



AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – December 16, 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. Election of Officers

4. Consent Calendar

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

- Approval of Minutes – Regular Meeting held November 25, 2019 - Pages #3-5
- Departmental Monthly Reports – November 2019 - Pages #6-18
- Statistics - Pages #19-25

5. Consideration of Items Removed from the Consent Calendar

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

6. Reports (Information)

- a. Reports of Support Groups
 - (i) Altadena Library Foundation
 - (ii) Friends of the Altadena Library
- b. District Director's Report – November 2019 Pages #26-30
 - (i) Staff Milestone Awards
 - (ii) Library General Operations
 - (iii) Christopher Kellermeyer, I.T. Manager
 - (iv) New Payroll Schedule
- c. Financial Reports – October 2019 Pages #31-48
- d. Committee Reports

- (i) Budget Committee
- (ii) Facilities Committee
- (iii) Strategic Planning Committee
- (iv) California Voting Rights Act Committee

e. Trustee Reports

7. Unfinished Business

- a. Brown Act Refresher (Information)
- b. Pasadena Unified School District - Franklin Elementary Discussion (Information)

8. New Business

- a. Creation of Ad-Hoc Committee for District Director Evaluation Process (Action)
- b. Review and Approval of Strategic Plan Executive Summary (Action) Pages #49-76
- c. Review and Approval of Proposal for Historical Designation Eligibility of Main Library (Action) Pages # 77-84
- d. Review and Approval of Proposal for Seismic Study of Main Library (Action) Pages #85-98
- e. Review and Approval of RFP for Rooftop Unit DDC Project (Action) Pages #99-109
- f. Review and Approval of Revised Outside Employment Policy (Action) Pages #110-112
- g. Appointment of Liaison to the Friends Board, Foundation Board and Government Relations Liaison (Action)
- h. Updated Salary Schedule (Information) Pages #113-114

9. Correspondence

10. Proposed Future Agenda Items

11. Adjournment

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



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – November 25, 2019 – 5:00 p.m.

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

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1. **Call to order**
5:01 p.m.
2. **Open Session**
 - a. **Roll Call**
Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Capell, Trustee Clark
 - b. **Approval/Reordering of Agenda Items**
 - c. **Adoption of Agenda**
Moved by Trustee Kahn to adopt the Agenda
Second by Trustee Clark
Aye: Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Capell, Trustee Clark
 - d. **Public Comment on Non-Agenda Items**
3. **Consent Calendar** <https://youtu.be/29B3VQ0XPrE?t=68>
The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:
 - Approval of Minutes – Regular Meeting held October 28, 2019
 - Approval of Minutes – Special Meeting held November 6, 2019
 - Review of Minutes from Emergency Meeting held October 30, 2019
 - Departmental Monthly Reports – October 2019Moved by Trustee Clark to approve the consent calendar
Second by Trustee McMullins
Aye: Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Capell, Trustee Clark
4. **Consideration of Items Removed from the Consent Calendar**
Items removed from the Consent Calendar discussed individually at this time.

5. Reports (Information)

a. Reports of Support Groups

(i) Altadena Library Foundation

(ii) Friends of the Altadena Library – Claire Newman reported

<https://youtu.be/29B3VQ0XPrE?t=1311>

b. District Director's Report – October 2019

<https://youtu.be/29B3VQ0XPrE?t=1626>

(i) Library General Operations

(ii) Review of State Report 18-19

(iii) CLA Conference

c. Financial Reports – September 2019 – Nicole Fabry Reported

<https://youtu.be/29B3VQ0XPrE?t=1879>

d. Committee Reports

(i) Budget Committee – Trustee Andruess Reported

(ii) Facilities Committee <https://youtu.be/29B3VQ0XPrE?t=2943>

- ARG Update – Trustee Capell Reported

(iii) Strategic Planning Committee – Trustee Clark Reported

(iv) California Voting Rights Act Committee

e. Trustee Reports

Trustee Capell, Trustee Clark, Trustee Kahn, Trustee Andruess

6. Unfinished Business

a. Brown Act Refresher (Information) Kylynn Chaney Presented

b. Review and Approval of Updated Investment Policy (Action)

<https://youtu.be/29B3VQ0XPrE?t=8092>

Nicole Fabry Reported

Moved by Trustee Clark to approve the updated Investment Policy and Adopt the Resolution

Second by Trustee McMullins

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

7. New Business <https://youtu.be/29B3VQ0XPrE?t=8594>

a. Director Performance Evaluation Process (Information)

Trustee Kahn and Director Winslow Reported

b. Pasadena Unified School District - Franklin Elementary Discussion (Information)

Trustee Clark Reported

c. Review and Approval of Holidays and Closures for 2020 (Action)

Director Winslow noted the change in the Early Closure before Thanksgiving

Moved by Trustee Kahn to Approve the Holidays and Closures for 2020

Second by Trustee McMullins

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

d. Review and Approval of Board of Trustees Meeting Calendar for 2020 (Action)

The December Meeting Date was updated to December 14th (Second Monday)

Moved by Trustee Kahn to approve the Board Meeting Calendar

Second by Trustee Clark

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

8. Correspondence

9. Proposed Future Agenda Items

Seismic Study, Historical Designation, PUSD, Strategic Plan

10. Adjournment

Moved by Trustee Kahn

Second by Trustee McMullins

Meeting Adjourned at 8:16 p.m.

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

DEPARTMENT: Public Services Director
PREPARED BY: Estella Terrazas

MEETING DATE: December 16, 2019
LOCATION: Community Room

Staffing Update

- In my last report, I wrote about welcoming Nikki Winslow. Now I get to share that I am thrilled to see Nikki getting down to the business of leading the library and shaping staff initiatives to fulfill the needs of the community. It was a busy month for us both!
- Jesse Lopez completed his first month as Library Manager, Adult Services. Jesse had a lot of accomplishments during his first thirty days, including working with staff to identify needs of the community in relation to applying for two grants, working with Chloé to implement READadena, and getting to know his staff.
- An update for December is the shifting of Circulation Staff to Jesse's supervision. Having all the staff that work the Information Desk under one supervisor streamlines our desk scheduling process and will enable the entire Adult Services Team to be more effective in serving the community.

Library Collections Highlights

- Last month I did some research on the number of Purchase Suggestions we processed in the past few years. In the fiscal year 2017/18, we had 540, in the fiscal year 2018/19, we had 1,026, as of November 6, 2019, we processed 446 for this fiscal. It will be interesting to see our overall totals in June, as last month we had 151 purchase requests! Due to this volume of requests, I will be working with Tech Services staff to evaluate best methods of processing the requests. Updating our Collection Development Policy is also an important method of addressing how we fulfill community requests for materials.
- Our materials display at Main included an honor for Veterans Day and Jewish Book Month:



PUBLIC SERVICES DIRECTOR'S REPORT for December 2019

Outreach/Programming Highlights

- Growing Together PASadena had our launch party November 15th at La Pintoresca Park in Pasadena. The event was well attended with the demographic we are hoping to reach. The event attracted families driving by the park and those who planned to attend the event. In the past year we purchase large yard games, that we brought to the event. Many families enjoyed playing Cornhole, Tic Tac Toe and Dominoes. This activity satisfied the need for Physical Health and Well-being, while our craft activity, "What's Soft & What's Hard?" helped children with Language & Cognitive Development. A goal of GTP is to make certain that children are meeting the criteria of the Educational Development Indicators and receiving five protective factors. Helen, Amanda and I rotated from supervising the games to helping families with our craft. Our Town Council member, Jennifer Hall Lee was a guest speaker, Betsy Kahn attended the event, and Nikki joined the celebration!
- Using our Cricut machine located in our MakerSpace, Miki printed off decals with our Altadena logo and applied them to tee shirts! It is great fun to be a walking advertisement for the Altadena Library District!



Training Opportunity

- While participating at the GTP launch, I received an email stating our application to participate in the California State Library's Mental Health Initiative, Compassion in Action, was accepted! The funding opportunity will enable five staff to learn how to best work with community members facing mental health illness. The five staff members will then share their training with the rest of the staff. Training will begin in January, so, I will have more news to share in coming months.

**BOARD OF LIBRARY TRUSTEES
BRANCH REPORT FOR OCTOBER AND NOVEMBER 2019**

DEPARTMENT: Bob Lucas Branch

MEETING DATE: December 16, 2019

PREPARED BY: Carlene Chiu

LOCATION: Community Room

PROGRAMS

The Branch was bustling with activity in October and November. We held 8 toddler story times and 8 baby story times! The kids and parents enjoy movements, songs, rhymes, crafts and socializing with one another. It's great to see the kids begin to learn the songs and movements as they come every week.

We held an all-ages craft in which families turned a mason jar into a spooky candle holder for Halloween. In October, adults expressed their creativity making abstract painting on canvas. In November the adults enjoyed making candle holders out of mason jars and decorating them with fall leaves.

We also had a special performance from the We Tell Stories theatre troupe in October, who delighted an audience of 15 with stories, fairy tales, and folklore with an audience of 15.

On October 23, teens decorated sugar skulls for Dia de los Muertos. Staff did a great job making the sugar skulls for the first time!



A finished sugar skull!

We have also spent the months planning programs for the rest of the year.

We had 68 kids sign up for the Cover-to-Cover reading program sponsored by In-N-Out. More than half of those registered – 43 kids received certificates for a free burger for reading!

LITERACY

Two new learners joined the adult literacy program and were matched with tutors. As the Adult Literacy Program grows, Thursdays are popular days for tutoring sessions to be held at the Branch. There are 7 pairs of literacy tutors and learners who meet at the Branch on Thursdays. According to Stef, one of the tutors, she enjoys the neighborhood feel of the Bob Lucas Branch.

TRAINING

Staff attended California Library Association this October. We had the opportunity to attend workshops that interested us. Aaron, Branch Library Clerk, was able to attend for the first time. He enjoyed a workshop about how to engage youth in civic engagement. Aaron says, "Seeing the way Librarians are having a positive impact in their communities and the diversity of programs is very inspiring."

Staff attended phase 2 of the strategic planning process with MSS on November 4th. Staff enjoyed being involved in the mission and role of our library in the future. Michelle, Library Associate at the Branch states that going through the process "reaffirms the Library's role in the future and gives a sense of a new beginning." It was also great meeting our new Director, Nikki, that day!



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

DEPARTMENT: Adult Services

MEETING DATE: 12/16/2019

PREPARED BY: Jesse Lopez

LOCATION: Community Room

***As of 12/11, Circulation staff are being reorganized into my Adult Services team. Adult Services now consists of:

1. Isabelle
2. Helen M.
3. Sue
4. Melissa
5. Alice
6. Debbie
7. Mikayla
8. Lori
9. Hector
10. Quarece
11. Ben

In December, I will begin to meet with my expanded team weekly. Stella and I have discussed evaluations, scheduling, and some new regular tasks (reports) that will be expected of our revamped unit. Having Adult Services and Circulation combine makes practical sense as both units staffed the information desk but previously reported to different managers. Now the desk is consolidated and makes communication and scheduling much easier.

November was my first full month at ALD. Stella introduced me to collection development and connected me with Vicky who taught me the functions of Baker & Taylor, our main book supplier. I have been given History, DVDs/Videogames, General and Sports and Recreation Dewey headings. I will begin purchasing books in December.

This month we began planning for a lot of different adult programming for early 2020. I met with Alice, Melissa and Isabelle about Zine making; I established a weekly meeting w/ Chloe; I began one city, one book meetings. Additionally, I was trained on VR by Christopher and will work with him to create programming that incorporates the oculus.

In November, we held: Chess night, open mic night, seed library, community nutrition, cricut training in the fablab, 2nd Saturday w/ Mary Jane's Last Dance, 2 book clubs, "Chasing Shakleton: An Antarctic Odyssey," crochet club, and NAMI (National Alliance on Mental Illness) In Our Own Voice.

Finally, on Nov 19, I went to serve as a panelist for librarian assistant interviews @ Glendale City Hall. I conducted 13 interviews over the course of the day with two other librarians. It was an informative experience and nice to meet other fellow librarians in greater Los Angeles.



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

DEPARTMENT: Volunteers
PREPARED BY: Yuni LaFontaine

MEETING DATE: December 2019
LOCATION: Community Room

November was a month of fun opportunities and also gratitude to all of our volunteers! This November new volunteers have joined the Friends, signed up to help with 3D printers and joined us in a fun event to light up our Deodar trees. And as always we have thrived with the support of so many long time volunteers who continue to give their time and energy every month.



Whether it is running a great Dungeons and Dragons program, helping carry equipment for Eliot Middle School Rock band, or spreading the word about ChapCare open enrollment, our volunteers have continued to be a part of helping our library succeed in connecting and engaging with the public this November. We are fortunate to be in a great community with so many involved neighbors!



This November we were lucky to have great volunteers from the John Marshall High School, John Muir High School, St. Francis High and Pasadena High School all join us in helping young learners get their homework complete! The young learners and their parents appreciate the help!



Volunteer Hours at The Altadena Library District 365

| Activity | Hours |
|------------------------------------|-------|
| Friends Anniversary event | 4 |
| Altadena Library Board of Trustees | 26.5 |
| Other | 0.5 |
| Christmas Tree Lane | 105.5 |
| Dungeons and Dragons | 2 |
| Fab Lab/3D Printing | 12 |
| Friends of The Altadena Library | 120.5 |
| Tech | 5 |
| Literacy Tutor | 46 |
| Shelving Books | 16.5 |
| Homework Helpers | 21 |
| Special Event | 17.5 |

32 Teens gave a total of 134.5 hours in November.
38 Adults gave a total of 230.5 hours in November.
70 Volunteers gave an average of 5.21 hours each in November.



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

DEPARTMENT: Teen Services

MEETING DATE: December 16, 2019

PREPARED BY: Isabelle Briggs

LOCATION: Community Room

Programming Highlights:

Teen Services had four programs this month with 14 total participants. The best attended program continues to be Nom Nom Club, the teen cooking program (this month's dish was French Toast). Teen Book-ish Club picked two books this month: *Turtles All the Way Down* by John Green and *Scythe* by Neal Shusterman. Teen Gaming Hours were held every Thursday and Friday this month, and a total of 32 teens participated. Starting in December, teens will also be able to check out video game consoles on Saturday.

Class Visits:

Aveson Charter School visited the library on November 19 and brought around 65 students over the course of the day. For this visit, we had a discussion about reading habits and favorite books and I gave book talks on several of our new releases.

Outreach:

On November 18, the Outreach Manager and I had a meeting with Lawton Gray, the Principal at John Muir High School to get information on how to better get in touch with students and teachers on campus. We are in the process of working out an arrangement where I could have a regular campus on presence during the lunch hours or after school in order to better promote the services at the Altadena Library.



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

DEPARTMENT: Children's & Family Services

MEETING DATE: December 16, 2019

PREPARED BY: Amanda Toledo

LOCATION: Community Room



Crafts, food, and joy were all present at the launch of Growing Together PASadena November 15th. Organizations from throughout Pasadena, Altadena, and Sierra Madre came out to meet with local families and share resources for early childhood development. Altadena Library alone interacted with over 200 members of the community over the 4 hour event. At our station children got to work on a craft with their caregivers and library staff, having discussions about the different materials provided (feathers, beads, pipe cleaners) and where they'd fall on a tactile continuum between soft and hard. This activity demonstrated to caregivers the kinds of conversations that can occur in everyday experiences to assist in language and cognitive development! For older children we had the yard games out for some unplugged fun, and cornhole proved to be a huge hit!

We offered 15 other programs in November for 280 children and their caregivers. This month in training our team learned about email retention, and Helen and Cindy watched a webinar on increasing cultural intelligence offered through Reforma. Cindy also built her first display in the children's section, highlighting books for Native American Heritage Month, celebrating the history and modern lives of Native people.

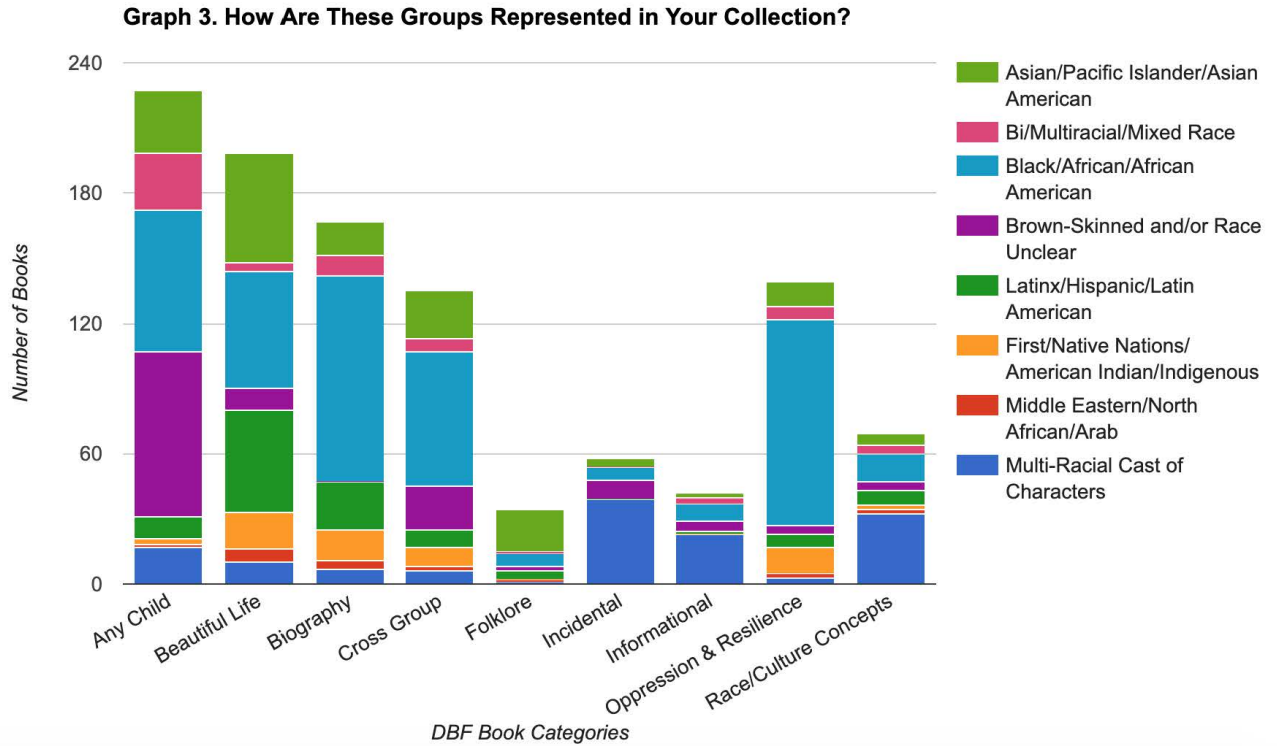


In early December we met with other libraries participating in Growing Together PASadena to share information on how we built our 1,000 Books Before Kindergarten program in the hopes of establishing it regionally.

Finally, in November we met one of our departmental goals of utilizing the Diverse Bookfinder Collection Analysis Tool to look at diversity in our collection. The Diverse Bookfinder project is supported by Bates College and the Institute of Museum and Library Services. DBF allows libraries to upload their collections into their tool which analyzes picture books published after 2002 and generates a report with statistics on the books that feature Black, Indigenous, People of Color (BIPOC). The tool also categorizes the picture books with BIPOC characters so that you can see how many books in the collection are about a specific race/ethnicity living under oppression or living fulfilling, everyday lives (full list of categories in the report.) With Christopher's help, we pulled together a file of all Main library picture books (including fairy tales and biographies) and generated the below data.

We look forward to using the data gleaned from the report to further build an inclusive collection for all Altadenans.

The Children's department at Main has 9,658 picture books published after 2002 in our collection, of those items, 7.4% (713 books) feature BIPOC characters.



| Category | Description |
|---|--|
| Any Child | Books featuring BIPOC in which race, ethnicity, tribal affiliation, culture, im/migration, and/or religious, sacred, or origin stories are not central to the story. These elements may be present, but they are <i>not essential to the plot</i> and could be changed without altering the storyline. |
| Beautiful Life: A Focus on Identity | Books featuring BIPOC in which race, ethnicity, tribal affiliation, culture, im/migration, and/or religious, sacred, or origin stories are central to the story. These books <i>explicitly</i> focus on the diverse expressions of human experience, depending on these elements to drive the storyline. |
| Biography | Narrative nonfiction books about the life of a particular person or group of people from a historical or contemporary perspective. |
| Cross Group: Relationships Across Difference | Books portraying relationships between named characters across racial or cultural difference , including but not limited to those depicting peer group and cross-generational friendships. The interactions depicted may be positive, negative, neutral or resolving. |
| Folklore | Books featuring tales, proverbs, songs, or legends and myths that transmit the values, knowledge, traditions, practices and rituals of a people. |
| Incidental: Ensemble or Background Characters | Books featuring a racially diverse cast of non-primary characters ; or books featuring a white or animal main character(s) with BIPOC as secondary or background characters. |
| Informational: Factual Content | Narrative books, with or without a storyline, presenting factual information ; may be encyclopedic. BIPOC are depicted but race/culture is not always central to the content. |
| Oppression & Resilience | Books about group-based injustice and struggles for justice. These include stories about BIPOC who experience and/or resist enslavement, internment, imprisonment, or violent conflict; persecution in or forced displacement from their homelands; or barriers to basic freedoms such as land, food, housing, education, health & wellness, and bodily autonomy. |
| Race/Culture Concepts: Examining Difference and Commonalities | <i>Books that explore and/or compare specific aspects of human difference, inviting readers to consider varying perspectives related to racial, ethnic, cultural, or tribal identity.</i> |



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

DEPARTMENT: Facilities
PREPARED BY: Jonathan Arevalo

MEETING DATE: December 16, 2019
LOCATION: Community Room

Facilities Highlights for the Month of November:

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

With the help from ALD staff, Volunteers, and CTLA volunteers, light lines were made and installed at the Main Library on our Deodar Trees. This was done in preparation for the Christmas Tree Lane annual lighting event.

Semi annual Preventative Maintenance (PM) was preformed on our HAVC units at both the Main and Branch Libraries. These PMs are necessary in extending the life cycle of our air handlers at our libraries.

Additional native plants were added to the Main Library's garden landscape with new and additional irrigation lines. This action was motivated by the CLA conference I attended in October on Gardens and the Library.

Safety tape was added to the Main Library's concrete steps that lead from the parking lot to the Community Room entrance area. This measure will help in the prevention of slipping especially during the rainy season.

Meetings were held at the Bob Lucas and Main Libraries for our "Reimagining Your Libraries" town halls with our architectural group ARG. We received much needed information and feedback from the community that will help in our future renovation needs.

At the Main Library in the month of December, we will be adding a AC high wall unit in the Circulation Office that will help with our heating and cooling fluctuations that occur there. This addition will be part of our infrastructure for any future renovations.



BOARD OF LIBRARY TRUSTEES

I.T. REPORT for November 2019

DEPARTMENT: Information Technology **MEETING DATE:** December 16, 2019

PREPARED BY: Christopher Kellermeyer

LOCATION: Community Room

We are working on translating notices from our Integrated Library System (Koha ILS) to Chinese, Armenian, Spanish, Korean, and French—a big thanks to our Volunteer Coordinator (Yuni LaFontaine) for finding the help to make this possible and kudos to Interim Children’s Librarian, Amanda Toledo, for recommending these changes as part of a ALD’s greater cultural inclusion and diversification initiatives. The page translation feature for these languages has been turned on and is available on ILS. Once translation of the existing notices is completed, patrons will have the option to set their preferred language.

Miscellaneous Notes:

- We are evaluating locations for deployment of the iCell Unit
- Server OS Software Upgrades have been purchased (Scheduled for December 8th).
- We are evaluating an expansion on our CCTV system, pending ARG.
- We are evaluating deploying an audible alert system, pending ARG.
- We are evaluating the purchase of a PA system for events.
- Additional software options for the iMac Desktops are being evaluated.
- We are evaluating possible expansion to spruce up end of life 3D printer fleet.
- Public Windows 10 Desktops near the Main Information Desk are being upgraded to SSD.
- The Microsoft Surface Hub S2 has been deployed.
- We are assessing solutions to Mobile Hotspot attrition.



**BOARD OF LIBRARY TRUSTEES
November 2019 Statistics**

DEPARTMENT: Administration

MEETING DATE: December 16, 2019

Included below are Statistics based on feedback from the Board.

These include information regarding square footage of both Libraries as it relates to visits, cards and circulation; Number of Programs and Attendance; New Cards Issued; Visitors; and Circulation by Item Type. Administration welcomes recommendations for adjustment to this report as the Board sees fit.

