



SPECIAL MEETING AGENDA

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
November 28, 2023 – 5:00 p.m.

IMPORTANT NOTICE REGARDING THE NOVEMBER 28, 2023 SPECIAL MEETING

This meeting will be available to view in a hybrid fashion, utilizing teleconference, electronic, and in-person means to allow for a variety of public viewing and public commenting options. The public is invited to attend the meeting in-person, or livestream the meeting. 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 comment at the November 28, 2023 Special 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. Consent Calendar
 - a. The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

Approval of Minutes – OCTOBER REGULAR MEETING **PAGES 3 - 8**
- III. Consideration of Items Removed from the Consent Calendar

Items removed from the Consent Calendar discussed individually at this time.
- IV. Department Updates & Special Presentations (Informational)
 - a. Department Update Reports – October 2023 **PAGES 9 - 33**
 - b. Staff Development Day Presentation part II
- V. Reports **(Informational)**
 - a. Support Groups **PAGES 34 - 35**
 - i. Altadena Library Foundation
 - ii. Friends of the Altadena Library
 - b. Administrative Update **PAGES 36 - 43**
 - c. Financial Reports – September 2023 **PAGES 44 - 54**
 - d. Board of Trustees Standing Committee Reports
 - e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee **PAGES 55 - 56**
 - f. Liaison Reports **PAGES 57 - 58**
 - g. Trustee Reports
- VI. Unfinished Business

None
- VII. New Business
 - a. Review and Approval of the Borrowing Policy Update **(Action) PAGES 59 - 63**
 - b. CSL State Library Survey **(Informational) PAGES 64 - 74**
 - c. Facilities Worker Job Description **(Action) PAGES 75 - 80**
 - d. Review and Approval of the 2024 District Holiday calendar **(Action) PAGE 81**
 - e. Review and Approval of the Board of Trustees Meeting Calendar **(Action) PAGE 82**
 - f. Data Disclosures **(Informational) PAGES 83 - 87**
- VIII. Governance
 - a. Preparation for:

- i. Election of Officers for December 2023 meeting
- ii. 2024 Board Retreat

IX. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

X. Adjournment

- a. Adjourn Meeting



MINUTES

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
October 23, 2023 – 5:00 p.m.

IMPORTANT NOTICE REGARDING THE OCTOBER 23, 2023 MEETING

This meeting will be available to view in a hybrid fashion, utilizing teleconference, electronic, and in-person means to allow for a variety public viewing and public comment options. 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 October 23, 2023 Meeting, you may present your comments in-person during the meeting, or submit by email to be read aloud at the meeting. For emailed comments, if multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to hello@altadenalibrary.org with the subject line: "Public Comment". Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment. If you wish to make your public comment during the live meeting, please state so in your email. If you would like to make your comment virtually, you may also select on the form "*Yes – I want to provide this comment in real-time and need the Zoom link*" in the online form.

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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

Trustee Capell read the Land Acknowledgement.

I. Open Session

a. Roll Call

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

b. Approval/Reordering of Agenda Items

None

c. Adoption of Agenda

Moved by Trustee Wilkerson to adopt the agenda. Seconded by Trustee Andruess.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Absent

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

d. Public Comment on Non-Agenda Items

None

II. Consent Calendar

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

Approval of Minutes – SEPTEMBER REGULAR MEETING

Moved by Trustee Wilkerson to approve the Consent Calendar. Seconded by Trustee Andruess.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Absent

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- III. Consideration of Items Removed from the Consent Calendar
Items removed from the Consent Calendar discussed individually at this time.
Nothing removed.

- IV. Department Updates & Special Presentations (Informational)
 - a. Department Update Reports – September 2023
 - b. Staff Development Day Presentation
District Director Nikki Winslow and IT & TS Manager David Zearbaugh presented.

- V. Reports **(Informational)**
 - a. Support Groups
 - i. Altadena Library Foundation
None
 - ii. Friends of the Altadena Library
None
 - b. District Director's Report
District Director Winslow provided the report

 - c. Financial Reports – September 2023
District Director Winslow provided the report

 - d. Board of Trustees Standing Committee Reports
 - i. CFD Committee
 - e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee
Trustee Capell provided the report on behalf of Trustee Clark.
 - f. Liaison Reports
Trustee Andrues provided a report

 - g. Trustee Reports
None

- VI. Unfinished Business

None

- VII. New Business
 - a. Review and Approval of recommendation for Legal Services **(Action)**
Moved by Trustee Andrues to approve the recommendation for Legal Services. Seconded by Trustee Lim.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Absent
Trustee Lim: Aye

Trustee Wilkerson: Aye
Motion passed

- b. Review and Approval of recommendation for Professional Development Services **(Action)**

Moved by Trustee Lim to approve the recommendation for Professional Development Services. Seconded by Trustee Andrues.

Roll Call Vote:

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Absent

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- c. HVAC RFP **(Action)**

Moved by Trustee Wilkerson to approve the HVAC RFP. Seconded by Trustee Andrues.

Roll Call Vote:

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Absent

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- d. Measure A Parcel Tax Summary Report FY 23 – 24 **(Informational)**

Sara Mares of NBS provided the report and took questions from the board.

- e. CFD Annual Report FY 23-24 **(Informational)**

Sara Mares of NBS provided the report and took questions from the board.

A patron submitted public comment on item VII.e. The comment was submitted electronically by Mr. James Gaudino. The District administrative assistant read the comment at the request of MR. James Gaudino on his behalf.

Trustee Capell gave brief response in regards to the comment.

VIII. Governance

IX. Announcements & Planning

- a. Correspondence

None

- b. Proposed Future Agenda Items

None

X. Adjournment

a. Adjourn Meeting

The meeting was adjourned at 6:50pm

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

DEPARTMENT: Adult Services

MEETING DATE: November 28, 2023

PREPARED BY: Ashley Watts

LOCATION: Main Library Community Room

Welcoming Adult Services Manager Danielle Guerrero !!!

Danielle's first day was October 16th and it's been busy for both of us ever since! We spent the remainder of the month in training sessions and allowing Danielle to shadow staff at the service points. Danielle is a fast-learner, has great energy, and I enjoy working with her! Stay tuned as I'm sure she'll be preparing this monthly report in no time. I'm BEYOND excited to finally have an Adult Services Manager to continue to lead this team through all of the excitement you'll read about below! Welcome to the team, Danielle!

Mobile Library

In October, the Curiosity Connection was busy. Our Mobile Library made it out to 8 events - including numerous Halloween-themed events and the Altadena Night Market. Overall, we were able to connect with over 800 Altadenans!

The events were:

1. Aveson Global Leadership Academy Haunted Maze
2. Loma Alta Park Trick or Treat Village
3. RLSL Outreach at Plant Material
4. Aveson School of Leaders Fall Festival
5. Rhythms of the Village's Village Market
6. Altadena Night Market at Mariposa Junction
7. Community Kickoff Event
8. ALD's Vending Machine Ribbon Cutting Event



Fab Lab

October has continued our trend of being at or near capacity during our open hours. The Fab Lab hosted 38 hours of active work/creation sessions. The Fab Lab also saw another program from our innovative artist in residence, Rachel Curry. Attendees created Experimental Poetry Zines. As with all of the artist in residence programs participants will be able to have their creations shared in the upcoming installation in December.

Fab Lab Drop-In: Papel Picado

We hosted a drop-in workshop where we cut out papel picado and butterflies for the community ofrenda using the Cricut. We had 5 attendees who were all new to the Fab Lab. 4 of the 5 were an adult and child combo which was exciting to see intergenerational creative engagement in the makerspace. All patrons watched a quick tutorial on the Cricut making process then they helped prepare and finish the project with our staff. They were encouraged to come back at the end of the month and contribute to the ofrenda.



Library of Things

The Library of Things collection added several items in October - some are still in preparation for checkout:

1. Additional Starblast telescope to attempt to keep up with demand for this very popular item.
2. ADA Keyboards for in-library usage. These keyboards have larger type on key caps and more visible markings for low-vision users. The larger type on key caps and more visible markings on the keyboard make it easier for individuals with low vision to locate and use the keys accurately.



Second Saturday – Mezcal de Alicia

We are so excited that our Second Saturday season is back! To kick off the season was the Latin band Mezcal de Alicia. It was a great night. We had 114 attendees come out for the concert. One patron said, “We are so happy the shows are back. We look forward to it every year!”



Art at the Library September/October Art Exhibition

The months of September & October featured the group show “Collage” curated by local artist Toti O’Brien. Toti O’Brien is the Italian Accordionist with the Irish last name. Her paintings, mixed media, ceramics, and textiles have been exhibited in group and solo shows in Europe and the US since 1995. Her art has been featured in numerous magazines, such as Still Point, Vayavya, and New Reader, among others. She has curated group shows in sites throughout Southern California for the last 20 years.

Juxtaposing the works of four artists who use paper and glue for their creation, “Collage” highlights the variety of results that can be obtained through this “simple” technique, based on different material sources, ways to proceed, and especially visions/inspirations. Mary Torregrossa creates joyful, luscious, striking tableaux out of magazine clips. Stacy Russo combines watercolor with recycled paper into tender, whimsical narratives. Toti O’Brien incorporates textural and tactile elements to her bizarre dreamscapes. Finally, Olesya Volk uses paper and glue in order to build dioramas—miniatures theaters inhabited by fantastic characters and their mysterious stories.

[Read Colorado Boulevard’s review of the exhibition](#)



Jackson Elementary School Pop-Up Art Exhibit and Reception: Reflections

A range of creative writing, drawing and painting, dance, and photography made up this exhibition among 13 student artists ranging in grades Pre-K - Grade 5. The exhibition was up for one week in the heart of the library, and the art pieces will advance to the next level of the National PTA Reflections program. This exhibition created space for the artists and their families to enjoy and admire their pieces before they are sent to the judges in the next round.



The artists and their families totaled 25 in attendance. Guests enjoyed sweet pastry treats while having light conversation. The folks who came for the reception easily wandered to other parts of the library. The PTA Reflections Family Engagement Manager also attended and was able to meet some of the artists and their families.



October Glass Display Case

In the Glass Display Case we curated a spooky exhibition called *Altadena Haunts* which included archival Altadena Library information to spooky 3-D printed items highlighting the Fab

Lab. As a collaboration between the Fab Lab and Zine Library, we created an *Altadena Haunts* zine which includes a community scary story submission, October programs, and stories about haunted Altadena locations. The zine was very popular!



National Walk to School Day & Clean Air Day

National Walk to School Day took place on Wednesday, October 4th which also falls on California Clean Air Day. The Altadena Library District, in partnership with the Altadena Town Council *Traffic Safety & Mobility Committee*, planned a community wide event. We chose 3 hubs, *Loma Alta Park, Farnsworth Park, and Main Library*. We invited 14 schools to walk, - and from those 14 schools 7 were able to participate: Pasadena Waldorf School, Alta Arts Elementary, Rosebud Academy, Oak Knoll Montessori, Aveson Leadership Academy, Odyssey- South, and Odyssey-North. There was an estimated 300+ walkers across Altadena. This community-wide event was also supported by CA Clean Air Coalition, LA County Public Works, LA County Public Health, CA Highway Patrol, LA County Parks & Recreation, CA State Senate, CA Assembly, U.S. House of Representatives, and the Board of Supervisors. We are so lucky to live & work in a community where collaboration and partnerships are valued.





Altadena Poets Laureate present Writing the Octavia Butler Poem: A Workshop with Shonda Buchanan

This Poets Laureate workshop allowed patrons to explore and emulate the work of one of Altadena’s cultural heroes, Octavia Butler. Shonda instructed patrons how to write stories like this amazing award-winning sci-fi author. We created a mini display which featured Octavia’s books and they were flying off the shelves! What a great way to highlight this collection and pair it with a workshop! Shonda is the author of *Black Indian* and is a professor at Loyola Marymount.

Mortals with a Plan: Panel Discussion and Paperwork Party

On Tuesday, October 10th we hosted a panel discussion called Mortals with Lisa Pahl and Melinda Ramos. There were 18 attendees ranging in age and varied in their comfort levels with end-of-life topics and one patron remarked “I loved hearing from Lisa about hospice care. I know very little about it.” It was a special evening because it was a gentle introduction into end-of-life planning while also providing rich information for those who sought deeper knowledge.

On Saturday, October 14th we hosted the second part of Mortals with a Plan with a paperwork party where we completed the 5 Wishes Booklet. 8 attendees attended, all but one had

attended the panel aside. Patrons worked individually on their books and had discussions with fellow patrons if they needed help processing their answer to a question. Dialogue around Wish #2 (What Kind of Medical Treatment I want or Don't Want) was particularly vibrant as participants weighed different challenging scenarios. One patron mentioned they liked "An opportunity to discuss and write down plans for end of life". In general, patrons expressed gratitude for the offerings and interest in attending programs with more end-of-life topics such as estate planning, dementia care, and grief.



Adult Craft Hour

For this month's adult craft, we made pumpkin centerpieces. We had nine attendees come and attend this program. One patron said, "*Thank you so much for this craft series. I look forward to coming to these each month.*"



3 Seasonal Craft Series

This month, we held a DIY Pumpkin Spice Candles workshop. We had 20 people come out and take the workshop. The attendees were so happy with their candles that they said they looked forward to the next one.



Open Mic Night

Open Mic night at ALD continues and 13 people attended. There were poets, a comedy routine, singers with acoustic guitars, and a poet who led the audience in a dance. Performers stuck around, and a few of them said that they wanted these open mics to be more regular than once a month.

Flu Shot Clinic

It was that time again for us to host our annual flu shot drive with Huntington Hospital. We had 44 people come out and get the shot. One patron also said they come to get their flu shots here every year. They are so thankful that we host this.



Blood Drive

We had two successful blood drives on October 27 and 28th. Between both dates, we collected 36 units of blood, which saved 90 lives. That's almost 100 lives!!

Overall, through this year, we had them come four times, and in total, just from having the drive here at the library, they were able to collect a total of 85 units of blood, which equals to saving 213 lives. We helped save 213 lives!!

Huntington Health Screening

We held our monthly health screening with our partner Huntington Hospital, and we had 6 people come to visit the registered nurse.

Covid Tests

We continue to provide free covid tests to our patrons in collaboration with the LA Department of Health. This month we provided around 300 test boxes to patrons.

