



AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – May 20, 2019 – 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.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Kylynn Chaney at (626) 798-0833 x118 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

1. Call to order, Roll Call, Public Comment on Closed Session Agenda (5:00 pm)

2. 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:

1. CONFERENCE WITH LEGAL COUNSEL RE: PENDING LITIGATION
Pursuant to Government Code Section 54956.9(d)(2)

3. Open Session (5:30 pm)

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

4. Consent Calendar

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

- Approval of Minutes – Regular Meeting held April 22, 2019, Page #3-7
- Approval of Minutes – Special Meeting held April 29, 2019, Page #8-9
- Statistical Reports – YTD – April 2019, Page #10-13
- Departmental Monthly Reports – April 2019, Page #14-26

5. Consideration of Items Removed from the Consent Calendar

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

6. Reports (Information)

- a. Reports of Support Groups
 - (i) Altadena Library Foundation
 - (ii) Friends of the Altadena Library
- b. District Director's Report – April 2019
 - (i) Library General Operations
 - (ii) Youth and Family Services Department Presentation
- c. Financial Reports – March 2019, Page #27-38
- d. Committee Reports
 - (i) Bylaws Committee Pages #39-40
 - (ii) Budget Committee Page #41
 - (iii) Executive Search Committee
 - (iv) Strategic Planning Committee Pages #42-45
 - (v) Facilities Committee Pages# 46-53
- e. Trustee Reports

7. Unfinished Business

- a. Brown Act Refresher (Information)
- b. California Voter Rights Act (Action)
- c. Review and Approval of Updated Board Policy (Action) Pages #54-87

8. New Business

- a. Preliminary Budget Review for FY 19/20 (Discussion/Action)
- b. California Library Association Membership and Conference (Action)
- c. ACA 1, Local Government Financing (Action)Pages# 88-91
- d. Appointment of Government Relations Liaison (Action)
- e. Review and Approval of Updated Filming and Photography Policy (Action)Pages #92-101
- f. Review and Approval of Full Day Closure for Filming Request by Lorber Locations (Action) Pages #102-103
- g. Review and Approval of Updated Meeting Room Policy (Action) Pages# 104-108
- h. Review of Board of Trustees Calendar for FY 19/20 (Action) Page #109

9. Correspondence Pages# 110-117

10. Proposed Future Agenda Items

11. Adjournment

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.



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – April 22, 2019 – 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.

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1. Call to order

5:00 PM

2. Open Session

a. Roll Call –

Trustee Clark, Trustee Capell, Trustee Andruess, Trustee Kahn, Trustee McMullins

b. Approval/Reordering of Agenda Items

Trustee Kahn asked that items 3 (b) and (c) be moved to item 4.

c. Adoption of Agenda

Moved by Trustee Clark to adopt the agenda

Second by Trustee McMullins

Aye: Trustee Clark, Trustee Capell, Trustee Andruess, Trustee Kahn, Trustee McMullins

d. Public Comment on Non-Agenda Items

<https://youtu.be/91hRXAQgUfA?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=89>

Public Comment: Rene Amy, Mark Mariscal

3. Consent Calendar

<https://youtu.be/91hRXAQgUfA?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=348>

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

- a. Approval of Minutes – Regular Meeting held March 25, 2019, Page #
- b. Statistical Reports – YTD – March 2019, Page #

c. Departmental Monthly Reports – March 2019, Page #

Moved by Trustee Clark to approve item a.

Second by Trustee Kahn

Aye: Trustee Clark, Trustee Capell, Trustee Andruess, Trustee Kahn, Trustee McMullins

4. Consideration of Items Removed from the Consent Calendar

<https://youtu.be/91hRXAQgUfA?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=365>

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

Trustee Kahn asked questions about statistics and reports. Trustees Kahn, McMullins and Andruess provided their comments about the Department Reports and the District Directors report.

Moved by Trustee Kahn to approve the items removed from the consent calendar

Second by Trustee Clark

Aye: Trustee Clark, Trustee Capell, Trustee Andruess, Trustee Kahn, Trustee McMullins

5. Reports (Information)

Public Comment : Rene Amy

<https://youtu.be/91hRXAQgUfA?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=1524>

- a. Reports of Support Groups
 - (i) Altadena Library Foundation
 - (ii) Friends of the Altadena Library

Mark Mariscal reported.

b. District Director's Report – March 2019, Page #

Public Comment: Mark Mariscal, Rene Amy

- (i) Library General Operations

c. Financial Reports – February 2019, Page #

Public Comment: Mark Mariscal, Rene Amy

Staff Accountant Nicole Fabry reported.

Trustee Kahn and Trustee Andruess asked clarifying questions regarding the budget.

d. Committee Reports –

<https://youtu.be/91hRXAQgUfA?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=2811>

(i) Bylaws Committee –

Trustee McMullins reported on the progress of the committee and the Special Meeting on April 29th.

(ii) Budget Committee

Trustee Andrues reported on the progress of the Budget committee noting that a meeting is currently being scheduled.

(iii) Executive Search Committee

Trustee Kahn reported on the status of the Executive Search and the hiring of the executive search firm.

(iv) Strategic Planning Committee –

Trustee Clark reported on the status of the committee and presented the RFP submissions matrix. There was discussion amongst the Trustees regarding the selection of the Firm for Strategic Planning.

Public Comment: Mark Mariscal, Bridget Brewster

(v) Facilities Committee

Trustee Capell reported on the Facilities Committee

<https://youtu.be/91hRXAQgUfA?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=6265>

Public Comment: Mary Landau – Christmas Tree Lane Association regarding approval of lighting parking lot trees.

e. Trustee Reports

Trustee McMullins, Trustee Kahn, Trustee Andrues, Trustee Capell, Trustee Clark

6. Unfinished Business

a. Brown Act Refresher (Information)

<https://youtu.be/91hRXAQgUfA?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=7131>

The Board went into recess from 7:12 to 7:22 p.m.

7. New Business

a. California Voter Rights Act (Information)

<https://youtu.be/91hRXAQgUfA?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=7835>

Trustee Clark reported on the CVRA white paper provided by the California Special Districts Association and there was discussion among the Trustees for adding the item to a future agenda.

Public Comment: Mark Mariscal, Brian Biery

b. Selection of Strategic Planning Consultant (Action)

<https://youtu.be/91hRXAQgUfA?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=9342>

Public Comment: Brian Biery

The Trustees provided their comments regarding the selection of a strategic planning consultant.

Trustee Clark noted she would like to move forward with the committee in selecting the most qualified consultant.

Moved by Trustee Kahn to authorize the Strategic Planning Committee to continue the selection process and authorize the committee to make a final selection.

Second by Trustee McMullins

Aye: Trustee Clark, Trustee Capell, Trustee Andruess, Trustee Kahn, Trustee McMullins

c. Process for Selection of Architectural and Space Planning Service Consultant (Action)

<https://youtu.be/91hRXAQgUfA?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=10139>

Moved by Trustee Clark to postpone item to the June Regular Meeting agenda

Second by Trustee McMullins

Aye: Trustee Clark, Trustee Capell, Trustee Andruess, Trustee Kahn, Trustee McMullins

8. Correspondence

<https://youtu.be/91hRXAQgUfA?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=10229>

CSDA Take Action Brief- Discussion regarding legislative action and future agenda items.

9. Proposed Future Agenda Items

<https://youtu.be/91hRXAQgUfA?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=10625>

In addition to previously mentioned: California Voter Rights Act, California Library Association Membership and Conference

10. Adjournment

Moved by Trustee McMullins to adjourn the meeting

Second by Trustee Clark
Meeting adjourned at 8:11 p.m.



MINUTES

Special Meeting Board of Library Trustees | Altadena Library District

Community Room – Main Library – April 29, 2019 – 6:00 p.m.

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1. Call to order

<https://youtu.be/H4BoFi5CSOI?list=PLUZFDIIZd0ksbYwckks9PIcNrWRxcKwE3&t=2>

2. Open Session

a. Roll Call

Trustee McMullins, Trustee Capell, Trustee Andruess, Trustee Clark, Trustee Kahn Isaac Rosen of Best, Best and Krieger was also present.

b. Public Comment on Non-Agenda Items

Rene Amy

3. Review and Discussion of Updated Board Policies

a. Brief Overview of Revision Process

Trustee Clark reported

b. Overall structural Comments/Concerns

c. Comments on Specific Sections

Discussion took place regarding:

Annual Review of District Director

Seating /Voting of New Board Members

Resignation of Board Members

Tabulation of Votes

Elections and Swearing-In of New Board Members

It was noted that section 2.6 will be reviewed and a statutory citation will be added.

Election of Officers: Section 3.3 edited

Trustee McMullins asked for clarification regarding language.

Interim Director Cleary will be looking into the amount of D&O Insurance for Trustees within the District's SDRMA insurance policy.

Section 4:

There was discussion regarding Board Committees, and amendments to the policy language regarding Special and Ad-Hoc Committees.

Section 5:

Discussion regarding the Government Relations Liaison

Section 8:

Discussion regarding pay during absences of the District Director

The Board went into Recess from 7:30 to 7:40 p.m.

Section 9:

Reimbursement of Trustee Expenses

Section 10: Trustee Capell expressed his concern that the Trustees should be receiving more extensive and in-depth training.

Section 11:

Discussion of Meetings and locations. Clarification regarding language in Education Code versus the Government Code and the need for consistency throughout the Board's policy.

Discussion of Robert's Rules versus Rosenberg's Rules.

Section 12:

Discussion of timeline for submission of Agenda items. Discussion regarding Public Comment. Addition of language regarding recess in the event of disruption.

Section 15:

Discussion regarding use of personal devices and e-mail accounts.

Section 16:

Addition of amendment process language

Trustee Capell expressed concern regarding language for Trustee discipline.

Counsel Rosen provided clarification.

Discussion regarding Trustee self-assessment and evaluation

4. Adjourn

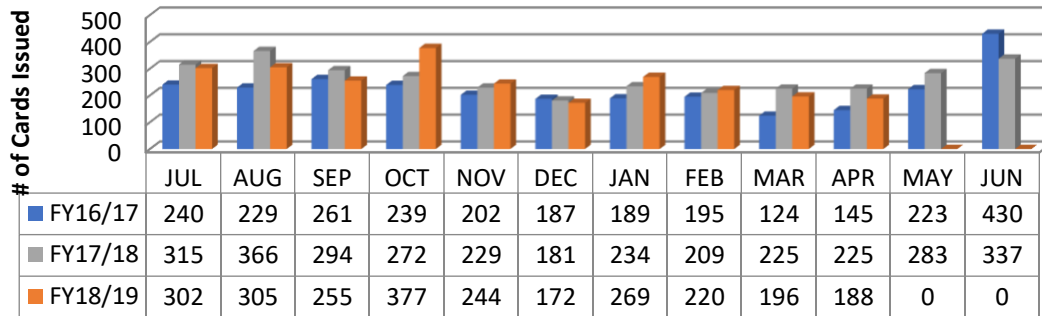
Motion to adjourn by Trustee Kahn

Second by Trustee McMullins

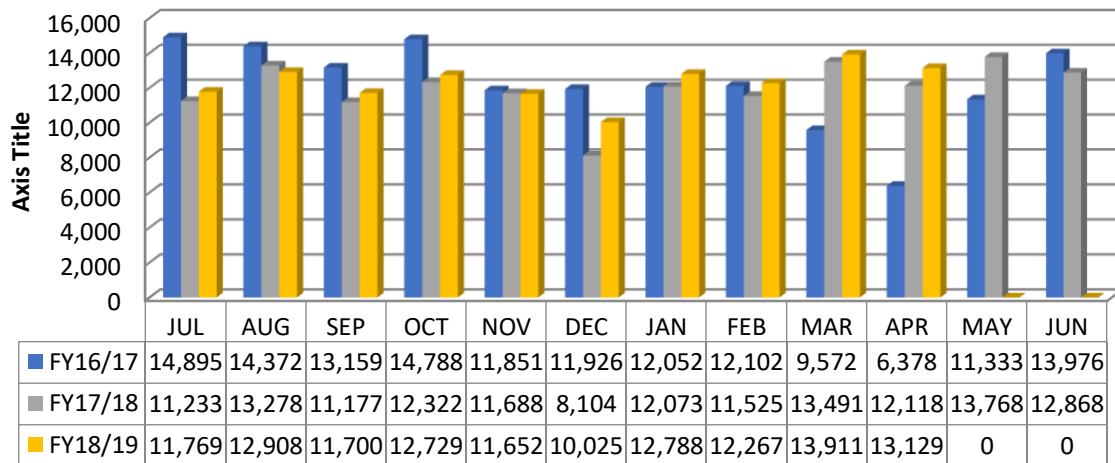
Meeting Adjourned at 8:46 p.m.

Statistical Graphs for the Month of April 2019

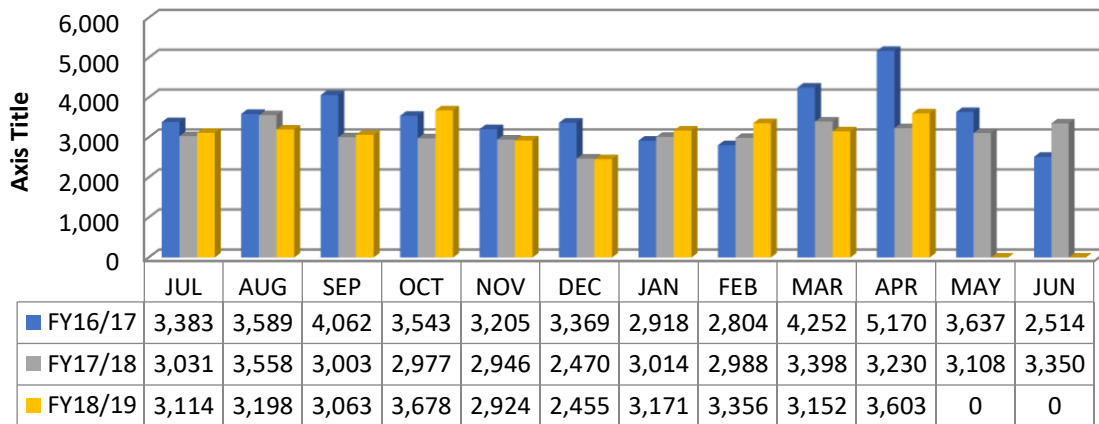
New Cards Issued



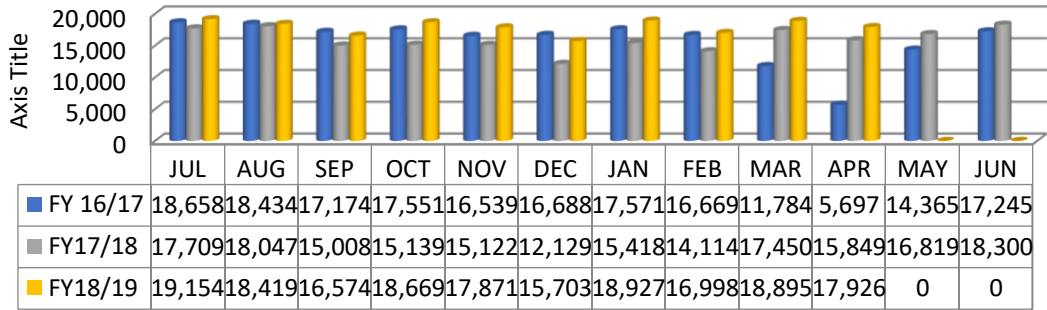
Visitors - Main



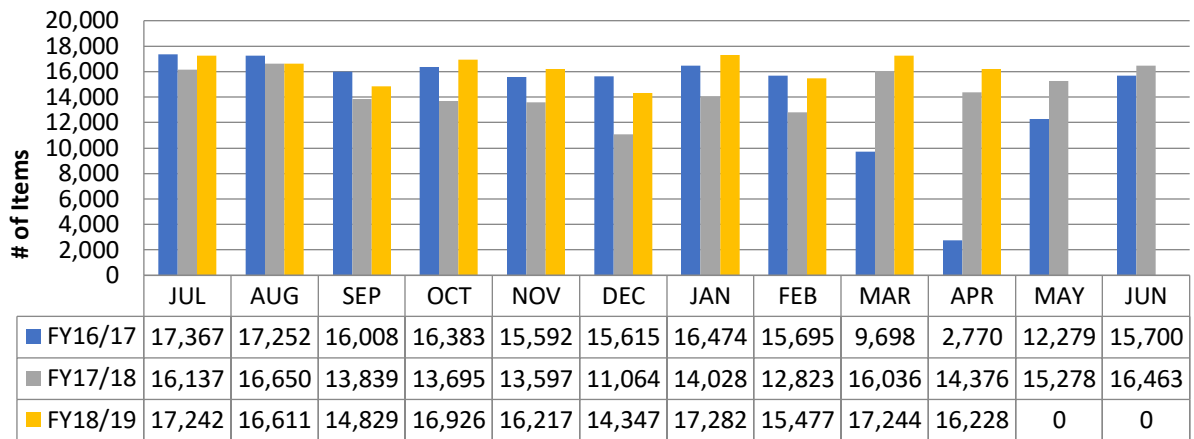
Visitors - Branch



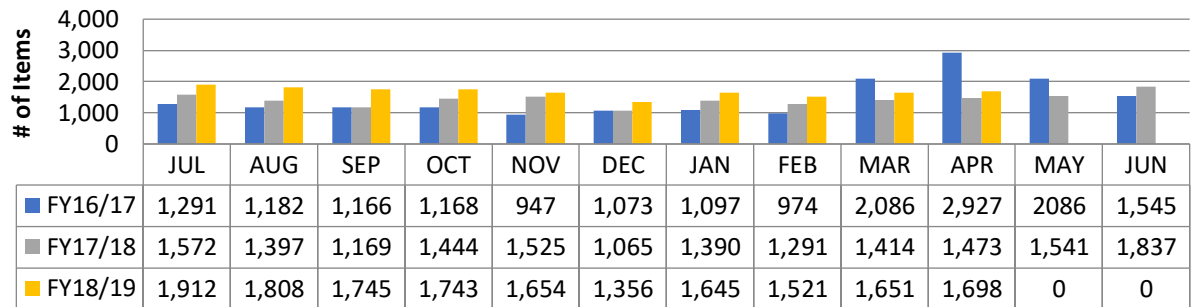
Items Checked Out



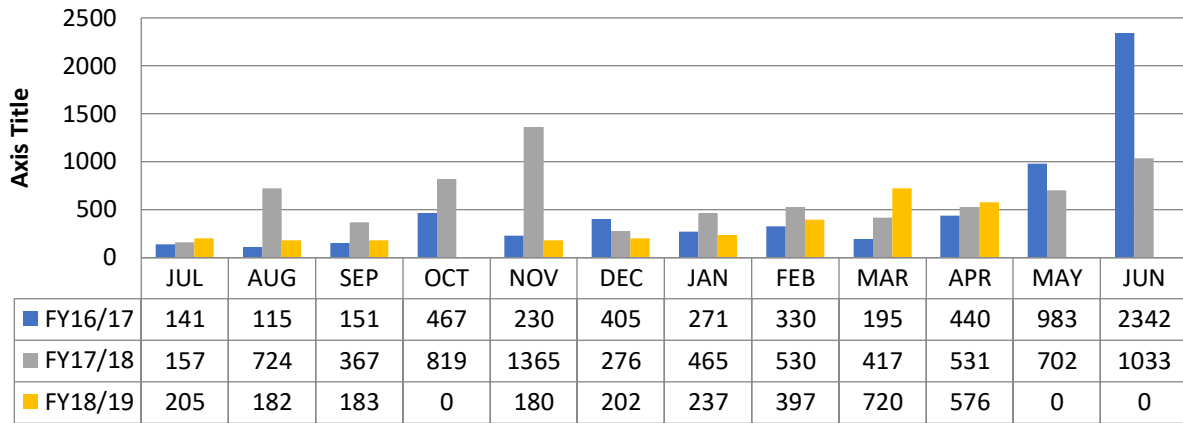
Circulation Main



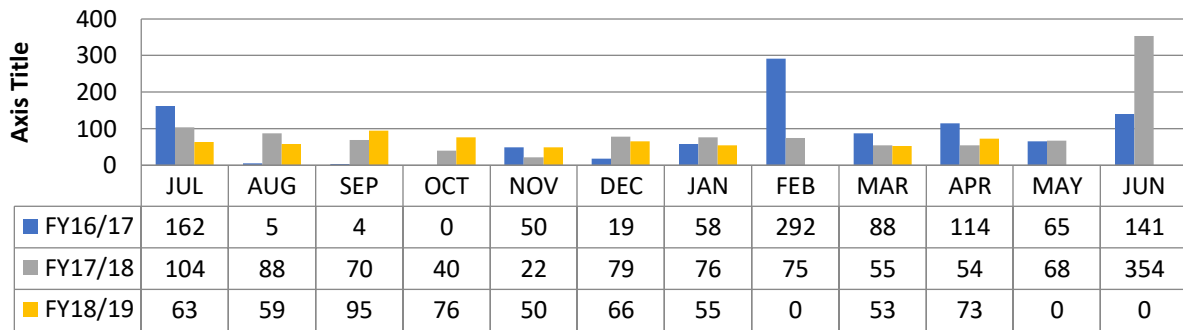
Circulation Branch



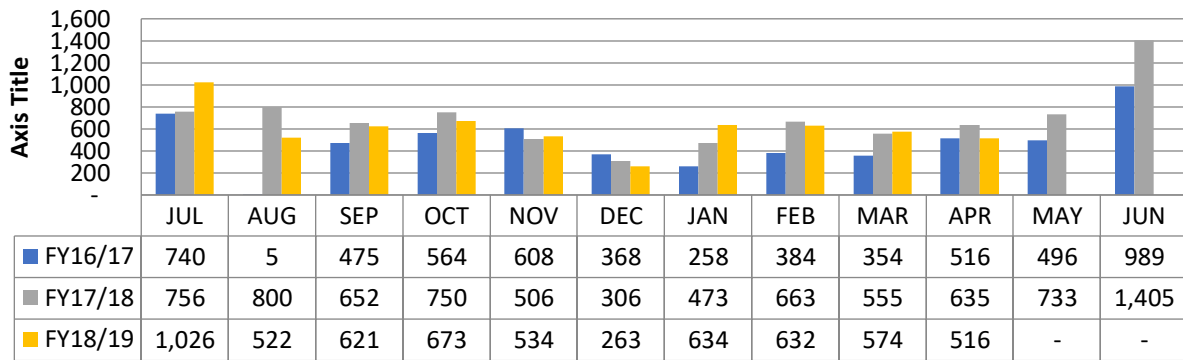
Adult Program Attendance



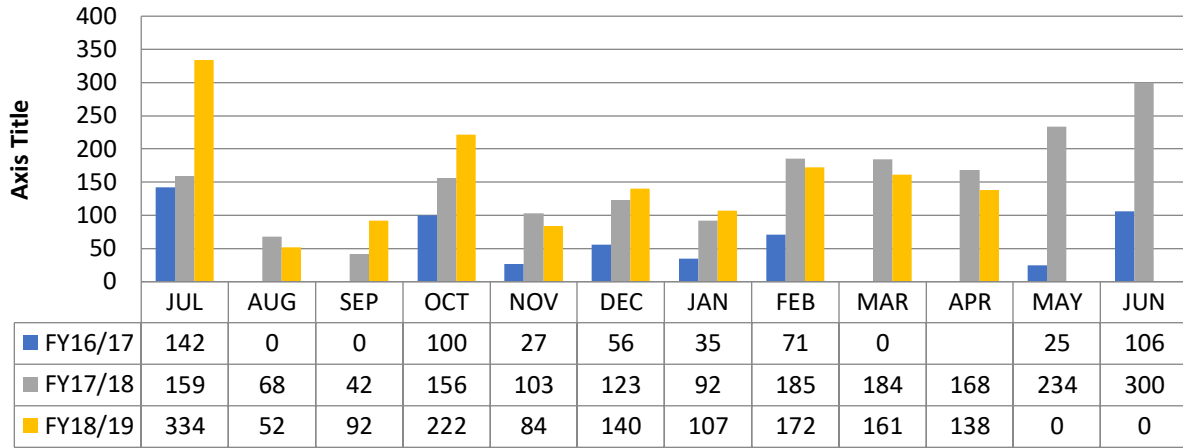
Young Adult Program Attendance



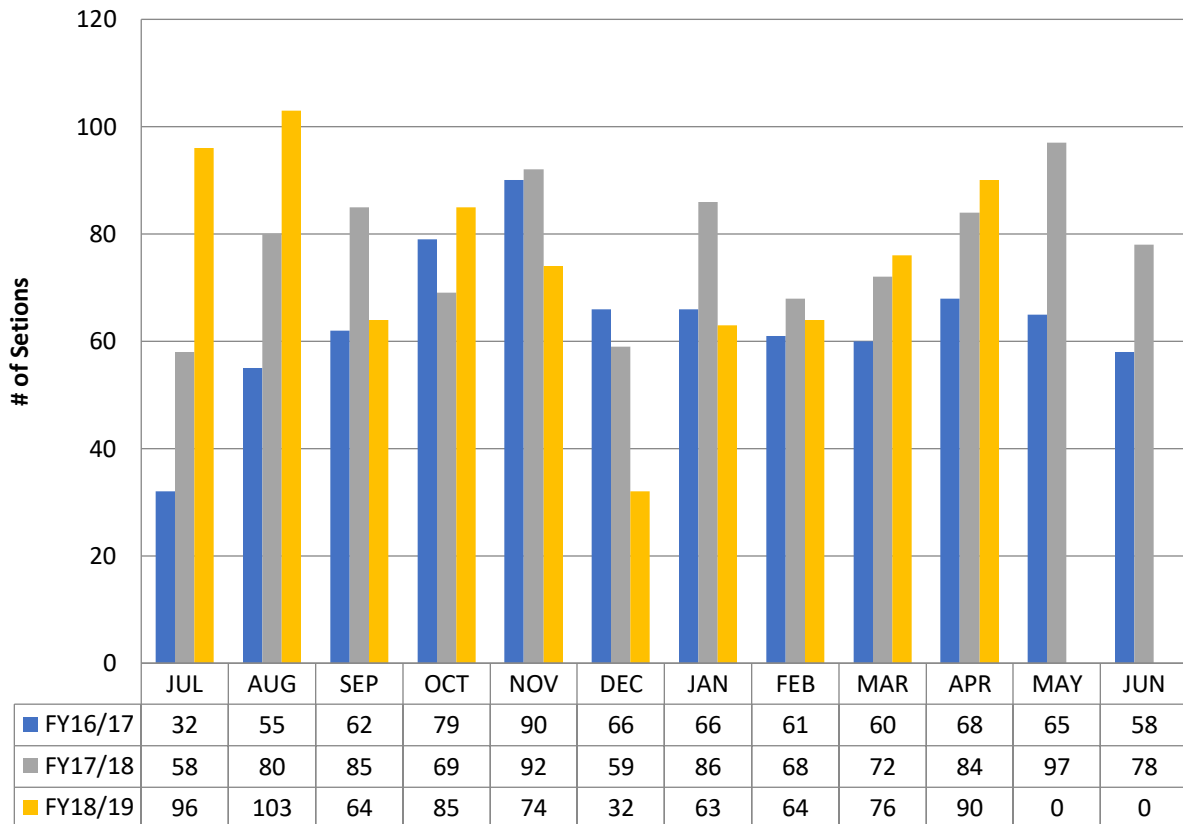
Childrens Program Attendance



Branch Program Attendance



Literacy Tutor Sessions





**BOARD OF LIBRARY TRUSTEES
REPORT for April 2019**

DEPARTMENT: Volunteers
PREPARED BY: Yuni LaFontaine

MEETING DATE: May, 2019
LOCATION: Community Room

The Altadena Library is fortunate to have the support of so many community volunteers and partners who help make amazing things happen at our library! From helping with the RFID conversion, to checking in books, or showing patrons how to play Dungeons and Dragons, our volunteers help make the library an amazing place to be every day.



