



*Honoring the past, cultivating the present, empowering the future*

**AGENDA  
Regular Meeting**

Board of Library Trustees – Altadena Library District  
Community Room – Main Library - **June 25, 2018** – 5:00 p.m.

**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.

**1) CALL TO ORDER**

**2) ROLL CALL:**

- a) Terry Andrues
- b) Ira Bershatsky
- c) Betsy Kahn, President
- d) Gwendolyn McMullins, Secretary
- e) Armando Zambrano

**3) ADOPTION OF AGENDA**

- a) Opportunity for Board members to delete items, re-order items, continue items or make additions to the agenda pursuant to Government Code Section 54954.2(b).

**4) PUBLIC COMMUNICATION**

- a) Individuals may address the Board regarding any item of Library business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Board President, individuals may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and state the agenda item and/or issue you wish to address.

**5) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS**

**None to Report**

**6) FINANCIAL REPORTS**

- a) **Financial reports for April 2017 (INFORMATION/ACTION) (10 Minutes) Page # 3-15**  
**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

**7) CONSENT CALENDAR (5 Minutes)**

- a) The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under "Items removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by roll call under one motion.

**Recommended Action:** The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

- i) Approval of Minutes – Regular Meeting held May 21, 2018, Page #22-24
- ii) Approval of Minutes – Special Meeting held May 31, 2018, Page #20-21
- iii) Approval of Minutes – Special meeting held June 11, 2018, Page # 18-19
- iv) Approval of Minutes – Special meeting held May 7, 2018, Page # 16-17
- v) Statistical Reports – YTD – May 2018, Page # 25-28
- vi) Departmental Monthly Reports – May 2018, Page #29-41
- vii) District Director's Report – May 2018, Page # 42-43

**8) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

- a) Items removed from the Consent Calendar will be discussed individually at this time.

**9) NEW BUSINESS**

- a) Delegation of Authority to Request Disbursements – CalPERS CERBT Program (INFORMATION/ACTION) Pages #44-45
- b) Earthquake Insurance Policy Renewal (INFORMATION/ACTION) Pages #46-69
- c) December Board of Trustees Meeting Date (INFORMATION/ACTION) **Pages #70**

**10) OLD BUSINESS**

- a) Presentation of Final Draft Budget for FY 18/19 (INFORMATION/ACTION) Pages #71-77
- b) RFID (Radio Frequency Identification) Presentation and Award of Contract to Invengo Technology Corp. Pages #78-152 (INFORMATION/ACTION)

**11) CORRESPONDENCE, Page #**

**12) REPORTS OF SUPPORT GROUPS (5 minutes)**

- a) Altadena Library Foundation
- b) Friends of the Altadena Library

**13) REPORTS OF TRUSTEES**

**14) AGENDA ITEMS FOR FUTURE AGENDAS**

- a) This is an opportunity for Board members to request that items be placed on future agendas.

**15) ADJOURNMENT**

- a) **Recommended Action:** There being no further business to come before the Board, the meeting is adjourned.

**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration      **MEETING DATE:** June 25, 2018

**PREPARED BY:** Nicole Fabry      **LOCATION:** Community Room

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**TITLE: Summary Report of Financial Statements for April 2018**

**April 2018 FINANCIAL STATEMENTS**

The following financial reports are for the month of April 2018. The financial statements are unaudited.

As indicated on this report, actual year-to-date revenues exceed actual year-to-date expenditures, reflecting a net income of \$453,129.67. ALD cash and cash equivalents are \$3,466,330.20.

**REVENUE HIGHLIGHTS**

The District currently has \$3,466,330.20 in cash and cash equivalents. The (unaudited) net income for the month of February is \$453,129.67.

Passport services and printing revenue continue to exceed budget expectations and are at 85% and 96.9% of budget, respectively.

**PAYMENTS FROM SUPPORT ORGANIZATIONS**

No payments to report for April 2018.

**EXPENDITURE HIGHLIGHTS**

No highlights to report for April 2018.

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
 July 2017 through April 2018

	Jul '17 - Apr 18	Jul '16 - Apr 17	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATIONS AND GRANTS</b>				
4710 · Friends of the Library	12,000.00	20,000.00	(8,000.00)	(40.0)%
4730 · Undesignated	1,778.45	17,503.00	(15,724.55)	(89.8)%
4735 · Designated		1,825.00	(1,825.00)	(100.0)%
4740 · CA Library Literacy Services	18,000.00	26,300.00	(8,300.00)	(31.6)%
4750 · Cal State Library	18,281.00	13,500.00	4,781.00	35.4%
4755 · HUD Grant		43,263.64	(43,263.64)	(100.0)%
<b>Total DONATIONS AND GRANTS</b>	<b>50,059.45</b>	<b>122,391.64</b>	<b>(72,332.19)</b>	<b>(59.1)%</b>
<b>FINES &amp; FEES</b>				
4305 · Fees	4,639.35	16,243.36	(11,604.01)	(71.4)%
4310 · MFM Revenue	5,814.68	5,134.90	679.78	13.2%
4340 · Passport Services Fees	76,498.69	61,760.00	14,738.69	23.9%
4350 · Sales of Products	3,234.55		3,234.55	100.0%
<b>Total FINES &amp; FEES</b>	<b>90,187.27</b>	<b>83,138.26</b>	<b>7,049.01</b>	<b>8.5%</b>
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Chase Bank	1,668.23	1,207.45	460.78	38.2%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	<b>1,668.23</b>	<b>1,207.45</b>	<b>460.78</b>	<b>38.2%</b>
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4910 · Miscellaneous Income		297.89	(297.89)	(100.0)%
4915 · Rental Revenue	2,325.00		2,325.00	100.0%
4999 · Rewards & Incentives	5,539.05	2,000.00	3,539.05	177.0%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	<b>7,864.05</b>	<b>2,297.89</b>	<b>5,566.16</b>	<b>242.2%</b>
<b>REVENUES</b>				
<b>Property Taxes</b>				
<b>4010 · Current-Year Secured</b>				
4010.00 · Current Secured	1,949,286.94	1,824,971.55	124,315.39	6.8%
4010.01 · Revenue Residual	18,120.28	19,260.94	(1,140.66)	(5.9)%
4010.02 · Statutory Revenue	2,271.68	2,027.10	244.58	12.1%
4010.03 · SB 813 Supplemental	41,457.10	35,840.75	5,616.35	15.7%
<b>Total 4010 · Current-Year Secured</b>	<b>2,011,136.00</b>	<b>1,882,100.34</b>	<b>129,035.66</b>	<b>6.9%</b>
<b>4020 · Current-Year Unsecured</b>				
4020.00 · Current Unsecured	79,499.64	3,252.81	76,246.83	2,344.0%
4020 · Current-Year Unsecured - Other		71,057.05	(71,057.05)	(100.0)%
<b>Total 4020 · Current-Year Unsecured</b>	<b>79,499.64</b>	<b>74,309.86</b>	<b>5,189.78</b>	<b>7.0%</b>
<b>4030 · Prior-Year Secured</b>				
4030.00 · Prior Secured	31,162.96	5,112.32	26,050.64	509.6%
4030.01 · Secured Refunds		(21,297.60)	21,297.60	100.0%
4030.02 · Statutory Revenue		939.04	(939.04)	(100.0)%
4030.03 · SB 813 Redemption	3,019.24	675.21	2,344.03	347.2%
4030.05 · Secured Tax Refunds	(27,122.67)		(27,122.67)	(100.0)%
4030 · Prior-Year Secured - Other		9,744.01	(9,744.01)	(100.0)%
<b>Total 4030 · Prior-Year Secured</b>	<b>7,059.53</b>	<b>(4,827.02)</b>	<b>11,886.55</b>	<b>246.3%</b>
<b>4040 · Prior-Year Unsecured</b>				
4040.00 · Prior Unsecured	9,514.02	2,372.90	7,141.12	300.9%
<b>Total 4040 · Prior-Year Unsecured</b>	<b>9,514.02</b>	<b>2,372.90</b>	<b>7,141.12</b>	<b>300.9%</b>
<b>4050 · Homeowners Exemption</b>	6,940.95	7,007.94	(66.99)	(1.0)%
<b>4060 · Special Assessment</b>				
4060.01 · Per Parcel Benefit Assessment	705,596.35	681,732.66	23,863.69	3.5%
4060.02 · Direct Assessments		2,566.94	(2,566.94)	(100.0)%
<b>Total 4060 · Special Assessment</b>	<b>705,596.35</b>	<b>684,299.60</b>	<b>21,296.75</b>	<b>3.1%</b>
<b>4080 · Penalties, Interest &amp; Costs-Ref</b>	9,209.63	11,497.84	(2,288.21)	(19.9)%
<b>4220 · County Interest Allocation</b>	6,549.91	1,539.01	5,010.90	325.6%
<b>4250 · Change in Property Tax Accrual</b>	(5,793.87)		(5,793.87)	(100.0)%
<b>Total Property Taxes</b>	<b>2,829,712.16</b>	<b>2,658,300.47</b>	<b>171,411.69</b>	<b>6.5%</b>
<b>Total REVENUES</b>	<b>2,829,712.16</b>	<b>2,658,300.47</b>	<b>171,411.69</b>	<b>6.5%</b>
<b>Total Income</b>	<b>2,979,491.16</b>	<b>2,867,335.71</b>	<b>112,155.45</b>	<b>3.9%</b>

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
 July 2017 through April 2018

Expense	Jul '17 - Apr 18	Jul '16 - Apr 17	\$ Change	% Change
<b>PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	279,400.05	889,955.95	(610,555.90)	(68.6)%
5020 · Hourly	913,024.79	315,671.12	597,353.67	189.2%
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>1,192,424.84</b>	<b>1,205,627.07</b>	<b>(13,202.23)</b>	<b>(1.1)%</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>				
<b>5120 · Payroll Taxes (ER)</b>				
5250 · FUTA	4,867.71	112.01	4,755.70	4,245.8%
5120 · Payroll Taxes (ER) - Other	97,998.33	70,415.93	27,582.40	39.2%
<b>Total 5120 · Payroll Taxes (ER)</b>	<b>102,866.04</b>	<b>70,527.94</b>	<b>32,338.10</b>	<b>45.9%</b>
5120.01 · Soc Security & Medicare, Salary		20,486.21	(20,486.21)	(100.0)%
5120.02 · Soc Security & Medicare, Hourly		5,930.34	(5,930.34)	(100.0)%
<b>5210 · PERS Retirement</b>				
5210.01 · CalPers CLASSIC (ER Contr)	22,676.66	14,677.33	7,999.33	54.5%
5210.02 · CalPers PEPRA (ER Contr)	60,206.71	16,549.62	43,657.09	263.8%
5211 · PERS Retirement 2% @ 55		85,323.82	(85,323.82)	(100.0)%
5212 · PERS Retirement 2% @ 60		792.10	(792.10)	(100.0)%
5213 · PERS Retirement 2% @ 62		9,129.11	(9,129.11)	(100.0)%
5218 · PERS Unfunded	68,854.41		68,854.41	100.0%
5210 · PERS Retirement - Other		258.37	(258.37)	(100.0)%
<b>Total 5210 · PERS Retirement</b>	<b>151,737.78</b>	<b>126,730.35</b>	<b>25,007.43</b>	<b>19.7%</b>
5222 · OPEB Contribution		128,337.00	(128,337.00)	(100.0)%
5251 · SUI, Hourly		697.64	(697.64)	(100.0)%
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>254,603.82</b>	<b>352,709.48</b>	<b>(98,105.66)</b>	<b>(27.8)%</b>
<b>5200 · Insurance</b>				
5220 · Health Insurance	98,721.29	99,452.34	(731.05)	(0.7)%
5221 · Health Insurance - Retirees	62,126.36	56,851.37	5,274.99	9.3%
5230 · Dental Insurance	11,553.84	13,343.87	(1,790.03)	(13.4)%
5240 · Vision Insurance	3,423.86	4,000.42	(576.56)	(14.4)%
5260 · Life Insurance	1,081.14	1,197.60	(116.46)	(9.7)%
5270 · Workers' Compensation	13,493.59	17,802.97	(4,309.38)	(24.2)%
5280 · Disability Insurance		298.32	(298.32)	(100.0)%
<b>Total 5200 · Insurance</b>	<b>190,400.08</b>	<b>192,946.89</b>	<b>(2,546.81)</b>	<b>(1.3)%</b>
<b>Total PERSONNEL RELATED EXPENSES</b>	<b>1,637,428.74</b>	<b>1,751,283.44</b>	<b>(113,854.70)</b>	<b>(6.5)%</b>
<b>CAPITAL</b>				
7310 · Equipment, Furniture & Fixtures	8,076.25	300,511.24	(292,434.99)	(97.3)%
7320 · Structures & Improvements	148,355.75	71,952.55	76,403.20	106.2%
<b>Total CAPITAL</b>	<b>156,432.00</b>	<b>372,463.79</b>	<b>(216,031.79)</b>	<b>(58.0)%</b>
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>				
7205 · Maintenance Contracts	4,442.45	9,399.37	(4,956.92)	(52.7)%
7210 · Building Maint & Repairs	10,787.08	49,431.51	(38,644.43)	(78.2)%
7220 · Landscape	8,573.86	22,724.79	(14,150.93)	(62.3)%
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	<b>23,803.39</b>	<b>81,555.67</b>	<b>(57,752.28)</b>	<b>(70.8)%</b>
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses	16,428.14	14,435.66	1,992.48	13.8%
6115 · Electronic Databases & Subscrip	15,170.58	17,658.77	(2,488.19)	(14.1)%
6120 · Books	94,352.41	88,879.18	5,473.23	6.2%
6125 · Audio CD	14,408.68	11,933.73	2,474.95	20.7%
6130 · DVD's & Videogames	22,854.11	17,474.44	5,379.67	30.8%
6135 · Processing of Materials	34,691.10	22,849.68	11,841.42	51.8%
6140 · Periodicals	15,677.80	12,818.98	2,858.82	22.3%
6150 · Downloadables	15,158.78	14,385.20	773.58	5.4%
<b>Total LIBRARY MATERIALS</b>	<b>228,741.60</b>	<b>200,435.64</b>	<b>28,305.96</b>	<b>14.1%</b>
<b>MISCELLANEOUS EXPENSE</b>				
7510 · Miscellaneous Expense		453.30	(453.30)	(100.0)%
<b>Total MISCELLANEOUS EXPENSE</b>		<b>453.30</b>	<b>(453.30)</b>	<b>(100.0)%</b>

**Altadena Library District**  
**Profit & Loss Prev Year Comparison**  
 July 2017 through April 2018

	Jul '17 - Apr 18	Jul '16 - Apr 17	\$ Change	% Change
<b>OPERATING EXPENSES</b>				
6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92	41,467.61	(2,773.69)	(6.7)%
6620 · Membership Dues & Subscriptions	11,931.01	12,719.00	(787.99)	(6.2)%
6625 · Training & Education	5,700.24	5,738.40	(38.16)	(0.7)%
6626 · Recruitment & Recognition	1,008.78	6,625.03	(5,616.25)	(84.8)%
6627 · Advertising / Marketing	3,297.95	21,974.72	(18,676.77)	(85.0)%
6710 · Meetings & Travel	5,154.55	11,166.22	(6,011.67)	(53.8)%
6730 · Mileage & Parking Reimbursement	519.68	513.64	6.04	1.2%
6740 · Postage & Delivery	6,903.12	3,836.45	3,066.67	79.9%
6745 · Banking & Service Fees	1,590.51	1,131.53	458.98	40.6%
6746 · Payroll Fees	7,925.00	11,739.78	(3,814.78)	(32.5)%
6750 · Printing & Reproduction	12,271.88	5,188.92	7,082.96	136.5%
6755 · Small Equipment	1,882.90	23,465.49	(21,582.59)	(92.0)%
6765 · Janitorial Supplies	16,676.57	9,755.04	6,921.53	71.0%
6770 · Operating Supplies	17,179.16	31,649.64	(14,470.48)	(45.7)%
6780 · Operating Software	2,672.31	249.00	2,423.31	973.2%
6790 · Hardware (Computers / Tech)	27,226.52	459.03	(459.03)	(100.0)%
6920 · Electricity	27,226.52	24,678.95	2,547.57	10.3%
6930 · Natural Gas	2,347.35	4,076.72	(1,729.37)	(42.4)%
6940 · Water & Sewage	4,861.95	4,165.74	696.21	16.7%
6950 · Refuse	3,885.65	3,194.03	691.62	21.7%
6960 · Products for Resale	3,264.46	2,164.71	1,099.75	50.8%
6970 · Equipment Lease & Rental	12,372.37	10,025.22	2,347.15	23.4%
7530 · Direct Assessments/Admin Costs	10,084.06	27,677.23	(17,593.17)	(63.6)%
<b>Total OPERATING EXPENSES</b>	<b>197,449.94</b>	<b>263,662.10</b>	<b>(66,212.16)</b>	<b>(25.1)%</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>				
7125 · Audit and Financial Consulting	34,488.95	29,162.50	5,326.45	18.3%
7130 · Legal Fees	12,882.23	18,049.48	(5,167.25)	(28.6)%
7135 · Technology Consulting	2,400.00	1,078.80	1,321.20	122.5%
7140 · Architectural & Engineering	5,000.00	5,000.00	(5,000.00)	(100.0)%
7145 · Collection Agency	2,058.50	1,020.30	1,038.20	101.8%
7155 · Consultants - Other	69,305.25	35,175.17	34,130.08	97.0%
7170 · Telecommunications	5,282.83	(1.55)	5,284.38	340,927.7%
7175 · Internet Service	30,194.71	29,852.10	342.61	1.2%
7180 · Technology Equipment	37,125.76	56,800.92	(19,675.16)	(34.6)%
7185 · Technology Maintenance Fees	15,819.66	45,177.74	(29,358.08)	(65.0)%
7190 · Website Development	858.00	360.00	498.00	138.3%
7199 · County Tax Collection Fees	35,940.07	35,940.07	35,940.07	100.0%
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>246,355.96</b>	<b>221,675.46</b>	<b>24,680.50</b>	<b>11.1%</b>
<b>PROGRAMS</b>				
6200 · Youth Services	5,366.05	5,860.37	(494.32)	(8.4)%
6210 · Teen Services	4,166.39	1,909.41	2,256.98	118.2%
6220 · Adult Services	22,145.94	14,701.92	7,444.02	50.6%
6230 · Bob Lucas Branch Services	2,735.13	1,108.50	1,626.63	146.7%
6240 · Literacy Services	1,736.35	84.35	1,652.00	1,958.5%
<b>Total PROGRAMS</b>	<b>36,149.86</b>	<b>23,664.55</b>	<b>12,485.31</b>	<b>52.8%</b>
<b>Total Expense</b>	<b>2,526,361.49</b>	<b>2,915,193.95</b>	<b>(388,832.46)</b>	<b>(13.3)%</b>
<b>Net Ordinary Income</b>	<b>453,129.67</b>	<b>(47,858.24)</b>	<b>500,987.91</b>	<b>1,046.8%</b>
<b>Net Income</b>	<b>453,129.67</b>	<b>(47,858.24)</b>	<b>500,987.91</b>	<b>1,046.8%</b>

**Altadena Library District**  
**Profit & Loss**  
 July 2017 through April 2018

Jul '17 - Apr 18

Ordinary Income/Expense

Income

**DONATIONS AND GRANTS**

4710 · Friends of the Library	12,000.00
4730 · Undesignated	1,778.45
4740 · CA Library Literacy Services	18,000.00
4750 · Cal State Library	18,281.00

**Total DONATIONS AND GRANTS** 50,059.45

**FINES & FEES**

4305 · Fees	4,639.35
4310 · MFM Revenue	5,814.68
4340 · Passport Services Fees	76,498.69
4350 · Sales of Products	3,234.55

**Total FINES & FEES** 90,187.27

**INTEREST INCOME & ADJUSTMENTS**

4210 · Chase Bank	1,668.23
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**Total INTEREST INCOME & ADJUSTMENTS** 1,668.23

**OTHER REVENUE & ADJUSTMENT**

4915 · Rental Revenue	2,325.00
4999 · Rewards & Incentives	5,539.05

**Total OTHER REVENUE & ADJUSTMENT** 7,864.05

**REVENUES**

Property Taxes

<b>4010 · Current-Year Secured</b>	
4010.00 · Current Secured	1,949,286.94
4010.01 · Revenue Residual	18,120.28
4010.02 · Statutory Revenue	2,271.68
4010.03 · SB 813 Supplemental	41,457.10

**Total 4010 · Current-Year Secured** 2,011,136.00

<b>4020 · Current-Year Unsecured</b>	
4020.00 · Current Unsecured	79,499.64

**Total 4020 · Current-Year Unsecured** 79,499.64

<b>4030 · Prior-Year Secured</b>	
4030.00 · Prior Secured	31,162.96
4030.03 · SB 813 Redemption	3,019.24
4030.05 · Secured Tax Refunds	(27,122.67)

**Total 4030 · Prior-Year Secured** 7,059.53

<b>4040 · Prior-Year Unsecured</b>	
4040.00 · Prior Unsecured	9,514.02

**Total 4040 · Prior-Year Unsecured** 9,514.02

**4050 · Homeowners Exemption** 6,940.95

<b>4060 · Special Assessment</b>	
4060.01 · Per Parcel Benefit Assessment	705,596.35

**Total 4060 · Special Assessment** 705,596.35

**4080 · Penalties, Interest & Costs-Ref** 9,209.63

**4220 · County Interest Allocation** 6,549.91

**4250 · Change in Property Tax Accrual** (5,793.87)

**Total Property Taxes** 2,829,712.16

**Total REVENUES** 2,829,712.16

**Total Income** 2,979,491.16

**Altadena Library District**  
**Profit & Loss**  
 July 2017 through April 2018

Jul '17 - Apr 18

## Expense

## 'PERSONNEL RELATED EXPENSES

## 5000 · SALARIES &amp; WAGES

5010 · Salaried

279,400.05

5020 · Hourly

913,024.79

Total 5000 · SALARIES &amp; WAGES

1,192,424.84

## 5100 · Employer-Portion Taxes/Benefits

5120 · Payroll Taxes (ER)

5250 · FUTA

4,867.71

5120 · Payroll Taxes (ER) - Other

97,998.33

Total 5120 · Payroll Taxes (ER)

102,866.04

## 5210 · PERS Retirement

5210.01 · CalPers CLASSIC (ER Contr)

22,676.66

5210.02 · CalPers PEPRA (ER Contr)

60,206.71

5218 · PERS Unfunded

68,854.41

Total 5210 · PERS Retirement

151,737.78

Total 5100 · Employer-Portion Taxes/Benefits

254,603.82

## 5200 · Insurance

5220 · Health Insurance

98,721.29

5221 · Health Insurance - Retirees

62,126.36

5230 · Dental Insurance

11,553.84

5240 · Vision Insurance

3,423.86

5260 · Life Insurance

1,081.14

5270 · Workers' Compensation

13,493.59

5280 · Disability Insurance

Total 5200 · Insurance

190,400.08

Total 'PERSONNEL RELATED EXPENSES

1,637,428.74

## CAPITAL

7310 · Equipment, Furniture &amp; Fixtures

8,076.25

7320 · Structures &amp; Improvements

148,355.75

Total CAPITAL

156,432.00

## FACILITIES, GROUNDS &amp; MAINTENAN

7205 · Maintenance Contracts

4,442.45

7210 · Building Maint &amp; Repairs

10,787.08

7220 · Landscape

8,573.86

Total FACILITIES, GROUNDS &amp; MAINTENAN

23,803.39

## LIBRARY MATERIALS

6110 · Cataloging Expenses

16,428.14

6115 · Electronic Databases &amp; Subscrip

15,170.58

6120 · Books

94,352.41

6125 · Audio CD

14,408.68

6130 · DVD's &amp; Videogames

22,854.11

6135 · Processing of Materials

34,691.10

6140 · Periodicals

15,677.80

6150 · Downloadables

15,158.78

Total LIBRARY MATERIALS

228,741.60

## MISCELLANEOUS EXPENSE

7510 · Miscellaneous Expense

Total MISCELLANEOUS EXPENSE



Altadena Library District  
Profit & Loss  
July 2017 through April 2018

Jul '17 - Apr 18

<b>OPERATING EXPENSES</b>	
6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92
6620 · Membership Dues & Subscriptions	11,931.01
6625 · Training & Education	5,700.24
6626 · Recruitment & Recognition	1,008.78
6627 · Advertising / Marketing	3,297.95
6710 · Meetings & Travel	5,154.55
6730 · Mileage & Parking Reimbursement	519.68
6740 · Postage & Delivery	6,903.12
6745 · Banking & Service Fees	1,590.51
6746 · Payroll Fees	7,925.00
6750 · Printing & Reproduction	12,271.88
6755 · Small Equipment	1,882.90
6765 · Janitorial Supplies	16,676.57
6770 · Operating Supplies	17,179.16
6780 · Operating Software	2,672.31
6920 · Electricity	27,226.52
6930 · Natural Gas	2,347.35
6940 · Water & Sewage	4,861.95
6950 · Refuse	3,885.65
6960 · Products for Resale	3,264.46
6970 · Equipment Lease & Rental	12,372.37
7530 · Direct Assessments/Admin Costs	10,084.06
<b>Total OPERATING EXPENSES</b>	<b>197,449.94</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>	
7125 · Audit and Financial Consulting	34,488.95
7130 · Legal Fees	12,882.23
7135 · Technology Consulting	2,400.00
7145 · Collection Agency	2,058.50
7155 · Consultants - Other	69,305.25
7170 · Telecommunications	5,282.83
7175 · Internet Service	30,194.71
7180 · Technology Equipment	37,125.76
7185 · Technology Maintenance Fees	15,819.66
7190 · Website Development	858.00
7199 · County Tax Collection Fees	35,940.07
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>246,355.96</b>
<b>PROGRAMS</b>	
6200 · Youth Services	5,366.05
6210 · Teen Services	4,166.39
6220 · Adult Services	22,145.94
6230 · Bob Lucas Branch Services	2,735.13
6240 · Literacy Services	1,736.35
<b>Total PROGRAMS</b>	<b>36,149.86</b>
<b>Total Expense</b>	<b>2,526,361.49</b>
<b>Net Ordinary Income</b>	<b>453,129.67</b>
<b>Net Income</b>	<b>453,129.67</b>

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through April 2018

	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATIONS AND GRANTS</b>				
4710 · Friends of the Library	12,000.00	24,000.00	(12,000.00)	50.0%
4730 · Undesignated	1,778.45		1,778.45	100.0%
4735 · Designated		1,100.00	(1,100.00)	
4740 · CA Library Literacy Services	18,000.00	22,649.00	(4,649.00)	79.5%
4750 · Cal State Library	18,281.00	18,281.00		100.0%
4755 · HUD Grant				
<b>Total DONATIONS AND GRANTS</b>	50,059.45	66,030.00	(15,970.55)	75.8%
<b>FINES &amp; FEES</b>				
4305 · Fees	4,639.35	9,000.00	(4,360.65)	51.5%
4310 · MFM Revenue	5,814.68	6,000.00	(185.32)	96.9%
4340 · Passport Services Fees	76,498.69	90,000.00	(13,501.31)	85.0%
4350 · Sales of Products	3,234.55	5,000.00	(1,765.45)	64.7%
<b>Total FINES &amp; FEES</b>	90,187.27	110,000.00	(19,812.73)	82.0%
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Chase Bank	1,668.23		1,668.23	100.0%
4221 · FMV COLA		3,000.00	(3,000.00)	
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	1,668.23	3,000.00	(1,331.77)	55.6%
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4910 · Miscellaneous Income				
4915 · Rental Revenue	2,325.00			
4940 · Transfer in from Reserves		150,000.00	(150,000.00)	
4999 · Rewards & Incentives	5,539.05	6,000.00	(460.95)	92.3%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	7,864.05	156,000.00	(148,135.95)	5.0%
<b>REVENUES</b>				
<b>Property Taxes</b>				
4010 · Current-Year Secured				
4010.00 · Current Secured	1,949,286.94	15,010.28	1,934,276.66	12,986.3%
4010.01 · Revenue Residual	18,120.28		18,120.28	100.0%
4010.02 · Statutory Revenue	2,271.68		2,271.68	100.0%
4010.03 · SB 813 Supplemental	41,457.10		41,457.10	100.0%
4010 · Current-Year Secured - Other		2,118,250.62	(2,118,250.62)	
<b>Total 4010 · Current-Year Secured</b>	2,011,136.00	2,133,260.90	(122,124.90)	94.3%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	79,499.64		79,499.64	100.0%
4020 · Current-Year Unsecured - Other		74,263.00	(74,263.00)	
<b>Total 4020 · Current-Year Unsecured</b>	79,499.64	74,263.00	5,236.64	107.1%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	31,162.96		31,162.96	100.0%
4030.01 · Secured Refunds				
4030.02 · Statutory Revenue				
4030.03 · SB 813 Redemption	3,019.24		3,019.24	100.0%
4030.04 · Property Tax Penalties				
4030.05 · Secured Tax Refunds	(27,122.67)			
4030 · Prior-Year Secured - Other		10,600.00	(10,600.00)	
<b>Total 4030 · Prior-Year Secured</b>	7,059.53	10,600.00	(3,540.47)	66.6%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	9,514.02		9,514.02	100.0%
<b>Total 4040 · Prior-Year Unsecured</b>	9,514.02		9,514.02	100.0%
4050 · Homeowners Exemption	6,940.95	7,725.00	(784.05)	89.9%

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through April 2018

	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
<b>4060 · Special Assessment</b>				
4060.01 · Per Parcel Benefit Assessment	705,596.35	802,160.99	(96,564.64)	88.0%
4060.02 · Direct Assessments				
<b>Total 4060 · Special Assessment</b>	705,596.35	802,160.99	(96,564.64)	88.0%
<b>4080 · Penalties, Interest &amp; Costs-Ref</b>	9,209.63	10,000.00	(790.37)	92.1%
<b>4090 · RDA ABx126 Income</b>		26,500.00	(26,500.00)	
<b>4220 · County Interest Allocation</b>	6,549.91	500.00	6,049.91	1,310.0%
<b>4250 · Change in Property Tax Accrual</b>	(5,793.87)			
<b>Total Property Taxes</b>	2,829,712.16	3,065,009.89	(235,297.73)	92.3%
<b>Total REVENUES</b>	2,829,712.16	3,065,009.89	(235,297.73)	92.3%
<b>Total Income</b>	2,979,491.16	3,400,039.89	(420,548.73)	87.6%
<b>Expense</b>				
<b>'PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	279,400.05	373,972.29	(94,572.24)	74.7%
5020 · Hourly	913,024.79	1,189,448.66	(276,423.87)	76.8%
<b>Total 5000 · SALARIES &amp; WAGES</b>	1,192,424.84	1,563,420.95	(370,996.11)	76.3%
<b>5100 · Employer-Portion Taxes/Benefits</b>				
5120 · Payroll Taxes (ER)				
5250 · FUTA	4,867.71	14,700.00	(9,832.29)	33.1%
5120 · Payroll Taxes (ER) - Other	97,998.33	120,236.94	(22,238.61)	81.5%
<b>Total 5120 · Payroll Taxes (ER)</b>	102,866.04	134,936.94	(32,070.90)	76.2%
5120.01 · Soc Security & Medicare, Salary				
5120.02 · Soc Security & Medicare, Hourly				
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	22,676.66		22,676.66	100.0%
5210.02 · CalPers PEPRA (ER Contr)	60,206.71		60,206.71	100.0%
5211 · PERS Retirement 2% @ 55				
5212 · PERS Retirement 2% @ 60				
5213 · PERS Retirement 2% @ 62				
5218 · PERS Unfunded	68,854.41	91,806.00	(22,951.59)	75.0%
5210 · PERS Retirement - Other		100,179.46	(100,179.46)	
<b>Total 5210 · PERS Retirement</b>	151,737.78	191,985.46	(40,247.68)	79.0%
5222 · OPEB Contribution				
5251 · SUI, Hourly		41,000.00	(41,000.00)	
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	254,603.82	367,922.40	(113,318.58)	69.2%
<b>5200 · Insurance</b>				
5220 · Health Insurance	98,721.29	129,000.00	(30,278.71)	76.5%
5221 · Health Insurance - Retirees	62,126.36	75,600.00	(13,473.64)	82.2%
5230 · Dental Insurance	11,553.84	14,300.00	(2,746.16)	80.8%
5240 · Vision Insurance	3,423.86	4,100.00	(676.14)	83.5%
5260 · Life Insurance	1,081.14	2,000.00	(918.86)	54.1%
5270 · Workers' Compensation	13,493.59	20,000.00	(6,506.41)	67.5%
5280 · Disability Insurance		2,500.00	(2,500.00)	
<b>Total 5200 · Insurance</b>	190,400.08	247,500.00	(57,099.92)	76.9%
<b>Total 'PERSONNEL RELATED EXPENSES</b>	1,637,428.74	2,178,843.35	(541,414.61)	75.2%
<b>CAPITAL</b>				
7310 · Equipment, Furniture & Fixtures	8,076.25	32,995.00	(24,918.75)	24.5%
7320 · Structures & Improvements	148,355.75	150,000.00	(1,644.25)	98.9%
<b>Total CAPITAL</b>	156,432.00	182,995.00	(26,563.00)	85.5%

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through April 2018

	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>				
7205 · Maintenance Contracts	4,442.45	18,000.00	(13,557.55)	24.7%
7210 · Building Maint & Repairs	10,787.08	20,000.00	(9,212.92)	53.9%
7220 · Landscape	8,573.86	15,000.00	(6,426.14)	57.2%
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	<b>23,803.39</b>	<b>53,000.00</b>	<b>(29,196.61)</b>	<b>44.9%</b>
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses	16,428.14	20,000.00	(3,571.86)	82.1%
6115 · Electronic Databases & Subscrip	15,170.58	21,500.00	(6,329.42)	70.6%
6120 · Books	94,352.41	207,000.00	(112,647.59)	45.6%
6125 · Audio CD	14,408.68	18,000.00	(3,591.32)	80.0%
6130 · DVD's & Videogames	22,854.11	23,000.00	(145.89)	99.4%
6135 · Processing of Materials	34,691.10	46,850.00	(12,158.90)	74.0%
6140 · Periodicals	15,677.80	17,500.00	(1,822.20)	89.6%
6150 · Downloadables	15,158.78	20,000.00	(4,841.22)	75.8%
<b>Total LIBRARY MATERIALS</b>	<b>228,741.60</b>	<b>373,850.00</b>	<b>(145,108.40)</b>	<b>61.2%</b>
<b>MISCELLANEOUS EXPENSE</b>				
7510 · Miscellaneous Expense				
7520 · Refunds/Parcel		1,000.00	(1,000.00)	
<b>Total MISCELLANEOUS EXPENSE</b>		<b>1,000.00</b>	<b>(1,000.00)</b>	
<b>OPERATING EXPENSES</b>				
6430 · Insurance-Gen, Prop, Liab, Eq	38,693.92	38,693.92		100.0%
6620 · Membership Dues & Subscriptions	11,931.01	13,000.00	(1,068.99)	91.8%
6625 · Training & Education	5,700.24	12,000.00	(6,299.76)	47.5%
6626 · Recruitment & Recognition	1,008.78	5,000.00	(3,991.22)	20.2%
6627 · Advertising / Marketing	3,297.95	5,000.00	(1,702.05)	66.0%
6710 · Meetings & Travel	5,154.55	10,000.00	(4,845.45)	51.5%
6730 · Mileage & Parking Reimbursement	519.68	800.00	(280.32)	65.0%
6740 · Postage & Delivery	6,903.12	9,000.00	(2,096.88)	76.7%
6745 · Banking & Service Fees	1,590.51	2,000.00	(409.49)	79.5%
6746 · Payroll Fees	7,925.00	12,000.00	(4,075.00)	66.0%
6750 · Printing & Reproduction	12,271.88	21,000.00	(8,728.12)	58.4%
6755 · Small Equipment	1,882.90	10,000.00	(8,117.10)	18.8%
6765 · Janitorial Supplies	16,676.57	13,000.00	3,676.57	128.3%
6770 · Operating Supplies	17,179.16	15,000.00	2,179.16	114.5%
6780 · Operating Software	2,672.31	3,000.00	(327.69)	89.1%
6785 · Computer Supplies				
6790 · Hardware (Computers / Tech)				
6920 · Electricity	27,226.52	42,100.00	(14,873.48)	64.7%
6930 · Natural Gas	2,347.35	5,500.00	(3,152.65)	42.7%
6940 · Water & Sewage	4,861.95	8,600.00	(3,738.05)	56.5%
6950 · Refuse	3,885.65	4,500.00	(614.35)	86.3%
6960 · Products for Resale	3,264.46	5,000.00	(1,735.54)	65.3%
6970 · Equipment Lease & Rental	12,372.37	15,424.00	(3,051.63)	80.2%
7530 · Direct Assessments/Admin Costs	10,084.06	45,084.06	(35,000.00)	22.4%
<b>Total OPERATING EXPENSES</b>	<b>197,449.94</b>	<b>295,701.98</b>	<b>(98,252.04)</b>	<b>66.8%</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>				
7125 · Audit and Financial Consulting	34,488.95	75,000.00	(40,511.05)	46.0%
7130 · Legal Fees	12,882.23	25,000.00	(12,117.77)	51.5%
7135 · Technology Consulting	2,400.00	1,500.00	900.00	160.0%
7140 · Architectural & Engineering		23,000.00	(23,000.00)	
7145 · Collection Agency	2,058.50	1,800.00	258.50	114.4%
7155 · Consultants - Other	69,305.25	74,000.00	(4,694.75)	93.7%
7170 · Telecommunications	5,282.83	7,500.00	(2,217.17)	70.4%
7175 · Internet Service	30,194.71	4,000.00	26,194.71	754.9%
7180 · Technology Equipment	37,125.76	34,281.00	2,844.76	108.3%
7185 · Technology Maintenance Fees	15,819.66	20,000.00	(4,180.34)	79.1%
7190 · Website Development	858.00	2,000.00	(1,142.00)	42.9%
7199 · County Tax Collection Fees	35,940.07			
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>246,355.96</b>	<b>268,081.00</b>	<b>(21,725.04)</b>	<b>91.9%</b>

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through April 2018

	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
<b>PROGRAMS</b>				
6200 · Youth Services	5,366.05	10,000.00	(4,633.95)	53.7%
6210 · Teen Services	4,166.39	5,500.00	(1,333.61)	75.8%
6220 · Adult Services	22,145.94	26,068.56	(3,922.62)	85.0%
6230 · Bob Lucas Branch Services	2,735.13	3,000.00	(264.87)	91.2%
6240 · Literacy Services	1,736.35	2,000.00	(263.65)	86.8%
<b>Total PROGRAMS</b>	36,149.86	46,568.56	(10,418.70)	77.6%
<b>Total Expense</b>	2,526,361.49	3,400,039.89	(873,678.40)	74.3%
<b>Net Ordinary Income</b>	453,129.67		453,129.67	100.0%
<b>Net Income</b>	<b>453,129.67</b>		<b>453,129.67</b>	<b>100.0%</b>

**Altadena Library District**  
**Balance Sheet**  
 As of April 30, 2018

Apr 30, 18

<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Cash &amp; Cash Equivalents</b>	
<b>Cash in Banks</b>	
1021 · Chase General Acct...2951	300,335.23
1026 · Chase HY Svgs...6883	1,487.40
1041 · Chase HY Svgs...6875	405,709.79
<b>Total Cash in Banks</b>	707,532.42
<b>Cash on Hand</b>	
1080 · Petty Cash	500.00
1081 · Cash Register - Main	150.00
1082 · Petty Cash - Branch	100.00
1083 · Cash Register - Branch	100.00
<b>Total Cash on Hand</b>	850.00
<b>Cash with County</b>	
1010.00 · Cash in County Treasury	2,758,499.57
1013 · FMV - COLA Funds	(551.79)
<b>Total Cash with County</b>	2,757,947.78
<b>Total Cash &amp; Cash Equivalents</b>	3,466,330.20
<b>Total Checking/Savings</b>	3,466,330.20
<b>Total Current Assets</b>	3,466,330.20
<b>Fixed Assets</b>	
<b>Capital Assets</b>	
<b>Accumulated Depreciation</b>	
1800 · Accum Depr (S & I)	(1,055,179.72)
1900 · Accum Depr (FF & E)	(624,015.44)
<b>Total Accumulated Depreciation</b>	(1,679,195.16)
<b>Depreciable Assets</b>	
1550 · Structures & Improvements	1,638,708.10
1700 · Furniture, Fixtures & Equipment	709,469.89
<b>Total Depreciable Assets</b>	2,348,177.99
<b>Non-Depreciable Assets</b>	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
<b>Total Non-Depreciable Assets</b>	179,780.28
<b>Total Capital Assets</b>	848,763.11
<b>Total Fixed Assets</b>	848,763.11
<b>Other Assets</b>	
<b>Deferred Outflows of Resources</b>	
1990 · DOR - Employer Contributions MD	161,019.00
1992 · DOR Diff in Proportions	61,372.00
1993 · DOR - Diff in Experience	4,379.00
1995 · DOR Diff in Earnings	279,772.00
<b>Total Deferred Outflows of Resources</b>	506,542.00
<b>Total Other Assets</b>	506,542.00
<b>TOTAL ASSETS</b>	<b>4,821,635.31</b>

Altadena Library District  
**Balance Sheet**  
As of April 30, 2018

Apr 30, 18

LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	24,863.56
Total Accounts Payable	24,863.56
Credit Cards	
2010 · UMB Card Services...3219	38,440.81
Total Credit Cards	38,440.81
Other Current Liabilities	
2005 · Other Accrued Expenses	
2030 · GASB 45 OPEB Liability	(18,314.34)
2050 · Accrued Vacation Payable	51,715.66
Total 2005 · Other Accrued Expenses	33,401.32
2100 · Payroll Payable	
2100.03 · CalPers CLASSIC (EE Ded)	0.01
2100.04 · CalPers PEPRA (EE Ded)	(0.02)
2100.08 · CalPers 457 (EE Loan Repayment)	(113.94)
2100.09 · Disability Insurance	261.42
Total 2100 · Payroll Payable	147.47
Total Other Current Liabilities	33,548.79
Total Current Liabilities	96,853.16
Long Term Liabilities	
Deferred Inflows of Resources	
2602 · DIR - Diff in Contributions	129,502.00
2603 · DIR - Changes in Proportions	135,502.00
2604 · DIR - Changes in Assumptions	53,754.00
Total Deferred Inflows of Resources	318,758.00
2700 · Net Pension Liability	1,966,172.00
Total Long Term Liabilities	2,284,930.00
Total Liabilities	2,381,783.16
Equity	
3300 · Retained Earnings	1,986,722.48
Net Income	453,129.67
Total Equity	2,439,852.15
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,821,635.31</b>



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**MINUTES Corrected  
Special Meeting**

Board of Library Trustees – Altadena Library District  
Community Room – Main Library - **May 7, 2018** – 5:04 p.m.