Differentials for the visits, cards, and circulation from Christopher:

Main Lib: 25,950 sq ft

Circ: 15,455 = 0.595 books/sq ft

Visits: 11,017 = 0.424 visits/sq ft

Card Holders: 20,852 = 0.803 affiliated with Main / sq ft

Card Holders Active Checkout in Last Month Main Affiliated: 1,655 = 0.0637 unique patrons / sq ft

Card Holders Active Checkout in Last Year Main Affiliated: 6,602 = 0.254 unique patrons / sqft

BLPL: 1,800 sq ft

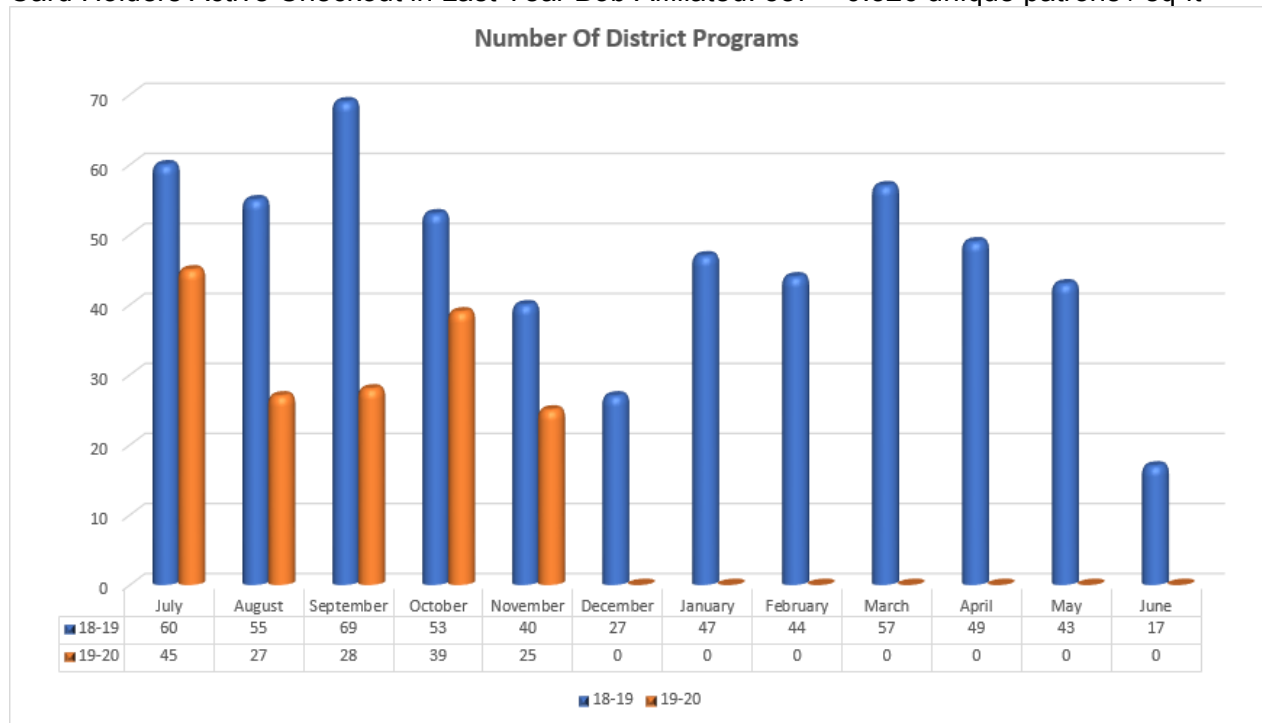
Circ: 1,486 = 0.83 circ/sq ft

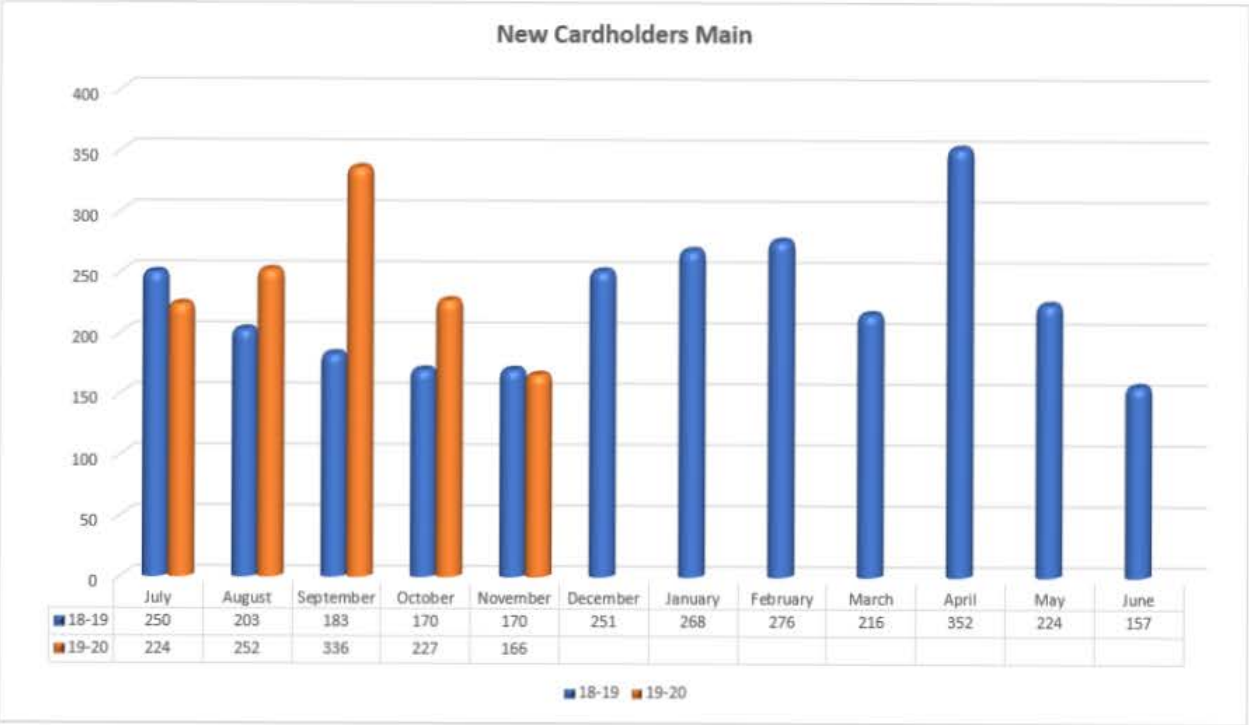
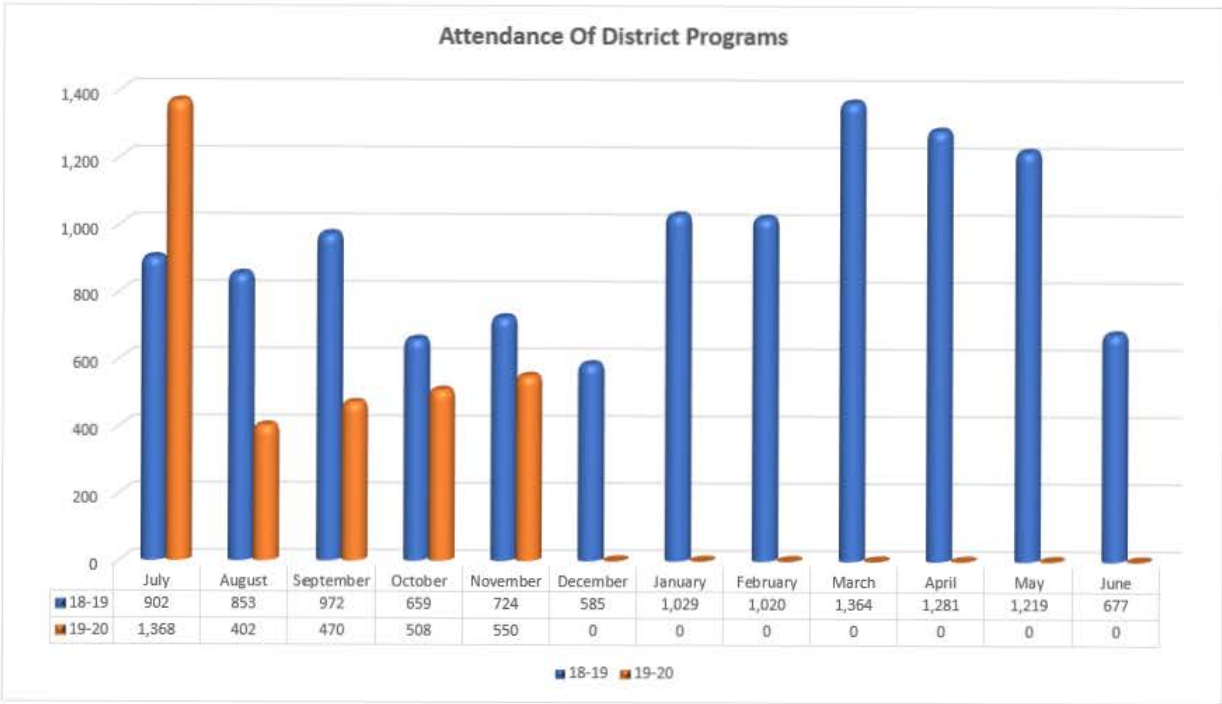
Visits: 2,605 = 1.44 visits/sq ft

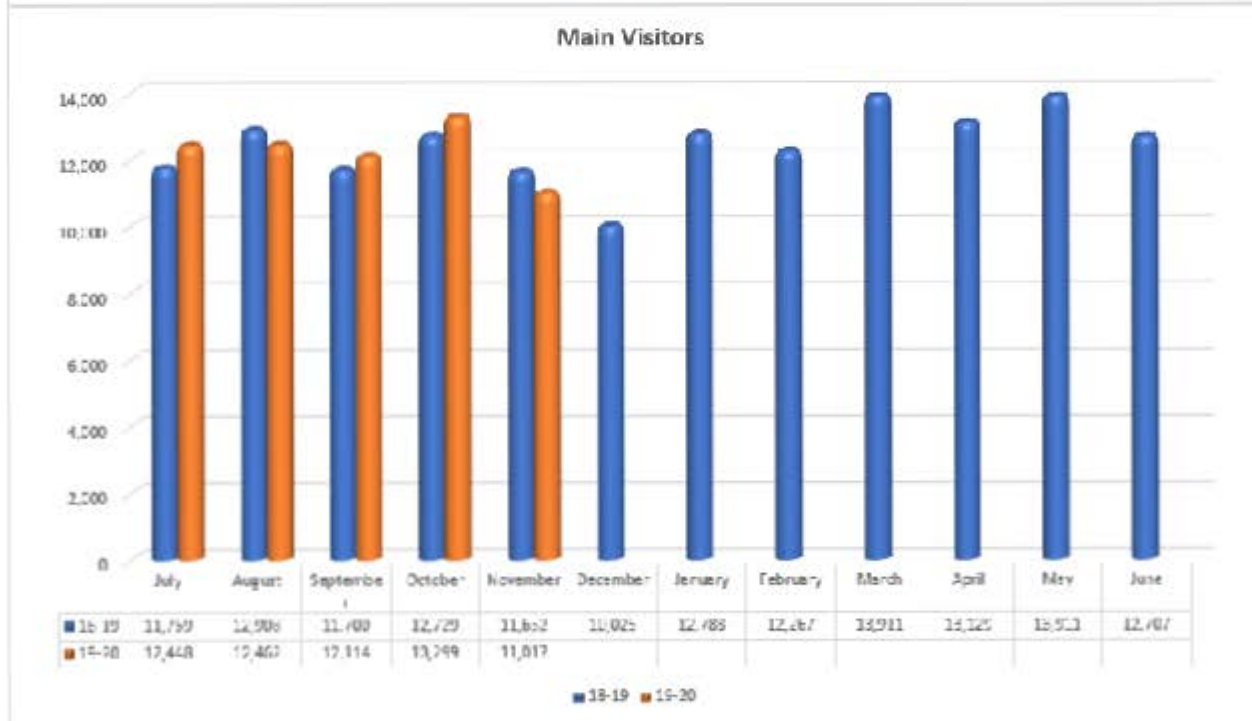
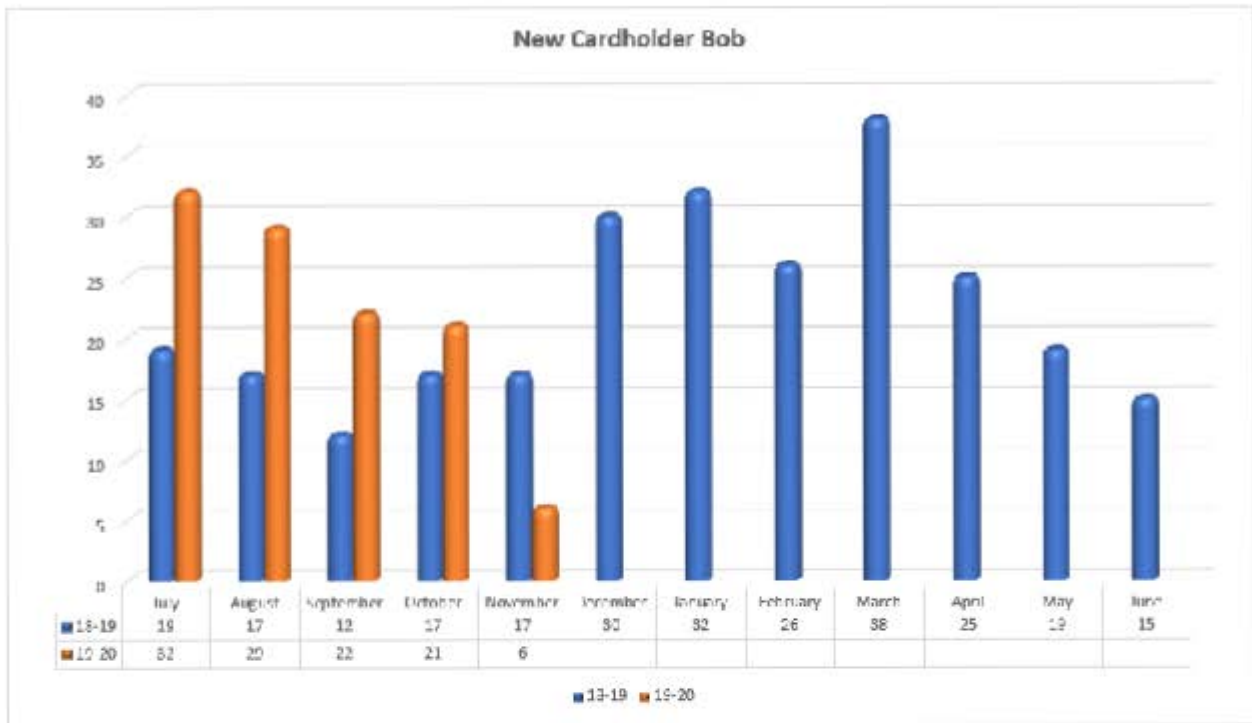
Card Holders: 2,165 = 1.2 affiliated with Bob / sq ft

Card Holders Active Checkout in Last Month Bob Affiliated: 176 = 0.098 unique patrons / sq ft

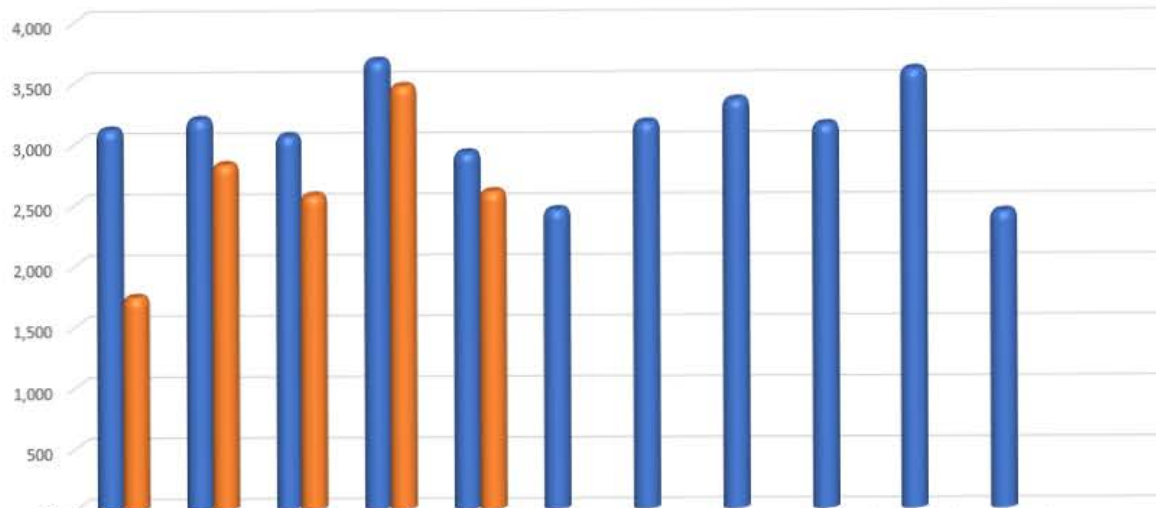
Card Holders Active Checkout in Last Year Bob Affiliated: 587 = 0.326 unique patrons / sq ft







Bob Visitors



| | | | | | | | | | | | | |
|---------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|
| ■ 18-19 | 3,114 | 3,198 | 3,063 | 3,678 | 2,924 | 2,455 | 3,171 | 3,356 | 3,152 | 3,603 | 2,436 | |
| ■ 19-20 | 1,741 | 2,827 | 2,574 | 3,470 | 2,605 | | | | | | | |

■ 18-19 ■ 19-20



November:

Total Checkouts By Item Type District

| description | Count |
|-------------------|-------|
| Audio Books | 417 |
| Books | 11965 |
| Computer | 111 |
| InterLibrary Loan | 26 |
| Kits | 48 |
| Magazine | 150 |
| Mobile Hot Spot | 52 |
| Music | 391 |
| On The Fly Record | 8 |
| Serial | 30 |
| Small Study Room | 39 |
| Video Game | 224 |
| Visual Materials | 3063 |

Combined Total Collection By Item Type

| Item Type | Count |
|---------------------------|-------|
| Undesignated | 1 |
| Audio Books | 2604 |
| Books | 64939 |
| Computer | 55 |
| InterLibrary Loan | 23 |
| Kits | 371 |
| Magazine | 2419 |
| Mobile Hot Spot | 30 |
| Motorola Handheld Radio | 15 |
| Music | 2952 |
| Newspaper | 11 |
| Non Circulating Magazines | 171 |
| On The Fly Record | 46 |
| Serial | 244 |
| Small Study Room | 2 |
| Video Game | 491 |
| Visual Materials | 6377 |



October:

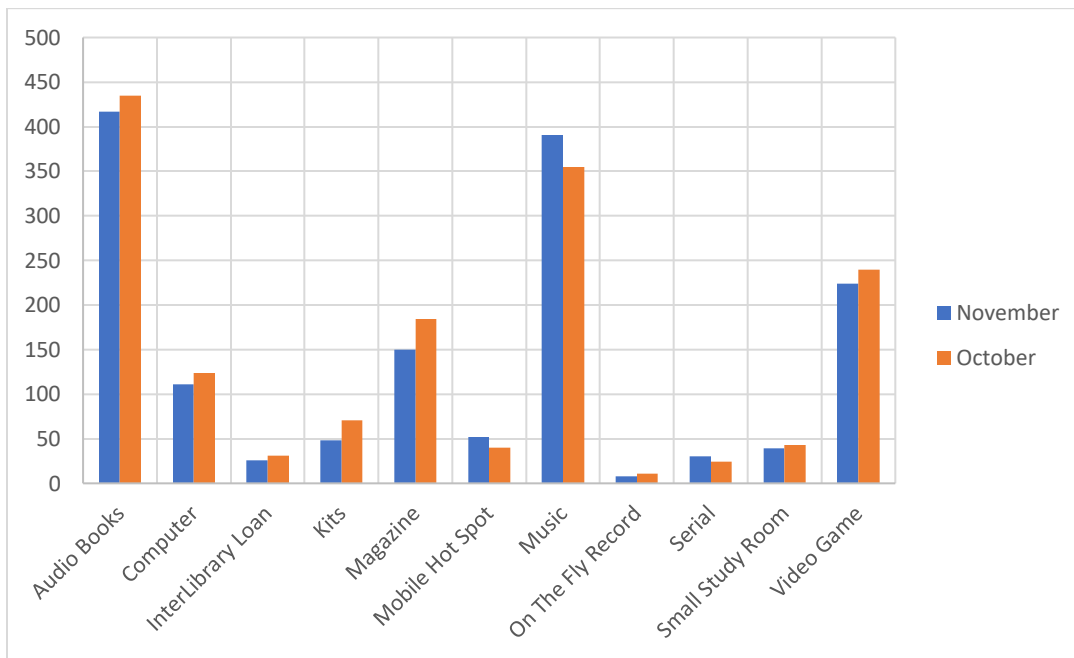
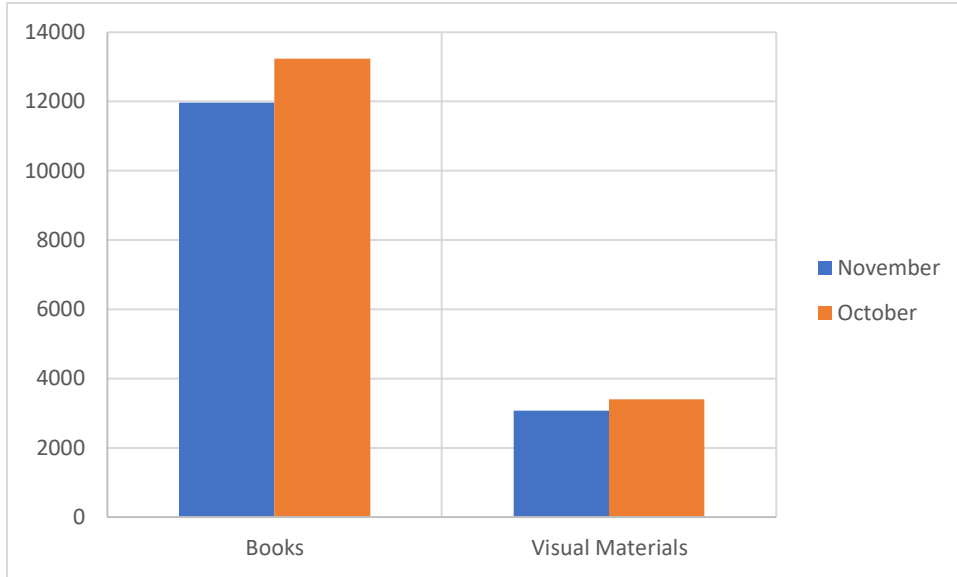
Total Checkouts By Item Type District

| description | Count |
|-------------------|-------|
| Audio Books | 435 |
| Books | 13242 |
| Computer | 124 |
| InterLibrary Loan | 31 |
| Kits | 71 |
| Magazine | 184 |
| Mobile Hot Spot | 40 |
| Music | 355 |
| On The Fly Record | 11 |
| Serial | 24 |
| Small Study Room | 43 |
| Video Game | 240 |
| Visual Materials | 3409 |

Combined Total Collection By Item Type

| Item Type | Count |
|---------------------------|-------|
| Undesignated | 1 |
| Audio Books | 2559 |
| Books | 64566 |
| Computer | 55 |
| InterLibrary Loan | 23 |
| Kits | 371 |
| Magazine | 2361 |
| Mobile Hot Spot | 30 |
| Motorola Handheld Radio | 15 |
| Music | 2934 |
| Newspaper | 11 |
| Non Circulating Magazines | 173 |
| On The Fly Record | 44 |
| Serial | 230 |
| Small Study Room | 2 |
| Video Game | 485 |
| Visual Materials | 6372 |

Checkouts by Type Comparison





**BOARD OF LIBRARY TRUSTEES
DIRECTOR'S REPORT for December 2019**

DEPARTMENT: Administration

MEETING DATE: December 16, 2019

PREPARED BY: Nikki Winslow

LOCATION: Community Room

Staff Milestones: We would like to recognize those staff that have reached a service milestone with the Altadena Library District. Thanks to a policy established by Cindy Cleary earlier this year, we will be recognizing staff for milestones at 5 -year increments. This is officially the first time that this has been done and it is my honor to recognize these five employees for their very dedicated service (**which adds up to an amazing 120 years of service!**) to our libraries.

Here are the staff receiving their award:

Debbie Gueringer – Hire Date: 1/23/04 – **15 years**

Ricardo Loza – Hire Date: 12/13/04 – **15 years**

Toni Aguilar- Hire Date: 11/30/99 – **20 years**

Vicky Escobar – Hire Date: 1/25/89 – **30 years**

Michelle Hoskins – Hire Date: 9/29/79 – **40 years**

Please help me in congratulating this group!

Reorganized Teams: To provide opportunities for staff to participate in team or committee work, we have reorganized the system-wide teams to plan and implement programs and events for ALD. We now have a **Management Team**, which I will lead, consisting of all managers in the system that will meet the Tuesday after the Board of Trustees meeting each month. We have also created the **Programming & Engagement Team**, led by Adult Services Manager Jesse Lopez, that will meet monthly to discuss program planning, outreach and coordinated work with our support groups. We have also created a **Staff Recognition Team**, led by Business Manager Nicole Fabry, to plan staff events and recognition opportunities throughout the year. We will continue to have our **Display Team** to coordinate all the beautiful displays going up throughout the District. Last, but definitely not least, is that we are resurrecting the **Emergency Action & Safety Team** led by Library Associate Helen Milner, to work on developing clear emergency evacuation policy and procedures for both buildings and also start schedule regular drills at Main and Bob Lucas. We plan to rotate staff members yearly on and off of these teams to provide opportunities to work on new system-wide efforts.

Passport Services Office: We had our annual inspection by the Passport Services' Office of Acceptance Facility Oversight on November 19, 2019. Toni Aguilar and Natalie Herrera, staff in the Passport Office, hosted the inspectors and answered all questions they had to ensure we are in compliance with all passport standards and requirements. At the conclusion of their visit, both inspectors told me how impressed they were with both of our staff, how knowledgeable and professional they both are and how they could act as a role model to Passport offices everywhere. Here is a photo to share from that morning...



I also thought it would be a good time to point out that to date this year, our passport office has processed 2,346 passports and taken 1,710 passport photos. This is over 213 passports issued on average per month! I am so grateful to Toni and Natalie for all of their hard work!

Conferences and Training: Kylynn attended the CSDA Board Clerk/Secretary Conference in Monterey, CA from November 12-14. This is a summary of what she shared about her time at this training opportunity.

“Some of the sessions I attended were “The Public is Asking for What? By When?”, “The Person in the Middle – How the Board Secretary/Clerk can support an Effective Board, Manager, and Staff Team”, “Transparency and Accountability: Updates on the Brown Act and Conflicts of Interest” and “FPPC Update: Form 700 and Conflicts of Interest”. This was my third year attending the conference. I appreciated that the facilitators this year focused on more recent updates to the laws and case law that hasn’t been presented before. The sessions were helpful, especially regarding Conflicts of Interest and Form 700, since the Library now has more filers than we have had in the past. Before the conference I also joined the IIMC – International Institute of Municipal Clerks which is a professional, nonprofit association that promotes continuing education and certification and provides networking solutions, services and benefits to its members worldwide. By attending the CSDA Board Clerk/Secretary Conference, I will be eligible for education credits toward Certified Municipal Clerk designation and certification with the IIMC.”