This April we are grateful for the contributions made by the hard working volunteers who came to us from The Altadena Town & Country Club. They came together to celebrate Earth Day by caring for the environment around our library. They chose to spend their Saturday morning helping our community by cleaning up trash around the library, working in our gardens and creating a beautiful new garden-scape near our parking lot. Their youngest helpers even helped out our plants by adding ladybugs to the library gardens! It is community partners like Altadena Town & Country Club that help make the library great both inside and out!



Volunteer Hours at The Altadena Library District

Total Hours: 434

Activity	Hours
Chess	10
Dungeons and Dragons	6
Easter Seals	6
Fab Lab/3D Printing	36
Friends Of The Altadena Library	125
Gardening	40
Homework Helper	19
Literacy Tutor	136
Prison Book Inventory	2.5
RFID updates	25.5
Shelf Reading	23.5
Shelving	4.5

73 Adults did 392 hours of service for The Altadena Libraries
11 Youths did 42 hours of service for The Altadena Libraries



BOARD OF LIBRARY TRUSTEES
April 2019

DEPARTMENT: Technical Services

PREPARED BY: Carlene C.

Throughout April, T.S. staff members doubled our efforts in helping with tagging to meet the completion deadline. As tagging occurred, books that were in bad condition (dirty, split spine, water damaged) were pulled off the shelves. As these books were brought downstairs, I evaluated them to see if they need to be reordered or not. Classics and those with good circulation were reordered. I total of 2,562 items were discarded this month.

Books nominated for weeding were also brought down to the T.S. office for the team to be deleted from the catalog. I also evaluated those them to see if they need to be reordered.

Selena, Library Clerk I, joined the display committed in February and has been assisting with executing the display ideas and making the lists for books to pull for the display shelves. Selena also did outreach at the Farmer's market where she signed up visitors for new library cards and promoted our collection.

Mark, Library Associate, has been helping to cover the teen desk until the new Teen Librarian is hired. During this month, Mark has also planned the May 4th comic book day event. We are excited since this is the first event he is coordinating and planning for our library.

T.S. staff also donated blood as part of the Blood Drive that took place at the Library's parking lot on April 19th. It was great to be given the opportunity to donate.

On April 23, staff enjoyed team building exercises with Cheryl Gould. I enjoyed making a power point presentation describing of T.S. duties and sharing it with the other departments.

There was a total of 21 inter-library loans checked out this month and 46 patron-initiated purchase suggestions accepted this month! There were 896 new adult books, 275 children's books, and 96 young adult books added in the month of April!

**BOARD OF LIBRARY TRUSTEES
PUBLIC SERVICES DIRECTOR'S REPORT for April 2019**

DEPARTMENT: Public Services Director
PREPARED BY: Estella Terrazas

MEETING DATE: May 20, 2019
LOCATION: Community Room

Staff

- During the first week of April, Katie, Carlene and I conducted interviews for the Librarian I, Teen Services position. As we await our new librarian, we are keeping our YA Desk staffed every afternoon and continue to offer our teens their regular programming.
- For Staff Development Day, facilitator Cheryl Gould, led us in some fun and informational communication exercises.



Staff enjoying lunch and laughter together.



We concluded the day with each department giving a presentation and sharing with fellow staff highlights of their departments. We all traveled over to Bob Lucas and got to use their new projector! A few staff experienced their visit to this location!



- We celebrated National Library Workers Day, April 9th, with ice cream cones, and, some yummy ice cream toppings!

RFID Update and Library Collections

- Perhaps the busiest month for RFID tagging and encoding occurred in April. We made an extra big push on the project in anticipation of the self-check machines being installed during the last week of the month.



← Hector is using the RFID pad to encode materials.

Lori is applying RFID tags to audiobooks. →



- We added 1,834 items to the collection.

Library Events

- Sunday – Funday! During the Poetry and Cookies event on Sunday, April 29th, poets and guests enjoyed a day of literacy, food, and fun! At least 150 people came to this annual event and I am happy that the library hosts this great community event. If you missed the event, you can still enjoy the poets' work when you check-out a copy of the Altadena Poetry Review.

Meeting Highlights

- A very important process of our annual planning is setting departmental goals and developing the annual budget. The supervisors met with Cindy to discuss library needs and wishes.

Professional Development

- A trend I am seeing more frequently within the American Library Association is divisions and groups having discussions via email. In April, I participated in the CODES Conversations: Reader-Focused Collection Development electronic forum. Librarians in the Collection Development and Evaluation Section discussed all sorts of issues related to this topic.



**BOARD OF LIBRARY TRUSTEES
CHILDREN'S REPORT for April 2019**

DEPARTMENT: Children's & Family Services
PREPARED BY: Christina McTighe

MEETING DATE: May 20, 2019
LOCATION: Community Room

April brought us springtime, shifting shelves, story times, slime, and the letter S.

This month, we hosted 21 programs for 376 patrons from age 0-5 and their caregivers. We hosted 9 programs for 140 patrons in grades K-5 and their caregivers. We also hosted or visited 4 schools, for a total of 69 students served.

This month's special programs included a Drive-In Movie! We hosted 50 preschoolers and their caregivers as they created cars out of cardboard boxes, and then settled in to watch Finding Nemo. Ben's Bots created slime, and Pages and Popcorn wrapped up a successful spring semester.

This month, one of our big projects was to shift a couple of areas of the collection to allow our patrons better access to our materials. We integrated the J3-4 books (chapter books: 98-118 pages, occasional illustrations, usually a part of a series) into our larger Children's fiction section. The reason for this was three-fold: 1) there was no cataloging location for these materials—that is, all of the books showed up as Children's Fiction, which lead to some confusion as patrons and staff would search for items. 2) We hope to encourage greater browsing of our fiction section, and to provide children who are ready to graduate to novels the opportunity to discover new favorites alongside their old ones. And 3) we wanted to eliminate any stigma or embarrassment that a struggling, older reader might experience if they had to utilize a section that was very clearly meant for "little" kids. As we are fond of saying on our side of the building, there's no wrong way to read. But we want to make sure that all of our readers feel supported in whatever way they want to read.

Speaking of! This move also allowed us to give some prime real estate to our Graphic Novel section. Close readers of the children's report might know that our Graphic Novel section is, per book ratio, our most popular item type (last year, 62.8% of items were checked out in a given month; the next highest circulating shelf location was Beginning Readers, which checked out 44.6% of items). By relocating the Graphic Novels, we created enough space to more than double the collection.



**BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT for March 2019**

DEPARTMENT: Facilities

PREPARED BY: Jonathan Arevalo

MEETING DATE: May 20, 2019

LOCATION: Community Room

Facilities Highlights for the Month of April:

The Facilities Department continued in the month of April to work on projects and issues that were brought up in our Facilities Assessment report and the normal day to day operations of the library.

We added a ADA accessible door lock to our Small Meeting Room (SMR). The SMR lock is opened by a keycard and has a 30 second delay to assist with ADA needs.

Three RFID scanners were installed at the main library:

One scanner for the children's library area

Two scanners for the self checkout area

We added and upgraded electrical outlets to the main library. The additional/upgraded outlets are located in the following areas:

Back stacks northwest wall column(Upgrade)

Children's RFID scanner (New/inside scanner unit)

Outside staff patio area (New and upgraded)

Outside storage unit (New)

Parking lot light poles (New and upgraded)

Light fixtures were also upgraded at the main library. The new fixtures are located on both of the bridge areas (15) and at the Staff entrance area (4). The fixtures all contain LED lighting. The change was due in part because of safety issues and the facilities report.

A new light fixture was added to the interior of the outside storage unit.

A light switch was added to the SMR. The switch will help when certain programming in the SMR requires the lights to be off.

Outside gardeners room door lock was repaired and re-keyed.



**BOARD OF LIBRARY TRUSTEES
BRANCH REPORT for April 2019**

DEPARTMENT: Bob Lucas Branch
PREPARED BY: Diana Wong

MEETING DATE: May 20, 2019
LOCATION: Community Room

The Bob Lucas branch received 3,603 visitors in April. The slight uptick in our attendance this month was attributed to three separate class visits from Odyssey Charter School. First and second graders walked down the street to collect books for their research assignments and to listen to a couple of stories read by the librarian. Normally, class visit requests come from teachers in the Spring semester and classes visit twice before school lets out. Ms. Cutler's class, however, scheduled their second visit only two weeks after their initial visit. We were flattered to learn that the second graders chose a return trip to the library as their prize for good classroom behavior.

Our regular programs brought in 138 patrons this month for crafts, storytimes and a Friday Film for families. Our children's craft this month was quite popular, as we practically ran out of wooden birdhouses for kiddos to paint. Our updated screen and AV system that was installed earlier this year is running well and is being put to good use. The Friday film day received 12 attendees (which means a room full), who enjoyed *A Dog's Way Home*, while eating an extra big bowl of ice cream.

We received our regular group of ladies for our adult craft this month. Armed with a glue gun, they worked diligently on a creative piece using buttons and a canvas board. When we first started this program, our goal was to provide a space for creative endeavors through crafting. Over the past year, we have realized that this program is certainly for those who desire a guided creative outlet. Moreover, while program participants are enjoying our crafts, it appears that it has been a great way for them to meet and socialize with people in the community.

It was a typical month here for Adult Literacy. We welcomed two new tutors and three new learners to our program, and they are off to great start. After nearly two great years of volunteering with our program, one tutor recently left our program to pursue new endeavors. Good news for her learner--I was able to rematch the learner with a new tutor immediately.

To conclude this report, I am including a typed statement by one our current Literacy learners. I was pleasantly surprised to find this nice letter hanging in our literacy area one day. We believe this letter is a testament of the value of the literacy program, as well as, demonstrates the program's potential to attract new users to our library. The name has been removed to protect our learner's identity.

4/11/19

To the Library:

I would like to express my appreciation to Altadena library, especially the Bob Lucas Memorial Branch which is in my community. It is small and right next to my daughter 's school. It's perfect, just what we need.

The library creates programs for students like summer readers and an adult literacy program for new readers. The library programs will be there to help future generations.

My daughter has a high reading score thanks to the early reading programs she has joined. I am working with a tutor who volunteers with the adult literacy program. I especially enjoy reading historical biographies. I recently read a biography of Martin Luther King JR. he sacrificed so much to advance civil rights for others. He made a huge impact on our country.

I think libraries play a very important role in educating young people and adults. Reading books teaches us so much about what drives successful people, such as artists and activists.

Also I really appreciate the library program for citizenship.



BOARD OF LIBRARY TRUSTEES

I.T. REPORT for April 2019

DEPARTMENT: Information Technology

MEETING DATE: May 20, 2019

PREPARED BY: Christopher Kellermeyer

LOCATION: Community Room

We are now an RFID library. As a rehash, RFID will now improve accuracy and speed of the following processes: checkouts by staff, checkouts by self-checkout, check-ins of materials, and inventory. Inventory procedures and standards are being drafted. Ongoing inventory activities will improve the quality of the collection and allow the Library to gather vital statistics.

In April, it has also been determined that the Library will bring back Mobile Hotspot checkouts. The Mobile Hotspot checkouts will require members of the public to sign the Mobile Hotspot Lending Agreement that contains the Library's Mobile Hotspot Policy to be reviewed by the Board of Trustees.

Miscellaneous Notes:

- 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 evaluating digital holography for in house and external signage.
- We are reviewing the statistics that are collected and reported monthly.
- CASF Broadband Adoption Grant is under review by the Grant Determination Committee; as a reminder, this is for 3 MakerBot Method 3D printers with a print supplies cash match and in-kind match via staff/volunteer hours. We are expected and answer to this in May or June.

**BOARD OF LIBRARY TRUSTEES
TEEN SERVICES REPORT for April 2019**

DEPARTMENT: Teen Services
PREPARED BY: Katie Sullivan

MEETING DATE: May 20, 2019
LOCATION: Community Room

Programming Highlights:

Teen Services offered 7 programs over the month of March with 73 teens participating.

We are continuing to seek ideas for space planning on Tuesday night to accommodate the growing Dungeons and Dragons program.

Nom Nom Group attracted six participants as they made omelets on Tuesday, April 9.

The teen maker exploration in the Fab Lab had a teen use the Cricket machine for the first time, creating a sticker for his water bottle.

The Peep Diorama program on April 20 attracted 16 participants and loads of sweet fun.



Staffing:

Interviews took place for the Teen Librarian I position.



**BOARD OF LIBRARY TRUSTEES
ADULT SERVICES REPORT for April 2019**

DEPARTMENT: Adult Services
PREPARED BY: Katie Sullivan

MEETING DATE: May 20, 2019
LOCATION: Community Room

Programming Highlights:

Adult Services offered 11 programs in the month of March with 576 attendees in total. This month, two of the most popular programs were Altadena-centric. On April 6, 84 community members came out to sing songs they had written about Altadena for Altaditty 2.0 and on April 28, 150 community members showed up to celebrate Altadena poetry with the Poetry and Cookies celebration.

Our Second Saturday proved to be popular once again with 262 people showing up for Sangre Nueva.

Information Services:

The information desk was busy in April fielding 444 reference and 158 technical questions by library users.

Around the library:

Adult Services staff spent a good portion of the month of April working on tagging materials for the upcoming switch to RFID. The full staff also participated in Staff Development Day on April 23rd.



Art on Display:

March and April will feature two artists in different locations.

From March 2 through April 29, artist Linda Ternoir showcased her paintings and ink drawings in the Reading Court at the Main Library.



From March 7 through April 29, visual artist Kres Mersky showcasee her collection in the Community Room at the Main Library with an Artist Reception on Monday, April 15 at 7:00pm.





**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: May 20, 2019

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Summary Report of Financial Statements for March 2019

March 2019 FINANCIAL STATEMENTS

The following financial reports are for the month of March 2019. 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 \$724,647.21. ALD cash and cash equivalents are \$2,772,758.18.

REVENUE HIGHLIGHTS

As of March the District has \$2,772,758.18 in cash and cash equivalents.

The (unaudited) net income for the month of March is \$724,647.21.

Printing revenue and rental income are exceeding budget expectations at 115.8% and 145% of budget.

PAYMENTS FROM SUPPORT ORGANIZATIONS

In March 2019 there were no payments to report.

EXPENDITURE HIGHLIGHTS

Paid in March 2019 were legal fees for January and February 2019, totaling \$43,414.18. Also paid in March was our quarterly fee for Internet service in the amount of \$10,153.86.

Altadena Library District
Balance Sheet
 As of March 31, 2019

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
Cash in Banks	
1021 - Chase General Acct...2951	345,742.54
1026 - Chase HY Svgs...6883	8,875.96
1041 - Chase HY Svgs...6875	932.63
	355,551.13
Total Cash in Banks	
Cash on Hand	
1080 - Petty Cash	500.00
1081 - Cash Register - Main	150.00
1082 - Petty Cash - Branch	100.00
1083 - Cash Register - Branch	100.00
	850.00
Total Cash on Hand	
Cash with County	
1010.00 - Cash in County Treasury	2,453,186.72
1013 - FMV - COLA Funds	(36,829.67)
	2,416,357.05
Total Cash with County	
Total Cash & Cash Equivalents	
	2,772,758.18
Total Checking/Savings	
	2,772,758.18
Other Current Assets	
1400 - Property Taxes Rec - Secured	1,062,201.64
1401 - Parcel Assessment Receivable	359,859.40
1410 - Property Tax Rec - Unsecured	(3,599.09)
	1,418,461.95
Total Other Current Assets	
	1,418,461.95
Total Current Assets	
	4,191,220.13
Fixed Assets	
Capital Assets	
Accumulated Depreciation	
1800 - Accum Depr (S & I)	(1,118,428.14)
1900 - Accum Depr (FF & E)	(15,846.24)
	(1,134,274.38)
Total Accumulated Depreciation	
Depreciable Assets	
1550 - Structures & Improvements	1,712,098.10
1700 - Furniture, Fixtures & Equipment	79,965.35
	1,792,063.45
Total Depreciable Assets	
Non-Depreciable Assets	
1500 - Land	77,280.28
1510 - Artwork	102,500.00
	179,780.28
Total Non-Depreciable Assets	
	179,780.28
Total Capital Assets	
	837,569.35
Total Fixed Assets	
	837,569.35

Altadena Library District
Balance Sheet
As of March 31, 2019

	Mar 31, 19
Other Assets	
Deferred Outflows of Resources	
1990 - DOR - Pension Contributions	180,238.00
1991 - DOR - Pension Related	524,894.00
1993 - DOR - OPEB Related	7,322.00
Total Deferred Outflows of Resources	712,454.00
Total Other Assets	712,454.00
TOTAL ASSETS	5,741,243.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	23,242.01
Total Accounts Payable	23,242.01
Credit Cards	
2010 - UMB Card Services...3219	72,453.06
Total Credit Cards	72,453.06
Other Current Liabilities	
2005 - Other Accrued Expenses	
2050 - Accrued Vacation Payable	70,967.15
Total 2005 - Other Accrued Expenses	70,967.15
2100 - Payroll Payable	
2100.09 - Disability Insurance	(248.28)
Total 2100 - Payroll Payable	(248.28)
Total Other Current Liabilities	70,718.87
Total Current Liabilities	166,413.94
Long Term Liabilities	
Deferred Inflows of Resources	
2601 - DIR - Pension Related	274,678.00
Total Deferred Inflows of Resources	274,678.00
2700 - Net Pension Liability	2,302,407.00
2701 - Net OPEB Liability	1,089,770.00
Total Long Term Liabilities	3,666,855.00
Total Liabilities	3,833,268.94
Equity	
3300 - Retained Earnings	1,160,022.40
Net Income	747,952.14
Total Equity	1,907,974.54
TOTAL LIABILITIES & EQUITY	5,741,243.48

Altadena Library District
Profit & Loss Prev Year Comparison
 July 2018 through March 2019

	Jul '18 - Mar 19	Jul '17 - Mar 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4705 · Altadena Library Foundation	5,000.00		5,000.00	100.0%
4710 · Friends of the Library	11,638.25	12,000.00	(361.75)	(3.0)%
4730 · Undesignated	331.15	1,778.45	(1,447.30)	(81.4)%
4740 · CA Library Literacy Services		18,000.00	(18,000.00)	(100.0)%
4750 · Cal State Library	18,000.00	18,281.00	(281.00)	(1.5)%
Total DONATIONS AND GRANTS	34,969.40	50,059.45	(15,090.05)	(30.1)%
FINES & FEES				
4305 · Fees	2,927.54	3,835.04	(907.50)	(23.7)%
4310 · MFM Revenue	9,260.77	5,727.38	3,533.39	61.7%
4340 · Passport Services Fees	84,324.95	72,683.69	11,641.26	16.0%
4350 · Sales of Products	842.00	3,234.55	(2,392.55)	(74.0)%
4810 · Community Room Fees	580.00		580.00	100.0%
Total FINES & FEES	97,935.26	85,480.66	12,454.60	14.6%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	161.08	1,639.33	(1,478.25)	(90.2)%
Total INTEREST INCOME & ADJUSTMENTS	161.08	1,639.33	(1,478.25)	(90.2)%
OTHER REVENUE & ADJUSTMENT				
4915 · Rental Revenue	5,800.00	2,325.00	3,475.00	149.5%
4920 · Reimbursements	400.55	10,740.60	(10,340.05)	(96.3)%
4999 · Rewards & Incentives		5,539.05	(5,539.05)	(100.0)%
Total OTHER REVENUE & ADJUSTMENT	6,200.55	18,604.65	(12,404.10)	(66.7)%
REVENUES				
Property Taxes				
4010 · Current-Year Secured				
4010.00 · Current Secured	2,414,259.34	1,415,535.25	998,724.09	70.6%
4010.01 · Revenue Residual	16,979.60	18,120.28	(1,140.68)	(6.3)%
4010.02 · Statutory Revenue	2,709.57	2,271.68	437.89	19.3%
4010.03 · SB 813 Supplemental	13,206.06	38,238.18	(25,032.12)	(65.5)%
Total 4010 · Current-Year Secured	2,447,154.57	1,474,165.39	972,989.18	66.0%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	84,437.18	79,499.64	4,937.54	6.2%
Total 4020 · Current-Year Unsecured	84,437.18	79,499.64	4,937.54	6.2%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(6,853.14)	31,162.96	(38,016.10)	(122.0)%
4030.03 · SB 813 Redemption	2,229.81	3,019.24	(789.43)	(26.2)%
4030.05 · Secured Tax Refunds	(31,468.92)	(26,741.56)	(4,727.36)	(17.7)%
Total 4030 · Prior-Year Secured	(36,092.25)	7,440.64	(43,532.89)	(585.1)%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(6,560.05)	9,514.02	(16,074.07)	(169.0)%
Total 4040 · Prior-Year Unsecured	(6,560.05)	9,514.02	(16,074.07)	(169.0)%
4050 · Homeowners Exemption	6,779.14	6,940.95	(161.81)	(2.3)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	829,943.06	515,143.28	314,799.78	61.1%
Total 4060 · Special Assessment	829,943.06	515,143.28	314,799.78	61.1%
4080 · Penalties, Interest & Costs-Ref	8,867.43	9,209.68	(342.25)	(3.7)%
4220 · County Interest Allocation	20,478.01	5,053.93	15,424.08	305.2%
4250 · Change in Property Tax Accrual		(5,793.87)	5,793.87	100.0%
Total Property Taxes	3,355,007.09	2,101,173.66	1,253,833.43	59.7%
Total REVENUES	3,355,007.09	2,101,173.66	1,253,833.43	59.7%
Total Income	3,494,273.38	2,256,957.75	1,237,315.63	54.8%
Expense				
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	306,747.18	260,081.66	46,665.52	17.9%
5020 · Hourly	943,134.08	821,398.65	121,735.43	14.8%
Total 5000 · SALARIES & WAGES	1,249,881.26	1,081,480.31	168,400.95	15.6%

Altadena Library District
Profit & Loss Prev Year Comparison
 July 2018 through March 2019

	Jul '18 - Mar 19	Jul '17 - Mar 18	\$ Change	% Change
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA		4,241.17	(4,241.17)	(100.0)%
5120 · Payroll Taxes (ER) - Other	101,954.77	89,036.33	12,918.44	14.5%
Total 5120 · Payroll Taxes (ER)	101,954.77	93,277.50	8,677.27	9.3%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	18,374.74	19,418.99	(1,044.25)	(5.4)%
5210.02 · CalPers PEPRA (ER Contr)	54,474.29	51,086.57	3,387.72	6.6%
5218 · PERS Unfunded	116,139.00	68,854.41	47,284.59	68.7%
Total 5210 · PERS Retirement	188,988.03	139,359.97	49,628.06	35.6%
Total 5100 · Employer-Portion Taxes/Benefits	290,942.80	232,637.47	58,305.33	25.1%
5200 · Insurance				
5220 · Health Insurance	91,437.36	88,990.53	2,446.83	2.8%
5221 · Health Insurance - Retirees	53,494.32	56,611.02	(3,116.70)	(5.5)%
5230 · Dental Insurance	11,014.47	10,401.08	613.39	5.9%
5240 · Vision Insurance	2,885.63	3,079.78	(194.15)	(6.3)%
5260 · Life Insurance	1,162.59	960.71	201.88	21.0%
5270 · Workers' Compensation	15,272.25	13,493.59	1,778.66	13.2%
5280 · Disability Insurance		(317.10)	317.10	100.0%
Total 5200 · Insurance	175,266.62	173,219.61	2,047.01	1.2%
Total 'PERSONNEL RELATED EXPENSES	1,716,090.68	1,487,337.39	228,753.29	15.4%
CAPITAL				
7310 · Equipment, Furniture & Fixtures	26,607.41	16,593.23	10,014.18	60.4%
7320 · Structures & Improvements	11,889.00	73,390.00	(61,501.00)	(83.8)%
Total CAPITAL	38,496.41	89,983.23	(51,486.82)	(57.2)%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	8,434.29	39,769.95	(31,335.66)	(78.8)%
7210 · Building Maint & Repairs	17,942.29	26,196.46	(8,254.17)	(31.5)%
7220 · Landscape	15,493.80	8,295.21	7,198.59	86.8%
Total FACILITIES, GROUNDS & MAINTENAN	41,870.38	74,261.62	(32,391.24)	(43.6)%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	16,922.70	14,952.83	1,969.87	13.2%
6115 · Electronic Databases & Subscrip	14,410.05	15,170.58	(760.53)	(5.0)%
6120 · Books	79,478.14	85,004.01	(5,525.87)	(6.5)%
6125 · Audio CD	7,089.44	11,724.80	(4,635.36)	(39.5)%
6130 · DVD's & Videogames	16,804.80	19,051.25	(2,246.45)	(11.8)%
6135 · Processing of Materials	28,824.21	30,082.33	(1,258.12)	(4.2)%
6140 · Periodicals	11,277.37	14,182.77	(2,905.40)	(20.5)%
6150 · Downloadables	14,068.75	11,077.83	2,990.92	27.0%
Total LIBRARY MATERIALS	188,875.46	201,246.40	(12,370.94)	(6.2)%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	425.66		425.66	100.0%
7540 · Trustee Election		10,084.06	(10,084.06)	(100.0)%
Total MISCELLANEOUS EXPENSE	425.66	10,084.06	(9,658.40)	(95.8)%
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	26,138.73	38,693.92	(12,555.19)	(32.5)%
6432 · Earthquake Insurance	18,550.00		18,550.00	100.0%
6618 · Recruitment	346.50		346.50	100.0%
6620 · Membership Dues & Subscriptions	11,932.76	11,931.01	1.75	
6623 · Trustee Prof. Development	600.00		600.00	100.0%
6625 · Training & Education	4,799.12	5,875.24	(1,076.12)	(18.3)%
6626 · Staff Recognition	3,183.80	1,008.78	2,175.02	215.6%
6627 · Advertising / Marketing	1,882.12	3,245.45	(1,363.33)	(42.0)%
6628 · Volunteer Recognition	1,286.00		1,286.00	100.0%
6710 · Meetings & Travel	5,829.67	4,980.23	849.44	17.1%
6730 · Mileage & Parking Reimbursement	747.04	519.68	227.36	43.8%
6740 · Postage & Delivery	6,235.63	5,949.01	286.62	4.8%
6745 · Banking & Service Fees	1,527.83	1,442.42	85.41	5.9%
6746 · Payroll Fees	7,110.00	7,135.00	(25.00)	(0.4)%
6750 · Printing & Reproduction	4,243.03	12,271.88	(8,028.85)	(65.4)%
6755 · Small Equipment	5,305.05	6,802.70	(1,497.65)	(22.0)%
6765 · Janitorial Supplies	5,924.12	15,304.03	(9,379.91)	(61.3)%
6770 · Operating Supplies	14,942.64	15,236.32	(293.68)	(1.9)%
6780 · Operating Software	1,369.79	2,211.33	(841.54)	(38.1)%
6920 · Electricity	24,630.07	25,532.85	(902.78)	(3.5)%