**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.

**1) CALL TO ORDER**

<https://youtu.be/M8dMDwZLM5Q?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=9>

**2) ROLL CALL:**

- a) Ira Bershatsky
- b) Betsy Kahn
- c) Gwendolyn McMullins
- d) Armando Zambrano

**3) PUBLIC COMMUNICATION**

<https://youtu.be/M8dMDwZLM5Q?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=27>

- a) Individuals may address the Board regarding any item of Library business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Board President, individuals may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and state the agenda item and/or issue you wish to address.

**Public Comment: Rene Amy, Mark Mariscal, Judith Hermosillo.**

**4) NEW BUSINESS**

- a) Building Projects Manager Job Description (**INFORMATION/ACTION**)  
<https://youtu.be/M8dMDwZLM5Q?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=648>

**Public Comment: Rene Amy**

**Motion by Trustee McMullins to approve the Building Projects Manager Job Description**

**Second by Trustee Zambrano**

**Passed Unanimously**

- b) Early Closure for Taste of 'Dena Fundraiser (**INFORMATION/ACTION**)  
<https://youtu.be/M8dMDwZLM5Q?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=1246>



**Public Comment: Mark Mariscal**

**Motion by Trustee Zambrano to approve an early closure at 3p.m. for Taste of Dena**

**Second by Trustee Bershatsky**

**Passed Unanimously**

- c) Board Member Interviews and Vote for Potential New Trustee

<https://youtu.be/M8dMDwZLM5Q?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=1765>

**(INFORMATION/ACTION)**

**Public Comment: Mark Mariscal, Dale Gronemeier**

- i) Dawn Digrius

**The Board went into recess from 5:45 to 5:52 PM**

- ii) Rene Amy

- iii) Terry Andrues

- iv) Katie Clark

**The Board went into recess from 6:38 to 6:43 PM**

- v) Donna Gajavada

- vi) David Herman

**Trustee Bershatsky Voted for Terry Andrues**

**Trustee Kahn Voted for Katie Clark**

**Trustee McMullins Voted for Terry Andrues**

**Trustee Zambrano Voted for Terry Andrues**

**Mr. Andrues will be sworn in as Trustee at the May 21, 2018 Regular Meeting of the Board of Trustees.**

**5) CLOSED SESSION**

<https://youtu.be/M8dMDwZLM5Q?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=5982>

**Public Comment: Rene Amy, Dale Gronemeier, Mark Mariscal**

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

- a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

Title: District Director

**The Board Went into Closed Session at 7:02 PM**

**The Board Came out of Closed Session at 8:26 PM**

**The Board reported that No Reportable Action Was Taken in Closed Session**

**6) ADJOURNMENT**

- a) **Recommended Action:** There being no further business to come before the Board, the meeting is adjourned. **Motion to Adjourn by Trustee McMullins, Second by Trustee Zambrano. Meeting Adjourned at 8:27 PM**



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**MINUTES**

**Special Meeting**

Board of Library Trustees – Altadena Library District  
Community Room – Main Library - **June 11, 2018** – 5:09 p.m.

**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.

**1) CALL TO ORDER**

<https://youtu.be/HrCy-suT9yA?t=5>

**2) ROLL CALL:**

- a) Terry Andruess
  - b) Ira Bershatsky
  - c) Betsy Kahn
  - d) Gwendolyn McMullins
- Arrived at 5:59 p.m.
- e) Armando Zambrano

**3) BOARD PRESIDENT’S COMMENTS/REPORT – President Kahn provided her comments and report. <https://youtu.be/HrCy-suT9yA?t=148>**

**Public Comment: Mark Mariscal, Dale Gronemeier**

**4) GENERAL COUNSEL PRESENTATION AND POTENTIAL FINDINGS REGARDING BROWN ACT CONCERNS (INFORMATION/POTENTIAL ACTION)**

<https://youtu.be/HrCy-suT9yA?t=1091>

**Public Comment: Dale Gronemeier, Rene Amy, Patricia Cunliffe**

**5) PUBLIC COMMUNICATION**

- a) Individuals may address the Board regarding any item of Library business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Board President, individuals may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and state the agenda item and/or issue you wish to address.

<https://youtu.be/HrCy-suT9yA?t=1933>

The Board Went into Recess from 5:43 to 5:48 p.m.

Public Comment: Lucy Molina, Mindy Kittay, Skip Hickambottom, Jan Sanders, Michelle Zack, Dave Herman, Mark Goldschmidt, Rene Amy, Elisa Callow, Chloe Cavelier d’Esclavelles, Kylynn Chaney, Mark Mariscal, Dale Gronemeier, Dale LaCasella, Dave Datz

The Board Went into Recess from 6:38 p.m. to 6:44 p.m.

**6) CLOSED SESSION**

- a) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Pursuant to Government Code Section 54957  
Title: District Director

- b) CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to paragraph (2) subdivision (d) of Section 54956.9: (One potential case)

Public Comment: <https://youtu.be/HrCy-suT9yA?t=4923>

Bridget Brewster, Mark Mariscal, Dale Gronemeier, Roberta Martinez, Monica Hubbard, Jan Sanders, Rene Amy, Mindy Kittay, Gail Meltzer, Karen Gibson, Patricia Cunliffe, Dave Datz

The Board went into closed session at 8:20 p.m.  
The Board came back into open session at 10:42 p.m.

Attorney Duran reported out from closed session:

Item 6a:

Motion by Trustee McMullins to extend Director Kittay's contract expiring June 30, 2018 for 90 days.

Second by Trustee Andrues

Aye: Trustee Andrues, Trustee Kahn, Trustee McMullins, Trustee Zambrano

No:

Abstain: Trustee Bershatsky

Item 6b:

The trustees received a briefing from legal counsel and provided direction.

## 7) NEW BUSINESS

- a) Resolution of the Board of Trustees No. 201806 to Ask Auditor/Controller of Los Angeles County to Prepare New Tax Roll (INFORMATION/ACTION)

<https://youtu.be/HrCy-suT9yA?t=8164>

Public Comment: Mark Mariscal, Rene Amy

Motion by Trustee McMullins to adopt Resolution 201806

Second by Trustee Andrues

Aye: Trustee Andrues, Trustee Bershatsky, Trustee Kahn, Trustee McMullins

No: Trustee Zambrano

Abstain:

The board went into recess from 7:58 to 8:06 p.m.

Attorney Duran provided comment before the closed session regarding item 7b.

- b) Altadena Library District Director Position (INFORMATION/POTENTIAL ACTION)

Public Comment: H. (Grannie) Shakur, Rene Amy, Mindy Kittay

Motion by Trustee McMullins to Remove item 7b from the agenda

Second by Trustee Andrues

Passed Unanimously

## 8) ADJOURNMENT

- a) **Recommended Action:** There being no further business, the meeting is adjourned.

Motion by Trustee McMullins to adjourn the meeting

Second by Trustee Zambrano

Meeting Adjourned at 10:43 p.m.



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## **MINUTES**

### **Special Meeting**

Board of Library Trustees – Altadena Library District  
Community Room – Main Library - **May 31, 2018** – 6:03 p.m.

**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.

#### **1) CALL TO ORDER**

#### **2) ROLL CALL:**

- a) Terry Andrues
- b) Ira Bershatsky
- c) Betsy Kahn
- d) Gwendolyn McMullins
- e) Armando Zambrano

**Trustee Kahn asked Ruben Duran, the District’s Legal Counsel to clarify what the Brown Act states regarding public comment at Special Meetings.**

**Trustee Kahn stated that the Board will allow general public comment and comment on agenda item #3.**

**General Public Comment: Rene Amy**

#### **3) CLOSED SESSION**

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

- a) Conference with Legal Counsel re Significant Exposure to Anticipated Litigation Pursuant to Government Code Section 54956.9(d)(2) (1 Case)

**Public Comment: Mark Mariscal, Dale Gronemeier, Rene Amy**

**The Board went into Closed Session at 6:25 p.m.**

#### **4) RECESS BACK INTO OPEN SESSION**

**The Board came out of closed session at 8:27 p.m.**

#### **5) PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**

(Section 54960 et seq.) **The Board took no reportable action.**

**6) ADJOURNMENT**

a) **Recommended Action**: There being no further business, the meeting is adjourned.

**Motion by Trustee McMullins to adjourn the meeting**

**Second by Trustee Andruess**

**It was noted by Trustee Kahn that Trustee Zambrano left the meeting at 7:10 p.m.**

**Meeting adjourned at 8:27**



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## MINUTES

### Regular Meeting

Board of Library Trustees – Altadena Library District  
Community Room – Main Library - **May 21, 2018** – 5:02 p.m.

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.

#### 1) CALL TO ORDER

<https://youtu.be/UrRFYNBQ8oA?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=11>

#### 2) ROLL CALL: <https://youtu.be/UrRFYNBQ8oA?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=13>

- a) Ira Bershatsky
- b) Betsy Kahn, President
- c) Gwendolyn McMullins, Secretary
- d) Armando Zambrano – **Absent, Excused**

#### 3) SWEARING-IN OF NEW BOARD MEMBER

<https://youtu.be/UrRFYNBQ8oA?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=39>

**Terry Andrues was Sworn in and Took the Oath of Office.**

#### 4) ADOPTION OF AGENDA

<https://youtu.be/UrRFYNBQ8oA?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=150>

- a) Opportunity for Board members to delete items, re-order items, continue items or make additions to the agenda pursuant to Government Code Section 54954.2(b).

**Public Comment: Rene Amy**

**Moved by Trustee McMullins to Adopt the Agenda**

**Second by Trustee Bershatsky**

**Aye: Trustee Andrues, Trustee Bershatsky, Trustee Kahn, Trustee McMullins**

**No: 0**

**Abstain: 0**

#### 5) PUBLIC COMMUNICATION

<https://youtu.be/UrRFYNBQ8oA?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=312>

- a) Individuals may address the Board regarding any item of Library business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Board President, individuals may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and state the agenda item and/or issue you wish to address.

**Rene Amy, Mark Mariscal, Heather Firchow**

#### 6) PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

**None to Report**

#### 7) FINANCIAL REPORTS

<https://youtu.be/UrRFYNBQ8oA?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=888>

- a) **Financial reports for March 2017 (INFORMATION/ACTION) (10 Minutes) Page #**  
**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

**Public Comment: Mark Mariscal, Rene Amy**

**Moved by Trustee Bershatsky to Receive and File the Financial Reports**

**Second by Trustee Andrues**

**Aye: Trustee Andrues, Trustee Bershatsky, Trustee Kahn, Trustee McMullins**

**No: 0**

**Abstain: 0**

#### 8) CONSENT CALENDAR (5 Minutes)

<https://youtu.be/UrRFYNBQ8oA?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=1336>

- a) The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be

considered individually at the end of the Consent agenda under "Items removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by roll call under one motion.

**Recommended Action:** The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

- i) Approval of Minutes – Regular Meeting held April 23, 2018, Page #
- ii) Approval of Minutes – Special meeting held May 1, 2018, Page #
- iii) Approval of Minutes – Special meeting held May 7, 2018, Page #
- iv) Statistical Reports – YTD – April 2018, Page #
- v) Departmental Monthly Reports – April 2018, Page #
- vi) Human Resources Update – Written Report by HRNETwork – April 2018 Page #
- vii) District Director's Report – April 2018, Page #

**Public Comment Mark Mariscal**

**Moved by Trustee McMullins to approve the Consent Calendar with removal of item iii  
Second by Trustee Andrues**

**Aye: Trustee Andrues, Trustee Bershatsky, Trustee Kahn, Trustee McMullins**

**No: 0**

**Abstain: 0**

**9) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

- a) Items removed from the Consent Calendar will be discussed individually at this time.

**Trustee Kahn noted a correction to the May 7 Special Meeting Minutes: "The Board stated that no reportable action was taken in closed session".**

**Motion by Trustee Andrues to Amend the May 7 Minutes**

**Second by Trustee McMullins**

**Aye: Trustee Andrues, Trustee Bershatsky, Trustee Kahn, Trustee McMullins**

**No: 0**

**Abstain: 0**

**10) NEW BUSINESS <https://youtu.be/UrRFYNBQ8oA?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=1576>**

- a) Presentation of Draft Budget for FY 18/19 (INFORMATION/ACTION)

**Public Comment: Rene Amy**

**Paul K. presented the Draft Budget**

**Public Comment: Mark Mariscal**

**The Board Went into Recess from 5:50 to 5:56 p.m.**

**11) OLD BUSINESS <https://youtu.be/UrRFYNBQ8oA?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=3238>**

- a) Progress Update from the Board Bylaws Committee (INFORMATION/ACTION)

**Trustee McMullins provided an update on the Bylaws Committee**

- b) Appointment of Liaison to the Altadena Library Foundation (INFORMATION/ACTION)

**Trustee Kahn appointed Trustee Andrues to serve as the Liaison to the Foundation**

- c) Resolution 201804 – Establishing Candidate Statement Policies (INFORMATION/ACTION)

**<https://youtu.be/UrRFYNBQ8oA?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=3490>**

**Motion by Trustee Bershatsky to adopt Resolution 201804**

**Second by Trustee Andrues**

**Aye: Trustee Andrues, Trustee Bershatsky, Trustee Kahn, Trustee McMullins**

**No: 0**

**Abstain: 0**

**12) CORRESPONDENCE, Page #**

**13) REPORTS OF SUPPORT GROUPS (5 minutes)**

**<https://youtu.be/UrRFYNBQ8oA?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=3591>**

- a) Altadena Library Foundation

- b) Friends of the Altadena Library

**Mark Mariscal reported for both the Foundation and the Friends.**

**14) REPORTS OF TRUSTEES**

**<https://youtu.be/UrRFYNBQ8oA?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=3875>**

**Trustees McMullins, Andrues and Kahn reported.**

**15) CLOSED SESSION**

<https://youtu.be/UrRFYNBQ8oA?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=4168>

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

- a) **SIGNIFICANT EXPOSURE TO LITIGATION**  
Pursuant to Government Code Section 54956.9(d)(2)  
1 potential case

**Public Comment: Rene Amy, Mark Mariscal**

**The Board Went into Closed Session at 6:25 PM**

**16) RECESS BACK INTO OPEN SESSION**

**The Board came out of Closed Session at 7:52 PM**

**17) PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.** (Section 54960 et seq.)

<https://youtu.be/UrRFYNBQ8oA?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=4584>

**It was noted that a Special Meeting has been scheduled for June 11, 2018 at 5 P.M.**

**18) AGENDA ITEMS FOR FUTURE AGENDAS**

- a) This is an opportunity for Board members to request that items be placed on future agendas.

**19) ADJOURNMENT**

- a) **Recommended Action:** There being no further business to come before the Board, the meeting is adjourned.

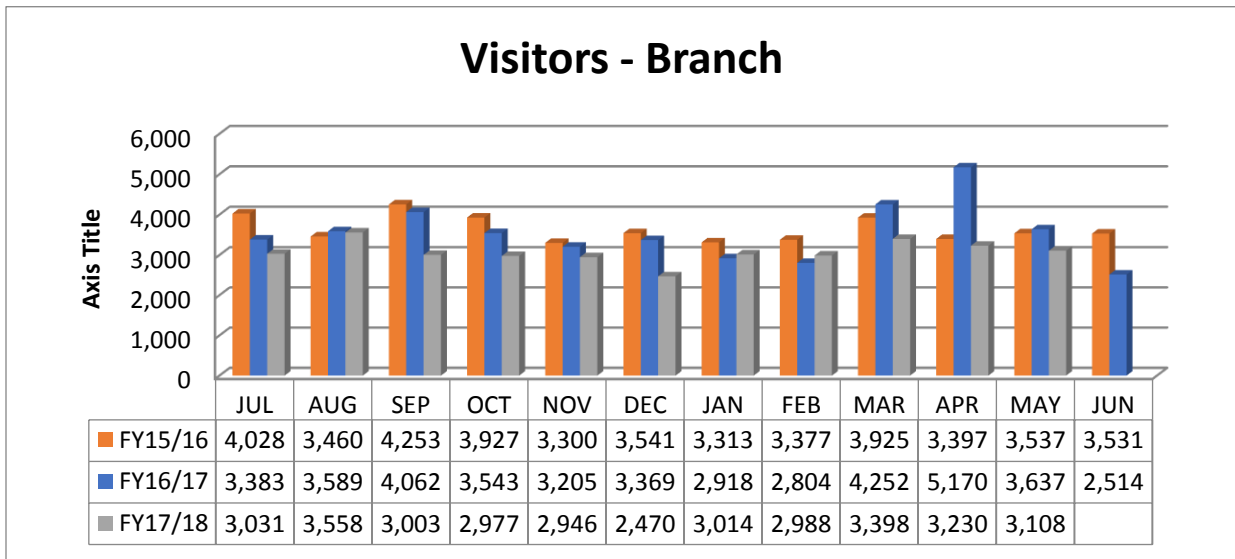
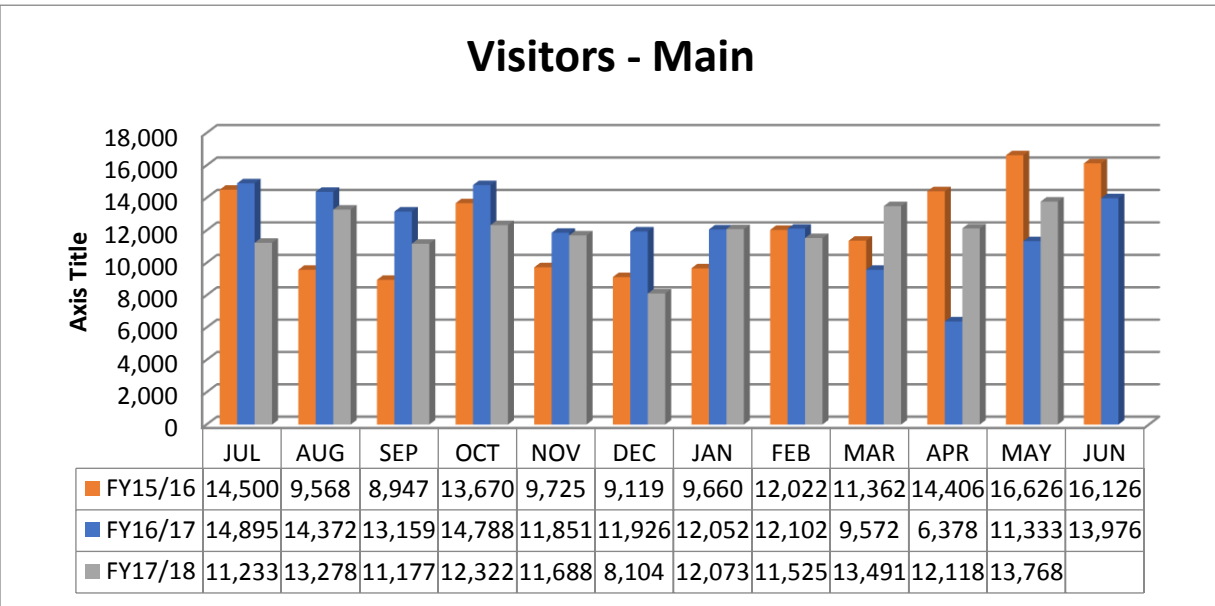
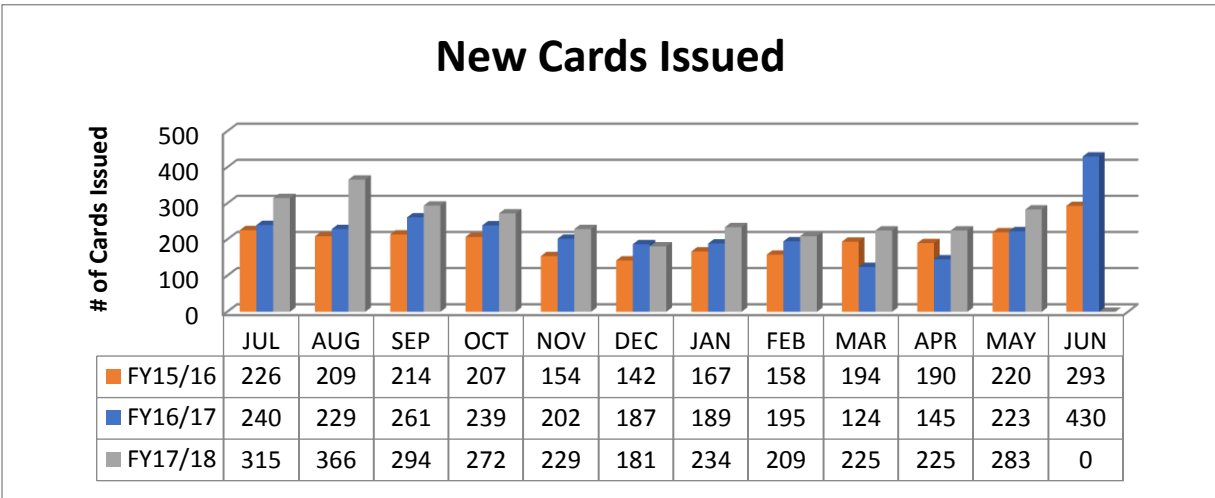
**Motion by Trustee McMullins to Adjourn the Meeting**

**Second by Trustee Bershatsky**

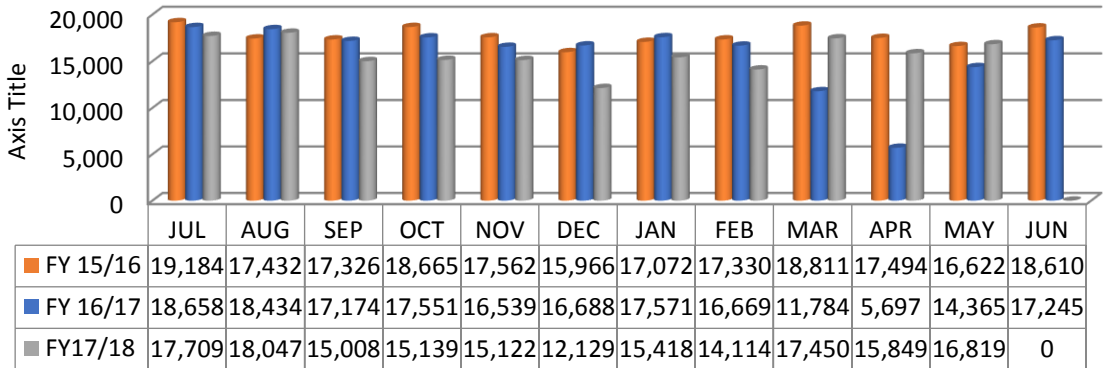
**Meeting Adjourned at 7:53 P.M.**



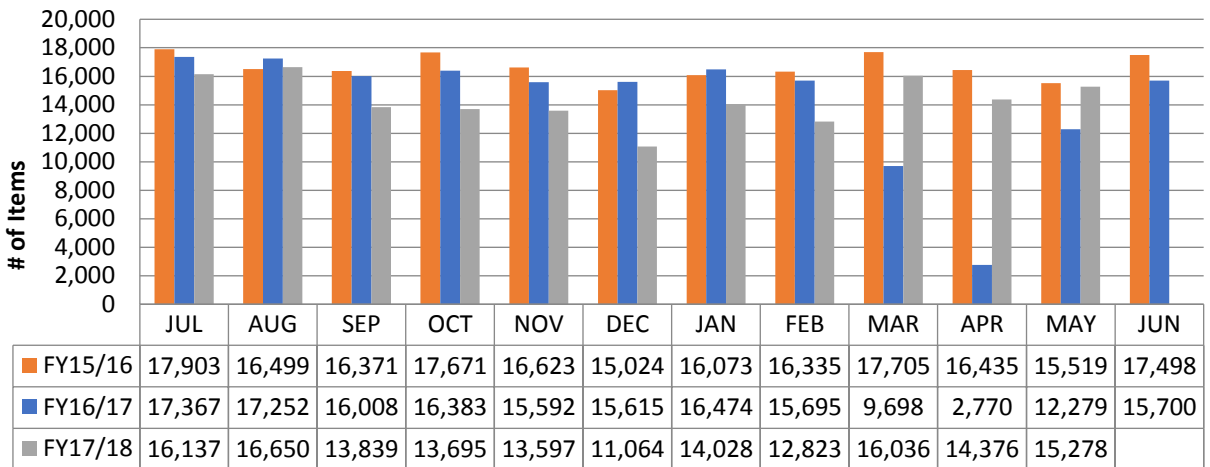
## Statistical Graphs for the Month of May 2018



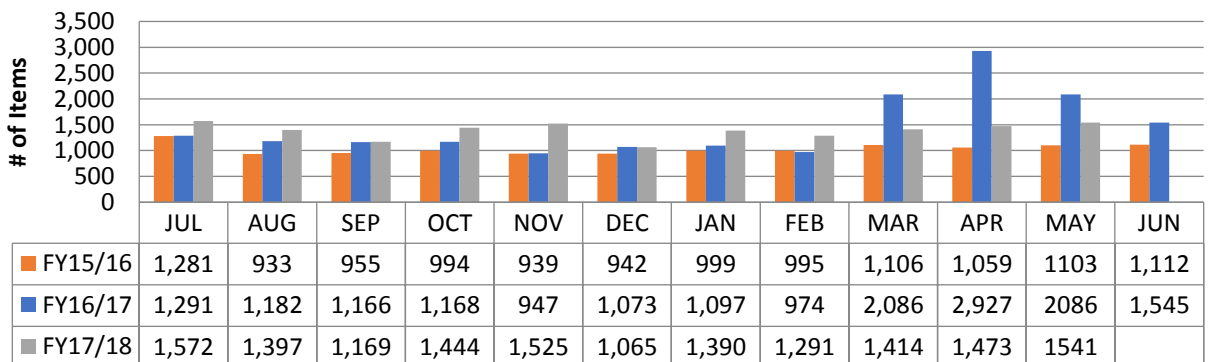
### Items Checked Out



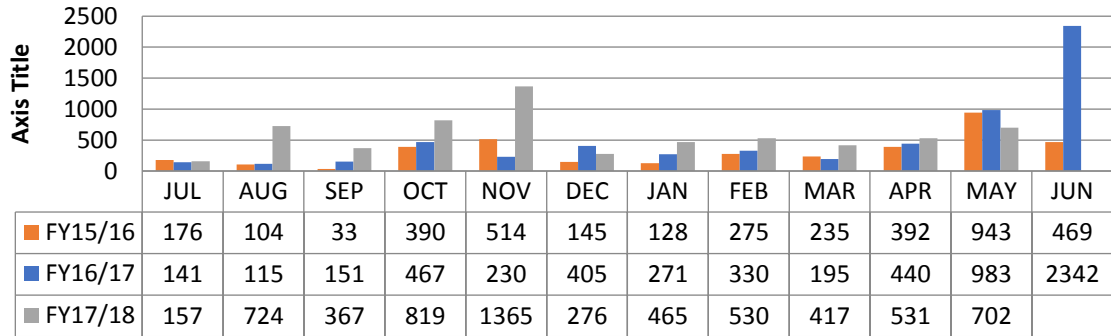
### Circulation Main



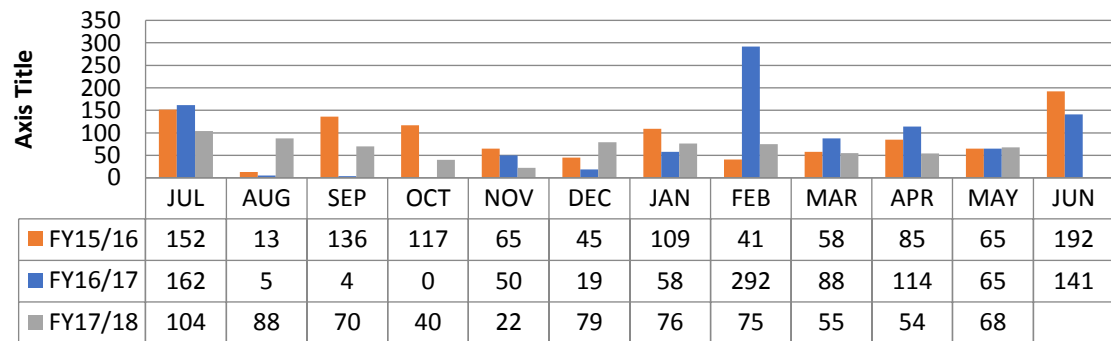
### Circulation Branch



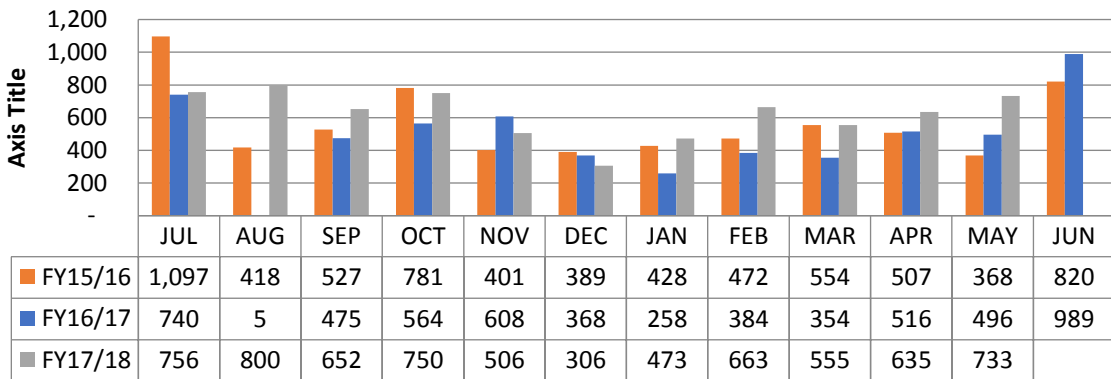
## Adult Program Attendance



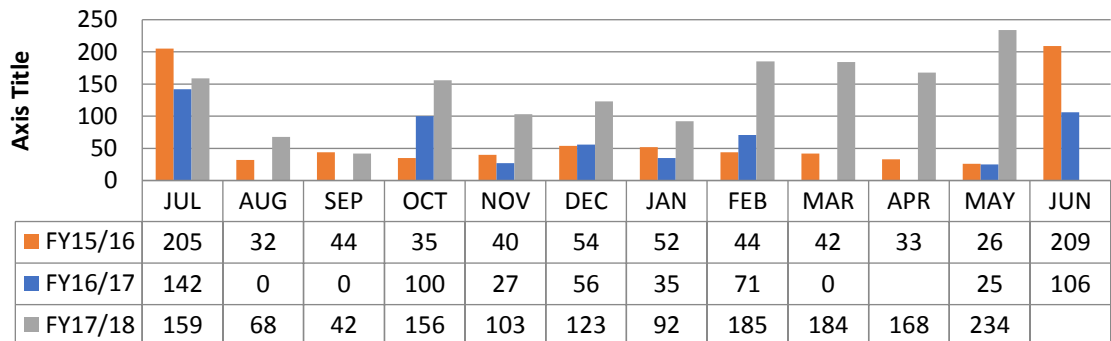
## Young Adult Program Attendance



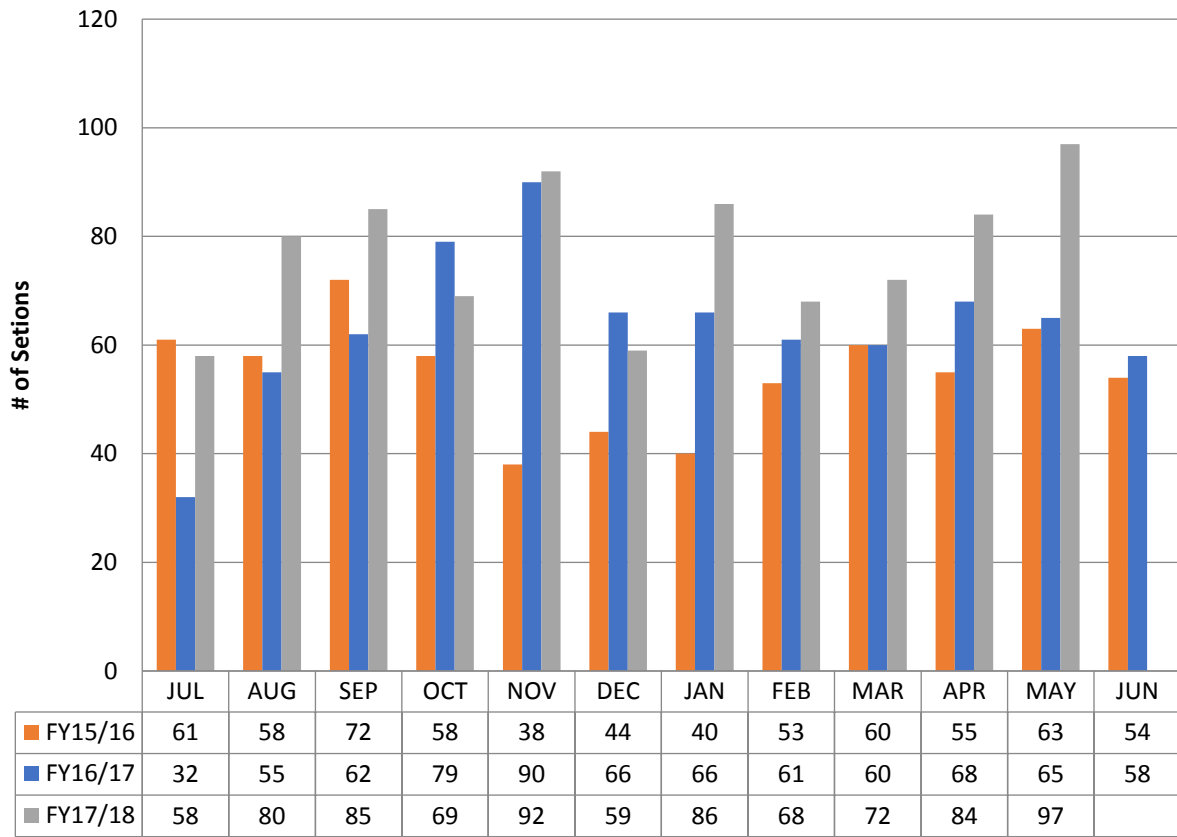
## Childrens Program Attendance



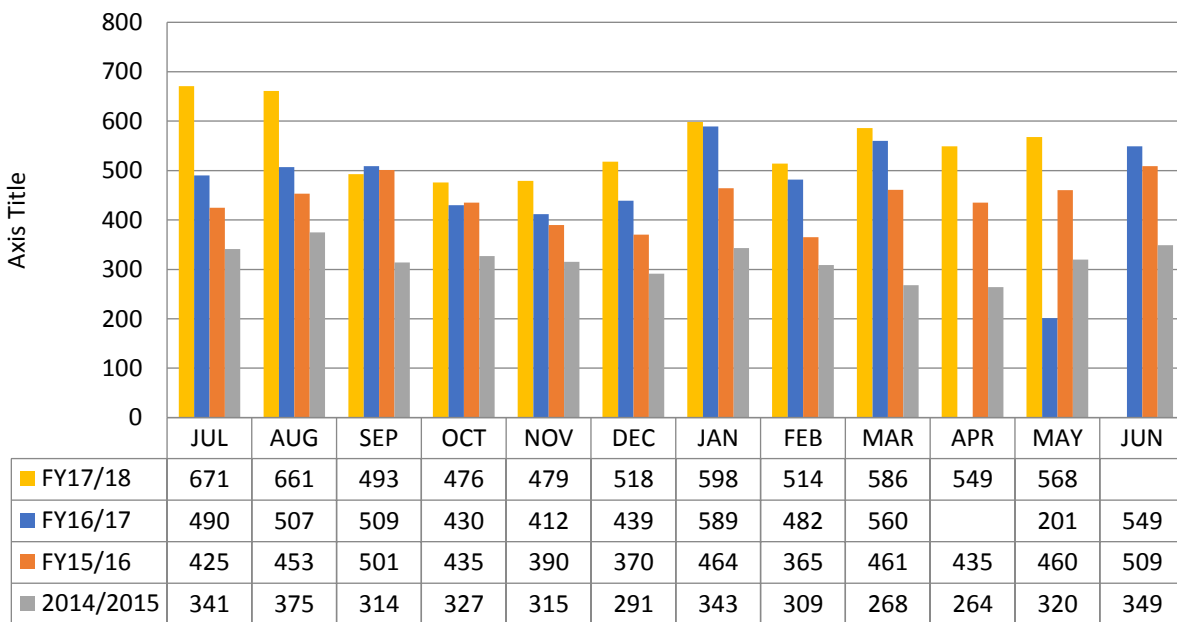
## Branch Program Attendance



### Literacy Tutor Sessions



### eBook Circulation



## Children's Services Board Report

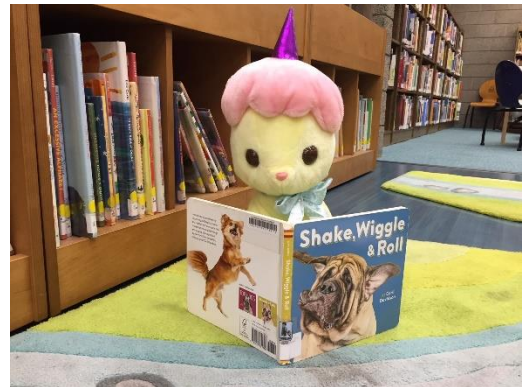
May 2018

Spring has come and gone, summer is upon us, and it's time to jump into our review of May!

