



MEETING AGENDA

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
December 18, 2023 – 4:00 p.m.

IMPORTANT NOTICE REGARDING THE DECEMBER 18, 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 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:

In order to facilitate in-person and virtual public participation at meetings, the District will accept public comment on agenda items by email or online public comment form up to two (2) hours prior to the start of Board of Trustees meetings. You may do this by emailing hello@altadenalibrary.org or by submitting to www.altadenalibrary.org/publiccomment.

Those wishing to make their comment virtually during the live meeting may request to do so, and will be provided the zoom link for the meeting.

If you wish to make public comment in-person during the meeting on any agenda item, you must email or submit a comment form either two (2) hours before the meeting, or at the start of the meeting to the District Administrative Assistant or other District staff member using a comment card. If your comment card is not received by the start of the meeting, you may not be able to make your comment. Comment cards will be available in a prominent location at the entrance to the meeting location.

If you wish your comments to be read aloud by a staff member during the meeting, please indicate so in your email, the online public comment form, or the physical comment card available at the meeting. If you submit more than one, only the first comment received will be read aloud. The District reserves the right to summarize comments if necessary for the orderly and timely flow of the meeting. All written comments in their entirety will become part of the meeting record and will be forwarded to the legislative body.

Comments are limited to two (2) minutes and will be timed.

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

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

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

LAND ACKNOWLEDGEMENT: The Altadena Library District acknowledges its presence on the traditional, ancestral, and unceded land of the Gabrielino Tongva peoples. Altadena is located on the stolen homelands of the Xaxaamonga (Hahamongna) tribal band. The traditional territory of the Gabrielino Tongva is referred to as Tovaangar, which includes the areas currently known as Los Angeles County, Riverside County, West San Bernardino County, parts of Orange County as well as the four southern Channel Islands. Entities such as the U.S. government and non-Native settlers have subjected the Gabrielino Tongva peoples to historic and continuing injustices, including genocide, forced displacement, and cultural and linguistic erasure. Altadena Library commits to learning, educating, and informing its staff and residents of present-day Altadena about the rich histories, vibrant communities, and culture of Gabrielino Tongva people, present and past, through our collection development, resources, and program offerings.

- I. Call to Order
 - a. Land Acknowledgement
- II. Consideration of Urgency items to be added to Closed Session
 - a. Approval/Reordering of Closed Session Agenda Items
 - b. Adoption of Closed Session Agenda
- III. Closed Session Public Comment – This is an opportunity for members of the public to address the Board on any subject matter within the Closed Session. Please address the Board, as a whole, through the Chair. Individuals will be given three (3) minutes to address the board.
- IV. Closed Session
 - a. Motion to convene to Closed Session
 - b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:
 - i. Public Employee Performance Evaluation Pursuant to Government Code Section 54957 Title: District Director
 - iv. Reconvene to Open Session
- V. Reconvene to Open Session

- a. Roll Call
- b. Approval/Reordering of Agenda Items
- c. Adoption of Agenda
- d. Public Comment on Non-Agenda Items

VI. Consent Calendar

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

Approval of Minutes – NOVEMBER SPECIAL MEETING **PAGES 5 - 9**

VII. Consideration of Items Removed from the Consent Calendar

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

VIII. Department Updates & Special Presentations **(Informational)**

- a. Service Awards
- b. 2023 Financial Audit presented by Eide Bailly **(Informational) PAGES 10 - 69**
- c. Department Update Reports – November 2023 **PAGES 70 - 92**

IX. Reports **(Informational)**

- a. Support Groups
 - i. No reports this month
- b. Administrative Update **PAGES 93 - 99**
- c. Financial Reports – November 2023
 - i. Will be presented at January 2023 Regular Board Meeting
- d. Board of Trustees Standing Committee Reports
None
- e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee **PAGES 100 - 101**
- f. Liaison Reports

None

g. Trustee Reports

X. Unfinished Business

None

XI. New Business

- a. Review and Approval of District Director's contract amendment **(Action)**
- b. Review and approval for Extension of the IT & Facilities Consultant contract with the District **(Action)** [PAGES 102 - 107](#)
- c. Annual Report **(Informational)** [PAGES 108 - 119](#)
- d. 2024 Operational Plan **(Action)** [PAGE 120 - 125](#)
- e. HVAC Recommendation **(Action)** [PAGE 126 - 144](#)

XII. Governance

- a. Election of Officers for 2024 [PAGE 145](#)
- b. 2024 Board Retreat

XIII. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

XIV. Adjournment

- a. Adjourn Meeting



SPECIAL MEETING MINUTES

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.

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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
Trustee Capell read the Land Acknowledgement.

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

- 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

Moved by Trustee Andruess to approve the minutes. Seconded by Trustee Clark.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Absent

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.

None removed.

The District Administrative Assistant made note that there was no public comment submitted.

- IV. Department Updates & Special Presentations (Informational)
 - a. Department Update Reports – October 2023
 - b. Staff Development Day Presentation part II

Assistant Director Ashley Watts, Bob Lucas Branch Manager Diana Wong, and Facilities Manager Jonathan Arevalo presented.

- V. Reports (**Informational**)

- a. Support Groups
 - i. Altadena Library Foundation
Upcoming Foundation president Mark Mariscal provided the report.
 - ii. Friends of the Altadena Library
Friends president Tom Ruffner provided the report.
- b. Administrative Update
District Director Winslow provided the report.
- c. Financial Reports – September 2023
Kristi Even of Eide Bailly provided the financial reports for October 2023
- d. Board of Trustees Standing Committee Reports
- e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee
Trustee Clark provided the report.
- f. Liaison Reports
Trustee Andruess provided the government liaison report.
- g. Trustee Reports
None

VI. Unfinished Business

None

VII. New Business

- a. Review and Approval of the Borrowing Policy Update **(Action)**
Moved by Trustee Andruess to approve the Borrowing Policy Update.
Seconded by Trustee Clark.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Absent
Trustee Wilkerson: Aye
Motion passed
- b. CSL State Library Survey **(Informational)**
- c. Facilities Worker Job Description **(Action)**
Moved by Trustee Andruess to approve the Facilities Worker Job Description. Seconded by Trustee Wilkerson.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye

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

- d. Review and Approval of the 2024 District Holiday calendar **(Action)**
Moved by Trustee Clark to approve the 2024 District Holiday Calendar.
Seconded by Trustee Wilkerson.

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

- e. Review and Approval of the Board of Trustees Meeting Calendar **(Action)**
Moved by Trustee Clark to approve the Board of Trustees Meeting Calendar.
Seconded by Trustee Andruess.

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

- f. Data Disclosures **(Informational) (Action)**
This item was amended as Action during the meeting.
Moved by Trustee Andruess to approve the Data Disclosures. Seconded by Trustee Clark.

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

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

Trustee Capell adjourned the meeting at 6:50pm.

Altadena Library District
Dashboard – Audited Financial Statements
June 30, 2023 vs 2022

Revenues & Expenses	2023	2022	Variance
Program Revenues:			
Special Assessments	\$ 2,217,133	\$ 891,997	\$ 1,325,136
Charges for Services	61,982	60,501	1,481
Operating and Capital Grants	305,598	141,781	163,817
General Revenues:			
Property Taxes	3,331,398	3,086,948	244,450
Property Taxes – Redevelopment	-	37,610	(37,610)
Investment Earnings	504,405	(196,890)	701,295
Other Revenues	19,050	19,476	(426)
Total Revenues	<u>6,439,566</u>	<u>4,041,423</u>	<u>2,398,143</u>
Expenses:			
Salaries & Wages	2,212,598	2,115,844	96,754
Employee Benefits	(27,644)	1,158,440	(1,186,084)
Materials & Services	1,323,522	1,161,212	162,310
Depreciation Expense	131,619	126,941	4,678
Interest Expense	795,573	255,907	539,666
Cost of Debt Issuance	-	240,661	(240,661)
Total Expenses	<u>4,435,668</u>	<u>5,059,005</u>	<u>(623,337)</u>
Change in Revenues & Expenses	<u>\$ 2,003,898</u>	<u>\$ (1,017,582)</u>	<u>\$ 3,021,480</u>
Capital Outlay:			
Capital Asset Additions	\$ (559,187)	\$ (417,612)	\$ (141,575)
Depreciation Expense	<u>131,619</u>	<u>126,941</u>	<u>4,678</u>
Change in Capital Expense	<u>(427,568)</u>	<u>(290,671)</u>	<u>(136,897)</u>
Debt Service:			
Bond Principal Payments	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Cash & Investments	<u>\$ 31,451,203</u>	<u>\$ 26,910,114</u>	<u>\$ 4,541,089</u>
Quick Summary:			
Change in Revenues & Expenses	\$ 2,003,898		
Change in Capital Expense	(427,568)		
Pension Liability Credit	(675,724)		
Capital Grant Unused Proceeds	3,863,127		
Change in Cash & Investments	<u>\$ 4,763,733</u>	Approximately	<u>\$ 222,644</u>
Investment Earnings to Portfolio	<u>1.73%</u>		



ALTADENA LIBRARY DISTRICT
Report to the Board of Trustees
For the Fiscal Year Ended
June 30, 2023

NIGRO & NIGRO^{PC}

ALTADENA LIBRARY DISTRICT
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For the Fiscal Year Ended June 30, 2023

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Board of Trustees
Altadena Library District
Altadena, California

We are pleased to present this report related to our audit of the financial statements of the Altadena Library District (District) as of and for the year ended June 30, 2023. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the District's financial reporting process.

This report is intended solely for the information and use of the Board of Trustees and management and is not intended to be, and should not be, used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have about this report. We appreciate the opportunity to continue to be of service to the District.

Very truly yours,

Murrieta, California
December 18, 2023

Required Communications

ALTADENA LIBRARY DISTRICT
Required Communications
For the Fiscal Year Ended June 30, 2023

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Area	Comments
<p>Our Responsibilities with Regard to the Financial Statement Audit</p>	<p>Our responsibilities under auditing standards generally accepted in the United States of America have been described to you in our arrangement letter dated June 1, 2023. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.</p>
<p>Overview of the Planned Scope and Timing of the Financial Statement Audit</p>	<p>An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involved judgment about the number of transactions and the account-type of areas tested. There were no changes to the planned scope and timing of our audit testwork.</p>
<p>Accounting Policies and Practices</p>	<p>Accounting Policies and Practices Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. During our audit, no such circumstances were noted.</p> <p>Adoption of, or Change in, Significant Accounting Policies or Their Application Management has the ultimate responsibility for the appropriateness of the accounting policies used by the District. The District did not adopt any significant new accounting policies, nor have there been any changes in existing significant accounting policies during the current period.</p> <p>Significant or Unusual Transactions We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.</p> <p>Management's Judgments and Accounting Estimates Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgement. No such significant accounting estimates were noted or estimate applications were changed from the previous year.</p>
<p>Audit Adjustments</p>	<p>Audit adjustments are summarized in the attached Summary of Adjusting Journal Entries.</p>
<p>Uncorrected Misstatements</p>	<p>We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.</p>

ALTADENA LIBRARY DISTRICT
Required Communications
For the Fiscal Year Ended June 30, 2023

Area	Comments
Discussions With Management	We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.
Disagreements With Management	We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.
Consultations With Other Accountants	We are not aware of any consultations management had with other accountants about accounting or auditing matters.
Significant Issues Discussed With Management	No significant issues arising from the audit were discussed or the subject of correspondence with management.
Significant Difficulties Encountered in Performing the Audit	No significant difficulties were encountered in performing our audit.
Required Supplementary Information	<p>We applied certain limited procedures to the:</p> <ol style="list-style-type: none"> 1. Management's Discussion and Analysis 2. Budget to Actual Comparison 3. Required Pension Plan Disclosures 4. Required OPEB Plan Disclosures <p>Which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.</p>

This information is intended solely for the information and use of Board of Trustees and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

Summary of Adjusting Journal Entries

ALTADENA LIBRARY DISTRICT
Summary of Adjusting Journal Entries
For the Fiscal Year Ended June 30, 2023

Account	Description	Debit	Credit
Adjusting Journal Entries			
Adjusting Journal Entries JE # 1			
To record OPEB exp			
1992	DOR - OPEB Contributions	2,609.00	
1993	DOR - OPEB Related	203,056.00	
2602	DIR - OPEB Related	142,014.00	
5223	OPEB Expense	32,996.00	
2701	Net OPEB Liability		380,675.00
Total		380,675.00	380,675.00
Adjusting Journal Entries JE # 2			
To agree retained earnings			
3300	Retained Earnings	3.51	
7510	Miscellaneous Expense		3.51
Total		3.51	3.51
	Total Adjusting Journal Entries	380,678.51	380,678.51
	Total All Journal Entries	380,678.51	380,678.51

**ALTADENA LIBRARY DISTRICT
FINANCIAL STATEMENTS AND
INDEPENDENT AUDITORS' REPORT**
**For the Fiscal Year Ended
June 30, 2023**
(With Comparative Amounts as of June 30, 2022)

NIGRO & NIGRO^{PC}

ALTADENA LIBRARY DISTRICT
For the Fiscal Year Ended June 30, 2023
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Financial Section



INDEPENDENT AUDITORS' REPORT

Board of Trustees
Altadena Library District
Altadena, California

Opinion

We have audited the accompanying financial statements of the governmental activities and each major fund of the Altadena Library District as of and for the fiscal year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund of the District as of June 30, 2023, and the respective changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of proportionate share of the net pension liability, schedule of pension contributions, schedule of changes in the District's total OPEB liability and related ratios, and the notes to the required supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Prior-Year Comparative Information

The financial statements include partial prior-year comparative information. Such information does not include sufficient detail to constitute a presentation in accordance with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the District's financial statements for the year ended June 30, 2022, from which such partial information was derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a separate report dated December 1, 2023 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Murrieta, California
December 1, 2023

ALTADENA LIBRARY DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2023

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

Figure A-2 summarizes the major features of the District's financial statements, including the portion of the District's activities they cover and the types of information they contain.

Figure A-2. Major Features of the District-Wide and Fund Financial Statements

Type of Statements	District-Wide	Governmental Fund
<i>Scope</i>	Entire District	The activities of the District that are not proprietary or fiduciary, such as donations and library programs
<i>Required financial statements</i>	<ul style="list-style-type: none"> • Statement of Net Position • Statement of Activities 	<ul style="list-style-type: none"> • Balance Sheet • Statement of Revenues, Expenditures & Changes in Fund Balances
<i>Accounting basis and measurement focus</i>	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus
<i>Type of asset/liability information</i>	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included
<i>Type of inflow/outflow information</i>	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter

ALTADENA LIBRARY DISTRICT

Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2023

OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)

The remainder of this overview section of management's discussion and analysis highlights the structure and contents of each of the statements.

District-Wide Statements

The district-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the District's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two district-wide statements report the District's net position and how it has changed. Net position – the difference between the District's assets and deferred outflows of resources and liabilities and deferred inflows of resources – is one way to measure the District's financial health, or *position*.

- Over time, increases and decreases in the District's net position are an indicator of whether its financial position is improving or deteriorating, respectively.
- To assess the overall health of the District, you need to consider additional nonfinancial factors such as changes in the District's demographics and the condition of buildings and other facilities.
- In the district-wide financial statements, the District's activities are categorized as *Governmental Activities*. Most of the District's basic services are included here, such as library services and administration. State and local programs finance most of these activities.

Fund Financial Statements

The fund financial statements provide more detailed information about the District's most significant funds – not the District as a whole. Funds are accounting devices the District uses to keep track of specific sources of funding and spending on particular programs. Some funds are required by State law and by grantor requirements.

The District has three funds: the General Fund, Capital Fund, and Debt Service Fund.

ALTADENA LIBRARY DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2023

FINANCIAL ANALYSIS AND CONDENSED FINANCIAL INFORMATION

Analysis of Net Position

Table A-1: Condensed Statement of Net Position

	<u>June 30, 2023</u>	<u>June 30, 2022</u>	<u>Change</u>
Assets:			
Current assets	\$ 5,243,317	\$ 4,666,157	\$ 577,160
Non-current assets	26,702,151	22,787,786	3,914,365
Capital assets, net	<u>1,866,825</u>	<u>1,439,257</u>	<u>427,568</u>
Total assets	<u>33,812,293</u>	<u>28,893,200</u>	<u>4,919,093</u>
Deferred outflows of resources	<u>1,837,454</u>	<u>863,352</u>	<u>974,102</u>
Liabilities:			
Current liabilities	4,376,145	754,391	3,621,754
Non-current liabilities	<u>28,173,763</u>	<u>26,417,642</u>	<u>1,756,121</u>
Total liabilities	<u>32,549,908</u>	<u>27,172,033</u>	<u>5,377,875</u>
Deferred inflows of resources	<u>677,610</u>	<u>2,166,188</u>	<u>(1,488,578)</u>
Net position:			
Investment in capital assets	4,925,416	495,643	4,429,773
Unrestricted (Deficit)	<u>(2,503,187)</u>	<u>(77,312)</u>	<u>(2,425,875)</u>
Total net position	<u>\$ 2,422,229</u>	<u>\$ 418,331</u>	<u>\$ 2,003,898</u>

At the end of fiscal year 2023, the District shows a balance in its unrestricted net position of \$1,359,940.

ALTADENA LIBRARY DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2023

FINANCIAL ANALYSIS AND CONDENSED FINANCIAL INFORMATION (Continued)

Analysis of Revenues and Expenses

Table A-2: Condensed Statement of Activities

	<u>June 30, 2023</u>	<u>June 30, 2022</u>	<u>Change</u>
Program revenues	\$ 2,584,713	\$ 1,094,144	\$ 1,490,569
Expenses	<u>(4,435,668)</u>	<u>(5,059,005)</u>	<u>623,337</u>
Net program expense	(1,850,955)	(3,964,861)	2,113,906
General revenues	<u>3,854,853</u>	<u>2,947,279</u>	<u>907,574</u>
Change in net position	2,003,898	(1,017,582)	3,021,480
Net position:			
Beginning of year	<u>418,331</u>	<u>1,435,913</u>	<u>(1,017,582)</u>
End of year	<u>\$ 2,422,229</u>	<u>\$ 418,331</u>	<u>\$ 2,003,898</u>

The statement of activities shows how the government's net position changed during the fiscal year. For the District, the net position increased by \$2,003,898 during the fiscal year ended June 30, 2023.

Table A-3: Total Revenues

	<u>June 30, 2023</u>	<u>June 30, 2022</u>	<u>Increase (Decrease)</u>
Program revenues:			
Special assessments	\$ 2,217,133	\$ 891,997	\$ 1,325,136
Charges for services	61,982	60,501	1,481
Operating grants and contributions	<u>305,598</u>	<u>141,781</u>	<u>163,817</u>
Total program revenues	<u>2,584,713</u>	<u>1,094,279</u>	<u>1,490,434</u>
General revenues:			
Property taxes	3,331,398	3,086,948	244,450
Property taxes - redevelopment increment	-	37,610	(37,610)
Investment earnings and change in fair-value	504,405	(196,890)	701,295
Other revenues	<u>19,050</u>	<u>19,476</u>	<u>(426)</u>
Total general revenues	<u>3,854,853</u>	<u>2,947,144</u>	<u>907,709</u>
Total revenues	<u>\$ 6,439,566</u>	<u>\$ 4,041,423</u>	<u>\$ 2,398,143</u>

Total revenues from all sources increased by 59.34%, or \$2,398,143 from prior year revenues of \$4,041,423 to \$6,439,566 primarily due to an increase in special assessments, investment earnings, and changes in fair-value.

ALTADENA LIBRARY DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2023

FINANCIAL ANALYSIS AND CONDENSED FINANCIAL INFORMATION (Continued)

Analysis of Revenues and Expenses (Continued)

Table A-4: Total Expenses

	<u>June 30, 2023</u>	<u>June 30, 2022</u>	<u>Increase (Decrease)</u>
Expenses:			
Salaries and benefits	\$ 2,212,598	\$ 2,115,844	\$ 96,754
Employee benefits	(27,644)	1,158,440	(1,186,084)
Materials and services	1,323,522	1,161,212	162,310
Depreciation expense	131,619	126,941	4,678
Interest expense	795,573	255,907	539,666
Cost of debt issuance	-	240,661	(240,661)
Total expenses	<u>\$ 4,435,668</u>	<u>\$ 5,059,005</u>	<u>\$ (623,337)</u>

Total expenses for the District's operations decreased by 12.3% or \$623,337 from prior year expenses of \$5,059,005 to \$4,435,668, primarily due to an decrease in pension expense.

GOVERNMENTAL FUNDS FINANCIAL ANALYSIS

The focus of the District's *governmental funds* is to provide information on current inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the District's financing requirements. In particular, the *unreserved fund balance* may serve as a useful measure of the government's net resources for spending at the end of the fiscal year.

As of June 30, 2023, the District reported a total fund balance in the general fund of \$4,822,867. An amount of \$4,676,828 constitutes the District's *unassigned fund balance*, which is available for future expenditures.

GENERAL FUND BUDGETARY HIGHLIGHTS

The actual revenues for the District at year-end were more than budgeted by \$314,913, primarily due to higher property tax revenue and investment earnings. The actual expenditures for the District at year-end were \$322,390 less than budgeted, primarily due to the delayed purchase of the vending machines and less than anticipated salaries and wages.

ALTADENA LIBRARY DISTRICT
Management's Discussion and Analysis (Unaudited)
For the Fiscal Year Ended June 30, 2023

CAPITAL ASSET ADMINISTRATION

Table A-5: Capital Assets at Year End, Net of Depreciation

	<u>Balance</u> <u>June 30, 2023</u>	<u>Balance</u> <u>June 30, 2022</u>	<u>Increase</u> <u>(Decrease)</u>
Capital assets:			
Non-depreciable assets	\$ 1,061,872	\$ 565,137	\$ 496,735
Depreciable assets	2,414,980	2,352,529	62,451
Accumulated depreciation	<u>(1,610,027)</u>	<u>(1,478,408)</u>	<u>(131,619)</u>
Total capital assets, net	<u><u>\$ 1,866,825</u></u>	<u><u>\$ 1,439,258</u></u>	<u><u>\$ 427,567</u></u>

At the end of fiscal year 2023, the District's investment in capital assets amounted to \$1,439,257 (net of accumulated depreciation). This investment in capital assets includes structures, improvements and equipment. Major capital asset additions during the year include various ongoing structural improvements totaling \$496,735 and furniture and equipment totaling \$62,451.