Nicole Fabry and I attended the CALPELRA Annual Conference from November 19-22 in Monterey, CA. Some of the sessions we participated in included:

- Brown Act Obstacles
- Pension Funding
- Discrimination and Harassment Awareness
- Diversity, Inclusion, and Bias in the Workplace
- Creating a High Trust Workplace
- Oversight of Intermittent Leave
- Review of Legislative Decisions
- Retooling Your Recruitment and Onboarding Procedures

This was such an informative and eye-opening conference to the many topics Nicole and I both need to continue studying and mastering as we approach these types of situations in the future. We also had the opportunity to network each evening with HR professionals from Pasadena, Glendale and more. There were over 1,600 HR professionals from across the state.

Human Resources Study: I signed the agreement with Koff & Associates in the end of November. I also had a phone call with Georg Krammer with their firm on 12/5 to discuss the process of getting the Classification and Compensation Study moving forward. We agree that we will have Koff & Associates do a kick-off with both management and employees in the beginning of January. These meetings will be an orientation of the entire process so staff knows what that will look like and what to expect. Georg said that it typically takes 4-5 months to complete so we are hopeful to have final reports to the Board of Trustees in either May or June 2020.

Bibliotheca CloudLibrary Digital Resource Platform: Christopher, Jesse, Stella and I met with the vendor Bibliotheca to hear about their resource sharing platform **CloudLibrary** in early December. We currently have **Libby** that is provided by our vendor OverDrive, where we have 3,824 volumes available to our patrons to check out, in both e-book and e-audiobook formats. In this platform we must purchase each license that is available to our patrons to check out. In CloudLibrary, we will become the 30th library system in California that has joined their CloudLink consortium that will share its materials with the other library systems. As a result, we will have access to 138,892 volumes, with approximately 114,000 e-book and 24,500 e-audiobook volumes. As you can see, by sharing with many other libraries from California we are able to exponentially expand access to materials for our patrons and it will be delivered in a seamless manner through our webpage or app. We anticipate this switch to take place in February 2020, and plan to market this exciting change as we lead up to this date.

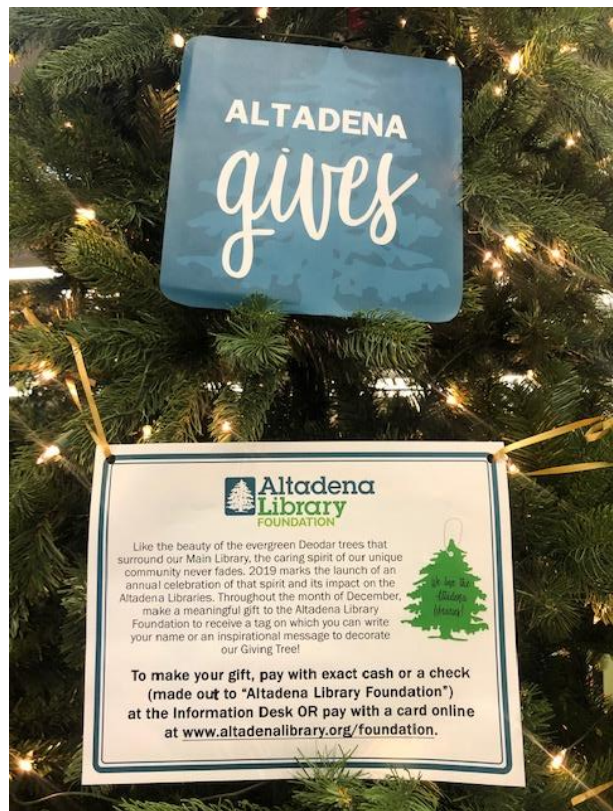
New Pay Period Schedule: Currently our pay period schedule for staff starts on a Wednesday and ends two Tuesdays following that (i.e. Wednesday 11/27 - Tuesday 12/10) with pay day being on the Friday at the end of that week (Friday 12/13). This only gives our Business Manager approximately 5 hours to reconcile payroll in order to get staff paid on Friday. Starting in the new year, the pay period schedule will reflect the workweek that is in our timekeeping and payroll software, Stratex, starting on Sunday and ending two Saturdays later. This will allow for 2.5 days to reconcile payroll to get staff paid on the following Friday. It will make it easier for staff to make up missed hours or change their work schedules. This change will go into effect on Sunday, January 12, 2020. The new schedule is included in this package for your review.

Pasadena Federal Credit Union (PFCU): Nicole Fabry met with a representative from Pasadena Federal Credit Union earlier this month to discuss a partnership between ALD and PFCU. This would allow District employees and their families to become members of the credit union. The Friends of the Altadena Library voted at their December Board meeting to enter into partnership with PFCU as well. The community will be able to join PFCU when they join the Friends. We hope to kick both of these off in the beginning of the new year.



Collection Agency Update: There was a question at November's Board meeting about our collection agency fee. I have worked with Nicole Fabry and Christopher Kellermeyer to do some research on how many items we are actually getting back due to the work of Unique Collections. All three of us have come to the conclusion that there is no evidence that sending out collection notices and adding collection fees to accounts are effective tools for bringing back our items so we are planning to eliminate this practice starting in the new year. This will stop collection fees from being added to accounts and not create unnecessary worry in our patrons.

Altadena Gives Winter Tree: We are so excited to support the Foundation's fundraising campaign through January. As I am sure many of you have noticed, we have a beautiful tree next to the Reading Court. Patrons that would like to donate the Foundation can do so either at the Information Desk or online through the Foundation's website. For every donation they receive a paper Deodara tree to write on and hang on the tree.





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

DEPARTMENT: Administration

MEETING DATE: December 16, 2019

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Summary Report of Financial Statements for October 2019

October 2019 FINANCIAL STATEMENTS

The following financial reports are for the month of October 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 -\$1,134,259.57. ALD cash and cash equivalents are \$2,114,701.20.

ALD total assets equal \$3,734,670.54.

Final budget figures for fiscal year 18-19 will be available pending the financial audit which has been rescheduled for December 18th and 19th.

REVENUE HIGHLIGHTS

No highlights to report.

PAYMENTS FROM SUPPORT ORGANIZATIONS

In October 2019 there were no payments to report. Any income under 4705 – Altadena Library Foundation is residual revenue from Taste of Dena on September 28, 2019 and will be reimbursed to the Altadena Library Foundation.

EXPENDITURE HIGHLIGHTS

No highlights to report.

Altadena Library District Profit and Loss Standard

October 2019

| | Oct '19 |
|-------------------------------------|----------|
| Ordinary Income/Expense | |
| Income | |
| DONATIONS AND GRANTS | |
| 4705 — Altadena Library Foundation | 290.00 |
| 4730 — Undesignated | 1.00 |
| Total DONATIONS AND GRANTS | 291.00 |
| FINES & FEES | |
| 4305 — Fees | 324.13 |
| 4310 — MFM / Printer Revenue | 322.65 |
| 4340 — Passport Services Fees | 5,210.00 |
| 4350 — Sales of Products | 9.00 |
| Total FINES & FEES | 5,865.78 |
| INTEREST INCOME & ADJUSTMENTS | |
| 4210 — Chase Bank | 4.46 |
| Total INTEREST INCOME & ADJUSTMENTS | 4.46 |
| OTHER REVENUE & ADJUSTMENT | |
| 4910 — Miscellaneous Income | 0.02 |
| Total OTHER REVENUE & ADJUSTMENT | 0.02 |
| PROPERTY TAXES | |
| 4220 — County Interest Allocation | 3,355.72 |
| Total PROPERTY TAXES | 3,355.72 |
| Total Income | 9,516.98 |
| Expense | |
| FACILITIES, GROUNDS & MAINT. | |
| 7205 — Maintenance Contracts | 960.01 |
| 7210 — Building Maint & Repairs | 186.00 |
| 7220 — Landscape | 75.46 |
| Total FACILITIES, GROUNDS & MAINT. | 1,221.47 |
| LIBRARY MATERIALS | |
| 6120 — Books | 3,467.09 |
| 6130 — DVD's & Videogames | 4,489.37 |

Altadena Library District Profit and Loss Standard

October 2019

| | <u>Oct '19</u> |
|--|------------------|
| 6135 — Processing of Materials | 53.77 |
| 6140 — Periodicals | 9,771.96 |
| Total LIBRARY MATERIALS | <u>17,782.19</u> |
| MISCELLANEOUS EXPENSE | |
| 7510 — Miscellaneous Expense | |
| Total MISCELLANEOUS EXPENSE | |
| OPERATING EXPENSES | |
| ADVERTISING & MARKETING | |
| 6618 — Recruitment | 529.75 |
| 6627 — Advertising / Marketing | 556.13 |
| Total ADVERTISING & MARKETING | <u>1,085.88</u> |
| Fees | |
| 6745 — Banking & Service Fees | 143.27 |
| 6746 — Payroll Fees | 790.00 |
| Total Fees | <u>933.27</u> |
| STAFF COSTS & PROF. DEVELOPMENT | |
| 6625 — Training & Education | 2,286.00 |
| 6626 — Staff Recognition | 15.95 |
| 6710 — Meetings & Travel | 1,841.74 |
| 6730 — Mileage & Parking Reimburse... | 591.34 |
| Total STAFF COSTS & PROF. DEVELOP... | <u>4,735.03</u> |
| UTILITIES | |
| 6920 — Electricity | 9,639.77 |
| 6940 — Water & Sewage | 898.08 |
| 6950 — Refuse | 583.87 |
| Total UTILITIES | <u>11,121.72</u> |
| 6620 — Membership Dues & Subscriptions | 7,077.00 |
| 6628 — Volunteer Recognition | 49.00 |
| 6740 — Postage & Delivery | 772.95 |
| 6750 — Printing & Reproduction | 2,178.87 |
| 6765 — Janitorial Supplies | 369.62 |
| 6770 — Operating Supplies | 653.59 |

Altadena Library District Profit and Loss Standard

October 2019

| | Oct '19 |
|---|------------|
| 6780 — Operating Software | 64.96 |
| 6970 — Equipment Lease & Rental | 6,394.48 |
| Total OPERATING EXPENSES | 35,436.37 |
| PERSONNEL RELATED EXPENSES | |
| 5000 — SALARIES & WAGES | |
| 5010 — Salaried | 20,292.92 |
| 5020 — Hourly | 105,010.40 |
| Total 5000 — SALARIES & WAGES | 125,303.32 |
| 5100 — Employer-Portion Taxes/Benefits | |
| 5120 — Payroll Taxes (ER) | 9,587.86 |
| 5210 — PERS Retirement | |
| 5210.01 — CalPers CLASSIC (ER Contr) | 1,862.02 |
| 5210.02 — CalPers PEPRA (ER Contr) | 5,216.84 |
| Total 5210 — PERS Retirement | 7,078.86 |
| Total 5100 — Employer-Portion Taxes/Ben... | 16,666.72 |
| 5200 — Insurance | |
| 5220 — Health Insurance | 9,842.59 |
| 5221 — Health Insurance - Retirees | 5,115.20 |
| 5230 — Dental Insurance | 1,155.40 |
| 5240 — Vision Insurance | 348.98 |
| 5260 — Life Insurance | 117.69 |
| Total 5200 — Insurance | 16,579.86 |
| Total PERSONNEL RELATED EXPENSES | 158,549.90 |
| PROFESSIONAL & TECHNICAL INFORMATION TECHNOLOGY (IT) | |
| 7170 — Telecommunications | 645.50 |
| 7180 — Technology Equipment | 2,003.74 |
| 7185 — Technology Maintenance Fees | 960.00 |
| 7190 — Website Development | 227.01 |
| Total INFORMATION TECHNOLOGY (IT) | 3,836.25 |
| PROFESSIONAL SERVICES | |

Altadena Library District Profit and Loss Standard

October 2019

| | <u>Oct '19</u> |
|---------------------------------------|----------------------------|
| 7125 — Audit and Financial Consulting | 2,033.58 |
| 7130 — Legal Fees | 12,179.20 |
| 7145 — Collection Agency | <u>286.40</u> |
| Total PROFESSIONAL SERVICES | <u>14,499.18</u> |
| | |
| Total PROFESSIONAL & TECHNICAL | 18,335.43 |
| | |
| PROGRAMS | |
| 6200 — Youth Services | 325.98 |
| 6210 — Teen Services | 89.48 |
| 6220 — Adult Services | 1,872.57 |
| 6230 — Bob Lucas Branch Services | 729.67 |
| 6250 — Volunteer Services | <u>107.90</u> |
| Total PROGRAMS | <u>3,125.60</u> |
| | |
| Total Expense | <u>234,450.96</u> |
| | |
| Net Ordinary Income | <u>(224,933.98)</u> |
| | |
| Net Income | <u><u>(224,933.98)</u></u> |

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

| | Jul - Oct '19 | Jul - Oct '18 | \$ Change | % Change |
|---|---------------|---------------|-------------|----------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| DONATIONS AND GRANTS | | | | |
| 4705 — Altadena Library Foundation | 4,360.00 | | 4,360.00 | 100.0% |
| 4710 — Friends of the Library | | 80.95 | (80.95) | (100.0)% |
| 4730 — Undesignated | 1.00 | 275.15 | (274.15) | (99.6)% |
| 4740 — CA Library Literacy Services | | 18,000.00 | (18,000.00) | (100.0)% |
| Total DONATIONS AND GRANTS | 4,361.00 | 18,356.10 | (13,995.10) | (76.2)% |
| FINES & FEES | | | | |
| 4305 — Fees | 1,585.61 | 1,346.77 | 238.84 | 17.7% |
| 4310 — MFM / Printer Revenue | 1,013.50 | 4,403.40 | (3,389.90) | (77.0)% |
| 4340 — Passport Services Fees | 39,210.00 | 41,281.00 | (2,071.00) | (5.0)% |
| 4350 — Sales of Products | 461.00 | 323.00 | 138.00 | 42.7% |
| 4810 — Community Room Fees | | 205.00 | (205.00) | (100.0)% |
| Total FINES & FEES | 42,270.11 | 47,559.17 | (5,289.06) | (11.1)% |
| INTEREST INCOME & ADJUSTMENTS | | | | |
| 4210 — Chase Bank | 12.45 | 78.60 | (66.15) | (84.2)% |
| Total INTEREST INCOME & ADJUSTMENTS | 12.45 | 78.60 | (66.15) | (84.2)% |
| OTHER REVENUE & ADJUSTMENT | | | | |
| 4910 — Miscellaneous Income | 0.41 | | 0.41 | 100.0% |
| 4915 — Film Rental Revenue | | 4,400.00 | (4,400.00) | (100.0)% |
| Total OTHER REVENUE & ADJUSTMENT | 0.41 | 4,400.00 | (4,399.59) | (100.0)% |
| PROPERTY TAXES | | | | |
| 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% |
| 4030 — Prior-Year Secured | | | | |
| 4030.00 — Prior Secured | (30,830.81) | (25,417.31) | (5,413.50) | (21.3)% |
| 4030.05 — Secured Tax Refunds | (2,921.29) | (2,359.21) | (562.08) | (23.8)% |
| Total 4030 — Prior-Year Secured | (33,752.10) | (27,776.52) | (5,975.58) | (21.5)% |
| 4040 — Prior-Year Unsecured | | | | |
| 4040.00 — Prior Unsecured | (9,103.53) | (9,339.39) | 235.86 | 2.5% |
| Total 4040 — Prior-Year Unsecured | (9,103.53) | (9,339.39) | 235.86 | 2.5% |
| 4060 — Special Assessment | | | | |
| 4060.01 — Per Parcel Benefit Assessment | (14,351.15) | | (14,351.15) | (100.0)% |
| 4060.02 — Direct Assessments | 402.45 | (11,286.81) | 11,689.26 | 103.6% |

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

| | Jul - Oct '19 | Jul - Oct '18 | \$ Change | % Change |
|--|---------------|---------------|-------------|-----------|
| Total 4060 — Special Assessment | (13,948.70) | (11,286.81) | (2,661.89) | (23.6)% |
| 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)% |
| 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)% |
| 4080 — Penalties, Interest & Costs-Ref | 1,070.76 | 1,476.61 | (405.85) | (27.5)% |
| 4220 — County Interest Allocation | 1,534.17 | 738.17 | 796.00 | 107.8% |
| Total PROPERTY TAXES | 11,250.00 | 17,814.20 | (6,564.20) | (36.9)% |
| Total Income | 57,893.97 | 88,208.07 | (30,314.10) | (34.4)% |
| Expense | | | | |
| CAPITAL EXPENSE | | | | |
| 7310 — Equipment, Furniture & Fixtures | 2,469.75 | 26,607.41 | (24,137.66) | (90.7)% |
| 7320 — Structures & Improvements | 6,381.00 | 6,381.00 | 6,381.00 | 100.0% |
| Total CAPITAL EXPENSE | 8,850.75 | 26,607.41 | (17,756.66) | (66.7)% |
| FACILITIES, GROUNDS & MAINT. | | | | |
| 7205 — Maintenance Contracts | 5,213.10 | 4,674.28 | 538.82 | 11.5% |
| 7210 — Building Maint & Repairs | 7,885.03 | 3,859.05 | 4,025.98 | 104.3% |
| 7220 — Landscape | 11,461.91 | 863.02 | 10,598.89 | 1,228.1% |
| Total FACILITIES, GROUNDS & MAINT. | 24,560.04 | 9,396.35 | 15,163.69 | 161.4% |
| LIBRARY MATERIALS | | | | |
| 6110 — Cataloging Expenses | 6,849.37 | 10,079.43 | (3,230.06) | (32.1)% |
| 6115 — Electronic Databases & Subscrip | 18,602.26 | 14,410.05 | 4,192.21 | 29.1% |
| 6120 — Books | 72,117.45 | 28,593.25 | 43,524.20 | 152.2% |
| 6125 — Audio CD | 612.69 | 2,069.21 | (1,456.52) | (70.4)% |
| 6130 — DVD's & Videogames | 5,352.60 | 5,490.84 | (138.24) | (2.5)% |
| 6135 — Processing of Materials | 3,351.22 | 1,276.53 | 2,074.69 | 162.5% |
| 6140 — Periodicals | 12,019.57 | 50.24 | 11,969.33 | 23,824.3% |
| 6150 — Downloadables | 5,000.00 | 7,589.51 | (2,589.51) | (34.1)% |
| Total LIBRARY MATERIALS | 123,905.16 | 69,559.06 | 54,346.10 | 78.1% |
| MISCELLANEOUS EXPENSE | | | | |
| 7510 — Miscellaneous Expense | 14.30 | 14.30 | 14.30 | 100.0% |
| Total MISCELLANEOUS EXPENSE | 14.30 | 14.30 | 14.30 | 100.0% |
| OPERATING EXPENSES | | | | |

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

| | Jul - Oct '19 | Jul - Oct '18 | \$ Change | % Change |
|--|-------------------|-------------------|------------------|---------------|
| ADVERTISING & MARKETING | | | | |
| 6618 — Recruitment | 1,763.94 | 288.75 | 1,475.19 | 510.9% |
| 6627 — Advertising / Marketing | 1,267.81 | 1,687.89 | (420.08) | (24.9)% |
| Total ADVERTISING & MARKETING | 3,031.75 | 1,976.64 | 1,055.11 | 53.4% |
| Fees | | | | |
| 6745 — Banking & Service Fees | 710.92 | 615.96 | 94.96 | 15.4% |
| 6746 — Payroll Fees | 3,160.00 | 3,160.00 | | |
| Total Fees | 3,870.92 | 3,775.96 | 94.96 | 2.5% |
| INSURANCE | | | | |
| 6430 — Insurance-Gen, Prop, Liab, Eq | 33,011.34 | 26,138.73 | 6,872.61 | 26.3% |
| 6432 — Earthquake Insurance | 30,370.00 | 18,550.00 | 11,820.00 | 63.7% |
| Total INSURANCE | 63,381.34 | 44,688.73 | 18,692.61 | 41.8% |
| STAFF COSTS & PROF. DEVELOPMENT | | | | |
| 6623 — Trustee Prof. Development | 240.00 | | 240.00 | 100.0% |
| 6625 — Training & Education | 9,219.00 | 1,737.12 | 7,481.88 | 430.7% |
| 6626 — Staff Recognition | 315.41 | 2,334.95 | (2,019.54) | (86.5)% |
| 6710 — Meetings & Travel | 5,347.74 | 2,456.24 | 2,891.50 | 117.7% |
| 6730 — Mileage & Parking Reimbursement | 694.99 | 609.54 | 85.45 | 14.0% |
| Total STAFF COSTS & PROF. DEVELOPM... | 15,817.14 | 7,137.85 | 8,679.29 | 121.6% |
| UTILITIES | | | | |
| 6920 — Electricity | 20,771.30 | 17,368.93 | 3,402.37 | 19.6% |
| 6930 — Natural Gas | 152.23 | 155.83 | (3.60) | (2.3)% |
| 6940 — Water & Sewage | 2,130.60 | 2,681.67 | (551.07) | (20.6)% |
| 6950 — Refuse | 1,751.61 | 1,868.80 | (117.19) | (6.3)% |
| Total UTILITIES | 24,805.74 | 22,075.23 | 2,730.51 | 12.4% |
| 6620 — Membership Dues & Subscriptions | 12,514.96 | 11,802.45 | 712.51 | 6.0% |
| 6628 — Volunteer Recognition | 49.00 | | 49.00 | 100.0% |
| 6740 — Postage & Delivery | 2,673.76 | 2,383.14 | 290.62 | 12.2% |
| 6750 — Printing & Reproduction | 2,389.31 | 2,823.43 | (434.12) | (15.4)% |
| 6755 — Small Equipment | 4,342.01 | 3,551.97 | 790.04 | 22.2% |
| 6765 — Janitorial Supplies | 2,359.86 | 3,618.36 | (1,258.50) | (34.8)% |
| 6770 — Operating Supplies | 4,793.09 | 7,577.42 | (2,784.33) | (36.8)% |
| 6775 — Technical Services Supplies | 1,378.27 | | 1,378.27 | 100.0% |
| 6780 — Operating Software | 432.89 | 514.97 | (82.08) | (15.9)% |
| 6790 — Hardware (Computers / Tech) | 6.64 | | 6.64 | 100.0% |
| 6960 — Sales of Products | 50.00 | | 50.00 | 100.0% |
| 6970 — Equipment Lease & Rental | 8,284.38 | 9,529.63 | (1,245.25) | (13.1)% |
| Total OPERATING EXPENSES | 150,181.06 | 121,455.78 | 28,725.28 | 23.7% |

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

| | <u>Jul - Oct '19</u> | <u>Jul - Oct '18</u> | <u>\$ Change</u> | <u>% Change</u> |
|---|----------------------|----------------------|--------------------|-----------------|
| PERSONNEL RELATED EXPENSES | | | | |
| 5000 — SALARIES & WAGES | | | | |
| 5010 — Salaried | 76,741.15 | 135,322.52 | (58,581.37) | (43.3)% |
| 5020 — Hourly | 414,278.76 | 376,968.65 | 37,310.11 | 9.9% |
| Total 5000 — SALARIES & WAGES | 491,019.91 | 512,291.17 | (21,271.26) | (4.2)% |
| 5100 — Employer-Portion Taxes/Benefits | | | | |
| 5120 — Payroll Taxes (ER) | 37,240.38 | 38,920.51 | (1,680.13) | (4.3)% |
| 5210 — PERS Retirement | | | | |
| 5210.01 — CalPers CLASSIC (ER Contr) | 7,047.25 | 9,079.23 | (2,031.98) | (22.4)% |
| 5210.02 — CalPers PEPPRA (ER Contr) | 20,904.89 | 27,438.44 | (6,533.55) | (23.8)% |
| 5218 — PERS Unfunded | 147,894.00 | 116,139.00 | 31,755.00 | 27.3% |
| Total 5210 — PERS Retirement | 175,846.14 | 152,656.67 | 23,189.47 | 15.2% |
| 5100 — Employer-Portion Taxes/Benefits - ... | 400.00 | | 400.00 | 100.0% |
| Total 5100 — Employer-Portion Taxes/Benef... | 213,486.52 | 191,577.18 | 21,909.34 | 11.4% |
| 5200 — Insurance | | | | |
| 5220 — Health Insurance | 38,666.86 | 43,657.47 | (4,990.61) | (11.4)% |
| 5221 — Health Insurance - Retirees | 21,960.80 | 23,699.55 | (1,738.75) | (7.3)% |
| 5230 — Dental Insurance | 4,522.50 | 5,126.22 | (603.72) | (11.8)% |
| 5240 — Vision Insurance | 1,362.52 | 1,501.68 | (139.16) | (9.3)% |
| 5260 — Life Insurance | 476.74 | 534.10 | (57.36) | (10.7)% |
| 5270 — Workers' Compensation | 31,233.41 | 15,272.25 | 15,961.16 | 104.5% |
| Total 5200 — Insurance | 98,222.83 | 89,791.27 | 8,431.56 | 9.4% |
| Total PERSONNEL RELATED EXPENSES | 802,729.26 | 793,659.62 | 9,069.64 | 1.1% |
| PROFESSIONAL & TECHNICAL | | | | |
| INFORMATION TECHNOLOGY (IT) | | | | |
| 7170 — Telecommunications | 2,348.58 | 2,679.03 | (330.45) | (12.3)% |
| 7180 — Technology Equipment | 7,302.72 | 3,335.78 | 3,966.94 | 118.9% |
| 7185 — Technology Maintenance Fees | 11,475.40 | 14,181.25 | (2,705.85) | (19.1)% |
| 7190 — Website Development | 227.01 | | 227.01 | 100.0% |
| Total INFORMATION TECHNOLOGY (IT) | 21,353.71 | 20,196.06 | 1,157.65 | 5.7% |
| PROFESSIONAL SERVICES | | | | |
| 7125 — Audit and Financial Consulting | 7,897.08 | 17,395.02 | (9,497.94) | (54.6)% |
| 7130 — Legal Fees | 23,621.11 | 88,810.23 | (65,189.12) | (73.4)% |
| 7145 — Collection Agency | 966.60 | 644.40 | 322.20 | 50.0% |
| 7155 — Consultants - Other | 11,542.42 | 11,189.03 | 353.39 | 3.2% |
| Total PROFESSIONAL SERVICES | 44,027.21 | 118,038.68 | (74,011.47) | (62.7)% |

