



AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – October 28, 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
- c. Adoption of Agenda
- d. 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 September 23, 2019 Pages#3-7
- Departmental Monthly Reports – September 2019 Pages #8-15

4. Consideration of Items Removed from the Consent Calendar

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

5. Reports (Information)

- a. Update on Public Unified School District Closures
Jennifer Lee, Town Council, Chair of the Education Committee
- b. Reports of Support Groups
 - (i) Altadena Library Foundation
 - (ii) Friends of the Altadena Library

- c. District Director's Report
 - (i) Library General Operations Pages #16-22
 - (ii) Technical Services Presentation – Carlene Chiu
 - (iii) Staff Association History – Yuni LaFontaine
- d. Financial Reports – August 2019 Pages #23-34
- e. Committee Reports
 - (i) Budget Committee
 - (ii) Facilities Committee Page #35
 - (iii) Strategic Planning Committee Pages #36-50
 - (iv) California Voting Rights Act Committee
- f. Trustee Reports
 - (i) Government Relations Liaison Pages #51-52

6. Unfinished Business

- a. Art Restoration Update. George Gardner Symons. (Discussion) Page #53
- b. Review and Approval of Resolution 2019-09 – Updates to Board Of Trustees Policies And Procedures (Action) Pages #54-94
- c. Review and Approval of Updated Investment Policy (Action)
- d. Review And Approval To Rescind Resolution 2019-02 Establishing Authorized Signers For Chase Bank, Transfer Accounts From Chase To Pacific Western, And Accept The Pacific Western Certified Corporate Resolution Authorizing District Representatives To Act As Signatories (Action) Pages #95-96
- e. Brown Act Refresher (Information)

7. New Business

- a. Review and Approval of Updated Video Surveillance Policy (Action) Pages # 97-100
- b. Review and Approval of Addendum to Employment Contract with Interim Library Director (Action) Pages #101-102

8. Correspondence Pages #103-121

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 – September 23, 2019 – 5:00 p.m.

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

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1. Call to order, Roll Call, Public Comment on Closed Session Agenda

<https://youtu.be/jnLplzSO7sg?t=3>

Call to Order: 5:00

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

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. PUBLIC EMPLOYEE APPOINTMENT
Pursuant to Government Code Section 54957
TITLE: DISTRICT DIRECTOR
2. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6
Unrepresented Employee: District Director
Agency Designated Representative: Terry Andruess, President of the Board of Trustees

3. Recess into Open Session and Public Report of Any Reportable Action from

Closed Session (Section 54960 et seq.)

The Board went into Closed Session from 5:02 to 5:22 p.m.

Moved by Trustee Clark to appoint Nikki Winslow as District Director

Second by Trustee Capell

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

Absent: Trustee McMullins

Trustee Kahn and Ms. Winslow provided their comments

4. Open Session <https://youtu.be/jnLplzSO7sg?t=380>

- a. Approval/Reordering of Agenda Items

b. Adoption of Agenda

Moved by Trustee Capell to adopt the agenda

Second by Trustee Clark

Interim Director Cleary noted the need for removal of the agenda item to review the Investment Policy, the resolution for Rosenberg's Rules, the Resolution for the Electronics Communications Policy, and the lettering of the New Business Items.

Previous Motion rescinded by Trustee Capell

Moved by Trustee Capell to amend the agenda as presented

Second by Trustee Capell

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

Absent: Trustee McMullins

Moved by Trustee Clark to adopt the agenda as amended

Second by Trustee Kahn

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

Absent: Trustee McMullins

c. Public Comment on Non-Agenda Items <https://youtu.be/jnLplzSO7sg?t=728>

Public Comment: Eugene Hutchins, Mark Mariscal

5. Consent Calendar

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

- Approval of Minutes –
Special Meeting held August 22, 2019
Regular Meeting held August 26, 2019
- Departmental Monthly Reports – August 2019

Moved by Trustee Clark to approve the consent calendar

Second by Trustee Kahn

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

Absent: Trustee McMullins

6. Consideration of Items Removed from the Consent Calendar

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

7. Reports (Information) <https://youtu.be/jnLplzSO7sg?t=1385>

- a. Reports of Support Groups
 - (i) Altadena Library Foundation – **Bridget Brewster reported**
 - (ii) Friends of the Altadena Library – **Mark Mariscal reported**
- b. District Director's Report – August 2019
 - (i) Library General Operations – **Interim Director Cleary reported.**
 - (ii) Library Collection – Estella Terrazas

Estella Terrazas presented.

(iii) Facilities Presentation – Jonathan Arevalo

Jonathan Arevalo presented.

c. Financial Reports – July 2019 <https://youtu.be/jnLplzSO7sg?t=5044>

Nicole Fabry reported

The Board went into recess from 6:45 to 6:58 p.m.

d. Committee Reports <https://youtu.be/jnLplzSO7sg?t=5234>

(i) Budget Committee

(ii) Facilities Committee – **Trustee Capell reported**

(iii) Executive Search Committee – **Trustee Kahn noted the Committee dissolved.**

(iv) Strategic Planning Committee – **Trustee Clark reported.**

(v) California Voting Rights Act Committee

e. Trustee Reports

Trustee Clark, Trustee Andrues

8. Unfinished Business

a. Brown Act Refresher (Information) **Kylynn Chaney presented**

b. Review and Approval of Resolution 2019-07 for Updated Records Retention Policy

(Action) <https://youtu.be/jnLplzSO7sg?t=6876>

Moved by Trustee Clark to approve Resolution 2019-07

Second by Trustee Capell

Aye: Trustee Kahn, Trustee Andrues, Trustee Capell, Trustee Clark

Absent: Trustee McMullins

c. Review and Approval Resolution for Electronic Communication Retention Policy

(Action) <https://youtu.be/jnLplzSO7sg?t=7020>

Moved by Trustee Kahn to approve the Electronic Communication Retention Policy

Second by Trustee Clark

Aye: Trustee Kahn, Trustee Andrues, Trustee Capell, Trustee Clark

Absent: Trustee McMullins

9. New Business <https://youtu.be/jnLplzSO7sg?t=7279>

a. Review and Approval of Employment Agreement Appointing District Director (Action)

Public Comment: Mark Mariscal

Moved by Trustee Kahn to approve the Employment Agreement Appointing District Director

Second by Trustee Clark

Aye: Trustee Kahn, Trustee Andrues, Trustee Capell, Trustee Clark

Absent: Trustee McMullins

b. Review and Approval of Addendum to Employment Contract with Interim Library

Director (Action) <https://youtu.be/jnLplzSO7sg?t=7800>

Moved by Trustee Clark to approve the addendum to the Employment Contract with Interim Library Director, adjusting her salary retroactive to August 26th to the Current Rate.

Second by Trustee Kahn

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

c. Review and Approval of ~~Resolution 2019-09~~ Rosenberg's Rules of Order (Action)
<https://youtu.be/jnLplzSO7sg?t=7895>

Moved by Trustee Capell to adopt that the Board of Trustees follow Rosenberg's Rules of Order

Second by Trustee Kahn

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

d. Selection of Consultant for Human Resources Services (Action)
<https://youtu.be/jnLplzSO7sg?t=8054>

Moved by Trustee Clark to use Koff & Associates, as well as Best Best & Krieger for Human Resources Services

Second by Trustee Kahn

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

e. Banking Services Selection (Action) <https://youtu.be/jnLplzSO7sg?t=8684>

Moved by Trustee Clark to use Pacific Western Bank for Banking Services

Second by Trustee Kahn

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

f. Review and Approval of Investment Policy (Action) **Deferred to Next Meeting**

g. Review and Approval of Electronic / Internet Policy
<https://youtu.be/jnLplzSO7sg?t=8931>

Moved by Trustee Kahn to approve the electronic/internet policy

Second by Trustee Clark

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

h. Review CalPERS Benefits/Open Enrollment (Information)
<https://youtu.be/jnLplzSO7sg?t=9420> **Nicole Fabry Reported.**

i. Request for Partial Closure on November 4th for Strategic Planning (Action)
<https://youtu.be/jnLplzSO7sg?t=9702>

Moved by Trustee Capell to approve the partial closure on November 4th, from 10 a.m. to 1:30 p.m.

Second by Trustee Clark

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

- j. Review and Approval of Updated Library Rules of Behavior (Action)
<https://youtu.be/jnLplzSO7sg?t=9807>

Moved by Trustee Clark to approve the Updated Library Rules of Behavior

Second by Trustee Kahn

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

Absent: Trustee McMullins

- k. Review and Approval of Facilities Use Agreement between the Altadena Library District and Christmas Tree Lane Association (Action)

<https://youtu.be/jnLplzSO7sg?t=10294>

Tony W. and Scott W. were in attendance from Christmas Tree Lane Association and provided their comments.

Moved by Trustee Clark to approve the Facility Use Agreement

Second by Trustee Capell

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

Absent: Trustee McMullins

- l. Approval of Resolution 2019-10 Authorizing an Amendment to CalPERS Contract (Action) <https://youtu.be/jnLplzSO7sg?t=11150>

Moved by Trustee Clark to approve Resolution 2019-10

Second by Trustee Kahn

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

Absent: Trustee McMullins

- m. Certification of Final Action of Governing Body for CalPERS Contract Amendment (Action) <https://youtu.be/jnLplzSO7sg?t=11314>

Moved by Trustee Clark to approve the Certification

Second by Trustee Kahn

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

Absent: Trustee McMullins

- n. Review and Approval of Updated Board of Trustees Calendar (Action)
<https://youtu.be/jnLplzSO7sg?t=11408>

Moved by Trustee Clark to approve the Board of Trustees Calendar

Second by Trustee Kahn

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

Absent: Trustee McMullins

10. Correspondence – Trustee Capell provided his comments regarding ACA-1

11. Proposed Future Agenda Items - Resolutions

12. Adjournment

Moved by Trustee Clark to Adjourn, Second by Trustee Capell

Meeting adjourned at 8:47 p.m.



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

DEPARTMENT: Teen Services

MEETING DATE: September 23, 2019

PREPARED BY: Isabelle Briggs

LOCATION: Community Room

Programming Highlights:

Teen Services offered four stand-alone programs in the month of September with a total of 18 teens participating. Teen Fab Lab hours, held every Wednesday afternoon, saw a total of 21 participants over 4 weeks. Teen Gaming Hours, which are Thursday and Friday afternoons, had 24 participants over 6 days (the library was closed to the public on Thursday 9/19 and Friday 9/20 for strategic planning meetings). The total number of participants for all teen programming for the month of September was 63.

The Teen Space is seeing more regular usage throughout the week. I have begun collecting statistics on after school teen visitors in the space, and the busiest days of the month have seen on average between 10-15 visitors.

This month I observed the unofficial Dungeons and Dragons club which meets at the library. This club has is run by a library volunteer and has between 6-8 regular participants ages 10-14. It is not currently an official Teen Services library program, and the volunteer just runs it for the benefit of the current group of users who have been meeting for several months now. We are exploring different strategies for making it a more structured and robust teen library program.

Class Visits:

On Thursday 9/12 and Friday 9/13, over 150 middle school students from Aveson Charter schools visited the library. We made 54 new library cards for students and provided a basic introduction to library resources. We are planning subsequent monthly visits with the two teachers whose classes participated.

Outreach:

In collaboration with Outreach & Marketing and Children & Family Services, we held an event for local Altadena teachers in order to start a discussion on how best to collaborate on student services. An art teacher from John Muir High school attended and we exchanged ideas on how to create library programming that would support the perceived needs of her students.



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

DEPARTMENT: Facilities
PREPARED BY: Jonathan Arevalo

MEETING DATE: October 28, 2019
LOCATION: Community Room

Facilities Highlights for the Month of September:

The Facilities Department continues in the month of September to expedite projects and issues that were mentioned in our Facilities Assessment Report and the normal day to day operations of the library.

The Passport Office had some long overdue minor renovations done in the month of September. New bulletin boards, electrical work and fresh paint were part of the upgrades.

New electrical receptacles (outlets) were added to the Main Library to facilitate current and future needs for programs, sound system, emergency lighting and outdoor lighting events. The new indoor receptacles were used immediately for the Taste of Dena event. The newly added outdoor receptacles which included a timer will be used in the near future when our Deodar Cedar trees will also be included with the lighting of the trees on Christmas Tree Lane during the holidays.

Our main sewer line had a major clogging backup due to tree roots and other pipe issues. Western Rooter came out and cleared our sewer line with a Hydro-jet and suggested that some of our main sewer line piping should be replaced in the near future.

Some Irrigation valves at the Main Library were replaced or repaired.

A fire inspection was performed at the Main Library by the L.A. County Fire Department in September. Some minor issues were mentioned and have been and are being addressed and repaired.

One of the issues that was brought to our attention was the keys in our Knox Box. The Knox Box has a copy of our building keys to enter the building during a fire or after hour emergency and the box is only accessible by the Fire Department. When the box was first installed, the keys inside the box may have been pertinent at the time, but upon further inspection they were either incorrect, no longer in use and not labeled.

The Facilities Department promptly resolved the issue by rekeying the main entrances to one key, adding a keycard, reducing the number of keys down to four (Master, Main Entrances, Electrical Room, Tech Services/Admin/Staff Break Room Doors) and master code to all keypad door.

Fire Department put keys into Knox Box.

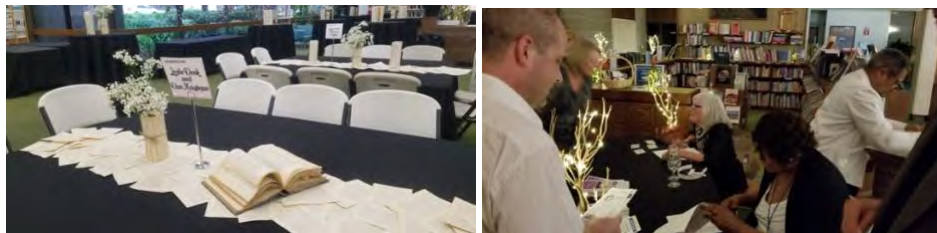
Main irrigation line repaired and new ball valve shut off installed at Bob Lucas Branch Library.

September was a busy month with The Friends Book Sale and The Altadena Library Foundation's Taste of Dena Event. Thank you to all of the community members and Altadena Library volunteers who worked to make both of them successful.

Volunteers from our community, St. Francis, They Scouts of America and Marshall High School's Puente program, came together to help at The Friends of The Altadena Library book sale. Together they performed over 300 hours of service!



Volunteers helped to make Taste of Dena an enjoyable night, helping with decorations, setting up and during the event.



Activity	Hours
ALD Board of Trustees	11.5
Altadena Library Foundation Board	41
Book Sale	113.5
Children's Programs	2
Dungeons and Dragons	4
Fab Lab/3D Printing	32.5
Friends of The Altadena Library	201.5
Homework Helper	12
Technology	3
Literacy Tutor	11.5
Second Saturday	2
Shelf Reading/ Shelving Books	8

Activity	Hours
Taste of Dena	46

Volunteer Hours at The Altadena Library District. Total Hours: 488.5

**39 Adults performed 301 hours of volunteer service in September.
35 Teens performed 159.5 hours of volunteer service in September
9 Children performed 28 hours of volunteer service in September.
83 people served an average of 5.885 hours**

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

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

MEETING DATE: October 28, 2019
LOCATION: Community Room

September was a month of learning, growth, and celebration in the Children's department.



National Hispanic Heritage Month kicked off September 15th and with the designing skills of Chloé Cavalier and assistance from Mikayla Arevalo our department set up a beautiful display celebrating Latinx leaders and books, most of which have happily flown off the shelves.

We were delighted to welcome Cindy Teyolia to our team this month. Cindy is getting her MLIS at San Jose and comes to us from her fellowship at the Brooklyn Public Library in New York where she developed and designed a brochure on legal resources for immigrants that is now part of the core materials dispersed in their system and at outreach events. A hard worker and quick learner, she's already an asset to our team!

Mid-September I attended the Abriendo Puertas/Opening Door training on leading parenting workshops. The evidence-based workshops are built to empower parents as their children's first teachers and share techniques with parents that will set their children up for success in school and life. Our team will be bringing those parenting workshops to the public in Spring 2020 to fulfill the grant and share the wealth of knowledge gained in the training.

Helen and I also had the opportunity to attend the Growing Together PASadena site training. We visited 7 locations part of the network that offer early education, early literacy, medical, dental, vision, and nutrition services/benefits for low-income families with children ages 0-5. As

the November 15th launch event approaches, we look forward to being part of this referral network so we can better serve families with young children in need of support. As a site we will have our own launch date, still to be determined, where we'll be able to provide specialized hours for patrons with questions about early literacy and ask for referrals to the other community resources.



Finally, children and their caregivers enjoyed another NASA @ My Library program run by Ms. Helen. 30 attendees used infrared thermometers to measure different temperatures on the Earth's surface, learned about galaxy pinwheels and decorated cookies to look like Earth. Nothing goes together like science and snacks! Helen has been getting positive feedback from patrons and will run another STEAM program in October.

In early October I participated in a training on how to use the Diverse Bookfinder Collection Analysis Tool. With the CAT we will be able to analyze our picture book collection and get a sense of where our collection is and what additions we could make to improve inclusion and making it representative for our community. Conducting this analysis is one of our departmental goals this fiscal year, and we're looking forward to diving in. That and more exciting things are on the horizon for Children's & Family Services.



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

DEPARTMENT: Bob Lucas Branch

MEETING DATE: October 28, 2019

PREPARED BY: Carlene Chiu

LOCATION: Community Room

A few minutes before 10am, there are a few people milling around the entrance eager for the Branch to open its doors. Prior to that, Branch staff is checking in items and returning them on the shelf. They are preparing to open. At 10am when the Branch opens, patrons spill into the Branch and occupy the desktop computers. The desktop computers quickly fill up. A couple of regulars come in and set up their laptops and study materials on their favorite tables and get comfortable in their spots in preparation to study for the day. A regular patron is studying for her nursing exam and another is working on her laptop. People come in to make copies and scan documents. A Spanish-speaking man comes in and needs help printing. Modesta helps him.

If it is a Thursday, there is a baby story time at 10:30. The Branch soon fills up with the sounds of reading, singing, rhymes, and the coos of babies. Afterwards, the caregivers and babies play with bubbles from our bubble machine and look at the books together. The caregivers check out books and chat with the staff.

Around 11am adult literacy tutors and learners come in and occupy the desk designated for literacy in the corner of the Branch. Some of the tutors work with more than one student and do back to back tutoring sessions. Thursday is a particular busy day where many tutor sessions take place either in the literacy corner, the middle seating area, or at the Church across the street. Soon the sounds of people reading aloud or working with their tutors fill the space. Also, at 10:30-12:00 there is a Branch ESL class taking place at the Church which is run by Modesta.

In the afternoon there is a craft for all ages. This month's craft is to transform mason jars into Halloween candle holders. A mom comes in with her three kids to participate in the craft. Another mom and her toddler join in the fun while her infant sleeps in his stroller. A grandmother and her grandson come to decorate a jar. Michelle does a great job interacting with the participants and helping them with the craft. While the activities go on, Aaron is doing a great job helping patrons check out materials, copy, and print.

Meanwhile, a returning tutor, new learner and I are meeting for the first time. The tutor and learner get situated and start their first tutoring session. The craft program is finished, and the delighted participants take their new creations home. Afterschool, kids hang out and study at the Branch.