See Note 4 for further information on the District's capital assets.

Debt Administration

The long-term debt of the District is summarized below:

	<u>Balance</u> <u>June 30, 2023</u>	<u>Balance</u> <u>June 30, 2022</u>
Long-term debt:		
Bonds payable, net	<u><u>\$ 23,643,560</u></u>	<u><u>\$ 23,731,400</u></u>

In 2022, the District issued \$21,125,000 in bonds payable and \$2,636,105 in a bond premium. Principal payments were \$0 and amortization of the bond premium amounted to \$87,840. See Note 6 for further information.

FACTORS AFFECTING CURRENT FINANCIAL POSITION

Management is unaware of any item that would affect the District's current financial position.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

The District's basic financial statements are designed to present users with a general overview of the District's finances and to demonstrate the District's accountability. If you have any questions about the report or need additional information, please contact the Library Director at (626) 798-0833.

ALTADENA LIBRARY DISTRICT*Statement of Net Position**June 30, 2023 (With Comparative Amounts as of June 30, 2022)*

<u>ASSETS</u>	<u>2023</u>	<u>2022</u>
Current assets:		
Cash and investments (Note 2)	\$ 4,749,052	\$ 4,122,328
Accrued interest receivable	8,566	8,847
Property taxes and assessments receivable	259,729	318,456
Accounts receivable – other	64,779	52,395
Prepaid items	161,191	164,131
Total current assets	<u>5,243,317</u>	<u>4,666,157</u>
Non-current assets:		
Restricted – cash and investments (Note 2 and 3)	26,702,151	22,787,786
Capital assets – not being depreciated (Note 4)	1,061,872	565,137
Capital assets – being depreciated, net (Note 4)	804,953	874,120
Total non-current assets	<u>28,568,976</u>	<u>24,227,043</u>
Total assets	<u>33,812,293</u>	<u>28,893,200</u>
<u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Deferred amounts related to net pension liability (Note 7)	1,340,809	572,372
Deferred amounts related to net OPEB liability (Note 8)	496,645	290,980
Total deferred outflows of resources	<u>1,837,454</u>	<u>863,352</u>
<u>LIABILITIES</u>		
Current liabilities:		
Accounts payable and accrued expenses	94,178	103,927
Accrued salaries and benefits	50,041	56,430
Unearned grant revenue (Note 3)	3,921,219	293,000
Accrued interest payable	290,482	285,611
Long-term liabilities – due in one year:		
Compensated absences (Note 5)	20,225	15,423
Total current liabilities	<u>4,376,145</u>	<u>754,391</u>
Non-current liabilities:		
Long-term liabilities – due in more than one year:		
Compensated absences (Note 5)	101,123	77,114
Bond payable, net (Note 6)	23,643,560	23,731,400
Net pension liability (Note 7)	3,176,520	1,737,243
Net other post-employment benefits liability (Note 8)	1,252,560	871,885
Total non-current liabilities	<u>28,173,763</u>	<u>26,417,642</u>
Total liabilities	<u>32,549,908</u>	<u>27,172,033</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Deferred amounts related to net pension liability (Note 7)	262,550	1,609,114
Deferred amounts related to net OPEB liability (Note 8)	415,060	557,074
Total deferred inflows of resources	<u>677,610</u>	<u>2,166,188</u>
<u>NET POSITION</u>		
Net investment in capital assets (Note 9)	4,925,416	495,643
Unrestricted (Deficit) (Note 10)	(2,503,187)	(77,312)
Total net position	<u>\$ 2,422,229</u>	<u>\$ 418,331</u>

The notes to financial statements are an integral part of this statement.

ALTADENA LIBRARY DISTRICT*Statement of Activities**For the Fiscal Year Ended June 30, 2023**(With Comparative Amounts for the Fiscal Year Ended June 30, 2022)*

	<u>2023</u>	<u>2022</u>
Expenses:		
Library operations:		
Salaries and wages	\$ 2,212,598	\$ 2,115,844
Employee benefits	(27,644)	1,158,440
Materials and services	1,323,522	1,161,212
Depreciation expense (Note 4)	131,619	126,941
Interest expense	795,573	255,907
Cost of debt issuance	-	240,661
Total expenses	<u>4,435,668</u>	<u>5,059,005</u>
Program revenues:		
Charges for services:		
Special assessments	2,217,133	891,997
Charges for services	61,982	60,501
Operating/capital grants and contributions	305,598	141,781
Total program revenues	<u>2,584,713</u>	<u>1,094,144</u>
Net program expense	<u>(1,850,955)</u>	<u>(3,964,861)</u>
General revenues:		
Property taxes	3,331,398	3,086,948
Property taxes – redevelopment increment	-	37,610
Investment earnings and change in fair-value	504,405	(196,890)
Other revenues	19,050	19,476
Total general revenues	<u>3,854,853</u>	<u>2,947,279</u>
Change in net position	2,003,898	(1,017,582)
Net position:		
Beginning of year	<u>418,331</u>	<u>1,435,913</u>
End of year	<u>\$ 2,422,229</u>	<u>\$ 418,331</u>

ALTADENA LIBRARY DISTRICT
Balance Sheet – Governmental Funds
June 30, 2023

	<u>General Fund</u>	<u>Capital Fund</u>	<u>Debt Service Fund</u>	<u>Total Governmental Funds</u>
<u>ASSETS</u>				
Assets:				
Cash and investments	\$ 8,612,179	\$ -	\$ 22,839,024	\$ 31,451,203
Accrued interest receivable	8,566	-	-	8,566
Property taxes and assessments receivable	213,964	-	45,765	259,729
Accounts receivable – other	63,330	-	1,449	64,779
Due from other fund (Note 12)	-	-	56,026	56,026
Prepaid items	24,691	-	136,500	161,191
Total assets	\$ 8,922,730	\$ -	\$ 23,078,764	\$ 32,001,494
<u>LIABILITIES AND FUND BALANCE</u>				
Liabilities:				
Accounts payable and accrued expenses	\$ 72,577	\$ -	\$ 21,601	\$ 94,178
Accrued salaries and benefits	50,041	-	-	50,041
Unearned grant revenue	3,921,219	-	-	3,921,219
Due to other fund (Note 12)	56,026	-	-	56,026
Total liabilities	4,099,863	-	21,601	4,121,464
Fund balance: (Note 11)				
Nonspendable	24,691	-	136,500	161,191
Restricted	-	-	22,920,663	22,920,663
Assigned	121,348	-	-	121,348
Unassigned	4,676,828	-	-	4,676,828
Total fund balance	4,822,867	-	23,057,163	27,880,030
Total liabilities and fund balance	\$ 8,922,730	\$ -	\$ 23,078,764	\$ 32,001,494

ALTADENA LIBRARY DISTRICT

*Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
June 30, 2023*

	<u>2023</u>
Fund Balances – Governmental Funds	<u>\$ 27,880,030</u>
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those assets as capital assets. The net book value of capital assets is:	1,866,825
Deferred outflows of resources used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those deferred outflows of resources.	1,837,454
Long-term liabilities applicable to the District are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities' both current and long-term, are reported in the statement of net position as follows:	
Compensated absences	(121,348)
Accrued interest payable	(290,482)
Bonds payable, net	(23,643,560)
Net other post-employment benefits liability	(1,252,560)
Net pension liability	(3,176,520)
Deferred inflows of resources used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those deferred inflows of resources.	<u>(677,610)</u>
Total adjustments	<u>(25,457,801)</u>
Net Position of Governmental Activities	<u><u>\$ 2,422,229</u></u>

ALTADENA LIBRARY DISTRICT

*Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds
For the Fiscal Year Ended June 30, 2023*

	<u>General Fund</u>	<u>Capital Fund</u>	<u>Debt Service Fund</u>	<u>Total Governmental Funds</u>
Revenues:				
Property taxes	\$ 3,331,398	\$ -	\$ -	\$ 3,331,398
Special assessments	958,524	-	1,258,609	2,217,133
Charges for services	61,982	-	-	61,982
Operating/capital grants and contributions	305,598	-	-	305,598
Investment earnings and change in fair-value	247,410	-	256,995	504,405
Other revenues	17,601	-	1,449	19,050
Total revenues	<u>4,922,513</u>	<u>-</u>	<u>1,517,053</u>	<u>6,439,566</u>
Expenditures:				
Current:				
Salaries and wages	2,183,787	-	-	2,183,787
Employee benefits	615,084	-	-	615,084
Materials and services	1,290,988	-	32,534	1,323,522
Capital outlay	62,452	496,735	-	559,187
Debt service:				
Interest paid	-	-	878,542	878,542
Total expenditures	<u>4,152,311</u>	<u>496,735</u>	<u>911,076</u>	<u>5,560,122</u>
Revenue over (under) expenditures	<u>770,202</u>	<u>(496,735)</u>	<u>605,977</u>	<u>879,444</u>
Other financing sources(uses):				
Transfers in(out)	(56,026)	496,735	(440,709)	-
Total other financing sources (uses)	<u>(56,026)</u>	<u>496,735</u>	<u>(440,709)</u>	<u>-</u>
Net change in fund balance	714,176	-	165,268	879,444
Fund balance:				
Beginning of year	4,108,691	-	22,891,895	27,000,586
End of year	<u>\$ 4,822,867</u>	<u>\$ -</u>	<u>\$ 23,057,163</u>	<u>\$ 27,880,030</u>

ALTADENA LIBRARY DISTRICT

*Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes
in Fund Balances to the Statement of Activities
For the Fiscal Year Ended June 30, 2023*

	<u>2023</u>
Net Change in Fund Balances – Governmental Funds	<u>\$ 879,444</u>
Amounts reported for governmental activities in the statement of activities is different because:	
Some expenses reported in the statement of activities do not require the use of current financial resources. Therefore, those expenses are not reported as expenditures in governmental funds as follows:	
Change in compensated absences	(28,811)
Change in accrued interest payable	(4,871)
Change in net pension liability	675,724
Change in net other post-employment benefits liability	(32,996)
Amortization of bond premium	87,840
Governmental funds report capital outlay as expenditures. However, in the statement of activities the cost of those capitalized assets is allocated over their estimated useful lives as depreciation	
Capital outlay	559,187
Depreciation expense	<u>(131,619)</u>
Total adjustments	<u>1,124,454</u>
Change in Net Position of Governmental Activities	<u><u>\$ 2,003,898</u></u>

ALTADENA LIBRARY DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

A. Description of Organization

The Altadena Library District (District) was formed on December 8, 1926, and operates under sections 19600 et seq., of the California Education Code. The main library is located at 600 E. Mariposa Street in Altadena. The branch library is located at 2659 Lincoln Avenue in Altadena and was re-opened in 1991. The District is administered by a five-member Board of Trustees.

The criteria used in determining the scope of the financial reporting entity is based on the provisions of Governmental Accounting Statements No. 61, The Financial Reporting Entity. The District is the primary governmental unit based on the foundation of a separately elected governing board that is elected by the citizens in a general popular election. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The District is financially accountable if it appoints a voting majority of the organization's governing body and: 1) It is able to impose its will on that organization, or 2) There is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. The District has no component units as of year-end.

B. Basis of Presentation, Basis of Accounting

1. Basis of Presentation

Government-Wide Financial Statements

The statement of net position and the statement of activities display information about the primary government (the District). These statements include the financial activities of the overall government. Eliminations have been made to minimize the double-counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenues, charges for services, and other nonexchange transactions.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements

The fund financial statements provide information about the District's funds. The District reports the following governmental funds:

General Fund: This fund is used to account for all financial resources of the District.

Capital Fund: Capital projects fund was established to account for financial resources to be used for the acquisition or construction of major capital facilities.

Debt Service Fund: This fund is used for the repayment of bonds issued for the District.

ALTADENA LIBRARY DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Basis of Presentation, Basis of Accounting (Continued)

2. Measurement Focus, Basis of Accounting

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, entitlements, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental Fund Financial Statements

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. Capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and financing from capital leases are reported as other financing sources.

3. Revenues - Exchange and Non-Exchange Transactions

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year. Generally, available is defined as collectible within 60 days.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, certain grants, entitlements, and donations. Revenue from property taxes is recognized in the fiscal year in which the taxes are received. Revenue from certain grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include time and purpose requirements. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

C. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position

1. Cash and Cash Equivalents

The District considers all highly liquid investments with a maturity of three months or less, when purchased, to be cash equivalents.

2. Prepaid Items

Certain payments to vendors reflect costs or deposits applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements.

ALTADENA LIBRARY DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position (Continued)

3. Capital Assets

Capital assets are stated at cost or at estimated fair value at date of donation. It is the District’s policy to capitalize assets costing over \$5,000. The provision for depreciation is computed using the straight-line method over the estimated service lives of the capital assets. The District considers library books and other media resources as a current period expense rather than a composite capital asset.

Estimated service lives for the District’s classes of assets are as follows:

<u>Description</u>	<u>Estimated Lives</u>
Buildings	50 years
Building Improvements	20 years
Furniture and Equipment	5-7 years

4. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net assets that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net assets that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time.

5. Compensated Absences

The District’s policy is to permit employees to accumulate earned but unused vacation pay benefits. All vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

6. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District’s California Public Employees’ Retirement System (CalPERS) plans and addition to/deductions from the Plans’ fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value. CalPERS audited financial statements are publicly available reports that can be obtained at the CalPERS’s website. Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date	June 30, 2021
Measurement Date	June 30, 2022
Measurement Period	July 1, 2020 to June 30, 2022

NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position (Continued)

7. Postemployment Benefits Other Than Pensions (OPEB)

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District's Other Post-Employment Retiree Benefits Plan (Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, the Plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest-earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at cost. Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date	June 30, 2021
Measurement Date	June 30, 2022
Measurement Period	July 1, 2020 to June 30, 2022

8. Net Position

Net position is classified into two components: investment in capital assets and unrestricted. These classifications are defined as follows:

- **Investment in capital assets** - This component of net position consists of capital assets net of accumulated depreciation.
- **Unrestricted net position** - This component of net position consists of net position that does not meet the definition of investment in capital assets.

9. Fund Balances

The fund balance for governmental funds is reported in classifications based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

Nonspendable: Fund balance is reported as nonspendable when the resources cannot be spent because they are either in a nonspendable form or are legally or contractually required to be maintained intact. Resources in nonspendable form include inventories and prepaid assets.

Assigned: Resources that are constrained by the District's intent to use them for a specific purpose, but are neither restricted nor committed, are reported as assigned fund balance. Intent may be expressed by either the Board, committees (such as budget or finance), or officials to which the Board has delegated authority.

Unassigned: Unassigned fund balance represents fund balance that has not been restricted, committed, or assigned and may be utilized by the District for any purpose. When expenditures are incurred, and both restricted and unrestricted resources are available, it is the District's policy to use restricted resources first, then unrestricted resources in the order of committed, assigned, and then unassigned, as they are needed.

ALTADENA LIBRARY DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position (Continued)

10. Fund Balance Policy

The District believes that sound financial management principles require that sufficient funds be retained by the District to provide a stable financial base at all times. To retain this stable financial base, the District needs to maintain an unrestricted fund balance in its funds sufficient to fund cash flows of the District and to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Committed, assigned and unassigned fund balances are considered unrestricted.

The purpose of the District's fund balance policy is to maintain a prudent level of financial resources to protect against reducing service levels or raising assessments and fees because of temporary revenue shortfalls or unpredicted onetime expenditures.

D. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reported period. Actual results could differ from those estimates.

E. Property Taxes

Property taxes attach as an enforceable lien on property as of January 1, each year. Secured property taxes are levied on July 1 and are payable in two installments, on December 10 and April 10. The County of Los Angeles Assessor's Office assesses all real and personal property within the County each year.

Property tax in California is levied in accordance with Article 13A of the State Constitution at one percent of countywide assessed valuations. The County of Los Angeles Treasurer's Office remits an undisclosed portion of the one percent current and delinquent property tax collections to the District throughout the year.

F. Budgetary Accounting

An annual unappropriated budget, which establishes the total spending authority for the General Fund, is adopted by the Board of Directors just prior to the beginning of the District's fiscal year. Estimated revenue is the original estimate with modifications for new programs which are anticipated to be received during the fiscal year. Expenditures cannot legally exceed appropriations at the fund level. Appropriations for the General Fund lapse at the end of the fiscal year. The Board of Directors may authorize amendments to the budget during the year as deemed necessary. Budgeted amounts were amended in February 2023 for the fiscal year ended June 30, 2023.

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2023

NOTE 2 – CASH AND INVESTMENTS

Cash and investments were classified in the accompanying financial statements as follows:

<u>Description</u>	<u>Balance</u>
Cash and investments	\$ 4,749,052
Restricted – cash and investments	26,702,151
Total cash and investments	\$ 31,451,203

Cash and investments consist of the following:

<u>Description</u>	<u>Balance</u>
Cash on hand	\$ 600
Deposits held with financial institutions	440,312
California CLASS	8,084,120
Los Angeles County Pooled Investment Fund	87,147
Investments	22,839,024
Total cash and investments	\$ 31,451,203

Demand Deposits

At June 30 2023, the carrying amount of the District’s demand deposits were \$440,312, and the financial institution’s balance was \$467,010. The net difference of \$26,698 represents outstanding checks, deposits-in-transit and/or other reconciling items between the financial institution’s balance and the District’s balance.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Authority’s deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. Cash balances held in banks are insured up to \$250,000 by the Federal Depository Insurance Corporation (FDIC) and are collateralized by the respective financial institutions. In addition, the California Government Code requires that a financial institution secure deposits made by State or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits.

California Cooperative Liquid Assets Securities System (California CLASS)

The California Cooperative Liquid Assets Securities System (California CLASS) is a joint exercise of powers entity authorized under Section 6509.7, California Government Code. California CLASS is a pooled investment option that was created via a joint exercise of powers agreement by and among California public agencies. California CLASS provides California public agencies with a convenient method for investing in high- quality, short- to medium-term securities carefully selected to optimize interest earnings while prioritizing safety and liquidity. The California CLASS Prime and Enhanced Cash funds offer public agencies the opportunity to strengthen and diversify their cash management programs in accordance with the safety, liquidity, and yield hierarchy that governs the investment of public funds.

ALTADENA LIBRARY DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 2 – CASH AND INVESTMENTS (continued)

California Cooperative Liquid Assets Securities System (California CLASS) (continued)

The management of California CLASS is under the direction of a Board of Trustees comprised of eligible Participants of the program. The Board of Trustees has appointed Public Trust Advisors, LLC to serve as the Investment Advisor and Administrator of the program and has U.S. Bank as the Custodian.

The District is a voluntary participant in California CLASS. The fair value of the District's investment in this pool is reported at an amount based upon the District's pro-rata share of the fair value provided by California CLASS for the entire California CLASS portfolio (in relation to the amortized cost of the of that portfolio). The balance available for withdrawal is based on the accounting records maintained by California CLASS. California CLASS is not categorized under the fair value hierarchy established by GAAP as it is held at an amortized cost basis. The California Class Prime and Enhanced Cash funds receive a credit rating of AAAM (S&P Global Ratings) and AA Af/S1 (FitchRatings), respectively. For financial reporting purposes, the District considers California CLASS a cash equivalent due to its highly liquid nature and dollar-in dollar-out amortized cost methodology. As of June 30, 2023, the District held \$8,084,120 in California CLASS.

Los Angeles County Pooled Investment Fund (LACPIF)

The District is a voluntary participant in the Los Angeles County Pooled Investment Fund (LACPIF) pursuant to Government Code Section 53694. The cash flow needs of participants are monitored daily to ensure that sufficient liquidity is maintained to meet the needs of those participants. At the time deposits are made, the Los Angeles County Treasurer may require the depositing entity to provide annual cash flow projections or an anticipated withdrawal schedule for deposits in excess of \$1 million. Projections are performed no less than semi-annually. In accordance with Government Code Section 27136, all request for withdrawal of funds for the purpose of investing or deposits the funds elsewhere shall be evaluated to ensure the proposed withdrawal will not adversely affect the principal deposits of the other participants. Pool detail may be obtained from the County of Los Angeles Treasurer's Office – 225 N. Hill Street – Los Angeles, CA 90012 or the Treasurer and Tax Collector's office website at www.ttc.lacounty.gov.

LACPIF is not categorized under the fair value hierarchy established by GAAP as it is held at an amortized cost basis and it is Not Rated under the current credit risk ratings format. For financial reporting purposes, the District considers the LACPIF a cash equivalent due to its highly liquid nature and dollar-in dollar-out amortized cost methodology. As of June 30, 2023, the District held \$87,147 in LACPIF.

Investments

The District's investments as of June 30, 2023 are presented in the following Investment Table:

Type of Investments	Measurement Input	Credit Rating	Total Fair Value	Maturity	
				12 Months or Less	13 to 24 Months
U.S. treasury obligations	Level 2	N/A	\$ 12,325,863	\$ 9,873,776	\$ 2,452,087
Money-market mutual funds	N/A	N/A	10,513,161	10,513,161	-
Total investments			\$ 22,839,024	\$ 20,386,937	\$ 2,452,087

Authorized Investments and Investment Policy

The District has adopted an investment policy directing the Fiscal Officer to deposit funds in financial institutions to purchases financial investments in accordance with California Government Code 53600-53610.

