



## AGENDA

Board of Library Trustees | Altadena Library District  
Main Library Community Room  
600 E. Mariposa St  
Altadena, CA 91001  
June 26, 2023 – 4:00 p.m.

### IMPORTANT NOTICE REGARDING JUNE 26, 2023 MEETING

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

**SUBMISSION OF PUBLIC COMMENT:** For those wishing to make Public Comments at the June 26, 2023 Meeting, you may present your comments in-person during the meeting, or submit by email to be read aloud at the meeting. For emailed comments, if multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to [hello@altadenalibrary.org](mailto:hello@altadenalibrary.org) with the subject line: "Public Comment". Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://www.altadenalibrary.org/publiccomment). If you wish to make your public comment during the live meeting, please state so in your email. If you would like to make your comment virtually, you may also select on the form "*Yes – I want to provide this comment in real-time and need the Zoom link*" in the online form.

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

If you are unable to submit via email, online, or attend the meeting in-person, you can call in to (626) 798-0833 ext. 103, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 4:00 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. Consideration of Urgency items to be added to Closed Session
  - a. Approval/Reordering of Closed Session Agenda Items
  - b. Adoption of Closed Session Agenda
- III. Closed Session Public Comment – This is an opportunity for members of the public to address the Board on any subject matter within the Closed Session. Please address the Board, as a whole, through the Chair. Individuals will be given three (3) minutes to address the board.
- IV. Closed Session – 4:00 pm
  - a. Motion to convene to Closed Session
  - b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:
    - i. Public Employee Performance Evaluation Pursuant to Government Code Section 54957 Title: District Director
- V. Open Session
  - a. Roll Call
  - b. Approval/Reordering of Agenda Items
  - c. Adoption of Agenda
  - d. Public Comment on Non-Agenda Items
- VI. Consent Calendar
  - a. The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

Approval of Minutes – Regular Meeting held May 22, 2023
- VII. Consideration of Items Removed from the Consent Calendar  
*Items removed from the Consent Calendar discussed individually at this time.*
- VIII. Department Updates & Special Presentations (Informational)

- a. Department Update Reports – May 2023 **Pages 9 - 36**
  - b. Open+ Special Presentation (**Informational**)
- IX. Reports (**Informational**)
  - a. Support Groups
    - i. Altadena Library Foundation **Page 37**
    - ii. Friends of the Altadena Library

None
  - b. District Director’s Report **Pages 38 - 45**
  - c. Financial Reports – May 2023 **Pages 46 - 57**
  - d. Board of Trustees Standing Committee Reports

None

  - e. Board of Trustees Ad Hoc Committee Reports
    - i. Facilities Committee **Pages 58 - 59**
    - ii. Redistricting Committee **Page 60**
  - f. Liaison Reports
    - i. Government Liaison Report **Pages 61 - 63**
  - g. Trustee Reports

None
- X. Unfinished Business
- XI. New Business
  - a. Review and Approval of board of Trustees Master Calendar (**Action**) **Page 64**
  - b. Review and Approval of the Author Event Policy (**Action**) **Pages 65 - 67**
  - c. Review and approval of GANN Appropriations Limit (**Action**) **Pages 68 - 69**
  - d. Review and approval of IT Assistant Job Description (**Action**) **Pages 70 - 75**
  - e. Review and Approval of Resolution 2023-05 to prepare the new Tax Roll (**Informational**) **Pages 76 - 77**
  - f. Review and Approval of the Special District Risk Management Authority Board of Directors ballot selections (**Action**) **Pages 78 - 88**
- XII. Governance
- XIII. Announcements & Planning
  - a. Correspondence
  - b. Proposed Future Agenda Items
- XIV. Adjournment
  - a. Adjourn Meeting



## MINUTES

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](mailto:hello@altadenalibrary.org) with the subject line: “Public Comment”. Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://www.altadenalibrary.org/publiccomment). If you wish to make your public comment during the live meeting, please state so in your email. If you would like to make your comment virtually, you may also select on the form “*Yes – I want to provide this comment in real-time and need the Zoom link*” in the online form.

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I. Call to Order

a. Land Acknowledgement

The meeting was called to order at 5:07 pm by Trustee Capell. Trustee Capell read the Land Acknowledgement.

II. 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

No items were removed or reordered.

c. Adoption of Agenda

**Moved by Trustee Andruess to 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

Community member James Gaudino joined the meeting virtually and made public regarding the Measure Z tax on behalf of his mother Elizabeth Jane Gaudino. James Gaudino requested a reevaluation of the exemption process for the Measure Z tax.

III. 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 April 24, 2023

**Moved by Trustee Clark to approve the consent calendar.**

**Seconded by Trustee Lim**

**Roll Call Vote:**

**Trustee Andruess: Aye**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Aye**

**Trustee Wilkerson: Aye**

**Motion passed**

IV. Consideration of Items Removed from the Consent Calendar

*Items removed from the Consent Calendar discussed individually at this time.*

- V. Department Updates & Special Presentations (Informational)
  - a. Department Update Reports – April 2023
    - i. Adult
    - ii. YFS
    - iii. Bob Lucas
    - iv. Facilities
    - v. IT/TS
  - b. Summer Reading Presentation (**Informational**)  
 Youth and Family Services manger Sofia Araya provided a presentation on the Library’s Summer Reading Program for 2023.

- VI. Reports
  - a. Support Groups
    - i. Altadena Library Foundation  
No report provided.
    - ii. Friends of the Altadena Library  
No report provided.
  - b. District Director’s Report  
District Director Nikki Winslow provided the report.
  - c. Financial Reports – April 2023  
District Director Nikki Winslow provided the Financial Report for April 2023
  - d. Board of Trustees Standing Committee Reports
    - i. Budget Committee  
Trustee Capell provided the Budget Committee report.
  - e. Board of Trustees Ad Hoc Committee Reports
    - i. Redistricting Committee
    - ii. Facilities Committee  
Trustee Clark provided the Facilities Committee report.
  - f. Liaison Reports
    - i. Government Liaison Report  
Trustee Andrues provided the Government Liaison report, which included a special report from the CSDA Legislative Days conference in Sacramento.
  - g. Trustee Reports  
None provided.

- VII. Unfinished Business  
No unfinished business.

VIII. PUBLIC HEARING

- a. Welcome and Purpose
  - i. NDC Redistricting Presentation and overview of revised published draft maps  
Kristen Parks of NDC provided the Green Map D and overviewed the edits requested by the Board from the April 24, 2023 Regular Board

- meeting.
- b. Public Hearing Procedures and Guidelines
  - c. Open of the Public Hearing  
Public Hearing was opened and the Board discussed the presented draft map.  
There was no public comment during the Public Hearing.

IX. New Business

- a. Review and Approval of Altadena Library Redistricting Resolution **(Action)**  
**Moved by Trustee Clark to approve the Altadena Library Redistricting Resolution**  
**Seconded by Trustee Wilkerson**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**
  
- b. Review and Approval of the Special Tax Lien Rate **(Action)**  
**Moved by Trustee Clark to approve the Altadena Library Special Tax Lien Rate**  
**Seconded by Trustee Lim**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**
  
- c. Review and Approval of FY 23-24 Salary Schedule and COLA **(Action)**  
**Moved by Trustee Andruess to approve the FY 23-24 Salary Schedule and COLA**  
**Seconded by Trustee Wilkerson**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**
  
- d. Review and Approval of FY 23-24 Proposed Budget **(Action)**  
**Moved by Trustee Wilkerson to approve the FY 23-24 Proposed Budget**  
**Seconded by Trustee Clark**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**

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

- e. **Review and Approval of Updated Library Materials Borrowing Policy (Action)**  
**Moved by Trustee Lim to approve the Updated Library Materials Borrowing Policy**  
**Seconded by Trustee Andrues**  
**Roll Call Vote:**  
**Trustee Andrues: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion passed**

X. Governance  
None.

XI. Correspondence  
None.

XII. Announcements and Planning  
Trustee Capell reminded the Board that on June 19<sup>th</sup> (Juneteenth) there will be a ceremony for the unveiling of the Robert Owens plaque.

XIII. Adjournment  
**The meeting adjourned at 6:55 pm.**





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

**DEPARTMENT:** Adult Services

**MEETING DATE:** June 26, 2023

**PREPARED BY:** Ashley Watts

**LOCATION:** Main Library Community Room

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**Mobile Library**

The Curiosity Connection was cruising around town 6 times in May. One of the highlights was the annual Altadena Home Tour that saw hundreds of visitors to the Mobile Library. People at that event and the Night Market event the day before were excited to see what was coming up for the library's summer reading programs. The Curiosity Connection also did another stop at one of our Read Local, Shop Local partners at Websters. Curiosity Connection interacted with 332 community members during the month.



*Library staff at an outing at the Altadena Night Market*

Below are photos of staff at the Altadena Guild Home Tour. Flowers were purchased and also foraged for a petal-pounding craft. The blooms released their pigment onto cardstock to create watercolor-ish laminated bookmarks.



### Fab Lab

The Fab Lab is staying very busy on Tuesday and Saturday nights. 15 workstation sessions were recorded and almost 35 hours of project time put in by our members. Screen printing and Cricut projects were some of the most popular activities in the Lab. The May Fab Lab Foundations workshops focused on using the Cricut cutting tool in conjunction with members' artwork. Participants learned how to import and customize their own works for use as material for creating custom designs on clothing.

### Library of Things

The Library of Things added some new items to the collection in May:

1. Home DVD/Blu-Ray player: people can now check out movies and a disc-based player if they do not have one.
2. A bike lock for use on the premises to secure your bike at the library.
3. Mac/PC DVD drive: patrons can now use and create DVDs with their computers (so many now lack optical drives)



## Seed Library

Our May Seed Library was centered around building healthy soil. Farmer Nancy led this workshop and provided 15+ participants with the skills and knowledge to build nutrient rich soil to improve the health of their plants.



### **Important Update from Jessica Yarger, Altadena Branch Coordinator, Seed Library of Los Angeles:**

*After giving it much thought, the Altadena Seed Library will be going on hiatus in September 2023. SLOLA Altadena has dissolved its relationship with its parent nonprofit, the Seed Library of Los Angeles (SLOLA). We would like to thank all of you who have engaged with the seed library over the past 5½ years, attending meetings, checking out seeds, checking in seeds, and volunteering. A special thank you to the Altadena Library and SLOLA for collaborating with and supporting us in this endeavor since the beginning. It would not have been possible without them. It has been an honor to facilitate a space for gardeners of all experience levels to gather, share, and learn about seeds and seed saving.*

*While we have put down this project for now, we are entertaining the idea of picking it back up when we have time to give it the attention it needs and deserves, possibly early next year. If you're interested in joining us while we envision the future of the organization as an independent non-profit, send us an email ([altadenaseedlibrary@gmail.com](mailto:altadenaseedlibrary@gmail.com)) with your best contact information. We'll reach out to you.*

*We will be disbursing many of the seeds in our inventory during the next few meetings and we encourage all members and attendees to come and pick up some seed packets. We will no longer take seed orders.*

*We will be holding our final meetings the first Saturdays in June, August, and September. We hope to see you there!*

The Altadena Library District will be working on building our own portable seed library that can be brought out into the community as part of our outreach -- more to come on this in the next fiscal year.

Additionally, ALD will continue to offer gardening workshops and will most likely plan these workshops in partnership with the Altadena Community Garden in 2024.

## Art at the Library

### May/June Art Exhibition: Las Fotos Project

For the months of May & June, we will be exhibiting *Memories That Make Home • A Solo Show* by Kimberly Espinosa. This exhibit is on loan from Las Fotos Project. [Las Fotos Project](#)'s mission is to elevate the voices of teenage girls and gender-expansive youth from communities of color through photography and mentoring, empowering them to channel their creativity for the benefit of themselves, their community, and future careers. Las Fotos Project was launched to provide opportunities for those who are both systemically and socially silenced to make themselves heard. Kimberly Espinosa (she/lebe') is a Zapotec community organizer and photojournalist from Koreatown, Los Angeles. Their work highlights connections to family history, youth culture, and community solidarity. Growing up in a community where storytelling exists as a prominent method of preserving ancestral knowledge, she understands the importance of practicing this in the work she documents. During her high school experience, Kimberly was a student with Las Fotos Project and the Koreatown Storytelling Program. She developed intergenerational interviews along with photographs of community members who spoke about their hometown memories, experiences as part of the working class, and their dreams for a better world. This fall, Kimberly will be attending Northwestern University as a first-year student in the Medill School of Journalism.





## Art Curation Team

### Artist-in-Residence

In May, we ran a four-class *Intermediate Level* series on *Botanical Printing & Natural Dyeing*. For the first two sessions (May 17 & 24), students studied pre-dyed, prepped fabrics versus using the dye blankets with an additional new natural dye! Students explored how leaves give pigment versus which ones “discharge” the natural dye, thus increasing their knowledge of our local leaves, natural dyeing and the botanical printing process. The second two sessions, May 30 & 31, students studied botanical printing on paper. This technique always gives gorgeous results. Students also learned how to build an accordion structure to display their unique prints.



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 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 Ilumardi -- 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](http://altadenatowncouncil.org/census-tracts) or scan the QR code.
2. Then go to [www.altadenalibrary.org/programs](http://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

Altadena Town Council | Altadena Libraries

### Art on Display

For the month of May, works and creations by Fab Lab members were displayed in our glass display case behind the Information Desk, showcasing the different capabilities and learning experiences to be found in our DIY makerspace.





**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 30<sup>th</sup> with an exhibition run of September-October 2023.

**LitFest**

LitFest began in Pasadena in 2012 and has worked determinedly to build and grow this free, community literary festival over the last decade. In 2022, they branched out from their original hub of Pasadena and

had LitFest events at the Altadena Library and Mountain View Mausoleum. This year, all events were in Altadena. As of today, they are newly named LitFest in the Dena...same mission, new name! On May 2<sup>nd</sup>, we hosted a tribute to Eric Priestly and a panel called "Surviving the Literary Life". Featured guests included Jervey Tervalon, Lorne Green, Pat Alderete, Gary Phillips and more!

