



AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – July 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.

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

2. Open Session

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

3. 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 June 24, 2019 - Pages #3-7
- Departmental Monthly Reports – June 2019 Pages#8-17

4. Consideration of Items Removed from the Consent Calendar

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

5. Reports (Information)

- a. Reports of Support Groups
 - (i) Altadena Library Foundation
 - (ii) Friends of the Altadena Library
- b. District Director's Report – June 2019
 - (i) Bob Lucas Branch Presentation
 - (ii) Update on Earthquake Insurance Policy Pages# 18-24
 - (iii) Update on "Millard Canyon at Granite Gate" by George Gardner Symons Pages#25-38
 - (iv) Personnel Resignations/Transfers/Hires Page#39

- c. Financial Reports – May 2019 Pages#40-52
 - d. Committee Reports
 - (i) Budget Committee
 - (ii) Facilities Committee Page#53
 - (iii) Executive Search Committee Page #54
 - (iv) Strategic Planning Committee Page#55
 - (v) California Voting Rights Act Committee Page#59
 - e. Trustee Reports
- 6. Unfinished Business**
- a. Brown Act Refresher (Information)
 - b. Response to Staff Association Requests (Information) Page#60
- 7. New Business**
- a. RESOLUTION NO. 2019-05
Resolution to become Live Scan Applicant Agency (Action) Pages#61-62
 - b. Request for Proposals - Banking (Action) Pages#63-77
 - c. Request for Proposals – Human Resources Services (Action) Pages#78-84
 - d. Milestone Awards (Action) Page#85
 - e. Resolution of Intention to Approve an Amendment to Contract between the Board of Administration California Public Employees’ Retirement System and the Board of Trustees Altadena Library District (Action) Pages#86-87
 - f. Library Closure on Saturday, September 28 (Action) Page#88
 - g. Review and Approval of Updated Job Description and Title Change: (Action) Pages 89-94
 - 1. Library Manager
 - h. Sale of Library Furniture (Action) Page#95
- 8. Correspondence**
- a. CSDA Take Action Brief Pages# 96-104
- 9. Proposed Future Agenda Items**
- 10. 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 – June 24, 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)

<https://youtu.be/dnCkOJeIgeU?t=1>

Roll Call: Trustee Andruess, Trustee Capell, Trustee Clark, Trustee Kahn, Trustee McMullins

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: POTENTIAL LITIGATION
Pursuant to Government Code Section 54956.9(d)(2)

<https://youtu.be/dnCkOJeIgeU?t=46>

The Board went into Closed Session from 5:02 to 5:31 p.m.

There was no reportable action.

3. Open Session (5:30 pm) <https://youtu.be/dnCkOJeIgeU?t=51>

- a. Approval/Reordering of Agenda Items
- b. Adoption of Agenda

Moved by Trustee Clark to adopt the agenda

Second by Trustee McMullins

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

- c. Public Comment on Non-Agenda Items

Public Comment: Carlene Chiu

4. Consent Calendar <https://youtu.be/dnCkOJeIgeU?t=548>

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

- Approval of Minutes – Regular Meeting held May 20, 2019

- Statistical Reports – YTD – May 2019
- Departmental Monthly Reports – May 2019

Moved by Trustee Kahn to approve and adopt the Consent Calendar

Second by Trustee Clark

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

5. Consideration of Items Removed from the Consent Calendar

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

6. Reports (Information) <https://youtu.be/dnCkOJeIgeU?t=1575>

a. Reports of Support Groups

- (i) Altadena Library Foundation
- (ii) Friends of the Altadena Library

Joy Strayer reported for the Friends of the Altadena Library

b. District Director's Report – May 2019, <https://youtu.be/dnCkOJeIgeU?t=1914>

(i) Volunteer Services Department Presentation- **Yuni LaFontaine presented.**

(ii) Library General Operations

Interim Director Cindy Cleary reported on Library General Operations and Personnel updates.

(ii) Personnel Resignations/Transfers/Hires:
New Hires/Promotions/Transfers: None
Resignations/Terminations:
Rebecca Moreton - Library Clerk I - May 21, 2019

c. Financial Reports – April 2019, Page #

Staff Accountant Nicole Fabry reported.

d. Committee Reports <https://youtu.be/dnCkOJeIgeU?t=3015>

(i) Budget Committee

Trustee Andruess reported.

(ii) Facilities Committee

Trustee Capell reported.

(iii) Executive Search Committee

Trustee Kahn reported.

(iv) Strategic Planning Committee

Trustee Clark reported.

(v) California Voting Rights Act Committee

Trustee Clark reported.

e. Trustee Reports

7. Unfinished Business

a. Review and Approval of Budget for FY 19/20 (Discussion/Action)

<https://youtu.be/dnCkOJeIgeU?t=5111>

Interim Director Cindy Cleary presented the Final Budget

Moved by Trustee Kahn to adopt the FY 19/20 Budget

Second by Trustee McMullins

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

The Board went into Recess from 7:24 to 7:35 p.m.

<https://youtu.be/dnCkOJeIgeU?t=6737>

b. Brown Act Refresher (Information)

Administrative Assistant Kylynn Chaney presented.

c. Trustees Calendar for FY 19/20 (Action) <https://youtu.be/dnCkOJeIgeU?t=7318>

Moved by Trustee McMullins to approve the Trustees Calendar for FY 19/20

Second by Trustee Clark

Publicity for Elections (Even Year) was moved from July to March

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

d. Updated Meeting Room Policy (Action) <https://youtu.be/dnCkOJeIgeU?t=7615>

Moved by Trustee Kahn to approve the updated Meeting Room policy

Second by Trustee Clark

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

8. New Business

a. RESOLUTION NO. 2019-03 <https://youtu.be/dnCkOJeIgeU?t=7915>

A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE ALTADENA LIBRARY DISTRICT STATING THE INTENT OF THE DISTRICT TO TRANSITION FROM AN AT-LARGE ELECTION SYSTEM TO A DISTRICT-BASED ELECTION SYSTEM PURSUANT TO CALIFORNIA ELECTIONS CODE SECTION 10010, AND FINDING THIS TRANSITION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO STATE CEQA GUIDELINES SECTIONS 15061(B)(3), 15320, AND 15378(B)(5) (Action)

Moved by Trustee Kahn to adopt Resolution 2019-03

Second by Trustee Capell

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

b. Resolution 2019-04 to ask Auditor/Controller of Los Angeles County to Prepare New tax roll for Account No. 57.12 (Action) <https://youtu.be/dnCkOJeIgeU?t=8066>

Moved by Trustee Clark to adopt Resolution 2019-04

Second by Trustee Kahn

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

c. Review and Accept Gann Appropriations Limit for FY 19/20 (Action)

<https://youtu.be/dnCkOJeIgeU?t=8355>

Staff Accountant Nicole Fabry

Moved by Trustee Clark to accept Gann Appropriations Limit for FY 19/20

Second by Trustee McMullins

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

d. Updated Salary Schedule (Information) <https://youtu.be/dnCkOJeIgeU?t=8453>

e. Earthquake Insurance Policy Renewal (Action) <https://youtu.be/dnCkOJeIgeU?t=8581>

Moved by Trustee Mullins to approve the Insurance Policy with Golden Bear

Second by Trustee Clark

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

f. Review and Approval of Updated Job Descriptions (Action):

<https://youtu.be/dnCkOJeIgeU?t=9617>

1. Public Services Director
2. Marketing and Community Engagement Manager
3. Business Manager

Public Comment: H. ‘Grannie’ Shakur

Interim Director Cindy Cleary reported

Moved by Trustee Capell to approve all three updated Job Descriptions

Second by Trustee Clark

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

g. Dress Standard Policy (Action) <https://youtu.be/dnCkOJeIgeU?t=11085>

Interim Director Cindy Cleary reported

Moved by Trustee Clark to approve the Updated Dress Standard Policy

Second by Trustee Kahn

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

h. Outside Employment Policy (Action) <https://youtu.be/dnCkOJeIgeU?t=11354>
Interim Director Cindy Cleary reported
Moved by Trustee Capell to approve the Updated Outside Employment Policy
Second by Trustee McMullins
Aye: Trustee Andruess, Trustee Capell, Trustee Clark, Trustee Kahn, Trustee McMullins

i. Review and Approval of Proposal to Purchase of
New Ergonomic Chairs in FY 18/19 (Action) <https://youtu.be/dnCkOJeIgeU?t=11589>
Interim Director Cindy Cleary reported
Moved by Trustee Clark to approve the Purchase of New Ergonomic Chairs
Second by Trustee McMullins
Aye: Trustee Andruess, Trustee Capell, Trustee Clark, Trustee Kahn, Trustee McMullins

9. Correspondence <https://youtu.be/dnCkOJeIgeU?t=11756>

- a. Staff Association Letter dated 5/20/2019
- b. Staff Association Letter dated 6/4/2019
- c. Nigro & Nigro, P.C. Letter dated 6/4/2019

10. Proposed Future Agenda Items <https://youtu.be/dnCkOJeIgeU?t=11837>

There was discussion on the expected timeline for the HR Audit

The Board will prepare a response to the Staff Association Request for the next Regular Meeting.

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.

Trustees' Vacations were reported
<https://youtu.be/dnCkOJeIgeU?t=12224>
Moved by Trustee Kahn to adjourn the meeting
Second by Trustee Clark
Meeting Adjourned at 9:06 p.m.

**BOARD OF LIBRARY TRUSTEES
VOLUNTEER REPORT for June 2019**

We would like to thank the CIT Cares group for returning for their third-year volunteering at the Library.



**BOARD OF LIBRARY TRUSTEES
TECHNICAL SERVICES REPORT for June 2019**

DEPARTMENT: Technical Services
PREPARED BY: Carlene Chiu

MEETING DATE: July 22, 2019
LOCATION: Community Room

As the fiscal year came to a close, so did the ordering. The year-end ordering resulted in the influx of packages. T.S. staff worked diligently to get the items upstairs in a timely fashion. Here are pictures of all the boxes received at the same time:



Selena, Library Clerk 1 (T.S.) and I had the opportunity to deliver discarded books to the Little Free Libraries in our neighborhood. We also dropped off books at Eaton Canyon Nature Center which is one of our deposit libraries for youth books. The books were well received at Eaton and the staff told us the books go fast!



For the month of June there was a total of 1,647 items added to the collections for both locations. There was a total of 52 patron-initiated requests that were accepted and cataloged and processed by the T.S. staff. Most of the patron-initiated purchases are unavailable from our vendor Baker and Taylor and require manual processing and cataloging by the T.S. staff which includes wrapping the books, lamination, applying barcodes and call number labels, copy cataloging, tagging and encoding, etc.

Vicky, our acquisitions specialist did a great job of receiving an influx of items and fastidiously reordered about 72 items that were cancelled by Baker and Taylor due to the fiscal cut-off date.

We are happy to report the promotion of Selena from part-time Library Clerk I to full-time Library Clerk II in T.S. Selena has been working for the District for approximately 2.5 years and started out as a Page in the Children's Department. For the past 4 years she has been working hard to obtain her Library Technology Certificate at Pasadena City College while working 2 part-time jobs. This certificate program requires 19 course units. She completed the program this month. It's been great encouraging her professional growth at the District; from Page to Library Clerk I to Library Clerk III!. Congratulations Selena!



Certificate of Achievement in Library Technology



BOARD OF LIBRARY TRUSTEES

I.T. REPORT for June 2019

DEPARTMENT: Information Technology
2019

MEETING DATE: June 22,

PREPARED BY: Christopher Kellermeyer
Community Room

LOCATION:

The Library has purchased six 27" iMac desktops. One will be deployed to Bob Lucas Memorial Library and five will be deployed to the Main Library. These units will have photoshop elements and premier elements for video editing capability. The units will displace six existing 24" All in One Dell desktops, which will migrate and replace the Children's department public computers; the existing Children's department public computers are end of life, and will be e-waste using a reputable company that provides a certificate of destruction for all hard disk drives. We will be looking to expand upon the software suite offerings for the iMacs to continue to meet the needs of the Community. We are expecting to deploy the iMac desktops in late July or early August.

In addition to the iMacs, five Oculus Quest units have been purchased, and we are in the process of configuring the units; VR based programs will soon be available to the public that strongly leverage collaborative, skill building, and social applications. For information on Oculus Quest checkout the following url: <https://www.oculus.com/quest/>

These units are what virtual reality has been trying to achieve for generations—untethered by wires with built in sensors, six degrees of freedom, and a quality experience. Existing virtual reality units that the Library received via a XR Libraries grant are effectively outdated, and those units will be phased out. Upon being phased out, we are planning to have two separate video game competitions to win the Oculus Rift unit and HTC Vive unit, which will be a lot of fun and cool prize; keep your eyes on our newsletters for the details of those events.

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 have been pushed



into the August submission group, and the determination is expected to be rendered in September.

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

DEPARTMENT: Teen Services
PREPARED BY: Katie Sullivan

MEETING DATE: July 22, 2019
LOCATION: Community Room

Programming Highlights:

Teen Services offered 9 programs over the month of June with 88 teens participating.

Some popular programs this month were Nerf Wars, where 15 teens came out to battle on the grass, and Nom-Nom club s'mores. These programs taught them teamwork and safety skills while having fun.



Video games are now available in the teen area on Mondays, Wednesdays, and Fridays from 3-5PM. VR is available for teens in the FabLab on Wednesdays from 3-5 during teen maker exploration.

Class Visits:

There were no class visits over the month of June as students are on Summer break.

Staffing:

The Teen Librarian position was filled with the new Teen Librarian beginning July 1, 2019.

BOARD OF LIBRARY TRUSTEES
ADULT SERVICES REPORT for June 2019

DEPARTMENT: Adult Services
PREPARED BY: Katie Sullivan

MEETING DATE: July 22, 2019
LOCATION: Community Room

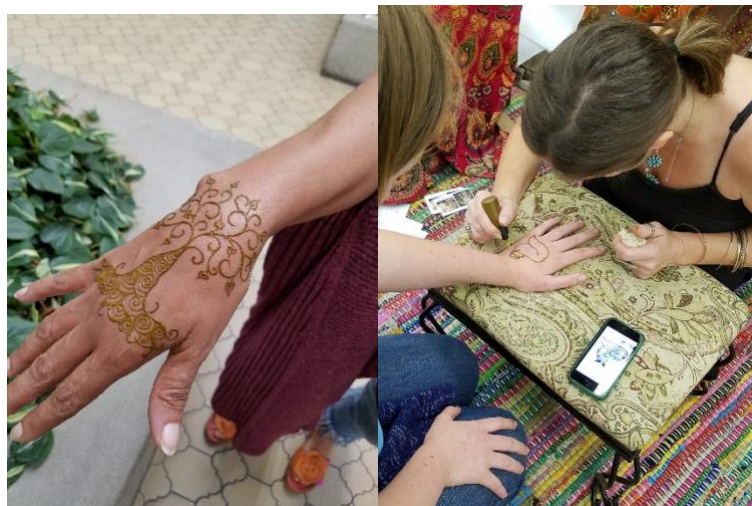
Programming Highlights:

Adult Services offered 13 programs in the month of June with 345 attendees in total.

Second Saturday continued to be a success with 192 people attending Harbor Groove Band.

On Saturday, June 22 Jeff Rich of The Carnegie Observatories in Pasadena discussed the history of The Carnegie Observatories and what they are currently working on. He also treated guests to the latest in the projects that he is participating in, including Galaxy Evolution, Interstellar Medium, and Stellar Populations.

Teens and Adults shared a Henna program this month with 26 total participants.



Information Services:

The information desk was busy in June fielding more than 362 reference and 289 technical questions from library users.

Art on Display:

Open Studios continued to display their work in the library throughout the month of June with Elliot Middle School displaying their work in the Community Room.



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

DEPARTMENT: Facilities

PREPARED BY: Jonathan Arevalo

MEETING DATE: July 22,2019

LOCATION: Community Room

Facilities Highlights for the Month of June:

The Facilities Department continues in the month of June 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.

An ADA compliant handicap sign has been installed at the Main Library parking lot.

As part of the process for the Architectural and Space Planning RFP, a walk through of both the Main and Bob Lucas Branch Libraries was done on June 13, 2019. A total of twenty plus people representing sixteen architectural Firms joined in the walk through.

Digital files of both libraries facilities reports, blue prints and other necessary documentations were emailed to all sixteen firms to assist with their proposals.

Proposals are due July 15,2019.

New angle stops (water shut offs) and ADA faucet fixtures were installed in the staff bathrooms. This project was a suggested upgrade in our 2018 Facilities Assessment Report.

An Earthquake Gas Safety Valve was installed to the gas meter at the Main Library. The safety valve was set in place as a preventative measure to shut off the gas automatically at the meter in an event of an earthquake. This measure protects staff from going to the gas meter and shutting off the gas manually.

The water heater at the Bob Lucas Branch Library has been replaced. The old water heater was not heating properly and was at the end of its mechanical life cycle. This project was one of the items to be replaced according to our 2018 Facilities Assessment Report

The outside storage door latch at the Bob Lucas Branch Library was not functioning properly and had to be replaced.

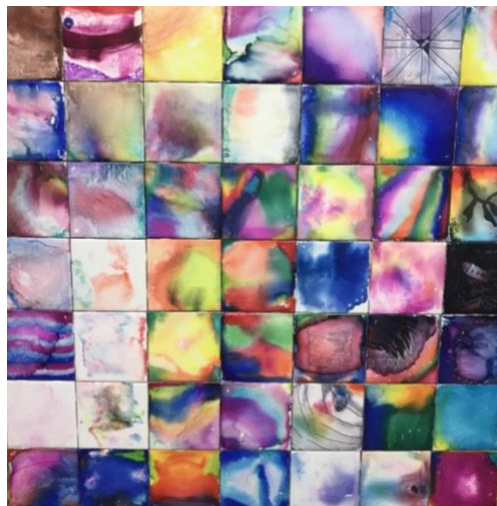
BOARD OF LIBRARY TRUSTEES
CHILDREN'S REPORT for June 2019

DEPARTMENT: Children's & Family Services
PREPARED BY: Amanda Toledo

MEETING DATE: July 22, 2019
LOCATION: Community Room

Summer is in full swing at the library, and just like the temperatures outside, the number of program attendees are rising!

June was a month of big, well-loved programs. Our summer reading kickoff event, Truck Day, brought about 340 people to the Altadena Library to check out eight incredible trucks. Children explored a fire truck, a digger, and a backhoe, amongst others, as well as made crafts and signed up for summer reading. The onset of summer programming brought our weekly children's performers to the community room. Valerie the Bubbologist delighted a big crowd with gigantic bubbles and the following week Christopher T. Magician smashed our summer performer attendance record with 118 people catching his magical show!



This year's summer reading theme is A Universe of Stories and as of now 501 children have signed up to explore the universe. Each child that signs up for summer reading gets a bookmark and decorates their own tile which will eventually be displayed as a galaxy mosaic (shown left). Some industrious explorers have already completed their passage through the summer reading galaxies while others are just starting their exciting journey. Patrons can continue logging points/getting prizes through August 17th.

Our Supercharged Storytime training came to excellent use this month as two different patrons came in asking for assistance with early literacy. After sharing some of the data and research learned from the course, a patron said, "This is incredible, you are a wealth of knowledge!" They expressed deep gratitude for help navigating the rewarding but sometimes frustrating experience of teaching a child to read.

The library will expand its ability to assist in dispersing early childhood development information as we join the community organization Growing Together PASadena –more on that in coming months!



