



MEETING AGENDA

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
February 26, 2024 – 5:00 p.m.

IMPORTANT NOTICE REGARDING THE February 26, 2024 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. Roll Call

a. Approval/Reordering of Agenda Items

b. Adoption of Agenda

c. Public Comment on Non-Agenda Items

III. Consent Calendar

a. The Board of Library Trustees hereby approves the items and recommended

actions in the Consent Calendar listed below:

Approval of Minutes –

JANUARY 22, 2024 REGULAR MEETING

IV. Consideration of Items Removed from the Consent Calendar

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

V. Department Updates & Special Presentations **(Informational)** [PAGES 11 - 32](#)

- a. Special Presentation – Altadena Poets Laureates
- b. Department Update Reports – January 2024

VI. Reports **(Informational)**

- a. Support Groups [PAGES 33 - 34](#)
 - i. Altadena Library Foundation
 - ii. Friends of the Altadena Library
- b. Administrative Update [PAGES 35 - 42](#)
- c. Financial Reports – January 2024 [PAGES 43 - 53](#)
- d. Board of Trustees Standing Committee Reports [PAGES 54 - 60](#)
 - i. Budget Committee 2/8/24
- e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee January 2024
- f. Liaison Reports

VII. Unfinished Business

None

VIII. New Business

a. Review and Approval of Mid-Year Adjustments **(Action)** **PAGES 61 - 72**

b. Review and approval of updates to the Code of Conduct Policy **(Action)**

PAGES 73 - 76

IX. Governance

X. Announcements & Planning

a. Correspondence

b. Proposed Future Agenda Items

XI. Adjournment

a. Adjourn Meeting



MEETING MINUTES

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
January 22, 2024 – 5:00 p.m.

IMPORTANT NOTICE REGARDING THE JANUARY 22, 2024 MEETING

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I. Call to Order

a. Land Acknowledgement

Trustee Wilkerson read the Land Acknowledgement.

II. Consideration of Urgency items to be added to Closed Session

a. Approval/Reordering of Closed Session Agenda Items

None.

b. Adoption of Closed Session Agenda

**Moved by Trustee Clark to adopt the Closed Session Agenda. Seconded by Trustee Capell. Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye**

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.

None.

IV. Closed Session

- a. Motion to convene to Closed Session

Moved by Trustee Andrues to convene to Session. Seconded by Trustee

Clark. Roll Call Vote:

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

- 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. Conference with Legal Counsel – Anticipated Litigation (GOVT CODE § 54956.9(d)(2)) – one case

- ii. Reconvene to Open Session

The Board reconvened to open session at 5:25pm.

There was no reportable action.

V. Roll Call

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

- a. Approval/Reordering of Agenda Items

None.

- b. Adoption of Agenda

Moved by Trustee Clark to adopt the agenda. Seconded by Trustee Capell.

Roll Call Vote:

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed.

- c. Public Comment on Non-Agenda Items

None.

VI. Consent Calendar

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

Moved by Trustee Clark to approve the December 18, 2023 Minutes and the January 12, 2024 Special Meeting Minutes. Seconded by Trustee Andrues.

Roll Call Vote:

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed.

Approval of Minutes –

DECEMBER 18, 2023 REGULAR MEETING

JANUARY 12, 2024 SPECIAL MEETING

VII. Consideration of Items Removed from the Consent Calendar

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

None.

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

- a. Department Update Reports – December 2023

IX. Reports (**Informational**)

- a. Support Groups

- i. Altadena Library Foundation

- b. Administrative Update

Assistant District Director Ashley Watts provided the report.

- c. Financial Reports – November 2023 and December 2023

Director Nikki Winslow provided the report.

- d. Board of Trustees Standing Committee Reports

- i. None

- e. Board of Trustees Ad Hoc Committee Reports

Trustee Katie Clark provided the Facilities Ad Hoc Committee Report

f. Liaison Report

i. Government Liaison Report

Trustee Terry Andrues provided the report.

X. Unfinished Business

None

XI. New Business

- a. Bob Lucas RFP for Construction Inspection and/or Soils Engineering Services On-Call Services **(Action)**

Nikki Winslow provided the report. The District legal counsel Kivin Flautt and Jennifer Pearson of Huckabee-Inc were available for questions

Moved by Trustee Clark to approve the Bob Lucas RFP for Construction Inspection and/or Soils Engineering Services On. Seconded by Trustee Lim. Roll Call Vote:

**Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed.**

- b. Bob Lucas RFP for Library and Literacy Center Construction Project **(Action)**

Nikki Winslow provided the report. The District legal counsel Kivin Flautt and Jennifer Pearson of Huckabee-Inc were available for questions

Moved by Trustee Andrues to approve the Bob Lucas RFP for Library and Literacy Center Construction Project. Seconded by Trustee Clark. Roll Call Vote:

**Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed.**

- c. Personnel Policies Update **(Action)**

Moved by Trustee Capell to approve the updated Personnel Policies. Seconded by Trustee Lim. Roll Call Vote:

Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed.

d. 2023 Operational Plan Update (**Informational**)

Assistant District Director Ashley Watts provided the report.

XII. Governance

a. 2024 Elections – ad hoc committee first meeting date

The Trustees discussed preparation for the first ad hoc Elections committee meeting. Trustee Capell is chair, and Trustee Wilkerson is a member. Trustee Wilkerson encouraged members of the community to consider running for a seat on the Board.

XIII. Announcements & Planning

a. Correspondence

None.

b. Proposed Future Agenda Items

c. None.

XIV. Adjournment

a. Adjourn Meeting

The meeting was adjourned at 6:25pm.



**BOARD OF LIBRARY TRUSTEES
ADULT SERVICES REPORT FOR
JANUARY 2024**

DEPARTMENT: Adult Services

MEETING DATE: February 26, 2024

PREPARED BY: Danielle Guerrero

LOCATION: Main Library
Community Room

Fab Lab

In January, the Fab Lab continued its trend of busy open hours, with a total of 30 sessions and 58 logged hours of use. The Fab Lab community is expanding, prompting plans to introduce additional open hours starting in March.



Displayed above is one of the creations from the Fab Lab, showcasing the impressive utilization of the Cricut vinyl cutter and heat press. It stands as a testament to the remarkable work produced by our members!

Library of Things

The Library of Things collection saw further expansion with the acquisition of 5 Yoto player kits. The Yoto player is a screen-free audio device designed for children, offering a diverse range of content.



These kits are tailored to specific themes, including:

- Bedtime Yoto: featuring sleep sounds and gentle music
- Spanish & French: offering language-learning stories
- New Learners: comprising short stories and music for children aged 5 and younger
- School Age: containing longer stories suitable for children in a school setting
- Music: including a variety of world and popular music selections

Art at the Library

Art on Display

For January and February, the library is showcasing "Postal Service for the Dead: The First Year." This ongoing collective project encourages people to send letters to deceased loved ones. Established in December 2022, the exhibition features a curated selection of letters and postcards received during the first year of the project.



Artist Reception

During the artist reception, Janelle Ketcher, founder of Postal Service for the Dead, discussed her project alongside other examples of collective expressions of grief. This project, initiated in 2022 through Sleepy Sue Studio, offers art, design, and organization services under Janelle's

leadership. Janelle's dedication to exploring and celebrating the complexities of humanity, while providing avenues for storytelling that foster healing and connection, was evident throughout the presentation. The reception attracted over 27 attendees.



Art Workshop: Creating Unique Stamped Jewelry

During the Art Workshop held on Saturday, January 6th, Alice Matiosian from Red Tail Jewelry led a jewelry stamping session. The workshop accommodated 12 participants, all of whom actively participated in the creative process. Feedback from attendees was overwhelmingly positive, with one participant expressing: "Alice was lovely. There was enough to really try, make a mistake and practice and try again. She was helpful. This was a GREAT class. Thank you!" Overall, it was a successful session with enthusiastic engagement from all involved.



Programming

Second Saturday: Jumpin Joz

The Second Saturday event resumed after a break in December, featuring the energetic band Jumpin Joz. A crowd of 144 attendees enjoyed swinging to the music and engaging in lively swing dancing. We extend our gratitude to the Friends of the Altadena Library for their funding and steadfast support of these concert series.



Tea Blending Workshop

Altadena Library collaborated with Callisto Tea House to organize a Tea blending workshop held at the Main library. The event attracted 34 participants eager to learn about the nuances of different spices and teas and the art of blending them.

Feedback from attendees included praise for the program's quality and the knowledgeability and kindness of the presenters. One participant highlighted the thorough preparation and expertise of the presenters, noting their ability to address all audience questions. Overall, the workshop was well-received, offering an educational and enjoyable experience for all involved.



Cozy Crafter

Altadena Library introduced a new craft club called "Cozy Crafter," offering attendees the chance to learn fiber arts skills and socialize while working on projects. The inaugural session saw 10 participants and was held at Calisto Tea House. This marks the beginning of an engaging program aimed at fostering creativity and community connections.



ALD Garden Club

A garden club premiered at the library! The club kicked off the inaugural session with four participants planting a variety of vegetables including peppers, tomatoes, lettuce, cauliflower, celery, and more. Community members are encouraged to harvest and take home the produce grown in the planters. Additionally, the club engaged in the maintenance of rosemary bushes, allowing patrons to take home some branches for culinary use, which proved to be popular among attendees.



Sewing Workshop

The sewing workshop with Amy Blea, which had two workshops in January and one in February, was well-attended. Amy taught the students the basics of sewing machines, and their project was a drawstring bag.

Murder Mystery

Murder Mysteries returned with a thrilling rendition of "Murder at Misty Islands" this month. The event was a resounding success, filled with laughter and engaging conversations. One attendee remarked, "I loved the interaction with all of the participants!" A special thank you goes to WellBe for generously providing snacks for the evening.



Open Mic Night

At the recent Open Mic night held at Callisto in January, 23 individuals participated in the event. The performances showcased a diverse range of talents and attracted a varied demographic of performers. Notably, many of the performers were newcomers to the event, adding fresh perspectives to the evening's lineup.

Chess Night

The weekly chess night at the Altadena Library continued, drawing in 15 participants for the session.

Huntington Health

Huntington Health hosted a successful 2-day blood drive, with 37 generous donors participating. Their efforts resulted in potentially saving around 100 lives, marking one of the most successful donation events of the year.

Additionally, the Huntington Health nurse conducted the monthly health screening, providing valuable services to six individuals. We are grateful for our ongoing partnership with Huntington Health and anticipate many more collaborative events and programs in the future.

Page to Table

Page to Table has resumed, welcoming one participant to the book club gathering. The attendee prepared an Almond butter cake that received high praise for its deliciousness. We hope to see increased participation in the upcoming sessions.

Virtual Book Clubs

In January, two virtual book clubs gathered. Participants appreciated the engaging discussions and expressed enjoyment of the selected books. The No Guilt Book Club discussed "The Perfume Thief: A Novel" by Timothy Schaffert and "Taste: My Life Through Food" by Stanley Tucci, with a total of three attendees. Meanwhile, the True Crime All The Time book club focused on "The Wizard of Lies: Bernie Madoff and the Death of Trust" by Diana B. Henriques, attracting five participants.

Displays

Main Book Display

For January, the Main Book Display was themed "New Year, New Book," highlighting selections from our New section. Additionally, a Bingo Card was featured, offering participants the chance to win ALD swag upon completion.



Coming Soon: Portable Seed Library!

The Altadena Library District is currently in the process of developing a portable seed library, following the hiatus of the Seed Library of Los Angeles (SLOLA). This initiative aims to support our Curiosity Connection and outreach endeavors while fostering sustainability and community cohesion. The portable seed library will serve as a valuable resource for patrons interested in gardening and seed saving practices. We anticipate launching this collection in late summer or early fall 2024.



Collections

Zine Highlights

Patrons took home over 60 copies of the "Books I've Loved" zine, showing a strong interest in the curated reading recommendations. Additionally, 30 copies of the "End of Year Reflections" zine were produced, all of which were quickly claimed from the Info Desk within a few weeks.

Got Comments?

We did not receive any comment cards in January.

**BOARD OF LIBRARY TRUSTEES
YOUTH AND FAMILY SERVICES REPORT FOR JANUARY 2024**

DEPARTMENT: Youth and Family Services

MEETING DATE: February 26, 2024

PREPARED BY: Sofia Araya

LOCATION: Main Library Community Room

Children's Services

January has brought back our regular programming, including storytimes, and monthly series such as Pajama Storytime, Curiosity Play Hour, and one-off tween programs



WINTER BINGO CHALLENGE NAME: _____

Tell a librarian a joke.	Read in bed.	Read aloud to someone or have someone read to you.	Check out a library book.	Read a book by an Indigenous author.
Read a nonfiction book.	Read a book that is a song you can sing.	Read a book new to you.	Read at the library.	Take a trip to the library.
Read outside.	Make a new sound.	FREE SPACE	Read a fairy or folk tale.	Read a book that rhymes.
Sing your favorite song.	Read with your favorite toy.	Do an act of kindness.	Draw a picture of an animal you've seen.	Read after dinner.
Read a book that takes place during winter.	Listen to an audio or Vox book.	Read a book with a "w" in the title.	Read a book about animals.	Re-read a favorite book.

