



MEETING AGENDA

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

IMPORTANT NOTICE REGARDING THE APRIL 22, 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:

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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.

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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
 - b. Roll Call
- I. Consideration of Urgency items to be added to Closed Session
 - a. Approval/Reordering of Closed Session Agenda Items
 - b. Adoption of Closed Session Agenda

II. 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 two (2) minutes to address the board.

III. Closed Session

- a. Motion to convene to Closed Session
- b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:
 - i. Public Employee Performance Evaluation Discussion

Pursuant to Government Code Section 54957 Title: District

Director

- IV. Reconvene to Open Session
- V. Roll Call
 - a. Approval/Reordering of Agenda Items
 - b. Adoption of Agenda
 - c. Public Comment on Non-Agenda Items
- VI. Consent Calendar
 - a. The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:
 - Approval of Minutes –
 - MARCH 25, 2024 REGULAR MEETING
- VII. Consideration of Items Removed from the Consent Calendar
 - Items removed from the Consent Calendar discussed individually at this time.*
- VIII. Department Updates & Special Presentations **(Informational)**
 - a. Special Presentation – PLA Conference Ohio **PAGES 9 - 20**
 - b. Department Update Reports – March 2024 **PAGES 21 - 40**
- IX. Reports **(Informational)**
 - a. Support Groups **PAGES 41 - 41**
 - i. Altadena Library Foundation
 - ii. Friends of the Altadena Library
 - b. Administrative Update **PAGES 42 - 47**
 - c. Financial Reports – March 2024 **PAGES 48 - 60**
 - d. Board of Trustees Standing Committee Reports **PAGES 61 - 62**
 - i. CFD Committee Report
 - e. Board of Trustees Ad Hoc Committee Reports **PAGES 63 - 65**
 - i. Facilities Committee March 2024

ii. Elections Ad Hoc Committee March 2024

f. Liaison Reports

X. Unfinished Business

None

XI. New Business

- a. Review and Approval of the Updated Record Retention Policy **(Action)**

PAGES 66 - 105

- b. Review and Approval of the Updated Staff Accountant Job Description **(Action)**

PAGES 106 - 110

- c. Summer Internships Recruitment **(Informational)**

PAGES 111- 111

XII. Governance

XIII. Announcements & Planning

- a. Correspondence

- b. Proposed Future Agenda Items

XIV. Adjournment

- a. Adjourn Meeting



MEETING MINUTES

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
March 25, 2024 – 5:00 p.m.

IMPORTANT NOTICE REGARDING THE MARCH 25, 2024 MEETING

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- I. Call to Order
 - a. Land Acknowledgement
- II. Roll Call

President Wilkerson called roll. Trustees Andruess, Capell, Clark, Lim, and Wilkerson responded as present.

 - a. Approval/Reordering of Agenda Items

A request was made to reorder the agenda items.
 - b. Adoption of Agenda

Trustee Clark moved to reorder the agenda items as follows: Agenda Items VI. A.i and VI A.ii as items II. D. Seconded by Trustee Lim.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion Passed
 - c. Public Comment on Non-Agenda Items

None
- 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 –
FEBRUARY 26, 2024 REGULAR MEETING
Trustee Andruess to approve the Consent Calendar. Trustee Lim seconded.
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion Passed
- IV. Consideration of Items Removed from the Consent Calendar

Items removed from the Consent Calendar discussed individually at this time.
- V. Department Updates & Special Presentations (**Informational**)
 - a. Special Presentation – Early Literacy

YFS Manager Sofia Araya provided the report.
 - b. Department Update Reports – February 2024
- VI. Reports (**Informational**)
 - a. Support Groups
 - i. Altadena Library Foundation

Foundation president Mark Mariscal provide this update as item II.D.
 - ii. Friends of the Altadena Library
 - b. Administrative Update

- Nikki Winslow provided the report.
- c. Financial Reports – January 2024
Kristi Even of Eid Bally provided the report.
- d. Board of Trustees Standing Committee Reports
None
- e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee March 2024
Trustee Clark provided the report.
 - ii. Elections Committee March 2024
Trustee Capell provided the report.
- f. Liaison Reports
None
- VII. Unfinished Business
None
- VIII. New Business
 - a. Review and approval of the Bob Lucas Memorial Library and Literacy Center Construction Project RFP Recommendation **(Action)**

Trustee Lim moved to authorize the District Director to contract with Monet for \$3,295,600 million. Trustee Andruess seconded.

**Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion Passed**

- b. Review and approval of the Bob Lucas Memorial Library and Literacy Center Construction Inspection and/or Soils Engineering on-call Services RFP Recommendation **(Action)**

Trustee Clark moved to authorize the District Director to contract with any of the selected firms (Earth Systems Pacific, Fenagh LLC, Koury Engineering & Testing, Inc., MTGL, Inc, TGR Geotechnical, Inc.) for CEQA consulting services as outlined in the professional services agreement and RFQ/P until the conclusion of both library building renovations up to the budgeted amount of \$ 242,752. Trustee Andruess seconded.

**Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion Passed**

- c. Review and Approval of late opening of the Altadena Main Library on 4/18/24, to accommodate community and staff attendance at the Bob Lucas Memorial Library and Literacy Center Groundbreaking Event **(Action)**

Trustee Lim moved to approve a late open of the Main Library on Thursday, April 18, 2024, at 1pm. This allows for staff attendance at the Bob Lucas groundbreaking.

**Trustee Clark seconded.
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion Passed**

- IX. Governance
None.
- X. Announcements & Planning
 - a. Correspondence
None.
 - b. Proposed Future Agenda Items
None
- XI. Adjournment
 - a. Adjourn Meeting
Trustee Wilkerson adjourned the meeting at 6:21pm.



**BOARD OF LIBRARY TRUSTEES
2024 PUBLIC LIBRARY ASSOCIATION CONFERENCE REPORT APRIL 2024**

REPORT: PLA

MEETING DATE: April 22, 2024

PREPARED BY: Nikki Winslow, Ashley Watts, Trustee Jason Capell, Trustee Katie Clark

LOCATION: Main Library Community Room

Title: 2024 Public Library Association (PLA) Conference Reports

Report from District Director Nikki Winslow

The 2024 Public Library Association Conference was held in Columbus, Ohio from April 3-5. District Director Nikki Winslow, Assistant Library Director Ashley Watts, and Trustees Jason Capell and Katie Clark attended on behalf of the ALD.



I am so grateful for the opportunity to attend the PLA Conference this year. It truly felt like the first REAL conference post-pandemic for me and was so happy to finally see many of my library friends from across the country.

I attended several workshops throughout the three days. Some of the highlights included:

- **Opening Session with Shola Richards**
- **How a value-based prioritization system created demonstrable equity work for Multnomah County Library's projects and initiatives**
- **Too Big to Flail: Community Engagement across 41 Libraries**

- **Building Leadership and Equity with Staff Mentorship**

In addition to the workshops I attended, I also spent time in the Exhibit Hall to connect with some of ALD's vendors, such as Bibliotheca, Baker & Taylor and Brainfuse. I also spoke to vendors about our upcoming library renovations and some of our equipment and furniture needs to do both of these projects justice. I have already connected with a few vendors to get demonstrations of their self-check hardware and software, as we are exploring replacing our existing self-check machines in both library re-openings. Below are photos of Ashley with a new version of a self check-out machine and another of a laptop lending machine.



On my last afternoon of conference, I was invited to go on a tour of three of the Columbus Metropolitan Library District library locations. We were escorted by their Senior Project Manager Deanna Jones, who is a key player in the many building renovations and projects that are ongoing in Columbus. First we toured the Reynoldsburg library, which is set to have its Grand Opening on April 24th so got a sneak peek of this new library. Here are a few photos from that 40,000 square foot building...



An interactive wall in the Children's Room



Entrance to the Teen Space with a twinkling ceiling



A 450-gallon aquarium in the library



A Tablet Checkout machine in Children's

We also visited the Gahanna library branch that afternoon. One thing we did notice throughout all of their libraries was public art, often by local artists, on display. This can be seen in the business center below. Here are some of the photos from that branch, which was grand opened about a year ago.



Their Self-Service Business Center



Teen Furniture and gaming area



Shelving & furniture in the Children's Room

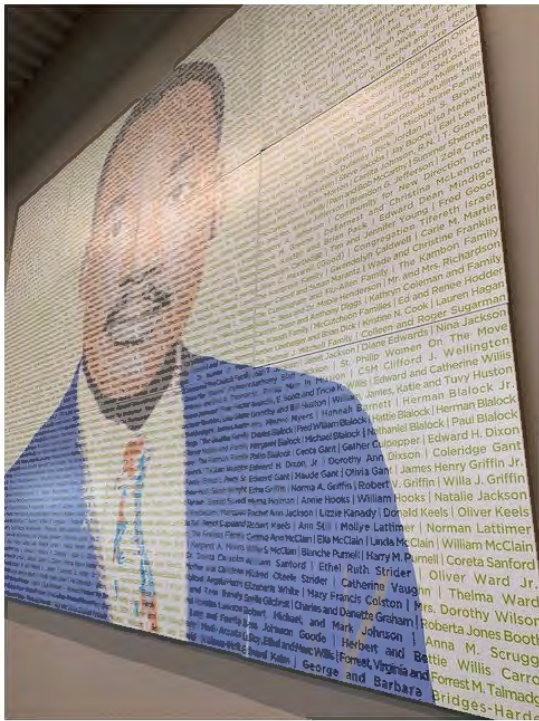


An interactive train set for families

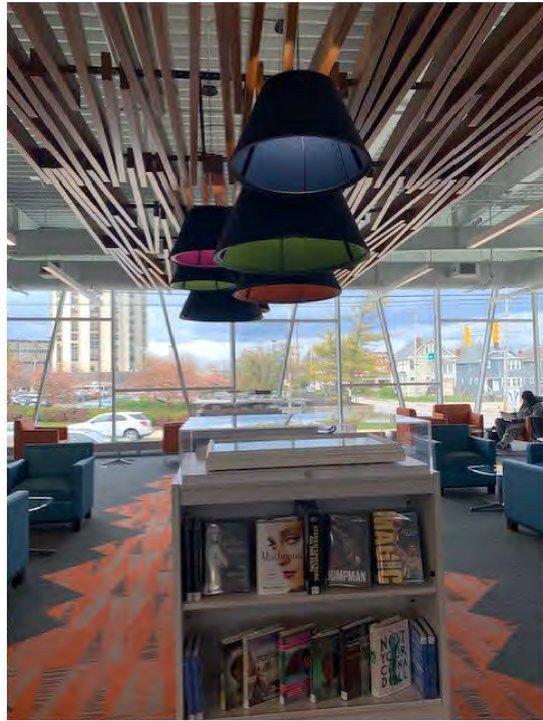
Lastly, we visited the Martin Luther King, Jr. branch, which was grand re-opened about 5.5 years ago. We learned that it was the first library in the U.S. named after Martin Luther King, Jr. and has a digital display on the exterior of the library showing images at night time (unfortunately not able to see that during the day).



An African American collection from the original library building on a rotating display



A donation wall that captured everyone who contributed to the library project



Unique and colorful light fixtures and furnishings

Overall, I was again very grateful to have the opportunity to visit Columbus, of which I had never been, and connect with so many dedicated library professionals from across the country. I appreciate the Board and District's commitment to professional development and growth through these types of activities.

Report from Assistant District Director Ashley Watts

Below is a brief itinerary of how my time was spent at the 2024 PLA Conference in Columbus, OH from April 2-5. It has been 6 years since I attended a national conference, so it was wonderful to attend!

- Tuesday, April 2nd
 - Travel day! Ran into former colleagues and sat between Austin, Tx Library system's Director and Assistant Director
 - Spent time with District Director NOT talking about work...haha!
- Wednesday, April 3rd
 - Opening Session
 - *Leadership By Design*
 - *Highlighting Diverse Voices: Ethical Metadata for Equity-Deserving Groups*
 - Lunch with DD and Trustees
 - *Too Big to Flail: Community Engagement across 41 Libraries*
 - Exhibit Hall
 - Networking Event with POWERFUL WOMEN LIBRARIANS!
- Thursday, April 4th
 - Breakfast with Colleagues
 - Career Center Volunteer
 - *Public Library Leaders Share Perspectives, Lessons Learned, and Key Takeaways*
 - Lunch with Colleagues
 - *PLA President's Program: The Black Public Librarian in America*
 - Mix n' Mingle with Library Freedom Project, Library Futures, and Urban Librarians Unite
 - 10-year anniversary event for Margaret Sullivan
- Friday, April 5th
 - *Mamas Matter: Creating Restorative Spaces in Public Libraries*
 - *Creating Cultural Change: Bringing DEI to Life*
 - Lunch and Travel

Overall, I enjoyed the opportunity to network. I met a lot of great people across the country and was inspired to join BCALA! I'll be attending their annual conference later this summer and you'll never guess where it is (hint, hint...the Big Easy). I also enjoyed confirmation that ALD is small, but mighty! We offer A LOT of awesome services and enrichment opportunities and are extremely thoughtful in our approach. I was inspired to spend more time thinking about what I'm passionate about and how I want to spend my career as a seasoned librarian. I returned to ALD feeling energized and focused on growth, mentorship the next level in my leadership goals, and equitable services.

Sadly, I didn't take any pictures, but I do have one from Margaret Sullivan's awesome event!



Report from Trustee Jason Capell

I was privileged to be able to attend the Public Library Association Conference in Columbus, Ohio along with Trustee Clark, Director Winslow, and Assistant Director Watts April 3-5th. It was a jam packed three days with 3-4 panel discussions on a wide range of topics to attend each day in addition to a large vendor area. I had two primary objectives in attending; 1) get some fresh ideas for what our libraries should look like on the other side of our construction projects and 2) learn about the latest and greatest trends in library programming!

So below is a summary of the panels that I attended!

April 3rd

10:15 Telling Meaningful Stories - Library Business Services

- Libraries Build Business Playbook toolkit download
- studies showing that libraries, even at the most basic level, are critical to supporting local economies; especially small business entrepreneurs
- Think about messaging in three groups - business owners, support groups, and staff
- I will also be using the information I gathered here in my professional work where we're building out a workforce development program to recruit thousands of new healthcare workers

11:30 How Value Based Prioritization created demonstrable Equity Work for Multnomah County Library

- Luckily for us there's a significant trend across a lot of what was happening at PLA that our Altadena Libraries have been way ahead of the curve and this is just one of those areas. Always exciting to realize just how amazing the work our team is doing!
- Every public library should have clearly communicated values that are demonstrated through the various decision making processes library leadership engage in every day.

2pm One in a Million - Community Health

- All of Us health research program initiated by Obama
- partnership with NIH/National Library of Medicine
- Journey bus that travels the country as a mobile interactive exhibit
- www.joinallofus.org
- Another trend I picked up on was that many community based organizations have struggled to attract participation in their programs because of various stigmas that exist but public libraries rarely have such stigmas and can play a crucial role in connecting the community to services.