Thursday is a late night for the Branch. During the evenings the patrons continue to use the space to study. The computers are occupied, and patrons are coming in to pick out some DVDs to watch for the evening. A (private) tutor is using the space to meet with his client.

The neighborhood is abuzz with a new coffee establishment being open down our same street. - a new place to get coffee in Western Altadena. There is also news that Franklin Elementary school is closing.

This describes a typical day at the Branch. As the Interim-Branch Manager I am getting to know the needs of the patrons from our community. I am getting to know the patrons who visit and use the Branch. I am reacquainting myself with Branch staff, patrons, learners, and students. I am getting to know the Branch collection and familiarizing myself with Branch programs, procedures, and the literacy program. I am getting to know the concerns of the neighborhood and stories of the patrons that walk into our doors.



**BOARD OF LIBRARY TRUSTEES
Director Report**

DEPARTMENT: Administration

MEETING DATE: October 28, 2019

PREPARED BY: Cindy Cleary

LOCATION: Community Room

Transition:

Thank you to the Trustees, the Friends, the Foundation, staff, and the community for ongoing support throughout my tenure as Interim Director. It has been a pleasure working with everyone. After almost forty years with Glendale it was a pleasant surprise to be offered an opportunity to work with another library system. It has been especially fulfilling to be in Altadena during a time of transition and transformation. The dedication throughout the library and community to the mission of the Library is exceptional. There is no doubt that a bright future is ahead as a strategic plan is finalized and the architectural studies of Main and Bob Lucas begin. I am thankful to have played a small role in helping to get to this next phase. I will miss working in Altadena but am excited that Nikki Winslow has accepted the position as District Director. I wish everyone the best in all future endeavors.

The staff eagerly awaits Nikki's arrival on November 4. To assist in her transition as District Director she is being sent upcoming meeting schedules and information about pending projects and programs. I have compiled informational notebooks regarding policies, job descriptions, budget, Board meetings, and pending projects including the work with Architectural Resources Group, Best, Best & Krieger, and Koff & Associates. I look forward to working with Nikki, as her schedule permits, during her first two weeks with Altadena.

In anticipation of a permanent Director being appointed, some of my attention has been given to reviewing District policies and job descriptions. The first step was tracking down what existed, as neither were consolidated in any format. All Board approved job descriptions are now available in a notebook in the Director's Office. Because many of them are out-of-date and will be reviewed as part of the analysis by Koff & Associates, we have held off on posting them on the website. District policies were also reviewed. There is still quite a lot of work to accomplish in creating new policies and reviewing existing policies that are either out-of-date or in need of Board approval. The attached spreadsheet reflects the status of the work to-date, with suggestions for additional policy development. Hopefully this will give Nikki and Trustees a starting point for discussion. Thanks go to Klynn, Nicole and Stella who spent a considerable amount of time researching District documents to pull this all together.

Special Meeting:

A Board of Library Trustees Special Meeting is scheduled for November 7 at 7:00 p.m. The meeting will give Trustees and members of the community a chance to review the final Strategic Plan draft before it is presented for final adoption at the Board meeting on November 25.

Grants and Request for Proposals:

The Altadena Library Foundation accepted a \$15,000 grant from the Pasadena Community Foundation on behalf of the District. The grant, which staff wrote in partnership with the Foundation, will allow purchase of a portable Microsoft Surface Hub that can be used by staff and the public for collaborative work. Christopher, the District I.T. Manager, is handling the purchase.

Thank you to the Friends of the Library who recently approved additional funding for the Library. The approved list includes a three-concert chamber music series, ten additional Hot Spots, Spanish language materials for children, educational toys, and parent shelf materials. The \$7,800 contribution is in addition to the \$26,700 that was approved earlier this year.

Christopher has issued two Request for Proposals. Funding is available in the approved 2019/2020 budget.

- Emergency Alert and Public Announcement System
- CCTV Internal Video Expansion (Surveillance Cameras)

Training:

With an ongoing goal of supporting professional development, Nikki Winslow and Nicole Fabry are scheduled to attend the CALPELRA (California Public Employers Labor Relations Association) Annual Training Conference from November 19-22, in Monterey. CALPELRA is a non-profit association comprised of public sector management representatives responsible for human relations programs. The annual conference provides an opportunity to learn from other professionals and develop skills in the fields of public sector labor relations and human resources. The conference is timely with Nicole's new assignments resulting from the termination of HRNetwork, Nikki's role as overseer of the District's HR department, and as we embark on the upcoming reviews by Koff and BBK. Information: www.calpelra.org

Kylynn Chaney will be attending the California Special District Association 2019 Secretary/Clerk Conference from November 11-14, in Monterey. This conference provides continuing education opportunities to ensure people in these positions are kept current with board practices and recent legislation. This will be Kylynn's third year of attending the conference. Information: <https://boardsecretary.cstda.net/home>

Personnel

Jesse Lopez begins his new position as Adult Services Manager on Monday, October 28. Jesse comes to Altadena with an impressive background that includes a B.A. in History from U.C. Santa Barbara and an MLIS from Wayne State. His most recent position was with Arizona State University where he served as Director of Learning Services overseeing a staff of 55 across 4 campuses. He is fluent in Spanish and has a wide range of interests that he brings to the District. Prior to becoming a librarian Jesse served in the United States Marine Corps as a Spanish Crypto-Linguist. Jesse is a native of the San Gabriel Valley where his family still resides.

Cindy Teyolia was newly hired as a Library Associate working in the Children's Room at Main Library. She recently completed a ten-month fellowship at the Brooklyn Public Library where she assisted with literacy and immigrant programs. Cindy also assisted with children's



programming including bilingual story times; technology instruction and activities; and arts and crafts. As a result of enjoying her work at the Brooklyn Public Library, Cindy enrolled in the San Jose State MLIS program. Cindy recently relocated to Pasadena.

Ben Eisen recently accepted the position of Library Page at Main. He is currently a student at Pasadena City College, enrolled in their Certificate of Library Technology program. Ben spent the past five years as a performing artist in music and acting, and previously held office jobs. Ben is excited about putting, "all of my life experiences and knowledge into a career in library science, where I'll have the chance to obsess over keeping things in order, and still be surrounded by my other true passions - music, art and knowledge."

The Children and Family Services Manager position recruitment is ongoing.

POLICY AND JOB DESCRIPTION SUMMARY

October 2019

ALTADENA POLICIES AND PROCEDURES	CATEGORY	LAST BOARD APPROVAL	REVIEW NEEDED	NOTE
Art Display Policy	General	10/28/2002		Revised 4/25/17, Board Approval Unknown
Behavioral - Exclusion Letter	Library Operations	No	X	Created 2010
Behavioral Policies	Library Operations	6/24/2014	X	Replaced by Code of Conduct
Behavioral Policies - Disruptive Behavior		9/27/2010	X	Included in Emergency Action Plan Manual- Section 5
Borrowing Polices - Chromebooks Policy/Borrower Agree	Library Operations	9/25/2012	X	
Borrowing Policies & Procedures	Library Operations	4/24/2017	X	
Borrowing Policies: Library Cards for Foster Youth Policy	Library Operations	No	NA	Document Date: 1/24/07
Borrowing Policies: Laptop & Chromebook Agreement, Library Owned	Library Operations	No	NA	From Ryan's Files - 2017 or 2018
Borrowing Policies: Laptop Agreement	Library Operations	No	NA	Document Date: 1/11/16
Borrowing Policies: Library Card Application	Library Operations	No		NA
Catastrophic Leave	Personnel	8/24/2007	X	To include in Employee Handbook update
Circulation - "OPOS General Policies"	Library Operations	No		Found in Ryan's files - 2017 or 18
Code of Conduct	Library Operations	9/23/2019		
Code of Ethics	General	ALA		To include in Collection Development Policy
Collection Development Policy	Library Operations	10/28/2002	X	Includes Library Bill of Rights('96); Freedom to Read ('00) Includes Selection, Purchase, Weeding, Gifts, Challenges, etc.
Computer & Internet Policy	Library Operations	9/23/2019		
Computer Use and Internet Safety Policy	Library Operations	Unknown	X	Document Date: 10/23/15, See Computer & Internet Policy
Computers Provided by ALD	Library Operations	Unknown	X	Document Date: 12/2/2015
Conflict of Interest	General			
Display of Promotional Literature Provided by Community Organizations on District Property	General	5/23/2011	X	
Dress Standards	Personnel	6/24/2019		Prior version in Employee Handbook
Electronic Communication Retention Policy	General	9/23/2019		
Emergency Action Plan	General	9/27/2010	X	Emergency Action Plan Manual - Separate Document - Includes Bomb Threats, Civil Disorder, Disruptive Behavior, Earthquake,Electrical Failure, Explosion, Fire, Injury, Weather. Incident Report form included in Manual.

POLICY AND JOB DESCRIPTION SUMMARY

October 2019

ALTADENA POLICIES AND PROCEDURES (Continued)	CATEGORY	LAST BOARD APPROVAL	REVIEW NEEDED	NOTE
Employee Handbook	Personnel	1/1/2018	X	All Personnel Policies are in the Handbook developed by HRNetwork, but it is incomplete. Staff also refer to Personnel Policies and Rules (May 19, 2008)
Filming and Photography	General	5/20/2019		Prior version approved 10/23/06
Financial Policies and Procedures Manual	Finance	7/27/2009	X	Includes all Financial Policies. Priority update.
Freedom to Read; Freedom to View	General	ALA		Included in Collection Development Policy. Updated by ALA.
Harassment Policy	Personnel		X	Policy included in Employee Handbook
Holiday Schedule	General		X	In Employee Handbook
Incident Reporting	General		X	See Emergency Action Plan
Informed Consent and Liability Waiver	General	10/20/2019		BBK reviewed - Off-campus programming
Intellectual Freedom	General	ALA		Included in Collection Development Policy. Updated by ALA.
Internet Use and Safety Policy	Library Operations	Unknown		Document date: 11/2/09, See Internet and Computer Policy
Investment Policy	Finance	7/27/2009	X	Included in Financial Policies Manual Prior Policy 3/26/2007
Job Descriptions	Personnel	Various		Separate Notebook
Library Bill of Rights	General	ALA		Included in Collection Development Policy. Updated by ALA.
Library Board of Trustees - Policy	Library Board	4/29/2019		
Library Sponsored Events	General	7/22/2013	X	
Meeting and Study Rooms Policy	General	6/24/2019		Prior Policy Approved 1/23/17
Mileage Reimbursement Policy	Personnel	9/1/2003	X	Included in Employee Handbook (2018)
Milestone Awards/Employee Recognition	Personnel	7/22/2019		Format as Policy
Mission Statement - Tagline - Vision	General	Unknown		Pending Strategic Plan
Naming and Donor Recognition Policy	General	10/26/2015	X	
Org Chart	Personnel	7/1/2019		Continuous Edits
Outside Employment	Personnel	6/24/2019		Included in Employee Handbook (2018) Revised in 2019
Outside Employment Agreement	Personnel	6/24/2019		
Performer's Live Performance Agreement	General	No		Finalized 8/2019; BBK reviewed
Records Retention Schedule	General	9/23/2019		
Travel, Lodging, Mileage & Miscellaneous Expenses	General	10/30/2006	X	Information also including in Employee Handbook (2018)
Travel Reimbursement	Personnel	10/30/2006	X	Reimbursement Form is available. Policy is included in Employee Handbook.
Unattended Children	Library Operations	Unknown		Policy Statement used for Public Posting
Video Surveillance	Library Operations	6/26/2017	X	Pending Approval 10/2019

POLICY AND JOB DESCRIPTION SUMMARY
October 2019

RECOMMENDED POLICY DEVELOPMENT BASED ON REVIEW OF PALOS VERDES, PLACENTIA & GLENDALE POLICY MANUALS				
Affiliations with other organizations	General			
Campaign Material; Collection of Signatures	General			
Confidentiality of Records	General			
Copyright Regulations	General			
Credit Card Policy/Procedures	Finance			
Customer Service Guidelines	Library Operations			
Donations/Art	General			
Facility Contact List	Library Operations			
Foundation: MOU	General			
Friends of the Library: MOU	General			
Gift Acceptance	Library Operations			
Government Regulations (District, State, Federal)	General			
Grant Procedures	General			
Keys	Library Operations			
Lost and Found	Library Operations			
Manager-in-Charge	Library Operations			
Name Badge Policy	Personnel			
Onboarding Process	Personnel			
Physical Contact - Minor Child	Library Operations			
Privacy Statement	General			
Public Address System	Library Operations			
Reproduction and Use of Digital Photography	Library Operations			
Rota: Acting Director				
Sale of Items	General			District owned discards, donations, sale by volunteers
Service Animals in t he Library	Library Operations			
Staff and Community use of Facilities after-hours	Library Operations			
Statistics/Service Indicators	General	Pending		Spreadsheet for data collection developed in 2019
Storage	General			
Subpoenas and Search Warrants/Patriot Act	General			

POLICY AND JOB DESCRIPTION SUMMARY
October 2019

RECOMMENDED POLICIES BASED ON REVIEW OF PALOS VERDES, PLACENTIA & GLENDALE POLICY MANUALS (Continued)				
Support Groups- FOL & Foundation	General			
Telephone Etiquette	Library Operations			
Test Monitoring	Library Operations			
TimeSheet Procedures	Personnel			
Training, Mandatory	Personnel			
Volunteer Policy	Library Operations	Pending	Under BBK Review	
Website Policy	General			
ALTADENA JOB DESCRIPTIONS (Current)	Board Approval			
Job Description - Administrative Assistant	Oct-15			
Job Description - Business Manager	6/24/2019			
Job Description - Custodian	10/27/2008			
Job Description - District Director	10/27/2008			
Job Description - Building Projects Manager	8/26/2019			
Job Description - Gardener	10/27/2008			
Job Description - I.T. Manager	8/24/2015			
Job Description - Librarian (Teen)	8/28/2017			
Job Description - Library Associate	10/27/2008			
Job Description - Library Associate (Collection Dev)	1/23/2017			
Job Description - Library Clerk I	8/28/2017			
Job Description - Library Clerk I (Collection Dev)	8/28/2017			
Job Description - Library Clerk II	8/28/2017			
Job Description - Library Manager	7/22/2019			
Job Description - Library Page	10/27/2008			
Job Description - Marketing and Community Engagement Manager	6/24/2019			
Job Description - Public Services Director	6/24/2019			
Job Description - Volunteer Services Coordinator	1/23/2017			



**BOARD OF LIBRARY TRUSTEES
FINANCE REPORT for October 2019**

DEPARTMENT: Administration

MEETING DATE: October 28, 2019

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Summary Report of Financial Statements for August 2019

August 2019 FINANCIAL STATEMENTS

The following financial reports are for the month of August 2019. The financial statements are unaudited.

As indicated on this report, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a net income of -\$679,070.27. ALD cash and cash equivalents are \$2,605,609.19.

ALD total assets equal \$4,230,531.47.

REVENUE HIGHLIGHTS

In August the District took in \$13,245.00 in passports revenue, and \$58,760.34 in property tax revenue.

Final budget figures for fiscal year 18-19 will be available pending the financial audit which is scheduled for November 25th and 26th.

PAYMENTS FROM SUPPORT ORGANIZATIONS

In August 2019 there were no payments to report.

EXPENDITURE HIGHLIGHTS

In August 2019 there were no expenditure highlights to report.

Altadena Library District
 Profit and Loss Standard
 August 2019

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 10/24/19
 Accrual Basis

	Aug '19
Ordinary Income/Expense	
Income	
FINES & FEES	
4305 — Fees	415.18
4310 — MFM / Printer Revenue	323.44
4340 — Passport Services Fees	13,245.00
4350 — Sales of Products	350.00
Total FINES & FEES	14,333.62
INTEREST INCOME & ADJUSTMENTS	
4210 — Chase Bank	2.56
Total INTEREST INCOME & ADJUSTMENTS	2.56
PROPERTY TAXES	
4020 — Current-Year Unsecured	
4020.00 — Current Unsecured	86,918.20
Total 4020 — Current-Year Unsecured	86,918.20
4030 — Prior-Year Secured	
4030.00 — Prior Secured	3,229.80
4030.05 — Secured Tax Refunds	(0.13)
Total 4030 — Prior-Year Secured	3,229.67
4060 — Special Assessment	
4060.02 — Direct Assessments	402.45
Total 4060 — Special Assessment	402.45
4070 — Supplemental Current	
4010.03 — SB 813 Supplemental	(27,521.45)
Total 4070 — Supplemental Current	(27,521.45)
4075 — Supplemental Prior	
4030.03 — SB 813 Redemption	101.44
Total 4075 — Supplemental Prior	101.44
4080 — Penalties, Interest & Costs-Ref	1,071.60
4220 — County Interest Allocation	(5,441.57)
Total PROPERTY TAXES	58,760.34
Total Income	73,096.52
Expense	
CAPITAL EXPENSE	
7310 — Equipment, Furniture & Fixtures	2,469.75
Total CAPITAL EXPENSE	2,469.75
FACILITIES, GROUNDS & MAINT.	
7210 — Building Maint & Repairs	1,812.50
7220 — Landscape	10,502.27
Total FACILITIES, GROUNDS & MAINT.	12,314.77
LIBRARY MATERIALS	
6115 — Electronic Databases & Subscrip	57.26
6120 — Books	61,824.17
6125 — Audio CD	566.32
6130 — DVD's & Videogames	194.97
6135 — Processing of Materials	597.86

Total LIBRARY MATERIALS	63,240.58
MISCELLANEOUS EXPENSE	
7510 — Miscellaneous Expense	7.98
Total MISCELLANEOUS EXPENSE	7.98
OPERATING EXPENSES	
ADVERTISING & MARKETING	
6618 — Recruitment	334.19
6627 — Advertising / Marketing	198.81
Total ADVERTISING & MARKETING	533.00
Fees	
6745 — Banking & Service Fees	159.50
6746 — Payroll Fees	790.00
Total Fees	949.50
STAFF COSTS & PROF. DEVELOPMENT	
6625 — Training & Education	425.00
6626 — Staff Recognition	7.61
6710 — Meetings & Travel	1,251.61
6730 — Mileage & Parking Reimbursement	47.21
Total STAFF COSTS & PROF. DEVELOPMENT	1,731.43
UTILITIES	
6920 — Electricity	5,398.28
6940 — Water & Sewage	46.85
Total UTILITIES	5,445.13
6740 — Postage & Delivery	166.45
6750 — Printing & Reproduction	30.90
6755 — Small Equipment	356.16
6765 — Janitorial Supplies	710.29
6770 — Operating Supplies	2,550.15
6775 — Technical Services Supplies	17.50
6780 — Operating Software	114.98
Total OPERATING EXPENSES	12,605.49
PERSONNEL RELATED EXPENSES	
5000 — SALARIES & WAGES	
5010 — Salaried	20,292.92
5020 — Hourly	113,182.65
Total 5000 — SALARIES & WAGES	133,475.57
5100 — Employer-Portion Taxes/Benefits	
5120 — Payroll Taxes (ER)	10,280.16
5210 — PERS Retirement	
5210.01 — CalPers CLASSIC (ER Contr)	1,859.73
5210.02 — CalPers PEPR (ER Contr)	5,800.07
Total 5210 — PERS Retirement	7,659.80
Total 5100 — Employer-Portion Taxes/Benefits	17,939.96
5200 — Insurance	
5220 — Health Insurance	9,571.61
5221 — Health Insurance - Retirees	5,615.20
5230 — Dental Insurance	1,205.52
5240 — Vision Insurance	721.94
5260 — Life Insurance	107.19
Total 5200 — Insurance	17,221.46
Total PERSONNEL RELATED EXPENSES	168,636.99
PROFESSIONAL & TECHNICAL	