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

| | <u>Jul - Oct '19</u> | <u>Jul - Oct '18</u> | <u>\$ Change</u> | <u>% Change</u> |
|----------------------------------|------------------------------|------------------------------|---------------------------|----------------------|
| Total PROFESSIONAL & TECHNICAL | 65,380.92 | 138,234.74 | (72,853.82) | (52.7)% |
| PROGRAMS | | | | |
| 6200 — Youth Services | 498.41 | 3,719.33 | (3,220.92) | (86.6)% |
| 6210 — Teen Services | 460.40 | 1,011.36 | (550.96) | (54.5)% |
| 6220 — Adult Services | 4,980.45 | 4,021.89 | 958.56 | 23.8% |
| 6230 — Bob Lucas Branch Services | 1,718.99 | 1,442.80 | 276.19 | 19.1% |
| 6240 — Literacy Services | 2,011.89 | 1,053.52 | 958.37 | 91.0% |
| 6250 — Volunteer Services | 107.90 | | 107.90 | 100.0% |
| 6260 — Summer Reading | 2,992.26 | | 2,992.26 | 100.0% |
| Total PROGRAMS | <u>12,770.30</u> | <u>11,248.90</u> | <u>1,521.40</u> | <u>13.5%</u> |
| Total Expense | <u>1,188,391.79</u> | <u>1,170,161.86</u> | <u>18,229.93</u> | <u>1.6%</u> |
| Net Ordinary Income | <u>(1,130,497.82)</u> | <u>(1,081,953.79)</u> | <u>(48,544.03)</u> | <u>(4.5)%</u> |
| Net Income | <u><u>(1,130,497.82)</u></u> | <u><u>(1,081,953.79)</u></u> | <u><u>(48,544.03)</u></u> | <u><u>(4.5)%</u></u> |

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

| | Jul - Oct '19 | Budget | \$ Over Budget | % of Budget |
|---------------------------------------|---------------|--------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| DONATIONS AND GRANTS | | | | |
| 4705 — Altadena Library Foundation | 4,360.00 | 10,000.00 | (5,640.00) | 43.6% |
| 4710 — Friends of the Library | | 26,700.00 | (26,700.00) | |
| 4730 — Undesignated | 1.00 | 1,000.00 | (999.00) | 0.1% |
| 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 | 4,361.00 | 72,700.00 | (68,339.00) | 6.0% |
| FINES & FEES | | | | |
| 4305 — Fees | 1,585.61 | 4,000.00 | (2,414.39) | 39.6% |
| 4310 — MFM / Printer Revenue | 1,013.50 | 11,000.00 | (9,986.50) | 9.2% |
| 4340 — Passport Services Fees | 39,210.00 | 120,000.00 | (80,790.00) | 32.7% |
| 4350 — Sales of Products | 461.00 | 1,000.00 | (539.00) | 46.1% |
| 4810 — Community Room Fees | | 500.00 | (500.00) | |
| Total FINES & FEES | 42,270.11 | 136,500.00 | (94,229.89) | 31.0% |
| INTEREST INCOME & ADJUSTMENTS | | | | |
| 4210 — Chase Bank | 12.45 | 400.00 | (387.55) | 3.1% |
| Total INTEREST INCOME & ADJUSTMENTS | 12.45 | 400.00 | (387.55) | 3.1% |
| OTHER REVENUE & ADJUSTMENT | | | | |
| 4910 — Miscellaneous Income | 0.41 | | | |
| 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 | 0.41 | 186,000.00 | (185,999.59) | 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 | (30,830.81) | 10,200.00 | (41,030.81) | (302.3)% |
| 4030.05 — Secured Tax Refunds | (2,921.29) | | | |

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

| | Jul - Oct '19 | Budget | \$ Over Budget | % of Budget |
|---|---------------|--------------|----------------|-------------|
| Total 4030 — Prior-Year Secured | (33,752.10) | 10,200.00 | (43,952.10) | (330.9)% |
| 4040 — Prior-Year Unsecured | | | | |
| 4040.00 — Prior Unsecured | (9,103.53) | | | |
| Total 4040 — Prior-Year Unsecured | (9,103.53) | | | |
| 4050 — Homeowners Exemption | | 15,300.00 | (15,300.00) | |
| 4060 — Special Assessment | | | | |
| 4060.01 — Per Parcel Benefit Assessment | (14,351.15) | | (14,351.15) | 100.0% |
| 4060.02 — Direct Assessments | 402.45 | | | |
| 4060 — Special Assessment - Other | | 844,600.00 | (844,600.00) | |
| Total 4060 — Special Assessment | (13,948.70) | 844,600.00 | (858,548.70) | (1.7)% |
| 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 | 1,534.17 | 21,000.00 | (19,465.83) | 7.3% |
| Total PROPERTY TAXES | 11,250.00 | 3,495,900.00 | (3,484,650.00) | 0.3% |
| Total Income | 57,893.97 | 3,891,500.00 | (3,833,606.03) | 1.5% |
| Expense | | | | |
| CAPITAL EXPENSE | | | | |
| 7310 — Equipment, Furniture & Fixtures | 2,469.75 | 40,200.00 | (37,730.25) | 6.1% |
| 7320 — Structures & Improvements | 6,381.00 | 79,600.00 | (73,219.00) | 8.0% |
| Total CAPITAL EXPENSE | 8,850.75 | 119,800.00 | (110,949.25) | 7.4% |
| FACILITIES, GROUNDS & MAINT. | | | | |
| 7205 — Maintenance Contracts | 5,213.10 | 15,300.00 | (10,086.90) | 34.1% |
| 7210 — Building Maint & Repairs | 7,885.03 | 25,500.00 | (17,614.97) | 30.9% |
| 7220 — Landscape | 11,461.91 | 18,400.00 | (6,938.09) | 62.3% |
| Total FACILITIES, GROUNDS & MAINT. | 24,560.04 | 59,200.00 | (34,639.96) | 41.5% |
| LIBRARY MATERIALS | | | | |
| 6110 — Cataloging Expenses | 6,849.37 | 22,000.00 | (15,150.63) | 31.1% |
| 6115 — Electronic Databases & Subscrip | 18,602.26 | 30,000.00 | (11,397.74) | 62.0% |
| 6120 — Books | 72,117.45 | 130,000.00 | (57,882.55) | 55.5% |
| 6125 — Audio CD | 612.69 | 15,000.00 | (14,387.31) | 4.1% |

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

| | Jul - Oct '19 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|---------------------|---------------|
| 6130 — DVD's & Videogames | 5,352.60 | 35,000.00 | (29,647.40) | 15.3% |
| 6135 — Processing of Materials | 3,351.22 | 50,000.00 | (46,648.78) | 6.7% |
| 6140 — Periodicals | 12,019.57 | 20,000.00 | (7,980.43) | 60.1% |
| 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 | 123,905.16 | 337,000.00 | (213,094.84) | 36.8% |
| MISCELLANEOUS EXPENSE | | | | |
| 7510 — Miscellaneous Expense | 14.30 | | | |
| Total MISCELLANEOUS EXPENSE | 14.30 | | 14.30 | 100.0% |
| OPERATING EXPENSES | | | | |
| ADVERTISING & MARKETING | | | | |
| 6618 — Recruitment | 1,763.94 | 500.00 | 1,263.94 | 352.8% |
| 6627 — Advertising / Marketing | 1,267.81 | 7,000.00 | (5,732.19) | 18.1% |
| Total ADVERTISING & MARKETING | 3,031.75 | 7,500.00 | (4,468.25) | 40.4% |
| Fees | | | | |
| 6745 — Banking & Service Fees | 710.92 | 2,000.00 | (1,289.08) | 35.5% |
| 6746 — Payroll Fees | 3,160.00 | 12,000.00 | (8,840.00) | 26.3% |
| 7530 — County Tax Collection Fees | | 35,700.00 | (35,700.00) | |
| Total Fees | 3,870.92 | 49,700.00 | (45,829.08) | 7.8% |
| 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 | 9,219.00 | 17,000.00 | (7,781.00) | 54.2% |
| 6626 — Staff Recognition | 315.41 | 1,000.00 | (684.59) | 31.5% |
| 6710 — Meetings & Travel | 5,347.74 | 8,000.00 | (2,652.26) | 66.8% |
| 6730 — Mileage & Parking Reimbursement | 694.99 | 1,000.00 | (305.01) | 69.5% |
| Total STAFF COSTS & PROF. DEVELOPM... | 15,817.14 | 28,000.00 | (12,182.86) | 56.5% |
| UTILITIES | | | | |
| 6920 — Electricity | 20,771.30 | 35,000.00 | (14,228.70) | 59.3% |
| 6930 — Natural Gas | 152.23 | 5,000.00 | (4,847.77) | 3.0% |
| 6940 — Water & Sewage | 2,130.60 | 5,000.00 | (2,869.40) | 42.6% |
| 6950 — Refuse | 1,751.61 | 6,500.00 | (4,748.39) | 26.9% |
| Total UTILITIES | 24,805.74 | 51,500.00 | (26,694.26) | 48.2% |
| 6620 — Membership Dues & Subscriptions | 12,514.96 | 13,000.00 | (485.04) | 96.3% |

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

| | Jul - Oct '19 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|---------------------|-----------------------|--------------|
| 6628 — Volunteer Recognition | 49.00 | | | |
| 6740 — Postage & Delivery | 2,673.76 | 8,000.00 | (5,326.24) | 33.4% |
| 6750 — Printing & Reproduction | 2,389.31 | 10,000.00 | (7,610.69) | 23.9% |
| 6755 — Small Equipment | 4,342.01 | 7,000.00 | (2,657.99) | 62.0% |
| 6765 — Janitorial Supplies | 2,359.86 | 8,000.00 | (5,640.14) | 29.5% |
| 6770 — Operating Supplies | 4,793.09 | 20,000.00 | (15,206.91) | 24.0% |
| 6775 — Technical Services Supplies | 1,378.27 | | | |
| 6780 — Operating Software | 432.89 | 1,500.00 | (1,067.11) | 28.9% |
| 6790 — Hardware (Computers / Tech) | 6.64 | | | |
| 6960 — Sales of Products | 50.00 | 1,000.00 | (950.00) | 5.0% |
| 6970 — Equipment Lease & Rental | 8,284.38 | 31,600.00 | (23,315.62) | 26.2% |
| Total OPERATING EXPENSES | 150,181.06 | 302,300.00 | (152,118.94) | 49.7% |
| PERSONNEL RELATED EXPENSES | | | | |
| 5000 — SALARIES & WAGES | | | | |
| 5010 — Salaried | 76,741.15 | 422,200.00 | (345,458.85) | 18.2% |
| 5020 — Hourly | 414,278.76 | 1,416,200.00 | (1,001,921.24) | 29.3% |
| Total 5000 — SALARIES & WAGES | 491,019.91 | 1,838,400.00 | (1,347,380.09) | 26.7% |
| 5100 — Employer-Portion Taxes/Benefits | | | | |
| 5120 — Payroll Taxes (ER) | 37,240.38 | 157,400.00 | (120,159.62) | 23.7% |
| 5210 — PERS Retirement | | | | |
| 5210.01 — CalPers CLASSIC (ER Contr) | 7,047.25 | 22,600.00 | (15,552.75) | 31.2% |
| 5210.02 — CalPers PEPR (ER Contr) | 20,904.89 | 96,000.00 | (75,095.11) | 21.8% |
| 5218 — PERS Unfunded | 147,894.00 | 147,900.00 | (6.00) | 100.0% |
| Total 5210 — PERS Retirement | 175,846.14 | 266,500.00 | (90,653.86) | 66.0% |
| 5222 — OPEB Contribution | | 60,000.00 | (60,000.00) | |
| 5100 — Employer-Portion Taxes/Benefits - ... | 400.00 | | | |
| Total 5100 — Employer-Portion Taxes/Benef... | 213,486.52 | 483,900.00 | (270,413.48) | 44.1% |
| 5200 — Insurance | | | | |
| 5220 — Health Insurance | 38,666.86 | 138,000.00 | (99,333.14) | 28.0% |
| 5221 — Health Insurance - Retirees | 21,960.80 | 77,700.00 | (55,739.20) | 28.3% |
| 5230 — Dental Insurance | 4,522.50 | 13,800.00 | (9,277.50) | 32.8% |
| 5240 — Vision Insurance | 1,362.52 | 4,100.00 | (2,737.48) | 33.2% |
| 5260 — Life Insurance | 476.74 | 1,400.00 | (923.26) | 34.1% |
| 5270 — Workers' Compensation | 31,233.41 | 31,300.00 | (66.59) | 99.8% |
| Total 5200 — Insurance | 98,222.83 | 266,300.00 | (168,077.17) | 36.9% |
| Total PERSONNEL RELATED EXPENSES | 802,729.26 | 2,588,600.00 | (1,785,870.74) | 31.0% |
| PROFESSIONAL & TECHNICAL INFORMATION TECHNOLOGY (IT) | | | | |

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

| | Jul - Oct '19 | Budget | \$ Over Budget | % of Budget |
|---|-----------------------|---------------------|-----------------------|------------------|
| 7170 — Telecommunications | 2,348.58 | 8,500.00 | (6,151.42) | 27.6% |
| 7175 — Internet Service / E-Rate | | 40,000.00 | (40,000.00) | |
| 7180 — Technology Equipment | 7,302.72 | 13,700.00 | (6,397.28) | 53.3% |
| 7185 — Technology Maintenance Fees | 11,475.40 | 20,000.00 | (8,524.60) | 57.4% |
| 7190 — Website Development | 227.01 | 1,500.00 | (1,272.99) | 15.1% |
| Total INFORMATION TECHNOLOGY (IT) | 21,353.71 | 83,700.00 | (62,346.29) | 25.5% |
| PROFESSIONAL SERVICES | | | | |
| 7125 — Audit and Financial Consulting | 7,897.08 | 61,200.00 | (53,302.92) | 12.9% |
| 7130 — Legal Fees | 23,621.11 | 137,000.00 | (113,378.89) | 17.2% |
| 7140 — Architectural & Engineering | | 50,000.00 | (50,000.00) | |
| 7145 — Collection Agency | 966.60 | 3,500.00 | (2,533.40) | 27.6% |
| 7155 — Consultants - Other | 11,542.42 | 88,000.00 | (76,457.58) | 13.1% |
| Total PROFESSIONAL SERVICES | 44,027.21 | 339,700.00 | (295,672.79) | 13.0% |
| Total PROFESSIONAL & TECHNICAL | 65,380.92 | 423,400.00 | (358,019.08) | 15.4% |
| PROGRAMS | | | | |
| 6200 — Youth Services | 498.41 | 12,700.00 | (12,201.59) | 3.9% |
| 6210 — Teen Services | 460.40 | 5,400.00 | (4,939.60) | 8.5% |
| 6220 — Adult Services | 4,980.45 | 28,900.00 | (23,919.55) | 17.2% |
| 6230 — Bob Lucas Branch Services | 1,718.99 | 5,700.00 | (3,981.01) | 30.2% |
| 6240 — Literacy Services | 2,011.89 | 7,000.00 | (4,988.11) | 28.7% |
| 6250 — Volunteer Services | 107.90 | 2,500.00 | (2,392.10) | 4.3% |
| 6260 — Summer Reading | 2,992.26 | 9,200.00 | (6,207.74) | 32.5% |
| Total PROGRAMS | 12,770.30 | 71,400.00 | (58,629.70) | 17.9% |
| Total Expense | 1,188,391.79 | 3,901,700.00 | (2,713,308.21) | 30.5% |
| Net Ordinary Income | (1,130,497.82) | (10,200.00) | (1,120,297.82) | 11,083.3% |
| Net Income | (1,130,497.82) | (10,200.00) | (1,120,297.82) | 11,083.3% |

Altadena Library District Balance Sheet Standard

As of October 31, 2019

| | Oct 31, '19 |
|-------------------------------------|----------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Cash & Cash Equivalents | |
| Cash in Banks | |
| 1021 — Chase General Acct...2951 | 103,983.97 |
| 1026 — Chase HY Svgs...6883 | 29,848.11 |
| 1041 — Chase HY Svgs...6875 | 935.54 |
| | 134,767.62 |
| Cash on Hand | |
| 1080 — Petty Cash | 500.00 |
| 1081 — Cash Register - Main | 150.00 |
| 1082 — Petty Cash - Branch | 100.00 |
| 1083 — Cash Register - Branch | 100.00 |
| | 850.00 |
| Cash with County | |
| 1010.00 — Cash in County Treasury | 2,019,994.68 |
| 1013 — FMV - COLA Funds | (40,911.10) |
| | 1,979,083.58 |
| | 2,114,701.20 |
| Total Checking/Savings | |
| | 2,114,701.20 |
| Other Current Assets | |
| 1220 — Miscellaneous Receivable | 36,279.00 |
| 1410 — Property Tax Rec - Unsecured | 17,383.64 |
| | 53,662.64 |
| Total Other Current Assets | |
| | 2,168,363.84 |
| Fixed Assets | |
| Capital Assets | |
| Accumulated Depreciation | |
| 1800 — Accum Depr (S & I) | (1,180,819.32) |
| 1900 — Accum Depr (FF & E) | (24,481.72) |
| | |

Altadena Library District Balance Sheet Standard

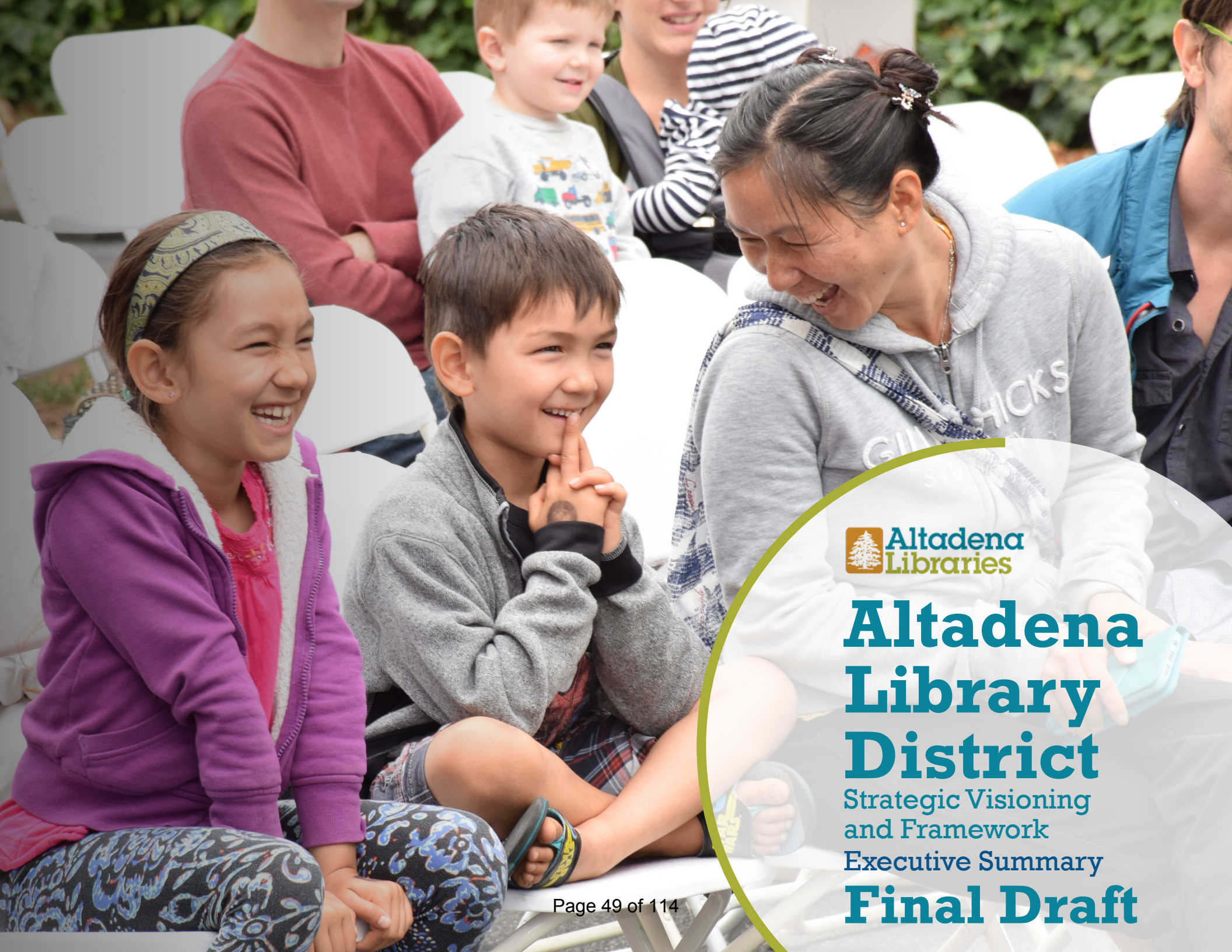
As of October 31, 2019

| | Oct 31, '19 |
|---------------------------------------|----------------|
| Total Accumulated Depreciation | (1,205,301.04) |
| Depreciable Assets | |
| 1550 — Structures & Improvements | 1,748,759.10 |
| 1700 — Furniture, Fixtures & Equip... | 125,461.66 |
| Total Depreciable Assets | 1,874,220.76 |
| Non-Depreciable Assets | |
| 1500 — Land | 77,280.28 |
| 1510 — Artwork | 102,500.00 |
| Total Non-Depreciable Assets | 179,780.28 |
| Total Capital Assets | 848,700.00 |
| Total Fixed Assets | 848,700.00 |
| Other Assets | |
| Deferred Outflows of Resources | |
| 1990 — DOR - Pension Contributions | 180,238.00 |
| 1991 — DOR - Pension Related | 524,894.00 |
| 1993 — DOR - OPEB Related | 7,322.00 |
| Total Deferred Outflows of Resources | 712,454.00 |
| Prepays | |
| 1076 — Prepaid Items & Deposits | 5,152.70 |
| Total Prepays | 5,152.70 |
| Total Other Assets | 717,606.70 |
| TOTAL ASSETS | 3,734,670.54 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 — Accounts Payable | 6,195.46 |
| Total Accounts Payable | 6,195.46 |

Altadena Library District Balance Sheet Standard

As of October 31, 2019

| | Oct 31, '19 |
|-------------------------------------|----------------|
| Credit Cards | |
| 2010 — UMB Card Services...3219 | 32,276.80 |
| Total Credit Cards | 32,276.80 |
| Other Current Liabilities | |
| 2005 — Accrued Expenses - Other | 8,530.34 |
| 2050 — Accrued Vacation Payable | 62,123.42 |
| 2100 — Payroll Payable | |
| 2100.04 — CalPers PEPRA (EE D... | 16.69 |
| 2100.09 — Disability Insurance | (269.50) |
| Total 2100 — Payroll Payable | (252.81) |
| Total Other Current Liabilities | 70,400.95 |
| Total Current Liabilities | 108,873.21 |
| Long Term Liabilities | |
| Deferred Inflows of Resources | |
| 2601 — DIR - Pension Related | 274,678.00 |
| Total Deferred Inflows of Resources | 274,678.00 |
| 2700 — Net Pension Liability | 2,302,407.00 |
| 2701 — Net OPEB Liability | 1,089,770.00 |
| Total Long Term Liabilities | 3,666,855.00 |
| Total Liabilities | 3,775,728.21 |
| Equity | |
| 3300 — Retained Earnings | 1,089,440.15 |
| Net Income | (1,130,497.82) |
| Total Equity | (41,057.67) |
| TOTAL LIABILITIES & EQUITY | 3,734,670.54 |



Altadena Library District

Strategic Visioning
and Framework
Executive Summary

Final Draft

Board of Trustees

Terry Andrues
Jason Capell
Katie Clark
Betsy Kahn
Gwendolyn McMullins



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Letter from the Board



The Altadena Library District is remarkable in so many ways - as the oldest special library district in the state of California, we're used to being on the frontiers. And since the 1920s, Altadena has had a unique and important place for our library - nearly a century later, that could not be more true or more relevant. As we approach 2020, Altadena today is vastly different than the Altadena of a hundred years ago, yet profoundly similar - we are still a vibrant, diverse, interesting community with strong opinions, deeply-held beliefs, and a shared love for our mountain town. As Trustees of a special district, we have a special responsibility and a special relationship to uphold, which means ensuring that our Library District is focused on serving our entire community, and meeting the needs that we have in a real and sustainable way. It means finding and securing a strong financial footing for the future, addressing our facilities and services so that they are truly accessible and welcoming to everyone, and measuring our performance in a real, transparent, and public way. This strategic framework is the first step in a much larger conversation with the entire community, and I look forward to meeting with more of my neighbors to hear from you in the coming year. My fellow Board members and I are deeply honored to be entrusted with the care of our much-loved Altadena public libraries. We are proud of the improvements we have seen in the last year, and profoundly optimistic about our path forward. Thank you for allowing us to watch over this remarkable public agency on your behalf.

Katie Clark,
ALD Board of Trustees

Letter from the Director



As the newly appointed District Director, I am excited to lead the Altadena District Library into a new era of community-driven services. As we launch this strategic plan, you will see us practicing our values - empathy, innovation, and equity - and you will see our strategic priorities executed with intention, joy, and a renewed commitment to all of our neighbors. This strategic plan is bold, inclusive, and optimistic. It positions ALD as a central anchor and leader of the community's aspirations. We will work differently in the years ahead - learning with the community, planning with the community, and co-creating services with the community to break down barriers and provide opportunities for all to enjoy what our unique town has to offer. We are curious. We are connecting. We are neighbors. I am thrilled to lead the years ahead, as we activate and honor this promise to you.