Open Mic Night

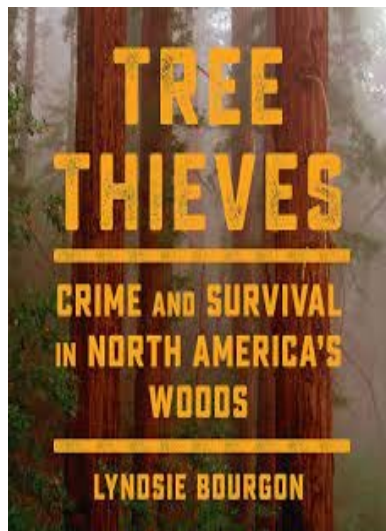
Open Mic at Callisto Tea House was on Monday, September 25. Over 50 people attended, and all the slots for performing were filled. It was a popular night, so there was a waiting list for performers, and we were able to accommodate two more performers by ending after the posted end time.

Halloween Trivia

Throughout the entire month, patrons had an opportunity to test their knowledge with our Halloween trivia sheet. For participating, patrons received 1 fun-sized piece of candy. If they answered all trivia questions correctly, they received a king-sized candy bar of their choice. We had 110 participants.

True Crime Book Club

This month's book club selection was *Tree Thieves: Crime and Survival in North America's Woods* by Lyndsie Bourgon



No Guilt Book Club

This month's selections for the book club were *Earthater* by Dolores Reyes and *Urban Jungle: The History and Future of Nature in the City* by Ben Wilson

Chess Night

We continued with our weekly chess night, and we had 63 attendees.

Displays

For the beginning of October we continued our Hispanic & Latino Heritage month display. Midway through, we changed the display to *Chilling Tales* which included horror movies from

our collection (a partial listing of this collection was also included in the *Altadena Haunts* zine) as well as a few friendly ghosts. *Chilling Tales* was then moved to the backside of the HOLDS shelf on Monday, October 30th for a couple days!

On Monday, October 30th the main display then turned into a community ofrenda for Dia de Los Muertos through Monday, November 6th. Some of components, such as the paper cutouts and photos submitted by staff, were created in the Fab Lab during our drop-in session on October 17th. The Fab Lab also helped by printing photos submitted by staff to honor their loved ones.



A Little Lagniappe

Comments about Staff Development Day on October 6th from Mel Aldama, Adult Services Library Assistant:

For Staff Development Day, my group visited three libraries Billie Jean King Library [Long Beach], Malaga Cove Branch [Palos Verdes] and Cerritos Public Library. As leader of the Art Curation Team, I took note of the ways each library approached exhibition, curation, and use of space. Here are some key takeaways in relation to the renovation: Art does not need to be exhibited on walls. In fact, most libraries seem to prefer to only mount pieces from their permanent collection on the walls and exhibit the rotating pieces in a more temporal space. Libraries can get creative with the space they have to find ways to incorporate art into the space. Partnerships with outside art organizations is a great way to include the community and diversify the art. Finally, the inclusion of a local history space helps to tell a community's story. Local history spaces in libraries demonstrate a value towards preserving primary source materials and gives future generations a touchstone to their past. Local history in the library gives a sense of roots in the community and shares knowledge about the town with all who visit the library.

On the ART Front

Billie Jean King Main Library

- Floating walls for rotating exhibits
- Curated by community partners
- Permanent Collection: Miller Room, murals, & painting

Malaga Cove Branch

- Designated gallery space for rotating exhibits
- Curated by Branch Manager
- Permanent Collection: Local history room, photographs, paintings, furniture, & fossil

Cerritos Public Library

- Glass Display Boxes for rotating exhibits
- Curated by staff with a designated staff lead
- Permanent Collection: Local History room, furniture, book art, paintings, sculpture



Local History Rooms: Emphasis on local history, prominent community members, and archival art pieces



Location in Library

Exhibition Space

Curators

Permanent Collection

Got Comments?

We received 1 comment card this month that I cannot specifically share because it describes patrons and specific scenarios. The main takeaway from it is that the patron feels that the library is too noisy and wants to be assured that the library will be quiet. Unfortunately, we cannot guarantee that the library will be quiet. However, we do our best to monitor the noise levels and address any patrons who are causing a disturbance. We do have a “quiet zone”, but again, we cannot guarantee that you will not hear children/families. This is one of the many reasons we are looking forward to our upcoming renovations, where we can offer more than 1 study room! Stay tuned!



BOARD OF LIBRARY TRUSTEES

YOUTH AND FAMILY SERVICES REPORT FOR OCTOBER 2023

DEPARTMENT: Youth and Family Services

MEETING DATE: November 28, 2023

PREPARED BY: Sofia Araya

LOCATION: Main Library Community Room

Children's Services

October was a fun month for the Youth and Family Services Department, filled with engaging programs at the library and fun passive programs. We had a range of cultural, educational, spooky, and radical programs! YFS staff also led the Annular Solar Eclipse Viewing event for all ages, that was a huge success.

Our weekly storytimes continue to be well attended with an average of 78 attendees at Monday's Baby/Toddler Storytime and an average of 40 attendees for Thursday's Preschool Storytime. We've had record-breaking attendance this month with 101 people at our Halloween storytime! Storytimes will continue until the end of November, then take a break in December.

Our fall program series continued this month, which included Altadena Mom's, Baby & Me Playtime, Radical Tween Art Club, Pajama Storytime and Curiosity Hour. We also had a few special one-off programs, including a Sugar Skull Craft program and Bob Baker's Halloween Spooktacular!

The Solar Eclipse Viewing event had 591 people attend in total! We handed out almost 1,000 solar viewing glasses. Little ones were engaged working on sun clock dials with our Teen Volunteers. It truly was a community gathering and a multigenerational crowd, as we had toddlers and elders alike. Many community members showed up and shared their stories of the last time they saw the eclipse. Additionally, we had community members bring their own resources, like a telescope that projected the sun onto a viewing board.

Here are just a few pictures to showcase our programs for the month:



Bob Baker's Halloween Spooktacular.



Sugar Skull Craft Program.



Curiosity Hour Program.

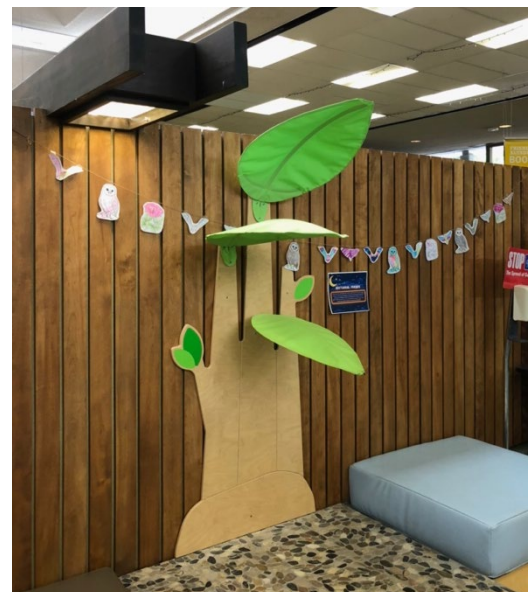


Pictures of the Solar Eclipse Viewing Event.

Passive Programs:

Starting October 7th, Children ages 4-12 were encouraged to participate in In-N-Out's reading incentive program, Cover to Cover Club. For every 5 books they read or 300 minutes of reading, a child can win an achievement award card that is good for a free hamburger, cheeseburger, or grilled cheese. They can complete the challenge three times to get three achievement awards. The program ends November 18th. Children have been very excited about this program!

From October 14 – 21, youth were encouraged to color a picture for our Nocturnal Friends passive program. They could choose from a bat, moth, flower, or bird that included a summary explaining the nocturnal life cycle and ecosystem of the chose species. Children enjoyed coloring and learning about the species. Staff then created a banner for display as seen in the image.



School Visits:

In October, we had 5 school visits total from Waldorf and Fair Oaks. We served a total of 81 teachers and students during their visits. The visits range from giving a storytime, to reference support on certain topics that they are researching. The students are also given a tour and shown the different areas in the Children's Room.

Displays

This month the Children’s area continued our Hispanic and Latino Heritage display for half the month, and we then displayed books for Halloween! Staff displayed picture books, chapter books, and non-fiction books.



YFS October displays.

Outreach

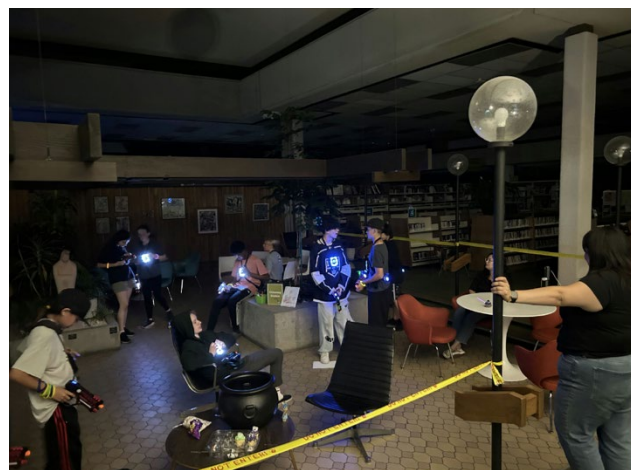
The Youth and Family Services department participated in 2 school outreach events. This included the Community Kickoff Event at Madison Elementary and Fall Fest at Aveson School of Leaders,



YFS staff during an outreach event.

Teen Services

Teens were invited to attend fun programs this month including our regular series and a fun one-off, Spooky Laser Tag. Below are some pictures from the programs!



Teen Externship

Starting in October, we began a partnership with Aveson Global Leadership Academy to be a host site for a teen “extern” as part of their Externship Program. Naomi Manson is our new teen extern who will work 10 weeks at the Altadena Library and be supervised by the Teen Librarian. Naomi started on 10/13/23 and comes in once a week for a full day. So far, they help support our Teen programming (set up, making samples of projects), all ages programming (putting kits together for the Annular Solar Eclipse viewing), help with shelf reading, putting out new books on our shelves, and learning

more about what libraries and librarians do (day to day). We are so excited to host them and starting this partnership with Aveson could perhaps bring more Teens into the library who have a career focus in libraries.

Outreach

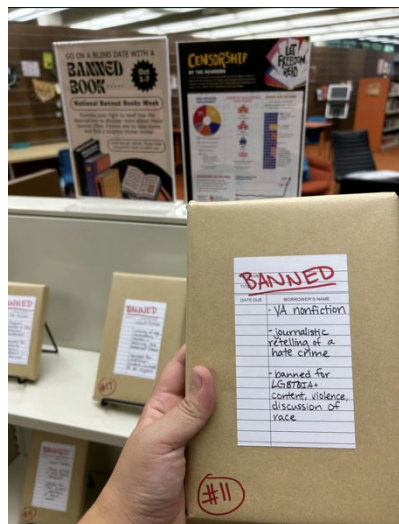
Staff visited Aveson Global Leadership Academy's Haunted Maze. People really loved the stickers, skeletons, and glowstick giveaways. Many people took the Haunted Zine created by library staff as well!



Aveson's Haunted Maze outreach.

Displays

Staff created a display for Banned Books Week. This passive program was called "Blind Date with a (banned) Book"! There was also a "#booktok" display with popular books that are posted about on social media. These books flew off the shelves!



October displays in the Teen Space.

Volunteers

October teen volunteer statistics are as follows:

- 4 Teen Volunteer orientations were held, with 4 new volunteers
- 34 volunteers completed 160 hours across several volunteer opportunities



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

DEPARTMENT: Bob Lucas Branch

MEETING DATE: November 28, 2023

PREPARED BY: Diana Wong

LOCATION: Main Library Community Room

BOB LUCAS LIBRARY & LITERACY UPDATES

Programs

- Regulars who attend our Tuesday morning **Storytimes** enjoyed a month of programming primarily focused on Fall traditions and celebrations that included Hispanic Heritage month, Day of the Dead, and Halloween. The Saturday morning **Sensory Storytime** is a program designed especially for families with children with special needs and/or sensory processing challenges. Participants were encouraged to use one or more of the senses, including sight, sound, touch, balance, and movement during the program. Both storytime programs will run through November.
- Despite it being a hot Friday morning, participants were fully immersed in the Fall season engaged in a craft to create a pumpkin centerpiece. Luckily, our partner, Plant Material, cleared some space inside so the group to be next to a fan. The centerpiece was well-received, and the participants had a good time socializing with each other. We also are very appreciative of Plant Material's partnership, their time and space. November's craft session at our local nursery will again have a full roster of crafters.



- We celebrated the *Day of the Dead* on Oct. 30th with an all-ages outdoor performance by Danza Azteca Xochipilli, a family dance group who educated attendees on Indigenous Mexican culture, language, instruments, and dance. To close out the program, the Aztec Dance group invited all our attendees to dance together. It was a great program that allowed participants to delve deeper into history to learn about cultural tradition and the human connection to our environment.



- The District hosted its second **Indie Author Night** this month with another group of local authors who read from their newest works. We received positive feedback from community members that attended that evening who expressed gratitude for the program and the authors we are able to highlight. Next event will be in January 2024 and we look forward to your attendance!



Displays

Between Monday, October 30 through Saturday, November 4th, installed a **Dia de los Muertos Public Ofrenda** at both library branches. We invited the community to participate in the celebration by bringing photos of loved ones who have passed to display on the altar. Staff created the ofrenda with traditional elements, like marigolds, food, candles and photos. We included photos celebrate the lives two notable Altadeneans: Madalyn Barber, recent ATC member (passed 2022), and Oliver Goodall, first Tuskagee Airman who resided in Altadena (passed in 2010).



Adult Literacy

- October Literacy pairs activity has dipped over the past few months, with pairs logging 25 hours of tutoring this month. ESL maintains weekly meetings and we have provided 60 hours of ESL instruction in October.
- We offered 5 Tuesday evening English Conversation group sessions in October and have developed a small, core group of adults looking for the opportunity to speak English in friendly, casual environment. This group will continue through the early part of December.



