



## MEETING AGENDA

Board of Library Trustees | Altadena Library District  
Main Library Community Room  
600 E. Mariposa St  
Altadena, CA 91001  
May 20, 2024, 5:00 pm

### IMPORTANT NOTICE REGARDING THE MAY 20, 2024 MEETING

This meeting will be available to view in a hybrid fashion, utilizing teleconference, electronic, and in-person means to allow for a variety of public viewing and public commenting options. The public is invited to attend the meeting in-person, or livestream the meeting. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

#### **SUBMISSION OF PUBLIC COMMENT:**

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

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

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

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

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

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

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

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

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

- I. Call to Order
  - a. Land Acknowledgement
  - 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
- c. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:
  - i. Conference with Legal Counsel – Anticipated Litigation (GOVT CODE § 54956.9(d)(2)) – one case

- ii. Reconvene to Open Session
- 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 –  
April 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) PAGES 11**
  - a. Special Presentation – YSIG Reports
  - b. Department Update Reports – April 2024
- IX. Reports **(Informational) PAGES 34**
  - a. Support Groups
    - i. Altadena Library Foundation
    - ii. Friends of the Altadena Library
  - b. Administrative Update **PAGES 35**
  - c. Financial Reports – April 2024 **PAGES 45**
  - d. Board of Trustees Ad Hoc Committee Reports **58**
    - i. Facilities Committee April 2024
  - e. Liaison Reports **60**
    - i. Government Liaison Report
  - f. Trustee Reports **PAGES 68**

i. San Gabriel Valley CSDA Chapter Luncheon

X. Unfinished Business

None

XI. New Business

- a. Review and Approval of the Cost of Living Adjustment (COLA) for staff and Salary Schedule for Fiscal Year 2024-2025 **(Action)**

**PAGES 69**

- b. Review and Approval of the District Director's Cost of Living Adjustment (COLA) for Fiscal Year 2024-2025 **(Action)**

**PAGES 71**

- c. Review and Approval of the District Budget for Fiscal Year 2024-2025 **(Action)**

**PAGES 80**

- d. Review and Approval of late opening of the Library on June 13 to accommodate an all-staff training session **(Action)**

**PAGES 93**

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  
April 22, 2024 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING THE APRIL 22, 2024 MEETING

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

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I. Call to Order

a. Land Acknowledgement

President Wilkerson read the Land Acknowledgement

b. Roll Call

President Wilkerson called roll. Trustees Capell, Clark, and Wilkerson responded as present. Quorum confirmed.

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

**Trustee Clark moved to adopt the closed session agenda. D. Seconded by Trustee Capell.**

**Roll Call Vote:**

**Trustee Andruess: Absent**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Absent**

**Trustee Wilkerson: Aye**

**Motion Passed**

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.

No public comment made.

III. Closed Session

a. Motion to convene to Closed Session

**Trustee Capell moved to convene to closed session. Seconded by Trustee Clark.**

**Roll Call Vote:**

**Trustee Andruess: Absent**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Absent**

**Trustee Wilkerson: Aye**

**Motion Passed**

b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:

i. Public Employee Performance Evaluation Discussion

Pursuant to Government Code Section 54957 Title: District

Director

IV. Reconvene to Open Session

The Board reconvened to Open Session at 5:59pm.

There was no reportable action.

V. Roll Call

a. Approval/Reordering of Agenda Items

None.

b. Adoption of Agenda

**Trustee Clark moved to adopt the agenda. Seconded by Trustee Capell.**

**Roll Call Vote:**

**Trustee Andruess: Absent**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Absent**

**Trustee Wilkerson: Aye  
Motion Passed**

- c. Public Comment on Non-Agenda Items

None.

VI. Consent Calendar

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

Approval of Minutes –

MARCH 25, 2024 REGULAR MEETING

**Trustee Capell moved to approve the consent calendar. Seconded by  
Trustee Clark.**

**Roll Call Vote:**

**Trustee Andrues: Absent**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Absent**

**Trustee Wilkerson: Aye**

**Motion Passed**

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

District Director Winslow, Assistant Director Watts, Trustee Capell, and Trustee

Clark provided their reports.

- b. Department Update Reports – March 2024

IX. Reports (**Informational**)

- a. Support Groups

- i. Altadena Library Foundation

No report

- ii. Friends of the Altadena Library

- b. Administrative Update



District Director Winslow provided the report

c. Financial Reports – March 2024

District Director Winslow and Kristi Even of Eide Bailly provided the report

d. Board of Trustees Standing Committee Reports

i. CFD Committee Report

District Director Winslow provided the report on behalf of Trustee Andruess.

e. Board of Trustees Ad Hoc Committee Reports

i. Facilities Committee March 2024

Trustee Clark provided the report

ii. Elections Ad Hoc Committee March 2024

Trustee Capell provided the report

f. Liaison Reports

X. Unfinished Business

None

XI. New Business

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

**Trustee Clark moved to approve the updated Record Retention Policy.**

**Seconded by Trustee Capell.**

**Roll Call Vote:**

**Trustee Andruess: Absent**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Absent**

**Trustee Wilkerson: Aye**

**Motion Passed**

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

**Trustee Capell moved to approve the updated Staff Accountant Job Description. Seconded by Trustee Clark.**

**Roll Call Vote:**

**Trustee Andruess: Absent**

**Trustee Capell: Aye**

**Trustee Clark: Aye**

**Trustee Lim: Absent**

**Trustee Wilkerson: Aye**

**Motion Passed**

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

Assistant Director Ashley Watts provided the report.

*XII.* Governance

XIII. Announcements & Planning

a. Correspondence

None

b. Proposed Future Agenda Items

None

XIV. Adjournment

a. Adjourn Meeting

The meeting adjourned at 7:04pm.



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

**DEPARTMENT:** Adult Services

**MEETING DATE:** May 20, 2024

**PREPARED BY:** Danielle Guerrero

**LOCATION:** Main Library Community Room

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### **Fab Lab**

The Fab Lab remained active and fully utilized throughout April, with the addition of an extra open day contributing to its increased usage.

With the teen librarian now facilitating sessions in the Fab Lab, there was a noticeable uptick in participation. In April 2024, the Fab Lab logged nearly 80 hours of usage, a significant increase from the typical 40-50 hours per month. This expansion in availability reflects our commitment to providing ample opportunities for community engagement and creative exploration.



Additionally, Fab Lab Gab launched on April 20th, introducing a new creative social gathering series where participants discuss topics related to creativity and making over coffee and donuts. Open to all, each session features curated readings, videos, and podcasts. For the inaugural meeting, the theme was "Creatives in Society," prompting engagement with materials like "Design Justice" and the podcast "Radical AI Podcast - Design Justice 101 with Sasha Costanza-Chock."

Fab Lab Gab offers a space for collaborative exploration and community building among makers and innovator!



### **Library of Things**

Library of Things introduced several new items to its collection, including a home projector kit and a set of 5 new Nintendo Switch Consoles.

As demand for these diverse offerings continues to grow, our team remains dedicated to meeting the needs and interests of our patrons. We look forward to adding even more items to our collection by the end of the fiscal year, further enhancing the resources available to our community.

### **Outreach**

Outreach efforts with our mobile library, the Curiosity Connection, remained strong in April. The team visited two events: USC PAM's Teen Takeover and Independent Bookstore Day at Octavia's Bookshelf. These engagements allowed us to connect with 240 local library supporters, fostering a sense of community and promoting library services beyond our physical locations.



Additionally, we responded to a Little Free Library restock request on Loma Alta Dr. and made a deposit library delivery at Calisto Tea House.

### **Programming**

We hosted several fun and engaging events in April:

#### **National Library Week Celebration**

Libraries and library staff were celebrated during National Library Week, from April 7th to 13th.

- Outreach Day: Library patrons enjoyed a fun and interactive display showcasing the essence of our outreach events. Patrons were invited to contribute their own memories on post-it notes, transforming the exhibit into a tapestry of shared experiences.

- Mid-Century Modern Architecture Walking Tour: The Building Biographer gave a talk to 16 participants on the history of the Main building, focusing on mid-century Modern architecture and Boyd Georgi. Additionally, Nikki Winslow and architect Mark Schoeman shared insights into the future renovation plans for this beloved community building.
- Millionaires Row Historical Tour: In collaboration with the Altadena Historical Society, the library offered a history talk and a walking tour of "Millionaire's Row." The tour covered notable landmarks such as the Co. G.G. Green home & Carriage house, the McNally House, Camp Mariposa, and the Theosophical Society. Altadena Historical Society docents led the tour with 21 attendees.



### Shred Day

Our annual shred day saw approximately 70 attendees, garnering positive feedback such as "Thank you for providing this service!" and "I look forward to this every year!"



### Second Saturday: The Rayford Bros

Despite the rain, the band was a hit, playing for two hours straight. Attendees appreciated the concerts, expressing sentiments like "I love that you do these for the community" and "Please bring them back."



### **Indie Author Night**

During Indie Author Night four authors showcased their works at the second quarterly event. Jamie Richards, Bill Loving, KD Basso, and Elisa Parhad read excerpts from their creations. The speakers fostered a positive atmosphere, and the event was well-received, with attendees expressing enthusiasm for the next one scheduled for October.

### **Monarch Butterflies: Xerces Society**

In collaboration with the Xerces Society, Altadena residents gained insights into the challenges facing Monarch butterflies and learned practical tips to support their conservation and well-being. Thirty-nine people attended the event!



### **Nature Journaling @ Altadena Community Garden**

Led by Drawing Together, 14 participants immersed themselves in the art of observational journaling amidst the serene surroundings of the Altadena Community Garden.



### **Barbie Dance Party**

With two dance instructors from Athletic Garage dance centers, about 25 people joined the party, eager to learn the disco dance from the Barbie movie. Attendees are already anticipating the next one!

### **Adult Craft: Stamped Bookmarks**

Our monthly adult craft session was enjoyable as we crafted metal stamped bookmarks. One participant even brought their own anvil! We welcomed 15 attendees to this workshop.



### **Cozy Crafters**

Our cozy crafting event at Calisto Tea House continues to thrive, with 11 attendees this time.

### **ALD Garden Club**

Seven participants joined us to tend to the outdoor garden, planting seeds and harvesting broccoli.



### **Chess Night**

Chess night attracted 23 participants, fostering a friendly and competitive atmosphere for chess enthusiasts.

### **Huntington Health**

Seven individuals sought health screenings from the Registered Nurse.

### **True Crime All the Time Book Club**

"My Brother the Killer: A Family Story" by Alix Sharkey was discussed in April. Eight members participated in the lively discussion. The book provided a unique perspective from a family member, which added complexity and conflicting emotions to the narrative.

### **No Guilt Book Club**

During the virtual meeting, four members reviewed "Out of Love" by Hazel Hayes, a captivating love story unfolding from the end to the beginning of a relationship, and "Lost at Sea: Eddie Rickenbacker's Twenty-Four Days Adrift on the Pacific—A World War II Tale of Courage and Faith" by John F. Wukovits.

### **Displays**

Three engaging displays were shared this month:

- Poetry Month Display: Utilizing recycled dictionary pages, we crafted a display for Poetry Month.

- Library Week Display: From April 1st to 15th, we honored National Library Week with a collection of books about libraries, complemented by pamphlets showcasing our library week programs.
- Earth Day Display: Continuing our theme, we dedicated the latter half of the month to Earth Day, featuring books centered on nature and sustainability in a small but impactful book display.



### Got Comments?

We did not receive any comment cards in April.





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

**DEPARTMENT:** Youth and Family Services

**MEETING DATE:** May 20, 2024

**PREPARED BY:** Sofia Araya

**LOCATION:** Main Library Community Room

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***Children's Services  
Programs***

During April, YFS continued exciting programs for children throughout the month. We had few special programs, including Pop Ups and Paper Construction, Dia Family Celebration and Storytime, and a month-long Beanstack program called *Spring into Reading*.

We continued our partnership with Petite Library, an organization that has started hosting several language storytimes from March to May. This month they led an Arabic storytime and a French storytime. Our reoccurring storytimes and monthly series, such as Baby/Toddler Storytime, Preschool Storytime, Pajama Storytime, Curiosity Play Hour, and one-off tween programs continued. Due to Bob Lucas Memorial Library's closure, we continued their regular Tuesday storytimes after their closure by hosting the programs at the Altadena Library!

Our Spring into Reading Beanstack Challenge had a total of 84 participants, ages 12 and under. We encouraged participants to read a total of 300 minutes during the month of April, and those that completed this received a spring-themed stuffy! During this month, our participants read a total of 19,044 minutes that were logged!

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





*Pop Ups & Construction Event*



*Dia Family Celebration and Storytime Program*

## **Displays**

This month the Children's area displayed books celebrating Earth Day and National Poetry Month. In the Children's Room Glass Display Case, we continued to display 1000 Books Before Kindergarten program content.

For Earth Day, YFS Staff created a take-home kit that required registration called, Earth Day: Tiny Art Show. Those that registered for a kit were encouraged to paint a picture, on an adorable mini-canvas, based on Earth Day. Those were picked up and returned by Earth Day, so the canvas' were displayed.

Children were also encouraged this month to write a poem and stick it to a "leaf" to add to our "poet-tree"!

See pictures for examples:



## YFS April displays.

### School Visits

The Youth and Family Services department hosted one school visit this month, Waldorf 2<sup>ND</sup> Graders enjoyed a school trip to the library, a total of 19 students and staff.

### Youth Services Interest Group Summit

The California Library Association's Youth Services Interest Group board hosted a Summit on April 25<sup>th</sup> and 26<sup>th</sup> at the Huntington Library. Sofia and Yvette attended both days of presentations, while Fin attended the first day, and even presented! Each day, there were a total of 10 presentations that attendees could attend. Some of these presentations included information on: StoryWalks in urban settings, VOX books, teen lounges, Kindergarten Gear Up, Sensory Storytime, graphic novels for teens mental health, school and public library partnerships, Zines for teens, Child-Centered programming, and CA Young Reader Medal nominees.

We are especially proud that ALD's Teen Library, Fin Lee, was asked to present based on their work through B.E.B.S (Building Equity Based Summers). Fin's presentation was called *Equitable Teen Services: Reframing the Adult-Teen Dynamic*. Fin, and fellow co-presenter Ivan Aguirre, were very engaging and had a completely packed room, as seen on this image! Their presentation showed ways on how libraries can show up better for teens, especially through adult-teen dynamics, tactics on how to center the teen's experience, and checking ourselves when we perpetuate adultism. Fin shares, "It was wonderful to share out how Altadena Library centers teen voices through community conversations, reinvigorating old traditions like "Teen Leadership Councils", and allowing the teens to really feel like they can take ownership of their space.



Sofia, Yvette, and Fin really enjoyed their time at the Summit, learned a lot, and made great connections with Youth Services Staff throughout California. We thank the Altadena Library District for funding and allowing us to attend this wonderful Summit.

*Yvette, Fin, and Sofia at the YSIG Summit!*



### Teen Services

## Programs

There were several engaging and fun programs for teens this month! These programs included: Teens! Take Up Space!, Teen Poetry Club, John Muir High School's Manga Book Club, Lofi Study Vibes and Teen Leadership Council. We also hosted a passive Take Action for Libraries program during National Library Week.

