



AGENDA

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
September 26, 2023 – 5:00 p.m.

IMPORTANT NOTICE REGARDING THE SEPTEMBER 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 September 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 with the subject line: "Public Comment". Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment. If you wish to make your public comment during the live meeting, please state so in your email. If you would like to make your comment virtually, you may also select on the form "*Yes – I want to provide this comment in real-time and need the Zoom link*" in the online form.

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

If you are unable to submit via email, online, or attend the meeting in-person, you can call in to (626) 798-0833 ext. 103, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 5:00 pm.

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

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

LAND ACKNOWLEDGEMENT: The Altadena Library District acknowledges its presence on the traditional, ancestral, and unceded land of the Gabrielino Tongva peoples. Altadena is located on the stolen homelands of the Xaxaamonga (Hahamongna) tribal band. The traditional territory of the Gabrielino Tongva is referred to as Tovaangar, which includes the areas currently known as

Los Angeles County, Riverside County, West San Bernardino County, parts of Orange County as well as the four southern Channel Islands. Entities such as the U.S. government and non-Native settlers have subjected the Gabrielino Tongva peoples to historic and continuing injustices, including genocide, forced displacement, and cultural and linguistic erasure. Altadena Library commits to learning, educating, and informing its staff and residents of present-day Altadena about the rich histories, vibrant communities, and culture of Gabrielino Tongva people, present and past, through our collection development, resources, and program offerings.

- I. Call to Order
 - a. Land Acknowledgement
- II. 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
 - a. Motion to convene to Closed Session
 - b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:
 - i. Pending Litigation discussion
 - ii. District Director Performance Evaluation Discussion
- V. Reconvene to 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
 - b. The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

Approval of Minutes – AUGUST REGULAR **PAGES 4 - 11**
- 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 – August 2023 **PAGES 12 - 35**
 - b. Fab Lab/Library of Things Presentation by Innovations Librarian
- IX. Reports (**Informational**)
 - a. Support Groups **PAGES 35 - 36**
 - i. Altadena Library Foundation
 - ii. Friends of the Altadena Library
 - b. District Director's Report **PAGES 37 - 42**
 - c. Financial Reports – August 2023 **PAGES 43 - 53**

- d. Board of Trustees Standing Committee Reports
 - e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee **PAGE 54**
 - f. Liaison Reports
 - g. Trustee Reports
- IX. Unfinished Business
 - None
- X. New Business
 - a. Review and Approval of the Emergency Manual Update (**Action**) **PAGES 55 - 72**
- XI. Governance
- XII. Announcements & Planning
 - a. Correspondence
 - None
 - b. Proposed Future Agenda Items
- XIII. Adjournment
 - a. Adjourn Meeting



MINUTES

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
August 28, 2023 – 4:30 p.m.

IMPORTANT NOTICE REGARDING AUGUST 28, 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 August 28, 2023 Meeting, you may present your comments in-person during the meeting, or submit by email to be read aloud at the meeting. For emailed comments, if multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to hello@altadenalibrary.org with the subject line: "Public Comment". Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment. If you wish to make your public comment during the live meeting, please state so in your email. If you would like to make your comment virtually, you may also select on the form "*Yes – I want to provide this comment in real-time and need the Zoom link*" in the online form.

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

If you are unable to submit via email, online, or attend the meeting in-person, you can call 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 4:30 pm.

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

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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

Moved by Trustee Clark to adopt the Closed Session agenda.
Seconded by Trustee Lim
Roll Call Vote:
Trustee Andruess: Absent
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed
- III. Closed Session Public Comment – This is an opportunity for members of the public to address the Board on any subject matter within the Closed Session. Please address the Board, as a whole, through the Chair. Individuals will be given three (3) minutes to address the board.
- IV. Closed Session
 - a. Motion to convene to Closed Session

Moved by Trustee Lim to convene to Closed Session.
Seconded by Trustee Clark.
Roll Call Vote:
Trustee Andruess: Absent
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed
 - b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:
 - i. Amendment to District Director’s contract and meeting with Labor Negotiator Pursuant to Government Code Section 54957.6
 - ii. Reconvene to Open Session
 - c. Roll Call

Trustee Capell called roll. Trustee Clark, Trustee Lim, and Trustee Wilkerson responded as present. Trustee Andrues was not present. Quorum confirmed

d. Approval/Reordering of Agenda Items

No items were removed or reordered

e. Adoption of Agenda

Moved by Trustee Clark to adopt the agenda.

Seconded by Trustee Lim

Roll Call Vote:

Trustee Andrues: Absent

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

f. Public Comment on Non-Agenda Items

No public comment made at that time

V. Consent Calendar

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

Approval of Minutes – JUNE REGULAR, JULY SPECIAL

Moved by Trustee Clark to adopt the Consent Calendar.

Seconded by Trustee Wilkerson

Roll Call Vote:

Trustee Andrues: Absent

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

VI. Consideration of Items Removed from the Consent Calendar

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

No items were removed

VII. Department Updates & Special Presentations (Informational)

- a. Department Update Reports – June 2023, July 2023
b. Summer Reading Debrief (**Informational**)

Assistant District Director Watts provided the report

VIII. Reports (**Informational**)

a. Support Groups

i. Altadena Library Foundation

Foundation president Anita Lawler provided the report

ii. Friends of the Altadena Library

No report

b. District Director's Report

District Director Nikki Winslow provided the report

c. Financial Reports – June 2023, July 2023

District Director Winslow provided the report

d. Board of Trustees Standing Committee Reports

e. Board of Trustees Ad Hoc Committee Reports

i. Facilities Committee

Trustee Clark provided the report

f. Liaison Reports

i. Government Liaison Report

Trustee Andruess was not present to provide the report. The Board reviewed the report.

g. Trustee Reports

No reports

IX. Unfinished Business

None

The District Administrative Assistant asked if the Board would allow a late public comment on a non-agenda item to be read aloud before New Business was addressed on the agenda. Board President Trustee Capell permitted the comment. The comment was read as follows:

"Greetings Trustees. Thank you for taking my brief comment. On behalf of my 92 y/o mother, a very low-income senior in her home- properties in Altadena bought by family 70 + years ago. Let me follow-up my testimony to the Trustees in May '23 & CFDC committee in July with concerns of my mother and family about the fairness of the current

Measure Z property tax implementation especially the current criteria for low income HH exemptions and its impact on seniors especially low-income seniors and others in Altadena.

Property owners and those who rent who pay those to landlords continue to feel the larger impacts in INCREASING costs to living in Altadena—disproportional to any cost-of-living adjustments.

Given that 2 years of implementation of Measure Z has happened, I requested that the Trustees authorize a careful evaluation of the current implementation to assess how implementation might be modified to decrease the \$\$ impacts on seniors and others like my mom. So let me keep that request alive & ask how such a request might move forward by the Trustees. This is a reasonable request.

I hope you will seek and listen to the voices of those impacted . Thanks for listening. Jim Gaudino born and raised in Altadena in support of strong library programs and equity.“

X. New Business

- a. Review and Approval of the District Director's COLA **(Action)**

Moved by Trustee Wilkerson to approve the same COLA granted to library staff retroactive to that date (July 2023).

Seconded by Trustee Lim.

Roll Call Vote:

Trustee Andruess: Absent

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- b. Operational Plan mid-Year Update **(Informational)**

District Director Winslow provided the report.

- c. Gardening RFP Recommendation **(Action)**

Moved by Trustee Lim to accept the staff recommendation for Gardening Services RFP.

Seconded by Trustee Wilkerson

Roll Call Vote:

Trustee Andruess: Absent

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- d. Attendance and Paid Leaves of Absence Policies **(Action)**

Moved by Trustee Clark to approve the Attendance and Paid Leaves Policy.

Seconded by Trustee Lim

Roll Call Vote:

Trustee Andruess: Absent

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- e. **Event Sales Policy Update (Action)**

Moved by Trustee Clark to approve the Event Sales Policy updates.

Seconded by Trustee Wilkerson.

Roll Call Vote:

Trustee Andruess: Absent

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- f. **Technology Assistance Policy (Action)**

Moved by Trustee Lim to approve the Technology Assistance Policy.

Seconded by Trustee Clark.

Roll Call Vote:

Trustee Andruess: Absent

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- g. **Legal Services RFP (Action)**

Moved by Trustee Clark to approve the Legal Services RFP.

Seconded by Trustee Lim.

Roll Call Vote:

Trustee Andruess: Absent

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- h. **Professional Development RFP (Action)**

Moved by Trustee Clark to approve the Professional Development RFP.

Seconded by Trustee Lim.

Roll Call Vote:
Trustee Andruess: Absent
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed

- i. Review and Approval of CalPERS Open Enrollment **(Action)**
Moved by Trustee Lim to approve the CalPERS Open Enrollment.
Seconded by Trustee Clark.
Roll Call Vote:
Trustee Andruess: Absent
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed

- j. Professional Development Day Closure Date Change to October 6, 2023 **(Action)**
Moved by Trustee Clark to approve the Professional Development Day Closure Date Change to October 6, 2023
Seconded by Trustee Wilkerson.
Roll Call Vote:
Trustee Andruess: Absent
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed

- k. Support for San Gabriel Mountains National Monument Expansion **(Action)**
Moved by Trustee Lim to approve the Support Letter for the San Gabriel Mountains National Monument Expansion.
Seconded by Trustee Clark.
Roll Call Vote:
Trustee Andruess: Absent
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed

XI. Governance
None

- XII. Announcements & Planning
 - a. Correspondence
None
 - b. Proposed Future Agenda Items
None.

- XIII. Adjournment
 - a. Adjourn Meeting
Trustee Capell adjourned the meeting at 6:56pm



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

DEPARTMENT: Adult Services

MEETING DATE: September 26, 2023

PREPARED BY: Ashley Watts

LOCATION: Main Library Community Room

Mobile Library

The Curiosity Connection was out in August, taking in Rotary Club concerts at Farnsworth Park and participating at quite a few back-to-school events around Altadena. The Mobile Library had 6 events in August and met with over 400 guests across all stops. The library brought community- information, book giveaways, and small crafting projects to the events.



Fab Lab

The Fab Lab finalized the agreement with the first Fab Lab artist in residence, Rachel Curry. Rachel will be holding office hours in the Fab Lab on Fridays from September through November. She will also have a monthly art-making workshop each month, and a final installation project to go up sometime in early December.



The Fab Lab also continued to add members and have busy Tuesday evenings and Saturday afternoons. In August, the Fab Lab had 35 hours of usage by Lab Members. Check out the increasing capability of our members. Here, Colleen is showing off a three-color production of her t-shirt design, made in the Fab Lab. Colleen has been a great Lab Member and has contributed to our community knowledge creation aspects in the Lab. The Innovations Librarian also worked with some vendors to secure some additions to the Fab Lab's audio production software. The lab is now equipped with donated software from Soundly, a Swedish supplier of digital audio sound effects, and a large virtual instrument collection from Arturia, the European music hardware maker.



Seed Library

The August Seed Library Workshop was led by the Theodore Payne Foundation (TPF). TPF presented on Landscaping for Wildfire Resilience. We had 40+ people in attendance. TPF was able to cover important statistics as it relates to our community and wildfires, - along with a wealth of information around how to create sustainable defensible space at your home.



Art at the Library

Alta Arts Collective Mixer

The Altadena Library District Art Curation Team, in partnership with ALTA Arts Collective, planned an event for neighbors to come out and meet local artists. Additionally, attendees were introduced to Altadena's new arts organization ALTA Arts Collective. They are planning to bring back studio tours to Altadena in fall 2023. This information was shared with the public along with instructions for how artists can apply to participate. We had well over 150+ in attendance. It was truly a remarkable community event!





July/August Art Exhibition

For the months of July & August, we exhibited the work of Ana Marini-Genzon [community room] and Krystle Hickman [reading court]. Argentinian-born Ana Marini - Genzon is an accomplished artist working in various visual disciplines; she is known for her lively abstract and figurative paintings and captivating sculptures. Recognized for her dynamic compositions and color sensibility, Ana explores a rich visual vocabulary of boldness and subtlety; she creates works through labor-intensive processes that can be seen explicitly as a personal search in life by applying metaphorical language.



Krystle Hickman is a TEDx Speaker, Artist, Community Scientist, National Geographic Explorer, and Photographer based in Los Angeles, California. Through artful photography, Krystle strives to increase awareness of the decline in native bee species as well as highlight their biodiverse ecosystems. Her photography has been featured in The LA Times, children's books, and scientific journals. Krystle works with gardens like the Los Angeles County Arboretum and Arlington Garden, regularly photographing and documenting their native habitats.