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

DEPARTMENT: IT & Technical Services

MEETING DATE: November 28, 2023

PREPARED BY: David Zearbaugh

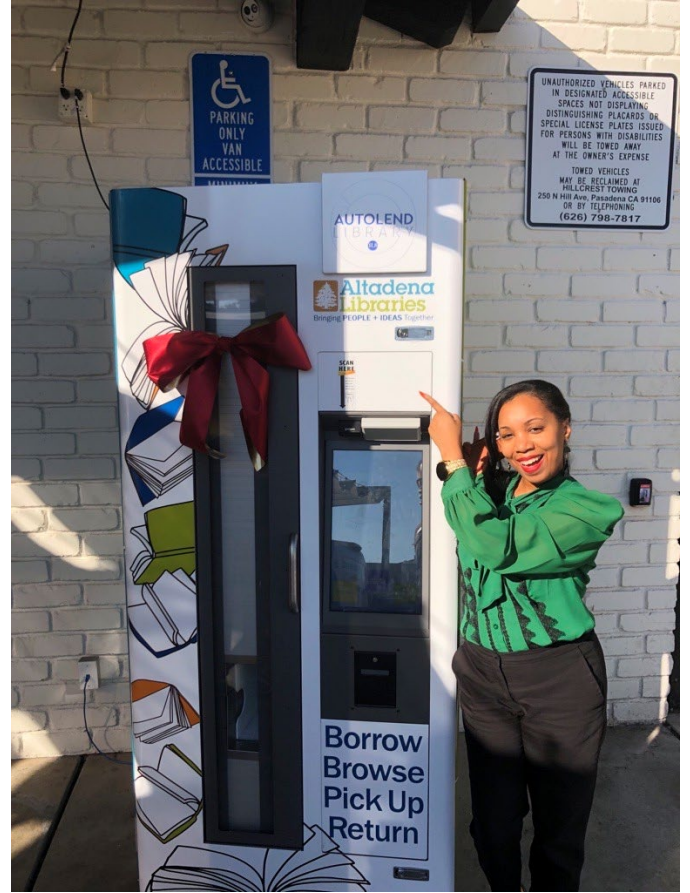
LOCATION: Main Library Community Room

-
- **IT Specialist** – We onboarded and began training our IT Specialist, Alfredo Sanchez Mendoza, who started on Tuesday, October 3rd. His training should be ongoing over the next few months to get him up to speed on everything. So far he's fitting into ALD great and we're excited to have him on board with us.
 - **October - Quarterly Updates**
 - Passwords for all systems where staff login were updated.
 - All other updates were pushed to the month of November to include and train our IT Specialist in the update process.
 - **Quarterly Selectors Meeting** – The meeting was held on October 31st and we discussed budget planning for building renovation closures and the effects on the materials budgets in the next fiscal year, spending progress for the current fiscal year, processes surrounding book and published solicitations and donations, reports, and more.
 - **Library System Changes Preparation** – Some library system changes were prepared for the implementation of the Library Materials Vending Machines and the new Homebound Services. These changes are reflected in the updated Library Materials Borrowing Policy for review and approval by the Board of Trustees in tonight's meeting.
 - **Early Equity Kits** - TS worked on processing and cataloging the early equity kits and literacy kits (about 20 of them) in conjunction with YFS
 - **Library Materials Vending Machine** – We had a successful delivery and on-site setup for the vending machines during the week of October 9th and a successful Ribbon Cutting on October 20th. There were a few patrons at the event who were able to checkout materials.
 - We are still looking for a permanent location on the West side of Altadena for the vending machine currently located at the Main Library. The permanent location would need to have adequate top cover to protect the unit from inclement weather in addition to 24/7 access, power, and wired or wireless internet.
 - If any members of the public, staff, or Trustees have any suggested locations, we're happy to pursue them.
 - Preparations began for the fabrication of a top protective roofing and fabric sun screen cover for the vending machine at Prime Pizza.

Main Library

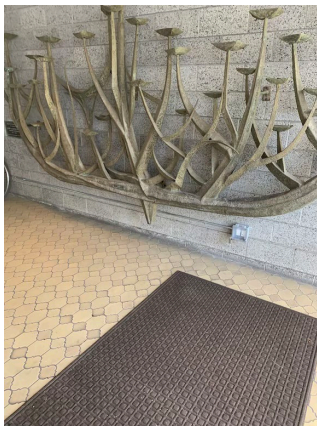


Prime Pizza



**BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT FOR OCTOBER 2023****DEPARTMENT:** Facilities**MEETING DATE:** November 28, 2023**PREPARED BY:** Jonathan Arevalo**LOCATION:** Main Library Community Room**Facilities Highlights for the Month of October:**

- Electrical outlets were installed outside by the sliding door area for the book vending machine.
- Book vending machines were installed at the Main Library and at Prime Pizza.
- Southern California Gas Company added energy saving water heating blankets and pipe covers to our water heaters at both libraries.
- Percolation testing to establish an infiltration rate for the near surface soils was conducted at the Main Library .
- The LA County fire department station 11 visited the Main Library for their annual fire safety inspection. We passed our inspection.
- 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
November 2023

SUBMITTED BY: Anita Lawler, *President*

The Altadena Library Foundation had their Annual Meeting and Board Retreat on November 15th. Some highlights of our meeting are shown below.

- We have elected a new slate of officers. Effective January 2024, Mark Mariscal will serve as Foundation President and Elsa Banuelos will serve as Vice President. Anita Lawler will serve as Treasurer, and we are in the process of placing a Secretary.
 - The Fall Garden Party was a hit. We had about 60 people in attendance and our wine pull was a success. This was a great cultivation and “Friend-raising” event. We have two potential new members who have shown an interest in serving on our Board.
 - Trustee Katie attended our Annual Meeting. She shared the importance of working together to come up with naming opportunities to fill funding gaps for the library renovation. We look forward to working with Katie to talk about capital needs and will proudly assist with the efforts to successfully complete a Capital Campaign or any other opportunity.
 - Our end of the year outreach campaign is on way and we should have our appeal sent by the first week of December.
-



**BOARD OF LIBRARY TRUSTEES
FRIENDS OF THE ALTADENA LIBRARY (FOAL) REPORT**

REPORT: FOAL Report

MEETING DATE: November 28, 2023

PREPARED BY: Tom Ruffner, President

LOCATION: Main Library Community Room

The Friends of the Altadena Library are participating in the Christmas Tree Lane Lighting Ceremony on December 9.

We'll be selling Christmas themed books and stocking stuffers from 3:00pm - 9:00pm. Please stop by and say hello!



BOARD OF LIBRARY TRUSTEES ADMINISTRATIVE UPDATE FOR NOVEMBER 2023

DEPARTMENT: Administration

MEETING DATE: November 28, 2023

PREPARED BY: Nikki Winslow & Ashley
Watts

LOCATION: Main Library Community Room

Staffing Updates:

- a) New Hires: None
- b) Promotions: None
- c) Resignations/Retirements/Terminations: None

As we prepare for the two building closures, the Management Team has decided to freeze our recruitments unless we deem a position essential to fill. We are still trying to locate an alternate site for staff to work out of for the 18-24 months that Main Library is closed and have some concerns about our ability to keep all staff members busy throughout that time. This information has been shared with staff.

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 visited **18 library buildings** across Southern California and the Inland Empire and I have only received very positive feedback from the staff about a fun field trip of a day with their coworkers! We will be presented three of the groups adventures to the Board at the meeting on 10/23 and the other three groups will be presenting to the Board tonight.

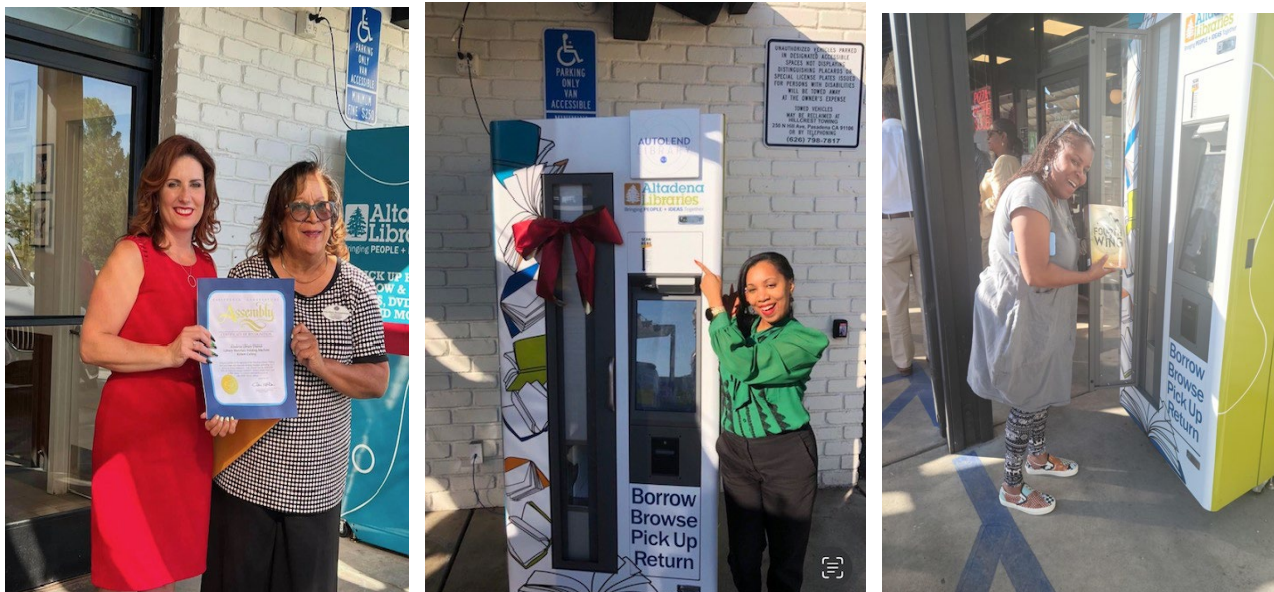
We appreciated the hospitality of the other library systems – most provided tours, some provided swag and other goodies and all were very welcoming. Here is a full list of the libraries we visited:

- Beverly Hills Public Library
- Billy Jean King Library (Long Beach)
- Cerritos Public Library
- Downey City Library
- Huntington Beach Library
- Los Angeles Central Library (LAPL)
- Malaga Cove Library (Palos Verdes)
- Manhattan Beach Library (LA County)
- Michelle Obama Library (Long Beach)
- Newport Beach Library
- Ovitt Family Community Library (Ontario)
- Palos Verdes Library
- Placentia Public Library
- Paul A. Biane Library (Rancho Cucamonga)
- Riverside City Library
- West Hollywood Library (LA County)
- Whittier Central Library
- Yorba Linda Library

The Vending Machines got some great publicity!

Administration would like to thank and recognize our Marketing Specialist Brin Wall for the amazing coverage we received about the new Library Materials Vending Machines and the launch we held last month on October 20th! Thanks to her press release and other promotional efforts, we were featured in Pasadena Star News, Colorado Boulevard, the OC Register, Vending Times, Daily

Breeze, Press Telegram, Daily News, Press Bee, Whittier Daily News, Assemblymember Holden's month recap newsletter and more. Here are a few photos from the launch at Prime Pizza:



Altadena Library Foundation (ALF) Private Garden Party

On October 21st, Nikki and Ashley attended the Foundation's friend-raising event, hosted at the home of ALF President Anita Lawler. This event was held in-lieu of Taste of 'Dena and was a great success! Nikki gave a short speech to the donors, thanking them for their continued support throughout the year. We've accomplished so much this year and we couldn't have done it without the Foundation's support! We enjoyed our annual wine pull, while feasting and fellowshiping with each guest.

Annual CALPELRA Conference

Nikki attended the Annual California Public Employers Labor Relations Association (CALPELRA) Conference again this year. It was held at the Monterey Conference Center in Monterey, CA from November 14-17. She attended several great programs, including:



- Mental Health Accommodations: Real-Life Strategies You Can Implement to Help Your Employees Succeed
- Insights and Forecasting: Navigating Public Sector Compensation In a Rapidly Changing Landscape
- Legal Strategies 2023
- Anatomy of the Grievance Process: Lessons Learned From Common Grievance Challenges and Mishaps
- Moving On Up: Advance HR in Your Agency And Expand Professional Opportunities
- Appreciating and Advancing Diversity, Equity, Inclusion and Belonging

- AI is Coming: Should We Be Fearful or Thankful?

She also was able to carve out a little time to do the 17-Mile Drive through Pebble Beach and was amazed at how beautiful the sights were on this scenic route. If you haven't made this drive, she highly recommends it! Here are a few photos from that incredible experience:



Partnerships & Programming Update:

Altadena Historical Society: 200th Birthday Celebration of Ellen Garrison Clark

Nikki had the privilege to attend this beautiful event last Saturday, which included the unveiling of the new headstones of Ellen Garrison Clark's husband Harvey Clark and sister Susan Garrison-Johnson. The program also included west African drumming by S.H.I.N.E. Mawusi, a dramatization of Ellen's life and meaningful speeches by members of the Altadena Historical Society and the El Molino Questers, who helped raise funds for this project. Here is a photo from the unveiling ceremony and with ATC Chair and event organizer Veronica Jones. Altadena has such a rich history!





Altadena Chamber of Commerce Power Breakfast

On November 1st, Ashley attended the Chamber’s Power Breakfast at the Altadena Town and Country Club. She was joined by Trustees Boon Lim, Kameelah Wilkerson, and Terry Andrués. The speakers were Senator Anthony Portantino and LA County’s Department of Economic Opportunity Chief Deputy Jessica Ku Kim. Both speakers provided very valuable information to the community! Here is a photo of Ashley and Trustee Andrués at the breakfast

Building Equity Based Summers with the State Library

Ashley and Teen Librarian Fin Lee are participating in a State Library initiative called Building Equity Based Summers (BEBS). The cohort meets bi-weekly for a total of 8 sessions (of which they just completed the 7th session). Public libraries across the United States carry on summer services practices that have been a part of summer design and implementation for years (and perhaps decades).

Registration, setting finishing goals, providing incentives and prizes, reading logs, hiring performers, and allocating resources are areas libraries focus on when developing summer plans. Yet, often these activities and decisions are based on what has always been done instead of what will best address the needs and interests systematically marginalized youth, families, and adults.

Fin and Ashley have been taking elements of our sessions and sharing them with the Public Services Team. Currently, this team meets once a month to plan Summer Reading. While ALD is just getting started and still learning the BEBS framework, we hope to spend more time with the community to start making the necessary changes we want to see. Stay tuned for more details!

Welbe Health

Ashley had the pleasure of attending Welbe Health’s mixer event at their nearby facility in Pasadena. Welbe is a new partner that we’ve been working with for the last few months. Our partnership includes a monthly visit to the Main library to offer an activity for patrons ages 55+, while educating them on Welbe’s many services. While attending the mixer, Ashley received a tour of the facility and was so impressed! She invited them to speak at a Rotary luncheon in November so more members of the community could learn about their offerings!



