



AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – February 24, 2020 – 4:00 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 Kylvynn Chaney at (626) 798-0833 x118 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

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

2. Closed Session

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
TITLE: DISTRICT DIRECTOR

3. Recess into Open Session and Public Report of Any Reportable Action from Closed Session (Section 54960 et seq.)

4. Open Session

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

5. 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 January 27, 2020 - Pages # 3-5
- Departmental Monthly Reports – January 2020 - Pages # 6-14
- Statistics - Pages 15-21

6. Consideration of Items Removed from the Consent Calendar

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

7. Reports (Information)

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

- b. District Director's Report – January 2020 Pages # 22-25
 - (i) Library General Operations
 - (ii) LAFCO Presentation
 - (iii) Census Presentation
- c. Financial Reports – December 2019
Pages# 26-39
- d. Committee Reports
 - (i) Budget Committee Pages #40-42
 - (ii) Facilities Committee
 - (iii) California Voting Rights Act Committee
 - Demographer Proposal
 - (iv) District Director Evaluation Process
- e. Trustee Reports

8. New Business

- a. Presentation of Altadena Library District Final Draft of the Annual Financial Report for FY 18/19, conducted by Nigro & Nigro (Action)
- b. Review and Approval of Mid-Year Budget (Action) Pages #43-47
- c. Review of Updated Recruitment and Selection Policy (Information)
- d. Review and Approval of Key Policy (Action) Pages # 52-55
- e. Review and Approval of Service Animal (Action) Pages # 56-57
- f. Review and Approval of Teleworking Policy (Action) Pages# 58-61
- g. Review and Approval of Copyright Regulation Policy (Action) Pages 62-63
- h. Review and Approval of Request for Proposal for Art Restoration (Action) Pages #64-70
- i. Conflict of Interest Annual Filing (Information) Pages # 71-78
- j. Request for Early Closure on September 26, 2020 at 3 pm for Taste of 'Dena

9. Correspondence Pages# 79-90

10. Proposed Future Agenda Items

11. Adjournment



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – January 27, 2020 – 5:00 p.m.

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

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1. Call to order 5:00 p.m.

2. Open Session

a. Roll Call

Trustee Kahn, Trustee Clark, Trustee Andruess, Trustee Capell

b. Approval/Reordering of Agenda Items

c. Adoption of Agenda

Moved by Trustee Andruess to adopt the agenda

Second by Trustee Kahn

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

d. Public Comment on Non-Agenda Items

Mark Mariscal

Trustee McMullins arrived at 5:02 p.m.

3. Consent Calendar

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

- Approval of Minutes – Regular Meeting held December 16, 2019
- Departmental Monthly Reports – December 2019
- Statistics

Moved by Trustee Capell to approve the Consent Calendar

Second by Trustee Kahn

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

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** – Bridget Brewster reported

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

- Troop 1 Scout Presentation

Troop 1 was presented an award of recognition by the Friends

b. District Director's Report – December 2019

(i) **Library General Operations** – Director Winslow reported

(ii) Marketing and Communications Presentation

Chloé Cavelier d'Esclavelles

c. Financial Reports – November 2019

Nicole Fabry reported

d. Committee Reports

(i) Budget Committee – Trustee Andruess reported

(ii) Facilities Committee – Trustee Capell reported

(iii) Strategic Planning Committee – Trustee Clark reported

(iv) California Voting Rights Act Committee – Trustee Clark reported

(v) District Director Evaluation Process – Trustee Kahn reported

- District Director Introductory Period Evaluation Form

e. Trustee Reports

Trustee Andruess, Trustee Capell, Trustee Kahn

6. Unfinished Business

a. Review of Committee Membership (Action)

Budget Committee: Trustee Clark, Trustee Andruess

Facilities Committee: Trustee Capell, Trustee Andruess

CVRA Committee: Trustee Clark, Trustee Kahn

District Director Evaluation Process: Trustee Andruess, Trustee Kahn

b. Appointment of Liaison to the Friends Board, Foundation Board and Government Relations Liaison (Action)

Foundation Liaison: Trustee Capell

Friends of the Altadena Library: Trustee Andruess

c. Review and Approval of Final Strategic Plan 2020-2023 (Action)

Moved by Trustee Kahn to approve the Final Strategic Plan

Second by Trustee McMullins

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

It was noted the Strategic Planning Committee is now dissolved

7. New Business

a. Review and Approval of ALD Operational Plan 2020 (Action)

Director Winslow reported

Moved by Trustee Andruess to approve the Operational Plan

Second by Trustee McMullins

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

b. Review and Approval of DDC Rooftop Project (Action)

Jonathan Arevalo reported

Moved by Trustee Capell to approve the DDC Rooftop Project

Second by Trustee Andruess

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

c. Review and Approval of Updated Volunteer Policy (Action)

Director Winslow presented the updated policy

Moved by Trustee Kahn to approve the updated Volunteer Policy

Second by Trustee McMullins

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

8. Correspondence

9. Proposed Future Agenda Items

District Director Evaluation

Audit Presentation

Mid-Year Budget

Demographer Discussion

LAFCO Presentation

10. Adjournment

Moved by Trustee Capell to adjourn

Second by Trustee Kahn

Meeting adjourned at 7:53 p.m.

**BOARD OF LIBRARY TRUSTEES
BRANCH REPORT for January 2020**

DEPARTMENT: Bob Lucas Branch

MEETING DATE: February 24, 2020

PREPARED BY: Carlene Chiu

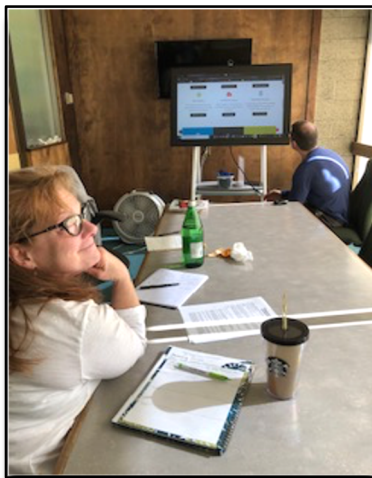
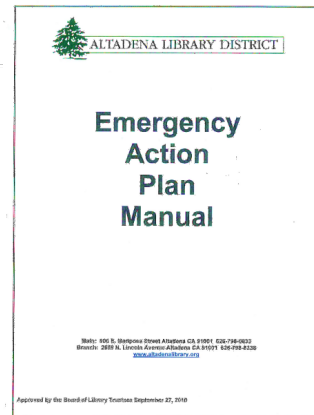
LOCATION: Community Room

We started off the new year with a meeting at the Branch with the ARG Nikki, the Board members, and members of the public giving their input on ARG's designs for the Branch. It was great hearing everyone's feedback on the two options.

The E.A.S.T. (Emergency Action and Safety Plan) also held their first meeting. It is great to be involved in reviewing the safety and emergency procedures for the Main Library and the Branch. We are working on evacuation procedures for Main Library and the Branch.



ARG meeting at the Branch



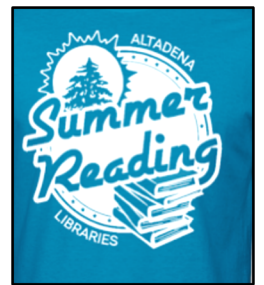
Cloud Library with Christopher

In preparation for the Cloud Library Launch, I attended four Cloud Library webinars. I learned about the various aspects of the Cloud Library such as the administrative side and the patrons' side.

After consulting the new Children's Librarian, Mylinh, we have combined our baby and toddler story times into one. Now one day of the week is now devoted to infant and toddler playtime. During one of the playtimes I heard a mother say it was her son's first time playing with Duplo Legos! Thanks to Amanda who has been coming over to conduct our story times for the rest of February. After story times we still have a craft/art for the children. Here is a picture of them using touch and learning about color to create some artwork out of shaving cream and food coloring.



Michelle, Library Associate, representing the Branch, attended the first Summer Reading Program meeting with Mylinh, Amanda, Isabelle, Chloe, and Jesse. The first meeting they talked about logistics and prizes. Looks like it is going to be a fun summer!



We had our monthly Crafternoon for children and our adult craft/art program. Children go to exercise their S.T.E.A.M. skills in creating kaleidoscopes and adults got to create mandala art.



We celebrated Chinese New Year with Chinese proverbs in calligraphy by our former literacy student, Andrew!



REFERENCE QUESTION OF THE MONTH ASKED BY PHONE:

Describe the venation of Skipper Butterflies?



**BOARD OF LIBRARY TRUSTEES
CHILDREN'S REPORT for January 2020**

DEPARTMENT: Children's & Family Services

MEETING DATE: February 24, 2020

PREPARED BY: Mylinh Hamlington

LOCATION: Community Room

This was my first month at Altadena Libraries, and much of my time was spent in meetings and getting caught up on everything happening in the library and Children's and Family Services. With 24 programs and 360 participants, it seems like we are getting back into the swing of things after the three-week hiatus that took place in December. In addition to our programming, staff visited Jackson Elementary's Winter Festival and hosted classes from Fair Oaks Academy and Altadena Children's center in the library. A fair amount of time was also spent completing our Position Description Questionnaires.

Department staff started having weekly meetings on Friday mornings which are used to meet and collaborate on programs and services. Shelf reading was added as a regular task for each of us to complete weekly. Hopefully with rotating shelf reading assignments we will be able to maintain the order and appearance of the collection, making it easier for both us and patrons to find materials.

Cindy led her first craft program where children and families made paper lanterns and mouse finger puppets for Lunar New Year. Both the families and Cindy thoroughly enjoyed the experience and she is excited to do more crafting programs. One mother even commented to Cindy that the music and themed craft helped her feel more represented in the community. In the next month, I am planning on working with Cindy on age appropriate book selections and storytime basics to help improve the skills that she already has. We are also developing a monthly art program for grade-school children which will hopefully start in the next few months.

Helen Cate continues to hold great programs and design fun displays for the children's area. She is also working with Chloe to establish a partnership with Masjid Al-Taqwa mosque which we will explore further in the next few months. I plan to evaluate Helen's storytimes this month using the SuperCharged Storytimes worksheet and help her with any changes that she wants to make to her storytimes.

Amanda had a very busy month as much of her time was spent helping me get situated in the department. In addition to aiding my transition, she prepared for the upcoming Panel to Page workshop series and Abriendo Puertas parenting workshops. Amanda is also covering the storytimes at the Bob Lucas Branch January and February to help ease Carlene's workload and build the audience before Diana's return. She was recognized in two fantastic ways this month: a tween asked Amanda to be her mentor for a special project and she was admitted to the CLA New Leaders cohort.

While getting situated in my new position, I also spent time this month on trainings for the Mental Health Initiative, planning for Summer Reading, and catching up on collection development for the department. In the next month, both Cindy and I will attend a Parent Café Training hosted by Growing Together Pasadena and Amanda will start attending her training sessions for New Leaders. I also plan to start weeding and cleaning up the collection as new materials start coming in.



Photos from Lunar New Year program



**BOARD OF LIBRARY TRUSTEES
TEEN SERVICES REPORT for January 2020**

DEPARTMENT: Teen Services

MEETING DATE: February 24, 2020

PREPARED BY: Isabelle Briggs

LOCATION: Community Room

Programming Highlights:

Teen Services offered two new programs this month as part of the recurring event calendar. The first is Pride Book Club, a monthly teen book club focusing on young adult novels by LGBTQ+ authors. The first meeting had only one attendee, a high school student from Aveson, but it was a great conversation and an opportunity to learn about their life and interests as a transgendered teen. The other new program is D&D@ALD, a monthly open session for players of the game Dungeons & Dragons. This program was created so that some of the D&D groups that come to the library could have a designated space to play longer campaigns, and to meet each other! The first session was attended by five players. In total, Teen Services offered four programs this month with a total of 21 teens participating. Nom Nom Club had the highest attendance of 13 participants (we made veggie sushi this month). Teen Gaming Hours were attended by 44 total participants.

Class Visits:

No visits with schools this month.

Outreach:

On January 21, as part of the ongoing effort to meet with local teens and collect information about their lives and interests, the Manager of Marketing & Community Engagement met with a group of four students from the ASB at John Muir High School. They were extremely engaged and helpful when it came to the goals of our project. They provided a lot of useful information about student life at John Muir and how best to get engaged with that community.

On January 24, myself and the Adult Services Manager attend the Science Night at Elliot Middle School. We had a table with books and flyers, and it was great to see so many of our regular Teen Space visitors at either attending or volunteering at the event.



**BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT for JANUARY 2020**

DEPARTMENT: Facilities
PREPARED BY: Jonathan Arevalo

MEETING DATE: February 24, 2020
LOCATION: Community Room

Facilities Highlights for the Month of January:

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

We replaced 11 broken glass windows at the Main Library. These repairs were done and addressed due to the 2018 Facilities Report of our Library District to help with our deferred maintenance needs.

New signage was installed in our parking lot area that informs our patrons of our parking lot gate closing and car safety procedures.

A response to the RFP that was posted on our website in December for installation of Direct Digital Controls (DDC) for our Air Handler Units (AHU) was received in mid January. The proposal was reviewed and presented to the Library Board of Trustees at the January meeting. The proposal was agreed upon by the Board and work will begin on the DDC project the first week of February.

We had two Town Hall meetings in January, one at the Bob Lucas Branch Library and another at the Main Library, with updates from ARG, the architectural firm that is doing concept drawings concerning our ADA issues. The updates were well received from the community and final concepts will be presented to the Board at the March meeting.



BOARD OF LIBRARY TRUSTEES

I.T. REPORT for January 2020

DEPARTMENT: Information Technology **MEETING DATE:** February 24, 2020

PREPARED BY: Christopher Kellermeyer **LOCATION:** Community Room

Altadena Library District (ALD) is participating in Category 2 (Connectivity Hardware) ERate in 2020 after a bridge year for ERate was approved; typically, ERate Category 2 funding is broken into 5-year cycles. The 5-year cycle is expected to resume in 2021 with no reduction of funding within the forthcoming 5-year cycle (2021-2025). A WiFi 6 upgrade RFP has been submitted by EdTechnology Funds—ALD’s long standing ERate consultant. The vendor walkthrough has been completed, and we are now in the vendor bid/selection phase; upon vendor selection, we will schedule the WiFi 6 upgrade. When ALD went to Meraki MR 32 nodes, we stated that ALD now has the Lamborghini of WiFi; after this upgrade, ALD will “wake up in a new Bugatti (AH, 2013).”

More information on ERate changes for 2020 can be found here.

<https://www.erateadvantage.com/e-rate-changes/>

More information on WiFi 6 can be found here

<https://www.theverge.com/2019/2/21/18232026/wi-fi-6-speed-explained-router-wifi-how-does-work>

Miscellaneous Notes:

- Evaluating CCTV expansion—drops will be added via ERate Cat. 2 project.
- We are evaluating deploying an audible alert system.
- A PA system has been purchase for events, and will be available in February.
- Additional software options for the iMac Desktops are being evaluated.
- Translation of Language alternatives is underway.
- To contend with Mobile Hotspot attrition, we have been given the go ahead for a special patron category, which will also help to facilitate the Library of Things initiatives.



**BOARD OF LIBRARY TRUSTEES
REPORT for January 2020**

DEPARTMENT: Adult Services

MEETING DATE: 2/24/20

PREPARED BY: Jesse Lopez

LOCATION: Community Room

In January 2020, Adult Services:

Established structure for regular unit meetings and met for the first time. These meetings help me manage and communicate with my staff.

1. Biweekly w/ Teen Services Librarian
2. Adult Services Programming Team (1st Thursdays)
3. Adult Services + Circulation Monthly (1st Fridays)
4. Program and Engagement Team PET (2nd Thursdays)

Working with Nikki and Management team, we established Goals and Objectives for Adult Services + Me 2020

- Staff empowerment through training and professional development.
- Update Library Operations Policy Manual.
- Prioritize development of programs targeting underserved demographic groups, including teens, young adults, millennials, veterans, BIPOC, and recent immigrants.
- Re-envision, revamp, and rebrand the FabLab in reflection of community needs and aspirations.
- Optimize use of Teen Space to be more inviting and engaging for local teens and teen programming.
- Create intentional outdoor spaces around both libraries that inspire curiosity and highlight water conservation efforts and native plants.
- Create an ongoing survey for community requests for items to be purchased for the Library of Things.
- Schedule recurring, innovative outreach events at locations outside the library (i.e. Front Yard Fridays, library-hosted pop-up book clubs, "Brews & Books," workshops at the parks, etc.), prioritizing initiatives reaching underserved community groups
- Create a robust teen internship/volunteer program that introduces participants to public service and the librarian profession.
- Establish a network of community-led Reading Groups, launching with the Read-a-Dena initiative, that meet annually in the Spring and Fall with library-developed curriculum and materials.
- Create an Art Curation Team, made up of staff and community members, to develop an engaging schedule of art and interactive installations in our public spaces.
- Compile information and generate collateral as needed to connect our community with the resources they need.

This month was dominated by start of the class and compensation study with Koff and Associates:

1. Managers meeting 1/16
2. All staff attended an afternoon orientation session 1/16
3. All 11 of my staff turned in their comprehensive Position Description Questionnaire by 1/31
4. Next month, all supervisors must turn in their staffs PDQs to their supervisor by 2/14

Adult Services welcomed our new colleague, Mylinh H., as the new Children and Family Services Librarian and I met with her for the first time 1/21.

Beyond regular programming discussion, the Marketing and Community Engagement Manager and I met to discuss Census Outreach. The library will be engaging in heavy Census 2020 outreach, especially in March. Part-time Adult Services staff are going to have extra hours in March to work outreach events around Altadena.

Adult Services met with Teen and Children Services and began planning our Summer Reading program 1/22

This month also began my participation in Mental Health training with other public facing staff. This will be a four-month undertaking. It will culminate with programming in May focused on Mental Health and Well Being.

Adult Services hosted numerous programs this month including:

1. Chinese New Calligraphy
2. Seed Library
3. Teen Gaming Hours
4. Open Mic Night
5. Chess Night
6. 2nd Saturday: Magnolia Drawl
7. Crochet Club
8. Nom Nom Teen Cooking Club
9. Launch of Teen Pride Book Club
10. No Guilt Book Club
11. True Crime All the Time Book Club
12. Additionally, The Teen Librarian and I Attended Elliot Science Night and Tabled There 1/24.