Our Winter BINGO Beanstack Challenge ended on January 7th. The BINGO Challenge had 24 activities that children 12 and under could complete throughout the December and the start of January. By the end of the challenge we had 123 children participate and 1,532 activities were completed! We were happy to congratulate William, winner of the grand prize opportunity drawing - a prize basket



Winner of the Grand Prize, William.

with a mug, hot cocoa mix, and a \$20 gift card to Vroman's Bookstore.

This month, some of our special programs included Friendship Bracelets for Tweens, Lego Day, and a children's author event "Caron Levis presents Mighty Muddy Us". Below are some images from January's events.



Families during Lego Day



Tweens during the Friendship Bracelet program.
Families during Curiosity Play Hour.



Caron Levis with YFS Manager, Sofia.



Caron Levis reading her book to families.

Displays

This month the Children's area displayed books celebrating winter holidays of different traditions for the first two weeks of January. On our wall, staff created a "How Do You Celebrate" passive display where children were encouraged to share! We also had books displayed above the children's picture books.



YFS January displays.

Children's Room

We'd like to share that there have been some changes to the collection space in the Children's Room. There have been several book shifts made in the Children's Area to make space in the wooden shelves for book kits, Library of Things materials specific for children, a Parenting section, and parent/early learning resources. We call this area the "Early Learning Corner":

We added three kits to the Early Learning Corner - *Read with Me Kits*, *Early Equity Kits*, and *Literacy Kits*. A Parenting Books collection, Grade Level Book lists, and printed parenting resources have been added to these shelves as well. We will soon add the LovEvery kits to this section. LovEvery kits are early learning, age-specific toys that will be available for check out in March. The new kits are resources found in the Early Learning Corner are easily seen by patrons, so they have been very popular!



The Early Learning Corner in the Children's Room

Outreach and School Visits

The Youth and Family Services department participated in the Lil' Learners programs at Families Forward Learning Center this month.

Three schools visited the library this month, including Fair Oaks, Waldorf, and Oak Knoll with a total of 37 students and staff visiting!

Teen Services

There were several engaging and fun programs for teens this month! These programs included: Teens! Take Up Space! Vision Board, Unlock the World of 3D Magic with Tinkercad, Ode to the Land, Teen Poetry Club, Teen DIY Tarot Cards,

Teen services continued the monthly virtual program Dena's Book Crawl, which reached 259 accounts, 534 plays, and 18 likes. This month, Vroman's Bookstore was highlighted. This was the last of that series for now.

Below are some images of the programs!



Teens Take Up Space attendee decorating the Teen Space.



DIY Tarot Card Program.

Outreach:

Our Teen Librarian has made wonderful partnerships with the local high schools, and we aim to visit the schools monthly. They hosted a Vision Board program at John Muir High School and participated in Wellness Wednesday at Pasadena High School. Here are some images of the events!



Teens during the JMHS program.



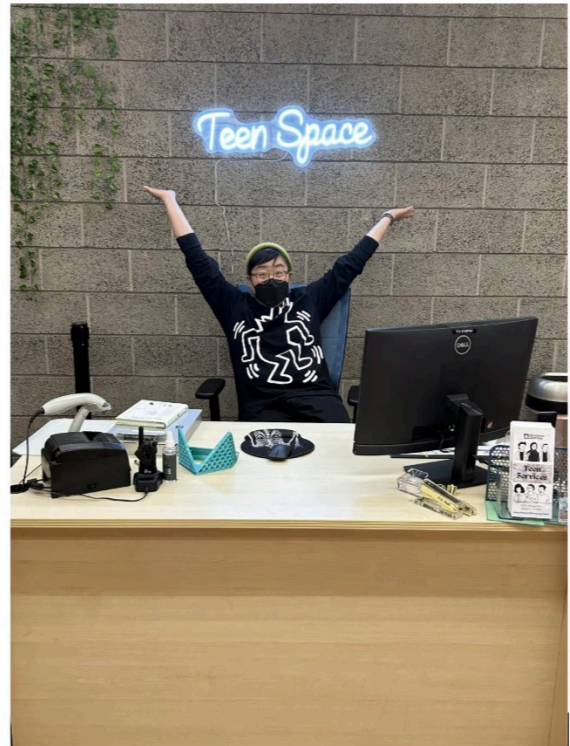
Social media posts from JMHS during the program.



Teen librarian, Fin, during PHS' Wellness Wednesday.

Teen Space:

Similarly, to the Children's Room, the Teen Space has some collection development changes, along with awesome new signage! We have moved non-fiction study aid book books and college prep books from the adult non-fiction collection to the Teen Space. The Teen Librarian has chosen a neon sign that says "Teen Space" that goes right above the Teen Desk. It looks so bright and welcoming. Below are some pictures:



The study aide books in their new location, and Teen Librarian showing off our new sign!

Display

This month teens were encouraged to add to the collective vision board for the new year in the Teen Space. Prompts were: What affirmations do you want to manifest? What do you want to focus on this year?



January display in the Teen Space.



**BOARD OF LIBRARY TRUSTEES
BOB LUCAS BRANCH REPORT FOR JANUARY 2024**

DEPARTMENT: Bob Lucas Branch

MEETING DATE: February 26, 2024

PREPARED BY: Diana Wong

LOCATION: Main Library Community Room

BOB LUCAS LIBRARY & LITERACY UPDATES

The BL team was excited to restart programs for the community, as well as start a new off-site program series. It is going to be a great year for so many reasons!

- Our monthly **Seasonal Crafts** was well-attended and our young participants were really creative with their winter terrariums. They used penguins, artic animals and snowmen to upcycle glass jars.



- Our **Family Storytime at BL** continues to see strong attendance by serving over 50 people this month. We see new faces, particularly babies. As such, we have been proactive about adapting these programs with songs and stories for our youngest library patrons. After every program, the families enjoy a craft and/or playtime together. We also resumed our monthly Saturday morning **Sensory Storytime**. We see interest for the program as registration fills up quickly. But, actual attendance does not match registration numbers.



- We had some new patrons join us at the January's **Adult Craft** Dolly Bunting program. It was a beautiful morning and our crafters love the venue at Plant Material. This program sees full registration almost every month, so sign up early if you plan to attend.



- ALD's quarterly **Indie Author Night** invited *Made in L.A. Writers*, a collaborate of LA based authors who write and promote indie fiction. We had four great writers, who gave great readings and presentations: Tisha Marie Reichle-Aguilera, Rachael Warecki, Sara Chisolm, Ryane Nicole Granados.



- BL offered a special afterhours **AstroCalendar 2024** program with astrologer Kirah Tabourn. She went through the alignment of the stars and planets and provided information on how to have the best year of love, career and family life. This event drew in a completely new crowd than who usually participates in events, and we increased awareness about the library and the services we offer.



- We started offering a **Family Storytime at Loma Alta Park!** Twice this month, children, families and park-goers joined us in the Social Hall for stories, songs, and fun crafts. For

our first two sessions, we had a combined attendance of over 60 people. As we look forward to the Bob Lucas building renovations this year, staff are jazzed to be able to maintain a presence on the West side of town. Look for us on the second and fourth Wednesdays of the month indoors in Loma Alta Park's Social Hall.



- Staff were out around town this month conducting outreach. We started with the **Pollinator Palooza Extravaganza** at the *Altadena Community Garden*, and even despite the rain, staff received a steady stream of visitors to their table. Families enjoyed the caterpillar craft, and visitors expressed an interest in our Gardening Club. Later in the month, we visited *Families Forward* and read to their families during their **Lil Learners program**, which aims to increase early literacy skills and parent-child bonding. It was nice to visit their facility, meet their staff, and help out with their early Valentine's day storytime and craft activity.



Adult Literacy

- Literacy learners and tutors log 45 hours of tutoring this month. ESL classes and conversation maintains weekly meetings and we have provided 19 hours of instruction.
- We have healthy interest from the community since we began offering evening English Conversation group. We maintain a solid group of learners who are learning so much from each other. Every week, the hour just flies by and can easily go for another hour. One of our learners appropriately commented that we are an *international* group! Last week's group had 6 participants and 5 different countries were represented.
- Led by our Literacy Volunteer, our ESL group wrapped up the book Tuesdays with Morrie that they started reading together in November. Our ESL participants found value reading and discussing the various topics of the book together. One of the ESL learners moved forward and submitted for the Statewide Writer to Writer writing challenge and we wish him much luck!





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

DEPARTMENT: IT & Technical Services

MEETING DATE: February 26, 2024

PREPARED BY: David Zearbaugh

LOCATION: Main Library Community Room

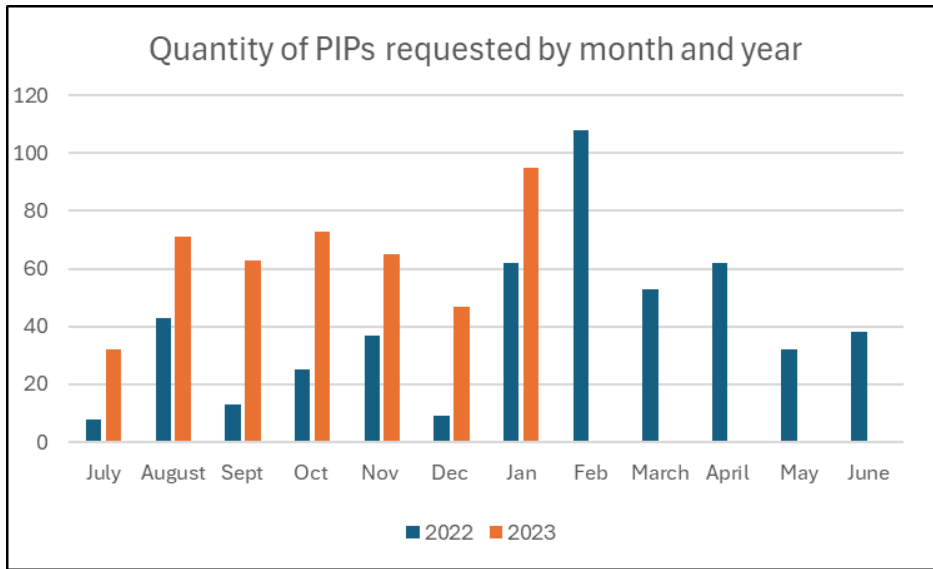
- **January - Quarterly Updates**
 - Passwords for all systems where staff login were updated.
 - Network infrastructure firmware updates were applied.
 - Resolved network infrastructure issue causing slowdowns for staff and public computers.
 - All onsite servers received updates and critical security patches.
 - Public Computers received operating system updates.

- **Quarterly Selectors Meeting**
 - Our regular Selectors Meeting was held on January 31st where we reviewed current expenditures up to midyear of the 2023/2024 Fiscal Year budget and the fiscal impacts of the closure of the Bob Lucas closure for renovation. In addition, we discussed Weeding, Patron Initiated Purchased (PIPs) shared below, changes to purchasing responsibilities with staffing changes, and some of the spending deadlines coming at the end of this fiscal year which will be discussed in detail at the next Selectors Meeting.

- **Patron Initiated Purchased (PIPs) Update - courtesy of Carlene**
 - Using the awarded grant funding (\$3087) from the ZIP Book Grant from the California State Library, we were able to supplement our purchase suggestion budget and increase the number of items we acquire. In addition, we were able to increase fulfillment of requests and accept requests from more patrons. This has allowed us to provide more patron driven selection, thus increasing the different viewpoints of items purchased and identifying and filling gaps in the library's current collection. Using the ZIP service model of direct delivery to a patron's home address, we were able to decrease or turnaround time from a month to a week, reducing wait time and increasing satisfaction in the service.
 - Through January, there have been 446 purchase requests with a total of 315 unique patrons making requests.