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2023

NOTE 3 – RESTRICTED – CASH AND INVESTMENTS

Restricted – cash and investments as of June 30th consisted of the following:

<u>Description</u>	<u>June 30, 2023</u>
Restricted – cash and investments	\$ 26,702,151
Less: Unspent proceeds from bond issuance	(22,839,024)
Less: Unearned grant revenue from CSL Building grant	(3,863,127)
Total restricted - net position	\$ -

NOTE 4 – CAPITAL ASSETS

Changes in capital assets for the year were as follows:

<u>Description</u>	<u>Balance July 1, 2022</u>	<u>Additions</u>	<u>Deletions/ Transfers</u>	<u>Balance June 30, 2023</u>
Non-depreciable assets:				
Land	\$ 77,280	\$ -	\$ -	\$ 77,280
Artwork	75,000	-	-	75,000
Construction in progress	412,857	496,735	-	909,592
Total non-depreciable assets	565,137	496,735	-	1,061,872
Depreciable assets:				
Library building	1,686,788	-	-	1,686,788
Branch building	77,933	-	-	77,933
Furniture and equipment	587,808	62,451	-	650,259
Total depreciable assets	2,352,529	62,451	-	2,414,980
Accumulated depreciation:				
Library building	(1,193,632)	(54,809)	-	(1,248,441)
Branch building	(77,933)	-	-	(77,933)
Furniture and equipment	(206,843)	(76,810)	-	(283,653)
Total accumulated depreciation	(1,478,408)	(131,619)	-	(1,610,027)
Total depreciable assets, net	874,121	(69,168)	-	804,953
Total capital assets, net	\$ 1,439,258	\$ 427,567	\$ -	\$ 1,866,825

NOTE 5 – COMPENSATED ABSENCES

Compensated absences comprise unpaid vacation leave which is accrued as earned. The District’s liability for compensated absences is determined annually. The changes to the compensated absences balance at June 30, 2023 were as follows:

<u>Balance July 1, 2022</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2023</u>	<u>Due Within One Year</u>	<u>Due in More Than One Year</u>
\$ 92,537	\$ 162,220	\$ (133,409)	\$ 121,348	\$ 20,225	\$ 101,123

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2023

NOTE 6 - BOND PAYABLE

	Balance			Balance	Due Within	Due in More
	July 1, 2022	Additions	Deletions	June 30, 2023	One Year	Than One Year
Bond payable	\$ 21,125,000	\$ -	\$ -	\$ 21,125,000	\$ 350,000	\$ 20,775,000
Bond premium	2,606,400	-	(87,840)	2,518,560	-	-
Total	\$ 23,731,400	\$ -	\$ (87,840)	\$ 23,643,560	\$ 350,000	\$ 20,775,000

In August 2020, the Altadena Library District Community Facilities District (CFD) No. 2020-1 was formed to finance capital improvements of certain public facilities. Measure Z was approved in November 2020 which authorizes the CFD to levy up to a \$0.10 per square foot for single-family residences special parcel assessment annually to pay for the capital improvements.

On March 3, 2023, the District issued the 2023 Special Tax Bonds in the amount of \$21,125,000. The 2023 bonds were placed with U.S. Bank National Association. The bonds were issued to finance public improvements funded by the District and to pay costs in connection with the issuance of the bonds. The bonds bear an interest rate of 5% and are payable semiannually on September 1 and March 1 of each year, commencing September 1, 2023 until maturity or earlier redemption. The bonds mature in fiscal year 2053. The bonds were issued at a premium of \$2,636,105, which is being amortized over the life of the debt on a straight-line basis.

Maturities of the bonds and interest payments subsequent to June 30, 2023, are as follows:

Fiscal Year	Principal	Interest	Total
2024	\$ 350,000	\$ 874,700	\$ 1,224,700
2025	365,000	856,825	1,221,825
2026	385,000	838,075	1,223,075
2027	405,000	818,325	1,223,325
2028	425,000	797,575	1,222,575
2029-2033	2,455,000	3,642,575	6,097,575
2034-2038	3,045,000	3,053,300	6,098,300
2039-2043	3,705,000	2,380,100	6,085,100
2044-2048	4,505,000	1,561,900	6,066,900
2049-2053	5,485,000	565,900	6,050,900
Total	21,125,000	\$ 15,389,275	\$ 36,514,275
Current	-		
Long-term	\$ 21,125,000		

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2023

NOTE 7 – PENSION PLAN

Summary

A summary of the District’s pension plan deferred outflows/inflows and net pension liability account balances for the fiscal year ending June 30, 2023 is as follows:

<u>Description</u>	<u>2023</u>
Pension related deferred outflows	\$ 1,340,809
Net pension liability	3,176,520
Pension related deferred inflows	262,550

A. General Information about the Pension Plans

The Plans Description Schedule

The District has engaged with CalPERS to administer the following pension plans for its employees (members):

	<u>Miscellaneous Plans</u>		
	<u>Classic Tier 1</u>	<u>Classic Tier 2</u>	<u>PEPRA Tier 3</u>
	<u>Prior to December 24, 2012</u>	<u>On or after December 24, 2012</u>	<u>On or after January 1, 2013</u>
Hire date			
Benefit formula	2.0% @ 55	2.0% @ 60	2.0% @ 62
Benefit vesting schedule	5-years of service	5-years of service	5-years of service
Benefits payments	monthly for life	monthly for life	monthly for life
Retirement age	50 - 67 & up	50 - 67 & up	52 - 67 & up
Monthly benefits, as a % of eligible compensation	1.0% to 2.0%	1.0% to 2.0%	1.0% to 2.0%
Required member contribution rates	6.920%	6.930%	7.250%
Required employer contribution rates – FY 2022	11.610%	9.790%	7.760%

Plan Description

The District contributes to the California Public Employees’ Retirement System (CalPERS), a cost-sharing multiple-employer defined benefit pension plan. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. A full description of the pension plan, benefit provisions, assumptions (for funding, but not accounting purposes), and membership information are listed in the June 30, 2020 Annual Actuarial Valuation Report. This report and CalPERS’ audited financial statements are publicly available reports that can be obtained at CalPERS’ website under Forms and Publications.

Members Covered by Benefit Terms

At June 30, 2022 (Measurement Date), the following members were covered by the benefit terms:

<u>Plan Members</u>	<u>Miscellaneous Plans</u>		<u>Total</u>
	<u>Classic Tier 1 & 2</u>	<u>PEPRA Tier 3</u>	
Active members	3	21	24
Transferred and terminated members	13	19	32
Retired members and beneficiaries	28	-	28
Total plan members	44	40	84

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2023

NOTE 7 – PENSION PLAN (Continued)

A. General Information about the Pension Plans (Continued)

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to Plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for nonindustrial disability benefits after five years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost-of-living adjustments for each Plan are applied as specified by the Public Employees’ Retirement Law.

Contributions

Section 20814(c) of the California Public Employees’ Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for both Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

Contributions for the year ended June 30, 2023, were as follows:

Contribution Type	Miscellaneous Plans		Total
	Classic	PEPRA	
	Tier 1 & 2	Tier 3	
Contributions – employer	\$ 231,493	\$ 123,074	\$ 354,567

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

Proportionate Share of Net Pension Liability and Pension Expense

The District’s net pension liability for each Plan is measured as the proportionate share of the net pension liability. The net pension liability of each of the Plans is measured as of June 30, 2022, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2021, rolled forward to June 30, 2022, using standard update procedures. The District’s proportionate share of the net pension liability was based on a projection of the District’s long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2023

NOTE 7 – PENSION PLAN (Continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

The following table shows the District’s proportionate share of the risk pool collective net pension liability over the measurement period for the Miscellaneous Plan for the fiscal year ended June 30, 2023:

<u>Plan Type and Balance Descriptions</u>	<u>Plan Total Pension Liability</u>	<u>Plan Fiduciary Net Position</u>	<u>Change in Plan Net Pension Liability</u>
CalPERS – Miscellaneous Plan:			
Balance as of June 30, 2021 (Measurement Date)	\$ 10,098,092	\$ 8,360,849	\$ 1,737,243
Balance as of June 30, 2022 (Measurement Date)	\$ 10,486,855	\$ 7,310,335	\$ 3,176,520
Change in Plan Net Pension Liability	\$ 388,763	\$ (1,050,514)	\$ 1,439,277

The District’s proportionate share percentage of the net pension liability for the June 30, 2022 measurement date was as follows:

	<u>Percentage Share of Risk Pool</u>		<u>Change Increase/ (Decrease)</u>
	<u>Fiscal Year Ending June 30, 2023</u>	<u>Fiscal Year Ending June 30, 2022</u>	
Measurement Date	June 30, 2022	June 30, 2021	
Percentage of Risk Pool Net Pension Liability	0.067886%	0.091492%	-0.023606%
Percentage of Plan (PERF C) Net Pension Liability	0.027500%	0.032122%	-0.004622%

For the fiscal year ended June 30, 2023, the District recognized pension credit of \$321,158. At June 30, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Account Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions made after the measurement date	\$ 354,567	\$ -
Difference between actual and proportionate share of employer contributions	-	(62,249)
Adjustment due to differences in proportions	15,096	(157,577)
Differences between expected and actual experience	63,791	(42,724)
Differences between projected and actual earnings on pension plan investments	581,854	-
Changes in assumptions	325,501	-
Total Deferred Outflows/(Inflows) of Resources	\$ 1,340,809	\$ (262,550)

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2023

NOTE 7 – PENSION PLAN (Continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the subsequent fiscal year. The deferred outflows/(inflows) of resources related to the difference between projected and actual earnings on pension plan investments will be amortized over a closed five-year period. The deferred outflows/(inflows) of resources related to the net change in proportionate share of net pension liability, changes of assumptions, and differences between expected and actual experience in the measurement of the total pension liability will be amortized over the Expected Average Remaining Service Life (EARSL) of all members that are provided benefits (active, inactive, and retirees) as of the beginning of the measurement period. The EARSL for the measurement period is 3.8 years.

An amount of \$325,501 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as a reduction to pension expense as follows:

<u>Amortization Period</u> <u>Fiscal Year Ended June 30</u>	<u>Deferred</u> <u>Outflows/(Inflows)</u> <u>of Resources</u>
2024	\$ 161,817
2025	133,440
2026	72,553
2027	355,882
Total	<u>\$ 723,692</u>

Actuarial Methods and Assumptions Used to Determine Total Pension Liability

For the measurement period ending June 30, 2022 (the measurement date), the total pension liability was determined by rolling forward the June 30, 2021 total pension liability. The June 30, 2022, total pension liability was based on the following actuarial methods and assumptions:

<p>Actuarial Cost Method</p> <p>Actuarial Assumptions:</p> <p>Discount Rate</p> <p>Inflation</p> <p>Salary Increases</p> <p>Mortality Rate Table</p> <p>Post Retirement Benefit Increase</p>	<p>Entry Age Normal in accordance with the requirement of GASB Statement No. 68</p> <p>6.90%</p> <p>2.30%</p> <p>Varies by Entry Age and Service</p> <p>Derived using CalPERS' Membership Data for all Funds.</p> <p>Contract COLA up to 2.30% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.30% thereafter</p>
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NOTE 7 – PENSION PLAN (Continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

Long-term Expected Rate of Return

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The table below reflects long-term expected real rate of return by asset class.

Investment Type ¹	New Strategic Allocation	Real Return ^{1,2}
Global Equity - Cap-weighted	30.0%	4.54%
Global Equity - Non-Cap-weighted	12.0%	3.84%
Private Equity	13.0%	7.28%
Treasury	5.0%	0.27%
Mortgage-backed Securities	5.0%	0.50%
Investment Grade Corporates	10.0%	1.56%
High Yield	5.0%	2.27%
Emerging Market Debt	5.0%	2.48%
Private Debt	5.0%	3.57%
Real Assets	15.0%	3.21%
Leverage	-5.0%	-0.59%
	100.0%	

¹ An expected inflation of 2.30% used for this period.

² Figures are based on the 2021 Asset Liability Management study.

Discount Rate

The discount rate used to measure the total pension liability was 6.90%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

NOTE 7 – PENSION PLAN (Continued)

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions (continued)

Subsequent Events

There were no subsequent events that would materially affect the results in this disclosure.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability/(asset) of the Plan as of the measurement date, calculated using the discount rate of 6.90%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (5.90%) or 1 percentage-point higher (7.90%) than the current rate:

Plan's Net Pension Liability/(Asset)		
Discount Rate -	Current Discount	Discount Rate +
1%	Rate	1%
5.90%	6.90%	7.90%
\$ 4,606,067	\$ 3,176,520	\$ 2,000,357

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued CalPERS financial report and can be obtained from CalPERS' website under Forms and Publications.

C. Payable to the Pension Plans

At June 30, 2023, the District reported no payables for outstanding contributions to the CalPERS pension plan required for the year ended June 30, 2023.

NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS

A. General Information about the OPEB Plan

Summary

A summary of the District’s OPEB plan deferred outflows/inflows and net pension liability account balances for the fiscal year ending June 30, 2023 is as follows:

<u>Description</u>	<u>2023</u>
OPEB related deferred outflows	\$ 496,645
Net other post-employment benefits obligation	1,252,560
OPEB related deferred inflows	415,060

Plan description

The District provides Other Post-Employment Benefits (OPEB) to employees who retire from the District and meet certain eligibility requirements. The plan is considered a single-employer plan for purposes of GASB 75. Spouses and surviving spouses are also eligible to receive benefits. Retirees may enroll in any plan available through the District’s CalPERS medical. The contribution requirements of Plan members and the District are established and may be amended by the District’s Board of Trustees.

Benefits provided

Medical coverage is currently provided through CalPERS as permitted under the Public Employees’ Medical and Hospital Care Act (PEMHCA). This coverage requires the employee to satisfy the requirements for retirement under CalPERS: either (a) attainment of age 50 (age 52, if a miscellaneous employee new to PERS on or after January 1, 2013) with 5 years of State or public agency service or (b) an approved disability retirement.

The employee must begin his or her retirement benefit within 120 days of terminating employment with the District to be eligible to continue medical coverage through the District and be entitled to the benefits described below. If an eligible employee is not already enrolled in the medical plan, he or she may enroll within 60 days of retirement, during any future open enrollment period or with a qualifying life event. In other words, it is the timing of initiating retirement benefits and not timing of enrollment in the medical program which determines whether or not the retiree qualifies for lifetime medical coverage and any benefits defined in the PEMHCA resolution. Once eligible, coverage may be Continued at the retiree’s option for his or her lifetime. A surviving spouse and other eligible dependents may also continue coverage.

As a PEMHCA employer, the District is obligated to contribute toward the cost of retiree medical coverage for the retiree’s lifetime or until coverage is discontinued. The current PEMHCA resolution provides for the District to contribute up to \$500 per month toward medical premiums for active employees or retirees and/or their eligible dependents. If the retiree’s spouse has coverage and survives the retiree, the contribution continues to the surviving spouse provided he or she is entitled to survivor benefits under the retirement plan.

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2023

NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS (Continued)

A. General Information about the OPEB Plan (Continued)

Employees covered by benefit terms

At June 30, 2022 (Measurement Date), the following employees were covered by the benefit terms:

	<u>2022</u>
Inactive plan members or beneficiaries currently receiving benefit payments	15
Inactive plan members entitled to but not yet receiving benefit payments	-
Active plan members	<u>23</u>
Total	<u><u>38</u></u>

B. Total OPEB Liability

The District’s total OPEB liability of \$1,252,560 for the District Plan as measured as of June 30, 2022 and was determined by an actuarial valuation as of that date.

Actuarial assumptions and other inputs

The total OPEB liability in the June 30, 2022 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Valuation Date	June 30, 2021
Measurement Date	June 30, 2022
Actuarial Cost Method	Entry age normal, level percentage of payroll
Asset Valuation Method	Market value of assets as of the measurement date
Actuarial Assumptions:	
Discount Rate	
Long-Term Expected	
Rate of Return on Investments	4.88%
Inflation	2.50%
Payroll increases	2.75%
Healthcare Trend Rates	4.00%
Morbidity	CalPERS 2017 Study
Mortality	CalPERS 2017 Study
Disability	Not valued
Retirement	CalPERS Public Agency Miscellaneous
	2.0% @55, 2.0%@60 and 2.0% @62
Percent Married	80% of participants are married

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
 June 30, 2023

NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS (Continued)

B. Total OPEB Liability (Continued)

District Plan

The discount rate is 4.88 percent based upon the expected return on assets.

At the time the June 2022 valuation was prepared, CalPERS determined and published expected returns shown below for CERBT Asset Allocation Strategy 3 using a building-block method and best-estimate ranges of expected future real rates of return for each major asset class (expected returns, net of OPEB plan investment expense and inflation). These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Using the District’s projected benefit cash flows and the rates of return shown below, a long-term expected return of 7.55% was determined; however, the District must use the 4.88% for the assumed trust rate of return and discount rate for the actuarial study. Expected asset returns were updated and published by CalPERS for October 1, 2022 and beyond and the expected allocation were as follows:

Asset Class	Target Allocation	LTERR
All Equities	22%	7.55%
Fixed Income	49%	4.25%
REITs	8%	7.25%
TIPS	16%	3.00%
Commodities	5%	7.55%
Total	100%	

C. Changes in the Total OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
Balance at July 1, 2022 (Measurement date July 1, 2021)	\$ 1,639,527	\$ 767,642	\$ 871,885
Changes for the year:			
Service cost	77,533	-	77,533
Interest	94,303	-	94,303
Change in assumptions	202,534	-	202,534
Experience (gains)/losses	(449)	-	(449)
Net investment income	-	(82,596)	82,596
Employer contributions	-	76,037	(76,037)
Benefit payments	(76,037)	(76,037)	-
Administrative expense	-	(195)	195
Net changes	297,884	(82,791)	380,675
Balance at June 30, 2023 (Measurement date June 30, 2022)	\$ 1,937,411	\$ 684,851	\$ 1,252,560

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
 June 30, 2023

NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS (Continued)

C. Changes in the Total OPEB Liability (Continued)

Sensitivity of the total OPEB liability to changes in the discount rate

The following presents the total OPEB liability of the District, as well as what the District’s total OPEB liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current discount rate:

1% Decrease 3.88%	Discount Rate 4.88%	1% Increase 5.88%
\$ 1,523,435	\$ 1,252,560	\$ 1,023,321

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates

The following presents the total OPEB liability of the District, as well as what the District’s total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage-point lower or one percentage-point higher than the current healthcare cost trend rates:

1% Decrease 3.88%	Healthcare Cost Trend Rates 4.88%	1% Increase 5.88%
\$ 978,922	\$ 1,252,560	\$ 1,629,579

D. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2023, the District recognized OPEB expense of \$11,642. At June 30, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

Account Description	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB contributions made after the measurement date	\$ 78,646	\$ -
Changes in assumptions	224,577	(244,890)
Differences between expected and actual experience	125,355	(170,170)
Differences between projected and actual earnings on OPEB plan investments	68,067	-
Total Deferred Outflows/(Inflows) of Resources	\$ 496,645	\$ (415,060)

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2023

NOTE 8 – OTHER POSTEMPLOYMENT BENEFITS (Continued)

D. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2023, the District reported \$78,646 of deferred outflows of resources for employer contributions made subsequent to the measurement date which will be used to reduce the net OPEB liability balance in the coming year. Amortization of the \$2,939 of remaining deferred outflows/(inflows) of resources, net related to the net OPEB obligation is as follows:

<u>Amortization Period</u> <u>Fiscal Year Ended June 30</u>	<u>Deferred</u> <u>Outflows/(Inflows)</u> <u>of Resources</u>
2024	\$ (18,412)
2025	(21,236)
2026	(28,656)
2027	29,163
2028	7,926
Thereafter	34,154
Total	<u>\$ 2,939</u>

NOTE 9 – NET INVESTMENT IN CAPITAL ASSETS

At June 30, 2023, the net investment in capital assets was calculated as follows:

<u>Description</u>	<u>Balance</u>
Capital assets – not being depreciated	\$ 1,061,872
Capital assets – being depreciated, net	804,953
Bond payable, net	(23,643,560)
Unspent proceeds from bond issuance (Note 3)	26,702,151
Total net investment in capital assets	<u>\$ 4,925,416</u>

NOTE 10 – UNRESTRICTED NET POSITION (DEFICIT)

As of June 30, 2022, the District had an unrestricted net position deficit of (\$77,312). Due to the nature of the deficit from the District’s – Net Pension Liability – and – Net OPEB Obligation, the District will continue to make its actuarial determined contributions for the Net Pension Liability and retiree healthcare costs for the Net OPEB Obligation and annually review the District’s outstanding funding requirements for future periods to reduce the deficit position.

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
 June 30, 2023

NOTE 11 – FUND BALANCES

At June 30, 2023, fund balances of the District’s governmental funds were classified as follows:

Description	General Fund	Capital Fund	Debt Service Fund	Total
Nonspendable:				
Prepaid items	\$ 24,691	\$ -	\$ 136,500	\$ 161,191
Restricted:				
Capital outlay	-	-	22,920,663	22,920,663
Assigned:				
Compensated absences	121,348	-	-	121,348
Unassigned:				
Operations	4,676,828	-	-	4,676,828
Total fund balances	<u>\$ 4,822,867</u>	<u>\$ -</u>	<u>\$ 23,057,163</u>	<u>\$ 27,880,030</u>

NOTE 12 – DUE TO/DUE FROM

Amounts due from/(to) other funds are as follows:

Due to	Due From	Balance	Purpose
Debt Service	General	<u>\$ 56,026</u>	CFD expenses

NOTE 13 – DEFERRED COMPENSATION SAVINGS PLAN

For the benefit of its employees, the District participates in a 457 Deferred Compensation Program. The purpose of this Program is to provide deferred compensation for public employees that elect to participate in the Program. Generally, eligible employees may defer receipt of a portion of their salary until termination, retirement, death or unforeseeable emergency. Until the funds are paid or otherwise made available to the employee, the employee is not obligated to report the deferred salary for income tax purposes.

Federal law requires deferred compensation assets to be held in trust for the exclusive benefit of the participants. Accordingly, the District is in compliance with this legislation. Therefore, these assets are not the legal property of the District, and are not subject to claims of the District’s general creditors.