Teen Leadership Council finished their last meeting with the Spring cohort. They took that time to create the kits (about 150 kits), add small flyers on top of the bags, and made a plan for some of the students to meet me at Wellness Wednesdays at John Muir and PHS. Staff let them know that ALD will be doing a fall cohort and the external project will end up being a program at the library in December. The kits created included: pen, bracelet, stress ball, small notebook, lavender bag, scented candle, and a coloring page. A resource list for mental health was also created. The Teen Space will be having these out for the Month of May. The flyer was design by this group of teens! It was great to have a group of teens that worked intentionally on a community project!

! We had a total of 178 hours completed by our teen volunteers this month.

Below are some images of the programs!

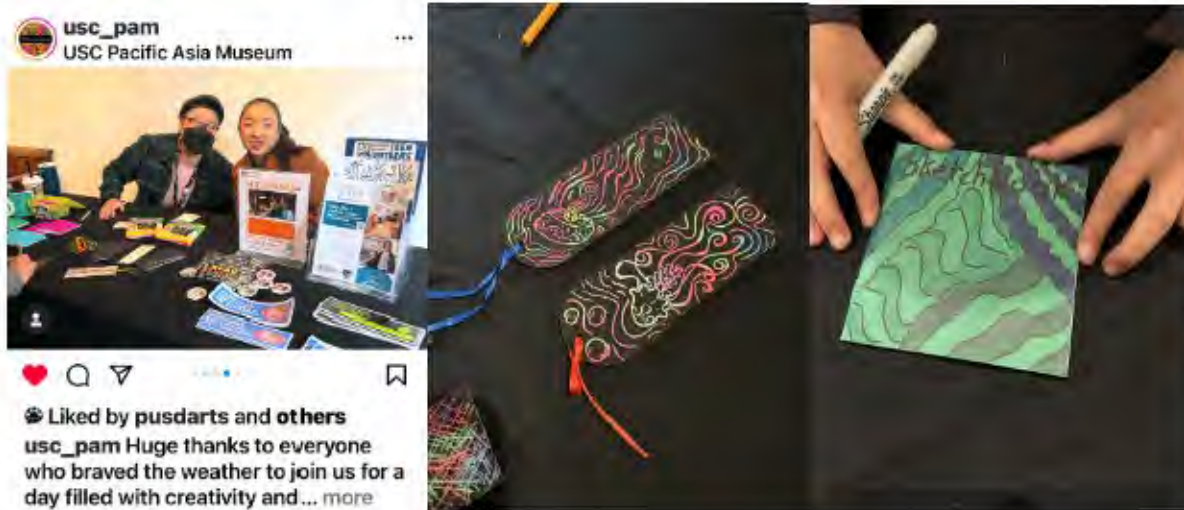


*Teen Leadership Council Cohort Participants and their resources they created.*

### **Outreach**

Our partnerships with the local high schools have continued. For this month, the outreach events that Teen Services was a part of include USC PAM's Teen Take Over and John Muir High School's Teen Take Over. A program that was led offsite is John Muir High School's Manga Book Club!

Here are some images of the different events:



*Teen Services representing ALD during outreach events in April*

### **Displays**

This month, the Teen Space had a creative display for National Poetry Month. These displays

are created by teens through the Teens Take Up Space program! See images below of our amazing space for teens:



*April displays in Teen Space.*



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

**DEPARTMENT:** Bob Lucas Branch

**MEETING DATE:** May 20, 2024

**PREPARED BY:** Diana Wong

**LOCATION:** Main Library Community Room

**BOB LUCAS LIBRARY & LITERACY UPDATES**

April was an especially exciting month at the Bob Lucas branch as it prepared to close to the general public for the expansion and modernization of this westside gem. Staff were quite busy beyond their last day of opening, which was April 10<sup>th</sup>, as they needed to arrange for a Friends of the Altadena Library Book Sale, and then to host a momentous BL groundbreaking event!

Up to the very last day, BL staff continued to check-in and out materials, offered its weekly storytimes, regular youth crafts, and made a trip to Loma Alta for more youth programming. Staff will continue to offer these programs at Main branch through the month of May. And, in preparation for this transition, BL staff hosted a youth yoga storytime program at the Main branch that brought in little yogis to learn some breathing and mindfulness techniques. More to come as BL staff will be joining the YFS team as it heads into a busy summer.



As part of festivities for **National Library Week**, the branch screened *The Right to Read*, an 2023 documentary film that details the stories of an activist, teacher, and two American families who fight to provide our youngest generation with the most foundational indicator of life-long success: the ability to read. Two separate screenings were held for the community over the course of NLW to give access to a film that highlights such a critical civil rights issue.

Later in the month, the **Altadena X Plant Material** Tool Lending Library officially launched on Sunday, April 21<sup>st</sup> and we held a community event where at least 350 people came to celebrate this partnership and service. Thanks to our ALD's Technical Services and IT teams, we are able



to circulate 26 tools from this location with a simple to use self-check out station located inside Plant Material. In addition to the tools, the community enjoyed food, crafts, face painting, an animal show, a native bee lecture, and a butterfly release. Excitingly, our first tool checkout was a wheelbarrow!



**Adult Literacy** will continue despite BL closing for the next year! With the help of our long-time community partner, the Altadena Seventh-Day Adventist Church, ESL classes will continue to be held Monday through Thursday in the mornings, and tutoring pairs will also be using space in the church for their weekly sessions.

The **Friends of the Altadena Library Book Sale** took place over two days on April 12-13<sup>th</sup> at the branch. The Friends raised \$2,102 selling supplies, appliances, furniture, and of course, books! A line of bargain hunters had formed at least 30 minutes prior to the opening of the doors to enter the booksale! When they came in, people shopped for books directly from the shelves, as well as found other useful supplies and knick-knacks categorized on tables in the main area. It was an amazing effort by the Friends members and Teen volunteers who kept the inventory of sale items organized for community members.





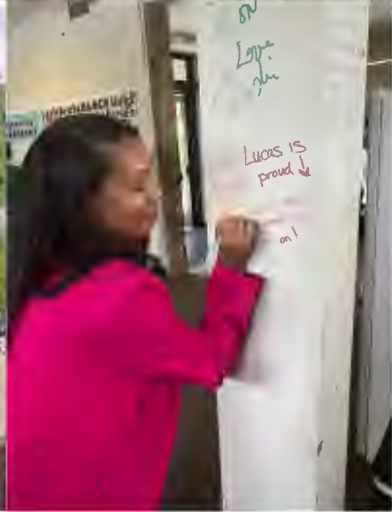
**Bob Lucas Library Ground Breaking** had over 100 people attend the morning event, and we had a line-up of ten exceptional speakers, including our California State Librarian, Greg Lucas, who had such wonderful things to say about our Altadena libraries and community. What was most memorable was when the eldest granddaughter of Bob Lucas, Dr. Letitia Wright, who spoke fondly of the literacy efforts, and shared a truly moving story about how libraries are life-changing.

List of Speakers:

1. Dr. Letitia Wright, Bob Lucas Family Member
2. Veronica Jones, Community Leader who campaigned for Measure Z & Lifelong Resident
3. Elected Officials
  - LA County Supervisor Kathryn Barger
  - Congresswoman Judy Chu Field Representative Jubilee Byfield
  - State Senator Anthony Portantino District Representative Dominick Correy
  - Assemblymember Chris Holden Field Representative Ann Marie Hickambottom
4. Greg Lucas, California State Librarian
5. Victoria Knapp, Chair of Altadena Town Council
6. Dr. Katie Clark, Board of Trustees
7. Nikki Winslow, District Director









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

**DEPARTMENT:** IT & Technical Services

**MEETING DATE:** May 20, 2024

**PREPARED BY:** David Zearbaugh

**LOCATION:** Main Library Community Room

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- **April - Quarterly Updates**
  - Passwords for all systems where staff login were updated.
  - Network infrastructure firmware updates were applied.
    - Due to more and more devices connecting wirelessly, the Staff Network was expanded to accommodate.
  - All onsite servers received updates and critical security patches.
  - Public Computers received operating system updates.
  
- **Koha Changes**
  - The Koha Server received a major release OS upgrade and Koha was received a minor release update which resolved bugs.
  - For the Bob Lucas Library closure, many system updates were made to ensure a smooth transition including updating and removing hold pickup locations in Koha and OCLC's WorldShare, updating item fields, removal of any items to be sold at the book sale, and relabeling of locations for notices to reduce confusion.
  
- **Quarterly Selectors Meeting**
  - Our regular Selectors Meeting was held on April 10<sup>th</sup> where we reviewed current expenditures of the 2023/2024 Fiscal Year budget and the fiscal impacts of the closure of the coming Main Library closure for renovation. In addition, we discussed spending deadlines for the fiscal year end, and the new process for managing weeded and discarded materials.
  
- **Tool Lending Library**
  - As we entered a new partnership with Plant Material with our new Tool Lending Library, the Technical Services Team setup a new process and procedure for cataloging tools and setup new loan rules for their unique checkout scenarios.
  - IT Services built a custom touch screen self-checkout machine which allows both the self-service checkout and return of the tools.



- **Mobile Printing**

- We recently implemented a new Mobile Printing platform that allows instantaneous retrieval and printing of submissions and is much more user-friendly. We have received positive feedback from patrons verbally that they appreciate this update.

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

**DEPARTMENT:** Facilities

**MEETING DATE:** May 20, 2024

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

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The second round of Facilities Manager Interviews took place on May 1. A candidate has been selected and will start on May 20.

Our second mobile library unit, the Curiosity Connection Volume II, needs additional equipment added to be a fully functioning bookmobile. It is currently being worked on and will be ready within 2-3 weeks for the van wrap. The goal is to have Volume II on the road by the end of May.

There was a minor hot water plumbing issue that was fixed May 8.

In addition to regular maintenance, Allison Mechanical has been working on resolving a few ongoing HVAC issues. So far, the temperature irregularities in the building have improved.



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

**REPORT:** FOAL Report

**MEETING DATE:** May 20, 2024

**PREPARED BY:** Tom Ruffner

**LOCATION:** Main Library Community Room

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The Friends are preparing for our Annual Summer Book Sale on May 18 & 19.

The Library Board is invited to the Friends of the Altadena Library Annual Summer Meeting to be held Tuesday, June 4 at 6:00pm when our Board Officers will be elected and the Annual Donation. We look forward to seeing you there!



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

**DEPARTMENT:** Administration

**MEETING DATE:** May 20, 2024

**PREPARED BY:** Nikki Winslow, Ashley Watts

**LOCATION:** Main Library Community Room

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**Staffing Updates**

a) New Hires:

- Daniel Madariaga – Facilities Manager – May 20, 2024
- Mia Prosser – Library Assistant – May 20, 2024

b) Promotions: None

c) Resignations/Retirements/Terminations:

- Yvonne Green – Staff Accountant – April 19, 2024;
- Mikayla Arevalo – Library Assistant – May 3, 2024;
- Sofia Araya – Youth & Family Services Manager – May 15, 2024;
- Janelle Ketcher – Library Clerk - May 24, 2024

There have been several resignations in the last month at ALD. **Yvonne Green**, our part-time staff accountant, resigned her position and her last day with us was Friday, April 19. Yvonne worked as a consultant for ALD for several months before being hired permanently in November 2022 in her position. She was integral to helping us develop a structure to pay invoices and process payroll biweekly. We appreciate her service to ALD so much!

After a decade of dedicated service, **Mikayla Arevalo** decided to resign her position and start a new chapter. Her last day was Friday, May 3. Mikayla was an integral part of our team since joining ALD in 2013, starting as a page and rising through the ranks to become a valued Library Assistant. Her commitment, initiative, and dedication have left a lasting impact on our library and community. We wish her the best in her next adventures!

**Sofia Araya** has been at ALD since February 2023. Over the last year or so, she has transformed the YFS Department into an Early Literacy hub! From author events to the re-launch of 1000 Books Before Kindergarten, Sofia's love for Children's Services has been evident throughout all her work. She's been an asset to the Management Team and a force to reckon with when it comes to outreach, scheduling, positivity and so much more! Sofia wanted us to share that she is only leaving ALD to be closer to home, as her commute has become taxing on her and her family. She really loves (and will miss) her job here at ALD! She accepted a Senior Librarian over Outreach with the Ontario Public Library, and we wish her all the best in this new position that is much closer to home!

After two years of dedicated service, **Janelle Ketcher** has decided to move on to new adventures, with her last day being Friday, May 24. Janelle has been an invaluable member of our team, serving as a Library Clerk and making significant contributions to our library and community. She will be starting a remote internship with ITHAKA/JSTOR this summer and plans to spend the summer with her family in the Midwest. We wish the best to Janelle as she works through her MLIS and all future endeavors!



On another note, we are very excited to announce the hire of **Daniel Madariaga**, our new Facilities Manager, who will be starting with the District the day of the Board meeting on May 20. He brings many years of experience in both commercial and residential real estate, and facilities management. I look forward to working with him to maintain our two wonderful library buildings and overseeing our building projects. In his introduction to staff, he let us know that his parents came from Italy and Chile and raised their family in Burbank, CA. He is married and has two wonderful children, Leonardo (10) and Siena (7) and his beloved golden retriever Rusty. He is looking forward to joining the ALD team and collaborating with the community!

It is also our pleasure to introduce **Mia Prosser** to the Altadena Library Team! Mia is also starting on Monday, May 20 as an Adult Services Library Assistant. Mia is an active ALD adult volunteer so the transition to staff should be a smooth one for her. She has helped with Cozy Crafters, Open Mic, Adult Craft, and even Second Saturday programming. A special shoutout to Catalina for introducing us to Mia! A little bit of information that she shared with us about herself is that she uses she/they pronouns and recently moved to Altadena from Nashville Tennessee, where she used to work for Nashville Public Library. We are so grateful for her move and to add her to the ALD team!

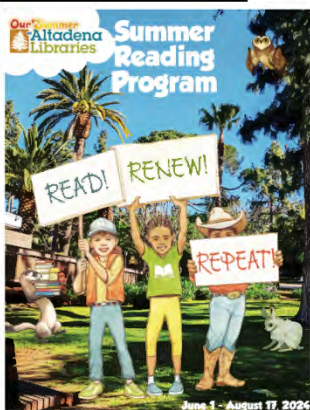


### **Recruitment Update**

After careful consideration and due to a few staff members that have left the Adult Services department, we recruited for two full-time Library Assistant positions. The first review of applications took place on April 19 and an external panel took place on April 29. The final round of interviews concluded on May 7 and two candidates were selected. As mentioned above, one of the candidates (Mia Prosser) started on May 20 and the second candidate has signed off on their conditional offer and will hopefully start the last week of May. More news to come!

We posted the vacant full-time Staff Accountant position in late April and have received many qualified application packages. We are currently reviewing these packages and plan to conduct interviews in the next few weeks. We are hopeful we will identify the ideal candidate and have them join the ALD team in the next month or so.