**BOARD OF LIBRARY TRUSTEES
January 2019 Statistics**

DEPARTMENT: Administration

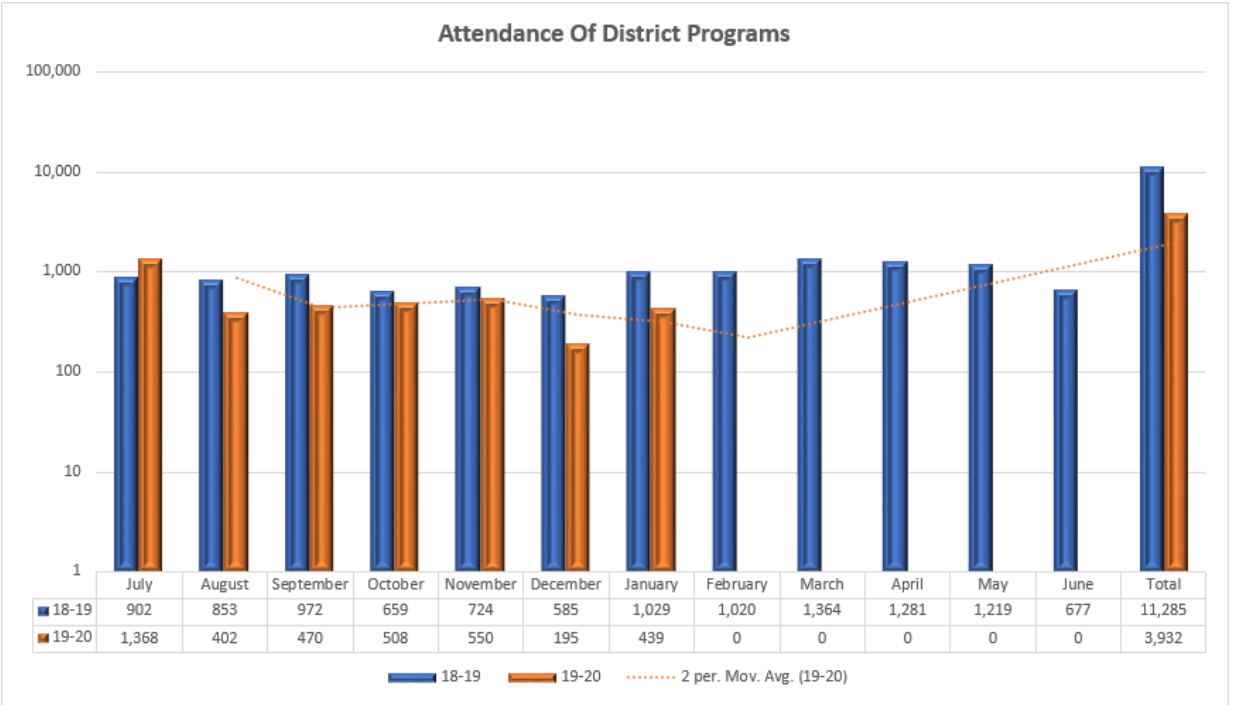
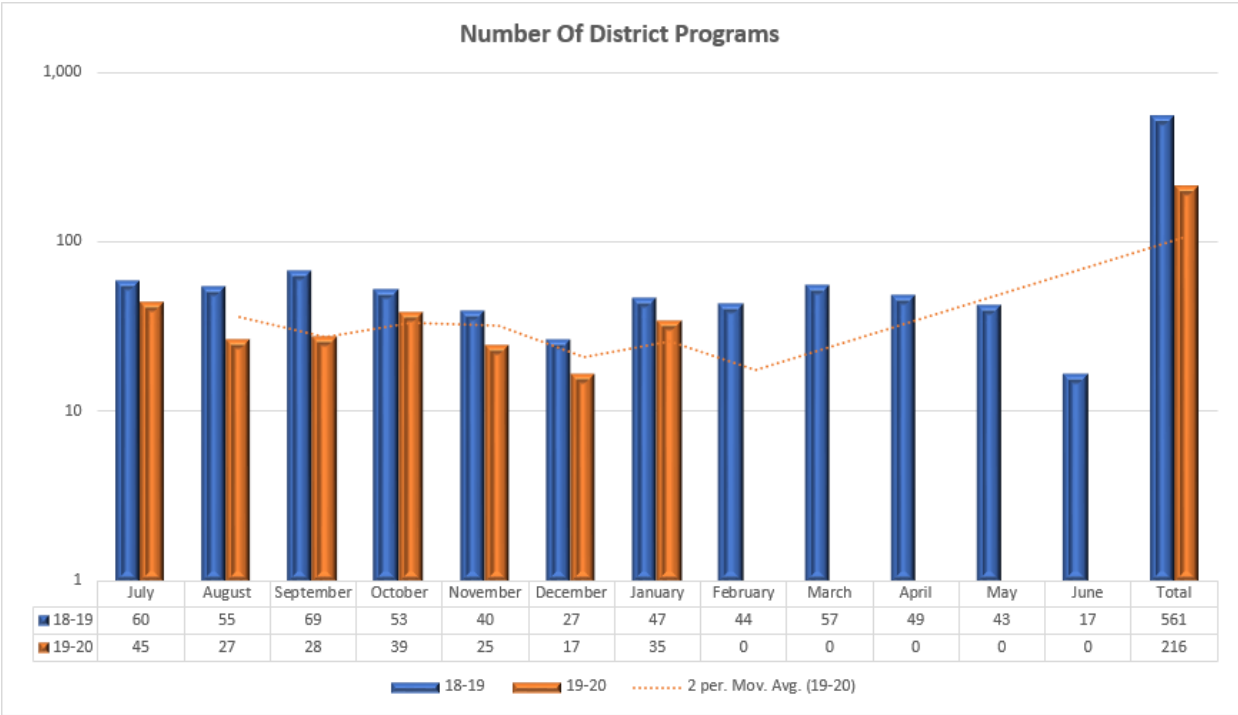
MEETING DATE: February 24, 2020

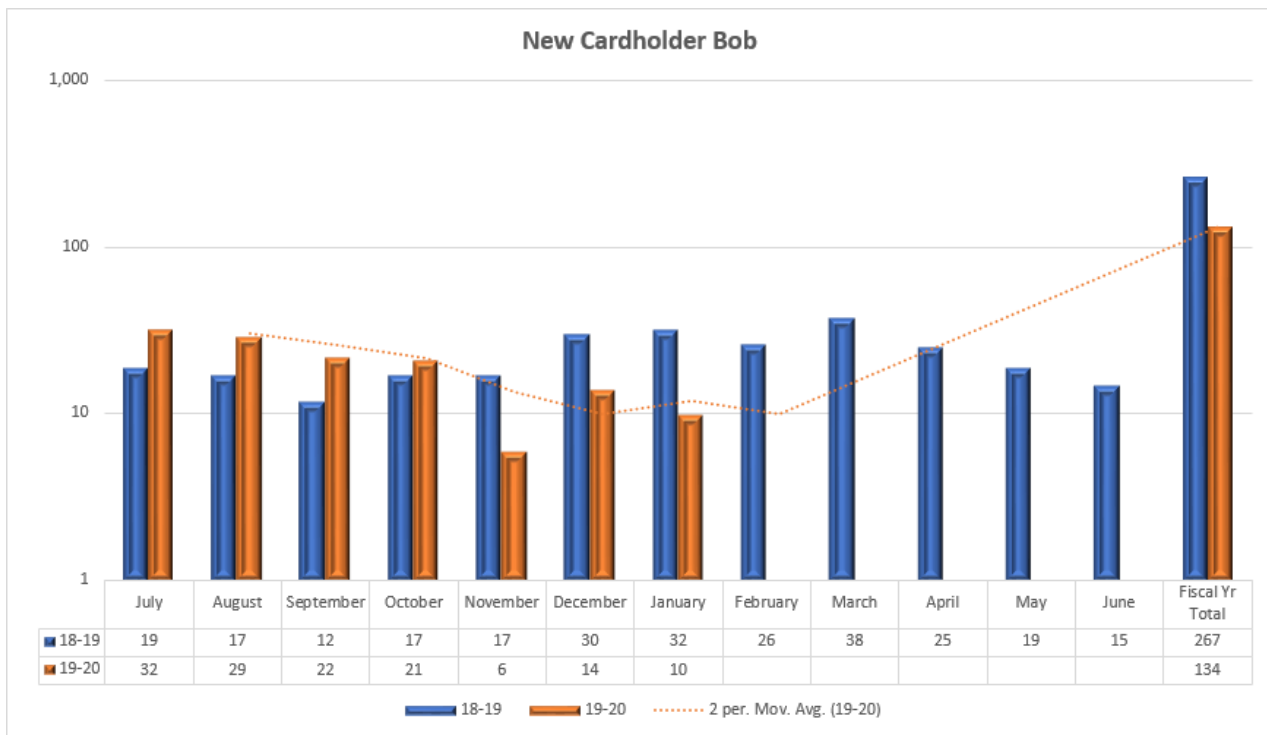
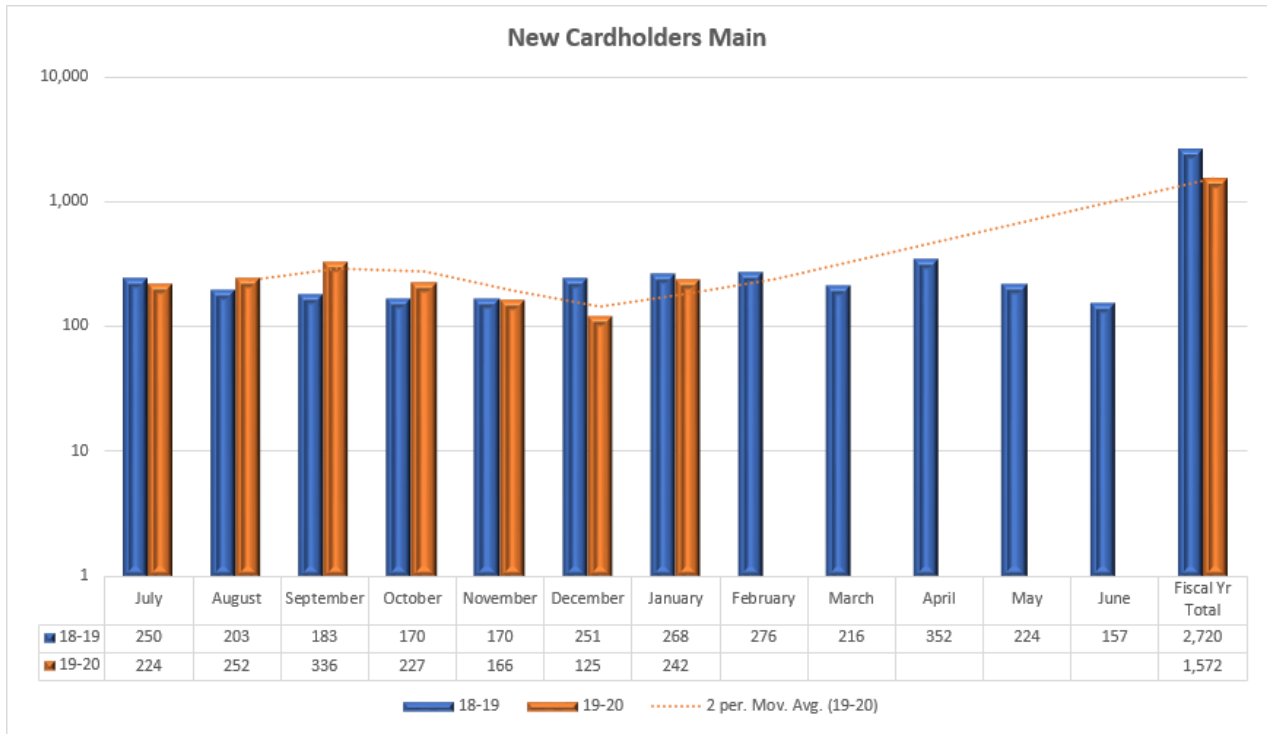
Main Lib: 25,950 sq ft
Circ: 0.497 books/sq ft
Visits: 0.44 visits/sq ft
Card Holders: .813 affiliated with Main / sq ft
Card Holders Active Checkout in Last Month Main Affiliated: 0.068 unique patrons / sq ft
Card Holders Active Checkout in Last Year Main Affiliated: 0.255 unique patrons / sq ft

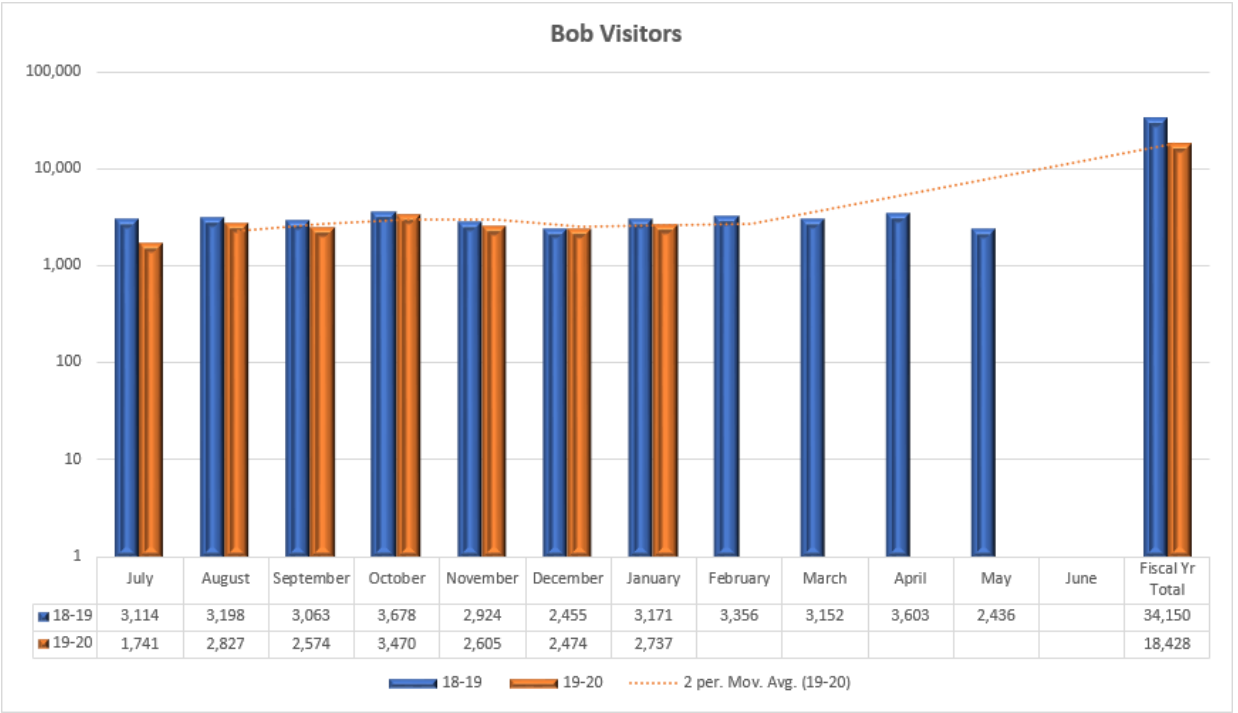
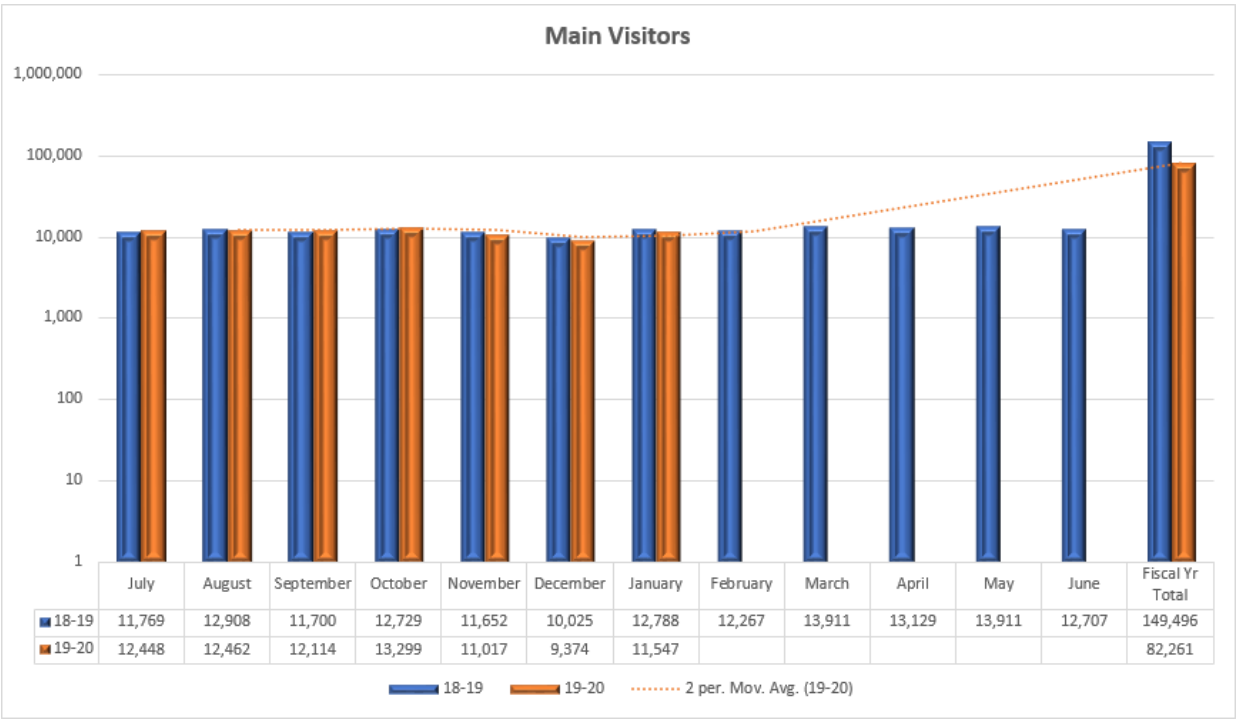
BLPL: 1,800 sq ft
Circ: 0.482 circ/sq ft
Visits: 1.52 visits/sq ft
Card Holders: 1.21 affiliated with Bob / sq ft
Card Holders Active Checkout in Last Month Bob Affiliated: 0.082 unique patrons / sq ft
Card Holders Active Checkout in Last Year Bob Affiliated: 0.286 unique patrons / sq ft

Main Lib: 17,083 public sqft
Circ: 0.755 books/sqft
Visits: 0.69 visits/sqft
Card Holders: 1.23 affiliated with Main / sqft
Card Holders Active Checkout in Last Month Main Affiliated: 0.1 unique patrons / sqft
Card Holders Active Checkout in Last Year Main Affiliated: 0.387 unique patrons / sqft

BLPL: 1,439 public sqft
Circ: 0.603 circ/sqft
Visits: 1.9 visits/sqft
Card Holders: 1.51 affiliated with Bob / sqft
Card Holders Active Checkout in Last Month Bob Affiliated: 0.103 unique patrons / sqft
Card Holders Active Checkout in Last Year Bob Affiliated: 0.358 unique patrons / sqft







Total Checkouts By Item Type

January	
Item Type	Count
Audio Books	484
Books	13363
Computer	75
InterLibrary Loan	26
Kits	57
Library Of Things	2
Magazine	190
Mobile Hot Spot	52
Music	440
On The Fly Record	14
Serial	43
Small Study Room	35
Video Game	333
E-Book	461
E-Audiobook	352