ALTADENA LIBRARY DISTRICT
Notes to Financial Statements
June 30, 2023

NOTE 14 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets, errors and omissions, injuries to employees, and natural disasters. The District is a member of the Special District Risk Management Authority (SDRMA), an intergovernmental risk sharing joint powers authority created to provide self-insurance programs for California special districts. The purpose of the SDRMA is to arrange and administer programs of self-insured losses and to purchase excess insurance coverage.

A. Entity	SDRMA	
B. Purpose	To pool member contributions and realize the advantages of self-insurance	
C. Participants	As of June 30, 2023 – 499 member agencies	
D. Governing board	Seven representatives employed by members	
E. District payments for FY 2023:		
Property/Liability policy	\$73,867	
F. Condensed financial information	June 30, 2023	
Statement of net position:		June 30, 2023
Total assets		<u>\$ 146,574,993</u>
Deferred outflows		<u>1,664,198</u>
Total liabilities		<u>76,343,471</u>
Deferred inflows		<u>374,517</u>
Net position		<u>\$ 71,521,203</u>
Statement of revenues, expenses and changes in net position:		
Total revenues		\$ 100,884,445
Total expenses		<u>(96,706,371)</u>
Change in net position		4,178,074
Beginning – net position		66,343,129
Ending – net position		<u>\$ 70,521,203</u>
G. Member agencies share of year-end financial position		Not Calculated

At June 30, 2023, the District participated in the liability and property programs of the SDRMA as follows:

- General and auto liability, public officials and employees’ errors and omissions: Total risk financing self-insurance limits of \$2,500,000, combined single limit at \$2,500,000 per occurrence.

In addition to the above, the District also has the following insurance coverage:

- Employee dishonesty coverage up to \$2,500,000 per loss includes public employee dishonesty, forgery or alteration and theft, disappearance and destruction coverage.
- Property loss is paid at the replacement cost for property on file, if replaced within three years after the loss, otherwise paid on an actual cash value basis, to a combined total of \$1 billion per occurrence, subject to a \$1,000 deductible per occurrence.
- Boiler and machinery coverage for the replacement cost up to \$100 million per occurrence, subject to a \$1,000 deductible per occurrence.
- Public official’s personal liability up to \$2,500,000 each occurrence, with an annual aggregate of \$500,000 per each elected/appointed official to which this coverage applies, subject to the terms, with a deductible of \$25,000 per claim.

ALTADENA LIBRARY DISTRICT

Notes to Financial Statements

June 30, 2023

NOTE 14 – RISK MANAGEMENT (Continued)

The District maintains workers' compensation coverage and employer's liability coverage in accordance with the statutory requirements of the State of California.

Settled claims have not exceeded any of the coverage amounts in any of the last three fiscal years. There were no reductions in insurance coverage in fiscal year 2023, 2022, and 2021. Liabilities are recorded when it is probable that a loss has been incurred and the amount of the loss can be reasonably estimated net of the respective insurance coverage. Liabilities include an amount for claims that have been incurred but not reported (IBNR). There were no IBNR claims payable as of June 30, 2023, 2022, and 2021.

NOTE 15 – COMMITMENTS AND CONTINGENCIES

Excluded – Short-Term Leases and De Minimis Leases

The District does not recognize a lease receivable and a deferred inflow of resources for Short-Term or *De Minimis* leases.

Short-Term leases are certain leases that have a maximum possible term under the lease contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised.

De Minimis leases are certain leases (i.e., copiers, printers, postage machines) that regardless of their lease contract period are *de minimis* with regards to their aggregate total dollar amount to the financial statements as a whole.

Grant Awards

Grant funds received by the District are subject to audit by the grantor agencies. Such audit could lead to requests for reimbursements to the grantor agencies for expenditures disallowed under terms of the grant. Management of the District believes that such disallowances, if any, would not be significant.

Litigation

The District is involved in routine litigation incidental to its business and may be subject to claims and litigation from outside parties.

NOTE 16 – SUBSEQUENT EVENTS

The District has evaluated subsequent events through December 1, 2023, the date which the financial statements were available to be issued.

Required Supplementary Information

ALTADENA LIBRARY DISTRICT
Budgetary Comparison Schedule – General Fund
For the Fiscal Year Ended June 30, 2023

	Adopted Original Budget	Revised Final Budget	Actual	Variance Positive (Negative)
Revenues:				
Property taxes	\$ 3,055,000	\$ 3,180,000	\$ 3,331,398	\$ 151,398
Special assessments	900,000	900,000	958,524	58,524
Charges for services	52,500	60,000	61,982	1,982
Operating grants and contributions	289,400	382,600	305,598	(77,002)
Investment earnings and change in fair-value	5,100	20,000	247,410	227,410
Other revenues	59,000	65,000	17,601	(47,399)
Total revenues	4,361,000	4,607,600	4,922,513	314,913
Expenditures:				
Current:				
Salaries and wages	2,369,500	2,318,200	2,183,787	134,413
Employee benefits	667,500	625,400	615,084	10,316
Materials and services	1,180,600	1,302,150	1,290,988	11,162
Capital outlay	162,500	228,951	62,452	166,499
Total expenditures	4,380,100	4,474,701	4,152,311	322,390
Revenues over (under)expenditures	\$ (19,100)	\$ 132,899	770,202	\$ 637,303
Other financing sources (uses)				
Transfers in (out)			(56,026)	
Fund balance:				
Beginning of year			4,108,691	
End of year			\$ 4,822,867	

ALTADENA LIBRARY DISTRICT

*Schedule of Proportionate Share of the Net Pension Liability
For the Fiscal Year Ended June 30, 2023*

Last Ten Fiscal Years*

California Public Employees' Retirement System (CalPERS) Miscellaneous Plan

Measurement Date	District's Proportion of the Net Pension Liability	District's Proportionate Share of the Net Pension Liability	District's Covered Payroll	District's	Plan's Fiduciary
				Share of the Net Pension Liability as a Percentage of Covered Payroll	Net Position as a Percentage of the Plan's Total Pension Liability
June 30, 2014	0.022681%	\$ 1,411,297	\$ 1,173,208	120.29%	83.03%
June 30, 2015	0.021385%	1,467,863	1,025,728	143.10%	82.04%
June 30, 2016	0.022722%	2,866,172	1,186,696	241.53%	66.27%
June 30, 2017	0.023216%	2,302,407	1,126,039	204.47%	75.05%
June 30, 2018	0.023696%	2,283,423	1,164,987	196.00%	75.24%
June 30, 2019	0.024437%	2,504,038	1,089,459	229.84%	73.76%
June 30, 2020	0.024985%	2,718,477	1,359,171	200.01%	71.69%
June 30, 2021	0.032122%	1,737,243	1,469,493	118.22%	82.80%
June 30, 2022	0.027500%	3,176,520	1,683,241	188.71%	69.71%

Notes to Schedule:

Benefit Changes:

There were no changes in benefits.

Changes in Assumptions:

From fiscal year June 30, 2015 and June 30, 2016:

GASB 68, paragraph 68 states that the long-term expected rate of return should be determined net of pension plan investment expense but without reduction for pension plan administrative expense. The discount rate of 7.50% used for the June 30, 2014, measurement date was net of administrative expenses. The discount rate of 7.65% used for the June 30, 2015, measurement date is without reduction of pension plan administrative expense.

From fiscal year June 30, 2016 to June 30, 2017:

There were no changes in assumptions.

From fiscal year June 30, 2017 to June 30, 2018:

The discount rate was reduced from 7.65% to 7.15%.

From fiscal year June 30, 2018 to June 30, 2019:

There were no significant changes in assumptions.

From fiscal year June 30, 2019 to June 30, 2020:

There were no significant changes in assumptions.

From fiscal year June 30, 2020 to June 30, 2021:

There were no significant changes in assumptions.

From fiscal year June 30, 2021 to June 30, 2022:

There were no significant changes in assumptions.

From fiscal year June 30, 2022 to June 30, 2023:

The discount rate was reduced from 7.15% to 6.90%.

*Fiscal year 2014 was the first measurement date year of implementation; therefore, only nine years are shown.

ALTADENA LIBRARY DISTRICT
Schedule of Pension Contributions
For the Fiscal Year Ended June 30, 2023

Last Ten Fiscal Years*

California Public Employees' Retirement System (CalPERS) Miscellaneous Plan

Fiscal Year	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
June 30, 2015	\$ 118,150	\$ (118,150)	\$ -	\$ 1,025,728	11.52%
June 30, 2016	159,174	(159,174)	-	1,186,696	13.41%
June 30, 2017	161,019	(161,019)	-	1,126,039	14.30%
June 30, 2018	180,238	(180,238)	-	1,164,987	15.47%
June 30, 2019	215,284	(215,284)	-	1,089,459	19.76%
June 30, 2020	255,705	(255,705)	-	1,359,171	18.81%
June 30, 2021	294,976	(294,976)	-	1,469,493	20.07%
June 30, 2022	330,174	(330,174)	-	1,683,241	19.62%
June 30, 2023	354,567	(354,567)	-	1,636,367	21.67%

Notes to Schedule:

Fiscal Year	Valuation Date	Actuarial Cost Method	Asset Valuation Method	Inflation	Investment Rate of Return
June 30, 2015	June 30, 2013	Entry Age	Market Value	2.75%	7.65%
June 30, 2016	June 30, 2014	Entry Age	Market Value	2.75%	7.65%
June 30, 2017	June 30, 2015	Entry Age	Market Value	2.75%	7.65%
June 30, 2018	June 30, 2016	Entry Age	Market Value	2.75%	7.15%
June 30, 2019	June 30, 2017	Entry Age	Market Value	2.50%	7.15%
June 30, 2020	June 30, 2018	Entry Age	Market Value	2.50%	7.15%
June 30, 2021	June 30, 2019	Entry Age	Market Value	2.50%	7.15%
June 30, 2022	June 30, 2020	Entry Age	Market Value	2.50%	7.15%
June 30, 2023	June 30, 2021	Entry Age	Market Value	2.30%	6.90%

Amortization Method Level percentage of payroll, closed
Salary Increases Depending on age, service, and type of employment
Investment Rate of Return Net of pension plan investment expense, including inflation
Retirement Age 50 years (2.0%@55 and 2.0%@60), 52 years (2.0%@62)
Mortality Mortality assumptions are based on mortality rates resulting from the most recent CalPERS Experience Study adopted by the CalPERS Board.

*Fiscal year 2015 was the first implementation year; therefore, only nine years are shown.

ALTADENA LIBRARY DISTRICT

Schedule of Changes in the District's Net OPEB Liability and Related Ratios For the Fiscal Year Ended June 30, 2023

Fiscal Year Ended	Last Ten Fiscal Years*					
	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018
Measurement Date	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017
Total OPEB liability:						
Service cost	\$ 77,533	\$ 82,044	\$ 79,654	\$ 93,540	\$ 85,458	\$ 82,767
Interest	94,303	95,716	91,867	108,531	104,602	97,819
Changes in assumptions	202,534	(302,889)	(29,561)	(282,036)	25,309	-
Differences between expected and actual experience	(449)	165,793	-	-	-	-
Benefit payments	(76,037)	(78,701)	(68,120)	(82,905)	(73,922)	(75,542)
Net change in total OPEB liability	297,884	(38,037)	73,840	(162,870)	141,447	105,044
Total OPEB liability - beginning	1,639,527	1,677,564	1,603,724	1,766,594	1,625,147	1,520,103
Total OPEB liability - ending	1,937,411	1,639,527	1,677,564	1,603,724	1,766,594	1,625,147
Plan fiduciary net position:						
Contributions - employer	76,037	78,701	128,120	141,905	-	215,546
Net investment income	(82,596)	91,689	36,839	35,124	25,154	18,767
Administrative expense	(195)	(239)	(288)	(105)	(987)	(224)
Benefit payments	(76,037)	(78,701)	(68,120)	(82,905)	(73,922)	(75,542)
Net change in plan fiduciary net position	(82,791)	91,450	96,551	94,019	(49,755)	158,547
Plan fiduciary net position - beginning	767,642	676,192	579,641	485,622	535,377	376,830
Plan fiduciary net position - ending	684,851	767,642	676,192	579,641	485,622	535,377
District's net OPEB liability	\$ 1,252,560	\$ 871,885	\$ 1,001,372	\$ 1,024,083	\$ 1,280,972	\$ 1,089,770
Plan fiduciary net position as a percentage of the total OPEB liability	35.35%	46.82%	40.31%	36.14%	27.49%	32.94%
Covered-employee payroll	\$ 1,683,241	\$ 1,469,493	\$ 1,492,733	\$ 1,268,278	\$ 1,387,550	\$ 1,164,987
District's net OPEB liability as a percentage of covered-employee payroll	74.41%	59.33%	67.08%	80.75%	92.32%	93.54%

Notes to Schedule:

Benefit Changes:

Measurement Date June 30, 2017 – There were no changes of benefits terms
Measurement Date June 30, 2018 – There were no changes of benefits terms
Measurement Date June 30, 2019 – There were no changes of benefits terms
Measurement Date June 30, 2020 – There were no changes of benefits terms
Measurement Date June 30, 2021 – There were no changes of benefits terms
Measurement Date June 30, 2022 – There were no changes of benefits terms

Changes in Assumptions:

Measurement Date June 30, 2017 – There were no changes in assumptions
Measurement Date June 30, 2018 – There were no changes in assumptions
Measurement Date June 30, 2019 – There were no changes in assumptions except change in discount rate
Measurement Date June 30, 2020 – There were no changes in assumptions
Measurement Date June 30, 2021 – There were no changes in assumptions except change in discount rate
Measurement Date June 30, 2022 – There were no changes in assumptions except change in discount rate

* Fiscal year 2018 was the first year of implementation; therefore, only six years are shown.

ALTADENA LIBRARY DISTRICT
Schedule of OPEB Contributions
For the Fiscal Year Ended June 30, 2023

Fiscal Year Ended	Last Ten Fiscal Years*					
	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018
Actuarially determined contribution	\$ 77,513	\$ 76,486	\$ 151,196	\$ 146,104	\$ 167,539	\$ 102,875
Contributions in relation to the actuarially determined contributions	(78,646)	(78,701)	(78,701)	(128,120)	(141,905)	-
Contribution deficiency (excess)	\$ (1,133)	\$ (2,215)	\$ 72,495	\$ 17,984	\$ 25,634	\$ 102,875
Covered payroll	\$ 1,636,367	\$ 1,693,673	\$ 1,537,515	\$ 1,492,733	\$ 1,268,278	\$ 1,387,550
Contributions as a percentage of covered payroll	4.81%	4.65%	5.12%	8.58%	11.19%	0.00%

Notes to Schedule:

Valuation Date	June 30, 2021	June 30, 2021	June 30, 2019	June 30, 2019	June 30, 2017	June 30, 2017
Methods and Assumptions Used to Determine Contribution Rates:						
Actuarial cost method	Entry age normal	Entry Age	Entry Age	Entry Age	Entry Age	Entry Age
Amortization method	Closed period, level percent	(1)	(1)	(1)	(1)	(1)
Amortization period	30-years	30-years	30-years	30-years	30-years	30-years
Asset valuation method	Market Value	Market Value	Market Value	Market Value	Market Value	Market Value
Investment rate of return	4.80%	5.75%	5.70%	5.70%	6.25%	6.25%
Inflation	2.50%	2.50%	2.50%	2.50%	2.75%	2.75%
Payroll increases	2.75%	2.75%	3.00%	3.00%	3.25%	3.25%
Mortality	(2)	(2)	(2)	(2)	(3)	(3)
Morbidity	Not Valued	Not Valued	Not Valued	Not Valued	Not Valued	Not Valued
Disability	Not Valued	Not Valued	Not Valued	Not Valued	Not Valued	Not Valued
Retirement	(4)	(4)	(4)	(4)	(4)	(4)
Percent Married - Spouse Support	80%	80%	25%	25%	25%	25%
Healthcare trend rates	4.00%	4.00%	5.4% to 4.0%	5.4% to 4.0%	4.00%	4.00%

(1) Closed period, level percent of pay

(3) CalPERS 2017 Experience Study

(3) CalPERS 2014 Experience Study

(4) CalPERS Public Agency Miscellaneous 2.0% @55, 2.0% @60 and 2.0% @62

* Fiscal year 2018 was the first year of implementation; therefore, only five years are shown.

Other Independent Auditors' Report



INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Trustees
Altadena Library District
Altadena, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and general fund of Altadena Library District as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Altadena Library District's basic financial statements, and have issued our report thereon dated December 1, 2023.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Altadena Library District's internal control over financial reporting (internal control) as a basis for designing audit procedures to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Altadena Library District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Altadena Library District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Altadena Library District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Murrieta, California
December 1, 2023



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

DEPARTMENT: Adult Services

MEETING DATE: December 18, 2023

PREPARED BY: Danielle Guerrero

LOCATION: Main Library Community Room

Homebound Delivery Service

The newly introduced Homebound Delivery Service program made its debut at the library in November. This service aimed to address the needs of Altadena residents who were unable to visit the library. Library staff connected with patrons, assessed eligibility, and delivered library materials to the homes of qualified Altadena residents.

The first delivery occurred on Thanksgiving weekend, with Hannah, a Homebound Delivery patron, expressing gratitude for the service. Being an avid reader with temporary limited mobility, she appreciated the convenience. The library staff anticipates many more enriching interactions through this program.

Mobile Library

In November, the Curiosity Connection's Mobile Library actively participated in 6 events, which included various wellness-themed occasions and the Harvest Festival at Saint Elizabeth. Through these engagements, the team successfully connected with approximately 400 Altadenans. The events attended were as follows:

- Madison Fall Festival
- Open Enrollment Open House on November 4th
- Wellness Wednesday at Eliot
- Saint Elizabeth: The Market Harvest Festival
- Harvest Festival
- Open Enrollment Open House on November 18th



ALD staff at Wellness Wednesday

Fab Lab

The Fab Lab maintained its ongoing trend of operating at or near capacity during open hours. Notably, November 2023 marked the most-booked month since the Fab Lab's inauguration in December 2022, with a total of 41-hours dedicated to active work and creation sessions.



Furthermore, the Fab Lab featured a program by the innovative artist-in-residence, Rachel Curry. Attendees engaged in the creation of hand-sized weavings using pocket looms produced in the Fab Lab through the utilization of 3D printers. As part of the artist in residence programs, participants will have the opportunity to showcase their creations in the upcoming December installation.

A cohort of international students from Education First in Pasadena visited the library for a field trip accompanied by Dr. Therese Laux, a Design Technology & Computer Science Teacher. The group expressed a specific interest in the Fab Lab, prompting our staff to provide them with

a brief tour. Additionally, our team elaborated on the details of our Teen Programs, offering the visiting students a comprehensive understanding of the available offerings.



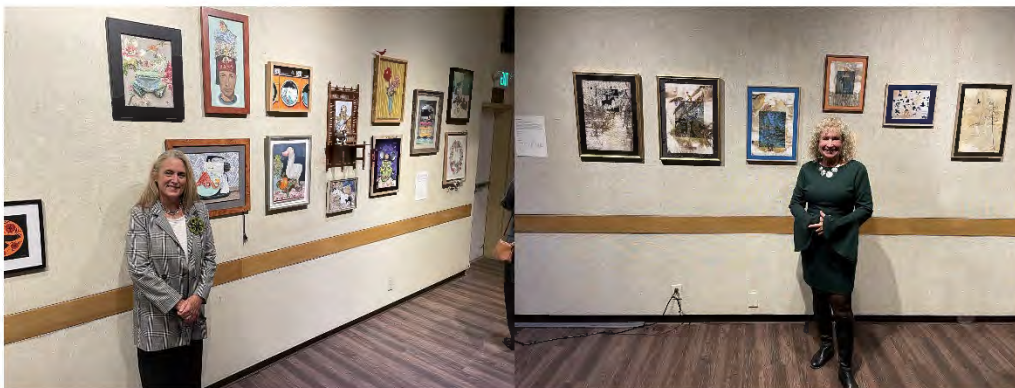
Library of Things

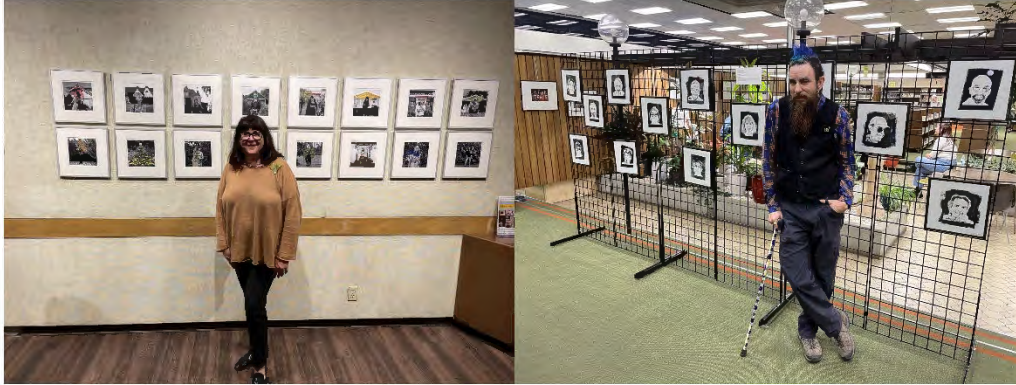
The Library of Things team is actively formulating a plan to fulfill the requirements of the grant awarded by the Tournament of Roses Foundation. Specifically, the team is focusing on implementing a "Lucky Day" collection aimed at enhancing the discoverability of the library's most popular items, such as VR headsets and gaming devices. This strategic deployment aligns with the broader goal of optimizing user satisfaction and access to the Library of Things collection.

Art at the Library

Artist Reception

On Saturday, November 18th, the library hosted a reception that drew more than 90 attendees to celebrate the seven artists featured in Altadena Library Presents: Independent Expressions. The event featured light snacks, live music performed by Margo May (a regular Open Mic participant), and engaging conversations among community members.