### **Second Saturdays**

This month we had the fantastic and very popular band Upstream. We had 552 people come out, and they loved it! The band leader loves coming out every year! He says this is one of his favorite places to perform at!

Here are some comments we received from patrons that attended the program:

*"Loved the opportunity to interact with the library Director and staff. High-quality music in a safe and friendly environment"*

*"The wonderful world of the Altadena Library. The helpful staff, And Second Saturday Events"*

*"Fabulous music and great community"*

*"Beautiful people, beautiful & inspiring music, beautiful environment"*





### **Mt. Lowe Chamber Concert**

This month was the last of this season's chamber concerts here at the library. We had 84 people come out for this event. We are so thankful to partner with the Mt. Lowe Chamber Players! We look forward to working with them again next year!

They played "Very hip, rhythmic and energetic quintets for reed instruments." Helen Goode (clarinet), Jim Foschia (bass clarinet), Patrick Olmos (alto sax), Victoria Lee (oboe), Phoebe Ray (bassoon). George Gershwin "American in Paris," Marc Melitis "Splinter," Ton der Doest "Circusmuziek" and John Steinmetz "Sorrow and Celebration." The crowd was asked to clap and hum. At one point, the musicians all moved to far corners of the room so the audience could hear their tones differently. It was a delightful participatory experience.



### **Carnegie Science Planetarium**

We had the Carnegie Science scientists bring a planetarium for our patrons to experience, and it was a hit! We had 69 people come and attend the shows.

Here are some comments we received from patrons that attended the program:

- "Loved Learning about the planet system"*
- "Thank you for bringing this out to the community"*
- "Please schedule more!"*



### **Tea with Linda Louie from the Bana Tea Company**

We had 32 enthusiastic tea lovers come to our program to learn about tea history, kinds of tea, brewing techniques, time and temperature. Our gracious hostess Linda had us sample a Silver Needle Jasmine which had the scent of a fine perfume. It was divine. In attendance was Wendy from Callisto Tea, an ALD Read Local, Shop Local partner. She said that our presenter Linda is the one she aspires to be in the tea world, having sought out Linda's workshops in the past.



### **A Quiet Space: Evening Meditation**

The ALD May Mental Health Month program was called A Quiet Space: Evening Meditation. Sometimes you don't know you need something until you just do it. The practice was focused on self-care, focus, and stress relief. Amy is a wonderful facilitator, and she has agreed to host Bliss Out Altadena!, a one-hour session to be held virtually on June 22 as a summer reading program. The goal is to have the Altadena community vibrating on a higher wellness plane together.

### **Free Comic Book Day**

Adult Services Library Assistant Mark Parsons hosted our 2023 Free Comic Book Day on May 6<sup>th</sup>, with key support from YFS Librarian Yvette Casillas, who created a Baby Yoda/Grogu craft kit, a Pokemon

kit, and a Star Wars ATAT kit. We had 188 visitors to our comic laden tables... kids, tweens, teens, adults and maybe a few aliens in disguise (Ha!). We gave away almost all our FCBD books, which is a first, over 200 items all told. Trustee Boone hung out and talked comics, which is always cool. What a day! I talked non-stop for six hours and enjoyed every single moment. And a big shout out to our comics retailer partner George Huang, owner of Comics Factory, for waiving our payment for this year's books as a thank you to ALD for our support of CF over the past several years.



*Mark doing his thing, as only he can do! – curate graphic novels for all ages and reading abilities!*

### **Adult Craft Hour**

For the adult craft hour this month, we made DIY shower steamers. We mixed essential oils, baking soda, other ingredients, and then...voila, homemade showers and steamers! The patrons that came were so thankful they learned this new skill. Many said, "I will make these gifts for family and friends."





### **Huntington Health Screening**

For this month's health screening, we had 8 patrons to visit our registered nurse.

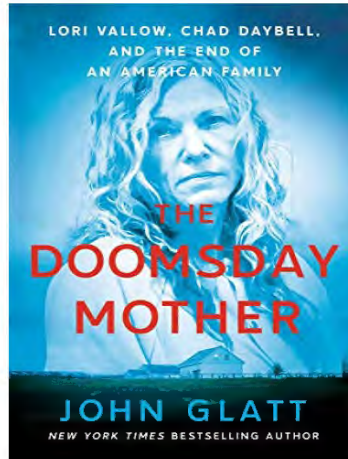
### **Open Mic Night**

Open Mic Night drew 11 attendees. An accordion, an Irish bouzouki, and guitars were played and poetry was read. It was a success!

### **True Crime Book Club**

9 members met to discuss *The Doomsday Mother* by John Glatt. The group found it poorly written, however the case is so convoluted that it helped to form somewhat of a timeline leading up to this current headlining tragedy. Up next for Pride month we will be reading *Last Call: a true story of love, lust, and murder in queer New York* by Elon Green.

:



### No Guilt Book Club

6 members were present to discuss our two book choices: FIC: “Lessons in Chemistry by Bonnie Garmus; NON-FIC - *The Book of Phobias & Manias: A History of Obsession* by Kate Summerscale



### Little Free Libraries

Adult Services Library Assistant Helen Milner curated a refill box for a Little Free Library for one of our patrons. The patron responded, “*Thank you for the books. In March, I had all my books stolen.*”

While representing the library on Rubio Street, Helen discovered 3 more Little Free Libraries. How serendipitous that we had supplies to replenish materials for all ages in there!



### **Chess Night**

We continued with our weekly chess night, and we had 55 in attendance this month. Chess night, starting in June will move to Monday nights from 5:30-7:30, so be sure to check it out!

### **Diversity Audit**

Plans are in the works to revise/revamp our diversity audit strategy, so stay tuned for more details!

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

Read Local, Shop Local is going great! We have 12 businesses signed up and have a total of 42 participants. RLSL team members visited Webster's Community Pharmacy and saw 8 patrons. Webster's Community Pharmacy and Fairoaks Burger were our 2 featured businesses of the month.



### **Summer Reading is Upon Us!**

Since August 2022, the Summer Reading Team has been meeting monthly to plan "Our Summer", which is ALD's Summer Reading Program! In May, we held our last meeting. As we prepared for our June 3<sup>rd</sup> kick-off. It has been a great opportunity for us to come together each month and truly plan a



cohesive summer experience. We hope you partake in the many offerings we have for everyone. Monthly meetings will resume in August.

### Displays

For May, we had 2 displays up for our patrons. First, we had a May the Fourth be with You display in honor of Star Wars Day! Then, we changed it to celebrate Asian American Pacific Islander Heritage Month.

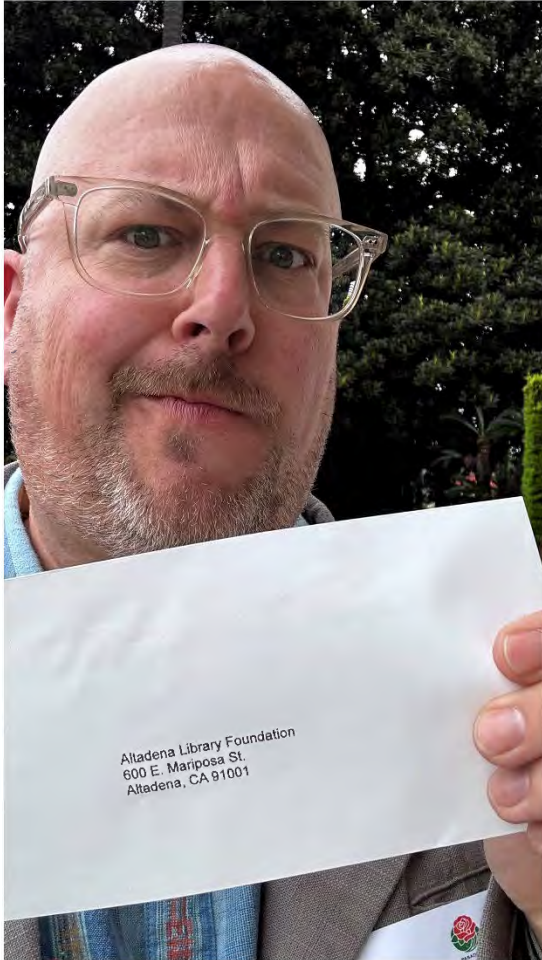


### A Little Lagniappe

I've had the pleasure of supervising intern Alexis Kellicutt, who is currently enrolled in the Denver MLIS program. Alexis has been a pleasure to work with. Her main projects have been helping us to create a program diversity audit tool and to add better subject headings to item records in our collection. Alexis

has updated hundreds of our records and has compiled lots of information on the programs that we do. Her work will be carried on beyond her last day with us, which is June 6<sup>th</sup>.

Innovations Librarian Aaron Kimbrell represented the District in accepting a \$10,000 grant from the Tournament of Roses on May 24<sup>th</sup>. These funds will support our ever-popular Library of Things collection and we are very grateful for this support. Thanks to the Foundation for their assistance in helping us to apply.



### **Got Comments?**

No comments cards were received this month.





**BOARD OF LIBRARY TRUSTEES**

**YOUTH AND FAMILY SERVICES REPORT FOR MAY 2023**

**DEPARTMENT:** Youth and Family Services

**MEETING DATE:** June 26, 2023

**PREPARED BY:** Sofia Araya

**LOCATION:** Main Library Community Room

***Children's Services***

May was a quiet month for Youth and Family Services... a quiet before the storm, with that storm being "Our Summer at Altadena Library"! YFS staff has used this time to program plan for the summer! We also trained staff on how to register patrons in our Beanstack challenge along with creating a training manual. This month we had a total of 5 programs/outreach with 284 people in attendance total.

**AAPI Celebration: Lion Dance Performer and Craft**



*Picture of attendees viewing the costumes.*



*Picture of attendees' and performers.*

### **Mad Science: Fire and Ice Show**

Children and families were invited to a science show held in the Community Room on Saturday, May 20<sup>th</sup>. This was an interactive science themed show that included fascinating science demonstrations with air pressure, fire, bubbling potions, and more! We had 70 attendees.



*Patrons during a science demonstration in the show.*

## School Visits and Outreach

- Waldorf Class Visit – May 1st
  - 4<sup>th</sup> Grade class from Waldorf School visited the Children’s area and checked out books.
- MonteCedro Picture Book Deposit Library – May 5th
  - 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
- Octavia E. Butler Panel – May 10<sup>th</sup>, 11<sup>th</sup>, and 17th
  - Youth and Family Services Librarian Yvette, participated in a panel at OEB school. She connected with other professionals in our area that serve the PUSD community and it was a great experience.

The following schools were visited in person by library staff and were given a set of the Summer Reading Information Packets to be passed out:

- Waldorf High School
- Waldorf Preschool
- Odyssey [both campus; lower & upper]
- Aveson [lower campus]
- Octavia E. Butler School
- Altadena Arts

## 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:

- “Families that attended AAPI Celebration were so happy to see lion dancers at ALD. We also received kudos for our craft selection for this event.”
- “Multiple parents have thanked me for being so willing to help their readers with detailed readers advisory when they come to the library”.

Heather shared patron feedback from a submitted form:

- “One of my long-time storytime regular families came by to drop off flowers for the library!” Young patron, Bernadette, brought flowers to YFS and AS staff. Sofia spoke with her mother, a local florist, who said that her daughter loves storytime with Miss Heather and Miss Yvette. They brought some flowers to show their appreciation for staff!



*Patron, Bernadette, with flowers that she gave to library staff.*

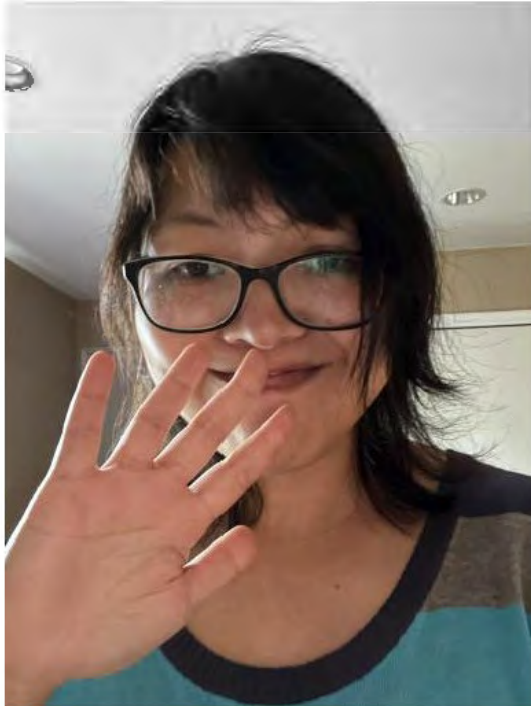
## **Displays**

YFS staff enjoy creating engaging and relevant displays for the community. This month the Children's area had displays for AAPI month and Mental Health Awareness month. Staffed displayed picture books, chapter books, and non-fiction books that match the theme of the displays and they are constantly being checked out by patrons!

## **Staffing**

The Youth and Family Services department was happy to have Sandy Hwang join our team this month as our new Library Aide. Sandy is currently completing her Master's in Library and Information Science. We are excited to have her on our team!





*Our new PT Library Aide, Sandy Hwang*

### **Teen Services**

Teen Services offered 2 programs with 65 total attendants.

- Teen Gardening Club continued to care for all the plants inside of the library, along with our parking lot garden!

### **Outreach**

- Wellness Wednesday at Pasadena High School – May 10<sup>th</sup>
  - Youth and Family Services Manager, Sofia, visited Pasadena High School for the last Wellness Wednesday of the year! Teens enjoyed free books, comics and stickers while learning more about our services.

### **Partnership**

- Sofia, has been in communication with Pasadena High School to hire our first teen intern during the summer. Applications were received and interviews will be held in June. We would likely have a teen intern begin the position in mid-June. They will specifically work with the Youth and Family Services Department and will complete a total of 60 hours.

### **Displays**

This month's Teen Space display was in celebration of Asian American and Pacific Islander Month. We displayed books written by AAPI authors!



