



AGENDA

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

IMPORTANT NOTICE REGARDING APRIL 27, 2020 MEETING

This meeting is being conducted utilizing teleconference and electronic means consistent with the State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed by joining Zoom Meeting ID: 891 826 790, <https://zoom.us/j/891826790> or by dialing +1 669 900 6833.

Submission of Public Comments: For those wishing to make Public Comments at the April 27, 2020 meeting, please submit your comments by email to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting.

Email comments can be submitted to hello@altadenalibrary.org. Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment

Email and Electronic Comments will be submitted to the legislative body and shall become part of the record of the meeting.

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 Klynn Chaney at (626) 798-0833 x118 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

1. Call to order

2. Open Session

- a. Roll Call
- b. Approval/Reordering of Agenda Items
- c. Adoption of Agenda
- d. Public Comment on Non-Agenda Items
- e. Special Presentations
 - Presentation of Altadena Library District Final Draft of the Annual Financial Report for FY 18/19, conducted by Nigro & Nigro (Action) Attached

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 February 24, 2020 Pages 3-5
- Approval of Minutes – Emergency Meeting held March 13, 2020 Pages 6-7
- Departmental Monthly Reports – February/March 2020 Pages 8-25
- Statistics – February 2020 Pages 26-31

4. 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 Page 32
 - (ii) Friends of the Altadena Library Page 33
- b. District Director's Report – February 2020 Pages 34-39
 - (i) Library General Operations
 - (ii) Communications Update Pages 40-41
- c. Financial Reports – January 2020 Pages 42-69
- d. Committee Reports
 - (i) Budget Committee
 - Possible Funding Sources
 - (ii) Facilities Committee Page 70
 - (iii) California Voting Rights Act Committee 71
 - Demographer Proposal 72-91
 - (iv) District Director Evaluation Process
 - Updated Goals
- e. Trustee Reports

8. New Business

- a. Resolution 2020-01 – Establishing Candidate Statement Policies (Action) Pages 92-93
- b. Review and Approval of Updated Key Policy (Action) Pages 94-96
- c. Emergency Protocols and Risk Minimization Discussion (Information) Page 97
- d. Designation of Applicant's Agent Resolution for Non-State Agencies (Action) Pages 98-99

9. Correspondence

10. Proposed Future Agenda Items

11. Adjournment



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – February 24, 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, Roll Call, Public Comment on Closed Session Agenda** – 4:01 p.m.
Trustee Capell – Absent

3. **Open Session**

- a. **Approval/Reordering of Agenda Items**

It was noted that items 7d (3), 7b (3) and 8a would be postponed to the next regular meeting.

Item 7b (2) would be moved to after Item 4.

- b. **Adoption of Agenda**

Moved by Trustee McMullins to adopt the agenda with the noted amendments

Second by Trustee Kahn

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

Absent: Trustee Capell

- c. **Public Comment on Non-Agenda Items**

LAFCO Presentation: Paul Novak presented

Reports of Support Groups

(i) **Altadena Library Foundation:** Bridget Brewster presented

(ii) **Friends of the Altadena Library:** Claire Newman presented

4. **Consent Calendar**

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

- Approval of Minutes – Regular Meeting held January 27, 2020
- Departmental Monthly Reports – January 2020
- Statistics

Moved by Trustee Andruess to approve the Consent Calendar

Second by Trustee Kahn

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

Absent: Trustee Capell

5. **Consideration of Items Removed from the Consent Calendar**

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

7. Reports (Information)

- b. District Director's Report – January 2020
 - (i) Library General Operations – Director Winslow reported.
 - (iii) Census Presentation - Postponed
- c. Financial Reports – December 2019 – Nicole Fabry reported.
- d. Committee Reports
 - (i) Budget Committee – Trustee Andrues reported
 - (ii) Facilities Committee – Trustee Andrues reported
 - (iii) California Voting Rights Act Committee Trustees Kahn and Clark reported.
 - Demographer Proposal - Postponed
 - (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 Platinum Consulting Group (Action)

Postponed

b. Review and Approval of Mid-Year Budget (Action)

Moved by Trustee McMullins

Second by Trustee Kahn

Aye: Trustee Andrues, Trustee Clark, Trustee Kahn, Trustee McMullins

Absent: Trustee Capell

c. Review of Updated Recruitment and Selection Policy (Information)

The policy will be updated and brought back to the next Regular meeting.

d. Review and Approval of Key Policy (Action)

The Key Policy will be updated and brought back to the March Regular Meeting.

e. Review and Approval of Service Animal (Action)

f. Review and Approval of Teleworking Policy (Action)

g. Review and Approval of Copyright Regulation Policy (Action)

Moved by Trustee Kahn to approve the Service Animal Policy, Teleworking Policy and Copyright Regulation Policy

Second by Trustee Andrues

Aye: Trustee Andrues, Trustee Clark, Trustee Kahn, Trustee McMullins

Absent: Trustee Capell

h. Review and Approval of Request for Proposal for Art Restoration (Action)

Moved by Trustee McMullins to approve with noted amendments.