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

DEPARTMENT: Bob Lucas Branch
PREPARED BY: Diana Wong

MEETING DATE: July 22, 2019
LOCATION: Community Room

Library Programs

The Bob Lucas Branch offered 12 programs this month with 251 participants enjoying stories, crafts and a movie. June's increase in programming attendance is attributed to our summer reading performers -- Buster Balloon, Christopher T. Magician and Bubblemania all returned to ALD this summer to please the crowds. All 3 shows performed to a packed library!

Our adult craft this month experienced an all-time high with 10 participants who enjoyed a Friday morning planting succulents and engaging in conversation.



ALD began visiting the Altadena's Farmer's Market again this summer season and the Branch Librarian had the pleasure to read at Market Stories. This is such great way to get outside our library walls to help promote our organization's mission.

The Public Service Director and Branch Librarian will interview several applicants for the Clerk I position during the first week in July. We anticipate having someone on board in mid-July.

Literacy Services

This is the final month of the 2018-2019 Adult Literacy grant period, and I am happy to announce that our volunteers logged 1397.5 hours between July 2018 through June 2019. Over the past year, we have worked with a total of 35 learners and 26 literacy volunteers.

The final report to California State Library will be due sometime in August. In the upcoming next couple of months, I will be gathering statistics and information and am certain that I will report back with some fantastic success stories.



DIRECTOR'S REPORT
July 22, 2019

Subject: Earthquake Insurance

Prepared by: Cindy Cleary

The District has signed with United Specialty Insurance Company under Lloyd's as our earthquake insurance carrier. After speaking with our insurance broker (Insurance Office of America), and conferring with Terry Andruess as directed by the board at the June meeting, this was the best and only option. This is non-admitted carrier which carries a risk, but the risk is extremely low.

ALD had never used a non-admitted carrier. Now that we are required to use the actual replacement costs for the property, Lloyd's is the only carrier able to provide the limit we need. According to our insurance broker admitted carriers are limited by state restrictions that don't affect the non-admitted carriers, and are able to provide higher limits. We were provided with a rating and risk evaluation sheet for Lloyd's, which is included with this report. The total cost for coverage is \$30,370; \$2,130 under what was budgeted.

Attachments:

Quote: Lloyd's (United Specialty Insurance Company)

A.M. Best Rating: Lloyd's (United Specialty Insurance Company)

06/20/19

QUOTE # 32033 A

Page 1 of 2

TO: Insurance Office of America, Inc. - Pasadena
ATTN: Christine Phillips

FAX #: (626) 568-2886

New Business

RE: Altadena Library District

POLICY PERIOD: 07/01/19 to 07/01/20

We are pleased to present the following quotation :

COMPANY: Certain Underwriters at Lloyds Non-Adm

Carrier Certain Underwriters at Lloyds
Participation: United Specialty Insurance Company

Perils: DIC incl Earthquake, excluding Flood and EQSL

Coverage: Building, Contents/BPP, Rents

Limits (\$): 21,581,611 Per Occurrence and in the Annual Aggregate subject to the following sublimits:

Sublimits: 1,546,000 Building Ordinance or Law Coverage B and C Combined (Coverage A included in Building Limit)
2,500 Valuable Papers
25 % of Loss for Debris Removal
250,000 Newly Acquired Real Property - 30 Days
100,000 Newly Acquired Personal Property - 30 Days
1,000 Outdoor Property, except Any One Tree Shrub or Plant \$250
2,500 Personal Effects
10,000 Pollutant Cleanup and Removal
10,000 Property Off Premises
1,000 Fire Department Charges
180 Days - Extended Period of Indemnity
25,000 Unintentional Errors and Omissions
25,000 Extra Expense
Included Increased Period of Restoration

Deductible: 15 % of Replacement Cost Value, Per Unit of insurance, at the time when such loss shall happen, subject to a minimum of \$25,000 Per Occurrence - EQ
25,000 All Other Perils

Valuation: Replacement Cost for Property Damage
Actual Loss Sustained for Time Element

Coinsurance: 100 %

Terms & Conditions: Amrisc Property Endorsement
TRIA Exclusion
1/12 Monthly Limitation for Time Element
Percent deductibles are per occurrence, per unit
50% Building Ordinance Damage threshold waived
Coverage explicitly excludes all flooding, including but not limited to flooding during windstorm events.
Coinsurance to be waived subject to receipt and acceptance of signed property SOV
All buildings with outstanding damage are excluded.
Any AP or RP under \$500 shall be waived, except AP for new perils or coverages added

06/20/19

QUOTE # 32033 A

Page 2 of 2

TIV: 21,581,611 Based upon 100% values per schedule

Location address: As per schedule on file (see attached)

Subject To:

- Signed D-1
- Signed TRIA
- Signed Flood Notice
- Signed App/SOV

Exclusions: Flood
Terrorism (unless purchased)
Per Carrier Form

Terrorism Surcharge: 1,400 Additional premium for Certified Acts of Terrorism (premium not included below)

Warrant: No losses last five years
No tuck under/soft story parking
All Risk policy in place equivalent to ISO CP 10 30 Special Causes of Loss

PREMIUM:

\$	28,000.00
\$	700.00 Broker Fee - Fully earned at inception
\$	750.00 Inspection Fee - Fully earned at inception
\$	862.50 State Tax
\$	57.50 CA Stamp Fee
\$	30,370.00 Total

Payment is due in our office in 20 days from inception of coverage.

35% MINIMUM RETAINED PREMIUM IN THE EVENT OF CANCELLATION. NO FLAT CANCELLATIONS.

This quotation is valid for 11 days, or until inception of coverage, whichever is sooner.

This quotation for coverage is subject to the terms and conditions of the specified insurance company forms currently in use, including any listed amendatory endorsements. This quotation for coverage may not conform to the terms and conditions requested. Should a change in insurance company occur, terms and conditions may vary from those currently in force. A copy of the form to be used is available upon request.

United Specialty Insurance Company

A.M. Best #: 013105 NAIC #: 12537 FEIN #: 203145738

Mailing Address

P.O. Box 24622
Fort Worth, TX 76124
United States

[View Additional Address Information](#)

Financial Strength Rating



Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.

Web: www.statenational.com

Phone: 817-265-2000

Fax: 877-329-8598

[View additional news, reports and products for this company.](#)

Based on A.M. Best's analysis, 058405 - Markel Corporation is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. [View a list of operating insurance entities in this structure.](#)

Best's Credit Ratings

Financial Strength Rating [View Definition](#)

Rating: A (Excellent)
Affiliation Code: p (Pooled)
Financial Size Category: IX (\$250 Million to \$500 Million)
Outlook: Stable
Action: Affirmed
Effective Date: December 19, 2018
Initial Rating Date: May 17, 2006

Long-Term Issuer Credit Rating [View Definition](#)

Long-Term: a+
Outlook: Stable

Action: Upgraded
Effective Date: December 19, 2018
Initial Rating Date: June 20, 2007

u Denotes Under Review Best's Rating

Best's Credit Rating Analyst

Rating Office: A.M. Best Rating Services, Inc.

Financial Analyst: Lewis DeLosa, CFA

Director: Jennifer Marshall, CPCU, ARM

Note: See the Disclosure information Form or Press Release below for the office and analyst at the time of the rating event.

Disclosure Information

Disclosure Information Form

View A.M. Best's Rating Disclosure Form

Press Release

AM Best Affirms Credit Ratings of Markel Corporation and Most Subsidiaries
 December 19, 2018

Rating History

A.M. Best has provided ratings & analysis on this company since 2006.

Financial Strength Rating

Effective Date Rating

12/19/2018	A
9/22/2017	A
8/25/2016	A
6/9/2015	A
5/21/2014	A

Long-Term Issuer Credit Rating

Effective DateRating

12/19/2018	a+
9/22/2017	a
8/25/2016	a
6/9/2015	a
5/21/2014	a

Best's Credit Reports

Best's Credit Report - Where applicable, includes Best's Financial Strength Rating and rationale along with comprehensive analytical commentary, detailed business overview and key financial data.

Report Revision Date: 2/26/2019 (represents the latest significant change).



Historical Reports are available in Best's Credit Report Archive.

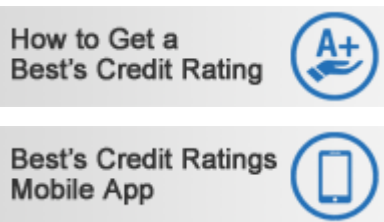
View additional news, reports and products for this company.

Press Releases

<u>Date</u>	<u>Title</u>
Dec 19, 2018	AM Best Affirms Credit Ratings of Markel Corporation and Most Subsidiaries
Sep 22, 2017	A.M. Best Affirms Credit Ratings of State National Group's Members
Jan 26, 2017	A.M. Best Withdraws Credit Ratings of Fireman's Fund Insurance Company of Ohio
Aug 25, 2016	A.M. Best Revises Issuer Credit Rating Outlook to Positive for Members of State National Group
Jun 09, 2015	A.M. Best Affirms Ratings of State National Group's Members, Assigns Ratings to State National Companies, Inc.

Find a Best's Credit Rating

[Advanced Search](#)



European Union Disclosures

A.M. Best - Europe Rating Services Limited (AMBERS), a subsidiary of A.M. Best Rating Services, Inc., is an External Credit Assessment Institution (ECAI) in the European Union (EU). Therefore, Credit Ratings issued and endorsed by AMBERS may be used for regulatory purposes in the EU as per Directive 2006/48/EC.

A.M. Best (EU) Rating Services B.V. (AMB-EU), a subsidiary of A.M. Best Rating Services, Inc., is an External Credit Assessment (ECAI) in the EU. Therefore, credit ratings issued and endorsed by AMB-EU may be used for regulatory purposes in the EU as per Directive 2006/48/EC.

Australian Disclosures

A.M. Best Asia-Pacific Limited (AMBAP), Australian Registered Body Number (ARBN No.150375287), is a limited liability company incorporated and domiciled in Hong Kong. AMBAP is a wholesale Australian Financial Services (AFS) Licence holder (AFS No. 411055) under the Corporations Act 2001. Credit ratings emanating from AMBAP are not intended for and must not be distributed to any person in Australia other than a wholesale client as defined in Chapter 7 of the Corporations Act. AMBAP does not authorize its Credit Ratings to be disseminated by a third-party in a manner that could reasonably be regarded as being intended to influence a retail client in making a decision in relation to a particular product or class of financial product. AMBAP Credit Ratings are intended for wholesale clients only, as defined.

Credit Ratings determined and disseminated by AMBAP are the opinion of AMBAP only and not any specific credit analyst. AMBAP Credit Ratings are statements of opinion and not statements of fact. They are not recommendations to buy, hold or sell any securities or any other form of financial product, including insurance policies and are not a recommendation to be used to make investment /purchasing decisions.

Important Notice: A.M. Best's Credit Ratings are independent and objective opinions, not statements of fact. A.M. Best is not an Investment Advisor, does not offer investment advice of any kind, nor does the company or its Ratings Analysts offer any form of structuring or financial advice. A.M. Best's credit opinions are not recommendations to buy, sell or hold securities, or to make any other investment decisions. For additional information regarding the use and limitations of credit rating opinions, as well as the rating process, information requirements and other rating related terms and definitions, please view Understanding Best's Credit Ratings.

[About Us](#) | [Site Map](#) | [Customer Service](#) | [My Account](#) | [Contact](#) | [Careers](#) | [Terms of Use](#) | [Privacy Policy](#) | [Security](#) | [Legal & Licensing](#)

[Regulatory Affairs - Form NRSRO](#) - [Code of Conduct](#) - [Rating Methodology](#) - [Historical Performance Data](#)

Copyright © 2019 A.M. Best Company, Inc. and/or its affiliates ALL RIGHTS RESERVED.



DIRECTOR'S REPORT
July, 22, 2019

SUBJECT: George Gardner Symons Report

PREPARED BY: Cindy Cleary

At the March 25 Trustees meeting the direction was given to pursue an assessment of the George Gardner Symons painting that is currently installed above the Friend's bookstore. Linnaea Saunders, owner of The Conservator's Easel, LLC., has completed a comprehensive assessment and provided an examination report and treatment proposal. The estimated cost to bring the painting to its original splendor by addressing structural and aesthetic concerns is \$15,000 - \$18,000.

Linnaea E. Saunders is a Conservator of Paintings in private practice in Los Angeles. Following her training at the Courtauld Institute of Art (1999), she completed internship, fellowship, and contract positions at the Cleveland Museum of Art, The Mauritshuis, and the Los Angeles County Museum of Art (LACMA). In 2007, she established her independent conservation studio, The Conservator's Easel, LLC, specializing in the treatment of easel paintings and frames. She is currently assisting with the public conservation of Thomas Gainsborough's *Blue Boy* at the Huntington Library.

Symons art, entitled *Millard Canyon at Granite Gate*, is approximately 4' X 6'. It was donated to the library in 1975 by Mr. and Mrs. Guy Fisher from Ojai, California. An appraisal of \$95,000 was completed in 2002 by Charles Credaroli: Fine Art Services. The current auction prices for Symon's work varies quite a bit. As a plein air painter most of his works were in a smaller format. His larger works have sold in the range of \$30,000 - \$130,000, Some as low as \$11,000. A fundraising appeal was included in the January of 2017 issue of *Connect*, but apparently nothing came of that. The current assessment indicates areas of active flaking, past tear repairs that need to be reversed, newer tears in need of repair and reinforcement and securing of new or existing stretcher.

Attachments:

The Conservator's Easel, LLC: Examination Report and Treatment Proposal, George Gardner Symons, June, 21, 2019.

THE CONSERVATOR'S EASEL, LLC

4949 HOLLYWOOD BLVD SUITE #204

LOS ANGELES CA 90027

323-661-2058 (STUDIO)

323-898-9132 (CELL)

LINNAEA.SAUNDERS@GMAIL.COM

Examination Report and Treatment Proposal

21 June 2019

Cindy Cleary
Interim District Director
Altadena Library District
600 East Mariposa Street
Altadena CA 91001

(626) 798-0833 x103
ccleary@altadenalibrary.org

Artist: George Gardner Symons, American 1865-1930

Title: Millard Canyon at Granite Gate

Date: 1896

Media/Support: Oil on canvas

Dimensions: 70 ¼ in H x 50 ¼ in W

Frame: 72 ½ in H x 52 1/8 in W x 1 ½ in D; 1 ¼ in profile; projects 5/8 in front face of canvas

Narrow profile wood frame with metal leaf, most likely brass. Toning layer, some abrasion and loss. The frame does not appear to be original to the painting. The frame has open miters and has been carved out in the rebate to accommodate the current painting. The painting is secured in the frame using nails driven through the stretcher and offset clips. There is no backing board.

Labels/Inscriptions:

JW James Pasadena, in large script in ink on crossbar, upside down

University of Southern California/ University Galleries/ University Park Los Angeles California 90007/ Pack-in Painters of the American West/ November 22- December 23, 1976; red and white label on reverse of stretcher and frame.

Laguna Art Museum 307 Cliff Drive Laguna Beach CA 92651-9990/ exhibition: Loners, mavericks, and Dreamers: Art in Los Angeles Prior to 1900/ George Gardner Symons (1861?-1930)/ Millard Canyon at Granite Gate, 1896/ Oil on Canvas/ 71 x 51 in./ Altadena Public Library, Altadena, California; Gray and white label on stretcher

George Garner Symons/"Millard Canyon at Granite Gate"/ Lent by Altadena Library District; typed label on stretcher

Conservation History:

The painting appears to have been treated at least once, at which time it was re-stretched, cleaned, and small tears were repaired and inpainted.

The painting was examined in the current frame that is quite tight and restricts tensioning of the canvas. Therefore, the edges of the stretcher and canvas were not examined.

Construction and Condition:

The painting is made in oil on a commercially prepared canvas.

Secondary Support:

The commercial canvas is comprised of a wooden stretcher with metal Shattuck keys at each of four corners. A crossbar has been added that is made from an outer stretcher bar member and has an inscription in ink. This is upside down relative to the painting. Each stretcher bar member and the "crossbar" is 2 7/8 in W. It is likely that the stretcher is not original, given the presence of stretcher bar cracks in the paint layer that reflect a narrower profile stretcher (1-1/2 to 2 in W) at all four edges. The elements of the stretcher are fully extended with a slight gap at all miters. The stretcher members are also twisted so that the inner edges project backwards. The stretcher is therefore not stable.

Canvas:

The moderately fine weave linen was prepared with a white ground layer prior to being secured to the original stretcher. The edges of the canvas still retain the tacking margins that are prepared with a white ground.

It appears that the foldover edges may not be well secured to the current stretcher. This is most notable at the top and right sides, where the foldover is visible at the face of the painting. It is not clear whether the tacking holes are failing or if the canvas was never well secured to the current stretcher. Regardless, the canvas is currently poorly tensioned and sags with undulating horizontal rolls in the bottom half of the canvas.

Three small tears or punctures near the top of the canvas are repaired using a white canvas or canvas paper patch and wax or BEVA 371 adhesive. An additional puncture near the bottom center was prepared with wax on the reverse only. There may also be tears at the corners and at the foldover edges that are not visible given the current frame.

Ground and Paint Layer:

In general, the ground and paint layer appears well adhered to the canvas support. The composition is rendered using a fluid paint, and is relatively thinly applied. Slight rounded impasto is present that mimics the structure of the rocks and trees.

Mechanical cracks are present throughout the painting in an even distribution. There are mechanical cracks associate with the inner edge of the original stretcher and with the current crossbar that are more pronounced. In general, the mechanical cracks appear stable and do not need to be consolidated at this time.

Along the bottom edge there are active areas of lifting paint as well as old retouching using artist's paint that appears to address past losses. The reworking of the painting is visible on close inspection. In the upper right corner in the sky along the right edge and top edge, there are passages of the sky that appear to have been repainted, again, possibly addressing prior areas of active flaking.

There are areas of past losses to the paint and ground that are associated with small tears. Small losses also occur at the intersection of mechanical cracks.

There is a scratch in the center of the sky through the clouds that appears only to involve the varnish layer.

Surface Coatings:

Examination under ultraviolet light indicates that there are residues of an earlier natural resin varnish that fluoresces yellow green. The current upper most varnish is relatively thick, moderately discolored and glossy. It does not fluoresce under ultraviolet illumination, and solvent testing was not done. It may be a synthetic varnish such as Paraloid B-72 or B-67, but given the discoloration, thickness and surface, it is more likely a polyurethane.

Retouchings are present that appear dark in ultraviolet light. These are primarily located where tears were repaired and are discrete. Additional retouching may also be present along the bottom edge and in the blue of the sky in the upper right corner at both the top and left edges. These are not visible under ultraviolet examination but have a slightly different quality than the clear original painting and should be examined further. (See discussion of active flaking above)

There is an overall surface coating of grime, including thicker layers of grime that are present on the top surfaces of the horizontal draws in the canvas. The reverse of the canvas, stretcher, and frame are also quite dusty.

Recommendations for Treatment:

It is recommended that the painting be treated to address structural and aesthetic concerns.

The areas of active flaking should be consolidated and the painting should be properly tensioned. Replacement of the existing stretcher may be recommended depending on further evaluation. The areas of past tear repairs should be reverse and done in a more sympathetic manner. Newer tears should also be repaired and reinforced. The painting most likely will not need lining, but it will need striplining to reinforce the tacking margins and allow for securing to the current or possibly a new stretcher.