April 4 schedule

10:15 Indigenizing the Library : How Idaho. created a state-wide training for indigenous inclusion

- PBS indigenous author publishing – good start to build out your collection of indigenous authors
- Could we host a tribal library?
- it's only recently that portrayals of indigenous culture in literature have been authentic and come from their own voices and hence a Welcoming Libraries grant has been established to assist with collection development and weeding
- have we audited our collection to weed books (esp “non” fiction) that have harmful or inaccurate representations of indigenous peoples and culture?
- Offer annual 4-week training course every October via Niche Academy (2 hours) and weekly virtual session to 60 minutes. Expanding to New Mexico and Arizona soon
- Beading Librarianship Project - web hosted interviews with indigenous librarians

11:30 Chosing the best Dementia Programs and Resources for your library

- Less than a month ago my mom was diagnosed with Alzheimer’s so although it was difficult to attend this panel, I took away a lot of great ideas and connect with new resources.
- Memory Cafes – social gatherings for those living with dementia and their care givers
www.memorycafedirectory.com www.jfcs.org/percolator
www.talesandtravelmemories.com
- Available tools for building library programming for those struggling with memory:
 - Target children’s non-fiction books but look for conversational vs “see spot run” approach
 - Alzheimer’s Poetry Project
 - Memory Kits
 - Dementia Inclusive Public Library Guide

2:00 addressing Social Determinants of Health

- Another area where ALD is ahead of the curve with our partnership with Huntington Hospital and related programming.
- This pannel gave an overview of the partnership that’s been established between BJC Healthcare and St Louis County library in creating Community Wellness Hubs
- Telegraph “Zoom rooms”?

4:00 Panel Discussion: The role of libraries in workforce development

April 5

10:15 Data Analysis for Equity and Opportunity: Analytical Frameworks in Action

- requires that you be thoughtful about *what* you are measuring
- amazing how many systems are having to code “equity” with other language like “opportunity” because of politics
- We should be proud of our work especially considering we don’t have a city council to report to and departments to compete with for \$\$\$\$. It would be easy to just go about our days but we constantly push for transparency and always ask if we’re tracking the right data and responding to community needs
- NYC has neighborhoods with as much as 20% of households with no internet access
- Can we bring in geo location data - specifically thinking about use of our curiosity connections
- Always be cognizant of tension between data and staff experience/feeling

11:30 Food is Right: Libraries and Food Justice

- public community Freege – definitely want to explore a partnership to make this a thing when we reopen our libraries

2:15 Is a Bigger Collection Better? Collection vs Space in Equity

- This was, by far, the best of all the panels I attended and gave myself and Trustee Clark a lot of ideas on how to approach our collections going forward. In short, by changing just a few things you can dramatically increase circulation which allows you to increase your collection while decreasing the footprint it takes up in the library
- Effective library space is ... comfortable (space to linger) and flexible
- Chris Anderson - A Long-Tail Collection
- Utilize bottom and top shelf with signage for assistance to “window” the stacks and increase socialization of browsing
- Create heat maps using ILS data to justify decisions – this was incredibly eye opening and we’ve already begun discussions with our IT team to see what’s possible.
- Create moments of discovery – increase the circulation of under “performing” parts of your collection.
- David Vinjamuri david@thirdwayspace.com

3:30 MeckTech: Lessons Learned through Digital Equity Initiatives

Report from Trustee Katie Clark

I was particularly grateful for the support of the District in attending PLA earlier this month - it’s so helpful to see what other libraries and systems around the country are doing, and to stay current with the latest conversations in public libraries. The most impactful sessions I attended fall into major categories of interest: facilities & renovations, anti-censorship & free speech policy protections, and sex and gender equity issues.

BASELINE



Time Period:
12.21.22-21.23

**In-Person
Circulations**
1845

Users
893

Door Count
6675

**Digital
Circulations**
3353

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Decorah Public Library

FACILITIES & RENOVATIONS

Given our focus throughout the building projects on universal design and accessibility, I really enjoyed a presentation from a facilities and access consultant at the South Carolina State Library entitled “**Access Denied: The Journey to Making Your Library More Accessible**” ([slide deck here](#)). She detailed an accessibility audit of all South Carolina public libraries that they had undertaken, as well as the top ten issues they encountered at facilities. Among their many recommendations, particularly helpful were the suggestions to:

- Measure door opening and closing weights with an inexpensive door pressure gauge (interior doors should be 5lbs or less);
- Maintain clear paths of travel with a 36” minimum clearance (42” is preferable) not just along major thoroughfares in the interior, but between stacks, furniture, and all public-facing areas;
- Add a second option whenever installing conveniences (i.e. a second coat-hook at a wheelchair accessible height);
- Insulate exposed pipes under sinks, particularly where wheelchair users might bump into them

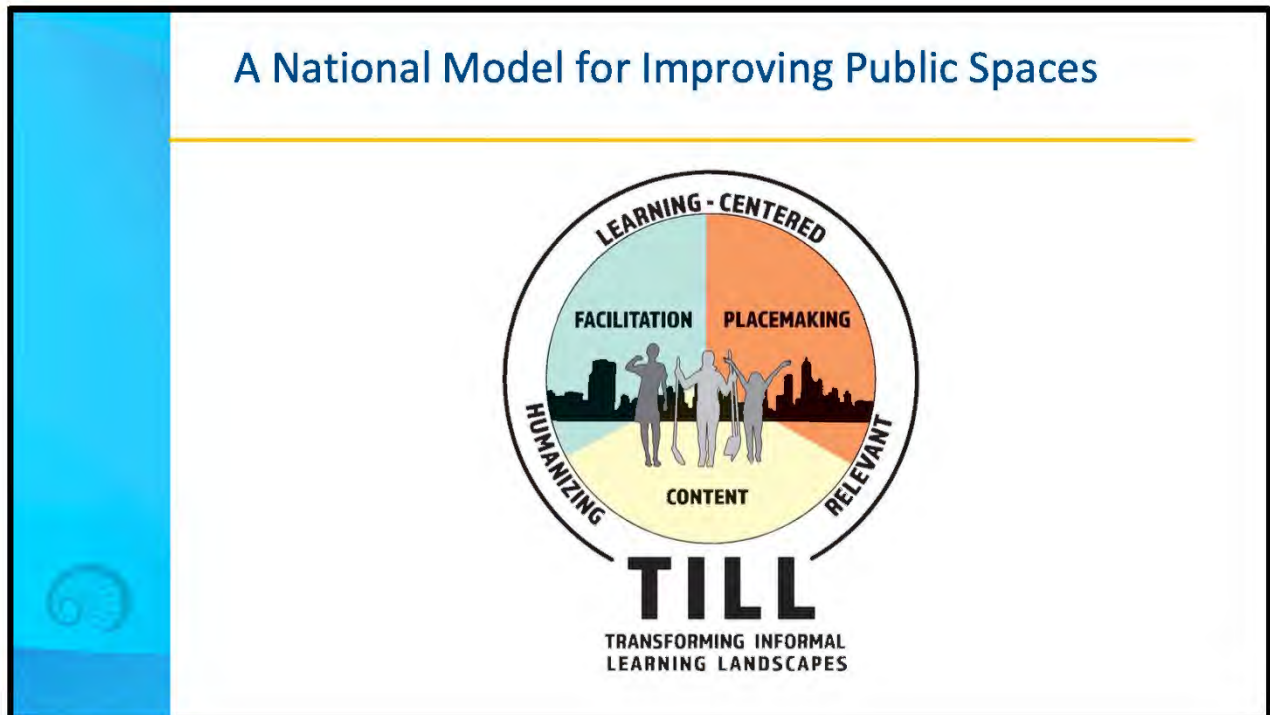
Additionally, I tracked down on the SC State Library website a copy of the [ADA Library Accessibility Checklist from Project Enable](#), as well as a copy of the [Universal Design Library Checklist](#). It will be a good idea to use both to double check our new building designs.

Trustee Capell and I both attended a session entitled “**Is Bigger Better? Collection vs. Space in Equity**” ([slide deck here](#)) presented by David Vinjamuri, a library space planning expert, and Zach Row-Heyveld, Assistant Director of the Decorah Public Library in Iowa. David outlined a variety of extremely helpful principles in space planning, interior display, merchandising, and collection presentation that can boost circulation and improve engagement with the collection; Zach described how implementing those principles at his library worked. One of the most

impactful takeaways (already shared with the Facilities Committee!) was the use of circulation data to develop heatmaps showing how patrons are interacting with the collection. For example:

We look forward to implementing some of these tactics and strategies as we redesign and redeploy the interior layouts at both libraries.

In **“The Promise of Public Spaces: Building Community with Our Neighbors,”** I heard about how the San Francisco Public Library partnered with the Exploratorium (a renowned Bay Area science museum for kids) as well as Urban Alchemy (a nonprofit devoted to healing traumatized people and places) to develop and deploy a public learning installation called Middle Ground in the plaza in front of the main library. Combining elements of social inquiry, public art, interactive display, and placemaking, Middle Ground was designed to both rehabilitate a challenging space for public use and to engage visitors in a meaningful interaction with one another. The biggest takeaway from their project for me was their model for improving public spaces, called TILL (Transforming Informal Learning Landscapes). The TILL model integrates three key components—contextually-relevant science, learning-centered placemaking, and content-humanizing facilitation—to change outdoor public spaces from hallways to living rooms, places people would want to spend time, socialize and learn science. The presenters have published a paper detailing their method in [Museum Journal](#) entitled “Creating Middle Ground: Transforming Outdoor Informal Learning Landscapes,” which I look forward to reading.



Finally, I attended a session presented by the Columbus Public Library system and the architects responsible for some of their recent branch library redesigns entitled “Reimagining

Branch Libraries for Community Authenticity.” This panel explored how library design can tap into and celebrate the cultural, historical, and environmental contexts that are specific and unique to each place - I was very happy to see that nearly everything they recommended as part of their process (with the exception of a robust budget for in-library aquariums!) has been a part of our redesign process as well.

ANTI-CENSORSHIP & FREE SPEECH POLICY UPDATES

“**Pivoting to Meet Censorship Tactics**,” from ALA’s Office for Intellectual Freedom, “**Challenging Times: Unite Against Book Bans and ALA’s Policy Corps**,” and “**Libraries as Cornerstones of Democracy**” all detailed ongoing efforts to push back against the rising tide of book bans and censorship efforts across the United States. [The Urban Libraries Council in their briefing](#) (worth a read!) has five recommendations for libraries to help promote democracy, many of which the Altadena Libraries already do, including:

1. Educating and informing the public about the rights afforded to them in the United States Constitution;
2. Encouraging an active citizenry where all are engaged in creating an equitable and just society;
3. Serving as a convener for and facilitator of civic engagement and civil discourse;
4. Increasing efforts to fight misinformation and disinformation; and
5. Leveraging programming, collections and other resources to promote human dignity, open dialogue and respect for diverse viewpoints, civil rights, and all other protections and freedoms fundamental to democracies

SEX & GENDER EQUITY ISSUES

One excellent session in this category were “**Building a Gender-Inclusive Library for Youth**,” presented by folks from the Denver Public Library; again, it was gratifying to see that we have embraced nearly all of their recommended strategies, including the implementation of gender neutral facilities in the new building designs.

The other standout, particularly for me as a reader, was a standing-room only session entitled “**Read Romance - Fight Patriarchy**” (two activities I enjoy probably equally), presented by a high school librarian from Portland, OR who runs a romance book club at her school. She detailed some of the lasting stigma around romance writing, despite the fact that it is the most popular and best selling genre of US fiction, as well as the ways in which she’s seen romance novels vastly expand diversity, representation, and inclusion. Romance writing - which must feature a central love story as well as an emotionally satisfying and optimistic ending - tends to center womens’ experiences, desires, and stories, and as such can be fundamentally fairly subversive (even as it can also retrench existing relational patterns of patriarchy). [Her excellent resource list here](#) will definitely be worth examining!



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

DEPARTMENT: Adult Services

MEETING DATE: April 22, 2024

PREPARED BY: Danielle Guerrero

LOCATION: Main Library
Community Room

Fab Lab

In March, the Fab Lab maintained its high level of activity, operating at full capacity. Compared to March 2023, this year saw more than double the activity, with 39 sessions held and 47 hours of usage logged in the space.

Preparations were underway for the expansion of Fab Lab open hours, scheduled to begin in April. Staff members, under the guidance of the teen librarian, underwent training in the orientation process, familiarized themselves with new tools, and planned upcoming teen-focused programming for the Fab Lab.

Library of Things

The Library of Things team has been actively expanding the collection with new and diverse items. Recent acquisitions include:

- **Film and Slide Scanner:** A compact unit designed for digitizing analog photos and images.
- **Home Projector:** Ideal for creating an immersive movie night experience or for special presentations.
- **Digital Audio Recorders:** Perfect for capturing interviews, podcasts, music performances, and field recordings.
- **Lovevery Kits:** Sets of age-appropriate learning and exploration toys and materials aimed at children, enriching the children's section of the Library of Things.
- **Dementia Kits from Relish:** Specifically curated for individuals in early and mid-stage dementia, these kits contain activity packs, games, sensory toys, and more, catering to an underserved population.

Outreach

In March, the Curiosity Connection, our mobile library, remained highly active with outreach efforts. It attended four events:



- USC Pacific Asia Museum - Japanese Girl Day and Ikebana
- Sci-Fi Festival at O.E.B. Magnet School
- Spring Jubilee
- JMHS 8th Grade Parent Night Outreach

These outreach events collectively engaged with 295 local library supporters.

Staff also conducted outreach at Farnsworth Park for the Cesar Chavez event. A table was set up to facilitate library card sign-ups, distribute books, and promote library programs. The park festivities featured guitar players, singers, dancers, as well as refreshments like pan dulce and champurrado. The outreach table attracted 34 visitors, who showed considerable interest in library offerings, reflecting the community's appreciation for our presence in the beautiful park setting.



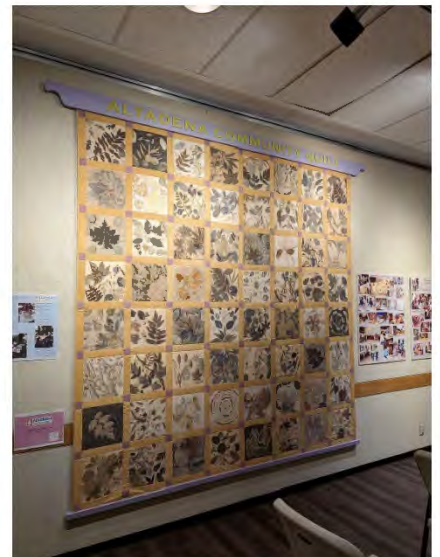
Last, but not least, the team also visited Boston Court Theatre and engaged with over 100 fourth-grade students.

Art at the Library

Art on Display: Botanical Printing

For the months of March and April, the Altadena Library will exhibit "Botanical Printing at the Library Altadena - Community Quilt." Local artist and botanical printer Linda Illumanardi led a yearlong artist-in-residency program funded by a grant from the Picerne Family Foundation.

This residency included 48+ free art classes from August 2022 to July 2023, allowing the community to explore botanical printing and natural dyeing. The program facilitated discussions on the intersection of science and art while encouraging participants to appreciate nature. Participants spent over 6 hours each week learning, exploring, and creating together. The residency culminated in an 8-workshop series where Altadena residents collaborated to create botanically dyed fabrics for a



community quilt.

The Altadena Community Quilt was assembled by local quilters Hester Bell and Veronica Jones, while the hanging system was designed and built by Altadena resident Baeri Penn.

Programming

Women's History Month: Mexican Culinary Pioneer Josefina Velázquez de León

A presentation on "The Forgotten Legacy of Mexican Culinary Pioneer Josefina Velázquez de León and Mexican Cuisine" was offered as part of the Women's History Month programming.