August Glass Display Case

In the glass display case, we shared the story of P-22 who was the famous Griffith Park mountain lion who died earlier this year. A few of the items were provided by Adult Services staff members Mel and Alice, with the remaining items donated by [#SaveLACougars](#) (which is a partnership of the National Wildlife Federation and the Santa Monica Mountains Fund to raise awareness around [The Wallis Annenberg Wildlife Crossing](#)). Memorabilia ranged from socks, stickers, a cassette tape, and LAPL's iconic P-22 edition library card. In addition to memorabilia, we collected news stories and books about P-22.



Repair Café

Hosting another Repair Café this year was a pleasure, and it was busy! We had tinkers, sharpies, stitchers, and more! This event is so popular that we had a line at 9 a.m. and didn't start till 10 a.m.! We had about 140 attendees and 86 repairs. It was also a pleasure to see Assemblymember Chris Holden observe the event! The Repair Café teams send their thanks and look forward to returning next year.



Huntington Hospital Blood Drive

We hosted another blood drive with the Huntington Hospital, which was a success. Ida, the head nurse, sent us this message about how the event went:

"We had an amazing day, and sadly we even had to turn away some donors because we ran out of time. We saw a total of 45 donors, we deferred 8 (couldn't donate for various reasons, 4 cancelled and we successfully collected 33 units, which equals to saving 83 lives! That is absolutely Fantastic!! Everyone in the Altadena community was so kind and generous enough to take time out of their busy weekend to support Huntington with a blood donation. It was a pleasure being there while you held your Repair Café, everyone is so friendly, it was a beautiful day."

We are glad we can partner with the Huntington Hospital and look forward to their next blood drive.



Shred Day

It was time to host another shred day, and it went great! We had about 50 people come out from the community and use this service. The people were so thankful and are looking forward to the next one!

Liberating Words Writing Workshop

The last workshop in the Liberating Words Writing series led by Lorinda Hawkins Smith was an enormous success! There was a total of 8 people who participated—each said that they found the content of the workshop meaningful and were hopeful for more events hosted by Lorinda in the future. Hawkins Smith gave attendees several different prompts to complete and share with the group. She utilized props such as Loteria cards, Ruth Bader Ginsburg tea bags, dice, and so on, to inspire the writers.



Adult Craft Hour

For this month's adult craft, we made painted candles. We had 5 patrons attend this month's craft. One patron said, "Thank you for hosting these. It is nice to take a break from technology and have an hour of peace and crafting!"



Huntington Health Screening

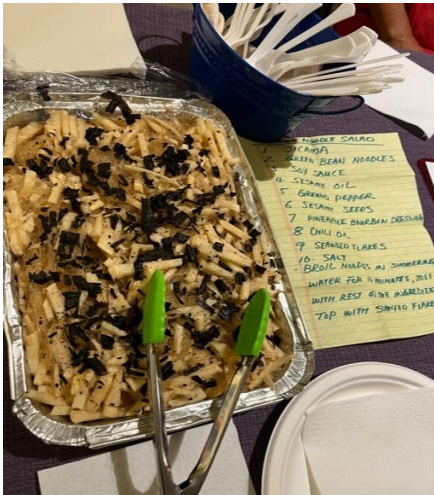
For this month's health screening, we had 8 patrons to visit our registered nurse.

Open Mic Night

Over 10 people attended the Open Mic Night in August. Talent included 1 standup comedian, 2 singers, and 1 poet. We are planning on having the next open mic night at Callisto Tea House in September.

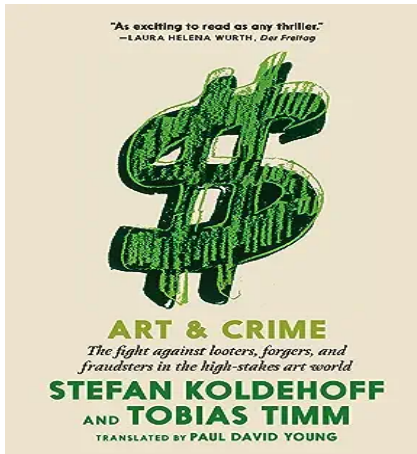
From Page to Table

Summer Reading continued into August, as we ended our potluck cookbook programming with 6 attendees. A woman and her husband arrived with a Jicama and Cold Noodle Salad. It was addictingly-chewy and crunchy with a light dressing. A staff member's grandmother and sister came and brought their homemade sweet and shatteringly good Banana Lumpia, which led to talk about other Filipino foods. The Peaches-and-Cream Icebox Pies from this month's issue of Southern Living were brought by another member of staff. These were almost like cheesecake, topped with fresh peaches and a bourbon homemade caramel drizzle. Staff will be meeting to discuss a relaunch of From Page to Table in the new year.



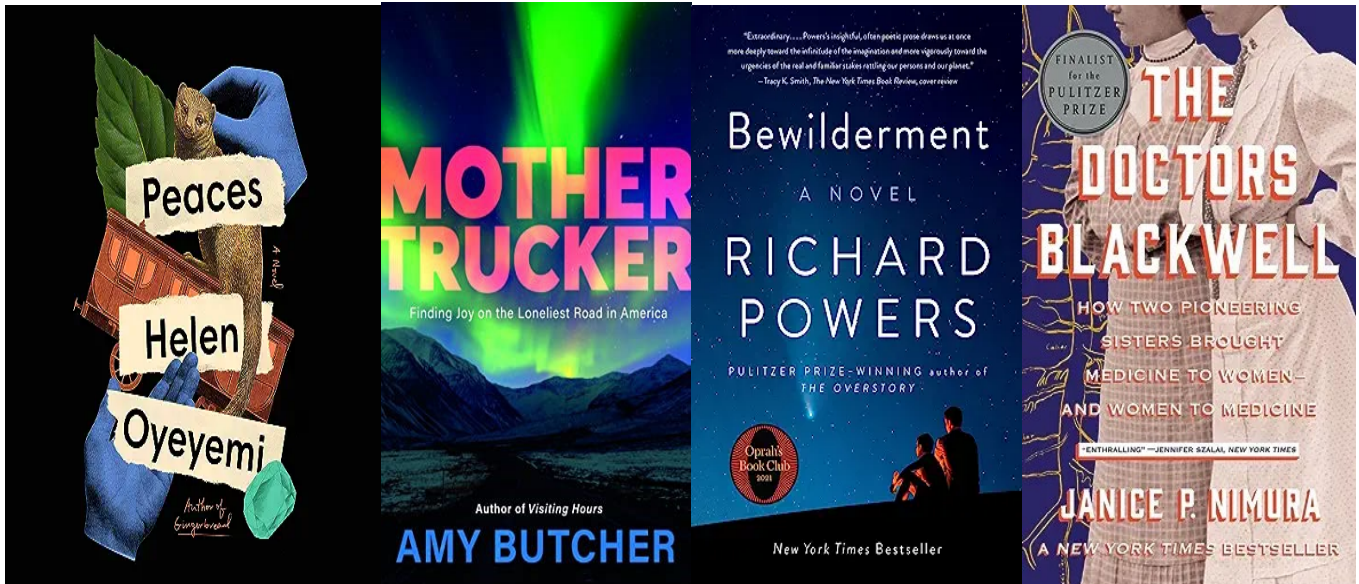
True Crime Book Club

Many emails were received stating that members would not be able to make the meeting. We had 4 attend, including a new fellow crime fiend joining from Minnesota. We agreed that this book was very slow going, however it really picked up right in the middle after the photos of the various art works discussed in the book. The club learned how art is used to launder billions of dollars from arms and drugs worldwide. The thefts of a solid gold coin as large as a truck tire, public art stolen for its metal value, Imelda Marcos and her family and staff and the billions they have stolen/hidden in money and art from the Philippine people, and the market for German WWII memorabilia-whether authenticated or not, are some of the cases that will stick with us. Members were glad to have read this, and they learned a lot from a book they probably would not have chosen for themselves.



No Guilt Book Club

There were 4 books to talk about! Peaces by Helen Oyeyemi – too absurd, although the club liked the mongoose. Mothertrucker: Finding Joy on the Loneliest Road in America by Amy Butcher – recommended by another book club. The club highly enjoyed Bewilderment! The Doctors Blackwell: How two Pioneering Sisters Brought Medicine to Women and Women to Medicine – The club gave it a shot and then gave up on this fact-filled snore. It is an important story to tell, but they could not engage.



Little Free Libraries

Patron request and pick up of LFL books-heavy on the teens and tweens, please!



Chess Night

Chess night continued this month, and we had 74 attendees.

Collection Development

For the months of July & August, hundreds of books were weeded from the Adult Collection based on the CREW guidelines. Once these items were removed from the collection a random sampling of the respective Dewey's was generated and a diversity audit of those sections will be conducted in September.

The zine library is becoming a resource for librarians outside of ALD. As zine librarianship and teaching with zines becomes more popular, a local school librarian reached out to the zine library for resources on how to start a zine collection in their library. We were able to give them advice, resources written in-house, book recommendations, and zines about zine librarianship written by other librarians.

Displays

For August, we chose a "Celebrate Vinyl" book display in honor of National Record Day on August 12th. The Display included history on vinyl, an interactive station prompting patrons to share their first album they owned (over 30 engagements), and library materials related to music. Additionally, Adult Services Clerk Alice worked with the FOAL to display and sell vinyl records that have been donated.



A Little Lagniappe

The Public Service team were treated to a game of Library Jeopardy, courtesy of our Public Services Intern Isaac Magpantay. Two teams took turns answering questions about our circulation processes, the building, and different procedures. There is so much to retain when being trained as front desk staff at ALD, and Isaac showed us with this game how much he was engaged with his tasks, staff, and the public while here! Isaac established friendships and professional recommendations and connections for his future. We were sorry to see him leave! Having interns was a great experience and we are looking forward with enthusiasm to meeting and training with more of them.

A long time ago a patron came in to check out the AA Handbook as his had been stolen. We gave him one from donations. Since then, Kathy from Friends has been graciously saving them when they come in. A patron came in looking for that book all these years later and we were able to give them a whole box to take back to their meeting for every member to have, even some in Spanish. Above and Beyond, Kathy Mahaffey!

Got Comments?

Need more/better bicycle parking rack to accommodate large bikes in a covered location.

Thanks for your suggestion! We will make every effort to explore this with the help of our Facilities Manager to see if there is something we can implement before renovations. If this isn't possible, I look forward to sharing this with our design team as we continue to plan the renovation project.

BOARD OF LIBRARY TRUSTEES

YOUTH AND FAMILY SERVICES REPORT FOR AUGUST 2023

DEPARTMENT: Youth and Family Services

MEETING DATE: September 25, 2023

PREPARED BY: Sofia Araya

LOCATION: Main Library Community Room

Children's Services

In August, the Youth and Family Services Department takes a break from storytime programming. Staff have used this time to program plan, attend outreach events, participate in training, and host special one-off programs.

On August 5th, YFS staff held a Postcards to Space program. A huge shout out to Trustee Boon Lim for collaborating with staff on leading this program. Participants learned about space, did a space themed craft, and were able to write a letter that will be sent out to space and return to them sometime in the future! On August 21st, Mission Renaissance Art Studio led an art class for children. They learned art techniques and worked with different drawing tools, while creating a simple drawing. Enjoy pictures from the fun, educational events!



Pictures of attendees during the Postcards to Space Program.



Pictures of attendees during the Fine Arts Class Program.

Trainings

YFS staff have participated in a variety of training courses this month.

Staff are part of the Building Equity Based Summer (BEBS) 8-week cohort. BEBS is a space for libraries to talk about how to incorporate equity-based library summer services that includes engaging in community voices, being brave and courageous, and viewing success through an equity lens. The facilitators talked about how to actually “de-center” the library and to bring the library to communities that don’t know it, have easier access to it, and this ultimately means a more particular focus to outreach – engagement – and learning more about what the communities are wanting/needing.

Staff also participated in a 4-week Collection Management course. Collection development principles, policies, user needs, budgets & vendors were reviewed. The course was helpful for staff to break down each part of the collection development process and hear from other library workers about different approaches to the covered topics, and to think about how collection development looks for our community.

Lastly, staff participated in a 4-week course called Assessing and Advocating for Early Childhood services. In this class, staff learned about the different methods that libraries can use to assess program effectiveness, including self-assessments, participant feedback surveys, and evaluations. There were several assignments to practice creating and implementing assessment tools and creating an advocacy plan for early childhood programs. Staff will use the ideas to improve early learning services to our community.