The painting should be cleaned of surface grime, Removal of the overall varnish is an option that should be considered, given the overall appearance of the painting will be greatly improved. Losses would be filled and inpainted.

Given the current frame is not original and is quite tight, it may be that when the paintings is properly tensioned, it will be too big for the frame and require a new one.

Treatment Proposal:

1. Photograph before, during and after treatment.
2. Remove surface grime from the reverse of the canvas, stretcher and frame using vacuum and dry methods.
3. Remove labels from reverse of stretcher and frame. One label is glued to both stretcher and frame and would be damaged on unframing of not removed. Encapsulate labels to be secured to reverse of backing board.
4. Remove nails and offset clips from frame to allow painting to be unframed.
5. Evaluate condition of tacking edges and ability of stretcher to maintain planarity. Make recommendations for whether new stretcher should be made. *Revise estimate if needed.*
6. Consolidate areas of lifting paint using appropriate material.
7. Remove surface grime overall using aqueous solutions.
8. Evaluate overall appearance of varnish and test solubility of varnish. Make recommendation regarding benefit/cost of removing varnish. *Revise estimate if needed.*
9. Evaluate possible presence of broad retouching underneath the current varnish layer along the bottom edge and in the sky along the top edge and right side. *Revise estimate if needed.*
10. Remove three old patches and areas of wax previously used to repair tears.
11. Realign tears and repair using refined tear mending techniques, combined with discrete local reinforcement.
12. Remove stretcher from painting in preparation for strip lining.
13. Reduce overall deformations of the canvas using light moisture, heat and pressure, as needed.
14. Prepare strip lining.
15. Secure strip lining to tacking edges.
16. Restretch canvas to existing or new stretcher.
17. Fill and texture areas of loss.
18. Varnish areas of fills locally. If painting has been cleaned of varnish, a new saturating varnish will be applied.
19. Inpaint losses and abrasions to reintegrate composition.

Frame:

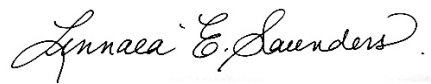
20. Remove surface grime using dry methods.
21. Prepare frame rebate with felt tape.
22. Reframe painting using appropriate hardware, D-rings, and backing board.
23. Secure labels to reverse of new backing board.

24. Prepare final treatment report and process photography.

Please note: Proposal does not include varnish removal at this time. This will be reevaluated once the painting has been cleaned of grime.

Proposal does include replacing stretcher but does not include replacing frame.

It is possible that the current stretcher is too small for the frame, and thus the painting cannot retain its tension if returned to the current frame. If a new stretcher is made, it too will likely be too small for the frame.

A handwritten signature in cursive script that reads "Linnaea E. Saunders".

Linnaea E. Saunders
Conservator of Painting

Please see accompanying Appendix of Conservation Diagrams and photos.

THE CONSERVATOR'S EASEL, LLC

4949 HOLLYWOOD BLVD SUITE #204

LOS ANGELES CA 90027

323-661-2058 (STUDIO)

323-898-9132 (CELL)

LINNAEA.SAUNDERS@GMAIL.COM

Authorization for Treatment

21 June 2019

Cindy Cleary
Interim District Director
Altadena Library District
600 East Mariposa Street
Altadena CA 91001

Artist: George Gardner Symons, American 1865-1930

Title: Millard Canyon at Granite Gate

Date: 1896

Media/Support: Oil on canvas

Dimensions: 70 ¼ in H x 50 ¼ in W

Estimated cost of treatment: \$15,000 to \$18,000

Materials: Including new stretcher: \$ 600-800

One half high estimate is due to initiate treatment: \$9,000

Terms and Conditions

By signing this "Proposal and Authorization for Treatment, Examination or Analysis", the Owner hereby acknowledges and agrees to the following Terms and Conditions with respect to the above mentioned artwork(s).

1. No treatment shall commence without written approval by the Owner of the treatment proposed. The Owner agrees that the treatment proposed may be modified or halted should new problems arise. After consultation with the Owner, a new estimate may be given if the problems are more difficult and time consuming than apparent at first.
2. The owner acknowledges that there are inherent risks involved in any conservation treatment regardless of the care taken to avoid such damage. Furthermore, the success or effectiveness of any treatment, examination or analysis cannot be guaranteed or predicted. The owner agrees to assume this risk entirely. In addition, the Owner agrees to release The Conservator's Easel, LLC from any and all liability arising from damage to, or loss of, any objects.
3. The Owner acknowledges that the Owner shall be solely responsible for maintaining insurance on the objects entrusted to The Conservator's Easel, LLC. If the Owner does not provide a Certificate of Insurance stating the object is covered by their insurance while in the studio of The Conservator's Easel, LLC, Fine Art Insurance is available upon written authorization at reasonable rates through the studio of The Conservator's Easel, LLC. Please initial two of three lines below and provide either an

appraised value or Certificate of Insurance. If no Certificate of Insurance is provided, insurance through the policy held by The Conservator's Easel, LLC will be assessed, at a value determined by The Conservator's Easel, LLC.

___ By initialing here, the client acknowledges that he/she is the sole legal owner or designated agent of the legal owner of the above described work of art.

___ By initialing here, the client elects to have their work of art covered by the Fine Art Insurance policy held by The Conservator's Easel, LLC to cover the stated value of _____ for the duration of the time the painting is in the studio of The Conservator's Easel, LLC. This insurance will be provided at a rate of \$1.25 per \$1000 per month. Insurance will be confirmed once value is provided as The Conservator's Easel LLC may not be able to cover all items. Additional information may be requested, including appraisals, depending on the value of work to be insured.

___ By initialing here, the client elects to decline Fine Art Insurance, and will provide a Certificate of Insurance naming The Conservator's Easel, LLC as additionally insured, thereby extending the coverage of their work of art while it is in the studio of The Conservator's Easel, LLC.

- 4. The Owner grants permission for records of examination, condition photographs, and reports to be used by The Conservator's Easel, LLC for scientific, promotional, and/or educational purposes.
- 5. Once the Owner agrees to have a written treatment proposal and estimate prepared, a fee of \$500 is due. The estimate remains valid for a period of three (3) months.
- 6. If a painting is left in the studio and authorization for treatment is pending for longer than 14 days, a storage fee of \$50/month until authorization is received will be added to the final bill. Insurance costs will continue to accrue.
- 7. Once the Owner agrees to proceed with treatment, one-half of the high estimate is due before treatment commences. A signed copy of the Authorization for Treatment is also due before treatment commences.
- 8. Once the treatment is complete, final payment and collection of the artwork is due and owing within 14 days. After 14 days, a storage fee of \$50 per month or portion thereof will be added to the final bill. Payment is due within 14 days of invoice, or a 5% penalty fee will be assessed.

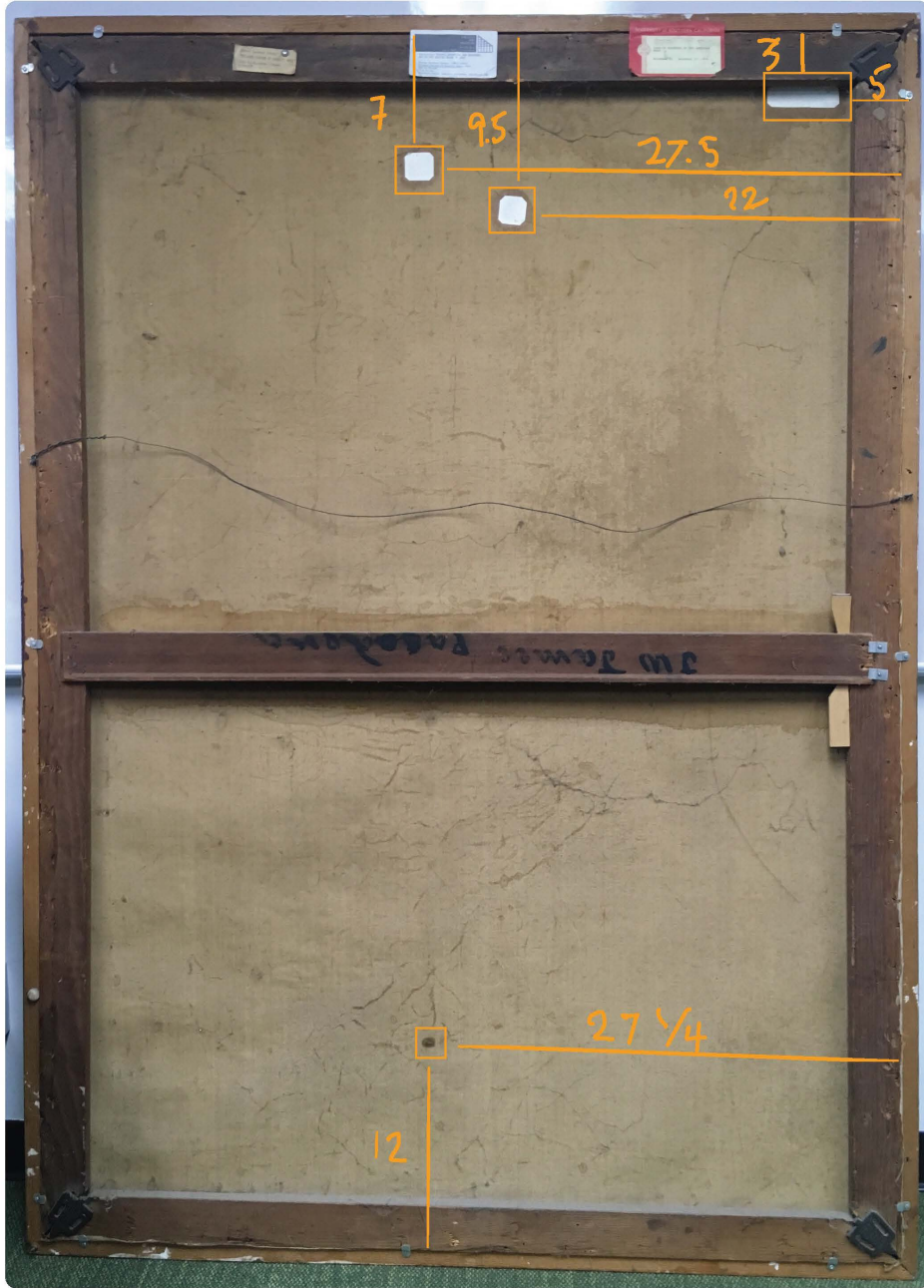
I (we) have read and accept the above Terms and Conditions and hereby authorize The Conservator's Easel, LLC to carry out the proposed conservation treatment, examination or analysis subject to these Terms and Conditions:

Owner / Agent Date

Linnaea E Saunders, Conservator of Paintings Date



- Orange = tears reinforced with patches on reverse
- Green = areas of loss
- Red = synthetic retouching
- Purple = reworking in oil over areas of possible damage
- White = surface scratch

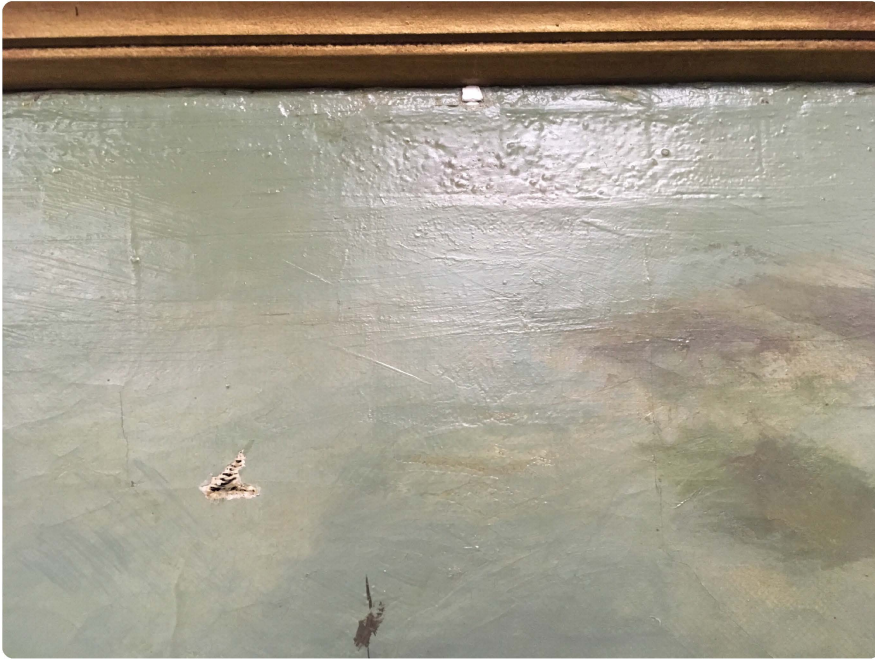


Reverse, noting locations of patches



Three areas where canvas was torn and previously repaired with patches

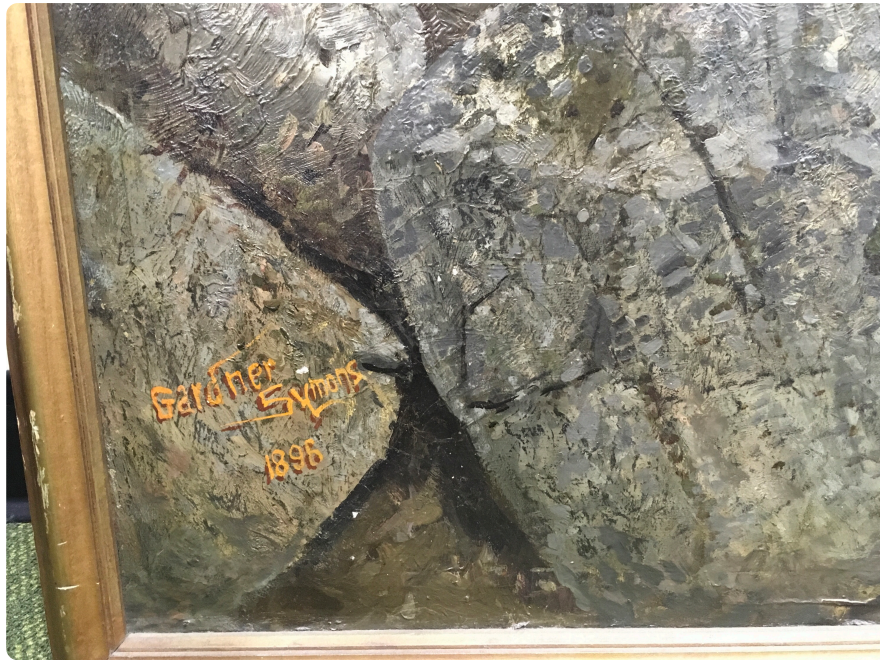




Newer tear



Small losses



Signature, lifting and reworking along bottom edge



lifting and reworking along bottom edge



lifting and reworking along bottom edge



lifting and reworking along bottom edge



DIRECTOR'S REPORT
July 22, 2019

SUBJECT: Personnel Updates

PREPARED BY: Cindy Cleary

New Hires

- Kaitlyn Machuca – Library Page (Circulation) – June 3
- Kiri Lahey – Temporary Library Clerk 1 (Children's) - June 10
- Isabelle Briggs – Librarian (Teen) – July 1
- Aaron Kimbrell – Clerk I (Bob Lucas) – July 15

Promotions/Upgrades

- Gerardo Avila – Custodian – Transitioned from 19 to 40 hours/week – July 1
- Helen Cate – Library Clerk I (Circulation) to Library Associate (Children's) – July 10
- Selena Alegria – Library Clerk I (Technical Services) to Library Clerk II (Technical Services) – July 24

Resignations

- Benjamin Youngstrom – Library Clerk I – Children's – June 17
- Christina McTighe – Librarian II – Children's - June 24
- Kaitlyn Machuca – Library Page – Circulation – June 29
- Katie Sullivan – Librarian II (Adult Services) – Anticipated August 9

Note: Selena Alegria and Gerardo Avila are now 40-hour employees that are eligible for additional benefits including participation in CalPers pending contract amendment.



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: July 22, 2019

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Summary Report of Financial Statements for May 2019

May 2019 FINANCIAL STATEMENTS

The following financial reports are for the month of May 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 \$152,809.22. ALD cash and cash equivalents are \$3,515,306.29.

ALD total assets equal \$5,154,738.28.

REVENUE HIGHLIGHTS

Printing revenue and rental income are exceeding budget expectations at 135.3% and 145% of budget.

In May the District took in \$11,285 in passports revenue and \$23,352.10 in property tax revenue.

PAYMENTS FROM SUPPORT ORGANIZATIONS

In May 2019 there were no payments to report.

EXPENDITURE HIGHLIGHTS

Paid in May 2019 was the final installment to Invengo Technologies for completed RFID implementation.