Second by Trustee Andrues

Aye: Trustee Andrues, Trustee Clark, Trustee Kahn, Trustee McMullins

Absent: Trustee Capell

i. Conflict of Interest Annual Filing (Information)

j. Request for Early Closure on September 26, 2020 at 3 pm for Taste of 'Dena

Trustee Clark asked if there were any objections. Approved

9. Correspondence

Trustee Reports: Trustee Clark, Trustee

10. Proposed Future Agenda Items

Elections Outreach, ARG Cost Estimates, Audit Report, Financing, CSDA Info

11. Adjournment

Moved by Trustee Kahn to Adjourn

Second by Trustee McMullins

Meeting adjourned at 8:07 p.m.



MINUTES FROM EMERGENCY MEETING

Altadena Library District

Community Room – Main Library – March 13, 2020 – 5:00 p.m.

and Via Teleconference

NOTICE IS HEREBY GIVEN: Notice is hereby given that the Altadena Library District Board of Trustees has called an Emergency Meeting pursuant to Gov't Code § 54956.5, to be held at 5:00 P.M. at 600 East Mariposa Street, Altadena, California, to address risk minimization measures, including potential Library closures due to concerns about the Covid-19 (Coronavirus) Outbreak.

1. **Call to order** – 4:59 p.m.

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

Public Comment – none

2. **Discuss and Take Appropriate Action**, Including Immediate Action, Due to Imminent Threat to Public Health and Safety as a Result of the Spread of the Coronavirus (COVID-19), Epidemic. As Declared by the World Health Organization as a Pandemic on March 11, 2020.

Director Winslow presented the staff recommendations. There was discussion amongst the Trustees and Staff regarding the various items recommended to the Board.

Moved by Trustee Kahn

Second by Trustee McMullins to approve the following:

1) The Altadena Library District Buildings will be closed to the public effective March 14, 2020 through at least March 31, 2020 to prevent the spreading of COVID-19 in our community.

2) The Board of Trustees will give District Director the authority to make decisions about when to bring staff back to work and any further District closures, in consultation with the Board President.

3) Effective March 14, 2020, District staff will be instructed to stay home for one (1) week as an effort toward effective social distancing, after which time the District Director will re-assess and make a determination whether staff will return on March 23, 2020 or be instructed to stay home for an additional week. Staff will continue to be paid during this time.

- 4) Staff will research potential cleaning services for a deep cleaning and sanitization of both library facilities during the closure.
- 5) Departmental Managers will notify all vendors to cease deliveries to the buildings until at least March 20, 2020.
- 6) Public Wi-Fi will continue to stay on, and the Main Library parking lot gate will remain open from 10 a.m. to 6 p.m. during the closure so that community members can continue to use the Wi-Fi as needed.
- 7) Board of Trustees will cancel its March 23, 2020 Regular Meeting.
- 8) Through communication with local organizations and careful monitoring of updates from Centers for Disease Control and Prevention, California Department of Public Health, and Los Angeles County Department of Public Health, the District will be a source of relevant updates about COVID-19 through its website, social media platforms, and email blasts during the closure.
- 9) In-Person Programming and Outreach will be suspended through at least the end of April.

These actions were unanimously approved by the following Roll Call Vote:

Trustee Andruess – Yes

Trustee Capell – Yes

Trustee Kahn – Yes

Trustee McMullins – Yes

Trustee Clark – Yes

3. Adjourn

Meeting Adjourned at 5:48 p.m.