Displays

YFS staff enjoy creating engaging and relevant displays for the community. This month the Children’s area had a display about space to advertise our *Postcards to Space* program. We also displayed books about returning to school, and a display on themed on traveling. 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!



YFS August displays.



Outreach

The Youth and Family Services department participated in several outreach opportunities. This included a Back to School event at Octavia E Butler Magnet Middle School, a Back to School community event at Farnsworth park, a ChapCare event, along with Concerts at the Park!



YFS staff during an outreach event.

Staffing

The Youth and Family Services department was added two Library Aides this month to the team, Carrie Hawthorne and Anna Kalinka. Both have a love for libraries and are community members. YFS is excited to have them on board!



New Library Aides, Carrie Hawthorne (left) and Anna Kalinka (right)

Teen Services

Teens were invited to attend Back 2 School Vibe Check, which took place August 5th. In this program, teens were given a free student planner, free YA book, and with engaging opportunities to meet other teens. They did a joint activity where Mini iPads were used to and draw with apple pencils on procreate. They ended up all working on that, making buttons, and also munching on snacks!



Teens and their work during Back 2 School Vibe Check

Social Media

Staff have started a social media series called 'Dena Book Crawl'. A video reel based on local book stores will be created and posted on the @altadenateens social media account. The video

reel posted on Instagram had over 500 views as of August 30th. This month, Octavia's Bookshelf was visited! Check out the video reel to learn more about this wonderful bookstore, if you haven't already!

Displays

This month's Teen Space display was in celebration of National Wellness Month. Staff created a beautiful display on practicing self-care, with inspirational quotes and books about the theme of wellness and self-care.



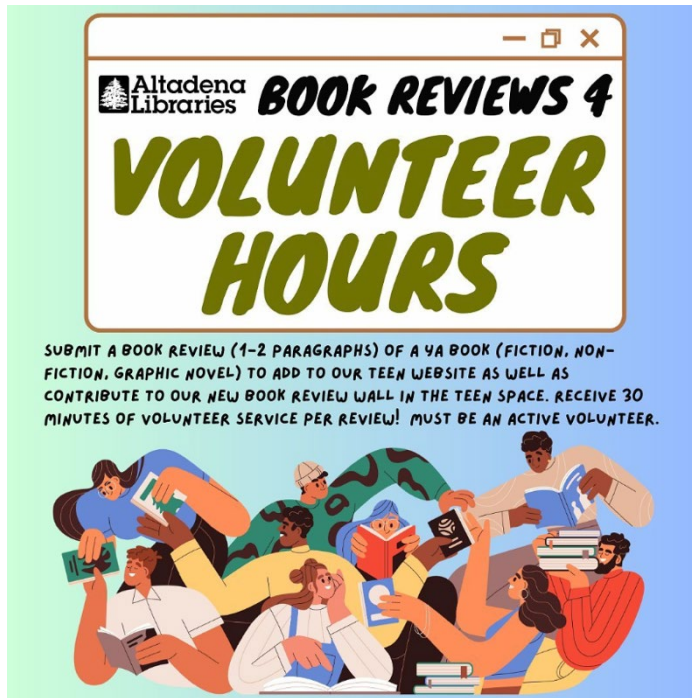
Teen Space Display for August

Volunteers

YFS has launched a new teen volunteer opportunity. Teens can submit book reviews that will be added to a display and shared on social media or added to the website as well. Teens will receive 30 minutes of volunteer credit for reviews. This is a great way for teens to share their own reader's advisory to other teens, along with promoting reading and writing activities for youth.

August teen volunteer statistics are as follows:

- 5 Teen Volunteer orientations were held, with 3 new volunteers
- 19 volunteers were active this month, completing 46 hours across 6 events and volunteer opportunities



The social media post promoting the book review volunteer opportunities



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

DEPARTMENT: Bob Lucas Branch

MEETING DATE: September 25, 2023

PREPARED BY: Diana Wong

LOCATION: Main Library Community Room

BOB LUCAS LIBRARY & LITERACY UPDATES

August is the in-between month where staff are busy wrapping up summer, but even busier with preparing for Fall. Still Bob Lucas offered four programs, and a single month-long passive activity, reaching over hundred participants.

- We offered two different youth craft programs in August with the first being an introduction to print making for toddlers. Little Picassos went to town creating a beautiful mess on plastic wrap taped to the tables. Then, they pressed cardstock onto the paint and peeled off a masterpiece. The following week, we had older kids create their own suncatcher frame to take home and display!



- Bob Lucas staff prepared a passive program with **Craft Take Away bags**. All month long community members were able to drop into the branch and grab a craft bag to make in the library or to enjoy at home. We found it was a great way to engage library patrons during this in-between period, as well as, make incredible use of surplus art supplies that have been living in our storage room.
- We hosted **Women Who Submit**, an organization that strives to empower women and nonbinary writers with space to share information, support and encourage publishing

within this community. This was a Saturday morning, hybrid program with a literary panel and new member orientation that received a great virtual and in-person turnout.

- This month's **Adult Craft** had participants hand painting candles. This was also the first month of hosting the popular program off-site at Plant Material, a local nursery specializing in CA native plants. Many thanks to our Read Local, Shop Local partner and owner of Plant Material, Heather Praun, for hosting our monthly program! Can't wait til next month!



- Coming out of the pandemic, staff noticed an uptick with patron need for technology assistance. As a way to meet this demand, and also to revive our volunteer program, we merged the two together to create the **Tech Whisperers** program, where community members volunteer to support patrons with basic computing questions. We have received positive responses from patrons who are keeping them busy! At the end of August, volunteers have logged in 89 hours and answered 103 questions! Volunteer applications are accepted on an on-going basis, and we are happy to welcome new volunteers to the crew.
- **Adult Literacy** – Literacy pairs logged 27.5 hours of tutoring this month, and the library provided 28.5 hours of ESL instruction in August.



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

DEPARTMENT: IT & Technical Services

MEETING DATE: September 26, 2023

PREPARED BY: David Zearbaugh

LOCATION: Main Library Community Room

-
- **PIP (Patron Initiated Purchase) / Zip Books Update** – We received word on August 8th that we received \$3,000 in grant funding for our newly implemented Zip Books service! Thank you to Carlene for applying and being awarded funding and to Sofia for identifying and providing assistance.
 - **Self-Service Extended Access (Open+) Update** – We were able to successfully launch the service in August and had over 15 visits the first month. Unfortunately, statistics were not working as expected so exact numbers are not currently known.
 - **Computer Replacements** – In the month of August, 10 staff computers were replaced with new Windows 11 computers. We continue to work toward deploying new public computers with an updated reservation and print management system.
 - **IT Specialist** – First and second round interviews were conducted with the first group of applicants. We selected and made an offer which was accepted. The new IT Specialist is scheduled to start at the beginning of October and we will provide more details for the next board report.
 - **Email Security Audit** – In August, IT Services initiated another round of attack simulation to all ALD staff. The results are listed below:
 - Out of 34 emails sent to staff, 1 links were clicked.
 - Microsoft predicted we would have a 28% Compromise Rate.
 - We had a 44.12% Report Rate.
 - 2.94% Compromise Rate with 1 user compromised. Training was assigned and completed within the deadline.
 - **Got Comments?** – In August, we received 3 comment/suggestion cards.
 - The first was regarding a subscription to an Academic Journal. After some investigation, it was found that this was specific to print, so it was passed on to the appropriate ALD staff person for review.
 - The second comment card was about security settings on our public computers. We are actively working on replacing the public computers with newer models which will have new software and settings to safeguard the security and privacy of the patrons who use our computers.
 - The final comment card raised concerns about the delivery of a PIP while the patron was on vacation. While we are beginning this new service model, we

continue to review our processes for efficiency and effectiveness. We have reviewed notifications to ensure the language provides patrons with ample notice and will continue to review and update accordingly.



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

DEPARTMENT: Facilities

MEETING DATE: September 26, 2023

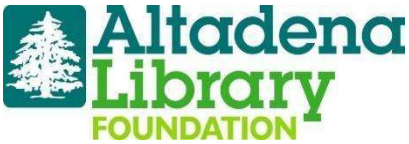
PREPARED BY: Jonathan Arevalo

LOCATION: Main Library Community Room

Facilities Highlights for the Month of August:

- A proposal for gardening and landscaping services was submitted by Four Seasons Landscaping and approved by the Board of Trustees at the August Board meeting. Four Seasons Landscaping will begin their services in September.
- Preventative maintenance was done on the sewer line at the Main library.
- Both libraries had plumbing repairs done in August (toilet valve replacement, water fountain leak).
- Carpet cleaning maintenance was completed in August at the Main library.
- The facilities team assisted with Shred Day, Repair Café, and the Huntington Hospital Blood Drive programs.
- 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.*

TRUSTEE REPORT
September 2023

SUBMITTED BY: Anita Lawler, *President*

The Altadena Library Foundation had their Board of Directors meeting on September 13th. Some highlights of our meeting are shown below.

- Announcements were sent out to officially inform folks that Taste of 'Dena has been cancelled for 2023. A newsletter was also sent from the Foundation and the Library with the announcement.
- Please mark your calendars for October 21, 2023 at 5 pm for a Fall Garden Party at Foundation Presidents home. There will be a wine pull and light bites for folks. This is another cultivation and "Friend-raising" event in preparation for our end of the year appeal which will go out in early November.
- Please be on the lookout for another updated naming policy. Upon review of the original, we felt that it was too restrictive and not inclusive of all giving scenarios.
- The Foundation has initiated a task force around hiring a new manager. This includes updating the job description. We also have a task force working on updating policy and procedures and internal forms. The goals is to create continuity of all Foundation material.

2023 UPCOMING MEETINGS

- * November 15, 2023



**BOARD OF LIBRARY TRUSTEES
FRIENDS OF THE ALTADENA LIBRARY REPORT FOR SEPTEMBER 2023**

REPORT: FOAL Report

MEETING DATE: September 26, 2023

PREPARED BY: Tom Ruffner

LOCATION: Main Library Community Room

The Friends of the Altadena Library are back from hiatus this month.

We have a one-day book sale scheduled for Saturday, September 23 from 10:00am - 4:00pm.

We hope to see everyone there!



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

DEPARTMENT: Administration

MEETING DATE: September 26, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

Staffing Updates:

- a) New Hires: **Isaac Magpantay** – Library Aide – September 26, 2023
- b) Promotions: None
- c) Resignations/Retirements/Terminations: **Carrie Hawthorne** – Library Aide – September 21, 2023

Unfortunately, Carrie Lynn Hawthorne, who started with us in August, had to resign her position as a Library Aide due to unforeseen circumstances in her personal life. She and her son are regular library patrons so we are hopeful we will still get to see her in that capacity. We wish her the best with her personal and professional life!

I am excited to share that we offered the vacant Library Aide position to our former Library Intern Isaac Magpantay and he has accepted the offer! He is able to start the position pretty quickly and will have his first day back with the District on the day of the Board meeting, September 26, 2023. Welcome back Isaac!

Hiring Update

I am extremely excited to share that our first Information Technology Specialist position has been filled and the person that was selected will be starting with us on Tuesday, October 3rd! In addition to that, we have finally filled the vacant Adult Services Manager position after many months of recruiting. That person will be starting with us on Monday, October 9th. I will have both to their information to share in my Board Report in October.

Staff Development Day October 6th

Thank you to the Board of Trustees for approving our change to the date of our SDD this year. We are taking the ALD staff on the road to visit libraries across Southern California to see how other libraries have designed, renovated, and innovated to give us fresh ideas and perspectives as we continue to design our two libraries and future services and programs. Each of our six managers has been assigned a group and will take their group to see three other library buildings throughout that day. We have also scheduled two debriefing sessions in the two weeks following SDD so each group can provide information about the libraries they visited with the rest of the ALD staff. I am so excited for this Field Trip-style SDD this year!

Partnerships & Programming Update:



Altadena Poets Laureate Launch Event

We kicked off the second year of Peter J. Harris and Carla Sameth's appointment as our Altadena Poets Laureate with a launch event on August 30, 2023. I read the Land Acknowledgement, gave welcoming remarks, and introduced the two of them. Over 100 people were in attendance and everyone was SO HAPPY with the event! Below is a photo of Carla giving opening remarks and shows how many people were there!