Altadena Library District
Balance Sheet
 As of May 31, 2019

May 31, 19

ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
Cash in Banks	
1021 · Chase General Acct...2951	135,491.03
1026 · Chase HY Svgs...6883	6,092.96
1041 · Chase HY Svgs...6875	934.84
Total Cash in Banks	142,518.83
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
Total Cash on Hand	850.00
Cash with County	
1010.00 · Cash in County Treasury	3,408,767.13
1013 · FMV - COLA Funds	(36,829.67)
Total Cash with County	3,371,937.46
Total Cash & Cash Equivalents	3,515,306.29
Total Checking/Savings	3,515,306.29
Other Current Assets	
1400 · Property Taxes Rec - Secured	62,808.64
1401 · Parcel Assessment Receivable	30,199.04
1410 · Property Tax Rec - Unsecured	(3,599.09)
Total Other Current Assets	89,408.59
Total Current Assets	3,604,714.88
Fixed Assets	
Capital Assets	
Accumulated Depreciation	
1800 · Accum Depr (S & I)	(1,118,428.14)
1900 · Accum Depr (FF & E)	(15,846.24)
Total Accumulated Depreciation	(1,134,274.38)
Depreciable Assets	
1550 · Structures & Improvements	1,712,098.10
1700 · Furniture, Fixtures & Equipment	79,965.35
Total Depreciable Assets	1,792,063.45
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
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 May 31, 2019

	May 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	5,154,738.23
<hr/>	
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	34,177.22
Total Accounts Payable	34,177.22
Credit Cards	
2010 · UMB Card Services...3219	75,742.33
Total Credit Cards	75,742.33
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	(438.46)
Total 2100 · Payroll Payable	(438.46)
Total Other Current Liabilities	70,528.69
Total Current Liabilities	180,448.24
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	3,847,303.24
Equity	
3300 · Retained Earnings	1,154,625.77
Net Income	152,809.22
Total Equity	1,307,434.99
TOTAL LIABILITIES & EQUITY	5,154,738.23

Altadena Library District
Profit & Loss Prev Year Comparison
May 2019

	May 19	May 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4730 · Undesignated		133.70	(133.70)	(100.0)%
4750 · Cal State Library		4,649.00	(4,649.00)	(100.0)%
Total DONATIONS AND GRANTS		4,782.70	(4,782.70)	(100.0)%
FINES & FEES				
4305 · Fees	206.13	834.43	(628.30)	(75.3)%
4310 · MFM / Printer Revenue	618.43	1,252.07	(633.64)	(50.6)%
4340 · Passport Services Fees	11,285.00	31,799.00	(20,514.00)	(64.5)%
4350 · Sales of Products	39.00	92.00	(53.00)	(57.6)%
Total FINES & FEES	12,148.56	33,977.50	(21,828.94)	(64.3)%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	0.79	62.56	(61.77)	(98.7)%
Total INTEREST INCOME & ADJUSTMENTS	0.79	62.56	(61.77)	(98.7)%
OTHER REVENUE & ADJUSTMENT				
4915 · Film Rental Revenue		7,785.00	(7,785.00)	(100.0)%
Total OTHER REVENUE & ADJUSTMENT		7,785.00	(7,785.00)	(100.0)%
PROPERTY TAXES				
4010 · Current-Year Secured				
4010.00 · Current Secured		243,106.47	(243,106.47)	(100.0)%
4010.03 · SB 813 Supplemental	12,166.65	13,246.30	(1,079.65)	(8.2)%
Total 4010 · Current-Year Secured	12,166.65	256,352.77	(244,186.12)	(95.3)%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured				
Total 4020 · Current-Year Unsecured				
4030 · Prior-Year Secured				
4030.00 · Prior Secured	3,706.96	3,142.23	564.73	18.0%
4030.03 · SB 813 Redemption	361.74	227.26	134.48	59.2%
4030.05 · Secured Tax Refunds	(7,353.57)	(5,235.38)	(2,118.19)	(40.5)%
Total 4030 · Prior-Year Secured	(3,284.87)	(1,865.89)	(1,418.98)	(76.1)%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured				
Total 4040 · Prior-Year Unsecured				
4050 · Homeowners Exemption				
4050.00 · Homeowners Exemption	4,745.39	4,858.65	(113.26)	(2.3)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment		90,232.16	(90,232.16)	(100.0)%
4060.02 · Direct Assessments	1,287.86		1,287.86	100.0%
Total 4060 · Special Assessment	1,287.86	90,232.16	(88,944.30)	(98.6)%
4080 · Penalties, Interest & Costs-Ref				
4080.00 · Penalties, Interest & Costs-Ref	2,122.06	1,673.03	449.03	26.8%
4220 · County Interest Allocation				
4220.00 · County Interest Allocation	6,315.01	2,922.73	3,392.28	116.1%
Total PROPERTY TAXES	23,352.10	354,173.45	(330,821.35)	(93.4)%
Total Income	35,501.45	400,781.21	(365,279.76)	(91.1)%
Expense				
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures	21,396.02		21,396.02	100.0%
Total CAPITAL EXPENSE	21,396.02		21,396.02	100.0%

Altadena Library District
Profit & Loss Prev Year Comparison
May 2019

	May 19	May 18	\$ Change	% Change
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	218.54	4,200.00	(3,981.46)	(94.8)%
7210 · Building Maint & Repairs	6,155.27	709.31	5,445.96	767.8%
7220 · Landscape	49.77	66.07	(16.30)	(24.7)%
Total FACILITIES, GROUNDS & MAINT.	6,423.58	4,975.38	1,448.20	29.1%
LIBRARY MATERIALS				
6110 · Cataloging Expenses		1,475.31	(1,475.31)	(100.0)%
6115 · Electronic Databases & Subscrip		1,326.64	(1,326.64)	(100.0)%
6120 · Books	29,661.08	10,528.81	19,132.27	181.7%
6125 · Audio CD	976.06	1,619.89	(643.83)	(39.8)%
6130 · DVD's & Videogames	4,326.32	3,291.09	1,035.23	31.5%
6135 · Processing of Materials	6,501.70	4,850.68	1,651.02	34.0%
6140 · Periodicals		116.28	(116.28)	(100.0)%
6150 · Downloadables	1,079.16		1,079.16	100.0%
Total LIBRARY MATERIALS	42,544.32	23,208.70	19,335.62	83.3%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	(425.66)		(425.66)	(100.0)%
Total MISCELLANEOUS EXPENSE	(425.66)		(425.66)	(100.0)%
OPERATING EXPENSES				
ADVERTISING & MARKETING				
6627 · Advertising / Marketing	1,465.36	579.54	885.82	152.9%
Total ADVERTISING & MARKETING	1,465.36	579.54	885.82	152.9%
Fees				
6745 · Banking & Service Fees	192.25	144.44	47.81	33.1%
6746 · Payroll Fees	790.00	790.00		
7530 · County Tax Collection Fees				
Total Fees	982.25	934.44	47.81	5.1%
STAFF COSTS & PROF. DEVELOPMENT				
6623 · Trustee Prof. Development	(357.73)		(357.73)	(100.0)%
6626 · Staff Recognition	76.11		76.11	100.0%
6710 · Meetings & Travel	93.27	188.82	(95.55)	(50.6)%
6730 · Mileage & Parking Reimbursement	194.65	40.33	154.32	382.6%
Total STAFF COSTS & PROF. DEVELOPMENT	6.30	229.15	(222.85)	(97.3)%
UTILITIES				
6920 · Electricity	2,319.53	4,717.37	(2,397.84)	(50.8)%
6930 · Natural Gas	1,925.91		1,925.91	100.0%
6940 · Water & Sewage	302.50	443.60	(141.10)	(31.8)%
6950 · Refuse	537.57	394.79	142.78	36.2%
Total UTILITIES	5,085.51	5,555.76	(470.25)	(8.5)%
6628 · Volunteer Recognition	43.71		43.71	100.0%
6740 · Postage & Delivery	10.99	15.95	(4.96)	(31.1)%
6750 · Printing & Reproduction	1,359.95	1,034.10	325.85	31.5%
6755 · Small Equipment	81.83	216.90	(135.07)	(62.3)%
6765 · Janitorial Supplies	537.79	2,708.53	(2,170.74)	(80.1)%
6770 · Operating Supplies	2,437.94	3,965.03	(1,527.09)	(38.5)%
6780 · Operating Software	24.99	24.99		
6960 · Sales of Products	76.64	82.49	(5.85)	(7.1)%
6970 · Equipment Lease & Rental	3,959.34	3,964.21	(4.87)	(0.1)%
Total OPERATING EXPENSES	16,072.60	19,311.09	(3,238.49)	(16.8)%

Altadena Library District
Profit & Loss Prev Year Comparison
May 2019

	May 19	May 18	\$ Change	% Change
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	26,911.08	28,740.41	(1,829.33)	(6.4)%
5020 · Hourly	160,704.21	94,413.11	66,291.10	70.2%
Total 5000 · SALARIES & WAGES	187,615.29	123,153.52	64,461.77	52.3%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)	14,457.95	9,603.85	4,854.10	50.5%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	2,516.38	258.03	2,258.35	875.2%
5210.02 · CalPers PEPRA (ER Contr)	8,151.45	2,989.59	5,161.86	172.7%
5218 · PERS Unfunded		15,310.98	(15,310.98)	(100.0)%
Total 5210 · PERS Retirement	10,667.83	18,558.60	(7,890.77)	(42.5)%
Total 5100 · Employer-Portion Taxes/Benefits	25,125.78	28,162.45	(3,036.67)	(10.8)%
5200 · Insurance				
5220 · Health Insurance	8,720.04	9,344.71	(624.67)	(6.7)%
5221 · Health Insurance - Retirees	5,475.61	5,897.64	(422.03)	(7.2)%
5230 · Dental Insurance	2,384.66	1,152.76	1,231.90	106.9%
5240 · Vision Insurance	727.17	374.00	353.17	94.4%
5260 · Life Insurance	116.65	120.73	(4.08)	(3.4)%
Total 5200 · Insurance	17,424.13	16,889.84	534.29	3.2%
Total PERSONNEL RELATED EXPENSES	230,165.20	168,205.81	61,959.39	36.8%
PROFESSIONAL & TECHNICAL				
INFORMATION TECHNOLOGY (IT)				
7170 · Telecommunications	(1,993.12)	1,116.83	(3,109.95)	(278.5)%
7175 · Internet Service / E-Rate	10,276.10	9,965.82	310.28	3.1%
7180 · Technology Equipment	548.27	53.62	494.65	922.5%
7185 · Technology Maintenance Fees	1,641.00	1,100.00	541.00	49.2%
7190 · Website Development	61.14		61.14	100.0%
Total INFORMATION TECHNOLOGY (IT)	10,533.39	12,236.27	(1,702.88)	(13.9)%
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting		4,887.50	(4,887.50)	(100.0)%
7130 · Legal Fees	16,748.28	7,766.43	8,981.85	115.7%
7145 · Collection Agency	268.50	223.75	44.75	20.0%
7155 · Consultants - Other	10,971.46	3,890.83	7,080.63	182.0%
Total PROFESSIONAL SERVICES	27,988.24	16,768.51	11,219.73	66.9%
Total PROFESSIONAL & TECHNICAL	38,521.63	29,004.78	9,516.85	32.8%
PROGRAMS				
6200 · Youth Services	845.23	580.43	264.80	45.6%
6210 · Teen Services	10.00	292.77	(282.77)	(96.6)%
6220 · Adult Services	2,759.37	5.77	2,753.60	47,722.7%
6230 · Bob Lucas Branch Services	315.95	163.76	152.19	92.9%
6240 · Literacy Services	278.40	121.05	157.35	130.0%
Total PROGRAMS	4,208.95	1,163.78	3,045.17	261.7%
Total Expense	358,906.64	245,869.54	113,037.10	46.0%
Net Ordinary Income	(323,405.19)	154,911.67	(478,316.86)	(308.8)%
Net Income	(323,405.19)	154,911.67	(478,316.86)	(308.8)%

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

May 19

Ordinary Income/Expense	
Income	
FINES & FEES	
4305 · Fees	206.13
4310 · MFM / Printer Revenue	618.43
4340 · Passport Services Fees	11,285.00
4350 · Sales of Products	39.00
Total FINES & FEES	12,148.56
INTEREST INCOME & ADJUSTMENTS	
4210 · Chase Bank	0.79
Total INTEREST INCOME & ADJUSTMENTS	0.79
PROPERTY TAXES	
4010 · Current-Year Secured	
4010.00 · Current Secured	
4010.03 · SB 813 Supplemental	12,166.65
Total 4010 · Current-Year Secured	12,166.65
4020 · Current-Year Unsecured	
4020.00 · Current Unsecured	
Total 4020 · Current-Year Unsecured	
4030 · Prior-Year Secured	
4030.00 · Prior Secured	3,706.96
4030.03 · SB 813 Redemption	361.74
4030.05 · Secured Tax Refunds	(7,353.57)
Total 4030 · Prior-Year Secured	(3,284.87)
4040 · Prior-Year Unsecured	
4040.00 · Prior Unsecured	
Total 4040 · Prior-Year Unsecured	
4050 · Homeowners Exemption	
4060 · Special Assessment	4,745.39
4060.01 · Per Parcel Benefit Assessment	
4060.02 · Direct Assessments	1,287.86
Total 4060 · Special Assessment	1,287.86
4080 · Penalties, Interest & Costs-Ref	
4220 · County Interest Allocation	2,122.06
	6,315.01
Total PROPERTY TAXES	23,352.10
Total Income	35,501.45
Expense	
CAPITAL EXPENSE	
7310 · Equipment, Furniture & Fixtures	21,396.02
Total CAPITAL EXPENSE	21,396.02
FACILITIES, GROUNDS & MAINT.	
7205 · Maintenance Contracts	218.54
7210 · Building Maint & Repairs	6,155.27
7220 · Landscape	49.77
Total FACILITIES, GROUNDS & MAINT.	6,423.58

Altadena Library District

Profit & Loss

07/17/19

May 2019

Accrual Basis

	May 19
LIBRARY MATERIALS	
6120 · Books	29,661.08
6125 · Audio CD	976.06
6130 · DVD's & Videogames	4,326.32
6135 · Processing of Materials	6,501.70
6150 · Downloadables	1,079.16
Total LIBRARY MATERIALS	42,544.32
MISCELLANEOUS EXPENSE	
7510 · Miscellaneous Expense	(425.66)
Total MISCELLANEOUS EXPENSE	(425.66)
OPERATING EXPENSES	
ADVERTISING & MARKETING	
6627 · Advertising / Marketing	1,465.36
Total ADVERTISING & MARKETING	1,465.36
Fees	
6745 · Banking & Service Fees	192.25
6746 · Payroll Fees	790.00
7530 · County Tax Collection Fees	
Total Fees	982.25
STAFF COSTS & PROF. DEVELOPMENT	
6623 · Trustee Prof. Development	(357.73)
6626 · Staff Recognition	76.11
6710 · Meetings & Travel	93.27
6730 · Mileage & Parking Reimbursement	194.65
Total STAFF COSTS & PROF. DEVELOPMENT	6.30
UTILITIES	
6920 · Electricity	2,319.53
6930 · Natural Gas	1,925.91
6940 · Water & Sewage	302.50
6950 · Refuse	537.57
Total UTILITIES	5,085.51
6628 · Volunteer Recognition	43.71
6740 · Postage & Delivery	10.99
6750 · Printing & Reproduction	1,359.95
6755 · Small Equipment	81.83
6765 · Janitorial Supplies	537.79
6770 · Operating Supplies	2,437.94
6780 · Operating Software	24.99
6960 · Sales of Products	76.64
6970 · Equipment Lease & Rental	3,959.34
Total OPERATING EXPENSES	16,072.60
PERSONNEL RELATED EXPENSES	
5000 · SALARIES & WAGES	
5010 · Salaried	26,911.08
5020 · Hourly	160,704.21
Total 5000 · SALARIES & WAGES	187,615.29
5100 · Employer-Portion Taxes/Benefits	
5120 · Payroll Taxes (ER)	14,457.95

Altadena Library District

Profit & Loss

07/17/19

May 2019

Accrual Basis

	May 19
5210 · PERS Retirement	
5210.01 · CalPers CLASSIC (ER Contr)	2,516.38
5210.02 · CalPers PEPR (ER Contr)	8,151.45
Total 5210 · PERS Retirement	10,667.83
Total 5100 · Employer-Portion Taxes/Benefits	25,125.78
5200 · Insurance	
5220 · Health Insurance	8,720.04
5221 · Health Insurance - Retirees	5,475.61
5230 · Dental Insurance	2,384.66
5240 · Vision Insurance	727.17
5260 · Life Insurance	116.65
Total 5200 · Insurance	17,424.13
Total PERSONNEL RELATED EXPENSES	230,165.20
PROFESSIONAL & TECHNICAL	
INFORMATION TECHNOLOGY (IT)	
7170 · Telecommunications	(1,993.12)
7175 · Internet Service / E-Rate	10,276.10
7180 · Technology Equipment	548.27
7185 · Technology Maintenance Fees	1,641.00
7190 · Website Development	61.14
Total INFORMATION TECHNOLOGY (IT)	10,533.39
PROFESSIONAL SERVICES	
7130 · Legal Fees	16,748.28
7145 · Collection Agency	268.50
7155 · Consultants - Other	10,971.46
Total PROFESSIONAL SERVICES	27,988.24
Total PROFESSIONAL & TECHNICAL	38,521.63
PROGRAMS	
6200 · Youth Services	845.23
6210 · Teen Services	10.00
6220 · Adult Services	2,759.37
6230 · Bob Lucas Branch Services	315.95
6240 · Literacy Services	278.40
Total PROGRAMS	4,208.95
Total Expense	358,906.64
Net Ordinary Income	(323,405.19)
Net Income	<u>(323,405.19)</u>

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

	Jul '18 - May 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	3,474.68	6,000.00	(2,525.32)	57.9%
4310 · MFM / Printer Revenue	10,826.18	8,000.00	2,826.18	135.3%
4340 · Passport Services Fees	104,244.95	120,000.00	(15,755.05)	86.9%
4350 · Sales of Products	985.00	3,000.00	(2,015.00)	32.8%
4810 · Community Room Fees	580.00		580.00	100.0%
Total FINES & FEES	120,110.81	137,000.00	(16,889.19)	87.7%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	167.56	400.00	(232.44)	41.9%
Total INTEREST INCOME & ADJUSTMENTS	167.56	400.00	(232.44)	41.9%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	1,100.00		1,100.00	100.0%
4915 · Film Rental Revenue	5,800.00	4,000.00	1,800.00	145.0%
4920 · Reimbursements	400.55			
4930 · E-Rate Revenue				
4940 · Transfer in from Reserves				
4999 · Credit Card Rebates		4,600.00	(4,600.00)	
Total OTHER REVENUE & ADJUSTMENT	7,300.55	8,600.00	(1,299.45)	84.9%
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	30,690.00		30,690.00	100.0%
Total 4010 · Current-Year Secured	2,464,638.51	2,455,000.00	9,638.51	100.4%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	84,437.18	85,000.00	(562.82)	99.3%
4020 · Current-Year Unsecured - Other				
Total 4020 · Current-Year Unsecured	84,437.18	85,000.00	(562.82)	99.3%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(3,146.18)	35,000.00	(38,146.18)	(9.0)%
4030.01 · Secured Refunds				
4030.02 · Statutory Revenue				
4030.03 · SB 813 Redemption	2,591.55	5,000.00	(2,408.45)	51.8%
4030.04 · Property Tax Penalties				
4030.05 · Secured Tax Refunds	(40,520.21)	(30,000.00)	(10,520.21)	135.1%
Total 4030 · Prior-Year Secured	(41,074.84)	10,000.00	(51,074.84)	(410.7)%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(6,559.01)	10,000.00	(16,559.01)	(65.6)%
Total 4040 · Prior-Year Unsecured	(6,559.01)	10,000.00	(16,559.01)	(65.6)%
4050 · Homeowners Exemption				
4050 · Homeowners Exemption	11,524.53	15,000.00	(3,475.47)	76.8%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	832,799.08	828,000.00	4,799.08	100.6%
4060.02 · Direct Assessments	(1,568.16)		(1,568.16)	100.0%
4060 · Special Assessment - Other				
Total 4060 · Special Assessment	831,230.92	828,000.00	3,230.92	100.4%