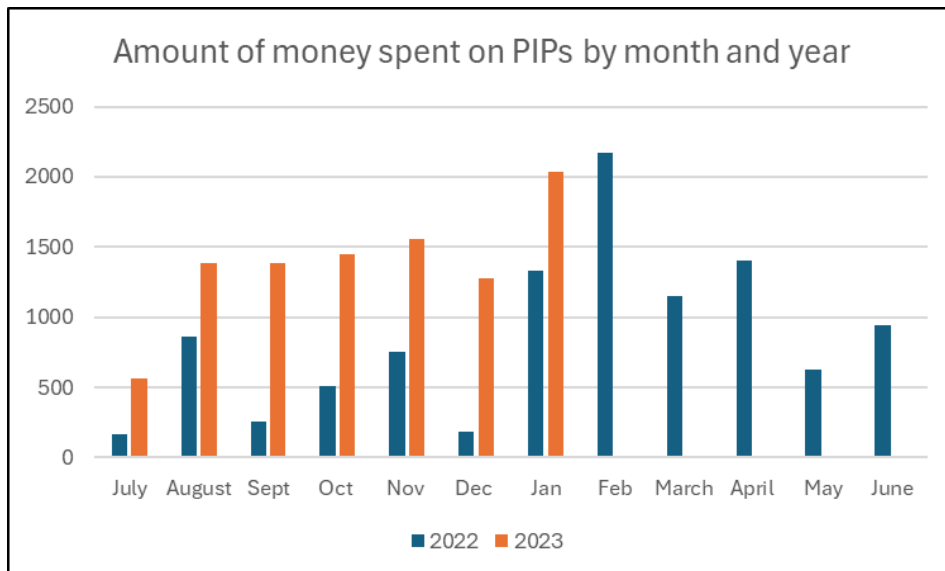
PIPS Purchased by month and year

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY22-23	8	43	13	25	37	9	62	108	53	62	32	38
FY23-24	32	71	63	73	65	47	95					



Amount of money spent on PIPs by month and year

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY22-23	166.96	861.69	253.61	506.06	754.89	180.59	1329.28	2166.97	1151.36	1402.63	622.91	939.99
FY23-24	567.13	1389.12	1388	1452.04	1552.51	1274.52	2035.09					





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

DEPARTMENT: Facilities

MEETING DATE: February 26, 2024

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

Facilities Manager Recruitment

The District opened recruitment for a Facilities Manager in mid-January. Applications are currently being reviewed, and the District is optimistic a new Facilities Manager will be recruited sometime in March. In the interim, Gerardo and Anthony have done an excellent job coordinating programming setups for staff and promptly addressing facilities needs for both District sites. There have been many major facility needs, mostly due to inclement weather, that the facilities team have been able to tackle with ease. As the District recruits, the District Director is managing correspondence and arrangement of various facility repairs and maintenance, working closely with existing vendors as well as new.

Storm Damage to Roof

We received the quote from the local roofing company to address the leaks we have been experiencing due to the heavy rain this past month. They are going to expedite our repairs for late February. Staff were advised to be on lookout for future leaks and put in Facilities Request Tickets so Anthony, Gerardo, or Nikki could address them. Preventing damage has remained a priority as future storms are forecasted for the area.

Parking Lot Gate

David and Gerardo investigated and made repairs to the Main parking lot gate due to rust, and it is back in working order. The facilities team is monitoring the gate to ensure it continues to function smoothly.

New Van Interior

Installation for the our Volume II outreach van continues. Our vendor is working on getting the van back to us soon.

Elevator Inspection

The District is working with our vendor to meet permitting standards for our elevator set by the State of California. The permit is set to be approved very soon.

Contracted Custodial Services Update

Managers met to discuss custodial standards for our facilities. A meeting was set for February 15 to meet with our contracted custodial services and identify deficiencies in service, and to address expectations.



**Altadena
Library
FOUNDATION**

BOARD OF DIRECTORS

Mark Mariscal,, *President*

Elsa Banuelos, *Vice-President*

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LIAISONS

Nikki Winslow, *District
Director*

Kameelah Wilkerson,
District Trustee

Tom Ruffner, *Friends of the
Altadena Library President*

***Our mission is bringing
people, ideas and
resources together
through fundraising and
advocacy in support of the
Altadena Libraries.***

Date: February 16, 2024

To: Board of Trustees, Altadena Library District

From: Mark Mariscal, President, Altadena Library
Foundation (ALF)

This is a report of the ALF to be included in the Board
Package for the Library Trustee meeting of Monday,
Feb 26, 2024 .

The ALF hired a new Foundation Manager, Ms. Cynthia
Copeland. She started her new position on January 29th.
She can be reached via email at
manager@altadenalibraryfoundation.org

The ALF is holding a 2024 Appreciation Gathering in a few
weeks. This is a “By invitation Only Event”.

The Governance and Development Committees have
been meeting since the first of the year.

The webpages of the Foundation that are housed on the
Altadena Library District’s website is in the process of
being updated. www.altadenalibraryfoundation.org



**BOARD OF LIBRARY TRUSTEES
FRIENDS OF THE ALTADENA LIBRARY REPORT FOR JANUARY 2024**

REPORT: FOAL Report

MEETING DATE: February 26, 2024

PREPARED BY: Tom Ruffner

LOCATION: Main Library Community Room

The Friends of the Altadena Library will hold a used book sale on Sunday, February 25 from 10:00am - 4:00pm in the parking lot of the main library.



**BOARD OF LIBRARY TRUSTEES
ADMINISTRATIVE UPDATE for FEBRUARY 2024**

DEPARTMENT: Administration

MEETING DATE: February 26, 2024

PREPARED BY: Nikki Winslow & Ashley Watts

LOCATION: Main Library Community Room

Staffing Updates:

a) New Hires: None

b) Promotions: None

c) Resignations/Retirements/Terminations: Lauren Salerno – Branch Librarian – February 14, 2024

Lauren Salerno is no longer employed as our Branch Librarian at the Bob Lucas Memorial Library and Literacy Center. We wish her best wishes in all her future endeavors. Due to our hiring freeze in anticipation of the two library building closures, we will not be recruiting for this vacancy at this time.

We also have our recruitment for the Facilities Manager currently taking place. We are in the process of reviewing applications we have received and will be scheduling an external interview panel in the next few weeks. Based on the outcome of those interviews, the next round with top candidates shortly after. I am hopeful we will have selected a new Facilities Manager by the March Board meeting.

Marketing Update:

This month, we posted our annual report [video](#) in social/YouTube to highlight our operational milestones from the past year. The video has received more than 800 views across the channels and is the first video we've deployed to help develop community awareness of our libraries and their impact on the community.

Regarding the building projects, the second video in the series is currently underway and will highlight who Bob Lucas is, share the history and impact of the community branch, and inform of the upcoming closure and renovation.

In honor of Black History Month, we created a trifold brochure highlighting all of the programs planned by library staff.

We created an early literacy direct mailer that went out the week of Feb. 19 to all homes in Altadena. In addition to promoting the relaunch of our 1000 Books Before Kindergarten program on March 2, the mailer also highlights the array of other early literacy resources offered by our libraries.

Due to space issues in the March issue, the story about our Altadena Poets Laureate is now slated to be published in the April 2024 Altadena Neighbors' magazine.

Moving & Inventory Team (MIT)

As we prepare for the Bob Lucas Library closure on Wednesday, April 10th, and with the groundbreaking of the project scheduled for Thursday, April 18th, we have reactivated the Moving & Inventory Team that was created approximately two years ago. As we waited for the Conditional Use Permit for the Bob Lucas project, the team was waiting for more concrete dates to continue the work of preparing to close both library buildings. The team is currently composed of our Management Team and also our lead of the Passport Services Offices. Almost all arrangements are made ahead of the Bob Lucas closure, thanks to Diana Wong and her staff, so we are focused on identifying everything that will need to be stored at the Main Library when it closes at some point in 2025. We are also working to ensure we will be ready to move into an alternate site at that time, as long as we are able to secure space. I'm grateful for everyone's help getting us prepared for these exciting projects!

Altadena Chamber of Commerce's Centennial Celebration: A Roaring 20's Evening Affair

The Altadena Chamber of Commerce held its annual board installation dinner and also celebrated the Business of the Year *El Patron* and the Citizen of the Year *Doug Colliflower*. Ashley, who was installed as a returning board member, attended the event with her husband and was joined by Trustees Katie Clark and Boon Lim (and their spouses). It was a wonderful night of community building and fundraising! Cheers to the next 100 years!



The Rotary Club of Altadena's 75th Anniversary Gala

We attended the 75th Anniversary Gala of the Rotary Club of Altadena, where ALD was recognized for its 98 years of service to the community. The library sponsored table included Ashley, Catalina, Trustees Capell, Clark, Lim and Wilkerson and a few members of our Friends and Foundation Boards. It was a wonderful event!



Celebrating Black History Month at ALD

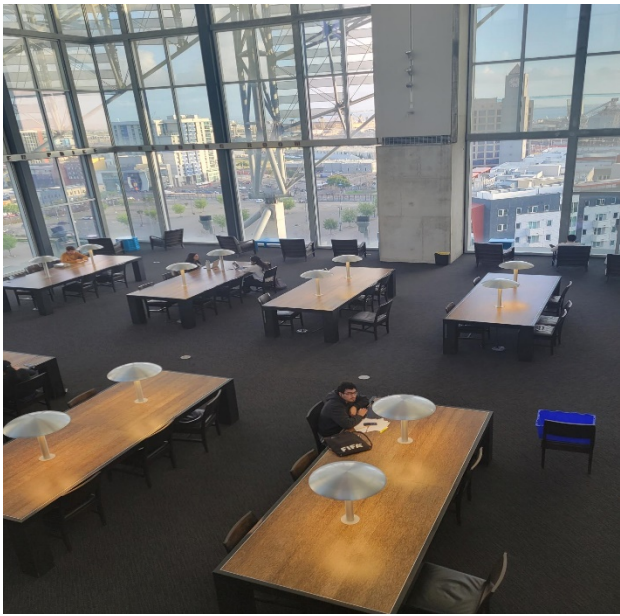
Black History Month kicked off with a writing workshop with Lorinda Hawkins Smith on February 3rd. Registration filled quickly, and patrons enjoyed the program. On February 10th, ALD partnered with the Altadena Historical Society and All Saints Church to host Brother Gerald and the Peace Players! Their program, entitled *Celebrating the Pursuit of Peace and Justice through Music and Drama*, brought patrons to tears and proved to be an inspiring and educational event. Other programs taking place this month include Sip & Poem at Callisto Tea House, a West African Kora performance, a Biddy Mason dramatization, and more!



California Library Literacy Services (CLLS) Orientation

Diana and Ashley attended the CLLS Orientation for coordinators and directors in San Diego! Ashley had a chance to learn more about literacy efforts at ALD and across the state. Diana sat on a panel with other coordinators to answer questions of other library systems that are just beginning their program. The two also toured the San Diego Library, which has nine floors and has a beautiful view of the city. Diana and Ashley look forward to expanding our literacy services once Bob Lucas reopens!





Building Equity Based Summers (BEBS) with the State Library

The BEBS Team held its last scheduled conversation for January. Although we didn't have any attendees, there has been a ton of collected community feedback for teens and adults. During the 1st half of February, the Team conducted 1:1's with families after YFS events since there was little feedback received for youth. On February 14th, the Team sifted through all data collected from the scheduled conversations, 1:1's, community boards, and BEBS surveys. We look forward to sharing 6-7 summer programs and events at our next team meeting!

Fin and Ashley were asked to attend the State's Community of Practice BEBS meeting to assist other library systems in implementing BEBS into their summer plans.

Look Who's Using the Community Room!

From time to time, it would be great to share the various groups that use the Community Room! As one of the few spaces to meet in Altadena, the Community Room is used in many ways. Featured this month is a local Girl Scout Troop led by Margaret DeWitt. Her group visits almost every month to work on service projects and troop activities.



On a personal note from Nikki...

Unfortunately, I was sick for about three weeks in the last month with a combination of a head cold, flu and cough. Thank you to Assistant Director Ashley Watts for stepping up to handle anything that came our way in the days when I was seriously out of it and not able to get much work done. I take my good health for granted and it's not until I get really sick that I realize how lucky I am that it is a rare occurrence for me to be ill. Knock on wood!

I also wanted to share that Landon's junior basketball season sadly came to an end after their first round playoff loss to Arrowhead Christian Academy on February 7th. I am proud of the season he had, leading his team in points and rebounds, and serving as captain all season. He has already started practicing Track & Field, which he ran hurdles and did high jump for Alhambra High last year. Thought I would share a favorite photo of him during a jump ball to start that game that shows how high he can jump!



On a personal note from Ashley...

Mardi Gras Day was February 13th and this year, I was especially homesick! For me Mardi Gras was always about family. My family would spend the day in various areas of the city eating, drinking, and hanging out with friends and family. With no work or school, it was a giant party! I appreciate that my ALD family brought a little piece of home to the library. We wore beads and had cupcakes, which is as close as I'm going to get to king cake this year! While I didn't take any pictures, here is a photo of last year's king cake and a picture of me and my bestie at Mardi Gras 17 years ago!