Jet Propulsion Laboratory (JPL)

JPL gifted ALD with 6 refurbished I pads that we plan to use for outreach, in the Fab Lab, etc! We received a phone call from JPL offering to do a holiday program at the Main library almost 1 year ago. Of course, we accepted! The program went well and because of our warm hospitality, JPL offered to provide us with the I pads. Glad to finally receive these!

LA Compost

Ashley and Diana attended the 10th Annual LA Compost Gratitude Party, celebrating 10 years of turning scraps into soil! It was such a beautiful and interactive event! We are proud to be a continued partner with LA Compost!

LA County Parks & Recreation

Ashley and Branch Manager Diana Wong have been trying to establish a relationship with Parks & Recreation over the last few months, which would include our attendance at more of their events. Ashley and Diana attended their Dia de los Muertos event, where they met Parks staff and connected with members of the community. Staff have conducted outreach at a few of their recent events, as well. We look forward to solidifying our partnership and being back in the park soon!



On a personal note from Nikki...

Jarrad and I had such an amazing experience visiting Nepal and Singapore between the October and November Board meetings! We spent the first two days exploring Kathmandu, including visits to the Monkey Temple and Boudanatha Temple, both of which are Buddhist. We also visited the Pasaputina Temple, which is a Hindu Temple. They were so impressive!

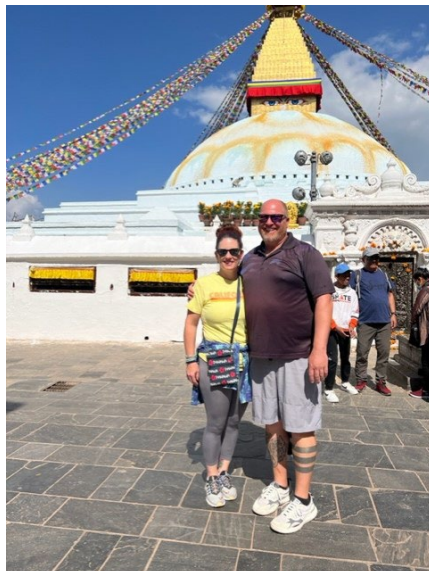
We also spent 8 days at the Laligurash English Boarding School in the village of Mirge. We taught English to the 4-8th graders each day and had such a fun time getting to know the kids! They go to school six days a week in Nepal so only had one day off to do some more exploring with our wonderful host and school principal Mahesh. They love having volunteers at the school and strongly encouraged me to spread that word in hopes others may want to make the trip as well!

We had a two-day layover in Singapore on our way back to the U.S. so we did a pretty good job of seeing most of the city in that time.

Here are a few photos from our amazing trip!



At Monkey Temple



At Boudathana Temple



Himalayan Mountains behind us



Receiving marigold wreaths on our first day



With the 4th grade class (so much energy!)



Mt. Everest from our mountain flight



Singapore Supertree Light Show

On a personal note from Ashley...

I'd like to take a moment to give thanks the Board of Trustees, Library Staff & Administration, as well as the Altadena community for all that you do! I am thankful everyday for our organization and what we are able to accomplish together! As we approach the holiday season (which becomes SUCH a busy time of the year), I want to reflect on all of my blessings and the work I get to do at ALD is at the top of my list! **THANK YOU!**

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

| System-Wide Statistics | Jul-22 | Jul-23 | Aug-22 | Aug-23 | Sep-22 | Sep-23 | Oct-22 | Oct-23 | Nov-21 | Nov-22 | Dec-21 | Dec-22 |
|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| E-Resource Checkouts | 4,254 | 4,785 | 3,941 | 4,566 | 3,748 | 4,771 | 3,521 | 4,616 | 5,053 | 3,866 | 5,356 | 4,061 |
| Virtual Visits to Library Website | 40,163 | 41,422 | 40,973 | 38,786 | 39,630 | 39,361 | 40,876 | 40,352 | 27,126 | 37,691 | 27,105 | 38,093 |
| Public Wireless Sessions | 8,347 | 9,252 | 9,700 | 10,479 | 9,588 | 9,708 | 8,985 | 9,731 | 6,401 | 8,327 | 5,975 | 8,643 |
| Open Rate of Monthly E-Connect (%) | 40% | 38% | 44% | 38% | 49% | 38% | 43% | 37% | 33% | 49% | 33% | 52% |
| Reference Sessions | 575 | 2,095 | 2,182 | 2,153 | 1,421 | 1,932 | 1,686 | 1,864 | 424 | 1,578 | 279 | 1,174 |
| Live Chat Sessions | 10 | 35 | 20 | 30 | 14 | 12 | 18 | 8 | 26 | 16 | 19 | 23 |
| No. of Curiosity Connection Programs/Outreach | 13 | 7 | 5 | 5 | 3 | 3 | 6 | 7 | 6 | 7 | 3 | 2 |
| Curiosity Connection Program Attendance | 620 | 323 | 260 | 435 | 12 | 239 | 246 | 819 | 106 | 158 | 150 | 205 |
| | | | | | | | | | | | | |
| Main Library Statistics | | | | | | | | | | | | |
| Physical Collections Checkouts | 17,193 | 18,668 | 17,780 | 18,948 | 16,910 | 18,668 | 16,458 | 18,912 | 14,012 | 15,177 | 10,129 | 13,914 |
| Library of Things | 137 | 111 | 137 | 94 | 135 | 72 | 94 | 105 | 50 | 111 | 15 | 140 |
| New Patrons | 311 | 304 | 378 | 335 | 283 | 397 | 276 | 348 | 187 | 232 | 119 | 211 |
| Visitor Count | 7,287 | 9,715 | 8,096 | 9,810 | 8,145 | 8,846 | 8,202 | 9,446 | 4,879 | 7,926 | 4,291 | 7,260 |
| No. of Adult Programs/Outreach | 14 | 26 | 19 | 16 | 16 | 17 | 25 | 21 | 5 | 22 | 7 | 11 |
| Adult Program Attendance | 334 | 566 | 693 | 509 | 200 | 341 | 572 | 675 | 75 | 479 | 160 | 184 |
| Number of Youth Programs/Outreach | 27 | 29 | 2 | 5 | 19 | 21 | 28 | 32 | 12 | 14 | 0 | 5 |
| Youth Program Attendance | 1,133 | 1,085 | 137 | 150 | 325 | 695 | 778 | 1982 | 293 | 26 | 0 | 158 |
| Number of Teen Programs/Outreach | 12 | 17 | 0 | 2 | 8 | 7 | 7 | 5 | 4 | 5 | 3 | 3 |
| Teen Program Attendance | 92 | 61 | 0 | 13 | 36 | 73 | 84 | 122 | 36 | 74 | 57 | 9 |
| | | | | | | | | | | | | |
| Bob Lucas Statistics | | | | | | | | | | | | |
| Physical Collection Checkout | 797 | 731 | 731 | 792 | 612 | 771 | 744 | 801 | 766 | 715 | 713 | 515 |
| Library of Things | 1 | 5 | 13 | 20 | 19 | 17 | 29 | 16 | 14 | 16 | 5 | 13 |
| New Patrons | 15 | 14 | 15 | 27 | 21 | 15 | 19 | 18 | 17 | 25 | 4 | 13 |
| Visitor Count | 1,949 | 2,055 | 2,137 | 2,037 | 1,871 | 1,899 | 2,183 | 1,950 | 312 | 1,867 | 293 | 1,747 |
| No. of Bob Lucas Programs/Outreach | 18 | 21 | 19 | 21 | 20 | 21 | 16 | 27 | 16 | 17 | 0 | 16 |
| Bob Lucas Program Attendance | 152 | 153 | 103 | 160 | 150 | 158 | 96 | 238 | 104 | 100 | 0 | 111 |
| | | | | | | | | | | | | |
| Passport and Notary Services | | | | | | | | | | | | |
| Passports Processed | 131 | 173 | 131 | 142 | 118 | 128 | 133 | 92 | 83 | 129 | 78 | 98 |
| Passport Photo Sessions | 0 | 37 | 8 | 37 | 16 | 32 | 46 | 21 | 0 | 52 | 0 | 45 |
| Phone Calls Received | 531 | 520 | 591 | 492 | 548 | 371 | 425 | 361 | 425 | 344 | 431 | 348 |
| Notary Appointments | | 10 | | 20 | | 17 | | 9 | | 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 OCTOBER 2023**

DEPARTMENT: Administration

MEETING DATE: November 28, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Summary Report of Financial Statements for October 2023

OCTOBER 2023 FINANCIAL STATEMENTS

The following financial reports include unaudited statements for the month ended October 31, 2023. The District is currently at 33% of the 2023-24 budget year.

The Budget to Actual report presents \$93,966 of revenue and \$1,689,996 of expenses, utilizing \$1,596,030 of operating reserves to date. The District will continue to operate from its reserves until property taxes are apportioned by the County in December.

The Balance Sheet presents total assets of \$32,968,642.

Total cash and investments are \$29,249,512, of which \$25,953,376 represents bond proceeds and grant funds restricted for the library renovation project and invested with U.S. Bank and the Cooperative Liquid Assets Securities System (CLASS) fund.

The combined total of General Funds held with CLASS, Los Angeles County, and Checking is \$3,297,930. The District reserve requirement of 50% of the operating expense budget is \$2,277,850.

REVENUE HIGHLIGHTS

See Variance Report for details on the revenue.

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 October 31, 2023

| | A | B | C | D = B/C |
|--|------------------|-------------------|---------------------------------|----------------------|
| | October 2023 | YTD | FY 2023/24 Adopted Budget | YTD Target 33% |
| 1 REVENUE | | | | |
| 2 Property Taxes & Assessments | \$ - | \$ 4,071 | \$ 4,302,900 | 0% |
| 3 Library Fees | 4,466 | 22,452 | 66,500 | 34% |
| 4 Grant Reimbursements | - | 2,330 | - | N/A |
| 5 Interest Income | 15,912 | 64,491 | 128,000 | 50% |
| 6 Other Revenue | - | 621 | 64,900 | 1% |
| 7 TOTAL REVENUE | 20,378 | 93,966 | 4,562,300 | 2% |
| 8 EXPENSES | | | | |
| 9 Salaries & Benefits | | | | |
| 10 Wages | | | | |
| 11 Salaried | 153,775 | 427,882 | 1,262,400 | 34% |
| 12 Hourly | 107,104 | 313,915 | 902,500 | 35% |
| 13 Total Wages | 260,879 | 741,798 | 2,164,900 | 34% |
| 14 Benefits, Retirement & Taxes | | | | |
| 15 Health Insurance - Employee | 13,236 | 57,269 | 188,900 | 30% |
| 16 Health Insurance - Retiree | 6,171 | 24,685 | 72,300 | 34% |
| 17 Other Medical Insurance | 1,909 | 8,118 | 17,800 | 46% |
| 18 Workers' Compensation | - | 14,980 | 15,500 | 97% |
| 19 CalPERS Retirement (Normal Costs) | 10,641 | 42,394 | 150,900 | 28% |
| 20 CalPERS UAL Minimum Payment | - | 214,434 | 220,600 | 97% |
| 21 CalPERS UAL Discretionary Payment | - | - | 225,000 | 0% |
| 22 Payroll Taxes (District-Paid) | 19,439 | 56,737 | 173,000 | 33% |
| 23 Total Benefits, Retirement & Taxes | 51,397 | 418,616 | 1,064,000 | 39% |
| 24 Total Salaries & Benefits | 312,276 | 1,160,414 | 3,228,900 | 36% |
| 25 Operating Expenses | | | | |
| 26 Insurance | 25,000 | 177,415 | 144,600 | 123% |
| 27 Utilities | 6,325 | 29,465 | 95,000 | 31% |
| 28 County Tax Collection Fees | - | - | 41,700 | 0% |
| 29 Other Operating | 6,321 | 34,489 | 81,300 | 42% |
| 30 Facilities, Grounds & Maintenance | 11,913 | 42,845 | 118,800 | 36% |
| 31 Structures & Improvements | - | - | 10,000 | 0% |
| 32 Vehicles & Equipment Maintenance | 481 | 8,468 | 20,000 | 42% |
| 33 Staff Development, Training & Travel | 3,295 | 6,211 | 27,800 | 22% |
| 34 Advertising & Marketing | 163 | 2,743 | 38,600 | 7% |
| 35 Miscellaneous Expenses | 519 | 2,233 | 8,200 | 27% |
| 36 Total Operating Expenses | \$ 54,018 | \$ 303,868 | \$ 586,000 | 52% |

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

Budget to Actual (Unaudited)

General Fund

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

| | A | B | C | D = B/C |
|--|------------------|--------------------|---------------------------------|----------------------|
| | October 2023 | YTD | FY 2023/24 Adopted Budget | YTD Target 33% |
| 37 Professional Services | | | | |
| 38 Audit & Financial Consulting | \$ 3,660 | \$ 37,088 | \$ 108,300 | 34% |
| 39 Legal Fees | 231 | 893 | 25,000 | 4% |
| 40 Consultants - Other | 2,969 | 19,994 | 100,000 | 20% |
| 41 Total Professional Services | 6,860 | 57,975 | 233,300 | 25% |
| 42 Information Technology (IT) | | | | |
| 43 Internet Service / E-Rate | - | - | 54,600 | 0% |
| 44 Technology Equipment | 1,369 | 31,438 | 50,000 | 63% |
| 45 Technology Maintenance Fees | 374 | 23,447 | 46,100 | 51% |
| 46 Telecommunications | 801 | 4,920 | 22,500 | 22% |
| 47 Total Information Technology (IT) | 2,543 | 59,805 | 173,200 | 35% |
| 48 Library Materials | | | | |
| 49 Books | 19,295 | 35,826 | 110,000 | 33% |
| 50 Downloadables | 11,049 | 23,760 | 84,100 | 28% |
| 51 DVDs & Videogames | 1,038 | 4,266 | 14,600 | 29% |
| 52 Electronic Databases / Subscriptions | - | 7,817 | 29,000 | 27% |
| 53 Periodicals | - | 6,838 | 10,000 | 68% |
| 54 Audio CD | 807 | 1,139 | 9,100 | 13% |
| 55 Purchase Suggestions | 1,292 | 5,644 | 14,000 | 40% |
| 56 Library of Things | 316 | 1,867 | 6,000 | 31% |
| 57 Mobile Library Collection | - | - | 12,500 | 0% |
| 58 Total Library Materials | 33,797 | 87,156 | 289,300 | 30% |
| 59 Programs | | | | |
| 60 Adult Services | 3,739 | 11,202 | 12,000 | 93% |
| 61 Teen Services | 367 | 872 | 5,500 | 16% |
| 62 Youth Services | 1,014 | 3,195 | 10,000 | 32% |
| 63 Summer Reading | - | 2,195 | 11,000 | 20% |
| 64 Bob Lucas Branch Services | 1,719 | 3,074 | 5,500 | 56% |
| 65 Literacy Services | - | - | 800 | 0% |
| 66 Volunteer Services | - | 240 | 200 | 120% |
| 67 Total Programs | 6,839 | 20,778 | 45,000 | 46% |
| 68 TOTAL EXPENSES | 416,332 | 1,689,996 | 4,555,700 | 37% |
| 69 NET REVENUE / (EXPENSES) | (395,954) | (1,596,030) | 6,600 | |
| 70 Use Of / (Addition To) Reserves / Fund Balance | 395,954 | 1,596,030 | (6,600) | |
| 71 NET BALANCE | \$ - | \$ - | \$ - | |