Combined Total Collection By Item Type

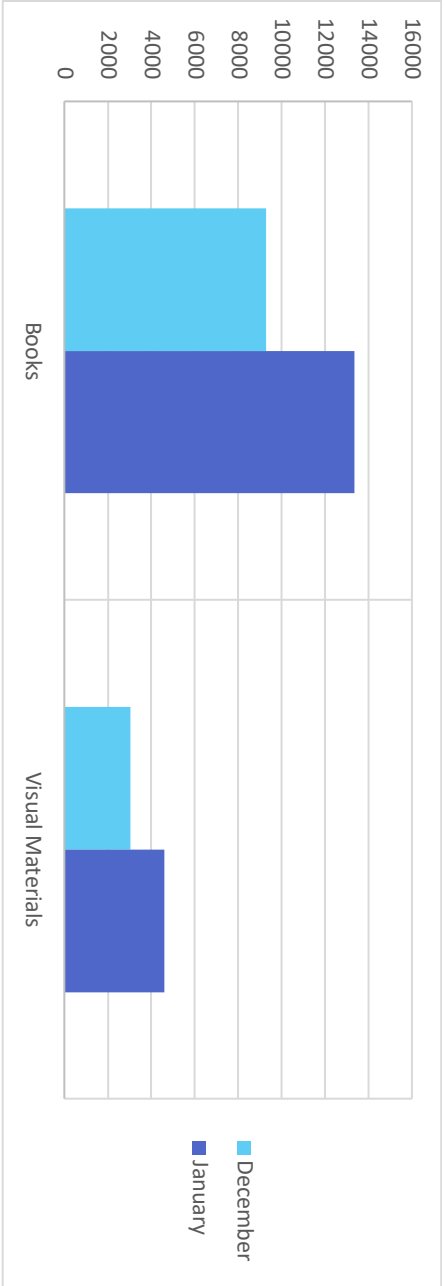
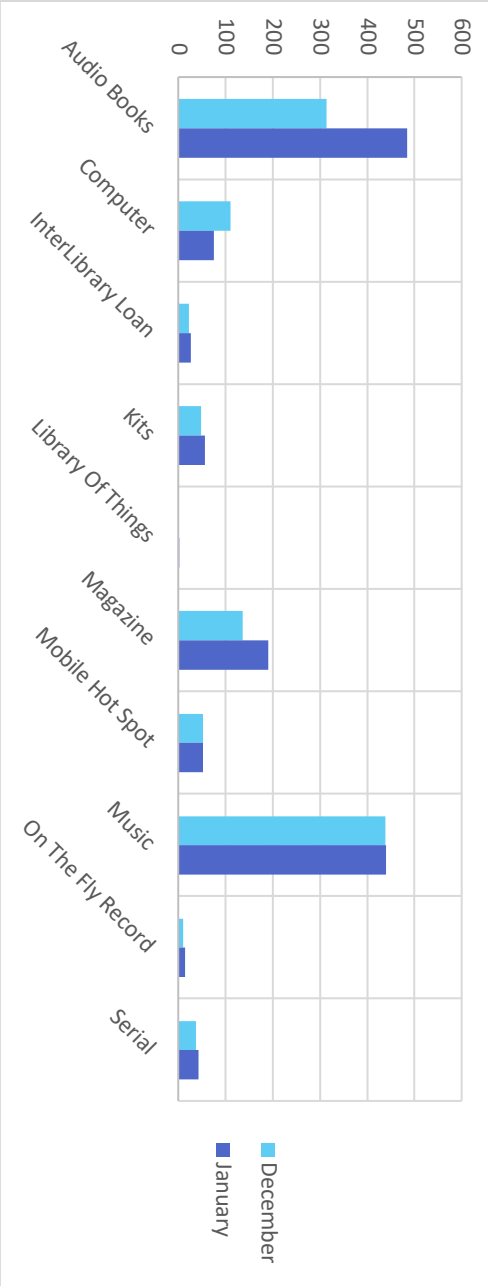
January	
Item Type	Count
Audio Books	2629
Books	66068
Computer	55
InterLibrary Loan	23
Kits	376
Library Of Things	1
Magazine	2573
Mobile Hot Spot	27
Motorola Handheld Radio	15
Music	2991
Newspaper	11
Non Circulating Magazines	163
On The Fly Record	35
Serial	251
Small Study Room	2
Video Game	497
Visual Materials	6522

Total Checkouts By Item Type

December	
Audio Books	314
Computer	110
Interlibrary Loan	22
Kits	48
Magazine	137
Mobile Hot Spot	52
Music	438
On The Fly Record	10
Serial	37
Small Study Room	30
Video Game	220
E-Book	534
E-Audio Book	379
Books	9287
Visual Materials	3052

Combined Total Collection By Item Type

December	
Item Type	Count
Audio Books	2620
Books	65318
Computer	55
Interlibrary Loan	23
Kits	371
Magazine	2486
Mobile Hot Spot	27
Motorola Handheld Radio	15
Music	2984
Newspaper	11
Non-Circulating Magazines	173
On The Fly Record	50
Serial	249
Small Study Room	2
Video Game	494
Visual Materials	6418





**BOARD OF LIBRARY TRUSTEES
DIRECTOR'S REPORT for February 2020**

DEPARTMENT: Administration

MEETING DATE: February 24, 2020

PREPARED BY: Nikki Winslow

LOCATION: Community Room

Human Resources Study: As mentioned in last month's report, we kicked off the Classification and Compensation Study with Koff & Associates on 1/16. Staff had two weeks to fill out their Position Description Questionnaire (PDQ) following this orientation and thankfully we pretty much had all completed by the set deadline of 1/31. Managers then had to review those PDQs from their direct reports and then send to me for final review. I completed review of all of these by the 2/14 deadline that Koff had set and forwarded to them for their review. The next step will be for them to set up interviews with individuals or groups of staff of the same position to clarify and expand on answers given in the PDQ. We anticipate these to take place in March.

Koff has also asked us to give them a list of comparative library systems to use for the classification and compensation comparison part of this study. I worked with my Management Team to identify a list of library systems to use as comparators for the study and shared that with the staff and Board of Trustees for consensus before sending it to Koff & Associates last week. Overall this process has gone exceptional smooth and I am hopeful it will be concluded in the projected timeline of 5-6 months.

As far as the other part of the HR Audit, which is revising our Employee Handbook, BB & K has let me know that they have almost concluded the review of the previous three handbooks for legal compliance and will have the results of their review by the end of February. Once I have received those I will work with Nicole to create one comprehensive handbook for the staff to use moving forward. My goal is have that completed and approved by the Board by the end of the Classification and Compensation Study as well.

Census 2020 Update: Chloé has started confirming dates of outreach opportunities in March and April for staff to bring information and awareness about Census out into the community. From making presentations at local places of worship to hosting pop-ups at the local parks, to making presentations at local parent groups in English and in Spanish, library staff will be putting big effort into spreading the word and importance of the 2020 Census, focusing our efforts on the first phase of Census (mid-March to early April) per guidance from our contact with the US Census Bureau. The April displays at both the Main Library and the Bob Lucas Branch will highlight Census information and collateral in multiple languages. As staff continue to finalize their schedules and sign up for upcoming Census outreach, Chloé will be in touch with both the Board of Trustees and our support group volunteers (Friends and Foundation) to offer the chance to sign up and be a part of the Census efforts.



Bibliotheca CloudLibrary Digital Resource Platform: As I mentioned in my report last month, we have contracted with Bibliotheca to acquire their software CloudLibrary as our new e-book and e-audiobook platform. I am excited to share that we will be starting the transfer of materials from our existing platform on February 18th so all of our existing titles will be ready to use on February 19th in the new app. We will have access to all of the other 140,000+ volumes in CloudLibrary starting on February 27th.

Please download the new app when you have a chance so you are ready when all the content is available!

Amazing Events and Meetings: I attended my second **2nd Saturday** in February on 2/8, which featured the very entertaining swing music of Jack's Cats. My parents flew in to visit for the weekend and thought the ability to turn our library into a concert venue was just spectacular! Thanks to Terry for doing the introduction for us as well. Here are a few photos of the youth band (which our own Yuni LaFontaine's son was a part of) and Jack's Cats with some dancers on our new dance floor.





Next month we will be featuring the Harbor Groove Band, that I was told does an assortment of music styles so should be another great show!

I was also honored to be thrown a party as a **Meet & Greet with the Director** for the community to come see me and talk about all of the great things as are doing at ALD. The Foundation put together such a nice event on Sunday 2/9, which my parents were again able to be at, and I was so happy to see many members of the community in attendance and asking lots of questions. Thank you Bridget and the Foundation Board for your support and efforts to expand our impact in the community.



I was invited to attend the last **ACONA** (Altadena Coalition of Neighborhood Associations) meeting on 1/28. I have spoken to Elliot Gould that facilitates these informational meetings and am hopeful to be presenting at their next meeting on Tuesday 3/24 at 7:00pm about all the great things going on in our libraries.

I am so excited about the **Open Studios Tour** that ALD partners with each year! Staff and I met with some of the Open Studios Board on 2/7 to talk about the timeline for this year's festivities and how we can best support these efforts to connect the community to local artists and their work. We know that the tour dates are Saturday 6/6 – Sunday 6/7 so make sure to get that on your calendars now!

I attended the **CTLA Board Meeting** on this past Wednesday 2/12 evening where they elected their new officers for the Board. It is going to be an exciting year for the group with this being the 100th Anniversary of the first tree lighting. ALD is so excited to be partnering with them on their events throughout the year, including a plan for their Tree Trot and Car Show in June, which more information will be coming in the next few months.



**BOARD OF LIBRARY TRUSTEES
FINANCE REPORT for FEBRUARY 2020**

DEPARTMENT: Administration

MEETING DATE: February 24, 2020

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Summary Report of Financial Statements for December 2019

DECEMBER 2019 FINANCIAL STATEMENTS

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

As indicated on this report, actual year-to-date revenues exceed actual year-to-date expenditures after receiving our first property tax installment from the County. The balance sheet reflects a net income of \$1,812,959.18. ALD cash and cash equivalents are \$3,120,435.20.

ALD total assets equal \$ 6,736,178.75.

Final budget figures for fiscal year 18-19 will be available pending the financial audit which is scheduled for presentation at this regular Board meeting.

REVENUE HIGHLIGHTS

Passport Services brought in \$5,970.00 in revenue in December.

The District received \$3,416,596.08 in total Property Tax Revenue.

PAYMENTS FROM SUPPORT ORGANIZATIONS

In December 2019 the District received an additional donation from the Friends of the Altadena Library in the amount of \$3,200.00 to fund the Chamber Music Series.

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

In December 2019 a \$12,000.00 payment was made to Architectural Resources Group for services rendered through November 2019.

\$3,500.00 was paid to Sutherland Consulting Group to renegotiate the District's E-rate Internet Service for next fiscal year.

Altadena Library District
Balance Sheet
As of December 31, 2019

Dec 31, 19

ASSETS**Current Assets****Checking/Savings****Cash & Cash Equivalents****Cash in Banks**

1001 · Pacific West - Checking	831.62
1002 · Pacific West - MMA	15,003.22
1021 · Chase General Acct...2951	102,238.27
1026 · Chase HY Svgs...6883	20,674.43
1041 · Chase HY Svgs...6875	935.82

Total Cash in Banks 139,683.36

Cash on Hand

1080 · Petty Cash	500.00
1081 · Cash Register - Main	150.00
1082 · Petty Cash - Branch	100.00
1083 · Cash Register - Branch	100.00

Total Cash on Hand 850.00

Cash with County

1010.00 · Cash in County Treasury	3,020,812.94
1013 · FMV - COLA Funds	(40,911.10)

Total Cash with County 2,979,901.84

Total Cash & Cash Equivalents 3,120,435.20

Total Checking/Savings 3,120,435.20

Other Current Assets

1400 · Property Taxes Rec - Secured	1,534,037.37
1401 · Parcel Assessment Receivable	512,051.63
1410 · Property Tax Rec - Unsecured	3,347.85

Total Other Current Assets 2,049,436.85

Total Current Assets 5,169,872.05

Fixed Assets**Capital Assets****Accumulated Depreciation**

1800 · Accum Depr (S & I)	(1,180,819.32)
1900 · Accum Depr (FF & E)	(24,481.72)

Total Accumulated Depreciation (1,205,301.04)

Depreciable Assets

1550 · Structures & Improvements	1,748,759.10
1700 · Furniture, Fixtures & Equipment	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

Altadena Library District
Balance Sheet
As of December 31, 2019

Dec 31, 19

Other Assets	
Deferred Outflows of Resources	
1990 · DOR - Pension Contributions	180,238.00
1991 · DOR - Pension Related	524,894.00
1993 · DOR - OPEB Related	7,322.00
Total Deferred Outflows of Resources	712,454.00
Prepays	
1076 · Prepaid Items & Deposits	5,152.70
Total Prepays	5,152.70
Total Other Assets	717,606.70
TOTAL ASSETS	6,736,178.75
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	37,242.27
Total Accounts Payable	37,242.27
Credit Cards	
2010 · UMB Card Services...3219	29,860.13
Total Credit Cards	29,860.13
Other Current Liabilities	
2005 · Accrued Expenses - Other	5,850.00
2050 · Accrued Vacation Payable	62,123.42
2100 · Payroll Payable	
2100.02 · Salaries & Benefits Payable	27,948.83
2100.04 · CalPers PEPRA (EE Ded)	323.14
2100.09 · Disability Insurance	(185.02)
Total 2100 · Payroll Payable	28,086.95
Total Other Current Liabilities	96,060.37
Total Current Liabilities	163,162.77
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	3,830,017.77
Equity	
3300 · Retained Earnings	1,093,201.80
Net Income	1,812,959.18
Total Equity	2,906,160.98
TOTAL LIABILITIES & EQUITY	6,736,178.75

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

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4705 · Altadena Library Foundation		10,000.00	(10,000.00)	
4710 · Friends of the Library	33,000.00	26,700.00	6,300.00	123.6%
4730 · Undesignated	1.00	1,000.00	(999.00)	0.1%
4740 · CA Library Literacy Services	18,000.00	15,000.00	3,000.00	120.0%
4750 · Cal State Library		20,000.00	(20,000.00)	
Total DONATIONS AND GRANTS	51,001.00	72,700.00	(21,699.00)	70.2%
FINES & FEES				
4305 · Fees	2,482.16	4,000.00	(1,517.84)	62.1%
4310 · MFM / Printer Revenue	2,824.40	11,000.00	(8,175.60)	25.7%
4340 · Passport Services Fees	57,395.00	120,000.00	(62,605.00)	47.8%
4350 · Sales of Products	1,093.00	1,000.00	93.00	109.3%
4810 · Community Room Fees		500.00	(500.00)	
Total FINES & FEES	63,794.56	136,500.00	(72,705.44)	46.7%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	21.57	400.00	(378.43)	5.4%
Total INTEREST INCOME & ADJUSTMENTS	21.57	400.00	(378.43)	5.4%
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	2,556,728.94	2,508,100.00	48,628.94	101.9%
Total 4010 · Current-Year Secured	2,556,728.94	2,508,100.00	48,628.94	101.9%
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	(14,942.21)	10,200.00	(25,142.21)	(146.5)%
4030.05 · Secured Tax Refunds	(7,217.73)			
Total 4030 · Prior-Year Secured	(22,159.94)	10,200.00	(32,359.94)	(217.3)%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(9,103.53)	10,200.00	(19,303.53)	(89.3)%
Total 4040 · Prior-Year Unsecured	(9,103.53)	10,200.00	(19,303.53)	(89.3)%
4050 · Homeowners Exemption	1,990.74	15,300.00	(13,309.26)	13.0%

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

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	846,030.80		846,030.80	100.0%
4060.02 · Direct Assessments	402.45			
4060 · Special Assessment - Other		844,600.00	(844,600.00)	
Total 4060 · Special Assessment	846,433.25	844,600.00	1,833.25	100.2%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	(3,581.83)			
Total 4070 · Supplemental Current	(3,581.83)			
4075 · Supplemental Prior				
4030.03 · SB 813 Redemption	2,974.44			
Total 4075 · Supplemental Prior	2,974.44			
4080 · Penalties, Interest & Costs-Ref	6,805.72	10,000.00	(3,194.28)	68.1%
4220 · County Interest Allocation	10,388.87	21,000.00	(10,611.13)	49.5%
Total PROPERTY TAXES	3,477,394.86	3,506,100.00	(28,705.14)	99.2%
Total Income	3,592,212.40	3,901,700.00	(309,487.60)	92.1%
Expense				
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures	4,939.50	40,200.00	(35,260.50)	12.3%
7320 · Structures & Improvements	9,652.73	79,600.00	(69,947.27)	12.1%
Total CAPITAL EXPENSE	14,592.23	119,800.00	(105,207.77)	12.2%
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	5,481.10	15,300.00	(9,818.90)	35.8%
7210 · Building Maint & Repairs	16,711.17	25,500.00	(8,788.83)	65.5%
7220 · Landscape	12,056.10	18,400.00	(6,343.90)	65.5%
Total FACILITIES, GROUNDS & MAINT.	34,248.37	59,200.00	(24,951.63)	57.9%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	10,375.21	22,000.00	(11,624.79)	47.2%
6115 · Electronic Databases & Subscrip	20,532.92	30,000.00	(9,467.08)	68.4%
6120 · Books	43,900.16	130,000.00	(86,099.84)	33.8%
6125 · Audio CD	1,384.57	15,000.00	(13,615.43)	9.2%
6130 · DVD's & Videogames	18,828.51	35,000.00	(16,171.49)	53.8%
6135 · Processing of Materials	19,606.57	50,000.00	(30,393.43)	39.2%
6140 · Periodicals	12,280.08	20,000.00	(7,719.92)	61.4%
6150 · Downloadables	6,820.48	30,000.00	(23,179.52)	22.7%
6155 · Library of Things		5,000.00	(5,000.00)	
Total LIBRARY MATERIALS	133,728.50	337,000.00	(203,271.50)	39.7%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	414.30			
Total MISCELLANEOUS EXPENSE	414.30		414.30	100.0%
OPERATING EXPENSES				
ADVERTISING & MARKETING				
6618 · Recruitment	1,763.94	500.00	1,263.94	352.8%
6627 · Advertising / Marketing	1,463.99	7,000.00	(5,536.01)	20.9%
Total ADVERTISING & MARKETING	3,227.93	7,500.00	(4,272.07)	43.0%

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

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
FEES				
6745 · Banking & Service Fees	1,176.79	2,000.00	(823.21)	58.8%
6746 · Payroll Fees	4,740.00	12,000.00	(7,260.00)	39.5%
7530 · County Tax Collection Fees	33,273.39	35,700.00	(2,426.61)	93.2%
Total FEES	39,190.18	49,700.00	(10,509.82)	78.9%
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	11,334.94	17,000.00	(5,665.06)	66.7%
6626 · Staff Recognition	2,400.98	1,000.00	1,400.98	240.1%
6710 · Meetings & Travel	8,379.44	8,000.00	379.44	104.7%
6730 · Mileage & Parking Reimburse...	1,607.13	1,000.00	607.13	160.7%
Total STAFF COSTS & PROF. DEVELOP...	23,962.49	28,000.00	(4,037.51)	85.6%
UTILITIES				
6920 · Electricity	20,812.17	35,000.00	(14,187.83)	59.5%
6930 · Natural Gas	620.04	5,000.00	(4,379.96)	12.4%
6940 · Water & Sewage	3,990.42	5,000.00	(1,009.58)	79.8%
6950 · Refuse	3,503.22	6,500.00	(2,996.78)	53.9%
Total UTILITIES	28,925.85	51,500.00	(22,574.15)	56.2%
6620 · Membership Dues & Subscriptions	13,157.96	13,000.00	157.96	101.2%
6740 · Postage & Delivery	3,781.18	8,000.00	(4,218.82)	47.3%
6750 · Printing & Reproduction	2,209.77	10,000.00	(7,790.23)	22.1%
6755 · Small Equipment	1,969.07	7,000.00	(5,030.93)	28.1%
6765 · Janitorial Supplies	3,137.11	8,000.00	(4,862.89)	39.2%
6770 · Operating Supplies	8,847.35	10,000.00	(1,152.65)	88.5%
6775 · Technical Services Supplies	2,358.39	10,000.00	(7,641.61)	23.6%
6780 · Operating Software	597.76	1,500.00	(902.24)	39.9%
6960 · Sales of Products	50.00	1,000.00	(950.00)	5.0%
6970 · Equipment Lease & Rental	11,068.36	31,600.00	(20,531.64)	35.0%
Total OPERATING EXPENSES	205,864.74	302,300.00	(96,435.26)	68.1%
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	153,898.62	422,200.00	(268,301.38)	36.5%
5020 · Hourly	701,977.44	1,416,200.00	(714,222.56)	49.6%
Total 5000 · SALARIES & WAGES	855,876.06	1,838,400.00	(982,523.94)	46.6%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)	65,457.74	157,400.00	(91,942.26)	41.6%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	12,083.29	22,600.00	(10,516.71)	53.5%
5210.02 · CalPers PEPRA (ER Contr)	36,386.92	96,000.00	(59,613.08)	37.9%
5218 · PERS Unfunded	147,894.00	147,900.00	(6.00)	100.0%
Total 5210 · PERS Retirement	196,364.21	266,500.00	(70,135.79)	73.7%