*Teen space display for May.*

## **Volunteers**

May teen volunteer statistics are as follows:

- 5 new volunteers completed orientation.
- 34 volunteers were active this month, completing 160 hours across events and volunteer opportunities



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

**DEPARTMENT:** Bob Lucas Branch

**MEETING DATE:** June 26, 2023

**PREPARED BY:** Diana Wong

**LOCATION:** Main Library Community Room

**BOB LUCAS LIBRARY & LITERACY UPDATES**

Despite being on storytime and gardening hiatus, the Bob Lucas staff still offered nine programs reaching 176 community members in May. With the extra time, we focused on preparing for all our summer program offerings!

- Bob Lucas branch started off the month with a **May the Fourth Be With You** program celebrating a *galaxy far, far away*. We had over 80 participants attend our Star Wars themed program that featured DIY Light Sabers, an Ewok Toss, crafts and a story by Branch Librarian, Lauren Salerno. While we originally scheduled for the program to take place at Charles White Park, the rain had us shift gears last minute and staff worked quickly and improvised a bit to bring the program indoors at Bob Lucas.



- Participants of our **Around the World Craft Program** explored the country of Japan and created some *koinobori*, which are carp streamers that are traditionally flown during Children's Day, a Japanese national holiday. Throughout the programming season, youth learned about a country and culture from each continent. Now with this program series complete, Bob Lucas staff are busily preparing several STEAM programs that will be offered during the summer season.





- Storyteller Barbara Wong helped the branch celebrate AAPI Heritage Month with a **Chinese Calligraphy** workshop for children and families. Through folktales, Ms. Wong taught our participants how to read and write over 20 basic Chinese characters!



- We have had a positive reception to **All-Ages Lego Day** at BL with folks attending the free-play style program over the past five months. It appears that the families who attended were looking a way to spend a Friday afternoon meeting other families and playing together. We are delighted by the positive reception from the community and look forward to offering the program this Fall.

- Our **Storytime** and **From the Garden** programs were on hiatus this month and will resume in June at the Bob Lucas branch.

- May's **Adult Craft** had community members combining a variety of essential oils and mica powder colors to create their very own shower steamers. Participants took home these aromatherapy discs that are used in the shower to create a mini-spa experience as the essential oils are released when they dissolve in the water. Participants were enthusiastic and eager to learn about the process and ingredients. As always, our patrons appreciated the opportunity to learn through the craft/DIY programs and often leave excited with many ideas and recommendations for future projects!



- **A Quiet Space**, our popular *virtual meditation* program, was held over Zoom over four Tuesdays in the month of May. The meditation sessions were led by Amy Rutledge and



over the four weeks, participants learned different uses and methods of meditation that focused on self-care, anxiety relief, getting the body ready for sleep, and a sound bath. Attendees responded well to each of these sessions leaving comments like, “These sessions have been powerful and incredible. Thank you.” and “Helped to release tension and tried looking back at the experience during the week during stressful times.” It’s apparent that the series really resonated with people and was helpful in the ways we had hoped.

- The final piece of the compost hub project is complete with the planting of three fruit trees provided by the **LA Compost** grant. Our Compost Hub Coordinator, Maggie Smart-McCabe delivered beautiful Fuyu persimmon, Anna apple and Satsuma mandarin trees to the branch. We split the trees between the two branches, with Bob planting the apple and persimmon in our edible garden beds.
- **Adult Literacy** -- Literacy pairs logged in 57.5 hours of tutoring and the library provided 24 hours of ESL instruction in May.



The Literacy Program hosted its second annual Literacy Gathering this month to celebrate all the work and progress our learners and tutors have made over the past year. We kicked off the event with several of our learners speaking on their experiences with the ESL and One-on-One tutoring programs. Then, our ESL instructor Modesta Nava, introduced two tutors who shared their experiences and insights on the programs. It has been a great year, with our participants passing their DMV tests, engaging in public speaking and winning writing contests. We look forward to another amazing year with continued success by all our participants.





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

**DEPARTMENT:** IT & Technical Services

**MEETING DATE:** June 26, 2023

**PREPARED BY:** David Zearbaugh

**LOCATION:** Main Library Community Room

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- **Building Forward Round 2** – With the help of Jennifer from Rachlin Partners, ALD finalized and submitted our Grant Application for additional funding for building repairs and renovations. The scope of the grant funding for Round 2 and what it covered was expanded to include things like Critical Maintenance, Energy Efficiency, Sustainability, Expanded Digital Access, and Expanded Physical Access. If awarded in full, ALD would receive an additional \$4.5 Million split between the Main Library and Bob Lucas Library.
  - **Open+ Update** – The Assistant District Director, Facilities Manager, and IT & TS Manager visited Glendale Public Library’s Chevy Chase branch, which had been open for about a month with Open+. This in-person visit helped to provide insight and considerations on building security, policy, and procedure. The Facilities Manager and IT & TS Manager met shortly thereafter to discuss how to ensure building security while the Main Library was running its self-service extended access hours. Liability and Use agreements were completed and submitted to our attorneys for review. Staff Training and Internal Procedures along with Public Training development has begun. The expected soft launch date for Self-Service Extended Access Hours is August 1<sup>st</sup>.
  - **Copiers** – Testing with the Coin and Bill Acceptor and the new Xerox copier finally yielded success. We have scheduled a staff use training at the end of June in preparation for the cutover to the new public copier at the Main Library. The go live for the new public copier is scheduled for Tuesday, June 27<sup>th</sup>.
  - **Technical Services** – We're wrapping up our Fiscal Year which means the deadline for ordering physical materials was May 1<sup>st</sup> and ordering of digital materials was May 31<sup>st</sup>. This is an extremely busy time for TS as we submit final materials orders and begin to receive shipments. We also begin preparing to close out the current FY and setup and commencement of the new FY.
  - **Zip Books** – Sofia, YFS Manager, identified California State Library grant funding for a program similar to our Patron Initiated Purchase (PIPs) system we have in place now. Since there was significant overlap, it was decided that Carlene, our Technical Services Librarian, would apply for the funding. This program and funding would allow us to send the materials directly to our patron's homes which would help to reduce overall request

to receipt times and help to supplement our PIPs budget. We hope to hear back on the grant award in the near future.

- **Got Comments?** – We received a patron comment requesting that we retain some 4G hotspots due to their smaller form factor. Our response was as follows: Yes, we plan to retain 4G hotspots as we are able to get free replacements from our service provider, T-Mobile.

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

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

**MEETING DATE:** June 26, 2023  
**LOCATION:** Main Library Community Room

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

- The ALD staff were trained on the proper use of a fire extinguisher by local LA County Fire Station 11. The trainings were on May 3<sup>rd</sup> and 10<sup>th</sup>.
- The facilities team helped with the preparation and logistics of the annual Friends of the Library book sale which took place on May 20<sup>th</sup> and 21<sup>st</sup>. The friends made over \$6500 over the two-day event.
- Three fruit trees were donated to the ALD (Two to Bob Lucas, and one to Main) from LA Compost. The trees have been planted.
- Continual general maintenance conducted at both libraries.







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

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

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## TRUSTEE REPORT

June 2023

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

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The Altadena Library Foundation had their Board of Directors meeting on May 10th. Some highlights of our meeting are shown below.

- We celebrated a grant in the amount of \$10,000 that we received from the Pasadena Tournament of Roses Foundation in support of the Library of Things.
- We are strategically calling our past and present donors to thank them for their support in hopes of building stronger relationships and engaging them with opportunities for future support of the library.
- We had our first backyard social event at David Fields, a director's home on April 15th. It went very well, and we are scheduled to have at least another two this year.
- Our donor recognition event will take place on June 25th at the McNally House. Invites have been emailed and mailed. Please make sure to RSVP if attending.
- The planning for Taste of 'Dena is under way and we have already secured some sponsorships. Please make your calendar for September 30th!

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### 2023 MEETINGS

- \* Wednesday, February 8, 2023 - 5:30pm-7:30pm.
- \* Wednesday, May 10, 2023 - 5:30pm-7:30pm
- \* Wednesday, July 12, 2023 - 5:30pm-7:30pm
- \* Wednesday, September 13, 2023 - 5:30pm-7:30pm
- \* Wednesday, December 13, 2023 - 5:30pm-7:30pm



**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

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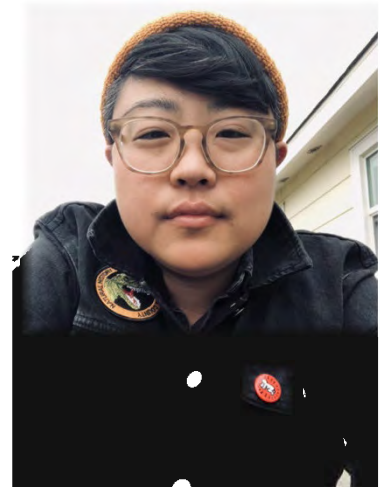
**Staffing Updates:**

- a) New Hires: **Isaac Magpantay** – Public Library Services Intern – June 12, 2023;  
**Fin Lee** – Teen Services Librarian – June 13, 2023;  
**Derek Nowak** – Facilities Maintenance Intern – June 20, 2023
- b) Promotions: None
- c) Appointments: None
- d) Transfers: None
- e) Resignations/Retirements/Terminations: Ben Eisen – Library Aide – June 28, 2023

I am very excited to announce that **Fin Lee** (they/them) has returned to the ALD as our new Teen Services Librarian! They started with us on Tuesday, June 13<sup>th</sup> and I have seen how happy everyone of their coworkers is to have them back on our team.

Fin Lee (they/them) is ecstatic to return back to Altadena Library District as the Teen Librarian after serving as the School & Community Outreach Librarian at Alhambra Library this past year. They have previously worked at Altadena Library District as a Library Assistant in the YFS department, worked as a Page and Contract Tracer for LA County Library, and even worked in different archival positions in the past.

With their background as an artist, they are passionate about creating inclusive and creative programming for youth and feel honored to be coming back to the library where they fell in love with programming. They are currently serving on the Children's Literature Council of Southern California Board of Directors and are finishing up their year of being a coach/mentor to CLA's Developing Leaders in California Libraries (DLCL) 2022-2023 cohort. They enjoy muppets, collecting rocks, and have plans on becoming a birder by the end of this year (please keep them accountable!).



**Welcome back Fin!!**



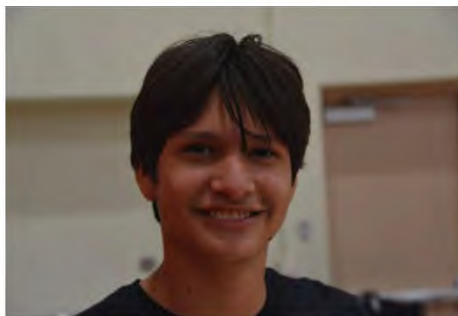
Welcome to our first ALD Library Intern **Isaac Magpantay!** He started with us on Monday, June 12<sup>th</sup> and is being supervised by Ashley Watts as he shadows and learns more about public library service.

He shared the following information with us: "Hello my name is Isaac Magpantay. I currently attend Pasadena City College and plan to major in film. During my free time I like to play golf, watch movies, draw and listen to music. I am excited to intern at the Altadena Library!"

He will be with us for a 10-week period. We are grateful to have him joining us for the busiest months of the year to help get us through Summer Reading Program!

We also welcomed another ALD Library Intern named **Derek Nowak** on Tuesday, June 20<sup>th</sup>. He is being supervised by Jonathan Arevalo, as he is focusing his time with us on Facilities maintenance and management.

He also shared the following information: "Hi, my name is Derek Nowak, I am a resident of Altadena and currently a student at Cal Poly Pomona studying Urban and Regional Planning. Additionally, I am a longtime volunteer for Christmas Tree Lane, around ten years now. I am now the 1st VP, Lane Forman and Logistics on the Christmas Tree Lane Board and enjoy making a part of Altadena a bit brighter for Christmas time. In my free time I enjoy working with two-way radio equipment and spending time with friends. I am excited for interning at the Altadena Library and look forward to meeting you all!"



In addition to the two interns we hired through our new Internship Program, we also welcomed a third intern through a partnership with PUSD that places high school seniors with organizations during the summer to get them 60 hours of work experience. We had 6 high school students from Pasadena High School apply for the internship opportunity, and we selected **Giovani Guzman** to work for ALD.

Giovani is part of the Law and Public Service program at PHS. Giovani's future career goals are either to become a lawyer, teacher, or have a position in a local city government. Some of his hobbies include volleyball and soccer. He also likes to play video games and go hiking.

This is Giovani's first experience in a professional work environment and his goals are to learn how to be professional and learn customer service skills. Please help us welcome him as well!

We also want to wish farewell to Ben Eisen, as he has accepted a full-time position as a Court Services Assistant in downtown Los Angeles. Ben has worked for ALD for almost four years as a

Library Aide, making sure our patrons had access to all of the materials they enjoy before, during and in this post-pandemic time. We are grateful to him for his work on the ALD Podcast and for rocking out with his band during a Second Saturday appearance. His last day with us is June 28<sup>th</sup>. We wish him all the best in this new position and opportunity!! We hope to see him as a patron in the future!

### ***Hiring Update***

With Ben Eisen's resignation, we have posted our **Library Aide** position on the Employment page of our website again. Please spread the word to those you know that may be looking for an entry-level position with this 12-hour a week opportunity!

### ***Staff Recognition Team After Hours Gathering***

A huge thank you to our Staff Accountant Yvonne Green for opening her home up to staff for an after hours gathering on June 7<sup>th</sup>. Yvonne is an Altadena resident and her beautiful house is located equ-distant from our two library branches so was the perfect location for an event. Thank you also to the Staff Recognition Team for organizing a chance for staff to get to know each other better outside of the work setting. We hope to do another one later this summer.



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

#### ***2<sup>nd</sup> Annual Altadena LGBTQ+ Pride Walkabout***

We were honored to be asked to host the Opening Ceremony for the Pride Walkabout again this year by event organizer Nic Arnzen, who leads the Altadena Pride Committee that our YFS Manager Sofia Araya is a member of. I had the privilege of speaking at the ceremony, highlighting ALD's commitment to providing equitable and inclusive programs, collections and services to people of all identities throughout the year. I was also asked to introduce LA County Supervisor Kathryn Barger and CA State Assemblymember Chris Holden, who both made beautiful and impactful statements about the importance of the day, as well as the whole Pride month.