INFORMATION TECHNOLOGY (IT)	
7170 — Telecommunications	558.82
7175 — Internet Service / E-Rate	10,337.88
7180 — Technology Equipment	4,812.53
7185 — Technology Maintenance Fees	5,900.00
Total INFORMATION TECHNOLOGY (IT)	<u>21,609.23</u>
PROFESSIONAL SERVICES	
7125 — Audit and Financial Consulting	601.35
7145 — Collection Agency	259.55
7155 — Consultants - Other	542.42
Total PROFESSIONAL SERVICES	<u>1,403.32</u>
Total PROFESSIONAL & TECHNICAL PROGRAMS	<u>23,012.55</u>
PROGRAMS	
6200 — Youth Services	80.26
6210 — Teen Services	114.83
6220 — Adult Services	2,178.50
6230 — Bob Lucas Branch Services	680.86
6240 — Literacy Services	259.95
6260 — Summer Reading	998.26
Total PROGRAMS	<u>4,312.66</u>
Total Expense	<u>286,600.77</u>
Net Ordinary Income	<u>(213,504.25)</u>
Net Income	<u>(213,504.25)</u>

Altadena Library District
Profit and Loss Prev Year Comparison
 July through August 2019

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 10/24/19
 Accrual Basis

	Jul - Aug '19	Jul - Aug '18	\$ Change	% Change
Ordinary Income/Expense				
Income				
PROPERTY TAXES				
4075 — Supplemental Prior				
4030.03 — SB 813 Redemption	101.44	233.09	(131.65)	(56.5%)
Total 4075 — Supplemental Prior	101.44	233.09	(131.65)	(56.5%)
4070 — Supplemental Current				
4010.03 — SB 813 Supplemental	(21,570.24)	(20,668.13)	(902.11)	4.4%
Total 4070 — Supplemental Current	(21,570.24)	(20,668.13)	(902.11)	4.4%
4060 — Special Assessment				
4060.02 — Direct Assessments	402.45	1,053.70	(651.25)	(61.8%)
Total 4060 — Special Assessment	402.45	1,053.70	(651.25)	(61.8%)
4030 — Prior-Year Secured				
4030.05 — Secured Tax Refunds	(2,921.29)	(2,359.21)	(562.08)	23.8%
4030.00 — Prior Secured	3,229.80	3,796.50	(566.70)	(14.9%)
Total 4030 — Prior-Year Secured	308.51	1,437.29	(1,128.78)	(78.5%)
4020 — Current-Year Unsecured				
4020.00 — Current Unsecured	86,918.20	84,437.18	2,481.02	2.9%
Total 4020 — Current-Year Unsecured	86,918.20	84,437.18	2,481.02	2.9%
4220 — County Interest Allocation	(5,441.57)	(4,568.81)	(872.76)	19.1%
4080 — Penalties, Interest & Costs-Ref	1,070.76	1,476.61	(405.85)	(27.5%)
Total PROPERTY TAXES	61,789.55	63,400.93	(1,611.38)	(2.5%)
OTHER REVENUE & ADJUSTMENT				
4915 — Film Rental Revenue		3,000.00	(3,000.00)	(100.0%)
4910 — Miscellaneous Income	0.39		0.39	100.0%
Total OTHER REVENUE & ADJUSTMENT	0.39	3,000.00	(2,999.61)	(100.0%)
INTEREST INCOME & ADJUSTMENTS				
4210 — Chase Bank	4.72	33.63	(28.91)	(86.0%)
Total INTEREST INCOME & ADJUSTMENTS	4.72	33.63	(28.91)	(86.0%)
FINES & FEES				
4810 — Community Room Fees		205.00	(205.00)	(100.0%)
4350 — Sales of Products	356.00	168.00	188.00	111.9%
4340 — Passport Services Fees	20,935.00	27,936.00	(7,001.00)	(25.1%)
4310 — MFM / Printer Revenue	403.64	1,997.04	(1,593.40)	(79.8%)
4305 — Fees	742.98	718.98	24.00	3.3%
Total FINES & FEES	22,437.62	31,025.02	(8,587.40)	(27.7%)
DONATIONS AND GRANTS				
4730 — Undesignated		124.65	(124.65)	(100.0%)
Total DONATIONS AND GRANTS		124.65	(124.65)	(100.0%)
Total Income	84,232.28	97,584.23	(13,351.95)	(13.7%)
Expense				
PROGRAMS				
6260 — Summer Reading	2,992.26		2,992.26	100.0%
6240 — Literacy Services	259.95	1,000.99	(741.04)	(74.0%)
6230 — Bob Lucas Branch Services	884.78	819.99	64.79	7.9%
6220 — Adult Services	2,259.63	3,372.09	(1,112.46)	(33.0%)
6210 — Teen Services	290.52	587.48	(296.96)	(50.5%)
6200 — Youth Services	145.01	3,476.89	(3,331.88)	(95.8%)

Total PROGRAMS	6,832.15	9,257.44	(2,425.29)	(26.2%)
PROFESSIONAL & TECHNICAL				
PROFESSIONAL SERVICES				
7155 — Consultants - Other	6,042.42	4,831.24	1,211.18	25.1%
7145 — Collection Agency	259.55	161.10	98.45	61.1%
7125 — Audit and Financial Consulting	740.55	6,767.64	(6,027.09)	(89.1%)
Total PROFESSIONAL SERVICES	7,042.52	11,759.98	(4,717.46)	(40.1%)
INFORMATION TECHNOLOGY (IT)				
7185 — Technology Maintenance Fees	10,015.40	8,148.25	1,867.15	22.9%
7180 — Technology Equipment	5,154.39	2,116.68	3,037.71	143.5%
7175 — Internet Service / E-Rate	10,337.88		10,337.88	100.0%
7170 — Telecommunications	1,144.67	837.95	306.72	36.6%
Total INFORMATION TECHNOLOGY (IT)	26,652.34	11,102.88	15,549.46	140.0%
Total PROFESSIONAL & TECHNICAL	33,694.86	22,862.86	10,832.00	47.4%
PERSONNEL RELATED EXPENSES				
5200 — Insurance				
5270 — Workers' Compensation	31,233.41	15,272.25	15,961.16	104.5%
5260 — Life Insurance	231.16	273.22	(42.06)	(15.4%)
5240 — Vision Insurance	649.60	765.80	(116.20)	(15.2%)
5230 — Dental Insurance	1,062.36	2,712.90	(1,650.54)	(60.8%)
5221 — Health Insurance - Retirees	11,230.40	11,795.28	(564.88)	(4.8%)
5220 — Health Insurance	19,245.64	22,199.02	(2,953.38)	(13.3%)
Total 5200 — Insurance	63,652.57	53,018.47	10,634.10	20.1%
5100 — Employer-Portion Taxes/Benefits				
5210 — PERS Retirement				
5218 — PERS Unfunded	147,894.00	116,139.00	31,755.00	27.3%
5210.02 — CalPers PEPRA (ER Contr)	11,284.65	12,390.48	(1,105.83)	(8.9%)
5210.01 — CalPers CLASSIC (ER Contr)	3,705.73	3,843.90	(138.17)	(3.6%)
Total 5210 — PERS Retirement	162,884.38	132,373.38	30,511.00	23.0%
5120 — Payroll Taxes (ER)	19,656.69	18,892.56	764.13	4.0%
Total 5100 — Employer-Portion Taxes/Benefits	182,541.07	151,265.94	31,275.13	20.7%
5000 — SALARIES & WAGES				
5020 — Hourly	217,475.64	181,471.66	36,003.98	19.8%
5010 — Salaried	40,238.18	66,174.66	(25,936.48)	(39.2%)
Total 5000 — SALARIES & WAGES	257,713.82	247,646.32	10,067.50	4.1%
Total PERSONNEL RELATED EXPENSES	503,907.46	451,930.73	51,976.73	11.5%
OPERATING EXPENSES				
UTILITIES				
6950 — Refuse	583.87	934.40	(350.53)	(37.5%)
6940 — Water & Sewage	602.00	1,167.66	(565.66)	(48.4%)
6930 — Natural Gas		58.53	(58.53)	(100.0%)
6920 — Electricity	9,160.03	8,850.26	309.77	3.5%
Total UTILITIES	10,345.90	11,010.85	(664.95)	(6.0%)
STAFF COSTS & PROF. DEVELOPMENT				
6730 — Mileage & Parking Reimbursement	47.21	152.60	(105.39)	(69.1%)
6710 — Meetings & Travel	1,536.22	824.85	711.37	86.2%
6626 — Staff Recognition	299.46	5.95	293.51	4,932.9%
6625 — Training & Education	524.00	667.12	(143.12)	(21.5%)
6623 — Trustee Prof. Development	240.00		240.00	100.0%
Total STAFF COSTS & PROF. DEVELOPMENT	2,646.89	1,650.52	996.37	60.4%
INSURANCE				
6432 — Earthquake Insurance	30,370.00	18,550.00	11,820.00	63.7%
6430 — Insurance-Gen, Prop, Liab, Eq	33,011.34	26,138.73	6,872.61	26.3%
Total INSURANCE	63,381.34	44,688.73	18,692.61	41.8%
Fees				

6746 — Payroll Fees	1,580.00	1,580.00		
6745 — Banking & Service Fees	321.85	258.63	63.22	24.4%
Total Fees	1,901.85	1,838.63	63.22	3.4%
ADVERTISING & MARKETING				
6627 — Advertising / Marketing	482.99	1,544.32	(1,061.33)	(68.7%)
6618 — Recruitment	1,234.19		1,234.19	100.0%
Total ADVERTISING & MARKETING	1,717.18	1,544.32	172.86	11.2%
6970 — Equipment Lease & Rental	1,889.90	3,779.80	(1,889.90)	(50.0%)
6960 — Sales of Products	50.00		50.00	100.0%
6780 — Operating Software	149.95	464.99	(315.04)	(67.8%)
6775 — Technical Services Supplies	506.05		506.05	100.0%
6770 — Operating Supplies	3,026.07	3,086.09	(60.02)	(1.9%)
6765 — Janitorial Supplies	1,152.91	2,385.01	(1,232.10)	(51.7%)
6755 — Small Equipment	1,783.92	2,012.22	(228.30)	(11.3%)
6750 — Printing & Reproduction	210.44	1,074.08	(863.64)	(80.4%)
6740 — Postage & Delivery	166.45	1,535.89	(1,369.44)	(89.2%)
6620 — Membership Dues & Subscriptions	5,437.96	4,585.45	852.51	18.6%
Total OPERATING EXPENSES	94,366.81	79,656.58	14,710.23	18.5%
MISCELLANEOUS EXPENSE				
7510 — Miscellaneous Expense	22.28		22.28	100.0%
Total MISCELLANEOUS EXPENSE	22.28		22.28	100.0%
LIBRARY MATERIALS				
6150 — Downloadables	5,000.00		5,000.00	100.0%
6140 — Periodicals	2,173.84		2,173.84	100.0%
6135 — Processing of Materials	3,297.45	62.10	3,235.35	5,209.9%
6130 — DVD's & Videogames	288.35	2,433.20	(2,144.85)	(88.1%)
6125 — Audio CD	566.32	952.01	(385.69)	(40.5%)
6120 — Books	66,375.41	4,725.95	61,649.46	1,304.5%
6115 — Electronic Databases & Subscrip	18,203.60	12,951.05	5,252.55	40.6%
6110 — Cataloging Expenses	4,069.43	7,018.19	(2,948.76)	(42.0%)
Total LIBRARY MATERIALS	99,974.40	28,142.50	71,831.90	255.2%
FACILITIES, GROUNDS & MAINT.				
7220 — Landscape	11,104.26	417.87	10,686.39	2,557.3%
7210 — Building Maint & Repairs	4,204.03	2,762.18	1,441.85	52.2%
7205 — Maintenance Contracts	4,034.55	3,737.14	297.41	8.0%
Total FACILITIES, GROUNDS & MAINT.	19,342.84	6,917.19	12,425.65	179.6%
CAPITAL EXPENSE				
7320 — Structures & Improvements	2,692.00		2,692.00	100.0%
7310 — Equipment, Furniture & Fixtures	2,469.75	21,396.02	(18,926.27)	(88.5%)
Total CAPITAL EXPENSE	5,161.75	21,396.02	(16,234.27)	(75.9%)
Total Expense	763,302.55	620,163.32	143,139.23	23.1%
Net Ordinary Income	(679,070.27)	(522,579.09)	(156,491.18)	29.9%
Net Income	(679,070.27)	(522,579.09)	(156,491.18)	29.9%

Altadena Library District
 Profit and Loss Budget vs. Actual
 July through August 2019

2:39 PM

10/24/19

Ordinary Income/Expense	Jul - Aug '19	Budget	\$ Over Budget	% of Budget
Income				
DONATIONS AND GRANTS				
4705 — Altadena Library Foundation		10,000.00	(10,000.00)	
4710 — Friends of the Library		26,700.00	(26,700.00)	
4730 — Undesignated		1,000.00	(1,000.00)	
4740 — CA Library Literacy Services		15,000.00	(15,000.00)	
4750 — Cal State Library		20,000.00	(20,000.00)	
Total DONATIONS AND GRANTS		72,700.00	(72,700.00)	
FINES & FEES				
4305 — Fees	742.98	4,000.00	(3,257.02)	18.6%
4310 — MFM / Printer Revenue	403.64	11,000.00	(10,596.36)	3.7%
4340 — Passport Services Fees	20,935.00	120,000.00	(99,065.00)	17.4%
4350 — Sales of Products	356.00	1,000.00	(644.00)	35.6%
4810 — Community Room Fees		500.00	(500.00)	
Total FINES & FEES	22,437.62	136,500.00	(114,062.38)	16.4%
INTEREST INCOME & ADJUSTMENTS				
4210 — Chase Bank	4.72	400.00	(395.28)	1.2%
Total INTEREST INCOME & ADJUSTMENTS	4.72	400.00	(395.28)	1.2%
OTHER REVENUE & ADJUSTMENT				
4910 — Miscellaneous Income	0.39			
4915 — Film Rental Revenue		20,000.00	(20,000.00)	
4930 — E-Rate Revenue		40,000.00	(40,000.00)	
4940 — Transfer in from Reserves		120,000.00	(120,000.00)	
4999 — Credit Card Rebates		6,000.00	(6,000.00)	
Total OTHER REVENUE & ADJUSTMENT	0.39	186,000.00	(185,999.61)	0.0%
PROPERTY TAXES				
4010 — Current-Year Secured				
4010.00 — Current Secured		2,508,100.00	(2,508,100.00)	
Total 4010 — Current-Year Secured		2,508,100.00	(2,508,100.00)	
4020 — Current-Year Unsecured				
4020.00 — Current Unsecured	86,918.20		86,918.20	100.0%
4020 — Current-Year Unsecured - Other		86,700.00	(86,700.00)	
Total 4020 — Current-Year Unsecured	86,918.20	86,700.00	218.20	100.3%
4030 — Prior-Year Secured				
4030.00 — Prior Secured	3,229.80	10,200.00	(6,970.20)	31.7%
4030.05 — Secured Tax Refunds	(2,921.29)			
Total 4030 — Prior-Year Secured	308.51	10,200.00	(9,891.49)	3.0%
4050 — Homeowners Exemption		15,300.00	(15,300.00)	
4060 — Special Assessment				
4060.01 — Per Parcel Benefit Assessment				
4060.02 — Direct Assessments	402.45			
4060 — Special Assessment - Other		844,600.00	(844,600.00)	
Total 4060 — Special Assessment	402.45	844,600.00	(844,197.55)	0.0%
4070 — Supplemental Current				
4010.03 — SB 813 Supplemental	(21,570.24)			
Total 4070 — Supplemental Current	(21,570.24)			
4075 — Supplemental Prior				
4030.03 — SB 813 Redemption	101.44			
Total 4075 — Supplemental Prior	101.44			
4080 — Penalties, Interest & Costs-Ref	1,070.76	10,000.00	(8,929.24)	10.7%
4220 — County Interest Allocation	(5,441.57)	21,000.00	(26,441.57)	(25.9%)
4250 — Change in Property Tax Accrual				
Total PROPERTY TAXES	61,789.55	3,495,900.00	(3,434,110.45)	1.8%

Total Income	84,232.28	3,891,500.00	(3,807,267.72)	2.2%
Expense				
CAPITAL EXPENSE				
7310 — Equipment, Furniture & Fixtures	2,469.75	40,200.00	(37,730.25)	6.1%
7320 — Structures & Improvements	2,692.00	79,600.00	(76,908.00)	3.4%
Total CAPITAL EXPENSE	5,161.75	119,800.00	(114,638.25)	4.3%
FACILITIES, GROUNDS & MAINT.				
7205 — Maintenance Contracts	4,034.55	15,300.00	(11,265.45)	26.4%
7210 — Building Maint & Repairs	4,204.03	25,500.00	(21,295.97)	16.5%
7220 — Landscape	11,104.26	18,400.00	(7,295.74)	60.3%
Total FACILITIES, GROUNDS & MAINT.	19,342.84	59,200.00	(39,857.16)	32.7%
LIBRARY MATERIALS				
6110 — Cataloging Expenses	4,069.43	22,000.00	(17,930.57)	18.5%
6115 — Electronic Databases & Subscrip	18,203.60	30,000.00	(11,796.40)	60.7%
6120 — Books	66,375.41	130,000.00	(63,624.59)	51.1%
6125 — Audio CD	566.32	15,000.00	(14,433.68)	3.8%
6130 — DVD's & Videogames	288.35	35,000.00	(34,711.65)	0.8%
6135 — Processing of Materials	3,297.45	50,000.00	(46,702.55)	6.6%
6140 — Periodicals	2,173.84	20,000.00	(17,826.16)	10.9%
6150 — Downloadables	5,000.00	30,000.00	(25,000.00)	16.7%
6155 — Library of Things		5,000.00	(5,000.00)	
Total LIBRARY MATERIALS	99,974.40	337,000.00	(237,025.60)	29.7%
MISCELLANEOUS EXPENSE				
7510 — Miscellaneous Expense	22.28			
7540 — Trustee Election				
Total MISCELLANEOUS EXPENSE	22.28		22.28	100.0%
OPERATING EXPENSES				
ADVERTISING & MARKETING				
6618 — Recruitment	1,234.19	500.00	734.19	246.8%
6627 — Advertising / Marketing	482.99	7,000.00	(6,517.01)	6.9%
Total ADVERTISING & MARKETING	1,717.18	7,500.00	(5,782.82)	22.9%
Fees				
6745 — Banking & Service Fees	321.85	2,000.00	(1,678.15)	16.1%
6746 — Payroll Fees	1,580.00	12,000.00	(10,420.00)	13.2%
7530 — County Tax Collection Fees		35,700.00	(35,700.00)	
Total Fees	1,901.85	49,700.00	(47,798.15)	3.8%
INSURANCE				
6430 — Insurance-Gen, Prop, Liab, Eq	33,011.34	33,000.00	11.34	100.0%
6432 — Earthquake Insurance	30,370.00	32,500.00	(2,130.00)	93.4%
Total INSURANCE	63,381.34	65,500.00	(2,118.66)	96.8%
STAFF COSTS & PROF. DEVELOPMENT				
6623 — Trustee Prof. Development	240.00	1,000.00	(760.00)	24.0%
6625 — Training & Education	524.00	17,000.00	(16,476.00)	3.1%
6626 — Staff Recognition	299.46	1,000.00	(700.54)	29.9%
6710 — Meetings & Travel	1,536.22	8,000.00	(6,463.78)	19.2%
6730 — Mileage & Parking Reimbursement	47.21	1,000.00	(952.79)	4.7%
Total STAFF COSTS & PROF. DEVELOPMENT	2,646.89	28,000.00	(25,353.11)	9.5%
UTILITIES				
6920 — Electricity	9,160.03	35,000.00	(25,839.97)	26.2%
6930 — Natural Gas		5,000.00	(5,000.00)	
6940 — Water & Sewage	602.00	5,000.00	(4,398.00)	12.0%
6950 — Refuse	583.87	6,500.00	(5,916.13)	9.0%
Total UTILITIES	10,345.90	51,500.00	(41,154.10)	20.1%
6620 — Membership Dues & Subscriptions	5,437.96	13,000.00	(7,562.04)	41.8%
6740 — Postage & Delivery	166.45	8,000.00	(7,833.55)	2.1%
6750 — Printing & Reproduction	210.44	10,000.00	(9,789.56)	2.1%
6755 — Small Equipment	1,783.92	7,000.00	(5,216.08)	25.5%
6765 — Janitorial Supplies	1,152.91	8,000.00	(6,847.09)	14.4%
6770 — Operating Supplies	3,026.07	20,000.00	(16,973.93)	15.1%
6775 — Technical Services Supplies	506.05			
6780 — Operating Software	149.95	1,500.00	(1,350.05)	10.0%