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

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
5222 · OPEB Contribution		60,000.00	(60,000.00)	
Total 5100 · Employer-Portion Taxes/Ben...	261,821.95	483,900.00	(222,078.05)	54.1%
5200 · Insurance				
5220 · Health Insurance	54,829.89	138,000.00	(83,170.11)	39.7%
5221 · Health Insurance - Retirees	32,986.16	77,700.00	(44,713.84)	42.5%
5230 · Dental Insurance	7,052.75	13,800.00	(6,747.25)	51.1%
5240 · Vision Insurance	2,120.17	4,100.00	(1,979.83)	51.7%
5260 · Life Insurance	726.68	1,400.00	(673.32)	51.9%
5270 · Workers' Compensation	31,233.41	31,300.00	(66.59)	99.8%
Total 5200 · Insurance	128,949.06	266,300.00	(137,350.94)	48.4%
Total PERSONNEL RELATED EXPENSES	1,246,647.07	2,588,600.00	(1,341,952.93)	48.2%
PROFESSIONAL & TECHNICAL				
INFORMATION TECHNOLOGY (IT)				
7135 · Technology Consulting	3,500.00			
7170 · Telecommunications	4,653.17	8,500.00	(3,846.83)	54.7%
7175 · Internet Service / E-Rate	10,338.21	40,000.00	(29,661.79)	25.8%
7180 · Technology Equipment	6,785.19	13,700.00	(6,914.81)	49.5%
7185 · Technology Maintenance Fees	12,695.40	20,000.00	(7,304.60)	63.5%
7190 · Website Development	410.45	1,500.00	(1,089.55)	27.4%
Total INFORMATION TECHNOLOGY (IT)	38,382.42	83,700.00	(45,317.58)	45.9%
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	18,539.57	61,200.00	(42,660.43)	30.3%
7130 · Legal Fees	42,693.14	137,000.00	(94,306.86)	31.2%
7140 · Architectural & Engineering	12,000.00	50,000.00	(38,000.00)	24.0%
7145 · Collection Agency	1,843.70	3,500.00	(1,656.30)	52.7%
7155 · Consultants - Other	14,687.51	88,000.00	(73,312.49)	16.7%
Total PROFESSIONAL SERVICES	89,763.92	339,700.00	(249,936.08)	26.4%
Total PROFESSIONAL & TECHNICAL	128,146.34	423,400.00	(295,253.66)	30.3%
PROGRAMS				
6200 · Youth Services	552.60	12,700.00	(12,147.40)	4.4%
6210 · Teen Services	416.18	5,400.00	(4,983.82)	7.7%
6220 · Adult Services	6,568.56	28,900.00	(22,331.44)	22.7%
6230 · Bob Lucas Branch Services	2,043.66	5,700.00	(3,656.34)	35.9%
6240 · Literacy Services	2,295.62	7,000.00	(4,704.38)	32.8%
6250 · Volunteer Services	742.79	2,500.00	(1,757.21)	29.7%
6260 · Summer Reading	2,992.26	9,200.00	(6,207.74)	32.5%
Total PROGRAMS	15,611.67	71,400.00	(55,788.33)	21.9%
Total Expense	1,779,253.22	3,901,700.00	(2,122,446.78)	45.6%
Net Ordinary Income	1,812,959.18		1,812,959.18	100.0%
Net Income	1,812,959.18		1,812,959.18	100.0%

Altadena Library District
Profit & Loss
 December 2019

	Dec 19
Ordinary Income/Expense	
Income	
DONATIONS AND GRANTS	
4710 · Friends of the Library	3,200.00
Total DONATIONS AND GRANTS	3,200.00
FINES & FEES	
4305 · Fees	344.70
4310 · MFM / Printer Revenue	285.05
4340 · Passport Services Fees	5,970.00
4350 · Sales of Products	553.00
Total FINES & FEES	7,152.75
INTEREST INCOME & ADJUSTMENTS	
4210 · Chase Bank	4.98
Total INTEREST INCOME & ADJUSTMENTS	4.98
PROPERTY TAXES	
4010 · Current-Year Secured	
4010.00 · Current Secured	2,556,728.94
Total 4010 · Current-Year Secured	2,556,728.94
4030 · Prior-Year Secured	
4030.05 · Secured Tax Refunds	(729.47)
Total 4030 · Prior-Year Secured	(729.47)
4050 · Homeowners Exemption	1,990.74
4060 · Special Assessment	
4060.01 · Per Parcel Benefit Assessment	853,419.38
Total 4060 · Special Assessment	853,419.38
4070 · Supplemental Current	
4010.03 · SB 813 Supplemental	1,585.71
Total 4070 · Supplemental Current	1,585.71
4080 · Penalties,Interest & Costs-Ref	0.02
4220 · County Interest Allocation	3,600.76
Total PROPERTY TAXES	3,416,596.08
Total Income	3,426,953.81
Expense	
CAPITAL EXPENSE	
7320 · Structures & Improvements	3,271.73
Total CAPITAL EXPENSE	3,271.73
FACILITIES, GROUNDS & MAINT.	
7205 · Maintenance Contracts	218.54
7210 · Building Maint & Repairs	1,108.27
7220 · Landscape	40.81
Total FACILITIES, GROUNDS & MAINT.	1,367.62
LIBRARY MATERIALS	
6120 · Books	634.15
Total LIBRARY MATERIALS	634.15

Altadena Library District

Profit & Loss

December 2019

	Dec 19
OPERATING EXPENSES	
ADVERTISING & MARKETING	
6627 · Advertising / Marketing	32.00
Total ADVERTISING & MARKETING	32.00
FEES	
6745 · Banking & Service Fees	156.45
6746 · Payroll Fees	790.00
7530 · County Tax Collection Fees	32,361.47
Total FEES	33,307.92
STAFF COSTS & PROF. DEVELOPMENT	
6625 · Training & Education	1,140.00
6626 · Staff Recognition	2,101.52
6710 · Meetings & Travel	2,081.90
6730 · Mileage & Parking Reimbursement	443.49
Total STAFF COSTS & PROF. DEVELOPMENT	5,766.91
UTILITIES	
6920 · Electricity	2,740.02
6930 · Natural Gas	467.81
6940 · Water & Sewage	1,245.85
6950 · Refuse	583.87
Total UTILITIES	5,037.55
6740 · Postage & Delivery	880.98
6755 · Small Equipment	(82.06)
6765 · Janitorial Supplies	234.81
6770 · Operating Supplies	1,639.67
6780 · Operating Software	104.91
6970 · Equipment Lease & Rental	4,673.88
Total OPERATING EXPENSES	51,596.57
PERSONNEL RELATED EXPENSES	
5000 · SALARIES & WAGES	
5010 · Salaried	32,369.84
5020 · Hourly	105,416.43
Total 5000 · SALARIES & WAGES	137,786.27
5100 · Employer-Portion Taxes/Benefits	
5120 · Payroll Taxes (ER)	10,384.83
5210 · PERS Retirement	
5210.01 · CalPers CLASSIC (ER Contr)	1,862.02
5210.02 · CalPers PEPPRA (ER Contr)	5,887.01
Total 5210 · PERS Retirement	7,749.03
Total 5100 · Employer-Portion Taxes/Benefits	18,133.86
5200 · Insurance	
5220 · Health Insurance	8,849.99
5221 · Health Insurance - Retirees	5,438.94
5230 · Dental Insurance	4,016.62
5240 · Vision Insurance	855.52
5260 · Life Insurance	132.99
Total 5200 · Insurance	19,294.06
Total PERSONNEL RELATED EXPENSES	175,214.19

Altadena Library District

Profit & Loss

December 2019

	Dec 19
PROFESSIONAL & TECHNICAL	
INFORMATION TECHNOLOGY (IT)	
7135 · Technology Consulting	3,500.00
7170 · Telecommunications	611.90
7180 · Technology Equipment	125.90
7190 · Website Development	80.00
Total INFORMATION TECHNOLOGY (IT)	4,317.80
PROFESSIONAL SERVICES	
7125 · Audit and Financial Consulting	9,218.24
7130 · Legal Fees	11,783.76
7140 · Architectural & Engineering	12,000.00
7145 · Collection Agency	545.95
Total PROFESSIONAL SERVICES	33,547.95
Total PROFESSIONAL & TECHNICAL	37,865.75
PROGRAMS	
6200 · Youth Services	3.82
6210 · Teen Services	65.22
6220 · Adult Services	144.61
6230 · Bob Lucas Branch Services	260.67
6250 · Volunteer Services	21.42
Total PROGRAMS	495.74
Total Expense	270,445.75
Net Ordinary Income	3,156,508.06
Net Income	<u>3,156,508.06</u>

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

	Jul - Dec 19	Jul - Dec 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4705 · Altadena Library Foundation		5,000.00	(5,000.00)	(100.0)%
4710 · Friends of the Library	33,000.00	11,233.95	21,766.05	193.8%
4730 · Undesignated	1.00	325.15	(324.15)	(99.7)%
4740 · CA Library Literacy Services	18,000.00		18,000.00	100.0%
4750 · Cal State Library		18,000.00	(18,000.00)	(100.0)%
Total DONATIONS AND GRANTS	51,001.00	34,559.10	16,441.90	47.6%
FINES & FEES				
4305 · Fees	2,482.16	2,013.44	468.72	23.3%
4310 · MFM / Printer Revenue	2,824.40	6,171.97	(3,347.57)	(54.2)%
4340 · Passport Services Fees	57,395.00	56,281.00	1,114.00	2.0%
4350 · Sales of Products	1,093.00	515.00	578.00	112.2%
4810 · Community Room Fees		505.00	(505.00)	(100.0)%
Total FINES & FEES	63,794.56	65,486.41	(1,691.85)	(2.6)%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	21.57	125.75	(104.18)	(82.9)%
Total INTEREST INCOME & ADJUSTMENTS	21.57	125.75	(104.18)	(82.9)%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	0.41		0.41	100.0%
4915 · Film Rental Revenue		5,800.00	(5,800.00)	(100.0)%
4930 · E-Rate Revenue				
Total OTHER REVENUE & ADJUSTMENT	0.41	5,800.00	(5,799.59)	(100.0)%
PROPERTY TAXES				
4010 · Current-Year Secured				
4010.00 · Current Secured	2,556,728.94	2,414,247.67	142,481.27	5.9%
Total 4010 · Current-Year Secured	2,556,728.94	2,414,247.67	142,481.27	5.9%
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	(14,942.21)	(11,690.95)	(3,251.26)	(27.8)%
4030.05 · Secured Tax Refunds	(7,217.73)	(5,371.09)	(1,846.64)	(34.4)%
Total 4030 · Prior-Year Secured	(22,159.94)	(17,062.04)	(5,097.90)	(29.9)%
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%
4050 · Homeowners Exemption	1,990.74	2,033.75	(43.01)	(2.1)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	846,030.80	832,799.08	13,231.72	1.6%
4060.02 · Direct Assessments	402.45	(4,862.14)	5,264.59	108.3%
Total 4060 · Special Assessment	846,433.25	827,936.94	18,496.31	2.2%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	(3,581.83)	(6,824.54)	3,242.71	47.5%
Total 4070 · Supplemental Current	(3,581.83)	(6,824.54)	3,242.71	47.5%
4075 · Supplemental Prior				
4030.03 · SB 813 Redemption	2,974.44	1,799.21	1,175.23	65.3%
Total 4075 · Supplemental Prior	2,974.44	1,799.21	1,175.23	65.3%

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

	Jul - Dec 19	Jul - Dec 18	\$ Change	% Change
4080 · Penalties, Interest & Costs-Ref	6,805.72	6,753.03	52.69	0.8%
4220 · County Interest Allocation	10,388.87	9,780.85	608.02	6.2%
Total PROPERTY TAXES	3,477,394.86	3,313,762.66	163,632.20	4.9%
Total Income	3,592,212.40	3,419,733.92	172,478.48	5.0%
Expense				
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures	4,939.50	26,607.41	(21,667.91)	(81.4)%
7320 · Structures & Improvements	9,652.73	9,900.00	(247.27)	(2.5)%
Total CAPITAL EXPENSE	14,592.23	36,507.41	(21,915.18)	(60.0)%
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	5,481.10	4,674.28	806.82	17.3%
7210 · Building Maint & Repairs	16,711.17	12,760.16	3,951.01	31.0%
7220 · Landscape	12,056.10	947.84	11,108.26	1,172.0%
Total FACILITIES, GROUNDS & MAINT.	34,248.37	18,382.28	15,866.09	86.3%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	10,375.21	13,860.23	(3,485.02)	(25.1)%
6115 · Electronic Databases & Subscrip	20,532.92	14,410.05	6,122.87	42.5%
6120 · Books	43,900.16	51,086.79	(7,186.63)	(14.1)%
6125 · Audio CD	1,384.57	4,546.32	(3,161.75)	(69.6)%
6130 · DVD's & Videogames	18,828.51	10,733.48	8,095.03	75.4%
6135 · Processing of Materials	19,606.57	9,963.72	9,642.85	96.8%
6140 · Periodicals	12,280.08	9,930.50	2,349.58	23.7%
6150 · Downloadables	6,820.48	9,643.73	(2,823.25)	(29.3)%
Total LIBRARY MATERIALS	133,728.50	124,174.82	9,553.68	7.7%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	414.30		414.30	100.0%
Total MISCELLANEOUS EXPENSE	414.30		414.30	100.0%
OPERATING EXPENSES				
ADVERTISING & MARKETING				
6618 · Recruitment	1,763.94	346.50	1,417.44	409.1%
6627 · Advertising / Marketing	1,463.99	2,204.89	(740.90)	(33.6)%
Total ADVERTISING & MARKETING	3,227.93	2,551.39	676.54	26.5%
FEES				
6745 · Banking & Service Fees	1,176.79	829.95	346.84	41.8%
6746 · Payroll Fees	4,740.00	4,740.00		
7530 · County Tax Collection Fees	33,273.39	33,235.82	37.57	0.1%
Total FEES	39,190.18	38,805.77	384.41	1.0%
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	11,334.94	4,401.12	6,933.82	157.6%
6626 · Staff Recognition	2,400.98	3,169.60	(768.62)	(24.3)%
6710 · Meetings & Travel	8,379.44	2,791.36	5,588.08	200.2%
6730 · Mileage & Parking Reimbursement	1,607.13	609.54	997.59	163.7%
Total STAFF COSTS & PROF. DEVELOPMENT	23,962.49	10,971.62	12,990.87	118.4%

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

	Jul - Dec 19	Jul - Dec 18	\$ Change	% Change
UTILITIES				
6920 · Electricity	20,812.17	20,928.94	(116.77)	(0.6)%
6930 · Natural Gas	620.04	365.48	254.56	69.7%
6940 · Water & Sewage	3,990.42	3,588.63	401.79	11.2%
6950 · Refuse	3,503.22	2,803.20	700.02	25.0%
Total UTILITIES	28,925.85	27,686.25	1,239.60	4.5%
6620 · Membership Dues & Subscriptions	13,157.96	11,802.45	1,355.51	11.5%
6628 · Volunteer Recognition		1,286.00	(1,286.00)	(100.0)%
6740 · Postage & Delivery	3,781.18	3,209.84	571.34	17.8%
6750 · Printing & Reproduction	2,209.77	3,655.15	(1,445.38)	(39.5)%
6755 · Small Equipment	1,969.07	4,768.45	(2,799.38)	(58.7)%
6765 · Janitorial Supplies	3,137.11	4,410.08	(1,272.97)	(28.9)%
6770 · Operating Supplies	8,847.35	11,227.29	(2,379.94)	(21.2)%
6775 · Technical Services Supplies	2,358.39		2,358.39	100.0%
6780 · Operating Software	597.76	924.95	(327.19)	(35.4)%
6960 · Sales of Products	50.00		50.00	100.0%
6970 · Equipment Lease & Rental	11,068.36	13,488.97	(2,420.61)	(18.0)%
Total OPERATING EXPENSES	205,864.74	179,476.94	26,387.80	14.7%
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	153,898.62	187,550.68	(33,652.06)	(17.9)%
5020 · Hourly	701,977.44	629,832.61	72,144.83	11.5%
Total 5000 · SALARIES & WAGES	855,876.06	817,383.29	38,492.77	4.7%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)	65,457.74	62,240.15	3,217.59	5.2%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	12,083.29	13,271.50	(1,188.21)	(9.0)%
5210.02 · CalPers PEPR (ER Contr)	36,386.92	38,354.19	(1,967.27)	(5.1)%
5218 · PERS Unfunded	147,894.00	116,139.00	31,755.00	27.3%
Total 5210 · PERS Retirement	196,364.21	167,764.69	28,599.52	17.1%
Total 5100 · Employer-Portion Taxes/Benefits	261,821.95	230,004.84	31,817.11	13.8%
5200 · Insurance				
5220 · Health Insurance	54,829.89	64,004.09	(9,174.20)	(14.3)%
5221 · Health Insurance - Retirees	32,986.16	35,567.49	(2,581.33)	(7.3)%
5230 · Dental Insurance	7,052.75	7,493.59	(440.84)	(5.9)%
5240 · Vision Insurance	2,120.17	2,207.13	(86.96)	(3.9)%
5260 · Life Insurance	726.68	792.90	(66.22)	(8.4)%
5270 · Workers' Compensation	31,233.41	15,272.25	15,961.16	104.5%
Total 5200 · Insurance	128,949.06	125,337.45	3,611.61	2.9%
Total PERSONNEL RELATED EXPENSES	1,246,647.07	1,172,725.58	73,921.49	6.3%
PROFESSIONAL & TECHNICAL INFORMATION TECHNOLOGY (IT)				
7135 · Technology Consulting	3,500.00		3,500.00	100.0%
7170 · Telecommunications	4,653.17	4,631.53	21.64	0.5%
7175 · Internet Service / E-Rate	10,338.21	10,182.03	156.18	1.5%
7180 · Technology Equipment	6,785.19	3,933.14	2,852.05	72.5%
7185 · Technology Maintenance Fees	12,695.40	14,681.25	(1,985.85)	(13.5)%
7190 · Website Development	410.45	360.96	49.49	13.7%
Total INFORMATION TECHNOLOGY (IT)	38,382.42	33,788.91	4,593.51	13.6%

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

	Jul - Dec 19	Jul - Dec 18	\$ Change	% Change
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	18,539.57	33,245.54	(14,705.97)	(44.2)%
7130 · Legal Fees	42,693.14	210,659.58	(167,966.44)	(79.7)%
7140 · Architectural & Engineering	12,000.00	12,000.00	12,000.00	100.0%
7145 · Collection Agency	1,843.70	1,253.00	590.70	47.1%
7155 · Consultants - Other	14,687.51	17,734.69	(3,047.18)	(17.2)%
Total PROFESSIONAL SERVICES	89,763.92	262,892.81	(173,128.89)	(65.9)%
Total PROFESSIONAL & TECHNICAL	128,146.34	296,681.72	(168,535.38)	(56.8)%
PROGRAMS				
6200 · Youth Services	552.60	5,172.20	(4,619.60)	(89.3)%
6210 · Teen Services	416.18	1,230.07	(813.89)	(66.2)%
6220 · Adult Services	6,568.56	11,024.97	(4,456.41)	(40.4)%
6230 · Bob Lucas Branch Services	2,043.66	2,302.94	(259.28)	(11.3)%
6240 · Literacy Services	2,295.62	1,780.87	514.75	28.9%
6250 · Volunteer Services	742.79	25.99	716.80	2,758.0%
6260 · Summer Reading	2,992.26		2,992.26	100.0%
Total PROGRAMS	15,611.67	21,537.04	(5,925.37)	(27.5)%
Total Expense	1,779,253.22	1,849,485.79	(70,232.57)	(3.8)%
Net Ordinary Income	1,812,959.18	1,570,248.13	242,711.05	15.5%
Net Income	1,812,959.18	1,570,248.13	242,711.05	15.5%

Budget Committee Meeting Report

Attending: Terry Andrues, Katie Clark, Nikki Winslow, Nicole Fabry and Ian Berg of Platinum Consulting

The Budget Committee met on 4/11/20 for a mid-year budget review.