Here are a few great photos taken by Deb Halberstadt from the day I wanted to share...







### **Summer Reading Program is in Full Swing!**

(Thanks to Diana Wong for this summary and overseeing the event that day!)

We launched our summer programming on Saturday, June 3<sup>rd</sup> with an outdoor Summer Kick-Off Party!

Over **350 people** attended the carnival-style event that featured music, food, crafts, side-walk chalk, games, face painting, Love on Demand Global typewriter poets, and a special puppet show by Bob Baker Marionettes.



Library staff planned a fun-filled afternoon with a variety of entertainment and activities that kept patrons busy throughout the two-hour program. We offered three different DIY craft stations: fairy crowns, button-making and stenciled book bags with an ALD logo!

There was also Air-brushed face painting for all ages, jumbo games, and a side-walk chalk drawing area. And for those who were hungry or thirsty, they were able to purchase food and beverages from Tacos 210, a local taco truck and catering service.

Our Curiosity Connection mobile unit served as the central hub for folks to learn about all our summer programs and register for Summer Reading. It's not too late to register--all kids, teens, and adults are invited to sign-up for the Summer Reading Challenge to help our community reach its reading goal of 250,000 minutes! Those who read 500 minutes and complete the challenge will be entered into a virtual drawing for a prize. We encourage you to visit either the Main library or Bob Lucas library to sign up or visit our SPR page at <https://www.altadenalibrary.org/summer/>.

Big THANKS to our Foundation and Teen Volunteers who helped make our program a success by working our very active craft tables, serving popcorn and water, assisting at our Curiosity Connection, and with breaking down the event. We couldn't have done it without their help!

### **Juneteenth Celebration: Ellen Garrison Clark Scholarship Luncheon**

Thank you to Trustees Capell, Clark and Wilkerson, and Foundation Board member Elsa Banuelos, for joining my mom and I at the very meaningful Juneteenth luncheon on Monday, June 19<sup>th</sup>. It was held in the Davies Room at Farnsworth Park, which is a gorgeous setting for an event! Two \$1000 scholarships were presented to graduates from John Muir High School, and both graduates sound like they are going to do amazing things! The art of the late Jean Lanier was also on display and her son gave a beautiful summary of her life in Altadena, and about her as an artist and art teacher. Overall it was such a wonderful community event!



## Tournament of Roses Grant Reception



On May 24<sup>th</sup> the library's Innovations Librarian Aaron Kimbrell and Altadena Library president Anita Lawler attended the Tournament of Roses Grant reception. The Altadena Library Foundation was awarded a \$10,000 grant from the Tournament of Roses Foundation House to expand the and materials in our Library of Things collection.

The Tournament of Roses Foundation has supported the library over the years in significant and much appreciated ways. This has included development of the Curiosity Connection. The library is very grateful for their support of these two library offerings that have made such a positive impact on the community. We hope to continue to grow these services and provide even more exciting materials to our patrons. Thank you again to the Tournament of Roses Foundation, and for the hard work of the Altadena Library Foundation and our Innovations Librarian Aaron.



2023 Pasadena Tournament of Roses grant award recipients.



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

<b>System-Wide Statistics</b>	<b>Jul-21</b>	<b>Jul-22</b>	<b>Aug-21</b>	<b>Aug-22</b>	<b>Sep-21</b>	<b>Sep-22</b>	<b>Oct-21</b>	<b>Oct-22</b>	<b>Nov-21</b>	<b>Nov-22</b>	<b>Dec-21</b>	<b>Dec-22</b>
E-Resource Checkouts	5,232	4,254	5,104	3,941	5,596	3,748	5,291	3,521	5,053	3,866	5,356	4,061
Virtual Visits to Library Website	37,874	40,163	37,082	40,973	36,776	39,630	29,318	40,876	27,126	37,691	27,105	38,093
Public Wireless Sessions	5,113	8,347	4,659	9,700	6,841	9,588	6,952	8,985	6,401	8,327	5,975	8,643
Open Rate of Monthly E-Connect (%)	27%	40%		44%	21%	49%	32%	43%	33%	49%	33%	52%
Reference Sessions	249	575	422	2,182	310	1,421	410	1,686	424	1,578	279	1,174
Live Chat Sessions	21	10	15	20	29	14	26	18	26	16	19	23
No. of Curiosity Connection Programs/Outreach	6	13	2	5	1	3	3	6	6	7	3	2
Curiosity Connection Program Attendance	281	620	110	260	50	12	210	246	106	158	150	205
<b>Main Library Statistics</b>												
Physical Collections Checkouts	13,427	17,193	13,069	17,780	13,394	16,910	13,133	16,458	14,012	15,177	10,129	13,914
Library of Things	22	137	53	137	55	135	72	94	50	111	15	140
New Patrons	183	311	153	378	160	283	181	276	187	232	119	211
Visitor Count	4,663	7,287	4,616	8,096	4,758	8,145	5,138	8,202	4,879	7,926	4,291	7,260
No. of Adult Programs/Outreach	2	14	1	19	2	16	4	25	5	22	7	11
Adult Program Attendance	61	334	9	693	19	200	193	572	75	479	160	184
Number of Youth Programs/Outreach	16	27	0	2	10	19	15	28	12	14	0	5
Youth Program Attendance	211	1,133	0	137	164	325	356	778	293	26	0	158
Number of Teen Programs/Outreach	7	12	2	0	5	8	8	7	4	5	3	3
Teen Program Attendance	42	92	17	0	103	36	51	84	36	74	57	9
<b>Bob Lucas Statistics</b>												
Physical Collection Checkout	862	797	707	731	679	612	697	744	766	715	713	515
Library of Things	6	1	13	13	13	19	13	29	14	16	5	13
New Patrons	22	15	9	15	3	21	13	19	17	25	4	13
Visitor Count	471	1,949	457	2,137	469	1,871	314	2,183	312	1,867	293	1,747
No. of Bob Lucas Programs/Outreach	23	18	21	19	25	20	9	16	16	17	0	16
Bob Lucas Program Attendance	104	152	88	103	104	150	516	96	104	100	0	111
<b>Passport and Notary Services</b>												
Passports Processed	161	131	161	131	128	118	104	133	83	129	78	98
Passport Photo Sessions	0	0	0	8	0	16	0	46	0	52	0	45
Phone Calls Received	655	531	564	591	386	548	371	425	425	344	431	348
Notary Appointments										17		8



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

<b>System-Wide Statistics</b>	Jan-22	Jan-23	Feb-22	Feb-23	Mar-22	Mar-23	Apr-22	Apr-23	May-22	May-23	Jun-21	Jun-22
E-Resource Checkouts	5,577	3,697	5,433	4,143	3,421	4,523	4,360	4,217	4,819	4,869	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	41,653	43,156	36,258	42,876
Public Wireless Sessions	4,754	8,548	6,030	8,065	6,451	9,502	6,794	8,618	7,092	9,093	5,316	7,278
Open Rate of Monthly E-Connect (%)		51%	39%	46%	45%	51%	41%	45%	49%		19%	43%
Reference Sessions	117	1,545	303	1,777	451	2,009	443	1,702	669	1,673	311	703
Live Chat Sessions	53	32	28	29	28	39	17	27	14	33	21	12
No. of Curiosity Connection Programs/Outreach		0	4	0	9	4	12	7	3	3		9
Curiosity Connection Program Attendance		0	239	0	334	87	584	284	237	341		192
<b>Main Library Statistics</b>												
Physical Collections Checkouts	9,873	16,891	11,141	15,224	15,734	18,802	15,104	16,475	15,136	17,079	12,040	15,851
Library of Things	22	87	33	71	25	82	21	85	15	89	64	17
New Patrons	89	268	178	235	208	356	222	257	231	216	211	280
Visitor Count	2,168	8,283	4,703	8,669	6,066	10,359	6,409	8,793	7,413	9,305	4,115	7,927
No. of Adult Programs/Outreach		19	21	23	10	22	11	17	12	21		10
Adult Program Attendance		505	82	682	294	391	480	561	612	869		673
Number of Youth Programs/Outreach		23	11	31	18	23	15	19	2	9		29
Youth Program Attendance		641	314	175	635	803	697	644	67	395		595
Number of Teen Programs/Outreach		8	19	7	6	6	8	3	10	3		11
Teen Program Attendance		105	31	69	118	142	22	11	39	65		50
<b>Bob Lucas Statistics</b>												
Physical Collection Checkout	340	555	679	586	714	704	665	642	698	731	1,062	774
Library of Things	2	11	10	4	2	13	2	11	2	7	19	2
New Patrons	7	9	6	12	14	18	15	20	29	14	20	4
Visitor Count	94	1,775	400	1,666	492	2,130	2,064	1,876	1,998	1,876	441	2,177
No. of Bob Lucas Programs/Outreach		23	25	17	27	18	26	19	21	21		22
Bob Lucas Program Attendance		205	107	157	210	133	133	172	173	139		132
<b>Passport and Notary Services</b>												
Passports Processed	94	110	122	134	183	159	146	138	165	126	121	129
Passport Photo Sessions	0	10	0	13	0	31	0	23	0	18	0	0
Phone Calls Received	498	718	521	843	1033	1058	1220	952	912	723	823	750
Notary Appointments		5		5		10		13		14		



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

**DEPARTMENT:** Administration

**MEETING DATE:** June 26, 2023

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

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

**MAY 2023 FINANCIAL STATEMENTS**

The following financial reports are for the month of May 2023. The financial statements are unaudited. Currently we are at 92% of our budget year.

As indicated on the Budget to Actual report, actual year-to-date revenue is \$4,375,134 with year-to-date expenses of \$3,615,515 resulting in net income of \$759,619. The District received the majority of property tax revenue in January and supplemental revenue through May. 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 \$31,764,299, of which \$25,920,508 is restricted for the library renovation project. \$22,073,052 is bond proceeds invested with US Bank and \$3,847,455 is the California State Library Grant invested with the Cooperative Liquid Assets Securities System (CLASS) fund. In addition, \$625,515 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 \$5,218,277. The amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is \$2,046,050.

Total assets are \$34,269,983

**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 May 31, 2023

	A	B	C	D = B/C
	May 2023	YTD	FY 2022/23 Adopted Budget	YTD Target 92%
<b>1 REVENUE</b>				
2 Property Taxes & Assessments	\$ 23,818	\$ 4,143,288	\$ 4,080,000	102%
3 Library Fees	5,292	57,430	60,000	96%
4 Grant and CFD Reimbursements	250	8,154	-	N/A
5 Interest Income	18,968	93,911	20,000	470%
6 Other Revenue	-	16,865	65,000	26%
7 Unrealized Gain/(Loss)	-	55,487	-	N/A
<b>8 TOTAL REVENUE</b>	<b>48,328</b>	<b>4,375,134</b>	<b>4,225,000</b>	<b>104%</b>
<b>9 EXPENSES</b>				
<b>10 Salaries &amp; Benefits</b>				
<b>11 Wages</b>				
12 Salaried	130,938	1,051,913	1,226,400	86%
13 Hourly	102,196	773,118	890,000	87%
<b>14 Total Wages</b>	<b>233,133</b>	<b>1,825,031</b>	<b>2,116,400</b>	<b>86%</b>
<b>15 Benefits, Retirement &amp; Taxes</b>				
16 Health Insurance - Employee	11,081	139,541	145,700	96%
17 Health Insurance - Retiree	5,591	62,237	66,700	93%
18 Other Medical Insurance	1,272	16,024	21,000	76%
19 Workers' Compensation	-	19,984	20,000	100%
20 CalPERS Retirement (Normal Costs)	15,308	118,390	146,000	81%
21 CalPERS Unfunded Accrued Liability	-	226,006	226,000	100%
22 Payroll Taxes (District-Paid)	17,889	142,949	169,400	84%
<b>23 Total Benefits, Retirement &amp; Taxes</b>	<b>51,141</b>	<b>725,132</b>	<b>794,800</b>	<b>91%</b>
<b>24 Total Salaries &amp; Benefits</b>	<b>284,274</b>	<b>2,550,163</b>	<b>2,911,200</b>	<b>88%</b>
<b>25 Operating Expenses</b>				
26 Insurance	-	127,771	127,800	100%
27 Utilities	1,801	68,323	88,000	78%
28 County Tax Collection Fees	-	47,762	42,400	113%
29 Other Operating	6,219	76,144	78,000	98%
30 Facilities, Grounds & Maintenance	7,880	101,766	110,000	93%
31 Structures & Improvements	-	2,185	10,000	22%
32 Vehicles & Equipment Maintenance	305	2,492	10,000	25%
33 Staff Development, Training & Travel	4,907	19,842	20,500	97%
34 Advertising & Marketing	7,560	23,112	16,600	139%
35 Miscellaneous Expenses	179	2,195	2,000	110%
<b>36 Total Operating Expenses</b>	<b>\$ 28,851</b>	<b>\$ 471,592</b>	<b>\$ 505,300</b>	<b>93%</b>