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Budget to Actual (Unaudited)

Donations / Grants Fund

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

| | A | B | C | D | E | F=D/E |
|---|-----------------------------------|-----------------------------------|---------------------------------|-------------------|---------------------------------|----------------------|
| | Altadena Library Foundation | Friends of Altadena Library | California Library Grants | Total | FY 2023/24 Adopted Budget | YTD Target 33% |
| 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 | - | - | 37,976 | 37,976 | 37,500 | 101% |
| 6 California State Library Facilities & Equipment | - | - | 192,947 | 192,947 | 174,000 | 111% |
| 7 Total Donations & Grants | - | 20,000 | 230,923 | 250,923 | 269,000 | 93% |
| 8 TOTAL REVENUE | - | 20,000 | 230,923 | 250,923 | 269,000 | 93% |
| 9 EXPENSES | | | | | | |
| 10 Wages | | | | | | |
| 11 Salaried | - | - | 8,128 | 8,128 | 24,500 | 33% |
| 12 Hourly | - | - | 3,950 | 3,950 | 12,000 | 33% |
| 13 Total Wages | - | - | 12,078 | 12,078 | 36,500 | 33% |
| 14 Operating Expenses | | | | | | |
| 15 Staff Recognition | - | 1,266 | - | 1,266 | 1,500 | 84% |
| 16 Staff Development, Training & Travel | - | 669 | - | 669 | 5,000 | 13% |
| 17 Equipment, Furniture & Fixtures | - | - | - | - | 181,500 | 0% |
| 18 Vending Machine Supplies | - | - | 873 | 873 | - | N/A |
| 19 Total Operating Expenses | - | 1,935 | 873 | 2,808 | 188,000 | 1% |
| 20 Programs | | | | | | |
| 21 Adult Services | 250 | 52 | - | 302 | 10,500 | 3% |
| 22 Teen Services | - | - | - | - | 1,700 | 0% |
| 23 Youth Services | - | - | - | - | 7,000 | 0% |
| 24 Summer Reading | - | 389 | - | 389 | 2,000 | 19% |
| 25 Bob Lucas Branch Services | - | - | - | - | 300 | 0% |
| 26 Literacy Services | - | - | 889 | 889 | 1,000 | 89% |
| 27 All Ages | 765 | - | - | 765 | 8,000 | 10% |
| 28 Poets Laureate | 1,757 | 1,813 | - | 3,570 | 5,000 | 71% |
| 29 Ode to the Land | 982 | - | - | 982 | - | N/A |
| 30 Total Programs | 3,754 | 2,254 | 889 | 6,897 | 35,500 | 19% |
| 31 Library Materials | | | | | | |
| 32 Mobile Library Collection | - | - | - | - | 1,000 | 0% |
| 33 Total Library Materials | - | - | - | - | 1,000 | 0% |
| 34 Information Technology (IT) | | | | | | |
| 35 Website Development | - | - | 7,379 | 7,379 | 8,000 | 92% |
| 36 Total Information Technology (IT) | - | - | 7,379 | 7,379 | 8,000 | 92% |
| 37 TOTAL EXPENSES | 3,754 | 4,189 | 21,219 | 29,162 | 269,000 | 11% |
| 38 NET REVENUE / (EXPENSES) | \$ (3,754) | \$ 15,811 | \$ 209,705 | \$ 221,762 | \$ - | |

Budget to Actual (Unaudited)

Capital Fund

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

| | A | B | C | D = B/C |
|--|-----------------|-----------------|---------------------------------|----------------------|
| | October 2023 | YTD | FY 2023/24 Adopted Budget | YTD Target 33% |
| 1 REVENUE | | | | |
| 2 Grant Reimbursements | \$ - | \$ 36,214 | \$ - | N/A |
| 3 Interest Income | 29,154 | 52,390 | 295,000 | 18% |
| 4 Unrealized Gain/(Loss) | 31,097 | 144,910 | - | N/A |
| 5 TOTAL REVENUE | 60,251 | 233,514 | 295,000 | 79% |
| 6 EXPENSES | | | | |
| 7 CFD Bond | | | | |
| 8 Community Facilities District Project Management | 6,188 | 6,358 | 192,000 | 3% |
| 9 Contingencies | - | - | 192,000 | 0% |
| 10 Total CFD Bond | 6,188 | 6,358 | 384,000 | 2% |
| 11 Capital Project Expenses | | | | |
| 12 Construction Cost | 4,415 | 34,985 | 1,715,600 | 2% |
| 13 Architect Expenses | 107,212 | 259,527 | 2,000,000 | 13% |
| 14 Legal Fees | 486 | 942 | - | 0% |
| 15 Bob Lucas Memorial Library | 37,371 | 98,484 | 1,238,500 | 8% |
| 16 Main Library | 74,741 | 196,969 | 2,477,100 | 8% |
| 17 Total Capital Project Expenses | 112,112 | 295,453 | 3,715,600 | 8% |
| 18 TOTAL EXPENSES | 118,300 | 301,811 | 4,099,600 | 7% |
| 19 NET REVENUE / (EXPENSES) | (58,049) | (68,297) | (3,804,600) | 2% |
| 20 Use Of (Addition To) Bond Proceeds | 58,049 | 68,297 | 3,804,600 | 2% |
| 21 NET BALANCE | \$ - | \$ - | \$ - | |

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Capital Fund Proceeds

March 1, 2022 through October 31, 2023

| | A | | B | | C | | D= A+B+C |
|---|----------------------|-----------|-------------------|-----------|-------------------|-----------|--------------------|
| | 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 | | 123,003 | | 336,492 |
| 5 Unrealized Gain/(Loss) | (157,458) | | 100,705 | | 144,910 | | 88,157 |
| 6 Net Proceeds | 22,766,188 | | 4,120,963 | | 267,913 | | 27,155,065 |
| 7 Administrative CFD Costs | | | | | | | |
| 8 Administration | (26,598) | | - | | - | | (26,598) |
| 9 Salaries and Financial Consulting | (12,835) | | (5,861) | | (2,330) | | (21,026) |
| 10 Total Administrative Costs | (39,432) | | (5,861) | | (2,330) | | (47,624) |
| 11 Direct Renovation Costs | | | | | | | |
| 12 Project Management | (186,042) | | (22,728) | | (6,358) | | (215,127) |
| 13 Contractor Fees | (21,723) | | (27,560) | | (34,985) | | (84,268) |
| 14 Architect and Design | (205,092) | | (446,447) | | (259,527) | | (911,066) |
| 15 Legal Fees | - | | (1,021) | | (942) | | (1,963) |
| 16 Total Direct Renovation Costs | (412,857) | | (497,756) | | (301,811) | | (1,212,424) |
| 17 Net Activity | 22,313,899 | | 3,617,346 | | (36,228) | | 25,895,016 |
| 18 Capital Fund Ending Balance | \$ 22,313,899 | \$ | 25,931,245 | \$ | 25,895,017 | \$ | 25,895,016 |
| 19 Bond Proceeds Balance | \$ 22,313,899 | \$ | 22,128,823 | \$ | 22,060,527 | \$ | 22,060,527 |
| 20 Grant Proceeds Balance | \$ - | \$ | 3,802,422 | \$ | 3,834,491 | \$ | 3,834,491 |

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

Balance Sheet (Unaudited)

District Total

As of October 31, 2023

| | | |
|-----------|---|----------------------|
| 1 | ASSETS | |
| 2 | Cash & Investments | |
| 3 | Cash - Los Angeles County | \$ 93,409 |
| 4 | Checking | 228,909 |
| 5 | Special Tax Bonds | 22,024,256 |
| 6 | CLASS - General | 2,975,612 |
| 7 | CLASS - CA State Library Building Forward | 3,873,035 |
| 8 | CLASS - Capital Projects | 56,085 |
| 9 | CLASS - FMV | (1,794) |
| 10 | Total Cooperative Liquid Assets Securities System Investments | 6,902,938 |
| 11 | Total Cash & Investments | 29,249,512 |
| 12 | Other Current Assets | |
| 13 | Prepaid Items and Deposits | 2,273 |
| 14 | Prepaid Insurance and Surety Bond | 136,500 |
| 15 | Property Tax and Assessments Receivable | 20,169 |
| 16 | Miscellaneous Receivable | 61,573 |
| 17 | Total Other Current Assets | 220,515 |
| 18 | Long-Term Assets | |
| 19 | Fixed Assets (Net of Depreciation) | 1,866,825 |
| 20 | Deferred Outflows of Resources | 1,631,789 |
| 21 | Total Long-Term Assets | 3,498,614 |
| 22 | TOTAL ASSETS | 32,968,642 |
| 23 | LIABILITIES | |
| 24 | Current Liabilities | |
| 25 | Accounts Payable | 66,172 |
| 26 | Credit Card Payable | 16,791 |
| 27 | Payroll and Retirement Liabilities | 10,005 |
| 28 | Total Current Liabilities | 92,968 |
| 29 | Long-Term Liabilities | |
| 30 | Vacation Payable | 121,348 |
| 31 | Deferred Inflows of Resources | 819,624 |
| 32 | Net Pension Liability | 3,176,520 |
| 33 | Net OPEB Liability | 871,885 |
| 34 | Community Facilities District Bond Payable | 23,643,560 |
| 35 | Total Long-Term Liabilities | 28,632,937 |
| 36 | TOTAL LIABILITIES | 28,725,905 |
| 37 | FUND BALANCE | |
| 38 | Fund Balance | 2,455,226 |
| 39 | Net Revenue / (Expenses) | 1,787,511 |
| 40 | TOTAL FUND BALANCE | 4,242,737 |
| 41 | TOTAL LIABILITIES & FUND BALANCE | \$ 32,968,642 |

Altadena Library District
Monthly Variance Analysis
October 2023 – 33% 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 until December when the majority of revenue will be recognized. YTD is \$4,071.

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 – Grant Reimbursements includes funding from the California State Library Building Forward grant for salaries and benefits. YTD is \$2,330.

Line 5 - 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 50% 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 6 – Other Revenue is generated from film rentals, e-rate reimbursement (internet), credit card rebates, and other miscellaneous revenue. YTD is \$621.

Expenses

Line 11 - Salaried includes employee wages and an annual wellness stipend for salaried employees, less a small portion funded from donations and grants. YTD is trending in line with budget.

Line 12 – Hourly includes employee wages and an annual wellness stipend for hourly employees, less a small portion funded for donations and grants. YTD is trending in line with budget.

Line 15 – 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 16 – Health Insurance - Retiree includes health benefits for retired employees. YTD is trending in line with budget.

Line 17 – Other Medical Insurance includes the District’s contribution toward dental, vision, and life insurance for full-time employees. YTD is trending over budget at 46% due to some insurance premiums paid in advance and insurance premiums being higher than anticipated.

Line 18 – 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 19 – CalPERS Retirement (Normal Costs) is the District’s portion of employee retirement costs. YTD is trending under budget at 28% due to expenses recorded in arrears.

Altadena Library District
Monthly Variance Analysis
October 2023 – 33% Year to Date (YTD)

Line 20 – 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 21 – 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 22 – Payroll Taxes include the District’s portion of federal and state taxes. YTD is trending in line with budget.

Line 26 – Insurance includes property, liability, earthquake and other types of 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 and the payment of an insurance deductible.

Line 27 – Utilities includes electricity, gas, and water for the main library and the Bob Lucas branch. YTD is trending in line with budget.

Line 28 – 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 29 – Other Operating includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is trending over budget at 42% due to LAFCO dues and the CSDA membership paid in full at the beginning of the fiscal year.

Line 30 – Facilities, Grounds & Maintenance includes maintenance contracts, building maintenance and repairs, and landscaping services. YTD is trending in line with budget.

Line 31 – Structures & Improvements includes emergency funds for unanticipated expenses. There is no YTD activity.

Line 32 – Vehicles & Equipment Maintenance includes the cost of vehicle purchases and related maintenance. YTD is trending over budget at 42% due to shelving purchased for the mobile library.

Line 33 – Staff Development, Training & Travel is budgeted for staff conferences, training, and related expenses. YTD is trending under budget at 22%.

Line 34 – Advertising & Marketing includes general marketing for the District. YTD is trending under budget at 7%.

Line 35 – Miscellaneous Expenses includes banking, payroll processing and timekeeping, and miscellaneous expenses not accounted for in other lines. YTD is trending under budget at 27%.

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

Altadena Library District
Monthly Variance Analysis
October 2023 – 33% Year to Date (YTD)

Line 39 – Legal Fees are for general District matters. YTD is trending under budget at 4%.

Line 40 – Consultants - Other includes consulting services for information technology (IT), human resources, and miscellaneous services . YTD is trending under budget at 20%.

Line 43 – 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. There is no YTD activity.

Line 44 – Technology Equipment includes office computers and misc. equipment. YTD is trending over budget at 63% due to the purchases of replacement computers at the beginning of the fiscal year.

Line 45 – Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is trending over budget at 51% due to annual contract renewals paid at the beginning of the fiscal year.

Line 46 - Telecommunications includes phone charges for the main library and the Bob Lucas branch. YTD is trending under budget at 22%.

Lines 49 - 57 – 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 under budget at 30%.

Lines 60 – 66 – Programs includes program costs for adult, teen, and youth services. It also supports the Summer Reading program, programs for the Bob Lucas Branch, literacy services, and volunteer services. Total program expenses are trending over budget at 46% due to the timing of the Adult Services and events.