6960 — Sales of Products	50.00	1,000.00	(950.00)	5.0%
6970 — Equipment Lease & Rental	1,889.90	31,600.00	(29,710.10)	6.0%
Total OPERATING EXPENSES	94,366.81	302,300.00	(207,933.19)	31.2%
PERSONNEL RELATED EXPENSES				
5000 — SALARIES & WAGES				
5010 — Salaried	40,238.18	422,200.00	(381,961.82)	9.5%
5020 — Hourly	217,475.64	1,416,200.00	(1,198,724.36)	15.4%
Total 5000 — SALARIES & WAGES	257,713.82	1,838,400.00	(1,580,686.18)	14.0%
5100 — Employer-Portion Taxes/Benefits				
5120 — Payroll Taxes (ER)				
5250 — FUTA				
5120 — Payroll Taxes (ER) - Other	19,656.69	157,400.00	(137,743.31)	12.5%
Total 5120 — Payroll Taxes (ER)	19,656.69	157,400.00	(137,743.31)	12.5%
5210 — PERS Retirement				
5210.01 — CalPers CLASSIC (ER Contr)	3,705.73	22,600.00	(18,894.27)	16.4%
5210.02 — CalPers PEPRA (ER Contr)	11,284.65	96,000.00	(84,715.35)	11.8%
5218 — PERS Unfunded	147,894.00	147,900.00	(6.00)	100.0%
Total 5210 — PERS Retirement	162,884.38	266,500.00	(103,615.62)	61.1%
5222 — OPEB Contribution				
5251 — SUI, Hourly				
Total 5100 — Employer-Portion Taxes/Benefits	182,541.07	483,900.00	(301,358.93)	37.7%
5200 — Insurance				
5220 — Health Insurance	19,245.64	138,000.00	(118,754.36)	13.9%
5221 — Health Insurance - Retirees	11,230.40	77,700.00	(66,469.60)	14.5%
5230 — Dental Insurance	1,062.36	13,800.00	(12,737.64)	7.7%
5240 — Vision Insurance	649.60	4,100.00	(3,450.40)	15.8%
5260 — Life Insurance	231.16	1,400.00	(1,168.84)	16.5%
5270 — Workers' Compensation	31,233.41	31,300.00	(66.59)	99.8%
Total 5200 — Insurance	63,652.57	266,300.00	(202,647.43)	23.9%
Total PERSONNEL RELATED EXPENSES	503,907.46	2,588,600.00	(2,084,692.54)	19.5%
PROFESSIONAL & TECHNICAL				
INFORMATION TECHNOLOGY (IT)				
7170 — Telecommunications	1,144.67	8,500.00	(7,355.33)	13.5%
7175 — Internet Service / E-Rate	10,337.88	40,000.00	(29,662.12)	25.8%
7180 — Technology Equipment	5,154.39	13,700.00	(8,545.61)	37.6%
7185 — Technology Maintenance Fees	10,015.40	20,000.00	(9,984.60)	50.1%
7190 — Website Development		1,500.00	(1,500.00)	
Total INFORMATION TECHNOLOGY (IT)	26,652.34	83,700.00	(57,047.66)	31.8%
PROFESSIONAL SERVICES				
7125 — Audit and Financial Consulting	740.55	61,200.00	(60,459.45)	1.2%
7130 — Legal Fees		137,000.00	(137,000.00)	
7131 — Legal Settlement				
7140 — Architectural & Engineering		50,000.00	(50,000.00)	
7145 — Collection Agency	259.55	3,500.00	(3,240.45)	7.4%
7155 — Consultants - Other	6,042.42	88,000.00	(81,957.58)	6.9%
Total PROFESSIONAL SERVICES	7,042.52	339,700.00	(332,657.48)	2.1%
Total PROFESSIONAL & TECHNICAL	33,694.86	423,400.00	(389,705.14)	8.0%
PROGRAMS				
6200 — Youth Services	145.01	12,700.00	(12,554.99)	1.1%
6210 — Teen Services	290.52	5,400.00	(5,109.48)	5.4%
6220 — Adult Services	2,259.63	28,900.00	(26,640.37)	7.8%
6230 — Bob Lucas Branch Services	884.78	5,700.00	(4,815.22)	15.5%
6240 — Literacy Services	259.95	7,000.00	(6,740.05)	3.7%
6250 — Volunteer Services		2,500.00	(2,500.00)	
6260 — Summer Reading	2,992.26	9,200.00	(6,207.74)	32.5%
Total PROGRAMS	6,832.15	71,400.00	(64,567.85)	9.6%
Total Expense	763,302.55	3,901,700.00	(3,138,397.45)	19.6%
Net Ordinary Income	(679,070.27)	(10,200.00)	(668,870.27)	6,657.6%
Net Income	(679,070.27)	(10,200.00)	(668,870.27)	6,657.6%

Altadena Library District
 Balance Sheet Standard
 As of August 31, 2019

2:29 PM

10/24/19

Accrual Basis

Aug 31, '19

ASSETS

Current Assets

Checking/Savings

Cash & Cash Equivalents

Cash in Banks

1021 — Chase General Acct...2951	608,984.17
1026 — Chase HY Svgs...6883	18,650.49
1041 — Chase HY Svgs...6875	935.26

Total Cash in Banks 628,569.92

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	2,013,018.94
1013 — FMV - COLA Funds	(36,829.67)

Total Cash with County 1,976,189.27

Total Cash & Cash Equivalents 2,605,609.19

Total Checking/Savings 2,605,609.19

Other Current Assets

1400 — Property Taxes Rec - Secured	34,060.61
1401 — Parcel Assessment Receivable	14,351.15
1410 — Property Tax Rec - Unsecured	26,487.17

Total Other Current Assets 74,898.93

Total Current Assets 2,680,508.12

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

Other Assets

Deferred Outflows of Resources

1990 — DOR - Pension Contributions	180,238.00
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1991 — DOR - Pension Related	524,894.00
1993 — DOR - OPEB Related	7,322.00
Total Deferred Outflows of Resources	<u>712,454.00</u>
Total Other Assets	<u>712,454.00</u>
TOTAL ASSETS	<u>4,230,531.47</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 — Accounts Payable	10,330.23
Total Accounts Payable	<u>10,330.23</u>
Credit Cards	
2010 — UMB Card Services...3219	109,890.89
Total Credit Cards	<u>109,890.89</u>
Other Current Liabilities	
2050 — Accrued Vacation Payable	70,967.15
2100 — Payroll Payable	
2100.04 — CalPers PEPRA (EE Ded)	16.69
2100.09 — Disability Insurance	(227.22)
Total 2100 — Payroll Payable	<u>(210.53)</u>
Total Other Current Liabilities	<u>70,756.62</u>
Total Current Liabilities	<u>190,977.74</u>
Long Term Liabilities	
Deferred Inflows of Resources	
2601 — DIR - Pension Related	274,678.00
Total Deferred Inflows of Resources	<u>274,678.00</u>
2700 — Net Pension Liability	2,302,407.00
2701 — Net OPEB Liability	1,089,770.00
Total Long Term Liabilities	<u>3,666,855.00</u>
Total Liabilities	<u>3,857,832.74</u>
Equity	
3300 — Retained Earnings	1,051,769.00
Net Income	(679,070.27)
Total Equity	<u>372,698.73</u>
TOTAL LIABILITIES & EQUITY	<u>4,230,531.47</u>

EXHIBIT D - Project Schedule

ALTADENA LIBRARY DISTRICT ARCHITECTURAL & SPACE PLANNING SERVICES

TIMELINE																						
OCT			NOVEMBER				DECEMBER				JANUARY			FEBRUARY			MARCH					
28-1	4-8	11-15	18-22	25-29	2-6	9-13	16-20	23-27	30-3	6-10	13-17	20-24	27-31	1-4	8-12	15-19	22-26	2-6	9-13	16-20	23-27	30-3

(ALD Scheduled Meetings) 10/28 - Board

11/25 - Board
12/2 - Friends

12/16 - Board

1. PROJECT KICK-OFF & PUBLIC MEETING #1: INFO GATHERING

a. Start-up Meeting with Library Stakeholders (Week of 10/28 or 11/4?) Client to determine kick-off meeting date.
Kick-off meeting will include a review of this proposed schedule.

b. Review of existing documentation

c. Field survey and preliminary site conditions verification

d. Prepare for Public Town Halls

e. Public Town Hall - AT MAIN (TUE, 11/12?)
Public Town Hall - AT BRANCH (THURS, 11/14?) 2 Public Brainstorming Meetings
(Client indicated the Main Library might also benefit from an initial public brainstorming session to identify community priorities.)

2. PROJECT TEAM FOLLOW-UP

a. Prepare Base Plans/Diagrams

b. Develop Two Conceptual Options

c. Client Meeting - Review Two Conceptual Options
Client Review via round-table discussion (or 1 week & follow-up call?) 1 Client Meeting - Review two concepts for each building
(At Board Meeting or with Committee?)

d. Prepare Preliminary Cost Estimates for Two Concepts - MAIN ONLY

e. Identify Strategies for Phased Implementation - MAIN ONLY

f. Draft Program Documents via email
Client Review (1 week) & follow-up call

3. PUBLIC MEETING #2: PRESENTATION OF TWO CONCEPTS

a. Prepare for Public Meetings

b. Public Presentation of Two Concepts - AT MAIN (TUE?)

c. Public Presentation of Two Concepts - AT BRANCH (THURS?) 2 Public Meetings - Comment on two concepts for each building
(Given the holiday season, ARG recommends holding these in new year.)

4. PROJECT TEAM FOLLOW-UP

a. Refine concepts based on community feedback

b. Team/Client Project Meeting - Choose Preferred Concept
Client Review (1 week) & follow-up call

c. Develop Preferred Concepts 1 Client Meeting - Decide on 1 preferred concept for each building
(At Board Meeting or with Committee?)

d. Prepare Preliminary Cost Estimates for Preferred Concepts

e. Refine Strategies for Phased Implementation - MAIN ONLY

f. Prepare and Submit Drafts Report via email
Client Review (1 week) & follow-up call

5. PUBLIC MEETING #3: PRESENTATION OF PREFERRED OPTION

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I. INTRODUCTION

In late 2019, the Altadena Library District (ALD) undertook a comprehensive strategic planning process facilitated by Margaret Sullivan Studio (MSS). Over the course of four months, MSS conducted a highly participatory process that included the contributions of the Board of Trustees, the community-based Strategic Planning Committee, all members of the Altadena Library District Staff, representatives from the Friends of the Altadena Library, and the Altadena Library Foundation. The plan incorporates specific community input from a diverse cross-section of Community members, Town Council members, and Altadena Library District patrons. This input was gathered through a series of community engagement sessions, focus groups, one-on-one conversations, and a community survey.

The goal of this process was to develop a flexible strategic framework for the future of the Altadena Library District. ALD will continue to be a central organizing hub that serves a diverse set of patrons, provides a wide range of services, and overlaps with many other community assets, institutions, and groups in Altadena.

This document encapsulates the results of the strategic process. It sets out a strategic framework for the Altadena Library District's future that prioritizes the community's needs and aspirations while honoring the unique characteristics that make Altadena a special community. The next-generation Altadena Library District will be a powerful contributor to the civic, cultural, economic, and educational health and well-being of all Altadena's residents. Our library district can and should be a national example of how a public library creates a stronger community.

II. PHILOSOPHY & PROCESS

A. The Changing Role of Libraries

New technologies, modes of communication, competitors, and models of service combined with ever-expanding patron expectations, interests, and needs, are requiring all institutions to adapt and innovate — and libraries are no exception.

In the past, libraries relied on passive models: patrons would come into the library, request materials or collection items, and take them away. It was a transaction model grounded in a physical collection that grew over time. Today, the library of the 21st century exists in an entirely different context, and while the historical legacy of libraries will always be a core component of our work, it is no longer sufficient as our *only* work.

Libraries in the 21st century must be active: not just in our efforts to engage patrons, but in our programs, our services, and our thinking. Libraries are one of the few remaining public spaces for learning, connection to ideas, and to serve an essential role in a democratic, free society where access is available to all. The primary mode of library service has shifted away from transactions to the creation of intentionally designed human-centered experiences.

The Altadena Library District has recognized this moment as an ideal opportunity to strengthen community relationships and to adapt and adopt new techniques of service. This is an opportunity to more effectively, and more intentionally, provide relevant, transformational services for all.

The Altadena Library District's role and fundamental mission has not changed, but the ways in which the library executes that mission can either lag behind and react to a changing world, or the library can take a proactive role in transforming our community. We choose the latter.

B. Community-Centered Planning

The active community participation in this plan development has affirmed that the Altadena Library District is an essential community institution, playing a key role in the areas of learning and literacy, family-centric services, and community gathering. This process has also enabled the library to engage in conversations with the community to build deeper, richer, and more meaningful relationships.

This planning process was undertaken with a community-centered approach, and it is an approach that ALD will continue to prioritize in the implementation of our strategic framework. It is clear from this, and other recent experiences, that while our efforts to reach out to and engage the community have been a good start, there is a great deal of work left to do. Being responsive to a community's needs means hearing from - and representing - the entire community, not only the self-selected portions who already engage with the library.

Our work will require a continuous, evolving awareness of what our patrons expect us to provide. We will work with all of Altadena to understand how to strengthen core services and how best to provide resources to empower and transform all the lives in Altadena.

C. Time of Transition for ALD

ALD is in a position of strength to lead the town's community development agenda with new leadership, an energetic and talented staff, an active board, a Foundation eager to engage in robust fundraising, and a supportive and stalwart Friends group. In the past year, a committed staff, volunteers, and community leaders have been building the infrastructure and support to position our public libraries as a dynamic force. All of us will unite with a shared vision, mission, and set of values - set out in this strategic plan - that clearly define what we plan to do, why, and in service of what ends.

As a special District, ALD is uniquely positioned to operate with agility, speed, and independence. This gives us the opportunity to proactively set a course for the future and execute it more rapidly than many other peer institutions.

We are also anticipating a redistricting effort that will take place after the 2020 census, shifting the representation of the Board from at-large elections to by-district elections. In an effort to make our democratic process more inclusive, more representative, and more accessible, this shift falls in line with our many transitions writ large.

III. Strategic Planning Process

Over the course of four months, ALD, in conjunction with MSS, conducted a highly participatory process that included the contributions of the Board of Trustees, the community-based Strategic Planning Committee, all members of the Altadena Library District Staff, representatives from the Friends of the Altadena Library, and the Altadena Library District Foundation. The following outlines the process.

Phase I

The purpose of ALD's Strategic Planning Phase I process was to gather information, analyze this information for context, and to introduce participants to the community-centered planning process.

Pre-Work

In July 2019, the following preparation work occurred:

- A. The Strategic Planning Committee (SPC) and the Board of Trustees articulated goals and objectives of the Strategic Planning process and how ALD will continue its relevance into the future.
- B. A Leadership Working Group was identified to assist in developing strategic priorities and to learn service design thinking methodologies to better understand and respond to patron and community needs.
- C. The Board of Library Trustees provided their input to the process. The Consultant Team had conversations with individual board members to gain insight into ALD's history and the Board's vision for the library's future.
- D. The SPC, Board of Trustees, and Leadership Working Group were provided materials to read in preparation of the Strategic Planning work which included:
 1. *Rising to the Challenge: Re-Envisioning Public Libraries*, a report of the Aspen Institute
 2. *Museums, Libraries, and 21st Century Skills*, produced by the Institute of Museum and Library Services
 3. *Transforming Communities*, a Strategic Plan produced by the Institute of Museum and Library Services
 4. *Library as Movement*, article by David Lankes

AUGUST 2019 - PHASE ONE

In August 2019, the consultant team met with all of the staff to kick-off the Strategic Planning Process. Workshop #1 engaged the staff in two days of workshops and presentations; the purpose was to introduce the staff to service design methodologies, and to illuminate barriers, difficulties, and challenges library patrons face.

The consultant team also facilitated a Town Hall Meeting for all community members, leaders, and staff members. The goal of the meeting was to involve and update the community in the Strategic Planning process and to facilitate dialogue to that was framed around how the library can create a role in contributing to a stronger Altadena. Participants were introduced to how libraries and public institutions across the country are addressing complex community conditions. Community members worked collectively to identify challenges, needs, and opportunities. Using the Healthy Community framework, participants engaged in discussion around Civic Health, Cultural Health, Educational Health, Economic Health, and Personal Health.

Phase One concluded with a Strategic Planning Committee Meeting. Building on the work to date, SPC members contributed to an understanding of community conditions to evolve the strategic themes. The complete Phase I Point In Time Deliverable can be found [here](#).

SEPTEMBER 2019 - PHASE TWO

The consultant team met with all members of the staff, with members of the Town Council, with leadership and members of the Friends and Foundation support groups, with the Facilities Committee, and with the Strategic Planning Committee. The purpose was to work with all stakeholders to identify emerging strategic themes and opportunities for the library district as a whole.

A two-day workshop with staff to engage the group in a series of activities to synthesize their learnings from patron interviews and observations, to identify gaps in their synthesis (to inform the next phase of work), to envision future scenarios of activities, programs, and resources to improve the community and their patron's lives, and to align the work with emerging strategic themes.