**Nikki Winslow,
ALD Director**

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.



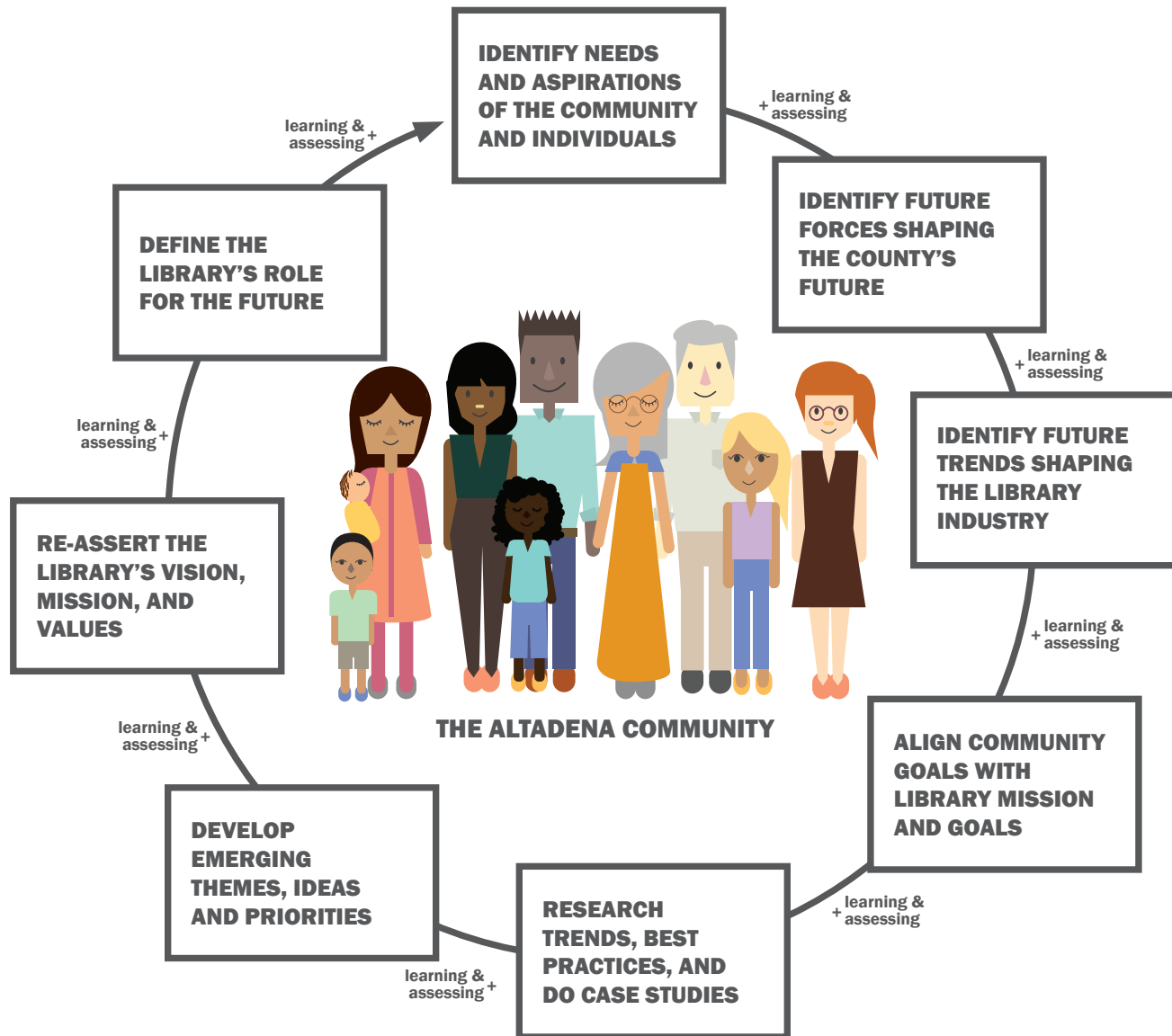
ALD staff serves Altadena with great enthusiasm.

The Strategic Process

Our work always begins and ends with the community. In years past, libraries have been more passive resources, providing information in a world that lacked other options. Our world today - and the world we will face in the coming years - is changing rapidly, and so are the needs of our community. Our core mission has always been to connect people and ideas, and while the methods by which we do that may change, the mission will not. We undertook this work in the belief that the key to successful strategies is listening to, and learning from, our neighbors.



THE STRATEGIC PROCESS



With every new initiative, new program, new idea, and new venture (as well as our old ones!) we will ask ourselves: does this help build an Altadena where all of us can learn, grow, and thrive together? We are a special district, in a unique community, and we are eager to continue learning from and listening to our neighbors in this next chapter of our public library.

Our Mission

We bring people and ideas together.



Partnerships fuel educational experiences for our community.



Expanding astronomy at the library.

Our Vision

An Altadena where all are learning, growing, and thriving together.



Our Values



Equity

Innovation

Empathy



Strategic Priorities

We are... curious.

We are... connectors.

We are... neighbors.

We are... curious.

We are teachers, learners, and seekers. We are interested in you, your life, your needs, and how we can help. We want to learn from and with our community, and we want to constantly develop, improve, and build our skills to serve you better. We value curiosity and are open to new ideas.



Some of our neighbors learning Final Cut Pro.

We are... connectors.

We lead constructive collaborations and partnerships, break down barriers, connect groups of neighbors, and centralize communication to improve the quality of life for all of us.



A conversation about shared values during a community town hall at the Main Library.

We are... neighbors. ~~~~~

We are more than eight square miles. We are neighbors helping neighbors, whether it's on the next block or in the next city. We embody the best of our unique town and our diverse community.



All smiles at the Altadena Library District.

Moving Forward



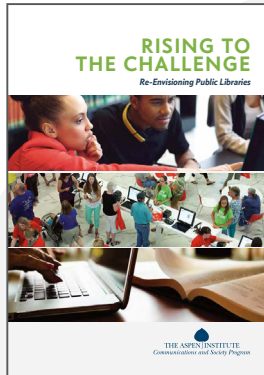
In the coming years, you will see ALD provide services that are...

- Enhancing local communication and access to information, in ways that ensure better access for all residents.
- Meaningfully engaging a wider swath of Altadena in events, programming, collection growth, and services.
- Finding ways to contribute intentionally on serious problems facing our community, including homelessness, mental health, affordable housing, income gaps, and a shrinking middle class.
- Improved transparency and accountability at all levels.
- Acting as a reliable and good-faith partner with local institutions, organizations, and community groups.
- Continuing to advance our available technology.
- Promoting local industries and enterprises.
- Promoting the library and library services in new and different methods.
- Seeking equity in provision of services across neighborhoods, populations, and areas of Altadena.
- Continuing to build the relevance of our work into the future and communicating it effectively to all of Altadena.
- Approaching all patrons, experiences, opportunities, and situations with compassion.
- Constructing and nurturing viable community feedback loops, to consistently improve the provision of library services.

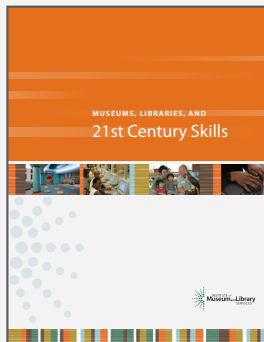
Additional Reading



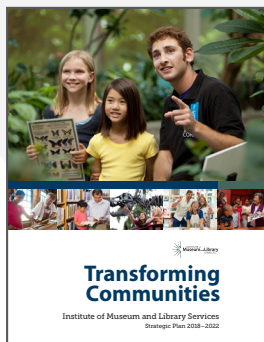
In imagining a renewed and re-engaged Altadena Library District, these were a few of the key resources which guided our thinking. Please see the Strategic Visioning and Framework for additional detail.



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

Thank You



We are profoundly grateful to all of our neighbors, friends, peers, and colleagues who gave so generously of their time, insight, and experience throughout this process. Over three months, we had the opportunity to hear from more than 300 of our neighbors about what they wanted in a public library, and in a community. We appreciated the chance to take this first step together, and are looking forward to engaging a much wider range of our diverse, interesting, vibrant Altadena in the months to come. We don't see our work as finished, but only as grounded in a set of principles and a vision that will guide us forward and allow us to incorporate an ever-increasing set of voices into our plans for the future.



Patrons participating in the "Poetry and Cookies" event.



Creating Altadena's Community Asset Map during Strategic Planning Workshop.



So to all of you who have been part of this process, to all who are joining this conversation now, and to all who will help us grow and evolve in the future: thank you! We can't wait to hear your thoughts as we move forward. What we have come to understand over the course of this process is that developing a strategic framework is not a final, static, finished product, but rather a flexible architecture that will let us imagine and create together, as a community, the public library system that we want.

Community Stakeholders



The Altadena Library District sought community engagement at every turn. Participants from across the community, including members of the Friends of the Altadena Library and the Altadena Library Foundation, as well as our colleagues from the Altadena Town Council, shared their thoughts and vision with us. The opportunity to gather a deeper understanding of the needs, challenges, and aspirations of Altadena residents was invaluable. In addition to focused conversations, staff conducted 30 individual patron interviews, and we received more than 200 responses to our online survey. For a deeper dive into the data, please see the Strategic Visioning and Framework. (Note: all materials for meetings and surveys were available in English and Spanish.)

“Collaboration makes our library and our community stronger.”
- Bridget B.

Altadena Library Foundation Board of Directors

Bridget Brewster
President

Mark Mariscal
Treasurer

Cushon Bell

Leslie Denk

David Fields

Nora Hampton

Claudie Kiti Bustamante

Lola Warlick-Bryant

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Dianne Moore

Art Ronnie

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Jill Barnes-Hawkins

Jason Capell

Cynthia Carmona

Anne Chomyn

Katie Clark

Cindy Cleary

Sharon Collins

Juanita Gutierrez

Monica Hubbard

Veronica Jones

Cherri King

Strategic Planning Committee



The Strategic Planning Committee was composed of long-time library and community advocates, local leaders, and diverse voices from Altadena. They met regularly to think deeply about the process, results, and opportunities available to the Altadena Library District, and assisted the Board in outreach, communication, vision, and structure. The committee, chaired by Trustee Katie Clark, was a tremendous asset throughout this process, and we look forward to their continued involvement, advice, and insight as we move forward.

“As a team, we have laid the groundwork for a bright future for ALD and our community.”

- Cindy C.

Leadership Working Group



The Leadership Working Group is comprised of ALD’s Leadership Team and provided valuable insight into the process, and synthesized the interviews, research, and observations to inform strategy, goals, and objectives. They learned the techniques of community-centered design, and built on existing institutional skill-sets of community conversations. In the future, these leaders will work closely with the District Director to create the implementation plan for each year. These leaders are visionary, innovative, and committed to Altadena. They are emboldened and empowered to lead the community!

“Our strategic plan will guide and empower us to respond to our community’s needs!”

- Nicole F.

Nikki Winslow
District Director

Jonathan Arevalo
Facilities Manager

Chloé Cavelier d’Esclavelles
Marketing & Community Engagement Manager

Carlene Chiu
Library Manager
Technical Services

Cindy Cleary
Interim District Director

Nicole Fabry
Business Manager

Christopher Kellermeyer
IT Manager

Jesse Lopez
Library Manager
Adult Services

Estella Terrazas
Public Services Director

Amanda Toledo
Acting Library Manager
Children’s & Family Services

Diana Wong
Library Manager, Bob Lucas
& Literary Services

Leadership Working Group members working on a community needs and aspirations worksheet.

Our Staff



ALD Staff functioned as an energized, collaborative team ready to work differently, to listen and learn from the community, and create scenarios for intentional elevated patron experiences. With a unified purpose, shared language around values, mission and vision, this team will improve opportunity, and instill joy and vibrancy into the lives of all who engage with the Altadena Library District.

“Deeper engagement with our community will enrich ALD’s resources and services for years to come.”

- Melissa

Hector Acosta
Library Clerk

Antonia Aguilar
Library Associate

Melissa Aldama
Library Clerk

Selena Alegria
Library Clerk

Jonathan Arevalo
Building Projects Manager

Mikayla Arevalo
Library Clerk

Gerardo Avila
Custodian

Isabelle Briggs
Librarian
Teen Services

Helen Cate
Library Associate

Chloé Cavellier d’Esclavelles
Marketing & Community Engagement Manager

Kylynn Chaney
Administrative Assistant

Carlene Chiu
Library Manager
Technical Services

Sue Colasurdo
Library Associate

Ben Eisen
Library Page

Vicky Escobar
Library Associate

Nicole Fabry
Business Manager

Anthony Green
Library Monitor

Deborah Gueringer
Library Clerk

Natalie Herrera
Library Clerk

Michelle Hoskins
Library Associate

Christopher Kellermeyer
IT Manager

Aaron Kimbrell
Library Clerk

Yuni LaFontaine
Volunteer Coordinator

Jesse Lopez
Library Manager
Adult Services

Ricardo Loza
Gardener

Quarece Martinez
Library Page

Helen Milner
Library Associate

Modesta Nava
Library Clerk

Lori Newfang
Library Clerk

Mark Parsons
Library Associate

Estella Terrazas
Public Services Director

Cynthia Teyolia
Library Associate

Amanda Toledo
Library Associate

Nikki Winslow
District Director

Diana Wong
Library Manager
Branch & Literacy Services

Alice Wynne
Library Clerk



Altadena Library District
600 E Mariposa Street
Altadena, CA 91001



**BOARD OF LIBRARY TRUSTEES
HISTORICAL DESIGNATION ELIGIBILITY FOR MAIN LIBRARY**

DEPARTMENT: Administration

MEETING DATE: December 16, 2019

PREPARED BY: Nikki Winslow

LOCATION: Community Room

TITLE: Review and Approval of Proposal for Historical Designation Eligibility of Main Library

BACKGROUND:

The Main Library has never been formally designated under any local, state or federal historical designation programs. Architectural Resources Group (ARG), our consultant for the Architectural and Design Review project, mentioned this process and the implications to our Architectural and Design Review of Main Library.

By being deemed eligible for local, state and federal designation, ALD will have the ability to utilize the State Historic Building Code (SHBC) and be eligible to apply for grant funding for historic building projects. As long as we are deemed eligible by the County, we can incorporate SHBC into our design process moving forward even if the building has not been given historic designation.

To gain this eligibility status, we need to submit a Historic Resource Assessment Report (HRAR) to LA County staff. The cost of preparation of this report is \$5,000-6,000 and includes most components included in a National Register nomination. This report would be used later if ALD decides to move forward with the historical designation process.

FISCAL IMPACT

ARG will prepare the HRAR and work with the County to deem Altadena Main Library eligible for historic designation at a cost not to exceed \$6,000. This \$6,000 was not originally allocated in the original fiscal year 2019-20 budget. We will reallocate from Account 7320 – Structures & Improvements.

RECOMMENDATION

Staff recommends that the Board review and approve ARG's proposal to deem the Main Library eligible for historical designation.



Memorandum

To: Nikki Winslow, District Director
Altadena Library District
600 E. Mariposa St
Altadena, CA 91001

Project: Altadena Libraries: Architectural and Space Planning Services
Project No.: 190611
Date: November 15, 2019; rev. December 13, 2019
Via: Email

This memorandum has been prepared by Architectural Resources Group (ARG) at the request of the Altadena Library District to address the process, associated costs, and potential benefits and drawbacks of historic designation of the Altadena Library, located at 600 E. Mariposa Street in the unincorporated Los Angeles County community of Altadena. The Library was designed by noted local architect Boyd Georgi, AIA, and completed in 1967. The building's distinctive Mid-Century Modern design is complimented by its setting within a designed landscape by Eriksson Peters and Thoms, Landscape Architects.

The Altadena Library has never been formally designated under any local (County of Los Angeles Register of Historic Landmarks), state (California Register of Historical Resources), or federal (National Register of Historic Places) designation programs. In addition, it does not appear to have been previously evaluated for eligibility for designation. At 52 years of age, the building has only recently met the age threshold for listing in the National Register of Historic Places.

We understand the Altadena Library District is interested in learning more about the designation process and whether there are potential benefits and/or drawbacks to such designation for the Library. Based on ARG's review of all of the information and the unique circumstances of the Altadena Library, we recommend the following:

- It is ARG's professional opinion that the building is eligible for local, state, and federal designation for its architectural distinction.
- Buildings that are listed in the National Register are automatically listed in the California Register. The primary difference between local listing and federal listing is that locally designated buildings (County Landmarks) are subject to local land use approvals

processes for designated buildings (the Certificate of Appropriateness process), wherein National Register listed buildings are not.

- The primary benefits of designation available to the Library District are the ability to utilize the State Historic Building Code (SHBC) and eligibility for grant funding. Other financial incentives, such as Mills Act tax abatement and federal tax credits, are not applicable to non-tax paying entities.
- The main drawback to designation is the approvals process for alterations to County Landmarks.
- Because National Register designation affords all of the benefits (use of the SHBC and eligibility for grant funding, in particular) and also does not subject the building to the County's Certificate of Approval process for designated Landmarks, we recommend pursuing National Register designation rather than local County Landmark designation.
- Getting a building listed in the National Register is typically a six-to-nine month process and the cost in consultant fees is typically around \$7,000.00-\$9,000.00.
- Use of the SHBC is available to "eligible" historic buildings and not just designated buildings, so it would be possible to submit a Historic Resource Assessment Report (HRAR) to the County in order to get consensus from County staff that the building is an eligible historic resource and thus subject to the SHBC. The cost of preparation of a HRAR is typically around \$5,000.00-\$6,000.00 and includes most components included in a National Register nomination; therefore, the HRAR work product could be used at a later date in preparation of the National Register forms, without resulting in additional cost. The HRAR typically takes three to four weeks to prepare.

What follows is a detailed account of the information ARG considered in the drafting of these recommendations.

Designation Process

As previously mentioned, there are three designation programs for historic resources: federal (National Register of Historic Places), state (California Register of Historical Resources), and local (Los Angeles County Historical Landmarks). When a property is listed in the National Register it is also automatically listed in the California Register, so for the purposes of this memo we will focus on the processes of designation in the National Register and as a Los Angeles County Landmark.

National Register of Historic Places

Process

Listing in the National Register requires completion of standardized application forms in which the building's significance in accordance with eligibility criteria and integrity are delineated.

Once completed, the forms are reviewed by the California Office of Historic Preservation (OHP) staff for completeness. OHP staff may request edits or additional information. Once the application is deemed complete, it is considered by the State Historical Resources Commission (SHRC) in a regularly scheduled, quarterly meeting. If there is no owner objection to the nomination, the item will be heard on consent calendar.

Once the nomination is approved by the SHRC, it will be sent to the Keeper of the National Register for formal listing.

Fees

Consultant fees for preparation of National Register application materials range between \$7,000.00-\$9,000.00.

There are no state or federal fees associated with processing an application.

Timeline

It can take six to nine months for a building to be listed in the National Register, from preparation of the nomination forms to listing by the Keeper:

- Preparation of forms: one month
- Review by OHP: up to three months
- Agendized by SHRC: up to three months
- Approved by the Keeper: A month after the SHRC hearing

Los Angeles County Historical Landmark

Process

Listing in Los Angeles County Register of Historic Landmarks requires completion of standardized application forms in which the building's significance in accordance with eligibility criteria and integrity are delineated.

Once completed, the forms are reviewed by the LA County Regional Planning staff for completeness. Planning staff may request edits or additional information. Once the application is deemed complete, it is considered by the County Landmarks Commission in a public hearing. The Landmark is formally listed once voted on by the County Board of Supervisors.

Fees

Consultant fees for preparation of the Los Angeles County Landmark application materials range between \$6,000.00-\$7,500.00.

The County charges a one-time application fee of \$1,250.00.

Timeline

It can take approximately six to seven months for a building to be listed on the Los Angeles County Register of Historic Landmarks, from preparation of the nomination forms to listing by the Board of Supervisors:

- Preparation of forms: one month
- Review by staff: up to two months
- Agendized by the Landmarks Commission: up to 90 days
- Approved by the Board: up to 30 days

Potential Benefits and Drawbacks of Designation

What follows is a list of the potential benefits and drawbacks of formal designation of the Altadena Library through listing in the National Register or Los Angeles County Register of Historic Landmarks. Many financial benefits, such as Mills Act Property Tax Abatement, Federal Rehabilitation Tax Credits, or easements are beneficial to tax-paying entities and are therefore not listed herein.

Potential Benefits

- **Use of the CHBC (California Historical Building Code)**

If the building is a qualified historic structure, alternatives to the regular code offer greater flexibility to rigid requirements in areas of energy conservation, accessibility and structural improvements. The purpose of the code is to preserve a building's significant character-defining features while still providing safety for building occupants.

The SHBC only requires a building be "eligible" for designation and not formally listed. Therefore, we understand that the County Public Works Dept. of Building and Safety will recognize the building as a qualified historic structure as soon as application materials (either National Register or local Landmark) have been reviewed and deemed complete by Regional Planning, rather than needing to wait many months for formal designation.

- **Protection from future demolition or change that may detract from the building's historic character.**

Designated buildings are afforded certain protections from demolition and insensitive alteration through local land use processes as well as the California Environmental Quality Act (CEQA).

- **Merit**

Designation as a historic landmark can also instill a certain amount of pride in the community as a meritorious act. The Library's addition to the National Register will place it among the nation's significant resources and ensure its application materials are available to the public for future study.

- **Securing Grants**

Designation will also make the Library eligible for grant funding for planning and capital projects. The Getty Foundation's *Keeping it Modern* grant requires eligible buildings be "significant," which is proved by designation. The National Trust has a number of grant programs for which the Library may be eligible, and generally buildings must be listed in the National Register to be eligible for National Trust grants.

Potential Drawbacks

- **Review process for building alterations**

Properties that are listed in the Los Angeles County Register of Historic Landmarks are subject to the County's Certificate of Appropriateness process. This does not mean that the building cannot be modified, altered, or added onto. However, as part of the Certificate of Appropriateness process, the alterations and additions will need to meet the *Secretary of the Interior's Standards for Rehabilitation* (see below) and will need approval from the Department of Regional Planning to this end. In addition, the Certificate of Appropriateness process requires a fee of \$992.00 and may add additional time to the permitting process.

Please note that buildings listed in the National Register of Historic Places are not subject to the County's Certificate of Appropriateness process; it only applies to County Landmarks.

Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



**BOARD OF LIBRARY TRUSTEES
SEISMIC STUDY FOR MAIN LIBRARY**

DEPARTMENT: Administration

MEETING DATE: December 16, 2019

PREPARED BY: Nikki Winslow

LOCATION: Community Room

TITLE: Consideration and Approval of Conducting Seismic Study for Main Library

BACKGROUND:

Architectural Resources Group (ARG), our consultant for the Architectural and Design Review project, has recommended that ALD conduct a seismic study on the Main Library to guide their design recommendations and associated costs with this project.

ARG reached out to Holmes Structures, a local firm they regularly use for this type of work and received an Authorization for Professional Services including the description of the project, scope of services, schedule and professional fees for this study. ARG recommends that we select Holmes to do this study.

FISCAL IMPACT

Holmes Structures proposed a fixed fee of \$8,000 to complete the seismic study at Main Library. This \$8,000 quote was not originally budgeted for fiscal year 2019-20. These funds will be reallocated from Account 7320 – Structures & Improvements.

RECOMMENDATION

Staff recommends that the Board review and approve the Authorization of Professional Services with Holmes Structures to conduct the seismic study.

**AN AGREEMENT BETWEEN STRUCTURAL ENGINEER OF RECORD AND
CLIENT FOR PROFESSIONAL SERVICES**

November 13th, 2019

Liz MacLean
Architectural Resources Group
360 E. 2nd Street, Suite 225
Los Angeles, CA 90012

**RE: 19261.10 – Altadena Main Library Initial Seismic Evaluation
600 E. Mariposa Street, Altadena, CA 91001**

AUTHORIZATION FOR PROFESSIONAL SERVICES

Dear Liz,

We are pleased to propose the following agreement for providing structural engineering services on this project. The scope of such consulting and design services (Professional Services) shall be as follows:

DESCRIPTION OF PROJECT

The Altadena Library District (ALD) has selected Architectural Resources Group (ARG) to provide architectural and space planning services for the ALD. The goal is for ARG to provide a cost-effective, phased plan that can be implemented as resources allow

It is our understanding that the team is interested in undertaking a qualitative and limited quantitative seismic evaluation of the existing structure. Our proposed scope will use the ASCE41, *Seismic Evaluation & Retrofit of Existing Structures*, Tier 1 procedure to perform that evaluation, determining the likely strengths and deficiencies of the existing structure with respect to current building code. The ASCE41 Tier 1 procedure will help evaluate the structural performance of the existing building against the Life Safety criteria of ASCE41-17 at the BSE-1E seismic hazard.

We also understand that ARG will propose architectural and space upgrades on a conceptual level and would like to understand the impact to the existing structure (i.e. trigger any seismic or gravity upgrades) and understand if architectural improvements can be coupled with structural ones.

The existing 1965 building consists of a two-story with mezzanine structure. The floor and roof system consist of a combination of steel joists and wood joists spanning to steel beams which in turn span to either concrete columns, steel posts or block walls.

DOCUMENTS REVIEWED

In preparation of this Authorization for Professional Services we have reviewed the following documentation:

- Original Structural Drawings, prepared by *Hillman, Biddison & Loevenguth*, dated 08/19/1965

SCOPE OF SERVICES

The Structural Engineering Services included in this proposal are described in detail below.

Our scope of work will include the evaluation of the existing building and identify the existing conditions. We will perform a qualitative structural evaluation to determine likely strengths and deficiencies of the existing structure with respect to current building codes. We will use the ASCE 41 Tier 1 procedure to quantitatively evaluate the structural performance of the existing building against the Life Safety criteria of ASCE 41-17 at the BSE-1E seismic hazard.