Line 69 - Net Revenue / (Expenses) is the year-to-date use of or (addition to) Operating Reserves. YTD is \$1,596,030 use of reserves. This will fluctuate throughout the year based on the timing of revenue and expenses.

Altadena Library District
Monthly Variance Analysis
October 2023 – 33% 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 in Spring 2024.

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. Total 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. Total carryover is greater than projected at the time the budget was established.

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 Brach funded by the California Library Literary Services grant for English as a second language services. YTD is trending in line with budget.

Lines 15-18 – 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 at 1% due to the vending machine purchase that will occur later in the year.

Lines 21-19 – 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 at 19% due to the timing of programs.

Line 33 – Library Materials includes the Mobile Library Collection - Seed Library. There is no YTD activity.

Line 36 – 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 38 Net Revenue / (Expenses) is the year-to-date balance of unused donations and grant funds. YTD is \$221,762 due to the timing of grant expenses which will be incurred throughout the fiscal year.



**BOARD OF LIBRARY TRUSTEES
FACILITIES AD HOC COMMITTEE REPORT FOR NOVEMBER 2023**

REPORT: Facilities Ad Hoc Committee

MEETING DATE: November 28, 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 as needed for the Main Library project.
- b. Offsite Facilities – Pasadena Unified has informed the committee that the Franklin site will not be available as an alternate site for the library. However, we continue to communicate with PUSD staff to determine if any other sites may be available. We also continue to look for other site options within Altadena, with the help of Doug Colliflower.
- c. Architectural Services –The Bob Lucas Branch plans are being reviewed by Regional Planning, Building & Safety, and other departments. The Design Development phase for the Main Library is expected to be completed by the end of the month.
- d. Coordination with County departments – The Bob Lucas CUP is still in process with Regional Planning. All requested information has been provided, and we are waiting for a hearing to be scheduled. Although we were previously targeting December 5 for the hearing, we are now expecting the hearing to be scheduled sometime in January. The Bob Lucas project was presented to the Altadena Town Council Land Use Committee on November 7, where it was recommended for approval without condition by the committee, and will go on to the full Council meeting on November 21, where we expect it to be approved. Meanwhile, the design team has responded to comments from Building and Safety. The Main Library has been submitted to Regional Planning for a CUP.
- e. Project Schedule - We are currently anticipating start of construction for the Bob Lucas Library in March of 2024, with the Main Library starting in March of 2025. Please note this update in project schedule from last month's board report!
- f. Communications and Community Outreach – The Communications Working Group has developed a communications plan to guide community outreach for the building projects. We are planning a series of videos, emails, and direct mail pieces to help inform the community about the building projects and library services.

- g. CEQA Services – Chambers Group is updating the project description and starting the Initial Study checklist.
- h. 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.
- i. 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.
- j. Building Forward Grant Round 2: We have been informed that we were not awarded any grants under Round 2.



**BOARD OF LIBRARY TRUSTEES
REPORT FOR NOVEMBER 2023**

REPORT: Government Liaison

MEETING DATE: November 28, 2023

PREPARED BY: Trustee Terry Andruess

LOCATION: Main Library Community Room

In October, we sent a letter to the White House to support the expansion of the San Gabriel Mountains National Monument by over 100,000 acres.

We received a letter from President Biden (attached) regarding his environmental record, but there was no mention of the San Gabriel Mountains expansion. I have reached out to Judy Chu's office to ask for an update.



THE WHITE HOUSE

WASHINGTON

October 16, 2023

Terry Andruet
Altadena, California

Dear Terry,

Thank you for writing to me about our environment. Our land, sea, and air are some of our most precious resources, and I believe we have a sacred duty to preserve America's natural wonders for all time and for all people.

My Administration is making historic progress in our fight to protect our environment and natural resources while creating economic opportunity and ensuring the health of the American people. New laws like the Inflation Reduction Act and the Bipartisan Infrastructure Law are delivering unprecedented investments of hundreds of billions of dollars that will protect our natural habitats, clean up toxic pollution, and help our Nation transition to a clean energy future.

Together, these advances will create good-paying clean-energy jobs in every corner of the country. They will also put us on the path to meeting our ambitious environmental commitments to reduce greenhouse gas emissions by up to 52 percent by 2030, reach 100 percent carbon pollution-free electricity by 2035, and achieve net-zero emissions economy-wide by 2050.

We are putting the American people at the center of our efforts to protect the environment. Farmers, ranchers, fishers, Tribal Nations, and local communities came together to launch our America the Beautiful Initiative, which will conserve and restore 30 percent of America's lands and waters by 2030. Recently, I restored protection to cherished lands and waters that are deeply meaningful to Tribal communities—Bears Ears, Grand Staircase-Escalante, and the Northeast Canyons and Seamounts National Monuments.

And through our Justice40 commitment, we are making sure that communities that have long been overburdened by pollution experience meaningful benefits of our clean energy future, because everyone deserves to breathe clean air, drink clean water, and have a safe and healthy place to call home.

Together, we will safeguard our environment and preserve the natural wonders of our Nation for generations to come.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Biden", with a long diagonal line extending from the bottom left of the signature.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VII.A. REPORT FOR NOVEMBER 2023**

REPORT: Agenda Item VII.a.

MEETING DATE: November 28, 2023

PREPARED BY: David Zearbaugh

LOCATION: Main Library Community Room

TITLE: Review and Approval of the Library Materials Borrowing Policy

BACKGROUND:

Due to new services being offered by the Altadena Library District, there is a need to revise the Library Materials Borrowing Policy to reflect the changes needed in order to fully implement these new services effectively. The last update to the policy was approved by the Board on May 22, 2023.

Updates to the policy include:

- Establishment of the Homebound Borrower Category (Patron Type) along with the borrowing policies included with that category.
- Digital Card holders can now check out one (1) item (not any Library of Things).
 1. This will allow patrons to sign up and check out one (1) item from the Library Vending Machine.
- Updated emailed notices to be more logically timed.
 1. Attempt to auto-renew.
 2. Send courtesy (pre-overdue) if auto-renew option was not available.
- Other minor grammatical updates.

FISCAL IMPACT:

None

RECOMMENDATION:

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



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT:

SECTION:

BOARD APPROVED: May 22, 2023; November 28, 2023 (revised)

Borrowing Policy

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

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

LIBRARY CARD ACCOUNTS

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



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT:

SECTION:

BOARD APPROVED: May 22, 2023; November 28, 2023 (revised)

- Checkout Duration (books only): 42 days + standard renewal time
- Expiration: Annual (August 1)

- Digital Card
 - For: Everyone
 - Requirements: None – sign up online
 - Access to: Online resources, including eBooks & eAudiobooks, and public computers.
 - Expiration: One (1) year or when replaced with a Community Card or Curiosity Card.

- Homebound Card
 - For: Altadena residents (zip code 91001) who are unable to visit the library according the following criteria.
 - Requirements: You have a condition (illness, injury, etc.) that restricts your ability to leave your place of residence, except with the aid of a supportive device, such as crutches, canes, wheelchairs, and walkers, the use of special transportation, the assistance of another person, or if leaving home is medically discouraged. In most circumstances, if you drive, you would not be considered eligible.
 - Sign Up: To request our Homebound Delivery Service, please fill out the form at <https://www.altadenalibrary.org/homebound> or call us at 626-798-8338 ext. 122 for assistance. Once you have completed the form, a staff member will call you back within seven (7) days to confirm details and set up delivery. You can request the service for a friend or family member.
 - Expiration: Three (3) years of no checkout of materials.

Lost or stolen Library Cards

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

Borrowing Limits for Library Accounts

| | Online Resource Access | Audio Material, Zines & Magazines | Visual Material & Video Games | Books | Library of Things | Overall Limit |
|---------------------------------|------------------------|-----------------------------------|-------------------------------|-------|-------------------|---------------|
| Youth Community /Community Card | yes | 10 | 2 | 50 | 5* | 50 |
| Youth Curiosity / Curiosity | yes | 5 | 2 | 5 | 0 | 5 |



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT:

SECTION:

BOARD APPROVED: May 22, 2023; November 28,2023 (revised)

| | | | | | | |
|-----------------------|------------|-----------|-----------|-----------|----------|-----------|
| Card | | | | | | |
| Teacher Card | yes | 10 | 2 | 75 | 5 | 75 |
| Digital Card | yes | <u>01</u> | <u>01</u> | <u>01</u> | 0 | <u>01</u> |
| <u>Homebound Card</u> | <u>yes</u> | <u>10</u> | <u>2</u> | <u>10</u> | <u>0</u> | <u>10</u> |

*Available to Community Cardholders with Good Neighbor Status.

Holds

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

DRAFT



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT:

SECTION:

BOARD APPROVED: May 22, 2023; November 28, 2023 (revised)

Checkout and Renewal Periods

- Automatic renewal happens ~~two~~-three (3) days prior to the due date of the item, provided there is not a hold on the item. Items without holds will be automatically renewed up to two (2) times.
- Notifications of items becoming due are sent out as follows:
 - 7 days prior to the item being due
 - 1 day after the item being due
 - 7 days after the item being due
 - 14 days after the item being due

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

*Items that have holds are not renewable

Fees

- The library does not charge overdue fines for late materials; however, library patrons will receive notification of overdue items and will be charged for replacement of an item when it is 21 days overdue.
- Patrons may receive a charge on their account if staff deems that an item has been damaged while in the patron's care. The library cannot accept items brought in by a patron as a replacement for lost or damaged materials.
- Interlibrary Loan: The lending library may charge fees. Patron will be asked to agree to these fees prior to initiating the Interlibrary Loan.
- Borrowing privileges are suspended when a patron has over \$50.00 in fees on their account. Privileges will be reinstated once missing items are returned or the Altadena Library District is compensated for lost or damaged materials.
- We are unable to issue refunds for payments on lost/damaged items.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VII.B. REPORT FOR NOVEMBER 2023**

REPORT: Agenda Item VII.b.

MEETING DATE: November 28, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: ALD FY22-23 Public Library Survey (**Informational**)

BACKGROUND:

Each year the Altadena Library District is required to fill out the Public Library Survey that is facilitated by the California State Library. This survey captures demographic, income and expenditure, staffing levels, library collections and library programming statistics.

Throughout the fiscal year, these statistics are collected by staff and the management team to make this process streamlined. Thank you to David, Ashley and our other managers for ensuring this is being done in an accurate and timely manner.

This year's final number, as well as those from the previous fiscal year, are provided in the report below.

FY 22-23 California Public Libraries Survey

Section 1 Directory and Administrative Information

Director Information (If position is not filled, enter "VACANT" in 1.6 and leave 1. 7 & 1.8 blank)

| | | | |
|--|---|--|--|
| 1.5 | Courtesy Title | | |
| 1.6 | Director First Name | | |
| 1.7 | Director Middle Name | | |
| 1.8 | Director Last Name | | |
| 1.9 | Director Title | | |
| 1.10 - 1.17 CSL only. Contact CSL with changes | | | |
| 1.10 | Street Address | | |
| 1.11 | City | | |
| 1.12 | Zip | | |
| 1.13 | Zip +4 | | |
| 1.14 | Mailing Address | | |
| 1.15 | Mailing City | | |
| 1.16 | Mailing Zip | | |
| 1.17 | Mailing Zip +4 | | |
| 1.18 | Public Phone Number - Administration | | |
| 1.19 | Reference Phone Number | | |
| 1.20 | TDD for Deaf | | |
| | Library Director's direct phone number (for use by State | | |
| 1.21 | Library only) | | |
| 1.22 | Library Director's Email address | | |
| | Include email in directory distributed to CA library | | |
| 1.23 | directors? | | |
| 1.24 | Make email available to professional library orgs? | | |
| 1.25 | Make email available to public | | |
| 1.26 | Deputy Director Name | | |
| 1.27 | Deputy Director Email | | |
| 1.28 | Library's Public Email address or "Contact us" URL | | |
| 1.29 | Library's Web Address | | |
| 1.30 | Name of person completing this survey | | |
| 1.31 | Phone # of person completing this survey | | |
| 1.32 | Email address of person completing this survey | | |
| | (Optional) Share a success story about your library staff, | | |
| | programming, services, community, partnerships, facilities, | | |
| 1.33 | or collections. | | |

Section 2 Population and Outlets

| | | CY | PY |
|-----|---|----|----|
| 2.1 | Population of The Legal Service Area (CSL only) | | |
| 2.2 | Registered Users as of June 30 | | |
| 2.3 | Children Borrowers | | |
| 2.4 | # of Central Libraries | | |
| 2.5 | # of Branch Libraries | | |
| 2.6 | # of Bookmobiles | | |
| 2.7 | Total # of Outlets (auto calculated) | | |

FY 22-23 California Public Libraries Survey

CY

PY

2.8 # of other library outreach vehicles or structures

2.9 Number of kiosks

2.10 Total Square Footage (auto calculated in LibPAS from entries in outlets section)

2.11 Is this library jurisdiction designated by local government as a supporting department in emergency operations?

Section 3 Library Income

Operating Income

3.1 Local Government (all sources)

3.2 State Funds (see definitions for examples)

3.3 Federal Funds (see definitions for examples)

3.4 All Other Operating Income

3.5 Total Operating Income (auto calculated)

Capital Income

3.7 Local Government (taxes and allocations)

3.8 State Funds

3.9 Federal Funds

3.10 Other Income

3.11 Total Capital Outlay Income (auto calculated)

Section 4 Library Expenditures

Staff Expenditures

4.1 Salary & Wages Expenditures

4.2 Employee Benefits Expenditures

4.3 Total Staff Expenditures (auto calculated)

Collection Expenditures

4.4 Print Materials Expenditures (except Serials)

4.5 Print Serial Subscription Expenditures

4.6 Total Print Materials Expenditures (auto calculated)

4.7 Electronic Materials Expenditures

4.8 Other Materials Expenditures

4.9 Total Collection Expenditures (auto calculated)

Other Expenditures

4.10 All Other Operating Expenditures

4.11 Total Operating Expenditures (auto calculated)

Capital Expenditures

4.12 Total Capital Expenditures

Section 5 Library Staff

Refer to instructions for guidance calculating FTE

5.1 Total number of full time employees (count heads, use library definition of "full time")

FY 22-23 California Public Libraries Survey

CY

PY

| | | | |
|------|---|--|--|
| 5.2 | Total number of part time employees (count heads, use library definition of "part time") | | |
| 5.3 | Total number of persons employed, include all full and part time employees (autocalculated) | | |
| 5.4 | Total number of volunteers (count heads) | | |
| 5.5 | Total hours volunteered in the reporting year | | |
| 5.6 | Hours worked in reporting year by librarians with MLS degrees | | |
| 5.7 | Hours worked in reporting year by librarians without MLS degree | | |
| 5.8 | Hours worked in reporting year by all librarians | | |
| 5.9 | Hours worked in reporting year by all other paid staff | | |
| 5.10 | Total hours worked in reporting year by all staff (autocalculated) | | |