Nicole presented a list of recommended mid-year changes to the 2019/20 budget. Briefly, the notable changes were:

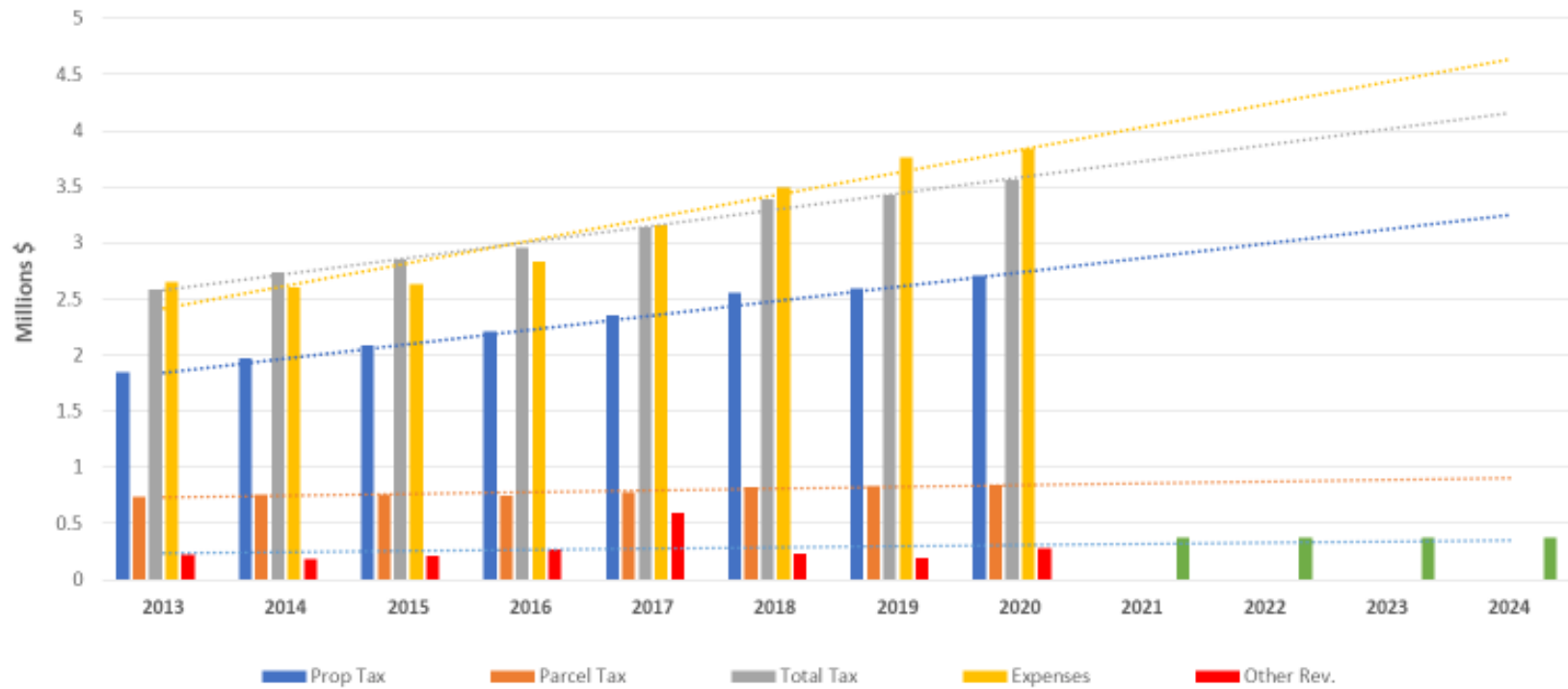
--A projected drop in Total Income. This was due primarily to a large downward adjustment in the transfer of reserves to the general account. An absence of filming revenues and the Cal State Library grant were other big contributors to a projected reduction of about \$61K from the original Income forecast of \$3.902M. The mid-year review now forecasts Total Income of \$3.841M

--There was a corresponding \$61K drop in Total Expense. This projected expense reduction matches the drop in revenue, maintaining our balanced budget of \$3.841M in both Total for the fiscal year. The cost reductions were led by lower personnel related expenses. This was due largely to an anomalous reduction in the salaried employee expense, as the Library operated without a salaried Director for the first half of the fiscal year.

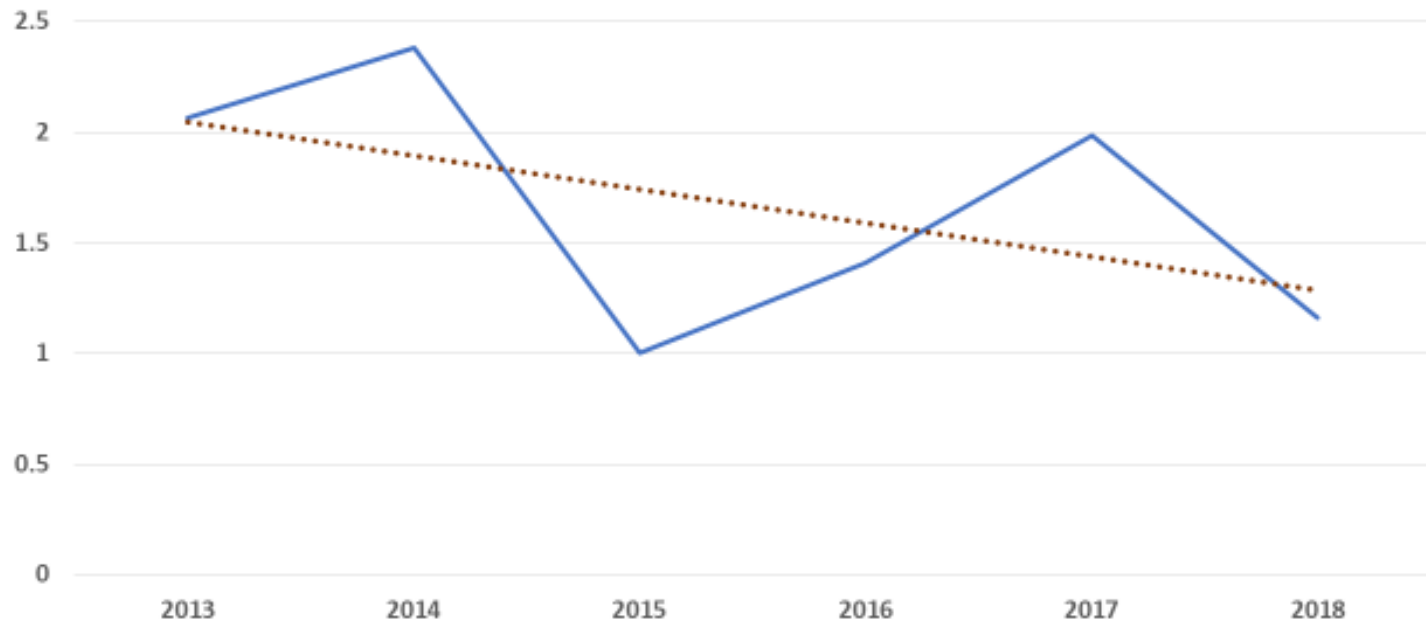
The Committee reviewed the changes on a line by line basis and recommend that the Board approve the mid-year adjustment at the 2/24/20 meeting.

Additionally, Terry presented some data that may serve as a basic financial stress test for future capital projects funding. The following slides show trends in future Income and Expense that could make it difficult to service payments on a loan or bond for Library improvements. These will be presented in more detail at the Board Meeting.

Tax Revenue and Expense Trends with Measure A



Net Position, end of year



Over time, increases in the District's net position are an indicator of whether its financial position is improving or deteriorating, respectively



**BOARD OF LIBRARY TRUSTEES
REVISED MID-YEAR BUDGET ADJUSTMENT STAFF REPORT**

DEPARTMENT: Administration
PREPARED BY: Nicole Fabry

MEETING DATE: February 24, 2020
LOCATION: Community Room

BACKGROUND: This Mid-Year Budget Adjustment Report presents an overview of the District's operating revenues and expenditures for the first six months (July 2019 – December 2019) of the 2019-20 Fiscal Year. The attached "Altadena Libraries 2019-20 Proposed Mid-Year Budget" compares the July 2019 – December 2019 actuals against the adopted 19-20 budget, indicates any adjustments made to the adopted budget, and presents a Revised 19-20 budget.

REPORT HIGHLIGHTS:

REVENUE:

- **4710** The Friends of the Altadena Library was increased by \$6,300 to reflect the additional funds the Friends donated over their anticipated contribution for this fiscal year.
- **4730** Undesignated was decreased by \$1,000 as we do not anticipate receiving this amount before the fiscal year ends.
- **4750** Cal State Library was decreased by \$20,000 as this grant is no longer provided by the State.
- **4310** MFM / Printer Revenue was decreased by \$5,500 as we do not anticipate receiving what was originally budgeted before the end of the fiscal year.
- **4810** Community Room Fees was decreased by \$500 as we do not anticipate receiving what was originally budgeted before the end of the fiscal year.
- **4210** Chase Bank was decreased by \$400 as all cash reserves are now held with the County earning a better interest rate than with Chase bank.
- **4915** Film Rental Revenue was decreased by \$18,000 due to a cancelled agreement for that amount.
- **4930** E-Rate Revenue was decreased to reflect the amount received for last fiscal year.
- **4940** Transfer in from Reserves was decreased to reflect actual spending.
- **4999** Credit Card Rewards was increased by \$4,000 after reviewing current rewards balance.
- **4010** Current-Year Secured, **4020** Current-Year Unsecured, and **4060** Special Assessment were increased by \$48,600, \$200 and \$1,800, respectively, to reflect actual revenue.

EXPENSES:

- A decrease of \$47,900 has been applied to **5000** Salaries & Wages to account for the District Director vacancy from July-October.
- **5120** Payroll Taxes (ER) and **5120** PERS Retirement were decreased by \$4,100 and \$3,600, respectively, to reflect the decrease in salaries.

- **6618** Recruitment was increased by \$1,300 to reflect actual expenditures of extensive advertising for open Library Manager positions.
- **6746** Payroll Fees and **7530** County Tax Collection Fees were decreased by a total of \$3,800 to reflect actual and anticipated expenditures.
- **6432** Earthquake Insurance was decreased by \$2,100 after actual expenditures and reallocated to **6626** Staff Recognition to purchase Milestone Awards for staff.
- **Line 82** Total Staff Costs & Prof. Development were increased by a total of \$2,000 to account for increased staff attendance at trainings.
- **Line 88** Total Utilities were increased by an overall \$18,500 due to an increase in both rates and usage.
- **Lines 89-98** were adjusted to reflect actual and anticipated expenditures, resulting in an overall increase of \$5,100 to Operating Expenses.
- **Line 108** Information Technology (IT), was increased by a total of \$5,500 to include the cost of technology consulting for E-Rate, the purchase of cell phones for exempt staff, and actual and anticipated expenditures.
- **7130** Legal Fees was decreased by \$30,000 to reflect actual and anticipated expenditures.
- **7140** Architectural & Engineering was increased by \$14,000 to reflect the Board's requests for a seismic study and historical designation.
- **7145** Collection Agency was decreased by \$1,600 due to cancellation of this service.
- **Line 132** Total Facilities, Grounds & Maint. was increased by a total of \$2,000 to account for actual and anticipated expenditures.
- **7310** Equipment, Furniture & Fixtures \$3,500 was reallocated to **7135** Technology Consulting. \$10,000 was added for an anticipated office furniture expense.
- **7320** Structures & Improvements \$14,000 was reallocated to **7140** Architectural & Engineering.

FISCAL IMPACT:

The above changes result in a \$68,100.00 decrease in total expense.

STAFF RECOMMENDATION: That the Board of Trustees approve the proposed Mid-Year Budget Amendment for the 2019-20 Fiscal Year.



2019-20 PROPOSED MID-YEAR BUDGET

	YTD Actuals (Jul-Dec 2019)	Original 2019-20 Budget	Revisions	Revised 2019-20 Budget	Over/(Under) Revised Budget	YTD % of Revised Budget
1 INCOME						
2 DONATIONS AND GRANTS						
3 4705 - Altadena Library Foundation	-	10,000	-	10,000	(10,000)	0.0%
4 4710 - Friends of the Library	33,000	26,700	6,300	33,000	-	100.0%
5 4730 - Undesignated	-	1,000	(1,000)	-	-	0.0%
6 4740 - CA Library Literacy Services	18,000	15,000	3,000	18,000	-	100.0%
7 4750 - Cal State Library	-	20,000	(20,000)	-	-	0.0%
8 TOTAL DONATIONS AND GRANTS	51,000	72,700	(11,700)	61,000	(10,000)	83.6%
9 FINES & FEES						
10 4305 - Fees	2,482	4,000	-	4,000	(1,518)	62.1%
11 4310 - MFM / Printer Revenue	2,824	11,000	(5,500)	5,500	(2,676)	51.4%
12 4340 - Passport Services Fees	57,395	120,000	-	120,000	(62,605)	47.8%
13 4350 - Sales of Products	1,093	1,000	500	1,500	(407)	72.9%
14 4810 - Community Room Fees	-	500	(500)	-	-	0.0%
15 TOTAL FINES & FEES	63,795	136,500	(5,500)	131,000	(67,205)	48.7%
16 INTEREST INCOME & ADJUSTMENTS						
17 4210 - Chase Bank	22	400	(400)	-	22	100.0%
18 TOTAL INTEREST INCOME & ADJUSTMENTS	22	400	(400)	-	22	100.0%
19 OTHER REVENUE & ADJUSTMENT						
20 4915 - Film Rental Revenue	-	20,000	(18,000)	2,000	(2,000)	0.0%
21 4930 - E-Rate Revenue	-	40,000	(4,000)	36,000	(36,000)	0.0%
22 4940 - Transfer in from Reserves	-	120,000	(83,100)	36,900	(36,900)	0.0%
23 4999 - Credit Card Rebates	5,000	6,000	4,000	10,000	(5,000)	50.0%
24 TOTAL OTHER REVENUE & ADJUSTMENT	5,000	186,000	(101,100)	84,900	(79,900)	5.9%
25 PROPERTY TAXES						
26 4010 - Current-Year Secured	2,556,729	2,508,100	48,600	2,556,700	29	100.0%
27 4020 - Current-Year Unsecured	86,918	86,700	200	86,900	18	100.0%
28 4030 - Prior-Year Secured	(22,160)	10,200	-	10,200	(32,360)	-217.3%
29 4040 - Prior-Year Unsecured	(9,104)	10,200	-	10,200	(19,304)	-89.3%
30 4050 - Homeowners Exemption	1,991	15,300	-	15,300	(13,309)	13.0%
31 4060 - Special Assessment	846,433	844,600	1,800	846,400	33	100.0%
32 4070 - Supplemental Current	(3,582)	-	-	-	(3,582)	100.0%
33 4075 - Supplemental Prior	2,974	-	-	-	2,974	100.0%
34 4080 - Penalties, Interest & Costs-Ref	6,806	10,000	-	10,000	(3,194)	68.1%
35 4220 - County Interest Allocation	10,389	21,000	-	21,000	(10,611)	49.5%
36 TOTAL PROPERTY TAXES	3,477,395	3,506,100	50,600	3,556,700	(79,305)	97.8%
37 TOTAL INCOME	3,597,211	3,901,700	(68,100)	3,833,600	(236,389)	93.8%
38 EXPENSE						
39 PERSONNEL RELATED EXPENSES						
40 5000 - SALARIES & WAGES						
41 5010 - Salaried	153,899	422,200	(47,900)	374,300	(220,401)	41.1%
42 5020 - Hourly	701,977	1,416,200	-	1,416,200	(714,223)	49.6%
43 TOTAL 5000 - SALARIES & WAGES	855,876	1,838,400	(47,900)	1,790,500	(934,624)	47.8%
44 5100 - Employer-Portion Taxes/Benefits						
45 5120 - Payroll Taxes (ER)	65,458	157,400	(4,100)	153,300	(87,842)	42.7%
46 5210 - PERS Retirement						
47 5210.01 - CalPers CLASSIC (ER Contr)	12,083	22,600	2,400	25,000	(12,917)	48.3%
48 5210.02 - CalPers PEPRA (ER Contr)	36,387	96,000	(6,000)	90,000	(53,613)	40.4%
49 5218 - PERS Unfunded	147,894	147,900	-	147,900	(6)	100.0%
50 TOTAL 5210 - PERS Retirement	196,364	266,500	(3,600)	262,900	(66,536)	74.7%
51 5222 - OPEB Contribution	-	60,000	-	60,000	(60,000)	0.0%
52 TOTAL 5100 - Employer-Portion Taxes/Benefits	261,822	483,900	(7,700)	476,200	(214,378)	55.0%
53 5200 - Insurance						
54 5220 - Health Insurance	54,830	138,000	-	138,000	(83,170)	39.7%
55 5221 - Health Insurance - Retirees	32,986	77,700	-	77,700	(44,714)	42.5%
56 5230 - Dental Insurance	7,053	13,800	-	13,800	(6,747)	51.1%
57 5240 - Vision Insurance	2,120	4,100	-	4,100	(1,980)	51.7%
58 5260 - Life Insurance	727	1,400	-	1,400	(673)	51.9%