Staff also developed a set of Core Values which was combined with those previously identified by the Strategic Planning Committee. They created the outlines and first phase of a Community Asset Map, and came to the workshop with information they had gathered through directed storytelling (in-depth patron interviews) and ethnographic observations with current patrons. The Staff participated in a series of activities to better understand and analyze "patron journeys" in order to improve future patron experiences. These activities helped Staff identify patron needs, motivations, and challenges experiences and identify opportunities for the library's role in the future in meeting patron needs.

A meeting with the Facilities Committee was focused on how the library's facilities update (currently in its planning phases) can best align with the strategic planning work.

It brought up the ways in which physical spaces will need to play a role in activating the strategic work; how future leadership can think about the “town” as the library’s domain, and the “brand experience” of the library. It reiterated the need for funding strategies for facilities in the future to be innovative, to serve Altadena’s needs and to support equity.

The Strategic Planning Committee engaged discussions around the future of the Altadena Library and its role as an essential contributor to community. The work to date provided a broader context to Committee member’s understanding of the library’s role in improving quality of life for Altadena’s residents.

OCTOBER AND NOVEMBER 2019 - PHASE THREE

[Phase III will be described here in the final iteration of the plan.]

IV. DISCOVERIES

As part of this process, community feedback was garnered from four primary platforms:

1. Patron Interviews
2. Community Town Halls
3. Community Survey
4. Town and Library Leadership Conversations

(1) Patron Interviews

Staff engaged in intensive one-on-one interviews with core patrons to learn how the library can be a valuable partner for their personal goals. These conversations provided anecdotal evidence that allowed library staff to understand their current service strengths, and how future services can be refined better serve our community.

(A) Community Cohesion and Enjoyment

- Patrons come to ALD for enjoyment, to participate in programs, to meet friends, to utilize communal space, to simply be in a comfortable environment, to have fun with friends and staff, to watch movies, to enjoy events, and to use and experience our many resources (including toys, drawing, coloring, reading, chess, games, exploring, and playing).
- Patrons are in need of community and support.
- Needs identified include: playtime, childcare, making friends, building connections, after school support, social support and growth, support through life transitions, connecting with peers, making meaningful contributions to community, creating equitable community for ALL people, walkability/transportation.

(B) Education and Information

- Patrons come to us to work on school projects, study, use the internet, access tutoring, homeschool, find answers, read, assist in early literacy. They are looking for help with homework, for help with job searches, and for help preparing for their individual futures.
- Needs identified include: testing boundaries, developing a passion for lifelong learning, providing after school support, helping with homework, developing life skills, preparing for college and job training, assisting with financial literacy, providing resources for health and wellness, family planning and support, building on a career, retirement planning, accessing technology, and enhancing food security.

(C) Creation and Innovation

- Patrons come to us for printing, 3D printing, VR, homeschool materials, computer access, learning new and interesting things, preparing for their futures, growing, playing, and exploring.
- Needs identified include: providing safe places to explore, discovering and exploring interests, developing independence, developing personal identity, developing passions, accessing technology.

(2) Community Survey

Over 100 residents have taken the community survey to date. The following is a synthesis of the results.

Respondents describe themselves as people who:

- Mostly using the Altadena Library, followed by the Pasadena Central Library. *(Figure 1)*
- Love doing outdoor activities (especially biking and hiking), playing and attending sporting events, making art and visiting art museums, reading, traveling, and many other fun activities.
- Love ALD's great programs, its welcoming and cozy space, its convenience, and its librarians.
- Come to the library for materials, programs, and for renewing passports. *(Figure 2)*
- Find their greatest challenges in the rising cost of living, coming together as a community, and aging/health.
- Enjoy that the library offers voter registration, community festivals, music programs, early literacy programs, oral history programs, and pathways to citizenship. *(Figure 3)*

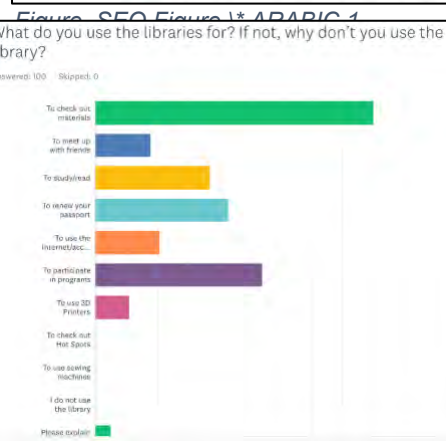
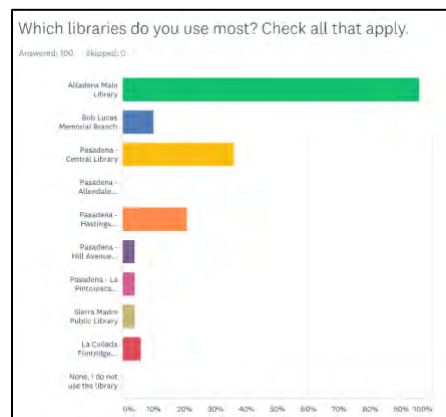


Figure 2

- Find information about their community through Nextdoor, the Library website, Facebook, and the *Pasadena Star-News*.
- Get to the library by car, usually solo.
- Would like to learn new skills, strengthen basic and complex digital skills, learn how to sew, learn new art techniques, improve writing skills and meet with other local writers, and learn to speak new languages.

(3) *Community Town Halls*

The consultant team and ALD also facilitated community conversations framed around the Healthy Communities¹ model of community development. This provided an opportunity for community members to articulate

- shared characteristics of what it means to be a healthy Altadena,
- the key challenges the community is experiencing that prevent these outcome goals, and
- the potential role the library can play to provide services that will foster the health and well-being of everyone in the community.

The following identify the characteristics of community health identified in our conversations. It is worth briefly outlining the definitions for our major areas of concentration - respondents then discussed the particular local contours of these areas, identifying key challenges and needs.

Community Cohesion is achieved when a community is invested and participating; when it accepts, understands, and empathizes with diversity; when it celebrates diverse skills and talents; when it is self-reliant; when it discusses its issues and works together to create solutions; when it is created and built by its people (the members are the core); when it is connected; when it supports and welcomes its newcomers; and when it is affordable

With regards to education and information, a healthy community understands how government systems work; is informed; has access to materials for knowledge growth and to support lifelong learning; supports its youth and future generations; and values the health and well being of its members (through nature, exercise, nutrition, healthcare, classes, workshops)

When it comes to creation and innovation, a healthy community is improving; supports its local small businesses; creates and shares its stories; and offers access to exciting and diverse innovations that its community needs and desires.

Common themes that arose from these conversations are similar to those that many communities are experiencing nationally: lack of access to quality education for all, scarcity of transportation options as a barrier to opportunities (including access to library

¹ "Defining Healthy Communities," July 25, 2013, Health Resources in Action, <https://hria.org/wp-content/uploads/2016/10/defining-healthycommunities.original.pdf>.

services), the need to overcome poverty and inequality, and the stresses that demographic shifts are having on the community's diversity, equity and inclusion values.

We were able to hear how those challenges are expressed uniquely in Altadena, as well as what residents identified as desirable in addressing them.

Community Cohesion: Local Challenges

- Scarcity of transportation options as a barrier to opportunities (including access to library services);
- Overcoming poverty and inequality;
- Stresses that demographic shifts are having on the community's diversity, equity and inclusion values;
- Being unincorporated;
- Lack of coordinated communication about Altadena's resources;
- Concerns about gentrification and the lack of affordable housing;
- The implications that development will have on the community's shared values;
- The need for intentional efforts to foster positive social interactions to reflect Altadena's diversity; and
- Lack of walkability.

Community Cohesion: Altadena Wants & Needs

- Opportunities for civic engagement;
- A place to gather to discuss local events and concerns ;
- For its members to understand government;
- Awareness of local events;
- To combat difficult problems (e.g. homelessness); and
- Safer and more walkable/active streets and parks.

Education and Information: Local Challenges

- Lack of access to quality education for all;
- Need for effective information dissemination;
- Connecting to schools;
- Language diversity;
- Lack of healthcare awareness and information; and
- Lack of healthy food options.

Education and Information: Altadena Wants & Needs

- To engage, empower, and inform its youth;
- A resource for information, services, and voting;
- To help people find jobs;
- Guidance on educational materials;

- To catalyze relationships between public schools and other community institutions;
 - Improved and more equitable education; and
 - Access to, and information on healthier eating practices.
-

Creation and Innovation: Local Challenges

- No local newspaper;
- Disengaged community members;
- Lack of empathy; and
- Difficult for small businesses to survive.

Creation and Innovation: Altadena Wants & Needs

- Pop-ups to engage the community;
 - A local newspaper to share its stories; and
 - To leverage its local resources.
-

Key Takeaways From the Evidence

It is essential to identify the ways in which the Altadena Library District can play a role in answering some of these challenges. While of course ALD cannot - nor should it! - do all things, it can play a meaningful role in addressing some of our community's identified problems.

It is also essential to remember that the evidence gathered in this strategic planning document is drawn from a very small, and in no way demographically representative, sample of citizens (relative to Altadena as a whole). While this feedback is very valuable in identifying contours of the larger conversation, it is a starting point for further investigation and conversation to be undertaken as part of our work going forward, not a definitive answer to a question.

This process garnered feedback about how the community currently uses ALD, what it most values about ALD, and how core patrons envision using library services in the future. It is confirmed that Altadena residents use and value the library for the services they have enjoyed throughout their lives, including checking out books and movies, studying, research, and family-centered activities.

The community also expressed appreciation that the library facilities provide spaces for community meeting, quiet spaces for reflection, reading, and escape, and spaces for teens to hang out. We learned about programs that are currently popular: youth service programs, community-centered programs, art exhibits and STEM programs. In fact, during this process, the library conducted innovative new programs that were extremely well attended. These included an event that ALD hosted at the Bob Lucas Branch long-time residents with a diverse background of lived experiences shared their "Altadena"

stories; ALD hosted a panel discussion celebrating the achievements of talented scientific innovators, all women who are making an impact in the fields of astrophysics, engineering, biology, and chemistry; and the Main Library hosted a family festival to celebrate the Summer Reading program.

We also learned that the community is largely eager to embrace an expanded role of the library in order for the Altadena to reach its potential. At the same time, it is true that some residents expressed frustration that the role of the library was changing - in the words of one respondent, “why can’t you just check out books?”

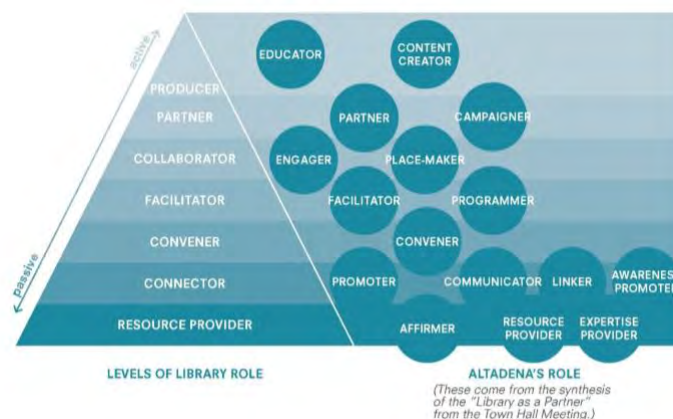
The answer to this is simple: ALD *does* check out books. As a Library District, we have, until recently, largely embodied the traditional model of library usage throughout the twentieth century, and it is safe to say that we have neither the resources nor the square footage to be a major research library on the scale of, say, the main branch of the LA County Library.

It is also true that continuing to solely pursue our traditional, twentieth-century model of library service would not serve all our constituents. Adding more books to a collection will continue but will not address the many other needs of Altadena residents who do not currently use the library, or who don’t think that the library is a place that is welcoming, relevant, or useful to their lives.

And finally, it is undeniable that the world is changing rapidly. We can either take proactive steps to decide how to deal with that change, or we can deny its reality. It is our belief that our task as a public library system is to serve all of Altadena to the best of our ability: to connect our neighbors to ideas, experiences, and learning opportunities that will directly and indirectly make their lives better.

Our role as a library district is not to do all things for all people, but rather to be intentional and deliberate about how to best align the services, resources, and experiences we can provide with the needs of our town. In some areas, the library absolutely can and should be a leader - in other areas, we envision ourselves bringing value more as a partner or supporter.

To that end, the Strategic Planning Committee, the Staff, and the Board of Trustees are recasting our mission, our vision, our core values, and our strategic priorities to represent the Altadena Library District as it currently exists in the community, and as we envision it moving into the future in a bold, innovative, and courageous way.



IV. MISSION, VISION, VALUES

The mission, vision, and core values of the Altadena Library District are the cornerstone of all our work. We have updated these to reflect our changing world and our renewed commitment to our community.

MISSION:

The Altadena Library District provides free, public, and equal access to information, ideas, technology, and experience, designed to educate, empower, and celebrate the diversity of our community.

VISION:

The Altadena Library District will be an innovative leader, and a leading voice, in building a community that moves into the future in an intentional way. We will construct a tomorrow that includes all of us.

CORE VALUES:

Our core values are ALD's enduring, passionate, and distinctive core beliefs that will guide everything we do, define our organizational culture, and serve as the foundation for our strategic initiatives.

These values articulated by the community and by the staff, are in alignment and serve as the bedrock of our library system.

We value:

- **Community**
- **Integrity**
- **Innovation**
- **Creativity**
- **Diversity**
- **Equity**
- **Sustainability**
- **Empathy**
- **Intentionality**

V. Strategic Initiatives

The following strategic initiatives will activate the Vision, Mission and Values of ALD, and will be articulated more fully in the implementation plan that follows this strategic planning work.

[More fully developed initiatives will be identified in the final iteration of staff workshops and will be spelled out in the final plan; a rough outline is included here to give a sense of direction.]

When it comes to COMMUNITY, our strategic initiatives include:

- Promoting civic health, and taking a leadership role as a convener for conversations in the community.
- Enhancing local communication and access to information, in ways that ensure better access for all residents;
- Promoting voter registration and voting for all Altadena residents;
- Meaningfully engaging a wider swath of Altadena in events, programming, collection growth, and services;
- Redistricting ALD's elected representatives to a by-district as opposed to an at-large electoral system; and
- Finding ways to contribute meaningfully on serious problems facing our community, including homelessness, mental health, affordable housing, income gaps, and a shrinking middle class.

To show our commitment to INTEGRITY, strategic initiatives include:

- Improved transparency and accountability at all levels;
- Good governance and sound local leadership;
- Acting as a reliable and good-faith partner with local institutions, organizations, and community groups;

As an institution driven by INNOVATION, our strategic initiatives include:

- Continuing to advance our available technology;
- Providing access to STEM programming and resources to kids and teens;
- Partnering more effectively with innovative institutions, including JPL and Caltech;
- Providing resources for local small businesses; and
- Promoting local industries and enterprises.

Because we value CREATIVITY, our strategic initiatives include:

- Finding new and interesting ways to provide resources to patrons;
- Promoting the library and library services in new and different methods;
- Providing access to the fine and performing arts experiences and programs;
- Designing and providing new spaces for learning and engagement;
- Moving the work of the Library District beyond the four walls of our Main and Branch locations, creating library experiences in unexpected, surprising, and delightful ways.

DIVERSITY is an essential characteristic of Altadena, and so our strategic initiatives include:

- Lifting up and centering the stories, experiences, and lived realities of all Altadena residents, especially those who have been traditionally under-represented;
- Affirming and welcoming the LGBTQ+ community
- Showcasing the history and traditions of diversity in Altadena; and
- Striving to appreciate and value difference, and to model respect and openness, even when it is uncomfortable.

In thinking about EQUITY, our strategic initiatives include:

- Ensuring equity of access to all, most especially in our facilities becoming not just ADA compliant, but welcoming, open, and accessible to people no matter their health, mobility, or needs.
- Better linguistic representation, including the consistent translation and provision of all ALD communications in Spanish, and the development of language-specific collections relevant to our community;
- Seeking equity in provision of services across neighborhoods, populations, and areas of Altadena; and
- Making sure that all library facilities, no matter where they are located, are equally updated, interesting, engaging, and well-maintained.

In terms of SUSTAINABILITY, our strategic initiatives include:

- Providing services in a “green” way;
- Identifying and renewing reliable sources of funding for ALD’s future;
- Updating our facilities to a more environmentally-friendly and energy-efficient standard;
- Continuing to build the relevance of our work into the future and communicating it effectively to all of Altadena.

Because EMPATHY underlies all our work, our strategic initiatives include:

- Approaching all patrons, experiences, opportunities, and situations with compassion;
- Building ties within the community;
- Helping under-served populations access resources they need.

We want to approach everything we do with INTENTIONALITY, and so our strategic initiatives include:

- Deliberate self-assessment and stock-taking that includes a frank look at whether our goals are being met, and our vision realized;
- The construction and nurturing of viable community feedback loops, to consistently improve the provision of library services;

- A commitment to a long-term and ongoing process of community engagement;
- Open and clear deliberation at all levels on whether future decisions align with our values, with our mission, and with our vision.

VI. Next Steps & Implementation

The board will adopt this plan by the end of 2019. The Strategic Plan directs the work of the Altadena Library District, including staff and Board, and will also inform and orient the work of our support groups, including the Friends and Foundation. In the next year, the incoming District Director will work with the Board of Trustees to develop a one-year activation plan, a three-year implementation plan, and a five-year business plan. The following outlines a three-phased approach to be accomplished in the first three years. Progress will be assessed regularly, based on collectively defined success indicators.

Year One, Phase One: Listening, Learning, and Following Through

By the end of Phase One, ALD will have accomplished:

- Community asset mapping;
- Strengthened relationships with community members and institutions;
- Strengthened trust
- Improved cultural empathy & awareness;
- A better alignment between community needs and library services
- The development of staff skills and talents necessitated by strategic initiatives; and
- The institutional adoption and embodiment of our core values in every patron experience and interaction.

Year Two, Phase Two: Prototyping Services

By the end of Phase Two, ALD will have accomplished:

- The implementation of new services and programs aligned with community-identified wants and needs;
- Implementation and practice of enhanced staff skills and talents;
- Improved community relationships, which will generate increased opportunities; and
- Increased competency in evaluating and assessing our impact, our successes, and our areas which require improvement.

Year Three, Phase Three: Fuller Implementation

By the end of Phase Three, ALD will have accomplished:

- A demonstrable creation of public value;
- Confidence and improved core competencies from staff;

- Improved reach and interaction with the community across all demographic and geographic ranges;
- The ability to align our facilities, our services, our assets, our resources, and our staff skills and talents with our strategic initiatives.

The Library's Board of Trustees will serve the role of championing the strategic work, will communicate stories of impact, initiative, and relevance to community peers and civic leaders; and will continue to build, nurture, and develop relationships. The Board will support the Altadena Library District's leadership to ensure strategic success. The District Director will create the culture, lead the brand development and grow the business.

Undertaking this work will require ALD to build its capacity as influencers and storytellers. It will require ALD to strengthen its public trust by demonstrating increased value. Ultimately, this work represents the commitment of a Board, staff and community to demonstrating how impactful and important a public library can be in a town like ours.