This month, we hosted 22 programs for patrons aged 0-5 and their families, for a total of 658 patrons served. We also saw 75 elementary aged students at 11 programs, and visited 2 schools to see 80 students.

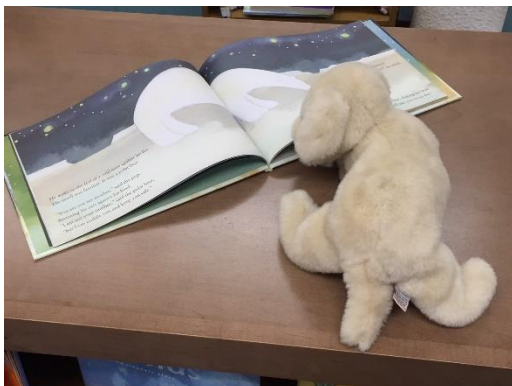
Most of this month has been spent preparing for Truck Day and Summer Reading, which you'll be hearing more about next month. However, we hosted our second Stuffed Animal Sleepover where kids were able to bring a stuffed friend to spend the night at the library. Studies have shown that the empathy children show in relation to their stuffed animals can be channeled to interest them in the library and in reading. We had 18 patrons participate, plus all of our great teen volunteers who helped to make the experience magical for our little ones.

Through this second month of Farmers Market Story Time, our turn out has grown at an incredible rate. We averaged 46 attendees (with crowds ranging from 15 on a particularly cold day all the way to 65 patrons) at each week, which makes it our most popular story time. Turning outwards works, apparently. We're excited about this, and look forward to finding ways to continue to expand our reach. The Market has also been so generous in providing us with space and leeway to continue this program, and we're so thankful for that.



We were also able to contribute to the SSI Case Study through the Pacific Library Partnership, wherein we shared our experiences as we work to provide library card access to all of our Altadena students. It has been a slow process (as we knew it would be), but we have some good ideas for next school year and are excited to try a new approach. As our SSI cohort reminds us, there is no right or wrong way to achieve this goal. It all depends on the needs and circumstance of the community.

We also built an Owl House this month. But more on that in June...



## Volunteers Relationships

Special thanks to all of the Friends of The Altadena Library who show up and give their time and care to our library all year long. This May The Friends Of The Altadena Library, once again, had a successful annual book sale. Their ongoing, dedicated, service to the Altadena Library is an example of the value of strong community relationships that help to sustain the Altadena Library and all of the extraordinary programs that we bring to the community. They continue to be key figures in our library's history and future.

The young volunteers from St. Francis, Immaculate Heart and other local schools were on the scene to help the hardworking Friends keep the books moving during the May sale. We are most lucky to have The Boy Scout Local Troop 1 show up to help load the truck and wrap things up at the end of the sale. They were enthusiastic about returning to assist with the book sale and their Scout Master, Craig, is a great friend to The Friends and to The Altadena Library and another example of how our long-term community relationships continue to be such a valuable asset to our library.

This May the library hosted our first Repair Café. It was such a great experience and brought out so many community members. The feedback from the participating patrons was very positive and the Repair Café volunteers were a wonderfully organized group who not only gave their time to repairing broken items but also provided our community with knowledge, inspiration and the spirit of community connectivity. Hopefully this is the first of many such events.



## Environment:

Our Native Plant and Water Conservation garden has begun to thrive under continued care and management and as a result has fulfilled its value by becoming a home and food source for local fauna. Adults and young volunteers from Aveson, St. Francis, and Marshall High School have helped to water, weed and plant new plants that feed and house birds, bees and butterflies. Our mini poppy field and Pumpkin patch planted by Girl Scouts and other volunteers continues to thrive and be a source of pleasure for so many of our patrons.



**Education:**

New volunteers have begun to train on Beanstack in preparation for Summer Reading, as well as, learning the ins and outs of helping people in the Fab Lab, Tech perch and self check out. We have a nice representation of adults and youth from our community who are signing up to help with summer activities. I look forward working with them all!

# Board Report May 2018

## Teen Services

May was a great month for teen programming. We had several very successful programs including great attendance at our monthly movie showing. The movie programs have been dropping off in attendance, but this month *Justice League* showed an increase of attendance!

Teens had been asking about making pancakes for weeks, so I was not surprised that I had record numbers with 9 teens attending! The teens enjoyed making a variety of pancakes with different mix-ins. Several of



the boys enjoyed making giant pancakes. Since they made giant cookies in a previous month, they declared giant food to be, “our thing”. Lots of friendly rivalry and competition was involved in the process of flipping giant pancakes without damaging their integrity. Few achieved success in the flipping department, but everyone enjoyed eating their creations.



Just like last month, Teen Maker Exploration remains the largest program each week. While the core group of attendees remains the same, many new teens find their way in as well. Some of these have a specific project that they are looking to complete while others are just interested in the technology. A few have expressed interest in learning 3D modeling and creating their own designs.

May’s Hard (or realistic) Science Fiction Display enjoyed moderate success with several books being taken. This display was specifically asked for by the Teen Advisory Board in a previous meeting. With each display, I’ve been creating a list of Koha for that particular topic that everyone can access through our catalog. That way, if anyone wants to look for these books after the display has been taken down, they have that opportunity.

I have taken on the task of expanding the FabLab into a more utilized space. To that end, a new FabLab team was created and held its first meeting. The team discussed different equipment to add, security, and different programs and inspiration stations that could be held in the space.

May had some great professional development for me. I completed my online class about Empowering Teens to be the next Generation of Advocates. The ideas generated and discussed in the online forums will be invaluable to me as I work with my Teen Advisory Board in the future. I attended Collaborate Pasadena again this month. The topic was directly related to PUSD and some of PUSD’s high level administrators were there. I was able to meet with a few of them directly and establish contacts within the schools. I’m looking forward to greater relationships with PUSD in the future. I attended an Edelweiss demonstration with collection development and gave feedback to Stella on my opinions regarding Edelweiss and how it compares to Collection HQ. I was able to attend the Budget Workshop which gave me greater insight into how the library’s funding and budget process works. I was invited to John Muir High Schools Freshman Leadership Conference where I was able to address the entire Freshman class and invite them to use the library, sharing summer reading information and volunteer information. Diana and I were also able to attend Muir’s Community Fair one evening where we passed out flyers and information about the library.



## May Technology News

The Library will no longer pursue an open source alternative to Past Perfect, which will house the scanned historical documents. SocialLibraries.org will form a consortium content management system to be used with the Scannx system ALD has received through a SCLC grant. The system platform will be Montage. Existing digital archives will be migrated to the new platform when it is ready, and a public notice of availability will be pushed out in the ALD monthly newsletter.

Funding for the upcoming ERate project has been approved, and we look to schedule the intermediary distribution frame migration to the main distribution frame mid-June. The execution of this project could cause intermittent outages with internet service. The result of this work will be higher level of physical network security, reduction of copper and fiber data lines degradation rate, and the freeing square footage in the circulation office.

### Miscellaneous Notes:

The Library is in the process of moving local storage into the cloud for redundancy and availability.

All Libraries Illuminated equipment is deployed, and the programming committee is planning usage.

The iCell unit has been reskinned, and the process for updating the content has been established. We are in the process of generating content and will deploy the iCell after testing the new content.

The Library is in the process of developing a new website, and is expected to have a prototype come August 2018.

# June Marketing & Communications Report

Prepared by Chloé Cavelier d'Esclavelles, Marketing & Communications Coordinator

## SOCIAL MEDIA

### Facebook – Primary Page – 1,373 Likes (Increase of 25 followers from last month)

(Statistics between May 10 and June 7)

2,258 ↑29%	Reach (The number of people who saw any of our page posts)
413 ↑35%	Page Views (The number of people that viewed our page and any of its sections)
1,688 ↑25%	Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)
185	Video Views (The number of times the videos on our page have been viewed, for 3 seconds or less)

### Facebook – Youth Services – 419 Likes (Increase of 15 followers from last month)

(Statistics between May 10 – June 7)

4,408 ↑1,060%	Reach (The number of people who saw any of our page posts)
23	Page Views (The number of people that viewed our page and any of its sections)
336 ↑169%	Post Engagement (The number of times people have engaged with our posts through Likes, Comments, Shares, and more)

### Instagram – 624 Followers (Increase of 59 followers from last month!)

(Statistics between May 8 and June 7)

283	Reach (The number of unique accounts that saw our posts)
295	Average Post Impressions (The average number of times each post has been seen)

### Twitter – 120 Followers

## EMAIL MARKETING (“This Week @ Altadena Libraries”)

(Statistics as of June 7)

June 1	“June Newsletter, Launch of Summer...”	15.44% opened
May 25	“Repair Café, John Muir High School...”	14.14% opened
May 18	“Summer Reading: Reading Takes You...”	15.07% opened
May 11	“The Podunk Poets, Harry Potter, Art Tour...”	15.21% opened

## HIGHLIGHTS

### Summer Reading Promos

In order to reach as many members of the community as possible in sharing our Summer Reading program, we have used some of the Marketing budget to pay for special promotions. Online, we boosted the Truck Day Facebook event and our upcoming Adult Trivia Night and have seen significant responses. Ads for our Summer Reading activities were featured in two prominent news sources, the Pasadena Weekly’s “Happy Birthday, Pasadena” edition and The Outlook’s “Fiesta Days” edition.



### Gone Viral!

Thanks to our Teen Librarian’s innovative program in June featuring Wil Wheaton, our Facebook has seen a large increase in Event engagement. The Facebook event for Wil Wheaton’s presentation has reached over 76,000 people, and with this increased interest, we have been able to cross-promote other upcoming events to this new audience, many of which fall into the Millennial age range that is typically so hard to engage.

Collection Development Monthly Highlights – May 2018

Farmer's Market for our big market Summer and Mikayla and Mikayla fabulous backdrop.



was the theme display. To help Reading, Chloé created this stained-glass



We celebrated the life of Richard Feynman with a display to honor his 100<sup>th</sup> birthday!

We also highlighted the Repair Café event with a display that included books about bike and auto repair, sewing, home remodeling and recycling. R2-D2 made an appearance next to our May the Fourth Be with You celebration of all things Star Wars!



While working on shelving returned books in the adult 300s area, Quarece ran into a problem, the shelves were completely full! Vicky, Carlene, and myself, had to do an “on the spot,” emergency weeding of books by publication date to accommodate the incoming material.

From Mark, “I was able to expand the selection of graphic novels and Science fiction fantasy books by a significant degree and am bringing in all manner of great and exciting new materials to the ALD community.”

The movie, *Black Panther*, set a record for the greatest number of holds on a title at the Altadena Library District. 23 holds for the DVD, and 7 for the Blu-Ray! **30 total holds!** Vicky placed an order for more copies via Amazon Prime; however, Amazon restricted us to purchasing only one copy! While grocery shopping at Vons, I noticed they were selling the DVD, so I purchased two additional copies to get them into the hands of our interested viewers!

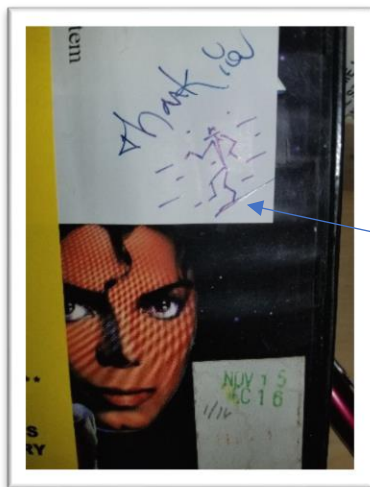


*May became the month of demonstrations and trialing of products!*

As part of the Request for Proposal process, we had two RFID demonstrations. Having RFID will greatly improve library workflow for both patrons and staff. Carlene states, "It was great being able to attend the RFID demos and practice checking materials in and out and learning about the many features offered that will make our work more effective and efficient." Christopher and I will be providing more information on this awesome technology in the coming months.

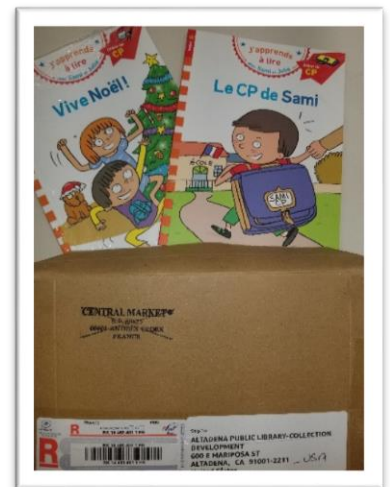
Several selectors, Vicky, Christopher and myself attended demonstrations of some collection management tools. Analytics software offer a much more robust way to examine collection usage and purchases than Excel!

Staff also had access to trials of several databases, subjects included food, auto repair, business, and biographies.



A patron who requested this Michael Jackson DVD, gave us a happy Thank You with an illustration of a dancing M.J.!

Vicky goes the extra mile when ordering materials for our library. Diana selected some children's books in the French language, and, Vicky ordered them from France! It is not everyday we see international postage in the CD Department!



May 16, 2018 became an extremely special and rare day in Collection Development.

We zeroed out our Purchase Suggestions in the catalog!...

Our glory was short lived, as within two hours we already had seven new requests!

**Suggestions pending approval: 7**

The staff side of the library catalog shows us how many purchase suggestions are in queue.

We continue to work hard at getting requested materials into the hands of our patrons as quickly as possible!

I also want to mention that compared to May 2017, OverDrive ebook usage increased by 11 percent, and, e audiobook usage increased by 24 percent!

Submitted by: Estella Terrazas, Collection Development Manager

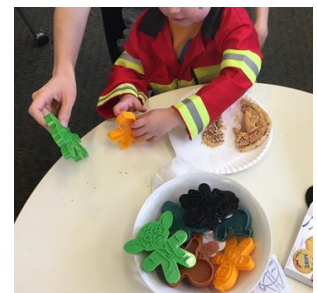
## Bob Lucas Branch | May 2018 Report

### Library News

**Storytime** programs at the Bob Lucas Branch continue to be a hit with the babies, toddlers and caretakers as we received 166 participants this month. Mothers of babies who attended our weekly programming got a big surprise gift for Mother's Day with a trio of magnets with a picture of their babies. And, our toddlers began the month with stories about bears and made a yummy treat out of graham cracker and bananas!



**"My entire family visits the Bob Lucas library on a regular basis. We find your service to be very attentive and your programs are often very helpful and creative." survey response**



The library hosted a **Special Program** on May 4<sup>th</sup> for *Star Wars Day*. We celebrated by baking Chewbacca, Yoda and Darth Vader shaped sugar and chocolate chip cookies. Children and their parents who visited enjoyed customizing their cookies with sprinkles, and then colored their hearts away with *Star Wars* coloring sheets. The following week, we set up an **Inspiration Station** for patrons to create their own card for Mother's Day. Like with past DIY stations, we provide supplies like cardstock, stickers, crayons, markers and cutouts for patrons to customize their cards. This month's **Crafternoon** program had kids and families creating a handmade bouquet of flowers using egg cartons, paint, pipe cleaners and a canvas. No watering required for this gift!

Our monthly **Friday Family Film** program brought in 15 movie-goers to view *Peter Rabbit* and snack on kettle corn. Then, light rain visited southern California at the end of the month and so we brought out our **Rainy-Day**

**Craft** station. Whenever it rains, the library provides an impromptu craft kits, as well as, coloring pages, and board games.

We received our **VERY FIRST Class Visits** from Franklin Elementary School students this month. Ms. McClintock’s 2<sup>nd</sup> graders and Ms. Elm’s 1<sup>st</sup> graders enjoyed stories that took them around the world. Afterwards, they perused the stacks for books and learned about the summer events that would be available during the summer. Many of the students also signed up for their library cards. We hope to see many of their smiling faces this summer!

The Bob Lucas Branch’s **Adult Craft** programming continues this month with a cool cactus rock craft. We had eight participants who painted smooth stones to create an adorable mini cacti plant.



On a final note, the Bob Lucas Library staff are looking forward to the sunny days ahead. We have started to create our displays for Summer Reading and are setting up an area for the youth and adult summer reading passports. As for programming, we will continue with our monthly activities and will renew Lego Club for the summer. We will have similar entertainment schedule as last summer, where performers will delight patrons every Tuesday afternoon. Will you join us?

### ***Literacy Services News***

The end of May marks the conclusion of this semester’s Citizenship classes that were held in partnership with the San Gabriel Valley Literacy Council. Since February a small dedicated group of adults met with an instructor to learn about US history and government every Tuesday evening. A big Thank You to Hal B., our volunteer instructor and Altadena resident who helped make our first citizenship class a success.



## May 2018 Adult Services Monthly Report

### Programs & Events

Spring is a time of growth and beginnings. As schools begin to wrap up, Summer is just around the corner. Just in time for people to start planning their summer trips, we had a “World of Harry Potter: Virtual Tour” presented by profession tour guide Sheila Stone. Sheila took guests on a virtual tour of the locations featured in the Harry Potter movies series.



Revelers were able to enjoy an evening of music at our Second Saturday concert with the Podunk Poets. The Podunk Poets are a rowdy honky tonk band from LA with a unique sound inspired by classic traditional country music.



On Saturday, May 26<sup>th</sup>, the library screened local film maker, Pablo Miralles’ film, “Can we all get along?” The film tells the story of Pasadena’s John Muir High School, focusing on the unique community that the school has come to represent. The film documents the history of desegregation at school prevalent in 21st century America. Through the stories of John Muir High School, much is revealed about the lost potential of a well-funded and diverse public education. This film about local history was well attended with 85 viewers.



The Open Studios art reception was held at the Main Library. The public was able to meet the artists at the reception.

Artists' works were displayed at the Main Library from May 18 to June 5. Visitors were able to pick up a map of the Open Studios locations at the Library.



A patron steps out of the rain and into the Library and enjoys Open Studios art.

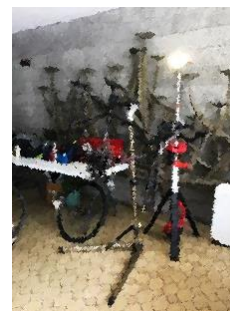
The Altadena Foothills 4H Club held their general meeting as part of the Seed Library this month. The Altadena Foothills 4H Club aims to build bonds and a sense of belonging for our community's youth, and grow a fun, farm-and-family-friendly Altadena.



We started offering adult computer classes for beginners in October 2017. Four classes (introduction to computers, introduction to the Internet, introduction to Word, and library resources) have been offered monthly. May as the last class sessions before going on hiatus for the summer. In total, there has been 32 classes offered!



Our partnership with Repair Café has come into fruition with the first Repair Café event held at the Main Library on May 26<sup>th</sup>. Patrons brought their items to be repaired. There were many stations for items needing repair such as sewing, jewelry, tinkering, bikes, knife sharpening, etc. There were also free items and plants given out. It was great seeing all the staff and Repair Café volunteers who made the event a success.



A turtle saved from going to the landfill.



The Friends had their annual book sale. We thank the Friends for their hard work and dedication to the Library. Book lovers enjoyed browsing and finding good deals.



Staff attended the Serving with a Purpose conference that focused on the relationships between libraries and their support organizations, friends and foundations. Also, in attendance was our foundation President Cynthia Carmona, Friends President Mark Mariscal, and Board of Trustees President Betsy Kahn. Keynote Address Dr. Scott Farthing “Ensemble Techniques for Team Building.”



The May artists on display were the Waldorf High School students. The art exhibit showcased art from each of the art blocks taught during the 2017-2018 academic year. All grades, 9<sup>th</sup>-12<sup>th</sup> were represented. The Artists Reception was held at the Main Library’s community room. Family, friends, peers, artists, and library visitors enjoyed the students’ artwork for the whole month.



We served as a drop off ballot location for the June 5<sup>th</sup>, 2018 election! Civic engagement happens here!



## BOARD OF LIBRARY TRUSTEES DIRECTOR'S REPORT

**DEPARTMENT:** District Director  
**PREPARED BY:** Ryan Roy

**MEETING DATE:** June 25, 2018  
**LOCATION:** Community Room

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### **FRIENDS DONATION:**

- The Friends of the Altadena Library held their Annual General Membership Meeting on June 4<sup>th</sup>. During the meeting, the Friends presented the District with a check for \$12,000 – bringing their total fiscal year contribution to the library to \$24,000! I would like to extend a huge THANK YOU to all of the Friends for their fundraising efforts over the years. We truly appreciate your support!
  - After presenting the check to the library, the Friends hosted a music program featuring the stringed-instrument group The Hutchins Consort.



### **FACILITIES:**

- The Facilities Assessment report from ISES corporation has been delivered to the library. At this time, we are reviewing the data provided in the report, and at the July meeting of the Altadena Library Board of Trustees, Building Projects Manager Jonathan Arevalo will present a summary of the data as well as a preliminary plan for moving forward with needed facilities improvement projects.

## **COMMUNITY RECOGNITION:**

- On June 8th, the Pasadena Waldorf School's Class of 2018 presented the Altadena Library with their Michael Award, for our commitment to the betterment of the Altadena community and for creating opportunities for local students. The award is given annually by the senior class to an organization they feel has given the four gifts of the Archangel Michael to the community: strength, courage, the will to do good deeds, and love.



## **PROGRAM HIGHLIGHT:**

- After being contacted by Teen Librarian Kate Shumaker, the actor, writer, and avid gamer Wil Wheaton agreed to speak at the Altadena Library giving tips on being a Dungeon Master in the popular fantasy game Dungeons & Dragons. News of the event spread quickly, and over 300 gamers, fans and followers came out to hear Wil speak on Saturday, June 16<sup>th</sup>.





**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Finance

**MEETING DATE:** June 25, 2018

**PREPARED BY:** Nicole Fabry

**LOCATION:** Community Room

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**TITLE:** Establishing new signatories for Altadena Library District’s CalPERS CERBT fund.

**BACKGROUND:**

The California Employers’ Retiree Benefit Trust (CERBT) Fund is a Section 115 Trust that is self-funded and does not profit from its services. It is set up for the purpose of receiving employer contributions that will prefund health and other post-employment benefit costs for retirees and their beneficiaries.

The District may request a disbursement of these funds annually to reimburse the cost of health insurance for retirees and their beneficiaries. The Altadena Library District CERBT fund currently has only two positions authorized to request disbursements from the fund: Library Director and Finance Director. As the position of Finance Director currently has no incumbent, a new signatory must be established.

**FISCAL IMPACT**

None.

**RECOMMENDATION**

Staff recommends that the Board of Library Trustees review and sign the “Delegation of Authority to Request Disbursements”, authorizing the positions of Library Director, Acting District Director and Staff Accountant as signatories.



# DELEGATION OF AUTHORITY TO REQUEST DISBURSEMENTS

RESOLUTION  
OF THE

\_\_\_\_\_  
(GOVERNING BODY)

OF THE

\_\_\_\_\_  
(NAME OF EMPLOYER)

The \_\_\_\_\_ delegates to the incumbents  
(GOVERNING BODY)

in the positions of \_\_\_\_\_ and  
(TITLE)

\_\_\_\_\_  
(TITLE) and/or

\_\_\_\_\_  
(TITLE) authority to request on

behalf of the Employer disbursements from the Other Post Employment Prefunding  
Plan and to certify as to the purpose for which the disbursed funds will be used.

By \_\_\_\_\_

Title \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT: Finance**

**MEETING DATE: June 25, 2018**

**PREPARED BY: Nicole Fabry**

**LOCATION: Community Room**

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**TITLE:** Renewal of Altadena Library District Earthquake Insurance for FY 18-19.

**BACKGROUND:**

Our insurance broker, Insurance Office of America (IOA), received two quotes on our behalf from the following carriers: Golden Bear Insurance Company, and Mt. Hawley Insurance Co./Lloyds.

The two policies are virtually identical in their coverage (see attached spreadsheet for details), however, there are a few notable exceptions:

1. While Golden Bear is an Admitted carrier, Mt. Hawley/Lloyds is Non-Admitted.
2. Golden Bear requires that wood-frame structures be bolted to their foundations.
3. Mt. Hawley/Lloyds has an A+XI rating, while Golden Bear has an A-VII rating.

The cost to renew our coverage with Golden Bear is slightly less than last year's premium, as the inspection fee of \$150.00 is waived.

The cost to initiate coverage with Mt.Hawley/Lloyds provides a modest savings of \$1718.60 compared to Golden Bear.

**FISCAL IMPACT**

Cost reduction of either \$150.00 or \$1718.60.

**RECOMMENDATION**

Staff recommends that the Board of Library Trustees review the information and provide staff with directive on moving forward for FY 17-18.

# BEST'S FINANCIAL STRENGTH RATING GUIDE – (FSR)

A Best's Financial Strength Rating (FSR) is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. An FSR is not assigned to specific insurance policies or contracts and does not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. An FSR is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. In addition, an FSR may be displayed with a rating identifier, modifier or affiliation code that denotes a unique aspect of the opinion.

## Best's Financial Strength Rating (FSR) Scale

Rating Categories	Rating Symbols	Rating Notches*	Category Definitions
Superior	A+	A++	Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.
Excellent	A	A-	Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.
Good	B+	B++	Assigned to insurance companies that have, in our opinion, a good ability to meet their ongoing insurance obligations.
Fair	B	B-	Assigned to insurance companies that have, in our opinion, a fair ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Marginal	C+	C++	Assigned to insurance companies that have, in our opinion, a marginal ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Weak	C	C-	Assigned to insurance companies that have, in our opinion, a weak ability to meet their ongoing insurance obligations. Financial strength is very vulnerable to adverse changes in underwriting and economic conditions.
Poor	D	-	Assigned to insurance companies that have, in our opinion, a poor ability to meet their ongoing insurance obligations. Financial strength is extremely vulnerable to adverse changes in underwriting and economic conditions.

\* Each Best's Financial Strength Rating Category from "A+" to "C" includes a Rating Notch to reflect a gradation of financial strength within the category. A Rating Notch is expressed with either a second plus "+" or a minus "-".

## Financial Strength Non-Rating Designations

Designation Symbols	Designation Definitions
E	Status assigned to insurance companies that are publicly placed under a significant form of regulatory supervision, control or restraint - including cease and desist orders, conservatorship or rehabilitation, but not liquidation - that prevents conduct of normal ongoing insurance operations; an impaired insurer.
F	Status assigned to insurance companies that are publicly placed in liquidation by a court of law or by a forced liquidation; an impaired insurer.
S	Status assigned to rated insurance companies to suspend the outstanding FSR when sudden and significant events impact operations and rating implications cannot be evaluated due to a lack of timely or adequate information; or in cases where continued maintenance of the previously published rating opinion is in violation of evolving regulatory requirements.
NR	Status assigned to insurance companies that are not rated; may include previously rated insurance companies or insurance companies that have never been rated by A.M. Best.

## Rating Disclosure – Use and Limitations

A Best's Credit Rating (BCR) is a forward-looking independent and objective opinion regarding an insurer's, issuer's or financial obligation's relative creditworthiness. The opinion represents a comprehensive analysis consisting of a quantitative and qualitative evaluation of balance sheet strength, operating performance, business profile and enterprise risk management or, where appropriate, the specific nature and details of a security. Because a BCR is a forward-looking opinion as of the date it is released, it cannot be considered as a fact or guarantee of future credit quality and therefore cannot be described as accurate or inaccurate. A BCR is a relative measure of risk that implies credit quality and is assigned using a scale with a defined population of categories and notches. Entities or obligations assigned the same BCR symbol developed using the same scale, should not be viewed as completely identical in terms of credit quality. Alternatively, they are alike in category (or notches within a category), but given there is a prescribed progression of categories (and notches) used in assigning the ratings of a much larger population of entities or obligations, the categories (notches) cannot mirror the precise subtleties of risk that are inherent within similarly rated entities or obligations. While a BCR reflects the opinion of A.M. Best Rating Services, Inc. (A.M. Best) of relative creditworthiness, it is not an indicator or predictor of defined impairment or default probability with respect to any specific insurer, issuer or financial obligation. A BCR is not investment advice, nor should it be construed as a consulting or advisory service, as such; it is not intended to be utilized as a recommendation to purchase, hold or terminate any insurance policy, contract, security or any other financial obligation, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. Users of a BCR should not rely on it in making any investment decision; however, if used, the BCR must be considered as only one factor. Users must make their own evaluation of each investment decision. A BCR opinion is provided on an "as is" basis without any expressed or implied warranty. In addition, a BCR may be changed, suspended or withdrawn at any time for any reason at the sole discretion of A.M. Best.

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Version 051018



**4. While Golden Bear is an Admitted carrier, Mt. Hawley/Lloyds is Non-Admitted.**

**What Admitted Insurance Means**

An insurance company that is “admitted” means it has been approved by a state’s insurance department and that...

- The company must comply with all state insurance regulations.
- In the event the insurance company fails, the state will step in as necessary to make claim payments. With a non-admitted insurance carrier, there is no such protection.

In addition, buying from an admitted carrier means that customers don't have to pay certain fees and taxes as part of the policy; admitted status makes those expenses unnecessary. Buying insurance from an admitted carrier also guarantees customers have a path for recourse if they believe a claim has been handled improperly; they can appeal to the state insurance department.

**What Non-Admitted Insurance Means**

“Non-admitted” status means an insurance carrier has not been approved by the state’s insurance department and that...

- The insurance company doesn't necessarily follow state insurance regulations.
- In case of insolvency, no guarantee exists that claims will be paid, even if a case is active at the time of business failure.
- If a policyholder thinks his or her case was handled improperly, there is no recourse available to the state insurance department.

Source: Investopedia

**5. Golden Bear requires that wood-frame structures be bolted to their foundations.**

Jonathan is currently checking on this for me.

**6. Mt. Hawley/Lloyds has an A+XI rating, while Golden Bear has an A-VII rating with A.M. Best.**

The difference between “Excellent” and “Superior”; A.M. Best believes both companies have the ability to meet their ongoing insurance obligations. See attached PDF for their rating system.



Term	7/1/2017-18	7/1/2018-19	7/1/2018-19
<b>Coverage</b>	Difference In Conditions	Difference In Conditions	Difference In Conditions
<b>Perils Insured</b>	Earthquake/EQSL*	Earthquake/EQSL*	Earthquake/EQSL*
<b>Carrier</b>	Golden Bear Insurance Co.	Golden Bear Insurance Co.	Mt. Hawley Insurance Co./Lloyds*
			Mt. Hawley 85%
			Lloyds 15%
<b>AM Best Rating</b>	A-VII	A-VII	A+XI
<b>Admitted/Non-Admitted</b>	Admitted	Admitted	Non-Admitted
<b>Limits</b>			
600 E Mariposa St., Altadena			
Building	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
Contents	\$ 3,360,000	\$ 3,360,000	\$ 3,360,000
Business Income	\$ 500,000	\$ 500,000	\$ 500,000
2659 Lincoln Ave., Altadena			
Building	\$ 250,000	\$ 250,000	\$ 250,000
Contents	\$ 74,000	\$ 74,000	\$ 74,000
Tenant Improvements	\$ 23,611	\$ 23,611	\$ 23,611
Total Limits	\$9,207,611	\$ 9,207,611	\$ 9,207,611
<b>Sublimits - 2659 Lincoln Ave.</b>			
Demolition Costs	\$ 500,000	\$ 500,000	\$ 500,000
Increased Cost of Construction	Included	Included	Included
<b>Deductible</b>	15% - \$25,000 Minimum	15% - \$25,000 Minimum	15% - \$25,000 Minimum
<b>Loss Valuation</b>			
Building	Replacement Cost	Replacement Cost	Replacement Cost
Contents	Replacement Cost	Replacement Cost	Replacement Cost
Tenant Improvements	Replacement Cost	Replacement Cost	Replacement Cost
Business Income	Actual Loss Sustained	Actual Loss Sustained	Actual Loss Sustained
<b>Warranties</b>	All Risk Coverage in Place	All Risk Coverage in Place	All Risk Coverage in Place
	Wood Frame Structures must be anchored to foundation	Wood Frame Structures must be anchored to foundation	
<b>Additional Terms</b>	168 Hour Earthquake Occurrence Definition	168 Hour Earthquake Occurrence Definition	
<b>Binding Subjectivities</b>	Signed/Dated TRIA Form	Signed/Dated TRIA Form	Signed/Dated TRIA Form
	Signed/Dated Application	Signed/Dated Application	Signed/Dated ACORD
		Signed Rating Disclosure	Satisfactory Inspection & all deficiencies corrected
			Confirmation no recent loss or damage
<b>Premium</b>	\$ 17,950.00	\$ 17,950.00	\$ 15,500.00
<b>Policy Fee</b>	\$ 100.00	\$ 100.00	\$ 150.00
<b>Inspection Fee</b>	\$ 150.00		\$ 175.00
<b>Wholesaler Fee</b>	\$ 500.00	\$ 500.00	\$ 500.00
<b>SL Tax/Fee</b>	N/A	N/A	\$ 506.40
<b>Total</b>	\$ 18,700.00	\$ 18,550.00	\$ 16,831.40
<b>Minimum Earned Premium</b>	25%	25%	25%
*EQSL = Earthquake Sprinkler Leakage			

WESTERN SECURITY SURPLUS  
INSURANCE BROKERS, INC

Earthquake Coverage Request Form

Please read carefully and complete *all* sections

**SECTION I - APPLICANT**

Account Name: Altadena Library District

Mailing Address: 600 E. Mariposa St.

