,000	28,000	20,000
5 California State Library Literacy Services	35,000	35,000	37,500
6 Emergency Connectivity Fund	9,600	9,600	-
7 California State Library Expanding our Footprint	76,000	250,000	174,000
8 California State Library Facilities	5,000	5,000	-
9 Total Donations & Grants	208,600	382,600	269,000
10 TOTAL REVENUE	208,600	382,600	269,000
11 EXPENSES			
12 Wages			
13 Salaried	20,400	20,400	24,500
14 Hourly	12,000	12,000	12,000
15 Total Wages	32,400	32,400	36,500
16 Operating Expenses			
17 Staff Recognition	4,500	4,500	1,500
18 Staff Development, Training & Travel	2,500	2,500	5,000
19 Equipment, Furniture & Fixtures	46,500	212,500	181,500
20 Structures & Improvements	2,500	2,500	-
21 Facilities, Grounds & Maintenance	15,000	15,000	-
22 Fab Lab	20,000	20,000	-
23 Total Operating Expenses	91,000	257,000	188,000
24 Programs			
25 Adult Services	18,000	18,000	10,500
26 Teen Services	500	500	1,700
27 Youth Services	1,000	1,000	7,000
28 Mobile Library Maintenance	10,000	10,000	-
29 Summer Reading	13,000	13,000	2,000
30 Bob Lucas Branch Services	500	500	300
31 Literacy Services	5,500	5,500	1,000
32 All Ages	2,100	2,100	8,000
33 Poets Laureate	5,000	5,000	5,000
34 Total Programs	55,600	55,600	35,500
35 Library Materials			
36 Mobile Library Collection	3,000	3,000	1,000
37 Total Library Materials	3,000	3,000	1,000

**Altadena Library District
FY 2023/24 Proposed Budget
Donations & Grants**

	A	B	C
	FY 2022/23 Projected Actuals	FY 2022/23 Adopted Budget	FY 2023/24 Proposed Budget
38 Information Technology (IT)			
39 Internet Service / E-Rate	2,500	2,500	-
40 Technology Equipment	7,000	7,000	-
41 Technology Maintenance Fees	5,100	5,100	-
42 Website Development	12,000	20,000	8,000
43 Total Information Technology (IT)	26,600	34,600	8,000
44 TOTAL EXPENSES	208,600	382,600	269,000
45 NET REVENUES / (EXPENSES)	\$ -	\$ -	\$ -

Altadena Library District FY 2023/24 Proposed Budget Capital

	A	B	C
	FY 2022/23 Projected Actuals	FY 2022/23 Adopted Budget	FY 2023/24 Proposed Budget
1 REVENUE			
2 Grant Income	\$ 3,789,800	\$ -	\$ -
3 Interest Income	188,300	110,000	295,000
4 TOTAL REVENUE	3,978,100	110,000	295,000
5 EXPENSE			
6 CFD Bond			
7 CFD Administration	10,400	20,000	-
8 CFD Project Management	31,200	100,000	192,000
9 Contingencies	-	50,000	192,000
10 Total CFD Bond	41,600	170,000	384,000
11 Capital Project Expenses			
12 Bob Lucas Memorial Library	125,000	200,000	1,238,500
13 Main Library	250,000	400,000	2,477,100
14 Total Capital Project Expenses	375,000	600,000	3,715,600
15 TOTAL EXPENSE	416,600	770,000	4,099,600
16 NET REVENUE / (EXPENSE)	3,561,500	(660,000)	(3,804,600)
17 Transfer Out - CFD	(151,200)	-	-
18 Use Of / (Addition To) Reserves	(3,410,300)	660,000	3,804,600
19 NET BALANCE	\$ -	\$ -	\$ -
20 Projected Capital Fund			
21 Beginning Capital Fund 7/1	\$ 22,465,100	\$ 21,538,700	\$ 25,875,400
22 Addition / (Drawdown) of Capital Fund	3,410,300	(660,000)	(3,804,600)
23 Ending Capital Fund 6/30	\$ 25,875,400	\$ 20,878,700	\$ 22,070,800

**Altadena Library District
FY 2023/24 Proposed Budget**

Community Facilities District 2020-1 Special Assessment (CFD)