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

## Budget to Actual (Unaudited)

### General Fund

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

	A	B	C	D = B/C
	May 2023	YTD	FY 2022/23 Adopted Budget	YTD Target 92%
<b>37 Professional Services</b>				
38    Audit & Financial Consulting	\$ 5,895	\$ 87,932	\$ 100,000	88%
39    Legal Fees	-	20,525	22,500	91%
40    Consultants - Other	26,061	91,081	65,600	139%
<b>41 Total Professional Services</b>	<b>31,956</b>	<b>199,538</b>	<b>188,100</b>	<b>106%</b>
<b>42 Information Technology (IT)</b>				
43    Internet Service / E-Rate	-	26,739	58,000	46%
44    Technology Equipment	15,343	53,126	50,600	105%
45    Technology Maintenance Fees	5,144	40,074	39,000	103%
46    Telecommunications	758	11,383	12,500	91%
<b>47 Total Information Technology (IT)</b>	<b>21,245</b>	<b>131,321</b>	<b>160,100</b>	<b>82%</b>
<b>48 Library Materials</b>				
49    Books	6,756	109,388	134,300	81%
50    Downloadables	6,431	55,658	72,300	77%
51    DVDs & Videogames	2,682	15,278	14,600	105%
52    Electronic Databases / Subscriptions	-	15,442	29,000	53%
53    Periodicals	-	10,037	10,000	100%
54    Audio CD	904	6,034	9,100	66%
55    Purchase Suggestions	1,189	9,992	11,200	89%
56    Library of Things	1,278	5,214	6,000	87%
<b>57 Total Library Materials</b>	<b>19,242</b>	<b>227,043</b>	<b>286,500</b>	<b>79%</b>
<b>58 Programs</b>				
59    Adult Services	717	14,838	15,000	99%
60    Youth Services	950	6,794	10,000	68%
61    Teen Services	1,529	5,792	5,500	105%
62    Bob Lucas Branch Services	719	5,537	5,500	101%
63    Literacy Services	-	290	800	36%
64    Volunteer Services	-	240	200	120%
65    All Ages	530	2,367	3,900	61%
<b>66 Total Programs</b>	<b>4,445</b>	<b>35,858</b>	<b>40,900</b>	<b>88%</b>
<b>67 TOTAL EXPENSES</b>	<b>390,014</b>	<b>3,615,515</b>	<b>4,092,100</b>	<b>88%</b>
<b>68 NET REVENUE / (EXPENSES)</b>	<b>(341,685)</b>	<b>759,619</b>	<b>132,900</b>	
69    Use Of / (Addition To) Reserves / Fund Balance	341,685	(759,619)	(132,900)	
<b>70 NET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

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## Budget to Actual (Unaudited)

### Donations / Grants Fund

For the Period July 1, 2022 to May 31, 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 92%
<b>1 REVENUE</b>							
<b>2 Donations &amp; Grants</b>							
3 Altadena Library Foundation	\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000	\$ 55,000	100%
4 Friends of the Library	-	28,000	-	-	28,000	28,000	100%
5 California State Library Literacy Services	-	-	-	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%
<b>8 Total Donations &amp; Grants</b>	<b>55,000</b>	<b>28,000</b>	<b>-</b>	<b>292,424</b>	<b>375,424</b>	<b>382,600</b>	<b>98%</b>
<b>9 TOTAL REVENUE</b>	<b>55,000</b>	<b>28,000</b>	<b>-</b>	<b>292,424</b>	<b>375,424</b>	<b>382,600</b>	<b>98%</b>
<b>10 EXPENSES</b>							
<b>11 Wages</b>							
12 Salaried	-	-	-	18,840	18,840	20,400	92%
13 Hourly	-	-	-	11,080	11,080	12,000	92%
<b>14 Total Wages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29,920</b>	<b>29,920</b>	<b>32,400</b>	<b>92%</b>
<b>15 Operating Expenses</b>							
16 Staff Recognition	3,895	58	-	-	3,953	4,500	88%
17 Staff Development, Training & Travel	2,106	583	-	-	2,689	2,500	108%
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%
<b>22 Total Operating Expenses</b>	<b>26,001</b>	<b>641</b>	<b>-</b>	<b>48,804</b>	<b>75,445</b>	<b>257,000</b>	<b>29%</b>
<b>23 Programs</b>							
24 Adult Services	7,664	7,634	-	-	15,298	18,000	85%
25 Mobile Library Maintenance	6,892	2,361	-	-	9,252	10,000	93%
26 Summer Reading	-	10,438	-	-	10,438	13,000	80%
27 Youth Services	-	2,008	-	-	2,008	1,000	201%
28 Teen Services	-	-	-	496	496	500	99%
29 Bob Lucas Branch Services	-	-	-	-	-	500	0%
30 Literacy Services	-	236	-	1,233	1,468	5,500	27%
31 All Ages	200	21	-	-	221	2,100	11%
32 Poets Laureate	-	4,200	-	-	4,200	5,000	84%
<b>33 Total Programs</b>	<b>14,756</b>	<b>26,897</b>	<b>-</b>	<b>1,728</b>	<b>43,381</b>	<b>55,600</b>	<b>78%</b>
<b>34 Library Materials</b>							
35 Mobile Library Collection	-	-	-	-	-	3,000	0%
<b>36 Total Library Materials</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>0%</b>
<b>37 Information Technology (IT)</b>							
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%
<b>42 Total Information Technology (IT)</b>	<b>-</b>	<b>-</b>	<b>9,428</b>	<b>8,441</b>	<b>17,869</b>	<b>34,600</b>	<b>52%</b>
<b>43 TOTAL EXPENSES</b>	<b>40,757</b>	<b>27,537</b>	<b>9,428</b>	<b>88,893</b>	<b>166,615</b>	<b>382,600</b>	<b>44%</b>
<b>44 NET REVENUE / (EXPENSES)</b>	<b>\$ 14,243</b>	<b>\$ 463</b>	<b>\$ (9,428)</b>	<b>\$ 203,531</b>	<b>\$ 208,809</b>	<b>\$ -</b>	

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## Budget to Actual (Unaudited)

### Capital Fund

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

	<b>A</b>		<b>B</b>		<b>C</b>		<b>D = B/C</b>
	May 2023		YTD		FY 2022/23 Adopted Budget		YTD Target 92%
<b>1 REVENUE</b>							
2 Interest Income	\$ 23,590	\$	144,766	\$	110,000		132%
3 Unrealized Gain/(Loss)	2,146		73,402		-		N/A
4 Grant Reimbursements	-		12,642		-		N/A
<b>5 TOTAL REVENUE</b>	<b>25,736</b>		<b>230,809</b>		<b>230,809</b>		<b>100%</b>
<b>6 EXPENSES</b>							
<b>7 CFD Bond</b>							
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%
<b>11 Total CFD Bond</b>	<b>-</b>		<b>22,203</b>		<b>170,000</b>		<b>13%</b>
<b>12 Capital Project Expenses</b>							
13 Bob Lucas Memorial Library	19,350		135,232		200,000		68%
14 Main Library	38,700		270,464		400,000		68%
<b>15 Total Capital Project Expenses</b>	<b>58,049</b>		<b>405,696</b>		<b>600,000</b>		<b>68%</b>
<b>16 TOTAL EXPENSES</b>	<b>58,049</b>		<b>427,898</b>		<b>770,000</b>		<b>56%</b>
<b>17 NET REVENUE / (EXPENSES)</b>	<b>(32,313)</b>	<b>\$</b>	<b>(197,089)</b>	<b>\$</b>	<b>(539,191)</b>		<b>37%</b>
18 Transfer Out - CFD	-	\$	(151,206)	\$	-		N/A
19 Use Of Bond Proceeds	<b>32,313</b>		<b>348,295</b>		<b>539,191</b>		<b>65%</b>
<b>20 NET BALANCE</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>		

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

## Capital Fund Proceeds

### March 1, 2022 through May 31, 2023

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F= A+B+C+D+E</b>
	<b>FY22</b>	<b>FY 23 Q1</b>	<b>FY 23 Q2</b>	<b>FY 23 Q3</b>	<b>FY 23 Q4</b>	<b>Total</b>
1 Capital Revenue						
2 Measure Z Bond Net Proceeds	\$ 22,940,593	\$ -	\$ -	\$ (11)	\$ -	22,940,582
3 Grant Proceeds				3,789,833	-	3,789,833
4 Interest Income	(16,947)	44,488	24,701	77,132	56,068	185,441
5 Unrealized Gain/(Loss)	(157,458)	(165,655)	66,711	150,517	21,828	(84,056)
6 <b>Net Proceeds</b>	<b>22,766,188</b>	<b>(121,167)</b>	<b>91,412</b>	<b>4,017,472</b>	<b>77,896</b>	<b>26,831,800</b>
7 Administrative CFD Costs						
8 Administration	(26,598)	-	-	-	-	(26,598)
9 Salaries and Financial Consulting	(12,835)	-	(325)	(2,176)	(1,901)	(17,237)
10 <b>Total Administrative Costs</b>	<b>(39,432)</b>	<b>-</b>	<b>(325)</b>	<b>(2,176)</b>	<b>(1,901)</b>	<b>(43,834)</b>
11 Direct Renovation Costs						
12 Project Management	(186,042)	(1,201)	(19,957)	(720)	-	(207,919)
13 Contractor Fees	(21,723)	(11,889)	(1,650)	(14,021)	-	(49,283)
14 Architect and Design	(205,092)	(39,881)	(46,060)	(133,031)	(156,693)	(580,758)
15 Legal Fees	-	-	-	(1,320)	(1,150)	(2,470)
16 <b>Total Direct Renovation Costs</b>	<b>(412,857)</b>	<b>(52,971)</b>	<b>(67,668)</b>	<b>(149,092)</b>	<b>(157,843)</b>	<b>(840,431)</b>
17 <b>Net Activity</b>	<b>22,313,899</b>	<b>(174,138)</b>	<b>23,419</b>	<b>3,866,203</b>	<b>(81,848)</b>	<b>25,947,535</b>
18 <b>Capital Fund Ending Balance</b>	<b>\$ 22,313,899</b>	<b>\$ 22,139,762</b>	<b>\$ 22,163,181</b>	<b>\$ 26,029,384</b>	<b>\$ 25,947,536</b>	<b>\$ 25,947,535</b>
19 <b>Bond Proceeds Balance</b>						<b>22,083,202</b>
20 <b>Grant Proceeds Balance</b>						<b>3,864,333</b>



## Budget to Actual (Unaudited)

### Community Facilities District (CFD)

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

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D = B/C</b>
	May 2023	YTD	FY 2022/23 Adopted Budget	YTD Target 92%
<b>1 REVENUE</b>				
2 Community Facilities District 2020-1 Special Assessment	\$ -	\$ 1,258,609	\$ 1,247,500	101%
<b>3 TOTAL REVENUE</b>	<b>-</b>	<b>1,258,609</b>	<b>1,247,500</b>	<b>101%</b>
<b>4 EXPENSES</b>				
5 Debt Service Interest	-	592,931	878,500	67%
6 Administration Expenses	1,555	38,204	-	N/A
<b>7 TOTAL EXPENSES</b>	<b>1,555</b>	<b>631,135</b>	<b>878,500</b>	<b>72%</b>
<b>8 NET REVENUE / (EXPENSES)</b>	<b>\$ (1,555)</b>	<b>\$ 627,475</b>	<b>\$ 369,000</b>	<b>170%</b>
9 Transfer In - Capital	-	151,206	-	N/A
10 Use Of / (Addition To) Tax Assessment Fund	1,555	(778,681)	(369,000)	211%
<b>11 NET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

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

## Balance Sheet (Unaudited)

District Total  
As of May 31, 2023

<b>1</b>	<b>ASSETS</b>		
<b>2</b>	<b>Cash &amp; Investments</b>		
<b>3</b>	Cash - Los Angeles County	\$	762,980
<b>4</b>	Checking		251,426
<b>5</b>	Special Tax Bonds		22,073,052
<b>6</b>	Special Tax Assessment		625,515
<b>7</b>	CLASS - General		4,203,870
<b>8</b>	CLASS - CA State Library Building Forward		3,847,455
<b>9</b>	Total Cooperative Liquid Assets Securities System Investments		8,051,325
<b>10</b>	<b>Total Cash &amp; Investments</b>		<b>31,764,299</b>
<b>11</b>	<b>Other Current Assets</b>		
<b>12</b>	Prepaid Items & Deposits		24,039
<b>13</b>	Prepaid Insurance & Surety		141,180
<b>14</b>	Property Tax & Assessments Receivable		121,205
<b>15</b>	<b>Total Other Current Assets</b>		<b>286,424</b>
<b>16</b>	<b>Long-Term Assets</b>		
<b>17</b>	Fixed Assets (Net of Depreciation)		1,431,945
<b>18</b>	Deferred Outflows of Resources		787,315
<b>19</b>	<b>Total Long-Term Assets</b>		<b>2,219,260</b>
<b>20</b>	<b>TOTAL ASSETS</b>		<b>34,269,983</b>
<b>21</b>			
<b>22</b>	<b>LIABILITIES</b>		
<b>23</b>	<b>Current Liabilities</b>		
<b>24</b>	Accounts Payable		31,268
<b>25</b>	Credit Card Payable		39,121
<b>26</b>	Payroll and Retirement Liabilities		35,807
<b>27</b>	<b>Total Current Liabilities</b>		<b>106,196</b>
<b>28</b>	<b>Long-Term Liabilities</b>		
<b>29</b>	Vacation Payable		92,537
<b>30</b>	Deferred Inflows of Resources		2,166,188
<b>31</b>	Net Pension Liability		1,737,243
<b>32</b>	Net OPEB Liability		871,885
<b>33</b>	Community Facilities District Bond		23,731,400
<b>34</b>	<b>Total Long-Term Liabilities</b>		<b>28,599,253</b>
<b>35</b>	<b>TOTAL LIABILITIES</b>		<b>28,705,449</b>
<b>36</b>	<b>FUND BALANCE</b>		
<b>37</b>	Fund Balance		334,984
<b>38</b>	Net Revenue / (Expenses)		5,229,550
<b>39</b>	<b>TOTAL FUND BALANCE</b>		<b>5,564,534</b>
<b>40</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$</b>	<b>34,269,983</b>

**Altadena Library District**  
**Monthly Variance Analysis**  
**May 2023 - 92% 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 96% 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 \$8,154 for expenses incurred through May.

**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 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 86% 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 87% 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 96% 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**  
**May 2023 - 92% 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 76% 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 81% 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 84% 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 78% due to an increased mid-year budget adjustment anticipating higher costs through fiscal year-end.

**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 98% due to month-to-month equipment leases that continued until the purchased equipment was delivered in May.

**Line 30 – Facilities, Grounds & Maintenance** includes maintenance contracts, building maintenance and repairs, and landscaping services. 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 25%.

**Line 33 – Staff Development, Training & Travel** is budgeted for staff conferences, training, and related expenses. YTD is trending over budget at 97%.

**Line 34 – Advertising & Marketing** includes general marketing for the District. YTD is over budget due to the recruitment and interview costs in February, direct mail in April and May, and programs/magazine for the Summer Reading Program in May.