The specific tasks we will undertake in this phase are:

- Review all available documentation for subject building.
- Perform a building walkthrough to observe the as-built structural configuration and general condition of the building. Note that our observations will be limited to any exposed and readily accessible structural elements
- Meet with the Architectural team to establish project goals, if needed (1 meeting)
- Review statutory requirements for subject building
- Undertake ASCE 41 Tier 1 evaluation of structural performance
- Review architectural conceptual plans and provide feedback (in a narrative form) on structural impact and opportunities to tie architectural with structural upgrades. We have allowed for one in-person meeting
- Prepare a structural report

Our deliverables for this portion of our scope will be as follows:

- Structural evaluation report summarizing observations from our site visit, review of available drawings, engineering judgement, and results of our Tier 1 assessment. Limited engineering calculations and analysis will be performed. Report will also address impact of proposed architectural upgrades.

Please note that the following items are not included in our base scope of services:

- Structural analysis and design beyond Tier 1 evaluation
- Ongoing design coordination and preparation of drawings
- Geotechnical investigation and report
- Material testing and destructive investigation
- Preparation of demolition documentation (for existing buildings)
- As-built structural documentation
- Tier 1 evaluation of the Branch building

SCHEDULE

No particular schedule was discussed for this work. We anticipate being able to start within 3-4 weeks upon receipt of a signed proposal and have assumed our deliverables to take between 3-5 weeks, depending on when the architectural concept would be available for review/discussion.

Should the schedule change from that referenced above it will be considered an additional services and our fees will be adjusted accordingly.

PROFESSIONAL FEES

We propose to provide our professional services for a Fixed Fee of \$8,000.

All time and materials phases (as noted above) and authorized Additional Services are charged at our current standard hourly rates. Our current standard hourly rate schedule is:

| | | | |
|---------------------|---------------|-------------------------|---------------|
| Principal | \$230.-\$260. | Structural Designer | \$125. |
| Associate Principal | \$200.-\$225. | Senior Revit Specialist | \$145. |
| Senior Engineer | \$165.-\$185. | Revit Specialist | \$125.-\$135. |
| Project Engineer | \$135.-\$155. | Administration | \$80. |

Hourly rates are subject to revision on the First Day of February and the First Day of August each year. The unearned portion of the fixed fee is also subject to revision based upon revised salary scales every six months from the date of Contract Execution.

If the project becomes a Fast Track Project, the engineering charges stated above shall be subject to re-negotiation.

REIMBURSABLE EXPENSES

Reimbursable expenses shall be billed at a multiple of 1.125 times the cost incurred.



Reimbursable expenses are expenses incurred directly in connection with the project such as, but not limited to, transportation, out-of-town travel and subsistence, overnight deliveries, courier services, additional specialized professional services, sales taxes, permits and filing fees for securing approvals from government authorities, renderings or models, expenses for professional liability insurance or additional insurance beyond the normal amount carried and the cost of reproductions beyond those normally required for coordination and information purposes.

ADDITIONAL PROVISIONS

This Letter Agreement and Exhibit B hereto, constitute the entire Agreement between the parties. Please examine these documents and, if acceptable, sign and return an original to us. Retain a copy for your records. We are authorized to provide services upon receipt of a signed contract.

We look forward to working with you on this project.

Sincerely,

HOLMES STRUCTURES,
a California registered partnership



Nina Mahjoub, P.E.
PRINCIPAL

Reviewed by: Katy Faix

ACCEPTANCE:

ARCHITECTURAL RESOURCES GROUP

Liz MacLean
ASSOCIATE

Date: _____, 2019



EXHIBIT B - TERMS AND CONDITIONS

This is an exhibit (with Sections 1 through 8) attached to and made a part of the Agreement dated 11/13/2019, by and between Holmes Structures (SER) and Architectural Resources Group (Client) for Altadena Main Library Initial Seismic Evaluation – 600 E Mariposa Street, Altadena, CA (Project).

1 GENERAL

1.1 This Agreement

- 1.1.1 These Terms and Conditions, along with the Letter Agreement, form the Agreement as if they were part of one and the same document. Unless otherwise specified, this Agreement shall be governed by the laws of the principal place of business of the SER.
- 1.1.2 The Letter Agreement may limit or negate the applicability of these Terms and Conditions. Such limitation shall take precedence over provisions of this Exhibit.
- 1.1.3 If a Prime Design Professional is also engaged by the Client to participate in this project, then that Prime Design Professional shall be responsible for determining and interpreting the needs of the Client, and for coordinating the work of the SER and other members of the design team.

1.2 General Obligations of the SER and the Client

- 1.2.1 The SER shall provide those professional services as described in the Letter Agreement and detailed in these Terms and Conditions. In rendering these services, the SER shall apply the degree, skill and care ordinarily exercised by structural engineers under similar circumstances.
- 1.2.2 The SER and Client shall each designate, in writing, a representative to act with authority on their behalf with respect to all aspects of the Project.
- 1.2.3 The Client shall verify, in writing, that the project will be financed adequately, including provisions for contingencies, to accomplish the stated and desired goals and commitments.
- 1.2.4 The Client shall provide all criteria and information with regard to their requirements for the Project. This shall include, but not be limited to, review and approval of design in the schematic design phase, design development phase, and contract documents phase. These approvals shall include a written authorization to proceed to the next phase.
- 1.2.5 The Client shall provide testing necessary to identify hazardous materials and pollutants, and shall provide test results to the SER, and be responsible for the remediation in accordance with the governing laws, if required.
- 1.2.6 The SER shall request and the Client shall provide those geotechnical investigations, property surveys, utility surveys, reports and other data necessary for performance of the project.
- 1.2.7 Professional services provided by the Client shall be performed by professionals licensed in the State of the Project and experienced with respect to the service being provided.
- 1.2.8 The SER is entitled to rely on the accuracy and completeness of services provided by other design professionals retained by the Client.
- 1.2.9 Defects in Service: The Client shall promptly report to the SER any defects or suspected defects in the SER's services of which the Client becomes aware, so that the SER may take measures to minimize the

consequences of such a defect. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor contract and shall require all subcontracts at any level to contain a like requirement.

2 BASIC SERVICES

See Letter Agreement and Exhibit A for description of included Basic Services.

3 ADDITIONAL SERVICES

Any service not included in the specified scope of services in the Letter Agreement is considered an additional service. Additional services beyond those described in the Letter Agreement may be requested. These services may be provided by the SER under terms mutually agreed upon by the Client and the SER. Additional Services are services which may or may not be foreseen at the beginning of design stages, and are not included as Basic Services.

4 EXTRA SERVICES

Extra Services are services, which arise as a result of unforeseen circumstances during the design or constructions processes and are not included in the Basic Services. Examples include, but are not limited to:

1. Services resulting from changes in scope or magnitude of the project as described and agreed to under the Basic Services Agreement.
2. Services resulting from changes necessary because of a construction cost overrun which is outside the control of the SER.
3. Services resulting from revisions which are inconsistent with approvals or instructions previously given by the Client.
4. Services resulting from revisions due to the enactment or revision of codes, laws, or regulations subsequent to the start or preparation of construction documents.
5. Services resulting from Client-initiated change orders.
6. Services resulting from corrections or revisions required because of errors or omissions in construction by the building contractor or in design by consultants other than the SER.
7. Providing recommendations regarding claims, disputes, or other matters relating to execution or progress of the work.
8. Services resulting from construction procedures over which the SER has no control.
9. Services due to extended design or construction time schedules.
10. Services, including assisting in preparation for litigation or arbitration as witnesses or consultants, in connection with any public hearing, arbitration, mediation, or legal proceedings with respect to the project.
11. Services resulting from damage, as the result of fires, man-made disasters, or acts of God.
12. Review and design of alternate or substitute systems.
13. Review of additional shop drawing submittals when occasioned by improper or incomplete submittals.
14. Attendance at construction progress meetings.

15. Overtime work required by the Architect/Client.
16. Services required to make changes resulting from value-engineering review or project peer review.
17. Services rendered for special foundations when the discovery of poor soil conditions is made after execution of this Agreement. Examples include, but are not limited to: deep foundations, mat footings, structural grade slabs, and grade beams.

5 FEES AND PAYMENTS

5.1 Fees and Other Compensation

- 5.1.1 Fees for Basic Services, Additional Services, Extra Services and Compensation for Reimbursable Expenses are set forth in the Letter Agreement.

5.2 Payments on Account

- 5.2.1 Invoices for the SER's services shall be submitted on a monthly basis. Invoices shall be payable when rendered and shall be considered past due if not paid within 30 days after the invoice date.
- 5.2.2 Any inquiry or questions concerning the substance or content of an invoice shall be made to the SER in writing within 10 days of receipt of the invoice. A failure to notify the SER within this period shall constitute an acknowledgment that the service has been provided and payment is due.

5.3 Late Payments

- 5.3.1 A service charge will be charged at the rate of 1.5% (18% true annual rate) per month or the maximum allowable by law on the then outstanding balance of past due accounts. In the event any portion of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees. Payments on account will be credited first to any service charge and then to any outstanding balances due.
- 5.3.2 In the event that any portion of an account remains unpaid 30 days after billing, the SER may, without waiving any claim or right against the Client, and without liability whatsoever to the Client suspend or terminate the performance of all services.

6 INSURANCE, INDEMNIFICATION & RISK ALLOCATION

6.1 Insurance

- 6.1.1 The SER shall secure and endeavor to maintain professional liability, commercial general liability and automobile liability insurance to protect the SER from claims for negligence, bodily injury, death, or property damage which may arise out of the performance of the SER's services under this Agreement. The SER shall also carry Workers' Compensation insurance. The SER shall, if requested in writing, provide certificate confirming such insurance to the Client.

6.2 Indemnification

- 6.2.1 The Client shall assume the defence of, indemnify and hold harmless the SER and all of its personnel, and the other design team members, from and against any and all damages, losses and expenses (including reasonable attorney's fees) arising out of or resulting from the project, excepting only any such damages that are determined to have been solely caused by the SER's negligent acts or wilful misconduct in connection with the Project, or by anyone for whom the SER is legally liable.
- 6.2.2 The SER shall indemnify but not defend the Client and its personnel from and against liabilities for damages, to the extent they are actually caused by the negligent act, error, or omission by the SER in the performance of its services under this Agreement, subject to the provisions in the paragraph 6.3, below on Risk Allocation.
- 6.2.3 The Client shall indemnify and hold harmless the SER and all of its personnel, and other design team members from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) arising from the presence, discharge, release or escape of asbestos, hazardous waste, or other contaminants at the site. Both parties acknowledge that the SER's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event the SER or any other party encounters any hazardous or toxic materials, or should it become known to the SER that such materials may be present on or about the job site or any adjacent areas that may affect the performance of the SER's services, the SER may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Client retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the job site is in full compliance with all applicable laws and regulations.
- 6.2.4 The indemnifications as stated in 6.2.1 and 6.2.3 shall apply to the respective officers, members, directors, partners, agents, employees, and subconsultants of the SER and Client.

6.3 Risk Allocation

- 6.3.1 **Limitation of Liability:** In recognition of the relative risks, rewards and benefits of the Project to both the Client and the SER, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, to the Client and anyone claiming by or through the Client, for any and all injuries, claims, losses, costs or damages, including attorneys' fees and costs and expert-witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the project or the Agreement from any cause or causes, shall not exceed the total compensation received by the SER under this Agreement, or the total amount of \$50,000, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law. Such causes include, but are not limited to, the SER's negligent acts, errors, omissions, strict liability, breach of contract, or breach of expressed or implied warranty or any other

theory of legal liability. This limitation of liability shall apply to the Structural Engineer of Record and its officers, members, directors, partners, agents, employees, and subconsultants.

- 6.3.2 Delays: The Client agrees that the SER is not responsible for damages arising directly or indirectly from any delays for causes beyond the SER's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; fires, riots, war or other emergencies or acts of God; failure of any government agency to act in timely manner; failure of performance by the Client or the Client's contractors or consultants; or discovery of any hazardous substances or differing site conditions. In addition, if the delays resulting from any such causes increase the cost or time required by the SER to perform its services in an orderly and efficient manner, the SER shall be entitled to an equitable adjustment in schedule and /or compensation.
- 6.3.3 Consequential Damages: Notwithstanding any other provisions of this Agreement, and to the fullest extent permitted by law, neither the Client nor the SER, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and the SER shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
- 6.3.4 Statute of Repose and Limitation: All legal causes of action between the parties to this Agreement shall accrue and any applicable statutes of repose or limitation shall begin to run not later than the date of Substantial Completion. If the act or failure to act complained of occurs after the date of Substantial Completion, then the date of final completion shall be used, but in no event shall any statute of repose or limitation begin to run any later than the date the SER's services are completed or terminated.

7 MISCELLANEOUS PROVISIONS

7.1 Reuse of Documents, Ownership, Use of Documents and Computer Aided Drafting (CAD) Files, and Building Information Models (BIM)

- 7.1.1 All documents including drawings, specifications, computer files, CAD files, design calculations and survey notes are instruments of service and belong to and remain the property of SER, regardless of whether the instruments were copyrighted or whether the Project for which they were prepared is executed. SER retains all copyright interests and rights in all such documents. Client may, at its expense, obtain reproducible copies of drawings and copies of other documents, in consideration of which there will be mutual agreement that Client will use them solely in connection with the specific Project for which they were prepared.

7.1.1 Any reuse of the Drawings or Specifications for, among other things, development of another project, or completion of this project by others, revisions, alterations, deletions from, additions to, or other modifications of the Drawings or Specifications, shall constitute an “unauthorized reuse” and be prohibited unless performed by or at the written consent of SER. Client further agrees to defend, indemnify and hold SER, its employees and subconsultants harmless from and against any and all claims, demands, damages, losses or expenses, including court and arbitration costs, and attorneys’ fees, arising out of or resulting from any such unauthorized reuse.

7.1.2 Building Information Models (BIM), if included within scope of the project, shall contain elements modelled to a Level of Development (LOD) 200, unless otherwise noted. Refer to AIA Document G202-2013, Article 2 for detailed description of Level of Development.

7.2 Building Permit Plan Check

7.2.1 Our documentation is prepared specifically for construction, and designed according to the applicable building codes. While we make every effort to present the information in such a way that plan checking is facilitated, the construction is our first priority. Different building officials in different areas will require differing levels of documentation and review in order to satisfy themselves that the design meets the code. In particular, it is our experience that plan check review is more intensive and requires greater time input where it is contracted out to external review.

7.2.2 While reasonable effort will be made to provide an appropriate level of information for typical plan review, in some cases there will be significantly more work required by the plan checkers. This should not be construed that the design as submitted fails to meet code. The SER will attempt to limit the cost of such additional work, but in such cases the time allocation made in the budget may be insufficient, due to circumstances beyond our control.

7.3 Opinion of Probable Construction Costs

7.3.1 SER’s evaluations of Client’s probable project budget and any opinions of probable construction costs as provided for herein will be made on the basis of SER’s experience and qualifications and will represent SER’s best judgment as a qualified design professional familiar with the construction industry. Because SER has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractor’s methods of determining prices, or over the competitive bidding process or future market conditions, SER does not guarantee or represent that proposals, bids, negotiated prices, or actual construction costs will not vary from the opinions of probable construction costs prepared or agreed upon by SER. If Client wishes greater assurance as to construction costs, Client shall employ an independent cost estimator.

7.4 Hidden Conditions

7.4.1 A structural condition is hidden if concealed by existing finishes or if it cannot be investigated by reasonable visual observation. If SER has reason to believe that a structurally deficient condition may

exist, the SER shall notify the Client who shall authorize and pay for all costs associated with the investigation of such a condition and if necessary, all costs necessary to correct said condition. If (1) the client fails to authorize such investigation or correction after due notification, or (2) SER has no reason to believe that such a condition exists, then Client is responsible for all risks associated with this condition, and SER shall not be responsible for the existing condition nor any resulting damages to persons or property. The SER shall have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials of any form.

7.5 Review of Contractor's Work

7.5.1 SER shall not supervise, direct, or have control over contractor's work. SER shall not be responsible for the contractor's means, methods, procedures, techniques, or sequences of construction, nor for safety program and procedures employed by the contractor on the job site. The SER shall not be responsible for Contractor's failure to carry out the work in accordance with the Contract Documents.

7.6 Termination, Successors and Assigns and No Third Party Beneficiary

7.6.1 This Agreement may be terminated upon 10 days written notice by either party should the other fail to perform its obligations hereunder. In the event of termination, Client shall pay SER for all services rendered to the date of termination, all reimbursable expenses, reasonable termination expenses and anticipated profits on services performed.

7.6.2 The Client and SER each binds himself or herself, partners, successors, executors, administrators, assigns and legal representative to the other party of this Agreement and to the partners, successors, executors, administrators, assigns, and legal representative of such other party in respect to all covenants, agreements, and obligations of this Agreement.

7.6.3 Neither the Client nor SER shall assign, sublet or transfer any rights under or interest in (including but without limitations, monies that may be due or monies that are due) this Agreement, without the written consent of the other, except as stated in the paragraph above, and except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent the SER from employing such independent consultants, associates and subcontractors, as he or she may deem appropriate to assist in the performance of services hereunder.

7.6.4 SER and Client agree that the services performed by the SER pursuant to this Agreement are solely for the benefit of the Client and are not intended by either the SER or the Client to benefit any other person or entity. To the extent that any other person or entity, including but not limited to the Contractor and/or any of its Subcontractors and other Design Professionals, is benefited by the services performed by the SER pursuant to this Agreement, such benefit is purely incidental and such other person or entity shall not be deemed a third party beneficiary to this contract.

7.6.5 Partnership Protection: It is intended by the parties to this Agreement that the SER's services in connection with the Project shall not subject the SER's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against the SER, a California partnership, and not against any of the SER's individual employees, officers or directors.

7.7 Dispute Resolution

7.7.1 In an effort to resolve any conflicts or disputes that arise regarding the performance of this agreement, the Client and SER agree that all such disputes shall be submitted to nonbinding mediation, using a mutually agreed upon mediation service experienced in the resolution of construction disputes. Unless the parties mutually agree otherwise, such mediation shall be a pre-condition to the initiation of any further proceedings. It is further agreed that any dispute that is not settled pursuant to such mediation shall be adjudicated by a court appointed referee in accordance with the Judicial Reference procedures as set forth in California Code of Civil Procedure Section 638 et seq. The parties hereby mutually agree to waive any right to a trial by jury regarding any dispute arising out of this Agreement.

7.7.2 The parties further agree to include a similar mediation, Judicial Reference, and waiver of jury trial provision in their agreements with other independent contractors and consultants retained for the project and require them to similarly agree to these dispute resolution procedures.

7.7.3 In no event shall a claim or dispute be made or sustained if it would be barred by the applicable statute of limitations.

7.8 Severability and Survival

7.8.1 Severability: Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

7.8.2 Survival: Notwithstanding completion or termination of this Agreement for any reason, all rights, duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

7.9 Governing Laws

7.9.1 This agreement shall be governed by the laws of the principal place of business of the SER – San Francisco, California.

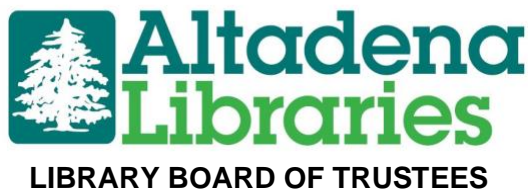
7.10 Interpretation

7.10.1 Limitations on liability, waivers and indemnities in this Agreement are business understandings between the parties and shall apply to all legal theories of recovery, including breach of contract or warranty,

breach of fiduciary duty, tort (including negligence), strict or statutory liability, or any other case of action, provided that these limitations on liability, waivers and indemnities will not apply to any losses or damages that may be found by a trial of fact to have been caused by the SER's sole or gross negligence.

8 SUPPLEMENTAL CONDITIONS

None.



STAFF REPORT

DEPARTMENT: Facilities

MEETING DATE: December 16, 2019

PREPARED BY: Jonathan Arevalo

LOCATION: Community Room

TITLE: RFP for Main Library's Air Handler Units (AHU) Direct Digital Control (DDC) Project

OBJECTIVE: To upgrade our existing air handler control system from analog to digital.

BACKGROUND/ANALYSIS: The Main Library's AHUs were custom made and installed over twenty years ago. The air handlers are considered multi zone units and each unit controls six different zones. There are a total of twelve zone sensors inside the library. The heating and cooling controllers for the zone sensors are inside the AHUs. Also each AHU is on its own timer and the timers are in two different locations of the library.

Over the past twenty years, the facilities team has had to go on the roof to adjust the air and heating controllers in the AHU's to achieve the best temperature in the library for our patrons and staff. This process can be very time consuming and difficult.

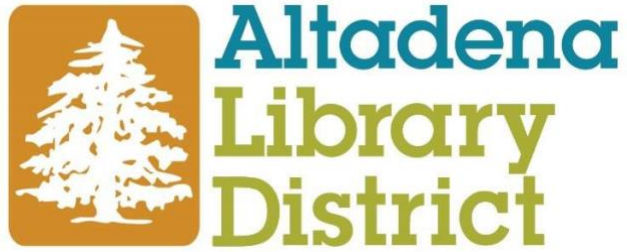
In order to rectify this problem, we propose to put out an RFP for installation of a Direct Digital Controls (DDC) in our AHUs which will allow us to adjust the temperature from any web based browser and also have our units in sync on one timer. Protocols will also be put in place for user accessibility.

The following is the scope of work which will need to be done for this project:

1. Provide layout, project management, and field labor for the project.
2. Demo existing actuators on east AHU only.
3. Demo load analyzer and limit controller on existing control section of AHUs.
4. Demo existing space sensors.
5. Provide and install (1) UL listed control panel for the Jace controller.
6. Provide and install (1) Siemens Jace N4 controller with 5 device capacity and an 18-month initial software maintenance agreement.
7. Provide and install (2) EasyIO FG-32+ controllers in place of load analyzer and limit controller.
8. Provide and install (6) Siemens modulating 0-10vdc actuators for zones inside unit.
9. Provide and install (4) unit temperature sensors to provide the discharge air and return air temperatures for air handler units.

10. Provide and install (12) Veris blank space sensors
11. Provide and install (2) Veris current switches to provide supply fan status.
12. Provide and install (16) Veris SPDT relays.
13. Existing wire from AHUs to space sensors will be reused
14. Provide and install conduit from existing lower roof junction box to new Jace panel in I.T. room.
15. Provide and install conduit from existing lower roof junction box to the (2) AHUs on the upper roof.
16. Provide and install necessary low-voltage cable and wire for new controllers.
17. Program and commission Easy IO controllers and Jace.
18. Test operations of air handler units and all newly installed controllers.
19. Create tenant access to new system, accessible by any web browser.
20. Provide (2) 3D floor plan renders with color-changing zones to indicate visual feedback of space temperatures from set-point.
21. Provide 3D building render for customer graphics access.

STAFF RECOMMENDATION: That the Board of Trustees approves the use of an RFP to obtain the best Firm that will help to facilitate our DDC project here at the Main Library.



Request for Proposal
For: Air Handler Units Direct Digital Controls Retrofit

Nikki Winslow, District Director
Jonathan Arevalo, Building Projects Manager

December 26, 2019

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SECTION 1 - ADMINISTRATIVE INFORMATION

A. Institution Contacts

For RFP and facility-related questions, please contact:

Jonathan R. Arevalo, Building Projects Manager
(626) 497-9463
jarevalo@altadenalibrary.org

B. Attachments

Note: The following attachment contains information that is representative of the type of equipment at the facility.

Attachments 4: As Built's HVAC Units

C. Due Date

Proposals must be submitted by January 13, 2020 at 4:00 PM.

See the Submission Requirements section of this document for details.

D. RFP Schedule

| | |
|-----------------------------|-------------------|
| Request for Proposal Issued | December 26, 2019 |
| Proposals Due | January 13, 2020 |
| Selection | January 22, 2020 |
| Mobilization | February 3, 2020 |

E. Access to Facilities

Members of The ALD facilities staff will be available to provide access to the facility throughout the duration of the assessment project between 7:00 AM and 5:00 PM Monday through Friday. Weekend access is possible with advance notice.

SECTION 2 - PROJECT OVERVIEW

A. Services Requested

Altadena Library District "ALD" requests proposals from HVAC service firms (also referred to as "Vendor") for upgrading our Air Handler Units (AHU) to have Direct Digital Controls (DDC) installed in our existing AHUs. The project will consist of but not limited to:

- Identify the current AHUs condition regarding control issues; note deficiencies.
- Recommend corrections for deficiencies, including cost estimates.
- Provide full scope of work to correct deficiencies

B. Background /Analysis

The Main Library's AHUs were custom made and installed over twenty years ago. The air handlers are considered multi zone units and each unit controls six different zones. There is a total of twelve zone sensors inside the library. The heating and cooling controllers for the zone sensors are inside the AHUs. Also, each AHU is on its own timer, and the timers are in two different locations of the Library.

Over the past twenty years, the facilities team has had to go on the roof to adjust the air and heating controllers in the AHU's to achieve the best temperature in the Library for our patrons and staff. This process can be very time consuming and difficult.

C. Project Requirements

The following are the proposed requirements and services needed for this project:

- Provide layout, project management, and field labor for the project.
- Demo existing actuators on east AHU only
- Demo load analyzer and limit controller on existing control section of AHU's.
- Demo existing space sensors.
- Provide and install (1) UL listed control panel for the Jace controller.
- Provide and install (1) Siemens Jace N4 controller with 5 device capacity and an 18-month initial software maintenance agreement.
- Provide and install (2) EasyIO FG-32+ controllers in place of load analyzer and limit controller.
- Provide and install (6) Siemens modulating 0-10vdc actuators for zones inside unit.
- Provide and install (4) unit temperature sensors to provide the discharge air and return air temperatures for air handler units.
- Provide and install (12) Veris blank space sensors
- Provide and install (2) Veris current switches to provide supply fan status.
- Provide and install (16) Veris SPDT relays.
- Existing wire from AHUs to space sensors will be reused
- Provide and install conduit from existing lower roof junction box to new Jace panel in I.T. room.
- Provide and install conduit from existing lower roof junction box to the (2) AHUs on the upper roof.
- Provide and install necessary low-voltage cable and wire for new controllers.
- Program and commission EasyIO controllers and Jace.
- Test operations of air handler units and all newly installed controllers.
- Create tenant access to new system, accessible by any web browser.