Altadena Library District
Profit & Loss Prev Year Comparison
 July 2018 through March 2019

	Jul '18 - Mar 19	Jul '17 - Mar 18	\$ Change	% Change
6930 - Natural Gas	2,343.25	2,347.35	(4.10)	(0.2)%
6940 - Water & Sewage	3,567.47	4,500.65	(933.18)	(20.7)%
6950 - Refuse	3,936.18	3,490.86	445.32	12.8%
6960 - Products for Resale	37.22	3,219.47	(3,182.25)	(98.8)%
6970 - Equipment Lease & Rental	19,158.67	12,822.37	6,336.30	49.4%
7530 - County Tax Collection Fees	33,235.82	30,826.64	2,409.18	7.8%
Total OPERATING EXPENSES	208,862.51	215,347.19	(6,484.68)	(3.0)%
PROFESSIONAL & TECHNICAL				
7125 - Audit and Financial Consulting	46,742.52	32,916.45	13,826.07	42.0%
7130 - Legal Fees	281,360.42	8,623.22	272,737.20	3,162.8%
7131 - Legal Settlement	111,800.00		111,800.00	100.0%
7140 - Architectural & Engineering		5,800.00	(5,800.00)	(100.0)%
7145 - Collection Agency	2,067.45	1,772.10	295.35	16.7%
7155 - Consultants - Other	25,346.99	61,972.29	(36,625.30)	(59.1)%
7170 - Telecommunications	7,180.93	4,705.72	2,475.21	52.6%
7175 - Internet Service	20,335.89	30,194.71	(9,858.82)	(32.7)%
7180 - Technology Equipment	10,788.36	30,071.64	(19,283.28)	(64.1)%
7185 - Technology Maintenance Fees	15,182.96	15,373.50	(190.54)	(1.2)%
7190 - Website Development	851.96	858.00	(6.04)	(0.7)%
Total PROFESSIONAL & TECHNICAL	521,657.48	192,287.63	329,369.85	171.3%
PROGRAMS				
6200 - Youth Services	6,581.42	4,696.20	1,885.22	40.1%
6210 - Teen Services	2,408.70	4,100.44	(1,691.74)	(41.3)%
6220 - Adult Services	15,397.61	20,863.21	(5,465.60)	(26.2)%
6230 - Bob Lucas Branch Services	3,724.06	2,175.63	1,548.43	71.2%
6240 - Literacy Services	1,930.87	1,719.75	211.12	12.3%
Total PROGRAMS	30,042.66	33,555.23	(3,512.57)	(10.5)%
Total Expense	2,746,321.24	2,304,102.75	442,218.49	19.2%
Net Ordinary Income	747,952.14	(47,145.00)	795,097.14	1,686.5%
Net Income	747,952.14	(47,145.00)	795,097.14	1,686.5%

**Altadena Library District
Profit & Loss
March 2019**

	Mar 19
Ordinary Income/Expense	
Income	
DONATIONS AND GRANTS	
4710 · Friends of the Library	84.40
4730 · Undesignated	6.00
Total DONATIONS AND GRANTS	90.40
FINES & FEES	
4305 · Fees	577.66
4310 · MFM Revenue	2,079.96
4340 · Passport Services Fees	13,540.00
4350 · Sales of Products	250.00
Total FINES & FEES	16,447.62
INTEREST INCOME & ADJUSTMENTS	
4210 · Chase Bank	6.54
Total INTEREST INCOME & ADJUSTMENTS	6.54
REVENUES	
Property Taxes	
4010 · Current-Year Secured	
4010.00 · Current Secured	
4010.01 · Revenue Residual	
4010.02 · Statutory Revenue	
4010.03 · SB 813 Supplemental	4,328.88
Total 4010 · Current-Year Secured	4,328.88
4020 · Current-Year Unsecured	
4020.00 · Current Unsecured	
Total 4020 · Current-Year Unsecured	
4030 · Prior-Year Secured	
4030.00 · Prior Secured	
4030.03 · SB 813 Redemption	
4030.05 · Secured Tax Refunds	(950.27)
Total 4030 · Prior-Year Secured	(950.27)
4040 · Prior-Year Unsecured	
4040.00 · Prior Unsecured	2,812.67
Total 4040 · Prior-Year Unsecured	2,812.67
4050 · Homeowners Exemption	
4060 · Special Assessment	
4060.01 · Per Parcel Benefit Assessment	
Total 4060 · Special Assessment	
4080 · Penalties, Interest & Costs-Ref	(0.50)
4220 · County Interest Allocation	3,622.95
Total Property Taxes	9,813.73
Total REVENUES	9,813.73
Total Income	26,358.29
Expense	
'PERSONNEL RELATED EXPENSES	
5000 · SALARIES & WAGES	
5010 · Salaried	17,551.40
5020 · Hourly	102,692.98
Total 5000 · SALARIES & WAGES	120,244.38

Altadena Library District

Profit & Loss

05/13/19

March 2019

Accrual Basis

	<u>Mar 19</u>
5100 - Employer-Portion Taxes/Benefits	
5120 - Payroll Taxes (ER)	9,831.17
5210 - PERS Retirement	
5210.01 - CalPers CLASSIC (ER Contr)	1,680.11
5210.02 - CalPers PEPRA (ER Contr)	5,131.82
Total 5210 - PERS Retirement	<u>6,811.93</u>
Total 5100 - Employer-Portion Taxes/Benefits	16,643.10
5200 - Insurance	
5220 - Health Insurance	10,683.46
5221 - Health Insurance - Retirees	5,975.61
5230 - Dental Insurance	1,007.32
5240 - Vision Insurance	(72.34)
5260 - Life Insurance	129.07
Total 5200 - Insurance	<u>17,723.12</u>
Total 'PERSONNEL RELATED EXPENSES	154,610.60
FACILITIES, GROUNDS & MAINTENAN	
7210 - Building Maint & Repairs	1,122.13
7220 - Landscape	70.32
Total FACILITIES, GROUNDS & MAINTENAN	<u>1,192.45</u>
LIBRARY MATERIALS	
6120 - Books	10,283.41
6125 - Audio CD	963.16
6130 - DVD's & Videogames	2,198.22
6135 - Processing of Materials	7,551.45
6140 - Periodicals	1,327.22
Total LIBRARY MATERIALS	<u>22,323.46</u>
MISCELLANEOUS EXPENSE	
7510 - Miscellaneous Expense	425.66
7540 - Trustee Election	
Total MISCELLANEOUS EXPENSE	<u>425.66</u>
OPERATING EXPENSES	
6625 - Training & Education	49.00
6626 - Staff Recognition	5.46
6627 - Advertising / Marketing	75.23
6710 - Meetings & Travel	426.92
6730 - Mileage & Parking Reimbursement	71.84
6740 - Postage & Delivery	1,624.84
6745 - Banking & Service Fees	163.35
6746 - Payroll Fees	790.00
6750 - Printing & Reproduction	228.80
6755 - Small Equipment	536.60
6765 - Janitorial Supplies	448.23
6770 - Operating Supplies	1,129.65
6780 - Operating Software	24.99
6920 - Electricity	1,659.42
6940 - Water & Sewage	148.75
6950 - Refuse	537.57
6970 - Equipment Lease & Rental	2,527.35
7530 - County Tax Collection Fees	
Total OPERATING EXPENSES	<u>10,448.00</u>

Altadena Library District

Profit & Loss

05/13/19

March 2019

Accrual Basis

	<u>Mar 19</u>
PROFESSIONAL & TECHNICAL	
7125 · Audit and Financial Consulting	4,662.49
7130 · Legal Fees	43,414.18
7145 · Collection Agency	241.65
7155 · Consultants - Other	2,967.96
7170 · Telecommunications	907.59
7175 · Internet Service	10,153.86
7180 · Technology Equipment	265.68
7185 · Technology Maintenance Fees	261.71
Total PROFESSIONAL & TECHNICAL	<u>62,875.12</u>
PROGRAMS	
6200 · Youth Services	113.36
6210 · Teen Services	124.79
6220 · Adult Services	1,646.85
6230 · Bob Lucas Branch Services	261.49
Total PROGRAMS	<u>2,146.49</u>
Total Expense	<u>254,021.78</u>
Net Ordinary Income	<u>(227,663.49)</u>
Net Income	<u><u>(227,663.49)</u></u>

Altadena Library District
Profit & Loss Budget vs. Actual
July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4705 · Altadena Library Foundation	5,000.00	10,000.00	(5,000.00)	50.0%
4710 · Friends of the Library	11,638.25	24,000.00	(12,361.75)	48.5%
4730 · Undesignated	331.15	2,000.00	(1,668.85)	16.6%
4735 · Designated		1,000.00	(1,000.00)	
4740 · CA Library Literacy Services		15,000.00	(15,000.00)	
4750 · Cal State Library	18,000.00	20,000.00	(2,000.00)	90.0%
4755 · HUD Grant				
Total DONATIONS AND GRANTS	34,969.40	72,000.00	(37,030.60)	48.6%
FINES & FEES				
4305 · Fees	2,927.54	6,000.00	(3,072.46)	48.8%
4310 · MFM Revenue	9,260.77	8,000.00	1,260.77	115.8%
4340 · Passport Services Fees	84,324.95	120,000.00	(35,675.05)	70.3%
4350 · Sales of Products	842.00	3,000.00	(2,158.00)	28.1%
4810 · Community Room Fees	580.00			
Total FINES & FEES	97,935.26	137,000.00	(39,064.74)	71.5%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	161.08	400.00	(238.92)	40.3%
Total INTEREST INCOME & ADJUSTMENTS	161.08	400.00	(238.92)	40.3%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income				
4915 · Rental Revenue	5,800.00	4,000.00	1,800.00	145.0%
4920 · Reimbursements	400.55			
4940 · Transfer in from Reserves				
4999 · Rewards & Incentives		4,600.00	(4,600.00)	
Total OTHER REVENUE & ADJUSTMENT	6,200.55	8,600.00	(2,399.45)	72.1%
REVENUES				
Property Taxes				
4010 · Current-Year Secured				
4010.00 · Current Secured	2,414,259.34	2,415,000.00	(740.66)	100.0%
4010.01 · Revenue Residual	16,979.60	40,000.00	(23,020.40)	42.4%
4010.02 · Statutory Revenue	2,709.57		2,709.57	100.0%
4010.03 · SB 813 Supplemental	13,206.06		13,206.06	100.0%
Total 4010 · Current-Year Secured	2,447,154.57	2,455,000.00	(7,845.43)	99.7%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	84,437.18	85,000.00	(562.82)	99.3%
Total 4020 · Current-Year Unsecured	84,437.18	85,000.00	(562.82)	99.3%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(6,853.14)	35,000.00	(41,853.14)	(19.6)%
4030.01 · Secured Refunds				
4030.02 · Statutory Revenue				
4030.03 · SB 813 Redemption	2,229.81	5,000.00	(2,770.19)	44.6%
4030.04 · Property Tax Penalties				
4030.05 · Secured Tax Refunds	(31,468.92)	(30,000.00)	(1,468.92)	104.9%
Total 4030 · Prior-Year Secured	(36,092.25)	10,000.00	(46,092.25)	(360.9)%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(6,560.05)	10,000.00	(16,560.05)	(65.6)%
Total 4040 · Prior-Year Unsecured	(6,560.05)	10,000.00	(16,560.05)	(65.6)%
4050 · Homeowners Exemption	6,779.14	15,000.00	(8,220.86)	45.2%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	829,943.06	828,000.00	1,943.06	100.2%
4060.02 · Direct Assessments				
Total 4060 · Special Assessment	829,943.06	828,000.00	1,943.06	100.2%

Altadena Library District
Profit & Loss Budget vs. Actual
July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
4080 · Penalties,Interest & Costs-Ref	8,867.43	10,000.00	(1,132.57)	88.7%
4220 · County Interest Allocation	20,478.01	20,000.00	478.01	102.4%
4250 · Change in Property Tax Accrual				
Total Property Taxes	3,355,007.09	3,433,000.00	(77,992.91)	97.7%
Total REVENUES	3,355,007.09	3,433,000.00	(77,992.91)	97.7%
Total Income	3,494,273.38	3,651,000.00	(156,726.62)	95.7%
Expense				
'PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	306,747.18	420,500.00	(113,752.82)	72.9%
5020 · Hourly	943,134.08	1,254,500.00	(311,365.92)	75.2%
Total 5000 · SALARIES & WAGES	1,249,881.26	1,675,000.00	(425,118.74)	74.6%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA				
5120 · Payroll Taxes (ER) - Other	101,954.77	137,500.00	(35,545.23)	74.1%
Total 5120 · Payroll Taxes (ER)	101,954.77	137,500.00	(35,545.23)	74.1%
5120.02 · Soc Security & Medicare, Hourly				
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	18,374.74	24,000.00	(5,625.26)	76.6%
5210.02 · CalPers PEPRA (ER Contr)	54,474.29	75,000.00	(20,525.71)	72.6%
5218 · PERS Unfunded	116,139.00	116,500.00	(361.00)	99.7%
5210 · PERS Retirement - Other				
Total 5210 · PERS Retirement	188,988.03	215,500.00	(26,511.97)	87.7%
5222 · OPEB Contribution		40,000.00	(40,000.00)	
5251 · SUI, Hourly				
Total 5100 · Employer-Portion Taxes/Benefits	290,942.80	393,000.00	(102,057.20)	74.0%
5200 · Insurance				
5220 · Health Insurance	91,437.36	129,000.00	(37,562.64)	70.9%
5221 · Health Insurance - Retirees	53,494.32	73,300.00	(19,805.68)	73.0%
5230 · Dental Insurance	11,014.47	15,000.00	(3,985.53)	73.4%
5240 · Vision Insurance	2,885.63	4,500.00	(1,614.37)	64.1%
5260 · Life Insurance	1,162.59	1,500.00	(337.41)	77.5%
5270 · Workers' Compensation	15,272.25	20,000.00	(4,727.75)	76.4%
5280 · Disability Insurance				
Total 5200 · Insurance	175,266.62	243,300.00	(68,033.38)	72.0%
Total 'PERSONNEL RELATED EXPENSES	1,716,090.68	2,311,300.00	(595,209.32)	74.2%
CAPITAL				
7310 · Equipment, Furniture & Fixtures	26,607.41	40,000.00	(13,392.59)	66.5%
7320 · Structures & Improvements	11,889.00	50,000.00	(38,111.00)	23.8%
Total CAPITAL	38,496.41	90,000.00	(51,503.59)	42.8%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	8,434.29	15,000.00	(6,565.71)	56.2%
7210 · Building Maint & Repairs	17,942.29	25,000.00	(7,057.71)	71.8%
7220 · Landscape	15,493.80	18,000.00	(2,506.20)	86.1%
Total FACILITIES, GROUNDS & MAINTENAN	41,870.38	58,000.00	(16,129.62)	72.2%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	16,922.70	22,000.00	(5,077.30)	76.9%
6115 · Electronic Databases & Subscrip	14,410.05	25,000.00	(10,589.95)	57.6%
6120 · Books	79,478.14	130,000.00	(50,521.86)	61.1%
6125 · Audio CD	7,089.44	15,000.00	(7,910.56)	47.3%
6130 · DVD's & Videogames	16,804.80	25,000.00	(8,195.20)	67.2%
6135 · Processing of Materials	28,824.21	40,000.00	(11,175.79)	72.1%
6140 · Periodicals	11,277.37	18,000.00	(6,722.63)	62.7%
6150 · Downloadables	14,068.75	20,000.00	(5,931.25)	70.3%
6155 · Library of Things		5,000.00	(5,000.00)	
Total LIBRARY MATERIALS	188,875.46	300,000.00	(111,124.54)	63.0%

Altadena Library District
Profit & Loss Budget vs. Actual
July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	425.66		425.66	100.0%
7540 · Trustee Election		60,000.00	(60,000.00)	
Total MISCELLANEOUS EXPENSE	425.66	60,000.00	(59,574.34)	0.7%
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	26,138.73	45,000.00	(18,861.27)	58.1%
6432 · Earthquake Insurance	18,550.00			
6618 · Recruitment	346.50	500.00	(153.50)	69.3%
6620 · Membership Dues & Subscriptions	11,932.76	13,000.00	(1,067.24)	91.8%
6623 · Trustee Prof. Development	600.00			
6625 · Training & Education	4,799.12	12,000.00	(7,200.88)	40.0%
6626 · Staff Recognition	3,183.80	4,500.00	(1,316.20)	70.8%
6627 · Advertising / Marketing	1,882.12	6,500.00	(4,617.88)	29.0%
6628 · Volunteer Recognition	1,286.00			
6710 · Meetings & Travel	5,829.67	10,000.00	(4,170.33)	58.3%
6730 · Mileage & Parking Reimbursement	747.04	1,000.00	(252.96)	74.7%
6740 · Postage & Delivery	6,235.63	9,000.00	(2,764.37)	69.3%
6745 · Banking & Service Fees	1,527.83	2,000.00	(472.17)	76.4%
6746 · Payroll Fees	7,110.00	12,000.00	(4,890.00)	59.3%
6750 · Printing & Reproduction	4,243.03	10,000.00	(5,756.97)	42.4%
6755 · Small Equipment	5,305.05	10,000.00	(4,694.95)	53.1%
6765 · Janitorial Supplies	5,924.12	10,000.00	(4,075.88)	59.2%
6770 · Operating Supplies	14,942.64	25,000.00	(10,057.36)	59.8%
6780 · Operating Software	1,369.79	1,500.00	(130.21)	91.3%
6790 · Hardware (Computers / Tech)				
6920 · Electricity	24,630.07	35,000.00	(10,369.93)	70.4%
6930 · Natural Gas	2,343.25	5,000.00	(2,656.75)	46.9%
6940 · Water & Sewage	3,567.47	5,000.00	(1,432.53)	71.3%
6950 · Refuse	3,936.18	5,000.00	(1,063.82)	78.7%
6960 · Products for Resale	37.22	1,000.00	(962.78)	3.7%
6970 · Equipment Lease & Rental	19,158.67	31,000.00	(11,841.33)	61.8%
7530 · County Tax Collection Fees	33,235.82	35,000.00	(1,764.18)	95.0%
Total OPERATING EXPENSES	208,862.51	289,000.00	(80,137.49)	72.3%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	46,742.52	60,000.00	(13,257.48)	77.9%
7130 · Legal Fees	281,360.42	350,000.00	(68,639.58)	80.4%
7131 · Legal Settlement	111,800.00	112,000.00	(200.00)	99.8%
7135 · Technology Consulting		6,000.00	(6,000.00)	
7140 · Architectural & Engineering		50,000.00	(50,000.00)	
7145 · Collection Agency	2,067.45	3,500.00	(1,432.55)	59.1%
7155 · Consultants - Other	25,346.99	100,000.00	(74,653.01)	25.3%
7170 · Telecommunications	7,180.93	8,500.00	(1,319.07)	84.5%
7175 · Internet Service	20,335.89	15,000.00	5,335.89	135.6%
7180 · Technology Equipment	10,788.36	25,000.00	(14,211.64)	43.2%
7185 · Technology Maintenance Fees	15,182.96	20,000.00	(4,817.04)	75.9%
7190 · Website Development	851.96	1,500.00	(648.04)	56.8%
Total PROFESSIONAL & TECHNICAL	521,657.48	751,500.00	(229,842.52)	69.4%
PROGRAMS				
6200 · Youth Services	6,581.42	12,700.00	(6,118.58)	51.8%
6210 · Teen Services	2,408.70	5,000.00	(2,591.30)	48.2%
6220 · Adult Services	15,397.61	30,000.00	(14,602.39)	51.3%
6230 · Bob Lucas Branch Services	3,724.06	4,500.00	(775.94)	82.8%
6240 · Literacy Services	1,930.87	2,000.00	(69.13)	96.5%
Total PROGRAMS	30,042.66	54,200.00	(24,157.34)	55.4%
Total Expense	2,746,321.24	3,914,000.00	(1,167,678.76)	70.2%
Net Ordinary Income	747,952.14	(263,000.00)	1,010,952.14	(284.4)%
Net Income	747,952.14	(263,000.00)	1,010,952.14	(284.4)%

Altadena Library District Board of Trustees Bylaws Committee Report (May 2019)

Committee Members: Gwen McMullins (chair), Katie Clark

Meetings: none

I. Formation & Scope of Work

The Bylaws Committee, an *ad hoc* committee, is tasked with updating the policies of the Altadena Library District Board of Trustees (last revised in 2006, formerly “Bylaws”).

II. Special Meeting & Policy Modifications

A Special Meeting of the Board of Trustees was held on Monday, 4/29/19, to allow for a full discussion of the updated Policies by the board and members of the public. The proposed policies were discussed section by section, and recommended changes were either made or discussed with legal counsel and modified as appropriate. The policy document included in this board package reflects those changes, and several noteworthy sections are delineated below.

III. Redlined Changes

In conjunction with outside counsel and Interim Director Cindy Cleary, the following changes/broader contexts are noted for the Board’s attention and consideration:

2.3, *Appointment vacancies*. New language has been added, requiring that the Board provide the public with the procedure by which the vacancy appointment will be made before any action is taken. There is no specific procedure contemplated under Statutory law (Gov. Code §1780) or the LA County Registrar-Recorder reference guide (<https://www.lavote.net/docs/rcc/documents/fill-a-vacancy-special-district-office.pdf>) that sets out a specific procedure for vacancy appointment for special districts. In a 1987 Court of Appeal decision, the court found that there were no cases that had previously interpreted that Government Code statute, and that decision did not speak to these circumstances (*Price v. Tennant Community Services Dist.* (1987) 194 Cal.App.3d 491.). Since no statutory or decisional law set forth any particular requirements for how the Board must initiate appointment proceedings, this language is an effort to work toward the Board’s request for greater transparency without creating a hard-and-fast rule that would need to be followed in every instance.

2.6, *Election*. The language originally presented to the Board was verbatim from the LA County Register’s Reference Guide for special district elections, but it was confusing. Thus, we have used a model from Santa Barbara and Orange County, which utilize the same statutes, but which do not include different requirements based on whether the election is held on even or odd years. Since it has already been laid out previously in the policy document that elections will be held in even years, the odd year reference is unnecessary, as any odd year election would either necessitate a change of policy or special election process which is covered by another set of guidelines.

4, *Library Board of Trustees Committees*. These sections were modified to describe committees subject to the Brown Act and those that are not (the latter including only ad-hoc committees, created by the Board President). Any committee that is created by formal Board action (as opposed to by the President only) is going to be subject to the Brown Act, so that is a more useful differentiating factor.

8.2, *Temporary Absences and Payscales*. These requirements have been adjusted to reflect the ALD’s personnel policies and job descriptions, and are now consistent.

8.7, *Evaluation of District Director*. “Probationary” has been modified to “introductory” throughout. Although there was an interesting Board discussion about potential statements not required by the Brown Act to be made in reporting out of closed session, it is the belief of this committee that sticking with the strictures of confidentiality around personnel records and evaluations would better serve the District, and would avoid placing undue pressure on a potential future Director to agree to a statement or conclusion he or she might not share.

9.10, *Violations of this Policy*. Language was added that describes instances where the Board would need to take action to effectuate discipline, which would be in the case of censure, but further descriptions of censure procedures

Altadena Library District Board of Trustees
Bylaws Committee Report (May 2019)

Committee Members: Gwen McMullins (chair), Katie Clark

can be found at 11.9. There are specific conditions imposed by the State, violations of which would result in removal from office, but there is little else that provides the Board with discretion to take additional action based on local policy.

10.3, *Brown Act & Special District Training*. Added language about an annual *City of San Jose*/electronic communications training.

11.2, *Special Meetings*. Set the “floor” for special meeting notice at 24-hours irrespective of the right under the Ed Code to call a special meeting with only 12 hours’ notice.

11.9, *Censure*. Disciplinary process and censure is outlined and explained. There is little statutory guidance for how an official could be removed from office beyond the scenarios that result in a vacancy of his or her office under the Government Code, cited in this section. In other words, persons are subject to removal from office for conditions imposed by the State. These include a felony conviction for violating official duties, failure to discharge official duties for three consecutive months, etc. The Board does have discretion to censure an offending Board member, and the best practice to do so has been laid out in this Section.

12.7, *Guidelines for Addressing the Board of Trustees by Members of the Public*. Subsection (G) has been revised based on the Brown Act procedure that allows removal of individuals that render the orderly conduct of the meeting unfeasible, and with some discretionary language about the Chair’s role in determining severe disruption. “Severe disruption” is created by decisional case law, and not by statute. Its exact definition is elusive. Courts have held that offense conduct, include a silent Nazi salute, does not constitute disruption to a public meeting. (*Norse v. City of Santa Cruz* (2010) 629 F.3d 966.) However, the Brown Act statute cited does provide a procedure for when disruption makes the orderly conduct of a public meeting infeasible (“willful interruption”), and pursuant to the Board’s discussion, language has been added to that effect.

16, *Amendments*. A paragraph outlining the process by which these policies can be amended has been added.