**Altadena Library District**  
**Monthly Variance Analysis**  
**May 2023 - 92% Year to Date (YTD)**

**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 under budget at 88%.

**Line 39 - Legal Fees** are for general District matters. YTD is trending in line with budget.

**Line 40 - Consultants-Other** includes other miscellaneous consulting services. YTD is over budget 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%.

**Line 44 - Technology Equipment** includes the purchase of an office copier that replaced the leased copier from previous years. YTD is over budget due to the replacement of 12 public computers exceeding the amount budgeted for computer replacements.

**Line 45 - Technology Maintenance Fees** includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is over budget due to higher renewal contracts than anticipated.

**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 79%.

**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 88%.

**Line 68 - Net Revenue / (Expenses)** is the year-to-date use of or (addition to) Operating Reserves. YTD is an addition of \$759,619. This will fluctuate throughout the year based on the timing of revenue and expenses.

**Altadena Library District**  
**Monthly Variance Analysis**  
**May 2023 - 92% 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 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 39 and 40. 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 for FY 24

**Line 33 - Total Programs** is trending under budget at 78% due to the timing of All Ages and Summer Reading programs that occur at year-end.

**Line 36 - Total Library Materials** includes purchases for the Mobile Library Collection. There is no activity year to date due to the set up of the mobile library which may not occur until FY 24.

**Line 42 - Total Information Technology** is trending under budget at 52% due to delayed internet service and website development projects.

**Line 44 Net Revenue / (Expenses)** is the year-to-date balance of unused donations and grant funds. YTD is \$208,809 which includes the unspent funds for a vending machine.



**BOARD OF LIBRARY TRUSTEES**  
**AGENDA ITEM IX.E.I. REPORT FOR JUNE 2023**

**REPORT:** AGENDA ITEM IX.E.I.

**MEETING DATE:** June 22, 2023

**PREPARED BY:** Trustee Katie Clark

**LOCATION:** Main Library Community Room

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June 26, 2023 ALD Board of Trustees meeting

Facilities Ad Hoc Committee Report

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

- a. Community Focus Group – The group met on June 20<sup>th</sup> for an update on the Main Library design plan and budget, and to identify and prioritize projects in order to help inform a future bidding structure for the project.
- b. Offsite Facilities – The committee is working with PUSD to draft a Memorandum of Understanding for the Franklin site.
- c. Architectural Services – Plans for the Bob Lucas Branch have been submitted to the LA County Department of Building and Safety for a building permit. Schematic Design for the Main Library is complete and Design Development is underway.
- d. Coordination with County departments – The Bob Lucas CUP is still in process with Regional Planning. Due to staffing issues, no progress has been made in several months. However, a new planner has been assigned to the projects and Regional Planning has committed to moving the process forward with urgency. The Bob Lucas Branch plans have also been submitted to Building and Safety for review.
- e. Communications and Community Outreach – The Library continues to collect feedback from library users; pending the outcome of the community focus group discussion and additional cost estimating, new boards for the Main Library will be generated in coming weeks.
- 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: Julian Garcia and Daniel Quintana from L.A. County Traffic, Safety, and Mobility were unable to attend the scheduled June 5 meeting to provide an update on progress on the street parking plan. The committee is working to reschedule the meeting.

- i. Building Forward Grant Round 2: The committee has submitted applications for both library projects to supplement the current funding. Grant awards are anticipated to be announced toward the end of the year.





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

**REPORT:** Redistricting Committee Report      **MEETING DATE:** June 26, 2023

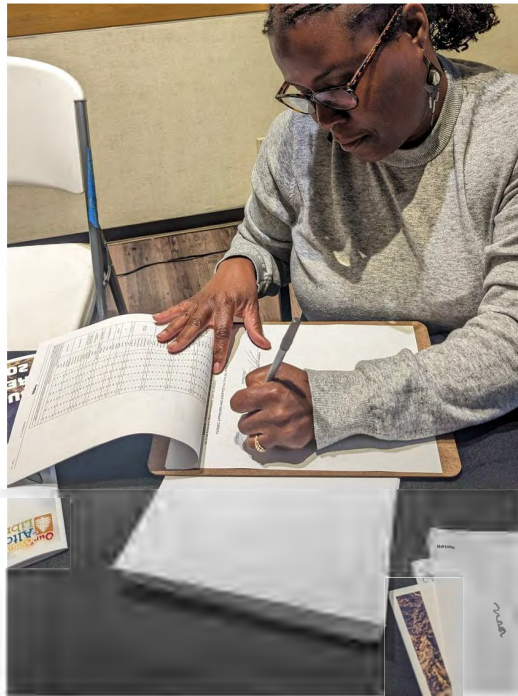
**PREPARED BY:** Trustee Kameelah Wilkerson      **LOCATION:** Main Library Community Room

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**MEETING:**

At the May 22<sup>nd</sup> 2023 Board of Trustees (BOT) Meeting, the BOT reached a consensus on a districting map for future BOT elections! After careful review, meaningful discussions and a couple of trips back to the “drawing board” (pun intended), the BOT **unanimously** chose the “Green D” map thereby creating five districts for the BOT elections. Board President and Secretary signed the resolution to formally adopt the “Green D” map and create the districts. Beginning with the election in 2024, the library district will shift from “at large” elections to “by district” elections.

I am excited to have participated in this process and applaud the district and BOT for its proactive actions towards equity in Altadena, and its thoughtful and purposeful approach to this process.





BOARD OF LIBRARY TRUSTEES  
GOVERNMENT LIAISON REPORT FOR JUNE 2023

REPORT: Government Liaison Report

MEETING DATE: June 26, 2023

PREPARED BY: Terry Andruess

LOCATION: Main Library Community Room

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Sacramento, CA – This week, (6/2/2023) Assemblymember Chris Holden’s legislation, AB 41, The Digital Equity in Video Franchising Act of 2023, which would bridge the digital divide and address accessibility, quality, and affordability of cable holder’s services, passed the Assembly Floor and is headed to the Senate.

“At the end of the day, we know that affordable, reliable access to and high-quality broadband is a necessity for living in the 21st century and that the digital divide is not just a rural problem but, an urban problem,” said Assemblymember Chris Holden.

The Digital Infrastructure and Video Competition Act (DIVCA) was originally passed in 2006 to encourage competition in the cable market, with its intent to benefit consumers by lowering prices and promoting expansion of service, including broadband. Over 17 years later, it is clear that DIVCA has fallen short of its promises. For example, thousands of households across the state lack access to broadband service, even in urban areas where “donut holes” of service remain in areas that ought to be served by existing companies. Further, DIVCA’s outdated anti-discrimination statutes and a lack of focus around digital equity issues generate little incentive for providers to give equal service to low-income and unserved areas.

AB 41 would leverage the state’s licensing authority over cable companies, who are among the largest internet service providers in the state, by obligating them to serve the public under the highest standards and in a manner that ensures equal access to service.

“Right here in my very own district, there are households that are prevented from buying the highest quality of fiber internet service because of their address. If we don’t take the necessary steps to get ahead of inequality and bridge the digital divide, it’ll only get worse,” said Holden.

From <https://leginfo.legislature.ca.gov/>  
Assembly Bill 1078

Existing law prescribes substantive requirements and particular processes that the State Board of Education, the Instructional Quality Commission, local educational agencies, and the Superintendent of Public Instruction are required to follow when adopting or evaluating instructional materials, as defined.

Existing law requires governing boards of school districts, when adopting instructional materials for use in the schools, to include materials that accurately portray the cultural and racial diversity of our society, including the contributions of both men and women and the role and contributions of culturally and racially diverse groups, including, among others, Mexican Americans, lesbian, gay, bisexual, transgender Americans, and members of other ethnic and cultural groups. Existing law requires the state board to comply with those requirements related to the accurate portrayal of cultural and racial diversity when reviewing and adopting or recommending for adoption submitted basic instructional materials. Existing law also requires the governing board of each

school district maintaining one or more high schools to comply with those requirements related to the accurate portrayal of racial and cultural diversity when adopting instructional materials for use in the high schools under its control.

This bill would revise the list of culturally and racially diverse groups to instead include materials that accurately portray the contributions of people of all gender expressions and the role and contributions of Latino Americans, LGBTQ Americans, and other religious and socioeconomic status groups. By imposing new obligations on local educational agencies, the bill would impose a state-mandated local program. The bill would require the State Department of Education to issue guidance related to how to help school districts, county offices of education, charter schools, and school personnel manage conversations about race and gender, and how to review instructional materials to ensure that they represent diverse perspectives and are culturally relevant.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Status of Bill

MAY 31, 2023

SENATE

In Senate. Read first time. To Com. on RLS. for assignment.

MAY 30, 2023

ASSEMBLY

Read third time. Passed. Ordered to the Senate. (Ayes 62. Noes 16.)

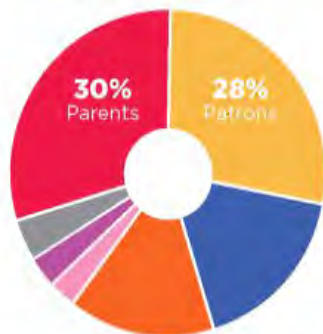
# CENSORSHIP

## BY THE NUMBERS

In 2022, the American Library Association tracked the highest number of attempted book bans since ALA began compiling data about censorship in libraries more than 20 years ago; 2,571 unique titles were challenged last year, up from 1,858 in 2021. [Learn more at ala.org/bbooks](https://ala.org/bbooks)



### WHO INITIATES CHALLENGES?



- 17%** Political/religious groups
- 15%** Board/administration
- 3%** Librarians/teachers
- 3%** Elected officials
- 4%** Other  
*(Includes non-custodial relatives, nonresidents, community members without library cards, etc.)*

*Statistics based on 1,207 cases with known initiators.*

### WHERE DO CHALLENGES TAKE PLACE?



**48%**  
Public libraries



**41%**  
School libraries



**10%**  
Schools

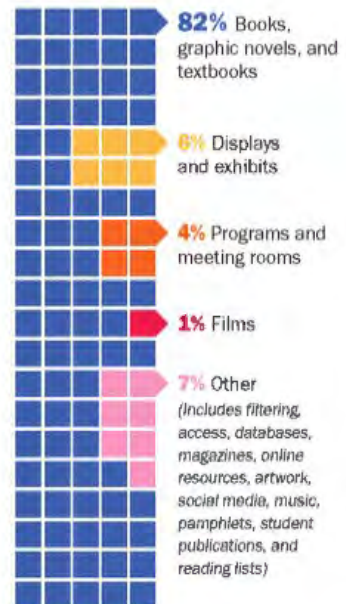


**1%**  
Higher education libraries and other institutions

*Statistics based on 1,264 cases with known locations.*

### BOOKS AND BEYOND

ALA's Office for Intellectual Freedom tracked **1,269 challenges** in 2022. Here's the breakdown:



### CENSORSHIP ON THE RISE

The unparalleled number of reported book challenges in 2022 nearly doubled the number reported in 2021. The number of unique titles targeted marked a 38% increase over 2021.

### NUMBER OF UNIQUE TITLES CHALLENGED BY YEAR



CENSORSHIP STATISTICS COMPILED BY:  OFFICE FOR Intellectual Freedom American Library Association





## **BOARD OF LIBRARY TRUSTEES CALENDAR – 2023/2024**

JULY	Publicity for Trustees Election – Even Year Filing for Trustees Election – Even Year Mid-Year Operating Plan Review
AUGUST	
SEPTEMBER	Review CalPERS Benefits/ Open Enrollment Altadena Public Library District Disclosure of Enterprise Systems of Record
OCTOBER	Health Care Premiums – Resolution – as needed
NOVEMBER	Audit Report for Previous Fiscal Year Annual Report for Previous Fiscal Year (Internal and External) Trustees Election – Even Year Schedule: Board Meetings for Following Year Schedule: Holidays for Following Year Quarterly Budget Review of Current Budget
DECEMBER	Election of Officers Appointment of Liaison to the Friends Board & Foundation Board and Government Relations Liaison Employee Service Awards – Anniversaries on Five Year Milestones Operating Plan Objectives for the Coming Calendar Year
JANUARY	Final Review of Previous Year Operating Plan Bank Signature Cards – as needed Board Retreat Trustee Self-Assessment Auditor bids – every three years or as needed
FEBRUARY	Mid-Year Budget Adjustments Review
MARCH	Conflict of Interest Forms Annual Review of Strategic Plan Preliminary Review of Operating Plan for Upcoming Year
APRIL	National Library Week Event: Volunteer Recognition Event
MAY	Financial Policies Review and Updates as needed Preliminary Budget Review of Proposed Budget for forthcoming fiscal year Event: Friends Annual Meeting (June) Review Property and Earthquake Insurance Presentation: Summer Library Program
JUNE	Adoption of Final Budget for Upcoming Fiscal Year Updated Salary Schedule Board of Library Trustees Calendar for Following Fiscal Year Review Gann Appropriations Limit Resolution to ask Auditor/Controller of Los Angeles County to Prepare New tax roll for Account No. 57.12



**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM XI.B. REPORT FOR JUNE 2023**

**REPORT:** Agenda Item XI.B.

**MEETING DATE:** June 26, 2023

**PREPARED BY:** Lauren Salerno

**LOCATION:** Main Library Community Room

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**TITLE:** Event Sales Policy

**BACKGROUND:** We do not currently have a policy that covers sales in the library. In order to create consistency in how we handle sales by third parties inside the library, we drafted one for the Board's review and approval. We generalized the language to encompass any sale at a library event where merchandise is allowed.

The purpose of the policy is to allow for sales under specific circumstances while acknowledging the following:

- Potential sellers should follow the application process for the event they would like to bring merchandise.
- All purchases are handled by the seller.
- The library is not responsible for any damage to merchandise that may happen during the event.

**FISCAL IMPACT:** There is no fiscal impact for the library on the approval of this policy. We do not anticipate charging for vendor space nor taking a percentage of sales. This policy may serve to protect the library from any disputes that might arise from an exchange made between a seller and a customer.