D. Photographs

Provide digital photographs of all used and new equipment that was demoed or added to the AHUs. Photographs will be used for ALD facilities records.

K. Documentation

Provide written documentation of processes, service methods, cost data, and standards. Include all information necessary to enable ALD staff to use new equipment efficiently.

SECTION 3 - SUBMISSION REQUIREMENTS

A. Content

Schedule: Provide a proposed schedule that includes the following:

- Mobilization of project beginning on or about February 3, 2020.

About your firm: Provide firm name, address, contact, and number of years providing HVAC services. Include statement of capability to complete the scope of work.

Project team: Include an organizational chart that depicts reporting responsibilities of proposed team members.

Project experience: Provide three detailed examples of projects ongoing or completed within the last three years that are similar to the Altadena Library District current needs. List references and provide phone numbers of owner's representatives. The following minimum experience must be demonstrated:

- Firm must have been actively engaged in provision of HVAC services for a minimum of five (5) years.
- Firm must have successfully completed HVAC services for at least ten (10) clients.

Technical approach and management plan: Provide a technical approach and management plan.

B. Instructions

Please submit a digital file by January 13, 2020 at 4:00 pm to:

Jonathan R. Arevalo, Facilities Project Manager
Altadena Library District
600 East Mariposa Street
Altadena, CA 91001

SECTION 6 - EVALUATION CRITERIA

ALD will consider the following criteria in evaluating proposals received in response to this RFP. The evaluation and selection of successful proposal will be based on the information provided by the Vendor, including, without limitation, responses to the Vendor's qualifications. Consideration may also be given to any additional information helpful to ALD. We are not bound to accept any proposals, or to accept the lowest priced proposal if that proposal is not the most advantageous to us as determined solely by ALD.

Completeness of Proposal: Any proposal that does not contain each element described in this RFP, fully completed, initialed or executed, as appropriate, may be judged to be incomplete, and may not be considered further.

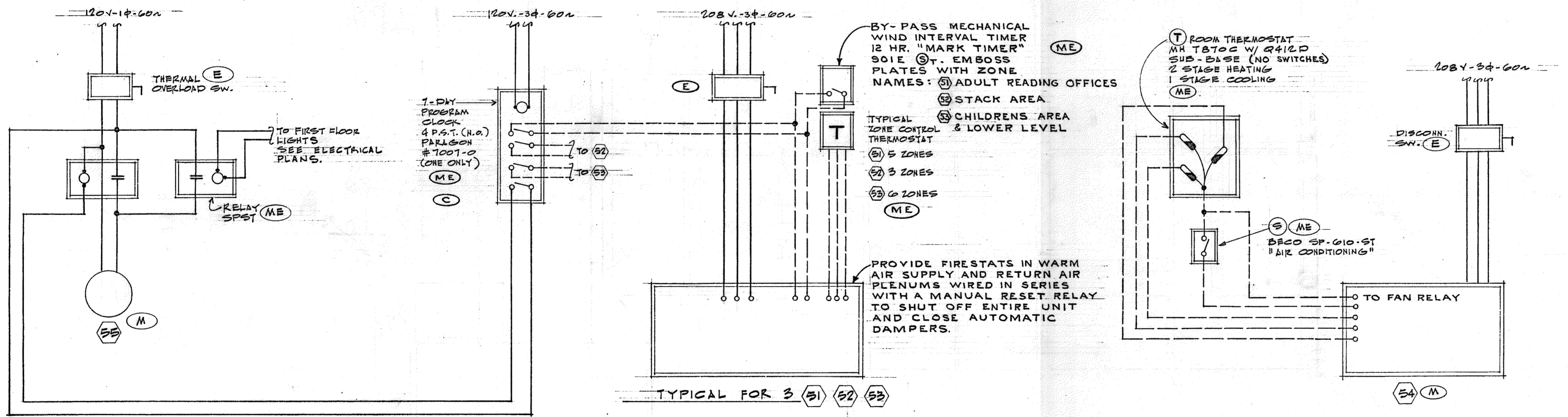
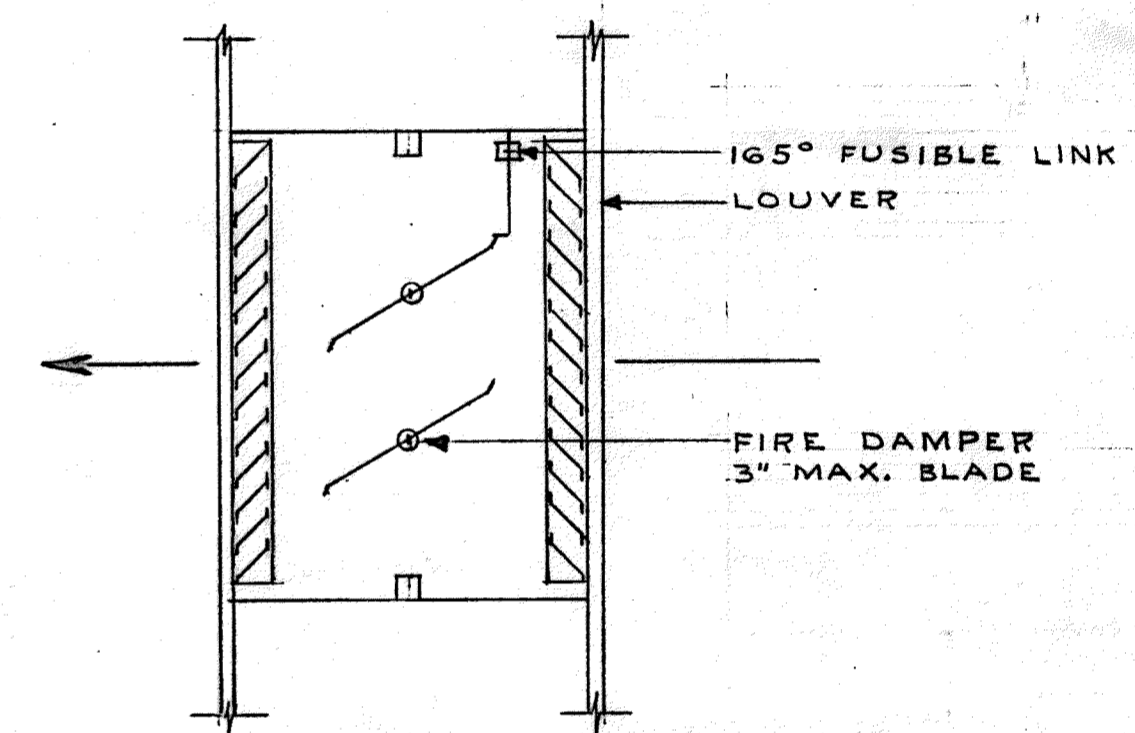
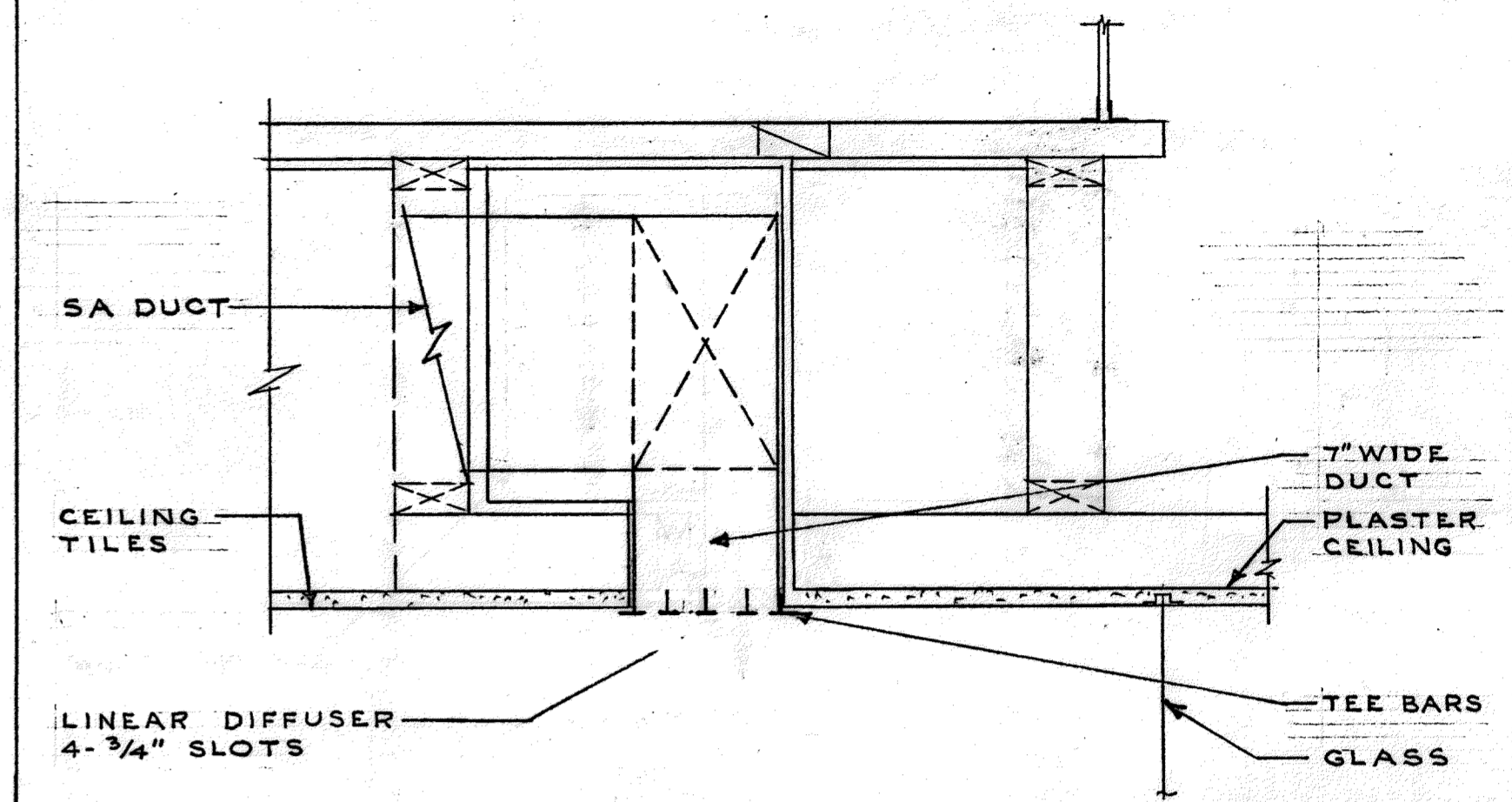
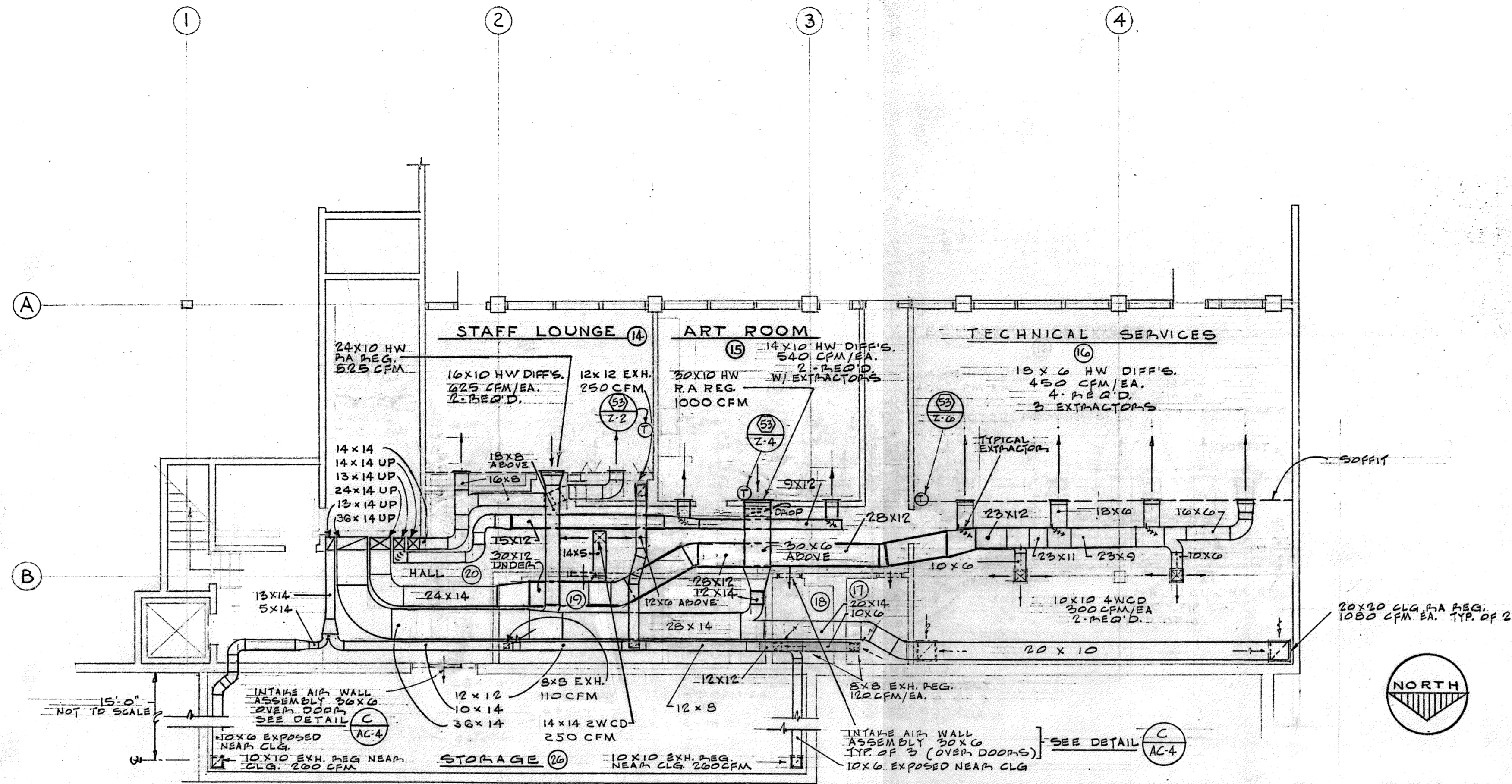
Criteria:

Firm experience and staff.

Technical approach and management plan for DDC project.

Proposed timeline.

Proposed fee



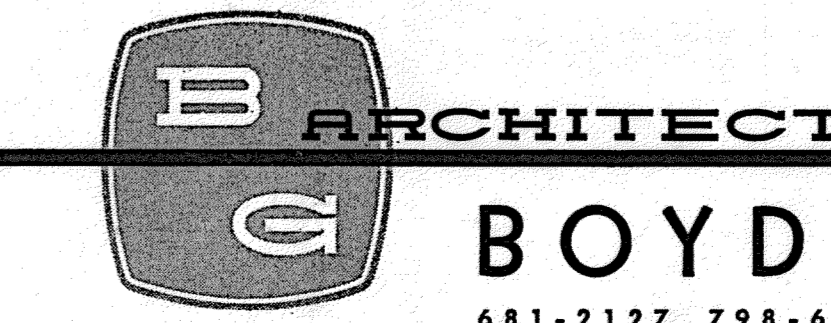
WIRING DIAGRAMS

SCALE NONE (13)

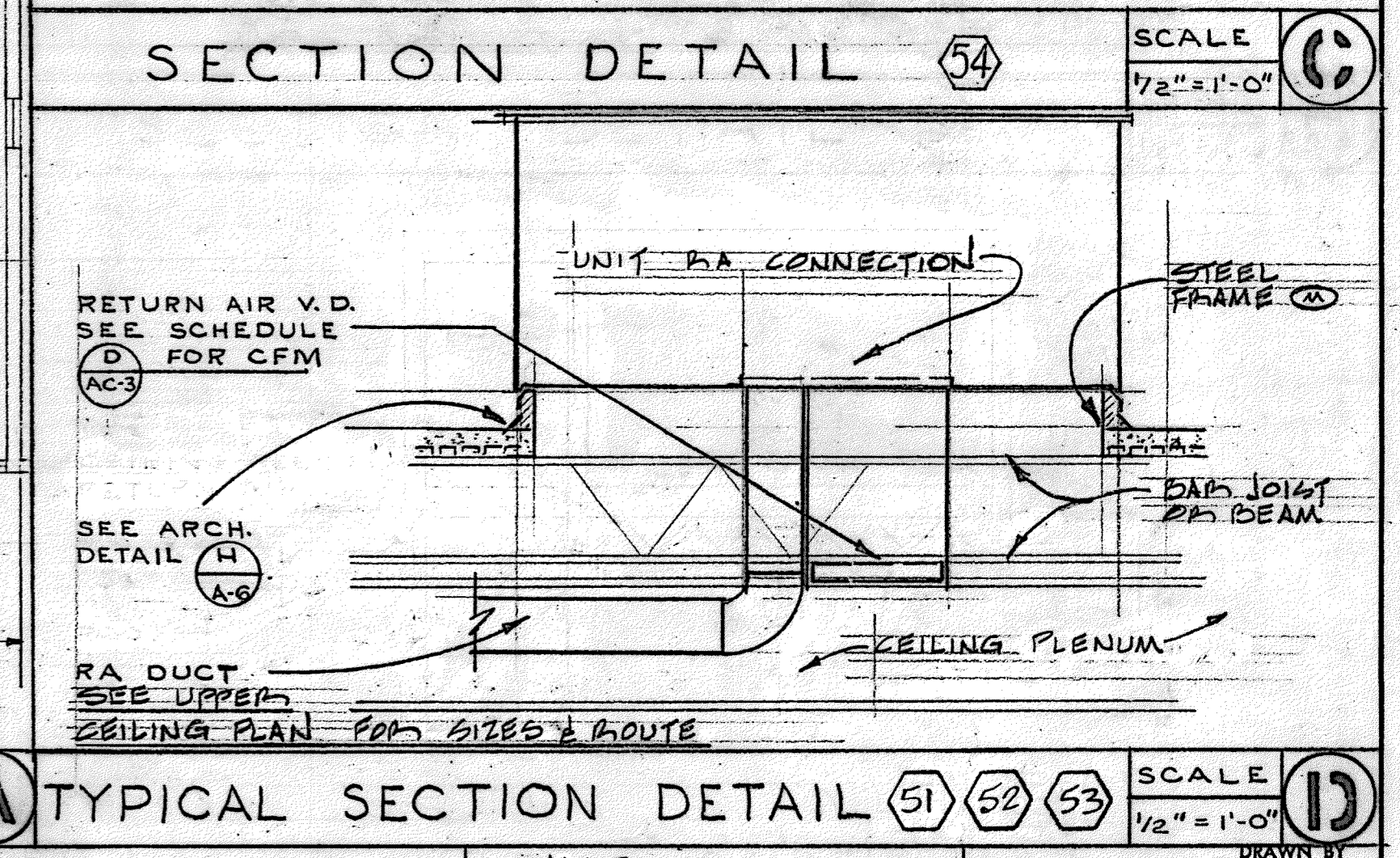
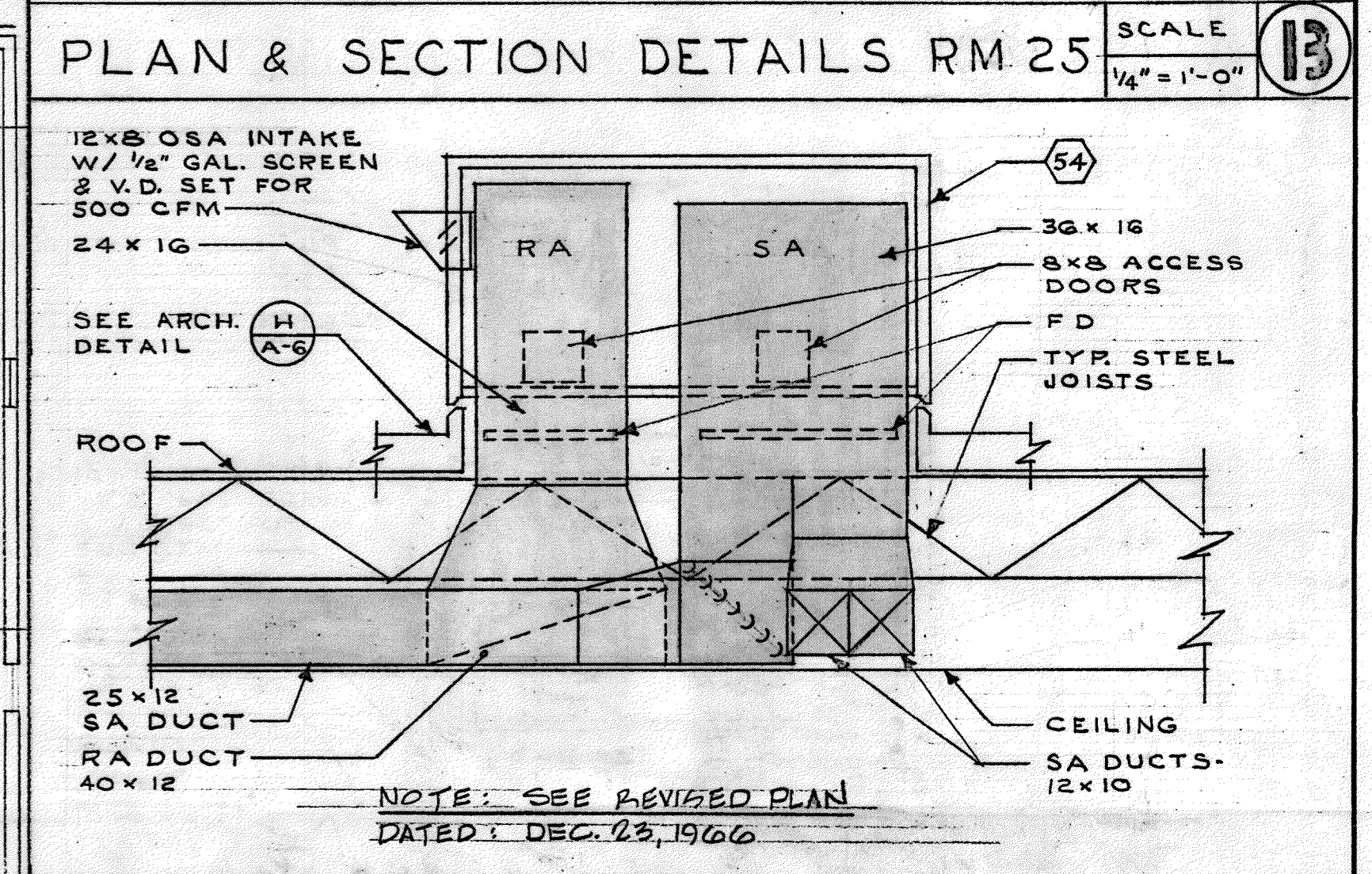
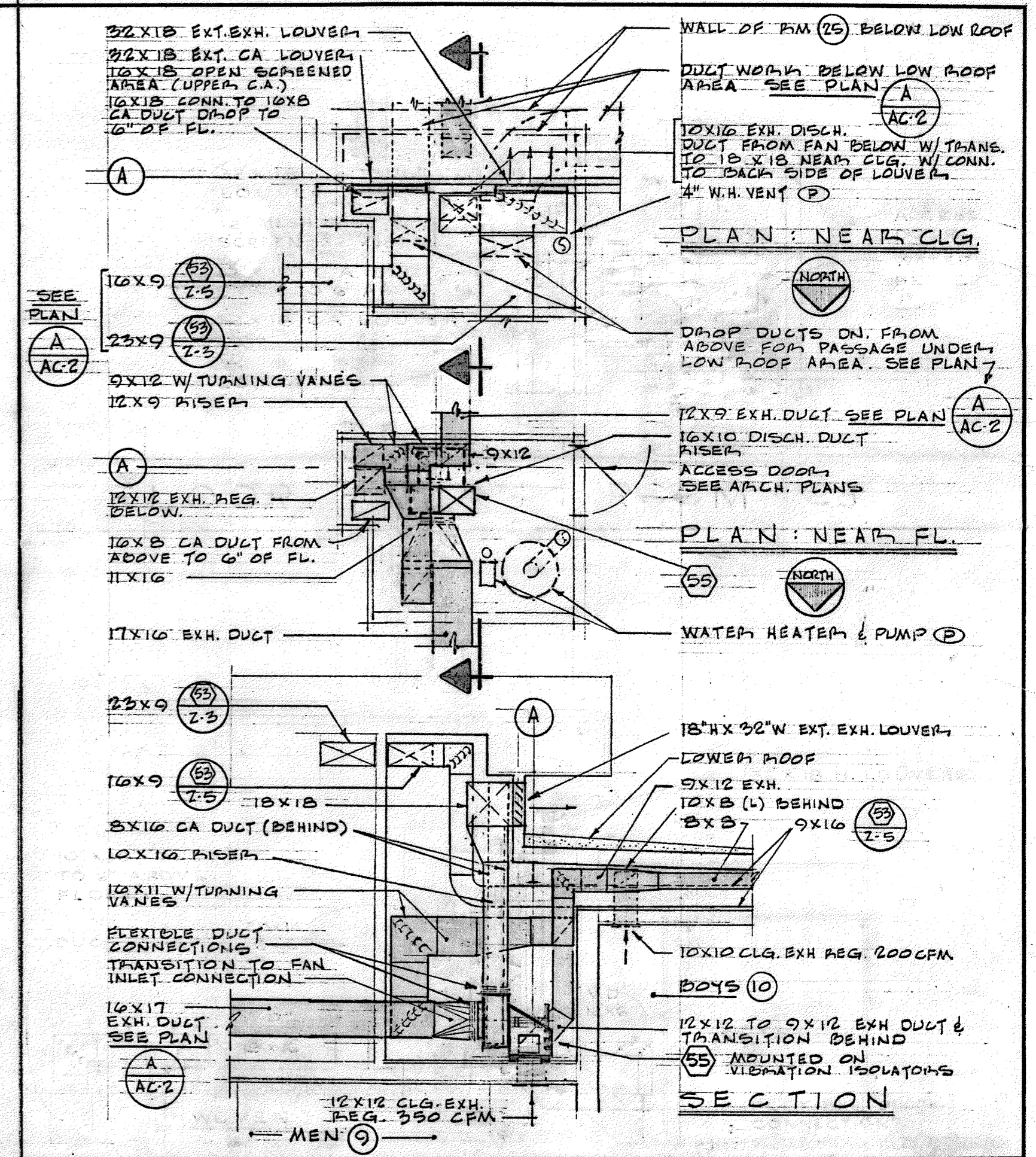
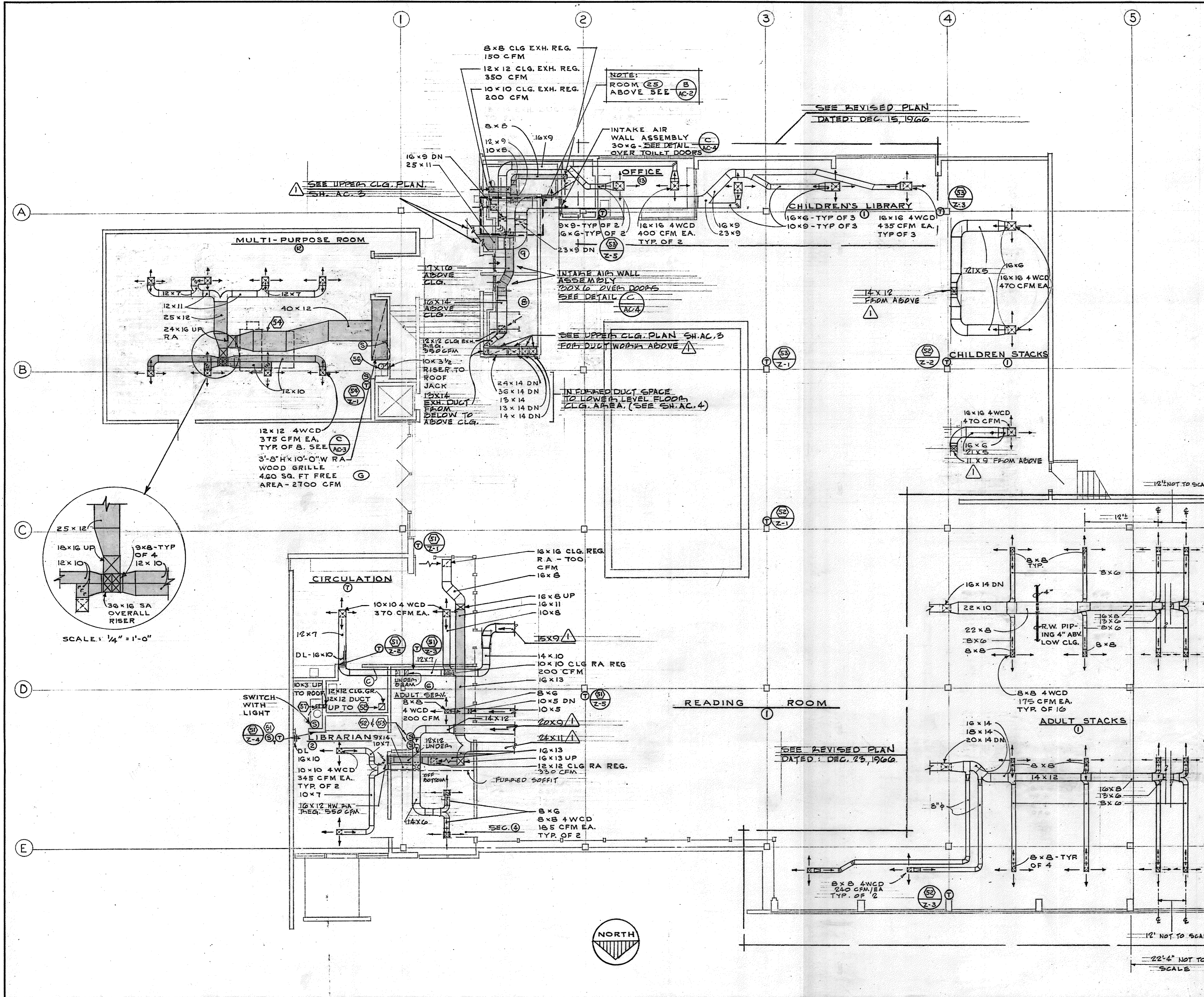
REVISED DUCTWORK ART ROOM AREA 10-1-66
REV. 6-1-66
DRAWN BY
DATE 8/17/65