Josefina Velázquez de León (1899-1968) was a Mexican entrepreneurial author, teacher, and cook who raised funds for social causes and empowered women within the domestic sphere of the kitchen. She created an empire unheard of in mid-20th century Mexico. Largely forgotten after her death, she gave a national face to regional Mexican cuisine and symbolizes female empowerment and cultural enrichment.

The event attracted over 25 attendees, many of whom expressed heartfelt gratitude for honoring someone from their culture.

Led by Maite Gomez-Rejón, founder of ArtBites, the presentation explored the intersection of art and culinary history. Maite conducts lectures and cooking classes in museums nationwide, including the Metropolitan Museum of Art and the J. Paul Getty Museum.



The Body's Midnight

In March, staff facilitated and actively participated in a read-through of Boston Court Theatre's upcoming production, "The Body's Midnight." This play delves into themes of memory loss, family dynamics, and the profound significance of maintaining meaningful connections.

Approximately six participants engaged in a cold reading of the play, with roles assigned in a round-robin style format.



Open Mic

The March Open Mic event was particularly lively, drawing a larger crowd than usual.

Approximately 29 attendees were present, representing various age groups. Notably, there were 7 children among the audience, making it one of the most diverse in terms of age.

Performances encompassed singing accompanied by guitars, accordion playing, comedy acts, and poetry readings.

Mt. Lowe Chamber Concert

The library hosted the Mt. Lowe Chamber Players concert, drawing 113 attendees on a Sunday afternoon. The chamber, guided by bassoonist, composer, and Altadenan John Steinmetz, presented a repertoire featuring 18th Century Wind Serenades and Opera Arrangements by Mozart and Beethoven.



Second Saturday

The Tribe performed their one-hit wonder show at Second Saturday this month, captivating the audience with their music and energy. With 240 attendees, the event was a lively gathering. Feedback from participants highlighted the diverse music and the sense of community fostered in a safe environment, as well as the high-quality entertainment that encouraged audience participation.



Murder Mystery

The Murder Mystery event, "Champagne Murder," transported participants to 1967 Chelsea, London, where they unraveled the mystery of Lord Michael Jagged's demise. With 11 attendees, the night was filled with lively accusations, suspicions, and laughter. Attendees

appreciated the accessible setup of the game, the opportunity to hone deductive skills, and the chance to interact with fellow Altadena community members.



Enlightening Journey: Exploring The Theosophical Society and American Metaphysical Religion

The Altadena Community embarked on a captivating virtual journey as they delved into the rich tapestry of The Theosophical Society's global history and its intriguing connections to Altadena. Participants were invited to join an engaging online talk and interactive Q&A session with esteemed author, documentary film producer, and musician, Ronnie Pontiac.

Adult Craft: Glass Terrariums

For this month's adult craft at both the main library and Plant Material, participants created Glass Terrariums. Staff welcomed a total of 19 attendees, receiving positive feedback such as appreciation for the provided supplies and air plants.



Cozy Crafters

The Cozy Crafts sessions at Callisto Tea House remained popular, with five attendees joining in this month. Among the participants, one individual worked on a felt fruit project during the gathering, adding to the cozy and creative atmosphere of the event.

ALD Garden Club



During the ALD Garden hour, nine participants joined in caring for our flourishing garden. The group celebrated their first harvest of broccoli and continued planting eggplant, peppers, zucchini, tomatoes, and sweet peas. Additionally, a harvest of mint and Swiss Chard was shared with the community, receiving gratitude from patrons who appreciated receiving fresh produce grown in our garden.

Mosaic Workshop with Ellen Dinerman

The Mosaic Workshop with Ellen Dinerman was a success with 11 participants joining in. Attendees shared positive feedback, highlighting aspects such as learning about mosaic tools, the opportunity to be creative, and the enjoyable teaching style of the instructor. One participant expressed gratitude for the program and requested more similar events in the future. Overall, it was a rewarding and educational experience for all involved.

Second Chance Craft

The Second Chance Craft event was a hit with 22 attendees taking advantage of the opportunity to repurpose leftover supplies from previous craft programs. Participants appreciated the chance to create something new from existing materials, describing the event as relaxing, friendly, and fun.

Chess Night

Chess Night continued this month with 39 attendees participating in the event.

Huntington Health

Four individuals attended the Huntington Health Screening this month to consult with the Registered Nurse.

True Crime All the Time Book Club

The True Crime All the Time Book Club gathered with 8 members to delve into our Women's History Month selection, "Confident Women: Swindlers, Grifters, and Shapeshifters of the Feminine Persuasion" by Tori Telfer. Engaging discussions unfolded around the various scams and cons detailed in the book, as well as those experienced by book club members and their acquaintances.

Displays

Women's History Month

For Women's History Month, a "Women Who Inspire" passive station was set up, allowing patrons to write down the names of women they admire. A total of 14 patrons participated in this activity.



Spring Equinox Display

This month we celebrated the Spring Equinox for our smaller display which included books on flowers and astronomy!

Coming Soon: Tool Lending Library!

In preparation for the Tool Lending Library event, caterpillars are being raised in the AS office to eventually transform into butterflies. These painted butterflies will be released at the event, which is scheduled to take place at Plant Material on April 21 for the Tool Lending Library launch!



Got Comments?

We did not receive any comment cards in March.



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

**DEPARTMENT: Youth and Family
Services**

MEETING DATE: April 22, 2024

PREPARED BY: Sofia Araya

**LOCATION: Main Library Community
Room**

***Children's Services
Programs***

March has been an exciting Month for Children's programs. We started the month off strong on March 1st with an author event, led by our 1000 Books Before Kindergarten Kickoff all-day event on March 2. Children's author, Tameka Mitchell, read her book *Finding the Superpower within You*. She was a wonderful storyteller, and the families loved her presentation. We had hundreds of families attend the Kickoff Party! There were 80 new registrations for the Beanstack 1000 Books Before Kindergarten program and over 30 participants who had registered a long time ago and were coming back to pick up prizes and updated documents for the program. We started our partnership with Petite Library, an organization that is hosting several language storytimes from March to May. This month they led an Arabic storytime, Korean storytime, and two French storytimes. Our reoccurring storytimes and monthly series, such as Baby/Toddler Storytime, Preschool Storytime, Pajama Storytime, Curiosity Play Hour, and one-off tween programs continued.

This month, we had several unique programs including a needlepoint crafting program for tweens and a collage art program for families. We also had a unique passive program for ages 3-12. Children were invited to participate for an "Earth Day Tiny Art Show". Children will register to receive a mini canvas and painting supplies to create an Earth Day themed art. They can pick up their supplies starting on March 25 and their returned art will be displayed during the month of April. Stayed tuned to see the adorable exhibit in next month's board report, or visit the Children's Room in April to see it yourself!

Below are some images from the programs that took place during March.



Tameka Mitchell Author Event



Stamp & Collage Family Program





1000 Books Before Kindergarten Kickoff

Displays

This month the Children's area displayed books celebrating Women's History Month, Cesar Chavez Day, Ramadan, Holi, and St. Patrick's Day! We have books displayed above the children's picture bookshelves and along shelf endcaps. In the Children's Room Glass Display Case, we continued to display 1000 Books Before Kindergarten program content. The different incentive prizes are shown, and patrons can scan a QR code to Beanstack to create an account or to register for the program! Patrons have continued to register for the program since the kickoff event. See the following images of the all displays for March:





YFS March displays.

Outreach and School Visits

The Youth and Family Services department attended different community outreach events this month. Staff attended a Click Clack Moo event at Boston Court. YFS staff also participated in Octavia E. Butler's Science Night. Fun activities were provided at these events to engage the community. Two schools visited the library this month, including Odyssey School and Waldorf School visits with a total of 48 students and staff visiting!





YFS March outreach images.

Teen Services Programs

There were several engaging and fun programs for teens this month! These programs included: Teens! Take Up Space!, Teen Poetry Club, Sign Painting, and TLC.

Through a recent partnership with USC Pacific Asia Museum, the Altadena Library invited teens for a special teen workshop at the Museum with USC PAM teen ambassadors. 6 teens that regularly visit the library attended this program offsite! We had a total of 96 hours completed by our teen volunteers this month.

Below are some images of the programs!



Sign Painting program with Honey Girl Signs

Friday for mental health awareness month



Teen Stop Motion Animation program.

Outreach

Our partnerships with the local high schools have continued. Not only is the Altadena Library District invited to opportunities at local high schools, but our Teen Librarian is leading programs off-site at high schools. For this month, the outreach events and outreach programs that Teen Services participated in include John Muir High School's Interact club, where our Teen Librarian spoke to 28 teens about opportunities for

volunteering. We also led a Nintendo Switch program during the lunch time for students at Pasadena High School. Our Teen Librarian attended John Muir High School's Manga Book Club and plan to attend this monthly!

Teen Services staff also represented the Library District at a Click Clack Moo event with Boston Court and participated in USC PAM's Japanese Girl Day event. Lastly, staff participated in John Muir High School's Science Fest! Our team led a button making activity, which was a hit with the community. There were many positive interactions at the event!

Here are some images of the different events:



Teen Services representing ALD during outreach events in March.

Displays

This month, the Teen Space had a display created during the Teens Take Up Space program. The display highlighted books for Woman's History Month that are inclusive. We also want to highlight the Self-Reg corner in the Teen Space, found in the cabinet

under the TV. The Self-Reg corner is an intentional space for teens to re-focus on their mental health by playing card and board games with friends, making art, or just finding something new to explore. The teens are encouraged to use the supplies found in the cabinet and return items when finished. We are excited to see teens use and enjoy the games and art supplies!



March displays in the Teen Space.



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

DEPARTMENT: Administration

MEETING DATE: April 22, 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: Melissa Aldama – Library Assistant – April 5, 2024

We received the bittersweet news that our full-time Library Assistant Melissa “Mel” Aldama has resigned from her position with ALD. After 7.5 years of dedication, Mel has decided to embark on a new journey, with her last day being Friday, April 5th. Mel has been an integral part of our team since joining us in October 2016, from her role as a public innovator to her dedication to building relationships and her leadership of the Art Curation Team. Additionally, her advancement with implementing the Altadena Seed Library has and will continue to enrich our community. We are happy that Mel is about to complete her MLIS and embark on her next career adventure! We wish her the best!

After careful consideration and due to a few staff members that have left the Adult Services department, we are currently recruiting for this full-time Library Assistant vacancy. The first review of applications will take place on April 19th and we will be scheduling an external interview panel to take place shortly after.

We continue to recruit for the vacant Facilities Manager position. We promoted the position on LinkedIn this time and received many more qualified candidates by doing so. We are in the process of reviewing applications we have received and will begin screening candidates with the help of our Professional Development Consultant Jennifer Coyle, with the hope to offer interviews to top candidates in the next few weeks.

Staffing Assessment

Ashley, David and Nikki met with our HR Consultant Patty Francisco in March to explore potential staffing levels when the Main Library closes for renovation next year. With the grand re-opening of the Bob Lucas library, two mobile library units, two library materials vending machines and a possible alternate site in the community, we are trying to be proactive in how we would staff our library services without a Main Library to operate out of during the closure. Part of this includes the hiring freeze that we have put into effect the past six months, only filling positions as needed to keep operations running smoothly. We will continue to analyze these staffing levels as we make arrangements for an alternate site and other locations to offer pop-up programming and services throughout the community.

Marketing Update

On April 1, we posted the sneak peek video of changes to come for the Bob Lucas Library on social media/YouTube and shared renderings, Keni Arts visualizations, the closing date, groundbreaking, and where residents can continue to get services, materials, and events during the renovations. We created a small ad campaign for the video, which has received more than 12,500 views (IG/YT) to date. To watch the video, go to https://www.youtube.com/watch?v=sy5_9Mc4rSs.

Our previous Bob Lucas video, <https://www.youtube.com/watch?v=B5-O7I9dIVY&t=12s>, has received 4,300 views to date.

Banners at both locations and yard signs at Bob Lucas were posted to announce the closure, book sale and groundbreaking ceremony.

A direct mailer about the closure, book sale and groundbreaking ceremony was sent to Altadena residents.

A news release about the closing, book sale, and groundbreaking – along with images of renderings and Keni Arts visualizations – was sent out to local media locations and posted to the ALD website. *Pasadena Now* posted an article.

We wrote an article about the Bob Lucas Library renovation projects for the June issue of *Altadena Neighbors*.

Additional design boards with renderings of the BL project have been created/printed for the groundbreaking event. Bookmarks (with Keni Arts visualizations) have been created/printed for the groundbreaking ceremony.

Design and layout for the 16-page Summer Reading events catalog is underway, and we will be advertising in the Pasadena Weekly Summer Camp Preview (April 18) and Summer Events (May 23) editions.

We are working with the Altadena Poets Laureate to promote the final event of the 2023-24 season, Poetry & Cookies on April 27, and announce the new poets for 2024-26.

We coordinated with KCAL reporter Kara Finnstrom on shooting a character-based story about Keni Arts (painting the Bob Lucas Library) for future distribution.

The story about our Altadena Poets Laureate published in the April issue of *Altadena Neighbors*

ALD Updates

Public Library Association (PLA) Conference

It's conference season! Trustees Katie Clark and Jason Cappel joined Nikki and Ashley in Columbus, OH for the annual PLA conference. It was such a wonderful learning and networking experience! There was a great strategy (and group text!) to guide the "divide & conquer" gameplan to attend as much as possible! It was also a proud moment to see that ALD is already doing most of the cool things other libraries are implementing. Ashley volunteered at the Career Center to review resumes and conduct mock interviews. Following the conference, she received this message from one of the reviewees.

It was very nice to meet you at PLA last week. Thank you for taking the time to go over my resume and answer my questions about interviewing. I gained very much from our time spent together and from

the advice you gave me. I've spent a lot of time thinking about my answer to the prospective question "tell me about a time you made a mistake and how you fixed it"!

Thanks again. I truly appreciate you sharing your expertise with me.

Have a great day

Programming and Partnerships

National Library Week

The theme for National Library Week was "Ready, Set, Library!" and as usual, ALD was ready and set to deliver a week full of fun, including a read-in, a screening of the film "Right to Read", a mid-century modern walking tour featuring Nikki and Building Biographer Tim Gregory, and more! For National Library Worker Day, staff enjoyed delicious treats throughout the day.

Ode to the Land at Zorthian Ranch

Our Poets Laureate hosted the final program for their Ode to the Land series at the historic Zorthian Ranch on Sunday, April 7th. Ashley gave the opening remarks, while thanking Carla Sameth and Peter J. Harris for a successful series and completion of their fellowship. The event featured readings from the high school students and seniors who participated. The new Poets Laureate were announced for the 2024-2026 season. Formal announcement coming soon!



Altadena Chamber of Commerce

The Altadena Chamber of Commerce hosted Chamber member Emmanuel "Manny" Gonzalez to give a presentation called "Educating Our Business Owners on Accessing Capital and Financial Options", as part of their 2024 speaker series. Ashley and other members of the Member Services Committee assisted with facilitating this Zoom webinar.

Southern California Library Cooperative (SCLC) Leadership & Professional Development Committee

Approximately a year ago Nikki proposed the idea of forming a new Standing Committee with SCLC that would focus on developing future library leaders across our 40 library systems. The Administrative Council approved formation of the **Leadership & Professional Development Committee** in late 2023 and she has been working with the SCLC Executive Director to schedule the first meeting of the committee, whose first initiative will be setting up a mentorship program that would connect staff from across our 40 library systems, hopefully to kick off in the beginning of 2025. So exciting!