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

DEPARTMENT: Children's & Family Services

MEETING DATE: March 23, 2020

PREPARED BY: Mylinh Hamlington

LOCATION: Community Room

Programming Highlights:

- This month we held 24 children's programs with a total attendance number of 440. Attendance at each storytime has increased since last month with around 5-10 more attendees for each storytime. Due to Helen Cate being out sick a few days, I was able to conduct a couple of Baby/Toddler storytimes this month, which I really enjoyed. It was a good opportunity for me to become more familiar with our regular patrons and build relationships with the children.
- Amanda's Panel to Page workshop series for tweens is going extremely well. She has full attendance each session and the children have been consistently engaged and interact well with the various artists that have visited. The series will run through April 15th, and we are planning to celebrate the children's work with a book release party that will coincide with the upcoming Free Comic Book Day programming on May 2nd.
- The Black History Bee Study Session unfortunately only had one participant, but Helen Cate's recent Dog Man Party was a rousing success with 95 attendees enjoying various activities, crafts, and snacks. I am hoping to have her recreate this program at Bob Lucas sometime in the near future.
- On March 11th, Nikki and I decided to temporarily cancel programs that are toy-focused which are our Early Literacy Playtime and Lego Club. This was done in an effort to limit the spread of any illness
- The children's team and Diana are meeting this Friday, March 13th to plan out programming for the summer months. SRP performers are all booked.

Outreach

- Helen Cate is continuing her monthly visits to FireHouse School through May. We will take a break during the summer but plan to resume in September. Cindy will be delivering a storytime to Children's Country House monthly for the next three months as well.
- Amanda and Vicki visited Longfellow Elementary school on March 5th to talk about library activities during the summer. They were excited to talk after other organizations because they were able to emphasize that we do awesome programs and unlike the other organizations, ours are all free!

- Other visits to local PUSD schools are cancelled for now due to COVID-19, including our planned visit to Jackson Elementary's ELAC group, and Nikki and my visit to Jackson Elementary's PTA, both previously scheduled for March.
- As we plan programming and outreach for the summer, I am hoping to be able to fit in monthly storytimes to both the Altadena Farmers Market and Food Truck Fridays.

Children's Area

- I am continuing to weed the collection in order to make room for the abundance of new materials that I am ordering.
- I am planning to use the book bins where the board books are currently shelved to create a few themed browsing collections that will consist of highly reviewed picture books and narrative non-fiction aimed at children ages 2-5. Chloe is working on creating shelf signs and stickers for these items. The topics that I will be highlighting are: Award Winners, Fairy Tales and Folk Tales, Concepts (ABC, 123, colors and shapes), Multilingual Stories, Things that Go, Science, Animals and Nature.
- The manipulatives in the children's area and at the light table have been temporarily removed to combat the spread of illness.

Meetings and Trainings

- Cindy and I both attended the Parent Café training sponsored by Growing Together Pasadena. We are now certified to conduct Parent Café and lead short trainings for any parents that want to assist us. One of Cindy's goals for the next year is to lead a Parent Café this summer.
- Amanda attended her first CLA New Leaders training session and came back with some great information on being a team leader and ways to practice active listening.
- Cindy, Helen, and I along with other staff members attended a training on Trauma Informed Care given by Liz Arnold of Young and Healthy.
- Amanda and I met with Ashley Long who is creating the toolbox for Growing Together Pasadena to talk about how Altadena Library started working with this organization and how things are going
- I am continuing to participate in the Mental Health Initiative training with Jesse and Isabelle. This month was focused on self-care as service providers.

Pictures from the Dog Man party



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

DEPARTMENT: Children's & Family Services

MEETING DATE: April 27, 2020

PREPARED BY: Mylinh Hamlington

LOCATION: Online

Programming Highlights:

- Prior to the library closing on March 13th, we continued to have good turnout for our regular storytime programs.
- Amanda's Panel to Page programs continued to be well attended and enjoyed by the participants. In March, professional comic artist Andrew Robinson, taught the tweens the basics of drawing figures. Amanda has been in contact with the Ezra Jack Keats foundation and they have extended the grant deadline to next year so that she can complete the Panel to Page program once things are back up and running.
- I contacted Wild Wonders and Barbara Wang, performers who were booked to perform in April and May to cancel those visits.
- The children's team has started to record some content for Chloe to post on our You Tube page. These videos include crafts, rhymes, songs, meditations, and fingerplays. In each of the video we include some early literacy information for caregivers. We are planning on creating these types videos at least through the month of May.

Resource and Collection Development:

- I have been adding many new titles to our CloudLibrary collection. I have especially tried to focus on activity books and non-fiction books for the children and families who are now working and learning from home. I also went through and made sure that we had copies of popular graphic novels and exciting new middle grade titles.
- I worked with Jennifer Driscoll from Pasadena Library to select and purchase general programming resources and items for STEM kits for Altadena Libraries using funds from Growing Together Pasadena. These items needed to be purchased during this fiscal year but will be held at Pasadena Library for us until we re-open.
- I prepared an order for VOX books and Carlene is talking to them about the processing fees for the items. My hope is to be able to order these books in the current fiscal year so that we have them available during the summer.
 - VOX books are fiction and non-fiction picture books with attached digital audio players. They are rechargeable, sit on the shelf like a standard book, have a headphone port and an external speaker. They are provided through the vendor Library Ideas.