APPROVED: *Robert McWilliams*, Board President
STRUCTURAL ENGINEER: HILLMAN, BIDDISON & LOEVENGUTH 624-8748 LOS ANGELES
MECHANICAL ENGINEER: THOS. H. PARRY & ASSOC. 792-2277 PASADENA
ELECTRICAL ENGINEER: WILLIAM H. KING 792-5789 PASADENA

ALTADENA LIBRARY
FOR THE ALTADENA LIBRARY DISTRICT ALTADENA, CALIFORNIA



BOYD GEORGI AIA
681-2127 798-6734 1704 SKYVIEW DRIVE ALTADENA 4 OF 4



MAIN FLOOR LOWER CEILING PLAN

SCALE 1/8" = 1'-0" A TYPICAL SECTION DETAIL 51 52 53 SCALE 1/2" = 1'-0" D

APPROVED: *Robert Williams*, Board President
 STRUCTURAL ENGINEER HILLMAN, BIDDISON & LOEVENGUTH 624-8748 LOS ANGELES
 MECHANICAL ENGINEER THOS. H. PARRY & ASSOC. PASADENA 792-2277
 ELECTRICAL ENGINEER WILLIAM H. KING PASADENA 792-5789

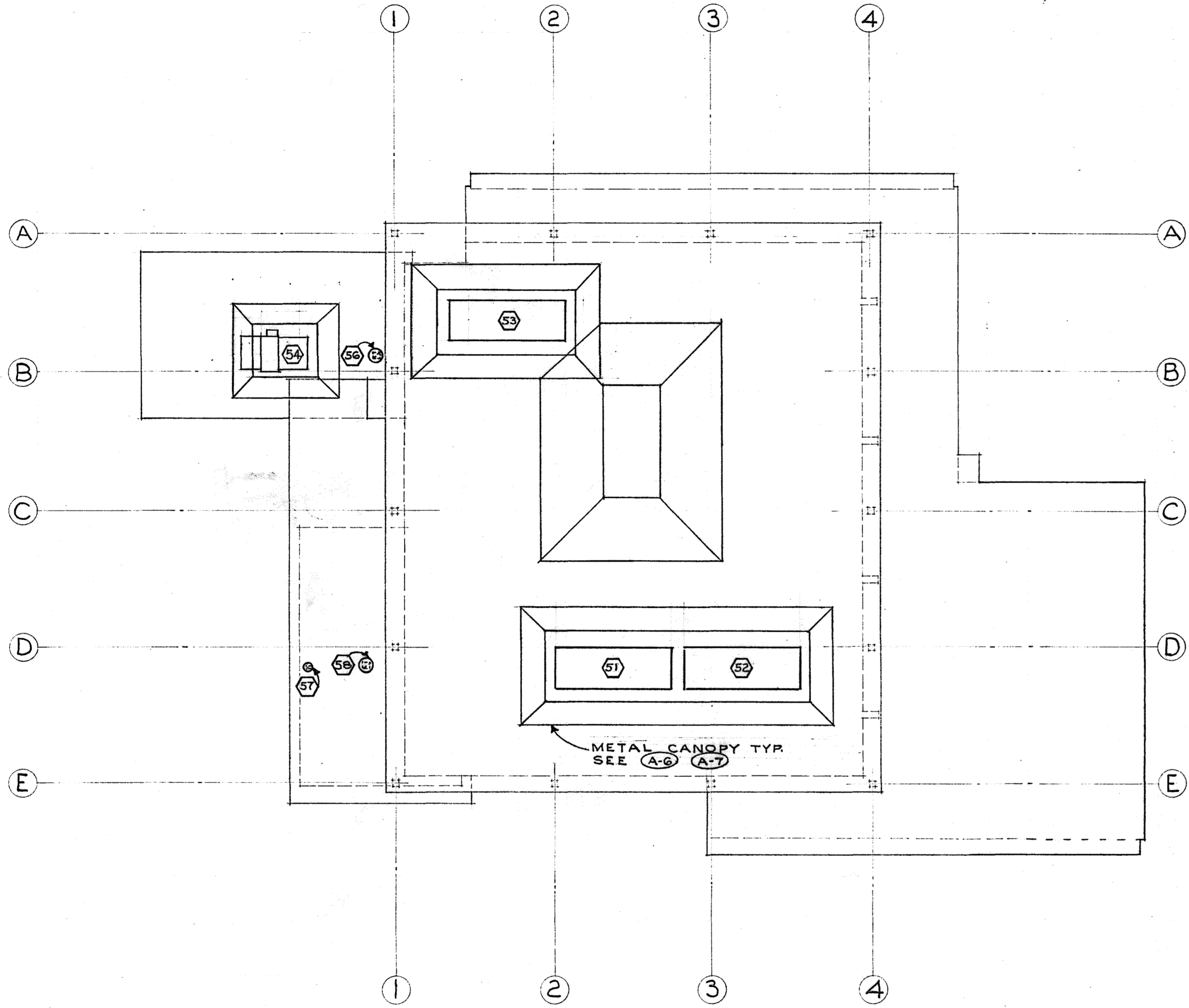
ALTADENA LIBRARY
 FOR THE ALTADENA LIBRARY DISTRICT
 ALTADENA, CALIFORNIA

BOYD GEORGI AIA
 681-2127 798-6734 1704 SKYVIEW DRIVE ALTADENA
 ARCHITECT
 1/16/67 REVISED DUCT SIZES, RELOCATED DUCTWORK OVER TOILETS (25) TO SH. AC. 3
 REV. G-1-GG DATE 1/14/68
 DRAWN BY

- SEE ARCHITECTURAL DRAWINGS FOR DETAILS AND SCHEDULES OF CEILING HEIGHTS AND FINISHES. COORDINATE LOCATION OF ALL DIFFUSERS AND GRILLES WITH CEILING TILES, LIGHTS & REFLECTED CLG. PLANS.
- ALL DUCTS THRU FIRE-RATED CEILING TO BE FIRE DAMPERED.

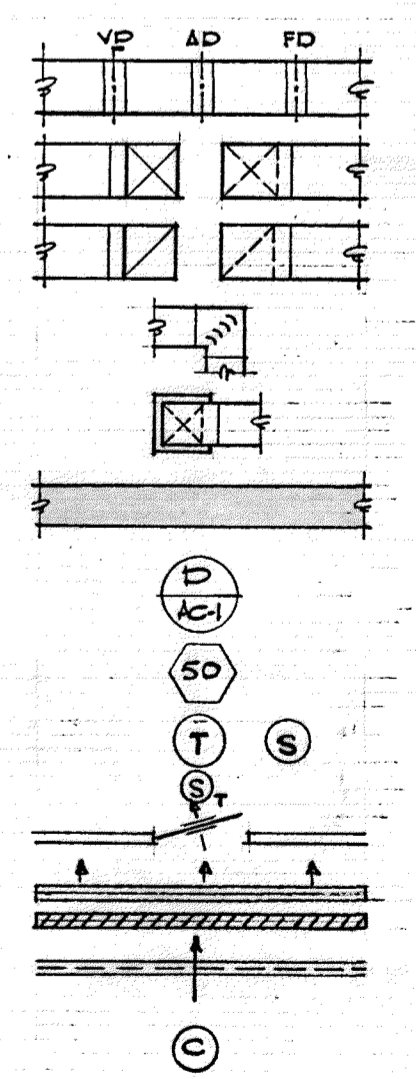
GENERAL NOTES

| MARK NO. | DESCRIPTION | ELECTRICAL | | | |
|----------|--|--|-------------------------------|-------|-------|
| | | ITEM | AMPS | VOLTS | PHASE |
| 51 | PACKAGE MULTI-ZONE UNIT - 3 ZONES COOLING: 212,000 BTUH HEATING: 350,000 BTUH INPUT 280,000 BTUH OUTPUT AIR: 10,000 CFM @ 0.60" S.P. | COMP.(2) COND. FAN (2) EVAP. FAN (1) | 42.4 ea. 2.0 ea. 3 HP | 208 | 3 |
| 52 | PACKAGE MULTI-ZONE UNIT - 3 ZONES COOLING: 162,000 BTUH HEATING: 350,000 BTUH INPUT 280,000 BTUH OUTPUT AIR: 7,800 CFM @ 0.60" S.P. | COMP.(1) COND. FAN (2) EVAP. FAN (1) | 63.5 6.8 ea. 3 HP | 208 | 3 |
| 53 | PACKAGE MULTI-ZONE UNIT - 6 ZONES COOLING: 223,000 BTUH HEATING: 350,000 BTUH INPUT 280,000 BTUH OUTPUT AIR: 10,200 CFM @ 0.70" S.P. | COMP.(2) COND. FAN (2) EVAP. FAN (1) | 42.4 ea. 2.0 ea. 3 H.P. | 208 | 3 |
| 54 | PACKAGE UNIT - 1 ZONE COOLING: 93,000 BTUH HEATING: 140,000 BTUH INPUT 112,000 BTUH OUTPUT AIR: 3,200 CFM @ 0.50" S.P. | COMP.(1) COND. FAN (1) EVAP. FAN (1) | 26 3 1/2 HP | 208 | 3 |
| 55 | CENTRAL EXHAUST FAN 2170 CFM @ 0.25" S.P. | FAN | 1/2 HP | 120 | 1 |
| 56 | KITCHENETTE EXHAUST FAN 250 CFM @ 0.10" S.P. w/ 3-SPEED SWITCH | FAN | 60 W. | 120 | 1 |
| 57 | TOILET EXHAUST FAN 100 CFM @ 0.10" S.P. (CONNECT TO LIGHT SWITCH) | FAN | 35 W. | 120 | 1 |
| 58 | 8" GRAVITY ROOF VENTILATOR | | | | |



EQUIPMENT SCHEDULE

| ABBREVIATION | DESCRIPTION | SYMBOL |
|--------------|--|--------|
| FPM | FEET PER MINUTE | |
| S.P. | STATIC PRESSURE, INCHES W.G. | |
| C.A. | COMBUSTION AIR | |
| CFM | CUBIC FEET PER MINUTE | |
| GR. | GRILLE | |
| REG. | REGISTER | |
| HW | HIGH WALL | |
| LW | LOW WALL | |
| CLG. | CEILING | |
| FLR. | FLOOR | |
| (G) | UNDER GENERAL WORK DIVISIONS | |
| (P) | UNDER PLUMBING WORK DIVISIONS | |
| (M) | UNDER HEATING & AIR CONDITIONING WORK DIVISIONS | |
| (E) | UNDER ELECTRICAL WORK DIVISIONS | |
| (ME) | FURNISHED (M) INSTALLED (E) | |
| VD | MANUAL VOLUME DAMPER | |
| AD | AUTOMATIC DAMPER | |
| FD | FIRE DAMPER | |
| SA, OSA | SUPPLY AIR, OUTSIDE AIR DUCT. UP & DOWN | |
| RA, EXH. | RETURN AIR, EXHAUST AIR. UP & DOWN | |
| T.V. | TURNING VANES | |
| 4WCD | 4 WAY THROW CEILING DIFFUSER | |
| | INTERIOR OF DUCT OR PLENUM LINED W/ 1" THICK SOUND LINER EXCEPT WHERE OTHERWISE NOTED. | |
| | DETAIL DESIGNATION SHEET NUMBER | |
| | EQUIPMENT DESIGNATION MARK NO. | |
| | ROOM THERMOSTAT, CONTROL SWITCH BY-PASS TIME SWITCH | |
| | DOOR LOUVER, SIZE AS NOTED | |
| SLD | SLOT DIFFUSER | |
| | RETURN AIR SLOT | |
| | INTAKE AIR WALL ASSEMBLY | |
| | PROGRAM CLOCK | |



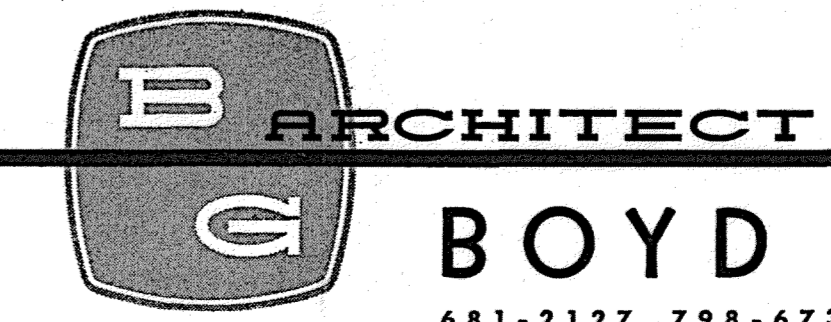
ROOF PLAN

SCALE: 1/16" = 1'-0"

LEGEND

APPROVED: *Robert Williams, President*
 STRUCTURAL ENGINEER HILLMAN, BIDDISON & LOEVENGUTH 624-8748 LOS ANGELES
 MECHANICAL ENGINEER THOS. H. PARRY & ASSOC. 792-2277 PASADENA
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ALTADENA LIBRARY
 FOR THE ALTADENA LIBRARY DISTRICT ALTADENA, CALIFORNIA



BOYD GEORGI AIA
 681-2127 798-6734 1704 SKYVIEW DRIVE ALTADENA I OF 4
 REV. G-1-GG DRAWN BY DATE AUG 14, 69



**BOARD OF LIBRARY TRUSTEES
REVISED OUTSIDE EMPLOYMENT POLICY**

DEPARTMENT: Administration

MEETING DATE: December 16, 2019

PREPARED BY: Nikki Winslow

LOCATION: Community Room

TITLE: Review and Approval of Revised Outside Employment Policy and Revised Outside Employment Agreement.

BACKGROUND:

An Outside Employment Policy and an Outside Employment Agreement were created and approved by the Board in June 2019. This policy states that staff need to request approval for outside employment and continue to disclose this information at the beginning of each fiscal year.

The Staff Association expressed concern to me about part-time staff being required to request approval for outside employment. Many staff must maintain other part-time jobs while working for ALD.

We have revised the policy and the agreement form to now only apply to full-time ALD staff moving forward.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board review and approve the Revised Outside Employment Policy and Revised Outside Employment Agreement form.

OUTSIDE EMPLOYMENT POLICY REVISION

Outside Employment Policy (Amended and approved June 2019):

Employees may hold an outside job as long as the performance standards of the job at the Altadena Library District are met. If Altadena Library District determines that outside work interferes with performance or the ability to meet the requirements of Altadena Library District as they are modified from time to time, employment may be terminated.

The following activities are prohibited while an employee with the Altadena Library District:

- Outside employment that constitutes a conflict of interest, is incompatible with the position, interferes with assigned job duties or work hours, or that could bring discredit upon the District.
- Income or material gain from individuals outside the District for materials produced or services rendered while performing a job at the District.
- Use of District equipment, resources or materials for outside employment or business activity.

Employees who engage in outside employment must disclose such employment and get written approval in advance from their immediate Manager and the District Director. Failure to adhere to this guideline (including failure to disclose any conflicts or to seek an exception) may result in disciplinary action up to and including termination.

Draft Revision to Outside Employment Policy (pending Board approval):

Employees may hold an outside job as long as the performance standards of the job at the Altadena Library District are met. If Altadena Library District determines that outside work interferes with performance or the ability to meet the requirements of Altadena Library District as they are modified from time to time, employment may be terminated.

The following activities are prohibited while an employee with the Altadena Library District:

- Outside employment that constitutes a conflict of interest, is incompatible with the position, interferes with assigned job duties or work hours, or that could bring discredit upon the District.
- Income or material gain from individuals outside the District for materials produced or services rendered while performing a job at the District.
- Use of District equipment, resources or materials for outside employment or business activity.

Full-time employees who engage in outside employment must disclose such employment and get written approval in advance from their immediate Manager and the District Director. Failure to adhere to this guideline (including failure to disclose any conflicts or to seek an exception) may result in disciplinary action up to and including termination.



Outside Employment Agreement for Full-Time Staff

Employee Name: _____

Department: _____

Today's Date: _____

Job Title: _____

I hereby request approval to engage in outside employment as described below:

Name of employer: _____

Nature of employment: _____

Time required for employment: _____

I understand that as a full-time employee Altadena Library District policy forbids me from engaging in any form of outside employment or business opportunity, for myself or another employer, which would conflict or interfere with my job especially while on company time. Additionally I understand that using company equipment or materials for outside employment is strictly prohibited. I understand that in order to engage in outside employment, I must receive approval from my supervisor and District Director in advance of performing such outside employment, and that the approval may be withdrawn at any time. I also understand and agree that my outside employment must be suspended if my work status with Altadena Library District is sick leave, FMLA leave, workers compensation leave or restricted duty. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

Employee Signature

Date

SUPERVISOR/DIRECTOR ACTION

___ Request Approved ___ Request Denied

Comments or Special Conditions: _____

Supervisor Signature

Date

District Director Signature

Date



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

DEPARTMENT: Administration

MEETING DATE: December 16, 2019

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Review of California Minimum Wage Increase, effective January 1, 2020 and updated Altadena Library District Salary Schedule, FY 19-20.

BACKGROUND:

Effective January 1, 2020 the State minimum wage in California will increase to \$13.00 per hour, from \$12.00 per hour.

Based on this new rate, the District is required to increase the wage rate for all steps of the Page classification.

To meet the State minimum wage increase, the Step 1 rate will increase to \$13.00 per hour. Each subsequent step of the Page classification will increase 5%, with the exception of step 5.5, which increases 2.5%.

Attached is the Revised Salary Schedule for FY 19-20, which includes the minimum wage increase requirement.

FISCAL IMPACT

The District currently has (2) employees who fall under the Page classification. Both employees will receive an increase in pay on January 1, 2020. The impact to the salaries budget is approximately \$657.

RECOMMENDATION

Staff recommends that the Board review and file the attached "Altadena Library District Salary Schedule FY 19-20, Increase to California Minimum Wage, effective January 1, 2020".



**Altadena Library District
Salary Schedule FY19-20
Effective January 1, 2020**

| District Director | | Salary falls into the following range: | | | | |
|--------------------------|------------|---|---|---|---|------------|
| Monthly | 9,940.00 | - | - | - | - | 13,875.00 |
| Annual | 119,280.00 | - | - | - | - | 166,500.00 |

| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 5.5 |
|--|---------------|---------------|---------------|---------------|---------------|-----------------|
| IT Manager / Public Services Director | 44.26 | 46.48 | 48.80 | 51.24 | 53.80 | 55.15 |
| Monthly | 7673.48 | 8057.15 | 8460.01 | 8883.01 | 9327.16 | 9560.34 |
| Annual | 92081.86 | 96685.95 | 101520.25 | 106596.26 | 111926.07 | 114724.23 |
| Library Manager | 30.98 | 32.53 | 34.16 | 35.86 | 37.66 | 38.60 |
| Monthly | 5370.64 | 5639.17 | 5921.13 | 6217.19 | 6528.05 | 6691.25 |
| Annual | 64447.66 | 67670.04 | 71053.55 | 74606.22 | 78336.54 | 80294.95 |
| Building Projects Manager / Business Manager / Marketing & Community Engagement Manager | 28.75 | 30.19 | 31.70 | 33.28 | 34.94 | 35.82 |
| Monthly | 4983.15 | 5232.31 | 5493.92 | 5768.62 | 6057.05 | 6208.48 |
| Annual | 59797.80 | 62787.69 | 65927.07 | 69223.43 | 72684.60 | 74501.71 |
| Librarian I / Volunteer Coordinator | 26.74 | 28.08 | 29.49 | 30.96 | 32.51 | 33.32 |
| Monthly | 4635.80 | 4867.59 | 5110.97 | 5366.52 | 5634.85 | 5775.72 |
| Annual | 55629.78 | 58411.27 | 61331.83 | 64398.42 | 67618.34 | 69308.80 |
| Administrative Assistant | 25.43 | 26.70 | 28.04 | 29.44 | 30.91 | 31.69 |
| Monthly | 4408.94 | 4629.38 | 4860.85 | 5103.90 | 5359.09 | 5493.07 |
| Annual | 52907.32 | 55552.68 | 58330.32 | 61246.83 | 64309.17 | 65916.90 |
| Library Associate | 22.49 | 23.61 | 24.79 | 26.03 | 27.33 | 28.02 |
| Monthly | 3898.98 | 4093.92 | 4298.62 | 4513.55 | 4739.23 | 4857.71 |
| Annual | 46787.80 | 49127.19 | 51583.55 | 54162.73 | 56870.87 | 58292.64 |
| Library Clerk II / Monitor | 18.48 | 19.40 | 20.37 | 21.39 | 22.46 | 23.02 |
| Monthly | 3204.31 | 3364.53 | 3532.76 | 3709.39 | 3894.86 | 3992.24 |
| Annual | 38451.76 | 40374.35 | 42393.07 | 44512.72 | 46738.36 | 47906.82 |
| Custodian / Gardener | 18.48 | 19.40 | 20.37 | 21.39 | 22.46 | 23.02 |
| Library Clerk I | 15.58 | 16.36 | 17.17 | 18.03 | 18.93 | 19.41 |
| Library Page | 13.00 | 13.65 | 14.33 | 15.05 | 15.80 | 16.20 |

Updated January 1, 2020 to reflect new state minimum wage