Suite/Building#: \_\_\_\_\_

City: Altadena State: CA Zip: 91001

**SECTION II - BUILDING INFORMATION (if different from above)**

Location #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Suite/Building #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Construction Class: (Check One)

Wood Frame Bolted to Foundation?  Yes  No

Non-Combustible

Brick Veneer

Joisted Masonry - Tilt Up

Joisted Masonry - Reinforced Masonry

Joisted Masonry - Un-reinforced Masonry

Masonry Non-Combustible

Modified Fire Resistive

Fire Resistive

Modular

Year Built: 1968

Square Footage: 25,950

# of Stories: 2 # of Buildings: \_\_\_\_\_ # of Units: \_\_\_\_\_ (if applicable)

Parking Class: (Check one)

None

Detached

Attached-No Structure above

Habitational Over Garage (HOG)

Tuckunder-1-Side

Tuckunder-2-Sides

Full Subterranean

Partial Subterranean

First Floor Parking

Soft First Floor

Explain Occupancy Class in Detail (required): Library/Media Center

Building Shape:  Regular  Irregular  Unknown

Setbacks or Overhangs:  Yes  No  Unknown

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25129 The Old Road, Suite 203, Stevenson Ranch, CA 91381 Ph. (626) 584-0110 Fx. (626) 584-0144  
201 N. Harbor Blvd., Suite 202, Fullerton, CA 92832 Ph. (626) 584-0110 Fx. (626) 584-0144  
2281 Lava Ridge Court, Ste 170, Roseville CA 95661 Ph. (916) 667-8090 FAX (916) 677-4494

Calif License # 0622580

WESTERN SECURITY SURPLUS  
INSURANCE BROKERS, INC

Insured's Interest: \_\_\_\_\_ Lessor \_\_\_\_\_ Tenant \_\_\_\_\_  Owner Occupant

Requested Coverage:

Building \$ 5,000,000 (100% Replacement Cost Required)

BPP \$ 3,360,000 (100% Replacement Cost Required)

Tenant Improvements and Betterments \$ \_\_\_\_\_

Inspection Contact: Nicole Fabry

Inspection Telephone: 626-798-0833 x111

Requested Effective Date: 7/1/2018

Deductible Option: 2% / 5% / 7.5% / 10% / 15% / 20% (circle one)

Ordinance or Law: None / 10% Sublimit / 20% Sublimit (circle one)

Earthquake Sprinkler Leakage: Y / N (circle one)

Flood Coverage: Y / N (circle one)

Mold Clean-Up and Removal Coverage:

\$10,000 (Building Only)

Business Income / Extra Expense (provided on a per location basis):

BI/EE \$ 500,000 (for location)

Additional Property Coverage (provided on a per location basis):

APC \$ \_\_\_\_\_ (for location)

Please select which APC's are applicable for this location:

Pools \_\_\_\_\_ Fences \_\_\_\_\_ Paved Surfaces \_\_\_\_\_

**SECTION III - CURRENT COVERAGE**

Current Coverage: Y / N (circle one)

Company: \_\_\_\_\_ Deductible: \_\_\_\_\_

Limits: \_\_\_\_\_ Premium: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Producer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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WESTERN SECURITY SURPLUS  
INSURANCE BROKERS, INC

Earthquake Coverage Request Form

Please read carefully and complete *all* sections

**SECTION I - APPLICANT**

Account Name: Altadena Library District

Mailing Address: 600 E Mariposa St.

Suite/Building#: \_\_\_\_\_

City: Altadena State: CA Zip: 91001

**SECTION II - BUILDING INFORMATION (if different from above)**

Location #: 2 - Bob Lucas Branch Library

Location ~~Address~~ Address: 2659 N. Lincoln Ave.

Suite/Building #: \_\_\_\_\_

City: Altadena State: CA Zip: 91001

Construction Class: (Check One)

Wood Frame **Bolted to Foundation?**  Yes  No

Non-Combustible

Brick Veneer

Joisted Masonry - Tilt Up

Joisted Masonry - Reinforced Masonry

Joisted Masonry - Un-reinforced Masonry

Masonry Non-Combustible

Modified Fire Resistive

Fire Resistive

Modular

Year Built: 1957

Square Footage: 1,881

# of Stories: 1 # of Buildings: \_\_\_\_\_ # of Units: \_\_\_\_\_ (if applicable)

Parking Class: (Check one)

None

Detached

Attached-No Structure above

Habitational Over Garage (HOG)

Tuckunder-1-Side

Tuckunder-2-Sides

Full Subterranean

Partial Subterranean

First Floor Parking

Soft First Floor

Explain Occupancy Class in Detail (required): Library/Media Center

Building Shape:  Regular  Irregular  Unknown

Setbacks or Overhangs:  Yes  No  Unknown

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25129 The Old Road, Suite 203, Stevenson Ranch, CA 91381 Ph. (626) 584-0110 Fx. (626) 584-0144  
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WESTERN SECURITY SURPLUS  
INSURANCE BROKERS, INC

Insured's Interest: \_\_\_\_\_ Lessor \_\_\_\_\_ Tenant  Owner Occupant

Requested Coverage:

Building \$ 250,000 (100% Replacement Cost Required)

BPP \$ 74,000 (100% Replacement Cost Required)

Tenant Improvements and Betterments \$ 23,611

Inspection Contact: Nicole Fabry

Inspection Telephone: 626-798-0833 x111

Requested Effective Date: 7/1/2018

Deductible Option: 2% / 5% / 7.5% / 10% / 15% / 20% (circle one)

Ordinance or Law: None / 10% Sublimit / 20% Sublimit (circle one)

Earthquake Sprinkler Leakage: Y / N (circle one)

Flood Coverage: Y / N (circle one)

Mold Clean-Up and Removal Coverage:

\$10,000 (Building Only)

Business Income / Extra Expense (provided on a per location basis):

BI/EE \$ \_\_\_\_\_ (for location)

Additional Property Coverage (provided on a per location basis):

APC \$ \_\_\_\_\_ (for location)

Please select which APC's are applicable for this location:

Pools \_\_\_\_\_ Fences \_\_\_\_\_ Paved Surfaces \_\_\_\_\_

**SECTION III - CURRENT COVERAGE**

Current Coverage: Y / N (circle one)

Company: \_\_\_\_\_ Deductible: \_\_\_\_\_

Limits: \_\_\_\_\_ Premium: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Producer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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25129 The Old Road, Suite 203, Stevenson Ranch, CA 91381 Ph. (626) 584-0110 Fx. (626) 584-0144  
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2281 Lava Ridge Court, Ste 170, Roseville CA 95661 Ph. (916) 667-8090 FAX (916) 677-4494

# RATING DISCLOSURE AND HOLD HARMLESS AGREEMENT

**Named Insured: Altadena Library District**  
**Coverage: Difference in Conditions**  
**Insuring Company: Golden Bear Insurance Company**  
**AM Best Rating: A-VII**  
**Policy Period: 7/1/2018 - 7/1/2019**

I realize that the Financial Status and Financial Strength Rating of an Insurance Company is an important part of the insurance selection decision.

Altadena Library District realized that there are financial risks in placing coverage with all Insurance Companies and that IOA encourages Altadena Library District to independently evaluate such ratings and financial status before making their decision.

I am aware that additional information on financial strength ratings may be found at [www.ambest.com](http://www.ambest.com).

Altadena Library District has been informed by IOA Insurance Services of the current rating of the Insurance Companies proposed by IOA Insurance Services.

Altadena Library District releases and holds harmless IOA Insurance Services and its agents, representatives, employees, officers and directors from all damages arising out of the financial insolvency of Golden Bear Insurance Company and understands that IOA Insurance Services cannot and does not guarantee, and expressly disclaims responsibility for, the financial condition of any Insurance Company.

I have read the above and with full understanding accept the carrier indicated.

Please bind coverage.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## Notice of Terrorism Insurance Coverage

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have the right to purchase insurance coverage for losses resulting from certified acts of terrorism. As defined in Section 102(1) of the Act: The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury - in consultation with the Secretary of Homeland Security, and the attorney General of the United States - to be an act of terrorism.

This quotation offers coverage for Insurer's share of liability for loss caused by certified acts of terrorism as defined in the Terrorism Risk Insurance Program Reauthorization Act of 2015 (TRIPRA).

Coverage provided for losses resulting from certified acts of terrorism may be partially reimbursed by the United States government under a formula established by federal law. However, your policy may contain other exclusions which might affect coverage, such as an exclusion for nuclear events or other than certified acts of terrorism.

Under the formula, the United States government generally reimburses a specified percentage of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The percentage of covered terrorism losses exceeding the deductible paid by the insurance company providing the coverage for which such insurance company will be reimbursed by the United States government is:

85% for losses occurring in 2015	82% for losses occurring in 2018
84% for losses occurring in 2016	81% for losses occurring in 2019
83% for losses occurring in 2017	80% for losses occurring in 2020

The premium charged for the coverage quoted herein does not include any charge for that portion of any terrorism loss to be paid by the United States government.

TRIPRA contains a USD100 billion cap limiting United States government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds USD 100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed USD100 billion, the coverage quoted herein may be reduced.

In the event that the Insured declines to purchase TRIPRA coverage, the policy will contain an Exclusion of Certified Acts of Terrorism.

This quotation offers coverage for loss caused by "certified acts of terrorism" as defined by the Act. That part of the total premium amount quoted here by the insurer that is attributed to coverage pursuant to TRIA, is estimated below or noted in your quote.

### ACCEPTANCE OR REJECTION OF TERRORISM INSURANCE COVERAGE

	<b>I hereby elect to purchase terrorism coverage for a premium of \$7,826 (or as stated in the premium section of quotation.)</b>
	<b>I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.</b>

Policyholder's Signature

Date Signed

Print Name

GBIC-Terr-Offer (01 15)



# NOTICE

## OFFER OF FEDERAL TERRORISM INSURANCE COVERAGE AND DISCLOSURE OF PREMIUM

You are hereby notified that under the Terrorism Risk Insurance Act, (the "Act") as amended, that you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act. Section 102(1) of the Act defines the term "act of terrorism" as any act that is certified by the Secretary of the Treasury - in consultation with the Secretary of Homeland Security, and the Attorney General of the United States - to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. The acts of terrorism as defined in Section 102(1) of the Act shall be sometimes referred to herein as "certified acts of terrorism."

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 85% THROUGH 2015; 84% BEGINNING ON JANUARY 1, 2016; 83% BEGINNING ON JANUARY 1, 2017; 82% BEGINNING ON JANUARY, 2018; 81% BEGINNING ON JANUARY 1, 2019 and 80% BEGINNING ON JANUARY 1, 2020 OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

### Acceptance or Rejection of Terrorism Insurance Coverage

- I hereby elect to purchase coverage for certified acts of terrorism for a prospective premium of **\$3,875**
- I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

**SIGN HERE**

Policyholder/Applicant's Signature

**Altadena Library District**  
Print Policyholder/Applicant's Name

**Mt. Hawley Insurance Company and  
Renaissance Re Syndicate 1458 at Lloyd's**  
Insurance Companies

Policy Number  
UW 20313 (01/15)

Date



## **NOTICE:**

**1. THE INSURANCE POLICY THAT YOU HAVE PURCHASED IS BEING ISSUED BY AN INSURER THAT IS NOT LICENSED BY THE STATE OF CALIFORNIA. THESE COMPANIES ARE CALLED "NONADMITTED" OR "SURPLUS LINE" INSURERS.**

**2. THE INSURER IS NOT SUBJECT TO THE FINANCIAL SOLVENCY REGULATION AND ENFORCEMENT THAT APPLY TO CALIFORNIA LICENSED INSURERS.**

**3. THE INSURER DOES NOT PARTICIPATE IN ANY OF THE INSURANCE GUARANTEE FUNDS CREATED BY CALIFORNIA LAW. THEREFORE, THESE FUNDS WILL NOT PAY YOUR CLAIMS OR PROTECT YOUR ASSETS IF THE INSURER BECOMES INSOLVENT AND IS UNABLE TO MAKE PAYMENTS AS PROMISED.**

**4. THE INSURER SHOULD BE LICENSED EITHER AS A FOREIGN INSURER IN ANOTHER STATE IN THE UNITED STATES OR AS A NON-UNITED STATES (ALIEN) INSURER. YOU SHOULD ASK QUESTIONS OF YOUR INSURANCE AGENT, BROKER, OR "SURPLUS LINE" BROKER OR CONTACT THE CALIFORNIA DEPARTMENT OF INSURANCE AT THE FOLLOWING TOLL-FREE TELEPHONE NUMBER: 1-800-927-4357 OR INTERNET WEB SITE WWW.INSURANCE.CA.GOV. ASK WHETHER OR NOT THE INSURER IS LICENSED AS A FOREIGN OR NON-UNITED STATES (ALIEN) INSURER AND FOR ADDITIONAL INFORMATION ABOUT THE INSURER. YOU MAY ALSO CONTACT THE NAIC'S INTERNET WEB SITE AT WWW.NAIC.ORG.**

**5. FOREIGN INSURERS SHOULD BE LICENSED BY A STATE IN THE UNITED STATES AND YOU MAY CONTACT THAT STATE'S DEPARTMENT OF INSURANCE TO OBTAIN MORE INFORMATION ABOUT THAT INSURER.**

**6. FOR NON-UNITED STATES (ALIEN) INSURERS, THE INSURER SHOULD BE LICENSED BY A COUNTRY OUTSIDE OF THE UNITED STATES AND SHOULD BE ON THE NAIC'S INTERNATIONAL INSURERS DEPARTMENT (IID) LISTING OF**

**APPROVED NONADMITTED NON-UNITED STATES INSURERS. ASK YOUR AGENT, BROKER, OR "SURPLUS LINE" BROKER TO OBTAIN MORE INFORMATION ABOUT THAT INSURER.**

**7. CALIFORNIA MAINTAINS A LIST OF APPROVED SURPLUS LINE INSURERS. ASK YOUR AGENT OR BROKER IF THE INSURER IS ON THAT LIST, OR VIEW THAT LIST AT THE INTERNET WEB SITE OF THE CALIFORNIA DEPARTMENT OF INSURANCE: WWW.INSURANCE.CA.GOV.**

**8. IF YOU, AS THE APPLICANT, REQUIRED THAT THE INSURANCE POLICY YOU HAVE PURCHASED BE BOUND IMMEDIATELY, EITHER BECAUSE EXISTING COVERAGE WAS GOING TO LAPSE WITHIN TWO BUSINESS DAYS OR BECAUSE YOU WERE REQUIRED TO HAVE COVERAGE WITHIN TWO BUSINESS DAYS, AND YOU DID NOT RECEIVE THIS DISCLOSURE FORM AND A REQUEST FOR YOUR SIGNATURE UNTIL AFTER COVERAGE BECAME EFFECTIVE, YOU HAVE THE RIGHT TO CANCEL THIS POLICY WITHIN FIVE DAYS OF RECEIVING THIS DISCLOSURE. IF YOU CANCEL COVERAGE, THE PREMIUM WILL BE PRORATED AND ANY BROKER'S FEE CHARGED FOR THIS INSURANCE WILL BE RETURNED TO YOU.**

**Date:** \_\_\_\_\_



**Insured:** \_\_\_\_\_

**D-1 (Effective January 1, 2017)**

PRIOR CARRIER INFORMATION (continued)

AGENCY CUSTOMER ID: **ALTALIB-01**

**PAGETTS**

YEAR	CATEGORY	GENERAL LIABILITY	AUTOMOBILE	PROPERTY	OTHER: <b>EQ</b>
2010 - 2011	CARRIER				Golden Bear Insurance Company
	POLICY NUMBER				FD37180
	PREMIUM	\$	\$	\$	\$ 11,590.00
	EFFECTIVE DATE				07/01/2010
	EXPIRATION DATE				07/10/2011
2011 - 2012	CARRIER				Golden Bear Insurance Company
	POLICY NUMBER				FD38843
	PREMIUM	\$	\$	\$	\$ 11,840.00
	EFFECTIVE DATE				07/01/2011 EQ
	EXPIRATION DATE				07/01/2012

**LOSS HISTORY**  Check if none (Attach Loss Summary for Additional Loss Information)

ENTER ALL CLAIMS OR LOSSES (REGARDLESS OF FAULT AND WHETHER OR NOT INSURED) OR OCCURRENCES THAT MAY GIVE RISE TO CLAIMS FOR THE LAST _____ YEARS						TOTAL LOSSES: \$	
DATE OF OCCURRENCE	LINE	TYPE / DESCRIPTION OF OCCURRENCE OR CLAIM	DATE OF CLAIM	AMOUNT PAID	AMOUNT RESERVED	SUBROGATION Y/N	CLAIM OPEN Y/N

**SIGNATURE**

Copy of the Notice of Information Practices (Privacy) has been given to the applicant. (Not required in all states, contact your agent or broker for your state's requirements.)

PERSONAL INFORMATION ABOUT YOU, INCLUDING INFORMATION FROM A CREDIT OR OTHER INVESTIGATIVE REPORT, MAY BE COLLECTED FROM PERSONS OTHER THAN YOU IN CONNECTION WITH THIS APPLICATION FOR INSURANCE AND SUBSEQUENT AMENDMENTS AND RENEWALS. SUCH INFORMATION AS WELL AS OTHER PERSONAL AND PRIVILEGED INFORMATION COLLECTED BY US OR OUR AGENTS MAY IN CERTAIN CIRCUMSTANCES BE DISCLOSED TO THIRD PARTIES WITHOUT YOUR AUTHORIZATION. CREDIT SCORING INFORMATION MAY BE USED TO HELP DETERMINE EITHER YOUR ELIGIBILITY FOR INSURANCE OR THE PREMIUM YOU WILL BE CHARGED. WE MAY USE A THIRD PARTY IN CONNECTION WITH THE DEVELOPMENT OF YOUR SCORE. YOU MAY HAVE THE RIGHT TO REVIEW YOUR PERSONAL INFORMATION IN OUR FILES AND REQUEST CORRECTION OF ANY INACCURACIES. YOU MAY ALSO HAVE THE RIGHT TO REQUEST IN WRITING THAT WE CONSIDER EXTRAORDINARY LIFE CIRCUMSTANCES IN CONNECTION WITH THE DEVELOPMENT OF YOUR CREDIT SCORE. THESE RIGHTS MAY BE LIMITED IN SOME STATES. PLEASE CONTACT YOUR AGENT OR BROKER TO LEARN HOW THESE RIGHTS MAY APPLY IN YOUR STATE OR FOR INSTRUCTIONS ON HOW TO SUBMIT A REQUEST TO US FOR A MORE DETAILED DESCRIPTION OF YOUR RIGHTS AND OUR PRACTICES REGARDING PERSONAL INFORMATION. (Not applicable in AZ, CA, DE, KS, MA, MN, ND, NY, OR, VA, or WV. Specific ACORD 38s are available for applicants in these states.) (Applicant's Initials): \_\_\_\_\_

**Applicable in AL, AR, DC, LA, MD, NM, RI and WV:** Any person who knowingly (or willfully)\* presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully)\* presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. \*Applies in MD Only.

**Applicable in CO:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**Applicable in FL and OK:** Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony (of the third degree)\*. \*Applies in FL Only.

**Applicable in KS:** Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

**Applicable in KY, NY, OH and PA:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties (not to exceed five thousand dollars and the stated value of the claim for each such violation)\*. \*Applies in NY Only.


**Applicable in ME, TN, VA and WA:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties (may)\* include imprisonment, fines and denial of insurance benefits. \*Applies in ME Only.

**Applicable in NJ:** Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

**Applicable in OR:** Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

**Applicable in PR:** Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation by a fine of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000), or a fixed term of imprisonment for three (3) years, or both penalties. Should aggravating circumstances [be] present, the penalty thus established may be increased to a maximum of five (5) years, if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

THE UNDERSIGNED IS AN AUTHORIZED REPRESENTATIVE OF THE APPLICANT AND REPRESENTS THAT REASONABLE INQUIRY HAS BEEN MADE TO OBTAIN THE ANSWERS TO QUESTIONS ON THIS APPLICATION. HE/SHE REPRESENTS THAT THE ANSWERS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF HIS/HER KNOWLEDGE.

PRODUCER'S SIGNATURE 	PRODUCER'S NAME (Please Print) <b>Geoff Johansing</b>	STATE PRODUCER LICENSE NO (Required in Florida)
APPLICANT'S SIGNATURE	DATE	NATIONAL PRODUCER NUMBER

**SIGN HERE**

## INSURANCE QUOTE

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Date: June 18, 2018

To: Susan  
IOA Insurance Services- Los Angeles

From: Andrea Zenner,  
Phone: 626-584-0110 Ext .  
Email: azenner@wssib.com Fax: 626-584-0144

Re: Insured: Altadena Library District  
Effective Date: 7/1/18  
Reference #: 0078199B

Please review this quote carefully, as it may not provide the coverage you requested. Your request to bind acknowledges that all documents including commission and premiums have been reviewed and all coverage terms, conditions, and all fees have been disclosed to the Insured. Coverage Subject to the Terms of the Premium Agreement with Western Security Surplus Insurance Brokers, LLC dba West-Pro Insurance Services. We will be pleased to provide specimen copies of any form(s) upon written request. Forms and Exclusions should be read in full for complete details

Please note, policy may be subject to inspection and/or audit. This may result in a change to premium, form or terms. Additional Insureds are subject to underwriting review/approval and are a flat, fully earned charge in addition to the premium.

**INSURER:** Mt. Hawley Insurance Co.  
Non-Admitted

**COVERAGE:** DIC

**POLICY PERIOD:** 7/1/18 TO 7/1/19

**TERMS / CONDITIONS:**  
See attached quote details. **NO FLAT CANCELLATIONS**

<b><u>PREMIUM:</u></b>	\$15,500.00
<b><u>FEES:</u></b>	Carrier Policy Fee     \$150.00 Carrier Inspection Fee     \$175.00 Broker Fee     \$500.00
<b><u>TAXES:</u></b>	\$506.40
<b><u>TRIA PREMIUM::</u></b>	REJECTED
<b><u>TOTAL:</u></b>	\$16,831.40

The premium quoted does not include the premium for TRIA (Terrorism Risk Insurance Act). If coverage is desired, the premium will be increased by the amount shown on the rejection form. Coverage cannot be bound until the TRIA is accepted or rejected. AP for TRIA is \$3875 plus T&F.

(a) **25% MINIMUM EARNED PREMIUM AT INCEPTION.**

Please review this quote carefully, as it may not provide the coverage you requested. Your request to bind acknowledges that all fees have been disclosed to the Insured. Coverage Subject to the Terms of the Premium Agreement with Western Security Surplus Insurance Brokers, Inc. dba West-Pro Insurance Services

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**AUTHORIZED REPRESENTATIVE**  
Andrea Zenner,

**NO COVERAGE BOUND UNLESS CONFIRMED IN WRITING BY  
WESTERN SECURITY SURPLUS INSURANCE BROKERS, LLC dba  
WEST-PRO INSURANCE SERVICES**

**Re: Altadena Library District**

### **Confirming our Authorization**

We are pleased to provide a property quotation on your submission. Please review carefully. Coverages, terms and conditions offered herein may be more restrictive than those requested in your application.

This quote will expire on 7/1/2018

**Participating Insurers:**

Mt. Hawley Insurance Company, A+ Non-Admitted	85%
Renaissance Re Syndicate 1458 at Lloyd's	15%

The insurance afforded by this policy is provided by separate insurers, hereinafter referred to as "the Company." The liability of these insurers is several and not joint and is specifically set out above.

**Limit(s):** \$9,207,611 per occurrence for all coverages combined subject to an annual aggregate of \$9,207,611 for the Peril of Earthquake.

00001 - 001 Main Library, 600 E Mariposa Ave, Altadena, CA 91001	
Building	\$5,000,000
Business Income/Extra Expenses	\$500,000
Contents	\$3,360,000
00002 - 001 Branch Library, 2659 N Lincoln, Altadena, CA 91001	
Building	\$250,000
Contents	\$74,000
Tenants' Improvements and Betterments	\$23,611

**Coverages:**

Building; Tenants' Improvements and Betterments; Ordinance or Law; Demolition and ICC Combined Single Limit; Contents; Business Income/Extra Expenses  
\$500,000 sublimit for Demolition and ICC Combined Single Limit

**Perils:**

DIC including Earthquake

**Locations:**

00001 - 001 [Main Library], 600 E Mariposa Ave Altadena, CA - 91001  
00002 - 001 [Branch Library], 2659 N Lincoln Altadena, CA - 91001 With a total insurable value of \$9,207,611

**Proposed Policy Term:** From 7/1/2018 to 7/1/2019

**Deductibles:**

\$25,000 Per Occurrence for AOP

15.00% of the Total Insurable Values Per Unit (including time element if applicable) at the time of loss or damage subject to a minimum of \$25,000 per occurrence for Earthquake

**Terrorism Coverage Notice:**

The offer of coverage for terrorist acts, as defined by the Terrorism Insurance Act, is withdrawn if the Act is terminated, not renewed, or allowed to expire

**Valuation:**

Physical Damage at Replacement Cost  
Time Element at Actual Loss Sustained

**Coinsurance:**

N/A for Physical Damage  
N/A for Time Element

**Policy Form(s) and Endorsements (Available Upon Request):**

Difference in Conditions Policy and applicable forms including, but not limited to, the following:  
Exclusion of Certain Computer Related Losses  
Sanction Limitation and Exclusion Clause  
Service of Suit Clause (U.S.A)  
Several Liability Clause

**Special Conditions:**

60 day notice of Cancellation, except 10 days for non-payment of premium.  
Based on 100% values all coverages.

**Requirements Prior to Binding Coverage:**

Subject to confirmation as of the bind date of no recent loss or damage.

**Requirements After Binding Coverage:**

Signed "Selection or Rejection of Terrorism" form within 5 days of binding.  
Subject to favorable inspection.

## INSURANCE QUOTE

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Date: June 15, 2018

To: Susan  
IOA Insurance Services- Los Angeles

From: Andrea Zenner,  
Phone: 626-584-0110 Ext .  
Email: azenner@wssib.com Fax: 626-584-0144

Re: Insured: Altadena Library District  
Effective Date: 7/1/18  
Reference #: 0078199A

Please review this quote carefully, as it may not provide the coverage you requested. Your request to bind acknowledges that all documents including commission and premiums have been reviewed and all coverage terms, conditions, and all fees have been disclosed to the Insured. Coverage Subject to the Terms of the Premium Agreement with Western Security Surplus Insurance Brokers, LLC dba West-Pro Insurance Services. We will be pleased to provide specimen copies of any form(s) upon written request. Forms and Exclusions should be read in full for complete details

Please note, policy may be subject to inspection and/or audit. This may result in a change to premium, form or terms. Additional Insureds are subject to underwriting review/approval and are a flat, fully earned charge in addition to the premium.

**INSURER:** Golden Bear Ins Co  
Admitted

**COVERAGE:** DIC

**POLICY PERIOD:** 7/1/18 TO 7/1/19

**TERMS / CONDITIONS:**

See attached quote details. **NO FLAT CANCELLATIONS**



**PREMIUM:** \$17,950.00  
**FEES:** Broker Fee \$500.00  
Carrier Policy Fee \$100.00  
**TRIA PREMIUM::** REJECTED  
**TOTAL:** \$18,550.00

The premium quoted does not include the premium for TRIA (Terrorism Risk Insurance Act). If coverage is desired, the premium will be increased by the amount shown on the rejection form. Coverage cannot be bound until the TRIA is accepted or rejected. AP for TRIA is \$7826.

(a) 25.00%% MINIMUM EARNED PREMIUM AT INCEPTION.

Please review this quote carefully, as it may not provide the coverage you requested. Your request to bind acknowledges that all fees have been disclosed to the Insured. Coverage Subject to the Terms of the Premium Agreement with Western Security Surplus Insurance Brokers, Inc. dba West-Pro Insurance Services

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE  
Andrea Zenner,

**NO COVERAGE BOUND UNLESS CONFIRMED IN WRITING BY  
WESTERN SECURITY SURPLUS INSURANCE BROKERS, LLC dba  
WEST-PRO INSURANCE SERVICES**



Quote #:

of: FD 53892, Opt. 1

Broker:	Donna McLeary Western Security Surplus
Insuring Company:	Golden Bear Insurance Company (AM Best rated A- VII) Admitted
Insured:	Altadena Library District
Perils:	Difference in Conditions Including Earthquake Excluding EQSL & Flood
Deductibles:	
Earthquake:	15% of the values shown on the Statement of Covered Locations and Values, per unit of insurance, subject to \$25,000 Minimum Per Occurrence.
EQSL:	Not Covered
Flood:	Not Covered
Terrorism:	15% of the values shown on the Statement of Covered Locations and Values, per unit of insurance, subject to \$25,000 Minimum Per Occurrence.
Other Perils:	\$25,000 Per Occurrence
Exclusions:	Mold/Fungus limitation, Pollution limitation, Nuclear, Terrorism and others and as more fully described in the policy
Additional Terms:	<b>Warrant ~</b> All risk coverage in place during the policy term. <b>Subjectivities ~</b> Need signed and dated TRIA form with binding request. Complete signed Application required within 20 days of binding coverage. Subject to satisfactory inspection with all deficiencies to be corrected. 168 hour Earthquake occurrence definition. Wood frame structures - exterior walls must be anchored to the foundation. <b>Binding Date ~</b> Coverage will only be bound effective on or after the date we receive the written request to bind. We will not backdate coverage.
Cancellation:	Thirty (30) days notice of cancellation, except ten (10) days for Non-payment of Premium; 60 days notice of non-renewal and conditional renewal. Or as per State requirements.
Other Items:	



# Golden Bear Insurance Company

The following locations are Covered Locations. The values stated herein for all coverages were submitted by "you" and relied on by the "company."

## Covered Locations

<u>Coverages</u>	<u>Values</u>	<u>Valuation</u>
<u>Location 1: 600 E Mariposa St, Altadena, CA, 91001</u>		
Building including Building Ordinance Coverage A	\$5,000,000.	RC
Business Personal Property - Contents	\$3,360,000.	RC
Business Income (incl Extra Expense) other than Rental Value	\$500,000.	ALS
<u>Location 2: 2659 Lincoln Ave, Altadena, CA, 91001</u>		
Building	\$250,000.	RC
Business Personal Property - Contents	\$74,000.	RC
Tenants Improvements and Betterments	\$23,611.	RC
TIV:	\$9,207,611.	
Policy Limits:	\$9,207,611. Loss Limit per Occurrence and Annual Aggregate.	
Form/Sublimits:	Company DIC Form:	

Demolition & Increased Cost of Construction combined sublimit of \$500,000.  
[Sublimits are part of and do not increase the Policy Limits]



## Notice of Terrorism Insurance Coverage

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have the right to purchase insurance coverage for losses resulting from certified acts of terrorism. As defined in Section 102(1) of the Act: The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury - in consultation with the Secretary of Homeland Security, and the attorney General of the United States - to be an act of terrorism.

This quotation offers coverage for Insurer's share of liability for loss caused by certified acts of terrorism as defined in the Terrorism Risk Insurance Program Reauthorization Act of 2015 (TRIPRA).

Coverage provided for losses resulting from certified acts of terrorism may be partially reimbursed by the United States government under a formula established by federal law. However, your policy may contain other exclusions which might affect coverage, such as an exclusion for nuclear events or other than certified acts of terrorism.

Under the formula, the United States government generally reimburses a specified percentage of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The percentage of covered terrorism losses exceeding the deductible paid by the insurance company providing the coverage for which such insurance company will be reimbursed by the United States government is:

85% for losses occurring in 2015	82% for losses occurring in 2018
84% for losses occurring in 2016	81% for losses occurring in 2019
83% for losses occurring in 2017	80% for losses occurring in 2020

The premium charged for the coverage quoted herein does not include any charge for that portion of any terrorism loss to be paid by the United States government.

TRIPRA contains a USD100 billion cap limiting United States government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds USD 100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed USD100 billion, the coverage quoted herein may be reduced.

In the event that the Insured declines to purchase TRIPRA coverage, the policy will contain an Exclusion of Certified Acts of Terrorism.

This quotation offers coverage for loss caused by "certified acts of terrorism" as defined by the Act. That part of the total premium amount quoted here by the insurer that is attributed to coverage pursuant to TRIA, is estimated below or noted in your quote.

### ACCEPTANCE OR REJECTION OF TERRORISM INSURANCE COVERAGE

	<b>I hereby elect to purchase terrorism coverage for a premium of \$7,826 (or as stated in the premium section of quotation.)</b>
	<b>I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.</b>

\_\_\_\_\_  
Policyholder's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Name

GBIC-Terr-Offer (01 15)



## FORMS LIST

Insured: Altadena Library District  
Renewal of: FD 53892

### Form #EditionForm Title

GBDIC 0100	06 14	Difference In Conditions Declarations
GBDIC 0101	06 14	Common Policy Conditions
GBDIC 0150	06 14	Forms Schedule
GBDIC 0180	06 14	U.S. Treasury Department OFAC Advisory Notice to Policyholders
GBCR 0190	06 14	Claim Reporting Information
GBDIC 0200	06 14	Statement of Covered Locations and Values
GBDIC 0202	06 14	Difference in Conditions - Property Coverage Part
GBDIC 0401	12 14	Business Income (with Extra Expense) Coverage
GBDIC 0601	01 15	Cap on Losses from Certified Acts of Terrorism
GBDIC 0602	01 15	Disclosure Pursuant to Terrorism Risk Insurance Act
GBDIC 0700	06 14	Minimum Earned Premium
GBDIC 1400	06 14	California -- Cancellation and Nonrenewal
GBDIC 1450	01 18	Notice to Golden Bear Policy Holders



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** June 25, 2018

**PREPARED BY:** Ryan Roy

**LOCATION:** Community Room

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**TITLE:** December Board of Trustees Meeting Date

**BACKGROUND:** It has been brought to the attention of the library that, pursuant to California Education Code Section 19640, the Altadena Library District Board of Trustees must meet at least once a month. (The Altadena Library District is an independent special district that was formed in December 1926 under the provision of Sections 19600-19734 of the California Education Code.)

Since the ALD Board of Trustees traditionally meets on the fourth Monday of the month, and since that date in December often falls on or near Christmas Eve or Christmas day, the ALD Board of Trustees has not met in December for many years.

At this time, the Board will consider a December a meeting date that does not fall on the fourth Monday. This meeting could potentially be held on the second or third Monday of the month, December 10<sup>th</sup> or 17<sup>th</sup>, 2018, respectively. It could also be held on a different day of the week.

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**RECOMMENDATION:** That the Board of Trustees consider and approve a meeting date for December 2018.



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** June 25, 2018

**PREPARED BY:** Ryan Roy

**LOCATION:** Community Room

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**TITLE:** Presentation of the Final Draft Budget for FY 18/19

**BACKGROUND:** On May 15th, 2018, the Budget Subcommittee of the ALD Board of Trustees met with Paul Kaymark, CPA, of the Platinum Consulting Group, along with ALD librarians and department heads, for the FY 2018-19 Budget Workshop. During this meeting, plans for the FY 18-19 budget were discussed.

Last month, at the May 21<sup>st</sup> meeting of the Altadena Library District Board of Trustees, Paul Kaymark presented the FY 2018-19 Draft Budget to the Board of Trustees on behalf of the District, and the Board reviewed the preliminary Draft Budget at that time.

At the June 25<sup>th</sup> meeting, Paul will return to present the Final Draft Budget for the Board's approval.

**FY 2018-19 Draft Budget Expense highlights:**

- This budget requests a 3.67% COLA salary increase across the board for all District employees (see FY 18-19 Salary Schedule, attached to the Final Draft Budget worksheet). The percentage is based on the California CPI.
  - Personnel expenses make up 64% of the total FY 18-19 Draft Budget, down from a projected 66% of the total budget for FY 17-18.
- \$250,000 has been allocated to the Structures & Improvements line item, for improvements and maintenance projects at both the Main and Branch Libraries in the coming year.
- \$328,000 has been allocated for Library Materials, with \$251,000 for Operating Expenses.

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**RECOMMENDATION:** That the Board of Trustees approve the Final Draft Budget for Fiscal Year 2018-19.