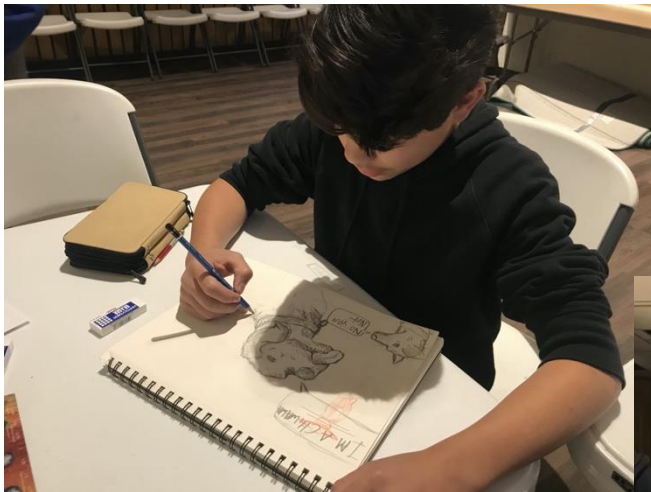
Meetings and Trainings:

- I attended a Growing Together Pasadena meeting on March 10th, where Crys O'Grady the GTP leader from the Pasadena Office of the Young Child announced that she would

be leaving her position at the beginning of April. She also shared the information that the California State Library has funded a second year of the project and provided another \$250,000 for 2020. To get the group through the interim time before a new person is found to fill Crys' role, we divided up her tasks among the group. I volunteered to be the programming lead to help facilitate discussions between sites about upcoming programming.

- I have recently participated in two virtual meetings facilitated by the California State Library, a Children's Services Meetup and Summer Reading Conversations. I heard from other libraries across California how they are currently serving children and families during this time and what their thoughts are surrounding summer reading programs. I also attended School Library Journal's virtual Middle Grade Magic conference which featured a large collection of various middle grade authors.
- Amanda and I both completed the Ethics Compliance training and are currently enrolled in the Science of Wellbeing training offered by Yale University on Coursera.
- Amanda also participated in a training from the Southern Collaborative Conference called Engaged: Community Impact Through Community Led Libraries and the BIPOC in LIS Mental Health Summit presented by the BIPOC Project.
- Helen completed a training called Building Resilience with Bibliotherapy and Cindy attended a presentation called Podcasts and Poetry in the Time of Covid-19.

Pictures from the latest Page to Panel session





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

DEPARTMENT: Adult Services

MEETING DATE: 4/27/20

PREPARED BY: Jesse Lopez

LOCATION: Community Room

Feb 2020

This month was dominated by managerial and administrative tasks. The first half of the month was devoted to receiving, reviewing, commenting on and forwarding to our District Director all of my 11 staffs' Position Description Questionnaires PDQs for Koff & Associates and our class and compensation study. Although it was a lot of work, I found the form and objective to be very useful to me as a new manager and supervisor at ALD. From the form and my conversations with each staff member, I learned in minute detail, the work that they do, and their opinions on a lot of things.

The second part of the month was dedicated in part to performing annual evaluations for my staff. My supervisor Estella T began an indefinite period of leave during this period and Nikki assigned me the task of conducting several overdue annual evaluations. Together, we conducted numerous evaluations and hopefully, we will be caught up to speed next month. I agree with Nikki that it is important to keep to a regular calendar of staff annual evaluations, they serve a useful purpose and their regularity give staff a sense of continuity and progress.

Finally, the other major thing I have started doing in February 2020 is holding monthly one on one meetings with all of my full time staff. They are secure in my outlook calendar indefinitely and serve a really good purpose of increasing communication and building a support system for staff. Next month, I will begin adding quarterly one on one meetings with my part-time staff.

In addition to all normal reoccurring programming, we are working on a series of sewing workshops, bought all 300 copies of Wild LA to distribute for Read-a-dena, started a Zine workshop and D&D drop in day on 3rd Saturdays, and planned for Census 2020 outreach.

Finally, in Stella's absence, I have been made coordinator of the Mental Health Initiative for our library.