California Special District Association (CSDA) San Gabriel Valley Chapter Formation

Nikki volunteered to serve on the SGV Chapter Formation Committee, which would create a group of approximately 20 special districts in the San Gabriel Valley, that will meet throughout the year to connect and network. We met in late March, where we discussed the logistics of creating this new chapter and the work that needs to be done to make that happen. It is a small but mighty committee of dedicated special district members that gives me confidence that we will be creating this chapter. We scheduled the next luncheon of the SGV special districts on May 2nd and look forward to attending that (hopefully with other staff and potentially Trustees) to grow our network with special districts in San Gabriel Valley.

CALPELRA Planning Committee

Nikki attended my first California Public Employers Labor Relations Association (CALPELRA) Annual Conference Program Planning Committee meeting about a month ago. She has been attending this HR-focused conference since 2019, where she receive updates on California HR related laws and best practices. After the last conference in November 2023, she applied to be a part of and was selected to participate in planning this amazing conference, which will again take place this coming November. It is a large committee of 34 of us from all over the state. She is excited to participate in planning this conference and meeting HR professionals across the state in the process.

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-23	Feb-24	Mar-23	Mar-24	Apr-22	Apr-23	May-22	May-23	Jun-22	Jun-23
E-Resource Checkouts	3,697	5,687	4,143	5,984	4,523	5,426	4,360	4,217	4,819	4,869	4,870	5,330
Virtual Visits to Library Website	42,971	42,354	39,432	39,186	39,127	44,111	33,598	40,347	41,653	43,156	42,876	43,156
Public Wireless Sessions	8,548	8,822	8,065	8,035	9,502	8,867	6,794	8,618	7,092	9,093	7,278	9,150
Open Rate of Monthly E-Connect (%)	51%	46%	46%	39%	51%	39%	41%	45%	49%	41%	43%	42%
Vending Machines Usage		55		29		42						
Reference Sessions	1,545	2,553	1,777	2,325	2,009	2,620	443	1,702	669	1,673	703	1,763
Live Chat Sessions	32	9	29	14	39	9	17	27	14	33	12	41
No. of Curiosity Connection Programs/Outreach	0	0	0	8	4	13	12	7	3	3	9	2
Curiosity Connection Program Attendance	0	0	0	1,085	87	899	584	284	237	341	192	84
Volunteer Hours (Teen, Adult & Literacy)		503		565		610						
Main Library Statistics												
Physical Collections Checkouts	16,891	18,118	15,224	17,040	18,802	19,017	15,104	16,475	15,136	17,079	15,851	17,211
Library of Things	87	102	71	170	82	117	21	85	15	89	17	85
New Patrons	268	352	235	312	356	331	222	257	231	216	280	317
Visitor Count	8,283	10,493	8,669	9,763	10,359	10,802	6,409	8,793	7,413	9,305	7,927	9,760
Self-Service Extended Usage		16		5		18						
No. of Adult Programs/Outreach	19	22	23	26	22	21	11	17	12	21	10	26
Adult Program Attendance	505	392	682	784	391	634	480	561	612	869	673	534
Number of Youth Programs/Outreach	23	24	31	23	23	28	15	19	2	9	29	27
Youth Program Attendance	641	744	175	819	803	1201	697	644	67	395	595	851
Number of Teen Programs/Outreach	8	9	7	8	6	8	8	3	10	3	11	12
Teen Program Attendance	105	415	69	132	142	83	22	11	39	65	50	13
Bob Lucas Statistics												
Physical Collection Checkout	555	809	586	816	704	825	665	642	698	731	774	619
Library of Things	11	4	4	53	13	12	2	11	2	7	2	13
New Patrons	9	18	12	24	18	22	15	20	29	14	4	23
Visitor Count	1,775	1,717	1,666	1,693	2,130	2,072	2,064	1,876	1,998	2,342	2,177	1,943
No. of Bob Lucas Programs/Outreach	23	17	17	21	18	22	26	19	21	21	22	18
Bob Lucas Program Attendance	205	108	157	109	133	122	133	172	173	139	132	89
Passport and Notary Services												
Passports Processed	110	164	134	177	159	192	146	138	165	126	129	99
Passport Photo Sessions	10	14	13	5	31	1	0	23	0	18	0	23
Phone Calls Received	718	586	843	591	1058	716	1220	952	912	723	750	560
Notary Appointments	5	33	5	24	10	25		13		14		12



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

DEPARTMENT: Bob Lucas Branch

MEETING DATE: April 22, 2024

PREPARED BY: Diana Wong

LOCATION: Main Library Community Room

BOB LUCAS LIBRARY & LITERACY UPDATES

There were some moments of lull towards the end of this month with folks taking Spring Break, but we still offered 10 programs reaching 146 people. Staff also picked up the pace in preparing for the Bob Lucas closure that is scheduled for April 10th!

- Despite the rain, our monthly **Seasonal Craft** program was well-attended with 23 people participating this March. Our young participants enjoyed creating process art, where art-making is an art in itself. They had fun experimenting with different materials and seeing what resulted from their experimentation. The April program will be the last one before we close the building for renovations, but we will be offering the program through May at the Main branch.



- Our Tuesday **Family Storytimes**, **Sensory Storytime** and **Loma Alta Park** served 109 people this month! This off-site program is regularly attended by babies and toddlers who so very much enjoy the playtime after sharing stories.



- **Meditate and Create** with the popular Amy Rutledge took place in-person early in the month. This in-person program created a safe space to be calm and tuned into creative endeavors. Amy led a meditation to release stress and anxiety, then our participants had time to create, paint, scrapbook or write without fear or judgement.
- Something new on the horizon--a **Tool Lending Library** has been in the works over the last several months, but staff are finalizing details to offer a new collection to the District's offerings: Gardening Tools! The best part is that we will be collaborating with our local native plant nursery Plant Material, who will be the host site for this project that celebrates sustainability and community resource sharing. The majority of the gardening tools in this collection (approximately 26 items) have been donated to the project by local community members, LA Compost, and a few from the library! We are launching the project in next month by throwing big party on April 21, just ahead of Earth Day!
- Bob Lucas have been preparing for the closure for many months now, but they have picked up the pace this month. During this process, they identified materials and furniture that are to be transferred to Main branch or sold at the FOAL book sale, and slowed down on selecting materials for the collection earlier this year by mainly purchasing titles that would keep our shelves with fresh for the first quarter of the year.

Adult Literacy

- Literacy learners and tutors log 47.5 hours of tutoring this month. ESL classes and conversation maintains



weekly meetings and we have provided 24 hours of instruction.

- Literacy staff are also preparing for their annual **Literacy Gathering** that is scheduled on Thursday, May 16th and this year, it will be held in the Community Room at Main Branch. We had another writing winner this year and we hope they are able to read their winning entry at the event.



**BOARD OF LIBRARY TRUSTEES
I.T. & TECHNICAL SERVICES REPORT FOR MARCH 2024**

DEPARTMENT: IT & Technical Services

MEETING DATE: April 22, 2024

PREPARED BY: David Zearbaugh

LOCATION: Main Library Community Room

-
- **Alarm & Emergency Systems - Tests**
 - IT Services performed a test of the alarm systems and panic buttons to ensure functionality in the event of an emergency where the Sheriffs should need to come.
 - A short refresher training was provided to staff on the use of the panic buttons and cases for use. It was also added to the staff training platform for new employee orientations as part of the Emergency Preparedness Training.

 - **Financial System - Infrastructure Changes**
 - IT Services relocated the financial database and backups to improve efficiency, use, and security.

 - **Mobile/Wireless Printing - Change Preparation**
 - Altadena, in addition to many other libraries, received word that our Computer Use and Print Management System, Envisionware, would be establishing a new Mobile Printing partner. With this change, Altadena was asked to prepare the backend systems in preparation for a planned cutover on April 1st. As of the writing of this Board Report, ALD is successfully using the new Mobile Printing System – more to come on that next month.



**BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT FOR MARCH 2024**

DEPARTMENT: Facilities

MEETING DATE: April 22, 2024

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

- **Facilities Manager Vacancy**

We have received many more applications for the facilities manager vacancy, primarily through LinkedIn. Interviews should be taking place near the end of April.

- **Temperature Issues throughout the Main Library**

Staff were advised to continue to submit work requests so necessary temperature adjustments can be made and tracked. Allison Mechanical came out to do repairs at Main Library and we are hoping this is helping regulate temperatures throughout the building.

- **Curiosity Connection: Volume 2**

Our second mobile library unit was retrieved from our vendor and is now on the Mian property. The van will have a wrap next month and some additional interior features will be installed.

- **Facilities Oversight**

Facilities needs continue to be directly handled by the District Director and the facilities team until a Facilities Manager is successfully recruited. Staff are encouraged to submit facilities request tickets and contact the District Director directly for emergencies.



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

REPORT: FOAL Report

MEETING DATE: April 22, 2024

PREPARED BY: Tom Ruffner

LOCATION: Main Library Community Room

The Friends hosted a book sale at the Bob Lucas branch April 12 & 13.

Additionally, we will have a book sale at the main library on May 18 & 19.

The Friends annual meeting will be held on Tuesday, June 4 in the Community Room.



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

DEPARTMENT: Administration

MEETING DATE: April 22, 2024

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Summary Report of Financial Statements for March 2024

MARCH 2024 FINANCIAL STATEMENTS

The following financial reports include unaudited statements for the month ended March 31, 2024. The District is currently at 75% of the 2023-24 budget year.

The General Fund Budget to Actual report presents \$4,514,791 of revenue and \$3,531,466 of expenses, adding \$983,326 to operating reserves to date.

The Balance Sheet presents total assets of \$36,367,710.

Total cash and investments are \$30,077,839, of which \$25,826,704 represents bond proceeds and grant funds restricted for the library renovation projects and invested with U.S. Bank and the Cooperative Liquid Assets Securities System (CLASS) fund, and \$280,848 represents special tax assessment collections held with U.S. Bank for debt service payments.

The combined total of General Funds held with CLASS, Los Angeles County, and Checking is \$3,970,287. The District reserve requirement of 50% of the operating expense budget is \$2,336,550.

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 March 31, 2024

	A	B	C	D = B/C
	March 2024	FY 2023/24 YTD	FY 2023/24 Adopted Budget	YTD Target 75%
1 REVENUE				
2 Property Taxes & Assessments	\$ 5,735	\$ 4,308,198	\$ 4,483,600	96%
3 Library Fees	6,278	51,181	67,000	76%
4 Grant Reimbursements	1,547	6,027	8,000	75%
5 Interest Income	19,450	140,561	173,000	81%
6 Other Revenue	3,878	8,824	41,500	21%
7 TOTAL REVENUE	36,888	4,514,791	4,773,100	95%
8 EXPENSES				
9 Salaries and Benefits				
10 Wages				
11 Salaried	147,116	1,052,111	1,262,400	83%
12 Hourly	104,450	682,199	902,500	76%
13 Total Salaries	251,566	1,734,310	2,164,900	80%
14 Benefits, Retirement & Taxes				
15 Health and Other Medical Insurance - Employees	17,983	161,126	206,700	78%
16 Health Insurance - Retirees	6,636	56,934	76,300	75%
17 Workers' Compensation	-	15,520	15,000	103%
18 Payroll Taxes (District-Paid)	19,689	137,025	173,000	79%
19 CalPERS Retirement (Normal Costs)	51,054	146,768	193,900	76%
20 CalPERS UAL Minimum Payment	-	214,434	214,500	100%
21 CalPERS UAL Discretionary Payment	-	-	225,000	0%
22 Total Benefits, Retirement & Taxes	95,362	731,808	1,104,400	66%
23 Total Salaries and Benefits	346,929	2,466,117	3,269,300	75%
24 Operating Expenses				
25 Insurance	-	177,017	178,000	99%
26 Utilities	6,424	59,073	84,500	70%
27 County Tax Collection Fees	-	42,981	41,700	103%
28 Other Operating	3,489	61,809	79,900	77%
29 Facilities, Grounds & Maintenance	11,747	88,027	110,800	79%
30 Structures & Improvements	-	-	10,000	0%
31 Vehicles & Equipment Maintenance	127	3,414	5,000	68%
32 Staff Development, Training & Travel	2,155	24,323	34,700	70%
33 Advertising & Marketing	16,194	32,776	27,500	119%
34 Miscellaneous Expenses	10,401	16,532	8,000	207%
35 Total Operating Expenses	50,536	505,953	580,100	87%
36 Professional Services				
37 Audit & Financial Consulting	9,410	95,787	132,300	72%
38 Legal Fees	7,157	13,617	15,000	91%
39 Consultants - Other	5,515	57,787	90,000	64%
40 Total Professional Services	\$ 22,081	\$ 167,191	\$ 237,300	70%

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 March 31, 2024

	A	B	C	D = B/C
	March 2024	FY 2023/24 YTD	FY 2023/24 Adopted Budget	YTD Target 75%
41 Information Technology				
42 Internet Service / E-Rate	\$ -	\$ 10,829	48,600	22%
43 Technology Equipment	879	45,105	56,000	81%
44 Technology Maintenance Fees	850	51,062	68,900	74%
45 Telecommunications	767	9,114	16,000	57%
46 Total Information Technology	2,497	116,110	189,500	61%
47 Library Materials				
48 Books	9,340	74,359	110,000	68%
49 Downloadables	4,813	60,989	84,100	73%
50 DVDs & Videogames	1,624	10,803	14,600	74%
51 Electronic Databases / Subscriptions	6,694	18,885	29,000	65%
52 Periodicals	(6,487)	8,991	10,000	90%
53 Audio CD	199	3,663	9,100	40%
54 Purchase Suggestions	-	9,700	14,000	69%
55 Library of Things	2,873	5,649	12,600	45%
56 Mobile Library Collection	-	-	12,500	0%
57 Total Library Materials	19,054	193,038	295,900	65%
58 Programs				
59 Adult Services	3,161	26,588	35,000	76%
60 Teen Services	411	3,253	5,500	59%
61 Youth Services	454	8,761	10,000	88%
62 Summer Reading	390	3,017	11,000	27%
63 Bob Lucas Branch Services	300	5,130	5,500	93%
64 Literacy Services	-	-	800	0%
65 Volunteer Services	-	240	200	120%
66 Outreach Services	455	4,383	15,000	29%
67 All Ages	1,087	3,667	6,000	61%
68 Total Programs	6,258	55,039	89,000	62%
69 Capital Expenditures - District Funded				
70 Building Projects Legal Fees	-	28,017	12,000	233%
71 Total Capital Expenditures - District Funded	-	28,017	12,000	233%
72 TOTAL EXPENSES	447,354	3,531,466	4,673,100	76%
73 NET REVENUE / (EXPENSES)	(410,466)	983,326	100,000	
74 Use Of / (Addition To) Reserves / Fund Balance	410,466	(983,326)	(100,000)	
75 NET BALANCE	\$ -	\$ -	\$ -	

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Budget to Actual (Unaudited)