### **Marketing Update**

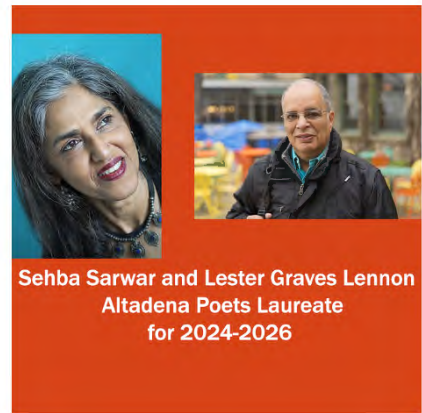


We worked with the Friends (FOAL) to promote their May book sale with flyers, social media, and signage. We are also promoting their annual meeting on June 4 with guest speaker Ellen Snortland.

We have updated the Concerts in the Park flyer for Rotary and are helping them promote these events and the semi-annual pancake breakfast on Sat., June 1.

A direct mailer about summer reading was sent to Altadena residents. The 16-page catalog for our summer reading program is being printed for outreach and our summer kickoff event. An updated banner about summer reading will go up after the FOAL book sale in May. An advertisement appeared in the Pasadena Weekly Summer Camp in April and another ad will appear in the summer events PW this month. A summer webpage has been added to the ALD website.

A news release about the new Altadena Poets Laureate — **Sehba Sarwar, Poet Laureate for Community Events and Lester Graves Lennon, Poet Laureate Editor in Chief** — was sent out to local media locations and posted to the ALD website. The *Orange County Register*, *Daily News*, *Press Enterprise* and *Pasadena Now* posted articles.



An article about the Bob Lucas Library renovation projects is scheduled for the June issue of *Altadena Neighbors*. And banners for Bob are being readied now that the fences are up.

### **ALD Updates**

#### ***The Bob Lucas Library Groundbreaking Event!***

April 18 has been a long-awaited day for the Altadena Library District! We held an enthusiastic and well-attended celebration the break the ground at the Bob Lucas Memorial Library and Literacy Center that morning. The speakers included our community advocates and leaders, as well as our elected officials who have supported the library throughout our renovation journey. Elected officials and their representatives included: Supervisor Kathryn Barger, Jubilee Byfield from congresswoman Judy Chiu’s office, Dominick Correy from State Senator Anthony Portantino’s office, Marie Hickambottom from Assemblymember Chris Holden’s office, and our California State librarian Greg Lucas. Our community leaders and advocates included Altadena Town Council members Veronica Jones and Victoria Knapp, Library Trustee Dr. Katie Clark, and Dr. Letitia Wright, granddaughter of Bob Lucas. All shared inspiring words as we celebrated breaking ground with the community, among them many members of the Bob Lucas family.





### **Volunteer Appreciation Dinner**

After many years in the making, we hosted our first Volunteer Appreciation Dinner on April 26. This included our committed Friends of the Altadena Libraries, Altadena Library Foundation, Literacy, Board of Trustees, Adult Volunteers and Tech Whisperers AND Teen Volunteers all at this one event! BIG thanks to Catalina, Diana and Fin (our three volunteer coordinators) for their tireless effort to organize and host such a fun and meaningful event!



## **Programming and Partnerships**



### **Ashley Watts**

**Libraries That Make the Neighborhood, May 5th, 12:30 – 1:30pm, Mt. View Mausoleum**

Ashley Watts is the Assistant District Director of the Altadena Library District. She was previously a Senior Library Supervisor of Children's Services and Children's Librarian. She was born and raised in New Orleans, LA and moved to California six years ago with her husband and 3 children (all boys!). She is currently reading *Crucial Conversations*.

### ***Lit Fest in the Dena***

Ashley participated in a panel discussion called "Libraries That Make the Neighborhood", as part of the LitFest activities at the Mt. View Mausoleum. Ashley joined other librarians in Southern California to discuss unique library services, outreach efforts, and the ways libraries are essential for communities.

### ***Rotary Club of Altadena***

Ashley and Brin attended a luncheon in May to honor students from PCC that have received a Vocational Scholarship from the Club. At the Club's 75<sup>th</sup> Anniversary dinner earlier this year, funds were raised to support a new scholarship area: Library Technology! There were 2 recipients and Ashley was allowed to say a few words to them before they were presented with a certificate and envelope from their professors.

### ***Altadena Poets Laureate Present Poetry & Cookies***

Nikki had the privilege of offering the welcoming remarks at the annual Poetry & Cookies event on April 27. As their last program as our Poets Laureates, Peter J. Harris and Carla R. Sameth hosted a reading many of the over 130 poets published in the *Altadena Poetry Review: Anthology 2024*. It was a well attended event in the Community Room with standing room only! We are so grateful to Peter and Carla for their dedicated service as the Poets Laureate and for growing the program even more.

As Brin mentioned above, we were also excited to announce that the two newly selected Poets Laureate have been announced! They are Lester Graves Lennon and Sebha Sarwar, and both were at this program as well. We will be meeting with them later this week to lay out a plan for their first year of programming as the 2024-2026 Altadena Poets Laureate!

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

Nikki, Ashley and Trustee Wilkerson attended the first meeting of the SGV Chapter at Three Valleys Municipal Water District on May 2<sup>nd</sup>. Nikki is on the organizing committee and works with other CSDA members to develop the chapter.

### ***On a personal note from Ashley...***

My brother graduated from USC with a Master's degree in Economics! He had not one, but two graduation ceremonies! We had a huge graduation party for him and my dad visited from Alabama for 2 weeks. It is New Orleans tradition to "second-line" (a very popular dance!) with handkerchiefs or napkins at the end of a major event. 2 weeks before the party, I spent lots of time in the Fab Lab creating personalized handkerchiefs and was able to gift these to family and friends. It was so cool to watch everyone second-line with handkerchiefs I made IN THE FAB LAB!!! While I won't be quitting my day job to start a crafting business anytime soon, I totally felt accomplished by creating these and my brother was grateful! Here's a picture of my mom, my dad, and brother





***On a personal note from Nikki...***

Jarrad and I had the pleasure of taking a cruise of New England and Canada early in May. It was a wonderful (and some would say much-needed) break from work and we had a great combination of fun and relaxation the eight days we were on and off the ship as it ported in Newport, RI, Boston, MA, Portland, ME, Saint John, NB, and Halifax, NS. I highly recommend the cruise if you are looking for somewhere different to visit! Here are a few photos from our trip....





I also wanted to give a quick shoutout to my son Landon who was named the MVP of his basketball program at Alhambra High School on May 2, as well as recognized to the Almont League First Team! Making his mom and dad proud!

### **Statistics Update**

A note with the statistics below is that the Bob Lucas Library closed to the public starting on April 11 so the statistics reflect only being open for a third of the month. Congrats to Diana Wong and her staff to continue our ESL and Literacy services without the branch to work out of and for the amazing groundbreaking ceremony and book sale that pretty much cleared all the remaining collections and supplies from the library! Only 12 boxes were donated to the Salvation Army following that two day sale.

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

<b>System-Wide Statistics</b>	<b>Jul-22</b>	<b>Jul-23</b>	<b>Aug-22</b>	<b>Aug-23</b>	<b>Sep-22</b>	<b>Sep-23</b>	<b>Oct-22</b>	<b>Oct-23</b>	<b>Nov-22</b>	<b>Nov-23</b>	<b>Dec-22</b>	<b>Dec-23</b>
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
<b>Main Library Statistics</b>												
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
<b>Bob Lucas Statistics</b>												
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
<b>Passport and Notary Services</b>												
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**

<b>System-Wide Statistics</b>	<b>Jan-23</b>	<b>Jan-24</b>	<b>Feb-23</b>	<b>Feb-24</b>	<b>Mar-23</b>	<b>Mar-24</b>	<b>Apr-23</b>	<b>Apr-24</b>	<b>May-22</b>	<b>May-23</b>	<b>Jun-22</b>	<b>Jun-23</b>
E-Resource Checkouts	3,697	5,687	4,143	5,984	4,523	5,426	4,217	5,821	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	40,347	44,210	41,653	43,156	42,876	43,156
Public Wireless Sessions	8,548	8,822	8,065	8,035	9,502	8,867	8,618	8,115	7,092	9,093	7,278	9,150
Open Rate of Monthly E-Connect (%)	51%	46%	46%	39%	51%	39%	45%	37%	49%	41%	43%	42%
Vending Machines Usage		55		29		42		55				
Reference Sessions	1,545	2,553	1,777	2,325	2,009	2,620	1,702	3,003	669	1,673	703	1,763
Live Chat Sessions	32	9	29	14	39	9	27	10	14	33	12	41
No. of Curiosity Connection Programs/Outreach	0	0	0	8	4	13	7	4	3	3	9	2
Curiosity Connection Program Attendance	0	0	0	1,085	87	899	284	295	237	341	192	84
Volunteer Hours (Teen, Adult & Literacy)		503		565		610		730				
<b>Main Library Statistics</b>												
Physical Collections Checkouts	16,891	18,118	15,224	17,040	18,802	19,017	16,475	18,313	15,136	17,079	15,851	17,211
Library of Things	87	102	71	170	82	117	85	95	15	89	17	85
New Patrons	268	352	235	312	356	331	257	301	231	216	280	317
Visitor Count	8,283	10,493	8,669	9,763	10,359	10,802	8,793	11,107	7,413	9,305	7,927	9,760
Self-Service Extended Usage		16		5		18		4				
No. of Adult Programs/Outreach	19	22	23	26	22	21	17	20	12	21	10	26
Adult Program Attendance	505	392	682	784	391	634	561	354	612	869	673	534
Number of Youth Programs/Outreach	23	24	31	23	23	28	19	25	2	9	29	27
Youth Program Attendance	641	744	175	819	803	1201	644	815	67	395	595	851
Number of Teen Programs/Outreach	8	9	7	8	6	8	3	6	10	3	11	12
Teen Program Attendance	105	415	69	132	142	83	11	41	39	65	50	13
<b>Bob Lucas Statistics</b>												
Physical Collection Checkout	555	809	586	816	704	825	642	630	698	731	774	819
Library of Things	11	4	4	53	13	12	11	4	2	7	2	13
New Patrons	9	18	12	24	18	22	20	17	29	14	4	23
Visitor Count	1,775	1,717	1,666	1,893	2,130	2,072	1,876	894	1,998	2,342	2,177	1,943
No. of Bob Lucas Programs/Outreach	23	17	17	21	18	22	19	25	21	21	22	18
Bob Lucas Program Attendance	205	108	157	109	133	122	172	481	173	139	132	89
<b>Passport and Notary Services</b>												
Passports Processed	110	164	134	177	159	192	138	159	165	126	129	99
Passport Photo Sessions	10	14	13	5	31	1	23	3	0	18	0	23
Phone Calls Received	718	586	843	591	1058	716	952	573	912	723	750	560
Notary Appointments	5	33	5	24	10	25	13	22		14		12



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

**DEPARTMENT:** Administration

**MEETING DATE:** May 20, 2024

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

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**TITLE: Summary Report of Financial Statements for April 2024**

**APRIL 2024 FINANCIAL STATEMENTS**

The following financial reports include unaudited statements for the month ended April 30, 2024. The District is currently at 83% of the 2023-24 budget year.

The General Fund Budget to Actual report presents \$4,544,749 of revenue and \$3,886,143 of expenses, adding \$658,606 to operating reserves to date.

The Balance Sheet presents total assets of \$36,153,457.

Total cash and investments are \$31,473,949, of which \$25,937,365 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 \$281,350 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 \$5,257,028. 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.

**BUILDING PROJECTS HIGHLIGHTS**

None.

# Budget to Actual (Unaudited)

## General Fund

### For the Period July 1, 2023 to April 30, 2024

	A	B	C	D = B/C
	April 2024	YTD	FY 2023/24 Adopted Budget	YTD Target 83%
<b>1 REVENUE</b>				
2 Property Taxes & Assessments	\$ 4,100	\$ 4,312,299	\$ 4,483,600	96%
3 Library Fees	6,822	58,003	67,000	87%
4 Grant Reimbursements	-	6,027	8,000	75%
5 Interest Income	19,464	159,026	173,000	92%
6 Other Revenue	570	9,394	41,500	23%
<b>7 TOTAL REVENUE</b>	<b>30,956</b>	<b>4,544,749</b>	<b>4,773,100</b>	<b>95%</b>
<b>8 EXPENSES</b>				
<b>9 Salaries &amp; Benefits</b>				
<b>10 Salaries</b>				
11 Salaried	106,697	1,158,808	1,262,400	92%
12 Hourly	65,882	748,081	902,500	83%
<b>13 Total Salaries</b>	<b>172,579</b>	<b>1,906,889</b>	<b>2,164,900</b>	<b>88%</b>
<b>14 Benefits, Retirement &amp; Taxes</b>				
15 Health and Other Medical Insurance - Employees	19,779	180,905	206,700	88%
16 Health Insurance - Retirees	6,636	63,570	76,300	83%
17 Workers' Compensation	-	15,520	15,000	103%
18 Payroll Taxes (District-Paid)	13,163	150,188	173,000	87%
19 CalPERS Retirement (Normal Costs)	12,350	159,119	193,900	82%
20 CalPERS UAL Minimum Payment	-	214,434	214,500	100%
21 CalPERS UAL Discretionary Payment	-	-	225,000	0%
<b>22 Total Benefits, Retirement &amp; Taxes</b>	<b>51,928</b>	<b>783,736</b>	<b>1,104,400</b>	<b>71%</b>
<b>23 Total Salaries &amp; Benefits</b>	<b>224,508</b>	<b>2,690,625</b>	<b>3,269,300</b>	<b>82%</b>
<b>24 Operating Expenses</b>				
25 Insurance	-	177,017	178,000	99%
26 Utilities	6,087	65,160	84,500	77%
27 County Tax Collection Fees	7,238	50,218	41,700	120%
28 Other Operating	4,112	65,921	79,900	83%
29 Facilities, Grounds & Maintenance	16,334	106,361	110,800	96%
30 Structures & Improvements	-	-	10,000	0%
31 Vehicles & Equipment Maintenance	287	3,701	5,000	74%
32 Staff Development, Training & Travel	6,234	30,557	34,700	88%
33 Advertising & Marketing	1,406	34,233	27,500	124%
34 Miscellaneous Expenses	6,201	22,683	8,000	284%
<b>35 Total Operating Expenses</b>	<b>47,899</b>	<b>555,852</b>	<b>580,100</b>	<b>96%</b>
<b>36 Professional Services</b>				
37 Audit & Financial Consulting	19,395	108,232	132,300	82%
38 Legal Fees	-	13,617	15,000	91%
39 Consultants - Other	2,969	60,756	90,000	68%
<b>40 Total Professional Services</b>	<b>\$ 22,364</b>	<b>\$ 182,605</b>	<b>\$ 237,300</b>	<b>77%</b>