**Altadena Library District
Government Relations Liaison Report
Betsy Kahn
October 28, 2019**

California Legislative Session Report

- ACA1: Local Government Financing (failed)
- Governor’s actions on passed legislation:

Signed Bills	Vetoed Bills
<p>AB9: extends the statute of limitations for filing a Fair Employment and Housing Act (FEHA) claim with an employer from one to three years.</p>	<p>AB171: would have established a rebuttable presumption, that if within 90 days of filing a sexual harassment claim, that an employee is fired, demoted, suspends, or in any other way discriminates against an employee, that the actions taken by the employer were in retaliation of the claim and would be subject to litigation.</p>
<p>AB749: Prohibits a settlement agreement in an employment dispute regarding sexual harassment or assault from containing a provision prohibiting, preventing, or otherwise restricting a settling party that is an aggrieved person from working for the employer against which the aggrieved person has filed a claim, or any parent company, subsidiary, division, affiliate, or contractor of the employer.</p>	<p>AB1184: Would have required public agencies to keep all emails related to the public's business for 2 years. Current law authorizes cities, counties, and special districts to destroy or to dispose of duplicate records that are less than two years old when they are no longer required.</p>
<p>SB1442: Requires all employers to provide lactation rooms for their employees use with numerous specific requirements.</p>	<p>SB268: would have made changes to election law to address the impacts of AB 195 (Obernolte, 2017), which required detailed financial reporting requirements on proposed bonds and taxes to be placed on the ballot. This bill would have instead required a measure that imposes or increases tiered tax rates, authorizes the issuance of bonds, or imposes a tax with a rate structure that cannot be accurately included in the ballot label, to include the words “See voter guide for information” in the ballot label.</p>
<p>SB778: corrects drafting error in previously passed legislation to allow employees receiving sexual harassment training in 2019 to not be required to receive the training again until 2021.</p>	

CLA Legislative Priorities

- public library infrastructure needs
- expansion of public library broadband access and advocacy for net neutrality
- funding for after-school and summer youth programming
- funding for libraries to serve as centers for early education, literacy, career support, services for vulnerable populations, etc.
- advocacy for funding for the California State Library
- funding for libraries to assist with the 2020 Census

March: “Day in the District”

- Small group including Director, staff, Trustees, Friends, advocates
- Topics: highlight library programs and services; address legislative issues
- Best time: late afternoon Thursday, or Friday
- Meeting length: about 20 minutes
- Date: TBD

Federal Library Funding

- Thank you letters sent to federal representatives for their support.
- LSTA: \$189.3 million in FY2019. Boost of \$17 million in Grants to States program. General library support including internet access, services to underserved communities, disaster response, staff recruitment and training.
- IAL (Innovative Approaches to Literacy): requesting and increase to a total of \$30 million. To national non-profits and school districts, for book distribution, early literacy services, and school library programs.

Updates from California Library Association Conference



**BOARD OF LIBRARY TRUSTEES
Director Report – Art Restoration**

DEPARTMENT: Administration

MEETING DATE: 10/28/2019

PREPARED BY: Cindy Cleary

LOCATION: Community Room

Summary:

At the July 22, 2019 Board meeting, an assessment of George Gardner Symons' painting, *Millard Canyon at Granite Gate*, was presented. The Symons painting was donated to the District in 1975 and is currently exhibited in the Friends' bookstore. A 2002 appraisal estimated the value of the painting at \$95,000. The painting was most recently evaluated by Linnaea Saunders, a Los Angeles conservator, who presented an estimated restoration cost of \$15,000-\$18,000. Board direction in June was to consider funding during mid-year budget discussions in early 2020.

Since that time an anonymous patron generously donated \$10,000 to support the restoration. The donation was offered with the hope that the balance would become available with District funds, through a fundraising campaign, or a combination of both. The designated funds are with the Altadena Library Foundation with an agreement to hold the funds until which time the remaining balance is available.

Recommendation:

Staff seeks direction on next steps.

RESOLUTION NO. 2019-09

**A RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF
THE ALTADENA LIBRARY DISTRICT AMENDING LIBRARY
BOARD OF TRUSTEES POLICIES AND PROCEDURES**

WHEREAS, on May 20, 2019, the Board of Trustees of the Altadena Library District (the “Board”) approved Board Policies and Procedures (“Board Polices”), which set out the roles and responsibilities of the Altadena Library District’s governing body; and

WHEREAS, the Board has approved certain changes to these Board Policies since that time, by taking official Board action to amend the parliamentary procedure for how Board meetings are run, and by adopting a standalone administrative policy for electronic record retention; and

WHEREAS, Board Policies Section 16 requires any amendment to the Board Policies be made at a regular Board meeting by written resolution, approved by a majority of the Board; and

WHEREAS, the Board now seeks to amend the Board Policies to ensure internal consistency by amending Sections 11.6 (Parliamentary Procedure) and 15.2 (Email and Personal Devices).

NOW, THEREFORE, BE IT RESOLVED, the Board of Library Trustees of the Altadena Library District hereby finds, determines, and resolves as follows:

1. The Board of Library Trustees hereby repeals the District’s existing Altadena Library District Board of Trustees Policies and Procedures, approved by the Board of Library Trustees on May 20, 2019.
2. The redline Altadena Library District Board of Trustees Policies and Procedures, reflecting the amended Board Policies and attached hereto as Exhibit “A,” incorporated herein by reference and made a part hereof, is hereby adopted as the official Board Policies of the District. A finalized version of these Board Policies, with the redline amendments accepted, will be kept on file by the District.
3. The Board Secretary shall certify to the passage and adoption of this Resolution.
4. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 28th day of October, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

APPROVED:

Katie Clark, Board Secretary

Terry Andrues, Board President

APPROVED AS TO FORM:

Ruben Duran, General Counsel

EXHIBIT "A"

**REDLINE ALTADENA LIBRARY DISTRICT BOARD OF TRUSTEES POLICIES AND
PROCEDURES**

[Attached]

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Altadena Library District Board of Trustees

Policies and Procedures

1. Library Board of Trustees Roles and Responsibilities

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

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

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

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

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

2. Election of Library Board of Trustees

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

2.1. Official Tabulation of Votes

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

2.2. Vacancies on the Library Board of Trustees

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

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

2.3. Appointment to a Vacancy

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

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

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

2.4. Calling an Election to Fill a Vacancy

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

2.5. Failure to Act

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

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

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

2.6. Election

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

2.7. Candidate Statements for District Elections

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

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

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

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

3. Officers

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

3.1. Election of Officers

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

3.2. Vacancies

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

3.3. Duties of Officers

A. President

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

B. Secretary

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

3.4 Personal and Individual Liability of Trustees

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

0. Library Board of Trustees Committees

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

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

Staff may participate in committees in two fashions:

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

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

4.1. Committees Subject to the Brown Act

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

4.2. Committees Not Subject to the Brown Act

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

4.3. Reporting of Committees

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

5. Library Board of Trustees Liaisons

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

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

5.1. Government Relations Liaison

The Government Relations Liaison shall:

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

5.2. Friends of the Altadena Library Liaison

The Friends of the Altadena Library Liaison shall:

- A. Attend meetings of the Friends of the Altadena Library;
- B. Represent the Board of Trustees at those meetings; and

- C. Provide context to the Board about any relevant information, activity, or recommended Board action.

5.3. Altadena Library Foundation Liaison

The Altadena Library Foundation Liaison shall:

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

6. Library Board of Trustees Representatives

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

7. Library Board of Trustees Appointments

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

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

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

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

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

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

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

8.1. Appointment of a District Director

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

8.2. Temporary Absence of the District Director

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

8.3. Prolonged Absence of the District Director

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

8.4. Appointment of an Interim Director

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

8.5. Administration Leeway in Absence of Board Policy

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

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

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

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

8.7. Evaluation of the District Director

The District Director shall, upon his or her appointment, have an introductory period of 12 months. A series of preliminary evaluations shall take place at three and six months with the Board of Trustees, with a final evaluation and determination upon passage of the introductory period at one year. Thereafter, the Board shall undertake a formal evaluation of the Director annually, and may, at their discretion, undertake

special evaluations as needed, if such a special evaluation is approved with the vote of a majority of the Board. All formal evaluation processes must be conducted in compliance with the Ralph M. Brown Act and state law requirements, including the general rule of confidentiality regarding personnel records (Gov. Code §6254(c)) and the closed session procedure set forth for the performance evaluation of District employees (Gov. Code §54957).

9. Library Board of Trustees Expense Reimbursement Policy

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

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

9.1. Applicability

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

9.2. Authorized Expenses

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

- A. **Conferences, Meetings and Workshops**
Attendance at conferences, meetings and workshops of regional, state and national organizations whose activities benefit or affect the District's activities or interests;
- B. **Special Projects**
Attendance at conferences and meetings regarding special library projects;
- C. **Community Activity or Visibility**
Attendance at community sponsored functions, where the presence of a representative is requested or important;
- D. **Legislative Activity and Meetings with Local, Regional, State or National Officials**
Attendance at meetings with local, regional, state or national officials on legislative issues or District policy or program issues; and
- E. **Ethics, Harassment, Brown Act, or Special District Training**
Attendance at a conference, meeting, workshop or organized educational activity conducted in compliance with Government Code §54952.2(c), including but not limited to ethics training required by Government Code §53234.
- F. **Educational Conferences and Professional Meetings (as outlined in §10 of this policy).**

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

9.3. Library Board of Trustees Budget Approval for Activity

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

9.4. Reimbursement Rates and Amounts

A. Transportation

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

- 1. Airfare.** Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered by the State of California shall be, in most normal circumstances, presumed to be the most economical and reasonable for purposes of reimbursement under this policy. The Board recognizes and acknowledges that such airfares are not always practicable or available in certain limited circumstances, and finds that higher airfares may be appropriate in individual cases.
- 2. Automobile.** Automobile mileage shall be reimbursed at Internal Revenue Service rates presently in effect (see <http://www.irs.gov/>). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The Internal Revenue Service rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed. Mileage for travel to meetings, conferences, and activities with a ten-mile radius shall not be reimbursed by the District.
- 3. Car Rental.** Rental rates that are equal or less than those available through the State of California's website (<http://www.catravelmart.com/default.htm>) shall be considered the most economical and reasonable for purposes of reimbursement under this policy.
- 4. Taxis/Ride-Share/Shuttles.** Taxi, ride-sharing, or shuttle fares may be reimbursed, including a 15% gratuity per fare, when the cost of such fare is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

B. Lodging

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

- 1. Conferences/Meetings.** If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the

meeting in question if such rates are available at the time of booking. If the group rate is not available, see subparagraph 2 below.

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

C. Meals

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

D. Telephone/Fax/Cellular

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

E. Internet

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

F. Airport and Other Parking Charges

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

G. Other

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

9.5. Non-Reimbursable Expenses

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

- The personal portion of any trip;
- Political or charitable contributions;

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

9.6. Expense Report Content and Submission Deadline

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

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

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

9.7. Verification of Expense Reports

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

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

9.8. Reports to the Public

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

9.9. Compliance with Laws

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

9.10. Violation of this Policy

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

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

10. Training, Education, and Conferences

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

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

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

Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the Altadena Library District, the Trustees shall either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. The report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District Director to be included in the library for the future use of other staff.

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

10.1. Ethics Training

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

This policy shall also apply to all staff members that the Board of Trustees designates and to members of all commissions, committees and other bodies operating subject to the Ralph M. Brown Act who receive

any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties.

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

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

10.2. Sexual Harassment Prevention Training

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

10.3. Brown Act & Special District Training

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

11. Board Meetings

11.1. Regular Meetings

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

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

11.2. Special Meetings

Pursuant to the provisions of Government Code §54956, Special Meetings of the Board of Trustees may be called by or at the direction of the President, or by a majority of Board members, with at least 24-

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

11.3. Emergency Situations

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

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

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

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

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

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

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

11.4. Teleconferencing

As per Gov. Code §54953, teleconferencing - meaning the connection of members of the Board of Trustees by electronic means, either through audio or video or both - may be used for the benefit of the public and the District in connection with any meeting or proceeding authorized by law. It may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the Board of

Trustees. All votes taken during a teleconferenced meeting shall be by roll call. The following practices must be observed:

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

11.5 Closed or Executive Sessions

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

11.6. Parliamentary Procedure

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

- A. A Trustee proposing a motion may speak briefly on behalf of the proposal prior to making the formal motion. However, there shall be no further debate or discussion until the motion is properly made and seconded.
- B. ~~While the~~ The president must vacate the chair prior to making or seconding a motion (e.g. shall pass the gavel to the Secretary), in all other matters and the officers shall be considered equal in privilege and responsibility to one another. They shall be encouraged to participate in debate and discussion and to vote on all matters brought before the Board.

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

- A member is recognized by the Chair;
- That member makes a motion;
- The motion is seconded by another member;
- The motion may be restated by the Chair or district secretary in the Chair's ~~at his/her~~ discretion, or at the request of any member;
- Discussion of the motion;

- A vote is taken by the Chair, and ayes, nays, and abstentions are recorded; and
- The Chair announces the results of the vote and what action shall be taken.

11.7. Quorum

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

11.8. Voting

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

11.9 Censure and Disciplinary Procedure

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

- A. *Censure Requirements.* To censure any Board member for offending conduct that may violate this policy, any offended Board member may prepare, or may request that legal counsel prepare, a resolution to be brought back to the full Board of Trustees, to be voted upon at the next regularly scheduled Board meeting. The censure resolution shall be placed on the agenda for the next regularly scheduled Board meeting with the same notice otherwise required under the Brown Act, and the item must be considered in open session. The Board member(s) preparing or requesting censure shall include (or direct legal counsel to include) all actions allegedly taken by the offending Board member that are contrary to the legitimate interests of the District, and which were taken without authorization, approval, or ratification by the Board.
- B. *Notice to Board member subject.* The Board member subject of the censure resolution shall receive individualized notice of the resolution by mail in advance of the scheduled Board meeting at which the censure resolution is set to be heard. That notice is effective at the date of mailing. At the time the censure resolution is considered, the Board member proposed for censure shall be afforded an opportunity to be heard, although he or she has no right to cross-examine any other Board member. For the alleged offending Board member(s) to be censured, the resolution would need to be adopted by a majority of the Board, excluding the alleged offending Board member(s).

12. Presenting Matters to the Board of Trustees

12.1. Agendas

- A. Every staff member and committee member of the Altadena Library District, and every citizen, individual, corporation, committee, or civic group having reports, communications, proclamations, resolutions or any other matter of business to be presented at a regular meeting, shall notify the District Director of the fact in writing at least 10 business days prior to the date of that meeting. The District Director and the President of the Board of Trustees shall determine which of such items are to be placed on a future agenda as matter directly related to Altadena Library District business.

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

12.2. Order of Business

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

12.3. Minutes

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

12.4. Adequate Information to Precede Action

Except in emergencies, the Board of Trustees shall not attempt to decide upon any question before examining and evaluating information any person requests the Board of Trustees to consider. The District Director shall be given an opportunity to examine and evaluate all such information and to recommend action before the Board of Trustees attempts to make a decision. All budget considerations shall be

presented with adequate financial context from the budget, so the Board of Trustees can give each item adequate consideration.

12.5. Trustee Suggestions

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

12.6. Official Reports

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

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

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

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

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

- A. Those wishing to address the Board of Trustees are requested to fill out a request card for each agenda item or topic they wish to speak on and hand it to an appropriate staff member.
- B. When called to speak, speakers should go to the microphone and are requested to identify themselves by name.
- C. Remarks shall be limited to three minutes per person. This applies to both non-agenda and agenda items.
- D. All remarks are to be directed to the Chair. Dialogue between members of the public and between the public and Trustees is not permitted in a manner that would violate Brown Act principles. Trustees may briefly respond to comments or questions from the public at their discretion. It shall be within the Chair's discretion to ensure that Board members do not engage in dialogue that would impede the orderly conduct of agendized business.
- E. Remarks by any person addressing the Chair which reflect adversely upon the political or religious views, or character of any person, are not permitted. Derogatory, insulting or abusive remarks directed toward any employee of the Altadena Library District shall not be permitted. The Board of Trustees cannot prohibit public criticism of policies, procedures, programs or services of Altadena Library District or the acts or omissions of the Board of Trustees itself. (Gov. Code §54954.3(c)). (The law provides no immunity for defamatory statements.)
- F. The Chair shall rule on the appropriateness of the subject being presented and whether

presentation is within the time limits specified.

- G. Violations of these rules that severely disrupt the meeting may lead to removal of the individual from the meeting. Severe disruption will be categorized as action that renders the meeting proceedings unfeasible, in the Chair's discretion. When an individual or group of persons render the orderly conduct of the meeting unfeasible and order cannot be restored by removal of those individuals willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session in line with the Brown Act procedure laid out in Gov. Code §54957.9.

12.8. Agenda Attachments

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

13. Correspondence

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

14. Awards and Honors

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

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

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

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

15. Communications

15.1. Media

A. Responsibility

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

B. Cooperation with Media

1. The Altadena Library District shall cooperate with media representatives in an effort to provide accurate information in response to media interests and for dissemination to the public through the media.
2. Media representatives are encouraged to attend meetings of the Board of Trustees and its standing committees and will receive meeting announcements, agendas, and agenda packets upon request.

C. Visits to Altadena Library District Facilities

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

D. Crisis Communications

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

E. Confidentiality

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

15.2. Email and Personal Devices

15.2.1 Purposes

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

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

15.2.2. Definitions and Scope

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

- A. “District business” shall be construed broadly to mean topics within the subject matter of the District’s jurisdiction, including, but not limited to, pending or potential Altadena Library District projects and all past or prospective District agenda items.
- B. “District network” shall mean any Internet access, computer server, computer network, intranet, local area network, wireless network, e-mail system, cloud storage system, or file-sharing system owned or made available by the District.
- C. “District official” shall mean any person elected or appointed to a legislative body, commission, or committee of the Altadena Library District.
- D. “District personnel” shall collectively refer to all District employees, elected officials, appointed officials, and consultants who create, transmit, or retain electronic communications related to Altadena Library District business.
- E. “Electronic communications” includes any and all electronic transmission, and every other means of recording upon any tangible thing in any form of communication or representation, regardless of the manner in which the record has been stored. Without limiting the nature of the foregoing, “electronic communications” include e-mails, texts, voicemails, and also include communications on or within commercial applications (apps) such as Facebook Messenger, Twitter, WhatsApp, etc.
- F. “Electronic device” shall mean any computer, laptop, cellular phone, tablet, pager, storage device, facsimile, or wireless card, shall refer to a device depending on the principles of electronics for its operation, including but not limited to cellular

telephones, laptops and desktop computers, tablets, pagers, cameras, televisions, and DVD/CD players.