	A	B	C
	FY2022/23 Projected Actuals	FY 2022/23 Adopted Budget	FY 2023/24 Proposed Budget
1 REVENUE			
2 CFD Special Assessment	\$ 1,258,600	\$ 1,247,500	\$ 1,257,000
3 Transfer In - Capital	151,200	-	-
4 TOTAL REVENUE	1,409,800	1,247,500	1,257,000
5 EXPENSE			
7 Debt Service Principal	-	-	350,000
8 Debt Service Interest	883,400	878,500	868,900
6 CFD Administration	25,500	-	26,000
9 TOTAL EXPENSE	908,900	878,500	1,244,900
10 NET REVENUE / (EXPENSE)	500,900	369,000	12,100
11 Use Of / (Addition To) CFD Fund	(500,900)	(369,000)	(12,100)
12 NET BALANCE	\$ -	\$ -	\$ -
13 Projected CFD Fund			
14 Beginning CFD Fund 7/1	\$ -	\$ -	\$ 500,900
15 Addition (Drawdown) of CFD Fund	500,900	369,000	12,100
16 Ending CFD Fund 6/30	\$ 500,900	\$ 369,000	\$ 513,000

Altadena Library District

FY 24 Proposed Budget

General Fund

Revenue

Line 2 – Property Taxes & Assessments includes Ad Valorem tax revenue and a redevelopment tax levied by Los Angeles County. **Increase 2%.**

Line 3 – Library Fees includes printing fees, video game rentals, community room fees, and passport services. **Increase 7% for increased passport services.**

Line 4 – Interest Income includes earnings from cash and investments held with the County of Los Angeles (COLA), a checking account at Pacific West Bank, and the California Cooperative Liquid Assets Securities System investment account CLASS). **Increase 53% for higher rates due to investment transfer from COLA to CLASS.**

Line 5 – Other Revenue is generated from film rentals, E-Rate reimbursement (internet), credit card rebates, and other miscellaneous revenue. **Decrease 5% for higher one-time revenue in FY 23.**

Expenses

Line 10 – Salaried includes employee wages and a \$400 annual wellness stipend, less a small portion funded from donations and grants. **Increase 9% for a 4% cost of living adjustment (COLA), 5% step increases, and two additional steps added to the salary schedule at 2.5% each.**

Line 11 – Hourly includes employee wages and a \$400 annual wellness stipend, less a small portion funded from donations and grants **Increase 4% for a 4% cost of living adjustment (COLA), 5% step increases, and two additional steps added to the salary schedule at 2.5% each. One vacant position was not filled.**

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 \$1,100 per month per full-time employee. **Increase 23% for increase in District coverage from \$745 to \$1,100.**

Line 15 – Health Insurance - Retiree includes health benefits for retired employees. **Increase 6% for higher premium rates.**

Line 16 – Other Medical Insurance includes the District’s contribution toward dental, vision, and life insurance for full-time employees. **There is no budget increase for FY 24 due to maximum allowance for health, dental, and vision benefits combined.**

Line 17 – Workers’ Compensation insurance based on employee wages by risk category. **Decrease 23% due to fewer claims in recent years.**

Line 18 – Payroll Taxes include the District’s portion of federal and state taxes. **Increase 14% due to employee wage increases.**

Altadena Library District

FY 24 Proposed Budget

Line 19 – CalPERS Retirement (Normal Costs) is the District’s portion of employee retirement costs. **Increase 11% for higher retirement rates.**

Line 20 – CalPERS UAL Minimum Payment is the annual required payment toward the unfunded accrued liability. **Decrease 2% due to actuarial calculation and 3% discount for paying in full at the beginning of the fiscal year.**

Line 21 – CalPERS UAL Discretionary Payment is a voluntary payment to CalPERS to reduce the unfunded accrued liability of approximately \$2.1 M. **New budget line for FY 24. Payments may be made based on budget performance and investment returns.**

Line 25 – Insurance includes property, liability, and earthquake insurance. **Increase 13% for higher premium rates.**

Line 26 – Utilities includes electricity, gas, and water for the main library and the Bob Lucas branch. **Increase 9% for higher utility rates.**

Line 27 – County Tax Collection Fees are paid to the County at approximately 1% of property taxes collected in Line 2. **Increase 2% based on budgeted increase for property tax revenue.**

Line 28 – Other Operating includes membership dues & subscriptions, postage, printing, supplies, janitorial supplies, and non-capitalized equipment. **Increase 7% for inflation.**

Line 29 – Facilities, Grounds & Maintenance includes maintenance contracts, building maintenance and repairs, and landscaping services. **Increase 8% for a new landscape services contract.**

Line 30 – Structures & Improvements includes emergency funds for unanticipated expenses. **There is no budgeted increase for FY 24.**

Line 31 – Vehicles & Equipment Maintenance includes the cost of vehicle maintenance. **Increase 100% for a one-time set-up conversion fee and continued maintenance for a new mobile library van purchased in FY 23.**

Line 32 – Staff Development, Training & Travel is budgeted for staff conferences, training, and related expenses. **Increase 31% for additional participation in conferences and training.**

Line 33 – Advertising & Marketing includes general marketing for the District. **Increase 72% for additional direct mail and magazine printing, increased costs for recruiting, and expanding advertisement placement for open positions.**