In addition to the regular monthly programming they have planned, Peter and Carla also received a fellowship from the Academy of American Poets. They were 2 of the 23 poets selected from across the country! As part of their fellowship, they have created a separate track of programming they have named "Ode to the Land." This program is a public poetry project that will pair senior citizens (55+) and high school students for poetry workshops and offer two public poetry readings focused on place, home, and odes in iconic natural and cultural settings in Altadena. The workshops will feature guest poets who have expertise in presenting the ode as well as other lyric and narrative forms of poetry.

Hair at Farnsworth Park

I attended the opening night the production of Hair at Farnsworth Park on Thursday, September 14th. It was such a great show! The ALD again supported the Altadena Music Theatre by advertising our innovative resources and services in the playbill, which I know the owner of the company was very grateful for our partnership. I highly encourage residents to go check out their plays when offered in the future – they do a great job!



Habitat for Humanity Home Dedication

Thank you to our Administrative Assistant Catalina Theodoros for attending the Habitat for Humanity Home Dedication held on Saturday, September 16th. All of the library staff participated in a build day for the home on June 29th so it was exciting to see the finished project at 2399 N. Olive Ave. This was the first H4H build in Altadena and it was such a pleasure to be a part of this family's journey to homeownership. Here are a few photos Catalina captured that day...



THANK YOU VOLUNTEERS

Austin Greenberg	Arissa Villalobos	Brian Boyd	Chloe Loebward	Edwin Martinez
Austin Kringel	Andrew Curtis	Brianne Mc	Corey Cantelmo	Eliott Smith
Anna Weinmann	Andrew Kruyer-White	Brittany Sanchez	Cory Rector	Ethan Garcia
Andrew Knapp	Andrew Lee	Brooks Valentin	Craig Cole	Dan Berber
Andrew DeGhis	Andrew LeMay	Brooks Wheeler	Crystal Chen	Eliel Meisel
Andrew Garcia	Andrew Lee	Bryce Williams	Cynthia Chambers	Elaine Roman
Andrew Douglas	Andrew Lee	Bryan Garcia	Crystal Chambers	Eliel Hernandez
Andrew Velazquez	Andrew Lee	Brittany Williams	Curtis Hays	Elise Strickland
Andrew Rangel	Andrew Lee	Brittany Williams	Daniel Wong	Elizabeth Brown
Autahn Davidson	Andrew Lee	Brittany Williams	Daniel Wong	Elizabeth Leahy
Autahn Velazquez	Andrew Lee	Brittany Williams	Daniel Wong	Elizabeth Pena
Austin Nguyen	Andrew Lee	Brittany Williams	Daniel Wong	Elizabeth Sargent
Autumn	Andrew Lee	Brittany Williams	Daniel Wong	Eric
Austin O'Connell	Andrew Lee	Brittany Williams	Daniel Wong	Eric
Austin O'Connell	Andrew Lee	Brittany Williams	Daniel Wong	Eric
Austin O'Connell	Andrew Lee	Brittany Williams	Daniel Wong	Eric

Austin O'Connell	Andrew Lee	Brittany Williams	Daniel Wong	Eric
Austin O'Connell	Andrew Lee	Brittany Williams	Daniel Wong	Eric
Austin O'Connell	Andrew Lee	Brittany Williams	Daniel Wong	Eric
Austin O'Connell	Andrew Lee	Brittany Williams	Daniel Wong	Eric
Austin O'Connell	Andrew Lee	Brittany Williams	Daniel Wong	Eric

San Gabriel Valley Habitat for Humanity
Building strength, stability and self-reliance through shelter.

Mountain View Mausoleum 100th Birthday Bash

I attended the celebration of the beautiful mausoleum on Sunday, September 17th organized by Altadena Heritage. It was a 1920s-era event that lived up to that theme! They had live music from that decade and many people came dressed up in honor of that time period. They also had several people portray historic figures of the past, presenting about how they lived in Altadena and/or are buried at the mausoleum. It was interesting to explore both floors of the building and see many familiar faces at the event. Here are photos of Jarrad and I and then Victoria Knapp of Town Council and Sussy Nemer from Supervisor Barger's office. It was such a fun event!



Another birthday for me!

I also wanted to publicly thank the staff for my surprise birthday breakfast gathering the day before my birthday. I love a surprise and they accomplished this mission! Here is a photo of some of the people that helped me ring in another year!



Statistical Update
FY22-23 and FY23-24 Comparison – Page 1 of 2

System-Wide Statistics	Jul-22	Jul-23	Aug-22	Aug-23	Sep-21	Sep-22	Oct-21	Oct-22	Nov-21	Nov-22	Dec-21	Dec-22
E-Resource Checkouts	4,254	4,785	3,941	4,566	5,596	3,748	5,291	3,521	5,053	3,866	5,356	4,061
Virtual Visits to Library Website	40,163	41,422	40,973	38,786	36,776	39,630	29,318	40,876	27,126	37,691	27,105	38,093
Public Wireless Sessions	8,347	9,252	9,700	10,479	6,841	9,588	6,952	8,985	6,401	8,327	5,975	8,643
Open Rate of Monthly E-Connect (%)	40%	38%	44%	38%	21%	49%	32%	43%	33%	49%	33%	52%
Reference Sessions	575	2,095	2,182	2,153	310	1,421	410	1,686	424	1,578	279	1,174
Live Chat Sessions	10	35	20	30	29	14	26	18	26	16	19	23
No. of Curiosity Connection Programs/Outreach	13	7	5	5	1	3	3	6	6	7	3	2
Curiosity Connection Program Attendance	620	323	260	435	50	12	210	246	106	158	150	205
Main Library Statistics												
Physical Collections Checkouts	17,193	18,668	17,780	18,948	13,394	16,910	13,133	16,458	14,012	15,177	10,129	13,914
Library of Things	137	111	137	94	55	135	72	94	50	111	15	140
New Patrons	311	304	378	335	160	283	181	276	187	232	119	211
Visitor Count	7,287	9,715	8,096	9,810	4,758	8,145	5,138	8,202	4,879	7,926	4,291	7,260
No. of Adult Programs/Outreach	14	26	19	16	2	16	4	25	5	22	7	11
Adult Program Attendance	334	566	693	509	19	200	193	572	75	479	160	184
Number of Youth Programs/Outreach	27	29	2	5	10	19	15	28	12	14	0	5
Youth Program Attendance	1,133	1,085	137	150	164	325	356	778	293	26	0	158
Number of Teen Programs/Outreach	12	17	0	2	5	8	8	7	4	5	3	3
Teen Program Attendance	92	61	0	13	103	36	51	84	36	74	57	9
Bob Lucas Statistics												
Physical Collection Checkout	797	731	731	792	679	612	697	744	766	715	713	515
Library of Things	1	5	13	20	13	19	13	29	14	16	5	13
New Patrons	15	14	15	27	3	21	13	19	17	25	4	13
Visitor Count	1,949	2,055	2,137	2,037	469	1,871	314	2,183	312	1,867	293	1,747
No. of Bob Lucas Programs/Outreach	18	21	19	21	25	20	9	16	16	17	0	16
Bob Lucas Program Attendance	152	153	103	160	104	150	516	96	104	100	0	111
Passport and Notary Services												
Passports Processed	131	173	131	142	128	118	104	133	83	129	78	98
Passport Photo Sessions	0	37	8	37	0	16	0	46	0	52	0	45
Phone Calls Received	531	520	591	492	386	548	371	425	425	344	431	348
Notary Appointments		10		20						17		8

Statistical Update
FY22-23 and FY23-24 Comparison – Page 2 of 2

System-Wide Statistics	Jan-22	Jan-23	Feb-22	Feb-23	Mar-22	Mar-23	Apr-22	Apr-23	May-22	May-23	Jun-22	Jun-23
E-Resource Checkouts	5,577	3,697	5,433	4,143	3,421	4,523	4,360	4,217	4,819	4,869	4,870	5,330
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	42,876	43,156
Public Wireless Sessions	4,754	8,548	6,030	8,065	6,451	9,502	6,794	8,618	7,092	9,093	7,278	9,150
Open Rate of Monthly E-Connect (%)		51%	39%	46%	45%	51%	41%	45%	49%	41%	43%	42%
Reference Sessions	117	1,545	303	1,777	451	2,009	443	1,702	669	1,673	703	1,763
Live Chat Sessions	53	32	28	29	28	39	17	27	14	33	12	41
No. of Curiosity Connection Programs/Outreach		0	4	0	9	4	12	7	3	3	9	2
Curiosity Connection Program Attendance		0	239	0	334	87	584	284	237	341	192	84
Main Library Statistics												
Physical Collections Checkouts	9,873	16,891	11,141	15,224	15,734	18,802	15,104	16,475	15,136	17,079	15,851	17,211
Library of Things	22	87	33	71	25	82	21	85	15	89	17	85
New Patrons	89	268	178	235	208	356	222	257	231	216	280	317
Visitor Count	2,168	8,283	4,703	8,669	6,066	10,359	6,409	8,793	7,413	9,305	7,927	9,760
No. of Adult Programs/Outreach		19	21	23	10	22	11	17	12	21	10	26
Adult Program Attendance		505	82	682	294	391	480	561	612	869	673	534
Number of Youth Programs/Outreach		23	11	31	18	23	15	19	2	9	29	27
Youth Program Attendance		641	314	175	635	803	697	644	67	395	595	851
Number of Teen Programs/Outreach		8	19	7	6	6	8	3	10	3	11	12
Teen Program Attendance		105	31	69	118	142	22	11	39	65	50	13
Bob Lucas Statistics												
Physical Collection Checkout	340	555	679	586	714	704	665	642	698	731	774	619
Library of Things	2	11	10	4	2	13	2	11	2	7	2	13
New Patrons	7	9	6	12	14	18	15	20	29	14	4	23
Visitor Count	94	1,775	400	1,666	492	2,130	2,064	1,876	1,998	2,342	2,177	1,943
No. of Bob Lucas Programs/Outreach		23	25	17	27	18	26	19	21	21	22	18
Bob Lucas Program Attendance		205	107	157	210	133	133	172	173	139	132	89
Passport and Notary Services												
Passports Processed	94	110	122	134	183	159	146	138	165	126	129	99
Passport Photo Sessions	0	10	0	13	0	31	0	23	0	18	0	23
Phone Calls Received	498	718	521	843	1033	1058	1220	952	912	723	750	560
Notary Appointments		5		5		10		13		14		12



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

DEPARTMENT: Administration

MEETING DATE: September 26, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Summary Report of Financial Statements for August 2023

AUGUST 2023 FINANCIAL STATEMENTS

The following financial reports include unaudited statements for the month ended August 31, 2023. The District is currently at 17% of the 2023-24 budget year.

The Budget to Actual report presents \$123,488 of revenue and \$1,029,338 of expenses, utilizing \$905,849 of operating reserves to date. The District will continue to operate from its reserves until property taxes are apportioned by the County in December.

As indicated on the Balance Sheet, total assets are \$33,300,544.

Total cash and investments are \$30,766,500, of which \$25,983,186 is restricted for the library renovation project. Bond proceeds of \$22,145,478 are invested with US Bank and the California State Library Grant funds of \$3,837,708 are invested in the Cooperative Liquid Assets Securities System (CLASS) fund. In addition, \$791,725 represents the special tax assessment collections held with US Bank to make the upcoming debt service payment.

The combined total of General Funds held with CLASS, Los Angeles County, and Checking is \$3,990,990. The District reserve requirement of 50% of the operating expense budget is \$2,277,850.