IV. Recommendations

The committee recommends that the Board approve and formally adopt these policies, and that, as a legislative body, we continue to amend and adjust them as needed in future to best reflect our commitment to transparency, open government, and good governance processes.

Upon the adoption of the new set of policies, the committee shall consider itself dissolved.

Report Approved By:
Gwen McMullins, Bylaws Committee Chair

Report Prepared By:
Katie Clark, Bylaws Committee Member

Budget Committee Report

The Budget Committee met in the Director's office at 3:30 pm on 4/30/19. A draft version of the 2019-20 Budget was presented by Nicole Fabray, Cindy Byerrum of Platinum Consulting Group (PCG) and Ian Berg, also of PCG. The meeting was also attended by Cindy Cleary and Stella Terrazas.

The Committee was informed that this draft version still needed several adjustments, especially in the Expense category. These items were discussed and changes were recommended. They will be added to the budget that is included in Board packet for the May 20, 2019 meeting.

Overall, the projected budget projects a return to positive net income in FY 2019-20 after a projected loss of \$212K in FY 2018-19. The improvement is due almost entirely by the elimination of excessive legal and settlement costs that are not expected in the next budget cycle. The final net income projection, however, will be dependent on several cost factors that have not yet been added and are described below. Despite our loss this year, the District will end the year with a healthy balance sheet.

Revenues: In this first draft budget proposal, Property Tax and Special Assessment revenue was projected to rise about 2% from 2-18-19. This will be the main source of the 1.9% overall revenue increase for 2019-20.

There was little expected change in revenue from Grants, gifts, fundraising groups or Library fees and product sales. Passport revenue also is expected to be flat.

Expenses: Salaries and wages are projected to rise due to increases in the step scale during the year. Additionally, there is a significant rise in Health and Worker's Comp insurance due to rising costs and new hiring. The District should also expect a sharp rise in Employer-paid taxes and benefits for employees. These items will contribute to a 7% rise in overall Salaries and Benefits.

This draft budget did **not** include a Cost of Living Adjustment (COLA) projection, which needs to be discussed by the Board to determine its effect on the final budget. Several sample COLA projections were shown ranging from 0% to 4% that change net revenue from about \$130,000 (0% COLA) to \$47,000 (4% COLA). These net revenue projections, however, could change after adjustments are finalized in several other expense categories.

Cindy Cleary presented new Maintenance and Operations requests for FY 2019-20 that are about \$160K less than this year. However, most of that variance comes from a sharp decline on structure upgrade requests. Pressure on this expense line is expected to increase as planning work proceeds on our Facilities upgrade program in FY 2019-20.

Final approval of the Budget is needed at the June Meeting. We recommend a thorough review with the presenters at the May 20, 2019 Board Meeting to gain a full understanding of the Revenue and Expense categories. Ideas or advice regarding ways to increase revenue will be especially valuable. Revenue from Grants and outside Foundations (excluding FOL and ALF), for example, seems to be moribund and perhaps could benefit by more assistance from the Board.

The Platinum Consulting Group mentioned a 10-year revenue forecast that shows what will happen if the District loses its parcel tax revenue. The Committee would urge the Board to study these impacts in the near future in order to help plan a future campaign to renew Measure A in 2024. Also, we should think about what we can do **now** to improve its chances for approval by the voters.

ALD Board of Trustees
Strategic Planning Committee Report (May 2019)

Committee Members: Katie Clark (chair), Jason Capell, Cindy Cleary, Hafsa Abdus-Shakur, Cynthia Carmona, Anne Chomyn, Sharon Collins, Juanita Gutierrez, Monica Hubbard, Veronica Jones, Cherri King; Jill Barnes-Hawkins

Meetings:

Sunday, April 28th, 4-5:30pm, Bob Lucas Branch Library

I. Formation & Scope of Work

The Strategic Planning Committee is a Special Committee tasked with developing a new strategic plan for the Altadena Library District. The work of the SPC will be supplemented and/or facilitated by a strategic planning consultant hired by the District.

II. Strategic Planning Consultant

After discussion with the full Board at the April meeting, it was determined that four potential firms/individuals (Margaret Sullivan Studios, Joseph Matthews, Leading Change Consulting, and Rauch Communications) merited further consideration. Those options were discussed with the Strategic Planning Committee, and a very robust and interesting conversation took place. The consensus that emerged was threefold:

- (1) That library experience was absolutely vital;
- (2) That experience in facilities and libraries could be a real asset or could represent a single point of failure; and
- (3) That operating within the District's budget and vision was essential.

The Interim Director and the Chair noted members' observations and comments, and have scheduled Skype interviews with all four candidates to further investigate their proposals, plans, timelines, budgets, and experience.

III. Committee Members' Reports

Committee members had been asked to reach out to their friends, neighbors, and networks to ask questions about the Altadena Library District, and peoples' experiences with it. Their reports were comprehensive and interesting, including identifying the following as needs/desires:

- Discontinuing the answering service (*NB: this has already been accomplished*)
- ADA access at the Main Library
- Afterschool programming for kids with special needs, especially K+ children
- Safe streets programming at Bob Lucas
- Outreach to senior facilities
- Libraries that are open at night
- Bilingual employees at both libraries all the time
- Science programming
- Quiet zones/times
- Continuing the emphasis on the library as a community gathering center
- Developing a better presence on the west side of town
- Potentially funding a news outlet/news project
- More community events and speakers
- Better PR and communication to the community
- More relevant and timely events (linked to current events/popular culture events)
- A bridge group/card group/family game night
- Chamber music program/music programming generally
- Art classes and art history speakers
- More transparency
- Innovative services that help diverse communities
- Afterschool homework help (especially for math) and summer activities
- Services informing and making Spanish speaking parents more welcome at the Main Library

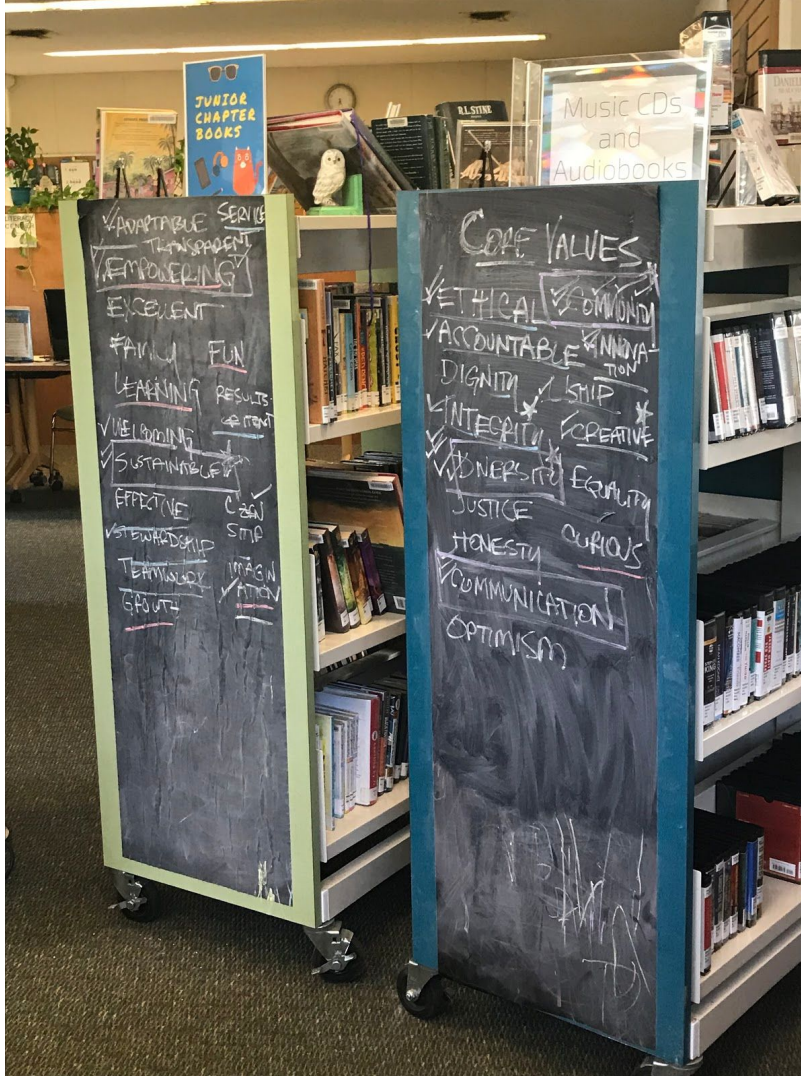
IV. Core Values

The Committee undertook an exercise (handout attached) to examine core values, in an effort to investigate what values ought to underlie not just this strategic planning process, but our vision for the District more broadly. The

ALD Board of Trustees Strategic Planning Committee Report (May 2019)

Committee Members: Katie Clark (chair), Jason Capell, Cindy Cleary, Hafsa Abdus-Shakur, Cynthia Carmona, Anne Chomyn, Sharon Collins, Juanita Gutierrez, Monica Hubbard, Veronica Jones, Cherri King; Jill Barnes-Hawkins

exercise was designed to organically seek common ground, and to avoid imposing a set of assumptions or expectations.



After compiling all the contributions from committee members and discussing how they intersected, overlapped, and impacted each other, the group came to an agreement around the following core values:

- **Community**
- **Integrity**
- **Diversity**
- **Creativity**
- **Innovation**
- **Sustainability**

These values will continue to guide the Strategic Planning Committee in its actions, deliberations, and considerations, and are offered to the Board as a critical representation of the values of the community we serve.

V. Recommendations

The Committee has no action to recommend at this time.

*Report prepared by:
Katie Clark, Strategic Planning
Committee Chair*

ALD Board of Trustees
Strategic Planning Committee Report (May 2019)

Committee Members: Katie Clark (chair), Jason Capell, Cindy Cleary, Hafsa Abdus-Shakur, Cynthia Carmona, Anne Chomyn, Sharon Collins, Juanita Gutierrez, Monica Hubbard, Veronica Jones, Cherri King; Jill Barnes-Hawkins

The Altadena Library District is dedicated to providing free and equal access to information, ideas, technology and the joy of reading to educate and empower our diverse community.

Strategic Planning Committee Meeting | AGENDA

Altadena Library District Bob Lucas Branch – Sunday, April 28th, 2019 – 4:00-5:30 p.m.

Katie Clark (chair), Jason Capell, Cindy Cleary, Hafsa Abdus-Shakur, Cynthia Carmona, Anne Chomyn, Sharon Collins, Monica Hubbard, Veronica Jones, Jill Barnes-Hawkins

- 1. Call to Order**
- 2. Open Session**
 - a. Roll Call
 - b. Approval/Reordering of Agenda Items
 - c. Adoption of Agenda
 - d. Public Comment on Non-Agenda Items
- 3. Update on Strategic Planning Process (informational)**
 - a. Results of members' conversations with their networks
 - b. Strategic Planning Consultant process
- 5. ALD Core Values & Mission (discussion)**
- 6. Future Agenda Items & Scheduling**
- 7. Adjournment**

ACCESSIBILITY: *In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Kylynn Chaney at (626) 798-0833 x118 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.*

PUBLIC COMMENT & PARTICIPATION: *This meeting is open to the public, and individuals may address the committee regarding any item of committee business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Committee Chair, individuals may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the committee to take action on any item not on the agenda. If speaking before the committee, please give your name and state the agenda item and/or issue you wish to address. Thank you for your interest and participation in this process.*

PUBLIC REQUESTS FOR DOCUMENTS: *The District provides a public inspection copy of all materials included in the agenda packet distributed to committee 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.*

ALD Board of Trustees
Strategic Planning Committee Report (May 2019)

Committee Members: Katie Clark (chair), Jason Capell, Cindy Cleary, Hafsa Abdus-Shakur, Cynthia Carmona, Anne Chomyn, Sharon Collins, Juanita Gutierrez, Monica Hubbard, Veronica Jones, Cherri King; Jill Barnes-Hawkins

Identifying Our District's Values

“Lasting change is a series of compromises. And compromise is all right, as long as your values don't change.”

- Jane Goodall

Our core values arise from our community, and from the people in our organization. They form an ethical foundation for the Altadena Library District, and help guide decisions and behavior.

Most people will believe in positive values - after all, rare is the person opposed to honesty, responsibility, or integrity. What is critical is to identify values that we, as a community, can believe in, commit to, and stand behind, especially in difficult situations or when there is a risk in so doing.

Values might be *discerned* (what are those things that you believe?) and they might also be thought of as *developed* (what are those things that we want to promote or build in our community)?

EXERCISE

You have in front of you a set of 78 different value options. All of them are positive, and important, and there are no wrong answers. Our tasks today are:

- (1) To sort through our own set of beliefs individually on what values are most important for the Altadena Library District; and
- (2) To come to some consensus around a shared set of values that can help guide future decision-making, planning, behavior, choices, and prioritization.

STEP ONE

Sort through the stack of value cards and sort them into two piles: one pile should be values that you believe are absolutely essential to our organization, and the other pile should be values that are less critical, or repetitive, or not applicable.

STEP TWO

Narrow down your essential pile to the top 35.

Then to the top 25.

Then to the top 15.

And finally, to the 7 most important values that you think the District simply cannot do without. These are deal-breakers for you - the kinds of things that, if contravened, would represent a serious moral issue.

STEP THREE

We'll assemble a survey of everyone's values and see where we find consensus.



REQUEST FOR PROPOSALS:

Architectural and Space Planning Services

Altadena Main Library and
Bob Lucas Memorial Branch
Library & Literacy Center

MAY 2019



Request For Proposal (RFP)

Architectural and Space Planning Services

INTRODUCTION

The Altadena Library District (ALD) is requesting proposals from qualified architecture and space planning professionals with experience in the design of libraries or multi-functional/hybrid programmed buildings (such as community centers, student centers, or civic centers) to provide services that encompass the Altadena Main Library (Main) and Bob Lucas Memorial Branch Library & Literacy Center (Branch). The goal at the Main is to provide a cost-effective, phased plan that can be implemented progressively as ALD resources allow. The focus at the Branch will be on space planning and interior and exterior design. All aspects of the project will be within the existing footprints and include consideration of landscape and hardscape surrounding each building. Ensuring compliance with the Americans with Disabilities Act (ADA) should be given early priorities in the project timeline. Another subset of projects deals with Health and Safety and should be given appropriate prioritization in the final plan. A preliminary scope of work is included to assist the consultant firms in preparation of a proposal.

SITE BACKGROUND AND HISTORY

Altadena, an unincorporated section of Los Angeles County, is located north of Pasadena and five miles northeast of downtown Los Angeles, at the foot of the San Gabriel Mountains. The community is diverse, with large minority populations and a wide socio-economic base. Altadena residents are characterized by their independent views, pride of local heritage, and reverence for the area's long and interesting history. Altadena's architecture includes homes and buildings designed by Lloyd Wright, Richard Neutra, Myron Hunt, Wallace Neff, the Green brothers, and many others.

ALD is a public library system that operates two libraries serving the approximately 43,000 residents of Altadena. ALD collaborates with its community to create environments for learning and inspiration, serves as a community center, and brings residents together to share the unique history of Altadena and the San Gabriel Valley. Aside from relatively minor modifications throughout the years, the physical characteristics of both libraries have remained unchanged.

As an Independent Special District, ALD is governed by a publicly elected Board of Library Trustees (Board). ALD has a \$3.6 million annual budget and a \$1.5 million reserve funded primarily by a dedicated allocation of local property taxes. The District also relies on a parcel tax that is due to expire in 2024. ALD has two fundraising organizations, Friends of the Altadena Library and the Altadena Library Foundation, that contribute about \$35,000 annually. With limited funding a phased approach to building upgrades is essential. The District operates on a July-June fiscal year and will begin its budget process for 2019/2020 in May, 2019. The Board is leading a strategic planning process which will inform services and funding options for the next five years. The strategic plan is due to be completed in September, 2019.

Main is located at the southwest corner of the intersection of East Mariposa Street and Santa Rosa Avenue. The building which opened in 1967 was designed by local architect Boyd Georgi. It is situated in a residential neighborhood. The multi-level approximately 23,500 square foot building is in the mid-century modernist International Style architecture of California. The building is an Altadena landmark and any significant changes to its exterior may trigger a request for review by preservationists in the

community. The original aesthetic and design of the library will be considered in every phase of the project.

Main's two-story, decorative concrete masonry unit and stucco building has a structural concrete superstructure with multi-level flat roofs. There is a 21-foot fall from North to South across the site. The entry path includes two pedestrian bridges in need of repair due to age and environmental effects. Along Santa Rosa there is no sidewalk and a turn of the century open drainage structure. A minor interior renovation of public spaces in 2017 was supported by Housing and Urban Development grant funding. A *Facility Conditions Assessment (2018)* identified approximately \$5.8 total 10-year renewal needs. The overall project goal is to provide a phased plan, with sketches and cost estimates, that will address the outstanding issues as identified in the *Assessment*.

The Branch opened at the current site in 1957 as the Arroyo Seco Branch Library. It closed in 1978 due to Proposition 13 and reopened in 1991 with its current name. The 1,600 square foot site accommodates library and literacy services. The building is single-story, painted concrete with a structural concrete superstructure, timber roof framing, and a sloped built-up roof. The building is on a relatively level site. In 2012 some remedial actions were taken to comply with ADA. Since that time interior and exterior improvements have included replacement of the HVAC system, parking lot improvements, and updated furnishings. The *Facility Conditions Assessment (2018)* identified approximately \$380,000 total 10-year renewal needs. With a desire to enhance service to the west side of Altadena the project goals will be to develop a space plan that accommodates current and future service models, improves circulation, and incorporates ADA requirements. Working within the existing footprint the project will include interior and exterior design concepts, including signage, to improve the appearance of the library.

In 2009 the *Altadena Library Addition & Renovation* plan recommended an expansion that would modernize service delivery and meet accessibility requirements. Architectural design studies were prepared with cost estimates. This plan never came to fruition due to limited funding and political will. The *Facility Conditions Assessment (2018)* inclusive of both libraries was recently completed. The *Assessment* determined where resources were most needed through evaluation of mechanical, electrical and plumbing systems; structural architectural components; vertical transportation systems; and utilities as related to the two libraries. Exterior equipment and parking lots were also included. Both buildings were rated as below average to poor condition with significant projected and deferred renewal needs. Total non-recurring and recurring costs for both sites were estimated at approximately \$6.1 million.

The ADA barriers in both buildings are significant. The most critical issues are at Main and include multiple levels that are only accessible by stairs, inaccessible building entrances, parking limitations, and insufficient toilet facilities. These limitations, some of which have been addressed, are identified in the *Five-Year Capital Improvement Program for ADA Remediation Projects (2007)* and the *Facility Conditions Assessment (2018)*.

CONSULTANT SERVICES

1. Eligibility

Consultants should be experienced architectural and space planning professionals with experience in the design of libraries or multi-functional/hybrid programmed buildings (such as community centers, student centers, or civic centers). The intent of the Request for Proposal is to garner responses from a qualified architecture and design teams to work in partnership with the Facilities Committee, the Board, the ALD staff, and community stakeholders.

The successful proposer will work directly with the Facilities Committee and the Interim District Director to ensure all activities in the project are completed within the timeline agreed to by the District.

2. Research and Analysis

The chosen consultant shall have working knowledge of the following existing documents:

- Altadena Library District: Facility Condition Assessment (2018)
- On-site survey of the two pedestrian bridges at ALD Main (2016)
- Altadena Library Addition & Renovation plan (2009)
- Five-Year Capital Improvement Program for ADA Remediation Projects (2007)
- As-Built Plans
- Collection of additional data from existing sources

3. Scope of Work Requested

Scope of Work Requested (Main):

- Review site to confirm/validate the *Facility Conditions Assessment* (2018).
- Analyze the extent of applicability and incorporation of the ADA requirements.
- Participate in a series of investigative meetings with ALD staff and the Board, with at least one public meeting to solicit input.
- Provide 2-3 alternative approaches, with visualization sketches, that address the issues.
- Present alternatives to staff, Board and community for feedback.
- Develop Rough Order of Magnitude pricing for each and for further review.
- Choose one alternative.
- Prepare a cost estimate and potential funding sources.
- Develop a phasing plan.
- Prepare a draft report for review by staff, the Board and community.
- Summarize into a final report and present to the Board.

Scope of Work Requested (Branch)

- Review site to confirm/validate the *Facility Conditions Assessment* (2018)
- Analyze the extent of applicability and incorporation of the ADA requirements.
- Participate in a series of investigative meetings with Branch and ALD staff and Board, with at least one public meeting to solicit input.

- Develop a space plan with effective differentiation between literacy and library services; and staff spaces.
- Develop and refine interior and exterior concepts until 2-3 design boards can be presented to the Board.
- Upon approval, provide an itemized budget.
- Summarize into a final report and present to the Board.

PROPOSAL CONTENTS AND REQUIREMENTS

1. Cover Letter

Summarize the proposed team and approach. Be sure to include the firm name, address, contact person, and all applicable contact information.

2. Qualifications:

- Describe the background, experience, and capabilities of your firm as it relates to the Scope of Work outlined above.
- Identify the name and title of the primary consultant and any other key team members who will be assigned to this project. For each, provide a summary of qualifications and experience and identify successful placements that they have completed within the last five years that are similar in scope, size, and complexity to this project.
- For each team member, provide the name, telephone number, and email address of at least three references that can attest to the quality and effectiveness of his/her work.

3. Project Approach

Describe the methodology and work plan the consultant(s) will use to complete the work, including critical elements and special methodologies that will be employed to ensure a high-quality work product that will meet budget and schedule expectations.

4. Scope of Services

Provide a scope of services and a proposed outline of tasks, products, and schedules. Identify the extent of ALD involvement deemed necessary including key decision points at each stage of the project. Proposed deviations from the desired scope of services set forth above should be clearly noted and justified.

5. Cost

Provide a cost proposal for the scope of services including fixed costs, fees, expenses (including anticipated advertising expenses), reimbursable costs, and any other anticipated expenses.

6. Subcontractors

Identify all subcontractors that are proposed to be used on this project if any. For each subcontractor list the products and/or services to be supplied and the percentage of the overall scope of work that will be performed by that subcontractor. Comply, when needed, with bid award requirements described in the Library's Financial Policies and Procedures manual.

7. Insurance

List all relevant insurance policies and coverage amounts carried by the firm. The selected consultant will be required to submit evidence of, and comply with, all insurance requirements deemed necessary by the Board.

8. References

Provide a list, including contact name and complete contact information, of at least three clients the firm has contracted with within the past two years who can verify the firm's ability to provide the scope of services requested. It is desirable to include one library client.

9. Performance Guarantee:

If your firm provides a performance guarantee, describe the terms and conditions under which the guarantee applies.

SELECTION PROCESS AND EVALUATION CRITERIA

The Facilities Committee in preparation for a recommendation to the Board will review and evaluate all proposals. In order to qualify as responsible, a prospective consultant must, in the opinion of the Facilities Committee, meet the following standards as they relate to this Request for Proposal. The District may use all or some of the following criteria in its evaluation and comparison of submittals:

- Completeness and Quality of Submittal
- Have the necessary experience, organization, technical qualifications, skills and facilities, or have the ability to obtain them, including any sub-contractor arrangements.
- Availability of key project personnel
- Compatibility and communication
- Soundness of design process
- Demonstrated design innovation and creativity
- Experience with libraries and or multi-functional or hybrid program buildings
- Total Cost to ALD
- Soundness of Design Process
- Ability to meet ALD insurance requirements
- References
- Be an Equal Opportunity Employer
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations

Selection will be based on the qualifications of the firm and assigned personnel and on the quality of the proposal. Primary consideration will also be given to experience with libraries or similar facilities, compatibility, and design innovation and creativity as demonstrated in the proposal. Selection will not be based solely on cost.

ALD reserves the right, at its sole discretion, to waive minor irregularities in submittal requirement, to request modifications of the response, to accept or reject any or all responses received, and/or cancel all or part of this Request for Proposal at any time prior to awards.

PROJECT SCHEDULE

A voluntary pre-proposal tour of both libraries is scheduled on **Thursday, June 13 at 8:00 a.m.** The tour will begin at Main (600 East Mariposa Street).

Proposals must be received no later than 5:00 p.m. PDT on **Monday, July 15, 2019.** Proposals received later than the date and time specified will not be considered. ALD assumes no responsibility or liability for late delivery or receipt of responses.

The Facilities Committee will review the proposals with the Board of Library Trustees on **Monday, July 22, 2019** for selection of a short-list of two-to-three firms. In order to be considered eligible for the project the lead consultant from a short-listed firm must be available for an in-person or Skype interview on **Thursday, August 1, 2019 or Friday, August 2, 2019.**

Selection of a consultant under this Request for Proposal does not commit ALD to procuring any services pursuant to this Request for Proposal. ALD will negotiate contract terms upon selection. The project will be awarded and terms finalized at a later date.

PROPOSAL SUBMISSION

Deadline for submission is 5:00 pm on **Monday, July 15, 2019.**

Please submit original and seven (7) copies of your proposal to:

Cindy Cleary, Interim District Director

Altadena Library District

600 East Mariposa Street

Altadena, CA 91001

Please also send an email copy of your proposal in PDF format to ccleary@altadenalibrary.org.

Proposals and/or modifications received after the specified hour and date will not be considered unless they are sent by certified mail for which an official, dated post office stamp on the original receipt for certified mail has been obtained, and it is determined by the District that the late receipt was due solely to a delay in the mail, for which the proposer was not responsible.

INFORMATION REQUESTS

Information regarding this project and proposed work can be obtained by contacting Cindy Cleary, Interim Library Director at (626) 798-0833 x103 or e-mail ccleary@altadenalibrary.org.

DISCLAIMER

This Request for Proposal does not commit the ALD to engaging a consultant, issuing a contract, or paying any costs incurred in preparation of the proposals or attendance for interviews by the Board. ALD reserves the right to cancel this Request for Proposal in whole or in part, reject any and all proposals, to accept proposals it considers most favorable to ALD's interests at its sole discretion, and to

waive any irregularities or informalities in the proposal procedures. ALD further reserves the right to reject all proposals and seek new proposals when it is determined to be in the best interest of ALD. This Request for Proposal covers only the work described herein and does not commit ALD to any work beyond what is described. All reports and pertinent data or materials will be the property of ALD and may not be used or reproduced in any form without the explicit written permission of the District.

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Altadena Library District Board of Trustees Policies and Procedures

1. Library Board of Trustees Roles and Responsibilities

The Board of Trustees of the Altadena Library District is an elected, administrative board of five trustees residing and registered to vote within the District, as formed under CA Ed. Code §§19600-19734, December, 1926. Their primary task is defining the mission and vision of the Altadena Library District, and guiding and advising the Library Director in the execution of same.