# Budget to Actual (Unaudited)

## General Fund

### For the Period July 1, 2023 to April 30, 2024

	A	B	C	D = B/C
	April 2024	YTD	FY 2023/24 Adopted Budget	YTD Target 83%
<b>41 Information Technology</b>				
42 Internet Service / E-Rate	\$ 12,598	\$ 23,427	\$ 48,600	48%
43 Technology Equipment	1,661	46,766	56,000	84%
44 Technology Maintenance Fees	287	51,229	68,900	74%
45 Telecommunications	2,034	11,269	16,000	70%
<b>46 Total Information Technology</b>	<b>16,581</b>	<b>132,691</b>	<b>189,500</b>	<b>70%</b>
<b>47 Library Materials</b>				
48 Books	23,772	98,131	110,000	89%
49 Downloadables	12,177	73,166	84,100	87%
50 DVDs & Videogames	844	11,646	14,600	80%
51 Electronic Databases / Subscriptions	945	19,830	29,000	68%
52 Periodicals	212	9,203	10,000	92%
53 Audio CD	382	4,044	9,100	44%
54 Purchase Suggestions	1,762	11,463	14,000	82%
55 Library of Things	618	6,266	12,600	50%
56 Mobile Library Collection	-	-	12,500	0%
<b>57 Total Library Materials</b>	<b>40,711</b>	<b>233,750</b>	<b>295,900</b>	<b>79%</b>
<b>58 Programs</b>				
59 Adult Services	1,086	27,773	35,000	79%
60 Teen Services	358	3,611	5,500	66%
61 Youth Services	80	8,841	10,000	88%
62 Summer Reading	813	3,830	11,000	35%
63 Bob Lucas Branch Services	240	5,370	5,500	98%
64 Literacy Services	150	624	800	78%
65 Volunteer Services	-	240	200	120%
66 Outreach Services	2,569	6,952	15,000	46%
67 All Ages	1,693	5,360	6,000	89%
<b>68 Total Programs</b>	<b>6,990</b>	<b>62,603</b>	<b>89,000</b>	<b>70%</b>
<b>69 Capital Expenditures - District Funded</b>				
70 Building Projects Legal Fees	-	28,017	12,000	233%
<b>71 Total Capital Expenditures - District Funded</b>	<b>-</b>	<b>28,017</b>	<b>12,000</b>	<b>233%</b>
<b>72 TOTAL EXPENSES</b>	<b>359,053</b>	<b>3,886,143</b>	<b>4,673,100</b>	<b>83%</b>
<b>73 NET REVENUE / (EXPENSES)</b>	<b>(328,096)</b>	<b>658,606</b>	<b>100,000</b>	
74 Use Of / (Addition To) Reserves / Fund Balance	328,096	(658,606)	(100,000)	
<b>75 NET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

## Budget to Actual (Unaudited)

### Donations / Grants Fund

For the Period July 1, 2023 to April 30, 2024

	A	B	C	D	E	F	G = E/F
	Altadena Library Foundation	Friends of Altadena Library	Califa (Stay and Play)	California Library Grants	Total	FY 2023/24 Adopted Budget	YTD Target 83%
<b>1 REVENUE</b>							
<b>2 Donations &amp; Grants</b>							
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%
<b>10 Total Donations &amp; Grants</b>	<b>52,500</b>	<b>20,000</b>	<b>5,125</b>	<b>264,711</b>	<b>342,336</b>	<b>355,600</b>	<b>96%</b>
<b>11 TOTAL REVENUE</b>	<b>52,500</b>	<b>20,000</b>	<b>5,125</b>	<b>264,711</b>	<b>342,336</b>	<b>355,600</b>	<b>96%</b>
<b>12 EXPENSES</b>							
<b>13 Wages</b>							
14 Salaried	-	-	-	20,068	20,068	23,600	85%
15 Hourly	-	-	-	10,060	10,060	12,000	84%
<b>16 Total Wages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,128</b>	<b>30,128</b>	<b>35,600</b>	<b>85%</b>
<b>17 Operating Expenses</b>							
18 Staff Recognition	2,402	3,178	-	-	5,580	6,000	93%
19 Staff Development, Training & Travel	40	1,724	-	-	1,764	3,500	50%
20 Equipment, Furniture & Fixtures	-	-	-	182,638	182,638	183,100	99%
21 Vending Machine Supplies	-	-	-	2,056	2,056	1,800	114%
<b>22 Total Operating Expenses</b>	<b>2,442</b>	<b>4,902</b>	<b>-</b>	<b>184,693</b>	<b>192,038</b>	<b>194,400</b>	<b>98%</b>
<b>23 Programs and Materials</b>							
24 Adult Services	4,822	4,743	-	-	9,565	28,000	34%
25 Teen Services	44	349	-	-	393	1,700	23%
26 Youth Services	5,989	35	3,728	-	9,752	10,000	98%
27 Summer Reading	-	389	-	-	389	2,000	19%
28 Bob Lucas Branch Services	-	-	-	-	-	300	0%
29 Literacy Services	-	-	-	1,210	1,210	1,750	69%
30 Poets Laureate	2,598	2,063	-	-	4,661	5,000	93%
31 Ode to the Land	5,955	200	-	-	6,155	10,000	62%
32 Stay and Play	-	-	-	-	-	4,500	0%
33 Purchase Suggestions	-	-	-	3,087	3,087	3,100	100%
34 Lunch at the Library	-	-	-	2,009	2,009	46,750	4%
35 Library of Things	3,400	-	-	-	3,400	3,400	100%
36 Mobile Library Collection	-	-	-	-	-	1,000	0%
<b>37 Total Programs and Materials</b>	<b>22,808</b>	<b>7,779</b>	<b>3,728</b>	<b>6,306</b>	<b>40,620</b>	<b>117,500</b>	<b>35%</b>
<b>38 Information Technology (IT)</b>							
39 Website Development	-	-	-	7,379	7,379	8,100	91%
<b>40 Total Information Technology (IT)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,379</b>	<b>7,379</b>	<b>8,100</b>	<b>91%</b>
<b>41 TOTAL EXPENSES</b>	<b>25,250</b>	<b>12,681</b>	<b>3,728</b>	<b>228,506</b>	<b>270,165</b>	<b>355,600</b>	<b>76%</b>
<b>42 NET REVENUE / (EXPENSES)</b>	<b>\$ 27,250</b>	<b>\$ 7,319</b>	<b>\$ 1,397</b>	<b>\$ 36,205</b>	<b>\$ 72,171</b>	<b>\$ -</b>	



## Budget to Actual (Unaudited)

### Combined Summary

For the Period July 1, 2023 to April 30, 2024

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	General Fund YTD	Donations/ Grants YTD	FY 2023/24 Adopted Budget	YTD Target 83%
<b>1 REVENUE</b>				
2 Property Taxes and Assessments	\$ 4,312,299	\$ -	\$ 4,483,600	96%
3 Donations and Grants	-	342,336	355,600	96%
4 Library Fees and Other Revenue	67,397	-	108,500	62%
5 Grant Reimbursements	6,027	-	8,000	75%
6 Interest Income	159,026	-	173,000	92%
<b>7 TOTAL REVENUE</b>	<b>4,544,749</b>	<b>342,336</b>	<b>5,128,700</b>	<b>95%</b>
<b>8 EXPENSES</b>				
9 Salaries and Benefits	2,690,625	30,128	3,304,900	82%
10 Operating Expenses	552,151	16,820	584,600	97%
11 Professional Services	182,605	-	237,300	77%
12 Information Technology	132,691	7,379	197,600	71%
13 Library Materials	233,750	6,496	303,400	79%
14 Programs	62,603	34,124	194,500	50%
15 Equipment, Furniture, and Fixtures	3,701	184,693	189,900	99%
16 Building Projects Legal Fees	28,017	-	12,000	233%
<b>17 TOTAL EXPENSES</b>	<b>3,886,143</b>	<b>279,641</b>	<b>5,028,700</b>	<b>83%</b>
<b>18 NET REVENUE / (EXPENSES)</b>	<b>\$ 658,606</b>	<b>\$ 62,696</b>	<b>\$ 100,000</b>	

## Budget to Actual (Unaudited)

### Building Projects

For the Period July 1, 2023 to April 30, 2024

	A	B	C	D = B/C	
	April 2024	YTD	FY 2023/24 Adopted Budget	Over / (Under) Budget	YTD Target 83%
<b>1 REVENUE</b>					
2 Interest Income	\$ 109,830	\$ 396,874	\$ 327,000	\$ 69,874	121%
<b>3 TOTAL REVENUE</b>	<b>109,830</b>	<b>396,874</b>	<b>327,000</b>	<b>69,874</b>	<b>121%</b>
<b>4 EXPENSES</b>					
5 Project Management	12,344	85,703	130,000	(44,298)	66%
6 Contingencies	-	-	192,000	(192,000)	0%
7 Bob Lucas Memorial Library	-	195,593	840,000	(644,407)	23%
8 Main Library	-	391,187	680,000	(288,813)	58%
<b>9 TOTAL EXPENSES</b>	<b>12,344</b>	<b>672,483</b>	<b>1,842,000</b>	<b>(1,169,517)</b>	<b>37%</b>
<b>10 NET REVENUE / (EXPENSES)</b>	<b>97,486</b>	<b>(275,608)</b>	<b>(1,515,000)</b>	<b>1,239,392</b>	<b>18%</b>
11 Use Of (Addition To) Building Project Proceeds	(97,486)	275,608	1,515,000	(1,239,392)	18%
<b>12 NET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

## Building Projects

March 1, 2022 through April 30, 2024

	A	B	C	D= A+B+C
	FY22	FY 23	FY24	Total
<b>1 Building Projects Revenue</b>				
2 Measure Z Bond Net Proceeds	\$ 22,940,593	\$ (11)	\$ -	\$ 22,940,582
3 Grant Proceeds		3,789,833	-	3,789,833 <sup>1</sup>
4 District Funding from General Fund			28,017	28,017
5 Interest Income	(16,947)	230,437	396,874	610,364
<b>6 Net Proceeds</b>	<b>22,923,646</b>	<b>4,020,259</b>	<b>424,891</b>	<b>27,368,796</b>
<b>7 Administrative CFD Costs</b>				
8 Administration	(29,189)	-	-	(29,189)
9 Salaries and Financial Consulting	(12,835)	(5,861)	(6,027)	(24,723)
<b>10 Total Administrative Costs</b>	<b>(42,024)</b>	<b>(5,861)</b>	<b>(6,027)</b>	<b>(53,912)</b>
<b>11 Direct Renovation Costs</b>				
12 Project Management	(126,330)	(89,190)	(85,703)	(301,223)
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)
<b>17 Total Direct Renovation Costs</b>	<b>(410,265)</b>	<b>(497,756)</b>	<b>(694,473)</b>	<b>(1,602,494)</b>
<b>18 Net Activity</b>	<b>22,471,357</b>	<b>3,516,642</b>	<b>(275,608)</b>	<b>25,712,391</b>
<b>19 Building Projects Ending Balance</b>	<b>\$ 22,471,357</b>	<b>\$ 25,987,999</b>	<b>\$ 25,712,391</b>	<b>\$ 25,712,391</b>
<b>20 Bond Proceeds Balance</b>	<b>\$ 22,471,357</b>	<b>\$ 22,185,577</b>	<b>\$ 21,870,335</b>	<b>\$ 21,870,335</b>
<b>21 Grant Proceeds Balance</b>	<b>\$ -</b>	<b>\$ 3,802,422</b>	<b>\$ 3,842,056</b>	<b>\$ 3,842,056</b>

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

## Balance Sheet (Unaudited)

District Total  
As of April 30, 2024

<b>1</b>	<b>ASSETS</b>	
<b>2</b>	<b>Cash &amp; Investments</b>	
<b>3</b>	Cash - Los Angeles County	\$ 1,712,641
<b>4</b>	Checking	79,232
<b>5</b>	Special Tax Bonds	22,183,475
<b>6</b>	CLASS - General	3,465,155
<b>7</b>	CLASS - CA State Library Building Forward	3,895,505
<b>8</b>	CLASS - Capital Projects	139,735
<b>9</b>	CLASS - FMV	(1,794)
<b>10</b>	Total Cooperative Liquid Assets Securities System Investments	7,498,601
<b>11</b>	<b>Total Cash &amp; Investments</b>	<b>31,473,949</b>
<b>12</b>	<b>Other Current Assets</b>	
<b>13</b>	Prepaid Items and Deposits	16,724
<b>14</b>	Prepaid Insurance and Surety Bond	136,500
<b>15</b>	Property Tax and Assessments Receivable	775,101
<b>16</b>	Miscellaneous Receivable	46,904
<b>17</b>	<b>Total Other Current Assets</b>	<b>975,228</b>
<b>18</b>	<b>Long-Term Assets</b>	
<b>19</b>	Fixed Assets (Net of Depreciation)	1,866,825
<b>20</b>	Deferred Outflows of Resources	1,837,454
<b>21</b>	<b>Total Long-Term Assets</b>	<b>3,704,279</b>
<b>22</b>	<b>TOTAL ASSETS</b>	<b>36,153,457</b>
<b>23</b>	<b>LIABILITIES</b>	
<b>24</b>	<b>Current Liabilities</b>	
<b>25</b>	Accounts Payable	29,788
<b>26</b>	Credit Card Payable	22,431
<b>27</b>	Deferred Revenue	3,728,271
<b>28</b>	<b>Total Current Liabilities</b>	<b>3,788,700</b>
<b>29</b>	<b>Long-Term Liabilities</b>	
<b>30</b>	Vacation Payable	121,348
<b>31</b>	Deferred Inflows of Resources	677,610
<b>32</b>	Net Pension Liability	3,176,520
<b>33</b>	Net OPEB Liability	1,252,560
<b>34</b>	Community Facilities District Bond Payable	23,643,560
<b>35</b>	<b>Total Long-Term Liabilities</b>	<b>28,871,598</b>
<b>36</b>	<b>TOTAL LIABILITIES</b>	<b>32,660,297</b>
<b>37</b>	<b>FUND BALANCE</b>	
<b>38</b>	Fund Balance	2,422,230
<b>39</b>	Net Revenue / (Expenses)	1,070,929
<b>40</b>	<b>TOTAL FUND BALANCE</b>	<b>3,493,159</b>
<b>41</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 36,153,457</b>

**Altadena Library District**  
**Monthly Variance Analysis**  
**April 2024 – 83% 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 under budget at 75%. 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 92% 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 23% due to e-rate revenue that will be received at the end of the fiscal year.

### Expenses

**Line 12 - 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 92% due to employee payouts for unused leave balances.

**Line 13 – 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 16 – 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 over budget at 88% due to some premiums made a month in advance.

**Line 17 – Health Insurance - Retirees** include health benefits for retired employees. YTD is trending in line with budget.

**Line 18 – Workers’ Compensation** insurance based on employee wages by risk category and is paid in full at the beginning of the fiscal year. YTD is over budget due to the year-end insurance audit/reconciliation received after the approved budget.

**Line 19 – 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**  
**April 2024 – 83% Year to Date (YTD)**

**Line 20 - CalPERS Retirement (Normal Costs)** is the District's portion of employee retirement costs. YTD is trending in line with budget.

**Line 21 – 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 100% due to payment in the beginning of the year to utilize discount.

**Line 22 – 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 26 – 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 at 99% due to premium payments made at the beginning of the year.

**Line 27 – Utilities** include electricity, gas, and water for the main library and the Bob Lucas branch. YTD is trending under budget at 77% due to lower gas bills than anticipated.