Donations / Grants Fund

For the Period July 1, 2023 to March 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	FY 2023/24 YTD Total	FY 2023/24 Adopted Budget	YTD Target 75%
1 REVENUE							
2 Donations & Grants							
3 Altadena Library Foundation	\$ 52,500	\$ -	\$ -	\$ -	\$ 52,500	\$ 50,900	103%
4 Friends of the Library	-	20,000	-	-	20,000	20,000	100%
5 Califa Stay and Play	-	-	5,125	-	5,125	4,500	114%
6 California State Library Literacy Services	-	-	-	47,639	47,639	37,350	128%
7 California State Library Facilities & Equipment	-	-	-	192,947	192,947	193,000	100%
8 California State Library Lunch at the Library	-	-	-	21,038	21,038	46,750	45%
9 California State Library Zip Books	-	-	-	3,087	3,087	3,100	100%
10 Total Donations & Grants	52,500	20,000	5,125	264,711	342,336	355,600	96%
11 TOTAL REVENUE	52,500	20,000	5,125	264,711	342,336	355,600	96%
12 EXPENSES							
13 Wages							
14 Salaried	-	-	-	18,302	18,302	23,600	78%
15 Hourly	-	-	-	9,090	9,090	12,000	76%
16 Total Wages	-	-	-	27,392	27,392	35,600	77%
17 Operating Expenses							
18 Staff Recognition	450	2,373	-	-	2,823	6,000	47%
19 Staff Development, Training & Travel	-	1,724	-	-	1,724	3,500	49%
20 Equipment, Furniture & Fixtures	-	-	-	182,638	182,638	183,100	99%
21 Vending Machine Supplies	-	-	-	2,056	2,056	1,800	114%
22 Total Operating Expenses	450	4,097	-	184,693	189,241	194,400	96%
23 Programs and Materials							
24 Adult Services	4,747	4,691	-	-	9,438	28,000	34%
25 Teen Services	35	287	-	-	322	1,700	19%
26 Youth Services	5,917	35	3,512	-	9,463	10,000	95%
27 Summer Reading	-	389	-	-	389	2,000	19%
28 Bob Lucas Branch Services	-	-	-	-	-	300	0%
29 Literacy Services	-	-	-	1,684	1,684	1,750	96%
30 Poets Laureate	3,157	2,263	-	-	5,420	5,000	108%
31 Ode to the Land	1,382	-	-	-	1,382	10,000	14%
32 Stay and Play	-	-	-	-	-	4,500	0%
33 Purchase Suggestions	-	-	-	3,087	3,087	3,100	100%
34 Lunch at the Library	-	-	-	1,650	1,650	46,750	4%
35 Library of Things	3,409	-	-	-	3,409	3,400	100%
36 Mobile Library Collection	-	-	-	-	-	1,000	0%
37 Total Programs and Materials	18,647	7,664	3,512	6,421	36,244	117,500	31%
38 Information Technology (IT)							
39 Website Development	-	-	-	7,379	7,379	8,100	91%
40 Total Information Technology (IT)	-	-	-	7,379	7,379	8,100	91%
41 TOTAL EXPENSES	19,097	11,761	3,512	225,885	260,256	355,600	73%
42 NET REVENUE / (EXPENSES)	\$ 33,403	\$ 8,239	\$ 1,613	\$ 38,826	\$ 82,081	\$ -	

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Budget to Actual (Unaudited)

Combined Summary

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

	A	B	C	D	E
	General Fund YTD	Donations/ Grants YTD	Combined YTD	FY 2023/24 Adopted Budget	YTD Target 75%
1 REVENUE					
2 Property Taxes and Assessments	\$ 4,308,198	\$ -	\$ 4,308,198	\$ 4,483,600	96%
3 Donations and Grants	-	342,336	342,336	355,600	96%
4 Library Fees and Other Revenue	60,005	-	60,005	108,500	55%
5 Grant Reimbursements	6,027	-	6,027	8,000	75%
6 Interest Income	140,561	-	140,561	173,000	81%
7 TOTAL REVENUE	\$ 4,514,791	\$ 342,336	\$ 4,857,128	\$ 5,128,700	95%
8 EXPENSES					
9 Salaries and Benefits	2,466,117	27,392	2,493,509	3,304,900	75%
10 Operating Expenses	502,539	4,547	507,086	584,600	87%
11 Professional Services	167,191	-	167,191	237,300	70%
12 Information Technology	116,110	7,379	123,489	197,600	62%
13 Library Materials	193,038	6,496	199,534	303,400	66%
14 Programs	55,039	29,748	84,787	199,000	43%
15 Equipment, Furniture, and Fixtures	3,414	184,693	188,107	189,900	99%
16 Building Projects Legal Fees	28,017	-	28,017	12,000	233%
17 TOTAL EXPENSES	\$ 3,531,466	\$ 260,256	\$ 3,791,721	\$ 5,028,700	75%
18 NET REVENUE / (EXPENSES)	\$ 983,326	\$ 82,081	\$ 1,065,407	\$ 100,000	

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Budget to Actual (Unaudited)

Building Projects

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

	A	B	C	D = B/C
	March 2024	FY 2023/24 YTD	FY 2023/24 Adopted Budget	YTD Target 75%
1 REVENUE				
2 Interest Income	48,619	287,045	327,000	88%
3 TOTAL REVENUE	48,619	287,045	327,000	88%
4 EXPENSES				
5 Project Management	-	73,359	130,000	56%
6 Contingencies	-	-	192,000	0%
7 Bob Lucas Memorial Library	46,385	195,593	840,000	23%
8 Main Library	92,770	391,187	680,000	58%
9 TOTAL EXPENSES	139,156	660,139	1,842,000	36%
10 NET REVENUE / (EXPENSES)	(90,537) \$	(373,094) \$	(1,515,000)	25%
11 Use Of (Addition To) Building Project Proceeds	90,537	373,094	1,515,000	25%
12 NET BALANCE	\$ -	\$ -	\$ -	

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.

Building Projects

March 1, 2022 through March 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 ¹
4 District Funding from General Fund			28,017	28,017
5 Interest Income	(16,947)	230,437	287,045	500,534
6 Net Proceeds	22,923,646	4,020,259	315,062	27,258,966
7 Administrative CFD Costs				
8 Administration	(29,189)	-	-	(29,189)
9 Salaries and Financial Consulting	(12,835)	(5,861)	(6,027)	(24,723)
10 Total Administrative Costs	(42,024)	(5,861)	(6,027)	(53,912)
11 Direct Renovation Costs				
12 Project Management	(126,330)	(89,190)	(73,359)	(288,879)
13 Plan Check / Permits	(11,889)	(26,760)	(31,676)	(70,325)
14 Studies	(86,062)	(23,528)	(52,121)	(161,711)
15 Architect and Design	(185,281)	(357,257)	(496,014)	(1,038,552)
16 Legal Fees	(703)	(1,021)	(28,959)	(30,683)
17 Total Direct Renovation Costs	(410,265)	(497,756)	(682,129)	(1,590,150)
18 Net Activity	22,471,357	3,516,642	(373,094)	25,614,905
19 Building Projects Ending Balance	\$ 22,471,357	\$ 25,987,999	\$ 25,614,905	\$ 25,614,905
20 Bond Proceeds Balance	\$ 22,471,357	\$ 22,185,577	\$ 21,790,025	\$ 21,790,025
21 Grant Proceeds Balance	\$ -	\$ 3,802,422	\$ 3,824,880	\$ 3,824,880

¹. Total grant award from California State Library of up to \$7,579,666



Balance Sheet (Unaudited)

District Total

As of March 31, 2024

1	ASSETS	
2	Cash & Investments	
3	Cash - Los Angeles County	\$ 104,822
4	Checking	242,923
5	Special Tax Bonds	22,090,103
6	CLASS - General	3,624,337
7	CLASS - CA State Library Building Forward	3,878,330
8	CLASS - Capital Projects	139,118
9	CLASS - FMV	(1,794)
10	Total Cooperative Liquid Assets Securities System Investments	<u>7,639,991</u>
11	Total Cash & Investments	<u>30,077,839</u>
12	Other Current Assets	
13	Prepaid Items and Deposits	14,019
14	Prepaid Insurance and Surety Bond	136,500
15	Property Tax and Assessments Receivable	2,382,913
16	Miscellaneous Receivable	52,159
17	Total Other Current Assets	<u>2,585,591</u>
18	Long-Term Assets	
19	Fixed Assets (Net of Depreciation)	1,866,825
20	Deferred Outflows of Resources	1,837,454
21	Total Long-Term Assets	<u>3,704,279</u>
22	TOTAL ASSETS	<u><u>36,367,710</u></u>
23	LIABILITIES	
24	Current Liabilities	
25	Accounts Payable	27,350
26	Credit Card Payable	15,788
27	Deferred Revenue	3,728,271
28	Total Current Liabilities	<u>3,779,044</u>
29	Long-Term Liabilities	
30	Vacation Payable	121,348
31	Deferred Inflows of Resources	677,610
32	Net Pension Liability	3,176,520
33	Net OPEB Liability	1,252,560
34	Community Facilities District Bond Payable	23,643,560
35	Total Long-Term Liabilities	<u>28,871,598</u>
36	TOTAL LIABILITIES	<u>32,650,642</u>
37	FUND BALANCE	
38	Fund Balance	2,422,230
39	Net Revenue / (Expenses)	1,294,838
40	TOTAL FUND BALANCE	<u>3,717,068</u>
41	TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 36,367,710</u></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
March 2024 - 75% Year to Date (YTD)

General Fund Budget to Actual

Revenue

Line 2 – Property Taxes & Assessments include 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 trending over budget at 96% due to the majority of property tax assessments recorded for the year.

Line 3 – Library Fees include 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 trending in line with budget. YTD includes activity through the quarter ended March 31, 2024.

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. YTD is trending under budget at 21% due to e-rate revenue that will be recorded at the end of the fiscal year.

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 over budget at 83% due to employee payouts for unused leave balances.

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 include 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 - Retirees include 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 over budget due to the year-end insurance audit/reconciliation received after the approved budget.

Line 18 – Payroll Taxes (District-Paid) includes the District’s portion of federal and state taxes. YTD is trending in line with budget.

Altadena Library District
Monthly Variance Analysis
March 2024 – 75% Year to Date (YTD)

Line 19 - CalPERS Retirement (Normal Costs) is the District's portion of employee retirement costs. YTD is trending in line with budget.

Line 20 – CalPERS UAL Minimum Payment is the annual required payment toward the unfunded accrued liability. This is paid in full at the beginning of the fiscal year to take advantage of a 3% discount. YTD is in line with budget.

Line 21 – 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 analyzed at year-end to determine funding. There is no YTD activity.

Line 25 – Insurance includes property, liability, earthquake, and other types of insurance paid in full at the beginning of the fiscal year. YTD is trending over budget due to premium payments made at the beginning of the year.

Line 26 – Utilities include electricity, gas, and water for the main library and the Bob Lucas branch. YTD is trending under budget at 70% 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 in line with budget.

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 68%.

Line 32 – Staff Development, Training & Travel is budgeted for staff conferences, training, and related expenses. YTD is trending under budget at 70% due to the timing of travel and conferences.

Line 33 – Advertising & Marketing includes general marketing for the District. YTD is over budget due to additional recruitment costs.

Line 34 – Miscellaneous Expenses includes banking, payroll processing and timekeeping, and miscellaneous expenses not accounted for in other lines. YTD is over budget due to prior year technology and maintenance fees not covered by anticipated grant funds.

Altadena Library District
Monthly Variance Analysis
March 2024 - 75% Year to Date (YTD)

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

Line 38 – Legal Fees are for general District matters. YTD is trending over budget at 91% due to more 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 64% 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 22% due to the delay in quarterly invoicing. YTD includes expenses incurred through September 30th.

Line 43 – Technology Equipment includes office computers and misc. equipment. YTD is trending over budget at 81% due to the replacement of staff computers.

Line 44 – Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is trending in line with budget.

Line 45 - Telecommunications include phone charges for the main library and the Bob Lucas branch. YTD is trending under budget at 57% 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 65% 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 under budget at 62% due to the timing of program services and events.

Line 70 – Building Projects Legal Fees includes legal fees for the building projects, not funded by bond proceeds. YTD is over budget due to higher than anticipated legal services.

Line 73 - Net Revenue / (Expenses) is the year-to-date use of or (addition to) Operating Reserves. YTD is an addition to reserves of \$983,326 due to the property tax assessments recorded for the majority of the year. This will fluctuate throughout the year based on the timing of revenue and expenses.

Altadena Library District
Monthly Variance Analysis
March 2024 - 75% Year to Date (YTD)

Donations / Grants Budget to Actual

Revenue

Line 3 - Altadena Library Foundation includes a grant to support operating and program services. Additional funds were received over the anticipated budget.

Line 4 - Friends of the Library includes a grant to support operating and program services. Total funds were received.

Line 5 - Califa Stay and Play includes support for outreach and programming for informal caregivers and the children in their care. Additional funds were received over the anticipated budget.

Line 6 - California Library Literary Services include annual grant funding to support literacy programs and English as a second language services. Additional funds were received over the anticipated budget.

Line 7 - California State Libraries Facilities & Equipment includes a carryover from FY 23 for a vending machine and related expenses and website development. Total funds were received and carried over from prior years.

Line 8 - California State Library Lunch at the Library includes support for summer meals and programming for families. 45% of funds were received due to the grant extending into the next fiscal year.

Line 9 - California State Library Zip Books include support for purchase suggestions which provide patrons with books not currently available that become part of the Library collection. Total funds were received.

Expenses

Line 14 - 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 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. YTD is trending in line with budget.

Lines 18-21 - Operating Expenses include 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 96% due to the new vending machines purchased in January.

Altadena Library District
Monthly Variance Analysis
March 2024 - 75% Year to Date (YTD)

Lines 24-36 – Programs include programming for adults, teens, and youth, the summer reading program, literacy services, and various other programs. YTD is trending under budget at 31% due to the timing of programs.

Line 39 – Website Development includes website subscription funds carried over from FY 23 funding from the Expanding our footprint grant. YTD is trending over budget at 91% 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 \$82,081 due to the timing of grant expenses which will be incurred throughout the fiscal year.



**BOARD OF LIBRARY TRUSTEES – CFD COMMITTEE MEETING
CFD COMMITTEE REPORT FOR APRIL 2024**

DEPARTMENT: Agenda Item V.b.

MEETING DATE: April 22, 2024

PREPARED BY: Kristi Even, Eide Bailly

LOCATION: Main Library Community Room

Bond Proceeds Investments

At the April 10 CFD Committee meeting, the regular CFD financials were overviewed. In addition, an agenda item regarding Bond Proceeds investments was presented by Kristi Even of Eide Bailly.

The following is the verbatim but informative update regarding Bond Proceeds investing:

On March 3, 2022, special tax bonds were issued by the Altadena Library District Community Facilities District (CFD) to finance improvements at the Altadena Main Library and the Bob Lucas Memorial Library. The CFD Committee serves to monitor use and investment of the bond proceeds and screen associated decisions regarding use and investment of the proceeds before they are presented to the full Board for approval.

The original net bond proceeds were invested with U.S. Bank Trust Company, the fiscal agent for the CFD. Investments included a money market fund with a low investment risk and a low investment return to provide daily liquidity for the District to make project expenditures, and U.S. Treasury Notes to be held until maturity, with yields of up to 2.5%. These investments were tied to the original three-year project timeline. As investments matured, funds were placed in the money market fund awaiting expenditure.

Unforeseen events extending the project beyond the three-year timeline present the District with the opportunity to invest in vehicles that tie to the revised project timeline and participate in higher returns due to a positive investment market. The money market funds were recently transferred into government obligation funds with low risk, daily liquidity, and higher earnings. The District has engaged its municipal advisor, Urban Futures, Inc. to review the current investments and recommend additional investment vehicles tied to the revised project timeline.