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

	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
4080 · Penalties, Interest & Costs-Ref	10,988.89	10,000.00	988.89	109.9%
4220 · County Interest Allocation	30,644.59	20,000.00	10,644.59	153.2%
4250 · Change in Property Tax Accrual				
Total PROPERTY TAXES	3,385,830.77	3,433,000.00	(47,169.23)	98.6%
Total Income	3,548,379.09	3,651,000.00	(102,620.91)	97.2%
Expense				
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures	48,038.70	40,000.00	8,038.70	120.1%
7320 · Structures & Improvements	19,851.00	50,000.00	(30,149.00)	39.7%
Total CAPITAL EXPENSE	67,889.70	90,000.00	(22,110.30)	75.4%
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	9,612.84	15,000.00	(5,387.16)	64.1%
7210 · Building Maint & Repairs	25,165.91	25,000.00	165.91	100.7%
7220 · Landscape	16,093.74	18,000.00	(1,906.26)	89.4%
Total FACILITIES, GROUNDS & MAINT.	50,872.49	58,000.00	(7,127.51)	87.7%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	18,454.55	22,000.00	(3,545.45)	83.9%
6115 · Electronic Databases & Subscrip	14,410.05	25,000.00	(10,589.95)	57.6%
6120 · Books	112,805.38	130,000.00	(17,194.62)	86.8%
6125 · Audio CD	8,513.75	15,000.00	(6,486.25)	56.8%
6130 · DVD's & Videogames	23,097.64	25,000.00	(1,902.36)	92.4%
6135 · Processing of Materials	35,329.03	40,000.00	(4,670.97)	88.3%
6140 · Periodicals	11,277.37	18,000.00	(6,722.63)	62.7%
6150 · Downloadables	15,147.91	18,000.00	(2,852.09)	84.2%
6155 · Library of Things	218.99	5,000.00	(4,781.01)	4.4%
Total LIBRARY MATERIALS	239,254.67	298,000.00	(58,745.33)	80.3%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense				
7540 · Trustee Election	77,770.45	60,000.00	17,770.45	129.6%
Total MISCELLANEOUS EXPENSE	77,770.45	60,000.00	17,770.45	129.6%
OPERATING EXPENSES				
ADVERTISING & MARKETING				
6618 · Recruitment	404.25	500.00	(95.75)	80.9%
6627 · Advertising / Marketing	5,870.57	6,500.00	(629.43)	90.3%
Total ADVERTISING & MARKETING	6,274.82	7,000.00	(725.18)	89.6%
Fees				
6745 · Banking & Service Fees	1,905.21	2,000.00	(94.79)	95.3%
6746 · Payroll Fees	8,690.00	12,000.00	(3,310.00)	72.4%
7530 · County Tax Collection Fees	33,235.82	35,000.00	(1,764.18)	95.0%
Total Fees	43,831.03	49,000.00	(5,168.97)	89.5%
INSURANCE				
6430 · Insurance-Gen, Prop, Liab, Eq	26,138.73	45,000.00	(18,861.27)	58.1%
6432 · Earthquake Insurance	18,550.00		18,550.00	100.0%
Total INSURANCE	44,688.73	45,000.00	(311.27)	99.3%
STAFF COSTS & PROF. DEVELOPMENT				
6623 · Trustee Prof. Development	830.60		830.60	100.0%
6625 · Training & Education	7,799.12	12,000.00	(4,200.88)	65.0%
6626 · Staff Recognition	3,313.21	4,500.00	(1,186.79)	73.6%
6710 · Meetings & Travel	6,654.48	10,000.00	(3,345.52)	66.5%
6730 · Mileage & Parking Reimbursement	941.69	1,000.00	(58.31)	94.2%
Total STAFF COSTS & PROF. DEVELOPMENT	19,539.10	27,500.00	(7,960.90)	71.1%
UTILITIES				
6920 · Electricity	28,659.77	35,000.00	(6,340.23)	81.9%
6930 · Natural Gas	4,269.16	5,000.00	(730.84)	85.4%
6940 · Water & Sewage	4,094.53	5,000.00	(905.47)	81.9%
6950 · Refuse	5,478.52	5,000.00	478.52	109.6%
Total UTILITIES	42,501.98	50,000.00	(7,498.02)	85.0%

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

	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
6620 · Membership Dues & Subscriptions	11,932.76	13,000.00	(1,067.24)	91.8%
6628 · Volunteer Recognition	1,329.71			
6740 · Postage & Delivery	6,910.82	9,000.00	(2,089.18)	76.8%
6750 · Printing & Reproduction	5,602.98	10,000.00	(4,397.02)	56.0%
6755 · Small Equipment	5,412.90	10,000.00	(4,587.10)	54.1%
6765 · Janitorial Supplies	7,175.37	10,000.00	(2,824.63)	71.8%
6770 · Operating Supplies	21,737.25	25,000.00	(3,262.75)	86.9%
6780 · Operating Software	1,976.77	1,500.00	476.77	131.8%
6790 · Hardware (Computers / Tech)				
6960 · Sales of Products	222.61	1,000.00	(777.39)	22.3%
6970 · Equipment Lease & Rental	23,118.01	31,000.00	(7,881.99)	74.6%
Total OPERATING EXPENSES	242,254.84	289,000.00	(46,745.16)	83.8%
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	351,523.45	420,500.00	(68,976.55)	83.6%
5020 · Hourly	1,214,551.00	1,254,500.00	(39,949.00)	96.8%
Total 5000 · SALARIES & WAGES	1,566,074.45	1,675,000.00	(108,925.55)	93.5%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA				
5120 · Payroll Taxes (ER) - Other	126,544.73	137,500.00	(10,955.27)	92.0%
Total 5120 · Payroll Taxes (ER)	126,544.73	137,500.00	(10,955.27)	92.0%
5120.02 · Soc Security & Medicare, Hourly				
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	22,567.10	24,000.00	(1,432.90)	94.0%
5210.02 · CalPers PEPRA (ER Contr)	68,009.13	75,000.00	(6,990.87)	90.7%
5218 · PERS Unfunded	116,139.00	116,500.00	(361.00)	99.7%
5210 · PERS Retirement - Other				
Total 5210 · PERS Retirement	206,715.23	215,500.00	(8,784.77)	95.9%
5222 · OPEB Contribution		40,000.00	(40,000.00)	
5251 · SUI, Hourly				
Total 5100 · Employer-Portion Taxes/Benefits	333,259.96	393,000.00	(59,740.04)	84.8%
5200 · Insurance				
5220 · Health Insurance	109,800.48	129,000.00	(19,199.52)	85.1%
5221 · Health Insurance - Retirees	65,445.54	73,300.00	(7,854.46)	89.3%
5230 · Dental Insurance	13,255.97	15,000.00	(1,744.03)	88.4%
5240 · Vision Insurance	3,958.30	4,500.00	(541.70)	88.0%
5260 · Life Insurance	1,384.95	1,500.00	(115.05)	92.3%
5270 · Workers' Compensation	15,272.25	20,000.00	(4,727.75)	76.4%
5280 · Disability Insurance				
Total 5200 · Insurance	209,117.49	243,300.00	(34,182.51)	86.0%
Total PERSONNEL RELATED EXPENSES	2,108,451.90	2,311,300.00	(202,848.10)	91.2%
PROFESSIONAL & TECHNICAL				
INFORMATION TECHNOLOGY (IT)				
7135 · Technology Consulting		6,000.00	(6,000.00)	
7170 · Telecommunications	5,584.80	8,500.00	(2,915.20)	65.7%
7175 · Internet Service / E-Rate	30,611.99	15,000.00	15,611.99	204.1%
7180 · Technology Equipment	16,298.47	25,000.00	(8,701.53)	65.2%
7185 · Technology Maintenance Fees	16,823.96	20,000.00	(3,176.04)	84.1%
7190 · Website Development	913.10	1,500.00	(586.90)	60.9%
Total INFORMATION TECHNOLOGY (IT)	70,232.32	76,000.00	(5,767.68)	92.4%
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	46,742.52	60,000.00	(13,257.48)	77.9%
7130 · Legal Fees	298,108.70	350,000.00	(51,891.30)	85.2%
7131 · Legal Settlement	111,800.00	112,000.00	(200.00)	99.8%
7140 · Architectural & Engineering		50,000.00	(50,000.00)	
7145 · Collection Agency	2,729.75	3,500.00	(770.25)	78.0%
7155 · Consultants - Other	40,684.99	100,000.00	(59,315.01)	40.7%
Total PROFESSIONAL SERVICES	500,065.96	675,500.00	(175,434.04)	74.0%
Total PROFESSIONAL & TECHNICAL	570,298.28	751,500.00	(181,201.72)	75.9%

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

07/17/19

Accrual Basis

	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
PROGRAMS				
6200 · Youth Services	8,862.04	12,700.00	(3,837.96)	69.8%
6210 · Teen Services	2,569.77	5,000.00	(2,430.23)	51.4%
6220 · Adult Services	20,803.54	30,000.00	(9,196.46)	69.3%
6230 · Bob Lucas Branch Services	4,197.31	4,500.00	(302.69)	93.3%
6240 · Literacy Services	2,318.89	2,000.00	318.89	115.9%
6250 · Volunteer Services	25.99		25.99	100.0%
6260 · Summer Reading				
Total PROGRAMS	38,777.54	54,200.00	(15,422.46)	71.5%
Total Expense	3,395,569.87	3,912,000.00	(516,430.13)	86.8%
Net Ordinary Income	152,809.22	(261,000.00)	413,809.22	(58.5)%
Net Income	<u>152,809.22</u>	<u>(261,000.00)</u>	<u>413,809.22</u>	<u>(58.5)%</u>

**BOARD OF LIBRARY TRUSTEES
FACILITIES AD-HOC COMMITTEE REPORT for June 2019**

PREPARED BY: Jason Capell

MEETING DATE: July 22, 2019

The Facilities Ad-hoc committee received a total of 5 responses to our RFP by the deadline of July 15th and met on July 19th to review the proposals. As you can see in the attached scoring grid we have excluded one firm due to their extremely high cost estimate and a second firm that we felt missed the mark on experience and compatibility with our goals and vision.

Of the three remaining firms we feel as though the proposals are extremely competitive and look forward to scheduling in person interviews with them later this week. In keeping with the practice established for our firm selection for strategic planning, the committee will make a final analysis after the interview phase and bring a final recommendation to the board for approval at our August meeting.

**Altadena Library District
Executive Search Committee Report, 7/22/19
Betsy Kahn, Chair**

Search Process Update

I spoke with Paul Kimura the day after the Director position closed on July 8. He reported a total of 17 candidates and felt that the overall quality of the applicants is good. He is spending the rest of this month vetting them and preparing his recommendations for the interview pool.

According to Paul, from this point on the process contains four key benchmark meeting dates:

- Paul meets with the Board to present the candidates he recommends we interview.
- The Board conducts the first round of interviews.
- The Board conducts final interviews and makes a selection.
- The Board ratifies a contract with its selected candidate.

Paul and I laid out several scenarios for scheduling these benchmark dates, and I left this process with Terry and Cindy to poll the Board regarding availability. My hope is that by the time this report is delivered at the July 22 meeting, ideal dates for those meetings will have been identified, and the public can be notified at that time.

Yesterday Paul and I talked through the whole time frame for the rest of the search process, and it looks like we will need at least two special meetings to make it work. Below I lay out what I think would be ideal, and then offer alternatives given the inevitable challenges of coordinating summer schedules. (In the table below, "SM" means "Special Meeting," and "RM" means "Regular Meeting.")

Benchmarks	Ideal Schedule	Back-up Plan
Meeting for Paul's recommendations (~1-2 hours total)	July 29 (SM)	August 7, 12, or 13 (SM)
First round of interviews (~5 hours total)	August 7, 12, or 13 (SM)	August 12, 13, 21, or 22 (SM)
Finalist interviews (~2 hours total)	August 26 (RM)	August 26 (RM)
Contract ratification (<1 hour)	September 23 (RM)	September 23 (RM)

Outreach Process Update

The online survey closes on July 29, and results regarding public feedback about desired characteristics and experience of a new Director will be available as soon as possible thereafter. Trustee Katie Clark will continue to plan for similar feedback to be delivered to the Board through the ongoing Strategic Planning process.

At the July 22 meeting, I would request that the Board discuss and decide whether we would also like the opportunity for staff, and possibly a small group of community representatives, to meet with our final candidates between our final interview and our final selection; a process would be devised for these groups to provide feedback as well. If that is the Board's wish, the Search Committee will work with staff and Paul Kimura to schedule those meetings as soon as possible after the Board's final interviews.

ALD Board of Trustees
Strategic Planning Committee Report (July 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

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, Margaret Sullivan Studios, which has been hired by the District.

II. Revised Schedule for Strategic Planning Work

Following the negotiation and signature of an agreement, work began in early July. As of the date of this report (7/17/19), a schedule has been put in place with dates set for a first trip. Please see the attached letter from MSS which details the process.

Although the initial plan was to deliver a finished strategic plan by 1 September, the inclusion of a new director in the process seems to outweigh the value of sticking to that deadline (which, it must be admitted, was probably overly ambitious in the first place).

The revised timeline will see a draft strategic planning document presented to the Board for discussion at the October regular meeting, with a revised strategic planning document presented for approval and adoption at the November regular meeting. This way, the new permanent director will have a chance to weigh in on the direction and execution of the plan, and it can be adopted before the 2020 planning that will take place in the December board meeting and the January board retreat.

As part of the pre-work in advance of the first on-site set of workshops and meetings (which will be held August 15, 16, and 17), MSS will circulate a survey to the Board and conduct one-on-one phone calls with each board member. A schedule of available times will be circulated at the meeting. Ideally, the surveys and calls could be completed within the next two weeks.

Current work includes designing and approving survey instruments for the staff, the community, and leadership groups, ensuring that they are accessible and available in English and in Spanish, and determining what data from the ALD would be most useful to the consultants at MSS to help shape their process.

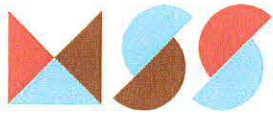
III. Town Hall #1: Thursday, August 15, 2019, 6:30pm

As part of the Strategic Planning Process, a town hall meeting has been scheduled for Thursday, August 15th, at 6:30pm in the Community Room of the Main Library. The SPC will coordinate with the Executive Search committee to include any questions or content that they would find helpful as part of that program.

III. Recommendations

The Committee has no action to recommend at this time.

Report prepared by:
Katie Clark, Strategic Planning Committee Chair



July 15, 2019

Cindy Cleary
Interim District Director
Altadena Library District
660 East Mariposa Street
Altadena, CA 91001

MARGARET SULLIVAN STUDIO

Dear Cindy,

Margaret Sullivan Studio (MSS) is pleased to present the following Preliminary Work Plan and Fee Proposal for the Scope of Work for the Strategic Planning Consultant. The Scope of Work outlined in the RFP will be achieved in (3) 2-day trip visits and (1) day trip to provide a board presentation. MSS will conduct weekly calls with the Strategic Planning Committee for the duration of the work.

See proposed approach and trip schedule:

Phase I: Information Gathering, Analysis & Context Setting

Pre-Work: July, 2019

1. MSS will conduct a pre-meeting telephone call with ALD Strategic Planning Committee (SPC) and District Director to clarify expectation and desired outcomes.
2. Review relevant documents.
3. Conduct All Staff Survey (if Strategic Planning Committee would want to do that)
4. After surveys, MSS will conduct phone interviews with Board Members

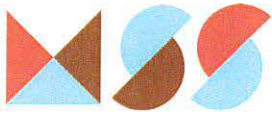
Trip #1 (2 days) August, 2019

Day #1 – Thursday, August 15th

1. Site Tour
2. Workshop Session with Staff: Directed Storytelling (1/2 day)*
3. Town Hall Meeting (6:30 pm)
**Continues to Day 2*

Day #2 – Friday, August 16th

307 7th Avenue, Suite 504
New York, NY 10001
T 646 687 7923
W margaretsullivanllc.com



4. Workshop Session with Staff: Directed Storytelling
(9:00 am – 4:00 pm)

Day #3 – Saturday, August 17th

5. Visioning Session with Strategic Planning Committee
(9:00 am – 1:00 pm)
6. Observe Current Customers/Patrons

MARGARET SULLIVAN STUDIO

*Conduct all staff presentation to introduce them to the process;
Conduct an all staff Values Workshop (?)*

At the conclusion of this phase, community needs, observations and synthesis of findings will be delivered.

Phase II: Develop Emerging Strategic Themes

Trip #2 (3 days)

September, 2019

Day #1 – Thursday

1. Conduct Staff Workshop to help develop the Strategic Themes based on Community Needs, Customer Journey mapping and Envisioning the Future Exercises. (3/4 day)
2. Conduct Stakeholder Conversations & Focus Groups (if required to provide more community input, if it is necessary to discover more factfinding information)

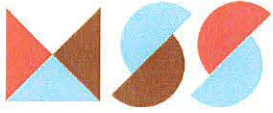
Day #2 – Friday

3. Conduct Staff Workshop to help develop the Strategic Themes based on Community Needs, Customer Journey mapping and Envisioning the Future Exercises. (3/4 day)
4. Conduct All Staff presentation to provide updates on the Process (if desired) (?)

Day #3 – Saturday/Sunday

5. Workshop Session with Strategic Planning Committee (3/4 day)

At the conclusion of this phase, a strategic framework will begin to emerge.



Phase III: Create the Strategic Plan

Trip #3 (2 days) October, 2019
*potentially to be coordinated with Staff Day

1. Workshop Session with Strategic Planning Committee (1 day)
This Workshop will focus on the development of and final documentation of the draft Strategic Plan.
2. Workshop Session with Staff (1 day)
3. Conduct Community Meeting to review and present draft plan. MSS proposes an option of engaging in a fun, interactive workshop, if feasible and desired by the Strategic Planning Committee.

MARGARET SULLIVAN STUDIO

To note: Meetings with the Altadena Library District Board of Trustees, Friends of the Altadena Library, and the Altadena Library District Foundation will be coordinated and incorporated into the existing trips.

Trip #4 (1 day) November 25, 2019
Attend the Final Board Meeting for Strategic Plan Adoption

ALD Board of Trustees
CVRA Committee Report (July 2019)

Committee Members: Katie Clark (chair), Betsy Kahn

I. Formation & Scope of Work

The Strategic Planning Committee is an ad-hoc advisory committee tasked with overseeing, researching, and advising the full Board on the specifics of the California Voting Rights Act (CVRA), future redistricting efforts, and its implications for the Altadena Library District.

II. Committee Activity

Following the passage of the resolution of intention to shift from at-large to by-district elections by the full Board at the regular June meeting, the committee assisted staff in reaching out to various demographers to get a better sense of timeline, cost, and next steps.

The consensus from similar districts + the CSDA, as well as staff investigations, was that using a local demographer was the best course of action. Demographic firms elsewhere in California declined to provide a bid unless the ALD was serious about contracting them.

That said, the most experienced and highly-recommended local demographer - and, to be honest, the only viable option - is Douglas Johnson, head of the [National Demographics Corporation](#). He is himself a resident of Glendale, and expressed interest in compiling a formal proposal for the District, and working with us to shift from at-large to by-district elections.

However, given his busy schedule, it seems increasingly unlikely that the work could be done in a responsible way in advance of the deadlines imposed by the 2020 elections. Mr Johnson also expressed a preliminary opinion that redistricting now would

- (a) impact, and probably postpone those elections, and
- (b) would need to be repeated in 2021 when new census data becomes available

That being said, it seems best to plan on beginning this work in late spring of 2021 (the 2020 census data is released in March), so that the results can be implemented in advance of the 2022 election cycle.

In terms of ALD liability, the adoption of the resolution of intent shields the District from plaintiffs letters' who are merely seeking the \$30,000 fee; there is still the remote possibility that we would remain open to a genuine plaintiff who sought to move the process more quickly, but the likelihood of such an outcome seems slim to nonexistent, especially given the reality that NDC would be the entity contracted to do the work in that event anyway.

A formal proposal has been requested from NDC, and will be relayed to the Board as soon as it is available.

III. Recommendations

No action to recommend at this time.

Report prepared by:
Katie Clark, CVRA Committee Chair

July 22, 2019

Dear Altadena Library Staff—

On behalf of the Library District Board of Trustees, I am writing to thank you for your hard work and dedication. You are by far the most valuable resource we have for providing quality Library services to our great community.

Although we have been through a period of significant change, the Library itself is doing well. It remains fiscally sound and the Board is working together to make meaningful improvements. We will strive to do what is best for the District's patrons and employees in the coming months. We ask for your support as we work through this process.

We are aware of requests from some staff members to change rules regarding pay, time off and other items. To help evaluate these requests, the Board has approved certain changes in our Human Resources (HR) structure that will allow a closer look at our policies. In a series of audits, we will review job descriptions, compensation, grievance reporting, performance evaluations, employee recognition, benefits and cost of living adjustments (COLA).

Additionally, the Board has established several Committees to address a series of items that are long overdue for attention:

--Our By-Laws Committee has already transformed the District's antiquated operating rules into a new system of Policies and Procedures that modernize and streamline our basic structure as a free-standing County agency.

--Our Executive Search Committee has identified several qualified candidates for the permanent Library Director position. The selection process will begin soon.