**Line 28 – County Tax Collection Fees** are paid to the County at approximately 1% of property taxes collected in Line 2. Fees will be recorded as taxes are collected in the second half of the fiscal year. YTD is over budget pending the reallocation of fees related to the Community Facilities District special tax assessment.

**Line 29 – Other Operating** includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is trending in line with budget.

**Line 30 – Facilities, Grounds & Maintenance** includes maintenance contracts, building maintenance and repairs, and landscaping services. YTD is trending over budget at 96% due to unanticipated air conditioner repairs.

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

**Line 32 – 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 74%.

**Line 33 – Staff Development, Training & Travel** is budgeted for staff conferences, training, and related expenses. YTD is trending over budget at 88% due to timing of travel.

**Line 34 – Advertising & Marketing** includes general marketing for the District. YTD is over budget due to additional recruitment costs for open positions.

**Line 35 – 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 internet expenses and technology and maintenance fees not covered by anticipated grant funds.

**Altadena Library District**  
**Monthly Variance Analysis**  
**April 2024 – 83% Year to Date (YTD)**

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

**Line 39 – Legal Fees** are for general District matters. YTD is trending over budget at 91% due to more legal services than anticipated.

**Line 40 – Consultants - Other** includes consulting services for information technology (IT), human resources, and miscellaneous services. YTD is trending under budget at 68% due to the timing of human resource services.

**Line 43 – Internet Service / E-Rate** includes the total cost of providing internet service to the main library and the Bob Lucas branch. The majority of expenses are recorded quarterly, and the e-rate reimbursement is recorded separately in Other Revenue. YTD is trending under budget at 48% due to the delay in quarterly invoicing. YTD includes expenses incurred through December 31<sup>st</sup>.

**Line 44 – Technology Equipment** includes office computers and misc. equipment. YTD is trending in line with budget.

**Line 45 – Technology Maintenance Fees** includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is trending under budget at 74% due to the timing of contract renewals.

**Line 46 - Telecommunications** include phone charges for the main library and the Bob Lucas branch. YTD is trending under budget at 70% due to lower monthly bills than anticipated.

**Lines 49 - 57 – Library Materials** include items available for library members such as: books, downloadables, DVDs, videogames, electronic databases, periodicals, audio CDs, purchase suggestions from members, Library of Things, and the mobile library collection – seed library. Total Library material expenses are trending in line with budget. Mobile Library Collection expenses will be utilized at the end of the fiscal year due to the recent purchase of the mobile library van.

**Lines 60 – 68 – 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 70% due to the timing of program services and events.

**Line 71 – 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 associated with the building projects.

**Line 74 - Net Revenue / (Expenses)** is the year-to-date use of or (addition to) Operating Reserves. YTD is an addition to reserves of \$658,606 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**  
**April 2024 – 83% 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 98% due to the new vending machines purchased in January.



**Altadena Library District**  
**Monthly Variance Analysis**  
**April 2024 – 83% 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 35% 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 42 Net Revenue / (Expenses)** is the year-to-date balance of unused donations and grant funds. YTD is \$72,171 due to the timing of grant expenses which will be incurred throughout the fiscal year. All grant funds are anticipated to be utilized by the end of the fiscal year.



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

**REPORT:** Facilities Ad Hoc Committee

**MEETING DATE:** May 20, 2024

**PREPARED BY:** Trustee Katie Clark

**LOCATION:** Main Library Community Room

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

- a. **Community Focus Group** – A meeting is being planned for June to update the CFG on the projects and to solicit feedback on certain Main Library design options.
- 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. **Coordination with County departments** – LA County Regional Planning is reviewing the Main Library Conditional Use Permit submittal.
- d. **Project Status** – Construction has begun on the Bob Lucas Library, starting with demolition and grading activities. Completion is anticipated within one year. The Main Library design is ongoing, and plans have been submitted to Regional Planning. Construction on the Main Library will begin no sooner than April of 2025.
- e. **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.
- f. **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.
- g. **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.

- h. **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.
- i. **Main Library Parking Options** – According to LA County Public Works, the street parking striping needs to occur in conjunction with a pavement preservation project. That project is currently scheduled for 2028, but the county is looking for ways to accelerate the project.



**BOARD OF LIBRARY TRUSTEES  
GOVERNMENT LIAISON REPORT**

**REPORT:** Government Liaison

**MEETING DATE:** May 20, 2024

**PREPARED BY:** Terry Andruess

**LOCATION:** Main Library Community Room

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The Altadena Library District Board has taken action to support 2 federal initiatives so far this year.

The first action was our written support for the expansion of the San Gabriel Mountains National Monument. This expansion was enacted by Presidential Proclamation and was announced on May 2.

It was successful largely due to the work of Rep. Judy Chu and Sen. Alex Padilla, along with strong support from grassroots coalitions.

The Biden-Harris Administration has a very good record of land conservation, including the *America the Beautiful Initiative*, which has the goal of conserving at least 30% of U.S. lands and waters by the year 2030.

In addition to adding 105,919 acres to the San Gabriel Mountains National Monument, Biden's proclamation also added 13,696 acres to the Berryessa Snow Mountain National Monument. The attached Fact Sheet issued by the White House lists the benefits of re-instating almost 120,000 acres to these two National Monuments.

The second action of the Library Board was to endorse the passage of H.R. 7525 via petition last month. This law, called the **Special District Grant Accessibility Act**, would define a special district as a political subdivision of a state, with specified boundaries and significant budgetary autonomy, created pursuant to the laws of the state.

This law remedies the fact that many special districts may have difficulties accessing funding opportunities because they are not recognized as geographic units of government.

This law was introduced on March 5, 2024 by Sponsors Pat Fallon (R) and Brittany Pettersen(D).

MAY 02, 2024

# FACT SHEET: President Biden Expands San Gabriel Mountains National Monument and Berryessa Snow Mountain National Monument

*Actions will protect nearly 120,000 acres of culturally, ecologically, and historically important lands in California while expanding outdoor access for local communities*

*President Biden on track to conserve more lands and waters than any President in history*

Since their first day in office, President Biden and Vice President Harris have delivered on the most ambitious climate and conservation agenda in history. This includes the President's [\*America the Beautiful Initiative\*](#), which is supporting locally led conservation efforts across the country with a goal to protect, conserve, and restore at least 30 percent of U.S. lands and waters by 2030. The Biden-Harris Administration has already conserved more than 41 million acres of lands and waters – putting President Biden on track to conserve more lands and waters than any President in history.

Today, as part of the Biden-Harris Administration's unprecedented commitment to protect America's natural wonders for future generations, honor areas of cultural significance to Tribal Nations and Indigenous peoples, and expand access to nature, President Biden will sign proclamations expanding the San Gabriel Mountains National Monument and the Berryessa Snow Mountain National Monument. Together, these actions will protect nearly 120,000 acres of lands in California of scientific, cultural, ecological, and historical importance, adding unparalleled value to these already beloved national monuments and expanding outdoor access to nearby underserved and disadvantaged communities. The proclamation for the Berryessa Snow Mountain expansion also renames the ridgeline at the heart of the expansion, previously known as "Walker Ridge," to Molok Loyuk, which means Condor Ridge in the language of the area's Patwin people.

These expansions honor Tribal Nations and Indigenous peoples by protecting sacred ancestral places and their historically important features, while conserving our public lands, protecting scientific features, including critical wildlife habitat and migration corridors, safeguarding clean water, and supporting local economies. Federal, state, and local leaders, Tribal governments, Indigenous communities, and a coalition of community-based and conservation organizations came together to advocate for the additional protections for both of these national monuments. The sites protected through these expansions will ensure that future generations can experience, learn from, and enjoy these irreplaceable resources.

Vice President Harris has been a critical leader on efforts to ensure protections for California public lands, including the lands protected by these proclamations. In 2018, then-Senator Harris introduced the “San Gabriel Mountains Foothills and Rivers Protection Act,” the first Senate proposal to expand the San Gabriel Mountains National Monument. In addition, then-Senator Harris introduced the “Protecting Unique and Beautiful Landscapes by Investing in California (PUBLIC) Lands Act,” a legislative package of three bills, including the “San Gabriel Mountains Protection Act,” that together would have increased protections and access for over 1 million acres of California lands, including nearly 600,000 acres of new wilderness and over 100,000 acres of new national monument lands. The proclamation that the President is signing today will permanently protect the lands in the San Gabriel Mountains covered by those bills.

Since taking office, the Biden-Harris Administration has established or expanded seven national monuments (including through today’s actions) and restored protections for three more; created four new national wildlife refuges and significantly expanded five more; protected the Boundary Waters of Minnesota, the nation’s most visited wilderness area; safeguarded Bristol Bay in southwest Alaska; and withdrawn Chaco Canyon in New Mexico and Thompson Divide in Colorado from further oil and gas leasing which will protect pristine lands and thousands of sacred sites.

### **Expanding San Gabriel Mountains National Monument**

President Biden is taking action to expand the San Gabriel Mountains

National Monument, which President Obama designated in 2014, near Los Angeles, California. The proclamation will add 105,919 acres of U.S. Forest Service lands to the south and west of the current monument's 346,177 acres; protect additional cultural, scientific, and historic objects; and expand access to outdoor recreation on our shared public lands for generations to come.

Since time immemorial, the rich landscape within the expansion area has sustained Indigenous peoples, including the people known as the Gabrielino, Kizh, or Tongva, and the Chumash, Kitanemuk, Serrano, and Tataviam peoples. Today, their descendants are part of Tribal Nations and other Indigenous peoples in the region, some of whose members continue to use the area for ceremonial purposes, as well as for collecting traditional plants important for basketry, food, and medicine.

The lands added to the San Gabriel Mountains National Monument contain spectacular cultural, geological, and ecological resources. A diversity of animals, birds, reptiles, and other wildlife, including numerous sensitive, threatened, and endangered species, live among the unique geological and ecological features of the area, including its unusual canyons, chaparral and coastal sage scrub lands, riparian woodlands, and conifer forests. These lands also provide homes to some of California's most imperiled and iconic birds, including the endangered California condor. The area includes key habitats that support wetland-dependent plant species, sensitive fish and amphibians, and migration corridors. The area also holds important geologic significance; the exceptional landscape of the San Gabriel Mountains, shaped by massive geologic forces over hundreds of millions of years, provides views deep into ancient earth.

Though it is adjacent to highly developed areas of Los Angeles, the expansion area includes highly secluded and largely undeveloped areas, such as the 4,700-acre Arroyo Seco inventoried Roadless Area—an iconic landscape feature. The expanded monument's natural lands and increased proximity to the city make it a unique place of rejuvenation and recreation for the people of the ever-changing urban and suburban communities of the greater Los Angeles region.

President Biden's proclamation directs the U.S. Forest Service to manage the area according to the same terms, conditions, and management as the

original national monument designation, which respects grazing permits, water rights, existing infrastructure, military use of airspace, state management of wildlife, and wildfire response, among other things. The proclamation directs the Secretary of Agriculture to develop a management plan for expansion area, incorporating Indigenous Knowledge and maximum community input. With this designation, the U.S. Forest Service will establish a Federal Advisory Committee to provide information and advice regarding the development of the management plan and management of the expansion. The committee will include state agencies and local governments; Tribal nations and Indigenous communities with cultural, traditional, or ancestral ties to the area; recreational users; conservation organizations; wildlife, hunting, and fishing organizations; the scientific community; business owners; and the general public in the region.

To better manage the high levels of visitation to this popular area, the Administration, alongside state and private partners, is also investing to improve outdoor recreation infrastructure, restore and protect resources, and increase staffing to create an improved visitor experience in the existing and expanded national monument.

### **Expanding Berryessa Snow Mountain National Monument**

President Biden will also sign a proclamation expanding the Berryessa Snow Mountain National Monument, originally designated by President Obama in 2015, in northern California. This expansion honors Tribal Nations and Indigenous peoples through the protection of this sacred California landscape and its historically and biologically important features, while conserving our public lands and growing America's outdoor recreation economy. The expansion will add 13,696 acres of public lands, managed by the Department of the Interior, to the monument's original 330,000 acres, which are jointly managed by the Bureau of Land Management and the U.S. Forest Service.

The expansion area includes the portion of Molok Luyuk that is outside the boundary of the existing monument. The striking 11-mile north-to-south ridgeline, sacred to the Patwin people, is dotted with a mosaic of unique geologic and hydrologic features. The ridge is flanked by iconic California chaparral-covered canyons, oak and cypress woodlands, and spring-fed



meadows. Unusual and rare serpentine wetlands dot Molok Luyuk and its downward slopes are fed by the numerous seeps and springs scattered across the area, underpinning the region's prolific botanical richness—nearly 500 native California plant species have been identified within the expansion area, including at least 38 different special-status plants. Molok Luyuk also serves as a wildlife corridor for species such as tule elk, mountain lions, and bears, and is home to iconic species such as bald and golden eagles. Conserving this area fortifies protection for the scientifically critical north-south migration corridor provided by the existing monument.

The name Molok Luyuk recalls a time when California condors were a common sight soaring above the ridge, and the Patwin people would celebrate them with dances and ceremonies. On a clear day, the highest points of Molok Luyuk offer a commanding view of the surrounding rugged and undeveloped landscape, encompassing Mount Shasta to the north, Mount Tamalpais to the southwest, and Sutter Buttes to the east. The view of the sun rising over Sutter Buttes to the east is central to the Patwin origin story. The expansion area contains evidence of occupation by Indigenous people for more than 10,000 years.

This expansion of the Berryessa Snow Mountain National Monument honors the Cachil Dehe Band of Wintun Indians, Kletsel Dehe Wintun Nation, Yocha Dehe Wintun Nation, and other Tribal Nations and Indigenous leaders who worked tirelessly to ensure protection of these sacred lands for generations to come. In order to reflect the historic, spiritual, and cultural significance of Molok Luyuk to the Patwin people, the President has also directed that the ridgeline be officially renamed *Molok Luyuk*. To further honor the ties of the Patwin people to these lands, the President's proclamation also directs the Secretary of the Interior to explore co-stewardship of the area with Tribal Nations.

The proclamation directs the Bureau of Land Management (BLM) to manage the area according to the same terms, conditions, and management as the original national monument designation, which respects grazing permits, water rights, military use of airspace, state management of wildlife, and wildfire response among other things. It also directs the BLM to include the expansion area in the monument plan for the entire monument and to issue a travel management plan.

## **Background on Antiquities Act Designations**

Today's expansions only reserve federal lands and do not affect the property rights of state or private land owners. Any existing state or private lands within the boundaries are not included in the monuments.

Today's designations mark President Biden's ninth and tenth uses of the Antiquities Act. President Theodore Roosevelt first used the Antiquities Act in 1906 to designate Devils Tower National Monument in Wyoming. Since then, 18 presidents of both parties have used this authority to protect unique natural and historic features in America, including the Statue of Liberty, Colorado's Canyon of the Ancients, and the Grand Canyon.

###

Approximately 35,000 special districts are local governments providing critical infrastructure and essential services in thousands of communities across the country. They exist when a community demands a service that another unit of government is not otherwise providing. These agencies are established and locally governed under an enabling act or special act of a state to provide a limited and specific set of public services.