A breakdown of current investments of bond proceeds is shown in the table below:

	Current Yield	Balance	% Total	
U.S. Bank - Bond Proceeds				
First American Government Obligations Fund	4.78%	16,098,315	74%	1
U.S. Treasury Notes	1.25 - 2.25%	5,705,009	26%	2
Total Bond Proceeds Investments		\$ 21,803,324	100%	

1 Invested to provide maximum current income and daily liquidity by purchasing U.S. government securities and repurchase agreements collateralized by such obligations

2 Invested to pay a fixed rate of interest and held to maturity, up to three years through February 29, 2024 by category and payee. Total expenditures are \$1,504,907.



**BOARD OF LIBRARY TRUSTEES
FACILITIES AD HOC COMMITTEE REPORT FOR MARCH 2024**

AGENDA ITEM: Facilities Ad Hoc Committee **MEETING DATE:** April 22, 2024

PREPARED BY: Trustee Katie Clark

LOCATION: Main Library Community Room

Ad Hoc Facilities Committee Report

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

- a. **Community Focus Group** – 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 complete. The Construction Documents phase is underway for the Main Library.
- d. **Coordination with County departments** – The CUP for the Bob Lucas has been approved and all required documents filed with the county. Regional Planning has also confirmed that a CUP is required for the Main Library.
- e. **Project Schedule** – A groundbreaking ceremony will be held at the Bob Lucas Library on April 18th, and construction is scheduled to begin later in the month, with completion anticipated within one year. Construction on the Main Library will begin no sooner than April of 2025.
- 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 have already begun sharing a series of videos, emails, and direct mail pieces to help inform the community about the building projects and library services, and more are being planned.
- h. **CEQA Services** – Since LA County Regional Planning has determined that a CUP is required for the Main Library, they will be the lead agency responsible for the

environmental review. Their first step will be an initial review to determine if the project is categorically exempt from CEQA.

- 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 complete. Once the general contractor has developed a project schedule, we will develop a timeline of mural restoration activities.
- 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.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VI.E.ii.**

REPORT: Election Ad Hoc Committee

MEETING DATE: March 25, 2024

PREPARED BY: Trustee Jason Capell

LOCATION: Main Library Community Room

The Election Ad Hoc Committee met on March 1st to continue planning community education and outreach around our first Board of Trustees election. The committee was unable to meet for the April 12 meeting, but had been in communication regarding goals discussed at the March 1st meeting. Below is an update regarding those goals.

1. *Updating our website with a landing page that has all the key information and deadlines while merging in important information from the work that was done to create the new districts*
 - a. District Administrative Assistant Catalina Theodoros made the adjustments to the Elections landing page, including the addition of current important dates and filing deadlines. Information about the new Trustee areas adopted last year, as well an interactive map for the community to locate their district.
 - b. The Candidate Handbook and Candidate Registration & Qualification Form are not available yet, but this is stated on the website. Catalina will continue to monitor the Registrar-Recorder/County Clerk office for updates.
 - c. Catalina will also update the Power Point slides from the elections process video.
 - d. An 2024 Elections link was added to the Trustee landing page.

2. *Drafting a letter to be sent to all candidates and applicants for past board vacancies. This letter will be sent out when we get closer to the filing date for candidates to run for election to make them aware of this year's elections.*
 - a. Trustee Capell has drafted a letter, and it will be sent out leading up to the opening of the filing period.

3. *Reaching out to Altadena Town Council members whose districts overlap with our district vacancies, working with them to encourage community leaders in their districts to participate in the library elections.*
 - a. District leadership and Trustees have been networking with our community leaders about the election and the new districting, and will continue to do so as the filing period opens.

The committee will meet again in May.



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

AGENDA ITEM: Agenda Item XI.a.

MEETING DATE: April 22, 2024

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Review and Approval of the Updated Records Retention Policy

BACKGROUND:

In August 2019, an updated records retention policy was adopted. To ensure continuing compliance with United States, Government, Federal, California, Labor, Elections, Revenue & Taxation, Penal, and Health & Safety Code, the District has solicited review of the 2019 Retention Policy by our legal counsel, Kronick. The updates from this review include a streamline and reformatting of the previous policy. The District Director, IT & Technical Services manager, and Administrative Assistant all worked with Olivia Clark of Kronick to ensure the policy meets the needs of the District, and is both clear and easy to navigate.

Some update highlights:

- Consolidation of records retention durations which overlapped for all sections.
- Updated descriptions for types of records.
- Arranged records into categories, as opposed to the previous alphabetical format. Record categories are Administration, Collections, Finance, and Human Resources.
- Specific Language regarding records for IT related data and communications, including:
 - Communications and records from both current and separated employees
 - Electronic recording and security footage
- Addition of volunteer program records

The new policy immediately follows this report for your review, followed by the current policy adopted in 2019. Please note that the current 2019 policy in this report is not redlined, and this is due to the extensive reformatting and consolidation in the proposed retention schedule.

FISCAL IMPACT:

None.

RECOMMENDATION:

Staff recommends the Board approve the updated Records Retention Policy, which has been vetted by our legal counsel and the District.

I. POLICY STATEMENT.

The purpose of this Library Records Retention Policy and Schedule ("Policy") is to guide the efficient management, retention, and destruction of Library records in accordance with applicable law, regulations, and reasoned Library policy.

II. DEFINITIONS.

The following definitions shall apply to this Policy, unless the use and context clearly indicates otherwise. Additional definitions are included in attachment **Exhibit A**.

- A. "Board" means the Library Board of Trustees.
- B. "Director" means the Director to the Altadena Library District, or designee.
- C. "Policy" means this Library Records Retention Policy and Schedule approved by the Board, and as may be amended from time to time.
- D. "Records" means all handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. Examples include, but aren't limited to papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics. See, e.g. Gov. Code, § 7920.545.

III. POLICY.

- A. **Scope.** This Policy shall apply to all Records of the Altadena Library District.
- B. **Policy Standards.**
 - 1. All Library officials, staff, volunteers, contractors, and agents shall be bound by this Policy in the management, retention, and destruction of Records.
 - 2. Records shall be retained for at least as long as indicated on the "Records Retention Schedule" table, attached hereto as **EXHIBIT A** and incorporated herein by reference as if set forth in full. Retention periods are minimums, records may be held longer on a case-by-case basis as determined by staff.
 - 3. This Policy is drafted to pertain to all Records that the Library reasonably comes in contact with during the course of its business. Nonetheless, certain Records may require individual review and management for not being addressed herein, for falling into multiple categories, or for being of a sensitive nature that requires extra consideration. In any such situation, please contact the Director, who may consult Library counsel. In any case

that a record falls into more than one category, the longer retention period should generally apply.

4. The Library shall, whenever possible, obtain and retain the original and final copy of any record. Preliminary drafts, duplicates, and copies may be destroyed whenever they are no longer required for reference purposes.
5. Electronic records may serve as the original and official record, provided it contains all significant details from the original and is an adequate substitute for the original document for all purposes; e.g. a grainy PDF that cannot be text-identified is insufficient, a clear PDF with searchable content is sufficient.

C. Administrative Procedures.

1. Each Library Department head, or designee, shall annually conduct a review of the Department's Records and destroy records in accordance with this Policy. Such review and destruction shall occur each January, or as soon thereafter as reasonably possible.
2. Records not covered by this Policy, covered by multiple categories, or of a nature requiring additional review may be referred to the Director, who may consult Library counsel.

D. Director Authority. The Director, or designee, is expressly authorized to make minor amendments to this Policy, including, but not limited to, imposing additional policies or procedures, that she or he deems necessary for the efficient and safe functioning of the Library, so long as in line with the purpose of this Policy.

EXHIBIT A

RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

Type of Record ¹	Category ²	Retention ³	Notes and Citations ⁴
ADMINISTRATION			
Board Agendas, Notices, & Meeting Minutes	ADM	P	See, GC § 60201(d)(3).
Board Meeting Audio/Video Recordings	ADM	30 days	GC § 54953.5; see also GC § 53161.
Board Other Records	ADM	2	E.g. executive committee records, special project committees; note standing committees and other "legislative bodies" shall retain agendas, notices, minutes, and recordings in the same manner as the Board
Computer Backups	IT	2	E.g. computer backups of systems, applications and data files.
Contracts and Attachments	ADM	P	E.g. real estate, construction, maintenance, goods, or services contracts; keep contract originals, attachments, plans, designs, status reports, stop work orders, etc. See, GC §§ 60201(d)(6), and (9).
Correspondence	ADM	2	E.g. e-mails, chat messages, faxes, letters, and U.S. mail <i>but</i> confirm not covered by a more-specific retention requirement.
Direct, Internal Chat Messages	ADM	90 days	E.g. 1-on-1 Teams messages not involving deliberative or substantive Library business; note messages involving 3+ people or involving deliberative/substantive Library business are to be retained at least 2 years as "correspondence"

¹ Acronyms and definitions used in this schedule are detailed at the end of the document.

² The designated department is the Library department with the primary responsibility for retention, maintenance, and destruction of the record in accordance with this policy. Depending on the situation, further input may be required by other departments.

³ Unless noted otherwise, retention periods are in years. Retention periods are minimums, records may be held longer on a case-by-case basis as determined by staff.

⁴ Provisions of law particular to library districts are generally silent on records retention. (See, EC, §§ 19600 et seq.) However, provisions of law related to special districts, cities, and counties generally provide the legislative body of a public agency may authorize the destruction of any records at least two (2) years old so long as not otherwise provided for by statute. (See, Gov. Code, §§ 26202, 39090, 53161, and 60200; *Local Gov't Records Management Guidelines*, CA Sec. of State (Feb. 2006).) Unless otherwise noted, the cited authority is these.

Type of Record ¹	Category ²	Retention ³	Notes and Citations ⁴
Election – Administrative Records	ADM	2	E.g. schedules, instructions; does not include ballot cards or absentee voter lists
Election – Canvass	ADM	6 m	E.g. notices, publications, records of results; Elections Code § 17304.
Ethics Training Attendance Records	ADM	5	E.g. certificates of "AB 1234 Training" stating date and provider; GC § 53253
Formation Documents	ADM	P	E.g. any records related to Library formation, change in organization, or reorganization. See, GC § 60201(d)(1).
Graphic Designs	ADM	US	E.g. logo, mascot, card designs, sign designs.
Grant Agreements and Documents	ADM	AC + 4	Relates to grants the Library received or distributed, e.g. terms and conditions, applications, evaluations. 24 CFR §§ 570.502 and 85.42. Documents related to grants the Library applied to unsuccessfully can be destroyed after 2 years.
IT Logs	IT	2	E.g. logs documenting the duties and hours spent on IT issues.
Legal Advice, Opinions, and Memos	ADM	P	
Litigation Files	ADM	P	E.g. records related to anticipated, actual, or ongoing claims or litigation.
Oaths of Office	ADM	AC + 6	Length of term or employment, plus 6 years; e.g. Board and leadership oaths of office; see, 29 U.S.C. 1113.
Passport Application Records	ADM	2	
Policies, Manuals, and Procedures	ADM	US	E.g. Board bylaws, employee handbook, conflict of interest code, official policies, administrative policies.
Public Information Requests	ADM	2	E.g. Public Records Act requests. See, GC § 60201(d)(5).
Publicity Records	ADM	2	E.g. newsletters, calendars, flyers, press releases, promotional material.
Program Participant Records	ADM	2	E.g. registration forms, waivers, communications.
Program Partner Agreements and Records	ADM	2	E.g. partnership agreements, plans for the program, proof of insurance certificates, waivers.
Real Property Records	ADM	P	E.g. title to any real property in which the Library has an interest. See, GC § 60201(d)(8).

Type of Record ¹	Category ²	Retention ³	Notes and Citations ⁴
Records Destruction Authorization	ADM	4	
Resolutions and Ordinances	ADM	US	
RFP/RFQs and Related Files	ADM	4	E.g. bid documents, proposals, scoring sheets. See, GC § 60201(d)(11); CCP §§ 337 and 339.
Security Footage	ADM	1	GC § 53160 [with Board and counsel approval].
Statements of Economic Interests	ADM	7	Also known as "Form 700s;" GC § 81009.
Status Report – Annual Library	ADM	P	The Library is required to annually provide the State Librarian a financial audit to receive state funding and good accounting principles support these should be retained in perpetuity. See, EC § 18023; GC § 26202.
Status Report – Internal	ADM	2	E.g. reports on Library usership, programs, facilities, or branches.
Volunteer Program Records	ADM	2	E.g. records and logs on participants, tutors, volunteers
COLLECTIONS			
Books and Other Collection Materials	CD		See, <i>Library Collection Development Policy</i> .
State and Federal Documents	CD		As required by government guidelines.
Order Slips	CD	3 months	
FINANCE DEPARTMENT			
Purchase and Payment Records	FIN	AC + 4	Until audited, then 4 years; e.g. work orders, invoices, receipts, employee reimbursements. See, 26 CFR § 31.6001(e)(2); GC § 60201(d)(12).
Audit Reports	FIN	AC + 4	Until audited, then 4 years.
Budget Records	FIN	P	E.g. proposed and approved budget documents, tables, calculations, and memos on same.
General Ledger and Books of Accounts	FIN	P	26 CFR § 1.6001-1(c) and (e).
Gift Documents	FIN	AC + 4	E.g. one-time gifts keep records 4 years, ongoing gifts like endowments keep records until rescinded or depleted.

Type of Record ¹	Category ²	Retention ³	Notes and Citations ⁴
Payroll Records	FIN	4	Records used to support payroll transactions; e.g. payroll time reports, validations, withholding and proofs, adjustments and benefit records, garnishments and wage attachments, year-end employment earnings, quarterly tax reports, voluntary reductions, etc. and related backup. 22 CCR § 1085-2. Payroll records determined by CFO to have long term value may be kept longer.
Petty Cash Records	FIN	2	
HUMAN RESOURCES			
Family Medical Leave Act Records	HR	3	29 CFR § 825.500.
Employee Benefit Information	HR	AC + 6	See, e.g. 28 CCR § 1300.85.1; 29 USC §§ 107 and 209.
Leave Request Files	HR	2	
Interviewee Files	HR	2	E.g. applications, interview notes, communications. See, GC § 12946.
Personnel Files	HR	AC + 5	Files on past and present permanent and extra help employees. Include job announcement/descriptions, application, reference checks, performance evaluations, disciplinary actions, etc. See, GC § 12946.
Property-Related Claims	HR	P	Liability claims made against the Library for personal injury or property damage e.g. accident reports, witness accounts, investigatory reports.
Personnel-Related Claims	HR	10	Records related to the investigation of an injury or accident involving a Library employee or a third party. CCP § 337.15.
Reassignment or Transfer Requests	HR	2	
Retired, Separated, and Terminated Employees Lists	HR	P	
Worker's Compensation Claims	HR	AC + 30	8 CCR § 3204(d)(1).
Workplace Complaints	HR	AC + 3	Retain until resolved, then three years. GC § 12960 [3 year limitations for FEHA claim].