2019-20 PROPOSED MID-YEAR BUDGET

	YTD Actuals (Jul-Dec 2019)	Original 2019-20 Budget	Revisions	Revised 2019-20 Budget	Over/(Under) Revised Budget	YTD % of Revised Budget	
59	5270 · Workers' Compensation	31,233	31,300	-	31,300	(67)	99.8%
60	TOTAL 5200 · Insurance	128,949	266,300	-	266,300	(137,351)	48.4%
61	TOTAL PERSONNEL RELATED EXPENSES	1,246,647	2,588,600	(55,600)	2,533,000	(1,286,353)	49.2%
62	OPERATING EXPENSES						
63	ADVERTISING & MARKETING						
64	6618 · Recruitment	1,764	500	1,300	1,800	(36)	98.0%
65	6627 · Advertising / Marketing	1,464	7,000	-	7,000	(5,536)	20.9%
66	TOTAL ADVERTISING & MARKETING	3,228	7,500	1,300	8,800	(5,572)	36.7%
67	FEES						
68	6745 · Banking & Service Fees	1,177	2,000	-	2,000	(823)	58.8%
69	6746 · Payroll Fees	4,740	12,000	(1,800)	10,200	(5,460)	46.5%
70	7530 · County Tax Collection Fees	33,273	35,700	(2,000)	33,700	(427)	98.7%
71	TOTAL FEES	39,190	49,700	(3,800)	45,900	(6,710)	85.4%
72	INSURANCE						
73	6430 · Insurance-Gen, Prop, Liab, Eq	33,011	33,000	-	33,000	11	100.0%
74	6432 · Earthquake Insurance	30,370	32,500	(2,100)	30,400	(30)	99.9%
75	TOTAL INSURANCE	63,381	65,500	(2,100)	63,400	(19)	100.0%
76	STAFF COSTS & PROF. DEVELOPMENT						
77	6623 · Trustee Prof. Development	240	1,000	-	1,000	(760)	24.0%
78	6625 · Training & Education	11,335	17,000	(2,000)	15,000	(3,665)	75.6%
79	6626 · Staff Recognition	2,401	1,000	2,000	3,000	(599)	80.0%
80	6710 · Meetings & Travel	8,379	8,000	1,000	9,000	(621)	93.1%
81	6730 · Mileage & Parking Reimbursement	1,607	1,000	1,000	2,000	(393)	80.4%
82	TOTAL STAFF COSTS & PROF. DEVELOPMENT	23,962	28,000	2,000	30,000	(6,038)	79.9%
83	UTILITIES						
84	6920 · Electricity	20,812	35,000	15,000	50,000	(29,188)	41.6%
85	6930 · Natural Gas	1,620	5,000	-	5,000	(3,380)	32.4%
86	6940 · Water & Sewage	3,990	5,000	3,000	8,000	(4,010)	49.9%
87	6950 · Refuse	3,503	6,500	500	7,000	(3,497)	50.0%
88	TOTAL UTILITIES	29,926	51,500	18,500	70,000	(40,074)	42.8%
89	6620 · Membership Dues & Subscriptions	13,158	13,000	2,000	15,000	(1,842)	87.7%
90	6740 · Postage & Delivery	3,781	8,000	-	8,000	(4,219)	47.3%
91	6750 · Printing & Reproduction	2,210	10,000	(5,000)	5,000	(2,790)	44.2%
92	6755 · Small Equipment	1,969	7,000	-	7,000	(5,031)	28.1%
93	6765 · Janitorial Supplies	3,137	8,000	(2,000)	6,000	(2,863)	52.3%
94	6770 · Operating Supplies	8,847	10,000	5,000	15,000	(6,153)	59.0%
95	6775 · Technical Services Supplies	2,358	10,000	(5,000)	5,000	(2,642)	47.2%
96	6780 · Operating Software	598	1,500	-	1,500	(902)	39.9%
97	6960 · Sales of Products	50	1,000	(800)	200	(150)	25.0%
98	6970 · Equipment Lease & Rental	11,068	31,600	(5,000)	26,600	(15,532)	41.6%
99	TOTAL OPERATING EXPENSES	206,865	302,300	5,100	307,400	(100,535)	67.3%
100	PROFESSIONAL & TECHNICAL						
101	INFORMATION TECHNOLOGY (IT)						
102	7135 · Technology Consulting	3,500	-	3,500	3,500	-	100.0%
103	7170 · Telecommunications	4,653	8,500	1,000	9,500	(4,847)	49.0%
104	7175 · Internet Service / E-Rate	10,338	40,000	2,000	42,000	(31,662)	24.6%
105	7180 · Technology Equipment	6,785	13,700	(2,000)	11,700	(4,915)	58.0%
106	7185 · Technology Maintenance Fees	12,695	20,000	1,000	21,000	(8,305)	60.5%
107	7190 · Website Development	410	1,500	-	1,500	(1,090)	27.4%
108	TOTAL INFORMATION TECHNOLOGY (IT)	38,382	83,700	5,500	89,200	(50,818)	43.0%
109	PROFESSIONAL SERVICES						
110	7125 · Audit and Financial Consulting	18,540	61,200	-	61,200	(42,660)	30.3%
111	7130 · Legal Fees	42,693	137,000	(30,000)	107,000	(64,307)	39.9%
112	7140 · Architectural & Engineering	12,000	50,000	14,000	64,000	(52,000)	18.8%
113	7145 · Collection Agency	1,844	3,500	(1,600)	1,900	(56)	97.0%
114	7155 · Consultants - Other	14,688	88,000	-	88,000	(73,312)	16.7%
115	TOTAL PROFESSIONAL SERVICES	89,764	339,700	(17,600)	322,100	(232,336)	27.9%
116	TOTAL PROFESSIONAL & TECHNICAL	128,146	423,400	(12,100)	411,300	(283,154)	31.2%
117	LIBRARY MATERIALS						
118	6110 · Cataloging Expenses	10,375	22,000	-	22,000	(11,625)	47.2%



2019-20 PROPOSED MID-YEAR BUDGET

	YTD Actuals (Jul-Dec 2019)	Original 2019-20 Budget	Revisions	Revised 2019-20 Budget	Over/(Under) Revised Budget	YTD % of Revised Budget	
119	6115 - Electronic Databases & Subscrip	20,533	30,000	-	30,000	(9,467)	68.4%
120	6120 - Books	43,900	130,000	-	130,000	(86,100)	33.8%
121	6125 - Audio CD	1,385	15,000	-	15,000	(13,615)	9.2%
122	6130 - DVD's & Videogames	18,829	35,000	-	35,000	(16,171)	53.8%
123	6135 - Processing of Materials	19,607	50,000	-	50,000	(30,393)	39.2%
124	6140 - Periodicals	12,280	20,000	-	20,000	(7,720)	61.4%
125	6150 - Downloadables	6,820	30,000	-	30,000	(23,180)	22.7%
126	6155 - Library of Things	-	5,000	-	5,000	(5,000)	0.0%
127	TOTAL LIBRARY MATERIALS	133,729	337,000	-	337,000	(203,272)	39.7%
128	FACILITIES, GROUNDS & MAINT.						
129	7205 - Maintenance Contracts	5,481	15,300	(2,000)	13,300	(7,819)	41.2%
130	7210 - Building Maint & Repairs	16,711	25,500	4,000	29,500	(12,789)	56.6%
131	7220 - Landscape	12,056	18,400	-	18,400	(6,344)	65.5%
132	TOTAL FACILITIES, GROUNDS & MAINT.	34,248	59,200	2,000	61,200	(26,952)	56.0%
133	PROGRAMS						
134	6200 - Youth Services	553	12,700	-	12,700	(12,147)	4.4%
135	6210 - Teen Services	416	5,400	-	5,400	(4,984)	7.7%
136	6220 - Adult Services	6,569	28,900	-	28,900	(22,331)	22.7%
137	6230 - Bob Lucas Branch Services	2,044	5,700	-	5,700	(3,656)	35.9%
138	6240 - Literacy Services	2,296	7,000	-	7,000	(4,704)	32.8%
139	6250 - Volunteer Services	743	2,500	-	2,500	(1,757)	29.7%
140	6260 - Summer Reading	2,992	9,200	-	9,200	(6,208)	32.5%
141	TOTAL PROGRAMS	15,612	71,400	-	71,400	(55,788)	21.9%
142	MISCELLANEOUS EXPENSE						
143	7510 - Miscellaneous Expense	414	-	-	-	414	100.0%
144	TOTAL MISCELLANEOUS EXPENSE	414	-	-	-	414	100.0%
145	CAPITAL EXPENSE						
146	7310 - Equipment, Furniture & Fixtures	4,940	40,200	6,500	46,700	(41,761)	10.6%
147	7320 - Structures & Improvements	9,653	79,600	(14,000)	65,600	(55,947)	14.7%
148	TOTAL CAPITAL EXPENSE	14,592	119,800	(7,500)	112,300	(97,708)	13.0%
149	TOTAL EXPENSE	1,780,253	3,901,700	(68,100)	3,833,600	(2,053,347)	46.4%
150	NET INCOME	1,816,958	-	-	-	1,816,958	100.0%



**BOARD OF LIBRARY TRUSTEES
RECRUITMENT AND SELECTION POLICY - INFORMATION**

DEPARTMENT: Administration

MEETING DATE: February 24, 2020

PREPARED BY: Nikki Winslow

LOCATION: Community Room

TITLE: Review and Discussion of the Recruitment and Selection Policy

BACKGROUND:

ALD has had a recruitment and selection policy in its previous Employee Handbooks. It was brought to my attention by staff that it needed updating because the most recent version of it, approved by the Board of Trustees in January 2018, does not have a clear recruitment process identified. Many staff have voiced their frustration with the lack of a clear hiring process so Business Manager Nicole Fabry and I referred to the Employee Handbook from 2008, as well as other special districts policies on this to draft a new Recruitment and Selection Policy. We sent this policy to BB & K for review and told it does meet legal compliance.

We would like the Board of Trustees to review this policy and provide direction to staff on any changes they would like to see made or thoughts they have about it. Once we receive that feedback and incorporate it into the policy, we then plan to share it with the staff system-wide so they have an opportunity to share their thoughts on it as well. We then plan to bring the policy back to the Board of Trustees for final approval in the next month or two.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board of Trustees review and provide feedback on the Recruitment and Selection Policy.



RECRUITMENT AND SELECTION

Purpose. The Altadena Library District (“the District”) is committed to employing the best qualified candidates while engaging in recruitment and selection practices that comply with all applicable employment laws. It is the policy of the District to provide equal employment opportunity to all applicants and employees.

Declaring a Vacancy. When a vacancy or new position is created, the manager who wants to fill the position must complete a Vacant Position Request form. This form should be given for review to the Business Manager. Final approval is at the discretion of the District Director.

Advertising and Posting. The Business Manager will be responsible for determining the method of announcing the opening and soliciting applicants. All new and vacant positions will be posted on the Human Resources/Finance bulletin board in the staff area and externally advertised to attract outside qualified candidates. The District Director must approve all advertisements for the open position, including the job announcement, employment ads and advertising sources. If the Director chooses to establish a hiring or eligibility list for a vacant position or classification, the District may utilize that list for filling future vacant positions of the same classification in lieu of utilizing the advertising, posting, and interviewing process each time a position becomes vacant. The life of such a list shall not exceed six (6) months.

Application. All applicants, both internal and external, must complete an online employment application using the District’s online application system. After the application date for the position closes, the applications will be forwarded to the hiring manager who along with the District Director will complete the following procedure in reviewing applications and selecting candidates:

Interview/Examination.

1. All applicants will be reviewed for minimum qualifications.
2. All applicants who meet minimum qualifications will be considered for interview.
3. The most qualified candidates will be scheduled for interview.
 - a. All interviewees for part-time positions (defined as less than 40 hours per week) will be interviewed by the hiring manager and a second manager or District Director depending upon availability.
 - b. All interviewees for full-time positions will be interviewed by an external panel of three (3) professionals well-versed in the position being filled.
 - i. The top three candidates identified by the external panel will proceed to a final interview with the hiring manager and a second manager or District Director depending upon availability.
4. In addition to the interview an examination may be required. All interviews and/or tests will be job-related. Job-related means that any question and/or test given to the applicants will be designed to determine whether the applicant can perform the duties of the position. The District will determine the need for, method, type and number of tests and/or interviews for each available position. The District will



determine the weight which is given to each test and/or interview question in determining the qualifications of candidates.

5. After the interview and possible examination, the best qualified applicant will be selected and made a conditional offer of employment pending a background check.

Termination of Process. The District may terminate any recruitment, test and/or interview at any time for any reason. The District may select one of the qualified candidates, repost the position, or leave the position unfilled.

Employment. Is contingent upon satisfactory completion of a background check, and verification of U. S. Citizenship or right to work in the United States.

Employment Forms. Once an applicant is selected to be employed the applicant must submit a W-4 form, an I-9 form, and any other form required by law or library procedure.

Employment of Relatives. To maintain morale and professional working relationships among employees and volunteers, relatives of employees will not be eligible for employment with the District when potential problems of supervision, safety, security, morale or actual or potential conflicts of interest exist and the potential challenges cannot be resolved by reasonable accommodation in the best interests of the District. "Relatives" are defined as an employee's parents, child (ren), spouse, domestic partner, brothers, sisters, in-laws, grandparents, grandchildren, and step relationships.

If an employee becomes related to another employee through marriage or domestic partnership, or if an employee related to another employee becomes that employee's supervisor, the situation is to be immediately brought to the attention of the District Director. The District will do its best to keep its employees through mutually agreed accommodations. However, if a reasonable solution cannot be implemented and potential or actual problems exist, only one of the employees will be permitted to remain employed by the District. Both employees will be provided thirty (30) calendar days' notice to determine which employee will remain employed by the District. If no decision has been made by the end of the thirty (30) calendar days, the District will select the employee to be terminated.

Relatives of Altadena Library District Trustees will not be considered for employment.

If a Library Trustee and an employee marry, become related, or become domestic partners, the employee will be permitted to remain employed by the District if reasonable accommodation will eliminate the actual or potential problems. If the actual or potential problems cannot be eliminated by reasonable accommodation, or the resignation of the Library Trustee, the employee will be terminated.

If accommodations are made for any of the above situations, these accommodations will be documented in writing and a copy kept by the Business Manager.

Temporary Employees. The District may follow any process it deems appropriate to recruit, select and appoint temporary employees.



Physical and Drug Tests. Upon completing the selection process and accepting the District's conditional job offer, potential new employees will be required to take and pass a fitness and medical exam to determine fitness for duty per the physical demands identified in the position's job description. The exam will be scheduled and paid for by the District and may comprise of the following elements:

- a. physical exam
- b. tuberculin test
- c. drug screening

Completion of Background Check. Depending on the type of work being performed for the District, the District may determine that the successful candidate(s) may need to undergo a background check at the District's cost. The District may require the use of "LiveScan" technology to capture the individual's fingerprints and compared to other in the Department of Justice's database. If the District receives a "clear" report further steps to engage the candidate may be taken. If the District receives a report that is not "clear" it will communicate with the prospective employee in a timely manner to discuss the report. The District will then decide whether or not to continue with the employment process. The District's action will be communicated to the candidate in a timely manner.

Reasonable Accommodation. The District is committed to providing reasonable accommodations to its employees and applicants for employment to ensure that individuals with disabilities enjoy equal access to all employment opportunities. The District will provide reasonable accommodations:

- When an applicant with a disability needs a reasonable accommodation to have an equal opportunity to compete for a job.
- When an employee with a disability needs a reasonable accommodation to enjoy equal access to the benefits and privileges of employment (e.g., training, attending company sponsored events, access to lunch and coffee rooms).
- When an employee with a disability needs a reasonable accommodation to perform the essential functions of the job or to gain access to the workplace. Essential functions are the basic job duties that an employee must be able to perform.

For further information regarding reasonable accommodation, please refer to the District's Reasonable Accommodation Policy.



**BOARD OF LIBRARY TRUSTEES
KEY POLICY APPROVAL**

DEPARTMENT: Administration

MEETING DATE: February 24, 2020

PREPARED BY: Nikki Winslow

LOCATION: Community Room

TITLE: Review and Approval of Key Policy

BACKGROUND:

Interim Director Cindy Cleary did a thorough inventory of the existing policies and their last updates. This list did not include a Key Policy. I reviewed other Key Policies from other special districts and drafted the policy included in this package. I had our Building Facilities Manager Jonathan Arevalo and Business Manager Nicole Fabry review and incorporated their changes to the policy before sending it for review by BB & K.

We sent this final version to BB & K for review and they have approved all of the language and requirements.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board review and approve the Key Policy.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: Key Policy

SECTION: Administration

BOARD APPROVED:

PURPOSE:

To establish and implement an effective lock and key management policy; establish responsibility and accountability among key users; provide legitimate work access for all employees/volunteers/contractors; to establish lock and key request and issuance procedures; to establish procedures for return of keys due to resignation, termination, retirement, etc..

The Building Facilities Manager is responsible for the overall administration of the lock and key system.

POLICY:

Types of Keys and Authorization Levels: Keys are the property of the Altadena Library District and must be returned to the Building Facilities Manager upon request.

Master Keys (MK) are hard keys which allow access to a full building or broad area of a building and are restricted to a selected few Altadena Library District employees with a legitimate work need for this access. MK will only be issued with the written authorization of the Building Facilities Manager and District Director.

Electronic Keys (EK), which allow access to defined spaces/areas/rooms, are assigned as needed to provide legitimate work access. EK may also restrict access to defined times. EK are issued in accordance with a building access plan that assigns access by position and is authorized by the District Director.

Individual Keys (IK) are hard keys which allow access to a specific room, within a department or area in a single building, and are issued only with a legitimate work need and proper written authorization from the Department Manager in whose work the room is located and from the Building Facilities Manager.

Temporary Keys (TK) allow outside contractors, etc., temporary access to the area they are working when approved by the Building Facilities Manager.

Replacement Key (RK) is defined as any key to replace a lost, stolen, or broken/work key.

Key Records: A complete, official, computerized key record will be maintained for each key by the Building Facilities Manager.

Key Signature Form: Each Altadena Library District employee/volunteer/contractor that is issued a key will be required to sign a key signature form. Keys are issued to individuals, and each individual assumes responsibility for protecting assigned keys from unauthorized or inappropriate use of the assigned key(s).

Procedure for Key Issuance: The Department Manager is responsible for filling out the “Request for Key” form and forwarding it to the Building Facilities Manager.

The Building Facilities Manager is responsible for ensuring key issuance and has the authorization specified above and for distributing keys to the employee/volunteer/contractor. Keys of all types will be issued only for legitimate work needs for the locations indicated on the “Request for Key” form. If the Building Facilities Manager has any questions or concerns, they will speak with the Department Manager for clarification. The Building Facilities Manager will seek final approval and authorization to issue the key(s) from the District Director.

The lowest level of key will be issued to provide the level of access needed. Where possible electronic keys will be issued in preference to hard keys.

Keys Loaning or Transferring: To protect the integrity of assigned areas, no issued key may be loaned or transferred to anyone without first notifying the Building Facilities Manager, who has the authorization to decline such request.

Duplicating Keys: It is against the Altadena Library District key policy to have any key duplicated by anyone other than the Building Facilities Manager.

If a key has been illegally duplicated by an employee/volunteer/contractor, the key along with any other keys, will be collected and that employee/volunteer/contractor will be subject to disciplinary action up to and including termination of employment or service. The employee/volunteer/contractor may also be required to bear the cost of re-keying Altadena Library District facilities, if necessary.

Broken/Worn Keys: Broken/worn keys must be brought to the Building Facilities Manager in person. Replacement of broken/worn keys will be at no cost. The employee/volunteer/contractor should fill out a new “Request for Key” form, following the same procedure as stated above.

The Building Facilities Manager will issue a replacement key within two working days after receiving the new “Request for Key” form.

Lost/Stolen Keys: Lost/stolen keys must be reported immediately to the Department Manager and the Building Facilities Manager on a “Lost/Stolen Key” form. A replacement key will not be issued without a copy of this form.

In order to have a lost/stolen key replaced, a new “Request for Key” form must be completed and signed by the employee/volunteer/contractor, and the Department Manager. The Building Facilities Manager will issue a replacement within two working days after receiving the “Request for Key” form.

A **\$10.00** charge per hard or electronic key will apply to those individuals who request a replacement key for reasons other than normal wear and tear.

If the loss or theft arises from the employee/volunteer/contractor’s negligence or failure to comply with Altadena Library District policy, the employee/volunteer/contractor will be subject to disciplinary action and/or also be held responsible for the cost of the re-keying the affected Altadena Library District facilities.

Found Keys: Any found keys must be returned to the Building Facilities Manager immediately.

Returning Keys: It is the responsibility of each employee/volunteer to see that each key issued to them is returned to the Building Facilities Manager upon transfer to a new position or termination of employment. The Building Facilities Manager will pull that employee/volunteer's key form, and sign and date that the individual returned the appropriate keys. Any keys required by the employee/volunteer's new position must be requested in accordance with the procedure outlined above.

Employees/volunteers who fail to return their keys before leaving (resigning, termination and/or retirement) or transferring to another department may be assessed the appropriate charge per key. In the case of employees who fail to return their keys upon termination of employment, the cost of replacing the key and/or re-keying affected areas of the facility may be withheld from their last paycheck.