Line 34 – Miscellaneous Expenses includes banking, payroll processing and timekeeping, and miscellaneous expenses not accounted for in other lines. **Increase 6% for payroll processing fees budgeted as Consultant – Other in FY 23.**

Line 37 – Audit & Financial Consulting includes annual audit services and external consulting services. **Increase 13% for higher rates and additional work due to capital and grant activity. A portion is reimbursed from the Community Facilities District (CFD) and grants.**

Altadena Library District

FY 24 Proposed Budget

Line 38 – Legal Fees are for general District matters. **Increase 5% for inflation.**

Line 39 – Consultants-Other includes consulting services for information technology (IT), human resources, and miscellaneous services **Increase 49% due to new agreements for human resources consulting and an IT and facilities assessment.**

Line 42 – 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. **Increase 2% for increased costs.**

Line 43 – Technology Equipment includes office computers and misc. equipment. **Decrease 4% due to the purchase of a copier and hotspots in FY 23.**

Line 44 – Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. **There is no budget increase for FY 24.**

Line 45 - Telecommunications includes phone charges for the main library and the Bob Lucas branch. **Increase 70% due to service lines covered by donations and grants in FY 23.**

Lines 48 - 56 – Library Materials include items available for library members such as: books, downloadables, DVDs, videogames, electronic databases, periodicals, audio CDs, mobile library collection- seed library, purchase suggestions from members, and Library of Things. **Increase Total Library Materials 1% and shift toward digital resources and the mobile library.**

Lines 59 – 66 – Programs includes program costs for adult, teen, and youth services. It also supports the Summer Reading program, programs for the Bob Lucas Branch, Literacy services, and volunteer services. **Increase Total Program Expenses 25% for the summer reading program that was funded by donations and grants in FY 23.**

Line 69 - Net Revenue / (Expenses) is the year-to-date use of or (addition to) Operating Reserves. **A net increase of \$6,600 is budgeted to add to the General Fund Reserves for FY 24.**

Altadena Library District

FY 24 Proposed Budget

Donations / Grants

Revenue

Line 3 – Altadena Library Foundation includes a grant to support operating and program services.

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. **There is no budget for FY 24.**

Line 7 - California State Libraries Facilities & Equipment includes a carryover from FY 23 for two vending machines and website development.

Line 8 – California State Library Facilities included a one-time gift to support “open plus” which will allow patrons access to the Library during non-operating hours. **There is no budget for FY 24.**

Expenses

Line 13 – Salaried includes a portion of salaries at the Bob Lucas Branch funded by the California Library Literary Services grant.

Line 14 – Hourly includes a portion of hourly wages at the Bob Lucas Branch funded by the California Library Literary Services grant for English as a second language services.

Lines 17-22 – Total Operating Expenses includes staff recognition, development and training, and miscellaneous furniture and equipment funded by the Altadena Library Foundation and Friends of the Altadena Library. It also includes the purchase of two vending machines carried over from FY 23 funding from the Expanding our Footprint grant.

Lines 25-33 – Total Programs includes programming for adults, teens, youth, and all ages, the summer reading program, literacy services, and the Poet’s Laureate.

Line 36 – Mobile Library Collection includes the Seed Library.

Lines 39-42 – Total Information Technology includes website development carried over from FY 23 funding from the Expanding our footprint grant.

Line 45 Net Revenue / (Expenses) is the year-to-date use of or (deferred use of) donation and grant funds. **The FY 24 budget projects spending all donations and grants.**



**BOARD OF LIBRARY TRUSTEES
ITEM IX.E. STAFF REPORT FOR MAY 2023**

REPORT: Agenda Item IX.e.

MEETING DATE: May 22, 2023

PREPARED BY: Ashley Watts

LOCATION: Main Library Community Room

Title: Review and Approval of the Library Materials Borrowing Policy

BACKGROUND:

To establish a consistent method of handling our borrowing materials and to clearly define our patron types, staff thought it was best to revise our Library Materials Borrowing Policy. The last update to the policy was approved by the Board on January 29, 2021. Major updates to the policy include:

- Clearer language surrounding the requirements for obtaining a library card.
- “Good Neighbor” status requirements
- Lost/stolen library cards

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the Board review and approve the Library Materials Borrowing policy.



ALTADENA LIBRARY DISTRICT

SUBJECT: LIBRARY MATERIALS BORROWING POLICY

SECTION: Administration

BOARD APPROVED: [INSERT]

The Altadena Library District does not restrict access to library materials based on age, origin, background, or views. With an Altadena Library account, community members have access to a wide collection of books, audio materials, visual materials and other resources. All community members are responsible for the care and return of items checked out to their account.

Both residents of California and visitors to the area are eligible to apply for an Altadena Library Card. To obtain an Altadena Library Card, applicants are asked to ~~complete a library card application and to~~ provide photo ID and address verification. Community members without this information are invited to obtain a Digital Card to access our online resources and public computers.