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, 2023 to August 31, 2023

	A	B	C	D = B/C
	August 2023	YTD	FY 2023/24 Adopted Budget	YTD Target 17%
1 REVENUE				
2 Property Taxes & Assessments	\$ 77,260	\$ 77,954	\$ 4,302,900	2%
3 Library Fees	6,866	12,862	66,500	19%
4 Interest Income	14,321	32,172	128,000	25%
5 Other Revenue	-	500	64,900	1%
6 TOTAL REVENUE	98,447	123,488	4,562,300	3%
7 EXPENSES				
8 Salaries & Benefits				
9 Wages				
10 Salaried	98,415	197,502	1,262,400	16%
11 Hourly	71,503	152,234	902,500	17%
12 Total Wages	169,918	349,736	2,164,900	16%
13 Benefits, Retirement & Taxes				
14 Health Insurance - Employee	14,892	29,109	188,900	15%
15 Health Insurance - Retiree	6,171	12,342	72,300	17%
16 Other Medical Insurance	2,024	4,281	17,800	24%
17 Workers' Compensation	-	14,980	15,500	97%
18 CalPERS Retirement (Normal Costs)	11,455	22,980	150,900	15%
19 CalPERS UAL Minimum Payment	-	214,434	220,600	97%
20 CalPERS UAL Discretionary Payment	-	-	225,000	0%
21 Payroll Taxes (District-Paid)	13,151	27,281	173,000	16%
22 Total Benefits, Retirement & Taxes	47,692	325,406	1,064,000	31%
23 Total Salaries & Benefits	217,610	675,142	3,228,900	21%
24 Operating Expenses				
25 Insurance	-	151,087	144,600	104%
26 Utilities	9,830	18,285	95,000	19%
27 County Tax Collection Fees	-	-	41,700	0%
28 Other Operating	6,398	19,246	81,300	24%
29 Facilities, Grounds & Maintenance	9,154	25,026	118,800	21%
30 Structures & Improvements	-	-	10,000	0%
31 Vehicles & Equipment Maintenance	274	346	20,000	2%
32 Staff Development, Training & Travel	-	2,644	27,800	10%
33 Advertising & Marketing	386	2,007	38,600	5%
34 Miscellaneous Expenses	692	1,242	8,200	15%
35 Total Operating Expenses	\$ 26,736	\$ 219,884	\$ 586,000	38%

Budget to Actual (Unaudited)

General Fund

For the Period July 1, 2023 to August 31, 2023

	A	B	C	D = B/C
	August 2023	YTD	FY 2023/24 Adopted Budget	YTD Target 17%
36 Professional Services				
37 Audit & Financial Consulting	\$ 7,033	\$ 16,443	\$ 108,300	15%
38 Legal Fees	346	448	25,000	2%
39 Consultants - Other	5,106	12,055	100,000	12%
40 Total Professional Services	12,485	28,947	233,300	12%
41 Information Technology (IT)				
42 Internet Service / E-Rate	220	220	54,600	0%
43 Technology Equipment	938	26,448	50,000	53%
44 Technology Maintenance Fees	355	22,570	46,100	49%
45 Telecommunications	709	2,415	22,500	11%
46 Total Information Technology (IT)	2,222	51,654	173,200	30%
47 Library Materials				
48 Books	4,457	13,451	110,000	12%
49 Downloadables	5,733	8,219	84,100	10%
50 DVDs & Videogames	930	2,992	14,600	20%
51 Electronic Databases / Subscriptions	4,500	7,817	29,000	27%
52 Periodicals	-	6,662	10,000	67%
53 Audio CD	310	532	9,100	6%
54 Purchase Suggestions	1,206	2,766	14,000	20%
55 Library of Things	1,330	1,354	6,000	23%
56 Mobile Library Collection	-	-	12,500	0%
57 Total Library Materials	18,467	43,793	289,300	15%
58 Programs				
59 Adult Services	3,764	4,487	12,000	37%
60 Teen Services	266	484	5,500	9%
61 Youth Services	222	1,440	10,000	14%
62 Summer Reading	110	2,445	11,000	22%
63 Bob Lucas Branch Services	579	824	5,500	15%
64 Literacy Services	-	-	800	0%
65 Volunteer Services	-	240	200	120%
66 Total Programs	4,942	9,919	45,000	22%
67 TOTAL EXPENSES	282,462	1,029,338	4,555,700	23%
68 NET REVENUE / (EXPENSES)	(184,014)	(905,849)	6,600	
69 Use Of / (Addition To) Reserves / Fund Balance	184,014	905,849	(6,600)	
70 NET BALANCE	\$ -	\$ -	\$ -	

Budget to Actual (Unaudited)

Donations / Grants Fund

For the Period July 1, 2023 to August 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 2023/24 Adopted Budget	YTD Target 17%
1 REVENUE							
2 Donations & Grants							
3 Altadena Library Foundation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,500	0%
4 Friends of the Library	-	20,000	-	-	20,000	20,000	100%
5 California State Library Literacy Services	-	-	-	12,750	12,750	37,500	34%
6 California State Library Facilities & Equipment	-	-	-	192,947	192,947	174,000	111%
7 Total Donations & Grants	-	20,000	-	205,697	225,697	269,000	84%
8 TOTAL REVENUE	-	20,000	-	205,697	225,697	269,000	84%
9 EXPENSES							
10 Wages							
11 Salaried	-	-	-	3,820	3,820	24,500	16%
12 Hourly	-	-	-	1,880	1,880	12,000	16%
13 Total Wages	-	-	-	5,700	5,700	36,500	16%
14 Operating Expenses							
15 Staff Recognition	1,108	-	-	-	1,108	1,500	74%
16 Staff Development, Training & Travel	138	-	-	-	138	5,000	3%
17 Equipment, Furniture & Fixtures	-	-	-	-	-	181,500	0%
18 Total Operating Expenses	1,246	-	-	-	1,246	188,000	1%
19 Programs							
20 Adult Services	-	-	-	-	-	10,500	0%
21 Teen Services	-	-	-	-	-	1,700	0%
22 Youth Services	-	-	-	-	-	7,000	0%
23 Summer Reading	-	389	-	-	389	2,000	19%
24 Bob Lucas Branch Services	-	-	-	-	-	300	0%
25 Literacy Services	-	-	-	397	397	1,000	40%
26 All Ages	-	-	-	-	-	8,000	0%
27 Poets Laureate	261	500	-	-	761	5,000	15%
28 Total Programs	261	889	-	397	1,547	35,500	4%
29 Library Materials							
30 Mobile Library Collection	-	-	-	-	-	1,000	0%
31 Total Library Materials	-	-	-	-	-	1,000	0%
32 Information Technology (IT)							
33 Website Development	-	-	-	7,379	7,379	8,000	92%
34 Total Information Technology (IT)	-	-	-	7,379	7,379	8,000	92%
35 TOTAL EXPENSES	1,507	889	-	13,476	15,872	269,000	6%
36 NET REVENUE / (EXPENSES)	\$ (1,507)	\$ 19,111	\$ -	\$ 192,222	\$ 209,826	\$ -	

Budget to Actual (Unaudited)

Capital Fund

For the Period July 1, 2023 to August 31, 2023

	A		B		C		D = B/C
	August 2023		YTD		FY 2023/24 Adopted Budget		YTD Target 17%
1 REVENUE							
2 Interest Income	\$ 12,171	\$	23,192		295,000		8%
2 Unrealized Gain/(Loss)	39,567		81,892		-		N/A
3 TOTAL REVENUE	51,737		105,084		295,000		36%
4 EXPENSES							
5 CFD Bond							
7 Community Facilities District Project Management	1,020		1,020		192,000		1%
7 Contingencies	-		-		192,000		0%
8 Total CFD Bond	1,020		1,020		384,000		0%
9 Capital Project Expenses							
10 Bob Lucas Memorial Library	25,844		32,727		1,238,500		3%
11 Main Library	51,688		65,454		2,477,100		3%
12 Total Capital Project Expenses	77,532		98,181		3,715,600		3%
13 TOTAL EXPENSES	78,552		99,201		4,099,600		2%
14 NET REVENUE / (EXPENSES)	(26,814)	\$	5,883	\$	(3,804,600)		0%
16 Use Of Bond Proceeds	26,814		(5,883)		3,804,600		0%
16 NET BALANCE	\$ -	\$	-	\$	-		

Capital Fund Proceeds

March 1, 2022 through August 31, 2023

	A		B		C		F= A+B+C+D+E
	FY22		FY 23		FY24		Total
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)		230,437		58,478		271,968
5 Unrealized Gain/(Loss)	(157,458)		100,705		81,892		25,139
6 Net Proceeds	22,766,188		4,120,963		140,370		27,027,522
7 Administrative CFD Costs							
8 Administration	(26,598)		-		-		(26,598)
9 Salaries and Financial Consulting	(12,835)		(5,861)		-		(18,696)
10 Total Administrative Costs	(39,432)		(5,861)		-		(45,294)
11 Direct Renovation Costs							
12 Project Management	(186,042)		(21,878)		(1,020)		(208,939)
13 Contractor Fees	(21,723)		(27,560)		(30,570)		(79,853)
14 Architect and Design	(205,092)		(446,447)		(67,611)		(719,150)
15 Legal Fees			(1,021)		-		(1,021)
16 Total Direct Renovation Costs	(412,857)		(496,906)		(99,201)		(1,008,965)
17 Net Activity	22,313,899		3,618,196		41,170		25,973,264
18 Capital Fund Ending Balance	\$ 22,313,899	\$	25,932,095	\$	25,973,265	\$	25,973,264
19 Bond Proceeds Balance	22,313,899		22,129,673		22,145,478		22,145,478
20 Grant Proceeds Balance	-		3,802,422		3,827,787		3,827,787

Balance Sheet (Unaudited)

District Total
As of August 31, 2023

1	ASSETS		
2	Cash & Investments		
3	Cash - Los Angeles County	\$	295,733
4	Checking		178,833
5	Special Tax Bonds		22,145,478
6	Special Tax Assessment		791,725
7	CLASS - General		3,516,424
8	CLASS - CA State Library Building Forward		3,837,708
9	Total Cooperative Liquid Assets Securities System Investments		7,354,132
10	Cash on Hand		600
11	Total Cash & Investments		30,766,500
12	Other Current Assets		
13	Prepaid Items & Deposits		1,273
14	Prepaid Insurance & Surety		141,180
15	Property Tax & Assessments Receivable		110,771
16	Miscellaneous Receivable		61,560
17	Total Other Current Assets		314,784
18	Long-Term Assets		
19	Fixed Assets (Net of Depreciation)		1,431,945
20	Deferred Outflows of Resources		787,315
21	Total Long-Term Assets		2,219,260
22	TOTAL ASSETS		33,300,544
23	LIABILITIES		
24	Current Liabilities		
25	Accounts Payable		31,362
26	Credit Card		26,580
27	Payroll and Retirement Liabilities		50,206
28	Total Current Liabilities		108,147
29	Long-Term Liabilities		
30	Vacation Payable		92,537
31	Deferred Inflows of Resources		2,166,188
32	Net Pension Liability		1,737,243
33	Net OPEB Liability		871,885
34	Community Facilities District Bond		23,934,042
35	Total Long-Term Liabilities		28,801,895
36	TOTAL LIABILITIES		28,910,042
37	FUND BALANCE		
38	Fund Balance		5,051,907
39	Net Revenue / (Expenses)		(661,405)
40	TOTAL FUND BALANCE		4,390,502
41	TOTAL LIABILITIES & FUND BALANCE	\$	33,300,544

Altadena Library District
Monthly Variance Analysis
August 2023 - 17% 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. Minor adjustments will be presented throughout the year. YTD is 2% of budget.

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

Line 4 – Interest Income includes earnings from cash and investments held with the County of Los Angeles and the California Cooperative Liquid Assets Securities System investment account (CLASS). YTD is trending over budget at 25% due to a larger investment balance at the beginning of the fiscal year. This balance will be drawn down to cover District expenses until the property tax assessments are recorded in December.

Line 5 – Other Revenue is generated from film rentals, e-rate reimbursement (internet), credit card rebates, and other miscellaneous revenue. The majority of revenue is recorded quarterly. YTD includes \$500 of miscellaneous revenue.

Expenses

Line 10 - Salaried includes employee wages and an annual wellness stipend of \$400, less a small portion funded from donations and grants. YTD is trending in line with budget.

Line 11 – Hourly includes employee wages and an annual wellness stipend of \$400 for hourly employees, less a small portion funded for donations and grants. YTD is trending in line with budget.

Line 14 – Health Insurance - Employee includes the District’s contribution toward health benefits for full-time employees. The total contribution from the District for health and other medical insurance is \$1,100 per month per full-time employee. YTD is trending in line with budget.

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

Line 16 – Other Medical Insurance includes the District’s contribution toward dental, vision, and life insurance for full-time employees. YTD is trending over budget at 24% due to some insurance premiums paid in advance.

Line 17 – Workers’ Compensation insurance based on employee wages by risk category and is paid in full at the beginning of the fiscal year. YTD is 97% of budget.

Line 18 – CalPERS Retirement (Normal Costs) is the District’s portion of employee retirement costs. YTD is trending in line with budget.

Altadena Library District
Monthly Variance Analysis
August 2023 - 17% Year to Date (YTD)

Line 19 – CalPERS UAL Minimum Payment is the annual required payment toward the unfunded accrued liability. This is paid in full at the beginning of the fiscal year to take advantage of a 3% discount. YTD is 97% of budget.

Line 20 – CalPERS UAL Discretionary Payment is a voluntary payment to CalPERS to reduce the unfunded accrued liability of approximately \$2.1 M. There is no YTD activity.