March 2020

March was one of the strangest, hardest months in my life and surely a weird and scary one for ALD. It started rather normally and the main news from adult services before the 14th was that ALD's One City, One Book initiative, Read-a-dena: Wild LA officially kicked off on the 1st. We ordered over 300 copies of the book to pass out to our patrons at various events and at the information desk and they were beginning to go out in masse. I also supplied each staff member in the library with their own personal copy of Wild LA in order to make everyone feel ownership of the program and get staff engaged.

By Monday, March 9 news of covid was everywhere and we still held our kick off event “Love Your City” with Charles Hood. Even in those circumstances, there was good attendance. However, we closed on that Friday the 13th and have remained closed since then.

After the initial shock of the closure, and with no re-opening date in sight, the management team met the last week of March to discuss operations in this new state of being. Things are still nebulous but several expectations were laid out to me and my staff and we are beginning to move our structure (meetings etc) online as well as our programming and services. More details are to come in the next month on how we do these things.



BOARD OF LIBRARY TRUSTEES

I.T. REPORT for February and March 2020

DEPARTMENT: Information Technology **MEETING DATE:** April 27, 2020

PREPARED BY: Christopher Kellermeyer

LOCATION: Zoom Meeting

Altadena Library District (ALD) Category 2 (Connectivity Hardware) ERate bidding closed, and X-Act Technology Solutions won the bid (see January's Information Technology board report for more details). As a reminder, this project will upgrade our current WiFi to WiFi 6 and supply ethernet drops for the internal security camera project (CCTV). The cost estimate to ALD lands at \$8,996.20; costs from our ERate consultant brings the total cost of the project up to \$12,496.20. X-Act's company information: <http://www.xactts.com>

The Category 1 ERate RFP bidding recently closed. Califa (a library consortium) facilitated the project as part of their California State Library Broadband Services Project (CENIC project). ALD opted in for another 5 years, but under 10 Gb circuits. This change will effectively increase our backbone speed by 10x; thus, ALD, with the unbridled WiFi 6 upgrade, will be the undisputed champion of public internet access, locally, perhaps cross County or State. Current cost estimates to the District come in at: Non-Recurring Cost > \$8,260 and Monthly Recurring Cost (After Reimbursements) > \$378 (District); Both Bob Lucas Memorial Library and Altadena Main Library receive 10 Gb circuits. ALD will incur these CAT 1 ERate charges on fiscal 2021-2022. Califa information: <https://califa.org/about>

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>

We submitted a grant application for LA 2050. The LA 2050 grant puts us in the running for \$10,000 to \$100,000 that would be applied toward our Mobile Library project. A big thanks to Chloe and Jonathan for their work on meeting the grant submission deadline. Information on the LA 2050 grant can be found here: <https://challenge.la2050.org/>

Our Alarm System cellular connection has been upgrade from 3G to 4G LTE at no additional cost.



**BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT for FEBRUARY / MARCH 2020**

DEPARTMENT: Facilities
PREPARED BY: Jonathan Arevalo

MEETING DATE: APRIL 27, 2020
LOCATION: Community Room

Facilities Highlights for the Month of February:

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

Three of the large glass window panels on the north side of the Main Library had maintenance done due to worn vinyl stripping. Vinyl stripping was replaced and sealed.

The sliding glass and screen doors in the District Director's office were not functioning correctly and in need of new hardware. Both doors were repaired and are functional as an extra emergency exit if needed. This was one of the recommended repairs addressed in our 2018 Facilities Assessment Report.

The DDC project at the Main Library began in the month of February. The north Air Handler Unit (AHU) was completed in February and the south AHU will be completed the first week of March. A demonstration of how the DDC interface works will be presented at the March Board meeting.

Annual Tree Maintenance was done at the Bob Lucas Memorial Branch Library. The cuttings from the trees were made into mulch and are being used at both libraries.

Facilities Highlights for the Month of March:

Emergency safety lighting was installed at the Main Library's main floor for easy exiting from the building in case of an emergency due to an electrical failure caused by weather conditions or other natural disasters.

New outlets added to the administration office.

Security lighting added to the west side of the Main Library building.

Low voltage lighting transformers were installed at the Main Library for future landscape lighting.

The DDC project at the Main Library was completed. Both Air Handler Units (AHU) were transferred over from analog to digital controllers. If time permits, a demonstration of how the DDC interface works will be presented at the April Board meeting.

A new ship ladder was purchased to gain access to the second level of the roof at the Main Library. Installation was delayed due to the Districts closure. Will be installed soon.