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- G. “Electronic messaging account” means any account that creates, sends, receives or stores electronic communications.
- H. “Public record” is defined by the California Public Records Act and includes any writing that contains information relating to the conduct of the public’s business prepared, owned, used or retained by the District regardless of physical form or characteristics, and regardless of whether created or transmitted on or by a District-owned device. Public records, for the purposes of this policy, applies to any transmission of information between devices, including any correspondence, writing, text message, calendar invitation, video message, picture, voice-memo, drawing or emoji, by email, text message, voicemail, chat application, social media application, pager message, or any other computer application, software, or platform. ~~shall mean any writing, as defined in Government Code §6252(f), that is prepared, owned, used, or retained by the District and that substantively relates to District business.~~

15.2.3 Policy and Procedures: Personal Devices

- A. All District officials shall be assigned a District electronic messaging account. All electronic communications created, sent, received, deleted, or stored using the District’s network or a District-owned device are the property of the District.
- B. Only District-issued electronic messaging accounts and, if applicable, District-issued electronic devices shall be used to conduct District business. To the greatest extent possible, District officials shall not use personal electronic messaging accounts for the creation, transmission or storage of electronic communications regarding District business.
- C. District electronic messaging accounts and access to the District’s electronic messaging server are solely for the purpose of conducting District business and shall not be used for personal business or political activities. Incidental use of District-issued electronic messaging accounts for personal use by District officials is permissible under state law, though discouraged.
- D. District-provided ethics training, pursuant to AB 1234, should include a discussion of the impacts of the *San Jose* case and this policy. Such training should include information on how to distinguish between public records and personal records.
- E. To avoid greater intrusion into District officials’ personal electronic devices and electronic communications than is necessary in response to a Public Records Act request, all District officials should, within 30 days following the adoption of this Policy, search all private, non-governmental electronic messaging accounts and electronic devices to locate any electronic communications that might constitute a public record regarding District business. All such public records should be forwarded to the District-issued electronic messaging account assigned to that District official or to a District-controlled storage system. To the extent the District official believes that any part of such records contains personal matter not related to the District’s business, the District official shall consult with District counsel. Newly elected or appointed members of the Board of Trustees shall be required to sign acknowledgement of this Policy within 30 days following their first Board meeting to ensure communications that may be subject to disclosure under the Public Records Act are retained exclusively on a District-issued electronic messaging account to the greatest extent possible.

- F. If a District official receives an electronic message regarding District business on his/her non-governmental electronic messaging account, the District official shall either: (a) copy ("cc") any communication from the District official's personal electronic messaging account to his/her District electronic messaging account; or (b) forward the associated electronic communication to his/her District account as soon as possible. District officials should request persons sending electronic communications regarding District business to utilize that District official's electronic messaging account.

- G. District officials understand they have no expectation of privacy in the content of any electronic communication sent or received on a District electronic messaging account, on communication utilizing District servers, or any District-issued electronic device. District officials understand that electronic communications regarding District business that are created, sent, received or stored on an electronic messaging account, may be subject to the Public Records Act, even if created, sent, received, or stored on a personal electronic messaging account or personal electronic device.

Public Records Requests

- H. In the event that the District receives a Public Records Act request that is specifically seeking public records prepared, owned, used, or retained by District personnel, the request shall promptly be transmitted to the relevant District personnel who may reasonably be in possession of records responsive to the request, along with the date by which any potentially responsive electronic communications need to be transmitted back to the District for review and subsequent transmit to the requesting party.
- I. It shall be the duty of all District officials receiving such a request to promptly conduct a good faith and diligent search of his/her personal electronic messaging accounts and devices for responsive electronic communications, and/or be able and willing to declare that such records being sought are not stored or retained on his/her personal electronic messaging accounts and devices, signed under penalty of perjury, included as Attachment A to this Policy. If any responsive records are located, District officials shall promptly transmit those records to the appropriately designated member of District personnel.
- J. District officials who makes a decision to withhold or redact any electronic communication identified as potentially responsive must submit a declaration, included as Attachment A to this Policy, under penalty of perjury with facts sufficient to show the record is not related to District business. In the event a question arises as to whether or not a particular communication, or any portion of it, is a public record or purely a personal communication, the District official should consult with District counsel.
- K. This policy does not waive any exemption to disclosure that may apply under the California Public Records Act.
- L. District officials understand that all electronic communications regarding District business are subject to the District's Records Retention ~~schedule~~[policy](#), and District's [Electronic Record and Email Retention Administrative Policy](#), regardless of how the communications was transmitted or stored. Since it is unlawful to destroy, alter or falsify a public record, District officials must retain all electronic communications regarding District business in accordance with the District's adopted ~~records~~[Records Retention policy](#)~~schedule~~ and District's [Electronic Record and Email Retention Administrative Policy](#).

15.2.4. Policy and Procedures: Email Usage

- A. Communication on the District's network should be focused on District business. District officials are not to use email for non-governmental business, including, but not limited to commercial ventures or religious or political causes. The District's network shall not be used for any activity that is a violation of local, state, or federal law.
- B. District officials are prohibited from using the District's network to transmit any electronic communication containing or expressing:

1. Messages of a religious nature or promoting or opposing religious beliefs.

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2. Messages containing language that is insulting, offensive, disrespectful, demeaning, or sexually suggestive.
 3. Messages containing harassment of any form, sexual or ethnic slurs, obscenities, or any representation of obscenities.
 4. Messages that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, as well as any other category protected by federal, state, or local laws.
 5. Messages used to send or receive copyrighted material, proprietary financial information or similar materials, unless the transmission of such material is directly related to District business.
 6. Messages used for gambling or any activity that is a violation of local, state, or federal law.
 7. Threats of violence or injury to any person, property, or organization.
 8. Messages that conduct or encourage illegal activity.
 9. Non-work-related newsletters or other mailers, which may be susceptible to spam or a malicious attack.
- C. District officials are strongly discouraged from using any program, application, or platform to discuss or conduct District business or to exchange electronic communications related to District business other than their District-issued email account, as these communications constitute public records under the Public Records Act.
- D. District officials are responsible for managing their mailboxes, including organizing and deleting any non-District related messages.
- E. District officials are expected to remember that email sent from District email accounts or on behalf of the District is a representation of the District. All District personnel must use normal standards of professional and personal courtesy and conduct when drafting email messages.
- F. District officials should avoid “broadcasting” messages and documents unless the message is of interest to all District personnel.
- G. The District reserves the right to retrieve any and all electronic communications transmitted through the District network or on District-owned technology. As a routine matter, the District does not read or monitor the content of electronic communications created, sent, received, deleted, or stored through the District network or on District-owned technology, but may monitor or access such electronic communications as permitted by Federal or State law.
- H. Most communications among District personnel are not confidential communications. However, certain communications such as police investigations, personnel records, or attorney-client communications may contain confidential information under the Public Records Act. Questions about whether communications are confidential, and how they are to be preserved, should be discussed with District counsel. The use of passwords to protect documents does not guarantee confidentiality or security.
- I. District officials shall not forward messages from his/her District-issued electronic messaging account to any non-governmental account(s) for the purpose of creating a personal email archive of any record related to District business.

- J. District officials are responsible for respecting and maintaining the security of District electronic resources and networks, and shall not attempt to access information protected by privacy laws, impersonate other network users or install or use illegal software or files, including unauthorized apps, on any Department-issued electronic devices.
- K. District officials who are leaving the office have no rights to the contents to any electronic communications stored on the District's network or on a District-owned device.

15.2.5 Violations

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

ATTACHMENT A: DECLARATION
ATTACHMENT B: POLICY ACKNOWLEDGEMENT
[attached on following pages]

In the matter of:

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

Re:

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

Requester:

Print or type name of requester

Declaration of:

Print or type name of official

**Regarding Search of Personal Electronic
Messaging Account**

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
ALTADENA LIBRARY DISTRICT

I, declare:

Print name

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

2. I understand that the CPRA request seeks:

_____ Insert
text of CPRA request.

3. I am the owner or authorized user of the following personal electronic messaging account and have the authority to certify the records:

_____ Insert
description of personal electronic messaging account(s).

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

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

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

Check the applicable box:

I certify that I do not possess responsive electronic communications.

I certify that I cannot reasonably recover responsive electronic communications.

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

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

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

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

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

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

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

By: _____

Print Name: _____

POLICY ACKNOWLEDGEMENT

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

ACKNOWLEDGEMENT OF RECEIPT

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

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

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

Printed Name: _____

Signature: _____ Date: _____

15.3. Social Media and Online Activity

15.3.1. General Purpose

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

15.3.2 Definitions

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

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

15.3.3 District Officials' Use of Social Media

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

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

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

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

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

16. Regular Policy Reviews

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

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



**RESOLUTION No. 2019-02
ESTABLISHING AUTHORIZED SIGNATURES**

WHEREAS, the Chase Bank requires a resolution from the governing body of the Altadena Library District listing the authorized signers on all bank accounts and safe deposit box whenever a change occurs, therefore be it

RESOLVED, that the bank is authorized to pay out funds from the following accounts with any two (2) signatures of the individuals whose names and titles are listed below on behalf of the Altadena Library District:

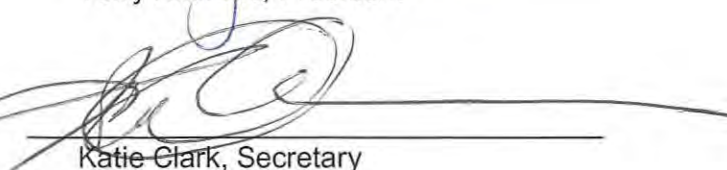
	<u>Account Type</u>	<u>Account Number</u>
1.	Business Money Market Account	on file
2.	Business Checking	on file
3.	Business Checking	on file

	<u>Authorized Representatives</u>	<u>Title</u>
1.	Cynthia Cleary	Interim District Director
2.	Estella Terrazas	Public Services Director

	<u>Authorized Signers</u>	<u>Title</u>
1.	Cynthia Cleary	Interim District Director
2.	Estella Terrazas	Public Services Director
3.	Terry Andruess	Trustee
4.	Betsy Kahn	Trustee

Adopted at the regular meeting of the Board of Trustees of the Altadena Library District the 25th day of March 2019.

By: 
Terry Andruess, President

By: 
Katie Clark, Secretary

March 25, 2019
(Date adopted and approved)



Certified Corporate Resolution

I, Katie Clark, do hereby certify to Pacific Western Bank ("Bank") that I am the duly elected and qualified Secretary of Altadena Library District ("Company"), a corporation, Tax ID # 95-6005335, and that the following resolutions were, or hereby are, duly adopted in accordance with the procedures set forth in the governing instruments of the Company and that said resolutions have not been amended, rescinded or revoked, and are in no way in conflict with any of the provisions of the governing instruments of the Company:

RESOLVED, that the following have been designated as Authorized Officers of the Company:

Title	Printed Name	Authorized Officer Signature
Board President	Terry Andrues	X
Trustee	Elizabeth Kahn	X
District Director	Nicole Jean Winslow	X
		X
		X
		X

And that any one of the above are hereby authorized and empowered to execute a Master Account Agreement and/or Wire Transfer Agreement and execute all other cash management agreements or other account service related agreements on behalf of the Company as set forth in the Bank's Deposit Account Agreement and Disclosure.

FURTHER RESOLVED, that the authority conferred herein shall continue in full force and effect until written notice of modification or revocation is received and accepted by Bank. Bank may rely upon any form of written notice, which it in good faith believes to be genuine or what it purports to be.

FURTHER RESOLVED that the Secretary of the Company be and is hereby authorized and empowered to certify a copy of the foregoing Resolutions to the Bank and the names and specimen signatures of the Authorized Officers thereby authorized to act.

Katie Clark	x	
Secretary's Printed Name	Secretary's Signature	Date



BOARD OF LIBRARY TRUSTEES
Video Surveillance Policy - Revised

DEPARTMENT: Administration

MEETING DATE: October 28, 2019

PREPARED BY: Cindy Cleary

LOCATION: Community Room

Summary:

The Board of Library Trustees approved a Video Surveillance Policy at the June, 2017 meeting. The Policy was recently reviewed by Best, Best & Krieger (BBK) in anticipation of additional cameras being placed in exterior and interior spaces. BBK considered the Policy legally compliant, except regarding public requests for video footage. Rather than a blanket provision that precludes public disclosure of footage, the revised language confirms the District's intent to comply with the Public Records Act. BBK also recommended that the Policy state that the cameras may or may not be monitored at any given time. This limits the expectation of rescue from attacks or unlawful behaviors.

Beyond the Policy, BBK recommends that signage be placed in visible areas alerting people to the existence of the cameras. District signage will use similar, if not the same language, recommended by the United States Department of Justice:

WARNING: For the safety and protection of our employees, patrons and District property, your activities may be monitored by video surveillance cameras. All individuals and personal property on District property are therefore subject to surveillance monitoring and video recordings. This equipment may or may not be monitored at any time.

Recommendation:

Staff recommends approval of the revised Video Surveillance Policy to conform with the recommendations of Best, Best and Krieger.

Attachment: Video Surveillance Policy draft revision

Video Surveillance Policy

The Altadena Library District strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of the library premises are under ~~continuous~~ video surveillance and recording. This policy is in force to deter public endangerment, vandalism, theft and mischief in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the applicable federal, state, and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy. The equipment may or may not be monitored at any time.

Signage in Areas under Surveillance:

The public will be notified, using clearly worded signs prominently displayed at the perimeter of the video surveillance areas, so that library visitors have reasonable and adequate warning that surveillance is or may be in operation before entering any area under video surveillance. Signage will be posted at the library entrance at all times, disclosing this activity. The library's video surveillance system shall for the protection and safety of customers, employees, assets, property, and to identify persons breaking the law or violating the library's Code of Conduct.

When an incident occurs on Library premises:

- Video image recordings will be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents may be retained and reviewed as long as considered necessary by the Library Director or His or Her Designee. (But not less than one year)
- Images may be shared with other Library staff to identify person(s) suspended from Library property and to maintain a safe and secure environment.
- While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect, and resource as a means of identifying and prosecuting offenders is considered worthwhile.

Security Camera Locations

Reasonable efforts shall be made to safeguard the privacy of customers and employees. The video security cameras will be positioned to record only those areas specified by the Director or His or Her Designee, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without the permission of the Director or His or Her Designee. Cameras may be installed in public locations where staff and customers do not have a reasonable expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, delivery areas and parking lots. Cameras will not be installed in restrooms and other historically private areas. Cameras will not be positioned to identify a person's reading, viewing or listening activities in the library, although incidental recording of such information is possible.

Access to Digital Images

The video surveillance system will be secure and will only be accessed by those authorized to do so. The Library administrative and security staff, in the course of their normal duties, will monitor and operate the video security system. The Director and other authorized individuals, with notice to the Director or His or Her Designee, may access or ask other staff to review recorded data in order to ascertain security concerns related to a specific incident. Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the video security system. Library employees are to review and comply with this policy.

Use/Disclosure of Video Records

- Video records may be used by individuals authorized under this policy or law enforcement to identify the person or persons responsible for library policy violations, criminal activity, actions considered disruptive to normal library operations, or violation of the Library's Code of Conduct.
- Video records may be shared with authorized library employees when appropriate or, upon approval by the Director or His or Her Designee, other library staff to identify person(s) suspended from library property and to maintain a safe, secure and policy-compliant environment.
- Under certain circumstances, individuals authorized under this policy may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.
- Video records shall not be used or disclosed other than as specifically authorized by this policy, except for law enforcement purposes, or if legally compelled.

All requests for security camera footage or still shots by law enforcement shall be referred to the Library Director or His or Her Designee. In his or her absence, direct requests shall be made to the Senior Administrative Person.

In the event of a search warrant, which is executable immediately, the library's Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, the library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated.

Retention and Storage of Digital Images

Images from the library video security system are stored digitally on hardware in the library. Security camera footage shall be kept confidential, unless disclosure is necessary to fulfill the purposes of this policy, and digitally secured. Recordings are kept in accordance with the library's approved records retention schedule of one calendar year, unless required as part of an ongoing investigation or litigation.

General Public Requesting Access to Security Camera Footage

Confidentiality/privacy issues may prohibit the general public from accessing or viewing security camera footage. If the library receives a request from the general public to inspect security camera footage, that request will be evaluated on a case-by-case basis. ~~the general public will be advised that it is against library policy to disclose camera footage to the general public.~~

Compliance

Failure by staff to comply with this policy may result in disciplinary action up to and including termination of employment. Any library employee who becomes aware of any violation of this policy has a responsibility to ensure that the Director or His or Her Designee is immediately informed.

A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Altadena Library District's official website. Questions from the public may be directed to the Library Director or His or Her Designee.

Approved by Library Board of Trustees (June 26, 2017)

**FIRST AMENDMENT TO
AGREEMENT FOR TEMPORARY EMPLOYMENT**

THIS FIRST AMENDMENT TO AGREEMENT FOR TEMPORARY EMPLOYMENT (“Amended Agreement”) is between the Altadena Library District, a California special district (“District”), and Cynthia Cleary, an individual (“Employee”) (collectively, the “Parties”) and is effective at 12:00 a.m. on [REDACTED].

RECITALS

WHEREAS, pursuant to action by the Board of Library Trustees during its regular meeting on January 28, 2019, Employee was appointed to temporarily perform the position of District Director, subject to the requirements of Government Code sections 7522.56 and 21221(h); and

WHEREAS, the Parties entered into an AGREEMENT FOR TEMPORARY EMPLOYMENT (“Agreement”) on [REDACTED]; and

WHEREAS, the District has revised the publicly available salary schedule for the District Director position in order to facilitate the recruitment of a permanent appointment for that position; and

WHEREAS, the Parties desire to amend Agreement to provide Employee with compensation that falls within the revised, publicly available salary schedule;

NOW, THEREFORE, the parties do mutually agree as follows:

AGREEMENT

1. Section 2 of Agreement shall be revised re read as follows:

This Agreement shall expire as of the first of the following to occur: (i) 14 calendar days after the employment commencement date of a permanent District Director employed by District; or (ii) upon termination of the Agreement by either Employee or District as provided in Section 6 of this Agreement. Employment is temporary, at-will and may be terminated with or without cause and with or without notice at any time by the Employee or the District. Employee is not eligible for any severance payment or benefit relating to or arising out of the termination of this Agreement

2. Section 3.A of Agreement shall be revised to read as follows:

Rate of Pay. Employee shall be paid at the rate of \$ [REDACTED] per hour. The District has confirmed that this rate is not less than the minimum, nor in excess of the maximum, paid by the District to other employees performing comparable duties (divided by 173.333 to equal an hourly rate) as listed on the District’s publicly-available pay schedule. Payments will be made on regularly scheduled District payroll dates and shall

be subject to all applicable payroll taxes and withholdings. Such compensation shall be the sole compensation for Employee's services under this Agreement.

3. Assistance of Counsel. Each party to this Amended Agreement warrants to the other party that the party has either had the assistance of counsel in negotiation for, and preparation of, this Agreement or could have had such assistance and voluntarily declined to obtain such assistance.
4. Excepted as revised by this Amended Agreement, all terms of the Agreement including its recitals shall remain unchanged and in full force and effect.

EMPLOYEE:

Dated: _____

Cynthia J. Cleary

DISTRICT:

Dated: _____

Terry Andruess, Board President

Subject: Altadena Library District - Proposed Code and Panel Memo
Date: Friday, October 25, 2019 at 9:09:30 AM Pacific Daylight Time
From: Nazarian, Panik
To: Klyynn Chaney
Attachments: image003.jpg, Altadena Library District - Current Code.DOC, Altadena Library District - Proposed Code.DOC, Altadena Library District- Panel Memo.docx

Good morning, Klyynn Chaney

Attached for your review is the proposed panel memo, proposed code and current code as a reference for your review for the Altadena Library District. Please circulate the proposed code under procedures which guarantee to officers, employees, members, and consultants of your district and to residents of the jurisdiction adequate notice and a fair opportunity to present their views. If any party supplies comments or concerns regarding the proposed code, please share those comments and concerns with us.