Line 21 – Payroll Taxes include the District’s portion of federal and state taxes. YTD is trending in line with budget.

Line 25 – Insurance includes property, liability and earthquake insurance paid in full at the beginning of the fiscal year. YTD is over budget due to a higher Library valuation after the established budget.

Line 26 – Utilities includes electricity, gas, and water for the main library and the Bob Lucas branch. YTD is trending in line with budget.

Line 27 – County Tax Collection Fees are paid to the County at approximately 1% of property taxes collected in Line 2. Fees will be recorded as taxes are collected in the second half of the fiscal year. There is no YTD activity.

Line 28 – Other Operating includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is trending over budget at 24% due to LAFCO dues and the CSDA membership paid in full at the beginning of the fiscal year.

Line 29 – Facilities, Grounds & Maintenance includes maintenance contracts, building maintenance and repairs, and landscaping services. YTD is trending over budget at 21% due to \$7K for air conditioner repairs and \$2.5K for carpet cleaning in August.

Line 30 – Structures & Improvements includes emergency funds for unanticipated expenses. There is no YTD activity.

Line 31 – Vehicles & Equipment Maintenance includes the cost of vehicle purchases and related maintenance. YTD is trending under budget at 2%.

Line 32 – Staff Development, Training & Travel is budgeted for staff conferences, training, and related expenses. YTD is trending under budget at 10%.

Line 33 – Advertising & Marketing includes general marketing for the District. YTD is trending under budget at 5%.

Line 34 – Miscellaneous Expenses includes banking, payroll processing and timekeeping, and miscellaneous expenses not accounted for in other lines. YTD is trending in line with budget.

Line 37 – Audit & Financial Consulting includes external consulting services and annual audit services. YTD is trending in line with budget.

Line 38 – Legal Fees are for general District matters. YTD is trending under budget at 2%.

Altadena Library District
Monthly Variance Analysis
August 2023 - 17% Year to Date (YTD)

Line 39 – Consultants - Other includes consulting services for information technology (IT), human resources, and miscellaneous services . YTD is trending under budget at 12%.

Line 42 – Internet Service / E-Rate includes the total cost of providing internet service to the main library and the Bob Lucas branch. The majority of expenses are recorded quarterly and the e-rate reimbursement is recorded separately in Other Revenue. YTD includes \$220 of expenses.

Line 43 – Technology Equipment includes office computers and misc. equipment. YTD is trending over budget at 53% due to the purchases of replacement computers at the beginning of the fiscal year.

Line 44 – Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is trending over budget at 49% due to annual contract renewals paid at the beginning of the fiscal year.

Line 45 - Telecommunications includes phone charges for the main library and the Bob Lucas branch. YTD is trending under budget at 11%.

Lines 48 - 56 – Library Materials include items available for library members such as: books, downloadables, DVDs, videogames, electronic databases, periodicals, audio CDs, purchase suggestions from members, Library of Things, and the mobile library collection – seed library. Total Library material expenses are trending in line with budget.

Lines 59 – 65 – Programs includes program costs for adult, teen, and youth services. It also supports the Summer Reading program, programs for the Bob Lucas Branch, literacy services, and volunteer services. Total program expenses are trending over budget at 22% due to timing of the Adult Services and Summer Reading programs.

Line 68 - Net Revenue / (Expenses) is the year-to-date use of or (addition to) Operating Reserves. YTD is \$905,849 use of reserves. This will fluctuate throughout the year based on the timing of revenue and expenses.

Altadena Library District
Monthly Variance Analysis
August 2023 - 17% Year to Date (YTD)

Donations / Grants Budget to Actual

Revenue

Line 3 – Altadena Library Foundation includes a grant to support operating and program services. Funds will be received during the year.

Line 4 – Friends of the Library includes a grant to support operating and program services. Total funds have been received.

Line 5 – California Library Literary Services includes annual grant funding to support literacy programs and English as a second language services. A portion of funds have been received.

Line 6 - California State Libraries Facilities & Equipment includes a carryover from FY 23 for a vending machine and related expenses and website development.

Expenses

Line 11 – Salaried includes a portion of salaries at the Bob Lucas Branch paid for by the California Library Literary Services grant. YTD is trending in line with budget.

Line 12 – Hourly includes a portion of hourly wages at the Bob Lucas Branch funded by the California Library Literary Services grant for English as a second language services. YTD is trending in line with budget.

Line 18 – Total Operating Expenses includes staff recognition, development and training, and miscellaneous furniture and equipment funded by the Altadena Library Foundation and Friends of the Altadena Library. It also includes the purchase of a vending machine and related expenses carried over from FY 23 funding from the Expanding our Footprint grant. YTD is trending under budget due to the vending machine purchase that will occur later in the year.

Line 29 – Total Programs includes programing for adults, teens, youth, and all ages, the summer reading program, literacy services, and the Poet’s Laureate. YTD is trending under budget due to program timing.

Line 31 – Total Library Materials includes the Mobile Library Collection - Seed Library. There is no YTD activity.

Line 35 – Total Information Technology includes website development carried over from FY 23 funding from the Expanding our footprint grant. YTD is trending over budget at 92% due to an annual subscription paid at the beginning of the fiscal year.

Line 36 Net Revenue / (Expenses) is the year-to-date balance of unused donations and grant funds. YTD is \$209,826 due to the timing of grant expenses which will be incurred throughout the fiscal year.



**BOARD OF LIBRARY TRUSTEES
FRIENDS OF THE ALTADENA LIBRARY REPORT FOR SEPTEMBER 2023**

REPORT: Ad Hoc Facilities Committee Report **MEETING DATE:** September 26, 2023

PREPARED BY: Trustee Katie Clark

LOCATION: Main Library Community Room

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

- a. Community Focus Group – Future meetings are being planned for the Design Development Phase of the Main Library project.
- b. Offsite Facilities – The committee continues to work with Pasadena Unified to determine if the Franklin site will be available for library use.
- c. Architectural Services –The Bob Lucas Branch plans are being reviewed by Regional Planning, Building & Safety, and other departments. Design Development continues for the Main Library. The committee met with the design team to review the landscape design pm September 6.
- d. Coordination with County departments – The Bob Lucas CUP is still in process with Regional Planning. Comments from Public Works and the County Fire are due by October 2. Once those comments have been resolved and the planner has prepared his recommendations, there will be a 30-day notice period before the CUP hearing. The current target date for that meeting is December 5. Meanwhile, the design team is working through comments from Building and Safety, and submitting for various other approvals (i.e. grading, electrical, mechanical, plumbing), with the intent that once the CUP is granted, the plans will be approved and ready for bidding. The CUP submittal for the Main Library is expected to happen by mid-October. As part of that process, the Bob Lucas project will be presented to the Altadena Town Council Land Use Committee on October 3.
- e. Communications and Community Outreach – The Communications Working Group has developed a communications plan to guide community outreach for the building projects.
- f. CEQA Services – Chambers Group is updating the project description and starting the Initial Study checklist.
- 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 attend the July 31 committee meeting to provide an update on progress on the street parking plan. Two options were presented, both of which include angled parking and a bike lane. These options have also been presented to the Altadena Town Council. The Traffic, Safety and Mobility department will continue outreach on the subject.
- i. Building Forward Grant Round 2: Grant awards have not been announced, but we are expecting to hear by the end of September.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM X.A. REPORT FOR SEPTEMBER 2023**

REPORT: Agenda Item X.a.

MEETING DATE: September 26, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Updated ALD Emergency Manual

BACKGROUND:

ALD established an Emergency Action and Safety Team (EAST) in early 2020 to develop and implement Emergency Preparedness practices and procedures. They were especially focused on fire drills, earthquake drills and other emergency protocols so staff would feel prepared to handle these issues if they were to ever arise.

The EAST drafted an Emergency Manual as part of their work and brought this to the Board of Trustees on February 22, 2021. This has been the guide for staff and the Person-In-Charge Team to address any emergency situations that have arisen since that time.

Being that it has been 2.5 years since this was approved by the Board of Trustees, the EAST reviewed and updated the manual once again. Part of the reason for this update was to include new Emergency Evacuation Maps to be used for emergency drills, as well as for evacuation purposes if there is a need to evacuate either library location. Those can be found on pages 4-6 in the updated Emergency Manual.

The EAST also located the seven Emergency Bags that had last been filled with supplies in 2010. There are six bags at the Main Library and one bag at the Bob Lucas Library. All seven of these have been replaced with new supplies that would be needed in the event of an earthquake or extreme emergency. Their location is also denoted on the new Emergency Evacuation Maps as well. In addition to these bags for the buildings, we also created two Emergency Bags for both library vans.

FISCAL IMPACT: The cost to update the Emergency Bags (seven for the library buildings and two for the library vehicles) was \$1114.03.

RECOMMENDATION: Staff recommends that the Board of Trustees approve the updated Emergency Manual.



Altadena
Libraries



Emergency Preparedness Manual

BOARD REVIEWED: ~~FEBRUARY~~ SEPTEMBER 26, 2023 ~~1~~ •
~~MARCH~~ SEPTEMBER 27 ~~1~~, 2023 ~~1~~

EFFECTIVE

TABLE OF CONTENTS

1. Emergency Reference Sheet
2. Building Maps and Safety Instructions
3. Emergency Drill and Preparedness Plan
4. Active Shooter
5. Bomb Threat
6. Code Adam
7. Contamination, Explosion, Chemical Accident, Flammable Liquid Spill, Gas Leak
8. Earthquake
9. Fire
10. Suspicious Package
11. Weather-Related Incident