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through April 2018

	Actual	Period	Projected	Total Projected	Budget	Budget	Budget	Budget
	2017	Jul '17 - May 18	Jun 18	2018	2018	Difference	2019	%
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
<b>DONATIONS AND GRANTS</b>								
4710 · Friends of the Library	21,000.00	12,000.00	7,000.00	19,000.00	24,000.00	(5,000.00)	20,000.00	(4)
4711 · Library Foundation	0.00	0.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00	5
4730 · Undesignated	17,503.00	1,912.15	0.00	1,912.15	0.00	1,912.15	2,000.00	1
4735 · Designated	71,802.37	0.00	0.00	0.00	1,100.00	(1,100.00)	1,000.00	0
4740 · CA Library Literacy Services	26,300.00	18,000.00	0.00	18,000.00	22,649.00	(4,649.00)	15,000.00	0
4750 · Cal State Library	13,500.00	22,930.00	0.00	22,930.00	18,281.00	4,649.00	20,000.00	0
4755 · HUD Grant	319,998.29	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total DONATIONS AND GRANTS</b>	<b>470,103.66</b>	<b>54,842.15</b>	<b>12,000.00</b>	<b>66,842.15</b>	<b>66,030.00</b>	<b>812.15</b>	<b>63,000.00</b>	
<b>FINES &amp; FEES</b>								
4305 · Fees	18,797.99	5,473.78	500.00	5,973.78	9,000.00	(3,026.22)	6,000.00	1
4310 · MFM Revenue	6,103.35	7,066.75	1,000.00	8,066.75	6,000.00	2,066.75	8,000.00	2
4340 · Passport Services Fees	78,566.50	108,297.69	9,000.00	117,297.69	90,000.00	27,297.69	120,000.00	25
4350 · Sales of Products	0.00	3,326.55	0.00	3,326.55	5,000.00	(1,673.45)	3,000.00	(2)
<b>Total FINES &amp; FEES</b>	<b>103,467.84</b>	<b>124,164.77</b>	<b>10,500.00</b>	<b>134,664.77</b>	<b>110,000.00</b>	<b>24,664.77</b>	<b>137,000.00</b>	
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>								
4210 · Chase Bank	1,530.31	1,730.79	100.00	1,830.79	3,000.00	(1,169.21)	2,000.00	(1)
4220 · County Interest Allocation	8,338.49	9,472.64	3,500.00	12,972.64	500.00	12,472.64	16,000.00	1
4221 · FMV COLA	(3,516.48)	0.00	0.00	0.00	0.00	0.00	0.00	0
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	<b>6,352.32</b>	<b>11,203.43</b>	<b>3,600.00</b>	<b>14,803.43</b>	<b>3,500.00</b>	<b>11,303.43</b>	<b>18,000.00</b>	
<b>OTHER REVENUE &amp; ADJUSTMENT</b>								
4910 · Miscellaneous Income	892.87	0.00	0.00	0.00	0.00	0.00	0.00	(7)
4911 · Rental Revenue	0.00	10,110.00	500.00	10,610.00	0.00	10,610.00	4,000.00	4
4940 · Transfer in from Reserves	0.00	0.00	0.00	0.00	150,000.00	(150,000.00)	0.00	0
4999 · Rewards & Incentives	2,000.00	5,539.05	0.00	5,539.05	6,000.00	(460.95)	3,000.00	0
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	<b>2,892.87</b>	<b>15,649.05</b>	<b>500.00</b>	<b>16,149.05</b>	<b>156,000.00</b>	<b>(139,850.95)</b>	<b>7,000.00</b>	<b>25</b>
<b>Sub-total</b>	<b>582,816.69</b>	<b>205,859.40</b>	<b>26,600.00</b>	<b>232,459.40</b>	<b>335,530.00</b>	<b>(103,070.60)</b>	<b>225,000.00</b>	<b>6%</b>
<b>Property Taxes</b>								
<b>4010 · Current-Year Secured</b>								
4010.00 · Current Secured	2,196,579.43	2,192,393.41	100,886.00	2,293,279.41	2,133,260.90	160,018.51	2,350,000.00	0
4010.01 · Revenue RDA	40,754.58	18,120.28	22,000.00	40,120.28	26,500.00	13,620.28	40,000.00	20
4010.02 · Statutory Revenue	4,054.19	2,271.68	0.00	2,271.68	0.00	2,271.68	0.00	0
4010.03 · SB 813 Supplemental	60,512.21	54,703.40	0.00	54,703.40	0.00	54,703.40	0.00	0
<b>Total 4010 · Current-Year Secured</b>	<b>2,301,900.41</b>	<b>2,267,488.77</b>	<b>122,886.00</b>	<b>2,390,374.77</b>	<b>2,159,760.90</b>	<b>230,613.87</b>	<b>2,390,000.00</b>	
<b>4020 · Current-Year Unsecured</b>								
4020.00 · Current Unsecured	88,519.58	79,499.64	0.00	79,499.64	74,263.00	5,236.64	80,000.00	(10)
<b>Total 4020 · Current-Year Unsecured</b>	<b>88,519.58</b>	<b>79,499.64</b>	<b>0.00</b>	<b>79,499.64</b>	<b>74,263.00</b>	<b>5,236.64</b>	<b>80,000.00</b>	
<b>4030 · Prior-Year Secured</b>								
4030.00 · Prior Secured	36,090.46	34,305.19	2,000.00	36,305.19	10,600.00	25,705.19	35,000.00	5



**Altadena Library District  
Profit & Loss Budget vs. Actual  
July 2017 through April 2018**

	Actual	Period	Projected	Total Projected	Budget	Budget	Budget	Budget
	2017	Jul '17 - May 18	Jun 18	2018	2018	Difference	2019	%
4030.03 · SB 813 Redemption	2,968.11	3,246.50	500.00	3,746.50	0.00	3,746.50	5,000.00	0
4030.05 · Secured Tax Refunds	(79,074.36)	(32,358.05)	0.00	(32,358.05)	0.00	(32,358.05)	(30,000.00)	(30)
<b>Total 4030 · Prior-Year Secured</b>	<b>(40,015.79)</b>	<b>5,193.64</b>	<b>2,500.00</b>	<b>7,693.64</b>	<b>10,600.00</b>	<b>(2,906.36)</b>	<b>10,000.00</b>	
4040 · Prior-Year Unsecured								
4040.00 · Prior Unsecured	(4,615.40)	9,514.02	0.00	9,514.02	0.00	9,514.02	10,000.00	0
<b>Total 4040 · Prior-Year Unsecured</b>	<b>(4,615.40)</b>	<b>9,514.02</b>	<b>0.00</b>	<b>9,514.02</b>	<b>0.00</b>	<b>9,514.02</b>	<b>10,000.00</b>	
4050 · Homeowners Exemption	14,015.88	11,799.60	2,082.30	13,881.90	7,725.00	6,156.90	15,000.00	0
4060 · Special Assessment								
4060.01 · Per Parcel Benefit Assessment	780,547.44	795,828.51	6,332.49	802,161.00	802,160.99	0.01	810,000.00	(10)
4060.02 · Direct Assessments	57.88	0.00	0.00	0.00	0.00	0.00	0.00	0
<b>Total 4060 · Special Assessment</b>	<b>780,605.32</b>	<b>795,828.51</b>	<b>6,332.49</b>	<b>802,161.00</b>	<b>802,160.99</b>	<b>0.01</b>	<b>810,000.00</b>	
4080 · Penalties, Interest & Costs-Ref	11,672.80	10,882.66	3,000.00	13,882.66	10,000.00	3,882.66	10,000.00	0
4250 · Change in Property Tax Accrual	0.00	(5,793.87)	0.00	(5,793.87)	0.00	(5,793.87)	0.00	(25)
<b>Total Property Taxes</b>	<b>3,152,082.80</b>	<b>3,174,412.97</b>	<b>136,800.79</b>	<b>3,311,213.76</b>	<b>3,064,509.89</b>	<b>246,703.87</b>	<b>3,325,000.00</b>	<b>94%</b>
<b>Total REVENUES</b>	<b>3,734,899.49</b>	<b>3,380,272.37</b>	<b>163,400.79</b>	<b>3,543,673.16</b>	<b>3,400,039.89</b>	<b>143,633.27</b>	<b>3,550,000.00</b>	
<b>Expense</b>								
<b>PERSONNEL RELATED EXPENSES</b>								
<b>5000 · SALARIES &amp; WAGES</b>								
5010 · Salaried	948,892.59	308,140.46	27,000.00	335,140.46	373,972.29	(38,831.83)	460,500.00	0
5020 · Hourly	505,803.15	1,007,437.90	92,000.00	1,099,437.90	1,189,448.66	(90,010.76)	1,254,500.00	0
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>1,454,695.74</b>	<b>1,315,578.36</b>	<b>119,000.00</b>	<b>1,434,578.36</b>	<b>1,563,420.95</b>	<b>(128,842.59)</b>	<b>1,715,000.00</b>	
<b>5100 · Employer-Portion Taxes/Benefits</b>								
<b>5120 · Payroll Taxes (ER)</b>								
5250 · FUTA	6,140.53	4,867.71	0.00	4,867.71	14,700.00	(9,832.29)	5,000.00	(10)
5251 · SUI, Hourly	697.64	0.00	0.00	0.00	0.00	0.00	2,500.00	0
5120 · Payroll Taxes (ER) - Other	111,488.41	107,602.18	8,000.00	115,602.18	120,236.94	(4,634.76)	130,000.00	0
<b>Total 5120 · Payroll Taxes (ER)</b>	<b>118,326.58</b>	<b>112,469.89</b>	<b>8,000.00</b>	<b>120,469.89</b>	<b>134,936.94</b>	<b>(14,467.05)</b>	<b>137,500.00</b>	
<b>5210 · PERS Retirement</b>								
5210.01 · CalPers CLASSIC (ER Contr)	122,116.61	23,634.73	2,300.00	25,934.73	30,000.00	(4,065.27)	20,000.00	0
5210.02 · CalPers PEPRA (ER Contr)	25,678.73	63,132.37	7,500.00	70,632.37	70,179.46	452.91	75,000.00	0
5218 · PERS Unfunded	0.00	84,165.39	7,640.49	91,805.88	91,806.00	(0.12)	120,500.00	0
5210 · PERS Retirement - Other	42,145.00	0.00	0.00	0.00	0.00	0.00	0.00	0
<b>Total 5210 · PERS Retirement</b>	<b>189,940.34</b>	<b>170,932.49</b>	<b>17,440.49</b>	<b>188,372.98</b>	<b>191,985.46</b>	<b>(3,612.48)</b>	<b>215,500.00</b>	
5222 · OPEB Contribution	140,004.00	0.00	0.00	0.00	41,000.00	(41,000.00)	0.00	0
5223 · OPEB liability change	(107,428.00)	0.00	0.00	0.00	0.00	0.00	0.00	0
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>340,842.92</b>	<b>283,402.38</b>	<b>25,440.49</b>	<b>308,842.87</b>	<b>367,922.40</b>	<b>(59,079.53)</b>	<b>353,000.00</b>	
<b>5200 · Insurance</b>								

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through April 2018

	Actual	Period	Projected	Total Projected	Budget	Budget	Budget	Budget
	2017	Jul '17 - May 18	Jun 18	2018	2018	Difference	2019	%
5220 · Health Insurance	119,406.31	108,066.00	9,475.90	117,541.90	129,000.00	(11,458.10)	144,000.00	0
5221 · Health Insurance - Retirees	69,408.47	68,024.00	(68,024.00)	0.00	75,600.00	(75,600.00)	0.00	0
5230 · Dental Insurance	15,473.93	12,706.60	2,500.00	15,206.60	14,300.00	906.60	15,000.00	0
5240 · Vision Insurance	4,642.20	3,797.86	350.00	4,147.86	4,100.00	47.86	4,500.00	0
5260 · Life Insurance	1,533.18	1,201.87	200.00	1,401.87	2,000.00	(598.13)	1,500.00	0
5270 · Workers' Compensation	17,802.97	13,493.59	0.00	13,493.59	20,000.00	(6,506.41)	20,000.00	0
5280 · Disability Insurance	252.75	0.00	0.00	0.00	2,500.00	(2,500.00)	0.00	(10)
<b>Total 5200 · Insurance</b>	<b>228,519.81</b>	<b>207,289.92</b>	<b>(55,498.10)</b>	<b>151,791.82</b>	<b>247,500.00</b>	<b>(95,708.18)</b>	<b>185,000.00</b>	
<b>Total 'PERSONNEL RELATED EXPENSES</b>	<b>2,024,058.47</b>	<b>1,806,270.66</b>	<b>88,942.39</b>	<b>1,895,213.05</b>	<b>2,178,843.35</b>	<b>(283,630.30)</b>	<b>2,253,000.00</b>	<b>63%</b>
<b>CAPITAL</b>								
7310 · Equipment, Furniture & Fixtures >\$5k	45,045.60	8,076.25	0.00	8,076.25	32,995.00	(24,918.75)	15,000.00	0
7320 · Structures & Improvements	1,080.00	152,555.75	0.00	152,555.75	150,000.00	2,555.75	250,000.00	0
<b>Total CAPITAL</b>	<b>46,125.60</b>	<b>160,632.00</b>	<b>0.00</b>	<b>160,632.00</b>	<b>182,995.00</b>	<b>(22,363.00)</b>	<b>265,000.00</b>	<b>7%</b>
<b>FACILITIES, GROUNDS &amp; MAINTENAN</b>								
7205 · Maintenance Contracts	23,375.06	4,442.45	2,000.00	6,442.45	18,000.00	(11,557.55)	15,000.00	0
7210 · Building Maint & Repairs	82,937.60	11,496.39	4,000.00	15,496.39	20,000.00	(4,503.61)	20,000.00	0
7220 · Landscape	23,429.14	8,639.93	1,000.00	9,639.93	15,000.00	(5,360.07)	18,000.00	0
<b>Total FACILITIES, GROUNDS &amp; MAINTENAN</b>	<b>129,741.80</b>	<b>24,578.77</b>	<b>7,000.00</b>	<b>31,578.77</b>	<b>53,000.00</b>	<b>(28,421.23)</b>	<b>53,000.00</b>	<b>1%</b>
<b>LIBRARY MATERIALS</b>								
6110 · Cataloging Expenses	18,168.08	16,428.14	3,000.00	19,428.14	20,000.00	(571.86)	22,000.00	0
Library of Things	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0
6115 · Electronic Databases & Subscrip	19,162.98	15,170.58	5,000.00	20,170.58	21,500.00	(1,329.42)	25,000.00	(8)
6120 · Books	104,920.34	104,757.14	10,000.00	114,757.14	207,000.00	(92,242.86)	140,000.00	15
6125 · Audio CD	13,177.21	16,028.57	3,000.00	19,028.57	18,000.00	1,028.57	20,000.00	7
6130 · DVD's & Videogames	23,227.26	26,145.20	3,000.00	29,145.20	23,000.00	6,145.20	30,000.00	(2)
6135 · Processing of Materials	28,445.19	39,541.78	3,000.00	42,541.78	46,850.00	(4,308.22)	40,000.00	5
6140 · Periodicals	12,954.34	15,794.08	2,000.00	17,794.08	17,500.00	294.08	18,000.00	0
6150 · Downloadables	23,618.21	15,158.78	2,000.00	17,158.78	20,000.00	(2,841.22)	20,000.00	(11)
<b>Total LIBRARY MATERIALS</b>	<b>243,673.61</b>	<b>249,024.27</b>	<b>31,000.00</b>	<b>280,024.27</b>	<b>373,850.00</b>	<b>(124,825.73)</b>	<b>335,000.00</b>	<b>9%</b>
<b>MISCELLANEOUS EXPENSE</b>								
7510 · Miscellaneous Expense	91,577.37	0.00	0.00	0.00	0.00	0.00	0.00	0
7520 · Refunds/Parcel	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	0.00	0
<b>Total MISCELLANEOUS EXPENSE</b>	<b>91,577.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>(1,000.00)</b>	<b>0.00</b>	<b>0%</b>
<b>OPERATING EXPENSES</b>								
6430 · Insurance-Gen, Prop, Liab, Eq	41,517.61	38,693.92	0.00	38,693.92	38,693.92	0.00	40,000.00	0
6620 · Membership Dues & Subscriptions	13,110.00	11,931.01	1,000.00	12,931.01	13,000.00	(68.99)	13,000.00	0
6625 · Training & Education	5,898.40	5,700.24	1,000.00	6,700.24	12,000.00	(5,299.76)	12,000.00	0
6626 · Recruitment & Recognition	6,682.78	1,008.78	1,000.00	2,008.78	5,000.00	(2,991.22)	5,000.00	0
6627 · Advertising / Marketing	27,467.95	3,877.49	1,000.00	4,877.49	5,000.00	(122.51)	5,000.00	0
6710 · Meetings & Travel	11,819.43	5,343.37	500.00	5,843.37	10,000.00	(4,156.63)	10,000.00	0
6730 · Mileage & Parking Reimbursement	667.48	560.01	200.00	760.01	800.00	(39.99)	800.00	0

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through April 2018

	Actual	Period	Projected	Total Projected	Budget	Budget	Budget	Budget
	2017	Jul '17 - May 18	Jun 18	2018	2018	Difference	2019	%
6740 · Postage & Delivery	8,831.00	6,919.07	1,000.00	7,919.07	9,000.00	(1,080.93)	9,000.00	0
6745 · Banking & Service Fees	1,341.33	1,734.95	200.00	1,934.95	2,000.00	(65.05)	2,000.00	0
6746 · Payroll Fees	13,319.78	8,715.00	1,000.00	9,715.00	12,000.00	(2,285.00)	12,000.00	0
6750 · Printing & Reproduction	7,191.07	13,305.98	2,000.00	15,305.98	21,000.00	(5,694.02)	21,000.00	0
6755 · Small Equipment	33,987.15	2,099.80	1,000.00	3,099.80	10,000.00	(6,900.20)	10,000.00	0
6765 · Janitorial Supplies	12,416.05	19,385.10	777.16	20,162.26	13,000.00	7,162.26	15,000.00	0
6770 · Operating Supplies	36,711.84	21,144.19	5,000.00	26,144.19	15,000.00	11,144.19	25,000.00	10
6780 · Operating Software	325.53	2,697.30	200.00	2,897.30	3,000.00	(102.70)	1,500.00	0
6785 · Computer Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
6790 · Hardware (Computers / Tech)	2,983.46	0.00	0.00	0.00	0.00	0.00	0.00	0
6920 · Electricity	34,938.22	31,943.89	4,000.00	35,943.89	42,100.00	(6,156.11)	35,000.00	0
6930 · Natural Gas	4,797.05	2,347.35	500.00	2,847.35	5,500.00	(2,652.65)	5,000.00	0
6940 · Water & Sewage	5,165.84	5,305.55	400.00	5,705.55	8,600.00	(2,894.45)	5,000.00	0
6950 · Refuse	4,678.92	4,280.44	200.00	4,480.44	4,500.00	(19.56)	5,000.00	0
6960 · Products for Resale	2,970.23	3,346.95	200.00	3,546.95	5,000.00	(1,453.05)	5,000.00	0
6970 · Equipment Lease & Rental	12,802.39	16,336.58	2,000.00	18,336.58	15,424.00	2,912.58	20,000.00	5
7530 · Direct Assessments/Admin Costs	32,492.92	10,084.06	0.00	10,084.06	45,084.06	(35,000.00)	10,000.00	0
<b>Total OPERATING EXPENSES</b>	<b>322,116.43</b>	<b>216,761.03</b>	<b>23,177.16</b>	<b>239,938.19</b>	<b>295,701.98</b>	<b>(78,940.95)</b>	<b>266,300.00</b>	<b>8%</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>								
7125 · Audit and Financial Consulting	35,583.34	34,488.95	4,000.00	38,488.95	75,000.00	(36,511.05)	60,000.00	0
7130 · Legal Fees	18,980.98	20,648.66	4,000.00	24,648.66	25,000.00	(351.34)	25,000.00	0
7135 · Technology Consulting	7,178.80	2,400.00	3,600.00	6,000.00	1,500.00	4,500.00	6,000.00	3
7140 · Architectural & Engineering	5,000.00	0.00	0.00	0.00	23,000.00	(23,000.00)	0.00	0
7145 · Collection Agency	1,414.10	2,282.25	200.00	2,482.25	1,800.00	682.25	2,000.00	0
7155 · Consultants - Other	70,168.24	73,196.08	2,500.00	75,696.08	74,000.00	1,696.08	75,000.00	5
7170 · Telecommunications	(1,495.09)	6,399.66	1,500.00	7,899.66	7,500.00	399.66	7,500.00	0
7175 · Internet Service	23,915.17	40,160.53	0.00	40,160.53	4,000.00	36,160.53	35,000.00	0
7180 · Technology Equipment	59,110.71	37,179.38	2,000.00	39,179.38	34,281.00	4,898.38	50,000.00	0
7185 · Technology Maintenance Fees	47,015.74	16,919.66	2,000.00	18,919.66	20,000.00	(1,080.34)	20,000.00	(20)
7190 · Website Development	360.00	858.00	0.00	858.00	2,000.00	(1,142.00)	3,000.00	0
7199 · County Tax Collection Fees	0.00	35,940.07	2,000.00	37,940.07	0.00	37,940.07	40,000.00	0
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>267,231.99</b>	<b>270,473.24</b>	<b>21,800.00</b>	<b>292,273.24</b>	<b>268,081.00</b>	<b>2,392.24</b>	<b>323,500.00</b>	<b>9%</b>
<b>PROGRAMS</b>								
6200 · Youth Services	9,248.37	5,946.48	3,000.00	8,946.48	10,000.00	(1,053.52)	12,700.00	0
6210 · Teen Services	2,516.04	4,459.16	1,000.00	5,459.16	5,500.00	(40.84)	5,000.00	1
6220 · Adult Services	18,599.37	22,151.71	2,000.00	24,151.71	26,068.56	(1,916.85)	30,000.00	0
6230 · Bob Lucas Branch Services	1,354.59	2,898.89	500.00	3,398.89	3,000.00	398.89	4,500.00	0
6240 · Literacy Services	84.35	1,857.40	200.00	2,057.40	2,000.00	57.40	2,000.00	0
<b>Total PROGRAMS</b>	<b>31,802.72</b>	<b>37,313.64</b>	<b>6,700.00</b>	<b>44,013.64</b>	<b>46,568.56</b>	<b>(9,254.92)</b>	<b>54,200.00</b>	<b>2%</b>
<b>Total Expense</b>	<b>3,156,327.99</b>	<b>2,765,053.61</b>	<b>178,619.55</b>	<b>2,943,673.16</b>	<b>3,400,039.89</b>	<b>(634,986.28)</b>	<b>3,550,000.00</b>	
<b>Net Income</b>	<b>578,571.50</b>	<b>615,218.76</b>	<b>(15,218.76)</b>	<b>600,000.00</b>	<b>0.00</b>	<b>778,619.55</b>	<b>0.00</b>	<b>10</b>

**Altadena Library District**  
**Profit & Loss Budget vs. Actual**  
 July 2017 through April 2018

	Actual	Period	Projected	Total Projected	Budget	Budget	Budget	Budget
	2017	Jul '17 - May 18	Jun 18	2018	2018	Difference	2019	%
Cash Reserves - Beginning of Year	<u>2,738,502</u>			<u>2,957,905</u>			<u>3,557,905</u>	
Net Income	578,572			600,000			-	
Add Back:								
Depreciation	45,046			-			-	
OPEB Contribution	140,004			-			-	
OPEB Change	(107,428)			-			-	
GASB 68	42,145			-			-	
Capitalized Assets	(483,702)			-			-	
Other Accruals	4,767			-			-	
Change in Cash	<u>219,403</u>			<u>600,000</u>			-	
Cash Reserves - End of Year	<u><u>2,957,905</u></u>			<u><u>3,557,905</u></u>			<u><u>\$ 3,557,905</u></u>	
						Half Year Reserve	<u><u>\$ 1,775,000</u></u>	
						Remainder	<u><u>\$ 1,782,905</u></u>	

**Altadena Library District**  
**Salary Schedule FY 18-19**  
**Board Approved 3.67% Increase**  
**Effective July 1, 2018**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 5.5
<b>District Director</b>	55.51	57.98	60.58	63.30	66.17	67.68
Monthly	9622.64	10050.23	10501.14	10973.43	11470.99	11731.43
Annual	115471.82	120602.86	126013.78	131681.26	137651.93	140777.20
<b>Public Services Director</b>	39.00	40.97	43.01	45.17	47.43	48.60
Monthly	6761.70	7101.83	7455.56	7830.67	8221.33	8425.40
Annual	81140.47	85221.98	89466.76	93968.08	98655.99	101104.90
<b>IT Manager</b>	42.85	43.49	44.15	44.81	45.52	46.02
Monthly	7428.34	7539.14	7653.81	7768.48	7890.92	7978.38
Annual	89140.23	90469.64	91845.70	93221.75	94691.09	95740.62
<b>Senior Librarian</b>	29.99	31.49	33.04	34.70	36.43	37.33
Monthly	5199.07	5459.51	5727.72	6015.36	6314.68	6472.11
Annual	62388.83	65514.11	68732.67	72184.46	75776.19	77665.35
<b>Librarian II</b>	27.83	29.22	30.67	32.20	33.81	34.64
Monthly	4823.96	5064.96	5317.62	5581.95	5861.83	6005.65
Annual	57887.51	60779.55	63811.53	66983.45	70341.96	72067.85
<b>Librarian I / Marketing &amp; Communications Coordinator</b>	25.89	27.16	28.51	29.93	31.44	32.20
Monthly	4487.71	4709.29	4942.51	5189.35	5449.78	5581.95
Annual	53852.64	56511.46	59310.20	62272.22	65397.49	66983.45
<b>Administrative Assistant / Staff Accountant</b>	24.62	25.86	27.14	28.49	29.91	30.65
Monthly	4268.09	4483.83	4705.40	4938.63	5185.46	5313.74
Annual	51217.15	53805.99	56464.80	59263.56	62225.57	63764.88
<b>Library Associate</b>	21.77	22.86	23.99	25.19	26.44	27.10
Monthly	3774.42	3962.95	4159.26	4367.22	4582.96	4697.62
Annual	45293.13	47555.45	49911.07	52406.62	54995.47	56371.52
<b>Building Serviceman</b>	20.74	21.77	22.86	23.99	25.19	25.82
Monthly	3595.61	3774.42	3962.95	4159.26	4367.22	4476.05
Annual	43147.42	45293.13	47555.45	49911.07	52406.62	53712.71
<b>Library Clerk II / Monitor</b>	17.89	18.78	19.73	20.71	21.74	22.26
Monthly	3101.95	3255.49	3420.69	3589.79	3768.60	3859.94
Annual	37223.39	39065.90	41048.35	43077.45	45223.16	46319.34
<b>Custodian / Gardener</b>	17.89	18.78	19.73	20.71	21.75	22.26
<b>Library Clerk I</b>	15.08	15.82	16.64	17.46	18.35	18.82
<b>Library Page</b>	11.40	11.78	12.35	12.98	13.65	13.99



**BOARD OF LIBRARY TRUSTEES  
RFID STAFF MEMO**

**DEPARTMENT:** Information Technology    **MEETING DATE:** 6-25-18  
**PREPARED BY:** Christopher Kellermeyer    **LOCATION:** Community Room

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**TITLE:** Altadena Library District RFID Project

**RECOMMENDATION:** Vote yes for project approval, and for District Director to execute to the Invengo Technologies contract herein.

**BACKGROUND:**

This document represents the formal request to Altadena Library District (ALD) Board of Trustees (BOTS) to render a majority vote for approval of the contract herein that will result in the implementation of a radio frequency identification (RFID) system, and this document contains the necessary ancillary information for the BOTS to review the subject matter, purpose of the RFID project, request for proposal (RFP), bidding process, decision making process, miscellaneous information on the transition, information about the bid winner, and final contract that would be signed by the District Director. In addition to the material within this document, a 5-minute PowerPoint presentation on the project will be done by the ALD IT Manager, followed by Q&A.

## What is RFID?

“RFID (radio frequency identification) is a form of wireless communication that incorporates the use of electromagnetic or electrostatic coupling in the radio frequency portion of the electromagnetic spectrum to uniquely identify an object, animal or person.

### RFID systems

An RFID system consists of three components: a scanning antenna and transceiver (often combined into one reader, also known as an interrogator) and a transponder, the RFID tag. An RFID tag consists of a microchip, memory and antenna.

The RFID reader is a network-connected device that can be permanently attached or portable. It uses radio frequency waves to transmit signals that activate the tag. Once activated, the tag sends a wave back to the antenna, where it is translated into data.

### Types of RFID tags

There are two main types of RFID tags: active RFID and passive RFID. An active RFID tag has its own power source, often a battery. A passive RFID tag, on the other hand, does not require batteries; rather it receives its power from the reading antenna, whose electromagnetic wave induces a current in the RFID tag's antenna. There are also semi-passive RFID tags, meaning a battery runs the circuitry while communication is powered by the RFID reader.

RFID tags typically hold less than 2,000 KB of data, including a unique identifier/serial number. Tags can be read-only or read-write, where data can be added by the reader or existing data overwritten.

The read range for RFID tags varies based on factors including type of tag, type of reader, RFID frequency, and interference in the surrounding environment or from other RFID tags and readers. Generally speaking, active RFID tags have a longer read range than passive RFID tags due to the stronger power source.

### RFID frequencies: Types of RFID systems

There are three main types of RFID systems: low frequency (LF), high frequency (HF) and ultra-high frequency (UHF). Microwave RFID is also available. Frequencies vary greatly by country and region.

Low-frequency RFID systems range from 30 KHz to 500 KHz, though the typical frequency is 125 KHz. LF RFID has short transmission ranges, generally anywhere from a few inches to less than six feet.

High-frequency RFID systems range from 3 MHz to 30 MHz, with the typical HF frequency being 13.56 MHz. The standard range is anywhere from a few inches to several feet.

UHF RFID systems range from 300 MHz to 960 MHz, with the typical frequency of 433 MHz and can generally be read from 25-plus feet away.

Microwave RFID systems run at 2.45 GHz and can be read from more than 30-plus feet away.

The frequency used will depend on the RFID application, with actual obtained distances sometimes varying considerably from what might be expected. For example, when the U.S. State Department announced it was to issue electronic passports enabled with an RFID chip, it said the chips would only be able to be read from approximately four inches away. However, the State Department was soon confronted with evidence that RFID readers could skim the information from the RFID tags from much farther than 4 inches, some claiming upward of 33 feet away, proving the difference between advertised and actual range can vary immensely.

If read longer ranges are needed, using particular tags with additional power can boost read ranges to 300-plus feet.

## RFID applications and use cases

RFID dates back to the 1940s; it was used more frequently in the 1970s. However, the high cost of the tags and readers has prohibited widespread commercial use. As hardware costs have decreased, RFID adoption has increased.

The most common RFID application is for tracking and management. This includes pet and livestock tracking, inventory management and asset tracking, cargo and supply chain logistics, and vehicle tracking. RFID can also be used in retail for advertising customer service and loss control; in the supply chain for improved visibility and distribution; and in security situations for access control.

Multiple industries use RFID applications, including healthcare, manufacturing, retail, business and home use.

## RFID vs. barcodes

Using RFID as an alternative for barcodes is increasing in use. Among its benefits, RFID can identify individual objects, animals or people without direct line of sight, can identify many items -- often a thousand or more -- simultaneously, and can scan items anywhere from inches to feet away depending on the type of tag and RFID reader. Read time for RFID tags is typically less than 100 milliseconds.

Barcodes, on the other hand, require direct line of sight and closer proximity than an RFID tag. They also take longer to read, generally ½ second or more per tag. Because barcodes represent a product type versus an individual object represented by an RFID tag, additional information cannot be gleaned from them. In addition, barcodes are not read-write, and because they are printed on the outside of the object are limited in terms of reuse thanks to wear and tear. RFID tags are more rugged and better protected, often in a plastic cover. However, RFID tags cost more than a printed barcode.

## RFID challenges

RFID is prone to two main issues: reader collision and tag collision. Reader collision, when a signal from one RFID reader interferes with a second reader, can be prevented by using an anti-collision protocol to make RFID tags take turns transmitting to their appropriate reader.

Tag collision occurs when too many tags confuse an RFID reader by transmitting data at the same time. Choosing a reader that gathers tag info one at a time will prevent this issue.

## RFID security and privacy

A common RFID security or privacy concern is that RFID tag data can be read by anyone with a compatible reader. Additionally, tags can often be read after the item leaves the store or supply chain. Tags can also be read without the user's knowledge, and if the tag has a unique serial number, it can be associated to a consumer. While a privacy concern for individuals, in military or medical settings this can be a national security concern or life-or-death matter.

Because RFID tags do not have a lot of compute power, they are unable to accommodate encryption, such as might be used in a challenge-response authentication system. One exception to this, however, is specific to the RFID tags used in passports, basic access control (BAC). Here, the chip has sufficient compute power to decode an encrypted token from the reader, thus proving the validity of the reader. At the reader, in turn, information printed on the passport is machine-scanned and used to derive a key for the passport. There are three pieces of information used -- the passport number, the birth date of the passport holder and the passport's expiration date -- along with a checksum digit for each of the three. Researchers have pointed out that this means passports are protected by a password with considerably less entropy than is normally used in e-



commerce, and further that the key is static for the life of the passport, so that once an entity has had one-time access to the printed key information, the passport is readable with or without the consent of the passport bearer until the passport expires. The U.S. State Department, which adopted the BAC system in 2007, additionally has added an anti-skimming material to electronic passports to mitigate the threat of undetected attempts to steal users' personal information.

#### RFID standards

There are a number of guidelines and specifications for RFID technology, with the main ones being the International Organization for Standardization (ISO), Electronics Product Code Global Incorporated (EPCglobal) and International Electrotechnical Commission (IEC).

Each radio frequency has associated standards, including ISO 14223 and ISO/IEC 18000-2 for LF RFID, ISO 15693 and ISO/IEC 14443 for HF RFID, and ISO 18000-6C for UHF RFID.

#### Next-generation RFID use

RFID systems are becoming increasingly used to support internet of things deployments.

Combining the technology with smart sensors and/or GPS technology allows sensor data including temperature, movement and location to be wirelessly transmitted (Margaret Rouse, <https://internetofthingsagenda.techtarget.com/definition/RFID-radio-frequency-identification,2018>).

#### **Purpose of Project**

RFID will improve the operational efficiency of ALD with respect to circulation activities, inventory, asset lifecycle, asset location detection, customer service, and equipment aesthetics; additionally, RFID positions ALD to easily incorporate advanced RFID present and future technologies. Examples of existing technologies for expansion are: circulation shelving, security gates, a secondary people counter, and open library systems; examples of future technology are: library consortiums, GPS tracking of assets, patron internal traffic mapping, customer relationship management integrations, and event/location accessibility systems. Each of the aforesaid examples are not a matter of discussion, currently, but represent possibilities beyond the scope of this current project—post transition. Let us explore the efficiency improvements within the scope of the contract using a problem/solution bulleted list.

#### *Circulation Activities*

- Problem: Patrons at our self-checkout machines must return to staff to get locked cases unlocked, nullifying the purpose of going to a self-checkout.
- ✓ Solution: The proposed self-checkout kiosks have built in unlockers that turn on when a locked item has been successfully checked out. Patrons are prompted to unlock the locked case and shown a small animation.
  
- Problem: Patrons must checkout each item by locating the barcode sticker and scan it with the barcode scanner attached to the side of the self-checkout kiosk; staff checkout items in the same way.
- ✓ Solution: RFID allows patrons to stack 20 items deep of material on the RFID scanning plates at once, and the system looks up the status of each item to inform the patron if the checkout was successful. Staff would perform this same type of operation to checkout items to a patron, reducing overall processing time.

- Problem: Patrons at our self-checkouts have no means to notify staff of an issue other than to find a staff member or hope a passing staff member notices an issue on the self-checkout screen.
- ✓ Solution: The self-checkout kiosks will have a button to signal there is an issue by changing the blue bezel to red, which will be extremely noticeable to any staff member on the floor (current practice is to always have a staff member on the floor).
  
- Problem: Our self-checkout units each have a USB connected barcode scanner, and the cable for these scanners frequently gets wound up into “mangled up tangled up knots.” Some patrons also struggle to use the scanners. The cable needs to be replaced frequently due to unnatural wear caused by the unit being removed from the cradle to scan items.
- ✓ Solution: The RFID pad is integrated into a fixed position in the self-checkout unit. The self-checkout also has a built-in barcode scanner that can also scan barcodes from tablets, phones, and other screens (Charge Coupled Device - CCD).
  
- Problem: When patrons come into the library that have checkouts nearing the limit of maximum number of items to borrow, those checkouts must be checked in by staff before a patron can borrow more of that item type, even if placed in the return bin.
- ✓ Solution: The return bins will have a chute attached to them that automatically checks in an item.
  
- Problem: Staff must check in materials one at a time and look inside media materials’ cases to confirm a disc is not missing or in the wrong case.
- ✓ Solution: The circulation assistant software will identify sets of RFID tags with mismatches, holds, transfers, and missing RFID tags; also, staff will be able to check in items in bulk by placing them on the RFID pad. Hold and transfer slips automatically print.
  
- Problem: The self-checkout process requires a patron to view a summary screen of their account before advancing to the checkout screen.
- ✓ Solution: Upon entering or scanning their card, a patron will be taken to a screen to renew and checkout materials.

### *Inventory*

- Problem: ALD has never done an inventory on its collection, ever.
- ✓ Solution: The inventory wand will make it possible for a single person to perform an inventory of a portion of the collection in a single day.

### *Asset Lifecycle*

- Problem: Identifying items in the collection that are present in the Library and need to be removed from the collection requires numerous steps to locate them.
- ✓ Solution: The process can be simplified to loading a list in the inventory wand and waving it over shelves to find the item.

### *Asset Location Detection*

- Problem: Locating an item that has been placed on the wrong shelf requires looking through each book on each shelf with a trained eye, or that an entire inventory be performed.
- ✓ Solution: The wand can be waved over a shelving location, and the subsequent list can be evaluated to see if an item is on the wrong shelf.

### *Equipment Aesthetics*

- Problem: After the remodel, ALD has good aesthetics, and its self-checkouts catch the eye with their high gloss screens and blue backgrounds; however, the receipt printers and barcode scanners are not internal to the machines.
- ✓ Solution: The self-checkout units in the contract has the best aesthetics to date in the library market, and all components are internal to the machine: unlocker, receipt printer, barcode scanner, and RFID antenna.

### *Customer Service*

- Problem: ALD's current workflows have numerous diverted workflows to handle special conditions reducing operational efficiency, customer experience, and collection representation.
- ✓ Solution: RFID

## **RFID RFP**

For the ALD RFP for RFID see appendix 1.

## **Bidding Process**

The average cost of an RFID project of this scale was estimated by the IT Manager to fall within the range of an informal bidding process: \$45,000 to \$175,000, pursuant to PCC 22032; upon this determination, an RFP for RFID was created by the IT Manager via precedence of other libraries which already successfully procured RFID bids and executed contracts. Five internationally established library RFID vendors were solicited via e-mail to bid on the RFP. ALD received bids from all five vendors that were solicited. All five vendors were scheduled to perform a walkthrough individually. Questions asked by the vendors during the walkthroughs and subsequent responses were collated and sent to all participating vendors to ensure transparency and equality in the information. All resultant bids were on time. All submitted bids were responsive.