**BOARD OF LIBRARY TRUSTEES
TEEN SERVICES REPORT for February/March 2020**

DEPARTMENT: Teen Services

MEETING DATE:

PREPARED BY: Isabelle Briggs

LOCATION: Community Room

Programming Highlights:

February

In February, Teen Services offered four stand-alone programs with a total of 22 participants. The best attended program was Nom Nom Club, with 11 participants who all made decadent avocado toasts. D&D@ALD, the monthly open hours Dungeons & Dragons group saw a rise in attendance, with two new participants who had never been to the library before! Teen Gaming Hours were attended by a total of 51 individuals.

Outside of programming, I also redecorated and rearranged the Teen Space. It features new pillows, rugs, plants, and light features. The goal was to make it feel more cozy, age-appropriate, and welcoming to young adults.

March

Three planned programs were held in March before the District closure: Pride Book Club and Nom Nom Club, which was attended by 14 individuals, who made hot cocoa and biscuits. One event was hosted by Planned Parenthood San Gabriel Valley and was a workshop on consent and building healthy relationships. Despite no attendance, Planned Parenthood was very receptive to working on more programming in the future.

Class Visits:

Two class visits were scheduled with Aveson Leadership Academy, but they were cancelled due to school closures.

Outreach:

February

I attended the Partnership for Youth and Families meeting on February 6th which was primarily concerned with disseminating updates on the Pasadena State of the Youth report and spreading information about the 2020 Census and new immigration laws. I was also on a call with the Marketing and Community Engagement Manager and Joe Ford, the Senior Vice President of Hathaway-Sycamores Child and Family Services. We discussed plans for visiting with the foster youth in his system and brainstormed possible programming and engagement efforts.

March

In March, myself and the District Director attended the Women's History Month assembly at Eliot Arts Magnet. We brought a selection of women's history materials from the YA collection and we promoted programs and services.

Professional Development:

February

I attended the 2020 Public Library Association Conference in Nashville, TN from February 26-29. I attended many amazing and informative sessions, and I shared many of my takeaways with the Adult Services and Circulation team at our monthly meeting. After being inspired by a session I attended at PLA, I met with the Director and the Business Manager to go over how our policies pertain to transgendered patrons and staff and what changes could be made to make our policies more inclusive.



**BOARD OF LIBRARY TRUSTEES
REPORT for February and March 2020**

DEPARTMENT: Technical Services

MEETING DATE: April 27, 2020

PREPARED BY: Carlene Chiu

LOCATION: Community Room

In February there was an increase in ordering as we added new selectors who started ordering for their sections. The teen and children's librarians weeded a large number of books from their sections resulting in a large number of discards. The technical services staff was responsible for deleting the items from Koha. Subsequently, the technical services team worked with the Friends of the Library to get the discards ready to be sold as part of the Friends of the Library Book Sale.

I new item we prepared to add to our collection is the binge box. A binge box contains 5 movies about the same theme or that features the same actor. Staff members have enthusiastically signed up to curate their own binge boxes.

Jesse created a new "staff recommends" shelf. Vicky and Selena moved the staff picks to their new shelving location, changed the locations in their records, and added stickers to the staff picks so that staff can identify them when they are returned.

With the launch of the Cloud Library, the technical services team attended a number of training sessions to learn the staff end as well as the public end of the Cloud Library. The selectors, Mark and I, from the technical services team began to add inventory from our sections to the Cloud Library.

In March, I returned from filling in at the Branch as Branch Manager for five and a half months to the Technical Services Department. It was great to be back and reconnect with the Technical Services Team. The first week and a half were spent on completing some housekeeping duties such as cleaning up the file that contains import records. This involves closing out of the completed files that have been imported and making sure that everything received was uploaded into Koha and cataloged. Next, the technical services team worked on clearing up all the carts that were waiting to be cataloged and processed that was downstairs in the technical services team department. I also deleted the items from Koha that have been missing/lost/lost and billed for over a year. In total, from February to mid-March, 3,800 records/items have been deleted from Koha. Records maintenance enables our catalog to be most up to date and accurate.

Mark, our Cataloger, was able to share his passion with tweens by assisting with the Panel to Page Tween Graphic Novels series which met once a week. Vicky, our Library Associate – Acquisitions assisted with outreach at Jackson Elementary School with Amanda from the Children's department. Vicky was there to use her Spanish speaking skills along with Amanda to promote our early literacy programs to Spanish speaking families. The technical services

team really enjoyed assisting with the other departments which capitalized on their skills and aligned with their interests.

During the closure, Selena and Vicky worked on ILL renewals. I worked on completing all the remaining "purchase for suggestions" requests and looked for the online equivalent of the titles and ordered those for our patrons. In all, about 150 patron requests were answered.