ACRONYM/ WORD	MEANING
AC	After matter, issue, or subject of the record is completed or considered closed, e.g. the time for filing a claim, appeal, objection, or referendum has run, employee is terminated, quits or retires
ADM	Library main administration
Board	Library Board of Trustees
CD	Library collections department
EC	California Education Code
FIN	Library financial department
GC	California Government Code
HR	Library human resources department
IT	Library information and technology department
Legislative Body/Bodies	Library entities designated "legislative bodies" by the Brown Act, GC § 54950 et seq.; e.g. Board, standing committees
Library	Altadena Library District
P	Permanent, keep record in perpetuity
Record	All handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. Examples include, but aren't limited to papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics. See, e.g. GC § 7920.545.
RFP/RFQ	Request for Proposals and Request for Qualifications
US	Until superseded; keep record until an updated record supersedes or settles the record on-hand

RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

Destruction of any record must be authorized by the legislative body. (Gov. Code §§ 60200 - 60204.)

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Accident/Illness Reports	Administration	<p>Exempt from public disclosure; For Employee Medical Records & Employee Exposure Records regarding exposure to toxic substances or harmful physical agents --includes Material Safety Data Sheets (MSDS)</p> <p>Does NOT include: records of health insurance claims maintained separate from employer's records; first aid records of one-time treatments for minor injuries; records of employees who worked less than one (1) year if records are given to employee upon termination</p>	<p>GC 6254(c)</p> <p>8 CCR 3204(d)(1)(A)(B)</p>	Length of employment plus 30 years
Accidents/Damage to District Property	Administration	Risk management administration	CCP 337.15	10 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	R&TC	Revenue & Taxation Code (California)		
EC	Elections Code (California)	USC	United States Code		

RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

Destruction of any record must be authorized by the legislative body. (Gov. Code §§ 60200 - 60204.)

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Accounting Records – General Ledger	Finance	General Ledger	CCP 337 Sec. of State Local Gov't. Records Retention Guidelines	Until audited + 4 years Published articles show 4 – 7 years retention as typical. Sec. of State Guidelines recommends permanent retention.
Accounting Records – - Permanent Books of Accounts	Finance	Records showing items of gross income, receipts and disbursement (including inventories, per IRS regulations)	26 CFR 1.6001-1(c) & (e)	Permanent
Accounts Payable- Expenses	Finance	Journals, statements, asset inventories, account postings with supporting documents, vouchers; investments, invoices and back-up documents, purchase orders, petty cash, postage, PERS reports, check requests, etc.	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Local Gov't Records Mgmt. Guidelines recommendation	Until audited + 4 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	R&TC	Revenue & Taxation Code (California)		
EC	Elections Code (California)	USC	United States Code		

RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

Destruction of any record must be authorized by the legislative body. (Gov. Code §§ 60200 - 60204.)

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Accounts Payable – Employee + Board	Finance	Expense reimbursements to employees & officers; travel expense reimbursements or travel compensation	GC 60201(d)(12)	7 years after date of payment
Accounts Receivable	Finance	Receipts for deposited checks, coins, currency; checks received, reports, investments, receipt books, receipts, cash register tapes, payments for fees, permits, etc.	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Local Gov't Records Mgmt. Guidelines recommendation	Until audited + 4 years
Affidavits of Publication / Posting	Administration	Legal notices for public hearings, publication of ordinances, etc.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Agency Report of Consultants (FPPC Form 805)	Administration	Identifies consultants hired by the District who must file Form 700	2 CCR 18734; GC 81009(e)	7 years

Legal Authority Abbreviations

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RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Agency Report of Public Official Appointments (FPPC Form 806)	Administration	Report of additional compensation received by agency officials when appointing themselves to committees, boards or commissions of other public agencies, special districts, joint powers agencies or joint powers authorities. Current report must be posted on the agency's website.	FPPC Reg. 18702.5(b)(3); GC 34090	Recommended retention: Keep a paper copy of report for 2 years after removal from the agency's website
Agenda / Agenda Packets	Administration	Original agendas / special meeting notices / certificates of posting, etc. - Board of Directors meetings	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Agenda reports (staff reports)	Administration	Documentation received, created and/or submitted to Board of Directors	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years

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RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Agreements and Contracts	Administration	Original contracts and agreements and back-up materials, including leases, license agreements, service/maintenance contracts, etc.	CCP 337 CCP 337.2 CCP 343	4 years after termination/ completion
Annual Financial Report	Finance	May include independent auditor analysis	GC 34090 Sec. of State Local Gov't Records Mgmt. Guidelines	Until audited + 7 years
Appraisals	Development	For real property owned by District – Exempt from public disclosure until real estate transaction is complete	GC 34090 GC 6254(h)	2 years

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RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Articles of Incorporation	Administration	Records of formation, change of organization, or reorganization of the District.	GC 60201	Permanent
Audit Reports	Finance	Financial services; internal and/or external reports	GC 60201 CCP 337, 343 Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 4 years Sec. of State Guidelines recommends permanent retention
Audit Hearing or Review	Finance	Documentation created and or received in connection with an audit hearing or review	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Bank Account Reconciliations	Finance	Bank statements, receipts, certificates of deposit, etc.	26 CFR 31.6001-1(e)(2)	4 years (Sec. of State Guidelines – recommended retention: until audited + 5 years)

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RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Behested Payment Report (FPPC Form 803)	Finance	FPPC form used by elected officials to disclose payments made at their behest (\$5,000 or more from same source) for legislative, governmental, or charitable purposes.	GC 81009; 82015(b)(2)(B)(iii)	7 years
Bids, Successful	Development	Includes plan and specifications; notices/affidavits.	GC 34090 CCP 337, 337.1	4 years
Bids, Unsuccessful	Development	Unsuccessful bid packages only (Documents should be retained in original format, whether hard copy or electronic)	GC 34090 GC 60201	2 years
Bonds	Finance	Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements.	CCP 337.5	Upon cancellation, redemption, or maturity + 10 years
Bonds – Employee (Fidelity Bonds)	Finance	Form of insurance that covers employer (District) for losses resulting from fraudulent acts of specified employees	GC 34090	Current + 2 years

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RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Bonds – Paid/Cancelled Unsold/Unused Final Development Surety	Finance	Bonds will be retained according to relevant code.		
Budget, Annual	Finance	Annual operating budget approved by legislative body	GC 34090 Sec. of State Local Gov't Records Mgmt. Guidelines	Sec. of State recommends permanent retention . May be revised at a later time.
Cal-OSHA	Administration	Log of work-related injuries & illnesses (Form 300), Annual Summary (Form 300A), Incident reports (Form 301)	LC 6410; 8 CCR 14300.33	5 years
California State Tax Records	Finance	Forms filed annually; quarterly and year-end reports	R&TC 19530 R&TC 19704	6 years

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RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Checks – District-issued Employee Reimbursement Independent Contractors	Finance	District checks paid – expense reimbursement to employees; payments to independent contractors; etc. Includes check copies; canceled or voided checks; electronic versions of checks	GC 60201(d)(12) CCP 337	7 years
Checks – District-issued Vendors/Other	Finance	District checks paid to vendors; other District payments. Includes check copies; canceled or voided checks; electronic versions of checks.	Sec. of State Local Gov't. Records Mgmt. Guidelines; CCP 337; 26 CFR 31.6001-1(e)(2)	Until audited + 4 years
Circulation Records (Fines & Fees),	Administration	Fines and fees imposed on borrowers of items available in District libraries	GC 34090	Current + 2 years
Claims Filed Against the District	Administration	Government Claims Act – Claims paid/denied (Documents are to be retained in original format, whether hard copy or electronic)	GC 60201(d)(4); GC 34090	Until settled + 2 years

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RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Conflict of Interest Code	Administration	Conflict of Interest Code – required under Political Reform Act; must be reviewed by July 1st of every even-numbered year and amended if necessary	GC 87300 et seq.	Permanent
Correspondence	Administration	General correspondence regarding District business, including but not limited to letters, email, and text messages; Posts/comments on District-owned social media accounts	GC 34090; Sec. of State Local Gov. Records Mgmt. Guidelines	2 years
Credit Cards, District-owned	Finance	Credit card bills or statements, and other records related to use of District-owned credit cards	26 CFR 31.6001-1(e)(2)	Until audited + 4 years
Deeds, Real Property (Grant Deeds)	Development	File with recorded documents; originals may not be destroyed. (Documents are to be retained in original format, whether hard copy or electronic)	GC 34090 GC 60201(d)	Permanent

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RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Deferred Compensation Reports	Finance	Finance - pension/retirement funds	29 CFR 516.5 29 CFR 1627.3	3 years
Demographic/ Statistical Data	Administration		GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
DMV Driver's Records Reports (DMV Pull-Notice System)	Administration	Motor vehicle pulls – Personnel record—Exempt from public disclosure.	GC 34090 GC 6254(c) VC 1808.1(c) Sec. of State Local Gov't. Records Mgmt. Guidelines;	Until superseded (should receive new report every 12 months) Sec. of State recommends until termination + 7 years
Easements, Real Property	Development	File with recorded documents; originals may not be destroyed. (Documents are to be retained in original format, whether hard copy or electronic)	GC 60201(d)(8)	Permanent

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RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
EEOC Records (Equal Employment Opportunity Commission)	Human Resources	Records, reports showing compliance with federal equal employment requirements (EEO-4 Reports, etc.)	29 CFR 1602.30	3 years
Election - Administrative Documents	Administration	Not ballot cards or absentee voter lists/applications.	GC 34090	2 years
Election - Canvass	Administration	Notifications and Publication of Election Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results	EC 17304	6 months
Employee Benefits	Administration	Benefit plans (including “cafeteria” and other plans); health insurance programs; records regarding COBRA – extension of benefits for separated employees, insurance policies (health, vision, dental, deferred compensation, etc.)	29 USC 1027 28 CCR 1300.85.1 11 CCR 560 29 CFR 1627.3(b)(2)	For life of plan/policy + 6 years

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RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Employee Bonds (Fidelity Bonds)	Administration	Form of insurance that covers employer for losses resulting from fraudulent acts of specified employees	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	While employed + 2 years
Employee Files	Administration	Personnel files – Exempt from disclosure	GC 12946 GC 6254(c) 29 CFR 12627.3	While current + 3 years
Employee Information, General	Administration	Name, address, date of birth, occupation	29 CFR 1627.3(a) LC 1174	3 years
Employee Information, Payroll	Administration	Rate of pay and weekly compensation earned (Documents are to be retained in original format, whether hard copy or electronic)	GC 60201 29 CFR 1627.3(a)	7 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Employee Information & Applicant Identification Records	Administration	Personnel--Data regarding race, sex, national origin of non-hired applicants & employees [Employee data must be kept separate from personnel files]	2 CCR 11013(b), (c)(2), (c)(3)	Current + 2 years
Employee Records, Non-safety	Administration	Non-safety employee records may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations, disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID's)	29 CFR 1627.3 GC 12946	Length of employment + 3 years
Employee Programs	Administration	Includes EAP and Recognition	GC 34090 GC 12946	Current + 2 years

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RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Employee Documents, Recruitment	Administration	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins	GC 12946 GC 34090 29 CFR 1602.31 29 CFR 1627.3	Current + 2 years
Employee, Reports	Administration	Employee statistics, benefit activity, liability loss	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Employment Applications - Not Hired	Administration	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	GC 12946 29 CFR 1627.3(b)(1)(i)	2 years
Employment Eligibility Verification (I-9 Forms)	Administration	Federal Immigration and Nationality Act	8 USC 1324a (b)(3)	3 years after date of hire, or 1 year after date of termination, whichever is later
Employment - Personnel (by name)	Administration	Paperwork documenting internal and external training	GC 12946	Length of employment + 2 years
Employment - Surveys and Studies	Administration	Includes classification, wage rates	29 CFR 516.6(a)(2)	2 years

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Employment - Training Records	Administration	Volunteer program training - class training materials, internships	GC 34090 GC 12946	Length of employment + 2 years
Employment - Vehicle Mileage Reimbursement Rates	Administration	Annual mileage reimbursement rates	GC 60201(d)(10)	Until superseded
Environmental Quality Asbestos	Development	Documents, abatement projects, public buildings	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Permanent
Environmental Quality California Environmental Quality Act (CEQA)	Development	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines; CEQA Guidelines	Permanent
Environmental Quality Congestion Management	Development	Ride sharing, trip management	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Completion + 2 years

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Ethics Training Records	Administration	Records required to be kept. Records must show dates that local officials and designated staff satisfied the training requirements and the entity that provided the training	GC 53235.2	5 years after receipt of training
Facility Rental Use	Administration	Applications, correspondence related to use of District property	GC 34090	Current + 2 years
Family and Medical Leave Act	Administration	Records of leave taken, District policies relating to leave, notices, communications relating to taking leave	29 CFR 825.500 GC 12946	While employed +3 years (federal) or 2 years (State)
Federal Tax Records	Finance	May include as attachments copies of Forms 1095-C, 1096, 1099, W-4 and W-2	26 CFR 31.6001.1-4 26 CFR 31.6001-1(e)(2) 29 CFR 516.5-516.6	Current + 4 years
Fixed Assets Inventory	Finance	Reflects purchase date, cost, account number	GC 34090 CCP 337, 343	Until audited + 4 years

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Fixed Assets Surplus Property	Finance	Auction; disposal – Listing of property; sealed bid sales of equipment	GC 34090 CCP 337, 343	Until audited + 4 years
Fund Transfers	Finance	Internal; bank transfers & wires	CCP 337; 26 CFR 31.6001-1(e)(2)	Until audited + 4 years
General Ledgers	Finance	All annual financial summaries--all agencies	GC 34090 CCP 337 Sec. of State Local Gov't Records Mgmt. Guidelines	Until audited + 4 years Published articles show 4 – 7 years retention as typical. Sec. of State Guidelines recommends permanent retention
Gift to Agency Report (FPPC Form 801)	Administration	FPPC form showing payment or donation made to the District or to a District official and which can be accepted as being made to the District	2 CCR 18944(c)(3)(F), (G); FPPC Fact Sheet : “Gifts to an Agency – Part 2	Original - retain 7 years; Copy must be posted on agency website
Gifts/Bequests	Finance	Receipts or other documentation	GC 34090	Until completed + 2 years

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Grants - Successful Community Development Block Grant (CDBG); Urban Development; other Federal and State grants	Development	Grant documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, inventory, consolidated plan, etc.	GC 34090 24 CFR 570.502 24 CFR 85.42	Until completed + 4 years
Grants – Unsuccessful	Development	Applications; Documents showing rejection or denial of application	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Insurance	Finance	Personnel related	GC 34090	Current + 2 years
Insurance Certificates Liability/Property	Finance	Liability, performance bonds, employee bonds, property: Insurance certificates filed separately from contracts, includes insurance filed by licensees. May include liability, property, Certificates of Participation, deferred, use of facilities	GC 34090 Sec. of State Guidelines	Current + 2 years Sec. of State recommends permanent retention

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Insurance, Risk Management Reports	Finance	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	29 CFR 1904.44 GC 34090	5 years (Federal) 2 years (State)
Investment Reports, Transactions	Finance	Summary of transactions, inventory and earnings report	GC 34090 CCP 337 Sec. of State Local Gov't Records Mgmt. Guidelines	Permanent
Invoices	Finance	Invoices from vendors and back-up documents	CCP 337 26 CFR 31.6001-1(e)(2); Sec. of State Local Gov't Records Mgmt. Guidelines recommendation	Until audited + 4 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Job Descriptions	Human Resources	Descriptions of duties, qualifications, responsibilities for each position/classification/job title	29 CFR 1627.3	While current + 3 years
Lease Agreement	Administration	Property or equipment	CCP 337 CCP 337.2 CCP 343	Until terminated + 4 years
Legal Notices/Affidavits of Publication	Administration	Notices of public hearings, proof of publication of notices	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Legal Opinions	Administration	Confidential – not for public disclosure (attorney-client privilege)	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Until superseded + 2 years
Litigation	Administration	Case files (Documents are to be retained in original format, whether hard copy or electronic)	GC 60201(d)(4)	Until settled or adjudicated + 2 years