November Glass Display Case

During the months of November and December, the Glass Display Case was curated to showcase Indigenous LA, featuring local Indigenous resources and organizations such as Pikuu, Haramokngna American Indian Cultural Center, Chia Café Collective, and the Tongva Taraxat Paxaavxa Conservancy. The exhibit also incorporated the Tongva language, emphasizing its significance as an integral part of the local environment. This initiative aimed to contribute to a broader understanding and appreciation of the Indigenous heritage of the region.



Programming

Out in the Community: Plants as Medicine

In November, the library extended its presence into the community with the event "Plants as Medicine: Herbal Foods and Tonics for Digestive Health" held at the Altadena Community Garden. The workshop, led by Irena Cora Stathis, founder of the Flowering Earth School of Herbalism, delved into immersive, hands-on programs focused on healing with plants.

Participants, totaling more than 35 attendees, explored ways to support digestive health through healing broths, warming spices, and nourishing foods. The workshop emphasized the connection between individuals and plants, promoting a personal relationship with herbal medicines and the Earth. Given the seasonal context, the session concentrated on grounding foods to build resilience, aligning with the energetics of the season.

The library received positive feedback from many attendees, expressing gratitude for the unique and enriching wellness workshops offered, further underscoring the success and community impact of the Plants as Medicine program.



Second Saturday

During the Second Saturday event of that month, where Kira and the Major 3 were featured, the library successfully hosted a concert that drew an attendance of 153 people, even though we had to change the day due to the Veteran's Day holiday. Positive feedback from attendees included sentiments such as "*Love the jazz night. Please have more.*"

The event not only highlighted the musical talents of Kira and the Major 3 but also crafted an enjoyable and engaging experience for the community.



3 Seasonal Craft – Foil Art

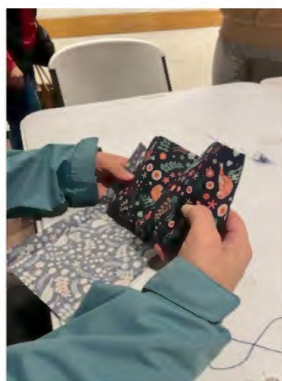
In the second installment of our 3 Seasonal Craft series, the library hosted a successful Foil Art session using gold leaf. The program was well-received, with 17 enthusiastic attendees. The event not only provided a creative outlet but also garnered appreciation for the program content and the engaging approach of the staff.



Adult Craft Hour

This month's adult craft session focused on creating Hand Warmers, drawing in nine enthusiastic participants. Attendees shared positive feedback about the program, such as "The library staff is very engaged with the participants. They show a real desire to make everyone feel successful."

The event successfully combined creativity, social interaction, and hands-on crafting, providing a meaningful and enjoyable experience for the participants. The positive comments highlight the community-building aspect of the program and the supportive role of the library staff in making each session special.



Huntington Health Screening

The monthly health screening in collaboration with Huntington Hospital took place, providing an opportunity for community members to consult with a registered nurse. Seven individuals attended the screening, demonstrating continued interest and participation in this valuable health-focused initiative. The library remains committed to promoting community well-being through such partnerships and services.

Chess Night

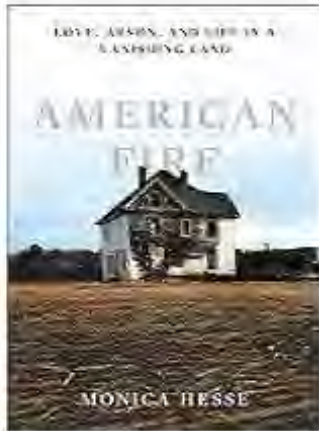
The library sustained its commitment to chess activities by maintaining the weekly chess night, with a focus on open play and community engagement. The chess night attracted 45 attendees, showcasing the growing interest in and enthusiasm for chess within the community.

No Guilt Book Club

Staff, along with 3 readers, gathered and discussed "This is Happiness" by Niall Williams "Fierce Love: A Bold Path to Ferocious Courage and Rule-Breaking Kindness That Can Heal the World" by Dr. Jacqui Lewis.

True Crime Book Club

"Tree Thieves: Crime and Survival in North America's Woods" by Lyndsie Bourgon was discussed at the November book club with 4 incredibly enthusiastic true crime sleuths.



Collection Development

This month, there was a focused effort on weeding and pruning the Adult Graphic Novel section, addressing the issue of overcrowding.

Outreach

In November, the library actively participated in the community outreach effort during the annual Harvest Festival, an event organized by Parks & Recreation and an extension of the Altadena Neighborhood Farmer's Market. This festive occasion included live music, a complimentary dinner featuring turkey tacos and pumpkin pie, as well as arts and crafts activities.

Engaging with over 70+ families, the library took the opportunity to initiate discussions about community values, as part of a data gathering effort. This outreach aimed to ensure that the library's summer services are inclusive, responsive to the community's needs, and aligned with the broader aspirations of Altadena.



Additionally, the library brought zine-making supplies to My TRIBE Rise's 3rd Annual Smoshball Tournament on 11/4.

A dedicated table was set up, providing attendees with the materials to create zines. The initiative fostered connections with familiar faces and introduced the library to new zine enthusiasts, further reinforcing the library's commitment to community engagement beyond its physical walls.

Displays

In November, the Main Book Display paid tribute to Native American Heritage Month. The exhibit featured butterflies crafted in the Fab Lab, a graphic recognizing the ancestral Tongva land in Altadena, and a sign introducing Native Land—an app designed to map Indigenous territories, treaties, and languages. The display aimed to raise awareness and foster understanding of Native American heritage, creating a visually engaging and educational experience for library visitors. Later in the month, we became aware that the Tongva were granted more land! We printed out the article and added it to the display.



Got Comments?

We did not receive any comment cards in November.



BOARD OF LIBRARY TRUSTEES

YOUTH AND FAMILY SERVICES REPORT FOR NOVEMBER 2023

DEPARTMENT: Youth and Family Services

MEETING DATE: December 18, 2023

PREPARED BY: Sofia Araya

LOCATION: Main Library Community Room

Children's Services

November included engaging programs at the library along with fun passive programs. We had displays and programs relating to Native American Heritage Month. YFS also continued the In-N-Out Cover to Cover program that ended mid-November. We had a total of 208 children register for this program only at Main.

November brings to an end our Storytime program series, until we begin again in January. Our attendance was also very strong this month. There was an average of 80 attendees for Baby/Toddler Storytime and 35 for Preschool Storytime.

Our fall program series continued this month, which included Baby & Me Playtime, Radical Tween Art Club, Pajama Storytime and Curiosity Hour. We held our final Altadena Mom's program. We also had a few special one-off programs, including two Family Game Nights and Hoop Dancing with Eric Hernandez.

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



Family Game Nights



Hoop Dancing with Eric Hernandez



Baby & Me Playgroup.



Curiosity Hour Program.

School Visits:

In November, we had 4 school visits total from Waldorf, Fair Oaks, and Rayuela. We served a total of 83 teachers and students during their visits. The visits range from giving a story time, to reference support on certain topics that they are researching.

Displays

This month the Children’s area displayed books for Native American Heritage Month.



YFS November displays.

Outreach

The Youth and Family Services department participated in several outreach events. This included a Fall Festival at Madison Elementary, an Open Enrollment event for ChapCare, St. Elizabeth's Market Harvest Festival, Wellness Wednesday at Eliot Art Magnet School, and Loma Alta's Harvest Festival.



YFS staff during an outreach event.

Teen Services

Teens were invited to attend our scheduled regular series (TLC, Art & Chill, Teen Gardening Club, and weekly volunteer orientations). The Teen Librarian also continued teen services present through our online presence using our Instagram account. Our 'Dena Book Crawl continued this month! This month, staff visited North Figueroa Bookshop and created a post on the store to share with followers. The video reached 219 accounts, it was played 425 times, liked 13 times, and shared once during the month. Below are some pictures from the programs!



Block printing creations by Teens during Art & Chill .



Kale Bean Soup was made during Teen Gardening Club: Harvest & Fest .

Display

Staff created a beautiful display for Native American Heritage Month. These books were either written by Native American voices or about Native American characters.



November display in the Teen Space.

Teen Volunteers

Currently Teens can get volunteer hours for contributing book reviews throughout the school year! It helps build up engagement and make the space a bit more interactive. Also, it's great for Teens who are more shy and don't want/have capacity to be around too many people for volunteer shifts. **So far, we have 44 reviews submitted.** Our Teen Librarian has already seen 3 books checked out that had reviews this month!

November Teen Volunteer statistics are as follows:

- 6 Teen Volunteer orientations were held, with 6 new volunteers.
- 20 volunteer instances completed 157 hours across several volunteer opportunities.





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

DEPARTMENT: Bob Lucas Branch

MEETING DATE: December 18, 2023

PREPARED BY: Diana Wong

LOCATION: Main Library Community Room

BOB LUCAS LIBRARY & LITERACY UPDATES

Programs

- Our Tuesday **Storytimes** continue to see familiar faces with 42 participants attending over the course of the month. At our weekend **Sensory Storytime**, families were actively engaged in the stories selected, songs, fingerplay, and sensory and play activities. While we are heading into storytime hiatus, we look forward to resuming both program series in 2024.



- At our **Children's Seasonal Craft**, participants made La Catrina figurines to celebrate Dia de los Muertos. Our young participants and their families were interested in the history lesson provided at the introduction and were eager to create their own La Catrina figurines. Each one was unique; it was exciting to see the many styles our young participants presented in their work.



- November's **Adult Craft** had crafters making hand warmers. This was an easy to do activity and gave participants an opportunity to practice hand sewing skills. For a few this was the first time learning sewing skills at all, and this was a perfect project for them to learn on. All participants were able to walk away with at least one usable hand warmer while our more practiced sewers were able to do both.



- ALD started a new adult book club earlier this summer, **Drawn Together**, aimed to bring together comic lovers. While we selected intriguing titles and changed the location for this series to attract more patrons, it did not seem that we were

able to gain an audience for this book club. We are taking a step back from this series to reassess and look to possibly offer in the future.

- We had over 50 people attend the **Native American and Culture** program presented by **Ben Hale**. We received much positive feedback; patrons appreciated the history, emphasis on oral storytelling, and the dances performed. Having both Benjamin Hale and his daughter perform was an excellent opportunity for our younger attendees to see another young person share their passion and perform.



- The **In-N-Out Cover to Cover Reading Challenge** ran from October 7th through November 25th this year and 37 children participated on the westside. To recap the program, our participants were challenged to read 5 books or 300 minutes to earn a free burger and they could earn up to 3 burgers.
- As mentioned in last month's Administrative update, ALD has been working to develop a partnership with LA County Parks & Recreation so that we may return to the parks to deliver library programming. All that effort has paid off as we will be providing **Storytime at Loma Alta Park** beginning in January 2024.

Adult Literacy

- November Literacy pairs logged 36.5 hours of tutoring this month. ESL maintains weekly meetings and we have provided 19.5 hours of ESL instruction.
- Our ESL learners also took to the garden this month working on vocabulary development and verb tense usage. They had a pleasant morning planting winter crops and are looking forward to journaling the growing cycle.

- Our ESL learners have formed their own Book Club to prepare for the annual Writer to Writer Challenge. This year is unique, as ESL learners from literacy programs across the state are eligible to participate in the contest. With help from one of our Literacy Volunteers, the group started reading *Tuesdays with Morrie*. Once they complete the book, they will start drafting pieces for the contest.
- The English Conversation group is going strong with a committed group of learners developing a bond through the sharing of life experiences and many laughs. This group will continue through the early part of December.





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

DEPARTMENT: IT & Technical Services

MEETING DATE: December 18, 2023

PREPARED BY: David Zearbaugh

LOCATION: Main Library Community Room

- **Quarterly Updates** – In lieu of the updates which normally would have happened in October, updates were pushed to the month of November to include and train our IT Specialist on the update process.
 - Network infrastructure firmware updates were applied.
 - All onsite servers received updates and critical security patches.
 - Public Computers operating system updates were delayed due to planned device replacements.

- **Computer System Changes Preparation** – During the month of November, IT Services prepared all staff computers and public computers for the launch of our new Computer Use and Print Management systems ahead of the scheduled Go Live on Monday, 12/4. This preparation includes new public PCs and the addition of wireless printing.

- **Library Materials Vending Machine** – IT and Facilities Teams worked together on upgrading the protection of the vending machine.
 - The fabrication of a top protective roofing was completed and installed ahead of the rain.
 - We will be removing it temporarily and wrap it in vinyl to protect the roofing from the elements.
 - We are working with the FabLab and Adult Services Team to fabricate a sunscreen cover to protect the monitor for the vending machine at Prime Pizza. This will be installed in early December.
 - 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.

- **Email Security Audit** – In November, IT Services initiated another round of attack simulation to all ALD staff. The results are listed below:
 - Microsoft predicted we would have a 21% Compromise Rate.
 - Out of 38 emails sent to staff, 0 links were clicked and therefore we had a 0% Compromise Rate.
 - We had approximately a 30% Report Rate.

Main Library



Prime Pizza



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

DEPARTMENT: Facilities

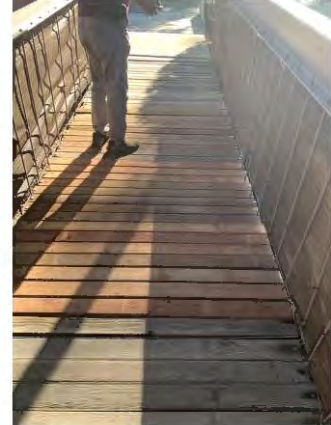
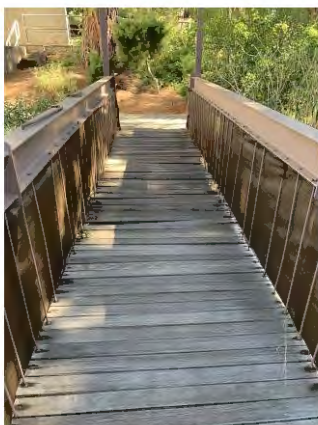
MEETING DATE: December 18, 2023

PREPARED BY: Jonathan Arevalo

LOCATION: Main Library Community Room

Facilities Highlights for the Month of November:

- Installed a covering for the book vending machine to protect it from the rain at the Prime Pizza location. Also installed weather seal tape to keep moisture from getting into the machine.
- Replaced damaged wood planks at the lower bridge and did some minor repairs.
- Utility survey for the renovation was done at the Main Library.
- Proposals were submitted for the HVAC preventative maintenance and repair services RFP. The winning proposal will be presented at the December Board of Trustees meeting.
- General maintenance conducted at both libraries.





**BOARD OF LIBRARY TRUSTEES
ADMINISTRATIVE UPDATE for DECEMBER 2023**

DEPARTMENT: Administration

MEETING DATE: December 18, 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: Mark Parsons – Library Assistant – December 26, 2023

We are excited for Mark Parson in the promotion he got this fall at the ArtCenter but sad to see him go later this month! Mark has been with ALD for six and a half years and contributed greatly to our collection development efforts, especially related to manga, graphic novels and science fiction collections. He has also developed and implemented creative and inspired programming for us that have drawn many attendees. We wish him nothing but the best in his new role and hope to see him as a patron in the future!

We have no current recruitments and are in a hiring freeze.

Marketing Update:

We are wrapping up the annual report, which offers a snapshot of the amazing numbers, milestone events, and overall operational highlights for the FY2022-23. In addition to the document, we are compiling an annual report/year-end video for social to highlight some of these milestones. This video will help develop community awareness of the libraries and their impact as we prep for the building projects and roll out a communications plan for next year.

We interviewed and are working on a story about the current Altadena Poets Laureate for an upcoming issue of Altadena Neighbors. The magazine also has an “innovation story” about the libraries that will appear in (hopefully) the January issue.

The November direct mailer about the innovations/technologies the library offers drew the attention of local journalist (and Altadena resident) Kara Finnstrom with KCBS2/KCAL9. On November 28, she came to the library and shot several interviews and plenty of footage of our library, which she is editing into an Altadena community story for the station. She indicated that she will let us know when the piece will air.

Homebound Delivery Services are now available!

We are super excited to share the launch of our Homebound Delivery Service! This service is one of our 2023 Operational Plan goals and it's great that it is completed! The news was shared on multiple platforms, including Instagram which received more than 150 likes! The first delivery was completed on November 25th!

Friday Night Holiday Concert featuring Upstream

As another way to kick off the holiday season, ALD hosted the very popular band Upstream on Friday, December 8th, adding their Caribbean flavor to many popular holiday songs. Over 200 people were in attendance and danced the night away! Thanks to Mikayla and the Second Saturday team for scheduling this bonus concert to close out 2023!



Library Materials Vending Machines

The two new Library Materials Vending Machines have been well-received by the community in their first two months! There have been 21 checkouts from the machines and 89 items returned to them as of 11/30/2023. Some patrons have figured out that certain items can ONLY be checked out from the machines (and some items come with little surprises) so using the machines is an unexpected adventure as well! The machine at Prime Pizza was getting a lot of sun during certain parts of the day so thanks to the Fab Lab, Aaron, Mikayla, Alfredo and Jonathan, we have created a sunscreen and installed it to address that issue. We anticipate even more use of the machine at Prime Pizza with the sunscreen now installed. Here's a photo of the machine with the sunscreen.



Partnerships & Programming Update:

Growing Together Pasadena –New Loveevery Kits

Through our partnership with Growing Together Pasadena, we are receiving kits from Loveevery! Loveevery provides playthings and activities for various developmental stages for children. Ashley will pick up the kits in mid-December, so they can go through the process of being added to the collection! This will be such a great addition to our Library of Things, as these kits can be expensive and families can check these out for free.

Callisto Tea House

One of our Read Local Shop Local partners over at Callisto Tea House shared a “love song” to us after seeing our Equity Kits in the Altadena Connections (see below). We are grateful for our partnership with Callisto, which is home to programs like Open Mic and Sip & Poem (which you will see early next year). We also have a deposit library there.

To My Dearest Librarians,

If I can sing I'd sing a love song of how much I appreciate you all. Early Equity Kits for Socially Conscious Families!!! All of you rock. I'm so lucky that Altadena Library is willing to partner up with Callisto Tea House and do events.

LA County Parks & Recreation

Nikki, Ashley, David, Jonathan, realtor Doug Colliflower and capital projects manager Jennifer Pearson toured the facilities at Loma Alta Park on December 5 as a potential alternate site during the Main Library closure and renovation project. It was a VERY promising visit and we are VERY hopeful this can turn into a partnership and agreement to use spaces at the park. More information to come!

In addition to this exciting news, we also finally secured a Core Program Partnership Agreement with the County of Los Angeles Parks and Recreation! Thanks to Branch Manager Diana Wong, we will be able to host programs in the parks, starting January 2024 through June. We are so glad to be back in the park!

Altadena Chamber of Commerce Sip & Shop Annual Event

The Altadena Chamber of Commerce held the 3rd Annual Sip and Shop event at Mariposa Junction, featuring the Micheal Haggins band, photo booth, food trucks, and more! As a member of their Board of Directors and Sip and Shop committee, Ashley helped to plan the event with 2 other Chamber members and was responsible for the opportunity drawing of items from community businesses. Nikki stopped by the event to check out all of the amazing vendors, band and holiday spirit. She was lucky enough to win two raffle prizes as well! Thanks to Fin, Aaron and Heather (not pictured) for staffing the Curiosity Connection that afternoon. While there were many competing events, Mariposa Junction was still lively and the weather made for a really great day!



Altadena Heritage Annual Membership Meeting & Holiday Party

Nikki, her husband and Altadena Library Foundation Board member Bridget Brewster attended this amazing gather on December 2nd. It was hosted at the home of Eileen & Joe Frederico, an amazing Craftsman home on the east side of Altadena. She shared with staff following the event that several community members she spoke to had such positive feedback and comments about the work of the ALD staff, programming and services. They also encouraged us to maintain the historical integrity and beauty of the Main Library and I assured them we will be! Here is a photo with Bridget, Lucinda Haagenson of CTLA and I enjoying the delicious food and drinks.

Building Equity Based Summers with the State Library

Ashley and Teen Librarian Fin Lee attended their last Building Equity Based Summers (BEBS) cohort session! The cohort met bi-weekly for a total of 8 sessions to rethink summer service practices that have been a part of summer design and implementation for years. They look forward to their next phase of this initiative, where community members will be invited to attend

brainstorming sessions in January. Staff have already been bringing some of the questions to outreach events to start engaging with the community.

Christmas Tree Lane 103rd Annual Lighting Festival

Nikki presented for the third time since starting in her position with ALD at the CTLA Annual Lighting Festival on December 9th to a HUGE crowd of enthusiastic attendees! Thousands gathered to watch the lights of 2023 turned on – they will be on each evening through the month of December so encourage everyone to enjoy the beauty of the lane! We as ALD staff are spoiled that we get to drive down the lane every night as we leave work! Here are a few photos from that evening...



Captain Jabari Williams, Supervisor Kathryn Barger, LA County Sheriff Robert Luna and Nikki



A view from the stage of the thousands of people



The Curiosity Connection with MANY visitors!



On a personal note from Nikki...

It has been another busy, productive, and fantastic working for the Altadena Library District and with our dedicated Board of Trustees and staff. I am so grateful to have such a fulfilling and educational position as District Director and am proud of all we continue to accomplish as we serve the community and work to renovate our two wonderful libraries. I hope everyone has a wonderful holiday season and a very Happy New Year! To the left is the holiday card that my family shared this year... (daughter Alyssa, daughter Caitlynn, son Landon, Nikki and Jarrad)

On a personal note from Ashley...

Ashley had the opportunity to visit Adult Services Library Assistant Helen Milner for lunch, since she's been out of the office for a few months! Staff sent cards and well wishes. ALD staff and patrons miss Helen and look forward to her return!

2 out of 3 of my boys have a December birthday, as if this month wasn't already crazy busy! We're looking forward to fun-filled family events all month long, including attending the CTLA event and bringing in a new year! I'll officially have a teenager soon, so wish me lots of luck this next year.