BOARD OF LIBRARY TRUSTEES
PUBLIC SERVICES DIRECTOR'S REPORT for February and March 2020

DEPARTMENT: Public Services Director
PREPARED BY: Estella Terrazas

MEETING DATE: April 27, 2020
LOCATION: Virtual

Staffing Update

- In mid-March, Diana returned to the library after being on maternity leave. A big congratulations to Diana and her husband on the addition to their family! I also want to thank Carlene for taking on the role of Acting Branch Manager during Diana's absence, and, welcome Carlene back to Technical Services.
- I went on a month-long leave in February and my first day back to work coincided with the second day of the facilities closure. I am grateful that the library now has a Zoom account and I am able to see my coworkers and have that visual contact.
- During the first and second weeks of closure, I worked with Nikki, and members of the Management Team, to determine staffing and implementation of services to the public while facilities are closed. I am happy to report that we have staff creating storytimes, selecting materials for our electronic collections, answering the chat service, and answering telephone calls.

Meeting Highlights

- We started the month of February with the first ever (to my knowledge) Saturday morning huddle! On Monday through Friday, staff at Main have a fifteen-minute meeting to share what programs are taking place that day and any other information staff will need to conduct their business for the day. We call our daily briefing the Huddle and although there are fewer staff present on Saturdays, I am glad we implemented this practice.



Mark, Selena, Sue, Helen M., Melissa, Lori and me at the Inagural Saturday Huddle.

Public Services Director's Report continued.

- For the District's Classification and Compensation Study, I had my interview in a virtual Ring Central Meeting. Unfortunately, I was on leave when Public Services Staff were submitting their questionnaires and missed getting to read their responses about their individual positions. I look forward to hearing the final results and recommendations from Koff & Associates, and, how we will utilize that information to help create the best structure for our staff and the organization.

Training / Professional Development Highlights

- Along with Christopher and Collection Development Selectors, I attended several Webinars from Bibliotheca regarding our new e book and e audiobook platform, cloudLibrary. The live Webinars included information on administrative functions, how to select and order materials, and how to use the service. Now that I am back to work, I am refreshing my knowledge on using the staff side of cloudLibrary.
- On March 26th, I attended the Library 2.0 virtual mini conference, "Libraries Stepping Up: Serving the Needs of Communities in Crisis." The four-session conference included topics on self-care, promoting library online services, serving patrons while facilities are closed, and, how to create a digital branch. Each session provided some good tips on what we can do for our community going forward, and, reaffirmed some things we were putting into action.

Library Collections Highlights

- I spent the first couple of days back to work on email conversations with our materials vendors, asking them to postpone orders and to stop planned delivery of materials. Vendors were very understanding of the situation and I will remain hopeful that we will be able to open the facilities and have new materials on the shelves prior to the fiscal year's end.

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

DEPARTMENT: Bob Lucas Branch

MEETING DATE: March 23, 2020

PREPARED BY: Carlene Chiu

LOCATION: Community Room

In February we had our first class visits of the year! Two classes of twenty-five fifth-graders visited the Branch from Odyssey to look for books for their book reports. Staff had a great time helping them look for books for their reports and seeing what their interests were. One student was interested in writing his report on the history of hip hop while another student was interested in writing her report on space exploration. The students practiced searching for their books using our online catalog. Odyssey does not have a library, so it is great that the Branch is can be a resource for the school.

I attended a very informative training on how trauma affects the brain presented by our Growing Together PASadena partners, Young & Healthy. As we serve patrons of all ages, it is good to understand how trauma can affect the brain and behaviors.

A mini job fair was held at the Branch to promote working for the Census 2020 on February 23rd. Twenty-seven people showed an interest in working for the Census. Another information session is being held at the Branch on March 4th. Staff was on hand to assist participants with applying for positions online utilizing our computers.



In celebration of black history month, Branch staff created a black history month display highlighting notable black people and books. Drummer, Chazz Ross came to teach African drumming to participants of all ages. The sounds of rhythmic drumming on djembes struck enthusiastically with bare hands and fingers filled the Branch up.

After the drumming program was over, a woman came up to us with a page out of her scrapbook featuring pictures of her son and Chazz. The woman's son attended a drumming event with Chazz when her son was four and now her son is fifteen! The woman told me she

was so excited when she saw on our Facebook page that Chazz was coming to the Branch. We were all touched seeing the reunion they had with Chazz.