--Our Facilities Committee is in the process of selecting an architectural firm to create a plan for structural improvements at the Branch and Main buildings.

--Our Strategic Planning Committee is engaging the staff and community to seek priorities and ideas for the Library's future.

--Our California Voting Rights Act Committee has begun work to comply with this new law. This will ensure that future Library Trustees are elected by the neighborhoods they represent.

Working together, I believe that the staff and Board of the Altadena Library District--now almost a century old—can make it one of the best institutions in LA County. Thanks for your contribution to that cause. And remember, you can always tell us what you think at our monthly Board Meetings.

Respectfully yours,

Terry Andruet

President, Altadena Library District Board of Trustees



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: July 22, 2019

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Recommendation to obtain authorization for criminal history information from the United States and California Department of Justice via Live Scan.

BACKGROUND:

Currently the District uses an online firm, Corra Group, to process all background checks for potential District employees. This service does not utilize the FBI's National Crime Information Center as it does not require fingerprinting. Instead it performs a basic social security trace and criminal record search.

The District currently does not perform background checks for library volunteers, but understands the need to implement that standard going forward. Live Scan services would be provided at a lower cost for both employee and volunteer scans compared to background checks through Corra Group.

Live Scan tests also typically have a faster turnaround, providing results in an average of 24-72 hours. It is the standard background check process for most government agencies.

FISCAL IMPACT

The Department of Justice requires that the District designate a Custodian of Records for a one-time fee of \$79.00. Each Live Scan for a potential employee or volunteer would cost \$67, compared to \$108.75 for a standard background check with Corra Group, resulting in a savings of \$41.75 per scan.

RECOMMENDATION

Staff recommends that the Board review and sign Resolution No. 2019-05 "Request to obtain authorization for criminal history information from the United States and California Department of Justice".



RESOLUTION OF THE BOARD OF TRUSTEES NO. 2019-05
OF THE ALTADENA LIBRARY DISTRICT
REQUEST TO OBTAIN AUTHORIZATION FOR CRIMINAL HISTORY INFORMATION
FROM THE UNITED STATES & CALIFORNIA DEPARTMENT OF JUSTICE

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, Penal Code Section 11105(b)(11) authorizes cities, counties, districts and joint powers authorities to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, governing body of a city, county or district or joint powers authority to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW THEREFORE, BE IT RESOLVED, that the Altadena Library District are hereby authorized to access state and federal level summary criminal history information for employment (including volunteers and contract employees), licensing of District Director and Business Manager, or certification for District Director and Business Manager, purposes and may not disseminate the information to a private entity.

DATE: July 22, 2019

BOARD OF LIBRARY TRUSTEES

Terry Andruess, President

Katie Clark, Secretary



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: July 22, 2019

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Request for Proposal for Banking Services

BACKGROUND:

The Altadena Library District currently banks with JP Morgan Chase for regular checking and high yield savings.

While Chase is a large and well-known institution, they lack expertise in providing service to local government entities and ALD has experienced very poor customer service from our local Chase branch managers as well as account managers.

ALD is submitting a Request for Proposal for Banking Services to local banks, including several that have been recommended by Cindy Byerrum of Platinum Consulting Group. These institutions have experience working with local government entities.

Cindy Byerrum has reviewed our RFP and it is attached here for the Board's review.



REQUEST FOR PROPOSALS:

Banking Services

Altadena Library District

RESPONSE DUE: AUGUST 12, 2019

(date issued: July 23, 2019)



ALTADENA LIBRARY DISTRICT

REQUEST FOR PROPOSAL

The Altadena Library District (District) seeks proposals from qualified banks for Banking Services for the District.

The District's primary banking relationship is currently maintained at Chase Bank in the Town of Altadena.

Responses must conform to the requirements of this Request for Proposal (RFP). The District reserves the right to waive any irregularity in any proposal or to reject any proposal, which does not comply with this RFP. Selection of the proposer will be made solely by the District on criteria determined by the District.

The successful proposer will be required to enter into an agreement, which will include the requirements of this RFP as well as other requirements.

The District expects, but does not guarantee, that the decision on selection of a Bank will be made on the date indicated in Section 2. The District assumes no obligation for any costs incurred by any proposer in preparing the response to this request, attending an interview, or any other activity prior to award of the contract to the selected proposer.

The District's principal contact with the District and for this proposal will be Cindy Cleary, Interim District Director, at ccleary@altadenalibrary.org or 626-798-0833 x103.

To be considered, an electronic PDF of the proposal and the hard copy of the proposal must be received by 5:00 P.M. on August 6, 2019. The District reserves the right to reject any or all proposals submitted.

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The District reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

The District reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items. We will notify all bidders of our selection upon completion of our final determinations.

1. **PROPOSAL SCHEDULE**

The schedule is as follows:

Proposal Issued	Tuesday, July 23, 2019
Questions due	Monday, August 5, 2019 by 5 p.m.
Proposals Due	Monday, August 12, 2019 by 5 p.m.
Interviews, if required	The week of August 19, 2019
Projected District Selection	Monday, August 26, 2019
Full Implementation	September 1, 2019

2. **PROCEDURE FOR SUBMITTING PROPOSALS**

A. Time, Place and Format

Proposals must be received at the District office's no later than 5:00 p.m. on the date indicated in Section 2. Proposals received in the mail after 5:00 p.m. on the date indicated in Section 2, regardless of the date of their postmark, will be rejected.

Proposals must:

- not be folded
- not be bound with any fabric, plastic, glue, staple, folder or rubber bands
- tabbing is required
- show page numbers for all pages in the proposal
- include six (6) copies punched for a standard 3-ring binder (place the copies in binder clips)
- be on 8-1/2"x11", 20-24 lb. white paper be submitted in one or more envelopes, each of which clearly:
 - ✓ states "Banking Services RFP"
 - ✓ identifies the proposer
 - ✓ states the number of the envelope and the total number of envelopes submitted by the proposer
- the envelope must be addressed as follows:

Altadena Library District
Cindy Cleary, Interim District Director
600 E Mariposa Street
Altadena, CA 91001

If hand delivered, address as above and deliver to the District office.

Proposals must also be sent electronically, in full, by the due date to Cindy Cleary at ccleary@altadenalibrary.org.

Proposals must address the requirements of the RFP in the exact order set forth in this Section. They should be as concise as possible and must not contain excessive promotional, advertising or display material.

B. Opening of Responses

All proposals will be opened shortly after the due date/time and considered within according to the timeline.

C. Questions Regarding this RFP

The point of contact regarding this RFP is Cindy Cleary, Interim District Director. Individuals or firms interested in submitting a proposal are asked not to contact other members of the Altadena Library District staff or board members in connection with the RFP. Any questions concerning this RFP must be submitted in writing via email and entitled "Questions." All questions must be received by July 29, 2019 and must be in writing. Please email the questions to Cindy Cleary, Interim District Director at ccleary@altadenalibrary.org.

The District will make every effort to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, we reserve the right to modify the proposal process and dates as deemed necessary.

3. GENERAL TERMS AND CONDITIONS

- A. The bank must be a Federal or State of California chartered banking institution with full service branch banking facilities located within Altadena or Pasadena, or with courier ability. Additionally, the bank must have a government services division that provides services to local governments.
- B. The bank must be a qualified depository for public funds pursuant to California Government Code Section 53648.
- C. The bank selected to perform banking services shall maintain a capital structure equal to or greater than the average of all moneys the District has with the bank during the term of the agreement pursuant to California Government Code Section 53638.
- D. The bank will collateralize the District's deposits pursuant to all applicable sections of the California Government Code. The bank must also enter into a specific collateralization agreement with the District.
- E. The bank shall be a full service bank whose performance has been reliable and whose references are outstanding.

- F. The bank will immediately notify the District should the bank fail to meet the collateral requirements set forth in the California Government Code Section 53652 et. al. or in the separate collateral agreement between the bank and the District.
- G. Banks may withdraw their proposals, without prejudice, prior to the date and time specified for proposal submission, by sending a written request to Cindy Cleary. No proposal received after the closing date will be considered.
- H. The bank to which award is made will execute a written contract on a standard District Attorney form with the District within ninety (90) working days after Notice of the Award has been sent by mail to the address provided in the bank's proposal. If the bank to which the award is made fails to enter into the contract, the District reserves the right to nullify the award and award may be made to the next best proposal as determined by the District.
- I. The successful bank will not assign, transfer, convey, or otherwise dispose of the contract, or right, title of interest, or power to execute such a contract to any person, any other bank, firm, or corporation without previous consent in writing of the District.
- J. The contract will provide that the District reserves the right to terminate the contract at any time upon sixty (60) days prior written notice of the District's intent to terminate the contract. Causes for termination of the contract may include, but are not limited to any one of the following: failure to promptly and faithfully provide the services required in this RFP; violation of any law governing any municipal depository; failure to cooperate upon receiving any reasonable request for information or service; and improper actions of the institution's officers or employees which, in the opinion of the District, would adversely affect the District's interest or endanger the safety or liquidity of municipal funds.
- K. The initial term of the agreement will be for three (3) years. Upon expiration of the initial term, the District and bank may mutually agree to extend the agreement for an additional three (3) year term under the same terms and conditions. Pricing during the option periods will be negotiated between the District and the bank.

4. CURRENT BANKING SERVICES

The following is a list of current banking services:

A. Description of Bank Accounts

The District currently maintains the following bank accounts. These are listed below with a brief explanation of each account:

Business Checking	The District's main account, will include transfers to/from LAIF, and the payment of payroll (processed in house)
-------------------	---

Business High Yield Savings The District's Secondary account, used for deposits from online merchants PayPal and Square, Inc.

B. Deposit Overview

The District currently deposits funds in cash or check from library fines, donations, and passport services on a weekly basis. A remote check scanner is used to deposit all checks. The District manually deposits funds from Los Angeles County via EFT once per month. Fines collected via PayPal are manually deposited monthly and fines collected via Square, Inc. are automatically deposited daily.

C. Cash Management Overview

The District does not currently use an investment sweep type account. The District's current banking arrangement includes a Cash Management Service whereby the District has computer secure Internet access (or access by toll free customer service telephone if computer access is not functional) to information on current available balance and all information on prior day's activity by 7:00 A.M. Pacific Time each business day. The District currently reconciles the bank account manually.

D. Other

Other services include, but are not limited to, on-line stop payments, on-line Federal and State tax payments, incoming and outgoing wires, and on-line account inquiry and information services.

6. **DATA TO BE SUBMITTED WITH PROPOSALS**

The content and sequence of the information contained in each copy of the proposal shall be as tabbed as follows:

A. Letter of Transmittal

Include your Bank's understanding of the work to be performed. In addition, state why your Bank believes it to be the best qualified to perform the services requested.

B. Summary Sheet

This section of the proposal must include a fully completed copy of the Summary Sheet (Appendix B) included with this RFP.

Provide the name, title, experience and qualifications of the personnel who will be assigned to the project.

C. LAIF

The Bank must have a relationship with the State Treasurer as an approved depository for Local District Investment Fund (LAIF) transactions or provide a

process for transferring funds to/from LAIF that is equivalent to that of an approved depository.

D. Bank Rating

Provide ratings for the bank and/or bank holding company from one of the following agencies: Standard & Poor's, Moody's, and from one of the following agencies: Thomson BankWatch, Sheshunoff, or LACE. If the proposer is not rated by two of these rating organizations, provide other evidence of the institution's credit quality.

E. Conceptual Plan

The District has not performed a detailed analysis of available banking services for several years. It is the intent, through this RFP process, to upgrade the banking services currently utilized.

Provide a conceptual plan for services to the District that you believe is appropriate for the District. Indicate features, skills and/or services, which distinguish your Bank and make it the better choice for the District currently and for the future.

Implementation Plan:

Please describe the overall plan the bank would coordinate to ensure a smooth, error free transition from the current provider. Include the following:

- Detail all costs associated with the conversion of all of the proposed services.
- Describe any on-site training to District personnel for the operation and use of the bank's services and automated systems for all areas of service. How is training structured?
- Detail all costs and the responsible party. Discuss any conversion allowance. Include what supplies the bank will provide at no cost to the District, such as deposit slips, endorsement stamps, cash vault supplies and other items. The District currently purchases blank check stock for its laser-printed checks.
- Describe in detail how the bank will handle problem resolution, customer service, day-to-day contact, and ongoing maintenance after the conversion is completed.

F. List of Services

Proposers include a list of comprehensive services provided by your bank. Please include current services we are requiring and considering in the future as well as other services offered not contemplated in this RFP. Please also include potential investment services offered.

G. Other Services

The bank may be required to provide other standard banking services not specifically referenced in this RFP. Based on the information provided in the RFP and your Bank's knowledge of the public sector, please describe any services or technological enhancements, not previously mentioned, that should be

considered for further improving the effectiveness of the District's treasury management operations.

H. References

List at least four similar public agencies for which your Bank has provided services in the last five years and when performed. List names of organizations, and names and telephone numbers of persons who can be contacted with regard to the services you have provided.

List at least two similar public agencies for which contracts were lost or not renewed by the Bank in the last seven years (Note – this excludes the situation where the bank not currently providing services to the public District was not a successful proposer in an RFP process). List names of organizations and names and telephone numbers of persons who can be contacted.

I. Certification of Proposals

Return a copy of the entire completed certification properly executed as provided for in Appendix A.

J. Proposer's Insurance

The selected proposer must provide and maintain in force at all times during the term of the services contemplated herein insurance for Workers' Compensation, Commercial General Liability, and Errors and Omissions Liability or Professional Liability in amounts consistent with the services provided and as determined jointly by the District and the Bank. Such policies should be issued by companies admitted in the State of California. The proposal shall include the amounts of insurance by type of coverage and the deductible or self-insured level for each type of coverage.

K. Compensation

Attached (Appendix C) is the typical monthly volume for the current accounts maintained by the District. The proposer is required to submit a dollar cost proposal using the volume data contained in this RFP. It is expected that the proposer will provide a line item unit and total dollar cost for each of the items associated with their proposal. The proposer must also include any other costs it believes the District would incur for the required level of service, regardless of whether it is on Appendix C or not. Additionally, a total monthly cost, based on the services in the proposal shall be provided.

It is expected that this will be a long term relationship and services offered by the bank and the District's needs will change over time. As a result the dollar cost proposal shall include a statement regarding the pricing of future services.

The dollar cost proposal must also include the following:

- i. If an automated sweep is proposed, the yield for swept funds for the past three months. The District would select a fund that complies with

government code Section 53601, et. seq. and provides the best yield to the District.

- ii. Cost of services, based on the volume data included in this RFP Appendix C. The Bank must indicate the monthly (both unit cost and total cost) for each item. The Bank must state the total monthly cost for all items, excluding the new services expected to be implemented with the selected Bank. For the new services the Bank must state the unit cost for each item, the monthly cost if it can be determined by the existing volume data, and any one-time costs for implementing the service (for example the cost of a check scanner used for remote deposit).
- iii. New Services expected to be implemented or considered with the selected bank:
 - a. Remote check scanning

While the selection is not based solely on the dollar cost proposal, to be eligible for recommendation as the proposed bank for the District, the dollar cost must be reasonable and competitive.

7. SELECTION PROCESS

Responsive proposals received by the deadline will be evaluated by an evaluation committee, which may include an outside consultant, established by the District. Additionally, an independent checking of references may be used to assist in selecting the finalist(s). Oral interviews at the District Office may be conducted by the District (if conducted it will be after the dollar cost proposals have been reviewed/analyzed). Negotiations will take place with the finalist that will be recommended to the District Board of Directors.

A. AWARD OF PROPOSAL

Award will be made to the Proposer offering the most advantageous proposal after consideration of all evaluation criteria set forth below. The committee will evaluate all proposals received in accordance with the evaluation criteria. The District shall not be obligated to accept the lowest priced proposal, but will make an award in the best interest of the District, after all factors have been evaluated.

A Notification of Intent to Award may be sent to any Proposer selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully, the District may negotiate a contract with the next highest scoring Proposer or withdraw the RFP.

B. EVALUATION CRITERIA

The evaluation criteria will include the following:

- ***Proper Submission of Proposal*** – Receipt of proposal by due date as outlined in this RFP and presented according to our specifications. Late submissions or delivery via facsimile will not be considered.
- ***Comprehensiveness of Services Provided*** – Capability of the bank to meet the required service levels described in this RFP.
- ***Public Sector Experience and Resources*** – The bank’s experience in providing services to the public sector, particularly to local government entities similar in size and requiring equivalent services to the Altadena Library District.
- ***Strength and Stability of Bank*** – The bank’s financial standing among its peers and the associated credit quality ratings, in addition to its ability to sufficiently protect and collateralize District deposits.
- ***Assigned Relationship Manager/Team*** – The credentials and experience of the person(s) assigned to the relationship.
- ***Cost of Services*** – The amount of proposed charges and ability to guarantee pricing for contract period.
- ***Service Enhancements*** – The bank’s efforts to understand the District’s banking needs and goals, and the creativity the bank shows in introducing new technologies and efficiencies to improve our current practices and procedures.
- ***Community Reinvestment*** – Your bank’s role as a corporate citizen and related Community Reinvestment Act contributions.
- ***Location of Bank Offices*** – The bank offices should be in close enough proximity to the District for the District’s convenience.
- ***Other Factors*** – Any other factors that we believe would be in the District’s best interest to consider which were not previously described.

During the evaluation process, the District reserves the right to request additional information or clarifications from banks that have submitted proposals. At the discretion of the District, banks may be requested to participate in an interview process or make oral presentations to assist in the evaluation process. The District reserves the right to investigate the qualifications of proposing banks, as it deems appropriate.

8. **GENERAL REQUIREMENTS**

A. **Right to Request Additional Information**

During the evaluation process, the Selection Committee and District reserve the right, where it may serve the District's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the District or the Selection Committee, Banks submitting proposals may be requested to make oral presentations as part of the evaluation process.

B. Right to Reject Proposals

The District reserves the right without prejudice to reject any or all proposals.

C. Proposal Interpretations and Addenda

Any change to or interpretation of the RFP by the District will be sent to each Bank or individual to whom an RFP has been sent and any such changes or interpretations shall become a part of the RFP for incorporation into any agreement awarded pursuant to the RFP.

D. Public Record

All proposals submitted in response to this RFP will become the property of the District upon submittal and a matter of public record pursuant to applicable law. The District reserves the right to retain all proposals submitted.

E. Additional Services

The general service requirements outlined above describe the minimum work to be accomplished. Upon final selection of the Bank, the scope of service may be modified and refined during negotiations with the District.

F. Undue Influence

Bank declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the District in connection with the award or terms of the Agreement that will be executed as a result of award of this RFP, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the District will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of the Agreement or any work to be conducted as a result of the Agreement. Violation of this Section shall be a material breach of the Agreement entitling the District to any and all remedies at law or in equity.

APPENDIX A

CERTIFICATION OF PROPOSAL TO THE DISTRICT

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the District in accordance with the Request for Proposal (RFP), to be bound by the terms and conditions of the RFP.
2. This Bank has carefully reviewed its proposal and understands and agrees that the District is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.
3. It is understood and agreed that the District reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the District.
4. The proposal includes all of the commentary, figures and data required by the Request for Proposal, dated July 23, 2019.
5. This Bank has carefully read and fully understands all of the items contained in Section 8, General Requirements. This Bank agrees to all of the general requirements except for those listed on an attachment.
6. The proposal by this Bank is an irrevocable offer and shall be valid for 90 days from August 6, 2019.