**RECOMMENDATION:**

Staff recommends that the Board review and approve the Event Sales Policy.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURAL MANUAL

SUBJECT: EVENT SALES POLICY

SECTION: ADMINISTRATION

BOARD APPROVED: [INSERT]

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#### POLICY OBJECTIVE:

The Altadena Library District seeks to provide access to educational, informational, and cultural resources to the community. As part of that belief, the library encourages artistic and cultural interests of the community by providing a space for sellers to present their work. A seller is a person or organization who is exchanging money for merchandise during library events.

#### STATEMENT OF POLICY:

The Altadena Library District allows sellers to work with a Library Representative to present events where their work may be shared with the public. The Library Representative will work with the seller to arrange the event date, time, location, and program structure. The Library Representative will submit events, as agreed upon with the seller, into the library's schedule of programs.

#### APPLICATION PROCESS AND WAIVER OF LIABILITY:

The Altadena Library District is not responsible for any damage to merchandise that may occur at the event. Sellers interested in participating in events held by the library should submit an application through the advised form to the Altadena Library District. Forms can be found online at [www.altadenalibrary.org](http://www.altadenalibrary.org).

#### FEES:

The Altadena Library District does not charge fees to sellers for merchandise sold at events held in partnership between Altadena Library staff and seller.

#### RIGHT OF REFUSAL:

The Altadena Library District reserves the right to decide what is appropriate for public programming and display. The Library reserves the right to decline partnerships with sellers whose work does not align with the mission of the Library. The presentation of any merchandise does not imply an endorsement by the Altadena Library District, its Trustees, or its staff.

#### SALES:

Seller may only sell merchandise approved during the application process. Sale of merchandise is solely between the seller and the buyer. The Library District is not liable for such transactions.

#### DONATED MATERIALS:

All donated materials are subject to the same selection, evaluation and disposal criteria outlined in the

Collection Policy. Donated items become the property of Altadena Library District and cannot be returned to the donor for any reason.





**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM XI.C. REPORT for JUNE 2023**

**REPORT:** Agenda Item XI.C.

**MEETING DATE:** June 26, 2023

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

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**Title:** Gann Appropriation Limit, FY 2023-2024

**Summary:**

The Library District’s appropriations may increase annually by a factor comprised of the change in population with the change in California per capita personal income.


In 1980, California voters adopted Article XIII B of the California State Constitution, commonly referred to as the Gann Initiative or Gann Appropriations Limit, placing limits on the amount of tax proceeds that State and local agencies can appropriate each year. The District’s limit is adjusted each year for inflation, population and other factors.

The calculation of the District’s FY 2023-24 Gann Appropriations Limit was computed by using factors provided by the State Department of Finance:

Per Capita Change =	1.0444
Population Change =	0.9925
Calculation Factor =	1.0444 x 0.9925 = 1.0366
2023-24 Gann Limit	\$ 4,718,443

The District’s projected budgeted tax proceeds subject to the FY 2023-24 Gann limit equal \$4,302,900. The GANN limit applies to “all taxes levied by and for” a government entity; other sources of revenue, including certain types of debt service, are excluded. Therefore, the District is within the Gann limitation by \$415,543 and in compliance with state law. The Gann limit worksheet and Department of Finance documentation is attached.

**Recommendation:** The Board of Library Trustees review and accept the appropriation limit for FY 2023-24.



ALTADENA LIBRARY DISTRICT  
 APPROPRIATIONS LIMIT WORKSHEET  
 FY2023-24

A. LAST YEAR'S LIMIT AMOUNT  
\$4,551,990

B. ADJUSTMENT FACTORS

1. Population Change %	-0.75
2. Inflation - Per Capita Personal Income %	4.44

Per Capital Cost of Living Change = (0.23)%  
 Population Change = 0.95

C. CALCULATIONS

Per Capita Cost of Living converted to a ratio:  $\frac{4.44 + 100}{100} = 1.0444$

Population Converted to a ratio:  $\frac{-0.75 + 100}{100} = 0.9925$

Calculation of factor for FY 2023/2024:  $1.0444 \times 0.9925 = 1.0366$

Total Adjustment % 3.66%

C. ANNUAL ADJUSTMENT \$

D. TOTAL ADJUSTMENTS \$166,453 \*

E. CURRENT YEAR LIMIT \$4,718,443 \*

Population converted to ratio	0.9925
Inflation converted to ratio	1.0444



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

**REPORT: AGENDA ITEM VIII.C.**

**MEETING DATE:** June 27, 2023

**PREPARED BY:** David Zearbaugh

**LOCATION:** Main Library Community Room

**TITLE:** IT Specialist Job Description

**BACKGROUND:**

The Altadena Library District has operated and currently operates with one (1) IT staff member in charge of procurement, receipt, deployment, and administration of all technology for the district. As technology continues to play an increasingly crucial role in our daily operations, it has become evident that our current staffing structure is inadequate to meet the growing demands and challenges we face. We feel that adding a staff member in the role of an IT Specialist will help to adequately address the current technological needs of the organization in addition to allowing for redundant assistance and support in the event of absences.

In recent years, our library district has seen a significant increase in our reliance on technology for various tasks, such as cataloging, circulation, research support, and online resources. Moreover, with the rise of digital initiatives and the integration of technology into our services, the workload placed on our IT Manager has been notable. The addition of an IT Specialist will alleviate the burden and enable us to effectively manage and expand our technological capabilities.

There is an increasing dependence on technology within our library district. Library services and online resources rely heavily on technology, and with many new implementations, we continue to see an increase in demand for support and maintenance. Hiring an IT Specialist will ensure that routine maintenance, updates, and upgrades are promptly addressed, preventing system failures, security issues, and service disruptions. The rapidly evolving cybersecurity landscape poses a significant challenge. Organizations are increasingly targeted by cyber threats and attacks, making the protection of patrons' information and library data a top priority. By hiring an IT Specialist, we can strengthen our cybersecurity measures, conduct regular risk assessments, implement robust firewalls, and stay up-to-date with the latest security protocols. Proactively addressing potential vulnerabilities will help us maintain and protect valuable resources. The Altadena Library has always been at the forefront of innovative services and resources to our patrons. The IT Specialist will also provide training to staff and our patrons, ensuring that we maximize the use and benefits of new systems and technologies.

With the hiring of this position, it would free the IT Manager's responsibilities revolving around technical support and maintenance, leaving limited time for proactive maintenance, strategic planning, and grant administration. It would the IT Manager to focus on policy development, security protocols, and other strategic initiatives to safeguard our library's digital assets.

**FISCAL IMPACT:**

The proposed salary range for the IT Specialist position ranges from \$74,284 to \$99,607 depending on experience and qualifications.

**RECOMMENDATION:**

Staff recommends that the Board of Trustees approve the new IT Specialist job description.



## INFORMATION TECHNOLOGY SPECIALIST

### DEFINITION

Under general supervision, assists with the daily functions, operations, activities, projects, and programs of the District's information technology, telecommunications, and library system functions; supports the IT and Technical Services manager in ensuring IT programs fulfill the business goals and objectives of the District; provides reliable, responsible, and informed IT support to patrons, staff, and management; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Information Technology and Technical Services Manager. Does not provide supervision over any staff.

### CLASS CHARACTERISTICS

This is a journey-level paraprofessional classification within Information Technology and Technical Services Department. Incumbents are expected to function independently with projects, technical assignments, and exercise judgement and initiative in all their assigned tasks. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

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

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Assist with the daily functions, operations, activities, projects, and programs of the District's information technology (IT) and telecommunications functions; provides model adoption of IT and T.S. initiatives; helps the IT programs fulfill the business goals and objectives of the District.
- supports the implementation of goals, objectives, policies, procedures, and work standards for the utilization, maintenance, repair, and enhancement of the District's information technology and telecommunications systems.
- Resolves computer system problems as they occur; assist in ensuring necessary repairs and maintenance on District IT and telecommunications equipment and systems are carried out in a timely manner.
- Provides high-quality internal and external customer service; performs technical support, installation, maintenance, and repair of hardware including computers and other equipment such as radio frequency identification (RFID), remote and virtual computer access systems, building alarm systems, security cameras, telephones, cell phones, voicemail, desktop computers, laptop computers, servers, printers, photocopiers, local and wide area networks, operating systems, enterprise applications, Integrated Library System software, electronic mail, and Internet access.
- Reports and records issues or relevant work via ticketing system. Reviews past issues for trends, investigates, and provides solutions issue trends. Communicates and escalates complex issues as needed.

- Maintains equipment and parts inventories. Arranges for equipment service and maintenance and orders parts and repairs equipment. Obtains quotes for equipment.
- Provides on-site and remote support to end users regarding selection, procurement, installation, training, utilization, and maintenance of all software programs; writes database scripts and queries; generates statistical information and other reports as requested.
- Assists staff with development and maintenance of the District's websites and web-based applications and services; ensures all web connections are secured; identifies and implements opportunities to use digital technologies to improve the District's customer service, internal and external communication, and the efficiency and effectiveness of internal operations.
- Supports the District's technology-related training programs for library users; assists staff with accessing webinars and other online training services.
- May assist in maintaining the accuracy of bibliographic records and materials, which includes ensuring items are validated and uploaded into the Library's information system; confirms consistency of records by making corrections, merging records, or eliminating records.
- Conducts regular assessment and evaluation of the Library's collections and applications using statistical data and reports.
- Assists in the evaluation of the Library's collection and provides recommendations and implementation for new services, products, policies, procedures, equipment, and staffing.
- Assist in the preparation of staff and agenda reports and other necessary correspondence related to assigned activities and services.
- Attends and participates in professional group meetings; stays abreast of new trends, innovations, and changes to regulations in the fields of information technology, technology-related library services, and telecommunications; researches emerging products and enhancements and their applicability to District needs; recommends improvements and implements changes accordingly.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action; greets and assists internal and external customers in a friendly, prompt, and accessible manner; creates positive experiences for library patrons by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance while performing duties in both public and staff areas; works in conjunction with Administration, management, and other District staff to respond to the needs of the public.
- Directs the maintenance of working and official division files.
- Ensures compliance with District and mandated safety rules, regulations, and protocols as directed by IT and Technical Services Manager.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, methods, and techniques of troubleshooting, diagnosing, and resolving computer hardware, software, network, and telecommunication system issues.
- Best practices regarding the development, implementation, and management of information technology and telecommunication systems hardware and software.
- Characteristics of various technology systems and equipment, and a general understanding of system features and their integration capabilities.

- Methods and techniques of installing, configuring, administering, and monitoring a diverse range of physical and virtual systems.
- Methods and techniques of eliciting information and performing diagnostic procedures on technology systems.
- Security and monitoring devices and procedures necessary to maintain the integrity and security of data in networked systems.
- Principles and practices of database management and administration. Current hardware, software, and programming applications including Voice Over IP, HTML, virtual desktop infrastructure (VDI), remote desktop infrastructure (RDI), firewalls, backup and disaster recovery techniques, and other local network and cloud-based applications. Principles, trends, terminology, techniques, and practices of modern library work.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Standard library procedures, current information technology, and Internet and database search capabilities.
- Principles and practices of research, analysis, reporting methods, and data collection.
- Principles and procedures of record keeping, document processing, and filing systems.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Organize, manage, implement, and maintain efficient and effective automated systems to ensure the reliability and integrity of the District's data and system infrastructure.
- Perform complex duties in the installation, configuration, administration, and maintenance of technology systems hardware and software in assigned program areas.
- Evaluate, research, and diagnose complex user issues and recommend solutions.
- Maintain storage of backup computer files; restore files as needed.
- Create and manage computer user account access.
- Participate in the testing and implementation of new technology systems.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare clear and concise reports, correspondence, and other written materials.
- Make accurate arithmetic, financial, and statistical computations.
- Evaluate a situation, make effective decisions under pressure, and take appropriate action.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in computer science, information technology, library science, or a related field.

Experience:

Three (3) years work experience in installation of computer equipment and hardware/software support.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.
- A+, Network+, Security+, any Microsoft Certification, Cisco Certification, or other similar certifications are highly desirable but not required.

**PHYSICAL DEMANDS**

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

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may encounter challenging interpersonal situations in the course of their work.

**WORKING CONDITIONS**

Evening and weekend work may be required as job duties demand.





**RESOLUTION OF THE BOARD OF TRUSTEES NO. \_\_\_\_\_  
OF THE ALTADENA LIBRARY DISTRICT  
TO ASK AUDITOR/CONTROLLER OF LOS ANGELES COUNTY  
TO PREPARE NEW TAX ROLL FOR ACCOUNT #57.12  
ALTADENA LIBRARY DISTRICT TAX**

WHEREAS, The Altadena Library District had undergone severe revenue reductions requiring cuts in staff, services, hours, and materials purchases, and

WHEREAS, The State of California eliminated the Special District Augmentation Fund in June 1993, and the Altadena Library District relied on those funds for one-third of its budget, and

WHEREAS, The State of California transferred ten percent of the Altadena Library District's property tax revenue to the schools of California for fiscal years 1992-1993 and 1993-1994, and

WHEREAS, There was a need to replace lost revenue to maintain good library service, and

WHEREAS, The Altadena Library District called for a Per Parcel Election to tax owners of real property in the Altadena Library District for library services, November 4, 2014, and

WHEREAS, The Altadena Library District has complied with all laws pertaining to the per parcel levy, and

WHEREAS, The election was won with 10,113 voters voting YES and 1,712 voters voting NO representing a 85.52% YES vote, and

WHEREAS, There is a cost of living clause after the 2016-2017 fiscal year

**RESOLVED**, That the Altadena Library District asks the Los Angeles County Auditor/Controller to prepare the new tax roll for account #57.12 – Altadena Library Tax for billing of direct charges for **Fiscal Year 2023-2024 to increase each parcel by 5.10%**

DATED: \_\_\_\_\_, 2023

BOARD OF LIBRARY TRUSTEES

\_\_\_\_\_  
Jason Capell, President

\_\_\_\_\_  
Kameelah Waheed Wilkerson, Secretary

**ALTADENA LIBRARY DISTRICT**  
**CALCULATION OF PARCEL TAX**  
**FISCAL YEAR 2023/24**

February 2023 CPI:	317.571
February 2022 CPI:	302.164
<u>Change in Index:</u>	<u>15.407</u>

Calculation (% Change in Index): **0.05099**

Rate Increase: **5.10%**

**Parcel Tax Rates:**

	<b>FY 2016/17</b>	<b>FY 2017/18</b>	<b>FY 2018/19</b>	<b>FY 2019/20</b>	<b>FY 2020/21</b>	<b>FY 2021/22</b>	<b>FY 2022/23</b>	<b>FY 2023/24</b>
<b>Single Family</b>	\$50.79	\$52.16	\$54.05	\$55.40	\$57.26	\$57.82	\$62.09	\$65.26
<b>Apartment Unit</b>	34.81	35.75	37.05	37.97	39.25	39.63	42.56	44.73
<b>Commercial &lt; 10,000 square feet</b>	102.98	105.77	109.60	112.35	116.12	117.25	125.92	132.34
<b>Commercial &gt; 10,000 square feet</b>	139.24	143.01	148.19	151.91	157.01	158.52	170.25	178.93



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

## 2023 BOARD OF DIRECTORS ELECTION

### OFFICIAL ELECTION BALLOT ATTACHED

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This is an official election packet that contains items that require **ACTION** by your Agency's governing body for the selection of up to three (3) candidates to the SDRMA Board of Directors.