The Board of Trustees leads in strategic planning, and sets the policies that govern the Altadena Library District. It provides financial oversight and ensures a sustainable financial future for the Altadena Library District. It hires the District Director, to whom it delegates management authority. The Board of Trustees holds the Director accountable through a formal evaluation process.

The Board of Trustees represents and advocates for the Altadena Library District in the community.

The Board of Trustees holds authority only as an aggregate body, not as individual trustees, and works to maintain a unity of purpose among its members as they work in the best interests of the Altadena Library District and the community of Altadena.

As a publicly elected body administering a special district, the Board of Trustees complies with and ensures that the Altadena Library District complies with all legal requirements and ethical standards, and strives to ensure an open and transparent process of governance.

2. Election of Library Board of Trustees

The Board of Trustees consists of five members elected at large from the District, and who serve without pay for four-year staggered terms. Elections are held biennially in even numbered years on the same day as state general elections, the first Tuesday after the first Monday in November. Pursuant to Education Code §19700, Trustees take office the first Friday in December succeeding their election.

2.1. Official Tabulation of Votes

The official tabulation of votes in a Trustee election, furnished by the Registrar-Recorder of Los Angeles County, shall be recorded in the minutes of the next Board meeting following an election (or upon receipt).

2.2. Vacancies on the Library Board of Trustees

If a vacancy should occur on the Library Board of Trustees based on any of the prescribed events contemplated by Gov. Code §1770 occurring before the expiration of a term of office, the District shall notify the county elections official of the vacancy no later than 15 days following either the date on which the district board is notified of the vacancy, or the effective date of the vacancy, whichever is later. The remaining Trustees shall fill that vacancy within 60 days of the date on which the district board is notified of the vacancy, or the effective date of the vacancy, whichever is later (Gov. Code §1780(d)(1)-(e)(1)), either by appointing a new Trustee or by calling an election at the next established election date. Any

individual appointed to a vacancy on the Library Board of Trustees by any means shall assume his or her office at the next regular meeting of the Board.

2.3. Appointment to a Vacancy

If the Board of Trustees decided to appoint someone to fill the vacancy, a notice of said vacancy must be posted in three or more conspicuous places in the district (including the Main Library and the Branch Library), as well as on the District's website, at least 15 days before the appointment is made. The District must then notify the county elections official of the appointment no later than 15 days after the appointment is made, and that appointee shall fill the vacancy under whichever of the following two scenarios applies (Gov. Code §1780(d)(2)):

- A. If the vacancy occurs in the first half of a term of office and at least 130 prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.
- B. If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

At the public meeting at which the vacancy appointment is considered by the Board of Trustees, and in advance of any Board action, the Board shall provide the public with the procedure by which the appointment will be made, including selection criteria, process, timeline, and voting. The Board shall endeavor to make the appointment in line with general principles of transparency and open-government best practices.

2.4. Calling an Election to Fill a Vacancy

In lieu of making an appointment, the remaining members of the Board may within 60 days of the date they are notified of the vacancy or the effective date of the vacancy (whichever is later), call an election to fill the vacancy. The election shall be held on the next established election date that is 130 or more days after the date the District Board calls the election (Gov. Code §1780(e)(2)). Established election dates are defined by Elections Code §1000.

2.5. Failure to Act

If the vacancy is not filled by the Board either via making an appointment or calling a special election within 60 days, then between 60 and 90 days, the Los Angeles County Board of Supervisors may fill the vacancy either by appointing a new Library Trustee or by ordering the District to call an election. The election shall be held on the next established election date that is 130 or more days after the date the Board of Supervisors orders the election.

If the number of remaining members of the Board falls below a quorum, then at the request of the district secretary or a remaining Board Member, the Board of Supervisors may waive the 60 day period during which the Board is allowed to take action (but would be unable to act due to the lack of quorum), and the Board may either appoint immediately to fill the vacancy, or may call an election to fill the vacancy. The election shall be held on the next established election date that is 130 or more days after the date the

Board of Supervisors calls the election. The Board of Supervisors shall fill only enough vacancies to provide the Board of Trustees with a quorum.

If within 90 days of the date the Board of Trustees is notified of the vacancy or the effective date of the vacancy (whichever is later), no action has been taken by any governing body to fill the vacancy either by appointment or by calling for a special election, the Altadena Library District must call an election to fill the vacancy (Gov. Code §1780(g)(1)). The election shall be held on the next established election date that is 130 or more days after the date the District Board calls the election.

2.6. Election

A person elected at a regular board member election or appointed in-lieu of election takes office at noon on the first Friday in December following his or her election in November and shall serve for four years or until his or her successor qualifies and takes office (Elec. Code §§10554, 10507). A special election, should it be required, ordered, or necessary, shall be held in accordance with CA Election Code §1000.

2.7. Candidate Statements for District Elections

The District requires payment to the County of Los Angeles in advance of each candidate's *pro rata* share of the printing, handling, and mailing costs of the candidate's statement included in the voter's sample ballot pamphlet. If the actual cost exceeds the estimate, the District will bill each candidate for the coverage after the election. The maximum word limitation for the candidate's statement is 200 words. The county shall bill any candidate for District office for the actual prorated costs of printing, handling, and translating his statement of qualifications contained in the voter's pamphlet accompanying the sample ballot (Public Resources Code §9546).

2.8. Seating of New Members on the Library Board of Trustees

The presiding officer (or his/her designee) will conduct a brief ceremony at the first meeting of the Library Board of Trustees at which newly elected or newly appointed members of the Board assume office. The ceremony will consist of the newly elected or newly appointed Trustee affirming an oath of allegiance, as written below:

I, _____ [name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States, and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

3. Officers

At the Board's first regular meeting called after the last Friday in November, the Board shall elect its President and Secretary for one year terms (Ed. Code §19424).

3.1. Election of Officers

The Library Board of Trustees elects officers at its regular board meeting called after the last Friday in November from among its members, effective immediately. The officers remain in office for a term of one year or until their successors are duly elected.

3.2. Vacancies

A resignation, death, or other cause creating a vacancy in one of the offices shall be filled by a majority vote of the Board at the next regular meeting. The term of office shall be for the unexpired term.

3.3. Duties of Officers

A. President

1. Chairs all Library Board of Trustees meetings;
2. Works closely with the District Director (or his or her designee(s)) to facilitate effective communication among the Board of Trustees and the community;
3. Works closely with the Director in preparing the agenda for all Board of Trustees meetings;
4. Shall sign, with the Secretary, all official documents implementing Board action;
5. Appoints Standing Committees (including a chair of each committee), Board Liaisons, and may create Special Committees or Ad-Hoc Committees to perform a specific task; with all appointees requiring an approval by a majority of the Board of Trustees;
6. Shall be an ex-officio member of all Standing Committees;
7. Represents the District in official functions, or designates a representative; and
8. Shall be (or shall designate) the official spokesperson for Board of Trustees actions.

B. Secretary

1. Assumes the duties of the President in the absence of the President or in the event that s/he must vacate the chair during the course of a meeting;
2. Presides at all regular and special meetings in the absence of the President; and
3. Certifies all District documents as may be required by law, and signs, with the President, all official documents implementing Board action.

3.4 Personal and Individual Liability of Trustees

The District shall include in its standard insurance policy a Directors & Officers Liability insurance policy, such that Board members are not at risk of joint and several liability for actions taken in the proper exercise of their official duties to the extent permitted by law.

4. Library Board of Trustees Committees

Board Committees are constituted to facilitate the effectiveness of the Library Board of Trustees within the powers and authority delegated by the Board as a whole. The creation of committees is discretionary, and may be appointed at any time. Either the President or the Board shall designate the chair and membership of each committee, depending on its nature and composition.

The Board may appoint community members and/or staff to serve on committees. A public statement may be issued asking for volunteers to serve on a committee, if appropriate. Members of the community wishing to serve on the committee shall submit a statement of interest or resume to the Chair of the committee for consideration, and the Chair shall submit a recommendation to the full Board for approval by a simple majority.

Staff may participate in committees in two fashions:

- A. The District Director may forward staff recommendations to the Chair of the committee for membership as s/he sees appropriate, with the understanding that participation in the committee will be on work time, and those recommendations shall be submitted by the Chair to the full Board for approval by a simple majority; or
- B. Members of staff may, of their own volition, submit themselves for membership on a committee as members of the community, but it shall be understood that they are not participating in their role as a District employee nor are they representative of the viewpoints or perspective of the institution nor shall they be paid for their time.

In establishing committees, the Board will comply with all relevant legislation, including the Ralph M. Brown Act.

4.1. Committees Subject to the Brown Act

- A. *Standing Committees.* Standing committees may be appointed by the Board to deal with a continuing area of interest for an unspecified duration. No more than two members of the Board shall sit on any standing committee. Standing committees may or may not include other members, including staff or members of the public, and shall have a continuing subject matter and a fixed meeting schedule. All standing committees must operate within the confines of the Ralph M. Brown Act, which dictates that meetings shall be held in a suitable location, be open to the public, have an agenda posted at least 72 hours prior to the meeting, and that items from the public will be heard if they are within the subject-matter jurisdiction of that committee.
- B. *Special Committees.* Special committees may be created at any time to perform a specific task for a specified duration. Membership of a special committee may be composed exclusively of trustees (provided that it is more than a quorum; i.e., three or more trustees), or may be composed of trustees, staff, members of the community, or any combination of the aforementioned, and shall have a special area of interest. They may meet on a fixed schedule or on an as-needed basis, but that shall be determined and set forth by the Board when the special committee is composed by the Board. All special committees must operate within the confines of the Ralph M. Brown Act, which dictates that meetings shall be held in a suitable location, be open to the public, have an agenda posted at least 72 hours prior to the meeting, and that items from the public will be heard

if they are within the subject-matter jurisdiction of that committee.

4.2. Committees Not Subject to the Brown Act

- A. *Ad-hoc Committees.* Ad-hoc Committees, otherwise known as temporary advisory committees, may be created by the President at any time to perform a specific task. Membership of an ad-hoc committee is limited to less than a quorum, *i.e.*, two members of the Board, and shall be comprised exclusively of Board members (no additional members are permitted). Thus composed, a less than quorum ad-hoc committee is not subject to the constraints of the Brown Act (although it is perfectly free to operate according to them should it wish) (Gov. Code §54952(b)). At its creation, the committee shall be given a specific charge, a timeframe for completion of that charge, a designation of the composition of membership (either less than quorum ad-hoc or special), a full description of the functions to be discharged, and the authority that the committee will have. Ad-hoc committees are automatically dissolved once their specific tasks are completed but no later than twelve months following their creation.

4.3. Reporting of Committees

The Chair of each committee shall provide a comprehensive (written or oral) report to the Library Board of Trustees at the regular meeting following each committee meeting. A written report is recommended.

5. Library Board of Trustees Liaisons

The Board President may appoint designated liaisons between the Board and appropriate Library support groups and/or other governing bodies as applicable. Appointments shall be made by the Board President with the concurrence of a majority of the Board.

Each liaison will provide the Board with a comprehensive (written or oral) report of activities at the regular Board meeting immediately following any relevant activity, including recommendations for Board actions when appropriate.

5.1. Government Relations Liaison

The Government Relations Liaison shall:

- A. Monitor current legislative activity at city, county, state, and federal levels that would impact the Altadena Library District;
- B. Provide information to the Board of Trustees regarding legislative issues and their impact on the Altadena Library District;
- C. After consultation with the Board, contact legislators, as appropriate, to advocate for the Altadena Library District's position on individual legislative issues; and
- D. Attend legislative days in Sacramento representing the Altadena Library District.

5.2. Friends of the Altadena Library Liaison

The Friends of the Altadena Library Liaison shall:

- A. Attend meetings of the Friends of the Altadena Library;
- B. Represent the Board of Trustees at those meetings; and
- C. Provide context to the Board about any relevant information, activity, or recommended Board action.

5.3. Altadena Library Foundation Liaison

The Altadena Library Foundation Liaison shall:

- A. Attend meetings of the Altadena Library Foundation Board;
- B. Represent the Board of Trustees at those meetings; and
- C. Provide context to the Board about any relevant information, activity, or recommended Board action.

6. Library Board of Trustees Representatives

From time to time, the Board of Trustees may appoint from its members a representative to professional or community-wide committees or organizations to represent the unique interests of the Altadena Library District. Such appointments must be made in compliance with state law.

7. Library Board of Trustees Appointments

The Board of Trustees may call upon members of the community to represent the Altadena Library District as needed with appointments to local, state, or regional boards or committees as a delegate from the Altadena Library District.

7.1. Appointment of District Representatives to Local, Regional, State Committees and Boards

When local, state, or regional committees or boards request a community member as a delegate from the Altadena Library District, the Board directs the District Director to recruit and suggest for appointment such community members. The District Director will submit these recommended appointees, including position and length of term, to the Board of Trustees for approval at a regular meeting.

8. Library Board of Trustees and Relationship with the District Director

The Board of Trustees determines the strategic direction and operating policies of the Altadena Library District, and delegates their implementation to the District Director. Moreover, the Board appropriates all monies to be expended via the approved budget, and works closely with the Director to ensure a well-run library district which fulfills the needs of the community.

While the Board retains authority under the law to conduct all library business, it shall be Board policy to delegate responsibility for the operation of the library to the District Director, and to endorse his/her policies and practices, as long as they continue in the library's best interest.

It is the District Director's responsibility to keep the Board informed of library activities, and to make recommendations for Board action in all matters as required by law.

8.1. Appointment of a District Director

The District Director shall be appointed at a regular meeting from a list of qualified candidates as the result of an open competitive oral and written process. No fewer than four Trustees must be present in a closed session meeting when each applicant is being interviewed for final selection. An applicant must receive at least three affirmative votes from the Board of Trustees to be appointed District Director, which must be announced in compliance with the Ralph M. Brown Act.

8.2. Temporary Absence of the District Director

In the temporary absence of the District Director, the District Director shall appoint a qualified current librarian on staff to serve as Acting Director, without additional compensation. A temporary absence is defined as 1 to 10 consecutive business days, wherein the Acting Director shall assume the full range of duties and responsibilities. If the District Director is temporarily incapacitated and unable to appoint an Acting Director, the Board of Trustees shall appoint an Acting District Director by majority vote.

8.3. Prolonged Absence of the District Director

In the case of prolonged absence, which shall be understood to be longer than the above defined temporary absence, the Board of Trustees shall immediately appoint an Acting District Director and establish appropriate compensation.

8.4. Appointment of an Interim Director

In the case of the resignation, death, or dismissal of the District Director, the Board of Trustees shall immediately appoint an Interim District Director and establish appropriate compensation.

8.5. Administration Leeway in Absence of Board Policy

In situations arising where there are no policies or guidelines for administrative action, the Director shall have the power to act in compliance with State law and in consultation with General Counsel, as necessary; however, the Director's actions shall be subject to review and action by the Board of Trustees at its next regular meeting. It shall be the duty of the Director to immediately inform the Board of such situations, and of the need for policy.

8.6. Library Board of Trustees Requests of Staff or Legal Counsel

The Director shall be the line of official communication between the Board and all District personnel, including contractors, vendors, legal counsel, and volunteers. Except for the purpose of inquiry and unless there is reasonable cause to do otherwise, the Board of Trustees shall provide direction to District personnel through the District Director, in compliance with all applicable open meeting and transparency State laws. Neither the Board nor its members shall attempt to influence or to direct any subordinates of the Director.

The Director may, from time to time, assign specific members of the staff or request legal counsel to work directly with a Board member, a Board committee, or on a Board project.

8.7. Evaluation of the District Director

The District Director shall, upon his or her appointment, have an introductory period of 12 months. A series of preliminary evaluations shall take place at three and six months with the Board of Trustees, with a final evaluation and determination upon passage of the introductory period at one year. Thereafter, the Board shall undertake a formal evaluation of the Director annually, and may, at their discretion, undertake special evaluations as needed, if such a special evaluation is approved with the vote of a majority of the Board. All formal evaluation processes must be conducted in compliance with the Ralph M. Brown Act and state law requirements, including the general rule of confidentiality regarding personnel records (Gov. Code §6254(c)) and the closed session procedure set forth for the performance evaluation of District employees (Gov. Code §54957).

9. Library Board of Trustees Expense Reimbursement Policy

The purpose of this policy is to (1) define the types of meetings, conferences, and other activities for which a Library Trustee may receive reimbursement from the District for actual and necessary expenses incurred in attending such meetings, conferences, or activities; and (2) to provide the rate or rates of reimbursement for travel, meals, lodging, and other actual or necessary expenses incurred by Library Trustees in attending those meetings, conferences, and activities; and (3) to provide the procedures and other requirements for seeking reimbursement from the District for those expenses.

This policy is intended to comply with the requirements of Government Code §§53232-53232.4.

9.1. Applicability

This policy applies only to members of the Board of Trustees. Reimbursement for expenses to the District Director and to employees of the Altadena Library District shall be governed by the District's personnel rules and policies.

9.2. Authorized Expenses

A Library Trustee is eligible to receive reimbursement for travel, meals, lodging and other and necessary expenses incurred in attending the following meetings, events and activities, provided the attendance is approved by the Board of Trustees, and includes (but is not limited to) the following categories:

- A. Conferences, Meetings and Workshops
Attendance at conferences, meetings and workshops of regional, state and national organizations whose activities benefit or affect the District's activities or interests;
- B. Special Projects
Attendance at conferences and meetings regarding special library projects;
- C. Community Activity or Visibility
Attendance at community sponsored functions, where the presence of a representative is requested or important;
- D. Legislative Activity and Meetings with Local, Regional, State or National Officials

Attendance at meetings with local, regional, state or national officials on legislative issues or District policy or program issues; and

- E. Ethics, Harassment, Brown Act, or Special District Training
Attendance at a conference, meeting, workshop or organized educational activity conducted in compliance with Government Code §54952.2(c), including but not limited to ethics training required by Government Code §53234.
- F. Educational Conferences and Professional Meetings (as outlined in §10 of this policy).

Event categories not subject to reimbursement, and which will not receive Board approval, include social events, District-sponsored employee events, festival and holiday events, and meetings of political organizations.

9.3. Library Board of Trustees Budget Approval for Activity

A budget for attendance by a member of the Board at eligible meetings or events as described in Section 9.2 of this policy will be established as a line item in the District's budget. Adoption of the budget by the Board of Trustees will constitute prior approval of such expenses provided the total expenditures do not exceed the approved budget. Expenses which exceed the approved budget must be approved by the Board before they are incurred.

9.4. Reimbursement Rates and Amounts

A. Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs, the Trustee's time constraints, and cargo space requirements must be used, using the most direct and time-efficient route. Charges for rental vehicles may be reimbursed under this provision if more than one District official is attending an out of town conference, and it is determined that sharing a rental vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. Government and group rates must be used when available.

1. **Airfare.** Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered by the State of California shall be, in most normal circumstances, presumed to be the most economical and reasonable for purposes of reimbursement under this policy. The Board recognizes and acknowledges that such airfares are not always practicable or available in certain limited circumstances, and finds that higher airfares may be appropriate in individual cases.
2. **Automobile.** Automobile mileage shall be reimbursed at Internal Revenue Service rates presently in effect (see <http://www.irs.gov/>). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The Internal Revenue Service rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed. Mileage for travel to meetings, conferences, and activities with a ten-mile radius shall not be reimbursed by the District.
3. **Car Rental.** Rental rates that are equal or less than those available through the State of California's website (<http://www.catravelmart.com/default.htm>) shall be considered the most economical and reasonable for purposes of reimbursement under this policy.

4. **Taxis/Ride-Share/Shuttles.** Taxi, ride-sharing, or shuttle fares may be reimbursed, including a 15% gratuity per fare, when the cost of such fare is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

B. Lodging

Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay.

1. **Conferences/Meetings.** If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see subparagraph 2 below.
2. **Other Lodging.** Travelers must request government lodging rates, when available. A listing of hotels offering government rates in different areas is available at <http://www.catravelsmart.com/lodguideframes.htm>. Lodging rates that are equal or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites like www.hotels.com, www.expedia.com, or an equivalent service shall be considered reasonable and hence reimbursable if, given the circumstances of the travel, such comparable rates can be found. In unique circumstances, the District Director may approve the reimbursement of reasonable lodging costs that exceed the two standards above, if necessary under the particular circumstances.

C. Meals

Trustees shall, when available, take meals that are provided as part of a seminar or conference registration fee. Reimbursable meal expenses and associated gratuities shall not exceed \$60 per day.

D. Telephone/Fax/Cellular

Trustees will be reimbursed for all actual telephone and fax expenses incurred for Altadena Library District business. Telephone bills should identify which calls were made on Altadena Library District business.

E. Internet

On out-of-town trips, Trustees will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed \$15 per day, if Internet access is necessary for Altadena Library District related business.

F. Airport and Other Parking Charges

The Altadena Library District will reimburse parking costs based on actual costs or the equivalent of long-term parking rates used for travel exceeding 24 hours.

G. Other

Baggage handling fees and reasonable gratuities will be reimbursed. Expenses for which Trustees receive reimbursement from another agency are not reimbursable. Any and all expenses that do not fall within the adopted reimbursement policy are required to be approved by the Library Board of Trustees in a public meeting prior to the expense(s) being incurred.

9.5. Non-Reimbursable Expenses

Examples of personal expenses for which the Altadena Library District will not reimburse a Trustee include, but are not limited to:

- The personal portion of any trip;
- Political or charitable contributions;
- Family expenses, including partner's expenses when accompanying an official on agency-related business, as well as children or pet-related expenses;
- Entertainment expenses, including theater, movies (either in-room or at the theater), recreational events not related to Altadena Library District business (including gym or massage expenses), cultural events not related to Altadena Library District business;
- Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline;
- Personal losses incurred while on Altadena Library District business; and
- Personal alcohol or bar expenses.

9.6. Expense Report Content and Submission Deadline

All expense reimbursement requests must be submitted on an expense report form provided by the Altadena Library District. This form shall include the following advisory:

"All expenses reported on this form must comply with the Altadena Library District's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the Altadena Library District's policies may include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability."

Expense reports must document that the expense in question met the requirements of this policy. Except as required sooner by this policy, Trustees must submit their expense reports within 30 calendar days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. The inability to provide such documentation in a timely fashion may result in the expense being borne by the Trustee.

9.7. Verification of Expense Reports

Trustees shall submit their reimbursement forms to the District Director for review, final approval and payment. Included on the reimbursement form will be an explanation of the Altadena Library District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

The District Director shall review and approve all reimbursement requests. The District Director may request additional documentation or explanation of individual expenditures for which reimbursement is requested by the Trustee. Expenses that do not adhere to the adopted reimbursement policy and that do not receive approval from the Board of Trustees in accordance with the above policies prior to the expense being incurred shall not be eligible for reimbursement.

9.8. Reports to the Public

At the next subsequent regular Board meeting, each member shall briefly report, orally or in writing, on all meetings attended at District expense. If multiple members of the Board of Trustees attended an event, a joint report or individual report on behalf of all attendees may be made.

9.9. Compliance with Laws

Trustees should keep in mind that some expenditures could be subject to reporting under the Political Reform Act and other laws. Records of all District expenditures and documentation regarding expense reimbursements are public records subject to disclosure under the Public Records Act, subject to any applicable exemptions.

9.10. Violation of this Policy

Failure of District officials to abide by this Policy, following its adoption, may result in disciplinary action, up to and including censure, removal from office (including for designated events constituting a vacancy before expiration of term under Gov. Code §1770) or referral for criminal prosecution.

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: (1) loss of reimbursement privileges, (2) a demand for restitution to the Altadena Library District, (3) the Altadena Library District reporting the expenses as income to the Trustee to state and federal tax authorities, (4) civil penalties pursuant with California state law, or (5) prosecution for misuse of public resources (Penal Code §424).

10. Training, Education, and Conferences

Trustees are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve Board and/or District operations. Attendance at such educational conference and professional meetings are considered a part of an official's performance of their official duties for the Altadena Library District. There is no limit as to the number of Trustees attending a particular conference or seminar when it is apparent that their attendance is beneficial to the Library District. "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

It is the policy of Altadena Library District to encourage board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with interests of the Altadena Library District. Cash advances are not permitted. All reimbursement of actual and necessary expenses shall be pursuant to the policies outlined in previous sections.

A Trustee shall not attend a conference or training event for which there is an expense to the Library District if it occurs after they have announced their pending resignation, or if it occurs after the election in which it has been determined that they will not retain their seat on the Board. A Trustee shall not attend a conference or training event when it is apparent that there is no significant benefit to the Altadena Library District.

Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the Altadena Library District, the Trustees shall either prepare a written report for distribution to the Board,

or make a verbal report during the next regular meeting of the Board. The report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District Director to be included in the library for the future use of other staff.

The District Director (or his/her designee) must provide information on available training to the Board as it becomes available, or at least once a year.

10.1. Ethics Training

All Trustees and the District Director shall receive two hours of training in general ethics principles and ethic laws relevant to public service within one year of election or appointment to the Library Board of Trustees, and at least once every two years thereafter, pursuant to Government Code §§53234-53235.2.

This policy shall also apply to all staff members that the Board of Trustees designates and to members of all commissions, committees and other bodies operating subject to the Ralph M. Brown Act who receive any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.

Trustees and the District Director shall obtain proof of participation after completing the ethics training. Altadena Library District staff shall maintain records indicating both the dates that the District Director and Trustees completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after the District Director and the Board of Trustees receive training, and are public records subject to disclosure under the California Public Records Act. Altadena Library District staff shall provide the District Director and Board of Trustees with information on available training that meets the ethics training requirements of this policy at least once every year.

Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken from home, in person or online. Any Trustee that serves on the board of another agency is only required to take the training once every two years.

10.2. Sexual Harassment Prevention Training

Government Code §§53237-53237.5 requires each local agency official to receive sexual harassment prevention training. Trustees shall receive at least two hours of sexual harassment prevention training and education within the first six months of taking office, and every two years thereafter. Any entity which provides training must also provide the participants with proof of participation, and the Altadena Library District shall maintain records for at least five years detailing the dates on which Trustees fulfilled said training, as well as the entity that provided it.

10.3. Brown Act & Special District Training

Trustees are encouraged within their first six months of tenure on the Board to take advantage of free training from CSDA, the Los Angeles District Attorney's office, or other similar agencies, on board member best practices, the Brown Act, and other issues and concerns applicable to the Altadena Library District. The District shall provide training annually for the Board on the *City of San Jose v. Superior Court* (2017) 2 Cal.5th 608 case and the District's use of electronic communications in line with state statutory and decisional law requirements.