Name of Bank: _____

By: _____
(Authorized Signature)

Type Name: _____

Title: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Date: _____

APPENDIX B
SUMMARY SHEET

Bank Name: _____

Bank Parent or Ownership: _____

Bank Address: _____

Bank Telephone Number: _____

Bank Fax Number: _____

Number of years in existence: _____

Management person responsible for direct contact with the District and services required for this Request for Proposal (RFP):

Name: _____ Title: _____

Telephone Number: _____ Fax: _____

Email: _____

Person responsible for day-to-day servicing of the account:

Name: _____ Title: _____

Telephone Number: _____ Fax: _____

Email: _____

APPENDIX C

BANKING SERVICES FEE SCHEDULE

Fees related to all services described in the proposal must be listed on this form – even if the service is not shown on the form. Also, include any one-time set-up charges, equipment costs, research fees, and all other fees that will be charged. Include any incentives or price breaks based on volume, timeliness of payment, or rebates.

Item	Bank's Description	Per Unit Cost	Est'd Monthly Unit Volume	Total Monthly Fee	Est'd Total Annual Cost
Account Services					
Monthly Maintenance Fee			2		
ACH Credits			2		
ACH Debits			30		
Checks Paid			20		
Deposits			8		
Wires – Incoming					
<i>Other: Please list</i>					
Other Charges					
Deposit Protection/Insurance					
<i>Other: Please list</i>					
Remote Deposit Capture Services					
RDC Monthly Maintenance			1		
Online Banking Services					
Online Bus Bkg - complete			1		
<i>Other: Please list</i>					
Item	Bank Description	Per Unit Cost	Est'd Monthly Unit Volume	Total Monthly Fee	Est'd Total Annual Cost
Wire & Other Funds Transfer Services					
Wire transfer monthly fee					
Incoming Domestic Wire					
Outgoing Domestic Wire					
<i>Other: Please list</i>					
One Time Costs					
<i>Please list:</i>					



DIRECTOR'S REPORT

SUBJECT: RFP Human Resources

PREPARED BY: Cindy Cleary

The Library requests approval to move forward with a Request for Proposal for an experienced and qualified firm to provide an assessment of Altadena Library District's Human Resources (HR) processes and systems. This will include an overview of the Employee Handbook and consolidation of all HR policies into one document; a job audit of selected classifications; and a compensation study of classifications that are identified as not meeting market standards. Emphasis will be on ensuring that all policies and procedures comply with Federal, State and Local laws and regulations. The Fiscal Year 2019/20 budget includes \$30,000 for HR consulting services.



REQUEST FOR PROPOSALS:

Human Resources Services

Altadena Library District

JULY 2019



INTRODUCTION:

Altadena Library District (ALD) is requesting proposals from qualified professionals with experience in Human Resources (HR) processes and systems. As an Independent Special District, ALD is a public library system governed by a publicly elected Board of Library Trustees and organized under the Education Code of the State of California. ALD 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. ALD staff is currently made up of 37 positions, including 5 vacancies which are being actively recruited.

BACKGROUND:

Since 2016 ALD has relied on an outsourced service provider for HR administration. Effective July 1, 2019 administration was transitioned to in-house staff. ALD is seeking assistance from a firm knowledgeable and experienced in HR processes and systems in order to ensure consistent and appropriate in-house administration, and compliance with state, federal and local law. The scope of service will include assisting with review, update and consolidation of employee handbooks, as well selected job audits and compensation studies.

PROPOSAL:

The following information is required for the proposal submission to be considered:

- Firm name, address, contact name, title, phone number and email address
- Scope of Work including an outline approach, strategy and timeline to complete the requested Scope of Work
- Cost estimate for the proposed Scope of Work, and any other project-related costs
- List of at least 3 references and examples of similar projects

ELIGIBILITY:

Consultants should be experienced in serving the HR needs of public sector agencies and have familiarity with the distinctions of special districts.

The successful proposer will work directly with the District Director, Public Services Director and the Business Manager to ensure all activities in this project are completed on schedule.

SCOPE OF SERVICE:

- Review all benefits as outlined in multiple employee handbooks to ensure legal compliance and equitable and consistent application within the organization.
- Review all personnel systems, policies and procedures to ensure consistency within the organization. This includes, but not limited to, recruitment procedures, separation and termination procedures, disciplinary actions, grievance processes, employee agreements, and at-will status.
- Perform selected job audits to determine appropriate classifications. Job titles include Library Associate, Library Clerk I, Library Clerk II, Volunteer Coordinator.

- Compensation study of classifications determined not to meet market standard.
- Coordinate with Library staff to conduct site visits as agreed to between consultant and District Director.
- Provide a draft of findings, including a revised employee handbook, to the District Director and Business Manager.
- Attend and present a revised employee handbook and final report focused on suggested revisions to policies and procedures at a Board of Library Trustees meeting.

PROJECT SCHEDULE:

All proposals must be received at Altadena Library District, 600 E Mariposa Street, Altadena, CA 91001, no later than **5:00 p.m. on Monday, August 12, 2019**. Proposals received after the deadline will not be considered.

Each proposal must be sealed, and the envelope must be clearly marked with the name of the proposer and the words **“Response to RFP – Human Resources Consulting Services”**. This RFP and the successful Proposer’s response will be included in any contract awarded from this RFP; modifications will be determined by and between ALD and the successful Proposer. ALD reserves the right to accept or reject any or all proposals.

All proposals received by the deadline will be evaluated by ALD staff and judged based on the several critical areas. Only information which is received in response to the RFP or any subsequent interview will be evaluated. Selected proposers will be invited to an **oral interview on Monday, August 19, 2019**.

The project will be awarded and terms finalized on that date or thereafter. 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.

PROPOSAL CONTENTS AND REQUIREMENTS:

Cover Letter:

Summarize the proposed team and approach. Include the firm name, address, contact person and all applicable contact information.

Qualifications:

- Describe the background, experience and capabilities of your firm as it relates to the Scope of Work outlined above.
- Include information about the organization, including but not limited to: type of ownership, number of years in business, a listing of primary services provided, and size of firm.
- 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 have been 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.

PROJECT APPROACH:

Describe the work plan the consultant(s) will use to complete the work, including critical elements and special methodologies employed to ensure a high-quality work product that will meet budget and schedule. You may include alternatives or additions to tasks and expectations that are listed in the Scope of Service.

Scope of Service:

Provide a scope of service and 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 for the desired scope of service set forth above should be clearly noted and justified.

Cost:

Provide a cost proposal for the scope of service including fixed-cost fees, expenses, reimbursable costs, and any other anticipated expense.

Subcontractors:

Identify any subcontractors, if any. For each list the service and percentage of the overall scope of service.

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 of Library Trustees.

References:

Provide a list of at least three clients the firm has contracted with within the last past five years who can verify the firm's ability to provide the scope of service requested.

Performance Guarantee:

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

SELECTION PROCESS:

ALD staff, in preparation for a recommendation to the Board of Library Trustees, will evaluate proposals considering factors including, but not limited to:

- Experience in Government/Public Agency/Special District HR Services
- Adherence to instructions for submitting the proposal
- Firm's experience and performance on comparable assignments
- Expertise and experience of assigned consultant
- Demonstrated understanding of scope of work
- Sequencing of proposed work
- Cost effectiveness of proposal

Selection will be based on the qualifications of the firm and assigned personnel and on the quality of the proposal. Selection will not be based solely on cost. ALD reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the response, to accept or reject any or all responses received, and/or to cancel all or part of this Request for Proposal at any time prior to awards.

PROPOSAL SUBMISSION:

Deadline for Submission is **no later than 5:00 p.m. on Monday, August 12, 2019.**

Please submit original and 3 copies of your proposal to:

Cindy Cleary, Interim District Director

Altadena Library District

600 East Mariposa Street

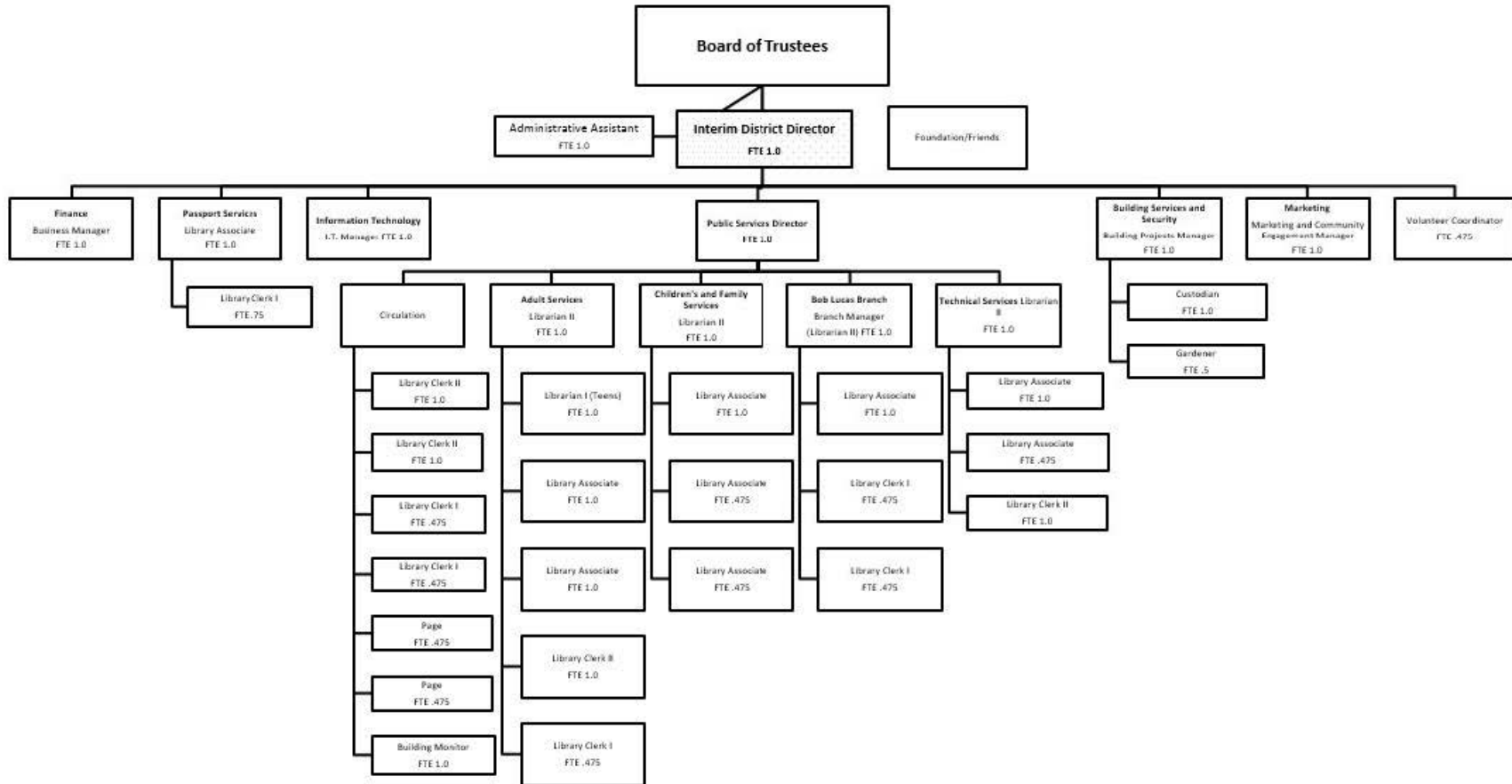
Altadena, CA 91001

Please email a copy of the proposal in PDF format to ccleary@altadenalibrary.org

DISCLAIMER:

The 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 ALD staff. 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 discretions, 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.

ALTADENA LIBRARY DISTRICT ORGANIZATIONAL CHART





**DIRECTOR'S REPORT
7/22/2019**

SUBJECT: Service Awards

PREPARED BY: Cindy Cleary

Altadena employees are our most significant assets in serving the community and as such we look for methods of celebrating and acknowledging their contributions. One method that is utilized in many organizations is to recognize five-year milestones. Moving forward the following actions will be taken:

- Employees celebrating a five-year milestone will be asked to attend a Board meeting. The employee's supervisor will present a short summary of the employee accomplishments over the 5-year period.
- The Board will be asked to comment and present a gift and a gift card with a value dependent of the anniversary.
 - 5 year - \$50
 - 10 year - \$75
 - 15 year - \$100
 - 20 year - \$150
 - 25 year - \$200
 - 30 year and every 5-year thereafter - \$300
- In addition to a gift certificate, a gift with a small metal plaque commemorating the milestone and a certificate of appreciation will be offered.
- Prior to the board meeting awardees may opt to have a celebration with refreshments for family members, friends and staff.
- Awards will begin with the new fiscal year. Anniversary dates prior to July 1, 2019 will not be considered.

This fiscal year there are 5 individuals who will be eligible for an award. The ALD 19/20 budget includes \$1,000 in fund 6626 designated for staff recognition which will cover the gift cards. The account is under-budgeted and money that was saved in account 6432 (Earthquake Insurance) will be utilized. This change will be reflected in the mid-year budget. IRS rules deem gift cards taxable.



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: July 22, 2019

PREPARED BY: Cindy Cleary

LOCATION: Community Room

TITLE: Resolution of Intention to Approve an Amendment to the Contract between the Board of Administration California Public Employees' Retirement System (CalPERS) and the Board of Library Trustees

BACKGROUND:

The District contracts with CalPERS for retirement and health benefits. The contract was initiated in 1969 and included classes of employees that were not eligible for membership.

Per the Retirement Law, classes excluded from membership are Safety Members, Page, Custodian, Gardener, and Library Clerk I.

Upon the District Directors review of the CalPERS Contract and the excluded classes it was determined that the Janitor classification should not be excluded from retirement benefits because it has been made a full-time position. Enrollment for the Janitor would be effective September 24, 2019 pending CalPERS processing.

FISCAL IMPACT

The addition of the Custodian position (as well as a Library Clerk II already included in the contract) were included in the FY19-20 budget, so there is no fiscal impact.

RECOMMENDATION

Staff recommends that the Board of Library Trustees approve the Resolution of Intention to amend the contract between CalPERS and the Altadena Library District.

RESOLUTION OF INTENTION
TO APPROVE AN AMENDMENT TO CONTRACT
BETWEEN THE
BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
AND THE
BOARD OF TRUSTEES
ALTADENA LIBRARY DISTRICT

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

Section 20503 (Removal of the Contract Exclusion of "Custodian", Prospectively Only).

NOW, THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit and by this reference made a part hereof.

By: _____

Presiding Officer

Title

Date adopted and approved

(Amendment) CaiPERS ID# 3858487037
CON-302 (Rev. 4/96)



DIRECTOR'S REPORT

SUBJECT: September 28 Closure

PREPARED BY: Cindy Cleary

This request is for approval to close the Main Library at 3:00 p.m. on Saturday, September 28, 2019.

The third annual Taste of 'Dena, sponsored by the Altadena Library Foundation, is scheduled for Saturday, September 28 from 7:00 – 9:30 p.m. This event is the Foundation's primary fundraiser, has become a highly anticipated social event, and provides an opportunity to highlight library services. Last year the Foundation sold 198 tickets and the net income was over \$18,000 to the benefit of the library. The theme this year is "A Magical World of Books." Library hours on Saturday are 10:00 a.m. to 6:00 p.m. Approval is requested to close the Library at 3:00 p.m. on the day of the event to give staff and Foundation volunteers adequate time for set-up.



DIRECTOR'S REPORT
July 22, 2019

SUBJECT: Job Specification: Library Manager **PREPARED BY: Cindy Cleary**

The Library requests approval of the attached job specification for Library Manager, formerly known as Librarian II.

At the June Board meeting several organizational changes were presented including salary upgrades to four Librarian II positions. The upgrades recognized supervisory responsibilities and additional collection related duties resulting from the loss of the Collection Development Manager position.

Librarian IIs are assigned to Adult Services, Children and Family Services, Technical Services, and Branch Services. Except for Technical Services they each have a separate job specification. Duties are not listed consistently between each description, nor are management or collection responsibilities fully outlined. The revised job specification changes the title of the four positions from Librarian II to Library Manager to better reflect their responsibilities. The new job title will also better reflect the position as we recruit for the Children and Family Services and Adult Services vacancies. With this change the four positions with the same title will be consolidated into one job specification. Within the job specification the distinctions between each are noted.



Library Manager

DEFINITION

Under the general direction of the Public Services Director and District Director the Library Manager is a member of the Public Services team. The Library Manager is responsible for daily oversight of a section of library operations that may include Adult Services, Children's and Family Services, Technical Services, or Branch Services. Work may involve responsibility for assignments in any program area which requires the application of fundamental library and information science principles and practices.

ESSENTIAL FUNCTIONS OF THE JOB INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING:

Customer Service:

- Ensures District services are provided with exceptional customer service and the highest levels of ethical standards.
- Works in conjunction with Administration, staff and other managers to respond to the needs of the public.
- Creates positive experiences for library patrons by effectively and efficiently performing job tasks.
- Presents a positive image of the library in attitude, communications and appearance while performing duties in both public and staff areas.
- Greets and assists internal and external customers in a friendly, prompt, and accessible manner.
- Responds to internal and external customer needs by providing solutions and/or referrals.

Core Responsibilities

- Manages the operations and maintenance of a library facility or section.
- Manages library services, programs, and collections based on assessment of community need.
- Supervises and evaluates professional and paraprofessional staff.
- Assists with recruitment and hiring of staff.
- Coordinates the daily activities of staff and volunteers assigned to the section or department.
- Actively participates in staff and leadership meetings. Participates in setting the direction for the organization. Recommends updates to policies and procedures. Identifies and recommends improvements to programs, services and work processes.
- Resolves complex issues or disputes.
- Prepares budget requests. Monitors and controls section budget.
- Develops positive working relationships and coordinates activities with other Library sections, the Board of Library Trustees, support groups and members of the community and community partners.
- Leverages community experts, coaches and mentors for services and programs in order to meet the needs of the assigned area of service.

- Represents the library in public forums including, but not limited to, Board of Library Trustee meetings, library tours, and community events.
- Ensures that the assigned department provides prompt, courteous and direct assistance to patrons with basic information regarding use of library materials, services, and equipment.
- Oversees patron borrowing services and manages shelving of materials.
- Develops plans for selecting, maintaining, and weeding library collections. Ensures the collections include relevant print, audio visual and digital resources aimed at the specific interests and needs of the community and specific to the assigned department.
- Plans for the incorporation of new technologies to provide high-quality services for the staff and the general public. Develops training programs as needed.
- Performs the more complex and specialized reference and reader's advisory services.
- Maintains current professional knowledge by attending library conferences, seminars, network committees. Reads relevant literature.
- Ensures services are provided with the highest customer service and ethical standards.
- Performs other related duties as assigned.

Additional Core Responsibilities When Assigned to Adult Services

- Conducts regular community needs assessments to identify adult needs, in order to create tailored services and programs.
- Plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational and personal needs of adults, encouraging the use of library facilities and materials.
- Engages in outreach to community organizations and agencies that serve adults.
- Oversight of developing and maintaining adult resources on the library's Website.
- Ensures that programs, services, and the library collection for teens are being met and assessed to address their identified needs.
- Coordinates with other sections on planning and conducting programs for adults and teens, including Summer Reading Program.
- Takes a leadership role in developing, implementing and evaluating the overall adult services program.