## The Problem

## The Solution: H.R. 7525

Despite the significant presence of special districts in the U.S.,

### Federal law lacks a consistent definition and reference to special purpose units of local government.

*As a result, special districts:*

- May have difficulties directly accessing funding opportunities.
- Are commonly omitted as eligible in the definitions of “local government” for proposed legislation and laws intended to assist all local governments.
- Are mistaken for small businesses or nonprofit corporations.
- Lack official population figures, as they are not federally recognized as “geographic units of government.”

### The Special District Grant Accessibility Act

- Requires Federal agencies to recognize special districts as local government for the purpose of Federal financial assistance determinations.
- Codifies in Federal law a first-ever, formal definition of "special district."

## “Special District” Defined

*H.R. 7525 - The Special District Grant Accessibility Act, defines "special district" as follows:*



The term “special district” means a **political subdivision of a State**, with specified boundaries and significant budgetary autonomy or control, created by or pursuant to the laws of the State, for the **purpose of performing limited and specific governmental or proprietary functions** that distinguish it as a significantly separate entity from the administrative governance structure of any other form of local government unit within a State.



### Common Services Provided

- |                    |                        |                       |
|--------------------|------------------------|-----------------------|
| Water & Wastewater | Healthcare & Hospital  | Road & Highway        |
| Irrigation         | Park & Recreation      | Airport               |
| Fire Protection    | Port/Harbor/Navigation | Electricity           |
| Ambulance          | Library                | Mosquito Control      |
| Transit            | Cemetery               | Resource Conservation |

### Quick Facts

**35,000**

Special District Governments

**17%**

All local government revenue

**50 states**

*Connect & Engage on Solutions*

*NSDC is the only national organization representing and advocating for all types of special districts at the federal level.*



jk@paragonlobbying.com



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**BOARD OF LIBRARY TRUSTEES  
PRESIDENT KAMEELAH WILKERSON'S REPORT FOR MAY 2024**

**REPORT:** Trustee Report

**MEETING DATE:** May 20, 2024

**PREPARED BY:** Trustee Kameelah Wilkerson **LOCATION:** ALD Community Room

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**MEETING:**

On Thursday May 2, I had the opportunity to attend a luncheon with the local CSDA membership. The purpose of the luncheon was to continue conversations about forming a San Gabriel Valley chapter of CSDA. I wanted to share some brief information that I learned with you all about the efforts.

- **Why create a local chapter and what are the benefits to creating a local chapter?**
  - CSDA affiliated chapters are local groups of special districts whose officials (staff and board members) desire to collaborate, learn, and network together and with other representatives from state, regional, and local entities on a regular basis.
  - Existing chapters report that the most popular chapter benefit is typically the programming of featured speakers on hot topics at regular chapter meetings. Just a few examples of other recognized benefits include:
    - Enhanced connections with CSDA
    - Networking opportunities and information sharing with fellow special district leaders.
    - Mechanism for discussing local issues affecting special districts and coordination of collective responses to those issues.
    - Relationship building with federal, state, and regional decision-makers.
    - Increased access to training and development
    - Strengthened local and regional voice for special districts and elevated community awareness and understanding of the purpose and value of special districts.
    - Recognition for best practices, exceptional work, and notable achievements of chapter members through awards and other communications

Currently there are 12-14 districts that have shown interest as well as LALAFCO, therefore the plan is to move forward with creating a SGV chapter. Next steps will be scheduling a meeting with the Chapter Formation Committee which our own Nikki Winslow is a part of.



**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM XI.A. STAFF REPORT FOR MAY 20, 2024**

**REPORT:** Agenda Item XI.a..

**MEETING DATE:** May 20, 2024

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

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**TITLE:** Review and Approval of the Cost of Living Adjustment (COLA) and Salary Schedule for Fiscal Year 2024-2025.

**BACKGROUND:**

The Altadena Library District (ALD) adopts an annual salary schedule which includes 8 steps within a range for each hourly and exempt position. The increase between steps is currently 5% for steps 1-6 and 2.5% for steps 7-8. A cost-of-living adjustment (COLA) is applied annually.

The Consumer Price Index (CPI) has experienced extreme fluctuations over the past few years which influenced ALD to implement COLA of 2% in FY 22, 7% in FY 23, and 4% in FY 24. According to the [U.S. Bureau of Labor Statistics](#), the 12-month CPI for all Urban Consumers (CPI-U) was 2.5% for January, 3.4% for February, and 3.6% for March. The proposed salary schedule for FY 25 includes the recommendation to apply 2.5% COLA in an effort to address inflation and maintain fiscal responsibility while funding other needs of the District. The proposed salary schedule also includes increasing the range between steps 7-8 to 5%, consistent with all other steps.

**FISCAL IMPACT:**

The COLA and step increases outlined above add \$67,775 to the Salaries and Benefits budget for FY 25.

**RECOMMENDATION:**

Staff recommends the board approve the Salary Schedule for Fiscal Year 2024-25 with a 2.5% COLA increase and 5% step increase for all steps.



Altadena Library District Salary Schedule FY24-25  
Proposed 2.5% COLA Effective July 1, 2024

Salaries Fall in the Following Range: Steps 1 through 8 for all positions, except District Director.

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
<b>District Director</b>	<b>Contract - No range</b>							
<b>Assistant Library Director</b>	54.33	57.05	59.90	62.90	66.04	69.35	72.81	76.45
Monthly	9,418	9,889	10,383	10,902	11,448	12,020	12,621	13,252
Annual	113,015	118,665	124,599	130,829	137,370	144,239	151,451	159,023
<b>IT &amp; Technical Services Manager</b>	53.00	55.65	58.43	61.36	64.42	67.64	71.03	74.58
Monthly	9,187	9,646	10,129	10,635	11,167	11,725	12,311	12,927
Annual	110,243	115,755	121,543	127,620	134,001	140,701	147,736	155,123
<b>Facilities Manager/Library Manager/Staff Accountant</b>	42.44	44.56	46.79	49.13	51.58	54.16	56.87	59.71
Monthly	7,356	7,724	8,110	8,515	8,941	9,388	9,858	10,350
Annual	88,270	92,683	97,318	102,183	107,293	112,657	118,290	124,205
<b>Librarian/Marketing Specialist</b>	36.61	38.44	40.36	42.38	44.50	46.72	49.06	51.51
Monthly	6,345	6,662	6,995	7,345	7,713	8,098	8,503	8,928
Annual	76,141	79,948	83,946	88,143	92,550	97,178	102,037	107,139
<b>Administrative Assistant</b>	30.79	32.33	33.94	35.64	37.42	39.29	41.26	43.32
Monthly	5,336	5,603	5,883	6,177	6,486	6,811	7,151	7,509
Annual	64,035	67,237	70,599	74,129	77,835	81,727	85,813	90,104
<b>Facilities Maintenance Worker/ Library Assistant</b>	27.21	28.58	30.00	31.50	33.08	34.73	36.47	38.29
Monthly	4,717	4,953	5,201	5,461	5,734	6,021	6,322	6,638
Annual	56,607	59,438	62,409	65,530	68,806	72,247	75,859	79,652
<b>Library Technician</b>	24.66	25.89	27.18	28.54	29.97	31.47	33.04	34.69
Monthly	4,274	4,487	4,712	4,947	5,195	5,455	5,727	6,014
Annual	51,286	53,850	56,542	59,370	62,338	65,455	68,728	72,164
<b>Facilities Monitor/Library Clerk</b>	22.33	23.45	24.62	25.85	27.15	28.50	29.93	31.42
Monthly	3,871	4,065	4,268	4,481	4,705	4,940	5,188	5,447
Annual	46,452	48,775	51,213	53,774	56,463	59,286	62,250	65,363
<b>Library Aide</b>	17.45	18.32	19.24	20.20	21.21	22.27	23.39	24.55
Monthly	3,025	3,176	3,335	3,502	3,677	3,860	4,053	4,256
Annual	36,297	38,112	40,017	42,018	44,119	46,325	48,641	51,073
<b>Library Intern</b>	17.06							
Monthly	2,956							
Annual	35,476							



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

**DEPARTMENT:** Agenda Item XI.b.

**MEETING DATE:** May 20, 2024

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

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**TITLE:** Review and Approval of The District Director's Cost of Living Adjustment (COLA)

**BACKGROUND:** The District Director brought a cost of living adjustment (COLA) update for their contract to the board on August 28, 2023 meeting. The District Director's proposed COLA was approved at 4%, the same granted to staff last fiscal year. At that time, the Board recommended the Director's request for COLA be presented to the Board along with the fiscal year budget (which includes the proposed COLA for staff).

The proposed 2024-2025 Fiscal Year Budget in item XI.C. includes the COLA for the District Director. The proposed budget can be adjusted based on the vote for the proposed staff and District Director's COLA.

The District Director's current contract is attached for review.

**FISCAL IMPACT:**

An increase of \$5415 in the FY 2024-2025 budget.

**RECOMMENDATION:** It is recommended the Board vote to approve the District Director's COLA of 2.5%.

# EMPLOYMENT AGREEMENT

## 1<sup>st</sup> Amendment to Agreement

This Employment Agreement (“Agreement”) is entered into as of the 18th day of December, 2023 (the “Effective Date”), between the Altadena Library District, a California special district (“District”) and Nikki Winslow (“Employee”). The District and Employee are sometimes referred to in this Agreement as “Party” and collectively as “Parties.”

### RECITALS

WHEREAS, it is the desire of the District’s Board of Library Trustees to retain the services of Employee as District Director, and

WHEREAS, it is the desire of the Board of Library Trustees to provide certain benefits, establish certain conditions of employment and to set certain working conditions of the District Director.

NOW, THEREFORE, the above named Parties hereby mutually agree and promise as follows:

#### **1. Duties, Acceptance of Appointment, Hours of Work.**

##### 1.1 Appointment and Scope of Services.

Employee has been appointed as District Director by the Board of Library Trustees, and shall perform the functions of District Director, a position involving highly-specialized and critically-needed skills set forth in the attached job description, in the Altadena Library District Board of Trustees Policies and Procedures and as provided by law. Such employment is “at will,” subject to the terms of this Agreement, and Employee shall perform said duties at the pleasure of and under the direct supervision of the Board of Library Trustees.

##### 1.2 Acceptance of Appointment.

Employee hereby accepts the appointment as District Director of the Altadena Library District subject to all terms and conditions set forth in this Agreement.

##### 1.3 Hours of Work.

Employee is expected to devote necessary time, within and outside normal business hours, to the business of the District as an exempt employee under the Fair Labor Standards Act.



## **2. Term.**

This Agreement shall be deemed effective for an term beginning on February 27, 2023 (“Effective Date”) and ending at the end of business on April 30, 2026 (“Term Date”) unless terminated earlier in accordance with Section 10 of this Agreement. Notwithstanding the above Term Date, this Agreement shall automatically extend for additional one-month terms unless either party provides the other with thirty (30) days’ advance written notice that the Agreement shall not so extended.

## **3. Compensation.**

### **3.1 Salary**

Compensation for all work or services called for under this Agreement shall equal Two Hundred Sixteen Thousand, Five Hundred Ninety-Three Dollars, (\$216,593.00) annually. This salary will be retroactive to the Employee’s anniversary date of November 4, 2023. Compensation shall be earned on a pro-rata basis and be payable in installments at the same time and in the same manner as other employees of the District are paid. The compensation set forth in this section shall be Employee's total compensation under this Agreement, and Employee shall not be eligible for any other benefits or compensation except for that specifically provided for in this Agreement or in any ordinance adopted by the Board of Trustees that specifically identifies compensation or benefits that District Director is to receive. The position of District Director is exempt under the Fair Labor Standards Act and, therefore, no overtime pay will be paid to Employee based on hours worked. Whenever a cost of living adjustment or other non-merit based salary increase is provided to other District employees, the Board of Trustees shall consider whether it is reasonable and appropriate to grant a similar increase to the District Director's Base Salary upon the written request of the Employee. Any increase in salary shall be reflected on a Board of Trustees approved salary schedule, but shall not require an amendment to this Agreement.

### **3.2 Health and Medical Benefits**

The District shall provide the Employee with Health and Medical Benefits in accordance with District policy.

### **3.3 Pension**

The District maintains enrollment of the Employee as a member in the California Public Employees Retirement System (CalPERS) in accordance with CalPERS regulations, with a retirement formula of 2% at 62.

### 3.4 Mobile Phone

The District shall provide Employee with a mobile phone for use in District business. Employee understands that all data and information stored on the phone, including but not limited to records of calls made and received, voice mail messages, and text messages may be considered public records under the California Public Records Act.

### 3.5 Leaves of Absence

Employee shall be entitled to leaves of absence in accordance with District policy. To the extent District policy requires authorization before Employee may take such leave, such authorization shall be submitted to the Board President for approval.

### 3.6 Administrative Leave

In recognition of the fact that Employee's duties will require her to often work outside of normal business hours, at the beginning of each calendar year, the Employee shall have sole access to a bank of one hundred (100) hours of administrative leave. Because Employee's employment will begin in the middle of a fiscal year, Employee shall access to a prorated portion of that leave upon commencement of employment. Any administrative leave not used or cashed out by the end of each fiscal year shall be forfeited if not used out.

### 3.7 Benefits

In addition, and except as otherwise specified herein, Employee shall receive all such other benefits and compensation that are generally applicable to District employees.

## **4. Performance Evaluation.**

The Board of Library Trustees shall review Employee's job performance at least once annually. Employee shall remind the Board of its obligations under this Section each year and shall work with the Board in finding an appropriate time to place her annual evaluation on the agenda. The Board may also review Employee's performance at other intervals as it deems appropriate.

## **5. Bonds.**

District shall bear the full cost of any fidelity or other bonds required of Employee under any law or policy.

## **6. Vehicle Allowance.**

The District agrees to pay to the Employee, during the term of this Agreement and in addition to other salary and benefits herein provided, the sum of Six

Hundred Dollars (\$600) per month, as a vehicle allowance to be used to purchase, lease, or own, operate and maintain a vehicle. Employee shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle. It is understood that the vehicle allowance may be considered taxable income subject to withholdings.

**7. General Business Expenses**

District recognizes that Employee may incur expenses of a non-personal, job-related nature that are reasonably necessary to Employee's service to the District. The District agrees to either pay such expenses in advance or to reimburse the expenses, so long as the expenses are incurred and submitted in accordance with the District's normal expenditure reimbursement procedures. To be eligible for reimbursement, all expenses must be supported by documentation meeting the District's normal requirements and must be submitted within time limits established by the District.

**8. Abuse of Office or Position.**

Pursuant to Government Code Sections 53243, 53243.1 and 53243.2, if Employee is convicted of a crime involving an abuse of her office or position, all of the following shall apply: (1) if Employee is provided with administrative leave pay pending an investigation, Employee shall be required to fully reimburse District such amounts paid; (2) if the District pays for the criminal legal defense of Employee (which would be in its sole discretion, as it is generally not obligated to pay for a criminal defense), Employee shall be required to fully reimburse the District such amounts paid; and (3) if this Agreement is terminated, any severance pay and severance benefits related to the termination that Employee may receive from the District shall be fully reimbursed to District or void if not yet paid. For purposes of this Section, abuse of office or position means either: (1) an abuse of public authority, including waste, fraud, and violation of the law under color of authority; or (2) a crime against public justice, including, but not limited to, a crime described in Title 7 (commencing with Section 92) of Part 1 of the Penal Code.