Austin turns 5 on 12/19



Wayne turns 13 on 12/21

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-22	Nov-23	Dec-21	Dec-22
E-Resource Checkouts	4,254	4,785	3,941	4,566	3,748	4,771	3,521	4,616	3,866	4,624	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	37,691	37,890	27,105	38,093
Public Wireless Sessions	8,347	9,252	9,700	10,479	9,588	9,708	8,985	9,731	8,327	8,671	5,975	8,643
Open Rate of Monthly E-Connect (%)	40%	38%	44%	38%	49%	38%	43%	37%	49%	39%	33%	52%
Reference Sessions	575	2,095	2,182	2,153	1,421	1,932	1,686	1,864	1,578	1,822	279	1,174
Live Chat Sessions	10	35	20	30	14	12	18	8	16	9	19	23
No. of Curiosity Connection Programs/Outreach	13	7	5	5	3	3	6	7	7	6	3	2
Curiosity Connection Program Attendance	620	323	260	435	12	239	246	819	158	337	150	205
Main Library Statistics												
Physical Collections Checkouts	17,193	18,668	17,780	18,948	16,910	18,668	16,458	18,912	15,177	17,664	10,129	13,914
Library of Things	137	111	137	94	135	72	94	105	111	83	15	140
New Patrons	311	304	378	335	283	397	276	348	232	257	119	211
Visitor Count	7,287	9,715	8,096	9,810	8,145	8,846	8,202	9,446	7,926	8,869	4,291	7,260
Self-Service Extended Usage		13		15		10		16		14		
No. of Adult Programs/Outreach	14	26	19	16	16	17	25	21	22	25	7	11
Adult Program Attendance	334	566	693	509	200	341	572	675	479	360	160	184
Number of Youth Programs/Outreach	27	29	2	5	19	21	28	32	14	33	0	5
Youth Program Attendance	1,133	1,085	137	150	325	695	778	1982	26	1367	0	158
Number of Teen Programs/Outreach	12	17	0	2	8	7	7	5	5	7	3	3
Teen Program Attendance	92	61	0	13	36	73	84	122	74	131	57	9
Bob Lucas Statistics												
Physical Collection Checkout	797	731	731	792	612	771	744	801	715	854	713	515
Library of Things	1	5	13	20	19	17	29	16	16	10	5	13
New Patrons	15	14	15	27	21	15	19	18	25	19	4	13
Visitor Count	1,949	2,055	2,137	2,037	1,871	1,899	2,183	1,950	1,867	1,933	293	1,747
No. of Bob Lucas Programs/Outreach	18	21	19	21	20	21	16	27	17	18	0	16
Bob Lucas Program Attendance	152	153	103	160	150	158	96	238	100	124	0	111
Passport and Notary Services												
Passports Processed	131	173	131	142	118	128	133	92	129	103	78	98
Passport Photo Sessions	0	37	8	37	16	32	46	21	52	32	0	45
Phone Calls Received	531	520	591	492	548	371	425	361	344	348	431	348
Notary Appointments		10		20		17		9	17	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
Self-Service Extended Usage												
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
FACILITIES AD HOC COMMITTEE REPORT**

REPORT: Facilities Ad Hoc Committee

MEETING DATE: December 18, 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 – The committee is in discussions with the County of Los Angeles Parks and Recreation about the use of available facilities at Loma Alta Park. County staff have expressed interest in partnering with the Library to bring programming to the park. On December 5, members of the committee toured the available spaces, which include a social hall and computer lab, and felt the facility would be a great option for the library. We will continue working with the County to come to an agreement for Library use of the site.
- c. Architectural Services –The Bob Lucas Branch plans are being reviewed by Regional Planning, Building & Safety, and other departments. The committee is currently reviewing the Design Development plans and cost estimate for the Main Library, and we expect to have an update for the Board in the new year.
- d. Coordination with County departments – All requirements have been met for the Bob Lucas CUP, and we are awaiting scheduling of the Regional Planning hearing. Meanwhile, the design team is working through comments from Building and Safety and other departments for plan approval. 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.
- 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 nearing completion of 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.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.B.**

DEPARTMENT: Agenda Item XI.b

MEETING DATE: December 18, 2023

PREPARED BY: Nikki Winslow

LOCATION: Hybrid Meeting

TITLE: Extension of the IT and Facilities Management Assessment Consulting Services Contract

BACKGROUND:

Carlos Baffigo, owner of Building Basics for Libraries, brings over 30 years of management experience in library operations, facility management, technology administration, and security. Most recently, Carlos served as Deputy Director of libraries for the Pasadena Public Library system in Pasadena, CA. He headed the City's efforts to retrofit and renovate the Pasadena Central Library, coordinated the lease for the renovation, relocation, and opening of the Pasadena Unified School District Jefferson Elementary School campus as an alternate library branch, and re-purposed a 35,000 Sq. Ft. warehouse into a library distribution center.

The Altadena Library District (ALD) contracted with Mr. Baffigo's business, Building Basics for Libraries in February 2023 to conduct an assessment of the IT and Facilities departments to ensure operation of crucial facility and IT infrastructure need for the District. Through the assessment process, he worked with library management and staff to fully understand the systems involved and how they interact, as well as accurately assess existing conditions, identify potential issues, address deficiencies, seek improvement opportunities, adopt best practices, meet compliance standards, and plan for future initiatives (post-renovation) and strategic direction. He concluded his assessment in July 2023 and provided District Director Winslow the assessment report of his findings in August 2023. There were many recommendations for improvement in both departments and these have been integrated into the work of administration and District managers.

Although the assessment has been completed, on-going education, accurate system assessments, and planning are essential to the continued well-being of the ALD infrastructure and its users. Ongoing consultation services are needed to provide the experience and expertise necessary to educate building and IT staff on the latest industry standards, principles, concepts, and terminology, as they specifically pertain to library services at ALD. Carlos has been an ideal consultant in this work based on his unique experience and expertise in both IT and Facilities Management in a library system. In addition, he understands local and county standards and regulations, as evidenced in his work for the City of Pasadena. This has made Carlos the ideal local candidate for this scope of work.

With the two impending building projects and library closures, Carlos' services are a continued need to the District. He assisted Pasadena in identification of an alternate site after the closure of their Central Library in 2021, which will be of great value as the District is going through the same process now. He has also been involved in many building projects throughout his career so his guidance will be important as another set of eyes on the design documents, bid process and construction of the two libraries.

FISCAL IMPACT: The hourly rate for his work is \$225. The Board authorized up to \$33,750 for Mr. Baffigo's contract in February 2023 and this limit was reached in December 2023. The assessment has been completed, which was a large part of the work done, so don't anticipate as much of a fiscal impact but do see his involvement with the building projects being much more substantial this year so recommend authorizing the same amount for the next calendar year of \$33,750.

RECOMMENDATION: Staff recommends that the Board of Trustees authorize the District Director to extend the contract with Carlos Baffigo of Building Basics for Libraries to facilitate and complete the full scope of work as presented in the proposal following this staff report.

Carlos Baffigo
6884 Warm Springs Ave
La Verne, CA 91750

December 18, 2023

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

Re: Proposal for IT & Facilities Management Assessment Consulting Services Agreement Extension

Dear Nikki:

Thank you for the opportunity to assist with the Altadena Library District's need to perform an IT & Facilities Management Assessment. Below you will find my proposal:

BACKGROUND:

The Altadena Library District (ALD) requires dedicated and knowledgeable staff to operate library Facility and IT infrastructure and maintain systems in optimal condition to ensure a safe and secure environment for staff and the public. In order to so, library staff must be capable of accurately assessing existing conditions, identifying potential issues, addressing deficiencies, seeking improvement opportunities, adopting best practices, meeting compliance standards, and planning for future initiatives (Post-Renovation) and strategic direction. To this end, on-going education, accurate system assessments, and planning are essential to the continued well-being of the ALD infrastructure and its users.

In the past 10 months, Building Basics for Libraries consultant services has brought the experience and expertise necessary to train Facility and IT staff on the latest industry standards, principles, concepts, and terminology, as they specifically pertain to library services at ALD. Through the consulting process, an evaluation and assessment of existing systems, staffing, operational budgets, current practices, and compliance standards was conducted with an eye towards future (Post-Renovation) operations.

EXPERIENCE:

Carlos Baffigo, owner of Building Basics for Libraries, brings over 30 years of management experience in library operations, facility management, technology administration, and security. Most recently, Carlos served as Deputy Library Director for the Pasadena Public Library system in Pasadena, CA. He headed the City's efforts to retrofit and renovate the Pasadena Central Library, coordinated the lease for the renovation, relocation, and opening of the Pasadena Unified School District Jefferson Elementary School campus as an alternate library branch, and re-purposed a 35,000 Sq. Ft. warehouse into a library

distribution center. Additionally, Carlos managed the maintenance and implementation of technology, including library ILS systems, RFID, security camera/access control, networks, and other infrastructure. In partnership with the California State Library and the California Library Association, Carlos has presented learning webinars on facility and infrastructure management specifically tailored to library managers and supervisors, as part of the California Libraries Learn(CALL) on-going education program.

Carlos has consulted with the Altadena Library District since February 2023, working closely with the District Director and IT and Facilities managers to develop a broad scope of development for current and future infrastructure needs.

SCOPE OF SERVICE OFFERINGS:

1. **Training and staff development:** Provide training to ALD library staff on new Facility and IT practices, principles, concepts, and terminology. Review operational and maintenance techniques. Introduce industry best practices to maximize efforts, with a special focus on regulatory compliance and fiscal responsibility. Additional attention will focus on purchasing/procurement, contract management, and budget planning.
2. **Consultation, guidance, and planning:** Provide consultation, guidance and planning assistance to ALD management on current Facility and IT projects and initiatives. Review Facility and IT operational policies, procedures, and organizational structure with the goal of ensuring compliance, optimizing resources, and meeting future (Post-Renovation) operational goals.

Assist ALD District Director and Library Management with planning and coordination of activities related to the renovation of the ALD Main Library and the Bob Lucas Memorial Branch Library. Services may include: planning and logistical assistance with relocation of offices, equipment, and/or collections; assist with space lease options for temporary relocation; provide input and guidance on design concepts, architectural development, and/or construction; act as liaison between ALD and architectural, design, and construction contractors.

3. **Assessments:** Work with ALD management to continue to assess existing Facility and IT systems, operational practices, policies, procedures, fiscal legitimacy, procedural compliance, regulatory compliance, and staffing. Provide input on areas of improvement and suggest changes for consideration in relation to future (Post-Renovation) operations.
4. **Deliverables:**
 1. Assist with creation of comprehensive library profile document
 2. Assist with creation of Post Renovation Facility and Technology Plan

RECENT PROJECTS:

1. Pasadena Central Library - Built in 1927, the Central Library closed to the public in 2021 due to structural deficiencies - managed retrofit/renovation activities and relocation of library services, staff, and collections.

2. Jefferson Elementary Library Branch - As a result of the Central Library closure, Jefferson Elementary (PUSD) was leased, renovated, and opened as an alternate site for library services.
3. Rose Palace - Transformed 35,000 sq ft warehouse into a library collection distribution center.
4. Altadena Library District Facilities and IT Assessment – Conducted an assessment of the Facilities and IT departments including review of Facility and IT operational policies, procedures, and organizational structure with the goal of ensuring compliance, optimizing resources, and meeting future (Post-Renovation) operational goals.

RECENT TRAINING OFFERINGS:

California Libraries Learn (CALL) - Building Basics for Libraries Series:

1. Inner Workings - A Close Look at Library Building Design and Key Systems
2. Building Relationships - Knowing Your Partners Within Library Facility Management
3. Wear and Tear - Signs of Disrepair

URL: <https://events.callacademy.org/event/building-basics-webinar-series-building-relationships-knowing-your-partners-within-library>

REFERENCES:

Tim McDonald, Acting Library Director, Pasadena Public Library, Pasadena, CA
626-744-4070

Michelle Perera, Director of Library and Recreation Services, City of Sunnyvale, Sunnyvale, CA
408-730-7314

Amber Steinhart, Senior Systems Analyst, Pasadena Public Library, Pasadena, CA
626-744-4253

TERMS:

- Enter into an annual Professional Services Agreement with option to renew for two (2) additional years.

COST ESTIMATE:

- Hourly Rate: \$225
- Not to exceed contract of \$33,750 annually - Including consulting services for planning, relocation, and construction phases of Main Library and Bob Lucas Memorial Branch.

Thank you for the opportunity to provide these consulting services to the Altadena Library District.

Warmest Regards,

Carlos

Carlos Baffigo
Building Basics for Libraries
909-569-2461



MESSAGE FROM OUR DIRECTOR

When I look back at what our organization, staff, volunteers, and partners have accomplished over the past year, I am amazed and overwhelmed with gratitude to be part of this incredible community.

This year has been an extraordinary journey, and I want to thank all of you for your passion, commitment, and ongoing efforts to support our libraries. Thank you to our Board of Trustees, volunteers, Friends and Foundation for your enthusiastic advocacy, time, and unwavering support. A huge thank you to our amazing staff, who bring an infectious energy and effort to work hard to our libraries every day. Thank you to the local businesses that partner with us in the Read Local, Shop Local program, as well as the nonprofit and other organizations that partner with us in outreach and programming to engage our community.

And, of course, we are always grateful to everyone who participates in our programs, utilizes our resources, and visits our libraries. We are humbled by your support and committed to serving your needs.

Our efforts the past couple of years reflect our dedication to continually improving our resources and services. We have increased our outreach and our footprint in the community with new technologies, including a user app and two library materials vending machines, one at Prime Pizza and one destined for the west side of Altadena. We updated the Read Local, Shop Local program, relaunched our fabulous Fab Lab with a bevy of new equipment, expanded our Library of Things collection, and extended access hours at the Main Library. We also added a new van, dubbed the Curiosity Connection Volume Two, which will allow us to better support Little Free Libraries and provide new services like Homebound Delivery to bring our resources to everyone in our community.

As we look forward, we will soon begin work preserving, protecting, and restoring our libraries, beginning with the Bob Lucas Memorial Library & Literacy Center in spring 2024. These efforts will improve the look, safety, and access of our libraries, making them fun, flexible spaces for future generations of Altadena residents.

Thanks to your support, we plan to expand the footprint of the branch library by 50% and add an outdoor reading court. Renovations should take about a year and once complete, the branch library will reopen, and the Main Library will close to begin its update and restoration. We hope to reopen the Main Library in late 2026, just in time to celebrate the Altadena Library District centennial!

We are excited about the future, and we can't wait to share it with you.

Respectfully,



Nikki Winslow
District Director

Our Mission

The Altadena Library District
brings people and ideas together.

ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES

FISCAL YEAR 2022-2023

Terry Andrues

Jason Capell

Katie Clark

Boon Lim

Kameelah Waheed Wilkerson

Highlights 2022-2023

We are curious. We are connectors. We are neighbors.

Along with our mission, the Altadena Library District's strategic framework guides our operations, services, and events. Here are some highlights from our programming, partnerships, and staff's incredible endeavors from July 2022 to June 2023.

July 2022

The Altadena Library District (ALD) launched its myLIBRO app, which allows users to search the catalog, place materials on hold, view the events calendar, follow social channels, and more.

Staff and the Curiosity Connection support Concerts in the Park, hosted by the Rotary Club of Altadena.

Linda Illumanardi was announced as the Altadena Libraries' first



Artist in Residence. A local botanical printer, Illumanardi received a Picerne Family Foundation grant to teach free botanical printing and natural dyeing classes to the community for a year.

The 2022 Summer Reading program — which grew tremendously over the previous year — wrapped up with an end-of-summer party featuring the Susie Hansen Latin Band.

Linda Illumanardi



Summer Reading 2022 Roundup



**500+ total teen
volunteer hours**

**532 people registered for
Summer Reading Challenges,
up 730% over the previous year**



2022-2023 Highlights



Photo by Deb Squared Photo

(Left photo) Altadena residents gather for the premiere 2022-23 Altadena Poets Laureate event in August 2022. (Middle photo, left to right) Altadena Town Council member Veronica Jones, Altadena Town Council member Victoria Knapp, Senator Anthony Portantino, Congresswoman Judy Chu, Altadena Library Director Nikki Winslow, Altadena Library Board Trustee Jason Capell, Field Representative Ann Marie Hickambottom for Assemblymember Chris Holden, Altadena Town Council member Nic Arnzen, and Altadena Library Foundation Board of Directors President Bridget Brewster celebrate the 55th anniversary of the Main Library. Dancers from INCA, The Peruvian Ensemble, perform at the 55th anniversary celebration.

August 2022

The new Altadena Poets Laureate Carla R. Sameth and Peter J. Harris kicked off the 2022-2023 season with an event at the Main Library on Aug. 24. More than 75 people attended, and the video of the event has been viewed over 100 times.

The district celebrated the 55th anniversary of the Main Library on Aug. 28 with more than 400 people in attendance to recognize the milestone. Congresswoman Judy Chu gave a moving presentation about the importance of libraries in society and for the community of Altadena. The library was also recognized by Senator Anthony Portantino, Assemblymember Chris Holden, and members of the Altadena Town Council.

September 2022

Author and Buddhist monk Khentru Lodrö T'hayé Rinpoche discussed his latest book, "The Power of Mind: A Tibetan Monk's Guide to Finding Freedom in Every Challenge," at the Main Library. The library also screened the short documentary film "First to Go: Story of the Kataoka Family," and director/producer Myles Matsuno led a Q&A following the screening. Both events were well received by the community.

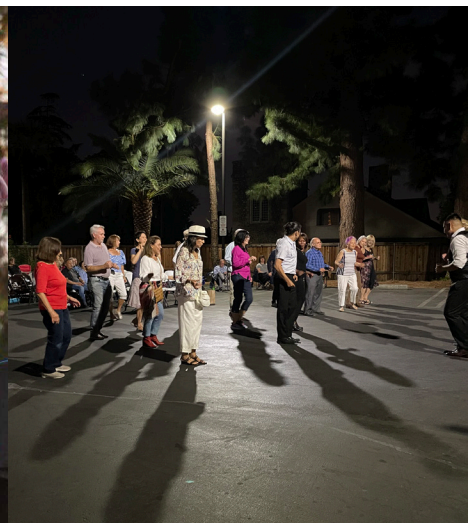
On Saturday, Sept. 24, the Altadena Library Foundation welcomed almost 200 guests to its sixth annual Taste of 'Dena at the Main Library. The event raised more than \$35,000 to help fund the outreach, literacy, and community-building initiatives of the Altadena Libraries.

October 2022

In partnership with CHA CHA, California Clean Air Day, Altadena Heritage, Rotary Club of Altadena, and other partners, the Altadena Library celebrated Clean Air Week by hosting a walk to school on Clean Air Day event, online seminars, a walkabout, a tour of the Bob Lucas regenerative garden, a green zone tour at the Main Library, and a 1000 Yardscapes Challenge.

Second Saturday returned for a new season, kicking off with Sangre Nueva.

(Left photo, left to right) Altadena Library Assistant Director Ashley Watts, Director Nikki Winslow, Senator Anthony Portantino, and Altadena Library Foundation Board of Directors President Bridget Brewster celebrate Taste of 'Dena. (Center photos, from left) Teen librarian Isabelle Briggs and Foundation member Mark Mariscal speak at Taste of 'Dena. Altadena residents dance to Sangre Nueva at Second Saturday.



Friends of the Altadena Library held its semi-annual book sale on Oct. 15. Thanks to the help of staff, the Boys & Girl Scouts, and teen volunteers, they moved the sale inside due to rain.

The Bob Lucas Library hosted the Blue Submarine. Attendees got up close and personal with tide pool animals, such as sea stars, sea urchins, sea slugs, and more. The library also hosted multiple events celebrating Día de los Muertos.

November 2022

In honor of Native American Heritage month, the district hosted Tina Calderon, a Culture Bearer of Gabrielino, Tongva, Chumash, and Yoeme descent, who shared stories, songs, and the history of the Gabrielino Tongva peoples.

The district and Altadena Library Foundation were honored by the Pasadena Community Foundation at a breakfast. The Pasadena Community Foundation provided the library foundation with a \$20,000 grant in the Building Community category to reimagine the Fab Lab.

The Main Library Fab Lab had a soft relaunch and introduced Fab Lab Foundations, a series of workshops designed to help the community learn more about the tools available in this DIY space.

The Altadena Poets Laureate held two events in November: See You, Photos of Joy Writing Workshop at the Bob Lucas Memorial Library and Synergies, an innovative workshop led by Peter J. Harris with special guest dancer/actress Perris

McCracken and musician Alan Mark Lightner at the Main Library.

Master gardener Brienna McWade and L.A. Compost's Maggie McCabe held a gardening session for kids at the Bob Lucas Memorial Library.

The Board of Trustees held a special meeting to hear from the candidates for an open board position, and Boon Lim was selected as the new Trustee.



Trustee Boon Lim



Bob Lucas Memorial Library Design

Building Projects Progress

Thanks to the incredible support of the community through the passage of Measure Z in 2020, the Altadena Library District has embarked on an ambitious multi-year project to repair, modernize, and improve the Main and the Bob Lucas Memorial Library.

The design process for the Bob Lucas Library additions & renovation reached a new milestone. In August 2022, the library district provided the Design Development documents for review, shared them at outreach events, and welcomed community feedback through comment cards and an online survey.

The design documents then went to the Board of Trustees and were approved in late September. The library district began working with the County of Los Angeles Planning Department to acquire a Conditional Use Permit, which is required to obtain building permits.

The district also received word in September that it was awarded \$7.5 million in infrastructure grants from the California State Library to be used for renovations and upgrades.

The special tax funding the building projects appeared on local property tax bills in October 2022.



Main Library Preliminary Design

In early February, the district, Rachlin Partners, and Anderson Brulé Architects presented preliminary schematic designs for the Main Library renovation and again welcomed feedback from the community.



(Photos, left to right) Thousands of locals celebrate the 100th annual Christmas Tree Lane Lighting Ceremony, which was postponed due to the pandemic. Altadena gardeners get a lesson in fruit tree pruning at the Altadena Community Garden. Altadena Poet Laureate Peter J. Harris hosts SongAgain, a musical tapestry event at the Main Library for Black History Month.