Contractors must have proper authorization and sign a "Request for Key" form and will be requested to return their keys at the end of each work day to the contract supervisor. Failure to return keys at the end of the work day at the Altadena Library District may result in a hold being placed on the project's final payment, next invoice or deposit.

Key Inventory List: Once a year, an annual key inventory review will be conducted by the Building Facilities Manager. This annual report will be reviewed for the accuracy of the volunteer roster and their current key requirements.

After Hour Access: It is the responsibility of each employee/volunteer to secure the Altadena Library District facilities. It is recommended that employees/volunteers not access the facilities after hours unless there is prior approval by their Department Manager.

Equipment/Information Technology/Custodial Rooms: Access to equipment, information technology (IT) and custodial rooms will be restricted to facilities and IT personnel unless authorized by the IT or Building Facilities Manager.



**BOARD OF LIBRARY TRUSTEES
SERVICE ANIMAL POLICY APPROVAL**

DEPARTMENT: Administration

MEETING DATE: February 24, 2020

PREPARED BY: Nikki Winslow

LOCATION: Community Room

TITLE: Review and Approval of Service Animal Policy

BACKGROUND:

Interim Director Cindy Cleary did a thorough inventory of the existing policies and their last updates. This list did not include a Service Animal Policy. I reviewed other Service Animal Policies from other special districts and drafted the policy included in this package. I had our Business Manager Nicole Fabry review and incorporated her changes to the policy before sending it for review by BB & K.

We sent this final version to BB & K for review and they have approved all of the language and requirements.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board review and approve the Service Animal Policy.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: Service Animals in the Library

SECTION: Library Operations

BOARD APPROVED:

PURPOSE:

The ALD strives to provide a safe and welcome environment for everyone. Therefore, in accordance with the Americans with Disabilities Act (ADA), service animals are allowed to accompany their handlers anywhere individuals with disabilities are allowed to enter.

POLICY:

The U.S. Department of Justice Civil Rights Division states:

“Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.” (ADA Requirements: Service Animals. (2011, July 12). Retrieved April 30, 2018, from https://www.ada.gov/service_animals_2010.htm)

Additionally, miniature horses that have been individually trained to do work or perform tasks for people with disabilities are allowed to serve as service animals under the U.S. Department of Justice’s ADA regulations.

Only service animals are allowed in the library.

- Service animals are only dogs and miniature horses. Therefore, any other type of animal is not allowed in the library.
- Pets, therapy animals, and comfort animals are not allowed in the library.
- Animals in carriers are not allowed in the library.
- Animals in bags or purses are not allowed in the library.



**BOARD OF LIBRARY TRUSTEES
TELEWORKING POLICY APPROVAL**

DEPARTMENT: Administration

MEETING DATE: February 24, 2020

PREPARED BY: Nikki Winslow

LOCATION: Community Room

TITLE: Review and Approval of Teleworking Policy

BACKGROUND:

Interim Director Cindy Cleary did a thorough inventory of the existing policies and their last updates. This list did not include a Teleworking Policy. I reviewed other Teleworking Policies from other special districts and drafted the policy included in this package. I had our Business Manager Nicole Fabry review and incorporated her changes to the policy before sending it for review by BB & K.

We sent this final version to BB & K for review and they have approved all of the language and requirements.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board review and approve the Teleworking Policy.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: Teleworking

SECTION: Personnel

BOARD APPROVED:

PURPOSE:

Teleworking, or telecommuting, is the concept of working remotely from home or another location on a full or part-time basis. Teleworking is not an automatic employee entitlement. Rather, it is an alternative method of meeting the needs of the Altadena Library District (ALD). Employees may request the opportunity to telework on a situational, case by case basis. ALD has the right to refuse a request to telework and to terminate a teleworking arrangement at any time, for any reason.

POLICY:

This policy includes situational telework only. Routine or ongoing telework is not allowed under this policy and will be addressed on a case by case basis if an employee submits a proposed telework plan.

1. Situational telework is requested on a case by case basis and should only be used rarely. Situational telework may be occasionally used to promote staff and resource efficiency, particularly for offsite meetings or appointments where telework would increase staff efficiency.

Teleworking Eligibility

Eligibility to participate in the telework program is subject at all times to the needs of the ALD and may be modified as necessary.

This policy shall be applicable to selected employees who meet specific work standards and the employees' job duties are appropriate for teleworking. Meeting one or more of the eligibility requirements does not guarantee approval of teleworking. The ALD holds the final determination of an employee's position being appropriate for teleworking and if the employee meets the specific work standards. Minimum work standard eligibility requirements include, but are not limited to:

1. Regular status full time employees who have worked at the ALD for a minimum of one (1) year;
2. Prior annual job performance evaluation and/or job performance that meets or exceeds standards across all listed performance measures and demonstrates employee ability to work independently;
3. Employee is self-motivated and demonstrates high dependability;
4. Job duties and requirements allow the employee to be away from the ALD's worksite for a period of time during the work week.
5. Teleworking does not impede other employees or work groups from performing their job duties, impact the ALD's business needs, or diminish the operations of the ALD;
6. Teleworking does not reduce service to internal or external customers; and
7. Their manager is able to supervise the work of the employee.

Policy Guidelines

1. Telework is discretionary. Remote work is not permanent and may be discontinued at any time without prior notice.
2. Telework is a privilege, not a right. A manager may determine that some positions and/or individuals are not well suited for remote work.
3. Any employee working remotely must be available during the core hours of 9:00 a.m. to 6:00 p.m. to answer calls, respond to email, attend meetings, etc. unless an agreed upon flexible schedule is approved by the employee's supervisor.
4. The duties, obligations, responsibilities, and conditions of an ALD employee are not changed due to telecommuting.
5. An employee working remotely remains obligated to comply with all ALD rules, policies, practices and procedures. Violations may result in preclusion from teleworking and/or disciplinary action, up to and including termination of employment. The ALD's worker's compensation liability for job related accidents will continue to apply during the employee's teleworking hours.
6. Work hours, overtime compensation, and vacation schedules will conform to District policies and practices, Fair Labor Standards Act (FLSA), and to any other terms agreed upon by employee supervisor, except that, those terms may not violate the laws and provisions stated above.
7. Telework is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective teleworkers are encouraged to discuss expectations of working from home with family members prior to beginning telework.

Equipment

1. ALD provided equipment is not an entitlement for teleworkers. The ALD may provide equipment but are not obligated to do so. Office supplies needed by the employee will be provided by the ALD. All requests must be pre-approved by the responsible supervisor. The ALD retains ownership of all equipment and/or licenses provided and any equipment and/or licenses provided must be returned to the ALD upon request.
2. Use of ALD equipment and supplies is limited to authorized persons for purposes relating to library business.
3. If employee uses their own equipment for teleworking, employee is responsible for maintenance and repair of equipment.
4. The ALD is not responsible for the payment of utilities (heat, electricity, gas, internet, phone, etc.) or home maintenance costs.
5. In the event of delay in repair or replacement of equipment or any other circumstance under which it would be ineffective for the employee to telework, the employee will return to the ALD workplace.
6. The employee must have internet service with sufficient speed/capacity to do their job.
7. An employee working remotely agrees to abide by the ALD's Technology Use and Privacy policy.

Remote Work Location

1. Employee must designate a workspace at home or another location that is maintained in a safe condition, free from hazards. Teleworker is responsible for completing a workspace safety review. Any accident must be brought to the immediate attention of their manager. Teleworker remains solely liable for injuries to third persons and/or members of employee's family on employee's premises. The ALD is not liable for damage to the employee's real or personal property.
2. As part of teleworking responsibilities, the teleworker will ensure that safety and ergonomic standards are met in the designated workspace. Although the workspace does not have to be a separate room, it must have adequate lighting, ventilation, and furniture that is ergonomically comfortable and safe to use.
3. Teleworker will take all reasonable precautions necessary to secure ALD information and equipment in their workspace, prevent unauthorized access to any ALD system or information. Data and information used by teleworkers must be treated with the same caution and respect that confidential material is given in the office.

Request for a Teleworking Schedule

1. Employees requesting planned situational telework must submit a telework request to their immediate supervisor for approval. The employee's manager and the District Director must approve a request for teleworking schedule. This request will be held in the employee's personnel file.
2. In the case of unplanned or emergency situational telework requests, the employee must submit a request to their manager. Management must reply back with their approval or denial, before the employee can telework that day(s).



**BOARD OF LIBRARY TRUSTEES
COPYRIGHT REGULATION POLICY APPROVAL**

DEPARTMENT: Administration

MEETING DATE: February 24, 2020

PREPARED BY: Nikki Winslow

LOCATION: Community Room

TITLE: Review and Approval of the Copyright Regulation Policy

BACKGROUND:

Interim Director Cindy Cleary did a thorough inventory of the existing policies and their last updates. This list did not include a Copyright Regulation Policy, which is pretty standard for most libraries to have and uphold based on the United States Code. I reviewed other Copyright Regulation Policies from other library systems and drafted the policy included in this package.

The language of this policy was very standard in all other policies I reviewed so it was not sent to BB & K for review. Staff will be educated on what this policy means once approved by the Board so that we are adhering to the law set forth in the Copyright Law.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board review and approve the Copyright Regulation Policy.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: Copyright Regulations

SECTION: Library Operations

BOARD APPROVED:

Copyright Regulations

Copying of any library material owned by Altadena Library District, including audio books, books, CDs, DVDs and Blu-rays, electronic databases, magazines, newspapers, serials, video games, and information in any form is governed by United States copyright law. The following notice is to be posted in all Altadena Library District libraries:

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.



Art Restoration Project

Request for Proposals (RFP)

The Altadena Library District welcomes proposals from professional artists and art conservators experienced in creating and restoring oil paintings for the restoration of a George Gardner Symons piece, *Millard Canyon at Granite Gate* currently housed in the Main Library of the District.

About the Painting

Painted by George Gardner Symons in 1896, the painting is oil on stretched canvas and measures 70.25 x 50.25 inches. It was donated to the Altadena Library District by Mr. and Mrs. Guy Fisher in 1975 after having resided in the Laguna Art Museum and University of Southern California University Galleries.

About the Altadena Library District (ALD)

Altadena Library District (ALD) is a small public agency organized under the Education Code of the State of California. A California Special District, ALD is a public library system that operates two libraries serving the approximately 43,000 residents of Altadena. ALD collaborates with its community to create environments for learning and inspiration, serves as a community center, and brings residents together to share the unique history of Altadena and the San Gabriel Valley.

Funding through the Altadena Library Foundation

Funding for the restoration of *Millard Canyon at Granite Gate* has been provided by the Altadena Library Foundation and its generous donors.

DEADLINE

April 10, 2020

Applicant Eligibility

This RFP is open to professional artists and art conservators with experience in creating and restoring oil paintings living in Los Angeles County or nearby environs.

Viewing & Questions

Applicants will schedule a viewing with Director Winslow the week of March 9 - 13, 2020 to examine the painting. Answers to any questions will be posted to www.altadenalibrary.org/rfps

Timeline

Viewing Dates: March 9-13, 2020
Deadline for Questions: March 20, 2020
Answers Delivered: March 27, 2020
Submission Deadline: April 10, 2020
Notification: May 1, 2020

Contact

Nikki Winslow, District Director
626.798.0833 x103
nwinslow@altadenalibrary.org

Application Checklist:

- Two Page Proposal
- Project Timeline
- Project Budget
- Team's Resume/CV
- Professional Reference
- Work Samples



Project Description

Originally painted in 1896, the painting is currently in need of repair to address structural and aesthetic concerns.

ALD asks that the artists and their teams familiarize themselves with the condition of the painting in order to assess the method, timeline and cost of the project. A detailed explanation and interpretation of the condition of the painting and the processes that the team will use to restore the mural must be present in the proposal.

Proposals should include details about:

- Surface treatment and preparation
- Any adjustments to tension of canvas, stretcher or frame
- Paint specifications
- Equipment needs
- Artist & Restoration Team acknowledgement plaque

All expected labor, materials and equipment costs should be included in the Project Outline Budget. Commercial General Liability Insurance (\$150,000 per occurrence / \$250,000 aggregate), Worker's Compensation Insurance per California state law, and Automobile Insurance per California state law are required for the project.

Throughout the restoration process the team of artists must commit to maintaining the style, original graphic quality and colors of the painting.

Proposal Requirements

Proposal submission requirements are as follows:

1. Proposal detailing methods, equipment, materials and timeline of the project (no longer than two pages)
2. Proposed Restoration Budget
3. Team's Resume/CV detailing work completed as a team
4. Three Professional References
5. Team's Work Samples (5 images)

*Late or incomplete applications will not be considered.

Selection Criteria

Proposals will be evaluated by the Altadena Library District based on the following criteria:

1. Completeness and feasibility of the Proposal
2. Appropriateness of Budget
3. Artist Qualifications – Demonstrated experience and quality of past work

Budget

Detailed itemized project budgets must be submitted as part of your proposal. Budgets should realistically reflect the costs of executing the project.

Contact

For more information on this project please contact:

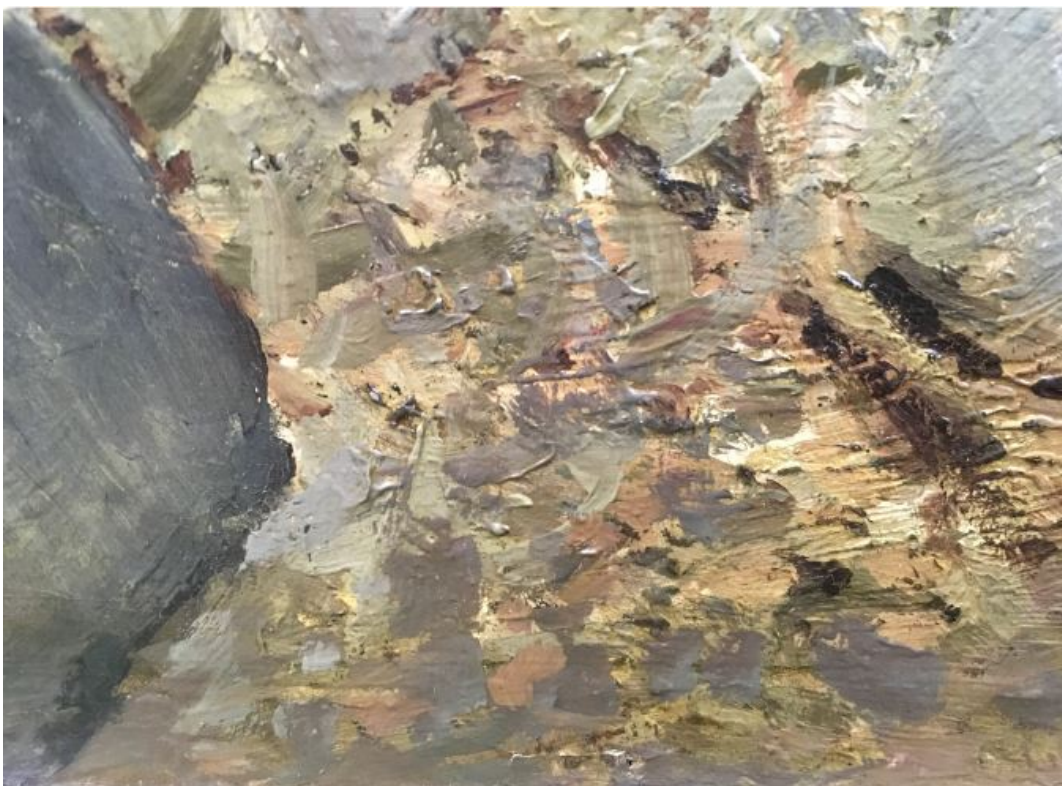
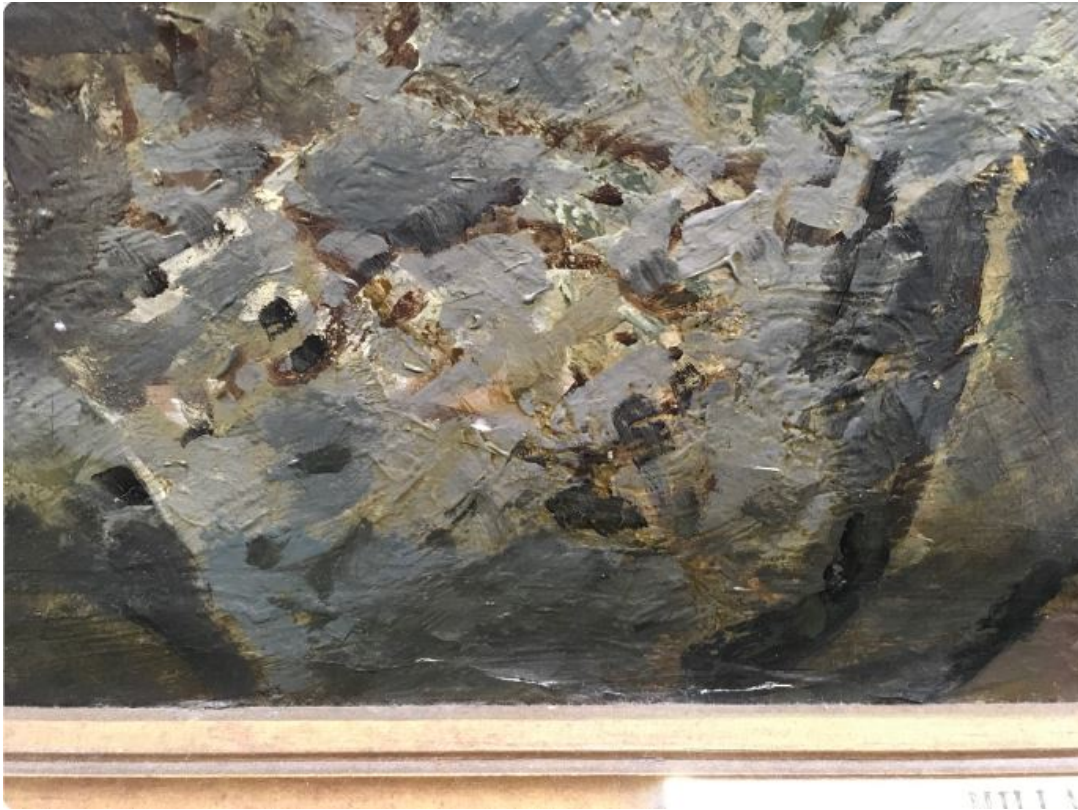
Nikki Winslow, District Director
Altadena Library District
626.798.0833 x103
nwinslow@altadenalibrary.org

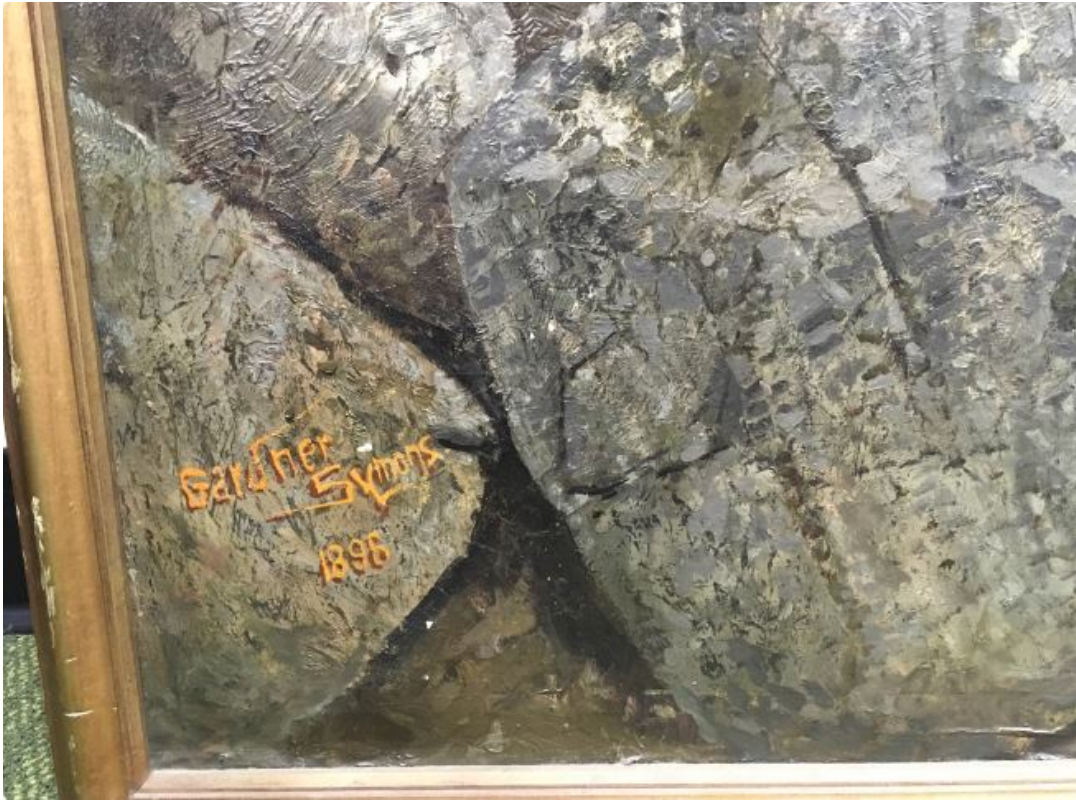
Photos













CELIA ZAVALA
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES
EXECUTIVE OFFICE
BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPE STREET, ROOM 202
LOS ANGELES, CALIFORNIA 90012
(213) 874-1411 • www.bos.lacounty.gov

MEMBERS OF THE BOARD

HILDA L. SOLIS

MARK RIDLEY-THOMAS

SHEILA KUEHL

JANICE HAHN

KATHRYN BARGER

January 31, 2020

Nicole Winslow, District Director
Altadena Library District
600 E. Mariposa Street
Altadena, CA 91001

Dear Ms. Winslow:

CONFLICT OF INTEREST CODE FOR THE ALTADENA LIBRARY DISTRICT

The Board of Supervisors, at its meeting of January 21, 2020 approved the enclosed amended Conflict of Interest Code for the Altadena Library District. The effective date of the Code is January 22, 2020.