I also wanted to share that 2 of my boys (Wayne Jr. and Ayden) play the trumpet at their school. They had a play-a-thon fundraiser on February 10th and I was shocked that Wayne did a solo and Ayden was a part of a quartet! Here are a few photos of them playing.



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-22	Dec-23
E-Resource Checkouts	4,254	4,785	3,941	4,566	3,748	4,771	3,521	4,616	3,866	4,624	4,061	4,520
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	38,093	38,193
Public Wireless Sessions	8,347	9,252	9,700	10,479	9,588	9,708	8,985	9,731	8,327	8,671	8,643	8,593
Open Rate of Monthly E-Connect (%)	40%	38%	44%	38%	49%	38%	43%	37%	49%	39%	52%	39%
Vending Machines Usage								32		63		70
Reference Sessions	575	2,095	2,182	2,153	1,421	1,932	1,686	1,864	1,578	1,822	1,174	2,021
Live Chat Sessions	10	35	20	30	14	12	18	8	16	9	23	4
No. of Curiosity Connection Programs/Outreach	13	7	5	5	3	3	6	7	7	6	2	4
Curiosity Connection Program Attendance	620	323	260	435	12	239	246	819	158	337	205	621
Volunteer Hours (Teen, Adult & Literacy)												80
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	13,914	15,240
Library of Things	137	111	137	94	135	72	94	105	111	83	140	120
New Patrons	311	304	378	335	283	397	276	348	232	257	211	224
Visitor Count	7,287	9,715	8,096	9,810	8,145	8,846	8,202	9,446	7,926	8,869	7,260	8,423
Self-Service Extended Usage		13		15		10		16		14		10
No. of Adult Programs/Outreach	14	26	19	16	16	17	25	21	22	25	11	15
Adult Program Attendance	334	566	693	509	200	341	572	675	479	360	184	388
Number of Youth Programs/Outreach	27	29	2	5	19	21	28	32	14	33	5	6
Youth Program Attendance	1,133	1,085	137	150	325	695	778	1982	26	1367	158	282
Number of Teen Programs/Outreach	12	17	0	2	8	7	7	5	5	7	3	8
Teen Program Attendance	92	61	0	13	36	73	84	122	74	131	9	492
Bob Lucas Statistics												
Physical Collection Checkout	797	731	731	792	612	771	744	801	715	854	515	826
Library of Things	1	5	13	20	19	17	29	16	16	10	13	14
New Patrons	15	14	15	27	21	15	19	18	25	19	13	13
Visitor Count	1,949	2,055	2,137	2,037	1,871	1,899	2,183	1,950	1,867	1,933	1,747	1,503
No. of Bob Lucas Programs/Outreach	18	21	19	21	20	21	16	27	17	18	16	18
Bob Lucas Program Attendance	152	153	103	160	150	158	96	238	100	124	111	153
Passport and Notary Services												
Passports Processed	131	173	131	142	118	128	133	92	129	103	98	106
Passport Photo Sessions	0	37	8	37	16	32	46	21	52	32	45	18
Phone Calls Received	531	520	591	492	548	371	425	361	344	348	348	312
Notary Appointments		10		20		17		9	17	17	8	26

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

System-Wide Statistics	Jan-23	Jan-24	Feb-22	Feb-23	Mar-22	Mar-23	Apr-22	Apr-23	May-22	May-23	Jun-22	Jun-23
E-Resource Checkouts	3,697	5,687	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	42,971	42,354	27,153	39,432	32,639	39,127	33,598	40,347	41,653	43,156	42,876	43,156
Public Wireless Sessions	8,548	8,822	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%	46%	39%	46%	45%	51%	41%	45%	49%	41%	43%	42%
Vending Machines Usage		55										
Reference Sessions	1,545	2,553	303	1,777	451	2,009	443	1,702	669	1,673	703	1,763
Live Chat Sessions	32	9	28	29	28	39	17	27	14	33	12	41
No. of Curiosity Connection Programs/Outreach	0	0	4	0	9	4	12	7	3	3	9	2
Curiosity Connection Program Attendance	0	0	239	0	334	87	584	284	237	341	192	84
Volunteer Hours (Teen, Adult & Literacy)		503										
Main Library Statistics												
Physical Collections Checkouts	16,891	18,118	11,141	15,224	15,734	18,802	15,104	16,475	15,136	17,079	15,851	17,211
Library of Things	87	102	33	71	25	82	21	85	15	89	17	85
New Patrons	268	352	178	235	208	356	222	257	231	216	280	317
Visitor Count	8,283	10,493	4,703	8,669	6,066	10,359	6,409	8,793	7,413	9,305	7,927	9,760
Self-Service Extended Usage		16										
No. of Adult Programs/Outreach	19	22	21	23	10	22	11	17	12	21	10	26
Adult Program Attendance	505	392	82	682	294	391	480	561	612	869	673	534
Number of Youth Programs/Outreach	23	24	11	31	18	23	15	19	2	9	29	27
Youth Program Attendance	641	744	314	175	635	803	697	644	67	395	595	851
Number of Teen Programs/Outreach	8	9	19	7	6	6	8	3	10	3	11	12
Teen Program Attendance	105	415	31	69	118	142	22	11	39	65	50	13
Bob Lucas Statistics												
Physical Collection Checkout	555	809	679	586	714	704	665	642	698	731	774	619
Library of Things	11	4	10	4	2	13	2	11	2	7	2	13
New Patrons	9	18	6	12	14	18	15	20	29	14	4	23
Visitor Count	1,775	1,717	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	17	25	17	27	18	26	19	21	21	22	18
Bob Lucas Program Attendance	205	108	107	157	210	133	133	172	173	139	132	89
Passport and Notary Services												
Passports Processed	110	164	122	134	183	159	146	138	165	126	129	99
Passport Photo Sessions	10	14	0	13	0	31	0	23	0	18	0	23
Phone Calls Received	718	586	521	843	1033	1058	1220	952	912	723	750	560
Notary Appointments	5	33		5		10		13		14		12



**BOARD OF LIBRARY TRUSTEES
FINANCE REPORT for January 2024**

DEPARTMENT: Administration

MEETING DATE: February 26, 2024

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Summary Report of Financial Statements for January 2024

JANUARY 2024 FINANCIAL STATEMENTS

The following financial reports include unaudited statements for the month ended January 31, 2024. The District is currently at 58% of the 2023-24 budget year.

The General Fund Budget to Actual report presents \$4,461,596 of revenue and \$2,731,877 of expenses, adding \$1,729,719 to operating reserves to date.

The Balance Sheet presents total assets of \$37,657,209.

Total cash and investments are \$30,958,389, of which \$25,943,343 represents bond proceeds and grant funds restricted for the library renovation project and invested with U.S. Bank and the Cooperative Liquid Assets Securities System (CLASS) fund.

The combined total of General Funds held with CLASS, Los Angeles County, and Checking is \$4,506,790. The District reserve requirement of 50% of the operating expense budget is \$2,277,850.

REVENUE HIGHLIGHTS

See Variance Report for details on the revenue.

GENERAL FUND EXPENSES

See Variance Report for details on the expenditures.

DONATIONS & GRANT FUND HIGHLIGHTS

See Variance Report for details on the expenditures.

CAPITAL FUND HIGHLIGHTS

None.

Budget to Actual (Unaudited)

General Fund

For the Period July 1, 2023 to January 31, 2024

	A	B	C	D = B/C
	January 2024	YTD	FY 2023/24 Adopted Budget	YTD Target 58%
1 REVENUE				
2 Property Taxes & Assessments	\$ 11,629	\$ 4,305,978	\$ 4,302,900	100%
3 Library Fees	6,149	37,978	66,500	57%
4 Grant Reimbursements	-	4,480	-	N/A
5 Interest Income	12,448	103,964	128,000	81%
6 Other Revenue	8,575	9,196	64,900	14%
7 TOTAL REVENUE	38,801	4,461,596	4,562,300	98%
8 EXPENSES				
9 Salaries & Benefits				
10 Wages				
11 Salaried	122,384	784,949	1,262,400	62%
12 Hourly	64,927	512,502	902,500	57%
13 Total Wages	187,311	1,297,451	2,164,900	60%
14 Benefits, Retirement & Taxes				
15 Health and Other Medical Insurance - Employees	19,868	123,149	206,700	60%
16 Health Insurance - Retirees	6,636	43,663	72,300	60%
17 Workers' Compensation	-	14,980	15,500	97%
18 CalPERS Retirement (Normal Costs)	12,487	83,429	150,900	55%
19 CalPERS UAL Minimum Payment	-	214,434	220,600	97%
20 CalPERS UAL Discretionary Payment	-	-	225,000	0%
21 Payroll Taxes (District-Paid)	19,626	102,241	173,000	59%
22 Total Benefits, Retirement & Taxes	58,616	581,895	1,064,000	55%
23 Total Salaries & Benefits	245,927	1,879,346	3,228,900	58%
24 Operating Expenses				
25 Insurance	-	177,415	144,600	123%
26 Utilities	5,924	46,356	95,000	49%
27 County Tax Collection Fees	-	42,981	41,700	103%
28 Other Operating	5,342	55,831	81,300	69%
29 Facilities, Grounds & Maintenance	7,981	66,323	118,800	56%
30 Structures & Improvements	-	-	10,000	0%
31 Vehicles & Equipment Maintenance	143	2,439	5,000	49%
32 Staff Development, Training & Travel	5,745	20,512	27,800	74%
33 Advertising & Marketing	1,438	11,151	38,600	29%
34 Miscellaneous Expenses	1,343	5,366	8,200	65%
35 Total Operating Expenses	27,916	428,374	571,000	75%
36 Professional Services				
37 Audit & Financial Consulting	10,561	75,645	108,300	70%
38 Legal Fees	1,978	4,662	25,000	19%
39 Consultants - Other	11,726	48,502	100,000	49%
40 Total Professional Services	\$ 24,264	\$ 128,808	\$ 233,300	55%

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

Budget to Actual (Unaudited)

General Fund

For the Period July 1, 2023 to January 31, 2024

	A	B	C	D = B/C
	January 2024	YTD	FY 2023/24 Adopted Budget	YTD Target 58%
41 Information Technology (IT)				
42 Internet Service / E-Rate	\$ -	\$ 10,829	\$ 54,600	20%
43 Technology Equipment	-	27,340	50,000	55%
44 Technology Maintenance Fees	1,299	50,007	46,100	108%
45 Telecommunications	771	7,037	22,500	31%
46 Total Information Technology (IT)	2,070	95,212	173,200	55%
47 Library Materials				
48 Books	20,378	63,618	110,000	58%
49 Downloadables	6,334	45,069	84,100	54%
50 DVDs & Videogames	620	8,122	14,600	56%
51 Electronic Databases / Subscriptions	1,945	10,862	29,000	37%
52 Periodicals	-	7,073	10,000	71%
53 Audio CD	524	3,432	9,100	38%
54 Purchase Suggestions	2,035	7,528	14,000	54%
55 Library of Things	-	2,170	6,000	36%
56 Mobile Library Collection	-	-	12,500	0%
57 Total Library Materials	31,837	147,873	289,300	51%
58 Programs				
59 Adult Services	3,181	21,444	12,000	179%
60 Teen Services	87	2,058	5,500	37%
61 Youth Services	912	6,339	10,000	63%
62 Summer Reading	-	2,195	11,000	20%
63 Bob Lucas Branch Services	198	4,605	5,500	84%
64 Literacy Services	-	-	800	0%
65 Volunteer Services	-	240	200	120%
66 Outreach Services	208	2,680	15,000	18%
67 All Ages	216	981	-	N/A
68 Total Programs	4,802	40,542	60,000	68%
69 Capital Expenditures - District Funded				
70 Building Projects Legal Fees	11,721	11,721	-	N/A
71 Total Capital Expenditures - District Funded	11,721	11,721	-	100%
72 TOTAL EXPENSES	348,537	2,731,877	4,555,700	60%
73 NET REVENUE / (EXPENSES)	(309,736)	1,729,719	6,600	
74 Use Of / (Addition To) Reserves / Fund Balance	309,736	(1,729,719)	(6,600)	
75 NET BALANCE	\$ -	\$ -	\$ -	

Budget to Actual (Unaudited)