## Decision Making Process

Copies of the bids were given to all three ALD managers and the ALD Director in physical form and through e-mail to be reviewed prior to the meeting to determine which two vendors would be the two finalists to perform live demonstrations of their company's RFID solutions. Prior to the meeting, the IT Manager crafted a document to show an apples to apples price comparison of the vendors' products. The bids, apples to apples cost sheet, and notes from the walkthroughs were evaluated, and after deliberation, a joint bid matrix was performed showing the consensus of management. The vendors who would not be finalists were notified via e-mail, and the finalists: MK Solutions and FE Technologies, were notified via e-mail that they had been selected to perform live demonstrations. The live demonstrations were scheduled with the vendors. Afterward, a second managers meeting

<b>Entity:</b>	Altadena Library District					
<b>Category</b>	RFID					
<b>Allowable Contract Date:</b>	Determined Upon Board Approval					
<b>Bids Due Date</b>	Met By All Vendors In This Matrix					
<b>Budget</b>	Fiscal Year 2018 - 2019					
<b>Bid Evaluation Matrix</b>	<b>Total Points Available</b>	<b>FE Technnologies</b>	<b>TechLogic</b>	<b>MK Solutions</b>	<b>Bibliotecha</b>	<b>Envisionware</b>
Affordability of the proposed system with clearly defined annual costs.	25	25	20	19	20	20
Ability to deliver requested products in accordance with the Library's timeline.	20	20	20	20	20	20
Clarity and completeness of the submitted proposal, and adherence to the specifications.	15	15	15	15	15	15
Suitability of on-site and remote service and support provied to the Library.	15	13	13	15	15	14
Design, functionality, and suitability of the proposed solution.	15	15	14	15	13	13
Response of Vendor's references for similar projects.	5	3	5	5	5	5
Vendor reputation, experience, and qualifications in the library RFID field.	5	4	5	5	5	5
<b>Total</b>	<b>100</b>	<b>95</b>	<b>92</b>	<b>94</b>	<b>93</b>	<b>92</b>
<b>Notes:</b>						
This bid matrix determines top two for live demonstration.						
<b>Selected Vendors for Demo:</b>	FE Technologies and MK Solutions					
<b>Approved Date:</b>	4/3/2018					

took place to determine the winner. The managers were divided with two in favor of FE Technologies, one manager standing neutral, and the Director apprehensive about FE Technologies due to its lack of presence in the U.S. market and concerns about future support. A joint matrix sheet was filled out and signed by the Director and two other managers; the Director advised to recognize FE Technologies as the winner if there were no negative remarks from its references, particularly with references using Koha as an integrated library service. Also, that FE Technologies responds with an adequate support model to the questions of, "What would happen to the Altadena Library District,

in terms of support, if FE Solutions failed in the U.S. market? Would we still have support? Would we be able to renew that support?" FE Technologies response to the support question:

"FE Technologies expansion methodology is not made by investing a lot of money with a set ROI in time, what makes that failing (withdrawing from) a market will not save the company money and therefore not make much commercial sense especially in a large market as the US market as the minimum revenue amount to be cash positive is very low as the investment is made based on sales/ sales forecast.

This is made possible by the fact that:

- all software fix and second level support is made out of our Australian Head office and is already in place to support our existing customer
- we share resources with Invengo Technologies Corp in the USA
- we use of Fujitsu field services as onsite technical hand

The maintenance contract we sign are self sufficient to hold the relevant spare part, have the Fujitsu field services contract, and the appropriate part of a technical service officer wage based in Raleigh, NC covered. Only sales effort require new sales to be covered.

Also Invengo Technologies Corp is our representative in the USA, and do hold the contract with all US based library customers.

Invengo has been present in the USA for numerous years and have a large customer base of their own for their RFID product in asset tracking to whom they provide support.

Using this model ensure that any customer signed using FE Technologies can receive ongoing support regardless of new sales its geographic market, therefore even if we fail in the US market Altadena will be offered support and this support will be able to be renewed.


Additionally I would like to add that since our entry into the US market in the second end of 2017 we already won Virginia Beach Public library and Francis Marion University. When considering the average buying cycle this is a result that match completely our expectations.

Do not hesitate to contact me should you need any other information.

Regards,"

References for both MK Solutions and FE Technologies were contacted and asked the same questions. Most responses expatiated on the topics, and it resulted in some negative feedback on MK Solutions; there was no negative feedback for FE Technologies. The IT Manager signed and dated the bid matrix. Then, the two finalists were notified via e-mail.

Entity:	Altadena Library District		
Category	RFID		
Allowable Contract Date:	Determined Upon Board Approval		
Budget	Fiscal Year 2018 - 2019		
<b>Bid Evaluation Matrix</b>	<b>Total Points Available</b>	<b>FE Technologies</b>	<b>MK Solutions</b>
Affordability of the proposed system with clearly defined annual costs.	25	25	19
Ability to deliver requested products in accordance with the Library's timeline.	20	20	20
Clarity and completeness of the submitted proposal, and adherence to the specifications.	15	15	15
Suitability of on-site and remote service and support provided to the Library.	15	17	15
Design, functionality, and suitability of the proposed solution.	15	15	15
Response of Vendor's references for similar projects.	5	5	4
Vendor reputation, experience, and qualifications in the library RFID field.	5	5	5
Total	100	99	93
<b>Notes:</b>			

Selected Vendor: FE Technologies  
 Approved Signature:   
 Approved Name: FE Technologies  
 Approved Date: 5-25-18

William Roy, Christopher Kellermeyer  
 Estella Terrazas, Diana Wong

**Miscellaneous Information on the Transition**

The complete tagging process has been estimated to occur over three months. ALD staff will perform the tagging first at Bob Lucas Memorial Library, and individuals will work on tagging no longer than two hours per day on the task to curtail the detriments of editorial fatigue. Each item in the collection will be tagged with \$0.106 tag. DVD, Blu-ray, and video game materials with two or more discs will be tagged with a \$0.29 tag on the first and last disc in addition to the \$0.106 tag. The following information estimates the costs of tagging our existing collection, and the cost estimates to processing that ALD will see by tagging acquisition in perpetuity.

Cost Estimates for Tagging with RFID Tags

Only visual materials and video games have onetime lock cases.

Category and Calculation	Total
Quantity for existing collection of visual materials (DVD, Blu-ray).	5,572
Quantity for existing collection of video games.	374
Estimated number of current collection to have two discs or more (visual materials).	501
Estimated number of current collection to have two discs or more (video games).	15
Number of tags expected to use for current collection (516*2)+(5,572- 501)+(374-15).	6,462
Total CapX disc tags cost estimated for visual materials and video games: (.29 * 6,462).	\$1,873.98

## All other materials

Category and Calculation	Total
Collection Quantity	85,000
Collection CapX estimated (.106 * 85,000)	\$9,010
Total CapX for all existing materials \$9,010 + \$1,873.98)	\$10,883.98

The estimates of CapX for existing collection may be artificially high due to items with status of lost, damaged, and missing; also, there will be on-the-fly weeding occurring according to protocols outlined by the Collection Development Manager, which will also drive the numbers down.

Purchasing of tags for upcoming fiscal years estimates.

These projections will fluctuate directly proportional to acquisition activities.

Category and Calculation	Total
Number of new items in collection between 5/30/2016 and 5/30/2018.	21,434
Estimated future cost per year for external tags. /2 (yearly average) = about >11,000; (.106 * 11,000)	\$1,166
<u>Video Games and DVD's in Current Collection with Accession Date Between 5/30/2016 and 5/30/2018.</u>	
Video Games Quantity: 201 > Average in Two Year Period (201/2)	100
Blu-ray and DVD Quantity: 2080 > Average in Two Year Period. (2080 /2)	1040
Percent estimated to contain two or more discs (DVD, Blu-ray)	9%
Percent estimated to contain two or more discs (video games)	4%
Estimated total tags cost in perpetuity for video games. (.29*104)	\$30.16
Estimated total tags costs in perpetuity for (DVD, Blu-ray) (((1040-(1040*.09))+((1040*.09)*2))* .29)	\$328.75
Estimated processing fees by B & T for placing and programming tags. (11,000+1134)*.15	\$1,820.10
Processing fees due to tag costs increase in perpetuity, annually. (\$1,524.91+\$1,820.10)	\$3,345.01

## About FE Technologies

### Executive Summary

FE Technologies is an innovative RFID technology company, whose business roots date back to 1923. In 2006 we won our first library RFID contract and now boast over 400 library groups comprising 650 sites.

FE Technologies enjoys healthy growth and constant successes the library arena. We have strong partnerships with ILS providers to deliver maximum RFID functionality via SIP2. In 2014 the investment in FE Technologies by internationally renowned RFID supplier Invengo International gave us financial strength, international buying power and access to one of the largest RFID research and development laboratories in the world.

FE technologies is supported in the US by Invengo Technology, based in Raleigh, NC, and Fujitsu USA with offices in California.

FE Technologies is wholly owned by Invengo Technology.



The Altadena Libraries require the implementation of an RFID system for its library service that will replace the existing checkout stations in order to provide patrons with better customer service and in order to extend staffing efficiency. FE Technologies for several years now has been the leading supplier of library RFID products in Australasia and have recently commenced installing our library solution in the US market. We have already sign contract with Virginia Beach Public library and Francis Marion University for the supply of our RFID solution. We are highly qualified to deliver a comprehensive RFID solution to the libraries. Here's how the FE Technologies RFID solution can deliver the requirements of the library:

<p>Customer self service</p>	<p>The FE Technologies Self Loan Stations are designed for maximum library patron user experience. Your patrons will enjoy the large interactive touchscreen and gorgeous surrounding LED halo coupled with the ability to checkout up to 20 items at a time. The unit can also be used to unlock DVD cases and perform payment transactions, reducing the requirement for patrons to visit the service desk.</p> <p>The touchscreen interface on the FE Technologies Self Loan Stations is designed to provide patrons with a quick and simple way to conduct a transaction without requiring intervention from staff. The Self Loan Station is designed specifically for use by patrons of all ages and literacy levels and is extremely simple to use. The workflows feature large pictorial buttons, diagrams and easy to follow animations. Most transactions are performed in three steps or less.</p>	
<p>Freeing up staff from routine tasks</p>	<p>The FE Technologies suite of RFID products give the libraries the benefits of multiple item processing, which reduces the time staff take to conduct repetitive and onerous check in and check out tasks. A range of reports also assists staff to monitor the equipment, and includes live circulation information, library traffic statistics and gate alarm information. Self-checkout and a super-speedy stocktake will free up staff time to provide more valuable assistance roaming the library.</p>	
<p>Reduction of repetitive motion injuries</p>	<p>The multiple item processing afforded by RFID technologies means that all circulation functions are made faster and more efficient with far less manual handling that a one-at-a time barcode-based system allows.</p>	
<p>Reduction of material losses</p>	<p>Security gates that feature a 3-dimensional read range will protect your valuable collection. The gates will detect secured items when held in any orientation, including multiple items and hidden items.</p>	
<p>Improve circulation efficiency and shelf accuracy</p>	<p>The Mobile Scanning Unit lets staff conduct a stocktake at up to 18,000 items an hour whilst also performing search and find tasks, such as working from a weed list, claimed returned list, or any other list the library wishes to configure. It</p>	



	allows the library to know where each item in the collection is located within the library at any given time.
Manage an increasing circulation workload	With the introduction of Self Service comes the reduction of staff time dedicated to circulation functions. This means that staff are freed up to conduct higher value tasks within the library and are not “chained” to the circulation desk. Staff are freed up to roam the library to assist with research, and to perform meaningful interactions with customers to help the obtain the most from their library.

FE Technologies looks forward to commencing a partnership with the Library to provide the very best RFID solution on the market.

Contract to Be Executed by District Director Upon Board Approval

# Library RFID Contract

for

Altadena Libraries

Tuesday, 12 June 2018



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# 1. Introduction

## 1.1 Purpose

The purpose of this document is to clearly outline the responsibilities of both Invengo Technology Corporation and Altadena Library District in meeting the requirements required to install RFID.

## 1.2 Recipients

This supply contract has been prepared for the Altadena Library District

## 1.3 Definitions

Term	Definition
<b>Supplier</b>	Invengo Technology Corporation Pty Ltd is a company incorporated in USA and having its registered office 2700-160 Sumner Blvd, Raleigh, NC 27616, USA. Invengo Technologies are distributors of the FE Technologies product in the USA.
<b>Deliverable</b>	“Deliverable” means a suite of products and other offerings provided by Invengo Technology Corporation and defined within Section 2 of this document.
<b>General</b>	Words used in singular shall include the plural definition and vice-versa.
<b>Installation</b>	“Installation” involves the physical placement and fixing of the RFID equipment on site along with the software component, which in some cases can be done by remote access. Installation is executed on a set date.
<b>Payment Dates</b>	Set dates on which payment is to be made as defined in the schedule (Attachment A).
<b>Product</b>	“Product” means an item to be delivered by Invengo Technology Corporation and defined within Section 2.1 of this document.
<b>Project</b>	Library RFID Project, a formally established project for Altadena Library District.

## 2. Deliverables

This section clearly outlines the deliverables to be supplied by Invengo Technology Corporation to meet the RFID requirements of Altadena Library District.

## 2.1 Products

List of products to be provided by the Supplier to Altadena Library District as follows:

### **Name: RFID Tags – Racetrack size**

- Description: ISO28560, 18000-3 Mode 1, 13.36mhz 1024 bit RFID tags
- Purpose: To tag library items
- Capabilities: Read/write

### **Name: RFID Tags – Small Disc Tags (1.6in diameter)**

- Description: ISO28560, 18000-3 Mode 1, 13.36mhz 1024 bit RFID tags
- Purpose: To tag library disc items
- Capabilities: Read/write

### **Name: V5 Self Loan Station**

- Description: The Self Loan Stations feature a touch screen, computer, CCD barcode reader, RFID pad, and thermal printer. The Self Loan Station communicates to the Library Management System using SIP2 protocol.
- Purpose: Patron self-check system
- Capabilities: Available in 2 designs, standalone or desktop

### **Name: DVD Unlocker**

- Description: Integrated into self loan station an unlocking device that includes a RFID antenna built into a mechanism that unlocks one time lock boxes and has an indicator light and an alarm.
- Purpose: For patrons to unlock “One Time Lock Boxes” once they haven checked out and to prevent the unlocking for unchecked DVD boxes and sound an audible alarm.
- Capabilities: Works with “One Time Lock Boxes” and integrates into the self loan station.

### **Name: Mobile Retrospective Tagging Station**

- Description: Mobile tagging station with gel battery pack, touch screen computer, barcode reader, RFID pad and RFID printer encoder.
- Purpose: To tag the collection.
- Capabilities: Completely mobile, 12 hour usage on an overnight charge, prints and encodes tags.

**Name: Circulation Assistant**

- Description: RFID pad and software (Follows current LMS modes for issue and returns). Pads come in high and low powered as well as shielded high powered versions.
- Purpose: For circulation functions.
- Capabilities: Makes current circulation workstations RFID enabled.

**Name: Sort Assistant**

- Description: Software that runs on library PC with Circulation assistant hardware, it provides a detailed sort of returned items with color-coded sort indicators.
- Purpose: Allows staff to check in multiple items at a time and sort them into a range of customizable categories.
- Capabilities: Returned books are placed on the RFID pad (5 items at a time is recommended), When one or more items are placed on the Sort Assistant pad, the screen displays the sort criteria for each item via color-coded bars. You can also scan an item or enter the item number in the field in the top left of the screen. A huge range of sort criteria is available (this depends on the LMS.)

**Name: Live Scanning Wand**

- Description: Mobile Scanning Unit consists of a handheld wand plus a mobile Tablet – the two communicate using Bluetooth and do not have any external wires.
- Purpose: To perform stock takes with live information from the ILS
- Capabilities: Reads up to 12,000 items an hour, wand weight 430g, with a scanning time of over 10 hours and an idle time of over 60 hours.

***Note: This section is the most critical section in the Supplier contract. It is important to stress that specific information must be provided to ensure that the product delivery requirements are clear and unambiguous.***

## 2.2 Training

The training to be provided by Invengo Technology Corporation to meet the RFID requirements of Altadena Library District, as follows:

- Retrospective tagging training
  - Trained on live hardware
  - Train a team for 4 hours
    - Real life demonstration
  
- Hardware/Software Training
  - On all products (Self Loan, Management Console, Gates, Circulation Assistant and Mobile Scanning Unit etc.)
  - Manuals provided
  - Train the trainer
  - Half day session
    - Trained on live hardware on site

## 2.3 Documentation

The documentation to be provided by Invengo Technology Corporation to meet the RFID requirements of Altadena Library District is as follows:

- User Manuals provided for all products listed in product section.
- Architects Packs
- Written in English

## 2.4 Installation

The installation to be provided by Invengo Technology Corporation is as follows:

- Site visits to Altadena Library District, if included in Pricing (Section 5).
- Transportation of all products to Altadena Library District.
- Connection of all products to existing power, data points.
- Communication with Altadena Library District, Library Management System via SIP2 Protocol if required.
- Does not cover any building, cabling, electrical, or flooring works.

## 2.5 Schedule

Agreed project schedule – Major Milestones – Please refer to Attachment A.



## 2.6 Warranty and Extended Warranty

- Please refer to attached Warranty and Extended Warranty Document Attachment B (Warranty, Extended Warranty and Service)
- Warranty is included for the first 12 months and is based on the fixed delivery date of the items.
- Extended warranty is offered from years 2 to 5 of the life of the hardware product
- Your acceptance of the Extended Warranty is automatic upon signing this contract.
- You must advise us in writing, at the time of signing this contract, if you do not wish to accept the Extended Warranty.
- Software upgrades are available free of charge whilst extended warranty is paid

## 3. Responsibilities

This section describes the responsibilities of Invengo Technology Corporation and Altadena Library District in producing and receiving the above deliverables.

### 3.1 Invengo Technology Corporation

The responsibilities of Invengo Technology Corporation are:

- Adding a button on the screen of the self loan station machines that says, 'request assistance' or similar, which will turn the bezel from a default state of blue to red; when the button is pressed by a staff member who notices the bezel is red, the bezel will revert to blue
- Producing and supplying the products listed in Pricing (Section 5) for review and acceptance by Altadena Library District
- Providing product which meets the requirements outlined in Section 2
- Notifying Altadena Library District if there are delivery issues resulting in a delay
- Informing Altadena Library District if there are going to be any changes to the product supplied.
- Conduct site visit(s) if included in Pricing (Section 5).
- Provide Installation services.
- Provide Training.
- Provide warranty and extended warranty as described.

### 3.2 Altadena Library District

The responsibilities of Altadena Library District are:

- Placing orders as per the agreed project schedule

- Nominate installation dates
- Making payments as per the project schedule and conditions of the contract
- Making staff available to assist with the SIP2 set up when required
- Ensuring libraries are ready to receive products and the necessary services (Data, power, channeling, building changes) have been made
- Responsible for all building works including screwing of plates into floor for self-loan stations, preparing cavity for chutes, fixing chutes, preparing channels for gates if required and drilling of all holes.
- Measuring, placement and fitting of Invengo Technology Corporation equipment onto existing cabinetry
- Formally notifying the supplier of the receipt of each product
- Conducting User Acceptance Testing as described in Performance (Section 4).
- Informing the Supplier of any changes to the product required.
- Payment of maintenance on an annual basis.

## 4. Performance

This section outlines the criteria and process for reviewing Invengo Technology Corporation.

### 4.1 User Acceptance Test (UAT)

Altadena Library District will ensure a UAT is completed within one week (7 days) of installation. Altadena Library District may nominate their own testing scripts which must be submitted to Invengo Technology Corporation 2 weeks prior to installation. The following tests will be used in the absence of tests provided by Altadena Library District

Criteria	Description
<b>Self Loan Stations</b>	Testing check out of books and DVDs by a patron
	Testing of patrons cards with – fines, books on hold, black listed
	Testing of patron renewals
	Testing of Management Console
	Testing of Offline Mode

<b>Circulation Assistants</b>	Testing of issues Testing of Returns Testing of tagging of stragglers Testing of checking tag status
<b>Mobile Scanning Unit</b>	Testing how to load a search list from the LMS Testing a stock take Testing a check against a loaded search list Testing the upload of data back to the LMS

## 5. Pricing

### 5.1 Schedule

Prices listed are in US dollars.

	Product Code	Component	Quantity	Maintenance Per Annum	FE Cloud Per Annum
RFID Tag for existing item	03545	RFID Tags (Credit Card Sized)	85,000		
RFID Tag for existing AV item	03220	Small Disc Tags (4cm diameter)	6,500		
RFID Tag for processing vendor	03545	RFID Tags (Credit Card Sized)	11,000		
RFID AV Tag for processing vendor	03220	Small Disc Tags (4cm diameter)	1,200		
Mobile Tagging Station		Retrospective mobile trolley	1		
Table Top Self Checkout Station	LIB-101.2-DXX	V5 SELF LOAN STATION + DVD Unlocker	3		
Small Capacity USB Reader	LIB-008	Circulation Assistant - Compact	1		
Large Capacity Reader	LIB-075	Circulation Assistant - Standard Shielded	10		
RFID Sorting Unit	LIB103P + LIB-012	Sort Assistant Software	2		
Smart Book Drop	LIB-033	Internal Return Chute	1		
Portable Scanner	LIB-094.2	Live Scanning Wand w/Carry Case	1		
		Delivery	1		
		Installation and Training	1		
		<b>TOTAL</b>	<b>\$42,792.04</b>	<b>\$2,536.23</b>	<b>\$216.00</b>

Additional site visits cost: \$600.00

### 5.3 Invoicing

- Progress Payment Invoices will be generated upon signing of this contract and payment is required within 7 days of receipt of invoice. Work on ordered hardware will only commence upon receipt of payment.
- All other Progress Payment Invoices will be submitted with the delivery of any part of the project and are payable within 7 days of receipt on the scheduled payment dates.
- Invoices for extended warranty will be payable within 7 days of receipt of invoice.
- Any building works required for the installation of equipment is not included. Refer to the libraries responsibilities as described in architect packs supplied for each product.

## 6. Terms and Conditions

### 6.1 Confidential Information

Altadena Library District and Invengo Technology Corporation agree that each will safeguard the Confidential Information of the other received during the term against unauthorized disclosure and shall only disclose such information to its respective employees having the need to know. Confidential Information means any nonpublic information that consists of, or directly relates to either party's information and its involvement relating to the products and services.

### 6.2 Payment Terms of Project

Upon signing this contract, the following payment terms will apply:

- Payment of 50% of the total quoted costing is required on acceptance of this contract.
- The remaining 50% will be invoiced within 7 days of the scheduled completion date, and is due 7 days from invoice issue date. If the agreed installation timeframes in the contract cannot be met by the library, payment of this invoice is still required to Invengo Technology Corporation.
- Any ad hoc items will require a separate purchase order. Invengo Technology Corporation will provide Altadena Library District with a tax invoice upon dispatch of goods. If over \$10,000 then a 50% deposit is required on order.

### 6.3 Payment Terms of Extended Warranty

The Product Warranty is provided for the first 12 months from the date of installation. Altadena Library District will be invoiced on the anniversary of installation for the following 4 years.

Payment in full will be made on 7 day terms.

### 6.4 Disputes

The parties shall use their best endeavors to resolve amicably any disagreement or dispute between them arising out of or in connection with this Agreement through negotiation. If, after ten (10) days from the commencement of such negotiation, the parties have been unable to amicably resolve the dispute, the parties may refer the matter to mediation.

### 6.5 Indemnity

Altadena Library District will indemnify Invengo Technology Corporation for any negligence caused by the actions of Altadena Library District.

### 6.6 Variations

This Agreement shall not be varied except in writing signed by all parties hereto.

## 6.7 Assignment

Neither party will assign the whole or part of this contract without the prior written consent of the other party.

## 6.8 Applicable Law

This Agreement shall be read and understood according to the laws of the State of North Carolina and the parties submit to the jurisdiction of that State.

## 6.9 Delays by Altadena Library District

In the event of any delay initiated by Altadena Library District or as a result of any delay to the project that is out of the control of Invengo Technology Corporation, that will result in the delay of installation of any part of the project, the scheduled payment terms will remain as scheduled.

## 6.10 Delays by Invengo Technology Corporation

In the event of any delay initiated by Invengo Technology Corporation of any part of the project the scheduled payment days will be delayed by the same time as the project is delayed.

## 6.11 Hardware Installation

The installation of equipment will take place on the agreed date. Changes made to the installation schedule requiring additional visits by Invengo Technology Corporation staff or its representatives may incur additional charges.

## 6.12 Working in Building Sites

Invengo Technology Corporation reserves the right not to proceed with an installation on a building site if the work in progress has the potential to damage equipment or pose a threat to the safety of Invengo Technology Corporation staff. It is the responsibility of Altadena Library District to ensure that the building is ready for installation.

## 6.13 Charges for Out of Scope Works, Changes to Installation Dates and Extra Site Visits

Any changes to installation dates within 4 weeks of the set date will incur an extra site visit charged as per Pricing (Section 5).

Any extra site visits requested by Altadena Library District will be charged at the site visit charge listed in Pricing (Section 5).

Any out of scope works, which include physical modifications to products will be charged at \$80.00 excl. GST per hour plus cost and transportation of materials.

## 6.14 Software

Invengo Technology Corporation is the legal representative in the United State of America for the Smart Library™ software and retains the ownership of the software for the duration of supply. Invengo Technology Corporation agrees to license the software to the customer for the duration of the supply. The customer agrees that the Smart Library™ software is to be used for the permitted purpose only and that the customer will not

modify, copy, adapt or change the software in any way, or alter, remove or obscure any trademark or copyright symbol on the software.

### 6.15 Agreement

This contract constitutes the entire contract between both parties and that it supersedes all other contracts, agreements or understandings previously or currently in existence. Only changes authorized in writing shall constitute a modification to this contract.

## 7. Signature of Acceptance

Signed for and on behalf of Altadena Library District by its duly authorized representative:

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

In the presence of:

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_



Signed for and on behalf of Invengo Technology Corporation by its duly authorized representative:

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

In the presence of:

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DRAFT

## Attachment A - Project Plan – Major Milestones

Action	Date	Responsibility	Evidence of Completion
Send Contract / Purchase Order	30/06/2018	Altadena Library District C	Received by FE Technologies
Deposit Invoice	30/06/2018	FE Technologies	Invoice Sent
Deposit Payment	7/07/2018	Altadena Library District C	Payment Received
Delivery of Tags and Retro Trolley	6/08/2018	FE Technologies	Goods Received
Training on Retro Trolley	6/08/2018	FE Technologies	Training Session
Completion of Tagging	5/09/2018	Altadena Library District C	Retro Trolley Returned to FE
Delivery of Equipment	20/09/2018	FE Technologies	Equipment Sent
Installation of Equipment	20/09/2018	FE Technologies	Equipment working
Training	20/09/2018	FE Technologies	On-site Training Session
User Acceptance Testing	27/09/2018	Altadena Library District C	Tests completed & signed-off
Final Invoice	27/09/2018	FE Technologies	Invoice Sent
Final Payment	4/10/2018	Altadena Library District C	Payment Received

\*Dates are indicative only, subject to receipt of initial payment and availability of Mobile Retrospective Units

## Attachment B - Warranty, Extended Warranty and Service

### Introduction

Invengo Technology Corporation provides a comprehensive warranty against defects in materials and workmanship for all Invengo Technology Corporation Library RFID equipment.

Should any equipment supplied as part of the Library RFID system develop a fault, Invengo Technology Corporation or its contracted field service agent/s will repair or replace the equipment via remote access or onsite visit.

The warranty covers only those defects that arise during the normal use of the equipment.

It does not cover the misuse, deliberately or otherwise of the equipment, or unauthorized modification of the hardware or software.

## Definition

The term “technician” refers to an Invengo Technology Corporation Technical Support Officer or third party agent.

## Warranty Commencement Date

The commencement of the warranty period is 30 days after the equipment is delivered to site (but no more than 120 days after delivery to site). The standard warranty period is for 12 months from this commencement date. There is no cost for the standard warranty.

## Extended Warranty

Extended warranty for the equipment is available for a period of 4 years following the standard warranty period (total warranty period being 5 years). Your acceptance of the Extended Warranty is automatic upon signing a contract. You must advise us in writing, at the time of signing a contract, if you do not wish to accept the Extended Warranty.

Cancellation of the Extended Warranty can be requested in writing to Invengo Technology Corporation in the month prior to the warranty anniversary. Requests for cancellations part way through the annual warranty period will not be refunded.

At the conclusion of the extended warranty period the contract will be automatically rolled over onto an annual contract which will be subject to price increases. Please contact Invengo Technology Corporation to if you elect to decline this or would like to amend the arrangement. The costs of our extended warranty are supplied in our pricelist.

## NON WARRANTY SUPPORT

If an extended warranty agreement is not entered into and/or at the expiration of the extended warranty period where further agreement is not entered into, requests for support will be charged at the current Time and Materials rate. Please refer to the document “Post 5 Year Support and Maintenance.

## Costs

Extended warranty will be invoiced, in advance, annually for the duration of the agreement. The annual cost of the extended warranty will be as quoted in your equipment proposal for each individual Library product. The initial invoice for extended warranty will be issued 1 month prior to the 12 month anniversary date of the warranty commencement date and due on the anniversary of the commencement date. Subsequent invoices for each individual Library product will be issued at each ‘anniversary’ date within the duration of agreement.

If an Extended Warranty agreement or service contract does not exist, Invengo Technology Corporation can provide a fault fix service, charged using the current "Time & Material" rate. This amount will be quoted by Invengo Technology Corporation at the time of the fault query.

All monies due to Invengo Technology Corporation will be payable as per the tax invoice issued. If monies are not received by the due date, Invengo Technology Corporation may suspend the quoted service.

### Nominated Support Contact

To obtain support under the Warranty, your organization is requested to nominate Support Contacts for the entire Library group. Your organization shall designate the Support Contacts (SC) who will be responsible for maintaining the integrity of the hardware and software comprising your Library RFID system of which the Hardware and Software is a part.

Requests for telephone assistance or for e-mail assistance may come only from the nominated Support Contact. In the event that any SC leaves your employ, you may designate a new SC and notify Invengo Technology Corporation via e-mail prior to the new SC contacting Invengo Technology Corporation.

#### Hours of Support

REGION	TIME ZONE	MONDAY TO FRIDAY	SATURDAY TO SUNDAY	EXCULSIONS
United States	PDT	0900-1700		Christmas Day, Boxing Day, New Years Day, Good Friday, Easter Monday

Weekend onsite support is charged at an additional 40% of the quoted Extended Warranty. Please notify Invengo Technology Corporation if you wish to accept the offer of weekend onsite support.

Note: Invengo Technology Corporation will provide a minimum of 8 hours support Monday to Friday AEST/AEDST but these times may be subject to change without notice.

The cost for Maintenance and Support (Warranty) may increase at CPI rate without notice.

### Support Procedures

The Invengo Technology Corporation Warranty incorporates the following processes of support:

<b>1.</b>	<b>Service Tickets</b>
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The initial technical support request can be logged via telephone or an online Work Ticket (preferred method) and the work will be undertaken by a Technical Support Officer (TSO) from our Customer Care Team.

The Technical Support Officer will endeavor to take any calls made to them. However in the event that they are unavailable the call will be answered by our attended messaging service. This service will note the customer name, caller details and a fault description then pass this to the Invengo Technology Corporation Customer Care Team. A TSO will endeavor to call the customer back as soon as possible to check the details of the message and log a Work ticket on their behalf if required.

Work Tickets logged online will be acknowledged within **1 hour** of logging. A TSO will either acknowledge the ticket in the ticket itself or will telephone the customer directly.

Following the acknowledgement of a logged issue ticket the Customer Care team then have **8 business hours** to analyze the issue and attempt to resolve it.

Should the problem be diagnosed a hardware issue an onsite technician may be required. Please see the onsite support section of this document.

For configuration change requests raised as tickets the target for resolution is **2 weeks**. Request for 'information only' the target is **1 week**.

In the event that the issue is beyond the technical expertise of the Customer Care Team or if the issue is deemed to be a bug in the software, the ticket will be escalated to the Invengo Technology Corporation Hardware and Software Development Teams for investigation and resolution. The target for resolving bug issues where equipment is still in working order but is suffering service degradation is **4 weeks**. Where a piece of equipment has failed completely the target then changes to **1 week**.

For Feature Requests a member of the Customer Care team will raise a feature request ticket on your behalf and close the Technical Support Ticket. The ticket will be passed to the Hardware and Software Development teams who will review the request. Should the feature be implemented the customer will be contacted with an ETA and an appointment will be scheduled for an upgrade to take place.

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**2.**

## Remote Access

If the problem cannot be resolved via telephone, the TSO may need to access your Invengo Technology Corporation RFID equipment via remote access. Remote access is performed via a program called 'GoToAssist' or a customer approved method.

GoToAssist is a Citrix secure token based application that allows the technician to access your equipment via the internet. Invengo Technology Corporation are only able to access equipment remotely with the approval of the library and all remote sessions are recorded and available for review up to 30 days after the online session.

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3.

### Onsite Support

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If the Customer Care team determines that the problem is hardware related, Invengo Technology Corporation will arrange for a technician (with parts deemed to be required) to be onsite within **24 hours** of the completion of initial investigation.

Standard Service is performed on-site at the customer's location and is available Monday-Friday from 0900 to 1700 local time excluding normally observed local holidays.

Out of hours support may vary depending on customer contact agreements.

The Warranty covers the costs of labor, travel, repair of parts and supply of replacement parts in the event that an onsite visit is required.

**Note:** On the rare occasion that an onsite technician is delayed for any reason an Invengo Technology Corporation Customer Care team member will contact the customer with an advised ETA.

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4.

### Extended Support

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Issues reported via the telephone will be taken by an attended message service and passed to the appropriate Customer Care team member.

Issues logged during extended hours will be responded to within **1 hour**. Each logged ticket will be assessed to determine if remote support is required or whether the issue can be resolved over the telephone.

Should remote access be required the TSO may require the assistance of the customer's IT department to grant access. If this is unavailable an agreement will be made between the customer and the technician to gain access at a more suitable time. A work around will be provided where possible in this instance.

### Customer Data

Invengo Technology Corporation recommends regular back-up of data. In cases where a Library RFID system component hard drive failure is detected, the hard drive will be replaced. Customer data stored on the defective hard drive will be lost if the hard drive is replaced. The technician will configure the operating system to the original settings as supplied.

**Data Loss:** The customer is responsible for the security, back-up and re-installation of their data at all times. Invengo Technology Corporation accepts no liability for loss of software or data.

### Customer Obligations

In order to enable Invengo Technology Corporation to carry out its support obligations the customer without limitation should:

- Provide Invengo Technology Corporation with full, safe access to the products
- Provide a technically competent person with knowledge of the system and fault to be present throughout the repair and to actively assist in troubleshooting
- Ensure the equipment is in an easily accessible location with adequate space, health and safety conditions
- Acknowledge that they are responsible for recovering their own application software after any such Services have been provided
- Inform Invengo Technology Corporation of any equipment relocations
- Keep all RFID equipment in a reasonable state of cleanliness, particularly touchscreens, barcode readers and sensors on materials handling equipment
- Advise Invengo Technology Corporation when the designated location of any RFID equipment is to be altered, or if there are any planned changes to library infrastructure that might affect the operation of the RFID equipment
- Any other actions that Invengo Technology Corporation may reasonably request in order to best perform the service.

**Note:** Under no circumstances is any part of the equipment supplied to be ‘opened’ or tampered with any way unless specifically instructed by a Invengo Technology Corporation technician.

## Software Upgrades

Invengo Technology Corporation periodically releases point versions. Some of these releases may not affect Invengo Technology Corporation Library RFID users, or may not be appropriate for your library. Software upgrades are not mandatory and the system will still be covered by the Warranty and Support Agreement, however software upgrades may be required to fix software issues or to resolve bugs or provide library’s with required functionality. The library must perform the upgrade itself. Instructions relating to the upgrading of software can be found in the document “Management Console – User Guide”.

## General Exclusions

Without limitation, the scope of Invengo Technology Corporation telephone support, remote access support and next business day on-site support does not include support for the following:

- Configuration and diagnosis of the Invengo Technology Corporation Library RFID system hardware for use with customer-installed applications and hardware.
- All non Invengo Technology Corporation supplied hardware and peripherals, their installation and compatibility with the Invengo Technology Corporation Library RFID system hardware.

- Any non Invengo Technology Corporation supplied software or its compatibility with the Invengo Technology Corporation Library RFID system.
- Upgrades to the Library Management System (LMS) and the subsequent effect on the Invengo Technology Corporation Library RFID system (changes to SIP2 server or SIP2 information for example).
- Customer applications and data
- Any consumable items such as printer ribbons, or replacement of rechargeable batteries on portable equipment.
- Repair of system after virus infection other than installation of the Invengo Technology Corporation Library RFID system to its default settings.

Where customers install their own firewall, virus scanner software etc., it should be noted that such uncertified applications can cause Invengo Technology Corporation systems to malfunction. If an issue is deemed to be caused by such installations, Invengo Technology Corporation may charge the customer standard time and material costs.

### Damage Exclusions

In addition to the Exclusions listed above, Invengo Technology Corporation support does not cover damage caused by:

- Use of hardware components or software not supplied by FE Technologies
- Relocation or transportation
- Servicing not authorized by FE Technologies
- Usage not in accordance with product instructions
- Improper voltage selection on systems power supply
- Unreasonable or excessive use
- Accidental damage
- Malicious damage
- Environmental conditions
- Act of God, fire, flood, act of violence or any similar occurrence

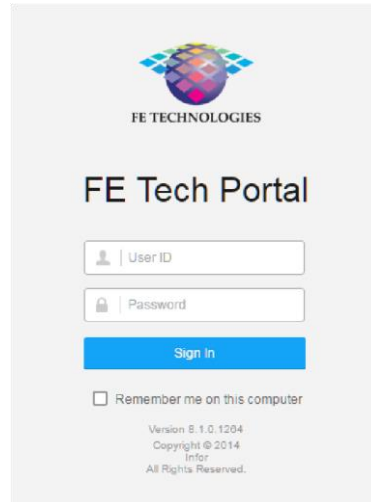


## How to log an Online Work Ticket

**Step 1:** Go to [http://slx.fetechgroup.com/SLXCusto\\_merPortal/Login.aspx](http://slx.fetechgroup.com/SLXCusto_merPortal/Login.aspx)

**Step 2:** Enter your Username and Password (this is supplied upon completion of the installation of your Invengo Technology Corporation RFID equipment.