11. Board Meetings

11.1. Regular Meetings

Regular meetings of the Altadena Library District Board of Trustees are generally held the fourth Monday of each month in one of Altadena Library District libraries. The schedule of dates and locations of Board meetings for the next year is determined at the regular November or December meeting of the prior year, although the schedule and location may be modified by Board action, if appropriate.

All meetings are subject to the Ralph M. Brown Act. The Altadena Library District shall post the agenda for its regular meeting at least 72 hours prior to the meeting.

11.2. Special Meetings

Pursuant to the provisions of Government Code §54956, Special Meetings of the Board of Trustees may be called by or at the direction of the President, or by a majority of Board members, with at least 24-hours' notice before the meeting, as required by the Brown Act. Although the Education Code specifies that a special meeting may also be called by a majority of Board members, by written notices served upon each member of the Board at least 12 hours before the time specified for the meeting (Ed. Code §19429), it shall be the policy of this Board to require at least 24-hours' notice in line with Brown Act provisions. Once such a special meeting is called by a majority of Board members, written notice must also be delivered to any newspaper, radio station, or television station that has requested such notice (Gov. Code §54956(a)). The call and notice shall specify the time and place of the special meeting and the business to be transacted. Non-agenda items shall not be considered or discussed at such meetings. Special Meetings must be open to the public.

11.3. Emergency Situations

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of Library District facilities, the Board may hold an emergency meeting without complying with the 24-hour notice requirement of this section.

For the purposes of this situation, “emergency situation” can be understood to mean any of the following:

- A. Work stoppage of other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board;
- B. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both, as determined by a majority of members of the Board (Gov. Code §54956(a)(2)).

However, any local newspaper of general circulation and radio or television station which has requested notice of special meetings pursuant to Government Code §54956 shall be notified by the presiding officer of the Board, or designee thereof, one hour prior to the emergency meeting by telephone.

In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and all reasonable efforts shall be made to notify those media outlets of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

Should a closed session be necessary under the closed session provisions set forth in Gov. Code §54957, notwithstanding emergency closed session provisions as set forth in Government Code §54957, the Board shall not meet in closed session during a meeting called pursuant to this section.

All special meeting requirements, as prescribed above, shall be applicable to a meeting called pursuant to this section, save for the 24-hour notice requirement. The minutes of a meeting called pursuant to this section, a list of persons whom the presiding officer (or designee of the Board) notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

11.4. Teleconferencing

As per Gov. Code §54953, teleconferencing - meaning the connection of members of the Board of Trustees by electronic means, either through audio or video or both - may be used for the benefit of the public and the District in connection with any meeting or proceeding authorized by law. It may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the Board of Trustees. All votes taken during a teleconferenced meeting shall be by roll call. The following practices must be observed:

- A. No action shall be taken by secret ballot, whether preliminary or final.
- B. The Board shall publicly report any action taken and the vote or abstention on that action of each member present for the action.
- C. At least a quorum of Trustees must be within the District at the time of the teleconferenced meeting (although they may teleconference from locations within the District).
- D. Agendas shall be posted at all teleconference locations, and each teleconference location shall be identified in the notice and agenda of the meeting, and shall be accessible to the public. The agenda shall provide an opportunity for members of the public to address the Board of Trustees directly at each teleconference location.

11.5 Closed or Executive Sessions

The Ralph M. Brown Act allows private executive sessions, or closed sessions, for discussion of anticipated and initiated litigation, certain personnel matters and public employment, and labor and real estate negotiations. The Meyers-Milias-Brown Act also allows executive sessions for discussion of matters related to recognized employee organizations. A member of the Board of Trustees may participate in the discussion via telephone and may vote (by roll call) if needed under the provisions set forth above for teleconferencing. If he/she is within the territorial limits of the agency, that member may be counted toward the quorum, but if he/she is outside the territorial limits of the agency, that member may participate in discussion and vote (by roll call), but may not be counted as part of the quorum. These sessions require the same notice as Special Meetings.

11.6. Parliamentary Procedure

Robert's Rules of Order (most current edition) shall govern the parliamentary procedures of the Board of Trustees, with two exceptions:

- A. A Trustee proposing a motion may speak briefly on behalf of the proposal prior to

making the formal motion. However, there shall be no further debate or discussion until the motion is properly made and seconded.

- B. While the president must vacate the chair prior to making or seconding a motion (e.g. shall pass the gavel to the Secretary), in all other matters the officers shall be considered equal in privilege and responsibility to one another. They shall be encouraged to participate in debate and discussion and to vote on all matters brought before the Board.

The steps based on *Robert's* for a motion presented to the Board of Trustees are as follows:

- A member is recognized by the Chair;
- That member makes a motion;
- The motion is seconded by another member;
- The motion may be restated by the Chair at his/her discretion or at the request of any member;
- Discussion of the motion
- A vote is taken, and ayes, nays, and abstentions are recorded; and
- The Chair announces the results of the vote and what action shall be taken.

11.7. Quorum

A quorum consists of three members of the Board of Trustees. An affirmative vote by a majority of the members present and voting is required to approve any action. The Chair shall, after calling the meeting to order, recognize the arrival or departure of any member of the Board of Trustees before adjournment. This information shall be included in the minutes of that meeting.

11.8. Voting

All measures shall be passed by a majority of those present and voting. Voting shall be by voice and hand vote unless a member specifically requests a roll call vote, or when a roll call vote is mandated by State law.

11.9 Censure and Disciplinary Procedure

Failure by any member of the Board of Trustees to abide by the requirements set forth in this Policy may result in disciplinary action, up to and including censure, removal from office (including for designated events that constitute a vacancy before expiration of term under Gov. Code §1770 - e.g., failure to perform official duties for three consecutive months) or referral for criminal prosecution.

- A. *Censure Requirements.* To censure any Board member for offending conduct that may violate this policy, any offended Board member may prepare, or may request that legal counsel prepare, a resolution to be brought back to the full Board of Trustees, to be voted upon at the next regularly scheduled Board meeting. The censure resolution shall be placed on the agenda for the next regularly scheduled Board meeting with the same notice otherwise required under the Borwn Act, and the item must be considered in open session. The Board member(s) preparing or requesting censure shall include (or direct legal counsel to include) all actions allegedly taken by the offending Board member that are contrary to the legitimate interests of the District, and which were taken without authorization, approval, or ratification by the Board.
- B. *Notice to Board member subject.* The Board member subject of the censure resolution shall receive individualized notice of the resolution by mail in advance of the scheduled Board meeting at which the censure resolution is set to be heard. That notice is effective

at the date of mailing. At the time the censure resolution is considered, the Board member proposed for censure shall be afforded an opportunity to be heard, although he or she has no right to cross-examine any other Board member. For the alleged offending Board member(s) to be censured, the resolution would need to be adopted by a majority of the Board, excluding the alleged offending Board member(s).

12. Presenting Matters to the Board of Trustees

12.1. Agendas

- A. Every staff member and committee member of the Altadena Library District, and every citizen, individual, corporation, committee, or civic group having reports, communications, proclamations, resolutions or any other matter of business to be presented at a regular meeting, shall notify the District Director of the fact in writing at least 10 business days prior to the date of that meeting. The District Director and the President of the Board of Trustees shall determine which of such items are to be placed on a future agenda as matter directly related to Altadena Library District business.
- B. All items requested to be placed on an agenda by a member of the Board of Trustees shall appear on the agenda, with a brief general description of the item for inclusion in the agenda.
- C. The District Director shall work closely with the Board President to prepare the agenda. The District Director shall deliver to members of the Board a complete copy of such agenda not later than 72 hours preceding a regular meeting, and 24 hours preceding a special meeting. The agenda shall be prominently displayed at the Board of Trustees meeting, and shall be made publicly available on the District's website in compliance with the Brown Act. The agenda shall contain a brief, general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the meeting and a copy thereof shall be posted on a business day at least 72 hours before any regular meeting in a location that is freely accessible to members of the public and designated by the Board of Trustees.
- C. Each agenda item must be marked ACTION and/or INFORMATIONAL. No matters other than those on the agenda shall be acted upon by the Board of Trustees; provided, however, that the Board of Trustees may take action on a matter not appearing on the posted agenda upon a determination by a majority vote that an emergency situation exists, as defined in Government Code §54956.5.
- D. No action will be taken on agenda items for which there are District-generated or District-provided review attachments unless the attachments have been provided to each member of the Board of Trustees at least 24 hours prior to the Board of Trustees meeting. Documents which are public records and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the Altadena Library District or after the meeting if prepared by another party, in accordance with the Ralph M. Brown Act.
- E. Any Trustee may add an item at the time of the Board of Trustees meeting for inclusion on a future agenda. No action shall be taken on these future agenda items at the meeting at which they are added.

12.2. Order of Business

The order of business as set forth in the agenda may be adjusted during the meeting with the approval of the Board of Trustees. As a permanent agenda item, there will be an opportunity for communication and comments from the public concerning items not on the agenda.

12.3. Minutes

Minutes of Board of Trustees meetings are a matter of public record. The official written Minutes are filed in the Administrative Office at Main Library and on the Altadena Library District's website and are available for public inspection and review during normal business hours.

12.4. Adequate Information to Precede Action

Except in emergencies, the Board of Trustees shall not attempt to decide upon any question before examining and evaluating information any person requests the Board of Trustees to consider. The District Director shall be given an opportunity to examine and evaluate all such information and to recommend action before the Board of Trustees attempts to make a decision. All budget considerations shall be presented with adequate financial context from the budget, so the Board of Trustees can give each item adequate consideration.

12.5. Trustee Suggestions

Trustees may individually make suggestions for library services and operations to the District Director for evaluation.

12.6. Official Reports

Whenever a member of the Board of Trustees attends a meeting as an official representative of the Board or of the Altadena Library District, a written or oral report should be made available to the other members of the Board of Trustees. A written report is recommended.

12.7. Guidelines for Addressing the Board of Trustees by Members of the Public

At each regular meeting, time is set aside for oral communications from the public. Members of the audience may speak on any District-related subject which is not included on the agenda under the agenda item "Communication and Comments from the Public Concerning Items Not on the Agenda."

Later, when each agenda item comes before the Board of Trustees, the President (or Chair) will invite those who have filled out request cards to speak on that item before comments from staff and the Board of Trustees.

The Board of Trustees recognizes its responsibility to openness in governing and the importance of public input. However, in order to conduct its business in an orderly and efficient manner, the Board of Trustees will require reasonable policies regarding public presentations to the Board of Trustees.

- A. Those wishing to address the Board of Trustees are requested to fill out a request card for each agenda item or topic they wish to speak on and hand it to an appropriate staff member.
- B. When called to speak, speakers should go to the microphone and are requested to identify

themselves by name.

- C. Remarks shall be limited to three minutes per person. This applies to both non-agenda and agenda items.
- D. All remarks are to be directed to the Chair. Dialogue between members of the public and between the public and Trustees is not permitted in a manner that would violate Brown Act principles. Trustees may briefly respond to comments or questions from the public at their discretion. It shall be within the Chair's discretion to ensure that Board members do not engage in dialogue that would impede the orderly conduct of agenda business.
- E. Remarks by any person addressing the Chair which reflect adversely upon the political or religious views, or character of any person, are not permitted. Derogatory, insulting or abusive remarks directed toward any employee of the Altadena Library District shall not be permitted. The Board of Trustees cannot prohibit public criticism of policies, procedures, programs or services of Altadena Library District or the acts or omissions of the Board of Trustees itself. (Gov. Code §54954.3(c)). (The law provides no immunity for defamatory statements.)
- F. The Chair shall rule on the appropriateness of the subject being presented and whether presentation is within the time limits specified.
- G. Violations of these rules that severely disrupt the meeting may lead to removal of the individual from the meeting. Severe disruption will be categorized as action that renders the meeting proceedings unfeasible, in the Chair's discretion. When an individual or group of persons render the orderly conduct of the meeting unfeasible and order cannot be restored by removal of those individuals willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session in line with the Brown Act procedure laid out in Gov. Code §54957.9.

12.8. Agenda Attachments

All items indicated as attachments to the agenda for any items to be considered by the Board of Trustees will be available via the Altadena Library District's website and in print at least 72 hours prior to the commencement of the meeting at which Board of Trustees deliberation is required, and when possible, at the time of agenda distribution. Documents which are public records and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the District or after the meeting if prepared by another party, in accordance with the Ralph M. Brown Act.

13. Correspondence

Members of the Board of Trustees acting in their capacity as an officer, committee chair, or liaison, may issue correspondence on Altadena Library District letterhead stationery as it relates to the office, committee, or liaison function. Members of the Board of Trustees shall provide a copy to the District Director for file and distribution to the Board of Trustees as required. Correspondence representing or advocating an Altadena Library District position on an issue (e.g., a ballot measure) require prior Board of Trustees approval.

14. Awards and Honors

The Board of Trustees may honor and recognize the service of the staff. Recognition of staff five year milestones (beginning at five years, and every five years thereafter) should be organized in close concert with the District Director.

The Board of Trustees may from time to time of its own accord honor and recognize individuals from the community who have distinguished themselves by service to the Altadena Library District. Such recognition may be in the form of a Certificate of Recognition to be presented, if possible, at a Board of Trustees meeting.

The Board of Trustees may also, from time to time of its own accord, honor and recognize individuals from the community who have distinguished themselves. Such recognition may be in the form of a Certificate of Recognition to be presented, if possible, at a Board of Trustees meeting.

Acting upon recommendations submitted by the District Director, the Board of Trustees will recognize volunteers who have contributed significant hours of service or value to Altadena Library District. Such recognition may be in the form of a Certificate of Recognition to be presented, if possible, at a Board of Trustees meeting.

15. Communications

15.1. Media

A. Responsibility

1. The District Director shall coordinate the release of information concerning Altadena Library District and the actions of the Board of Trustees.
2. The President of the Board of Trustees or his/her designee shall be the official spokesperson for Board of Trustees actions. Individual Board members who speak to media representatives should clarify to media representatives that any comments they choose to make are their own personal viewpoints and do not represent a consensus of or position taken by the Board of Trustees unless such position was passed by a motion of the Board of Trustees. In such a case, the motion should be quoted exactly.
3. Individual Board members should report all relevant media contacts to the District Director, and, in turn, the District Director will keep the Board informed of media activity in the District.
4. Altadena Library District employees and/or volunteers shall refer media inquiries to the District Director. Altadena Library District employees and/or volunteers shall clarify to media representatives that any comments they choose to make are their own personal viewpoints and do not represent the official position of the Altadena Library District. Employees and/or volunteers should report all media contact to the District Director.

B. Cooperation with Media

1. The Altadena Library District shall cooperate with media representatives in an effort to provide accurate information in response to media interests and for dissemination to the public through the media.

2. Media representatives are encouraged to attend meetings of the Board of Trustees and its standing committees and will receive meeting announcements, agendas, and agenda packets upon request.

C. Visits to Altadena Library District Facilities

1. When visiting Altadena Library District facilities in an official capacity, media representatives are requested to notify staff of their presence and activity. Staff so noticed shall inform the District Director of the presence of media representatives at an Altadena Library District facility.
2. Media wishing to photograph Altadena Library District facilities shall adhere to any applicable guidelines and policy regarding video, media, or still photography on District property that is compliant with State or Federal law.

D. Crisis Communications

During crisis situations, all media inquiries shall be routed to the office of the District Director or his/her designee, who shall prepare and update an official statement responding to the situation as events unfold. The Director will keep the Board of Trustees informed.

E. Confidentiality

The Altadena Library District shall not release information which is private or confidential as identified by law.

15.2. Email and Personal Devices

15.2.1 Purposes

The purpose of this Email and Personal Devices Policy (“Policy”) is to provide clear and concise direction regarding the business of the Altadena Library District (“District”) via electronic communications by the Board of Trustees and any District official, as defined below, and is enacted with reference to broader District operational guidelines for all District employees. Specifically, this Policy is adopted in light of the *City of San Jose v. Superior Court* (2017) 2 Cal.5th 608 case, which held that local agency employees’ communications related to the conduct of public business do not cease to be public records under the California Public Records Act (“PRA”) simply because they were sent or received using a personal email account or personal electronic device.

Existing and emerging electronic communications technologies have become an integral part of the ability of District officials to efficiently and effectively conduct District business. However, with such technology in the work environment, the District must ensure it continues to meet its legal obligations with respect to transparency in the conduct of the people’s business, including in the area of public records disclosure and retention requirements. To that end, the following policies and protocols will be followed.

15.2.2. Definitions and Scope

For purposes of this policy, the following definitions shall apply:

- A. “District business” shall be construed broadly to mean topics within the subject matter of

the District’s jurisdiction, including, but not limited to, pending or potential Altadena Library District projects and all past or prospective District agenda items.

- B. “District network” shall mean any Internet access, computer server, computer network, intranet, local area network, wireless network, e-mail system, cloud storage system, or file-sharing system owned or made available by the District.
- C. “District official” shall mean any person elected or appointed to a legislative body, commission, or committee of the Altadena Library District.
- D. “District personnel” shall collectively refer to all District employees, elected officials, appointed officials, and consultants who create, transmit, or retain electronic communications related to Altadena Library District business.
- E. “Electronic communications” includes any and all electronic transmission, and every other means of recording upon any tangible thing in any form of communication or representation, regardless of the manner in which the record has been stored. Without limiting the nature of the foregoing, “electronic communications” include e-mails, texts, voicemails, and also include communications on or within commercial applications (apps) such as Facebook Messenger, Twitter, WhatsApp, etc.
- F. “Electronic device” shall refer to a device depending on the principles of electronics for its operation, including but not limited to cellular telephones, laptops and desktop computers, tablets, pagers, cameras, televisions, and DVD/CD players.
- G. “Electronic messaging account” means any account that creates, sends, receives or stores electronic communications.
- H. “Public record” shall mean any writing, as defined in Government Code §6252(f), that is prepared, owned, used, or retained by the District and that substantively relates to District business.

15.2.3 Policy and Procedures: Personal Devices

- A. All District officials shall be assigned a District electronic messaging account. All electronic communications created, sent, received, deleted, or stored using the District’s network or a District-owned device are the property of the District.
- B. Only District-issued electronic messaging accounts and, if applicable, District-issued electronic devices shall be used to conduct District business. To the greatest extent possible, District officials shall not use personal electronic messaging accounts for the creation, transmission or storage of electronic communications regarding District business.
- C. District electronic messaging accounts and access to the District’s electronic messaging server are solely for the purpose of conducting District business and shall not be used for personal business or political activities. Incidental use of District-issued electronic messaging accounts for personal use by District officials is permissible under state law, though discouraged.

- D. District-provided ethics training, pursuant to AB 1234, should include a discussion of the impacts of the *San Jose* case and this policy. Such training should include information on how to distinguish between public records and personal records.
- E. To avoid greater intrusion into District officials' personal electronic devices and electronic communications than is necessary in response to a Public Records Act request, all District officials should, within 30 days following the adoption of this Policy, search all private, non-governmental electronic messaging accounts and electronic devices to locate any electronic communications that might constitute a public record regarding District business. All such public records should be forwarded to the District-issued electronic messaging account assigned to that District official or to a District-controlled storage system. To the extent the District official believes that any part of such records contains personal matter not related to the District's business, the District official shall consult with District counsel. Newly elected or appointed members of the Board of Trustees shall be required to sign acknowledgement of this Policy within 30 days following their first Board meeting to ensure communications that may be subject to disclosure under the Public Records Act are retained exclusively on a District-issued electronic messaging account to the greatest extent possible.
- F. If a District official receives an electronic message regarding District business on his/her non-governmental electronic messaging account, the District official shall either: (a) copy ("cc") any communication from the District official's personal electronic messaging account to his/her District electronic messaging account; or (b) forward the associated electronic communication to his/her District account as soon as possible. District officials should request persons sending electronic communications regarding District business to utilize that District official's electronic messaging account.
- G. District officials understand they have no expectation of privacy in the content of any electronic communication sent or received on an District electronic messaging account, on communication utilizing District servers, or any District-issued electronic device. District officials understand that electronic communications regarding District business that are created, sent, received or stored on an electronic messaging account, may be subject to the Public Records Act, even if created, sent, received, or stored on a personal electronic messaging account or personal electronic device.

Public Records Requests

- H. In the event that the District receives a Public Records Act request that is specifically seeking public records prepared, owned, used, or retained by District personnel, the request shall promptly be transmitted to the relevant District personnel who may reasonably be in possession of records responsive to the request, along with the date by which any potentially responsive electronic communications need to be transmitted back to the District for review and subsequent transmit to the requesting party.
- I. It shall be the duty of all District officials receiving such a request to promptly conduct a good faith and diligent search of his/her personal electronic messaging accounts and devices for responsive electronic communications, and/or be able and willing to declare that such records being sought are not stored or retained on his/her personal electronic messaging accounts and devices, signed under penalty of perjury, included as Attachment A to this Policy. If any responsive records are located, District officials shall promptly transmit those records to the appropriately designated member of District personnel.

- J. District officials who makes a decision to withhold or redact any electronic communication identified as potentially responsive must submit a declaration, included as Attachment A to this Policy, under penalty of perjury with facts sufficient to show the record is not related to District business. In the event a question arises as to whether or not a particular communication, or any portion of it, is a public record or purely a personal communication, the District official should consult with District counsel.
- K. This policy does not waive any exemption to disclosure that may apply under the California Public Records Act.
- L. District officials understand that all electronic communications regarding District business are subject to the District's Records Retention policy, regardless of how the communications was transmitted or stored. Since it is unlawful to destroy, alter or falsify a public record, District officials must retain all electronic communications regarding District business in accordance with the District's adopted records retention policy.

15.2.4. Policy and Procedures: Email Usage

- A. Communication on the District's network should be focused on District business. District officials are not to use email for non-governmental business, including, but not limited to: commercial ventures or religious or political causes. The District's network shall not be used for any activity that is a violation of local, state, or federal law.
- B. District officials are prohibited from using the District's network to transmit any electronic communication containing or expressing:
 - 1. Messages of a religious nature or promoting or opposing religious beliefs.
 - 2. Messages containing language which is insulting, offensive, disrespectful, demeaning, or sexually suggestive.
 - 3. Messages containing harassment of any form, sexual or ethnic slurs, obscenities, or any representation of obscenities.
 - 4. Messages that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, as well as any other category protected by federal, state, or local laws.
 - 5. Messages used to send or receive copyrighted material, proprietary financial information or similar materials, unless the transmission of such material is directly related to District business.
 - 6. Messages used for gambling or any activity that is a violation of local, state, or federal law.
 - 7. Threats of violence or injury to any person, property, or organization.
 - 8. Messages that conduct or encourage illegal activity.
 - 9. Non-work related newsletters or other mailers, which may be susceptible to spam or a malicious attack.
- C. District officials are strongly discouraged from using any program, application, or platform to discuss or conduct District business or to exchange electronic communications related to District business other than their District-issued email account, as these communications constitute public records under the Public Records Act.
- D. District officials are responsible for managing their mailboxes, including organizing and deleting any non-District related messages.

- E District officials are expected to remember that email sent from District email accounts or on behalf of the District is a representation of the District. All District personnel must use normal standards of professional and personal courtesy and conduct when drafting email messages.
- F District officials should avoid “broadcasting” messages and documents unless the message is of interest to all District personnel.
- G. The District reserves the right to retrieve any and all electronic communications transmitted through the District network or on District-owned technology. As a routine matter, the District does not read or monitor the content of electronic communications created, sent, received, deleted, or stored through the District network or on District-owned technology, but may monitor or access such electronic communications as permitted by Federal or State law.
- H. Most communications among District personnel are not confidential communications. However, certain communications such as police investigations, personnel records, or attorney-client communications may contain confidential information under the Public Records Act. Questions about whether communications are confidential, and how they are to be preserved, should be discussed with District counsel. The use of passwords to protect documents does not guarantee confidentiality or security.
- I. District officials shall not forward messages from his/her District-issued electronic messaging account to any non-governmental account(s) for the purpose of creating a personal email archive of any record related to District business.
- J. District officials are responsible for respecting and maintaining the security of District electronic resources and networks, and shall not attempt to access information protected by privacy laws, impersonate other network users or install or use illegal software or files, including unauthorized apps, on any Department-issued electronic devices.
- K. District officials who are leaving the office have no rights to the contents to any electronic communications stored on the District’s network or on a District-owned device.

15.2.5 Violations

- A. Failure of District officials to abide by this Policy, following its adoption, may result in disciplinary action, up to and include censure, removal from official or referral for criminal prosecution.
- B. If a District official uses his or her personal electronic device to send text messages or instant messages to conduct District business he/she must retain the message(s) in accordance with the District’s Records Retention policy, and/or ensure that a copy is forwarded to a District electronic messaging account. The same is true for conducting District business via social media, in line with the District’s Social Media and Online Activity Policy.

ATTACHMENT A: DECLARATION

ATTACHMENT B: POLICY ACKNOWLEDGEMENT

[attached on following pages]

In the matter of:

California Public Records Act Request
Pursuant to Gov. Code §6250 *et seq.*

Re: _____

Insert shorthand name of record request, including
request number, if applicable

Requester: _____
Print or type name of requester

Declaration of:

Print or type name of official

**Regarding Search of Personal Electronic
Messaging Account**

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
ALTADENA LIBRARY DISTRICT

I, _____ declare:
Print name

1. I received notice of a California Public Records Act (“CPRA”) request regarding a search of my personal electronic messaging account(s).

2. I understand that the CPRA request seeks:
_____ Insert
text of CPRA request.

3. I am the owner or authorized user of the following personal electronic messaging account and have the authority to certify the records:
_____ Insert
description of personal electronic messaging account(s).

4. I have made a good faith, diligent, thorough, and complete search of the above mentioned personal electronic messaging account(s) for all electronic communications potentially responsive to the above mentioned CPRA request.

5. Any responsive electronic communications discovered, and referenced below, were prepared or used by me in the ordinary course of business at or near the time of the act, condition or event.

6. Any responsive electronic communications discovered, and referenced below, are true copies of all records described in the above mentioned CPRA request.

Check the applicable box:

- I certify that I do not possess responsive electronic communications.
- I certify that I cannot reasonably recover responsive electronic communications.

Explain efforts to retrieve responsive electronic communications and why you were unable to recover responsive electronic communications.

- I certify that I discovered potentially responsive electronic communications from my personal electronic messaging account, but I am withholding that information because the information is “personal” business. This is for the following reasons:

Describe with sufficient facts why the contested information is personal business and not subject to the CPRA. Attach additional pages, if necessary.

- I certify that I discovered potentially responsive electronic communications from my personal electronic messaging account. I am providing all responsive information. However, some information is nonresponsive and I am withholding that information, because the information is personal business. This is for the following reasons:

Describe with sufficient facts why the contested information is personal business and not subject to the CPRA. Attach additional pages, if necessary.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I have personal knowledge of the facts set forth above.