Donations / Grants Fund

For the Period July 1, 2023 to January 31, 2024

	A	B	C	D	E	F	G=E/F
	Altadena Library Foundation	Friends of Altadena Library	Califa (Stay and Play)	California Library Grants	Total	FY 2023/24 Adopted Budget	YTD Target 58%
1 REVENUE							
2 Donations & Grants							
3 Altadena Library Foundation	\$ 37,500	\$ -	\$ -	\$ -	\$ 37,500	\$ 37,500	100%
4 Friends of the Library	-	20,000	-	-	20,000	20,000	100%
5 California State Library Literacy Services	-	-	-	34,889	34,889	37,500	93%
6 California State Library Facilities & Equipment	-	-	-	192,947	192,947	174,000	111%
7 Califa Stay and Play	-	-	4,500	-	4,500	-	N/A
8 California State Library Zip Books	-	-	-	-	3,087	-	N/A
9 Total Donations & Grants	37,500	20,000	4,500	227,836	292,923	269,000	109%
10 TOTAL REVENUE	37,500	20,000	4,500	227,836	292,923	269,000	109%
11 EXPENSES							
12 Wages							
13 Salaried	-	-	-	13,768	13,768	24,500	56%
14 Hourly	-	-	-	6,710	6,710	12,000	56%
15 Total Wages	-	-	-	20,478	20,478	36,500	56%
16 Operating Expenses							
17 Staff Recognition	-	1,972	-	-	1,972	1,500	131%
18 Staff Development, Training & Travel	-	1,686	-	-	1,686	5,000	34%
19 Equipment, Furniture & Fixtures	-	-	-	182,638	182,638	181,500	101%
20 Vending Machine Supplies	-	-	-	873	873	-	N/A
21 Total Operating Expenses	-	3,658	-	183,511	187,168	188,000	99%
22 Programs							
23 Adult Services	2,981	2,364	-	-	5,345	10,500	51%
24 Teen Services	35	178	-	-	213	1,700	13%
25 Youth Services	296	35	3,305	-	3,636	7,000	52%
26 Summer Reading	-	389	-	-	389	2,000	19%
27 Bob Lucas Branch Services	-	-	-	-	-	300	0%
28 Literacy Services	-	-	-	1,474	1,474	1,000	147%
29 All Ages	-	-	-	-	-	8,000	0%
30 Poets Laureate	1,757	2,013	-	-	3,770	5,000	75%
31 Ode to the Land	1,382	-	-	-	1,382	-	N/A
32 Stay and Play	-	-	-	-	-	-	0%
33 Purchase Suggestions	-	-	-	-	3,087	-	N/A
34 Lunch at the Library	-	-	-	-	-	-	0%
35 Library of Things	3,409	-	-	-	3,409	-	N/A
36 Total Programs	9,860	4,979	3,305	1,474	22,704	35,500	64%
37 Library Materials							
38 Mobile Library Collection	-	-	-	-	-	1,000	0%
39 Total Library Materials	-	-	-	-	-	1,000	0%
40 Information Technology (IT)							
41 Website Development	-	-	-	7,379	7,379	8,000	92%
42 Total Information Technology (IT)	-	-	-	7,379	7,379	8,000	92%
43 TOTAL EXPENSES	9,860	8,637	3,305	212,841	237,729	269,000	88%
44 NET REVENUE / (EXPENSES)	\$ 27,640	\$ 11,363	\$ 1,195	\$ 14,995	\$ 55,194	\$ -	

Building Projects

March 1, 2022 through January 31, 2024

	A		B		C		D= A+B+C
	FY22		FY 23		FY24		Total
1 Capital Revenue							
2 Measure Z Bond Net Proceeds	\$ 22,940,593	\$	(11)	\$	-	\$	22,940,582
3 Grant Proceeds			3,789,833		-		3,789,833
4 District Funding from General Fund					11,721		11,721
5 Interest Income	(16,947)		230,437		209,917		423,406
6 Unrealized Gain/(Loss)	(157,458)		100,705		230,387		173,634
7 Net Proceeds	22,766,188		4,120,963		452,025		27,339,176
8 Administrative CFD Costs							
9 Administration	(26,598)		-		-		(26,598)
10 Salaries and Financial Consulting	(12,835)		(5,861)		(4,480)		(23,176)
11 Total Administrative Costs	(39,432)		(5,861)		(4,480)		(49,774)
12 Direct Renovation Costs							
13 Project Management	(186,042)		(22,728)		(56,971)		(265,740)
14 Contractor Fees	(21,723)		(27,560)		(65,163)		(114,446)
15 Architect and Design	(205,092)		(446,447)		(309,111)		(960,650)
16 Legal Fees	-		(1,021)		(12,663)		(13,684)
17 Total Direct Renovation Costs	(412,857)		(497,756)		(443,908)		(1,354,521)
18 Net Activity	22,313,899		3,617,346		3,637		25,934,882
19 Capital Fund Ending Balance	\$ 22,313,899	\$	25,931,245	\$	25,934,882	\$	25,934,882
20 Bond Proceeds Balance	\$ 22,313,899	\$	22,128,823	\$	22,009,046	\$	22,009,046
21 Grant Proceeds Balance	\$ -	\$	3,802,422	\$	3,925,836	\$	3,925,836

Balance Sheet (Unaudited)

District Total

As of January 31, 2024

1	ASSETS	
2	Cash & Investments	
3	Cash - Los Angeles County	\$ 651,517
4	Checking	138,297
5	Cash on Hand	600
6	Checking	<u>138,897</u>
7	Special Tax Bonds	21,959,273
8	Special Tax Assessment	<u>510,050</u>
9	Special Tax Bonds	22,469,324
10	CLASS - General	3,716,376
11	CLASS - CA State Library Building Forward	3,888,211
12	CLASS - Capital Projects	95,858
13	CLASS - FMV	<u>(1,794)</u>
14	Total Cooperative Liquid Assets Securities System Investments	7,698,652
15	Total Cash & Investments	<u>30,958,389</u>
16	Other Current Assets	
17	Prepaid Items and Deposits	14,019
18	Prepaid Insurance and Surety Bond	136,500
19	Property Tax and Assessments Receivable	2,777,984
20	Miscellaneous Receivable	<u>66,037</u>
21	Total Other Current Assets	<u>2,994,540</u>
22	Long-Term Assets	
23	Fixed Assets (Net of Depreciation)	1,866,825
24	Deferred Outflows of Resources	<u>1,837,454</u>
25	Total Long-Term Assets	<u>3,704,279</u>
26	TOTAL ASSETS	<u><u>37,657,209</u></u>
27	LIABILITIES	
28	Current Liabilities	
29	Accounts Payable	56,272
30	Credit Card Payable	24,028
31	Payroll and Retirement Liabilities	(9,417)
	Deferred Revenue	<u>3,728,271</u>
32	Total Current Liabilities	<u>3,799,155</u>
33	Long-Term Liabilities	
34	Vacation Payable	121,348
35	Deferred Inflows of Resources	677,610
36	Net Pension Liability	3,176,520
37	Net OPEB Liability	1,252,560
38	Community Facilities District Bond Payable	<u>23,643,560</u>
39	Total Long-Term Liabilities	<u>28,871,598</u>
40	TOTAL LIABILITIES	<u>32,670,753</u>
41	FUND BALANCE	
42	Fund Balance	2,422,230
43	Net Revenue / (Expenses)	<u>2,564,226</u>
44	TOTAL FUND BALANCE	<u>4,986,456</u>
45	TOTAL LIABILITIES & FUND BALANCE	<u>\$ 37,657,209</u>

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

Altadena Library District
Monthly Variance Analysis
January 2024 – 58% Year to Date (YTD)

General Fund Budget to Actual

Revenue

Line 2 – Property Taxes & Assessments includes Ad Valorem tax revenue and a redevelopment tax levied by Los Angeles County in December. Minor adjustments will be presented throughout the year. YTD is over budget due to the increased property tax apportionment recorded for the year.

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

Line 4 – Grant Reimbursements includes funding from the California State Library Building Forward grant for salaries and benefits. YTD is \$4,480. This line was not budgeted.

Line 5 - Interest Income includes earnings from cash and investments held with the County of Los Angeles and the California Cooperative Liquid Assets Securities System investment account (CLASS). YTD is trending over budget at 81% due to higher earnings than anticipated in the budget.

Line 6 – Other Revenue is generated from film rentals, e-rate reimbursement (internet), credit card rebates, and other miscellaneous revenue. The majority of revenue is recognized at the end of the fiscal year. YTD is \$9,196.

Expenses

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

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

Line 15 – Health and Other Medical Insurance - Employees includes the District’s contribution toward health benefits for full-time employees. The total contribution from the District for health and other medical insurance is \$1,100 per month per full-time employee. YTD is trending in line with budget.

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

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

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

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

Altadena Library District
Monthly Variance Analysis
January 2024 – 58% Year to Date (YTD)

Line 20 – CalPERS UAL Discretionary Payment is a voluntary payment to CalPERS to reduce the unfunded accrued liability of approximately \$2.1 M. Budget performance will be at year-end to determine how much to transfer. There is no YTD activity.

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

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

Line 26 – Utilities includes electricity, gas, and water for the main library and the Bob Lucas branch. YTD is trending under budget at 49% due to lower gas bills than anticipated.

Line 27 – County Tax Collection Fees are paid to the County at approximately 1% of property taxes collected in Line 2. Fees will be recorded as taxes are collected in the second half of the fiscal year. YTD is over budget pending the reallocation of fees related to the Community Facilities District special tax assessment.

Line 28 – Other Operating includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is trending over budget at 69% due to LAFCO dues and the CSDA membership paid in full at the beginning of the fiscal year and the timing of technical service supply purchases.

Line 29 – Facilities, Grounds & Maintenance includes maintenance contracts, building maintenance and repairs, and landscaping services. YTD is trending in line with budget.

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

Line 31 – Vehicles & Equipment Maintenance includes operating costs of mobile library van, vending machine, and other equipment. Appropriate expenses include car washes, gas, fan, hot spots, vending machine internet, etc .YTD is trending under budget at 49% due to timing.

Line 32 – Staff Development, Training & Travel is budgeted for staff conferences, training, and related expenses. YTD is trending over budget at 74% due to the timing of conferences and related travel.

Line 33 – Advertising & Marketing includes general marketing for the District. YTD is trending under budget at 29%.

Line 34 – Miscellaneous Expenses includes banking, payroll processing and timekeeping, and miscellaneous expenses not accounted for in other lines. YTD is trending over budget at 65% due to higher processing fees and more wire fees than anticipated.

Altadena Library District
Monthly Variance Analysis
January 2024 – 58% Year to Date (YTD)

Line 37 – Audit & Financial Consulting includes external consulting services and annual audit services. YTD is trending over budget at 70% due to the timing of audit services and less reimbursements from the Community Facilities District special tax assessment.

Line 38 – Legal Fees are for general District matters. YTD is trending under budget at 19% due to less legal services than anticipated.

Line 39 – Consultants - Other includes consulting services for information technology (IT), human resources, and miscellaneous services. YTD is trending under budget at 49% due to the timing of human resource services.

Line 42 – Internet Service / E-Rate includes the total cost of providing internet service to the main library and the Bob Lucas branch. The majority of expenses are recorded quarterly and the e-rate reimbursement is recorded separately in Other Revenue. YTD is trending under budget at 20% due to the delay in quarterly invoicing. YTD represents expenses through September 30th.

Line 43 – Technology Equipment includes office computers and misc. equipment. YTD is trending in line with budget.

Line 44 – Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is over budget due to increased costs of annual contract renewals.

Line 45 - Telecommunications includes phone charges for the main library and the Bob Lucas branch. YTD is trending under budget at 31% due to lower monthly bills than anticipated.

Lines 48 - 56 – Library Materials include items available for library members such as: books, downloadables, DVDs, videogames, electronic databases, periodicals, audio CDs, purchase suggestions from members, Library of Things, and the mobile library collection – seed library. Total Library material expenses are trending under budget at 51% due to the timing of Mobile Library purchases.

Lines 59 – 67 – Programs includes program costs for adult, teen, and youth services. It also supports the Summer Reading program, programs for the Bob Lucas Branch, literacy services, outreach services, and volunteer services. Total program expenses are trending over budget at 68% due to the timing of the Adult services and Bob Lucas Branch services and events.

Line 70 – Building Projects Legal Fees includes legal fees for the building projects, not funded by bond proceeds. YTD is \$11,721. This line was not budgeted.

Line 73 - Net Revenue / (Expenses) is the year-to-date use of or (addition to) Operating Reserves. YTD is an addition to reserves of \$1,729,719 due to the property tax assessment recorded for the entire year. This will fluctuate throughout the year based on the timing of revenue and expenses.

Altadena Library District
Monthly Variance Analysis
January 2024 – 58% Year to Date (YTD)

Donations / Grants Budget to Actual

Revenue

Line 3 – Altadena Library Foundation includes a grant to support operating and program services. Total funds have been received.

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

Line 5 – California Library Literary Services includes annual grant funding to support literacy programs and English as a second language services. Additional funds are anticipated in the Spring.

Line 6 - California State Libraries Facilities & Equipment includes a carryover from FY 23 for a vending machine and related expenses and website development. Total carryover is greater than projected at the time the budget was established.