Additional Core Responsibilities When Assigned to Children and Family Services

- Conducts regular community needs assessments to identify children's needs, in order to create tailored services and programs to address identified needs.
- Adopts a connected learning approach to presenting programs, classes and events for and with children so that they educate, inform and inspire.
- Plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational and personal needs of children and their caregivers and which encourage reading, viewing, and listening skills and the use of the library facilities and materials.
- Engages in outreach to schools, daycares and preschools, and other community organizations and agencies that serve children and their caregivers.
- Instructs children and caregivers in information gathering, research skills and digital literacy skills.
- Develops and maintains effective relationships with schools, community groups, agencies and non-profits that target youth in order to plan and deliver programs and services that meet local children and families' needs and interests.
- Takes a leadership role in developing, implementing and evaluating the overall children and family services program.

Additional Core Responsibilities When Assigned to Technical Services

- Oversees the acquisition, cataloging and processing of library materials. Performs original cataloging of materials.
- Oversee the initiation and processing of Interlibrary Loans.
- Processes Purchase Suggestions from the public in a timely fashion and professionally responds to requests the library is unable to fulfill.
- Conducts regular assessment of the library's collections.
- Assists with the development and regular inventory of library collections.
- Assists in the maintenance of library ILS records.
- Develops and maintains effective relationships with materials' vendors and reports errors of records or materials received to vendors as needed.
- Coordinates with other sections on marketing of the Library collection.
- Takes a leadership role in developing, implementing and evaluating technical services processes.

Additional Core Responsibilities When Assigned to Branch Services

- Oversees all aspects of Literacy Services including recruiting students and tutors, intake, and training.
- Monitors and evaluates the progress of literacy learners and tutors.
- Collects, analyzes, and prepares data and participation statistics as related to grants and as needed.
- Initiates and prepares grant applications. Monitors grant budgets and activities.
- Conducts outreach to promote literacy services.
- Develops collection for learner and tutor use.
- Designs and implements effective training programs for literacy participants.
- Coordinates with other sections on planning and conducting programs for all ages, including Summer Reading Program
- Creates displays to enhance the Library collection, promote reading and increase visibility of library.

MINIMUM REQUIREMENTS

Knowledge, Skills and Abilities

Knowledge of:

- Basic elements of library policies, procedures and administration.
- Principles, trends, terminology and practices of modern library work.
- Standard reference materials and other library tools including online resources.
- Basic budgetary practices and procedures.
- Principles of organization and supervision.

Skills:

- Communicating effectively with persons of various social, cultural, economic and educational backgrounds.
- Effective verbal and written communication both on a one-on-one and group basis.
- Excellent customer service techniques.
- Making independent judgements and decisions based on standard policy and procedure.
- Competency in computer use including internet, email, Microsoft Office and Apple products and online databases.

Ability to:

- Work independently or as part of a team to complete tasks.

- Apply knowledge to work performed.
- Communicate effectively in English. Read, write, and understand English at a level appropriate to the position.
- Recognize and set priorities.
- Work at a computer station frequently.
- Work with patrons of all ages.
- Communicate effectively with others, orally and in writing.
- Establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, and volunteers.
- Effectively supervise subordinates.
- Lead, coach, instruct and motivate employees.
- Evaluate employee job performance.
- Foster a teamwork environment.
- Learn and become proficient in functions required to perform job duties.
- Lift and move light furniture and equipment.

Other Characteristics

- Willingness to work evenings, weekends and flexible schedules.
- May assume responsibility for the facility in the absence of District Director or Public Services Director.
- Assume responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Assume responsibility for maintaining a safe working environment.
- Commit to the principles of intellectual freedom and equal access.
- Hold self and others to the highest level of accountability.
- Maintain a personal commitment to providing exceptional customer service.

Work Environment

Work is performed in an office environment. Constant sitting and extended computer work are required. The work may require reaching overhead, lifting and moving furniture and library equipment, carrying items up to 25 pounds, and pushing book carts up to 35 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the tasks.

Experience

Three or more years of progressively responsible experience in professional library work. Supervisory and public library experience is preferred.

Education

Master's degree in Library Science from an ALA-accredited program is required.

License(s)/Certification(s)

Valid Class C California driver's license

Note

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

OTHER INFORMATION:

FLSA: NON-EXEMPT - Full Time, 40 hours/week with Benefits

Previously Approved: Previously titled Librarian II (Adult Services, Children and Family Services, Branch Manager & Literacy Services)



**DIRECTOR'S REPORT
7/22/2019**

SUBJECT: Sale of Staff Chairs

PREPARED BY: Cindy Cleary

Altadena Library District has purchased new ergonomic chairs for all staff as approved by the Board of Trustees at the June regular meeting. The new chairs are expected to arrive August 1st and a technician will be onsite to ergonomically adjust each chair for every employee.

Per financial policy *XIII. Disposal of Materials and Other Items Deemed Inappropriate for Retention*, any current staff chairs that are not fit for retention will be gifted to the Friends of the Altadena Library for sale at a later date. Up to 33 chairs will be gifted to the Friends for sale.



TAKE ACTION BRIEF

July 2019

With a 2019-2020 State Budget signed into law, the State Legislature turns its attention back to policy in the first two weeks of July. **The last day for policy committees to meet is Friday, July 12.** The Legislature then takes a monthlong Summer Recess and returns to action on Monday August 12.

During the State Legislature’s Summer Recess, lawmakers will work out of their district offices. This is the perfect time to request a meeting with your legislators. If you have yet to meet with your legislators this year, contact their schedulers and ask to **set up a meet-and-greet in their district office during the Summer Recess.**

July is also when CSDA kicks off our Essential Communications Workshops. Learn the essential communications practices for special districts in today’s media and political landscapes. Professional communications consultants will cover interviewing with the press, presenting at public events, and developing your story for your audience. Additionally, CSDA’s advocacy and public affairs staff will cover the fundamentals for every district to successfully engage with its local legislators and the State legislative process.

As part of CSDA’s *District NetWorks Workshop Series*, the Essential Communications Workshops are only \$25 for CSDA members and include lunch sponsored by the California Special Districts Alliance. You can register now at csda.net

- July 24 – Sacramento, CA (Sierra Network)
- July 31 – Fresno, CA (Central Network)
- August 14 – Chico, CA (Northern Network)
- August 28 – Cotati, CA (Bay Area Network)
- October 16 – Marina, CA (Coastal Network)
- October 30 – Santee, CA (Southern Network)

Inside this edition of the Take Action Brief:

RDA 2.0 Attempts Rebuffed in 20192

Email Retention Bill Receives Significant Amendment-Still Moving.....4

Legislation Seeks to Reduce Housing Costs by Increasing Cost of Living on Residents5

Settlement Agreements that Limit Employment Eligibility to be Banned6

CA Supreme Court Declines to Review Case Involving State’s Refusal to Pay for Mandates7

2019 Student Video Launches8

Learn More, Utilize Resources, Join Today, and Stay Informed.....9

Contact a local CSDA representative near you!

Dane Wadlé	Northern & Sierra Networks	danew@csda.net
Colleen Haley	Bay Area Network	colleenh@csda.net
Cole Karr	Central Network	colek@csda.net
Steven Nascimento	Coastal Network	stevonn@csda.net
Chris Palmer	Southern Network	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.

RDA 2.0 Attempts Rebuffed in 2019

June opened with a redevelopment (RDA) successor agency-related proposal appearing in the State Legislature's Budget Conference Committee. A conference committee is formed to settle any differences between the State Senate and Assembly. The proposal would have placed special district and other local agency's property tax revenues in jeopardy and could have stifled the wind-down of certain former RDAs for decades to come.

Specifically, the RDA budget proposal would have authorized, " ... Successor Agencies who have funding remaining from 2011 bonds issued by the former redevelopment agency to use the remaining bond proceeds for purposes related to affordable housing, and to deem remaining property related to its Long Range Property Management Plan surplus property and sell it to a non-profit housing developer or a housing authority to be used for affordable housing."

Due to the nature of the state budget process, official language of the complete proposal never made its way into print publicly. However, understanding that the above description was similar to our past advocacy work on measures introduced as recently as this year, CSDA immediately took an oppose position. CSDA advocated for the continued timely wind-down of all former RDAs and the defeat of this proposal.

Rallying both grassroots and statewide organizational participation to form a coalition on a truncated timeline, CSDA and its allies in local government and organized labor were successful in defeating this proposal in the conference committee before it could be added to any budget bills.

This comes on the heels of several similar attempts this year to restart some form of RDA including:

- AB 11 (Chiu) envisioned a new form of RDA focused on housing, but CSDA and its coalition partners successfully negotiated a passthrough for special districts, which would keep them whole should this become law. This measure has been tabled for the remainder of the year.
- SB 15 (Portantino) would have allowed RDA successor agencies to begin new projects. CSDA opposed until it was amended. The measure failed to pass out of the appropriations committee
- SB 532 (Portantino) Similar to the budget conference item above, it would have created a statewide RDA Successor Agency authorization to spend bond proceeds on new projects rather than wind down the agency itself. This measure was amended to only impact one RDA within the city of Glendale. This measure continues to make its way through the legislative process.

CSDA will continue to remain vigilant on these and other revenue measures as final budget trailer language is adopted and passed in the coming weeks.

For questions or comments please contact Legislative Representative Anthony Tannehill at anthont@cdda.net.



Governor Newsom Reaches Deal for First Budget

After months of negotiations, Governor Gavin Newsom and California lawmakers reached a deal on the 2019-20 State Budget, which will take effect in July 1, following the Governor's signature. An extraordinary budget surplus was used to expand healthcare and other programs, while also setting aside billions of dollars in reserve funds in anticipation of an economic downturn.

The \$214.8 billion budget deal, passed by both houses of the State Legislature, includes new spending on schools and homelessness, while bringing the total in the "Rainy-Day" surplus fund to \$19 billion.

Some aspects of the budget bill include:

- \$98 million to let undocumented young adults under age 26 enroll in Medi-Cal.
- An individual mandate penalty to fine people who don't buy health insurance.
- Nearly \$13 million for communities affected by the Camp Fire in Northern California (\$7 million of which will be going to the Paradise Irrigation District, which lost almost all of their customer base in the fire, to help cover one year of operations).
- Over \$2 billion to address housing and homelessness, including \$250 million to help cities and counties plan for new housing as well as an additional \$650 million for local government assistance to homeless programs.
- Extension to paid family leave benefits from 6 weeks to 8 weeks beginning July 1, 2020, and reduction of the reserve requirement for the Disability Insurance Fund from 45 percent to 30 percent beginning July 1, 2019.
- A plan to fund safe and affordable drinking water projects with a statewide tax on water was abandoned, but the budget appropriates \$130 million per year (planned through 2030) from the Greenhouse Gas Reduction Fund to clean up drinking water in some parts of the state.

If you have any questions about the state budget, contact Legislative Analyst – Attorney Mustafa Hessabi at mustafah@cdda.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

Email Retention Bill Receives Significant Amendment – Still Moving

[AB 1184](#) by Assemblyman Todd Gloria (D-San Diego), which will require public agencies to keep all of their emails for two-years, continues to move through the State Legislature. However, CSDA and our opposition coalition partners have been in ongoing discussions with the author's office about amending the bill to remove the retention requirements from the California Public Records Act (CPRA). This amendment would allow eligible agencies to seek reimbursement for the additional costs related to AB 1184 through the mandate reimbursement process. If this amendment is accepted CSDA would remain opposed, but the amendment would represent a significant improvement to the bill.

AB 1184 is a data retention mandate being touted as a “transparency measure.” It is worth noting that this legislation creates no new public record disclosure requirements, nor does it alter the exemptions within the CPRA. [AB 1184](#) does not provide the public with any greater access to records than is already available to them.

CSDA, together with a growing coalition of public agencies, is opposing AB 1184 but we need your help. We are looking for examples of email and record retention policies from districts that we can use as an example of why this bill isn't needed.

If your district has a written email and or records retention policy, please email it to CSDA Senior Legislative Representative, Dillon Gibbons at dillong@csda.net. Any examples you provide will be kept anonymous by CSDA absent your express permission to use your district's name.



➤ 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.

Legislation Seeks to Reduce Housing Costs by Increasing Cost of Living on Residents

Two priority bills opposed by CSDA, SB 13 (Wieckowski and AB 1486 (Ting), continue to move through the State Legislature, with SB 13 set for hearing July 10 in the Assembly Local Government Committee and AB 1486 moving to the Senate Appropriations Committee in August. Both bills seek to address California's affordable housing needs by placing new restrictions on special districts and other local governments that will have the unintended consequences of driving up the cost of fire protection, water, sewer, parks, and other essential local services.

CSDA is calling on all special districts to submit letters of opposition to your legislators. Please copy CSDA so we can track this grassroots effort and ensure your letters reach all appropriate parties. It is not too late to engage. These bills will likely be heard in their respective fiscal committees during the last two weeks of August. Sample letters are available for download at csda.net/take-action.

Development Impact Fee Prohibitions (SB 13)

SB 13 prohibits impact fees for accessory dwelling units (ADUs) smaller than 750 square feet and limits impact fees for ADUs larger than 750 or more square feet to 25 percent of the impact fees otherwise charged for a new single-family dwelling on the same lot.

The author recently accepted amendments to remove connection fees and capacity charges from the bill, satisfying most concerns from water and wastewater districts. However, the measure would still apply to any other form of development impact fees charged for fire protection, parks, flood control, or other infrastructure.

Given that revenue for local governments is tightly restricted by the California Constitution, fees are one of the few ways that special districts can fund the infrastructure needs of those moving into a community. If you have any questions about AB 1486 or SB 13, please contact CSDA Legislative Representative Anthony Tannehill at anthonyt@csda.net.

Surplus Land Restrictions (AB 1486)

AB 1486 requires special districts and other local agencies to offer surplus land to affordable housing developers before disposing of the land in a manner that might otherwise best meet the needs of the agency and the community. As originally introduced, the bill applied to both the sale and lease of land. It has since been amended to limit the bill to the sale of land, but the bill sponsors continue to press for leasing restrictions to be reinserted.

Among CSDA's concerns with AB 1486, it would restrict local agencies from selling land for certain beneficial uses, such as a solar power purchase agreement, without going through the Surplus Land Act (SLA) and offering the land to affordable housing. It would also preclude even informal negotiations on land sale prior to going through the SLA. Any agency that errors in properly complying would receive a fine in the amount of 50% of the value of the land at issue.

If you have any questions about AB 1486, please contact CSDA Legislative Analyst – Attorney Mustafa Hessabi at mustafah@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.

Settlement Agreements that Limit Employment Eligibility to be Banned

As currently drafted, [Assembly Bill 749](#) by Assembly Member Mark Stone (D-Scotts Valley) would prohibit termination and no-rehire provisions in settlement agreements that resolve employment disputes in which the worker filed an official complaint. While on the surface this may sound fine, this bill doesn't factor in that many employees may wish to terminate their own employment in agreement for a larger financial settlement. Additionally, the bill fails to consider that employees who have engaged in unlawful or egregious behavior often file complaints against their employers. For example, in sexual harassment cases, it is not uncommon for the alleged harasser to file a complaint against an employer for defamation.

Under AB 749, by simply filing a complaint of defamation through the employer's internal complaint process the alleged harasser would be protected and have the right to seek re-employment at the same workplace, with the same employee whom the individual harassed. Even in discrimination cases, the underlying issue is generally whether the employee was terminated for a lawful reason (harassment, insubordination, theft, etc.) versus a protected classification. To the extent the employer has valid evidence that supports the lawful basis for the termination, the employer should be able to prevent the re-hire of the same employee that the employer already determined was unsuitable for the job. AB 749, however, would limit the all employers' ability to do so.

CSDA is opposed to this measure and has joined a coalition opposing the bill which includes other public agency employers, as well as the California Chamber of Commerce and other private industry employers.

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



➤ LEGAL ADVOCACY

CSDA is the leading legal advocacy voice for all special districts regarding public policy in California and actively tracks and reviews cases of significance affecting special districts in state and federal courts. Under the guidance of CSDA's Legal Advisory Working Group, CSDA files amicus briefs and opines on court cases when appropriate.

CA Supreme Court Declines to Review Case Involving State's Refusal to Pay for Mandates

On June 20, the California Supreme Court denied a petition for review filed by special districts in the [Paradise Irrigation District, et al. v. Commission on State Mandates](#) case related to the State of California's refusal to pay districts for state mandated local programs as required by the State Constitution. The court did not share the reasoning for denying the petition for review. Because of the denial, the Third District Court of Appeals opinion stands, which held that despite the majority-protest requirements of Proposition 218, water and irrigation districts have sufficient "authority" to collect rates or fees from local residents to pay for the costs of programs or services mandated by the state, and therefore are ineligible for reimbursement from the state to pay for the mandated programs and services.

Ultimately, the Commission on State Mandates denial for reimbursement and the decision of the Third District Court will likely force Californians to choose between sacrificing the quality of their local services and paying ever-higher local utility rates to fund new state programs. CSDA has tracked this matter over the past three years, and reported the issue in previous [eNews articles](#).

Pursuant to Article XIII B, section 6 of the California Constitution, whenever the legislature or any state agency mandates a new program be implemented, or a new service required, the state must provide a reimbursement for the cost of implementation and increased levels of service. CSDA asked the California Supreme Court to review and reverse the decision of the Third District Court of Appeals, which decided in March that water and irrigation special districts are ineligible for reimbursement for state-mandated programs and services because they have "authority" to impose increase fees and rates to comply with state programs.

Local governments argued that Proposition 218 limits their ability to levy rates and fees without voter consent. However, the Third District held that the California Water Code provides water districts and irrigation districts statutory authority to "fix and collect charges" for services provided, and that the Proposition 218 protest procedure requirements do not divest them of their authority to levy such charges. On May 20, CSDA led a local government coalition, including the California State Association of Counties (CSAC) and Association of California Water Agencies (ACWA), in submitting a letter to the Supreme Court of California, urging the court to grant the petition for review. CSDA's [letter](#) in support of the petition for review argued that the power to increase revenue for a local agency rests with the voters, stating "If voters have the power to deprive the local government of its 'authority' to levy a new or increased fee, then the ultimate authority unquestionably resides with the voters, not the local government." Unfortunately, the petition was denied, and the case will not move forward.

If you have any questions about this case, contact Legislative Analyst – Attorney Mustafa Hessabi at mustafah@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

Districts Make the Difference has launched the 2019 Student Video Contest! The new submission period is open now until **September 30** to allow more students to participate.

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

Please join CSDA in celebrating their 50th anniversary as an association at the Annual Conference and Exhibitor Showcase in Anaheim from September 25-28! This year, the conference will start off with pre-conference workshops on Wednesday, September 25 such as the SDLA Governance Foundations trainings and 50th Anniversary Bonus Sessions. Listen to keynote speaker, Erik Qualman, on habits that drive success and happiness for you employees and constituents. Do not miss out on the 50th Anniversary Celebration!

Check out the official 2019 Annual Conference and Exhibitor Showcase page [at csda.net/AnnualConference](https://csda.net/AnnualConference) to register and view the complete schedule!

Utilize Resources

CalTRUST, the pooled investment program endorsed by CSDA, has added a new environmentally conscious investment fund to their product lineup: the BlackRock Liquid Environmentally Aware Fund (LEAF). The investment objective of LEAF is to seek as high a level of current income as is consistent with liquidity and preservation of capital while giving consideration to select environmental criteria. LEAF is just one of the investment accounts offered by CalTRUST; all accounts are in full compliance with California government code. For information on your agency's investment options, visit caltrust.biz or contact CSDA.

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.