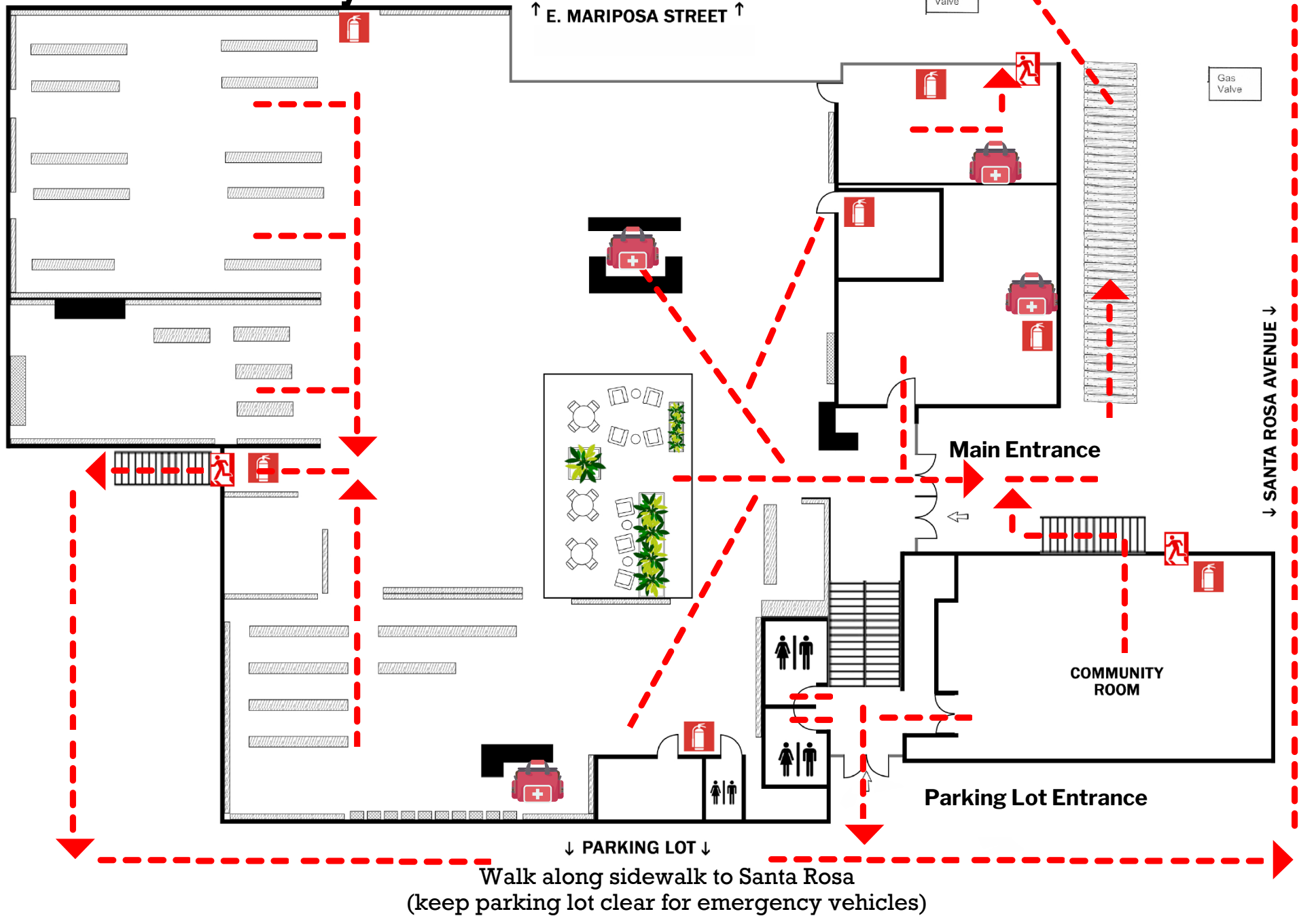
1. EMERGENCY REFERENCE SHEET

FIRST PROTECT LIBRARY STAFF AND PATRONS; AND THEN PROTECT COLLECTION AND EQUIPMENT

<p>IMPORTANT PHONE NUMBERS</p> <p>Emergency: 911 Sheriff Non-Emergency: 626-798-1131 Fire Non-Emergency: 626-797-0379 Library Director Cell: 626-316-0431 Facilities Manager Cell: 626-497-9463 IT Manager Cell: 626-316-0997</p>	<p>EARTHQUAKE</p> <p>If you feel the building begin to shake or jolt, shout for everyone to take cover immediately. Get under a table or desk if possible. Get as far away from the book stacks as possible. Urge people to put as much distance from windows as they can, always with their back to the window.</p>
<p>POWER FAILURE</p> <p>If the power fails in the building, emergency lighting will automatically light. Notify the Facilities Manager 626-798-9463 and inform them of the problem. Call Library Administration at 626-798-0833, ext. 118, to inform of the situation.</p>	<p>CODE ADAM</p> <p>When a child is reported missing, announce “Code Adam” over the <u>intercom and inform any nearby staff members.</u> walkie-talkies provided at each service desk. Send staff to all exits to prevent anyone from leaving. Get a description from the parent or caregiver and search the restrooms and other areas of the building to see if the child can be located. If not found in 10 minutes, call the 911.</p>
<p>FIRE</p> <p>If you discover a fire, detect smoke or are informed of a fire, sound the nearest fire alarm, which is found on the alarm panel and call 911. Once alarm has been sounded, evacuate the building as quickly as possible.</p>	<p>BOMB THREAT</p> <p>If you receive a bomb threat by phone or by note, keep calm and notify Administration right away and call 911. Wait for further instructions from Emergency Personnel on what measures to take next. Be prepared to leave the building in an orderly manner.</p>
<p>MEDICAL EMERGENCY</p> <p>Call 911</p> <p>Notify supervisor.</p> <p>If unconscious, staff will perform CPR/AED machine if applicable.</p> <ul style="list-style-type: none"> • <u>Make sure area is secure</u> • <u>Tell someone to call 911 and to get the AED</u> • <u>Perform CPR or administer First Aid as needed until trained professional arrive</u> 	<p>SUSPICIOUS PACKAGE/MAIL</p> <p>Anything out of place which cannot be accounted for, any item suspected of being an explosive device, or if you find a suspicious object anywhere on the premises – Call 911. Keep everyone away from the item.</p>

Go to the northwest corner
of Mariposa & Santa Rosa

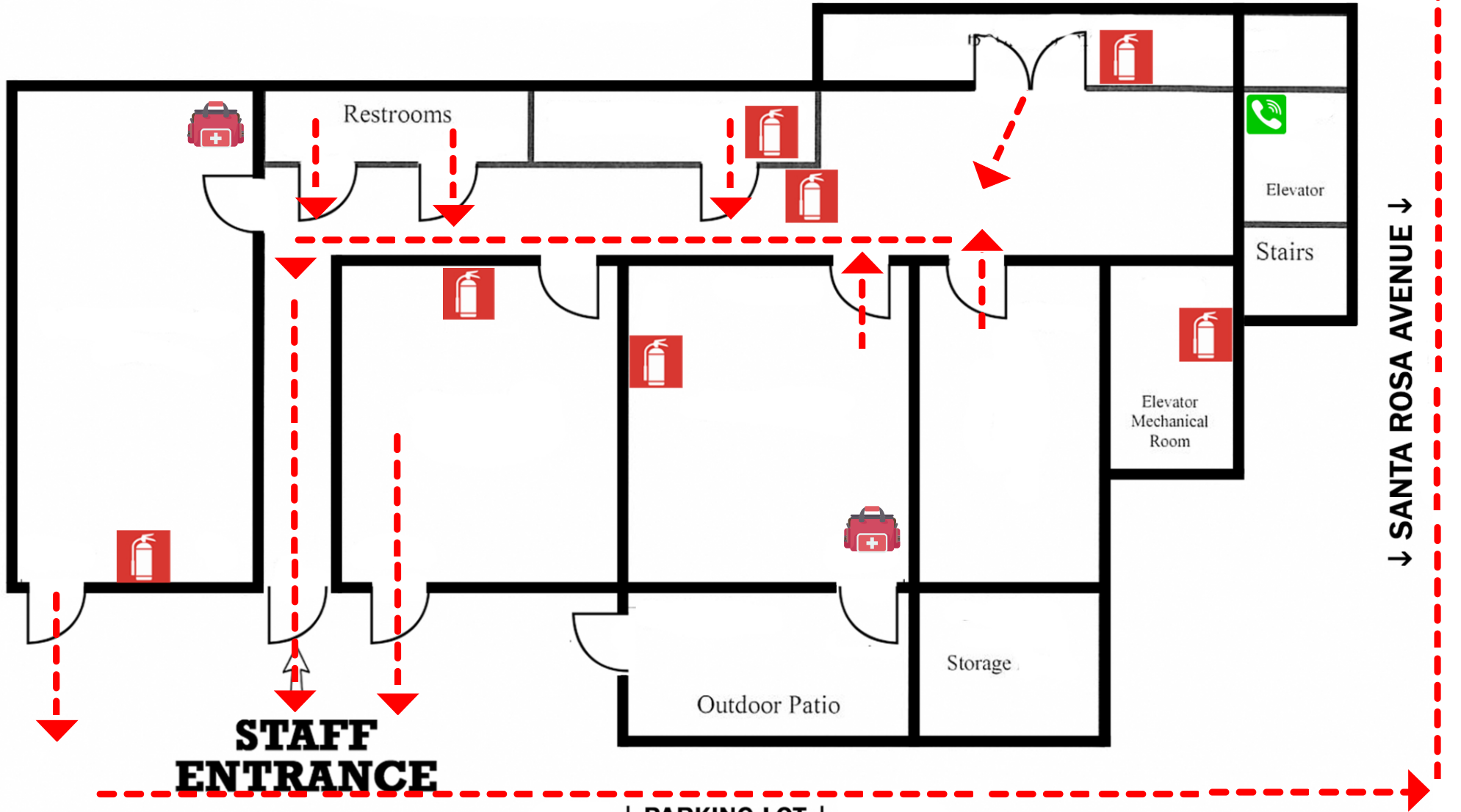
Main Library



Main Library

Go to the northwest corner of Mariposa & Santa Rosa

↑ E. MARIPOSA STREET ↑



↓ SANTA ROSA AVENUE ↓

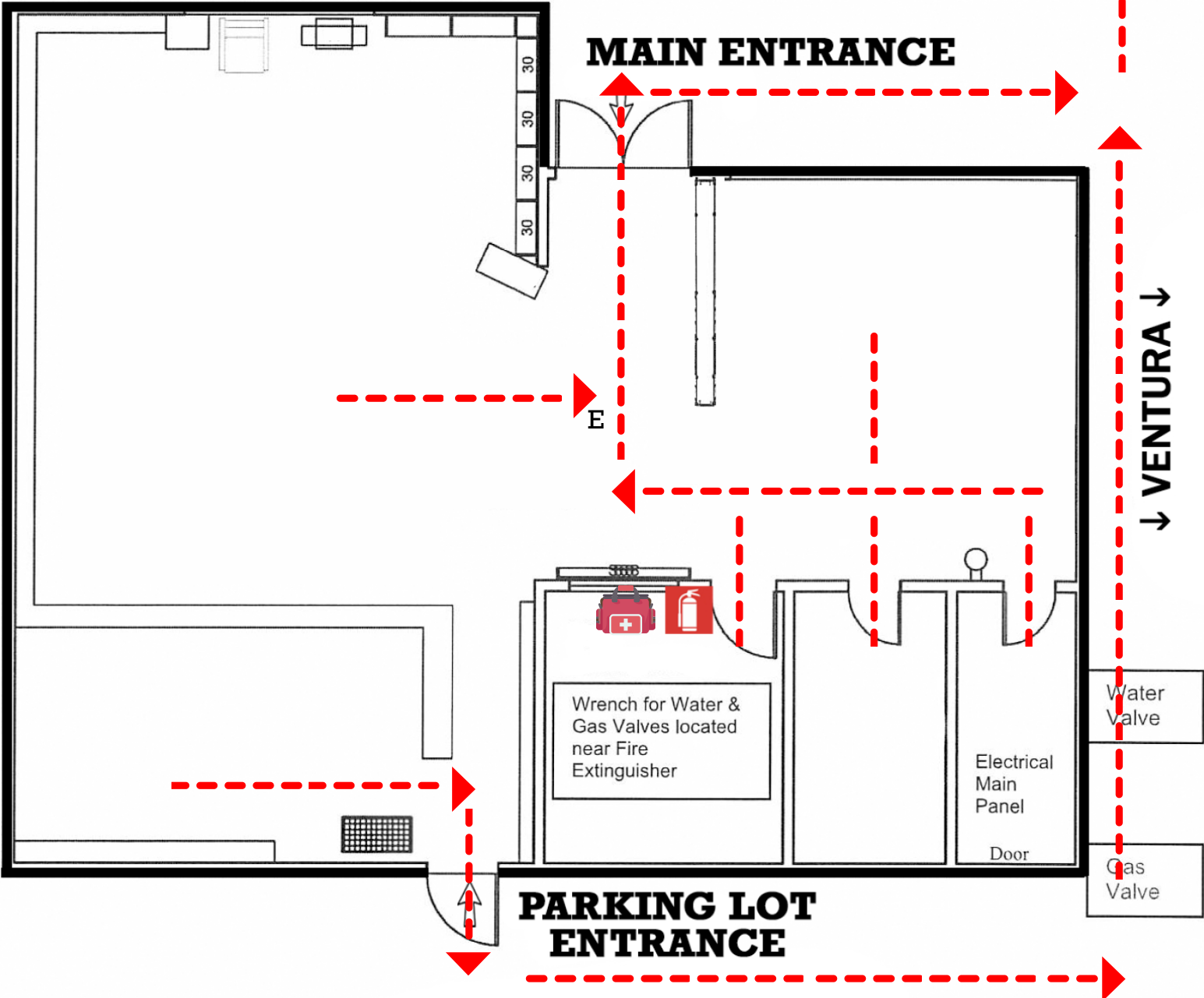
↓ PARKING LOT ↓

Walk along sidewalk to Santa Rosa
(keep parking lot clear for emergency vehicles)

Bob Lucas Memorial Library

Go to the southwest corner of Lincoln & Ventura

↑ LINCOLN AVENUE ↑



↓ VENTURA ↓

PARKING LOT ENTRANCE

↓ PARKING LOT ↓

3. EMERGENCY DRILL & PREPAREDNESS PLAN

Fire Drills

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Assigned PIC				
Date/Time				
Duration of the drill				
# of Patrons/ Staff evacuated				

Earthquake

The Great Shakeout is scheduled for _____ this year. Assigned PIC _____ will oversee this drill.

Code Adam

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Assigned PIC				
Date/Time				
Duration of the drill				
Staff person who located the child				

4. ACTIVE SHOOTER PROCEDURE

Profile: An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

Characteristics of an active shooter situation:

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation

Coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits at both the Main Library and Bob Lucas Branch
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

In the event of an active shooter situation, one of the following ACTIONS is recommended: (ANY STAFF MEMBER IN PROXIMITY TO THE PANIC BUTTON SHOULD ACTIVATE)

1. EVACUATE (RUN)
 - a. Have an escape route and plan in mind
 - b. Leave your belongings behind
 - c. Keep your hands visible
2. HIDE OUT (HIDE)
 - a. Hide in an area out of the shooter's view
 - b. Lock the doors and block entry to your hiding place
 - c. Silence your cell phone
3. TAKE ACTION (FIGHT)
 - a. As a last resort and only when your life is in imminent danger
 - b. Attempt to incapacitate the shooter
 - c. Act with physical aggression and throw items at the shooter

Call 911 when it is safe to do so.