Line 7 – Califa Stay and Play includes support for outreach and programming for informal caregivers and the children in their care. The grant of \$4,500 was not budgeted. Total funds have been received.

Line 8 – California State Library Zip Books includes support for purchase suggestions which provide patrons with books not currently available that become part of the Library collection. The grant of \$3,087 was not budgeted. Total funds have been received.

Expenses

Line 13 – Salaried includes a portion of salaries at the Bob Lucas Branch paid for by the California Library Literary Services grant. YTD is trending in line with budget.

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

Lines 17-20 – Operating Expenses includes staff recognition, development and training, and miscellaneous furniture and equipment funded by the Altadena Library Foundation and Friends of the Altadena Library. It also includes the purchase of a vending machine and related expenses carried over from FY 23 funding from the Expanding our Footprint grant. YTD is trending over budget at 99% due to the new vending machines purchased in January.

Lines 23-35 – Programs includes programming for adults, teens, youth, and all ages, the summer reading program, literacy services, and the Poet's Laureate. YTD is trending over budget at 64% due to the timing of programs.

Line 38 – Library Materials includes the Mobile Library Collection - Seed Library. There is no YTD activity.

Altadena Library District
Monthly Variance Analysis
January 2024 – 58% Year to Date (YTD)

Line 41 – Website Development includes website subscription funds carried over from FY 23 funding from the Expanding our footprint grant. YTD is trending over budget at 92% due to an annual subscription paid at the beginning of the fiscal year.

Line 44 Net Revenue / (Expenses) is the year-to-date balance of unused donations and grant funds. YTD is \$55,194 due to the timing of grant expenses which will be incurred throughout the fiscal year.



**BOARD OF LIBRARY TRUSTEES
BUDGET COMMITTEE REPORT**

DEPARTMENT: Administration

MEETING DATE: February 26, 2024

PREPARED BY: Boon Lim

LOCATION: Main Library Community Room

The Budget Committee, a standing committee of the Board of Trustees, met on Thursday, February 8, 2024 at 1:00pm in the Main Library Community Room for their first meeting of 2023. The committee is now composed of Chair Boon Lim and Trustee Kameelah Wilkerson.

There were two action items as new business at their meeting. First was the review of the Mid-Year Budget Adjustments for fiscal year 2023-2024. These were presented by District Director Nikki Winslow, with accountant Kristi Even, of Eide Bailly, in attendance to provide additional information as requested. After full review of the adjustments, the committee voted to approve the adjustments as presented and recommend approval from the full Board of Trustees at their meeting on February 26, 2024.

The second action items was review and approval of the Budget Committee Meeting Schedule for 2023. Staff recommended meeting quarterly on the second Thursday of that month at 1:00pm. The committee approved this recommendation and will be meeting on May 9, August 8 and November 14.



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

DEPARTMENT: Administration

MEETING DATE: February 26, 2024

PREPARED BY: Katie Clark

LOCATION: Main Library Community Room

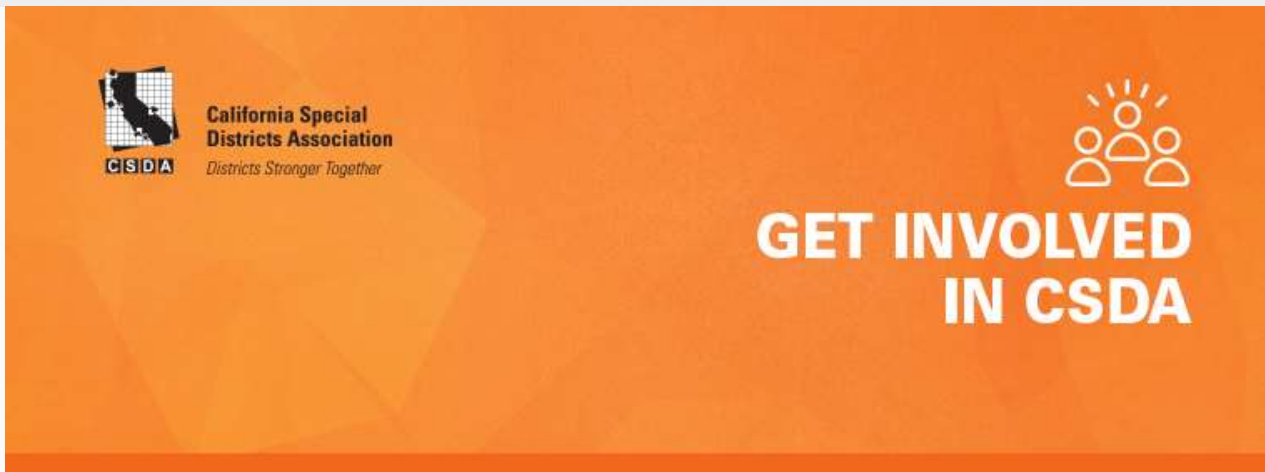
Since our last board meeting the team has continued our weekly Monday meetings with a focus on the following:

- a. **Community Focus Group** – Future meetings are being planned as needed for the Main Library project, and the CFG has been updated about recent developments (including expanded grant funding).
- 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. We also continue to explore other potential sites for additional storage or library space.
- c. **Architectural Services** –The Bob Lucas Branch plans are nearing approval by by Regional Planning, Building & Safety, and other departments. Design development is complete for the Main Library, and ABA has begun the Construction Documents phase.
- d. **Coordination with County departments** – We attended the public hearing to grant a Conditional Use Permit (CUP) for the Bob Lucas Library project on January 23rd with LA County Regional Planning. It was approved and the hearing officer was very complimentary of the project and the overwhelming community support. Thank you to community members Tom Reilly, Bridget Brewster, and Mark Mariscal for their very positive public comments! Meanwhile, the design team is working through the last remaining comments from LA County Public Works departments for plan approval. We are working with Regional Planning to determine if a CUP is still required for the Main Library now that the community room alternate has been removed from the project.
- e. **Project Schedule** - We are currently anticipating start of construction for the Bob Lucas Library in April of 2024, with the Main Library starting in April of 2025. Contractor proposals for the Bob Lucas Library are due on March 4, and we have established a review matrix and scoring protocol; we anticipate bringing our recommendation to the March meeting for Board approval. We are planning a groundbreaking ceremony at the Bob Lucas Library on April 18th.

- f. **Project Budget** - We recently received confirmation from the State Library that we are going to be able to use Building Forward Infrastructure grant funds on an expanded list of scope items. This means that we went from being able to spend \$4.1 million to almost the full \$7.5 million of the grant, which resolves the budget shortfall we discussed at the January board retreat.
- g. **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.
- h. **CEQA Services** – Chambers Group is nearing completion of the Initial Study checklist.
- i. **Bob Lucas Historical Preservation** – Photographic documentation of the Bob Lucas mural by a murals and public art expert, in preparation for historical preservation, is underway.
- j. **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.

Subject: FW: [EXTERNAL] Call for Nominations for CSDA Board of Directors

From: Neil McCormick <neilm@cda.net>
Sent: Monday, February 5, 2024 3:37 PM
To: Nikki Winslow <nwinslow@altadenalibrary.org>
Subject: [EXTERNAL] Call for Nominations for CSDA Board of Directors



CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS - SEAT A

Deadline: April 10, 2024

The CSDA Elections and Bylaws Committee is looking for **independent special district board members** or their **general managers** who are interested in leading the direction of the California Special Districts Association for the 2025 - 2027 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network they seek to represent (see the [CSDA network map](#)).

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
 - *(CSDA reimburses directors for their related expenses for board and committee meetings as outlined in board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
 - *(CSDA does **not** reimburse expenses for the two conferences even if a board or committee meeting is held in conjunction with the event).*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
 - *(CSDA does **not** reimburse expenses for the academy classes even if a board or committee meeting is held in conjunction with the event).*

Nomination Procedures:

Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors) for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action along with the [Candidate Information Sheet](#) must accompany the [Nomination Form](#). The deadline for receiving nominations is April 10, 2024 for all networks, except for the Coastal Network.**

In the Coastal Network, there is also a vacant position for Seat B. Therefore the call for nominations deadline has been extended to April 20, 2024.

Nominations and supporting documentation may be mailed or emailed.

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814

Fax: 916.442.7889

Email: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024. The successful candidates will be notified no later than July 30, 2024. All selected CSDA Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2024.

Expiring Terms - All Seat A

(See [geographic network map](#) for network breakdown)

Northern Network – Greg Orsini, Director, McKinleyville Community Services District*

Sierra Network – Noelle Mattock, El Dorado Hills Community Services District*

Bay Area Network – Chad Davisson, CSDM, General Manager, Ironhouse Sanitary District*

Central Network – Patrick Ostly, General Manager, North of River Sanitary District*

Coastal Network – Elaine Magner, Director, Pleasant Valley Recreation & Park District*

Southern Network – Jo MacKenzie, Director, Vista Irrigation District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail at amberp@cda.net by **April 10, 2024** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 10, 2024 per district request only.

If you have any questions, please contact Amber Phelen at amberp@cda.net.



California Special Districts Association

1112 I Street, Suite 200, Sacramento CA, 95814

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**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.A. REPORT FOR FEBRUARY 2024**

REPORT: Agenda Item VIII.a.

MEETING DATE: February 26, 2024

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Review and Approval of FY23-24 Mid-Year Budget Adjustments

BACKGROUND:

The Mid-Year Budget Adjustments were presented to the Budget Committee at their meeting on February 8, 2024. These proposed adjustments were developed by Eide Bailly Accountant Kristi Even, Assistant Library Director Ashley Watts, IT & Technical Services Manager David Zearbaugh, other ALD managers and District Director Nikki Winslow. There was additional consultation with Capital Project Manager Jennifer Pearson.

The two largest adjustments were to reduce the CalPERS Unfunded Accrued Liability (UAL) Discretionary Payment (line 21) by \$225,000, which was the original amount set at the beginning of FY23-24, and reallocate those funds to repair to the exterior bridges at the Main Library, in advance of the building renovation. This created the Bridges Repair Projects (line 70) with an allocation of \$500,000 based on cost estimates from our capital projects manager and architectural team. This would have required the ALD to pull approximately \$136,000 from reserves to fully fund those two bridge projects.

During the Budget Committee meeting, Trustee Lim inquired about the timing of the two bridge projects, how this would impact operations and access to the Main Library, and if the building projects budget could absorb the cost rather than using general funds. District Director Winslow explained that there were several months that the Facilities Committee understood the building projects budget was fully utilized and budgeting parts of the project out of general funds would keep more of the bond proceeds available for the projects. ALD received the good news from the California State Library in late January 2024 that more parts of the Main Library project were eligible for the \$7.5 million grant, which may allow the bridge repair projects to be funded from the bond proceeds.

The Budget Committee voted to approve and recommend the Mid-Year Budget Adjustments, as they were presented to them, to the full Board of Trustees.

Upon further consideration, it is more reasonable to complete the bridge projects with the rest of the Main Library project, rather than in advance as it would close the bridge that allows access from Mariposa Street without stairs. As such, there is no longer a need to allocate general funds to complete these projects this fiscal year. This has put the UAL Discretionary Payment (line 21) back to \$225,000, and eliminated the newly created Bridges Repair Projects (line 70).

FISCAL IMPACT

Due to the projected 5% increase in revenue this fiscal year, there will be an additional \$100,000 added to the ALD reserves with all of the proposed mid-year adjustments.

RECOMMENDATION

Staff recommends that the Board of Trustees review and approve the FY23-24 Mid-Year Budget Adjustments.