Section 6 Library Collections

Print Materials and Physical Items

| | | | |
|------|---|--|--|
| 6.1 | Books Children Held as of June 30 | | |
| 6.2 | Books Young Adult Held as of June 30 | | |
| 6.3 | Total Print Materials Held | | |
| 6.4 | Languages in print material collection (check all that apply) | | |
| 6.5 | # of Physical Audio Materials | | |
| 6.6 | # of Physical Video Materials | | |
| 6.7a | Do you loan internet enabled devices? Laptops, Chromebooks, etc.) | | |
| 6.7b | How many devices available for check-out and use outside the library? | | |
| 6.8a | Do you lend hot spots? y/n | | |
| 6.8b | How many hot spots available for check-out and use outside the library? | | |
| 6.9 | All other Physical Items (do not include hotspots and devices) | | |
| 6.10 | Total Physical Items (auto-calculated) | | |
| 6.11 | (Optional) Current Print Serial Subscriptions | | |

Electronic Items--Please refer to definitions for guidance on counting electronic resources

| | | | |
|------|--|--|--|
| 6.12 | # of eBooks held by your library only | | |
| 6.13 | # of Electronic Books held by your consortium available to your patrons | | |
| 6.14 | # of Electronic Books held by Statewide Palace Project (pre-filled by CSL) | | |
| 6.15 | Total # eBooks available to your library users (auto-calculated) | | |

FY 22-23 California Public Libraries Survey

CY

PY

| | | | |
|------|---|--|--|
| 6.16 | # of Downloadable Audio Materials | | |
| 6.17 | # of Downloadable Video Materials | | |
| 6.18 | Electronic Collections Locally-Funded | | |
| 6.19 | Electronic Collections State-Funded (autofilled by CSL) | | |
| 6.20 | Total Electronic Collections (auto calculated) | | |

Section 7 Library Services

| | | | |
|-----|--|--|--|
| 7.1 | Hours Open, All Outlets (automatically sums entries in branch and bookmobile section) | | |
| 7.2 | Library Visits | | |
| 7.3 | Reporting method for visits: annual count or estimate based on weekly count? | | |
| 7.4 | Reference Transactions | | |
| 7.5 | Reference transactions reporting method | | |

Circulation

Late fines

| | | | |
|-----|--|--|--|
| 7.6 | Do you charge any patrons late fines for physical materials? | | |
| 7.7 | Charge per day for Adults | | |
| 7.8 | For Young Adults | | |
| 7.9 | For Children | | |

Circulation of Physical Materials

| | | | |
|------|--|--|--|
| 7.10 | Total Physical Item Circulation (include ALL physical items) | | |
| 7.11 | Circulation of Children's Materials (subset of total) | | |
| 7.12 | Circulation of Non English Materials (subset of total) | | |
| 7.13 | ILL loans to others | | |
| 7.14 | ILL loans received | | |
| 7.15 | Circulation of internet-enabled devices (laptops, Chrombooks, etc) | | |
| 7.16 | Circulation of hotspots | | |

| | | | |
|------|---|--|--|
| 7.17 | Circulation of "Other Physical Items" (library of things such as musical instruments, tools; not physical books, audio, videos, hotspots and laptops.) | | |
|------|---|--|--|

Electronic Content Use

| | | | |
|-------|--|--|--|
| 7.18 | Circulation of Electronic Materials (check-outs of items reported in 6.15, 6.16, 6.17) | | |
| 7.19a | Successful Retrieval of State-funded Electronic information (autofilled) | | |
| 7.19b | Successful Retrieval of locally-funded electronic information | | |

FY 22-23 California Public Libraries Survey

CY

PY

| | | | |
|---------------------------|---|--|--|
| 7.19c | Successful Retrieval of Electronic Information (auto calculated) | | |
| Circulation Totals | | | |
| 7.20 | Total Annual Circulation (auto calculated: physical and electronic checkouts) | | |
| 7.21 | Total Electronic Content Use (auto calculated: electronic checkouts and database use) | | |
| 7.22 | Total Content Use (auto calculated: physical circ., elect. Circ., database use) | | |

Live Programming-Include ALL library programs, onsite and offsite, including summer & literacy

| | | | |
|---------------------------------|--|--|--|
| Early learning: Ages 0-5 | | | |
| 7.23a | # of Live, In-person Children's Programs for Ages 0-5 | | |
| 7.23b | # of Live, Virtual Children's Programs for Ages 0-5 | | |
| 7.24a | Attendance at Live, In-person Children's Programs for Ages 0-5 | | |
| 7.24b | Attendance at Live, Virtual Children's Programs for Ages 0-5 | | |

| | | | |
|---------------------------------------|---|--|--|
| Children's programs: Ages 6-11 | | | |
| 7.25a | # of Live, In-person programs for Children ages 6-11 | | |
| 7.25b | # of Live, Virtual programs for Children ages 6-11 | | |
| 7.26a | Attendance at Live, In-person programs for Children ages 6-11 | | |
| 7.26b | Attendance at Live, Virtual programs for Children ages 6-11 | | |

| | | | |
|-----------------------------|---|--|--|
| Young Adult Programs | | | |
| 7.27a | # of Live, In-person Young Adult Programs for Ages 12-18 | | |
| 7.27b | # of Live, Virtual Young Adult Programs for Ages 12-18 | | |
| 7.28a | Attendance at Live, In-person Young Adult Programs for Ages 12-18 | | |
| 7.28b | Attendance at Live, Virtual Young Adult Programs for Ages 12-18 | | |

| | | | |
|-----------------------|---|--|--|
| Adult Programs | | | |
| 7.29a | # of Live, In-person Adult Programs for Ages 19+ | | |
| 7.29b | # of Live, Virtual Adult Programs for Ages 19+ | | |
| 7.30a | Attendance at Live, In-person Adult Programs for Ages 19+ | | |
| 7.30b | Attendance at Live, Virtual Adult Programs for Ages 19+ | | |

| | | | |
|----------------------------------|--|--|--|
| General Interest Programs | | | |
|----------------------------------|--|--|--|

FY 22-23 California Public Libraries Survey

CY

PY

- 7.31a # of Live, In-person Programs for all ages
- 7.31b # of Live, Virtual Programs for all ages
- 7.32a Attendance at Live, In-person Programs for all ages
- 7.32b Attendance at Live, Virtual Programs for all ages

| | |
|--|--|
| | |
| | |
| | |
| | |

Off-site programming count This is a sub set of all programming. Include live, offsite programs, NOT virtual programs

- Of the above live, in-person programs, how many were
- 7.33 offsite?
- 7.34 Attendance at all offsite programs

| | |
|--|--|
| | |
| | |

Recorded Programming

- 7.35 # recordings of program content
- 7.36 # views of recorded program content

| | |
|--|--|
| | |
| | |

Self-directed Activities

- 7.37 # of self-directed activities
- 7.38 # of participants
- 7.39 Describe activities (narrative)

| | |
|--|--|
| | |
| | |

Electronic Services

- 7.40 CIPA Compliant (Y/N)
- 7.41 Annual Uses of Public Internet Computers
- 7.42 Reporting Method for Uses of Computers
- 7.43 Virtual Visits to the library website
- 7.44 Wireless Sessions Per Year
- 7.45 Reporting Method for Wifi Sessions
- # of Internet Terminals (auto calculated from entries in
- 7.46 Outlets sections)
- 7.47 ILS System (choose from dropdown or enter other)

| | |
|--|--|
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Section 8 Referenda

Leave blank if no referendum occurred during the report year. Do not report referenda from prior years.

- 8.1 Referendum Election Date
- 8.2 Referendum Local Agency
- 8.3 Referendum Funding Purpose
- 8.4 Referendum Type of Tax
- 8.5 Referendum Percentage of Yes Votes
- 8.6 Referendum Vote Required
- 8.7 Referendum Vote Outcome
- 8.8 Referendum Notes

| | |
|--|--|
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| | |
| | |

Section 10 Library Outlets

10.1-10.14 are CSL only. Contact CSL with changes

| | | |
|-------|--------------------------------------|--|
| 10.1 | FSCSKey | |
| 10.2 | State assigned identification number | |
| 10.3 | Library Code | |
| 10.4 | Short Name | |
| 10.5 | Legal Name | |
| 10.6 | Physical Street Address | |
| 10.7 | City | |
| 10.8 | Zip Code | |
| 10.9 | Zip+4 Code | |
| 10.10 | Mailing Street Address | |
| 10.11 | Mailing City | |
| 10.12 | Mailing Zip Code | |
| 10.13 | Mailing Zip +4 | |
| 10.14 | County | |

Contact information

| | | |
|-------|---|--|
| 10.15 | Phone | |
| 10.16 | Outlet Type Code | |
| 10.17 | Facility Owned By | |
| 10.18 | Established Scheduled Hours for Public Service? | |
| 10.19 | At least one paid staff works at facility? | |
| 10.20 | Separate Quarters? | |

Hours and Counts

| | | |
|-------|---|--|
| 10.21 | Days typically open per week | |
| 10.22 | Hours open in typical week | |
| 10.23 | Total hours branch was actually open during reporting year | |
| 10.24 | Weeks outlet was actually open during reporting year | |
| 10.25 | Staff FTE | |
| 10.26 | Population Served | |
| 10.27 | Reader Seats | |
| 10.28 | Volumes Held | |
| 10.29 | Circulation | |
| 10.30 | Total outlet operating expenditure | |

Facility Information

| | | |
|-------|---|--|
| 10.31 | Year Built | |
| 10.32 | Year opened | |
| 10.33 | Year remodeled | |
| 10.34 | Adequacy of Facility | |
| 10.35 | Estimated cost of deferred maintenance | |
| 10.36 | Rate the accuracy of this estimate (ballpark vs calculated) | |
| 10.37 | Facility Upgrade Needs | |
| 10.38 | Estimated cost of this improvement | |
| 10.39 | Rate the accuracy of this estimate (ballpark vs calculated) | |

- 10.40 Gross square ft. _____
- 10.41 LEED Certification _____
- In emergency situations, does this branch provide any of the following
- 10.42 to the community? _____
- 10.43 Does this building have a back-up generator? _____
- 10.44 Does this building have a seed library? _____

Electronic Information

- 10.45 Number of Internet Terminals for use by public _____
- 10.46 Internet connection speed _____
- 10.47 Speed sufficiency _____
- 10.48 Increase in speed needed in five years? _____
- 10.49 Age of cabling _____
- 10.50 More than half of cabling older than five years? _____
- 10.51 Speed limited by hardware issues? _____
- 10.52 Name of internet provider (e.g. AT&T) _____
- 10.53 Type of internet connection (choose from dropdown) _____
- 10.54 When current contract for Internet service expires _____

- 10.55 Rate reliability of current Internet service (choose from dropdown) _____
- Connected to Internet via CENIC/CalREN/State Library Broadband
- 10.56 program? Y/N _____
- 10.57 Is Wifi available to patrons? _____
- 10.58 Available 24/7? _____
- 10.59 Hours available if not 24/7 _____
- 10.60 Maximum users at one time _____

Section 10 Library Outlets

10.1-10.14 are CSL only. Contact CSL with changes

| | | |
|-------|--------------------------------------|--|
| 10.1 | FSCSKey | |
| 10.2 | State assigned identification number | |
| 10.3 | Library Code | |
| 10.4 | Short Name | |
| 10.5 | Legal Name | |
| 10.6 | Physical Street Address | |
| 10.7 | City | |
| 10.8 | Zip Code | |
| 10.9 | Zip+4 Code | |
| 10.10 | Mailing Street Address | |
| 10.11 | Mailing City | |
| 10.12 | Mailing Zip Code | |
| 10.13 | Mailing Zip +4 | |
| 10.14 | County | |

Contact information

| | | |
|-------|---|--|
| 10.15 | Phone | |
| 10.16 | Outlet Type Code | |
| 10.17 | Facility Owned By | |
| 10.18 | Established Scheduled Hours for Public Service? | |
| 10.19 | At least one paid staff works at facility? | |
| 10.20 | Separate Quarters? | |

Hours and Counts

| | | |
|-------|---|--|
| 10.21 | Days typically open per week | |
| 10.22 | Hours open in typical week | |
| 10.23 | Total hours branch was actually open during reporting year | |
| 10.24 | Weeks outlet was actually open during reporting year | |
| 10.25 | Staff FTE | |
| 10.26 | Population Served | |
| 10.27 | Reader Seats | |
| 10.28 | Volumes Held | |
| 10.29 | Circulation | |
| 10.30 | Total outlet operating expenditure | |

Facility Information

| | | |
|-------|---|--|
| 10.31 | Year Built | |
| 10.32 | Year opened | |
| 10.33 | Year remodeled | |
| 10.34 | Adequacy of Facility | |
| 10.35 | Estimated cost of deferred maintenance | |
| 10.36 | Rate the accuracy of this estimate (ballpark vs calculated) | |
| 10.37 | Facility Upgrade Needs | |
| 10.38 | Estimated cost of this improvement | |
| 10.39 | Rate the accuracy of this estimate (ballpark vs calculated) | |

- 10.40 Gross square ft. _____
- 10.41 LEED Certification _____
- In emergency situations, does this branch provide any of the following
- 10.42 to the community? _____
- 10.43 Does this building have a back-up generator? _____
- 10.44 Does this building have a seed library? _____

Electronic Information

- 10.45 Number of Internet Terminals for use by public _____
- 10.46 Internet connection speed _____
- 10.47 Speed sufficiency _____
- 10.48 Increase in speed needed in five years? _____
- 10.49 Age of cabling _____
- 10.50 More than half of cabling older than five years? _____
- 10.51 Speed limited by hardware issues? _____
- 10.52 Name of internet provider (e.g. AT&T) _____
- 10.53 Type of internet connection (choose from dropdown) _____
- 10.54 When current contract for Internet service expires _____

- 10.55 Rate reliability of current Internet service (choose from dropdown) _____
- Connected to Internet via CENIC/CalREN/State Library Broadband
- 10.56 program? Y/N _____
- 10.57 Is Wifi available to patrons? _____
- 10.58 Available 24/7? _____
- 10.59 Hours available if not 24/7 _____
- 10.60 Maximum users at one time _____



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VII.C. REPORT FOR NOVEMBER 2023**

REPORT: Agenda Item VII.C.