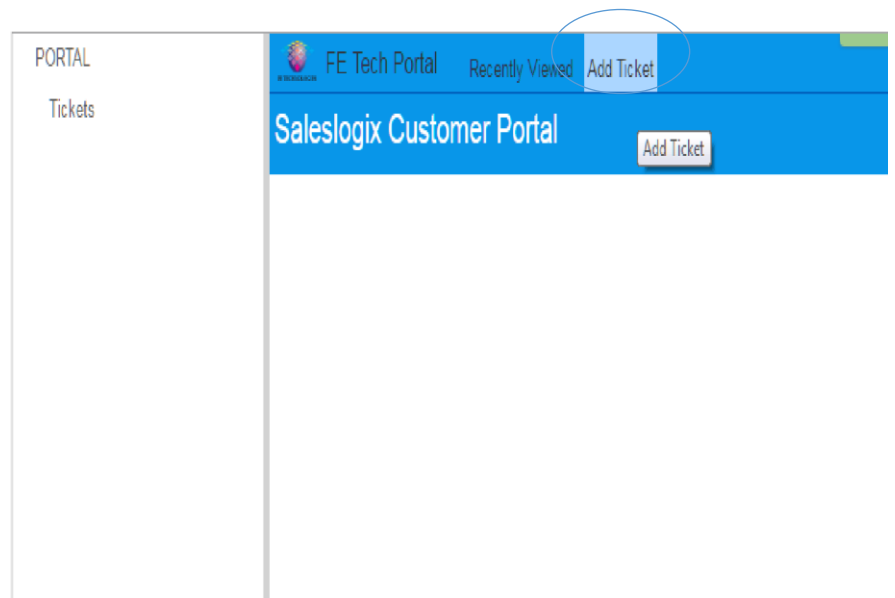
**Step 3:** Select “Add Ticket” from the list of options



The image shows the login page for the FE Tech Portal. At the top is the FE TECHNOLOGIES logo, which consists of a colorful globe icon. Below the logo is the text "FE Tech Portal". There are two input fields: "User ID" and "Password". Below these fields is a blue "Sign In" button. At the bottom, there is a checkbox labeled "Remember me on this computer". Small text at the bottom right indicates "Version 8.1.0.1204 Copyright © 2014 Invengo All Rights Reserved."

**Step 4:** Select your site (if applicable) and click on the piece of equipment with the problem

**Step 5:** Enter a description of the problem and click on “Submit Ticket”



FE Tech Portal Recently Viewed Add Ticket SpeedSearch

**Add Portal Ticket**

Contact Information

Contact Name: LEE, AVIN Work Phone: 0352277372  
Company Name: FE TECHNOLOGIES Contact Email: avin.lee@fetechgroup.com

Add Portal Ticket

Site \*  
Item \*  
Change Site To  
Subject \*  
Description \*

System Down  
Submit Ticket

## Attachment C - Commercial Equipment Lease Agreement

### 1. Introduction

This Commercial Equipment Lease Agreement is between Invengo Technology Corporation Pty Ltd, (FE Technologies), and Altadena Library District (The Undersigned).

### 2. Description of Rental Equipment

Invengo Technology Corporation rents to the Undersigned the Equipment described in the Pricing Schedule (Clause 5.1), which relates to the retrospective tagging of the collection. Specifically, the Mobile Trolley Retrospective Converter. Consumable items such as the Racetrack Tags and Ribbons are not included as they are purchased outright. A Portable Scanning Unit can also be leased if the Undersigned does not request to purchase one outright.

## 3. Term of Agreement

The term of this Agreement shall be from the date of the shipping documents from the premises of Invengo Technology Corporation to the received return of the goods to Invengo Technology Corporation.

## 4. Rental

The Undersigned will pay Invengo Technology Corporation the rental for each piece of Equipment, including all increases in the rental during the extended term of this Agreement. The Undersigned will be billed for this equipment as quoted. Any extension on this time frame will be billed on a monthly basis after the initial term.

## 5. Ownership of Equipment

All the Equipment rented to the Undersigned and all equipment, attachments, accessories, and modifications placed on or made to the Equipment by Invengo Technology Corporation or the Undersigned, as well as all repairs to the Equipment, are Invengo Technology Corporation's property.

## **6. Indicia of Invengo Technology Corporation's Ownership**

Invengo Technology Corporation may stencil or otherwise affix our name on all or any part of the Equipment together with language stating that the Equipment is owned by Invengo Technology Corporation and rented to the Undersigned.

## **7. Delivery of Equipment**

Invengo Technology Corporation shall not be liable for any losses the Undersigned may suffer by reason of late delivery. However, the Undersigned's obligation to pay rent for any piece of Equipment shall not start until the Undersigned receives delivery of that Equipment.

## **8. Repairs to and Maintenance of Equipment**

During the term of this Agreement and any extension of the term, Invengo Technology Corporation will maintain the Equipment and keep it in good repair. Rental fees will be waived for any period that the rental equipment is non-functional due to defect.

## **9. Loss or Damage to Equipment**

The Undersigned's obligation to pay rent will continue even if all or part of the Equipment is lost, stolen, destroyed or damaged. The Undersigned is responsible for any loss or damage to the equipment during the period of lease and will be liable for the repair costs or replacement costs of any damage or loss incurred by the Undersigned.

## **10. The Undersigned to Hold Invengo Technology Corporation Harmless from Damages and Claims Arising Out of Use of Equipment**

The Undersigned will indemnify Invengo Technology Corporation and hold Invengo Technology Corporation harmless against any losses, damages, claims, or expenses arising out of the Undersigned's use and operation of the Equipment or out of defects in the Equipment, apart from claims that may be pursuant to clause 8. This provision will survive the termination of this Agreement, regardless of the reason for termination.

## **11. Limitation on the Undersigned's Right to Assign, Lease, or Sublet Equipment**

The Undersigned may not assign this Equipment Rental Agreement or sublet any of the rented Equipment without the Company's consent in writing and upon such terms as the Company shall require.

## **12. Events Constituting the Undersigned's Default**

The occurrence of any of the following events shall constitute a default of the Undersigned under this Agreement:

- a) Failure to Pay Rent. The Undersigned's failure to pay any daily/weekly/monthly instalment of rent within 7 days after the instalment becomes due;
- b) Failure to Perform Other Obligations under Agreement. The Undersigned's failure to perform one or more of the Undersigned's other obligations under this Agreement within 7 days after the Company notifies the Undersigned that the Undersigned is in default; or
- c) Insolvency or Bankruptcy. The filing of a petition of bankruptcy by or against the Undersigned;
- d) The appointment of a receiver or trustee for all or part of the Undersigned's property; the making of an assignment for the benefit of the Undersigned's creditors.

## **Invengo Technology Corporation**

Upon the occurrence of any of the events set out in Paragraph 12, the Undersigned, at Invengo Technology Corporation' sole option and without further notice to the Undersigned, may declare this Agreement terminated. Upon such termination, the Undersigned shall return all of the Equipment to Invengo Technology Corporation, and all of the Undersigned's rights shall end. With or without process of law, Invengo Technology Corporation or the Undersigned's agents may take possession of the Equipment wherever it may be found, whether on or off the Undersigned's premises. Once Invengo Technology Corporation has taken possession of the Equipment, Invengo Technology Corporation may deal with it as Invengo Technology Corporation chooses. No disposition of the Equipment by Invengo Technology Corporation shall affect the Undersigned's remaining obligations under this Agreement. The return of the Equipment to Invengo Technology Corporation shall be without prejudice to Invengo Technology Corporation' right to recover Invengo Technology Corporation' actual damages or loss of profits by reason of the termination of this Agreement or, at Invengo Technology Corporation' option and as liquidated damages, the unpaid rental on the

Equipment for the balance of the term, exclusive of any extensions unless the term has been extended in accordance with Condition 3 of this attachment.

## **14. Notices**

All notices required by this Agreement shall be sent by either Post or email addressed to the party to be notified at the address set out in this Agreement, or at such other address as that party may have given the other in writing. Notice shall be deemed given when posted.

## **15. Separability**

The illegality or invalidity of any provision of this Agreement shall not affect the validity of the balance of this Agreement.

## **16. Applicable Law**

This Agreement shall be governed by the laws of the State of North Carolina. The laws of North Carolina shall be applied regardless of where it is executed or where the Equipment that is the subject matter of this Equipment Rental Agreement is located.



**Request for Proposals**

**RFID Solutions and Self-Checkout**

**RFP Publication Date: January 2018**

**RFP Submission Deadline: February 28, 2018 5:00PM PST**

**Issued by:**

Christopher Kellermeyer  
IT Manager  
600 East Mariposa Street  
Altadena, CA 91001  
626-798-0833

[ckellermeyer@altadenalibrary.org](mailto:ckellermeyer@altadenalibrary.org)

**Altadena Library District  
REQUEST FOR PROPOSALS  
RFID Solutions and Self-Checkout  
600 East Mariposa Street  
Altadena, CA 91001  
626-798-0833**

**VENDOR ADMONISHMENT**

Vendors are reminded that it is their responsibility to:

- Read carefully all of the contents of this entire RFP.

- Ask for clarification before submission due dates.
- Address all requirements and follow all procedures of this RFP
- Immediately inform the Altadena Library of any problems with this RFP solicitation
- Submit all responses by the required date and times.

## 1.0 INTRODUCTION

The Altadena Library District is seeking a qualified Vendor for Radio Frequency Identification (RFID) Self-Checkout and Adjunct RFID solutions. The Library will have the area, electrical and data ready for installation and the equipment solution should have minimal facility modifications required.

The Altadena Library intends to award a contract to a Vendor according to a bid matrix. The successful firm will be required to enter into a contract with the Altadena Library District for the services requested in this Request for Proposals (RFP) within a reasonable time after award. A firm submitting a proposal will use its own contract form. The contract will include terms appropriate for this project. Generally, the terms of the contract will include, but are not limited to: (1) completion of the project within the timeframe provided; (2) no additional work authorized without prior written approval; (3) no payment without prior written approval; (4) funding availability; (5) termination of contract under certain conditions; (6) indemnification of the Library; (7) approval by the Library Director; and (8) minimum appropriate insurance requirements. A Model Contract is attached as Exhibit A to this RFP.

## 1.1 BACKGROUND

The Altadena Library District has two library branches located in Altadena, CA, Altadena Main Library and Bob Lucas Memorial Library. The District uses Koha as its ILS—collection breakdown on page 3.

homebranch	Item Type	Count
ALD	Undesignated	3
ALD	Audio Books	2189
ALD	Books	62337
ALD	Computer	38
ALD	InterLibrary Loan	48
ALD	Kits	375
ALD	Magazine	1844
ALD	Mobile Hot Spot	10
ALD	Music	2975
ALD	Newspaper	11
ALD	Non Circulating Magazines	138

ALD	On The Fly Record	41
ALD	Serial	77
ALD	Video Game	345
ALD	Visual Materials	4456
BOB	Audio Books	9
BOB	Books	5563
BOB	Computer	9
BOB	InterLibrary Loan	4
BOB	Kits	16
BOB	Magazine	50
BOB	Mobile Hot Spot	10
BOB	Music	25
BOB	Non Circulating Magazines	5
BOB	On The Fly Record	4
BOB	Serial	1
BOB	Visual Materials	593

The Library wishes to add one self-checkout station to the Bob Lucas Memorial Branch and replace three existing self-checkout stations at the Main Library in order to provide patrons with better customer service and in order to extend staffing efficiency without increasing the operational budget.

## 1.2 GOALS AND OBJECTIVES

The Library plans to implement RFID systems primarily to achieve the following goals:

- Achieve capacity for high levels of customer self-service;
- Free up staff from current repetitive and routine tasks;
- Reduce the risk of potential repetitive motion injuries;
- Reduce material losses;
- Improve circulation efficiency and shelf accuracy, and,
- Manage an increasing circulation workload without additional staffing.



## 2.0 OPTIONAL ONSITE MEETING

An on-site meeting with the IT Manager, Christopher Kellermeyer and Collection Development Manager Stella Terrazas is suggested on a vendor by vendor basis; this is a walkthrough to assist vendors in the preparation of responses.

Location:

600 East Mariposa Street  
Altadena, CA 91001  
626-798-0833 x113

## 3.0 SCOPE OF SERVICES

The Library is seeking a turnkey RFID solution that will include tags, hardware, software, installation, project management, staff training, and on-going support and maintenance.

All products proposed by the Vendor must be UL certified; CE, C-Tick, ARIB, ETSI, FCC, IC, ADA, and CSA compliant; and must adhere to EU Waste Electrical and Electronic Equipment directives.

This Request for Proposal is for the design, engineer, supply, installation, and training of an RFID Self-Checkout and RFID Adjunct solutions, like inventory, and easy sort. The RFID system must be optimized for use in a Library environment, be efficient in its design through the elimination of redundant features, and be expandable. The solution of equipment should have minimal facility modifications.

The RFID and Self-Checkout solutions must be capable of securing all materials, checking items in and out, and providing efficient inventory of materials and self-checkout kiosks. Additionally, the RFID systems must be able to provide informational and statistical report generation.

Among other benefits, the proposed RFID system should provide:

- Significant productivity gains through reduction in key labor-intensive workflow processes;
- Enhanced customer service;
- Reduced material losses;
- Detailed reports and configuration tools;
- Streamlined patron self-checkout;
- Reduced incidents of staff repetitive motion injuries; and
- Improved inventory and shelf-reading accuracy.

The library anticipates purchasing the following equipment per branch:

Branch	Smart Book Drop	Portable Scanner	Large capacity reader	Table Top Self Checkout Station	RFID Sorting Unit	RFID Tag for Existing Items
Main	1	1	4	3	2	Yes
Bob						
Lucas	1		1	1		Yes

\* Branches will share portable scanner.

**Proposals should include all necessary information on hardware, software, RFID application, shipping, installation, training, guaranteed response time to service calls, and on-going maintenance associated with the purchase of an RFID system. Proposals should include the minimum specifications for existing PCs and the Local Area Network (LAN) to operate in conjunction with the Vendor's software. Unless otherwise indicated, quantities specified are guidelines only and are not guaranteed for purchase by the Library.**

### 3.1 Critical Requirements

Vendors must be able to demonstrate a proven ability to provide and implement the following:

- Real-time integration with the Library's ILS, Koha;
- Durable, ISO compliant RFID tags that easily affix to the item, regardless of its medium;
- Easily maneuverable mobile tagging stations for loan, lease, or purchase;
- Self-checkout kiosks with the ability to, be compliant with SIP2 protocol and be PCI compliant, be fully integrated with Koha, print receipts, and unlock AV materials; and provide marketing tools for customers;
- Multiple security options for audio-visual materials;
- RFID conversion for the Library's existing staff circulation stations or the provision of new hardware;
- Shelf-reading and inventory tools that can accommodate any collection size with ease;
- ADA-compliant, Library-customizable security pedestals;
- Comprehensive reporting capabilities;
- A smart bin solution.
- The Vendor must have a ready supply of parts and products warehoused in North America for quick shipment to the Library in case of repair or replacement.

#### **RFID Tags:**

1. Tags must be tested for over 100,000 read/write cycles and be guaranteed for the life of the items to which they are applied. Provide documentation.
2. Vendor will name its tag Vendor and any quality assurance guarantees and tag specifications.
3. All data on the RFID tag, including the item identifier field, must be fully rewriteable.
4. The proposed system must allow the option to lock and unlock the item bar code number.
5. RFID tag must have portions of memory that can be locked (for item number) and portions that can be re-programmed (branch and/or shelving location code). Each memory portion must be able to be locked independently of other portions or not be locked at all.

6. The proposed system must offer tags in clear, white blank, generic Library or Library-customized versions.
7. The proposed system tags must provide both security and inventory control functionality.
8. The proposed system tags must use an anti-collision algorithm that does not limit the number of tags which can be simultaneously identified and read.
9. The proposed system tags must be adhesive-backed and one piece (tag and label integrated into one piece) to adhere to Library materials without addition of an adhesive cover label.
10. The proposed system tags must use a low acid, or neutral pH, non-contact (delayed set time) adhesive.
11. The proposed system shall be fully compliant with ISO 18000-3 Mode 1, and include both mandatory and optional commands specified in ISO 15693-3. It will also adhere to the ISO 28560-2 standard for North American libraries.
12. Vendor must provide custom printing option for tags to be imprinted with a bar code or the Library's logo. Imprinted RFID tags must have a fewer than three-week turnaround.

#### **RFID Tagging Station:**

1. The proposed system must be integrally designed on a compact cart with wheels for easy conversion in the narrow Library aisles.
2. Conversion of an existing collection must require no more than a computer, bar code scanner, and RFID reader/antenna in addition to software, all of which can be placed on mobile cart, so that the complete operation can be performed in the stacks.
3. The proposed system must be battery operated and should not require an AC connection to operate.
4. The proposed system must provide two label dispensers, one for standard print item tags and one for media item tags.
5. The proposed system must function in standalone mode, not requiring an interface with the integrated Library system.
6. Vendor will describe its tagging software and the process.
7. The proposed system must be easy to use and able to convert at a rate of at least 250 items per hour. Please provide an example of a Library in which this number was achieved, with contact information.
8. During tagging process, system must automatically interrupt if bar code scanner fails to scan all digits in the bar code.

9. The tagging station should perform an immediate confirmation read of a programmed tag to ensure that the tag has been written exactly as intended.
10. Tag programming application must be able to perform a confirmation read of tags in one-at-a-time or multiple modes, so the staff can see all data programmed onto tags.
11. The proposed system must have a visible scan line to facilitate correct placement of material on the RFID Tagging Station.
12. When tag programming errors occur, the system must react in real-time using sound and visual alerts.
13. The proposed system must be able to handle varying bar code locations and orientations.
14. The proposed system must be able to convert items from a list (when an optical bar code is unavailable or unreliable).
15. Must include the ability to log all items that have been programmed by an ID number. The system must have the option to save a cumulative list of all item IDs written to RFID tags in a file.

**Circulation Sort Unit:**

1. The proposed system must have an RFID read range of 8 inches minimum for book tags.
2. The proposed system must provide dual function: capable of processing RFID tags or bar codes in the same circulation transaction.
3. A bar code reader must be able to operate concurrently with an RFID reader.
4. The proposed system readers must be able to read tags and display the information.
5. The proposed system must be able to assist in the sorting, holds' slips, and detection of missing discs.
6. The proposed system must simultaneously process multiple RFID-tagged items for check-in.
7. The proposed system must offer system and/or methodology for handling holds.
8. The proposed system must provide a displayed count of the number of items processed simultaneously to ensure complete check-in transaction processing.
9. The proposed system must have the ability to read, program, and reprogram RFID tags in the ISO 28560-2 data model. Please explain how many customers you have currently using this data model.
10. The proposed system must be able to handle varying bar code locations and orientations.

11. The proposed system must be able to work with a weed list (a list of items to be removed from the Library), to automatically alert staff to weed an item upon scanning the bar code, before applying an RFID tag.
12. RFID client software must be capable of running in Windows 7 and 10 at a non-administrative level.
13. When checking items into the ILS, station must display shelving location codes.
14. The system should be optimized for staff use.

### **Self-Checkout Stations:**

1. The proposed system must integrate with LIBRARY's ILS, Koha. Explain how it integrates.
2. The proposed system must provide application-specific software for the patron self-checkout stations. Please describe.
3. The proposed system must interface with the Library's existing automated Library system using the SIP2.
4. The proposed system must be able to connect through the Library's Ethernet network via an RJ-45 connector and/or secured wireless network.
5. Vendor offers comprehensive messaging and monitoring solution that allows staff to receive alerts in real-time for activity at self-checkout stations, etc. Describe.
6. The proposed system's RFID self-checkout units must be able to read item-specific identification numbers, communicate to the host circulation system to update the Library's inventory.
7. The proposed system must be dual function – capable of processing RFID tags or item bar codes in the same transaction.
8. Vendor has multiple self-checkout form factors available, including built-in, freestanding, countertop, and height adjustable for California accessibility compliance.
9. Release station can check out multiple items in a stack and not just one at a time.
10. The proposed system must have the ability to print out all information for a patron transaction on a single receipt. Such receipt should be customizable to incorporate Library identity, hours, transaction type, items loaned/renewed, and fees (if any) that has been paid and/or is outstanding.

11. Self-checkout unit must be able to be remotely monitored from any staff station within the Library that also is connected to the ILS in the same network.
12. The monitoring of transactions and the status of each kiosk can be done via a web-based system, which can monitor one self-checkout or many across a Library system.
13. Patrons can renew items at the self-checkout stations without having the items in hand.
14. The proposed system must simultaneously process multiple RFID-tagged items.
15. The proposed system must be capable of reading item bar codes located in various locations.
16. The proposed system's self-checkout units should have customizable messages based on patron and item status.
17. The proposed system must display ILS system information relating to the patron or item status.
18. Option must be available to enter patron PINs on the touch screen in addition to scanning Library cards.
19. Self-checkout system software and hardware must meet ADA guidelines, and includes features such as a large touch screen interface, user-selectable high-contrast interface, and large type size.
20. The proposed system must have customizable instructions that can be configured by Library staff. This will include logo, wording, and colors without altering HTML code.
21. Explain the self-checkout process and provide screenshots of each step.
22. Station must block both patrons and items that are blocked by the Library's ILS. Notification of block must be done in the form of a pop-up window that appears on a designated staff computer.
23. The system can easily handle multiple item check-outs without having to select the number of items on the reader. Self-checkout software will confirm the number of items being checked out before the transaction has been completed.
24. The proposed system must be able to display at least four language options on self-checkout unit banners, instructions, and messages. Please list other standard languages currently available.
25. Station must have option to print, or no receipt.
26. Station must have the ability to provide customized receipt messages in the patron's language of choice.
27. A "running receipt" must be available on screen indicating which items have been successfully checked out and which items patron has unsuccessfully attempted to check out.

28. The proposed system must have the ability to perform offline transactions and maintain records of all bar codes checked out when the ILS is offline, and then upload transactions when the ILS is back online.
29. Describe network connection options. Provide a network diagram.
30. Describe customization options for self-check kiosks.

#### **Reporting, Management, & Configuration Tools:**

1. Vendor offers comprehensive messaging and monitoring solution that allows staff to receive alerts in real-time for activity at self-checkout stations, and kiosks. Describe.
2. Solution will provide customer and item transactions by day of the week, customer and item transactions by hour of day, item count by item type, item count by item status, and total item counts across each and every unit, whether in one branch or across a system.
3. Self-checkout unit must be able to be remotely monitored from any staff station within the Library that also is connected to the ILS in the same network.
4. Self-checkout unit must be able to be remotely monitored from any staff computer with Internet access.
5. The monitoring of transactions and the status of each kiosk or other connected solutions can be done via a web-based system, which can monitor one self-checkout or many across a Library system.
6. The proposed system must provide performance statistics. Describe available reporting features and the statistics that can be seen.
7. Staff must be able to monitor the status of individual or multiple self-checkout stations within a site or system-wide, and will be alerted to the status of each station, including if patron requires assistance, receipt paper is running low, station has gone offline, etc.
8. Explain how staff are alerted to any issues and by what means.
9. Staff must be able to configure individual or multiple self-checkout stations within a site or system-wide by logging in to a web interface on any staff station, with these changes being pushed to all units across a system or a branch.
10. Staff must be able to run and view diagnostic logs for each self-checkout station to ensure they are operating properly on any staff station.
11. Describe how reports are generated and in what formats they can be exported.

#### **Portable Handheld Reader:**

1. To be able to read items that may not be tagged with RFID, the portable handheld reader must support bar code scanning.

2. The portable handheld reader must use an anti-collision algorithm that does not limit the number of tags which can be simultaneously identified and read and be capable of reading no fewer than ten items of a thickness of 1/8" thick or more per second with 99% accuracy.
3. The proposed portable handheld reader must accommodate data collection simultaneously with other functions.
4. The handheld reader must direct the user to items on "pull" lists and provide a method to keep track of which items have been found and which have not been found.
5. The proposed portable handheld reader must accommodate data collection of up to 200,000 items to collect and store identifiers of items scanned and store those items in user-defined categories for upload.
6. Reader must be able to automatically save scanned item data for upload into the ILS' inventory module without requiring a memory card to transfer data from the reader to a computer via USB.
7. The proposed system must assist a user with sorting items on a shelf or cart.
8. The proposed system must assist a user with item searches.
9. The proposed system must identify items on multiple user-defined search lists (e.g. missing, claims returned, billed, lost and paid, inventory).
10. The search capability must be active during data collection, sorting, pulling, and finding functions, with option to turn it off if desired.
11. The proposed system must assist the user with finding items on hold (reserve) or weed lists or other user-defined lists available from the circulation system.
12. The proposed system must allow a user to identify individual items that have not been properly checked in before re-shelving.
13. The proposed system must create PC files containing lists of collected data, lists of items pulled, and lists of items not pulled.
14. The proposed portable handheld reader must have the ability to download/upload bar codes to the Library's circulation system.
15. The proposed portable handheld reader must have an audible tone and visible indicators to verify item has been identified. The audible tones shall be adjustable by the user.
16. The proposed portable handheld reader must operate without cords and/or cables.
17. System must be able to scan shelves by waving a wand along the base of book shelves without having to stop for each item.



## Assurance of Designated Project Team

Vender shall assure that the designated project team, including sub-consultants or sub-contractors (if any), is used for this project. Departure or reassignment of, or substitution for, any member of the designated project team, sub-consultant(s) or sub-contractor(s) shall not be made without the prior written approval of the Library.

## Installation

Awarded Vender shall install the system as specified in the RFP, by manufacturer-trained technicians subject to exceptions made in the response and agreed upon in writing.

## **4.0 PROPOSAL FORMAT REQUIREMENTS**

Each response to this RFP shall include the information described in this section. Provide the information in the specified order. Failure to include all of the information specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Any additional information that a proposing Vender wishes to include that is not specifically requested should be included in an appendix to the proposal.

Venders are encouraged to keep the proposals brief and to the point, but sufficiently detailed to allow evaluation of the project approach. Excessive information will not be considered favorably. Unauthorized conditions, omissions, limitations or provisions attached to a proposal will render the proposal non-responsive and may cause its rejection.

Proposers are warned against making erasures or alterations of any kind, without initialing each and every such change. Proposals that contain erasures or irregularities of any kind, without such initialing, or omissions, may be rejected.

Prior to contract award, Vender(s) may be required to demonstrate its solution to the selection committee at no cost to the Library.

## **5.0 LIBRARY CONTACT PERSON:**

Submit one (1) signed, unbound original and two (2) complete copies along with one (1) electronic copy provided via email submittal to:

Email: [ckellermeyer@altadenalibrary.org](mailto:ckellermeyer@altadenalibrary.org)

Address: Altadena Library District: ATTN Christopher Kellermeyer  
600 East Mariposa St.  
Altadena, CA 91001

This person will serve as the Library's contact person for this project who will also respond directly with for questions and inquiries during the solicitation.

### **Questions:**

Questions and requests for clarification may only be submitted by e-mail. Verbal and phone inquiries will not be answered. All questions and requests for clarification shall be submitted no later than **February 9, 2018 at 5:00pm**. The Library will provide answers and clarifications by posting an addendum(s) via email to all vendors selected to participate so all Vendors receive consistent information. **Questions received**

after February 9, 2018 will not be answered.

## **6.0 MANDATORY CONTENT AND SEQUENCE OF SUBMITTAL:**

### **6.1 Cover Letter**

This section shall be a maximum two-page Cover Letter and introduction, and shall include the name and address of the firm submitting the proposal, together with the name, address and telephone number of the contact person who will be authorized to make representations for the organization, the firm's federal tax ID number and a list of subcontractors, if any. The cover letter shall include a statement that the proposal is valid for 90 days after receipt of all proposals.

Furthermore, the vendor shall summarize its understanding of the project, and provide a statement indicating its ability to provide services and equipment described herein and meet the requirements detailed in this RFP. The cover letter must be signed by an authorized representative of the company.

### **6.2 Table of Contents**

A detailed Table of Contents shall include an outline of the submittal, identified by sequential page number and by section reference number and section title as described herein.

### **6.3 Executive Summary**

Provide a one to two page summary of the benefits that the Vendor will be providing to the Library as part of its RFID, Self-checkout, and Adjunct RFID solutions. In this section, please list any exceptions the Vendor may have to the stated specifications.

### **6.4 Description of the Proposed Solution**

The Vendor shall fully describe and illustrate the products and systems which comprise its RFID solution. Descriptions to include:

- How its RFID offerings will benefit the Library in the areas of staff circulation, self-checkout and check-in, materials handling, inventory management, and item security.
- How Vendor will assist the Library in its transition to RFID technology.
- How Vendor will offer on-going support and maintenance and ensure Library staff acceptance of new technology through effective, hands-on training.

### **6.5 System Requirements**

Section 3.1 lists critical requirements, components and features necessary for efficiently achieving the functionality required.

Please use separate Excel spreadsheet, identified as Attachment 1, Critical Requirements, which lists the requirements in Section 3.1. Responding Venders should indicate the following and/or provide details where requested.

**Yes:** System meets this specification.

**No:** System does not meet this specification. If there is an alternate functionality, explain.

**In Development/Planned:** State when the product will be available.

Any exception to the specifications must be stated. Vendors are advised that the Library is interested in receiving proposals that discuss a proven RFID system. Proposals for systems in an Alpha or Beta phase of development will not be considered.

#### 6.6 Description and other Requirements

Vendor shall provide the following information, descriptions, or samples requested.

- RFID Tags
- RFID Tagging Station
- Circulation Staff Workstations
- Self-Checkout Stations
- Reporting, Management, & Configuration Tools
- Portable Handheld Reader

#### 6.7 Firm's Qualifications

Describe your firm and provide a statement of your firm's qualifications for performing the requested services. Identify the services which would be completed by your firm's staff and those that would be provided by sub-consultants or sub-contractors, if any. Identify any sub-consultants or sub-contractors you propose to utilize to supplement your firm's staff. Identify and detail any sale, acquisition, or merger anticipated by the Vendor. Please demonstrate financial viability of your company.

#### 6.8 Experience and References

Provide a summary of your firm's experience in providing these or similar services. Provide a minimum of five (5) references for projects or services similar in nature and scope that your firm's team members have completed in the last five (5) years; preferably within a public Library with multiple branches. Include brief descriptions of the projects, dates, client names, the ILS in use, and contact persons' names, addresses and telephone numbers.

#### 6.9 Qualifications of Team

Provide a brief summary of the role, qualifications and experience of each team member and designated project manager/lead assigned to this project.

#### 6.10 Project Plan

Provide a detailed discussion of your firm's approach to the successful implementation of this project. Include thorough discussions of methodologies you believe are essential to accomplishing this project.

Include a proposed work schedule to accomplish all of the required tasks within the desired timeline. Identify the staff who would be assigned to each task, including sub-consultants and sub-contractors. List any necessary equipment, training or installation services required. List any materials that the Library will be expected to provide which are outside the provisions of the Vendor's proposal.

6.11 Training and Documentation

The chosen Vendor will provide adequate training to the Library as part of the implementation process. Please provide a list of proposed training topics and times for each segment. State whether the training will be on-site, via web conference or by some other means. Vendor must also list all product documentation that will be provided to the Library. Please state whether this is a hard copy and/or downloadable and how often it is updated. Include pricing for additional training – both on-site and remotely – as part of the Cost Proposal.

6.12 Cost Proposal

(Please use separate Excel spreadsheet, Cost Proposal for Cost and Annual Maintenance)

Please complete a table with pricing information. Prices should be F.O.B. Destination, and include training, installation and other items necessary for complete system operation. Vendor shall also supply amount needed, unit prices and extended prices for the proposed solution, including all hardware, software, installation, shipping and training. Prices must be guaranteed for ninety (90) days following proposal due date.

The quantities purchased will be limited to the amount budgeted and appropriated. Prices reflected in the proposal shall include any discounts. Unit prices will be quoted for all components, hardware, software, installation, and service. Vendor must include prices of all equipment and any options needed to meet specifications.

**Annual Maintenance after the First Year**

Please provide annual maintenance costs for the system quoted after the first year warranty. Vendor should indicate annual support and maintenance charges for the proposed solution for a period of five years following installation. Note any discounts if the Library chooses to pay for maintenance of the RFID system upfront.

Annual Maintenance	Year 2	Year 3	Year 4	Year 5	Year 6
Pricing					

If the Vendor's products and/or equipment are in any way not equivalent or comparable to the requirements set forth in this RFP, the discrepancy must be called out in the vendor's response. The Library reserves the right to accept a full proposal, partial proposal(s), or no proposal at all. Any costs associated with the preparation and delivery of this proposal will be borne solely by the vendor.

6.13 Project Support and Maintenance

The Vendor shall provide details on its service and support and continued maintenance over the life of the system. Details will include:

- Hours and methods of contact to technical support;
- First year costs, if any, and subsequent years cost;
- How Vendor prioritizes and handles/addresses issues;
- Any sub-contractors with which the Vendor works;
- Any warranties and/or guarantees for the system and/or support and service;
- Guaranteed response times for both remote and on-site support;
- Locations of support technicians;
- System update and upgrade policy;
- Turnaround time required by Vendor to acquire replacement parts;
- Qualifications of key support team personnel;
- Sample sales, software and support agreements.

#### 6.14 Guarantees and Warranties

Vendors shall provide detail of all guarantees and warranties that accompany its solution. At a minimum, these must include a warranty that the solution will meet or exceed any performance and reliability standards included in its response to this RFP for the entire period that it is being maintained by the Vendor.

- Describe the warranty available on RFID tags.
- The Vendor offers a one year performance guarantee.
- Software patches and upgrades are supplied free of charge to the Library, with advance notification, and are performed by the Vendor's trained technicians.
- State the availability of local support. How many technicians are located within 50 miles of the Library?
- The Library can request support 24 hours a day using a toll-free number.
- Describe average on-site support response time.
- Describe average remote support response time.
- Describe availability of extended support contracts.

#### 6.15 Exceptions

Describe any and all proposed exceptions, alterations or amendments to the Scope of Services or other requirements of this RFP, including the Model Contract (Exhibit A). The nature and scope of your proposed exceptions may negatively affect the evaluation of your submittal and the Library's determination of whether it is possible to successfully negotiate a contract with your firm.

#### 6.16 Competency of Proposers

The successful Vendor shall have the necessary facilities, ability, experience, and financial resources to provide the services specified herein in a satisfactory and timely manner. Please list and explain any pending bankruptcies, liens, stop payment notices, judgments, lawsuits, foreclosures, and any similar actions filed or resolved in the past seven (7) years. Please indicate whether a client has ever terminated a contract with your firm for breach, and if so, please explain.

All guarantees and warranties must be stated in writing and submitted as part of the proposal, and the vendor shall warrant that the system meets the reliability and performance requirements set forth in the

RFP and will continue to do so as long as the system remains under vendor maintenance.

## **7.0 SELECTION PROCESS:**

The selection committee will solely be composed of representatives from the Altadena Library. The criteria for selecting the vendor recommended for selection is provided below:

<b>Evaluation Criteria</b>	<b>Maximum Points Possible</b>
Vendor reputation, experience, and qualifications in the library RFID field.	5
Response of vendor's references for similar projects	5
Design, functionality, and suitability of the proposed solution.	15
Suitability of on-site and remote service and support provided to the Library	15
Clarity and completeness of the submitted proposal, and adherence to the specifications	15
Ability to deliver requested products in accordance with the Library's timeline	20
Affordability of the proposed system with clearly defined annual costs.	25
<b>Total Possible Points</b>	<b>100</b>

Selection may consist of two levels of review. Level I will consist of evaluating the proposals for the purpose of establishing the most qualified vendors. Level II will be used to select the finalist. This level may include a request for a presentation/demonstration from the finalists, proposal fact finding and negotiation of contract terms and conditions at no cost to the Library. This demonstration may be web-based.

The Altadena Library may discuss the proposals and negotiate modifications of the proposal, draft scope of work, terms and conditions and pricing with the prospective firms as a part of the selection process.

## **8.0 LIBRARY NOTICES:**

Any questions related to this RFP are to be directed to the Library contact person identified above. Do not contact other Library personnel or selection committee members regarding this project or the selection procedures.

All proposing firms responding to this RFP should note the following:

- A. All work performed for Altadena Library District, including all documents associated with the project, shall become the exclusive property of Altadena Library District.
- B. Altadena Library District reserves the right to:
  - 1. Reject any or all submittals;
  - 2. Request clarification of any submitted information;
  - 3. Waive any informalities or irregularities in any qualification statement;

4. Not enter into any contract;
5. Not to select any firm;
6. Cancel this process at any time;
7. Amend this process at any time;
8. Interview firms prior to award;
9. Enter into negotiations with one or more firms;
10. Award more than one contract if it is in the best interest of the Library;
11. To issue similar RFPs or RFQs in the future; or
12. To request additional information during the interview.

C. The selected firm is expected to perform and complete the project in its entirety.

D. Any and all costs arising from this RFP process incurred by any proposing firm shall be borne by the firm without reimbursement by Altadena Library.

E. Firms that submitted a proposal in response to an RFP but were unsuccessful in their attempt to obtain a contract or recommendation for contract award may request a debriefing to learn the general reasons for selection of a competitor for contract award. Requests for debriefings shall be directed to the Altadena Library IT Manager, email: [ckellermeier@altadenalibrary.org](mailto:ckellermeier@altadenalibrary.org) telephone 626-798-0833 x113. Debriefings may be conducted via telephone, Email or during a face-to-face meeting at the Altadena Main Library in Altadena, California.

## **9.0 MODEL CONTRACT:**

The firm selected shall be expected to execute a contract substantially as the one shown as Exhibit A. However, Altadena Library reserves the right to substitute Exhibit A, Model Contract with different template if deemed necessary.