Executed this ___ day of _____, 20___, in _____, California.

By: _____

Print Name: _____

POLICY ACKNOWLEDGEMENT

District employees who have access to desktop computers, local area networks and the Internet, printers, fax machines, modems, application software, data files, voice mail, electronic mail (e-mail), and data imaging must indicate their acceptance and agreement to comply with this policy in writing. Failure to do so will result in termination of access to the computer resources specified above. Employees wishing to have access are required to indicate their written agreement prior to being given access. Please return this form to your supervisor or administrator to be kept on file.

ACKNOWLEDGEMENT OF RECEIPT

This is to acknowledge that I, _____, have received a copy of the District's Email and Personal Devices Policy. I understand that it contains important information on the District's policies with regard to the use of the District's network and District-owned technology, as well as my obligations and responsibilities.

I acknowledge that I have read, understand, and promise to adhere to the District's Email and Personal Devices Policy. I understand that the provisions in the Policy govern my use of the District's network and District-owned technology and that the District, in its sole and absolute discretion, may change, rescind, or add to this Policy from time to time, with or without prior notice to me. I further understand that it is my responsibility to regularly review and comply with any changes to the Policy.

Furthermore, I understand that any unlawful use of District's network and District-owned technology or any violation of this policy may result in discipline up to and including termination, as well as referral for criminal prosecution.

Printed Name: _____

Signature: _____

Date: _____

15.3. Social Media and Online Activity

15.3.1. General Purpose

The purpose of this Social Media Policy ("Policy") is to establish guidelines for the establishment and use by District officials of social media sites as a means of conveying information to members of the public. The District has an overriding interest and expectation in protecting the integrity of the information posted on its social media sites, the content that is attributed to the District and its officials, and compliance with federal and state law.

15.3.2 Definitions

The following words and phrases whenever used in this Policy shall have the meaning defined in this section:

- A. "District business" shall be construed broadly to mean topics within the subject matter of the District's jurisdiction, including, but not limited to, pending or potential Altadena Library District projects and all past or prospective District agenda items.
- B. "District official" shall mean any person elected or appointed to a legislative body, commission, or committee of the Altadena Library District.
- C. "Posts" or "postings" means information, articles, pictures, videos or any other form of communication posted on a District social media site or social media site maintained by a District official.
- D. "Social media sites" means content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the internet. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, NextDoor, Blogs, RSS, YouTube, and LinkedIn.

15.3.3 District Officials' Use of Social Media

- A. While District officials are encouraged to maintain social media accounts in their capacity as elected or appointed officials ("official sites"), which can be used to encourage public participation, disseminate information, and expand transparency, District officials should be aware that a personal social media site that is used for District business can result in that social media site being made public to all, and its postings subject to public records and record retention laws. District officials should keep their personal social media presence ("personal sites") separate from that of the District and should, to the greatest extent feasible, refrain from using personal social media sites to discuss District business.
- B. The District is not responsible for the contents or accuracy of material posted on District

officials' personal or official social media sites, or for any comments made on District's social media pages posted independently and without the District's consent or approval. Publication of such content does not constitute an endorsement by the District.

- C. District officials cannot use electronic communications to respond to or deliberate with other District officials serving on the same District legislative body, as doing so with a majority of members would constitute an unlawful serial meeting under the Brown Act.
- D. District officials cannot discuss, deliberate or express opinions on current or future items that are set to or might reasonably be expected to come before the legislative body, as doing so could prejudice the public's ability to participate in District business or otherwise lead to the perception that the District does not value public input. District officials may, at their discretion and operating from their official accounts, provide information to the public that is already part of the public record or publicly available from the District or other public sources.
- E. During an emergency, District officials should share only confirmed information on personal or official social media sites to avoid confusion, and should refer constituents to the official Altadena Library District website or District social media sites for up-to-date information.
- F. A district official will include the following language on their personal and/or official social media sites to prevent confusion and public expectations: "This page is not operated by the Altadena Library District and is not a reflection of the District's official policies or opinions."
- G. To the extent that District officials cannot avoid interacting on personal social media sites with constituents on District business, District officials should take a screenshot of that social media correspondence, and forward it to their District electronic messaging account for preservation under the Public Records Act and in line with the District's record retention guidelines as soon as possible.
- H. Any social media posting made by District officials regarding District business shall not contain any of the following:
 - 1. Profane or obscene language or content;
 - 2. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, as well as any other category protected by federal, state, or local laws;
 - 3. Sexual content or links to sexual content;
 - 4. Solicitations of commerce;
 - 5. Conduct or encouragement of illegal activity;
 - 6. Information that may tend to compromise the safety or security of the public or

- public systems;
- 7. Content that violates a legal ownership interest of any other party; or
- 8. Threats of violence or injury to any person, property, or organization.

Failure of District officials to abide by this Policy following its adoption may result in disciplinary action, up to and include censure, removal from official or referral for criminal prosecution.

16. Regular Policy Reviews

The Board of Trustees shall review all District policies, including Board policies herein, on a regular basis, no later than three years after the policy was last approved.

Amendments to these policies may be made at any time. A Trustee shall introduce a suggested amendment at a regular Board meeting by written resolution, and such an amendment shall require a majority vote of the Board, at either a regular or a special meeting to pass.



**BOARD OF LIBRARY TRUSTEES
ACA 1 - REPORT**

DEPARTMENT: Administration

MEETING DATE: May 20, 2019

Background:

Currently, the California Constitution requires a two-thirds vote at the local level for both General Obligation (G.O.) bonds and special taxes, regardless of what the city, county, or special district proposes to use the funds for.

ACA 1 creates a new constitutional vote threshold of 55 percent for both G.O. bonds and special taxes, when proposed specifically for the construction, reconstruction, rehabilitation, or replacement of public infrastructure or affordable housing, or the acquisition or lease of real property for those purposes. The bill also specifies requirements for voter protection, public notice, and financial accountability.

ACA 1 defines "public infrastructure" to include (but not limited to) projects that provide the following:

Water or protect water quality, sanitary sewer, treatment of wastewater or reduction of pollution from storm water runoff;

Protection of property from impacts of sea level rise.

Open space, parks and recreation facilities.

Improvements to transit and streets and highways.

Flood control.

Broadband internet access service expansion in underserved areas.

Local hospital construction.

Public safety buildings or facilities and equipment.

Public library facilities.

In practice, local officials propose a local bond or special tax, and then the voters in that community decide whether they support the idea or not. The voters would still need to overwhelmingly (with 55 percent of the vote) support a bond or special tax in order for it to be approved. ACA 1 will level the playing field and create parity between school districts and cities, counties, and special districts, so that all local governments have a viable financing tool to address community needs.

However, local school districts must only achieve 55 percent voter approval for school bonds to fund the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of schools, or the acquisition or lease of real property vote (Proposition 39, 2000).

From 2001 to 2013, over 2,200 local revenue measures have been placed before voters concerning school, city, county, or special district taxes or bonds. Majority vote tax measures have proven to be much more likely to pass, while just half of two-thirds vote measures succeeded. School bonds with a 55 percent have been the most successful, with four out of every five passing. In contrast, just half of two-thirds vote measures succeeded. A 55 percent voter threshold for special taxes would have made a dramatic difference. Nearly 80 percent of all two-thirds supermajority measures garnered more than 55 percent of “yes” votes.

Cities, counties, and special districts face numerous challenges in securing funding for important local public infrastructure projects. ACA 1 would provide viable financing options while providing robust public accountability. If ACA 1 should pass both houses of the Legislature with 2/3rds vote, it would then go before the voters in 2020 in order to take effect.

Recommendation: That the Board of Trustees send a letter to the State Senate in support of the bill.



Altadena Libraries

BOARD OF TRUSTEES

- Terry Andrues
- Jason Capell
- Katie Clark
- Betsy Kahn
- Gwendolyn McMullins

ADMINISTRATION

- Cindy Cleary
Interim District Director
- Estella Terrazas
Public Services Director

MISSION

The Altadena Library District is dedicated to providing free and equal access to information, ideas, technology and the joy of reading to educate and empower our diverse community.

MAIN LIBRARY

600 E. Mariposa Street
Altadena, CA 91001

BOB LUCAS BRANCH

2659 Lincoln Avenue
Altadena, CA 91001

May 20, 2019

The Honorable Senator Portantino
California State Senate
State Capitol, Room 3086
Sacramento, CA 95814

Re: ACA 1 (Aguiar-Curry) – Local Government Financing - SUPPORT

Dear Senator Portantino:

On behalf of the Altadena Library District, I am writing to support ACA 1 (Aguiar-Curry), which will create a new voter approved mechanism with a vote threshold of 55% to approve local general obligation (G.O.) bonds and special taxes for certain affordable housing and public infrastructure projects. The Altadena Library District is a special library district that serves a population of approximately 55,000 people in the community of Altadena and parts of Pasadena through its Main Library and Bob Lucas Memorial Library & Literacy Center.

ACA 1 targets the urgent needs of local communities. This measure gives local governments a more realistic financing option to fund an increase in the supply of affordable housing, and to address the numerous local public infrastructure challenges cities, counties, and special districts are facing. The California Constitution currently requires a two-thirds vote at the local level for both G.O. bonds and special taxes, regardless of the purpose a city, county, or special district is seeking those funds.

ACA 1 will provide mechanisms for cities, counties, and special districts to have a viable financing tool to help address important community needs for affordable housing and public infrastructure. Local voters would still need to overwhelmingly support a bond or special tax (with 55%) in order for it to be approved, thus protecting voters' control over how their tax dollars are spent. The bill also provides specific requirements for voter protection, public notice, and financial accountability.

Voters enthusiastically approved Altadena Library District's Measure A Parcel Tax in November 2014 by more than 85%. The purpose of the Parcel Tax was to replace library funding lost due to the elimination of State funding. Measure A will be up for a vote again in 2024. The Altadena Library District relies on these funds and will need the support of its community in 2024 to continue providing a wide breadth of resources and services. In addition to the Altadena Libraries' robust collection of materials available to the public, Altadenans can enjoy access to critical literacy tutoring, educational and culturally enriching

Altadena Libraries

programs for infants through adults, and special events that build community cohesion all at their local libraries. The Altadena Library District is committed to engaging its community in the process of program and resource development to ensure the funds the community approves directly support community needs.

If approved by the Legislature, ACA 1 would then have to achieve voter approval during a statewide election. This would further solidify the fact that voters support this change. Californians want to have an impact on their communities, because they know best what their families and neighbors need.

For these reasons, the Altadena Library District is pleased to support Assembly Constitutional Amendment 1. Please feel free to contact me if you have any questions.

Sincerely,

Terry Andruess, Board President
Altadena Library District

cc: Anthony Tannehill, Legislative Representative, California Special Districts Association
[advocacy@csla.net]



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT
MAY 20, 2019**

SUBJECT: Updated Film and Photography Policy

PREPARED BY: Cindy Cleary

Summary:

Staff requests that the Board review and consider for approval the updated *Filming and Photography at the Altadena Library District Policy* that includes a fee structure, application and template Agreement.

Background:

Staff have been approached by several film scouts over the last several months with requests to use District property for motion picture and television productions. Approval was not granted due to a lack of adequate policy, a fee structure and provisions that would protect the District. While filming on District property has occurred in the past, fees were set arbitrarily and without an Agreement between the District and the Film Company. Approval of the *Filming and Photography at the Altadena Library District Policy* will give staff the needed tools to deal consistently with each filming inquiry. This is an update to the *Filming, Videotaping and Still Photography on the District Property Policy* that was very limited in scope and adopted by the Board in 2006.

Recommendation:

Staff recommends approval of the *Filming and Photography at the Altadena Library District Policy*.

Filming and Photography at the Altadena Library District Policy

The Altadena Library District prides itself on providing a safe and enjoyable experience to all its patrons, offering an atmosphere conducive to everyone's right to unimpeded and enjoyable library use. Filming and photography that require the rental use of District property is allowed only following the execution of the Agreement attached to this Policy, and to the extent that it does not interfere with the delivery of library services and is consistent with the Library's mission. Staff will make every effort to work with agencies and individuals to determine the most appropriate and reasonable timeframes. This Policy controls for filming and photography where a rental license is required, and in no way abridges any First Amendment rights that would restrict public access.

Still Photography and Videography

Recording, photographing, or filming persons, interiors, collections, etc. in the library is allowed if appropriate conditions set forth in the Agreement for such usage contained herein can be met and approval is gained by the Marketing & Communications Coordinator or Public Services Director. Approved activities will not interfere with the library's ability to conduct business, prevent patrons from using the library, or compromise public safety or security. Still photography or video recording of copyrighted or otherwise protected materials for the purpose of redistribution is not allowed.

Motion Picture, Television and Commercial Filming

The Altadena Library District will allow use of its facilities for commercial entertainment projects as-long-as filming does not interfere with the library's ability to conduct business, prevent patrons from using the library, or compromise public safety or security. Film crews must conform to other established conditions of facility use. As required, the Board of Library Trustees must take formal actions as to Library closures. Library closures will be approved on a limited basis.

An application, with a non-refundable application fee, must be submitted to the District Director for review. Upon initial approval by the District all necessary permits must be obtained from Los Angeles County through Film L.A. Inc.

Rental Usage Fees:

Location	Available Hours	Use Fee	Fee Description
Exterior Only	Closed Hours	\$2,000 Minimum of 4 hours.	\$400 for each additional hour plus hourly rate for at least 2 staff on site during filming
Interior & Exterior	Closed Hours	\$3,500 Minimum of 4 hours	\$600 for each additional hour plus hourly rate for at least 2 staff on site during filming
Exterior Only	Open Hours Requires Closure	\$2,000 Minimum of 4 hours	\$400 for each additional hour Plus \$5,000 premium to close library

Interior & Exterior	Open Hours Requires Closure	\$3,500 Minimum of 4 hours site	\$600 for each additional hour plus \$5,000 premium to close library
Parking Lot/No Filming Full lot	Closed Hours	\$1000 Minimum of 4 hours	\$100 for each additional hour plus hourly rate for at least 1 staff on site
Parking Lot/No Filming Restricted to 11 spaces on west side (Main only)	Open Hours	\$1,000 Maximum of 9 hours	No additional charge
Application fee		\$250	Non-Refundable.

**RENTAL USE AGREEMENT FOR DISTRICT PROPERTY
FOR FILM PRODUCTION AND RELATED ACTIVITIES**

The Altadena Library District (“Owner”), for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, hereby grants to [REDACTED] (“Producer”), the right to enter the property owned by the Altadena Library District, listed under the “Location of Filming” portion of the accompanying Application attached hereto as Attachment A (the “Premises”), for the purposes of photographing and/or filming at the Premises.

1. Authorization to Use. In consideration of Producer’s performance of its obligations under this Agreement, Owner confers to Producer a revocable, personal, non-exclusive and non-possessory license to enter upon Premises and the right to photograph, film and record the Premises (including, without limitation, any signs and logos located on the Premises) and to use all of the photographs, films and recordings made on the Premises in any and all media, now known and/or hereafter devised throughout the world in perpetuity (the “Permitted Uses”). The rights herein granted include without limitation the right to record all structures and signs located on the Premises, the right to record any and all activities, conduct, and conditions occurring or existing on the Premises, and the right to refer to the Premises by its correct name or any fictitious name. Producer is subject to the terms, conditions and restrictions set forth below. Producer shall bear all costs or expenses of any kind in connection with its use of the Premises. This Agreement does not constitute a grant of any ownership, leasehold, easement or other property interest or estate in Premises to Producer.

2. Use of Premises. Producer may enter and use Premises in the manner prescribed by this Agreement, during the times specified in the Application attached hereto as Attachment A, and shall comply with all conditions to approval as may be required by Owner. Owner reserves the right, at its sole discretion, to change such guidelines as necessary to promote or protect the public safety, health or convenience. Producer shall keep the Premises free and clear of any liens or claims of lien arising out of Producer’s use of the Premises and Producer shall use commercially reasonable efforts to minimize any disruption that its activities may cause to the Premises or its general vicinity. Producer’s use of Premises shall be subject and subordinate to Owner’s necessary uses of the Premises for library services and Owner’s public health and safety obligations. Owner retains the right to use or allow other persons to use the Premises in a manner that does not unreasonably interfere with Producer’s activities hereunder.

3. Restrictions on Use. Producer shall not use, and Producer shall prohibit any of its Agents (defined as follows) or Invitees (defined as follows) from using the Premises for any activities other than the Permitted Uses. The term “Agents” shall mean Producer’s officers, directors, members, agents, employees, invitees, contractors, subcontractors, and any employees of such parties. The term “Invitees” shall mean Producer’s invitees, guests or business visitors. By way of example only and without limitation, the following uses of the Premises by Producer, or any of its Agents or Invitees, are prohibited:

A. Producer shall not construct or place any permanent structures, signs or improvements on the Premises, nor shall Producer alter any existing structures, signs or improvements on the Premises.

B. Producer shall not conduct any unauthorized activities on or about the Premises that constitute waste or nuisance.

C. Producer shall not damage any of Owner's real or personal property.

D. Producer shall not cause any Hazardous Material (defined as follows) to be brought upon, kept, used, stored, released, generated or disposed of in, on or about the Premises, or transported to or from the Premises; provided, however, that Producer may bring gasoline and petroleum products on the Premises to run generators and propane for catering activities, provided such products are in commercially reasonable amounts and stored in a commercially reasonable manner.

(i) Producer shall immediately notify Owner of any release or suspected release of Hazardous Material. Producer shall comply with all laws requiring notice of such releases or threatened releases to governmental agencies, and shall take all action necessary to mitigate the release or minimize the spread of contamination. In the event of a release of Hazardous Material, Producer shall, without cost to Owner and in accordance with all laws and regulations, return the Premises to the condition immediately prior to the release. Producer shall allow Owner to participate in any discussion with governmental agencies regarding any settlement agreement, cleanup or abatement agreement, consent decree or other compromise proceeding involving Hazardous Material.

(ii) For purposes of this Agreement, "Hazardous Material" includes, without limitation, the following: any material defined as a "hazardous substance, pollutant or contaminant" pursuant to the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended (42 U.S.C. Sections 9601 et seq.), or pursuant to Section 25316 of the California Health & Safety Code; a "hazardous waste" listed pursuant to Section 25140 of the California Health & Safety Code; any asbestos and asbestos containing materials; and any petroleum, including, without limitation, crude oil or any fraction thereof, natural gas or natural gas liquids.

4. Term of Agreement. The privilege given to Producer pursuant to this Agreement is temporary only. This Agreement shall become effective upon execution hereof and shall expire on [REDACTED] p.m. on [REDACTED] unless amended or sooner terminated pursuant to the terms hereof.

5. Surrender and Repair of Damage. Upon the cancellation, expiration, or termination of this Agreement, Producer shall surrender the Premises in the same condition as received free from hazards and clear of all debris and of all property of Producer or its Agents or Invitees, including but not limited to all location sets, structures, or other matter placed on the Premises by the Producer. Producer shall promptly, at its sole cost, repair any and all damage to the Premises and any personal property located thereon caused by Producer or its Agents or Invitees. Producer shall obtain Owner's prior approval of any party to be used by Producer to conduct such repair work. If Producer damages any of Owner's

personal or real property, the final repair costs owed by Producer shall be determined by the Owner, and shall be paid by Producer within five (5) days of Owner's demand therefor. Producer's obligations under this Section shall survive the cancellation, expiration, or termination of this Agreement.

6. Owner's Right to Cancel. Owner reserves the right to suspend all activities or to cancel or terminate this Agreement upon the happening of the following conditions:

A. Producer fails to promptly pay all fees or charges under this Agreement when due.

B. Producer fails to cure any non-compliance of any of the terms or conditions of this Agreement within twenty-four (24) hours of receiving Owner's notification of such failure, or if such failure cannot be reasonably cured within twenty-four (24) hours, if Producer fails to commence to cure such failure within such twenty-four (24) hour period and to diligently pursue such cure to completion. Notwithstanding anything to the contrary in the foregoing, Owner reserves the right to cancel this Agreement immediately and without prior notice, if, in the Owner's sole judgment such action is warranted by such default or breach.

C. The Owner determines that there is an emergency requiring cancellation or termination of the Agreement.

D. Producer fails to obtain all necessary approvals, including any permits from FilmLA.

E. Failure of Producer to provide all Insurance provisions included herein.

7. Compliance with Laws; Regulatory Approvals. Producer shall, at its sole expense, conduct and cause to be conducted all activities on the Premises in compliance with all laws, regulations, codes, ordinances and orders of any governmental or other regulatory entity, and whether or not in the contemplation of the parties. Such laws shall include, but are not limited to, local, state and federal laws prohibiting discrimination in employment and public accommodations. Producer agrees to conduct the Permitted Uses at all times in a safe and prudent manner with full regard to the public safety and to observe all applicable regulations and requests of the Owner and other government agencies responsible for public safety. Producer shall, at its sole expense, procure and maintain in force at all times during its use of the Premises any and all licenses or approvals necessary to conduct the Permitted Uses.

8. Parking. If parking is required on Premises, the Producer will be required to post no parking signs 30-48 hours prior to when it is needed. All no parking signs shall be removed by Producer immediately after the time authorized by the permit.

9. Deposit. A \$250 non-refundable application fee is required prior to obtaining any permits required from FilmLA and prior to execution of this Agreement.

10. Rental Usage Charges. Upon execution of this Agreement, Producer shall pay all required rental usage charges as contemplated by the Owner's Filming and Photography at the Altadena Library District Policy, which reflect the market rate for such usage.

11. As Is Condition of Premises, Disclaimer of Representations. PRODUCER ACCEPTS THE USE OF THE PREMISES IN ITS "AS IS" CONDITION, WITHOUT REPRESENTATION OR WARRANTY OF ANY KIND BY OWNER, ITS OFFICERS, AGENTS OR EMPLOYEES, INCLUDING, WITHOUT LIMITATION, THE SUITABILITY OR SAFETY OF THE PREMISES OR ANY OF ITS FACILITIES FOR PRODUCER'S USE.

12. Insurance. Prior to entry, Producer shall provide Owner with a Certificate of Insurance showing evidence of commercial liability coverage in connection with Producer's activities at the Premises with minimum coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, and evidence of commercial automobile liability coverage with limits not less than \$1,000,000 per occurrence for owned, non-owned and hired automobiles. To the extent required by law, Producer shall further maintain worker's compensation coverage for any employees who are working at the Premises. The commercial liability and commercial automobile liability insurance policies shall name as additional insureds the Owner, its officers, agents, employees and volunteers, shall be considered primary insurance as respects the additional insureds, and shall apply separately to each insured against whom claim is made or suit is brought.

A. The insurance company will not cancel, terminate, or reduce the insurance afforded under the policy unless 30 days of cancellation, termination, or reduction has been mailed to the Altadena Library District. In order for the insurance to be effective, it must be accompanied by one of the following:

1. An additional insured endorsement, with policy number on endorsement and signed by the insurance company or an authorized representative; or
2. A binder attached to the insurance certificate to the same effect.

13. Consents. Producer acknowledges that Producer, and not Owner, shall have the responsibility to obtain any consents, releases or other waivers necessary for any individual's name, voice, signature, photograph, or likeness. Notwithstanding any other provision contained herein or any name or likeness release signed by an officer, employee or elected official of Owner, the Producer expressly acknowledges that Owner is a public agency and agrees that Producer shall not film elected officials and employees of the Owner without such individuals' consent or in a defamatory manner.

14. Indemnity. Producer shall indemnify, defend, reimburse and hold harmless Owner, its officers, agents, employees and contractors from and against any and all demands, claims, legal or administrative proceedings, losses, costs, penalties, fines, liens, judgments, damages and liabilities of any kind (collectively, "Losses"), arising in any manner out of: (a) any injury to or death of any person or damage to or destruction of any property occurring in, on or about the Premises or any part thereof, whether the person or property of Owner, any of its Agents and Invitees, or third persons, relating in any manner to any use or activity under this Agreement; (b) any failure by Producer, or any of its Agents or Invitees, to

faithfully observe or perform any of the terms, covenants or conditions of this Agreement; (c) the use of the Premises or any activities conducted thereon by Producer, its Agents or Invitees; (d) any release or discharge, or threatened release or discharge, of any Hazardous Material caused or allowed by Producer, its Agents or Invitees, on, in, under or about the Premises, any improvements permitted thereon, or into the environment; or (e) any and all Losses arising in connection with this Agreement, including but not limited to, any such Losses relating to any alleged infringement of the patent rights, trademark, copyright, trade secret, privacy or other personal or other proprietary right of any person or persons.

The foregoing indemnity shall include, without limitation, reasonable attorneys' and consultants fees, investigation and remediation costs and all other reasonable costs and expenses incurred by the indemnified parties, including, without limitation, damages for decrease in the value of the Premises and claims for damages or decreases in the value of adjoining property. Producer shall have an immediate and independent obligation to defend Owner from any claim which actually or potentially falls within this indemnity provision. Producer's obligations under this Section shall survive the expiration or termination of this Agreement.

15. No Assignment. Neither this Agreement nor any duties or obligations hereunder may be assigned, conveyed or delegated by the Producer prior to completion of filming on the Premises unless first approved by the Owner by written instrument executed and approved in the same manner as this Agreement.

16. Notices. Except as otherwise provided herein, any notices given under this Agreement shall be addressed as follows:

To Owner: _____

To Producer: _____

Notice shall be deemed (a) the date when it is deposited with the U.S. Post Office, if sent by first class or certified mail, (b) one (1) business day after the date when it is deposited with an overnight courier, if next business day delivery is required, (c) upon the date personal delivery is made, or (d) upon the date when it is sent by facsimile, if the sender receives a facsimile report confirming such delivery has been successful and the sender mails a copy of such notice to the other party by U.S. first-class mail on such date.

17. Location Credit. Producer shall expressly give credit to the "Altadena Library District" in the credits of any film resulting from the activities under this Agreement. Said credit shall be accorded on screen, with size, placement and all other aspects thereof determined in Producer's sole discretion but consistent with other "thank-you" type credits accorded to locations of filming, if any. Producer's obligations under this Section shall survive the cancellation, expiration, or termination of this Agreement.

18. Entire Agreement. This Agreement constitutes the entire understanding and agreement of the parties with respect to the subject matter and cannot be amended except by a written instrument signed by the parties hereto. This Agreement reflects a negotiation between the parties, each of whom has had access to counsel, if desired.

19. Venue. This Agreement shall be a contract governed by the laws of the State of California. Venue shall be in the state courts of Los Angeles County, California.