December 2022

The district partnered with the Altadena Chamber of Commerce for the Sip N’ Shop event, attended by hundreds of locals.

In partnership with the Christmas Tree Lane Association, the Main Library closed early on the second Saturday for the Tree Lighting Ceremony & Winter Festival (the first time since the pandemic). Elected officials and thousands of people were in attendance.

Both libraries held plenty of holiday events, such as winter crafts and storytimes, as well as a district-themed lotería night.

January 2023

The Read Local, Shop Local program had a 2023 makeover, moving from a business discount to a rewards program that provides exclusive ALD merchandise to residents who show their rewards card at participating businesses.



The Bob Lucas Library staff partnered with the Altadena Community Garden for a fruit tree care workshop.

Music played throughout the month at Main. The Mt. Lowe Chamber

Players performed, and *Mighty Love* kicked off the second half of the Second Saturday season.

In 2019, ALD committed to establishing five board of trustee districts in Altadena, rather than seats being At-large. During the Board of Trustees’ January meeting, the National Demographics Corporation, the district’s demographic consultant, held a short presentation and open discussion about the redistricting process. Community members were invited to provide feedback about how they wanted to see district boundaries drawn.

February 2023

Celebrating diversity and Black History Month, the library staff put together a full program of events. These included SongAgain, a program led by Poet Laureate Peter J. Harris with guest poets and musicians creating an entrancing sonic tapestry, a movie screening and book discussion of “The Hate U Give,” storytimes, and an author talk (in partnership with the Altadena Historical Society) with William Gould, who discussed his book, “Diary of a Contraband: The Civil War Passage of a Black Sailor.”

March 2023

Altadena residents were invited to provide feedback on drafts of the

redistricting maps provided by the National Demographics Corporation.

ALD partner Huntington Health provided a fentanyl education workshop to the community.

Altadena historian Michele Zack shared the civic story and ongoing legacy of Owen Brown, a program made possible by Pasadena Village. She discussed Owen Brown’s life, legacy in the community, and challenges faced in establishing access and restoration of his grave site.

April 2023

April was all about partnerships. The Carnegie Science Observatories partnered with the library to host a stargazing event at the Bob Lucas Memorial Library. More than 100 people gathered to contemplate the universe.

Pasadena Village and chef Gloria Felix of Chefs for Seniors- Pasadena provided a healthy cooking demo for older adults to a packed Community Room.

The Fab Lab staff partnered with the Corita Art Center and presented “Approaches to Artmaking,” honoring Corita Kent and exploring her unique ways of making art.



The Poets Laureate held a special reading to celebrate National Poetry month and the annual Poetry & Cookies.

Noteworthy Puppets performed for Día.

In partnership with LA Compost, staff at the Bob Lucas Memorial Library held a compost 101 session, explaining how the three-bin system at that location works and inviting the community to register for the co-op.

The Board of Trustees adopted a new districting map.

May 2023

Friends of the Altadena Library held its spring book sale.

Dozens of people attended two Litfest in the 'Dena events hosted at the Altadena Library: a tribute to Eric Priestley and the Enduring Legacy of Black Culture and the Arts and Surviving the Literary Life, a panel discussion with local artists.

The Bob Lucas Library had a May the 4th Be With You program while the Main Library hosted a special lion dance performance to celebrate Asian American & Pacific Islander Heritage month.

The Carnegie Science Observatories planted a planetarium at the Main Library, the Mt. Lowe Chamber Players returned for a reed quintets concert, and Mad Science put on an interactive show of Fire and Ice.

The Altadena Library Foundation was awarded a \$10,000 grant from the

(Photos, from top, clockwise) Attendees enjoy a puppet performance at the 2023 Summer Reading kickoff event. Children enjoy African Dance Rhythms with Teresa Smith at the Bob Lucas Library. Library patrons get a close up with slimy and squishy marine life at the branch library.

Tournament of Roses Foundation House to expand our Library of Things collection.

June 2023

Summer Reading 2023 kicked off with an engaging event attended by 400+ people. Participants perused a 12-page summer program for details about the 60+ events planned for the summer.

Two dozen local authors applied for a chance to appear at Indie Author Night.

Local resident and Bob Lucas Library adult learner Young Hwa Choi won the advanced writer category in a writing contest hosted annually by the Southern California Library Literacy Network, a nonprofit organization established in 1985. Originally from South Korea, Young has been taking classes and working with volunteer Ralph Goldstein for one-on-one tutoring sessions for the past couple of years.

Partnering with community organizations, the Altadena Library hosted the opening ceremony for the second annual Altadena LGBTQ+

Pride Walkabout. Library staff also held several events to celebrate Pride Week, from Pride-themed storytimes to a Fab Lab session with artist Rachel Curry to create personal banners.

The Altadena Town Council and Altadena Library collaborated with the library's Artist in Residence Linda Illumanardi on community sessions for residents to create botanical prints, some of which will be used in an Altadena community quilt.

Groovis Maximus drew a crowd for the last Second Saturday of the season on June 10.

The Main Library hosted "In Celebration of Juneteenth – The Remarkable Work of Jean Estelle (Gray) Lanier," a memorial art exhibition celebrating the life and works of Jean Lanier.



Altadena Library District By the Numbers



483,470
Virtual Visits to Library Website

106,565
Annual Number of Wireless Sessions

8,666
Annual Uses of Public Internet Computers

4,180
MONTHLY DIGITAL (AVERAGE) CIRCULATION

43,200
YOUTUBE VIDEO VIEWS

4,940
HOURS OF YOUTUBE WATCH TIME



CIRCULATION

206,856

Number of checkouts of physical items (books, movies, music, etc.) throughout the year

VISITS TO LIBRARIES

123,628

REFERENCE QUESTIONS ANSWERED

6,479

NEW LIBRARY CARDS ISSUED

3,535

TOTAL EVENTS/PROGRAMS

677

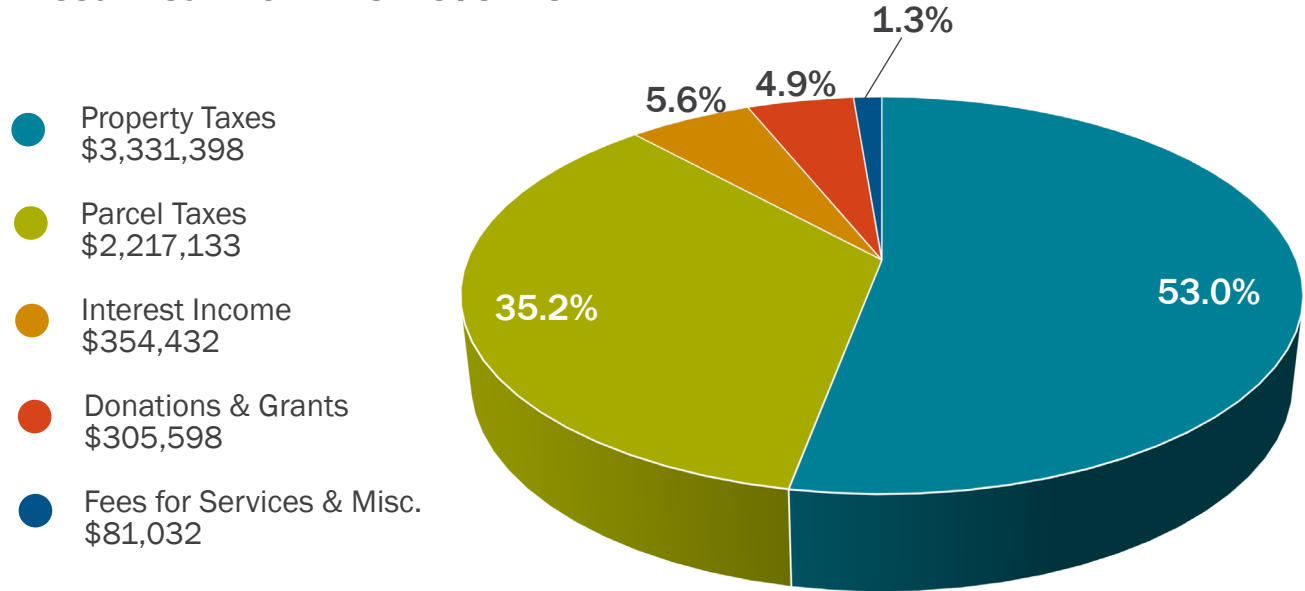
ATTENDANCE AT EVENTS/PROGRAMS

18,194

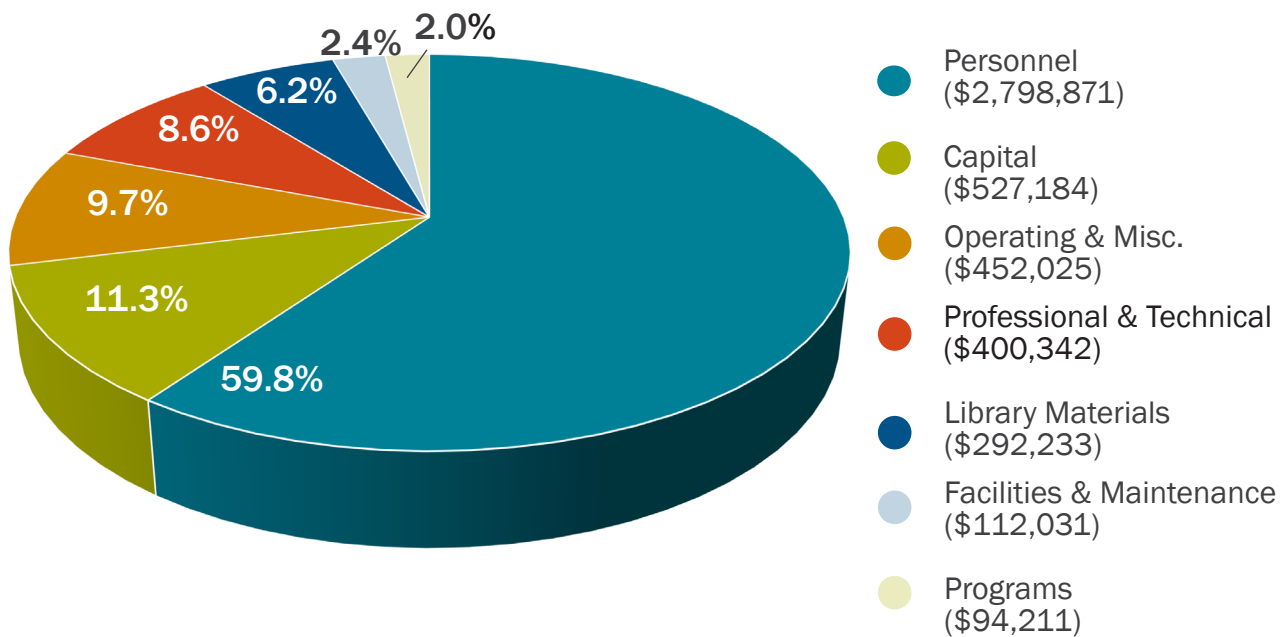


Finances

Fiscal Year 2022-23 Revenue



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Established in 1959, the Friends of the Altadena Library organization is committed to supporting the District by generating public interest in our libraries, assisting with funding to purchase materials, and underwriting cultural and educational programs. Thank you to all of the Friends (July 2022 - June 2023) for your dedication, hard work, and passion for our libraries!

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Main Library

600 E. Mariposa Street
Altadena, California 91001
Phone: (626) 798-0833

Hours

Monday & Tuesday: 10:00am – 8:00pm
Wednesday – Friday: 10:00am – 6:00pm
Saturday: 10:00am – 4:00pm
Sunday: Closed

Bob Lucas Memorial Library & Literacy Center

2659 Lincoln Avenue
Altadena, California 91001
Phone: (626) 798-8338

Hours

Monday – Friday: 10:00am – 6:00pm
Saturday & Sunday: Closed

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**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.D. REPORT FOR DECEMBER 2023**

REPORT: Agenda Item XI.d.

MEETING DATE: December 18, 2023

PREPARED BY: Nikki Winslow

LOCATION: Altadena Main Library

TITLE: Review and Approval of the ALD Operational Plan 2024

BACKGROUND:

The ALD Management Team worked with staff to compile an Operational Plan for 2024. Similar to the past two years, we have organized it in support of the three service priorities that were identified in our 2020 Strategic Plan, as well as the complete review done by Strategic Planning Consultant Danielle Milam from September 2022-December 2022. Those are:

- We are Curious
- We are Connectors
- We are Neighbors

This year we maintained a similar format that includes evaluation methods and evidence of success for all the identified objectives throughout the plan. We agreed that the existing format of identifying 2-3 larger goals for each Strategic Priority and then the individual objectives to achieve those goals was the most effective and achievable way to ensure these goals are met.

Some of the more notable objectives that we hope to accomplish this year based on staff and community feedback include:

- Robust plans in preparation and closure of the Bob Lucas Library in 2024
- Identifying new local partnerships and continuing to foster existing ones to maintain a strong library presence in the community
- Continue to offer innovative library programming and services that extend out into the community

Staff are excited about these goals and objectives for 2024.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board review and approve the ALD Operational Plan 2024.

2024 OPERATIONAL PLAN & GOALS

We are CURIOUS.

Goal #1: Continue staff training and professional development				
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Develop leadership skills and knowledge in the Management Team	Ongoing		Assign leadership activities and formal training	Monthly discussions or workshops
Customize annual evaluation forms by job classification	January 2024	December 2024	Work with North Star Consulting to build a new performance evaluation system	Each job classification has a performance evaluation tailored to the essential functions and skills of that position.
Continue progress on Individual Development Plans	Ongoing		Continued work on established IDP	IDPs are being discussed at monthly workplan meetings
Post staff training and meetings on Niche Academy	Ongoing		Assign training to staff	All ALD staff have completed all assigned training by set deadlines
Continue Project READY and other EDI training	Ongoing		All staff continue to work through Project READY and hold small group discussions after each module; Research and select appropriate trainings on all-abilities programming and service training	Completion of Project READY modules depending on start date of existing and new employees.

Goal #2: Ensure programming meets community needs and incorporates EDI Standards				
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Create an audit tool to evaluate the diversity of library programs and to develop EDI programming standards.	January 2024	December 2024	Audit tool development and staff training	Completed audit tool and its implementation across public service departments to begin the process of collecting data for program analysis.

2024 OPERATIONAL PLAN & GOALS

Develop and provide special needs programming for patrons of all ages	January 2024	Ongoing	Increased engagement with special needs patrons; Increased feedback by participants and partner organization	At least 2 programs hosted at the Main or BL branch; At least 1 program hosted by a partner organization
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We are CONNECTORS.

Goal #3: Utilize targeted marketing strategies to increase awareness of library programming and services				
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Continued implementation of personalized marketing efforts to target patron needs	Ongoing		Analyzation of statistics in Patron Point marketing emails. Deployment welcome campaign, and additional targeted email campaigns	Increased use of library's electronic resources, app., collections and increased program attendance
Create awareness of 2024 Board of Trustees election	January 2024	July 2024	Targeted promotion in the three districts through in-person and virtual presence	Multiple candidates in each of the three districts filing for a seat on the Board
Implement online platform for merchandising of library branded items	January 2024	December 2023	Collaboration with support groups to strategize distribution; Sales data collected online platform implemented	E-commerce site in partnership with support group and ALD branded collection; creation of physical merchandise displays in Main Library; profit from sales

Goal #4: Maintain and expand partnerships and connections with the community of Altadena.				
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Develop a partnership list through an equitable lens and include wishlist partners to assess and fill gaps in services	January 2024	Ongoing	Staff input to capture existing partners;	Completed partnership list, including equity identifiers; New community partnerships resulting in new programs and services

2024 OPERATIONAL PLAN & GOALS

Grow and expand Read Local Shop Local (RLSL) Program participation	January 2024	December 2024	Conversations with current businesses and potential new partners; Koha statistics reports	Positive feedback from current RLSL partners; Multi-year plan for program going forward; Successful RLSL events.
Provide early literacy and community resources for Parents and Educators	May 2023	December 2023	Statistics on page navigation; feedback from parents and educators; use of early literacy handout	Awareness of webpage and utilization of resources; Creation of an early literacy handout for patrons; Research into potential early literacy strategies; Connection with an early literacy consultant; Creation of early literacy kits and handouts
Encourage sustainable practices through community sharing opportunities and mutual aid	January 2024	December 2024	Program statistics and feedback from partners and community members	Creation of at least 3 new partnerships; development of a new programs or services through the new partnerships

We are NEIGHBORS.

Goal #5: Maintaining library services during closures due to renovation by providing resources and programming outside of existing facilities.				
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
New curiosity connection conversion and launch	January 2024	June 2024	Finalize second vehicle design; Add modifications where needed	Successful launch of second vehicle and regular usage by staff
Optimize/update ALD website (including ADA compliance)	Ongoing		Continue to update website for ADA-compliance	Audit entire website to ensure pages conform to WCAG 2.1 at Level AA.

2024 OPERATIONAL PLAN & GOALS

Goal #6: Bringing resources and services to patrons where they are.				
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Identify connections throughout the community for pop-up and other programming opportunities	January 2024	December 2024	Research and identify partnerships in the community. Establish a consistent schedule of interactions.	Increased number of outreach. Successfully maintaining regular partnerships with the community
Strengthen relationships with local Transitional Age Youth Residential Programs	January 2023	Ongoing	Evaluations or anecdotal feedback from visits; consistency/frequency of communication; statistics from interactions and deposit libraries	Scheduled regular visits; establishing and maintaining deposit libraries; ongoing communication
Grow participation in the Homebound Delivery Service	January 2023	Ongoing	Number of registrations; circulation, number of trips; use of marketing materials; conversations with possible partners to increase reach	Complete implementation of Homebound Services with a documented workflow process; Active participation by community
Continued development of public map & LFL webpage. Create a consistent plan for visits. Develop process for new installations.	January 2024	December 2024	Feedback from our support group; number of requests to receive a LFL; Increased usage of LFL and Deposit Libraries.	Completion of a public map; Scheduled regular visits; Successful process for new installations; Increased number of Deposit Libraries
Further expand ALD's footprint with the use of technology	January 2023	September 2026	Addition of new services and technology to support these services	Increased metrics on usage/outreach and expanded availability/access.
Create community awareness and engagement with the Building Projects through the launch of the communications campaign/plan	January 2024	December 2025	Create video, print, editorial, and digital content for communication campaign; launch ad campaigns; evaluate social ad metrics	Continued positive feedback from community residents & organizations for building projects; increased collaboration with businesses and organizations; minimal negative feedback due to closures and building projects.

2024 OPERATIONAL PLAN & GOALS

Goal #7: Ongoing planning for closure, renovation and reopening of the two library buildings				
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS
Continue District transparency efforts to encourage community participation through Town Halls and other open meetings keep them updated on building projects	Ongoing		Schedule Community Focus Group meeting and larger town halls to share updates	Overall satisfaction from community members and groups about the building projects and their expressed level of awareness
Continue Work with Capital Project Management (CPM) Firm and Architectural team to hire construction firms to renovate both libraries	January 2024	Ongoing	Continue weekly meetings the CPM, Facilities Committee and legal counsel to produce an RFP and do a competitive hiring process	A construction firm is hired and renovation on the Bob Lucas Library is being completed
Identify moving and storage needs for the Bob Lucas Library closure	January 2024	March 2024	Analyze items to keep, store, and dispose of and evaluate size needed to store items kept	Appropriate space found for needed storage for Bob Lucas Library; Costs for storage kept as low as possible
Develop a staffing strategy for both library building closures	January 2024	March 2024	Identify space at Main Library for the Bob Lucas staff; strategize a staffing model for the impending Main Library closure	Bob Lucas staff have spaces to work at the Main Library;
Identify an alternate site for period of time the Main Library is closed	January 2024	September 2024	Work with LA County Parks to secure a site for library services, public computer access and programming during the Main Library closure	An agreement is signed with LA County and plan in place to use an alternate site at Loma Alta Park
Seek additional funding sources and cost Savings for the building renovation projects	January 2024	September 2026	Applying for grants, use of federal supplemental funding for cost-savings, working with support groups to solicit donations, providing and receiving requests for naming opportunities	Additional funding options received used and review of current renovations to ensuring all aspects are cost-effective



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.E. REPORT FOR DECEMBER 2023**

REPORT: Agenda Item XI.e.

MEETING DATE: December 18, 2023

PREPARED BY: Jonathan Arevalo

LOCATION: Main Library Community Room

TITLE: Review and approval of HVAC Preventative Maintenance and Repair Services for both the Main and Bob Lucas Libraries.

BACKGROUND/ANALYSIS: At the October 2023 Board of Trustees meeting, an RFP was approved by the Board to post a bid for HVAC Preventative Maintenance and Repair Services for our libraries. Two companies submitted proposals, ACCO Engineered Systems, and Allison Mechanical, Inc.. After reviewing the proposals to confirm that they meet the qualifications described in the RFP and the District's goals needed for the success of maintaining our HVAC systems, Allison Mechanical, Inc. was chosen as the recommended new HVAC preventative maintenance and repair services provider. Although both companies meet the basic requirements of the RFP, Allison Mechanical has over 30 years of experience in the industry, readily available key personnel, and over 400 cumulative years of field experience in various HVAC Systems and Digital Control Systems. Although their main office is in Redlands California, references confirmed their turnaround time for emergency services is no more than 1 to 2 hours. Additionally, Allison Mechanical, Inc. has a significantly lower cost.

The yearly annual costs are as follows:

- ACCO Engineered Systems: \$25,875.22
- Allison Mechanical, Inc.: \$12,356.00
- Cost Difference: \$13,519.22

Allison Mechanical, Inc., will do quarterly preventive maintenance service of our HVAC systems according to the recommended manufacturer's specifications at both locations on a set schedule. Any recommendations of repairs that may come from the quarterly visits will follow the guidelines stipulated in the RFP.

A copy of ACCO Engineered Systems and Allison Mechanical Inc. proposals will be provided on our website.