It will be necessary for those persons holding designated positions which were added to your Code to complete an Assuming Statement of Economic Interests (Form 700) within 30 days of the effective date of this Code, if they have not already done so. When filing Form 700s, please refer to the instructions as noted on the first page of your Code under "Place of Filing of Statements of Economic Interests".

Please ensure that your district's Form 700 Filing Officer takes all appropriate actions to implement your amended Code.

Should you have any questions regarding this process, please call Don Garcia at (213) 974-1578.

Sincerely,

For Kathy Markarian
Deputy Executive Officer

KM:pn

Enclosures

c: Don Garcia, Chief, Conflict/Lobbyist Division (w/o enclosures)
Kylynn Chaney, Agency Filing/Code Officer



CELIA ZAVALA
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • FAX: (213) 620-0636

MEMBERS OF THE BOARD

HILDA L. SOLIS

MARK RIDLEY-THOMAS

SHEILA KUEHL

JANICE HAHN

KATHRYN BARGER

January 21, 2020

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

11 January 21, 2020

CELIA ZAVALA
EXECUTIVE OFFICER

CONFLICT OF INTEREST CODES (ALL DISTRICTS) (3-VOTES)

SUBJECT

Approval of Conflict of Interest Codes.

IT IS RECOMMENDED THAT THE BOARD:

Approve the Conflict of Interest Codes for the Altadena Library District, Children and Family Services Department, Los Angeles County Development Authority, District Attorney, East Whittier City School District, Paramount Unified School District, and Pomona Unified School District to be effective the day following your Board's approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Pursuant to Government Code Section 87300, every local government agency must adopt and promulgate a Conflict of Interest Code. Agencies are required to amend their Conflict of Interest Codes when necessitated by changed circumstances pursuant to Government Code Section 87306.

In accordance with the Political Reform Act of 1974, the Board of Supervisors is the code reviewing body for Los Angeles County. The Board of Supervisors must approve an agency's code before it can take effect.

The proposed Conflict of Interest Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

Implementation of Strategic Plan Goals

Approval of the attached codes broadly supports the County’s strategic plan strategy of pursuing Operational Effectiveness, Fiscal Responsibility and Accountability.

FISCAL IMPACT/FINANCING

Local governmental agencies must have a Conflict of Interest Code in which individuals in designated positions are required to disclose financial interests at a level appropriate to their decision-making authority.

Adoption of a Conflict of Interest Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues or expenditures.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to Government Code Section 87300, the code review staff recommends that your Board approve the Conflict of Interest Codes for the agencies listed below.

SUBSTANTIVE CHANGES:

(Altadena Library District)

- In Exhibit “A”, an unnecessary disclosure category is removed.
- Changes the title of one (1) position.
- Deletes one position from the code due to the position being eliminated.
- Adds two (2) positions to the code.

(Children and Family Services Department)

- Reduces the disclosure of one (1) position.
- Expands the disclosure of one (1) position.
- Changes the titles of two (2) positions, one of which will now capture new individuals not previously designated.

(Community Development Commission/Housing Authority)

- Agency name changes to the Los Angeles County Development Authority.
- In Exhibit “A”, an unnecessary disclosure category is removed.
- Deletes one (1) position from the code as it no longer exists in the authority.

(District Attorney)

- In Exhibit “A”, an unnecessary disclosure category is removed.
- Deletes one (1) position from the code due to reorganization.
- Changes the title of one (1) position.
- Adds two (2) positions to the code.

(East Whittier City School District)

- Adds one (1) position to the code.

(Paramount Unified School District)

- In Exhibit “A”, an unnecessary disclosure category is removed.
- Changes the titles of two (2) positions.
- Adds one (1) position to the code.

(Pomona Unified School District)

- Adds nine (9) positions to the code.
- Changes the titles of two (2) positions.
- Deletes six (6) positions from the code due to the positions being eliminated.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approving the attached Conflict of Interest Codes for these agencies will further the purposes of the Political Reform Act of 1974 by requiring the individuals designated in each agency’s code to disclose appropriate economic interests.

CONCLUSION

If you have any questions, you may contact Kathy Markarian, Deputy Executive Officer, at (213) 974-0935 or your staff may contact Don Garcia, Chief Conflict of Interest/Lobbyist Division at (213) 974-1578.

The Honorable Board of Supervisors

1/21/2020

Page 4

Respectfully submitted,

A handwritten signature in cursive script, reading "Celia Zavala".

CELIA ZAVALA

Executive Officer, Board of Supervisors

CZ:pn

Enclosures

c: Chief Executive Officer
County Counsel

Conflict of Interest Code
of the

ALTADENA LIBRARY DISTRICT

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

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

Place of Filing of Statements of Economic Interests

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

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

ALTADENA LIBRARY DISTRICT

EXHIBIT "A"

CATEGORY 1

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

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

CATEGORY 2

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

CATEGORY 3

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

CATEGORY 4

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

ALTADENA LIBRARY DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members, Board of Trustees	1, 2, 3
District Director	1, 2, 3
Public Services Director	1, 2, 3
Business Manager	1, 2, 3
Building Projects Manager	1, 4
IT Manager	4
Consultants/New Positions*	

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

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

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

EFFECTIVE DATE: 1/22/2020



**California Special
Districts Association**

Districts Stronger Together

DATE: January 22, 2020

TO: CSDA Voting Member Presidents and General Managers –
Southern Network

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS VACANCY –
CALL FOR NOMINATIONS: SEAT B – SOUTHERN NETWORK**

The CSDA Elections and Bylaws Committee is looking for independent special district Board Members or their General Managers from the Southern Network who are interested in leading the direction of the California Special Districts Association for the remainder of the 2020 - 2022 term, Seat B which is currently vacant.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the Southern Network (see attached CSDA Network Map).

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the summer/fall.
*(CSDA does **not** reimburse travel related expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event, however registration fees are covered)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*



**California Special
Districts Association**
Districts Stronger Together

**2020-2022 BOARD APPOINTMENT
FOR SEAT B SOUTHERN NETWORK
NOMINATION FORM**

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: SOUTHERN

District Telephone: _____

Candidate Direct Telephone: _____

Best Time to Arrange a Call: AM PM
Monday Tuesday Wednesday Thursday Friday Saturday

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax
amberp@cda.net

DEADLINE FOR RECEIVING NOMINATIONS – March 6, 2020



California Special Districts Association

DISTRICT NETWORKS





**California Special
Districts Association**

Districts Stronger Together

DATE: January 27, 2020
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2021 - 2023 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event, however does comp registration for the two events)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Subject: CSDA CALL TO ACTION: Oppose AB 2093
Date: Friday, February 14, 2020 at 10:30:14 AM Pacific Standard Time
From: Chris Palmer
Attachments: image001.png, image002.png, image003.png, AB 2093 (Gloria) Author SAMPLE LETTER - Oppose.doc

Good morning Los Angeles County Special Districts:

As you may recall, CSDA asked members to send veto requests to the governor last year on legislation to require two-year email retention, regardless of whether the email was of true significance. Together, we were successful in securing that bill's (AB 1184) veto. Unfortunately, Assemblyman Gloria has reincarnated the bill and has introduced AB 2093, which is the same as AB 1184. (More information below)

CSDA is asking all member districts to advocate against with an opposition letter to the bill sponsor. Would you and the district be interested to send in a letter in opposition to AB 2093? A sample letter is attached. Should you move to oppose, please send a copy of the letter to me and/or advocacy@csda.net. We will be sure it is uploaded to the Capitol's portal for position letters.

[Assembly Bill 2093 \(Gloria\)](#) was vetoed last year, with Governor Newsom's veto message stating:

"I am returning Assembly Bill 1184 without my signature. This bill would require state and local public agencies to retain every public record transmitted by e-mail for at least two years. This bill does not strike the appropriate balance between the benefits of greater transparency through the public's access to public records, and the burdens of a dramatic increase in records-retention requirements, including associated personnel and data-management costs to taxpayer. Therefore, I am unable to sign this bill."

The impact of AB 2093 will require many agencies to purchase additional servers to store the massive amounts of data contained in the emails. Additionally, many agencies will likely need to hire additional staff to respond to CPRA requests in order to review and filter through all the additional emails agencies are maintaining. AB 2093 will also likely result in lengthened response times to CPRA requests.

While we all support transparency, this bill does not create greater transparency, it is simply a data retention bill. AB 2093 makes no changes to what agencies are required to disclose or what is exempt from disclosure under the CPRA. This bill will have negative impacts on all public agencies that aren't currently retaining all of their emails for two years.

If you have any questions, please contact me or Dillon Gibbons, CSDA Senior Legislative Representative, at dillong@csda.net or 1-877-924-2732.

Best,

Chris Palmer
Senior Public Affairs Field Coordinator

[Register now](#) for the Special District Leadership Academy Conference
April 19 - 22, 2020 – San Diego

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February 2019

Over the course of this month, state legislators will introduce around two thousand bills. All new legislation for 2020 must be introduced by February 21. CSDA will review every bill introduced, sending some of them to one of our six Expert Feedback Teams for help with analysis, and bringing dozens before the CSDA Legislative Committee meeting on March 6 for a support or oppose position. To get all the latest news, subscribe to Advocacy News at www.csdanet.net/advocacy-blog. To be part of one of our Expert Feedback Teams, sign up at www.csdanet.net/get-involved.



Inside this edition of the Take Action Brief:

New Bill Requires Impact Fees to be Charged by Square Foot.....	2
Brown Act Update for Social Media	3
CSDA Sponsors Bill to Reinstate Securitized Limited Obligation Notes.....	4
All Employees Must Receive Sexual Harassment Prevention Training in 2020.....	5

Contact a local CSDA representative near you!

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➤ REVENUE, FINANCES, AND TAXATION

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

New Bill Requires Impact Fees to be Charged by Square Footage

The first measure to be introduced as a result of the Turner Center's August 2019 study on development impact fees is AB 1924 by Assemblymember Timothy Grayson. **This legislation adds a new subsection to the Fee mitigation act stating that "...a fee levied or imposed on a housing development project by a local agency shall be proportionate to the square footage of the proposed unit or units..."**

Last Fall, Assemblymember Grayson hosted a multi-city tour of roundtable discussions with local officials to discuss development impact fees and how they affect housing development. CSDA arranged for members to participate in the discussions and ensure the voice of special districts were heard. CSDA staff attended each event along with a diverse group of special district representatives. Also, in attendance were representatives of market-rate housing developers, cities, counties, not-for-profit housing advocates, legislators and legislative staff.

Development impact fees are charges to developers by local agencies to provide necessary funding to meet the growing demands for services and infrastructure. California's housing crisis has put a spotlight on these fees as the State Legislature explores ways to incentivize more development. CSDA opposed efforts in the Legislature to curb or eliminate fees that meet the demands of new development and fund the infrastructure to adequately serve the residents of new housing.

Assemblymember Grayson has authored a series of bills concerning development impact fees:

- AB 879, enacted in 2017, required the California Department of Housing and Community Development to study how local fees affect housing development. Completed in August 2019, this study was conducted by the University of California's Turner Center for Housing Innovation.
- AB 1483, enacted in 2019, deals with fee transparency
- AB 1484, introduced in 2019, would amend impact fee processes and can still be heard in 2020.

Does your district utilize the Fee Mitigation Act for development impact fees?

CSDA wants to know whether the new development impact fee restrictions imposed by AB 1924 would affect your district. Please contact Legislative Representative Anthony Tannehill at anthonyt@csda.net with your feedback.

➤ GOVERNANCE AND ACCOUNTABILITY

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

Brown Act Update for Social Media Passes First Legislative Hurdles

At the end of January, [AB 992 \(Mullin\)](#), which would modernize the Ralph M. Brown Act, passed the full California State Assembly and is now in the Senate. **AB 992 provides clarity and guidance to local elected officials about how they may engage with their communities on social media.**

The Brown Act was adopted in 1953, before today's technological advances could have been contemplated. The proliferation of social media has made it easier to connect with the public, solicit feedback from constituents, and promote idea sharing within our communities. Because of these benefits, social media has become the modern "community meeting."

Special districts support civic engagement, however, under current law, it is possible that civic engagement on social media is being hampered by a fear of unintentionally violating the law. Moving forward with this legislation is a necessary step to modernizing the Brown Act. A clear rule in this area will allow a more transparent discussion between local agency officials and their constituents about issues facing local agencies.

AB 992 recognizes this reality and creates clear guidance for local elected officials by setting the same standard as is currently in place under the community meetings exception to the Brown Act. The community meetings exception to the Brown Act allows a majority of the members of a local agency body to attend an open and public meeting held by another organization, such as a neighborhood association meeting, local candidates night, or a service club meeting to address a topic of local community concern. The exception does not permit a majority to discuss among themselves business of a specific nature that is within the legislative body's subject matter jurisdiction. Thus, the community meeting exception strikes an appropriate balance between encouraging the type of robust civic engagement that is necessary for a healthy democracy and ensuring that local agencies conduct the people's business openly and publicly.

AB 992 passed the Assembly on a 48 to 13 vote and will be heard next in a Senate policy committee. CSDA will continue to support the bill as it moves through the legislative process and will keep our members informed on its progress.

➤ INFRASTRUCTURE, INNOVATION, AND INVESTMENT

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

CSDA Sponsors Bill to Reinstate Securitized Limited Obligation Notes

Securitized Limited Obligation Notes (SLONs) are a financial tool created in statute for special districts in 2004, (Government Code section [53835-53839](#)) expired on December 31, 2019. CSDA has sponsored [AB 2107 \(Rodriguez and Gray\)](#) to reinstate this short-term financing tool.

The SLONs interest rate is limited by statute and cannot exceed two million dollars, with a term not to exceed 10 years. SLONs may be securitized by any available revenues and do not require two-thirds vote of the electorate.

While some lenders may view special districts' promissory notes or other instruments as risky, SLONs are backed by a pledge of existing revenues with terms of 10 years or less, providing more certainty for lenders.

This type of loan may be useful to those special districts funding relatively small projects of less than \$2 million, and those districts who do not have suitable real property for a lease agreement as security for loan. Additionally, some might find SLONs to be more practical than long-term bonds (with terms of 20-30 years and the associated interest payments) for small projects.

SLONS could be issued only after a special district adopts, by a four-fifths vote, a resolution that contains several key features. Some of those features include:

- The purposes of incurring the indebtedness, and that the indebtedness shall be used solely for those purposes.
- The estimated amount of the indebtedness.
- The maximum number of notes to be issued, and the source of revenue or revenues to be used to secure the limited obligation notes.
- The maturity date of the securitized limited obligation notes.

Would your district benefit from reinstatement of this short-term financing tool?

Special districts and other stakeholders are invited to join our coalition supporting AB 2107. Please visit www.csdanet.net/take-action to download a sample support letter or contact Legislative Representative Anthony Tannehill at anthonyt@csda.net with any questions.

➤ HUMAN RESOURCES AND PERSONNEL

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

All Employees Must Receive Sexual Harassment Prevention Training in 2020

A couple of new laws SB 778 (Senate Labor Committee, 2019), and SB 1343 (Mitchell, 2018) now require all employers with five or more employees to provide sexual harassment prevention training by January 1, 2021 to all full-time, part-time, seasonal, and temporary employees. Full-time employees must receive training within six months of being hired, while part-time, seasonal, and temporary employees are required to receive the training within 30 days of hire or the first 100 hours worked, whichever is first.

Specifically, all employees will need to receive at least one-hour of training every two years, with supervisory employees receiving two-hours of training every two years. While employers can provide their own trainings, there are a number of training options available to employers, including special districts.

CSDA will be hosting training webinars throughout the year. Visit www.csdanet.net for details. A number of public agency law firms are also offering trainings, and the Department of Fair Employment and Housing (DFEH) is planning on making webinars available to all employers in early 2020, though the release of the planned DFEH webinars has been delayed on several occasions already.

➤ OTHER WAYS TO TAKE ACTION

Learn More

Special District Leadership Academy (SDLA) is Now Open for Registration

Dates have been announced for two 2020 SDLA locations:

1. San Diego – April 19-22
2. Lake Tahoe – September 27-30

Attendees will have the option to choose the first time or returning track. First time attendees will be able to complete all four modules of the Special District Leadership Academy, which includes: Governance Foundations, Setting Direction/Community Leadership, Board's Role in Human Resources, and Board's Role in Finance and Fiscal Accountability.

Returning attendees can check out the advanced track with all new topics. Visit the official SDLA website to read more on the schedules, pricing, and registration at <https://sdla.csga.net/home>

Utilize Resources

New Allpaid Endorsed Affiliate for Credit Card Payment Processing

CSDA members now have access to members-only pricing on credit card payment processing services through our newest Endorsed Affiliate, AllPaid. Members can choose from two pre-negotiated fee structures to get the most cost-effective pricing for their agency's needs. In addition, AllPaid will provide 24/7/365 customer service, payment protection, on-demand reporting, and much more. Contact CSDA's member services team to learn more about this exclusive member benefit.

Join Today

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

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

Stay Informed

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

- CSDA's weekly e-Newsletter
- Advocacy News Blog
- CSDA's CA Special District Magazine

Email updates@csga.net for help accessing these member resources.