PRODUCER

OWNER

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT A
ALTADENA LIBRARY DISTRICT APPLICATION AND AGREEMENT FOR FILMING

APPLICATION:

Date: _____

Company Name: _____

Contact Name, Address, Email and Phone:

Location Manager, Name, Title, Email and Phone:

Location of Filming:

Filming Schedule:

Type of Film or Photography: Television, Motion Picture, Commercial, Commercial Stills

Production Title: _____

Number and type of vehicles: _____

Special Effects: _____

Description of Filming Activity:

Talent Name(s): _____

Person and Title on location responsible for company's adherence to terms and conditions of Altadena Library District Agreement and permit.

Name, Title: _____

Signature: _____



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT
MAY 20, 2019**

SUBJECT: Altadena Main Library Closure for Filming
PREPARED BY: Cindy Cleary

Summary:

Jesse Lorber, a location manager representing Lorber Locations, has proposed an all-day film shoot at the Altadena Main Library on Friday, June 28 of this year that requires the Board's approval for a full-day closure.

Background:

Jesse Lorber, a location manager representing Lorber Locations, has proposed an all-day film shoot at the Altadena Main Library on Friday, June 28, 2019. Staff did not approve this request pending the Board of Library Trustees review of the draft *Film and Photography at Altadena Library District Policy*. With the assumption that the policy will be reviewed and approved at the May 20 Board meeting Mr. Lorber asked that his proposal be presented for consideration. He has been informed of the draft policy and related fee structure. This proposal will require your approval for an all-day library closure of the Altadena Main Library.

The following is a summary of Mr. Lorber's request:

Production Company: FOMO Entertainment, LLC
Film Title: Aisha
Film Date: Friday, June 28, 2019
Film Schedule: 7:00 a.m. – 8:00 p.m.
Facility Alterations: Light artwork and additional signage
Filming Activity: Actress sends an email at a library
Talent: Helena Howard, Don Cheadle, Emily Mortimer

All necessary permits will be obtained through FilmLA. A Certificate of Insurance will be provided.

Staff is seeking Board approval to close the Altadena Main Library on Friday, June 28 to accommodate this production. Staff that are scheduled to work on Friday will be asked to work another day during the work week.

A survey was distributed to all staff asking for feedback on filming at the library and willingness to flex schedules. 83.33% of the 20 respondents said they would be willing to flex their schedules. 85% agreed that the library should be used as a film site.

Recommendation:

Staff recommends that the Altadena Main Library be closed on Friday, June 28, 2019 to accommodate the FOMO Entertainment filming schedule.



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT – UPDATED MEETING ROOM POLICY**

DEPARTMENT: Administration

MEETING DATE: May 20, 2019

Background:

The Board of Trustees last approved a meeting room policy in January of 2017 and over time it has become apparent that the policy is not reflective of the procedures and best practices that staff has in place for reservation and use of the Library's meeting spaces.

There was a need for a new and updated policy to streamline staff processes related to reserving spaces for both internal and external use, and to make the process clearer and more consistent for patrons.

Notable updates include:

- The Small Study Room will be available for patrons on a walk-in basis and there will be no charge for use of this room.
- Fee-based businesses will be charged a flat rate for use of the Community room.
- All events held in the Community Room must remain open to the public.
- The reservation process for the Community Room is clearer and more consistent.
- Sign-ups for the Small Study Room are streamlined and now centralized, which will help alleviate confusion between both staff and patrons.

Recommendation: That the Board of Trustees review and approve the updated Meeting Room Policy.

Altadena Library District Facility Use Policy

It is the policy of the Altadena Library District to allow individuals and organizations use of the District facilities and meeting rooms for purposes that enhance the District's educational, cultural and civic mission.

A. Priority of Facility Use

The use of District meeting spaces by outside groups is subordinate to the operating requirements of the Altadena Library District and will be permitted only when not in conflict with District-sponsored activities. All reservations are on a first-come, first- served basis.

Permission to use the facility in no way implies endorsement of the meetings or activities conducted in this facility, except when the event is sponsored by the District. Any implication of sponsorship, including District logos, may not be included in any advertisement for a third-party event or program.

The District reserves the right to preempt any event for a District sponsored event. In such rare instances the District will put forth every reasonable effort to give ample advance notice and assist the group in reserving another date and/or space.

The District reserves the right to deny use of these facilities to any group, organization, or individual that may cause a disruption to the ordinary and usual operations of the District.

B. Guidelines for Facility Use

1. All instructions of the staff must be followed.
2. District-authorized staff may enter and remain in a meeting room at any time in performance of duties.
3. Alcoholic beverages are prohibited in District facilities.
4. Smoking is prohibited in public facilities and within fifty feet of the building.
5. Groups agree to restore area to original clean condition and agree to pay for any and all damages to District property while property is being used by the applicant.
6. Groups are required to vacate their reserved facilities by the time specified on their approved application, and no later than 15 minutes before the Library closing time.
7. Storage of personal property, supplies, or equipment in the library is not permitted.
8. The District assumes no responsibility for publicity and/or promotion of events.
9. Due to demand by District sponsored programs, recurring reservations cannot be accommodated.
10. Private social affairs such as parties, receptions and celebrations are not permitted unless in partnership with the District.

C. Barbara J. Pearson Community Room

Applications are accepted up to thirty (30) days in advance. Tentative booking of the Community Room may be initiated by telephone. However, telephone or in-person booking will reserve the date and time for one week only. A fully completed, signed Application for Use of Community Room must be submitted and approved for a reservation to be confirmed. If no application is received said date and time will be released.

Completion of Application does not grant either privileges or approval until the application is reviewed and approved. Upon approval, a signed application will be e-mailed to applicant. This serves as confirmation of approval and scheduling. An invoice will be included if use fees are being charged.

Any applicable use fees must be paid upon receipt of an approved and confirmed application.

Fee-based businesses will be charged \$50 per hour for use of the Community Room.

Depending on the nature of the reservation, Groups may need to provide insurance naming the District as additionally insured.

Events held in the Community Room shall remain open to the public at all times.

Groups are Responsible for Set-Up and Break-Down

- Each group will be responsible for set-up, take down and clean-up. Users need to allow enough time within their reservation period to accomplish these tasks. Meeting rooms are to be returned to their original condition and configuration.
- Groups are expected to conclude their meeting and accomplish all clean-up half an hour before the library closes.
- Equipment supplies or personal effects cannot be stored or left in the room before or after use.
- Groups accept the room as-is and reservation times must include adequate time for set-up and clean-up of room.
- At the discretion of the District Director groups may be charged for staff-time. This is dependent on the nature of the reservation and size of the group that may require staff assistance and/or security.

D. Small Study Room

The Small Study Room located in the Children's room of the Main Library is available, during library operating hours on a first-come, first-served basis. There is no charge for use of the Room.

Sign-Ups

- Room sign-ups begin when the Library opens for the day and are valid for that day only.
- The Room must be vacated no later than 15 minutes to closing.
- Sign-ups are taken at the Information Desk in-person.
- The Study Room is available for use by patrons who have a valid library card and are in 6th grade or older.
- Patrons will need to check-out a key to the Room using their Library card.
- For individuals without a Library Card, a valid I.D. will be held upon sign-up and returned once patron's session is completed.
- Room sign-ups are one (1) hour for both groups and individuals.
- Time may be extended by a maximum of one (1) hour if no one is waiting for the Room. Only one session per day is allowed for singles or by any member of a group using a study room. Time starts at sign-up for both groups and individuals.
- The Room allows a maximum of eight (8) people.

Patrons may leave the Room to go to the restroom or acquire a study aid, but otherwise there is no in-and-out. The District is not responsible for personal belongings or their loss.

The person signing up for the room assumes responsibility for all damages and for making sure the room is clear of all personal belongings and trash at the end of use.

Covered drinks are allowed. No food is allowed.

Lights must remain on and the door must remain unlocked.

The Room is not sound-proofed. Loud noise and disruptive behavior will result in immediate loss of privileges. Library staff has the authority to ask individuals and groups using the Room inappropriately to leave.

**Barbara Pearson J. Pearson Community Room
Application and Acknowledgement**

By signing below, you acknowledge that you have read the Meeting Room Policy and agree to abide by all guidelines therein stated. You understand that you are responsible for set-up and clean-up of the room.

Requested Reservation Date: _____

Time (include setup and cleanup): Start: _____ End: _____ Anticipated Attendees: _____

<p>Describe the purpose of your meeting (note: parties, social events, etc. will be declined)</p>
--

Name of person filing application **Organization and Title** if applicable

Address (Street, City, Zip)

Phone Number **E-mail address**

Signed Title Date

OFFICE USE ONLY
Date Requested:
Date Approved:
() Proof of Insurance
() Non-Profit () Profit, Private or Commercial () Fee Paid
Signature of District Director or Designee _____



BOARD OF LIBRARY TRUSTEES CALENDAR – 2019/2020

JULY	Publicity for Trustees Election – Even Year Filing for Trustees Election – Even Year Appointment of Liaison to the Friends Board & Foundation Board and Government Relations Liaison
AUGUST	Final Review of Previous Year Operating Plan
SEPTEMBER	Review CalPERS Benefits/ Open Enrollment Presentation: Summer Reading Program
OCTOBER	Health Care Premiums – Resolution – as needed Audit Report for Previous Fiscal Year
NOVEMBER	Annual Report for Previous Fiscal Year (Internal and External) Trustees Election – Even Year Conference: CLA Conference Schedule: Board Meetings for Following Year Schedule: Holidays for Following Year Quarterly Budget Review of Current Budget Event: Volunteer Recognition Event
DECEMBER	Election of Officers
JANUARY	Bank Signature Cards – as needed
FEBRUARY	Investment Policy Review Mid-Year Budget Review of current budget Mid-Year Operating Plan Review
MARCH	Conflict of Interest Forms Annual Review of Strategic Plan Preliminary Review of Operating Plan for Upcoming Year
APRIL	Auditor bids – every three years or as needed National Library Week Quarterly Budget Review of current budget
MAY	Preliminary Budget Review of Proposed Budget for forthcoming fiscal year Event: Friends Annual Meeting (June) Review Property and Earthquake Insurance
JUNE	Adoption of Final Budget for Upcoming Fiscal Year <ul style="list-style-type: none">• Salary Schedule Approve Master Calendar for Board of Library Trustees for Following Fiscal Year Review Gann Appropriations Limit Resolution to ask Auditor/Controller of Los Angeles County to Prepare New tax roll for Account No. 57.12 Final Review of Operating Plan Objectives for the Coming Fiscal Year

Employee Recognition – Anniversaries on Five Year Milestones



TAKE ACTION BRIEF

May 2019

May will be a busy month in the Legislature with several major deadlines quickly approaching. May 10 is the last day for fiscal committees to meet and refer bills to the floor for consideration by the body. By May 31, bills must be passed in their respective houses in order to move forward this year.

Be sure to join us in Sacramento for Special Districts Legislative Days on May 21-22 to hear the latest legislative updates and join together to take action on behalf of your district and your community. Visit legislatedays.csdanet.org to register.



Inside this edition of the Take Action Brief:

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Contact a local CSDA representative near you!

Dane Wadlé
 Colleen Haley
 Cole Karr
 Steven Nascimento
 Chris Palmer

Northern & Sierra Networks
 Bay Area Network
 Central Network
 Coastal Network
 Southern Network

danew@csda.net
colleenh@csda.net
colek@csda.net
stevonn@csda.net
chrisp@csda.net



➤ REVENUE, FINANCES, AND TAXATION

CSDA's long range policy priority on revenue, finances, and taxation is to ensure adequate funding for special districts' safe and reliable core local service delivery. Protect special districts' resources from the shift or diversion of revenues without the consent of the affected districts. Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies.

Forced Consolidation Bill Guttled

[AB 600 \(Chu\)](#) was amended in March to require local agencies to plan for water and other services in disadvantaged unincorporated communities (DUCs). It contemplated a litany of redundant, unfunded, and unrealistic mandates on local agencies including certain special districts.

Specifically, this bill would have required special districts that have more than 500 service connections and that provide drinking water or wastewater services to create and implement an accessibility plan to provide safe drinking water, wastewater services, storm water drainage, and structural fire protection in certain DUCs as identified in the land use element of a city or county's general plan, regardless if the district was capable of providing those services to the DUC or if it would have benefited either party.

Once the special districts and other local agencies have completed their accessibility plans, it would have then required the LAFCO to determine which entity was best positioned to provide adequate water or wastewater services to the affected territory. This determination would then set into motion a host of administrative hurdles and constitutionally questionable mandates.

Just a few of them included:

- Districts would be tasked with creating an accessibility plan at their own expense for services they may never provide to a jurisdiction that may not even be interested in receiving services from the district.
- Each city, county, and qualified special district would have been required to provide an annual progress report with respect to its accessibility plan at a noticed public hearing and post it to their websites.
- Costs and fees for services provided to the affected territory through implementation of the accessibility plan could not exceed the cost of providing service, while at the same time requiring that fees and conditions related to service be consistent with fees and conditions placed on other new customers or service recipients, raising constitutional questions.
- LAFCOs would have been prohibited from adopting, amending, or updating a sphere of influence that removed a disadvantaged community from the sphere of influence of a city or special district, unless the LAFCO made certain findings; moreover, the LAFCO would have been prohibited from approving certain annexations if the DUCs issues were not addressed.
- Other local agencies would have faced mandatory annexations if DUC needs were not addressed, regardless if it were beneficial to any party.

CSDA and its members firmly believe that all Californians should have access to safe drinking water, including DUCs and other jurisdictions. Unfortunately, AB 600 as written did not achieve this goal.

AB 600 could have exacerbated some of the problems, creating financial hardships for existing service providers, disincentivizing affordable housing and commercial development, attaching DUC's to the wrong local agency, and possibly complicate existing studies, statutes, and efforts to achieve the same goals as the measure.

CSDA, along with other local government stakeholders, successfully advocated against this measure. The author verbally agreed in committee to take amendments that will remove nearly all of the above mandates. Once the anticipated amendments are published, CSDA will reconsider its position.

Should you have any questions about the bill, please contact CSDA Legislative Representative Anthony Tannehill at anthonyt@csda.net.



➤ GOVERNANCE AND ACCOUNTABILITY

CSDA's long range policy priority on governance and accountability is to enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant, or one-size-fits all approaches. Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preference of each community

Costly Public Records Act Legislation Moving Through Legislature

Last week, several bills related to the California Public Records Act (CPRA) passed out of different committees in both houses of the California State Legislature. A brief summary of each bill, the potential impacts it may have on special districts, and its current status is listed below:

Assembly Bill 1184 (Gloria) – Requirement to Maintain Emails for 2-Years -- OPPOSE

Assembly Member Todd Gloria (D-San Diego) is authoring [Assembly Bill 1184](#), which requires all public agencies, including special districts, to maintain all emails related to the business of the agencies for a minimum of two years. Unlike all other record retention requirements in current law, Assembly Member Gloria is placing the new requirements of AB 1184 directly into the CPRA, purposely circumventing the reimbursement process and placing the costs of this unfunded mandate squarely on the shoulders of local agencies and the constituents they serve.

AB 1184 does not require any new disclosures or provide any new exemptions to the CPRA, it is simply a data storage requirement that will result in increased costs on agencies for purchasing servers to store the emails as well as additional costs for reviewing the resulting enormous cash of emails should there be request for the emails using the CPRA.

CSDA is opposed to this data storage legislation because of the unfunded mandates it will place on our member districts.

Status: Will be heard next in the Assembly Appropriations Committee.

Senate Bill 518 (Wieckowski) – CPRA 998 Settlement Agreements -- OPPOSE

Senator Bob Wieckowski (D – Fremont) has introduced [Senate Bill 518](#), which would eliminate the utility of Section 998 settlement offers in CPRA lawsuits against public agencies. This bill will incentivize additional litigation and increase costs to public agencies for CPRA disputes.

The CPRA was created to ensure the public has access to information concerning the conduct of the people's business as a fundamental and necessary right of every person in this state, a charge our public agencies do not take lightly. Failure of a public agency to disclose records pursuant to the CPRA can result in significant financial consequences for the agency from potential litigation.

Under current law, records requesters that believe a public agency has improperly withheld a record may sue the agency immediately. There is no "meet and confer" requirement that a requester work with an agency to resolve a dispute over any records that may have been withheld by an agency. Additionally, should a requestor prevail in court by having even a single record released that had previously been withheld, the CPRA mandates that a court award costs and reasonable attorney fees to the plaintiff. Offers to compromise made under Code of Civil Procedure section 998 ("Section 998 offers") are intended to encourage litigants to settle their disputes in an amicable and reasonable fashion and avoid excessive litigation costs.

Section 998 permits either party involved in litigation, plaintiff or defense, to make an offer to settle a dispute before proceeding to trial or arbitration, and if it is not accepted and the litigating party fails to achieve a better result than they could have achieved by accepting the Section 998 offer, the party is not entitled to post-offer costs and must pay the defendant's post-offer costs.



Proposing to eliminate the Section 998 litigation practice would discourage plaintiffs' attorneys in CPRA cases from settling because they would face no consequence for rejecting a reasonable and fair offer, but would have potentially significantly more to gain in fees by proceeding with a costly litigation process. This would hold true even if an attorney's client receives no additional benefit other than what would have been offered in a settlement. SB 518 creates a lopsided benefit to plaintiff attorneys over public agencies that encourages costly litigation, when a simple agreement could be reached instead. It is for these reasons that CSDA is opposed to SB 518.

Status: Will be heard next in the Senate Appropriations Committee.

Senate Bill 749 (Durazo) – Trade Secret Exemption and Reverse CPRA Actions -- OPPOSE

In response to CSDA's opposition, Senator Durazo (D- Los Angeles) amended her bill, [Senate Bill 749](#), removing significant areas of concern related to the California Public Records Act (CPRA).

The amendments remove Section 2 of the bill, pertaining to "reverse-CPRA" lawsuits. The removed provisions include:

1. In reverse CPRA actions, a requester of records shall be named as a real party in interest and may participate fully in the case.
2. In reverse CPRA actions, if the petitioner fails to prevent the disclosure of records, the petitioner shall pay the attorney fees of the requester.
3. In reverse CPRA actions, if the court finds that the public agency delayed disclosure of the record to facilitate the filing of the reverse public records action, or if the public agency declined to defend its position that the record was subject to disclosure, then the public agency shall pay the requester's reasonable attorney's fees.

Moving forward, the bill will have a single provision that seeks to remove the "Trade Secrets" exemption from the CPRA for records of wages, benefits, working hours, and other employment terms and conditions of employees working for a private industry employer, or a subcontractor of a private industry employer, pursuant to a contract with a state or local agency. This provision may impact the number of bids special districts receive in response to RFPs and the amount of information provided in those bids.

CSDA currently holds an oppose position on SB 749, but is evaluating the position on the bill going forward since the recent amendments addressed the most significant concerns.

Status: Will be heard next in the Senate Appropriations Committee.

Should you have any questions or comments about these bills, please contact CSDA Senior Legislative Representative Dillon Gibbons at dillong@csda.net.



➤ INFRASTRUCTURE, INNOVATION, AND INVESTMENT

CSDA's long range policy principal regarding infrastructure, innovation, and investment is to encourage prudent planning for investment and maintenance of innovative long-term infrastructure. CSDA supports the development of fiscal tools and incentives to assist special districts in their efforts to meet California's changing demands, ensuring the efficient and effective delivery of core local services.

Surplus Land Bill Significantly Scaled Back in Committee – Concerns Remain

In a positive step for special districts, [AB 1486 \(Ting\)](#) was significantly amended in the Assembly Local Government Committee. Assembly Member Phil Ting (D - San Francisco) agreed to amendments proposed by the Assembly Local Government Committee to remove the bill's new definition of "disposal" under the Surplus Land Act (SLA). In effect, leases and transfers of land will continue to not be subject to the SLA.

AB 1486 generated intense opposition from a coalition of public agencies, including CSDA. Over 40 CSDA members submitted letters of opposition to the bill and called members of the Committee. Thanks largely to this grassroots effort, the author was compelled to accept the Committee's amendment in order to keep AB 1486 moving through the Legislature.

As originally introduced, AB 1486 would have imposed additional burdens on all local public agencies trying to sell, lease, or transfer their land. Under AB 1486, anytime an agency moved to sell, lease, or transfer land, the agency would be required to notify affordable housing developers, schools, and park agencies and offer these entities a right of first refusal. These requirements are problematic for public agencies that have valid reasons to lease or otherwise protect land they own.

Even with the lease provisions removed from the bill, CSDA remains opposed to AB 1486 while working through our outstanding concerns with the Committee and author. Items remaining to be addressed include:

- Allowing agencies discretion to determine what land is actually surplus to their mission/purpose.
- Allowing agencies to conduct informal and formal negotiations to determine the market value of their land without triggering the requirements of the SLA.
- Removing provisions that would invalidate land transfers where an agency did not follow the SLA when required.

If you have any questions about AB 1486, please contact CSDA Legislative Representative Rylan Gervase at rylang@csda.net.



➤ HUMAN RESOURCES AND PERSONNEL

CSDA's long range policy priority on human resources and personnel is to promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees, both represented and non-represented.

Special Districts Help Stop Divestment Legislation

Facing significant opposition in the final hearing of the Assembly Public Employment and Retirement Committee prior to the fiscal bill deadline, Assembly Member Rob Bonta chose to pull his public pension divestment bill, [Assembly Bill 33](#), from the hearing agenda, essentially killing the bill for 2019. AB 33 would have required CalPERS and CalSTRS divest from private prisons.

Many public agencies utilize CalPERS to provide retirement benefits to their employees. Within CalPERS is the Public Employees Retirement Fund (PERF). The PERF, which as of January had \$302 billion in total assets, is the fund used to pay out retirement benefits to CalPERS members. Over the last decade, the PERF has been negatively impacted by the downturn in the economy and currently has only 67 percent of the total funding needed to provide retirees with their promised benefits.

Due to the financial cost to local agencies and their employees, CSDA opposes any efforts to divert CalPERS from its duty to its members, including divestment of CalPERS assets to achieve political objectives, if the divestment would have a negative impact on the overall health of the fund. Divestment harms investment performance and increases transaction costs.

As of December 31, 2018, a preliminary estimate indicates that the PERF has approximately \$10 million in publicly traded equity holdings that could meet the definition of affected investment vehicles specified by the AB 33. Additionally, CalPERS staff has previously noted in their analysis of divestment legislation that "every dollar in investment returns that is foregone, or expended in unnecessary transaction costs and fees, must be made up for in employer and employee contributions." Therefore, AB 33 could have been expected to contribute to an increased burden on employees and employers through increased contribution rates, and potentially impair CalPERS' ability to deliver promised benefit payments.

Forcing divestment of California retirees' funding ultimately transfers the ownership of the investments to another investor at a great cost to the PERF, and removes the ability for CalPERS, as shareowners, to influence the company to act responsibly. CSDA supports alternative approaches to effecting change, such as CalPERS proxy access efforts to affect change from within businesses to ensure they are well managed for sustained, long-term success.

Please share any questions or concerns regarding the bill with CSDA Senior Legislative Representative Dillon Gibbons at dillong@csda.net.



➤ DISTRICTS MAKE THE DIFFERENCE

Districts Make the Difference was created to increase public awareness and understanding of special districts across California. The campaign website, www.districtsmakethedifference.org provides a public place to learn more about special districts and the positive effect they have on their communities, while also serving as a resource for districts to download useful materials, collateral, and information.

2019 Student Video Contest Launches

On May 1, Districts Make the Difference launched the 2019 Student Video Contest! The new submission period will run from **May 1 to September 30** to allow more students to participate.

It's never too early for students to submit their videos starring special districts. Students are encouraged to be as creative as possible when making their 60-90 second videos. That's correct, the length of the videos has also been extended! Students can now create videos up to 90 seconds long.

Do you know a student who may be interested? Do you know a teacher, principal, superintendent, or school board member that can help promote the contest? Resources are available on the Districts Make the Difference website to help you promote the student video contest on your website, social media, or in your office.

Start spreading the word using these resources available at DistrictsMakeTheDifference.org/video-contest:

- Flyer/Poster
- Contest Scholarships Graphic
- Contest Scholarships Banner
- Steps to Enter Graphic
- Statewide Voting Graphic
- Sample Newsletter/Website Content

Chapters are also encouraged to hold a local contest in conjunction with the statewide competition. A toolkit detailing how to facilitate a local contest is now available. Last year, the Alameda County Special Districts Association, Contra Costa Special Districts Association, and Santa Clara County Special Districts Association all held local contests and selected a local student winner from their communities. Contact your public affairs field coordinator for more information.

Hosting a local contest is a wonderful way for students to learn about your special district and potentially win a scholarship! Promotional materials including a flyer and the social media graphics are also available on the Districts Make the Difference website at www.DistrictsMakeTheDifference.org/video-contest.

For more information about the contest and to watch last year's winning videos, visit the [Districts Make the Difference website](http://DistrictsMakeTheDifference.org).



➤ OTHER WAYS TO TAKE ACTION

Learn More

The 2019 Special Districts Legislative Days is returning to **Sacramento** on **May 21-22** at the Sacramento Convention Center! This two-day event will have an advocacy day where members get the opportunity to visit with their legislator to advocate for special districts and a policy day to hear updates on legislative bills and attend in-depth policy breakouts. In addition, hear from State leadership on hot topics affecting government finances, local services, and infrastructure: Gabriel Petek, California Legislative Analyst, and Keely Bosler, California Director of Finance.

Check out the official 2019 Special Districts Legislative Days page at legislatedays.csdanet/home to register and view the complete schedule!

Utilize Resources

CSDA has partnered with the government surplus auction, GovDeals, to provide special districts and other government agencies with an easy-to-use, transparent web-based platform for buying and selling surplus items online. Visit the [Surplus Marketplace](http://surplusmarketplace.govdeals.com) to check out items listed by government agencies across the USA. Browse through a wide selection of pre-owned vehicles, office furniture, tools and equipment, storage sheds, and much more. Contact Jason Weber at jweber@govdeals.com or 310.600.3651 for more information.

Join Today

Join an Expert Feedback Teams to provide CSDA staff with invaluable insights on policy issues. Email marcusd@csda.net to inquire about joining one of the following teams:

- Budget, Finance and Taxation
- Environment
- Formation and Reorganization
- Human Resources and Personnel
- Governance
- Public Works and Contracting

Stay Informed

In addition to the many ways you can **TAKE ACTION** with CSDA's advocacy efforts, CSDA offers a variety of tools to keep you up-to-date and assist you in your district's legislative and public outreach. Make sure you're reading these resources:

- CSDA's weekly e-Newsletter
- Districts in the News
- CSDA's CA Special District Magazine

Email advocacy@csda.net for help accessing these additional member resources.