FISCAL IMPACT: Each library will be billed separately and quarterly for preventative maintenance services. The anticipated quarterly/annual cost for each library is as follows:

- Main Library: \$2,766.00 Quarterly
- Bob Lucas: \$691.50 Quarterly
- Annual price for both \$12,356.00
- The contract will be for 3 years

When the libraries are closed for renovations, we will not be charged for that period. Allison Mechanical, Inc., will only charge for the maintenance and repairs they complete. The District

will include a not-to-exceed amount in the Professional Services Agreement of \$20,000. Funding for the services will come out of our Facilities Maintenance account number 7205.

STAFF RECOMMENDATION: Staff recommends that the Board of Trustees authorize the District Director to contract with Allison Mechanical for the HVAC Preventative Maintenance and Repair Services.



1968 Essex Court, Redlands, CA 92373-8008 • (909) 478-5633 • FAX (909) 478-5637

November 30, 2023

Altadena Library District
600 E Mariposa St,
Altadena, CA 91001
Attention: Jonathon Arevalo, Facilities Manager

Re: Proposal for Heating, Ventilation, Air Conditioning (HVAC) Preventative Maintenance and Repair Service

Dear Sir:

Enclosed herewith for your review and consideration is Allison Mechanical, Inc.'s original proposal responsive to the above-referenced RFP.

Allison Mechanical, Inc. is located at 1968 Essex Court, Redlands, CA 92373. Our telephone number is (909) 478-5633 and our fax number is (909) 478-5637. Fred Larkin is the Regional Account Manager for the City of Altadena. His cell number is (909) 674-6409.

We acknowledge receipt of Addendum 1 and Addendum 2 both issued on November 15, 2023.

We would like to highlight the major elements of our qualifications and proposal as set forth below.

Allison Mechanical, Inc. was established in June of 1993 as a California Corporation. We specialize in servicing and maintaining commercial and industrial air conditioning, ventilating and refrigeration equipment. From a four-man crew in 1993 the Company has grown to over 50 employees and over fifteen million dollars in revenue per year. Our Company can perform service repair reminiscent of the 1970's such as compressor overhaul, refrigerant piping, pump repair, etc. as well as today's "state of the art" DDC controls, screw compressor service, unit integral electronic control panels, variable frequency drives and much more. This is a unique and rare combination of skills and experience that put Allison Mechanical, Inc. in a class of its own. We are an authorized dealer for Turbocor® oil free, frictionless, VFD controlled compressors, the most innovative product to hit our industry in decades. We excel in problem solving and our highly qualified technicians provide you with over 400 cumulative years of field experience. Our State Contractors License number is 679866 with classes B, C-20, C-36 and HAZ. We are bonded with The Ohio Casualty Insurance Company with a \$15 Million single project and a \$20 Million aggregate bonding capability. Our Public Works Contractor Registration # is 1000002213.

Allison Mechanical, Inc. is qualified, committed and prepared to provide maintenance services for the heating, ventilation and air conditioning for the Altadena Library District with the highest level of workmanship, ethical responsibility, responsiveness, and expertise. We agree to enter into an Agreement per the terms and conditions and have no exceptions to the RFP.

Our qualifications and proposed approach to the services set forth in District's RFP are further outlined in the attached documentation.

Should you have any questions or concerns, please do not hesitate to contact this office.

Sincerely,

ALLISON MECHANICAL, INC.



Mark Allison
Vice President/ Secretary

Enclosures: Table of Contents
Section 1: Experience
Section 2: Personnel
Section 3: Qualifications
Section 4: Cost Section

ALLISON MECHANICAL, INC.

Proposal for

**Altadena Library District Heating, Ventilation, Air Conditioning (HVAC)
Preventative Maintenance and Repair Service**

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Section I: Experience

Allison Mechanical, Inc. was established in June of 1993 as a California Corporation. For over 30 years, Allison Mechanical, Inc. has been a HVAC contractor providing installation, repairs, and maintenance services to private and public entities. Licensing and Registrations are: CSLB No. 679866 for Class: B, C-20, C-36, and HAZ; DIR No. is 1000002213, Small Business Certification No. is 18104, and its Federal Tax ID No. is 33-0565673.

Allison Mechanical, Inc. has one location at 1968 Essex Court, Redlands, CA 92373. Our telephone number is (909) 487-5633. Our fax number is (909) 487-5637. Our toll free telephone number is (800) 828-8865.

Allison Mechanical, Inc. is a California corporation and is not owned partially or totally by another entity or individual. The officers and shareholders of Allison Mechanical, Inc. are Donald Paul Allison (President), Mark Nicholas Allison (Vice-President/Secretary), and Heidi Annette Allison (Treasurer). We currently employ 52 employees of which 11 are office staff. The remaining staff consists of 5 regional and project managers, 5 field foremen, 2 field supervisors, and 29 field technicians.

Your Contract will be managed by Fred Larkin as Regional Account and Project Manager. Mr. Larkin will ensure customer satisfaction at all times. Mr. Larkin's contact information is Cell: (909) 674-6409; Email address of flarkin@allison1.net.

Todd Casida is our Service Manager. Mr. Casida will facilitate repeated provision of services at every opportunity. Mr. Casida's contact information is Cell: (909) 664- 3492; Email address of tcasida@allison1.net.

Jeremy Wessel is our Service Supervisor who will work hand in hand with the Area Lead and Technicians to ensure that the District's expectations are exceeded. Mr. Wessel's contact information is Cell: (909) 644-0610; Email address of jwessel@allison1.net.

Gustavo Lopez is our Area Lead who will oversee the technicians to make sure they are exceeding the District expectations and meeting all requirements of the RFP. Mr. Lopez's contact information is Cell: (909) 809-9612; Email address of glopez@allison1.net

Kenneth Bell and Andres Berreondo as Primary and Secondary Technicians who are qualified and trained technicians to perform operations repairs, and maintenance on numerous HVAC equipment.

Five references for which Allison Mechanical, Inc. has provided similar maintenance services include the following:

Owner: City of Fontana
Address: 17005 Upland Avenue, Fontana, CA 92335
Type of Contract: Preventative Maintenance and Repair Services
Amount: \$328,000.00

Duration: November 2005 to Present
Contact: Isaias Garcia, Facilities Supervisor, (909) 275-0001

Owner: City of West Covina
Address: 1444 Garvey Avenue, West Covina, CA 91790
Type of Contract: Preventative Maintenance and Repair Services
Amount: \$112,184.00
Duration: July 2009 to Present
Contact: Eddie Palomera -, Maintenance Supervisor, (626) 523-3444

Owner: City of Westminster
Address: 8200 Westminster Boulevard, Westminster, CA 92683
Type of Contract: Preventative Maintenance and Repair Services
Amount: \$68,046.00
Duration: June 2010 to Present
Contact: Adolfo Andrade, Building Supervisor, (714) 716-0258

Owner: City of Yucaipa
Address: 34272 Yucaipa Boulevard, Yucaipa, CA 92399
Type of Contract: Preventative Maintenance and Repair Services
Amount: \$35,530.53
Duration: 2016 – Present
Contact: Scott Washburn, Public Works Manager, (909) 649-5981

Owner: City of Alhambra
Address: 111 South First Street, Alhambra, CA 91801
Type of Contract: Preventative Maintenance and Repair Services
Amount: \$335,196.00
Duration: January 2019 - Present
Contact: Julio Donayre, Management Analyst (626) 570-3252

As demonstrated by all references provided in support of our proposal, our maintenance contracts have been long term. Many are well over ten (10) years proving a culture of exemplary performance that ensures customer satisfaction. One such example is our relationship with the City of Fontana. We first contracted to provide maintenance and repair services in 2005 and that relationship continued to grow throughout the years. We are proud that we continue to provide maintenance and repair services to all 28 site locations for the City of Fontana.

On the next page is our Licenses and certifications as requested in the RFP.

There have been no disciplinary actions, administrative proceedings, malpractice claims or other like proceedings filed within the last five (5) years either by or against Allison Mechanical, Inc.

Section II: Personnel

The following Personnel will be assigned to the Altadena Library District. Our office is located at 1968 Essex Ct., Redlands, CA 92373

Fred Larkin – Regional Account Manager/Project Manager, Service Dept.

- **45 - Years Experience**
- Certifications Include: E.P.A. U.A. Local 250 P.I.P.E. and STAR Certified
- Training: Numerous Industry Training Seminars Including:
 - U.A. Directors / Coordinators Certification
 - U.A. Local 250 Instructor Reciprocating Compressors
 - U.A. Life Time Certified Journeyman
 - Los Angeles Trade Technical College –Certificate of Completion Refrigeration Air Conditioning
 - U.A. Local 250 Apprenticeship Training
 - U.A. Local Journeyman Training
 - Carrier: VVT & CNN Controls
 - Carrier: Technical Courses I –IV
 - MCAA Sales Basecamp

Todd Casida – Service Department Manager – Local 250 Certified Foreman

- **25 Years Experience**
- Certifications: EPA Universal, UA S.T.A.R. Certified, UA Local 250 Certified
- Training:
 - Carrier: VVT Controls
 - UA Local 250 Apprenticeship Program
 - UA Local 250 Journeyman Training
 - Lochinvar Installation, Service & Troubleshooting Service
 - Trane Intellipak Training
 - Trane: Centrifugal Chillers CVHE/CVHF
 - WMC (Magnetic Bearing) Centrifugal Chiller - Service & Repair
 - ABB Variable Frequency Drive Start-Up Certified Technician
 - Principles of Refrigerant Piping - for Service Technicians
 - Pump Basics, Service and Maintenance Training
 - Carrier RTU Open Controller Start-Up Training
 - Carrier Centrifugal Compressor Fundamentals (SER120)
 - Carrier Centrifugal Disassembly & Reassembly (SER130) (Certified Technician)
 - Multistack Gen 1 & 2 Maglev Chiller Training
 - Turbocor Compressor Training
 - Bitzer 2 Day Air Conditioning Training Seminar Session
 - Low Voltage Qualified & High Voltage Qualified

Jeremy Wessel – Service Supervisor – Local 364 Foreman

- **25 Years Experience**
- Certifications: UA 364 Certified, EPA Universal, Carrier: Puron® Refrigerant Certification, Honeywell VFD Start-Up
- Training:
 - Carrier: Electrical, Mechanical Systems Troubleshooting
 - Local 105 Classified Worker, Shop Fabricator, Welding, Installer
 - Honeywell Variable Frequency Drive Start-Up/Service
 - Honeywell Variable Frequency Drive Start-Up/Service
 - Turbocor Installation, Service & Troubleshooting Service
 - Lochinvar Installation, Service & Troubleshooting Service
 - RayPak Boiler Training
 - Laars Boiler Training
 - Air Side Fundamentals - Psychrometrics & Air Measurement
 - Principles of Refrigerant Piping - for Service Technicians
 - ABB Variable Frequency Drive Start-Up Certified Technician
 - Pump Basics, Service and Maintenance Training
 - Carrier RTU Open Controller Start-Up Training
 - Boiler Evolution & Modern Application
 - Mitsubishi CITY MULTI Service Course
 - Smardt Chiller Technical Training
 - NFPA 70 E Safety Training - CPR, First Aid and BBP
 - LG VRF Training

Gustavo Lopez – Area Lead Supervisor – Local 364 Journeyman

- **8 Years Experience**
- Certifications: EPA Universal, UA S.T.A.R. Certified
- Training:
 - UA Local 364 Apprentice Program Graduate
 - Refrigeration - Technical Service & Troubleshooting Course
 - Electrical - Technical Service & Troubleshooting Course
 - ABB Variable Frequency Drive Start-Up Certified Technician
 - MCAA Field Leaders Conference

Kenneth Bell – Service Technician – Local 250 Tradesman

- **7 Years Experience**
- Certifications: EPA 608 Type 1
- Training:
 - Germany Apprenticeship Program
 - German - Mechatroniker Für Kältetechnik
 - UA Local 250 Applicant
 - Mechatronics Technician for Refrigeration Technology

Andres Berreondo – Service Technician – Local 250 Apprentice 2

- **3.5 Years Experience**
- Certifications: EPA Universal Certification, Refrigeration Technician Certification from NVOC
- Training: UA Local 250 Apprenticeship
- Current 2nd Year Apprentice

Financial Office Staff:

Stacey Moreno – Office Manager, (909) 478-5633, smoreno@allison1.net

Veronica Montecino – Account Clerk (909) 478-5633, vmontecino@allison1.net

Section III: Qualifications

Allison Mechanical, Inc. specializes in air conditioning, heating, ventilation, refrigeration, and energy management. The Company focuses on commercial and industrial clients and performs no residential work. Our highly qualified technicians provide you with over 400 cumulative years of field experience. All Journeyman are certified and continue education through their respective Locals and stay current in continuing education within the HVAC industry.

We provide prompt and reliable service. Our credentials include extensive training and subsequent certification on all major manufacturers of reciprocating, oil-less magnetic bearing chillers, centrifugal and screw compressors and chillers. We possess comprehensive systems expertise including:

Rooftop Packaged Equipment	Thermal Energy Storage
Built-up Installations	Pneumatic, Electric and Direct
Hydronic Heating and Cooling	Digital Control systems
DX Cooling	Energy Management Systems
New and Retrofit Construction	Authorized Turbocor Representative
Computer Rooms	Refrigeration
Reciprocating, Screw and Centrifugal Chillers	Vane Axial Fans
Compressed Air Systems	Variable Frequency Drives
Variable Air Volume	Process Cooling
Duct systems	Low Temperature Refrigeration

We at Allison Mechanical, Inc. have a commitment to excellence, which is second to none. We have the respect of our customers, vendors, and other contractors. Our commitment begins with our work ethic, is strengthened by our integrity, and is complemented by our continuous comprehensive training. Many of our team members are also instructors at UA Local 250 and 364 educating others to ensure the growth and future success of our local union members.

Allison Mechanical, Inc. has a broad understanding of the HVAC Maintenance Services in a municipal setting as outlined in the RFP.

Allison Mechanical, Inc.'s regional managers are experienced union trained HVAC professionals who once served as field technicians. All have gained their HVAC knowledge from union training and hands-on experience before making the transition to regional managers. This experience facilitates prompt and concise decisions to how best to serve our customers' HVAC needs.

Most of our technicians have participated in the United Association five-year apprenticeship hands-on training program taught by qualified industry leaders of UA Local 250 and local 364. The training of UA Local 250 and Local 364 members is considered among the best in the nation. In fact, our Journeypersons consistently enroll in continued education classes at the UA Training Centers, which help them to keep up

on current industry changes, upgrades, certifications and general knowledge important to maintain the quality service one would expect from a qualified company.

Allison Mechanical, Inc. understands the highlights, key features and distinguishing points of the Proposal. We are pleased to provide our proposal to provide industry leading preventative maintenance and repair services to your facilities to maintain the equipment in order to prevent costly and disruptive equipment failures. It is our goal to keep your facilities operating at the highest level.

Our experience in providing the District's requested services to other Southern California municipalities provides a unique advantage for Allison Mechanical, Inc. in understanding the specific needs of the Altadena Library District. It is imperative to partner with a mechanical contractor like Allison Mechanical, Inc. who is qualified, trained and committed to the proper maintenance and rapid response necessary to reduce unnecessary equipment down time.

Our long history and experience servicing government offices provides first-hand insight to the demands on the District to provide ongoing services to its employees and members of the public it serves. We take pride in our ability to maintain the equipment to reduce down time and when an emergency arises, we respond by any means necessary to get your facilities up and running in the shortest time possible.

Allison Mechanical, Inc. plans to meet those needs by:

- Assigning a dedicated Account Project Manager who will ensure customer satisfaction at all times.
- Assigning a Service Department Manager who will facilitate repeated provision of services at every opportunity.
- Assigning a Service Supervisor who will work hand in hand with the Area Lead and Technicians to ensure that the District's expectations are exceeded.
- Assigning a Area Lead who will oversee the technicians to make sure they are exceeding the District expectations and meeting all requirements of the RFP.
- Assigning a team of Primary and Secondary Technicians who will be qualified, trained and equipped individuals ready to spring into action at any moment.
- Providing industry leading maintenance services on schedule as recommended by manufacturer and the requirements of the RFP.
- Rapidly responding to Emergency Service Requests with assigned project team members.
- Providing proposals for unexpected repairs as needed so District's Management can make informed decisions on capital expenditures.
- Providing recommendations for equipment upgrade projects or energy efficiency retrofits as requested by District Management to help maintain optimal mechanical system performance into the future.

Our approach to service the District's specific equipment, subject to the District's specifications, would be as follows:

Air Filter Service

Air filter replacement shall be provided by Allison Mechanical, Inc. and utilized in all HVAC units and air-handlers as requested by the District. Filters will be dated to allow for quality control inspections performed by our area supervisor. All filters will be of the highest quality and the appropriate MERV rating as recommended by the unit manufacturer and the area served by the individual unit.

HVAC Equipment Service

All HVAC Equipment will be serviced as requested by the District. The filters will be replaced as each unit is serviced. Services will include all of the manufacturers recommended maintenance tasks and as stipulated in the RFP and as requested by the District. Each unit will be tested to ensure its proper operation. Any deficiencies found will immediately generate a request to troubleshoot or a quote regarding repairs needed. This must be approved by the Altadena Library District.

All technicians participate in continued safety training programs including; bi-annual safety conferences, job specific risk assessment\identification training, weekly safety training/tests, and daily "Safe Plan of Action" assessments.

We have developed and maintain a teamwork environment that encourages employees to care for one another and work together to ensure the safety of everyone on site including our employees, our customers and their customers. This is achieved by reporting potential hazards, peer education while on-the-job, notification to management when safety rules or regulations are not met, and requisitions for PPE provision or replacement when job site conditions require. Any employee can report a safety hazard and stop job site work until the condition is assessed and rectified.

Our receipt of Safety Awards from our associations over multiple years is proof that when the employees are educated, equipped and encouraged to work together, they will accomplish the goal and everyone goes home safe.

All customers of Allison Mechanical, Inc. are guaranteed to being more than satisfied with our performance of services. We understand that our commodity is service and as a company we are dedicated to provide the best quality product possible. Our employees are good people interested in providing you the very best service we can provide. This service may be addressing a special need, fulfilling a request, or quick reply to a phone message. Our commitment to quality extends beyond technical training and we will continually provide you the best service.

In addition to maintenance and service contracts to government entities, Allison Mechanical, Inc. contracts with government entities for HVAC installation and

upgrades. These projects include not only cities throughout Southern California but county, state, federal, and schools at the elementary, middle school, high school, and college level.

Due to the longstanding relations Allison Mechanical, Inc. has had with government entities since 1993, Allison Mechanical, Inc. has established office policies and procedures to effectively comply with all prevailing wage laws. We strictly adhere to the wages established by the Department of Relations, the journeyman/apprentice ratio, completion of requisite forms, and trust fund payments.

Section IV: Cost Section

See next page for Cost Section and Attachment A

**SECTION VI
COST SHEET**

1. INTRODUCTION

Proposer shall complete cost sheet to include all costs, including travel and per diem in accordance with the Scope of Work defined in Section III. Proposer will submit detailed cost sheets on reimbursable costs, as back up to this summary page; however, total costs must be reflected on this summary page.

2. COST FOR SCOPE OF WORK, SECTION III

a. Fee Schedule for emergency HVAC Preventative Maintenance and Repair Services for Term of Contract (not included in the scope of work)

Position	Hourly Rate	
	After Hours	Emergency Hours
Journeyman	\$337.00	\$420.00
Apprentice	\$337.00	\$420.00

- b. Identify costs cap as not to exceed:** 1) Altadena Main Library: 600 E. Mariposa St.
 Total per year \$9,590.00.
 Quarterly payments of \$2,397.50. (3) Year Totalling \$28,770.00.
- 2) Bob Lucas Memorial Library: 2659 Lincoln Ave.
 Total per year \$2,766.00.
 Quarterly payments of \$ 691.50. (3) Year Totalling \$8,298.00.

This proposal submitted by: Allison Mechanical Inc.
Company name

Address: 1968 Essex Court Redlands CA 92373

Telephone Number: 909-478-5633

Fax Number: 909-478-5637

Business License Number: 679866

Contact Name: Mark Allison (Vice President/ Secretary)

Authorized Signature: 

ATTACHMENT A



RATE SCHEDULE FOR HVAC PREVENTATIVE MAINTENANCE AND REPAIR SERVICES (OPTIONAL)

Please complete the optional form for employees who are expected to be on site during services.

Position	Title	Job Description	Rate
Gus Lopez: Service Tech	Lead Man	Maintenance/Repair/ Service	\$154.00
Jeremy Wessel: Service Tech	Lead Man	Maintenance/Repair/ Service	\$154.00
Kenneth Bell: Service Tech	Tradesmen	Maintenance/Repair/ Service	\$154.00
Andy Berreondo: Service Tech	Apprentice	Maintenance/Repair/ Service	\$154.00

(If more employees are required, please add to the list.)



1968 Essex Court, Redlands, CA 92373-8008 ☎(909) 478-5633 ♦ FAX (909) 478-5637

December 4, 2023

Altadena Library District
600 E Mariposa St,
Altadena, CA 91001
Attention: Jonathon Arevalo, Facilities Manager

Re: Proposal for Heating, Ventilation, Air Conditioning (HVAC) Preventative Maintenance and Repair Service

Dear Jonathon:

Per our discussions regarding our proposal, when the library is closed for renovations, you will not be charged for that period. We will only charge for the maintenance we complete.

Should you have any questions or concerns, please do not hesitate to contact this office.

Sincerely,

ALLISON MECHANICAL, INC.

Bonnie Gordon

Bonnie Gordon
Department Manager



Altadena Libraries

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The Altadena Library District brings people and ideas together.

Vision

An Altadena where all are learning, growing, and thriving together

MAIN LIBRARY

600 E. Mariposa Street
Altadena, CA 91001

BOB LUCAS BRANCH

2659 Lincoln Avenue
Altadena, CA 91001

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