After the threat has passed, let your supervisor know that you are OK.

Information you should provide to law enforcement or the 911 Operator:

- Location of the active shooter
- Number of shooters
- Physical description of shooters

- Number and type of weapons held by shooters
- Number of potential victims at the location
- Clarify what floor of the building you are calling from

How to respond when law enforcement arrives:

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

5. BOMB THREAT PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly and remain calm. Below is a list of procedures to follow in certain bomb threat situations.

If a bomb threat is received by phone:

1. Remain calm **do not** hit the panic button. Keep the caller on the line as long as possible and **DO NOT HANG UP EVEN IF THE CALLER DOES***
2. Listen carefully, be polite and show interest.
3. Try to keep the caller talking to learn as much information as possible.
4. If possible, write a note to another staff member to call the authorities (911) immediately and inform administration or, as soon as the caller hangs up, you do it yourself.
5. If your phone has the caller ID, copy the number or letters and have it ready to hand over to the authorities. Also remember to write down the **DATE, TIME, TIME CALLER HUNG UP, PHONE NUMBER WHERE CALL WAS RECEIVED.**
6. Remember to write as much detail as possible to the following questions:
 - a. Where is the bomb located?
 - b. When will it go off?
 - c. What does the bomb look like?
 - d. What will make it explode?
 - e. Did you place the bomb?
 - f. Why?
 - g. What is your name?
7. Immediately after phone call ends, **DO NOT HANG UP THE PHONE***, call from a different phone the appropriate authorities and wait for further instructions from said authorities. If the suspected bomb location is known, advise everyone to stay at least 15 feet away from the suspected bomb. You may use a cell phone to communicate, but cell phones should also be at least 15 feet away from the suspected bomb.

If the bomb threat is received by a hand-written note:

1. Call 911 and notify Library Administration
2. Handle note as minimally as possible
3. Put note in some type of envelope and give to proper authorities.

If bomb threat is received by email:

1. Call 911 and notify Library Administration
2. **DO NOT DELETE THE EMAIL***

***DO NOT:**

- ~~1. Use two-way radios or cellular phones. Radio signals have the potential to detonate the bomb.~~

- 2.1. _____ Evacuate the building until the proper authorities evaluate the threat.
- 3.2. _____ Activate the Fire Alarm
- 4.3. _____ Touch or move a suspicious package (**Follow procedures for suspicious packages**)

If staff are threatened on personal cell – **do not hang up** – tell a coworker to use landline to alert authorities (911)

6. CODE ADAM (MISSING CHILD)

STEP 1 If a patron approaches you and says that a child is missing, find a Manager or Person-In-Charge (PIC) who will quickly get a detailed description.

Description will include:

- Name, age, hair color, eye color, and gender
- Approximate weight and height
- What the child is wearing, such as color and type of clothing and, more importantly, **shoe color and style** (although the clothes may be changed, an abductor does not usually remove or change shoes)

STEP 2 The PIC will go to the nearest in-house phone and page “Code Adam” and provide. ~~PIC will give the description of the missing child. via the Walkie-Talkie provided at each service desk. (Do not announce the child’s name)~~

- The PIC will direct one staff person to each exit of the building and not allow any patrons to leave until the child is located.
- PIC will assign another staff person or two to check the parking lot and other exterior areas of the property.
- **The PIC will have the parent, guardian, or caregiver of the missing child assist the PIC in monitoring the entrances and in identifying the lost child. This includes checking the public restrooms for any children.**
- ~~After hearing the “Code Adam,” all library staff will get their Walkie-Talkie and listen for description of the missing child. The PIC will give description of child via Walkie-Talkie.~~
- One person in each department All available library staff will check their immediate area and other areas as they able. the assigned areas of responsibility: Refer to evacuation procedures for area to check. PIC will assign staff person and/or a 2nd security guard to check the parking lot.

STEP 3 If the child is not found within 10 minutes, call the police.

Don’t hesitate, the police would rather get a second call saying the child has been found, rather than to discover too late that the child has been abducted.

STEP 4 If the child is found and appears to have been lost and unharmed **reunite the child** with the searching family member.

STEP 5 If the child is found accompanied by someone **other than** the parent or legal guardian:

- Use reasonable efforts to delay the departure of the adult with the child, but do not put anyone---yourself, the staff, or other customers at risk.
- Call the police and identify the person accompanying the child.
- Try to note the details of the person with the child as much as possible – gender, hair, clothing, car details, license plate. Collect as much identifying information as possible, including photos with a cell phone if available.

STEP 6 Conclude the incident by saying “Code Adam Canceled” on the intercom-PA.

- Complete incident report. ~~even if the child was just lost or hiding.~~

7. CONTAMINATION, EXPLOSION, CHEMICAL ACCIDENT, FLAMMABLE LIQUID SPILL, GAS LEAK, OR FALLEN AIRCRAFT

Profile: Hazardous materials come in the form of explosives, flammable and combustible substances, poisons, and radioactive materials. These substances are most often released as a result of transportation accidents or because of chemical accidents at work.

All Staff:

1. Remain calm.
2. If there is time, call 911.
3. If phones are not working, send for help.

If a chemical or toxic spill occurs within the building:

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water.
2. Notify your supervisor or PIC of the extent and location of the spill.
3. If there is any possible danger, evacuate your area.

If a chemical fire occurs within the building:

1. Remain calm.
2. Call the Fire Department.
3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.
4. Never allow the fire to come between you and an exit.
5. Notify your supervisor or PIC of the location and extent of the fire.
6. Evacuate your area if you are unable to put out the fire.
 - Do not run.
 - Give assistance as needed to children, the elderly, and the differently abled.
 - Close doors behind you to contain the fire. Do not lock door.
 - Go to a designated ~~area~~ Evacuation Zone indicated on the Evacuation Map. ~~Main floor evacuees should go to the North side of Mariposa Street. Lower level evacuees should assemble in the SE garden area of the parking lot.~~
7. Do not break windows. Oxygen feeds a fire.
8. Do not attempt to save possessions at the risk of personal injury.
9. Do not return to the area until cleared by emergency personnel. Remain in place until told to leave by law enforcement personnel.
10. ~~Follow the instructions of the Building Supervisor, Security Monitor, PIC, Library Director or Branch Manager if incident occurs at Bob Lucas.~~

If toxic vapors are present outside the building, stay in the building, closing all windows and doors.

All chemical spills and fires, no matter how small, must be reported to a supervisor.

8. EARTHQUAKE

In the case of a major earthquake:

1. At beginning of shaking, Staff on duty at public desks (Info, Teens, Children's) announces loudly: "Drop, cover and hold-on!"

Following the earthquake:

1. After the tremors stop, staff announces to patrons "Remain where you are until we can assess a safe exit route". Do not use the elevator.
2. Staff on duty at public desks (Info, Teens, Children's) will look to their nearest exit and act as leader to evacuate patrons. Look out for fallen glass, light fixtures, bookshelves.
- 2.3. Staff in offices should grab emergency duffle bags and exit the building. Be prepared for aftershocks.
- 3.4. When evacuating outside, assemble away from buildings and trees.
- 4.5. Administer First Aid from duffle bags outdoors, if needed.
- 5.6. Call 911 for individuals who are injured and need medical attention.
- ~~6. Remain alert for aftershocks.~~
7. Facilities Manager/Director/PIC will assess for damages and shut off utilities:
 - a. water pipes
 - b. shorting electrical circuit
 - c. gas leak

After evacuating:

8. DO NOT RETURN to the building for any reason until the building is declared safe.
9. Minors without an adult present - staff keep underage patrons together and calm. Find phone for minors to contact parent/guardian.
10. If the building is declared unsafe - Director and Board President will make the determination to close.

9. FIRE

If you see smoke or discover a fire:

1. Sound nearest fire alarm and evacuate the building immediately via the nearest exit to the parking lot.
2. When the fire alarm sounds, PIC will use phone intercom to instruct staff and patrons to evacuate the building using the nearest exit.
3. PIC will contact fire department by calling 911. If possible, call from outside the building.
4. Library staff proceeding to evacuate will direct and guide patrons to the nearest exit. Close doors as you exit the building to slow the spread of the fire.
5. Staff will direct patrons to assemble in the designated evacuation zone set in the Evacuation Plan on pages 4-6 of this Emergency Manual ~~in the SE garden area of parking lot (see map below)~~. Once FD arrives, PIC will identify him/herself to fire crew and answer any questions they have.
- ~~6. If patrons insist on leaving — let them.~~
- ~~7.6.~~ No one is allowed to return to building until FD has given clearance.

If a small/localized fire occurs:

1. Locate the nearest fire extinguisher and attempt to put out the fire.
2. Notify Manager or PIC of the extent of the fire after it has been extinguished.
3. DO NOT at any point jeopardize your safety.

10. SUSPICIOUS PACKAGE OR MAIL

A suspicious item is defined as anything which is out of place and cannot be accounted for or any item suspected of being an explosive device. If you receive a written threat or a suspicious parcel, or if you find a suspicious object anywhere on the premises keep anyone from handling it or going near it.

Signs of a suspicious package:

- No return address
- Misspelled words
- Strange order
- Restrictive notes
- Poor handwriting
- Stains
- Foreign postage
- Unexpected delivery
- Excessive postage
- Incorrect titles
- Strange sounds
- Left in unusual location

For suspicious packages and letters:

- Isolate it — Don't handle it
- Do not open it
- Treat it as suspect
- Ensure all persons who have touched it wash their hands with soap and water
- Notify your supervisor immediately
- Call the police department - 911
- Call U.S. Postal Inspection Service if it came in the U.S. mail - 877-876-2455 or fill out report online: [U.S. Post Inspection Service \(USPIS\)](#)

What to do if a **SUBSTANCE** is received in the mail:

- Isolate the damaged or suspicious mail piece or package. Cordon off the immediate area.
- Ensure everyone who has handled the mail piece wash their hands with soap and warm water.
- Notify your supervisor immediately.
- Call the police department by dialing - 911 if not already done.
- List all persons who have touched the mail piece. Including contact information and have this available for authorities. Provide the list to the U.S. Postal Inspection Service.
- Place all items worn when in contact with the suspected mail piece in plastic bags and have them available for law enforcement agents.
- Shower with soap and water as soon as practical.
- Call a Postal Inspector at 877-876-2455 or at the number provided by a Postal Inspector contact to report that you have received a letter or parcel in the mail that may contain harmful substances.

11. WEATHER-RELATED INCIDENT

High Wind:

If on a particular day the weather conditions become extreme and the safety of library patrons and staff cannot be maintained, the Director will make the determination to close after consulting NOAA weather predictions and the closing plans of neighboring libraries. This can include high winds, flooding, rain, or extreme heat.

~~If winds are as high as 40 miles per hour, call the Director to see if you can close the library.~~

If people are in the library, and it is too dangerous to leave, allow them to shelter in place.~~move them to a safe room~~ until it is safe to leave.

Evacuate the library once it is safe to leave.

Shelter in place

~~In the event patrons and employees need to shelter at the library, the PIC will direct them to safe areas (Community Room — no windows).~~

~~If it is deemed safe to evacuate by officials or~~ **If there is a power outage:**

The Director or Facilities Manager will assess whether it is safe to stay in the building. Safety concerns to consider: extreme heat or cold conditions inside the building, broken windows or other fixtures from extreme weather, downed power lines on the library premises which make access unsafe. If conditions are deemed unsafe, the Director will need to get approval for an emergency closure from the Board President.

~~Follow evacuation procedures:~~

~~Evacuate via the nearest Exit or by following the posted evacuation route(s) unless it is unsafe.~~

~~Tell the public to leave and go home or to a safe place.~~

~~Check all areas of the building to be certain everyone is notified.~~

~~Allow people to stay in the building if they feel it is unsafe to leave (unless there is a power outage)~~

~~Allow children and others to stay in the building if they cannot leave on their own and arrange for them to be picked up by their family. (see unattended children policy)~~

~~The PIC will allow patrons who do not have a cell phone to use the library phone to make emergency arrangements. Staff will assist with transportation issues.~~

~~Assign staff to stay with people without transportation in the building.~~

Library is closed

~~Make sure patrons and staff are evacuated safely.~~

~~The Marketing and Communications Manager will update the public by posting necessary signage, social media, website, and telephone messages to announce the closing of the library building.~~

~~Staff will be notified that the library is closed.~~