Please allow all parties involved sufficient time to review the proposed changes, and after sufficient time has been allowed for comments or concerns, please notify us by email that the proposed code is acceptable for subsequent processing and adoption by our Board.

In addition, please submit an acknowledgment that you have received this email and provide a time frame as to when we can expect your district's decision to accept or reject the changes in the proposed code.

If you have any questions please feel free to call me.

Sincerely,



EXECUTIVE OFFICE



BOARD OF SUPERVISORS

CELIA ZAVALA
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES
EXECUTIVE OFFICE
BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • www.bos.lacounty.gov

MEMBERS OF THE BOARD

HILDA L. SOLIS

MARK RIDLEY-THOMAS

SHEILA KUEHL

JANICE HAHN

KATHRYN BARGER

November 20, 2019

TO: Don Garcia
Caitlin Taylor
Irene Aguilar

FROM: Panik Nazarian

SUBJECT: CONFLICT OF INTEREST CODE AMENDMENT FOR THE ALTADENA
LIBRARY DISTRICT

Below are the proposed amendments to the Altadena Library District's Conflict of Interest Code.

The Incorporation page has been modified to correctly reflect those positions which will file directly with the Executive Office.

In Exhibit "A", the Designated Disclosure Category 5 is being removed. It is believed that the footnote at the end of Exhibit "B" is sufficient to advise the reader of the disclosure requirements for Consultants/New Positions (see added footnote).

The district is changing the title of one (1) position:

- **Finance Director to Business Manager**
This is a title change with a slight decrease in duties related to Human Resources and managerial/supervisory responsibility. The position will continue to file under Categories 1, 2, 3.

The district is adding two (2) positions:

- **Public Services Director**
This position oversees the Collection Development Division, and assists with the development of strategic and operational planning, budget and expenditure controls. This position is second in line after the District Director and will act in his/her absence. **It is recommended that this position make full disclosure and file under categories 1, 2, & 3.**
- **Building Projects Manager**
This position makes recommendations regarding contracts or purchases related to building projects and executes the planning, coordination and implementation of

projects. **It is recommended that this position file under Disclosure Categories 1 & 4.**

We recommend the described amendments listed above be approved.

<input type="checkbox"/> Approve	<input type="checkbox"/> Reject
----------------------------------	---------------------------------

Comments:

--

DG:pn

Attachments

Conflict of Interest Code
of the

ALTADENA LIBRARY DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section
18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Members, Board of Trustees, Alternate Board Members, as appropriate, and its District Director, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

ALTADENA LIBRARY DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Person in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individual who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency. (See footnote in Exhibit "B" for clarification.)

ALTADENA LIBRARY DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members, Board of Trustees	1, 2, 3
District Director	1, 2, 3
Finance Director	1, 2, 3
Collection Development Manager	4
IT Manager	4
Consultants/New Positions*	5

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The District Director or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The District Director or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

EFFECTIVE DATE: 11/23/2016

Conflict of Interest Code
of the

ALTADENA LIBRARY DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section
18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Members, Board of Trustees, **Members and Alternates** Board Members, as appropriate, and its District Director, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

ALTADENA LIBRARY DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Person in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individual who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency. (See footnote in Exhibit "B" for clarification.)

ALTADENA LIBRARY DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members, Board of Trustees	1, 2, 3
District Director	1, 2, 3
Public Services Director	1, 2, 3 Add
Business Manager (was Finance Director)	1, 2, 3 Title Change
Collection Development Manager	4
IT Manager	4
Consultants/New Positions*	5

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The District Director or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The District Director or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

EFFECTIVE DATE:



TAKE ACTION BRIEF

October 2019

The first year of the 2019-2020 Legislative Session ended on September 13. In the final week, the Legislature passed over 700 bills. Governor Gavin Newsom now has until the Constitutional deadline of October 13 to sign or veto the hundreds of bills on his desk.

Once the Governor has signed or vetoed all legislation awaiting his action, CSDA will publish our Year-End Legislative Report highlighting the disposition of bills CSDA has advocated on. Additionally, CSDA’s lobbyists will overview some of the most significant legislation affecting special districts at the Legislative Roundup webinar scheduled for October 31 at 10:00 a.m. Visit CSDA’s website at www.CSDA.net to register for the webinar.



Inside this edition of the Take Action Brief:

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Contact a local CSDA representative near you!

Dane Wadlé
 Colleen Haley
 Cole Karr
 Steven Nascimento
 Chris Palmer

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➤ 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.

With Fire and Park Agencies Opposed, Governor Signs Bill Restricting Impact Fees

On October 9, Governor Gavin Newsom signed SB 13 (Wieckowski) in an attempt to stimulate the development of accessory dwelling units (ADUs) by severely limiting development impact fees for these structures. The legislation will take effect January 1.

Earlier this year, SB 13 passed out of both the Assembly Committees on Housing and Local Government with some positive amendments that removed fee prohibitions for water and wastewater charges. Unfortunately, the new law will restrict crucial revenue for fire protection, parks, and other local services.

The Assembly Committees on Housing and on Local Government passed the bill without any "No" votes, a sign of the Legislature's concern over California's housing challenges.

Specifically, SB 13 prohibits development impact fees on ADUs smaller than 750 square feet, and significantly limits the impact fees that may be charged to larger ADUs. Given that revenue for local governments is tightly restricted by the California Constitution, fees are one of the few ways that special districts can offset for the indirect costs of growth. Impact fees are critical for park and fire protection districts to adequately serve the very people the Legislature hopes to house in ADUs.

CSDA and a coalition of local agencies provided vocal opposition to SB 13. Along with dozens of veto request letters, CSDA members wrote editorials for major newspapers, including one recently published in the [Sacramento Bee](#) by the Chief of the North Tahoe Fire Protection District.

If you have any questions about SB 13, please contact CSDA Legislative Representative Anthony Tannehill at anthonyt@csda.net.



➤ GOVERNANCE AND ACCOUNTABILITY

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

Email Retention Bill Awaiting Action by Governor

[Assembly Bill 1184 \(Gloria\)](#), which will require all public agencies to store any transmitted emails related to agency business for at least two years without reimbursing local agencies by claiming it is in furtherance of the California Public Records Act (CPRA), is awaiting action on the Governor's desk. We need your help in asking the Governor to veto the bill.

To be clear, AB 1184 is not a transparency bill, it is a data storage bill. The public will have no greater access to public records under AB 1184. This bill creates no new disclosures of records in the CPRA. It mandates that public agencies incur the cost of retaining all emails for two years, even when many of those emails are precluded from disclosure by the CPRA.

In actuality, this bill will harm the public's access to public records. As highlighted by the Department of Finance's analyses of AB 1184, "[t]he retention of non-pertinent e-mails and the need to search through those e-mails, particularly for less specific CPRA requests, increases the amount of time needed to complete CPRA requests. This makes compliance with the CPRA more difficult in these instances and *produces worse outcomes for persons and entities submitting those requests* [emphases added]."

Additionally, AB 1184 will add millions of dollars in costs annually to the state and local agencies, including special districts. Public agencies will be forced to pay for additional data storage space as well as hire additional staff to sort through the millions of emails that are exempt from disclosure under the CPRA but mandated to be retained under AB 1184 in order to respond to public records act requests. Without the ability to be reimbursed for this costly unfunded mandate, public agencies will be forced to either raise fees and taxes or cut services to the communities they serve.

Please visit CSDA's [Take Action Page](#) at csda.net/take-action to download a sample veto request letter for AB 1184.



➤ 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.

Resources and Funding Panel Named for November 6 Special Districts Roundtable

CSDA is pleased to announce the confirmation of four expert panelists who will participate on the State Resources and Funding Panel (one of three panels) at the first Special Districts [Climate Adaptation Roundtable](#) to be held **November 6 in Berkeley**.

Participants on the State Resources and Funding Panel include:

- Karalee Browne, *Sustainable Communities Program Manager*, **Institute for Local Government (Moderator)**
- Nuin-Tara Key, *Climate Resilience Program Director*, **Governor's Office of Planning and Research**
- Nichole Morgan, *Manager*, **California State Water Resources Control Board**
- Jessica Buendia, *Deputy Director*, **Strategic Growth Council**

The State Resources and Funding Panel is part of a half-day event intended to equip special districts and share challenges and opportunities for developing local infrastructure and services for a changing climate, such as:

- Sustainable water sources
- Wastewater and solid waste recycling and recovery systems
- Fire prevention and suppression capabilities
- Resource conservation and open space
- Transportation and goods movement

[Register today for the Special Districts Climate Adaptation Roundtable at csda.net](#)

Throughout the year, CSDA has engaged in dialogue with special districts, state agencies, policy experts and other stakeholders with the intent to share timely and practical information for helping special districts best serve their communities and regions. The Special Districts Climate Adaptation Roundtable is the culmination of these efforts. It will provide a forum for collaboration and access to information and resources.

Help Other Special Districts by Completing CSDA's Brief Survey

If your district has a climate plan or would like to be considered for the Case Studies Panel, please complete our brief [CLIMATE ADAPTION AND NATURAL DISASTER PREPARADNESS SURVEY](#).

Would Your Business or Agency Like to Sponsor the Roundtable?

Sponsorships are still available for this inaugural event. All sponsorship information is included on our [event page at csda.net](#).

For more information about the Special Districts Climate Adaptation Roundtable, please email colleenh@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.

Pension Bill Pulled Back from Governor's Desk

[Senate Bill 266 \(Leyva\)](#), which would require public agencies to directly pay retirees and/or their beneficiaries disallowed retirement benefits using general fund dollars, recently passed the State Legislature. However, using a rare procedural motion on the final day of the legislative year, the bill's author requested the bill be removed from the Governor's desk and be held at the Senate desk until it can be acted on in some fashion in January.

While the exact rationale for the Legislature's retraction of SB 266 is still unknown publicly, it is likely that the Governor's office informed the author's office about concerns with the bill that need to be addressed before the Governor would consider signing the bill. As a result, CSDA along with other public agency partners, will be working with the author's office and the Governor's office between now and when the Legislature comes back in January in the hopes of addressing our concerns.

As currently drafted, SB 266 places liability on public agencies and their taxpayers for 100 percent of the total liability for pension overpayments—abdicating all responsibility previously held by CalPERS to ensure that retirement benefits are calculated and administered correctly. As such, SB 266 is a de facto and retroactive benefit enhancement measure that will further strain local agency budgets at a time where retirement obligations are effectively curtailing agencies' ability to deliver essential services for the public.

Under current law, once a benefit is determined to be "disallowed," both the employer and the employee cease making future payments on that benefit and past contributions from the employee are returned to the employee, while past contributions from the employer are applied towards future payment. Unfortunately, in the case of a retiree that received the disallowed benefit, the pension system must recoup the overpaid benefit from the retiree. They must do so because it is unlawful to pay out a benefit that is not legally allowable or earned.

SB 266 removes all responsibility by CalPERS to ensure benefits are reviewed, calculated and administered correctly. Instead, SB 266 places sole responsibility on the employer—even if the employer exercises their right to have CalPERS review their compensation proposal as proposed in section 5 of the measure. Additionally, recent amendments to SB 266 further remove accountability from CalPERS to provide the proper guidance needed by local agencies on compensation proposals. The lack of accountability by the administrator of public retirement benefits will lead to more confusion and compliance challenges for public agencies.

To be clear, Senate Bill 266 will require agencies to issue unlawful, payments to former employees and/ or their beneficiaries in perpetuity. Public agencies cannot continue to make payments to retirees as proposed by SB 266 for the same legal basis that requires pension systems to recoup their disallowed retirement benefit payments to retirees. Continued payment of a disallowed benefit to a retiree would constitute a gift of public funds, in violation of Section 6, Article 16 of the California Constitution. Such violation would leave a public agency left to defend itself from costly litigation lawsuits filed by members of the public.

CSDA will continue to provide updates on this significant legislation as we prepare for it to be heard again in the Legislature in 2020. Should you have any questions about this legislation, please contact CSDA's Senior Legislative Representative, Dillon gibbons, at dillong@cdda.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.

Surplus Land Bill Signed Following CSDA's Removal of Opposition

Last month, the State Legislature passed [AB 1486 \(Ting\)](#), governing the use and disposal of surplus land owned by special districts and other public agencies. On October 9, the bill was signed by Governor Gavin Newsom.

The Surplus Land Act ([Government Code § 54220, et seq.](#)) requires special districts and other local agencies to offer surplus land to schools, parks and recreation, open space, and affordable housing developers before disposing of the land to any other entity (commonly residential or commercial development). As originally introduced, the bill applied to both the sale and lease of special district surplus land. It was amended in the Assembly to limit the bill to the sale of land, but the bill sponsors may continue to press in future years for restrictions on leasing special district land.

CSDA strongly opposed AB 1486 throughout the year, joined by a groundswell of grassroots opposition to the bill from dozens of special districts that expressed their concerns by submitting letters to various committees and legislators. After months of working with the author's office, compromise amendments were taken September 6 to remove opposition from CSDA and the coalition. The amendments substantially expanded the definition of "agency's use" for special districts (not applicable to transit agencies) to permit a wide range of uses of surplus land, including commercial, retail or entertainment uses if the district board declares that the "agency's use" of the surplus land either directly furthers the express purpose of agency work or operations or is expressly authorized by a statute governing the district.

The negotiated amendments to AB 1486 also permit additional activities by a district in the "pre-negotiation" stage of disposing surplus land. Finally, a proposed 50 percent penalty of the final sale value of the land for violating the Surplus Land Act was reduced to 30 percent for a first-time offense and 50 percent for any subsequent offense, and the penalty provision will not go into effect until January 1, 2021.

CSDA thanks all the districts that submitted letters on AB 1486, without your efforts we may not have been successful in securing amendments to address special districts' largest concerns.

Should you have any questions regarding the amendments that removed CSDA's opposition or the potential effect of AB 1486 on your district, contact CSDA Legislative Analyst-Attorney Mustafa Hessabi at mustafah@csda.net.



➤ OTHER WAYS TO TAKE ACTION

Learn More

CSDA's next and final conference of the year is the 2019 Board Secretary/Clerk Conference in **November 12-14** in Seaside, CA. Whether you are a new or seasoned board secretary/clerk, continuing education is essential to keeping current on the many aspects of your job. In an effort to expand educational opportunities for this important position in special districts, and to provide an opportunity to recognize individuals who invest the time in becoming trained in the various components of the job, CSDA created this certificate program.

The conference will also include two optional pre-conference workshops: Writing Minutes and Meeting Notes OR Effective Presentations. In Addition, there are 10 NEW advanced attendee session options including advanced courses for returning certificate holders and a revised first-time attendee track.

Check out the official 2019 Board Secretary/Clerk Conference page at csda.net/boardsecretary to register and view the complete schedule!

Utilize Resources

Have you completed CSDA's Administrative Salary & Benefits Survey yet? CSDA launched a new online survey tool that provides a user-friendly format for entering and accessing important salary and benefit data. Districts that complete the survey can receive \$125 off the purchase of the final results and customized reports. Downloadable survey results and reports will be available this fall. For examples of the data collected and reported in this survey, visit csda.net/member-resources/salary-survey or contact us at membership@csda.net.

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.

LAFCO

Local Agency Formation Commission
for the County of Los Angeles

Commission

Jerry Gladbach
Chair

Donald Dear
1st Vice-Chair

Gerard McCallum
2nd Vice-Chair

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www.lalafco.org

MEMORANDUM

To: Community Development/Planning Directors (Cities in LA County)
General Managers (Independent Special Districts in LA County)

From: Paul A. Novak,  AICP
Executive Officer

Re: Revisions to LAFCO's Disadvantaged Unincorporated Communities
("DUCs") Map

Date: October 4, 2019

I am writing to inform you that LAFCO has revised its maps of Disadvantaged Unincorporated Communities (DUCs) to correspond with the Census Bureau's most recent American Communities Survey (ACS). This revision follows the Bureau of the Census release of data obtained in the 2012-2016 ACS. With this new ACS data, the DUCs maps have changed significantly in many areas of Los Angeles County. Prior to considering annexations or Sphere of Influence (SOI) amendments, I encourage you to review the DUCs maps to determine if there are any DUC's that are contiguous to your city or district jurisdictional boundary or SOI boundary. Please note that all DUCs maps can be found on LAFCO's website (www.lalafco.org).

As you may know, State Law defines a DUC as an area of "inhabited territory" in which the annual median household income is less than 80 percent of the statewide median household income. Government Code Section 56046 defines "inhabited territory" as an area within which there reside 12 or more registered voters.

State law requires LAFCOs to consider DUCs when adopting Municipal Service Reviews (MSRs) and when amending SOIs involving sewers, municipal and industrial water, and/or structural fire protection. State law also prohibits LAFCO approval of a proposed city annexation over 10 acres contiguous to a DUC unless a proposal to annex the DUC has been filed with LAFCO.

Please do not hesitate to contact LAFCO should you have any questions about DUCs.

Thank you.

*Lagerlof Senecal
Gosney & Kruse*

LLP

301 NORTH LAKE AVENUE, 10TH FLOOR
PASADENA, CALIFORNIA 91101
PHONE: (626) 793-9400 ! FAX (626) 793-5900

William F. Kruse
E-MAIL: WFKRUSE@lagerlof.com

MEMORANDUM

To: Los Angeles County Independent Special Districts
From: William F. Kruse, Special Counsel
Date: October 11, 2019
Subject: Nomination of Candidate; LAFCO Representative and Alternate

As you know, since 1994 special districts in Los Angeles County have been represented by two members of the Local Agency Formation Commission. The term of office of one of those representatives, Donald Dear, expires in May 2020. On behalf of the special districts of Los Angeles County, LAFCO has appointed us to assist in conducting the election to fill this position.

By law, independent special district seats on LAFCO are filled by the Special District Selection Committee. That Committee is made up of the presiding officers of each independent special district in Los Angeles County.

In order to expedite the process of electing a representative, I have included a form to be used to nominate candidates for consideration. After nominations are received, each district will receive a complete package of nominee resumes, together with a ballot for consideration by the presiding officer of your board. Voting will be conducted by mailed ballot.

Nominations for the Committee's consideration are welcome. Please provide as much relevant information about the candidate as reasonably possible. Any biographical information and/or candidate statement should be **limited to one page**. Please remember that, to be eligible, the nominee must be an elected official or appointed to your board for a fixed term. Nominations must be received in the office of Lagerlof, Senecal, Gosney & Kruse, **ATTN: WILLIAM F. KRUSE**, no later than **5:00 p.m. on December 27, 2019**.

Please feel free to contact me directly with any questions.

Voice: (626) 793-9400

Fax: (626) 793-5900

*Lagerlof
Senecal
Gosney & Kruse*
LLP

NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT **REPRESENTATIVE**
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: _____

Date: _____

Name of Candidate: _____

_____ is pleased to nominate
_____ as a candidate for appointment as special
district **REPRESENTATIVE** to the Los Angeles Local Agency Formation Commission. The
nominee is an elected official or a member of the board of an independent special district appointed
for a fixed term. For your consideration, we submit the following additional information together
with a resume of the candidate's qualifications.

Elective office: _____

Agency: _____

Type of Agency: _____

Term Expires: _____

Residence Address: _____

Telephone: _____

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

(Name of Agency)

By: _____

Its: _____