**9. Notices.**

Any notice required or permitted by this Agreement shall be in writing and shall be personally served upon the other Party, or sent by United States Postal Service, postage prepaid and addressed to the appropriate Party as follow:

If to District: Altadena Library District  
Attn: Terry Andruess, Board President  
600 East Mariposa Street  
Altadena, CA 91001

If to Employee: Nikki Winslow  
330 N. Chapel Ave. #112  
Alhambra, CA 91801

Notice shall be deemed given as of the date of personal service or upon the date of deposit in the course of transmission with the United States Postal Service.

**10. Termination.**

10.1 At-Will Employee

Employee shall serve at the will and pleasure of the Board of Library Trustees. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Board to suspend from duty, remove from office or otherwise terminate the services of Employee at any time, at the sole discretion of the Board of Library Trustees. This Agreement may be terminated as follows.

10.2 Termination - Board Vote

The Board of Library Trustees may remove the Employee without cause by motion adopted by the affirmative votes of a majority of the members of the Board.

10.3 Resignation

Employee may voluntarily resign her position as District Director, after giving the District at least thirty (30) days written notice prior to the effective date of such resignation, unless such notice is waived in whole or part by the Board of Library Trustees.

#### 10.4 Expiration of Agreement.

This Agreement shall automatically expire on its Term Date, unless the Agreement has been extended as set forth in Section 2 above, in which case it shall expire on the new term date.

#### 10.5 Disability.

In the event the Employee is permanently disabled or is otherwise unable to perform her duties because of physical or mental incapacity for a period of six (6) consecutive months, the District may terminate the Employee's employment and this Agreement. Notwithstanding the above, nothing in this subsection shall be interpreted to waive any obligation the District may have to provide Employee with a reasonable accommodation or to engage in an interactive process with Employee to determine whether a reasonable accommodation is available.

#### 10.6 Cause.

The Board of Library Trustees may remove Employee for Cause by motion adopted by the affirmative votes of a majority of the members of the Board. Cause for purposes of this Agreement shall mean the following: (i) conviction of, or plea of guilty or *nolo contendere* to, any crime or offense (other than minor traffic violations or similar offenses) which is likely to have a material adverse impact on the District; (ii) gross misconduct which is likely to have a material adverse impact on the District; or (iii) proven failure of the Employee to observe or perform any of his duties or obligations, if the failure continues for a period of thirty (30) days from the date of his/her receipt of notice from the Board of Trustees specifying the acts or omissions deemed to amount to that failure.

#### 10.7 Severance.

In the event this Agreement is terminated "without cause" pursuant to Sections 10.1 or 10.2 above, Employee shall receive a lump sum severance payment equal to either (i) six (6) months of Employee's then monthly base salary or (ii) Employee's base salary for the remaining term of this Agreement, whichever is less. Such severance payment shall be less withholdings as required by law and shall be Employee's sole remedy for termination under sections 10.1 or 10.2 of this Agreement. This severance payment shall be contingent upon Employee having executed within 60 days of her termination a waiver and release of any claims she may have against the District, which waiver and release shall be on a form or agreement provided by the District's legal counsel.

If Employee is terminated "for cause" pursuant to Section 10.6 above and if Employee successfully challenges that the reasons for her termination did not meet that

section's definition of cause, Employee's sole remedy shall be a severance payment as if she had been terminated "without cause."

## **11. General Provisions.**

11.1 This writing constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all prior oral or written representations or written agreements on the subject matter hereof, which may have been entered into between the parties. No modification or revision to this Agreement shall be of any force or effect, unless the same is in writing and executed by the Parties hereto.

11.2 Each Party agrees and acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any Party, which are not embodied herein and that any agreement, statement, or promise not contained in this Agreement shall not be valid or binding on either Party.

11.3 If any provision, or portion thereof, contained in the Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

11.4 This Agreement shall be governed by and construed in accordance with the law of the State of California. Venue shall be in Los Angeles County.

11.5 This Agreement shall be construed as a whole, according to its fair meaning, and not in favor or against any Party. By way of example and not in limitation, this Agreement shall not be construed in favor of the party receiving a benefit or against the Party responsible for any particular language in this Agreement.

11.6 Employee acknowledges that she has had an opportunity to consult legal counsel in regard to this Agreement, that she has read and understands this Agreement, that she is fully aware of its legal effect, and that she has entered into it freely and voluntarily and based on her own judgment and not on any representations or promises other than those contained in this Agreement.

11.7 In any dispute arising out of this Agreement, the prevailing party shall recover its reasonable attorneys' fees and costs.

IN WITNESS WHEREOF, the parties have executed this Employment Agreement on the 18<sup>TH</sup> day of December, 2023.

**EMPLOYEE**

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Nikki Winslow  
District Manager

**ALTADENA LIBRARY DISTRICT**

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Kameelah Waheed Wilkerson  
President  
Board of Library Trustees



**BOARD OF LIBRARY TRUSTEES – BUDGET COMMITTEE  
AGENDA ITEM XI.C. REPORT FOR MAY 20, 2024**

**REPORT:** Agenda Item XI.c.

**MEETING DATE:** May 20, 2024

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

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**TITLE:** Review and approval of the proposed Fiscal Year 2024-2025 Budget.

**BACKGROUND:**

In consultation with Kristi Even of Eide Bailly, I have drafted the District’s FY 2024/25 budget for the Board’s review. This budget includes requests from all District department heads for programming and other operational needs. The budget presents revenues and expenses by the following funding types:

- General Fund
- Donations & Grants
- Building Project Fund

The proposed Operating Budget projects utilizing \$72,700 from General Fund Reserves. This is based on conservative revenue projections including the stabilization of property tax revenue with a 2% increase, unlike higher increases that have been realized in the past few years. Notable expenditure increases include a 2.5% Cost of Living Adjustment (COLA) and an increase of health and other employee benefits from \$1,100 to \$1,500 per month per eligible employee.

At the May 2nd Budget Committee meeting, the Committee requested additional background and support for the proposed increase of employee benefits from \$1,100 to \$1,500 per month. In drafting the proposed budget, the District researched employee benefit offerings from various municipalities in the region and compared them to the District’s current employee benefits. The FY 2024/25 proposed increase more closely aligns with other agency offerings and supports the District’s goal of offering competitive employee benefits to attract and retain talented employees.

The following table represents that research and is provided for the Board to review:



**Employer Contributions for Health Insurance Coverage  
Full-time Employees  
2024**

Coverage Level	Employer (City) Monthly Contribution
	<b>Burbank</b>
Employee Only	\$695.00
Two-party	\$1,390.00
Employee + Family	\$1,805.00
	<b>Glendale*</b>
Employee Only	\$541.97
Two-party	\$1,102.00
Employee + Family	\$1,672.43
	<b>Los Angeles</b>
Employee Only	\$649.06
Two-party	\$1,008.70
Employee + Family	\$1,008.70
	<b>Monrovia</b>
Employee Only	\$1,675.00
Two-party	\$1,675.00
Employee + Family	\$1,675.00
	<b>Palos verdes</b>
Employee Only	\$1,673.00
Two-party	\$1,673.00
Employee + Family	\$1,673.00
	<b>Pasadena**</b>
Employee Only	\$756.66
Two-party	\$1,513.30
Employee + Family	\$1,967.30

\*Employees represented by the Glendale City Employees Association(GCEA). Employer contribution dependent on plan; figures represent average of plans

\*\*Employees represented by the American Federation of State, County, and Municipal Employees (AFSCME)

When the proposed budget was presented to the Budget Committee on May 2, there were additional questions regarding the seemingly large reductions in budgets for various line items. This is due to the end of one-time grant funds from FY2023/24, or re-allocation of funding sources for items. Funding for programs was *not* drastically reduced or erased, funding sources were simply reallocated.

The proposed Donations and Grants Budget fully utilizes the funding for programs and necessary technology upgrades.

The proposed Capital / Building Project Budget presents increased spending in FY 2024/25 with activity in both locations (phases of execution on Bob Lucas and planning the Main Library front). Spending projections were provided by Jennifer Pearson of Rachlin Partners, based on the most recent schedules and timelines. Building project expenditures are projected at \$7,125,000, utilizing projected interest income and drawing down bond and grant proceeds by \$6,844,000. The District feels strongly positioned to carry out its normal operations and the capital renovations with the FY 2024/25 proposed budget.

Unlike last year, the District is not making a recommendation to set the rate for the Special Tax Assessment to cover the debt service payments. After consultation with NBS, our Special Tax Assessment firm, the recommendation is to develop the budget after receiving the annual property parcel numbers published in July and bring a rate and corresponding budget to the CFD Committee and then the Board of Trustees at that time.

**FISCAL IMPACT:**

The proposed General Fund Budget for FY 2024/25 projects a decrease of \$72,700 to the General Fund Reserve. The proposed Donations and Grants Budget for FY 2024/25 projects a fiscal impact of \$0 because funds will be spent in their entirety for their targeted use. The proposed Capital / Building Projects Budget for FY 2024/25 projects utilizing \$6,844,000 from bond and grant proceeds.

**RECOMMENDATION:**

Staff recommends the Board vote to adopt the proposed Fiscal Year 2024-2025 Budget.

**General Fund  
Proposed Budget  
FY 2024/25**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	FY 2023/24 Projected Actuals	FY 2023/24 Adopted Budget	FY 2024/25 Proposed Budget	FY 2024/25 Proposed % Increase
<b>1 REVENUE</b>				
2 Property Taxes & Assessments	\$ 4,483,600	\$ 4,483,600	\$ 4,573,300	2%
3 Library Fees	67,000	67,000	67,000	0%
4 Grant Reimbursements	8,000	8,000	8,000	0%
5 Interest Income	173,000	173,000	173,000	0%
6 Other Revenue	40,450	41,500	40,200	-1%
<b>7 TOTAL REVENUE</b>	<b>\$ 4,772,050</b>	<b>\$ 4,773,100</b>	<b>\$ 4,861,500</b>	<b>2%</b>
<b>8 EXPENSES</b>				
<b>9 Salaries &amp; Benefits</b>				
<b>10 Wages</b>				
11 Salaried	1,262,400	1,262,400	1,449,400	15%
12 Hourly	902,500	902,500	992,500	10%
<b>13 Total Wages</b>	<b>2,164,900</b>	<b>2,164,900</b>	<b>2,441,900</b>	<b>13%</b>
<b>14 Benefits, Retirement &amp; Taxes</b>				
15 Health and Other Medical Insurance - Employee	222,700	206,700	283,100	27%
16 Health Insurance - Retirees	76,300	76,300	79,600	4%
17 Workers' Compensation	15,000	15,000	24,900	66%
18 Payroll Taxes (District-Paid)	173,000	173,000	194,100	12%
19 CalPERS Retirement (Normal Costs)	193,900	193,900	178,100	-8%
20 CalPERS UAL Minimum Payment	214,500	214,500	256,400	20%
21 CalPERS UAL Discretionary Payment	225,000	225,000	100,000	-56%
<b>22 Total Benefits, Retirement &amp; Taxes</b>	<b>1,120,400</b>	<b>1,104,400</b>	<b>1,116,200</b>	<b>0%</b>
<b>23 Total Salaries &amp; Benefits</b>	<b>3,285,300</b>	<b>3,269,300</b>	<b>3,558,100</b>	<b>8%</b>
<b>24 Operating Expenses</b>				
25 Insurance	178,000	178,000	162,900	-8%
26 Utilities	84,500	84,500	87,000	3%
27 County Tax Collection Fees	41,700	41,700	42,500	2%
28 Other Operating	80,100	80,100	66,000	-18%
29 Facilities, Grounds & Maintenance	110,800	110,800	110,800	0%
30 Structures & Improvements	10,000	10,000	10,000	0%
31 Vehicles & Equipment Maintenance	5,000	5,000	5,000	0%
32 Staff Development, Training & Travel	34,700	34,700	37,700	9%
33 Advertising & Marketing	27,500	27,500	30,000	9%

**General Fund  
 Proposed Budget  
 FY 2024/25**

34	Miscellaneous Expenses	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>	<u>0%</u>
35	<b>Total Operating Expenses</b>	<b>580,300</b>	<b>580,300</b>	<b>559,900</b>	<b>-4%</b>
<b>36 Professional Services</b>					
37	Audit and Financial Consulting	132,300	132,300	143,600	9%
			0	0	
38	Legal Fees	15,000	15,000	15,000	0%
39	Consultants - Other	<u>90,000</u>	<u>90,000</u>	<u>90,000</u>	<u>0%</u>
40	<b>Total Professional Services</b>	<b>237,300</b>	<b>237,300</b>	<b>248,600</b>	<b>5%</b>

**General Fund  
Proposed Budget  
FY 2024/25**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	FY 2023/24 Projected Actuals	FY 2023/24 Adopted Budget	FY 2024/25 Proposed Budget	FY 2024/25 Proposed % Increase
<b>41 Information Technology (IT)</b>				
42 Internet Service / E-Rate	48,600	48,600	45,300	-7%
43 Technology Equipment	56,000	56,000	56,000	0%
44 Technology Maintenance Fees	68,900	68,900	68,900	0%
45 Telecommunications	16,000	16,000	17,500	9%
<b>46 Total Information Technology (IT)</b>	<b>189,500</b>	<b>189,500</b>	<b>187,700</b>	<b>-1%</b>
<b>47 Library Materials</b>				
48 Books	110,000	110,000	110,000	0%
49 Downloadables	84,100	84,100	91,500	9%
50 DVDs & Videogames	14,600	14,600	9,000	-38%
51 Electronic Databases / Subscriptions	29,000	29,000	29,000	0%
52 Periodicals	10,000	10,000	10,000	0%
53 Audio CD	9,100	9,100	6,100	-33%
54 Mobile Library Collection	12,500	12,500	12,500	0%
55 Purchase Suggestions	14,000	14,000	17,000	21%
56 Library of Things	12,600	12,600	6,000	-
<b>57 Total Library Materials</b>	<b>295,900</b>	<b>295,900</b>	<b>291,100</b>	<b>-2%</b>
<b>58 Programs</b>				
59 Adult Services	35,000	35,000	35,000	0%
60 Teen Services	5,500	5,500	5,500	0%
61 Youth Services	10,000	10,000	15,500	55%
62 Summer Reading	11,000	11,000	11,000	0%
63 Bob Lucas Branch Services	5,500	5,500	-	-100%
64 Literacy Services	800	800	800	0%
65 All Ages	6,000	6,000	6,000	0%
66 Outreach Services	15,000	15,000	15,000	0%
<b>67 Total Programs</b>	<b>88,800</b>	<b>88,800</b>	<b>88,800</b>	<b>0%</b>
<b>68 Capital Expenditures - District Funded</b>				
69 Building Projects Legal Fees	40,000	12,000	-	-
<b>70 Total Capital Expenditures - District Funded</b>	<b>40,000</b>	<b>12,000</b>	<b>-</b>	<b>-100%</b>
<b>71 TOTAL EXPENSES</b>	<b>\$ 4,717,100</b>	<b>\$ 4,673,100</b>	<b>\$ 4,934,200</b>	<b>5%</b>
<b>72 NET REVENUE / (EXPENSES)</b>	<b>54,950</b>	<b>100,000</b>	<b>(72,700)</b>	
73 Use Of / (Addition To) Reserves	(54,950)	(100,000)	72,700	
<b>74 NET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