#### ELECTION PACKET ENCLOSURES

- Election Ballot Instructions
- Official Election Ballot (Action Required)
- Candidate's Statements of Qualifications (4)



## SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2023.

On May 11, 2023, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2022-06 Establishing Guidelines for Director Elections. The Election Committee confirmed that (4) candidates met the qualification requirements, and those names are included on the Official Election Ballot.

The Official Election Ballot along with a Statement of Qualifications as submitted by each candidate is posted to the SDRMA MemberPlus portal along with these instructions. Election instructions are as follows:

1. The Official Election Ballot must be used to ensure the integrity of the balloting process.
2. Print a copy of this ballot, then select up to three (3) candidates. Your agency's governing body must approve the Official Election Ballot at a public meeting. **Ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Ballot **MUST** be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Tuesday, August 8, 2023 to the address below. Faxes or electronic transmissions are NOT acceptable.  
Special District Risk Management Authority  
Election Committee  
1112 "I" Street, Suite 300  
Sacramento, California 95814
4. The four-year terms for newly elected Directors will begin on January 1, 2024, and terminate on December 31, 2027.
5. Important balloting and election dates are:
  - **August 8, 2023: Deadline for members to return the signed Official Election Ballot.**
  - **August 9-11, 2023:** Ballots are opened and counted.
  - **August 10-11, 2023:** Election results are announced, and candidates notified.
  - **November 1-2, 2023:** Newly elected Directors are invited to attend SDRMA board meeting (Sacramento).
  - **January 2024:** Newly elected Directors are seated, and Board officer elections are held.

Please do not hesitate to contact SDRMA's Management Analyst Candice Richardson at [crichardson@sdrma.org](mailto:crichardson@sdrma.org) or 800-537-7790 if you have any questions regarding the election and balloting process.



**OFFICIAL 2023 ELECTION BALLOT**  
**SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY**  
**BOARD OF DIRECTORS**

**VOTE FOR ONLY THREE (3) CANDIDATES**

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery at SDRMA on or before 4:30 p.m., Tuesday August 8, 2023. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN** (INCUMBENT)  
Director, Groveland Community Services District
  
- ACQUANETTA WARREN**  
Vice Chair, Local Agency Formation Commission for San Bernardino County
  
- JESSE CLAYPOOL** (INCUMBENT)  
Board Chair, Honey Lake Valley Resource Conservation District
  
- SANDY SEIFERT-RAFFELSON** (INCUMBENT)  
General Manager, Herlong Public Utility District

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023 by the:

\_\_\_\_\_

**at a public meeting** by the following votes:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

APPROVED:

\_\_\_\_\_

\_\_\_\_\_

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate\* Bob Swan  
District/Agency Groveland Community Services District (GCSD)  
Work Address P.O. Box 350, Groveland CA 95321  
Work Phone (209) 962-7131 Cell Phone (408) 398-4731

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I have been a member of the SDRMA Board for two terms. I would like to be elected to a third term because:

1. As a board member of Groveland CSD, I am very aware of the great value that smaller districts get from their membership in SDRMA, and I'd like to continue to support the Authority's great member services.
2. While the organization continues to operate well, thanks to its experienced and motivated staff, we are once again going through a period of management change. I believe that Board continuity is particularly important at such a time.
3. The California re-insurance market continues to be challenging. I believe that my eight years of board experience will be helpful as we negotiate the potentially tricky economic future.
4. Personally, I feel that we have a very well-functioning and collegial Board, and I find it both challenging and enjoyable to be part of it.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

1. SDRMA Board: Member since 2016, presently Vice President. I am our representative on the CSDA Legislative Committee (and a member in my own right), and on the Alliance Executive Council.
2. Groveland CSD Board: Member since appointment in June 2013. I was Board President 2014-2018.
3. Member of Board of Southside Community Connections, which is a 501(c)(3) nonprofit in Groveland that provides transportation, educational, social and recreational services to seniors and differently-abled folks in the Groveland area. I was on this Board from 2018 through 2022, mostly as Treasurer.
4. Board Member (Treasurer) of Pine Cone Performers, a local community choral and acting group, since 2010.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)**

I have my Bachelor's Degree in Business with a minor in Sociology. I have audit small districts and worked for a small district for almost 18 years. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committee. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

With HPIUD and with SDRMA both boards and employees have worked hard to receive their District of Distinction and their District of Transparency.

I feel I am a good leader with people skills that can accomplish what is necessary to keep a District or JPA moving forward.

**What is your overall vision for SDRMA? (Response Required)**

SDRMA Staff and Board work together to bring Special Districts affordable insurance for the pool they serve. By

listening to the needs of all California Special Districts and meeting those needs at a reasonable price that Special Districts can afford. I would continue advocating for these continued efforts and rewarding continue education for all Districts and employees.

I see SDRMA pool continuing for centuries and serving those needs.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature *Fandy Seifert Raffelson* Date 4/17/2023

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)**

Background: BS Physics, MS Computer Science. 3 years in USAF. 30 years in the semiconductor industry as engineer, engineering manager, business unit director.

Skills, etc.: Very familiar with financial reports and cost accounting. Working knowledge of computer and communications technology. In my work life, I managed geographically distributed organizations with up to 150 technical personnel and up to \$120 million in annual sales. I'm pretty good at helping groups work together to achieve consensus (or, failing that, acceptable compromise).

In recent years, most of my volunteer work has been in driving folks (who can't drive themselves) to medical appointments, shopping, and the like. This is one of the services of Southside Community Connections.

I'm also a pretty decent choral singer, but that's not relevant to this application.

**What is your overall vision for SDRMA? (Response Required)**

Our vision statement is "To be the exemplary public agency risk pool of choice for California special districts and other public agencies". To achieve this vision, I believe we must focus on:

(1) maintaining long-term financial stability, by ensuring that there is a fair allocation of cost versus risk across the membership, continuously evaluating the appropriate level of risk retention, and using creative ideas like our "captive" reinsurance agency to enhance our cash position.

(2) continue to expand our risk management training and assistance services. We have made significant improvements in this area by bring it internal to the Authority.

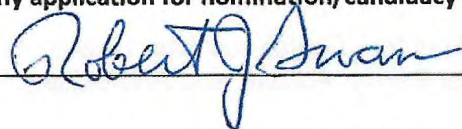
(3) continue to emphasize services to our core membership: small to mid-sized districts with limited options for insurance.

(4) ensure that SDRMA remains a desirable workplace, and maintain our highly-qualified and responsive staff.

Above all, remember that this is an insurance pool, owned by its member agencies, and maintain an overarching focus on member service and support. Make certain that we will be here for our members.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/11/2023



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Candidate\* **ACQUANETTA WARREN**  
District/Agency **Local Agency Formation Commission (LAFCO) for San Bernardino County**  
Work Address **1170 W. Third Street, Unit 150, San Bernardino, CA 92415-0490**  
Work Phone **(909)388-0480** Home Phone

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

As a City Mayor I have been fortunate to serve on regional boards that include special district representation: San Bernardino Countywide Oversight Board and Southern California Water Coalition's Board of Trustees. I realize that special districts, especially the smaller districts, are not included in the conversation for a variety of matters. Currently, I serve on San Bernardino LAFCO and the California Association of LAFCOs, which do have robust special district representation. I believe that my skills, experience, and understanding can contribute to SDRMA. Specifically, I want to contribute by developing programs that would help member agencies maximize their protection and minimize their risks.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I currently serve as mayor for the City of Fontana. This is my fourth term, and my focus has been bolstering economic development, creating educational opportunities, improving public safety, and advocating for a healthier community. As mayor, I have been fortunate to serve on:

- San Bernardino LAFCO since 2014, serving currently as Vice Chair of the Commission. I am also a Board Member of the statewide organization of LAFCOs, CALAFCO, serving as Treasurer
- San Bernardino County Transportation Authority: Board of Directors, General Policy Committee, and Transit Committee
- San Bernardino County Racial Equity Committee for the San Bernardino Council of Governments
- San Bernardino Countywide Oversight Board

In addition, I am the current Chair for the Southern California Water Coalition's Board of Trustees as well as Co-Chair of its Task Force for Water Equity, Access, and Affordability.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

Aside from being Mayor for the City of Fontana, I am currently the District Director for the Second Supervisorial District for San Bernardino County and I coordinate district services and communications with constituents, I oversee community outreach efforts, as well as supervise district staff.

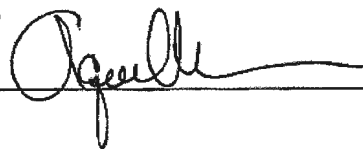
In addition to local-level involvement, I have served on the State Park Commission and as a trustee of the United States Conference of Mayors, an official non-partisan organization of cities in the United States with populations of 30,000 or more. I have also served in community organizations such as Water/Recycled Water Projects and Development Processing for New Communities, Casa Colina Rehabilitation Hospital Board of Directors, and the Upland YMCA Board of Directors.

**What is your overall vision for SDRMA? (Response Required)**

My vision for SDRMA is to ensure that it continues to be the best risk management agency, who will continue to listen and communicate with its member agencies. I would strive to make sure SDRMA continues to provide excellent service, provide educational and training programs that are beneficial to its member agencies, and offer more resources that add value to its members. Lastly, I want to make sure SDRMA operates in the highest ethical manner with complete transparency.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature \_\_\_\_\_



Date \_\_\_\_\_

4/25/2023

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates - no attachments will be accepted. No statements are endorsed by SDRMA.**

Candidate\* Jesse D. Claypool  
District/Agency Honey Lake Valley Resource Conservation District  
Work Address USDA Service Center 170 Russell Avenue, Suite C, Susanville, CA 96130  
Work Phone 530-257-7271 Cell Phone 530-310-0232

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

My interest for being on the SDRMA Board of Directors is because I believe it is imperative for there to be a knowledgeable and experienced voice on the Board with the perspective of the small to mid-size special district. In addition, I am eager to continue working with SDRMA staff and fellow Board members, providing relevant and affordable solutions, available to all special districts.

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**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

The vast amount of understanding and experience that I've gained as a current member of the SDRMA Board of Directors will undoubtedly aid as I continually strive to be an increasingly effective member of the SDRMA Board of Directors going forward.

In addition to being a current SDRMA Board member, I am currently Chairman of the Board for the Honey Lake Valley Resource Conversation District and a board member of a Regional Water Management Group. Previously I have served on the following, Lassen County's Civil Grand Jury, two terms, CSDA Professional Development committee, two terms, Janesville Union School District trustee, Technical Advisory Committee for the prevention of violence against schools K-12, two terms, and CSDA Member Services committee, two terms.

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**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**


**What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)**

I have attended various board member trainings and completed leadership and governance classes, including the following; CSDA's Extraordinary Leadership Training and CSDA's Special District Leadership Academy. I have received CSDA's Recognition in Special District Governance certificate and successfully completed Executive Education in Public Policy at University of Southern California, Sol Price School of Public Policy.

**What is your overall vision for SDRMA? (Response Required)**

My continued vision for SDRMA is to be effective within the communities they serve. With focused attention to affordable solutions, administered by a team of highly dedicated professional staff, SDRMA will continue to be an industry leader providing affordable solutions to its members.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4/20/2023



**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates  
- **no attachments will be accepted.** No statements are endorsed by SDRMA.

Candidate\* Sandy Seifert-Raffelson  
District/Agency Herlong Public Utility District  
Work Address P O Box 115, Herlong CA 96113  
Work Phone (530)827-3150 Cell Phone (530)310-4320

\*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

I am a current Board member of SDRMA and feel that I have added my financial and general manager background to make a better-informed decision for SDRMA members. As a Board member, I continue to improve my education of insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in Business and my 35 plus years' experience in accounting and special districts.

I understand the challenges that small District face every day when it comes to managing liability insurance, worker's compensation and health insurance for a few employees with limited revenue and staff. My experience in small districts give me an appreciation of the importance of risk management services and programs, especially for smaller District that lack expertise within. I feel I am an asset to this Board, and would love a chance to stay on 4 more years!

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

While serving on the SDRMA Board, I have been privilege to be Secretary of the Board, Vice-President and currently President. I have served on CSDA's Audit and Financial committee's for several year. I have served on the SDFL Board and current President; Northeastern Rual Health Clinic Board; Fair Board; School and Church boards; 4-H Council and leader for 18 years; and UC Davis Equine Board. In the past 30 years, I have learn that there is no "I" in Board and it can be very rewarding to part of a team that makes a difference for others.

As part of my many duties working for Herlong PUD, I worked to form the District and was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the initial Board of Directors and first policies for HPUD. I have administered the financial portion of 2 large capital improvement projects with USDA as well as worked on the first ever successful water utility privatization project with the US Army and department of Defense. I am currently in the middle of a 14 million infrastructure project with SRF monies. I am also the primary administrator of two federal contract for utility services.