LIBRARY CARD ACCOUNTS

- Youth Community/Adult Community Card
 - ~~FOR~~For: California residents
 - All ages (additional adult ~~guarantor signature~~ needed for patrons ages 0 through 13; Ages 14 and older can apply for their own [Community] card if they have a current photo ID, such as a current Driver's license or learner's permit, provisional license or school-issued ID.)
 - Requirements: Government issued photo identification with current CA address, or other government, school or work issued photo identification along with address verification for CA
 - If I.D. does not contain your current address, the following are acceptable forms of address verification for residence or P.O. box:
 - Current Vehicle Registration
 - Current Utility Bill issued within the last 60 days
 - Mortgage / Lease agreement
 - Paystub
 - United States postmarked mail or proof of other delivered mail
 - Cardholders of this type can be upgraded to Good Neighbor status after Adult Community Cardholders who are in good standing, have held a library account for at least 21 days, and demonstrate a history of returning at least one (1) physical item will be automatically upgraded to Good Neighbor status, which allows them to borrow items from the Library of Things collection and apply for Self-Service Extended Hours Access offered at the Main Library. Those with a Youth Curiosity, Youth Community, or Digital Card are NOT eligible to be upgraded to Good Neighbor status.
 - Expiration: Three (3) years of no ~~usage~~ checkout of materials.
- Curiosity Card/Youth Curiosity Card
 - ~~FOR~~For: Non-California residents and/or those without address verification, including minors.
 - Requirements: Official photo identification or verification (work, government, school)
 - Expiration: One (1) year of no checkout of materials.

- Teacher Card
 - **FORFor**: Teachers and Homeschooling Facilitators
 - Requirements: Official school identification or private school affidavit
 - Checkout Duration (books only): 42 days + standard renewal time
 - Expiration: Annual (August 1)
- Digital Card
 - **FORFor**: Everyone
 - Requirements: None – sign up online
 - **Access to Limits**: Online resources **only**, including eBooks & eAudiobooks, **and public computers**.
 - Expiration: 1 year or when replaced with a Community Card or Curiosity Card

Lost or stolen Library Cards

- Report lost or stolen cards immediately: Call Library at 626-798-0833
- The Library card replacement is free. Cardholders are responsible for items checked out until the card is reported lost.

Borrowing Limits for Library Accounts

	Online Resource Access	Audio Material, Visual Material, <u>Zines & Magazines</u>	Binge-Boxes	Video Games	Books	Library of Things	Overall Limit
<u>Youth Community/Community Card</u>	yes	10 per format	2	2	50	5*	50
<u>Youth Curiosity/Curiosity Card</u>	yes	5 per format	2	2	5	0	5
Teacher Card	yes	10 per format	2	2	75	5	75
Digital Card	yes	0	0	0	0	0	0

~~*Available to Community Cardholders who are fine free, have held a library account for at least 21 days, and demonstrate a history of returning items will be automatically upgraded to Good Neighbor status, which allows them to borrow items from the Library of Things collection with Good Neighbor Status.~~

Holds

The number of holds for each borrower is equal to the borrowing limits for each material type. Holds are available for pickup up to 7 days after an email/text notification is sent.

Checkout and Renewal Periods

- Automatic renewal happens two days prior to the due date of the item, provided there is not a hold on the item. Items without holds will be automatically renewed up to two times.
- Notifications of items becoming due are sent out as follows:
 - 7 days prior to the item being due
 - 1 day after the item being due
 - 7 days after the item being due
 - 14 days after the item being due

Material Type	Loan Period	Renewals Allowed *	Automatic Renewal *
Books, Binge Boxes , Zines , Magazines, Music, Kits, Audiobooks, WiFi Hot Spots	21 Days	2	Yes
Visual Material, Video Games	7	2	Yes
Library of Things	7	2	Yes
Interlibrary loan	Dependent on lending agency	Dependent on lending agency	No

*Items that have holds are not renewable

Fees

- The library does not charge overdue fines for late materials; however, library patrons will receive notification of overdue items and will be charged for replacement of an item when it is ~~2130~~ days overdue.
- Patrons may receive a charge on their account if staff deems that an item has been damaged while in the patron's care.
- The library cannot accept items brought in by a patron as a replacement for lost or damaged materials.
- ~~Returned checks will be subject to a bank service charge.~~
- Interlibrary Loan: The lending library may charge fees. Patron will be asked to agree to these fees prior to initiating the Interlibrary Loan.
- Borrowing privileges are suspended when a patron has over \$~~54~~0.00 in fees on their account. Privileges will be reinstated once missing items are returned or the Altadena Library District is compensated for lost or damaged materials.
- We are unable to issue refunds for payments on lost/damaged items.