<b>75 Projected General Fund Reserves</b>			
76 Beginning Reserves 7/1	\$ 4,754,415	\$ 4,754,415	\$ 4,809,365
77 Addition To (Use of) Reserves	54,950	100,000	(72,700)
<b>78 General Fund Reserves</b>			

**Donations and Grants  
Proposed Budget  
FY 2024/25**

	A	B	C	D
	FY 2023/24 Projected Actuals	FY 2023/24 Adopted Budget	FY 2024/25 Proposed Budget	FY 2024/25 Proposed % Increase
<b>1 REVENUE</b>				
<b>2 Donations &amp; Grants</b>				
3 Altadena Library Foundation	\$ 50,900	\$ 50,900	\$ 25,000	-51%
4 Friends of the Library	20,000	20,000	20,000	0%
5 Califa Stay & Play	4,500	4,500	-	-100%
6 California State Library Literacy Services	37,350	37,350	36,750	-2%
7 California State Library Expanding our Footprint	193,000	193,000	-	-100%
8 California State Library Lunch at the Library	46,750	46,750	15,600	-67%
9 California State Library Zip Books	3,100	3,100	-	-
<b>10 Total Donations &amp; Grants</b>	<b>355,600</b>	<b>355,600</b>	<b>97,350</b>	<b>-73%</b>
<b>11 TOTAL REVENUE</b>	<b>\$ 355,600</b>	<b>\$ 355,600</b>	<b>\$ 97,350</b>	<b>-73%</b>
<b>12 EXPENSES</b>				
<b>13 Wages</b>				
14 Salaried	23,600	23,600	22,100	-6%
15 Hourly	12,000	12,000	11,100	-8%
<b>16 Total Wages</b>	<b>35,600</b>	<b>35,600</b>	<b>33,200</b>	<b>-7%</b>
<b>17 Operating Expenses</b>				
18 Staff and Volunteer Recognition	6,000	6,000	5,000	-17%
19 Staff Development, Training & Travel	3,500	3,500	2,000	-43%
20 Equipment, Furniture & Fixtures	183,100	183,100	-	-100%
21 Vending Machine Supplies	1,800	1,800	-	-100%
22 Website Development	8,100	8,100	-	-
<b>23 Total Operating Expenses</b>	<b>202,500</b>	<b>202,500</b>	<b>7,000</b>	<b>-97%</b>
<b>24 Programs and Materials</b>				
25 Adult Services	28,000	28,000	17,500	-38%
26 Teen Services	1,700	1,700	2,000	18%
27 Youth Services	10,000	10,000	3,500	-65%
28 Summer Reading	2,000	2,000	2,000	0%
29 Bob Lucas Branch Services	300	300	-	-100%
30 Literacy Services	1,750	1,750	3,550	103%
31 All Ages	-	-	12,000	0%

**Donations and Grants  
Proposed Budget  
FY 2024/25**

32	Poets Laureate	5,000	5,000	-	-100%
33	Ode to the Land	10,000	10,000	-	-100%
34	Lunch at the Library	46,750	46,750	15,600	-67%
35	Stay and Play	4,500	4,500	-	-100%
36	Purchase Suggestions	3,100	3,100	-	-100%
37	Library of Things	3,400	3,400	-	-100%
38	Mobile Library Collection/Seed Library	1,000	1,000	1,000	0%
39	<b>Total Programs and Materials</b>	<b>117,500</b>	<b>117,500</b>	<b>57,150</b>	<b>-51%</b>
40	<b>TOTAL EXPENSES</b>	<b>\$ 355,600</b>	<b>\$ 355,600</b>	<b>\$ 97,350</b>	<b>-73%</b>
41	<b>NET REVENUE/ (EXPENSES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**Building Project Fund  
Proposed Budget  
FY 2024/25**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>FY 2023/24 Projected Actuals</b>	<b>FY 2023/24 Adopted Budget</b>	<b>FY 2024/25 Proposed Budget</b>	<b>FY 2024/25 Proposed % Increase</b>
<b>1 REVENUE</b>				
2 Interest Income	\$ 327,000	\$ 327,000	\$ 281,000	-
	14%			
<b>3 TOTAL REVENUE</b>	<b>327,000</b>	<b>327,000</b>	<b>281,000</b>	<b>-14%</b>
<b>4 EXPENSES</b>				
5 Project Management	130,000	130,000	264,000	103%
6 Staff and Accounting	-	-	8,000	0%
7 Legal Fees	-	-	15,000	0%
8 Bob Lucas Memorial Library	400,000	840,000	2,967,000	642%
9 Main Library	600,000	680,000	3,546,000	491%
10 Contingencies	192,000	192,000	325,000	69%
<b>11 TOTAL EXPENSES</b>	<b>1,322,000</b>	<b>1,842,000</b>	<b>7,125,000</b>	<b>439%</b>
<b>12 NET REVENUE / (EXPENSES)</b>	<b>(995,000)</b>	<b>(1,515,000)</b>	<b>(6,844,000)</b>	
13 Use Of / (Addition To) Building Project Fund	995,000	1,515,000	6,844,000	
<b>14 NET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>15 Projected Building Project Fund</b>				
16 Beginning Building Project Fund 7/1	\$ 25,931,246	\$ 25,931,246	\$ 24,936,246	
17 Addition To (Use of) Building Project Fund	(995,000)	(1,515,000)	(6,844,000)	
<b>18 Building Project Fund</b>	<b>\$ 24,936,246</b>	<b>\$ 24,416,246</b>	<b>\$ 18,092,246</b>	



# Altadena Library District

## FY 25 Proposed Budget

### General Fund

#### Revenue

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

**Line 3 – Library Fees** includes printing fees, video game rentals, community room fees, and passport services. **There is no budget increase for FY 25.**

**Line 4 – Grant Reimbursements** include reimbursements for a portion of staff salaries and financial consulting services from the California State Library - Building Forward Grant. **There is no budget increase for FY 25.**

**Line 5 - Interest Income** includes earnings from cash and investments held with the County of Los Angeles (COLA), a checking account at Pacific West Bank, and the California Cooperative Liquid Assets Securities System investment account CLASS). **There is no budget increase for FY 25.**

**Line 6 – Other Revenue** is generated from film rentals, E-Rate reimbursement (internet), credit card rebates, and other miscellaneous revenue. **Decrease 1% for E-rate agreement.**

#### Expenses

**Line 11 –Salaried** includes employee wages and a \$400 annual wellness stipend, less a small portion funded from donations and grants. **Increase 15% for a 2.5% cost of living adjustment (COLA), 5% step increases, and the addition of staff at mid-salary range.**

**Line 12 – Hourly** includes employee wages and a \$400 annual wellness stipend, less a small portion funded from donations and grants **Increase 10% for a 2.5 cost of living adjustment (COLA), 5% step increases, and the change from a part-time staff accountant position to full-time.**

**Line 15 – Health and Other Medical Insurance - Employee** includes the District's contribution toward health, dental, vision, and life insurance for full-time employees. The total contribution from the District for health and other medical insurance is up to \$1,500 per month per full-time employee. **Increase 27% for the District benefit allowance increase and anticipated maximum benefits for vacant positions.**

**Line 16 – Health Insurance - Retiree** includes health benefits for retired employees. **Increase 4% for higher premium rates.**

**Line 17 – Workers' Compensation** insurance based on employee wages by risk category. **Increase 66% for rate increases from prior year activity/claims.**

**Line 18 – Payroll Taxes** include the District's portion of federal and state taxes. **Increase 12% for employee wage increases.**

## Altadena Library District FY 25 Proposed Budget

**Line 19 – CalPERS Retirement (Normal Costs)** is the District’s portion of employee retirement costs. **Net decrease of 8% for FY 25 rate increases and non-recurring retroactive payments for a newly enrolled employee in the prior year.**

**Line 20 – CalPERS UAL Minimum Payment** is the annual required payment toward the unfunded accrued liability. **Increase 20% due to actuarial calculations. A 3% discount will be applied for paying in full at the beginning of the fiscal year.**

**Line 21 – CalPERS UAL Discretionary Payment** is a voluntary payment to reduce the unfunded accrued liability of approximately \$2M for CalPERS. **Decrease 56% based on projected budget performance. Payments may be made to CalPERS or to a restricted investment account for this purpose.**

**Line 25 – Insurance** includes property, liability, and earthquake insurance. **Net decrease of 8% for higher premium rates and non-recurring claims from the prior year.**

**Line 26 – Utilities** includes electricity, gas, and water for the main library and the Bob Lucas branch. **Net increase of 3% for higher utility rates and less usage at the Bob Lucas branch due to closure.**

**Line 27 – County Tax Collection Fees** are paid to the County at approximately 1% of property taxes collected in Line 2. **Increase 2% based on budget increase for property tax revenue.**

**Line 28 – Other Operating** includes membership dues & subscriptions, postage, printing, supplies, janitorial supplies, and non-capitalized equipment. **Decrease 18% for the replacement of leased equipment with purchased equipment.**

**Line 29 – Facilities, Grounds & Maintenance** includes maintenance contracts, building maintenance and repairs, and landscaping services. **There is no budget increase for FY 25.**

**Line 30 – Structures & Improvements** includes emergency funds for unanticipated expenses. **There is no budget increase for FY 25.**

**Line 31 – Vehicles & Equipment Maintenance** includes the cost of vehicle maintenance. **Increase There is no budget increase for FY 25.**

**Line 32 – Staff Development, Training & Travel** is budgeted for staff conferences, training, and related expenses. **Increase 9% for increased travel costs.**

**Line 33 – Advertising & Marketing** includes general marketing for the District. **Increase 9% for building renovation project notifications.**

**Line 34 – Miscellaneous Expenses** includes banking, payroll processing and timekeeping, and miscellaneous expenses not accounted for in other lines **There is no budget increase for FY 25.**

**Line 37 – Audit & Financial Consulting** includes annual audit services and external consulting services. **Increase 9% for higher rates and additional work due to capital and grant activity. A portion is reimbursed from grants.**

## **Altadena Library District**

### **FY 25 Proposed Budget**

**Line 38 – Legal Fees** are for general District matters. **There is no budgeted increase for FY 25.**

**Line 39 – Consultants-Other** includes consulting services for information technology (IT), human resources, and miscellaneous services. **There is no budgeted increase for FY 25.**

**Line 42 – Internet Service / E-Rate** includes the total cost of providing internet service to the main library and the Bob Lucas branch. The E-Rate reimbursement is recorded separately in Other Revenue. **Decrease 7% for agreement discounts.**

**Line 43 – Technology Equipment** includes office computers and misc. equipment. **There is no budget increase for FY 25.**

**Line 44 – Technology Maintenance Fees** includes maintenance contracts for a printer, copier, and multi-functional machines. **There is no budget increase for FY 25.**

**Line 45 - Telecommunications** includes phone charges for the main library and the Bob Lucas branch. **Increase 9% for additional hotspot contracts.**

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

**Lines 59 – 66 – Programs** includes program costs for adult, teen, and youth services. It also supports the Summer Reading program, programs for the Bob Lucas Branch, Literacy services, and volunteer services. **There is no budget increase for FY Total Program Expenses.**

**Line 69 – Building Projects Legal Fees** include legal fees for the building projects. **FY 25 fees are budgeted using bond proceeds.**

**Line 72 - Net Revenue / (Expenses)** is the year-to-date use of or (addition to) Operating Reserves. **The use of \$72,700 is budgeted from Operating Reserves for FY 25.**

#### **Donations / Grants**

##### **Revenue**

**Line 3 – Altadena Library Foundation** includes a grant to support operating and program services. **FY 25 funding is reduced due to program grants that ended in FY 24.**

**Line 4 – Friends of the Library** includes a grant to support operating and program services. **Funding is renewed for FY 25.**

**Line 5 – Califa Stay & Play** includes support for outreach and programming for informal caregivers and the children in their care. **Funding is granted based on reapplication each year. There is no budget for FY 25.**

## **Altadena Library District**

### **FY 25 Proposed Budget**

**Line 6 - California Library Literary Services** includes annual grant funding and an additional grant to support English as a second language services. **FY 25 funding is reduced by 2%.**

**Line 7 - California State Libraries Expanding our Footprint** includes the purchase of vending machines and other equipment. **Grant funding was finalized in FY 24. There is no budget for FY 25.**

**Line 8 – California State Library Lunch at the Library** includes support for summer meals and programming for families. **FY 25 funding is carried over from FY 24.**

**Line 9 – California State Library Zip Books** includes support for purchase suggestions which provide patrons with books not currently available that become part of the Library collection. **Funding is granted based on reapplication each year. There is no budget for FY 25.**

#### **Expenses**

**Line 14 – Salaried** includes a portion of salaries at the Bob Lucas Branch funded by the California Library Literary Services grant. **Decrease 6% for an increased allocation to English as a second language materials.**

**Line 15 – Hourly** includes a portion of hourly wages at the Bob Lucas Branch funded by the California Library Literary Services grant for English as a second language services. **Decrease 8% for an increased allocation to English as a second language materials.**

**Lines 18-22 – Total Operating Expenses** includes staff recognition, development and training, and miscellaneous furniture and equipment funded by the Altadena Library Foundation and Friends of the Altadena Library. **Decrease due to the completion of the Expanding our Footprint grant in FY 24.**

**Lines 25-38 – Total Programs and Materials** includes programming for adults, teens, youth, and all ages, the summer reading program, literacy services, and the Poet's Laureate. It also includes materials for the Mobile Library Collection / Seed Library. **Decrease due to multiple grants from FY 24 that require reapplication for FY 25.**

**Line 41 Net Revenue / (Expenses)** is the year-to-date use of or (deferred use of) donation and grant funds. **The FY 25 budget projects utilizing all donations and grants.**



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

**AGENDA ITEM:** XI.e.

**MEETING DATE:** May 20, 2024

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

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**TITLE:** Review and Approval of June 13 Late Opening of the Library to Accommodate Professional Development Training.

**BACKGROUND:**

Since 2021, Jennifer Coyle of North Star Consulting, Inc., has provided professional development services to the District for staff, management, and trustees. In 2023, Jennifer conducted two professional development trainings for staff:

- January 2023, Ms. Coyle facilitated customer service training
- March 2023, Ms. Coyle introduced Individual Development Plans (IDPs) for staff and managers to incorporate as part of a now continuing professional development component at the District.

To continue ensuring staff receive relevant and enriching professional development opportunities, the District is proposing staff training by North Star Consulting on June 13. To allow for a thorough training to completely cover all materials and activities, the training time will be 3 hours. The District is proposing late opening of the library on June 13, 2024, to accommodate the proposed training duration. The library would open at 12:00 pm this day.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff recommends the Board approve the June 13, 2024 late opening of the library at 12:00 pm for staff professional development training.