MEETING DATE: November 28, 2023

PREPARED BY: Jonathan Arevalo

LOCATION: Main Library Community Room

TITLE: Review and Approval of a new Facilities Worker job classification

BACKGROUND

The ALD contracted with Koff & Associates in 2020 to complete a Classification and Compensation Study on all the positions in the District. All recommendations to the job classifications, descriptions and recommended salary adjustments were put into effect at the beginning of Fiscal Year 20-21. The District has used two of these job classifications, Facilities Maintenance Worker and Facilities Monitor, to create a new job classification for the District that would include functions from both classifications.

The Facilities Worker job functions would include, but are not limited to:

- Supplemental janitorial services
- Supplemental landscape work
- Supplemental work on irrigation systems
- General upkeep of buildings (changing lightbulbs, minor plumbing repairs, painting, etc.)
- Set up of library programs
- Delivery of library materials between branches
- Security monitoring of library properties
- Routine patrol of library properties
- Opening and closing of library properties when required
- Performing other duties as assigned

Full description of the Facilities Worker job functions, qualifications, physical demands, environmental conditions, and working conditions follows this report.

FISCAL IMPACT

The District's current Facilities Monitor would be reclassified to this position and paid at this higher range on the salary schedule. There would be a very limited fiscal impact.

RECOMMENDATION

Staff recommends that the Board approve the new Facilities Worker job classification as presented.

FACILITIES WORKER

DEFINITION

Under general supervision, performs a variety of routine custodial, semi-skilled maintenance, repair duties, of District buildings and grounds; maintains offices, rooms, furniture, and equipment in a clean, sanitary, safe, and secure condition; performs a variety of maintenance duties and other minor building maintenance work; maintains landscape, gardens, walkways, parking lots, and grounds; installs and repairs irrigation systems ; ensures library facilities and grounds are kept clean and safe for staff and patrons. The facilities worker also monitors and maintains the safety and security of library properties, facilities, patrons, and employees; performs routine patrol and monitoring of library interiors and exteriors; opens and occasionally closes library facilities; and performs work duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This fully qualified classification performs the full range of custodial, landscape, and semi-skilled maintenance duties as assigned, working under general supervision while exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This position also performs routine patrol, observation, and monitoring duties.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Performs supplemental routine custodial duties involved in cleaning, caring for, and maintaining library offices, rooms, and facilities; sweeps, mops, and polishes floors and steps; vacuums rugs and carpets; operates equipment such as vacuum cleaners; empties and cleans trash containers; gathers and disposes of recyclables; Cleans and disinfects restrooms including toilets, sinks, and other fixtures; stocks restrooms with supplies such as soap, toilet paper, and other sanitary dispensers.
- Cleans, washes, dusts, and polishes furniture, equipment, doors, windows, walls, blinds, books, bookshelves, light fixtures, and ceilings at both main and branch library facilities; reconditions office furniture when needed.
- Performs supplemental landscape maintenance activities including weed abatement and minor tree trimming; mows and edges lawns; edges around trees and sprinklers; trims, prunes, mulches, and plants shrubs, bushes, trees, flower beds, and ground cover; operates leaf blower; maintains exterior grounds, sidewalks, driveways, walkways, and parking lots, ensuring areas are clean and free of trash and debris.
- Operates, adjusts, and repairs automatic landscape irrigation controllers; services sprinkler heads; reports malfunctions or unsafe conditions; hand waters trees, bushes, plants, and flower beds.
- Paints walls, bookcases, bathrooms, and building exteriors.
- Maintains and replaces light bulbs, fluorescent tubes, and other lighting fixtures.
- Performs supplemental basic plumbing repairs such as unclogging sinks, toilets, and minor leaks.
- Assists in coordination and set-up of special events and programs; sets up conference rooms for meetings; sets up tables and chairs; moves office furniture and equipment.

- Delivers books to and picks books up from main and branch libraries; retrieves books from book drops.
- Monitors and maintains the safety and security of library properties, facilities, patrons, and employees.
- Performs routine patrol of library interiors and exteriors by walking around and observing; patrols parking lots and grounds at main and branch libraries; immediately reports any misuse of library property, facilities, or inappropriate activities to supervisor.
- Addresses, diffuses, and/or reports potential criminal activity or suspicious behavior such as vandalism, theft, or loitering to law enforcement agencies once given approval by managerial staff.
- Adheres to library policies and procedures when interacting with library patrons when issues arise.
- Checks to ensure all patrons have left building prior to closing; assists in clearing the building of patrons upon closing; closes library facilities, locks doors, and sets security alarm systems if no other staff is available.
- Actively engages with visitors and staff to create a welcoming and respectful environment while ensuring compliance with library standards of behavior; answers routine directional and informational questions of patrons, referring them to the appropriate personnel for assistance; provides general assistance to library staff in matters relating to building security, safety, and maintenance; works the front desk at the branch library when needed.
- Notifies supervisor of facilities and groundskeeping needs such as broken equipment or fixtures; maintains aesthetics of library facilities; assists with setting up facilities for meetings; provides support with library related events.
- Follow all safety rules and protocols; take appropriate action as required to identify and correct safety and security hazards including but not limited to utilizing and applying de-escalation techniques and practices, and report safety and security concerns timely and appropriately to their supervisor.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, methods, materials, and equipment related to the security monitoring activities plus cleaning, maintenance, repair, and inspection of buildings and equipment.
- Methods, materials, and equipment used in landscape maintenance work.
- Principles, methods, materials, and equipment used in skilled trades including electrical, irrigation, painting, and plumbing.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, and custodial tools and equipment.
- Surface preparation and application of paints appropriate to different internal and external surfaces.
- Operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the fields of electrical, plumbing, irrigation, and related building trades.
- Water conservation techniques.
- Basic mathematical skills.
- Record keeping principles and procedures.

- Principles and procedures related to security monitoring activities.
- Techniques and methods of administering warnings.
- Techniques and methods of escorting disruptive individuals from the premises.
- Effective, non-punitive, non-disciplinary techniques including all de-escalation methods and practices.
- Effective methods of supervising children and young adults.
- Problem-solving techniques and resources relating to safety and security protocols.
- Types of behavior that may constitute criminal or suspicious activity.
- Record keeping principles and procedures.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Perform a variety of semi-skilled and skilled tasks in the maintenance and repair of District buildings, facilities, and landscapes.
- Operate a variety of hand and power tools used in custodial, electrical, painting, plumbing, and irrigation work.
- Use a variety of landscape and gardening equipment to maintain library grounds.
- Inspect, operate, install, and repair automatic landscape irrigation controllers and sprinklers.
- Learn and apply various water conservation techniques.
- Clean and care for assigned areas and equipment.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Perform basic mathematical computations.
- Monitor and maintain the safety and security of library properties, patrons, and employees.
- Exercise effective observation skills.
- Learn, understand, and communicate library rules to patrons of all ages.
- Administer warnings and escort disruptive individuals from the premises.
- Clean and care for assigned areas and equipment.
- Report any misuse of library property, facilities, or inappropriate activities to supervisor or local law enforcement.
- Work under general supervision.
- Exercise good judgment under adverse conditions.
- Understand and carry out oral and written instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

- High school diploma or equivalent.

Experience:

- Two (2) years of experience performing semi-skilled tasks in landscape maintenance, facilities maintenance, one or more building trades, or a related field, and some security guard experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; to climb and descend ladders; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in District buildings and facilities; are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants, and vermin, insects, parasites, etc. Employees may encounter challenging interpersonal situations in the course of their work.

WORKING CONDITIONS

May be required to work evenings and weekends and serve on-call to work various shifts or emergencies.



HOLIDAYS AND CLOSURES FOR 2024

| | | |
|---|------------------|--------------------|
| New Year's Day | Monday | January 1 |
| Martin Luther King Jr. Day | Monday | January 15 |
| Presidents' Day | Monday | February 19 |
| Memorial Day | Monday | May 27 |
| Juneteenth | Wednesday | June 19 |
| Independence Day | Thursday | July 4 |
| Labor Day | Monday | September 2 |
| Indigenous Peoples Day (Staff Development Day) | Monday | October 14 |
| Veterans Day | Monday | November 11 |
| Thanksgiving | Thursday | November 28 |
| Day after Thanksgiving | Friday | November 29 |
| Christmas Eve Holiday | Tuesday | December 24 |
| Christmas Day Holiday | Wednesday | December 25 |

Early Closure

| | | |
|--|-----------------|---------------------------|
| Christmas Tree Lane Lighting Festival | Saturday | December 14 at 2pm |
|--|-----------------|---------------------------|



Board of Library Trustees Meeting Schedule

Meetings are held the fourth Monday of the
Month (unless otherwise noted)

Location: Altadena Library District Barbara J. Pearson Community
Room Time: 5:00 p.m. (unless otherwise noted)

Agendas are posted 72 hours prior to the
meetings.

Meeting Dates for 2023

January 22, 2024

February 26, 2024

March 25, 2024

April 22, 2024

May 20, 2024

(Third Monday due to Memorial Day Holiday)

June 24, 2024

July 22, 2024

August 26, 2024

September 23, 2024

October 28, 2024

November 25, 2024

December 16, 2024

(Third Monday due to Christmas Holiday)



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.F. REPORT FOR NOVEMBER 2023**

REPORT: Agenda Item VII.f.

MEETING DATE: November 28, 2023

PREPARED BY: David Zearbaugh

LOCATION: Main Library Community Room

TITLE: Review and approval of the Altadena Public Library District Disclosure of Enterprise Systems of Record

BACKGROUND:

In compliance with [Senate Bill 272](#) (Hertzberg)—outlined in Government Code section 6270.5 under the Public Records Act, the Altadena Library District is required to make a Disclosure of Enterprise Systems of Record publicly available on its website.

The Altadena Library District has continued to maintain and make available the record of the enterprise systems utilizing a description of the categories or types of data, and other information related to the enterprise systems. The Altadena Library District seeks to update the existing document, which was last approved and updated at the November 2022 Board of Trustees Meeting. It has been scheduled for review November each year.

The update includes removal of systems that are no longer in use and additions for systems as either direct replacements or newly needed and implemented systems. The changes and more details are below for further review:

- **Remove** – Constant Contact
 - Replaced by Patron Point and is no longer being used.
- **Remove** – SAM by Comprise
 - Computer Reservation and Print Management Software
 - Replaced by PC Reservation and LPT One
- **Add** – PC Reservation and LPT One by Envisionware
 - Computer Reservation and Print Management Software
 - Add more functionality for staff and adds mobile printing functionality
 - Replaces SAM by Comprise
- **Add** – Airtable
 - Online Database Tool with form entry features, table and resource relations building, calendars, asset tracking, tiered access, and management.
 - Used by staff to catalog additional information about Library of Things resources, Manager Community Room and Small Meeting Room booking requests, and the Teen Volunteer Program.
- **Add** – Beanstack
 - Web and mobile application platform designed to facilitate reading programs, challenges, and tracking for libraries, schools, and other educational organizations.

- Used by staff to track and promote reading which includes patron engagement and challenges.
- **Update** – Zoho
 - The current and only department using this system is the Bob Lucas Library staff who use it to support literacy efforts

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends the Board of Trustees approve the updated Disclosure of Enterprise Systems of Record.

Altadena Public Library District Disclosure of Enterprise Systems of Record (Updated November 2022~~3~~)

*In compliance with [Senate Bill 272](#) (Hertzberg)—outlined in Government Code section 6270.5 under the Public Records Act.

defines an “enterprise system” as a software application or computer system that collects, stores, exchanges, and analyzes information a public agency uses that is *both*:

1. a multi-departmental system *or* a system that contains information collected about the public;
2. *and* a system of record, meaning that it is an original source of data within an agency.

| Current system vendor | Current system product | A brief statement of the system’s purpose | A general description of categories or types of data | The department that serves as the system’s primary custodian | How frequently system data is collected | How frequently system data is updated |
|------------------------------|--|--|--|---|--|--|
| ByWater Solutions | Koha | Tracks the distribution and acquisition of library materials | Name Demographic Geographic Contact (Phone and E-Mail) | Information Services | Daily | Daily |
| GoTo | PBX | Enterprise Phone System - Voice | Other | Information Services | Daily | Daily |
| Comprise | SAM | Manage public account transactions | Name Print Volume Computer Usage | Information Services | Daily | Daily |
| Envisionware | PC Reservation & LPT One | Manage public computer transactions | Name Print Volume | Information Services | Daily | Daily |

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|------------------------|-----------------------|---|---|--|-------|-----------|
| | | | <u>Computer Usage</u> | | | |
| Microsoft | Office 365 | Email, File Storage, Surveys | Email, Misc. Files, Forms | Information Services | Daily | Daily |
| Google | Google Analytics | Website | Web Traffic | Information Services | Daily | Daily |
| WordPress | WordPress | Website Content Management | Web Traffic | Information Services | Daily | Daily |
| Google | Gmail | Email | Email | Information Services | Daily | As Needed |
| Trumba | Calendar | Public Calendar | Events | Information Services | Daily | Daily |
| Tawk.to | WebChat | Online Chat | Other | Information Services | Daily | Daily |
| Zoho | Zoho CRM & Zoho Forms | <u>Volunteer and Literacy Learner onboarding and management</u> | Name, volunteer and professional background, Contact Information, <u>Professional Background</u> | Administration <u>Bob Lucas/Literacy/Administration</u> | Daily | Daily |
| Constant Contact, Inc. | Constant Contact | Digital Marketing | Name, Email | Administration: Marketing | Daily | Daily |
| Patron Point | Patron Point | Digital Marketing | Name Demographic Geographic Contact | Administration: Marketing | Daily | Daily |

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|---------------------------|---------------------------|--|--|--------------------------------------|-----------------------|-----------------------|
| | | | (Phone and E-Mail) | | | |
| Conversight.ai | myLibro | Mobile Application | Name Demographic Geographic Contact (Phone and E-Mail) | Information Services | Daily | Daily |
| Airtable | Airtable | Online database too | Name, Email | Information Services | Daily | Daily |
| Beanstack | Beanstack | Online Reading Tracking Platform | Name, Email, School, Grade Level, Age | Information Services | Daily | Daily |