## **DISCLOSURE OF INFORMATION**

All information and materials submitted to the Altadena Library in response to this RFP may be reproduced by the Altadena Library for the purpose of providing copies to authorized personnel involved in the evaluation of the proposals, but shall be exempt from public inspection under the California Public Records Act until such time as a Contract is executed. Once a Contract is executed, the California Public Records Act limits the Library's ability to withhold data relating to proprietary information or trade secrets, as defined by statute. If a Vendor's proposal contains any such proprietary information or trade secret that the Vendor does not want disclosed to the public, subsequent to the execution of the Contract, each sheet of such information SHALL be marked by the Vendor as "proprietary information" or "trade secret." If, after the Contract is executed, a third party requests a copy of any Vendor's proposal and such documents contain material marked "proprietary information" or "trade secret," the Altadena Library District shall withhold that information if it meets the statutory definition of proprietary information or trade secret and the Vendor agrees to defend, indemnify, and hold harmless the Altadena Library District in any subsequent legal action based on its withholding.

## **10.0 TIMING AND SCHEDULING:**

All responses to this RFP must be submitted on or before 5:00 p.m. on February 28, 2018. After the selection committee has selected a vendor, the selection will be presented to the Altadena Library Board

of Trustees for review and approval. The Altadena Library Board of Trustees will determine if the Director executes the contract.

**Exhibit A  
MODEL SMALL PROJECTS CONTRACT**

This Contract, dated as indicated in the following variable information table is between the Altadena Library District, hereinafter referred to as "ALD", and the Contractor indicated in the variable information table below, hereinafter referred to as "Contractor."

VARIABLE INFORMATION TABLE						
<b>Term of this Contract (Complete Dates in Just One of the Following Three Rows)</b>						
<input checked="" type="checkbox"/> Below	<b>Term Begins</b>			<b>Term Completion Date</b>		
	On Following Date			On Following Date		
	Upon Date of Notice to Proceed Received			Calendar Days Following Receipt of Notice to Proceed		
	Upon Last Date Executed by ALD			Calendar Days Following Execution of Contract by ALD		
ALD Department		Administrative		FOB Point		Delivered
Terms		<b>Basis of Price (Do Not <input checked="" type="checkbox"/> More Than One of the Following Four Blocks)</b>				
Price		<input type="checkbox"/> Fixed Price	<input type="checkbox"/> Annual Price		<input type="checkbox"/> Monthly Price	<input type="checkbox"/> Hourly Rate
Not-to-Exceed Price		<input checked="" type="checkbox"/> If Reasonable Expenses are authorized in addition to Hourly Rates				
Project Number		Project Name				
<b>Contractor Contact Information</b>				<b>ALD Contact Information</b>		
Contractor				Project Manager		
Address				Address		
City, State & ZIP				City, State & ZIP		
Telephone				Telephone		
Facsimile				Facsimile		

**WHEREAS**, ALD, through the department indicated above in the variable information table, desires to have work described in the Attachment II - Scope of Work performed; and

**WHEREAS**, Contractor possesses the necessary qualifications to perform the work described herein.

**NOW THEREFORE BE IT AGREED** between the parties to this Contract is subject to the provisions contained in the following attachments, which are made a part of this Contract. Should there be any conflicts between this Contract and the attachments that are incorporated herein, precedence shall first be given to the provisions of this Contract followed by the attachments, in descending order, as indicated below:

- Attachment III – Small Projects Terms and Conditions
- Attachment I – Insurance Requirements for ALD Contracts
- Attachment II – Scope of Work

By signature below, the department head or his or her deputy certifies that no unauthorized alterations have been made to the Attachment III – "Small Projects Terms and Conditions" and/or the Attachment I – "Standard Insurance Requirements."

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This Contract and the above listed Attachments represent the entire undertaking between the parties.

**ALD**

**CONTRACTOR**

\_\_\_\_\_  
Mindy Kittay, Director                      Date  
ALD

\_\_\_\_\_



By \_\_\_\_\_

By \_\_\_\_\_

**ATTACHMENT I  
STANDARD INSURANCE REQUIREMENTS**

**Before the commencement of work, Contractor shall submit Certificates of Insurance and Endorsements evidencing that Contractor has obtained the following forms of coverage and minimal amounts specified:**

**A. MINIMUM SCOPE OF INSURANCE.**

- 1.) Commercial General Liability coverage (Insurance Services Office (ISO) "occurrence" form CG 0001 1185).]
- 2.) Automobile Liability Insurance – standard coverage offered by insurance carriers licensed to sell auto liability insurance in California. Construction contracts only - Insurance Services Office's Business Auto Coverage form number CA 0001 0187 covering "any auto" and endorsement CA 0029 1288 Changes in Business Auto and Truckers Coverage forms - Insured Contract.
- 3.) Workers' Compensation Insurance As required by the State of California with Statutory Limits and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury and disease. *(Not required if Contractor provides written verification he or she has no employees.)*
- 4.) Professional Liability Insurance - when the contract involves professional services such as engineering architectural, legal, accounting, instructing, and consulting, professional liability insurance is required.

**B. MINIMUM LIMITS OF INSURANCE.**

- 1.) **General Liability:** At least \$1,000,000 combined single limit **per occurrence** coverage for bodily injury, personal injury and property damage, plus an annual aggregate of at least \$2,000,000. If a general aggregate limit is used, then either the general aggregate limit shall apply separately to this project/location, or the general aggregate limit shall be **twice** the required per occurrence limit. The contractor or contractor's insurance carrier shall notify ALD if incurred losses covered by the policy exceed 50% of the annual aggregate limit.
- 2.) **Automobile Liability:** At least \$100,000 to cover bodily injury for one person and \$300,000 for two or more persons, and \$50,000 to cover property damages. However, policy limits for construction projects shall be at least \$1,000,000 combined single limit per accident for bodily injury and property damage for autos used by the contractor to fulfill the requirements of this contract, and coverage shall be provided for "Any Auto", Code 1 as listed on the Accord form Certificate of Insurance.
- 3.) **Workers' Compensation and Employer's Liability:** Workers' Compensation insurance up to policy limits and Employer Liability insurance each with policy limits of at least \$1,000,000 for bodily injury or disease.

**4.) Professional Liability Insurance (Delete if not contracting for professional services)**

Professional liability insurance covering professional services shall be provided in an amount of at least \$1,000,000 per occurrence or \$1,000,000 or on a claims made basis. However, if coverage is written on a claims made basis, the policy shall be endorsed to provide at least a two-year extended reporting provision.

**C. DEDUCTIBLES AND SELF-INSURED RETENTIONS.**

Any deductibles or self-insured retention must be declared on certificates of insurance and approved by the ALD. At the option of the ALD, either the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the ALD, its officers, officials, employees and volunteers, or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

**D. OTHER INSURANCE PROVISIONS.**

**1.) General liability insurance policies shall be endorsed to state:**

- a.) The ALD, its officers, officials, employees and volunteers are to be covered as insured as respects liability arising out of activities performed by or at the direction of the Contractor, including products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the ALD, its officers, officials, employees or volunteers.
- b.) Contractor's insurance coverage shall be primary insurance as respects the ALD, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the ALD, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- c.) Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

**2.) Construction contracts. Construction contracts must also provide an endorsement for Automobile liability insurance, which includes the items listed in D1 above.**

**E. ACCEPTABILITY OF INSURANCE CARRIERS.**

Insurance is to be placed with insurers who are licensed to sell insurance in the State of California and who possess a Best's rating of no less than A-: VII. If the contractor's insurance carrier is not licensed to sell insurance in the State of California, then the carrier must possess a Best rating of at least A: VIII. (For Best ratings go to <http://www.ambest.com/>)

**F. VERIFICATION OF COVERAGE.**

Contractor shall furnish the ALD certificates of insurance and original endorsements affecting coverage required by this clause. All certificates of insurance and endorsements are to be received by the ALD

before work under the contract has begun. The ALD reserves the right to require complete, certified copies of all insurance policies required by this contract.

Certificates of insurance shall state that the insuring agency agrees to endeavor to mail to ALD written notice 30 days before any of the insurance policies described herein are cancelled.

Contractor agrees to notify ALD within two working days of any notice from an insuring agency that cancels, suspends, reduces in coverage or policy limits the insurance coverages described herein.

## **G. SUBCONTRACTORS.**

Contractor shall include all subcontractors as insured under its policies or require all subcontractors to be insured under their own policies. If subcontractors are insured under their own policies, they shall be subject to all the requirements stated herein, including providing the ALD certificates of insurance and endorsements before beginning work under this contract.

### **ATTACHMENT II Scope of Work**

The Contractor shall furnish all labor, materials, transportation, supervision and management and pay all taxes required to complete the project described below:

### **ATTACHMENT III SMALL PROJECTS TERMS AND CONDITIONS**

1. **Scope of Work.** The work to be undertaken is identified in the attached "Attachment II – Scope of Work" which is made a part of this Contract.
2. **Reimbursement.** The work shall be performed for the fixed price indicated above in the variable information table. Payment shall be made after the Project Manager or designee reviews and approves the work and after submittal of an invoice by the Contractor.
3. **ALD Project Manager.** The ALD project manager or designee for this undertaking who will receive payment invoices and answer questions related to the coordination of this undertaking is identified above in the variable information table.
4. **Independent Contractor.** Contractor is an independent contractor, working under his/her own supervision and direction and is not a representative or employee of ALD. Contractor agrees to file tax returns and pay all applicable taxes on amounts paid pursuant to this Contract.
5. **Confidentiality and Ownership.** The ALD retains the exclusive right of ownership to the work, products, inventions and confidential information produced for the ALD by the Contractor, and the

Contractor shall not disclose any information, whether developed by the Contractor or given to the Contractor by the ALD.

6. **Term and Termination.** The term of this contract shall begin upon the ALD's issuance of the Notice to Proceed. Should this Contract be terminated for any reason, authorized costs incurred by the Contractor will be reimbursed up to the date of termination. Notwithstanding anything stated to the contrary herein, this Contract shall expire following the number of calendar days indicated above in the variable information table after the Contractor receives the Notice to Proceed that was issued by the ALD.
7. **Indemnification.** Contractor agrees to accept responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release the ALD, its officers, agents and employees from and against any and all actions, claims, damages, disabilities or expenses that may be asserted by any person or entity, including Contractor, to the extent arising out of or in connection with the negligent acts or omissions or willful misconduct in the performance by Contractor hereunder, whether or not there is concurrent negligence on the part of the ALD, but excluding liability due to the active negligence or willful misconduct of the ALD. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under worker's compensation acts, disability benefit acts, or other employee benefits acts. Contractor shall be liable ALD for any loss of or damage to ALD property arising out of or in connection with Contractor's negligence or willful misconduct.
8. **Insurance Requirements.** Contractor shall procure and maintain for the duration of this Contract, insurance against claims for injuries to persons or damages to property which may arise from, or be in connection with the performance of the Work hereunder by Contractor, Contractor's agents, representatives, employees and subcontractors. At the very least, Contractor shall maintain the insurance coverages, limits of coverage, and other insurance requirements as described in Attachment I to this Contract.
9. **Changes to the Contract.** Changes to this Contract may only be approved by written amendment to this Contract.
8. **Contractor's Standard of Care.** ALD has relied upon the professional ability and training of the Contractor as a material inducement to enter into this Contract. Contractor hereby warrants that all of Contractor's work will be performed in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable Federal, State and local laws, it being understood that acceptance of Contractor's work by ALD shall not operate as a waiver or release.

**ATTACHMENT III  
SMALL PROJECTS TERMS AND CONDITIONS**

11. **Compliance with Laws.** Contractor shall comply with all Federal, State and local laws, rules and regulations including, without limitation, any nondiscrimination laws.
12. **Applicable Law and Forum.** This Contract shall be construed and interpreted according to California law and any action to enforce the terms of this Contract for the breach thereof shall be brought and tried in the ALD.

13. **Miscellaneous Provisions.**

- a. ALD is exempted from payment of Federal Excise Tax. No Federal tax shall be included in the price. The Contractor and Subcontractors shall pay all state and federal taxes upon labor or materials involved in their branch of the Work, cost of same to be included in the contract price.
- b. The ALD reserves the right to cancel this order if the project is not completed as directed and within the time specified. In case of default by the Contractor, the ALD may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the Contractor, the difference between the price named in the contract or purchase order and actual cost thereof to the ALD. Prices paid by the ALD shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the ALD Purchasing Agent.
- c. No charge will be allowed for packing, boxing or cartage, or taxes except when specified on this order.
- d. Title to the materials and supplies purchased hereunder shall pass to the ALD at the F.O.B. point designated on the face hereof, subject to the right of the ALD to reject upon inspection.
- e. All transportation and delivery charges must be prepaid in full to destination.
- f. Merchandise will not be accepted if shipped C.O.D.
- g. No changes in price, quantity or merchandise will be recognized by the ALD without written notice of acceptance by the ALD prior to the shipment.
- h. The Contractor shall hold the ALD, its officers, agents, servants and employees, harmless from liability of any nature or kind because of use of any copyrighted, or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this order, and agrees to defend, at its own expense, any and all actions brought against the ALD or the Contractor because of the unauthorized use of such articles.
- i. In the event the Contractor fails to perform in accordance with the terms of this Contract within the time specified, if any, or a reasonable time after placement of this order, the Purchasing Agency may by written notice, cancel this Contract and may hold the Contractor liable for any damage caused the ALD by reason of failure to perform in accordance with these conditions. Periods of performance may be extended if the facts as to the cause of the delay justify such extension in the opinion of the ALD Purchasing Agent.
- j. Upon submission of itemized invoices in duplicate, payment shall be made at the prices stipulated herein for projects completed and accepted, less deductions, if any, as herein provided. Payment on

milestone completions may be made whenever amounts due so warrant or when requested by the Contractor and approved by the Purchasing Agent.

- k. In connection with any cash discount specified on this order, time will be computed from the date of project completion as specified, or from the date correct invoices are received by the ALD if the later date is later than the date of delivery. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the ALD warrant or check.
- l. All equipment, material or labor shall meet the required standards of the latest revisions of OSHA and CAL OSHA. To comply with California Administrative Code 5194(f)(M)(6-7), the Contractor shall provide Material Safety Data Sheets (MSDS) for all hazardous products, as required by law, with delivery of product used in the performance of this purchase order.
- m. CONTRACTORS and SUBCONTRACTORS shall comply fully with all state, local and where applicable, federal laws, regulations, standards, policies and procedures including but not limited to safety policies established by and derived from OSHA for the storage and handling of hazardous materials, safety and accident prevention. CONTRACTORS shall participate fully in ALD'S safety program when workers are on the job site and conduct inspections to determine that safe working conditions and equipment exist for its employees and the employees of its SUBCONTRACTORS and suppliers and for the adequacy of and required use of all safety equipment by such persons.

CONTRACTOR shall comply with the ALD Construction "Code of Safe Practices" and job specific "Safety Work Plans" when deemed necessary by ALD Safety Officer.

To implement the foregoing, the ALD may, in advance of and pending Notice of Default, take any immediate steps it considers necessary to address a violation of this section by CONTRACTOR or SUBCONTRACTOR including, but not limited to, the following:

- I. Issuing written safety warnings;
  - II. Notifying CONTRACTOR's insurer of any safety concerns;
  - III. Cure, at CONTRACTOR's expense, any unsafe conditions;
  - IV. Stop the work of CONTRACTOR and eject CONTRACTOR, its employees, SUBCONTRACTORS and suppliers from the job site;
  - V. Report the violation to an appropriate governmental agency;
  - VI. Require CONTRACTOR to provide satisfactory evidence of a cure of the safety violation and reasonable assurance as determined by ALD that recurrence has been mitigated.
- n. The Contractor shall at all times keep the premises free from accumulations of waste material or rubbish caused by the Contractor's employees or Work, and at the completion of the Work shall remove all its rubbish from and about the building and all the Contractor's tools, scaffolding and surplus materials and shall leave the Contractor's Work "broom clean" or its equivalent, unless more exactly specified. In case of dispute the ALD may remove the rubbish and charge the cost to the several contractors as the ALD may determine to be just.
  - o. It is agreed by the parties to this contract that in case all the Work called for under the contract in all parts and requirements is not finished or completed within the time period as set forth in this Contract, damage will be sustained by the ALD, and that it is and will be difficult or impossible to ascertain and determine that actual damage which the ALD will sustain in the event of and by reason of such delay; and it is therefore agreed that Contractor shall pay to the ALD the sum of one hundred dollars (\$100) per calendar day for each and every working day's delay in finishing the Work in excess of the time period prescribed; and the Contractor agrees to pay said liquidated damages as herein provided, and in case the same is not paid, agrees that ALD may deduct the amount thereof from any money due or that may become due Contractor under this contract or any other contract between the ALD and the Contractor.

The Contractor shall not be assessed with liquidated damages or the cost of engineering and inspection during any delay in the completion of the Work caused by acts of God or of the public enemy, acts of the ALD, fire, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or unusually severe weather due to such causes, provided that the Contractor shall, within ten (10) days from the beginning of any such delay, notify

General Services Administration in writing of the cause of delay, who shall ascertain the facts and the extent of delay, and the ALD's findings of the facts thereon shall be final and conclusive.

- p. Neither the contract nor any moneys due or to become due under the contract, may be assigned by the Contractor without the prior consent and approval of the ALD Board of Trustees.
- q. The Contractor agrees that it is as fully responsible to the ALD for the acts and omissions of its Subcontractors and of persons either directly or indirectly employed by them, as the Contractor is for the acts and omissions of persons directly employed by the Contractor. Nothing contained in the contract shall create any contractual relationship between any Subcontractor and the ALD. The Contractor agrees to bind every Subcontractor and every Subcontractor agrees to be bound by the terms of the contract and all drawings and specifications as far as applicable to the Contractor's Work. All Subcontractors shall be considered employees of the Contractor and shall have rights, duties or responsibilities as such, i.e., Rates of Pay, Certification, Supervision and Conditions of Work.
- r. The law of the place of Work shall govern the performance of this contract.
- s. If either party to this Contract should suffer damage in any manner because of any wrongful act or neglect of the other party or of anyone employed by either party, then the damaged party shall be reimbursed by the other party for such damage.
- t. Neither the final payment, nor any part of the retained percentage, if any, shall become due until the Contractor, if required, shall deliver to the ALD a complete release of all liens arising out of this Contract, or receipts in full in lieu thereof and, if required in either case, an affidavit that so far as the Contractor has knowledge or information, the releases and receipts include all the labor and material for which a lien could be filed. The Contractor may, if any Subcontractor refuses to furnish a release or receipt in full, furnish a bond satisfactory to the ALD, to indemnify the ALD against any lien. If any lien remain unsatisfied after all payments are made, the Contractor shall refund to the ALD all moneys that the latter may be compelled to pay in discharging such a lien, including all costs and reasonable attorney's fees.
- u. All drawings, specifications and copies thereof furnished by ALD are the ALD's property. They are not to be used on other Work and with the exception of the signed Contract set, are to be returned to the ALD on request, at the completion of the Work.
- v. Unless otherwise stipulated, the Contractor shall provide and pay for all materials and associated sales taxes, labor, water, tools, equipment, light, power, transportation and other facilities necessary for the execution and completion of the Work.  
Unless otherwise specified, all materials shall be new and both workmanship and materials shall be of good quality. The Contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials. The Contractor shall at all times enforce strict discipline and good order among its employees, and shall not employ on the Work any unfit person or any one not skilled in the Work assigned to the worker.

The General Contractor, and all Subcontractors, must understand that the Work to be performed shall be the very best and of the highest quality in every respect. All Work shall be performed only by workers of the highest skill in their respective lines, and in the best manner known to the respective crafts employed. Defective Work or Work that is not perfectly and properly executed, will not be accepted.

- w. The ALD shall furnish all surveys unless otherwise specified. Permits and licenses of a temporary nature necessary for the prosecution of the Work shall be secured and paid for by the Contractor. Permits, licenses and easements for permanent changes in existing facilities shall be secured and paid for by the ALD, unless otherwise specified.

The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the Work as drawn or specified. If the Contractor observes that any drawings or specifications are at variance therewith, the Contractor shall promptly notify the ALD in writing, and any necessary changes shall be adjusted as provided in the contract for changes in the Work. If the Contractor performs any Work knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the ALD, the Contractor shall bear all costs arising therefrom.

- x. The Contractor shall continuously maintain adequate protection of all its Work from damage and shall protect the ALD's property from injury or loss arising in connection with this Contract. The Contractor shall make good any such damage, injury or loss, except such as may be directly due to errors in the contract documents

or caused by agents or employees of the ALD. The Contractor shall adequately protect adjacent property as provided by law and the contract documents.

The Contractor shall take all necessary precautions for the safety of employees on the Work and shall comply with all applicable provisions of Federal, State and Municipal safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where the Work is being performed. This requirement will apply continuously and not be limited to normal working hours.

In an emergency affecting the safety of life or of the Work or of the adjoining property, the Contractor, without special instruction or authorization from the ALD, is hereby permitted to act, at the Contractor's discretion, to prevent such threatened loss or injury, and shall so act, without appeal, if so instructed and authorized. Any compensation, claimed by the Contractor on account of emergency Work, shall be determined by contract or arbitration.

The Contractor shall maintain a current Injury and Illness Prevention Plan (IIPP) during the duration of this Contract.

- y. The ALD shall at all times have access to the Work wherever it is in preparation or progress and the Contractor shall provide proper facilities for such access and for inspection.

If the specifications, instructions, laws, ordinances, or any public authority require any Work to be specially tested or approved, the Contractor shall give the ALD timely notice of its readiness for inspection, and if the inspection is by another authority, of the date fixed for such inspection. Inspections by the ALD shall be promptly made, and where practicable, at the source of supply. If any Work should be covered up without approval or consent of the ALD, it must, if required by the ALD, be uncovered for examination at the Contractor's expense.

- z. If the Contractor claims that any instructions by drawings or otherwise involve extra cost under this contract, the Contractor shall give the ALD written notice thereof within a reasonable time after the receipt of such instructions, and in any event before proceeding to execute the Work, except in emergency endangering life or property, and the procedure shall be as provided for changes in the Work. No such claim shall be valid unless so made.

- aa. The Contractor shall promptly remove from the premises all materials condemned by the ALD as failing to conform to the contract, whether incorporated in the Work or not, and the Contractor shall promptly replace and re-execute its own Work in accordance with the contract and without expense to the ALD and shall bear the expense of making good all Work destroyed or damaged by such removal or replacement.

If the Contractor does not remove such condemned Work and materials within a reasonable time, fixed by written notice, the ALD may remove them and may store the material at the expense of the Contractor. If the Contractor does not pay the expenses of such removal within ten days time thereafter, the ALD may, upon ten days written notice, sell such materials at auction or at private sale and shall account for the net proceeds thereof, after deducting all the costs and expenses that should have been borne by the Contractor.

- bb. Neither the final certificate nor payment nor any provision in the contract documents shall relieve the Contractor of responsibility for faulty materials or workmanship and, unless otherwise specified, the Contractor shall remedy any defect due thereto and pay for any damage to other Work resulting therefrom which shall appear within a period of one year from the date of the final payment. The ALD shall give notice of observed defects with reasonable promptness. All questions arising under this article shall be decided by the ALD, subject to arbitration, notwithstanding final payment.

- cc. If the Contractor should be adjudged as bankrupt, or if the Contractor should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of the Contractor's insolvency, or the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of



time is provided, to supply enough properly skilled workers or proper materials, or if the Contractor should fail to make prompt payment to Subcontractors or for material or labor or otherwise be guilty of a substantial violation of any provision of the Contract, then the ALD may serve written notice upon the Contractor of its intention to terminate the Contract, such notice to contain the reasons for such intention to terminate the Contract and, unless within 10 days after the serving of such notice, such violation shall cease and satisfactory arrangements for correction thereof be made, the contract shall, upon the expiration of said 10 days, cease and terminate. In the event of any such termination, the ALD shall have the right to take over and perform the Contract. The ALD may take over the Work and prosecute the same to completion by contract or by any other method it may deem advisable, for the account and at the expense of the Contractor, and the Contractor shall be liable to the ALD for any excess cost occasioned the ALD thereby, and in such event the ALD may, without liability for so doing, take possession of and utilize in completing the Work such material, appliances, plant and other property belonging to the Contractor as may be on the site of the Work and necessary therefor.

- dd. If the Work should be stopped under an order of any court, or other public authority, for a period of thirty (30) days, through no act or fault of the Contractor or of anyone employed by the Contractor, or if the ALD should fail to issue any certificate for payment within seven (7) days after it is due, or if the ALD should fail to pay the Contractor within thirty (30) days of its maturity and written presentation any sum certified by the ALD then the Contractor may, upon ten days written notice to the ALD stop Work until payment is made.
- ee. The ALD may withhold or, on account of subsequently discovered evidence, nullify the whole or a part of any payment to such extent as may be necessary to protect the ALD from loss on account of:
  - I. Defective Work not remedied
  - II. Claims filed or reasonable evidence indicating probable filing of claims.
  - III. Failure of the Contractor to make payments properly to Subcontractors or for material or labor.
  - IV. A reasonable doubt that the contract can be completed for the balance then unpaid.
  - V. Damage to another Contractor.

When the above grounds are removed, payment shall be made for amount withheld because of them.

- ff. The ALD shall be responsible for and at the ALD's option may maintain such insurance as will protect the ALD from its contingent liability for damages for personal injury, including death, which may arise from operations under this contract.
- gg. In addition to the insurance coverage required by Attachment I, Insurance Requirements for ALD Contracts, the Contractor shall maintain the insurance coverages described below.

In case said Work herein provided for should, before completion and acceptance by the ALD, be wholly or partially destroyed by fire, then the loss occasioned thereby shall be sustained by the Contractor, and the Contractor agrees to carry fire insurance for the full amount of the labor and material as the Work progresses in the joint name of the Contractor and the ALD. All moneys received under such policies are to be divided between the Contractor and the ALD as their interest may appear. Contractor agrees to provide such fire insurance in a company or companies acceptable to the ALD, including the extended coverage for vandalism and mischief endorsements naming both the Contractor and the ALD as Insured, subject to the terms and conditions of Standard Forms Bureau Builder's Risk completed value form.

Such insurance shall be in the amount of the contract, less permissible insurance exclusions and shall be maintained at all times at an amount equaling the estimated cost to the ALD of rebuilding, less permissible insurance exclusions (amount to be determined by agreement between ALD and Contractor).

The cost of all insurance in excess of the amount of the Contract, including change orders, less amount of permissible insurance exclusions, shall be borne by the ALD.

It shall be understood that in case of a fire, the Contractor shall remove all damaged material and debris resulting from the fire from the site, and clean the site in preparation for rebuilding, at no extra cost to the ALD.

- hh. If either party to this contract should suffer damage in any manner because of the wrongful act or neglect of the other party or of anyone employed by the other party, then the damaged party shall be reimbursed by the other party for such damage.

- ii. Neither party to the contract shall assign the contract or sublet it as a whole without the written consent of the other, nor shall the Contractor assign any moneys due to or to become due to the Contractor hereunder, without the previous written consent of the ALD.
- jj. Quotes and any resultant contract shall incorporate the prevailing hourly rate of per diem wages for this locality and project as determined by the Director of Industrial Relations pursuant to Labor Code 1770 et seq. seq., a copy of which is available through ALD Purchasing Services in accordance with the provisions of Labor Code 1773.2, or may be accessed on the Internet at [http://www.dir.ca.gov/DIR/S&R/statistics\\_research.html](http://www.dir.ca.gov/DIR/S&R/statistics_research.html), and is hereby made a part of this contract by reference as though fully set forth herein. If the project requires the employment of work in any apprenticeable craft or trade, once awarded, the Contractor or Subcontractors must apply to the joint apprenticeship council unless already covered by local apprentice standards (Labor Code 1777.5).
- kk. If the total project price is \$25,000 or more, the Contractors shall include a bid bond in the amount of ten percent (10%) of the quoted price. As an alternative to including a bid bond, quoters may include a cashier's check payable to the ALD in the amount of ten per cent (10%) of the quoted price. Failure of the selected Contractor to agree to perform the work described in the resultant Contract shall result in the Contractor's forfeiture of the ten percent represented by the payment bond or check.

If the total project price is \$25,000 or more, the successful Contractor shall be required to duly enter into and execute and deliver to the ALD a one hundred percent (100%) Payment Bond and a one hundred percent (100%) Performance Bond, as required by law, prior to beginning work on the project.

The forms of the bonds that the Contractor will be required to furnish are on the following pages and should be carefully examined by the Contractor. Attach Certificate or Notarization for both principal and surety, on all counterparts. The surety shall be duly licensed in California for an amount equal to or greater than the total project price. A list of sureties indicating states where licensed and bonding limits is available on the Internet at [www.fms.treas.gov/c570/c570.html](http://www.fms.treas.gov/c570/c570.html).

- ii. The Contractor shall be responsible for compliance with California Government Code Section 4216 that requires notification of Digalert (1-800-227-2600) prior to digging in the soil in connection with any ALD project. Failure to comply with this Government Code shall be the sole responsibility of the Contractor.

- 14. **Contradictions in Terms and Conditions.** In the event of any contradictions in the terms and/or conditions of this Contract, these Attachment III SMALL PROJECTS TERMS AND CONDITIONS shall prevail.
- 15. **NO DELEGATION OR ASSIGNMENT:** Provider shall not delegate, transfer or assign its duties or rights under this Agreement, either in whole or in part, directly or indirectly, by acquisition, asset sale, merger, change of control, operation of law or otherwise, without the prior written consent of ALD and any prohibited delegation or assignment shall render the contract in breach. Upon consent to any delegation, transfer or assignment, the parties will enter into an amendment to reflect the transfer and successor to Provider. ALD will not be obligated to make payment under the Agreement until such time that the amendment is entered into.

BID BOND

To Accompany Quotation  
(Not necessary if cash or certified check is with Quotation)

KNOW ALL PERSONS BY THESE PRESENTS:

That we, \_\_\_\_\_, as principal and \_\_\_\_\_ as surety, are held and firmly bound unto:

Board of Trustees  
ALD  
600 East Mariposa St.  
Altadena, CA 91001

in the sum of [(10%) of quoted amount] \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) to be paid to said ALD for which sum, well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors or assigns, jointly and severally by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH: That if the certain quotation, hereunto annexed, to:

ALD RFID  
Altadena, CA

and is accepted by the ALD and if the above bounden principal, heirs, executors, administrators, successors and assigns shall duly enter into and execute and deliver the Labor and Material Bond and the Performance Bond required by law and indicating the Contractor's acceptance of the provisions of the Contract, within ten calendar days from the date of the mailing of the Contract indicating acceptance of the quotation from the ALD to the above bounden principal, according to the address given in said quotation, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

IN WITNESS WHEREOF, We have hereunto set out hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ATTACH CERTIFICATE  
OF NOTARIZATION

\_\_\_\_\_(Seal)  
\_\_\_\_\_(Seal)  
\_\_\_\_\_(Seal)  
\_\_\_\_\_(Seal)



**LABOR & MATERIALS BOND**

**KNOW ALL PERSONS BY THESE PRESENTS, that we**

hereinafter called "Contractor," and \_\_\_\_\_

as "Surety," are held and firmly bound unto the  
Board of Trustees  
ALD  
600 East Mariposa St.  
Altadena, CA 91001

Hereinafter called the "ALD," in the amount of (100 percent of the Contract amount)  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_), for the  
payment whereof said Contractor and Surety bind themselves, their heirs, administrators, successors and  
assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH, that whereas the above bounded  
Contractor has entered into a Contract, dated \_\_\_\_\_, 2018, with the ALD to do and perform  
the following Work, to wit:

**ALD RFID  
Altadena, CA**

NOW THEREFORE, if the above-bounded Contractor or its Subcontractors fail to pay any of the persons  
named in Section 3181 of the Civil Code of the State of California, or amounts due under the Unemployment  
Insurance Code with respect to work or labor performed by any such claimant, or any amounts required to  
be deducted, withheld and paid over to the Internal Revenue Service or the Franchise Tax Board from the  
wages of employees of the Contractor or its Subcontractors, pursuant to Section 18662 of the Revenue  
and Taxation Code or any other relevant taxation code, with respect to such work and labor, Surety will pay  
for the same, in an amount not exceeding the amount specified in this bond, and also, in case suit is brought  
upon this bond, and reasonable attorney's fee, to be fixed by the court.

That it is agreed that no change, extension of time, alteration or addition to the terms of the Contract or to the Work to be performed thereunder or the Specifications accompanying the same shall in any way, affect the obligations of the Surety on this bond, and the Surety waives notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the Work or to the Specifications.

This bond shall inure to the benefit of any and all persons, companies or corporations entitled to file claims under Section 3181 of the Civil Code of the State of California, so as to give a right of action to them or their assigns in any suit brought upon this bond.

Signed, sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

CONTRACTOR:

SURETY:

By: \_\_\_\_\_  
\_\_\_\_\_

By:

PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS, THAT

\_\_\_\_\_ hereinafter called "Contractor", and \_\_\_\_\_ as Surety, hereinafter called "Surety", are held and firmly bound unto

Board of Trustees  
ALD  
600 East Mariposa St.  
Altadena, CA 91001

hereinafter called "ALD", in the amount of (100% of Contract amount) \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Whereas, Contractor was awarded a Contract dated \_\_\_\_\_, for:

**ALD RFID  
Altadena, CA**

In accordance with the Specifications attached to the above named RFQ, which Contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Contractor shall promptly and faithfully perform said Contract, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

Whenever Contractor shall be, and declared by ALD to be, in default under the Contract, the ALD having performed ALD's obligations thereunder, the Surety may promptly remedy the default, take over and assume completion of said Contract and become entitled to the payment of the balance of the Contract price.

That it is agreed that no change, extension of time, alteration or addition to the terms of the Contract or to the Work to be performed thereunder, or the Specifications accompanying the same shall in any way, affect the obligations of Surety on this bond, and the Surety hereby waives notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the Work or to the Specifications.

Any suit under this bond must be initiated before the expiration of two (2) years from the date on which final payment under the Contract falls due.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the ALD therein or the heirs, executors, administrators or successors of the ALD.

IN WITNESS WHEREOF, five (5) identical counterparts of this instrument, each of which for all purposes shall be deemed an original thereof, have been duly executed by the Principal and Surety named above on the \_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

PRINCIPAL

SURETY

By: \_\_\_\_\_  
\_\_\_\_\_

By:

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

ATTACH CERTIFICATE OF NOTARIZATION FOR BOTH PRINCIPAL AND SURETY, ON ALL COUNTERPARTS. DATE OF BONDS MUST BE EXACTLY THE SAME AS THE CONTRACT.

**Questions from Walkthroughs and Answers Addendum**

How many book and multimedia RFID tags do you require?

Please use the numbers from the table on 1.1 of the RFP. There will obviously be more purchased than the number show, like ranges that go out to vendors, but those will be outside this RFP.

What is the start of your project implementation date?

The project implementation date is dependent on Board approval; our Board of Trustees meet once per month. It has to be put on the agenda, and a vote of acceptance must be done.

Bid Bond: who do we address the bid bond check to as the payee?

The bonds in the RFP were part of an example contract--not thee contract. The winner of the bid would submit a contract drafted by the winner that would go through as nanny iterations as necessary to get signed off on by our Director, and then, the Board of Trustees.

Do you require a Labor & Materials Bond and Performance Bod with the bid response? No.

Can you please provide the dimensions for the area in which you want to place the RFID sorting unit and book drop (e.g., an automated materials handling sorter system)?

The search/sort in the RFP was an open ended RFID solution offered by a vendor that could improve the efficiency of the staff checking in materials, outside of an AMH sorting unit. If no such solution exists with your company, it would not be included in the bid.

Does the tagging cart need to be battery operated?

Ideally, it would, but this is not a deal breaker because we have many outlets around our facility.

Do you want unlockers at each self-check unit?

Yes, this can be paired down later, if our self-checkout configuration is changed.

Are you putting a sorter at the Bob branch per your table (or was that just a typo)?

No. The Bob Lucas Branch is too small.

1. Can the Library speak to how proposed solutions will be evaluated evenly amongst vendors, even in cases where an "alternate functionality" has been suggested by a vendor as an equal or superior solution?

This will be assessed under 'design, functionality, and suitability of the proposed solution.' 7.0 Selection Process. A committee of library managers will assign points according to the proposed solution and all supporting documents provided to reinforce the solutions.

2. System Requirements (Section 6.5, pg 12) states that vendor responses must include an Excel spreadsheet "which list the requirements in Section 3.1" with an accompanying YES / NO / IN DEVELOPMENT classification.
  - a. Can the Library please verify whether this table is to include ONLY the Critical Requirement bullet points found on pg 5, or the Critical Requirement bullet points on pg 5 plus all subsequent sub-headings through pg 10 (RFID Tags, RFID Tagging Station, Circulation Sort Unit, Self-Checkout Stations, Reporting Management & Configuration Tools, Portable Handheld Reader)?

At a minimum, it would be the bullet points on page 5, but a spreadsheet including the subheadings would be more thorough information for the committee to interpret the overall solution quality.

3. Pages 27-31 of this RFP include Bond Forms for the following: Bid Bond, Labor and Materials Bond, and Performance Bond.

- a. Will the Library verify that all three of these Bonds are required by the Vendor selected by the Library.

The contract is an example only. The bonds are not required. The selected vendor will produce the contract, and the library director will sign off on it if it has acceptable terms and depth in accordance with the RFID solutions. The example contract is very thorough, and we suspect the contract that will be signed will not be as bureaucratic as the example.

1. For media case unlockers, what types of case unlockers does the library want included in the bid?

Only unlockers for these cases' locking mechanism:

<https://www.demco.com/goto?PRDWE20410320&s=WE20410320>

<https://www.demco.com/goto?PRDWE12198460&s=WE12198460>

### **One-Time™ Security Cases**

DVD Security Case Single 7-1/2" x 5-3/8" x 1/2" Black

Item #: WE20410320

### **One-Time™ Blu-Ray™ Security Cases**

Blu-Ray Security Case Single Cap 6-1/4" x 5-5/16" x 1/2"

Item #: WE12198460

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**End of RFID STAFF MEMO**