**General Fund
Proposed Amended Budget
FY 2023/24**

	A	B	C	D	E = C/B
	FY 2023/24 YTD 12/31/23	FY 2023/24 Adopted Budget	FY 2023/24 Proposed Amendments	FY 2023/24 Amended Budget	FY 2023/24 Proposed % Increase
1 REVENUE					
2 Property Taxes & Assessments	\$ 4,294,349	\$ 4,302,900	\$ 180,700	\$ 4,483,600	4%
3 Library Fees	31,829	66,500	500	67,000	1%
4 Grant Reimbursements	4,480	-	8,000	8,000	N/A
5 Interest Income	91,516	128,000	45,000	173,000	35%
6 Other Revenue	621	64,900	(23,400)	41,500	-36%
7 TOTAL REVENUE	4,422,795	4,562,300	210,800	4,773,100	5%
8 EXPENSES					
9 Salaries & Benefits					
10 Wages					
11 Salaried	662,564	1,262,400	-	1,262,400	0%
12 Hourly	447,576	902,500	-	902,500	0%
13 Total Wages	1,110,140	2,164,900	-	2,164,900	0%
14 Benefits, Retirement & Taxes					
15 Health and Other Medical Insurance - Employee	103,281	206,700	-	206,700	0%
16 Health Insurance - Retirees	37,027	72,300	4,000	76,300	6%
17 Workers' Compensation	14,980	15,500	(500)	15,000	-3%
18 Payroll Taxes (District-Paid)	82,615	173,000	-	173,000	0%
19 CalPERS Retirement (Normal Costs)	70,943	150,900	43,000	193,900	28%
20 CalPERS UAL Minimum Payment	214,434	220,600	(6,100)	214,500	-3%
21 CalPERS UAL Discretionary Payment	-	225,000	-	225,000	0%
22 Total Benefits, Retirement & Taxes	523,280	1,064,000	40,400	1,104,400	4%
23 Total Salaries & Benefits	1,633,420	3,228,900	40,400	3,269,300	1%
24 Operating Expenses					
25 Insurance	177,415	144,600	33,400	178,000	23%
26 Utilities	40,432	95,000	(10,500)	84,500	-11%
27 County Tax Collection Fees	39,575	41,700	-	41,700	0%
28 Other Operating	50,489	81,300	(1,400)	79,900	-2%
29 Facilities, Grounds & Maintenance	43,204	118,800	(8,000)	110,800	-7%
30 Structures & Improvements	-	10,000	-	10,000	0%
31 Vehicles & Equipment Maintenance	2,295	5,000	-	5,000	0%
32 Staff Development, Training & Travel	14,768	27,800	6,900	34,700	25%
33 Advertising & Marketing	9,713	38,600	(11,100)	27,500	-29%
34 Miscellaneous Expenses	4,023	8,200	(200)	8,000	-2%
35 Total Operating Expenses	381,913	571,000	9,100	580,100	2%
36 Professional Services					
37 Audit and Financial Consulting	65,084	108,300	24,000	132,300	22%
38 Legal Fees	2,684	25,000	(10,000)	15,000	-40%
39 Consultants - Other	36,776	100,000	(10,000)	90,000	-10%
40 Total Professional Services	104,544	233,300	4,000	237,300	2%

**General Fund
Proposed Amended Budget
FY 2023/24**

	A	B	C	D	E = C/B
	FY 2023/24 YTD 12/31/23	FY 2023/24 Adopted Budget	FY 2023/24 Proposed Amendments	FY 2023/24 Amended Budget	FY 2023/24 Proposed % Increase
41 Information Technology (IT)					
42 Internet Service / E-Rate	10,829	54,600	(6,000)	48,600	-11%
43 Technology Equipment	27,340	50,000	6,000	56,000	12%
44 Technology Maintenance Fees	48,708	46,100	22,800	68,900	49%
45 Telecommunications	6,266	22,500	(6,500)	16,000	-29%
46 Total Information Technology (IT)	93,142	173,200	16,300	189,500	9%
47 Library Materials					
48 Books	43,239	110,000	-	110,000	0%
49 Downloadables	38,735	84,100	-	84,100	0%
50 DVD's & Videogames	-	14,600	-	14,600	0%
51 Electronic Databases / Subscriptions	8,917	29,000	-	29,000	0%
52 Periodicals	7,073	10,000	-	10,000	0%
53 Audio CD	2,908	9,100	-	9,100	0%
54 Mobile Library Collection	-	12,500	-	12,500	0%
55 Purchase Suggestions	5,493	14,000	-	14,000	0%
56 Library of Things	2,170	6,000	6,600	12,600	110%
57 Total Library Materials	108,535	289,300	6,600	295,900	2%
58 Programs					
59 Adult Services	18,263	12,000	23,000	35,000	192%
60 Teen Services	1,971	5,500	-	5,500	0%
61 Youth Services	5,426	10,000	-	10,000	0%
62 Summer Reading	2,195	11,000	-	11,000	0%
63 Bob Lucas Branch Services	4,408	5,500	-	5,500	0%
64 Literacy Services	230	800	-	800	0%
65 Volunteer Services	240	200	-	200	0%
66 All Ages	765	-	6,000	6,000	N/A
67 Outreach Services	2,473	15,000	-	15,000	0%
68 Total Programs	35,970	60,000	29,000	89,000	48%
69 Capital Expenditures - District Funded					
70 Building Projects Legal Fees	-	-	12,000	12,000	N/A
71 Total Capital Expenditures - District Funded	-	-	12,000	12,000	N/A
72 TOTAL EXPENSES	2,357,524	4,555,700	117,400	4,673,100	3%
73 NET REVENUE / (EXPENSES)	2,065,271	6,600	93,400	100,000	
74 Use Of / (Addition To) Reserves	(2,065,271)	(6,600)	(93,400)	(100,000)	
75 NET BALANCE	\$ -	\$ -	\$ -	\$ -	
76 Projected General Fund Reserves					
77 Beginning Reserves 7/1	\$ 4,754,415	\$ 4,754,415	\$ 4,754,415	\$ 4,754,415	
78 Addition / (Drawdown) of Reserves	(2,065,271)	6,600	93,400	100,000	
79 General Fund Reserves	\$ 2,689,144	\$ 4,761,015	\$ 4,847,815	\$ 4,854,415	

Donations and Grants
Proposed Amended Budget
FY 2023/24

	A	B	C	D	E = C/B
	FY 2023/24 YTD 12/31/23	FY 2023/24 Adopted Budget	FY 2023/24 Proposed Amendments	FY 2023/24 Amended Budget	FY 2023/24 Proposed % Increase
1 REVENUE					
2 Donations & Grants					
3 Altadena Library Foundation	\$ 37,500	\$ 37,500	\$ 13,400	\$ 50,900	36%
4 Friends of the Library	20,000	20,000	-	20,000	0%
5 Califa Stay & Play	4,500	-	4,500	4,500	N/A
6 California State Library Literacy Services	34,889	37,500	(150)	37,350	0%
7 California State Library Expanding our Footprint	192,947	174,000	19,000	193,000	11%
8 California State Library Lunch at the Library	-	-	46,750	46,750	N/A
9 California State Library Zip Books	3,087	-	3,100	3,100	N/A
10 Total Donations & Grants	292,923	269,000	86,600	355,600	32%
11 TOTAL REVENUE	292,923	269,000	86,600	355,600	32%
12 EXPENSES					
13 Wages					
14 Salaried	11,888	24,500	(900)	23,600	-4%
15 Hourly	5,790	12,000	-	12,000	0%
16 Total Wages	17,678	36,500	(900)	35,600	-2%
17 Operating Expenses					
18 Staff Recognition	2,272	1,500	4,500	6,000	300%
19 Staff Development, Training & Travel	1,115	5,000	(1,500)	3,500	-30%
20 Equipment, Furniture & Fixtures	16,138	181,500	1,600	183,100	1%
21 Vending Machine Supplies	873	-	1,800	1,800	N/A
22 Total Operating Expenses	20,397	188,000	6,400	194,400	3%
23 Programs and Materials					
24 Adult Services	1,794	10,500	17,500	28,000	167%
25 Teen Services	129	1,700	-	1,700	0%
26 Youth Services	35	7,000	3,000	10,000	43%
27 Summer Reading	389	2,000	-	2,000	0%
28 Bob Lucas Branch Services	-	300	-	300	0%
29 Literacy Services	850	1,000	750	1,750	75%
30 All Ages	-	8,000	(8,000)	-	-100%
31 Poets Laureate	3,570	5,000	-	5,000	0%
32 Ode to the Land	1,382	-	10,000	10,000	N/A
33 Lunch at the Library	-	-	46,750	46,750	N/A
34 Stay and Play	-	-	4,500	4,500	N/A
35 Purchase Suggestions	3,087	-	3,100	3,100	N/A
36 Library of Things	2,170	-	3,400	3,400	N/A
37 Mobile Library Collection/Seed Library	-	1,000	-	1,000	0%
38 Total Programs and Materials	13,407	36,500	81,000	117,500	222%
39 Information Technology (IT)					
40 Website Development	7,379	8,000	100	8,100	1%
41 Total Information Technology (IT)	7,379	8,000	100	8,100	1%
42 TOTAL EXPENSES	58,861	269,000	86,600	355,600	17%
43 NET REVENUE / (EXPENSES)	\$ 234,063	\$ -	\$ -	\$ -	

**Capital Fund
Proposed Amended Budget
FY 2023/24**

	A	B	C	D	E = C/B
	FY 2023/24 YTD 12/31/23	FY 2023/24 Adopted Budget	FY 2023/24 Proposed Amendments	FY 2023/24 Amended Budget	FY 2023/24 Proposed % Increase
1 REVENUE					
2 Interest Income	\$ 169,661	\$ 295,000	\$ 32,000	\$ 327,000	11%
3 TOTAL REVENUE	169,661	295,000	32,000	327,000	11%
4 EXPENSES					
5 CFD Bond					
6 CFD Project Management	48,751	192,000	(62,000)	130,000	-32%
7 Contingencies	-	192,000	-	192,000	0%
8 Total CFD Bond	48,751	384,000	(62,000)	322,000	-16%
9 Capital Project Expenses					
10 Bob Lucas Memorial Library	117,778	1,238,500	(398,500)	840,000	-32%
11 Main Library	235,556	2,477,100	(1,797,100)	680,000	-73%
12 Total Capital Project Expenses	353,333	3,715,600	(2,195,600)	1,520,000	-59%
13 TOTAL EXPENSES	402,085	4,099,600	(2,257,600)	1,842,000	-55%
14 NET REVENUE / (EXPENSES)	(232,423)	(3,804,600)	2,289,600	(1,515,000)	-60%
15 Use Of / (Addition To) Reserves	232,423	3,804,600	(2,289,600)	1,515,000	
16 NET BALANCE	\$ -	\$ -	\$ -	\$ -	
17 Projected Capital Fund					
18 Beginning Capital Fund 7/1	\$ 25,931,245	\$ 24,754,700	\$ 22,465,100	\$ 21,538,700	
19 Addition / (Drawdown) of Capital Fund	(232,423)	(3,804,600)	2,289,600	(1,515,000)	
20 Ending Capital Fund	\$ 25,698,822	\$ 20,950,100	\$ 24,754,700	\$ 20,023,700	

**Community Facilities District No. 2020-1 Fund
Proposed Amended Budget
FY 2023/24**

	A	B	C	D	E = C/B
	FY 2023/24 YTD 12/31/23	FY 2023/24 Adopted Budget	FY 2023/24 Proposed Amendments	FY 2023/24 Amended Budget	FY 2023/24 Proposed % Increase
1 REVENUE					
2 Special Assessment less Projected Delinquency	\$ 527,140	\$ 1,257,000	\$ 3,100	\$ 1,260,100	0%
3 Prior Year Collections	26,991		38,900	38,900	N/A
4 Penalties and Interest	9	-	2,300	2,300	N/A
5 TOTAL REVENUE	554,141	1,257,000	44,300	1,301,300	4%
6 EXPENSES					
7 Debt Service Principal	350,000	350,000	-	350,000	0%
8 Debt Service Interest	441,725	868,900	5,800	874,700	1%
9 Administration	24,143	26,000	-	26,000	0%
10 TOTAL EXPENSES	815,868	1,244,900	5,800	1,250,700	0%
11 NET REVENUE / (EXPENSES)	(261,727)	12,100	38,500	50,600	318%
12 Use Of / (Addition To) CFD Fund	261,727	(12,100)	(38,500)	(50,600)	
13 NET BALANCE	\$ -	\$ -	\$ -	\$ -	
14 Projected CFD Fund					
15 Beginning CFD Fund 7/1	\$ 747,635	\$ 747,635	\$ 747,635	\$ 747,635	
16 Addition (Drawdown) of CFD Fund	(261,727)	12,100	38,500	50,600	
17 Ending CFD Fund	\$ 485,908	\$ 759,735	\$ 786,135	\$ 798,235	1/2

¹ Includes 85% collection of prior year receivable less 3% projected delinquency for current year receivable

² \$797,975 Debt service payment, including principal and interest, is due 9/1/24

Altadena Library District
Proposed Amended Budget
FY 2023/24

General Fund

Revenue

Line 2 – Property Taxes & Assessments includes Ad Valorem tax revenue and a redevelopment tax levied by Los Angeles County. **Increase 4%.**

Line 3 – Library Fees includes printing fees, video game rentals, community room fees, and passport services. **Increase 1%.**

Line 4 – Grant Reimbursements includes Building Forward grant-eligible staff and financial consulting time. **Add budget for projected reimbursements.**

Line 5 – Interest Income includes earnings from cash and investments held with the County of Los Angeles, in a checking account at Pacific West Bank, and with the California Cooperative Liquid Assets Securities System investment account (CLASS). **Increase 35% for higher than anticipated rates.**