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Maintenance Manuals	Administration	Equipment service/maintenance	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Maintenance/Repair Records	Administration	Equipment	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Marketing, Promotional	Administration	Brochures, announcements, etc.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Internal - 2 years External – 7 years
Minutes – Board meetings	Administration	Minutes of District Board meetings. Documents may be imaged immediately. (Documents are to be retained in original format, whether hard copy or electronic)	GC 34090, 60201	Permanent

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Newsletter, District	Administration	May wish to retain permanently for historic reference.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Notices – Public Meetings	Administration	Special Meetings	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Oaths of Office	Administration	Elected and public officials – Board Members	GC 34090 29 USC 1113 Sec. of State Local Gov't Records Mgmt. Guidelines	Length of term/employment plus 6 years
Organizational Chart	Administration	District organizational charts	Sec. of State Local Gov't Records Mgmt. Guidelines	Until Superseded
Passport Application Transmittal	Administration	Documents maintained by Passport Office	GC 34090 GC 60201	2 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Payroll - Federal/State Reports	Finance	Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports	GC 60201	7 years
Payroll Deduction/ Authorizations	Finance	Finance	29 CFR 516.6(c) GC 60201	While Current + 7 years
Payroll records	Finance	Records that specify compensation paid to employees, officers (Documents are to be retained in original format, whether hard copy or electronic)	GC 60201(d)(12)	7 years after date of payment
Payroll records -employee information	Finance	Records showing employee information/data – names, addresses, etc.	29 CFR 516.5 LC 1174(d)	3 years from date of last entry
Payroll records, terminated employees	Finance	Finance files (Documents are to be retained in original format, whether hard copy or electronic)	29 CFR 516.5 GC 60201(d)(12)	7 years from date of last entry

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RECORDS RETENTION SCHEDULE FOR ALTADENA LIBRARY DISTRICT

Destruction of any record must be authorized by the legislative body. (Gov. Code §§ 60200 - 60204.)

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Payroll, registers	Finance	Payroll registers, payroll reports (Documents are to be retained in original format, whether hard copy or electronic) Registers that show labor costs by employee and program	29 CFR 516.5(a) LC 1174(d) GC 60201(d)(12) Sec. of State Local Gov't Records Mgmt. Guidelines	7 years from date of last payment Sec. of State recommends permanent retention
Payroll, time cards/sheets	Finance	Employee	29 C.F.R. 516.6; LC 1174; Sec. of State Local Gov't. Records Mgmt. Guidelines	3 years Sec. of State Guidelines recommendation - Until audited + 6 years
Payroll - Wage Rates / Job Classifications	Finance	Employee records	LC 1197.5(d) LC 1174(d) GC 12946 29 CFR 516.6 29 CFR 1602.4 29 CFR 1627.3	While current + 3 years

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PERS - Employee Benefits	Human Resources	PERS Employee Benefit Plan – original document, or copies	29 USC 1027 29 CFR 1627.3(b)(2) GC 34090	6 years Current + 2 years
Personnel Policies -- Rules and Regulations	Human Resources	Including employee handbooks, employee manuals, and other policies/procedures	29 CFR 516.6 29 CFR 1627.3(a)	Current + 3 years
Personnel Records	Human Resources	Other records (not payroll) – job applications, resumes; records relating to promotion, demotion, transfer, lay-off, termination; results of employment tests, etc.	GC 12946 29 CFR 1627.3	Current + 3 years
Petitions	Administration	Submitted to legislative bodies (not petitions for initiatives, referendums or recalls)	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years

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Policies, Administrative	Administration	All policies and procedures, directives rendered by the District not assigned a resolution number	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Policies, District Board	Administration	Original policies adopted by the District Board	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Press Releases	Administration	Related to District actions/activities.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	2 years
Procedure Manuals	Administration	Administrative.	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 2 years
Public Records Request	Administration	Requests from the public to inspect or copy public documents	GC 34090 GC 60201(d)(5)	2 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Purchasing RFQ's, RFP's	Finance	Requests for Qualifications; Requests for Proposals regarding goods and services	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Until audited + 4 years
Purchasing, Requisitions, Purchase Orders	Finance	Original Documents	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines; CCP 337	Until audited + 4 years
Recordings - routine video monitoring, telephone, and radio communications	Administration	Routine daily recording of telephone communications & radio communications; recordings of routine video monitoring, monitoring systems, or building security systems	GC 53160, 53161	Videos - 1 year; Phone & Radio communications - 100 days (destruction must be approved by legislative body and with written consent of agency attorney). If record- ings relate to a claim or pend- ing litigation, they must be preserved until the matter is resolved. If another record of the video recording is kept (written minutes or audio recording), video needs to be kept for only 90 days after the recorded event.

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Recordings, video recordings – meetings of legislative bodies	Administration	Recordings of public meetings made by or at the direction of the District (e.g., Board meetings)	GC 54953.5(b)	Minimum 30 days
Recordings, video or digitally recorded – other events (Duplicate – See Description or Example of Record)	Administration	Other than videos or digital recordings of public meetings; Considered duplicate records if another record of the same event is kept (i.e., written minutes or audio recording)	GC 53161 85 Ops. Cal. Atty. Gen. 256 (2002)	Minimum 90 days after event is recorded; if another record of the same event is kept (e.g., written minutes)
Records Management Disposition/ Destruction Certification	Administration	Documentation of final disposition/ destruction of records	GC 34090, 60201(d)(10)	Permanent
Records Retention Schedules	Administration		GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 4 years
Recruitments and Selection	Administration	Records relating to hiring, promotion, selection for training	29 CFR 1627.3	3 years

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Resolutions	Administration	Vital records – may be imaged immediately	GC 60201 GC 34090	Permanent
Returned Checks	Finance	Adjustments-NSF, etc. (not District checks)	GC 34090 CCP 337, 343	Until audited + 4 years
Salary/Compensation Studies, Surveys	Human Resources	Studies or surveys of other agencies regarding wages, salaries and other compensation or benefits	GC 34090; Sec. of State Local Gov't Records Mgmt. Guidelines	While current + 2 years
Settlement Agreements Litigation	Administration	Final, signed/approved settlement agreements for litigation matters, claims, etc.	GC 60201(d)(4)	2 years after signed/approved
Settlement Agreements Workers Compensation	Administration	For Workers Compensation claims – final, signed/approved settlement agreements	8 CCR 10102 8 CCR 15400.2	5 years after signed/approved

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Special District Development	Development	Supporting documents regarding improvement, lighting, underground utility, bonds, taxes and construction)	GC 34090a	Permanent
State Controller	Finance	Annual reports.	GC 34090	2 years
State Tax Records	Finance	Forms filed annually; quarterly and year-end reports	R&TC 19530 R&TC 19704	6 years
Statements of Economic Interest (SEI) - Form 700 (copies) (elected officials)	Administration	Copies of original statements of elected officials forwarded to Fair Political Practices Commission. (Retain hard copy for 2 years, then retain imaged electronic version)	GC 81009(f), (g)	4 years (can image after 2 years)
Statements of Economic Interest Statements (SEI) - Form 700 (originals) - non-elected	Administration	Originals of statements of designated employees (Retain hard copy for 2 years, then retain imaged electronic version)	GC 81009(e), (g)	7 years (can image after 2 years)

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Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Taxes, Special	Finance	Special tax levied by a local agency on a per parcel basis	CCP 338	Until audited + 3 years
Unemployment Insurance Records	Finance	Records relating to unemployment insurance – claims, payments, correspondence, etc.	26 USC 3301-3311; Calif. Unemployment Insurance Code; CCP 343	While current + 4 years
Vouchers - Payments	Finance	Account postings with supporting documents	GC 34090 CCP 337	Until audited + 4 years
Wage Garnishment	Finance	Wage or salary garnishment	CCP 337	Active until garnishment is satisfied; then retain until audited + 4 years
Workers Compensation Files	Finance	Work-injury claims (including denied claims); claim files, reports, etc.	8 CCR 10102	Until the latest of the following dates: 5 years from date of injury; or 1 year from date compensation was last provided; or when all compensation due has been paid.

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**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.E. REPORT FOR APRIL 2024**

REPORT: Agenda Item XI.e.

MEETING DATE: April 22, 2024

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Updated Staff Accountant Job Description

BACKGROUND

The Board of Trustee approved the job description for Staff Accountant at their meeting on September 27, 2022. At the time, the ALD found that the cost of outsourcing advanced accounting and finance functions was less than the cost of hiring a fully burdened staff member. The District sought to hire a part-time staff accountant whose scope of work included payroll processing, CalPERS reporting, and performing weekly accounts payable duties in coordination with the District's accounting firm Eide Bailly to ensure all financial functions would be completed in a timely and accurate manner.

The District was fortunate to hire a part-time staff accountant who has worked approximately 16-19 hours per week since being hired in November 2022. Due to the increased workload and complexity of the bookkeeping and accounting work with the two building projects and grant tracking the District needs to expand the duties of this position and increase the number of work hours to complete all necessary functions. The job description approved in September 2022 was reviewed and revised to require additional bookkeeping and accounting duties, with the intent of utilizing and compensating Eide Bailly for the advanced accounting and finance responsibilities rather than routine accounts payable and data entry functions.

The District would like to post this position for a full-time Staff Accountant to begin in fiscal year 2024-25. The increased salary and benefits for this position is being built into the budget for fiscal year 2024-25, with the goal of reducing the amount spent with Eide Bailly when the building projects wind down and this employee begins to assume more accounting and finance functions for ALD.

FISCAL IMPACT

The cost of replacing the part-time Staff Accountant with a full-time Staff Accountant would be approximately \$68,000.00 for fiscal year 2024-25. This includes salary, taxes, retirement, and the full health insurance allowance for family coverage.

RECOMMENDATION

Staff recommends that the Board of Trustees approve the updated Staff Accountant Job Description.

STAFF ACCOUNTANT**DEFINITION**

Under general direction of the District Director, performs District payroll processing, CalPERS reporting, and ~~assists with performance of~~ administers weekly accounts payable duties. Performs a wide variety of complex analytical and administrative tasks; ensures compliance with relevant laws, standards, and District rules and regulations; provides ~~complex and responsible support to the~~ support to the District Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Director.

CLASS CHARACTERISTICS

This is a fully qualified journey-level classification responsible for independently performing professional duties ~~in support of~~ for the District's budgeting, financial, and accounting functions as well as administration of payroll. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Administers District payroll, which includes input and submission of payroll data into database, and disbursing paychecks. May record payroll entries into District's accounting system.
- ~~Assists with~~ Handles the collection and disbursement of revenues, petty cash and cash related transactions, refunds, bank deposits, bank transfers, and receipts; ~~assists in reviewing~~ reviews, ~~verifies~~ ing, and ~~processes~~ ing District expenditures, including invoices, credit card bills, and procurement documents; ~~assists in preparing~~ prepares, ~~processes~~ ing, ~~printing~~ prints, and ~~forwarding~~ forwards payments to vendors; ~~assists with~~ researches ing and ~~resolves~~ ing vendor billing issues and payment discrepancies.
- Performs a variety of tasks ~~in support of the~~ for the District's accounting programs including accounts payable, accounts receivable, grant funding, compliance, and reporting, and general accounting; may originate and record journal entries; ~~assists in maintaining~~ maintains general ledger; ~~assists in maintaining~~ maintains a variety of financial schedules, records, and files; prepares supporting documentation and assists with independent annual audits.
- Alerts the District Director of any potential fiscal problem areas.
- ~~Assists with~~ Performs administration of employee benefit programs, including insurance, paid leave, retirement, ~~Social Security~~, open enrollments, Family and Medical Leave (FMLA) requests, and deferred compensation programs; ~~assists in communication~~ communicates with benefit brokers regarding benefit products and insurance premiums;

~~Assists in processing~~ Processes payments for insurance, retirement, and deferred compensation benefits.

~~Assists with administration of District payroll, which includes input and submission of payroll data into database, and disbursing paychecks. May record payroll entries into District's accounting system.~~

- Greets and assists internal and external customers in a friendly, prompt, and accessible manner; creates positive experiences for library patrons by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance while performing duties in both public and staff areas.
- Interprets complex rules, regulations, contracts, policies, and procedures; applies such interpretation in the performance of assigned responsibilities.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including budgeting, general accounting, auditing, financial reporting, and their application to District operations.
- Principles, practices, and procedures for processing payroll and purchasing functions.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Complex mathematical and statistical techniques.
- Principles and practices of research, analysis, reporting methods, and data collection.
- Effective practices in evaluation and outcomes measurement.
- Principles and procedures of record keeping, document processing, and filing systems.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed (ex: Quickbooks).

Ability to:

- Perform a variety of professional finance, accounting, and payroll duties such as reviewing, analyzing, recording, and documenting a diverse range of financial transactions and verifying the accuracy of financial data.

- Maintain confidentiality of sensitive personal information of current and former employees and other matters affecting District financial and human resources administration.
- Prepare clear, complete, and concise statements and reports.
- Understand and analyze accounting, budgeting, and financial statements and reports.
- Prepare, review, and examine budget documents and reports; audit, reconcile, and balance bank statements.
- Analyze, post, balance, and reconcile financial ledgers, reports, and accounts; ensure proper authorization and documentation for disbursements and other financial transactions.
- Commit to the principles of intellectual freedom and equal access.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, accounting, finance, or a related field.

Experience:

- One (1) year of professional experience in finance administration, accounting, or a related field.

Licenses and Certifications:

➤ None.

PHYSICAL DEMANDS

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

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

Occasional evening and weekend work may be required as job duties demand.



**BOARD OF LIBRARY TRUSTEES
INTERNSHIP RECRUITMENTS REPORT APRIL
2024**

DEPARTMENT: Administration

MEETING DATE: April 22, 2024

PREPARED BY: Ashley Watts

LOCATION: Main Library Community Room

TITLE: Internship Recruitments

BACKGROUND:

Last summer, the District recruited interns to support Public Services, Facilities, Marketing, Information Technology, and Technical Services. From this recruitment, we were able to hire 2 interns for the Public Services and Facilities departments. Each intern worked 15 hours per week for 10 weeks (150 hours in total) and reported to the manager of the department. Each manager prepared training and projects to support the District's service points, daily operations, and facilities. This year we would like to open this recruitment opportunity again, in hopes of hiring 2 new interns in the summer to challenge them to build new skills and to support the District during the busiest time of the year.

With the addition of the Summer Lunch at the Library grant from the California State Library, the District will also recruit 2 teen interns to support this initiative and to assist the Youth & Family Services Department in offering daily enrichment activities. This is an exciting opportunity and is a first for the District.

FISCAL IMPACT:

Salaries for 2 adult interns at \$17.00 per hour for 300 hours, for a total of \$5100. This cost was included in the 2023 – 2024 fiscal year budget, and will be built into the proposed 2024 – 2025 budget; Teen intern salaries will be funded through the Lunch at the Library grant.

RECOMMENDATION:

None. Informational purposes only