Line 6 – Other Revenue is generated from film rentals, credit card rebates, and other miscellaneous revenue. **Decrease 36% for conservative budgeting from e-rate (internet) reimbursements under new administration.**

Expenses

Line 11 – Salaried includes employee wages and an annual wellness stipend, less a small portion funded from donations and grants. **No amendment.**

Line 12 – Hourly includes employee wages and a \$400 annual wellness stipend, less a small portion funded from donations and grants. **No amendment.**

Line 15 – Health and Other Medical Insurance - Employees includes the District’s contribution toward health, dental, vision, and life insurance benefits for full-time employees. The total contribution from the District is \$1,100 per month per full-time employee. **No amendment.**

Line 16 – Health Insurance - Retirees includes health benefits for retired employees. **Increase 6% for an additional retiree receiving health insurance benefits.**

Line 17 – Workers’ Compensation includes insurance based on employee wages by risk category. **Decrease 3% for reduced premiums.**

Line 18 – Payroll Taxes includes the District’s portion of federal and state taxes. **No amendment.**

Line 19 – CalPERS Retirement (Normal Costs) is the District’s portion of employee retirement costs. **Increase 28% for retroactive contributions for an eligible employee.**

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

Altadena Library District
Proposed Amended Budget
FY 2023/24

Line 21 – CalPERS UAL Discretionary Payment is a voluntary payment to CalPERS to reduce the unfunded accrued liability. **No amendment.**

Line 25 – Insurance includes property, liability, and earthquake insurance. **Increase 23% for higher premium rates for increased property valuation after the original budget.**

Line 26 – Utilities includes electricity, gas, and water for the main library and the Bob Lucas branch. **Decrease 11% for lower utility rates than anticipated.**

Line 27 – County Tax Collection Fees are paid to the County at approximately 1% of property taxes collected in Line 2. **No amendment.**

Line 28 – Other Operating includes membership dues and subscriptions, postage, printing, operating and janitorial supplies, and non-capitalized equipment. **Decrease 2% for fewer anticipated purchases.**

Line 29 – Facilities, Grounds & Maintenance includes maintenance contracts, building maintenance and repairs, and landscaping services. **Decrease 7% for lower anticipated maintenance costs.**

Line 30 – Structures & Improvements includes emergency funds for unanticipated expenses. **No amendment.**

Line 31 – Vehicles & Equipment Maintenance includes the cost of vehicle maintenance. **No amendment.**

Line 32 – Staff Development, Training & Travel includes staff conferences, training, travel, and related expenses. **Increase 25% for additional participation in conferences and training.**

Line 33 – Advertising & Marketing includes general marketing for the District. **Decrease 29% for fewer recruitments and lower advertising costs.**

Line 34 – Miscellaneous Expenses includes banking, payroll processing and timekeeping, and miscellaneous expenses not accounted for in other lines. **Decrease 2% for lower costs.**

Line 37 – Audit & Financial Consulting includes annual audit services and external consulting services. **Increase 22% for higher rates and additional work due to capital and grant activity. A portion is reimbursed from grants.**

Line 38 – Legal Fees are for general District matters. **Decrease 40% for less legal services than anticipated.**

Line 39 – Consultants-Other includes consulting services for information technology (IT), human resources, and miscellaneous services **Decrease 10% for less human resources consulting services than anticipated.**

Altadena Library District
Proposed Amended Budget
FY 2023/24

Line 42 – Internet Service / E-Rate includes the total cost of providing internet service to the main library and the Bob Lucas branch. **Decrease 11% for e-rate (internet) costs under new administration.**

Line 43 – Technology Equipment includes office computers and misc. equipment. **Increase 12% for copier replacement due to water damage.**

Line 44 – Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. **Increase 49% for the additions of a computer use and print management system, scheduling and programming software, and summer reading challenge log software.**

Line 45 - Telecommunications includes phone charges for the main library and the Bob Lucas branch. **Decrease 29% for reduced service line fees.**

Lines 48 - 56 – Library Materials include items available for library members such as: books, downloadables, DVDs, videogames, electronic databases, periodicals, audio CDs, mobile library collection- seed library, purchase suggestions from members, and Library of Things. **Increase 2% for Tournament of Roses expenses.**

Lines 59 – 67 – Programs includes program costs for adult, teen, and youth services. It also supports the summer reading program, programs for the Bob Lucas Branch, literacy services, and volunteer services. **Increase 48% for adult services and all ages expenses planned, but not included in the original budget.**

Line 70 – Building Projects Legal Fees includes capitalized building project services not funded with bond and grant proceeds. **Add budget for projected costs.**

Line 73 - Net Revenue / (Expenses) is budgeted revenue over expenses. **The FY 24 Budget projects \$100,000 of revenue over expenses to be added to the General Fund Reserves.**

Altadena Library District
Proposed Amended Budget
FY 2023/24

Donations / Grants

Revenue

Line 3 – Altadena Library Foundation includes support for operating and program services and the Ode to the Land program. **Increase \$13,400 to fund the Ode to the Land and Library of Things expenses.**

Line 4 – Friends of the Library includes support for operating and program services. **No amendment.**

Line 5 – Califa Stay & Play includes support for outreach and programming for informal caregivers and the children in their care. **Add \$4,500 budget for new program.**

Line 6 – California Library Literary Services includes support for literacy services and English as a second language services. **Decrease \$150 to reflect approved grant funding.**

Line 7 - California State Library Expanding our Footprint includes carryover funds from FY 23 for two vending machines, supplies, mobile library equipment, and website development. **Increase \$19,000 for additional carryover funds.**

Line 8 – California State Library Lunch at the Library includes support for summer meals and programming for families. **Add \$46,750 budget for new program.**

Line 9 – California State Library Zip Books includes support for purchase suggestions which provide patrons with books not currently available that become part of the Library collection. **Add \$3,100 budget for new program.**

Expenses

Line 14 – Salaried includes a portion of salaries at the Bob Lucas Branch funded by the California Library Literary Services grant. **Decrease \$900 for reallocation to programs and materials.**

Line 15 – Hourly includes a portion of hourly wages at the Bob Lucas Branch funded by the California Library Literary Services grant for English as a second language services. **No amendment.**

Lines 18-21 – Total Operating Expenses includes staff recognition, development and training, miscellaneous furniture and equipment, the purchase of two vending machines and supplies, and mobile library equipment carried over from FY 23 funding from the Expanding our Footprint grant. **Increase \$6,400 for additional staff and volunteer recognition events and use of grant carryover funds for the vending machine.**

Altadena Library District
Proposed Amended Budget
FY 2023/24

Lines 24-36 – Total Programs and Materials includes programming for adults, teens, youth, the summer reading program, literacy services, Poet’s Laureate, Ode to the Land, Lunch at the Library, Stay and Play, Purchase Suggestions, and the Mobile Library Collection/Seed Library funded from various grants. **Increase \$81,000 for support redirected from equipment to Adult Services, Youth Services, and new grant-funded programs.**

Line 39 – Website Development includes website development carried over from FY 23 funding from the Expanding our Footprint grant. **Increase \$100 for higher fees.**

Line 42 Net Revenue / (Expenses) is budgeted revenue over expenses and the projected use of or (deferred use of) donation and grant funds. **The FY 24 budget projects spending all donations and grants.**



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.A. REPORT
FEBRUARY 2024**

AGENDA ITEM: VIII.b.

MEETING DATE: February 26, 2024

PREPARED BY: Ashley Watts

LOCATION: Main Library Community Room

Title: Review and Approval of the Library's Code of Conduct Policy

BACKGROUND:

This policy was last approved by the Board on 07/26/2021. In an effort to periodically review and update our policies, the staff thought it was best to take a look at this policy, especially with increased visitation over the past year. The main updates include:

- Clarity regarding allowed sleep periods
- Clarity regarding allowed animals in the library
- Clarity regarding which children should be supervised at all times
- Referencing the Lost & Found policy for more information

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the Board review and approve the Code of Conduct policy.

Code of Conduct

The Altadena Library District (hereinafter referred to as the Library) prides itself on providing a safe and enjoyable experience to all community members, offering an atmosphere conducive to everyone's right to unimpeded and enjoyable library use. Towards this end, all community members are expected to comply with the Code of Conduct while visiting the Altadena Libraries.

General Expectations:

1. Visitors are expected to abide to local, state, and federal laws as well as public health guidelines.
2. Visitors are to act safely and respectfully, interact with library staff and other library visitors in a civil manner, and follow the directions of staff. Examples of unacceptable behaviors include:
 - I. Verbally or physically threatening or harassing behaviors, including but not limited to stalking, staring, lurking, and obscene or offensive acts.
 - II. Possessing firearms or weapons.
 - III. Being under the influence, selling, soliciting, possessing, or using alcohol and/or illegal drugs.
 - IV. Petitioning, soliciting, conducting surveys, or selling merchandise without the express permission of the District Director.
 - V. Disturbing others by exhibiting a strong or offensive odor due to, but not limited to, hygiene, perfumes/colognes, and or/foods.
 - VI. Destroying, damaging, defacing, misusing, or illegally removing Library materials or property.
3. Maintain a volume of conversations and/or electronic devices at an acceptable level as to not disrupt or interfere with others use of the library.
4. Smoking or vaping is allowed outside and should take place at least twenty feet from any library entrance or exit.
5. Children [under 10](#) should be supervised at all times while on library property in accordance with the Unattended Children policy.

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6. Consuming food and drink are allowed, except when using library computers and devices. [All liquid and beverages must be in covered containers.](#) Consumption should be in accordance with the Food & Drink policy.
 7. Appropriate clothing, including shirts, pants, shoes or articles of clothing of a similar nature, are required while using library facilities.
 8. Service animals are allowed in the library, [while emotional support animals and/or pets are not.](#) Please see [our](#) Animals in the Library policy.
 9. With the exception of news coverage, requests for professional photography must be authorized by [Administration the District Director](#) per the “Filming and Photography at the Altadena Library District Policy”. Photographers will ask subjects for permission prior to photographing, videotaping, or recording them.
 10. Personal belongings must be in the possession of the owner and placed in a manner that does not interfere with staff or patron use of the building, walkways, furniture, or equipment. The Library is not responsible for items lost, stolen, or damaged on library premises. [Please see our Lost and Found policy.](#)
 11. Visitors are to use library property, spaces, and furniture for their intended purposes. Examples of inappropriate usage include, but are not limited to:
 - I. Sleeping for [periods greater than 30 minute extended periods](#) of time. This rule does not apply to children under four years of age.
 - II. Using public restrooms or other points of access to water on library premises for bathing or personal hygiene or laundering personal belongings.
 - III. Obstructing entrances, [exists](#), seating areas, aisles, walkways, or other paths of travel.
 - [IV.](#) Monopolizing library space and [moving](#) furniture for personal use, blocking others from usage.
 - [IV-V.](#) [Using small appliances for any purpose](#)
 12. Bicycles and large carts should be parked outside the library building by the designated bike rack. Wheelchairs, [mobility aides](#), and strollers are allowed to be used inside if transporting an individual. Other mobility devices, like skateboards, roller skates, rollerblades, hover boards, must be carried while inside the building.
 13. Using staff telephones [is not allowed](#) except when a minor has a need to call their guardian, or, in the event of an emergency.

Enforcement

Individuals who are not following the Code of Conduct will be asked to comply with the policy. Those who continue to violate the policies may be asked to leave the library and may have their library privileges suspended. It is within library staff's discretion to take appropriate action regarding individual visitors' compliance with library policy. In any situation where the safety or welfare of a visitor or staff is believed to be at risk, law enforcement will be contacted.

The Altadena Library District reserves the right to restrict the use of its facilities and premises to persons who do not abide by the Library's Code of Conduct.

Library staff may ask persons who are exhibiting behavior that does not adhere to the Code of Conduct to modify their behavior appropriately.

Library patrons violating this Code of Conduct and failing to comply after one warning will be required to leave the Library for the remainder of the day. Individuals who are asked to leave shall do so within five (5) minutes.

Based on the severity of the situation, the Library may revoke library privileges or suspend access to all library services and property for multiple days or up to one year or may result in criminal prosecution if the conduct constitutes a violation of local, state or federal law.

The Altadena Library District's Monitor (security officer), a library manager, or the Person-In-Charge has the authority to escort individuals who do not abide by the Code of Conduct off the property.

Individuals who enter the library before the return date listed on the suspension notice are subject to arrest for trespass under California Penal Code Section 602.

Appeal Process

A person suspended from the library for a period of more than one (1) day may appeal the decision in writing to the District Director within ten (10) days from the date of suspension/revocation of library privileges. Submit requests for administrative review to hello@altadenalibrary.org or by mail to Altadena Library District, 600 E Mariposa St., Altadena, CA 91001. Suspension of privileges will remain in force during the review period.