The craft of the month was in celebration of Valentine's Day. Children decorated heart-shaped cookies. The adult craft of the month was creating a landscape painting of birch trees using yarn and acrylic paint.

Four story-times were conducted by Library Associate, Amanda, from Main this month with arts and crafts activities afterward conducted by Branch Library Associate, Michelle.

Two literacy students and two literacy tutors were added to the Literacy Program. There was also one returning literacy student who was matched up with a tutor.

This is my last month as Acting Manager at the Branch as Diana comes back in March and I return to the Technical Services Department.



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

DEPARTMENT: Bob Lucas Branch

MEETING DATE: April 27, 2020

PREPARED BY: Diana Wong

LOCATION: Community Room

The Bob Lucas branch opened only 10 days this month before closing to the public in response to the novel coronavirus. During the two-week span, we were able to offer two storytimes, but took early measures to limit group gatherings by canceling several regularly scheduled youth programs. Additionally, we hosted 25 kindergarteners from Odyssey Charter School for their Springtime library visit at the start of the month.



The launch of Read-a-Dena this month was well received on Altadena's west side. The 'peruse & pass' copies of *Wild LA: Explore the Amazing Nature In and Around Los Angeles* were moving like hotcakes as patrons visited our branch to get a copy.

As we find ourselves in a new routine these days, I am happy to report that the Bob Lucas staff is healthy and in good spirits. BL staff members have adjusted to working from home and are honing in on professional development opportunities through online webinars and trainings. In an effort to keep in touch, we are meeting over Zoom on a weekly basis to get updates and individually share what we have learned from online trainings. Further, we will have an on-going discussion on how best to prepare for re-opening to the public. Considering the size of our space, we will need to figure out how to properly arrange furniture and computers so the public may continue to protect themselves by maintaining a 6-foot distance from others.

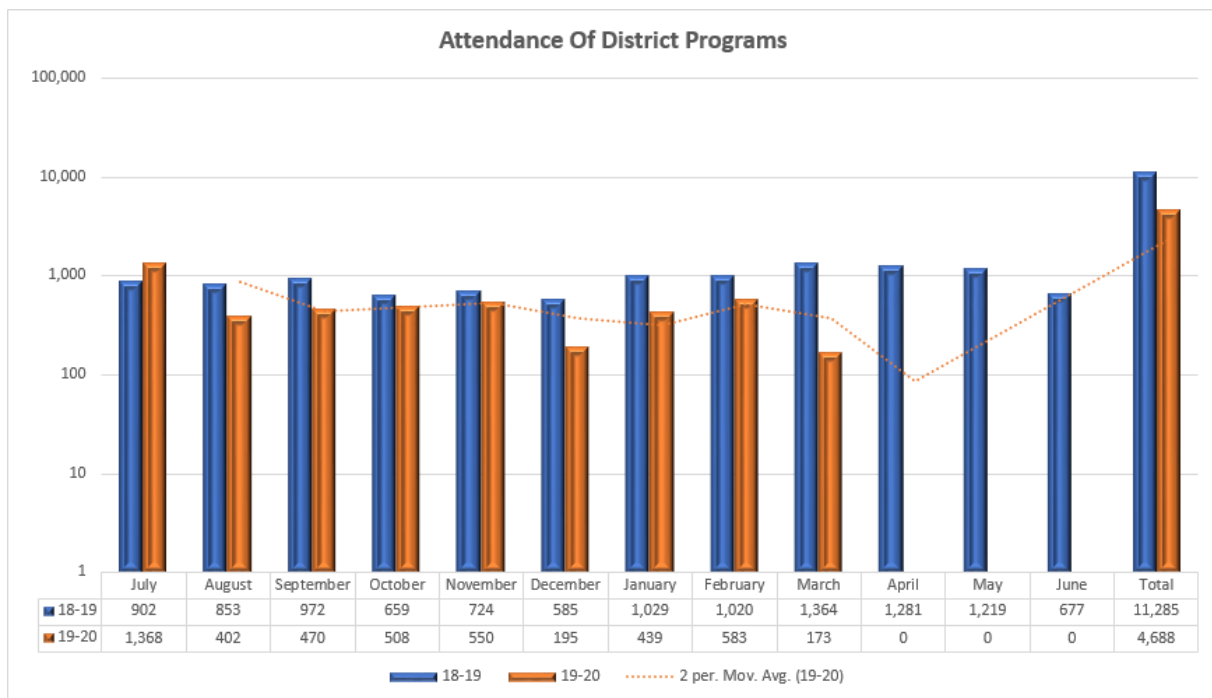
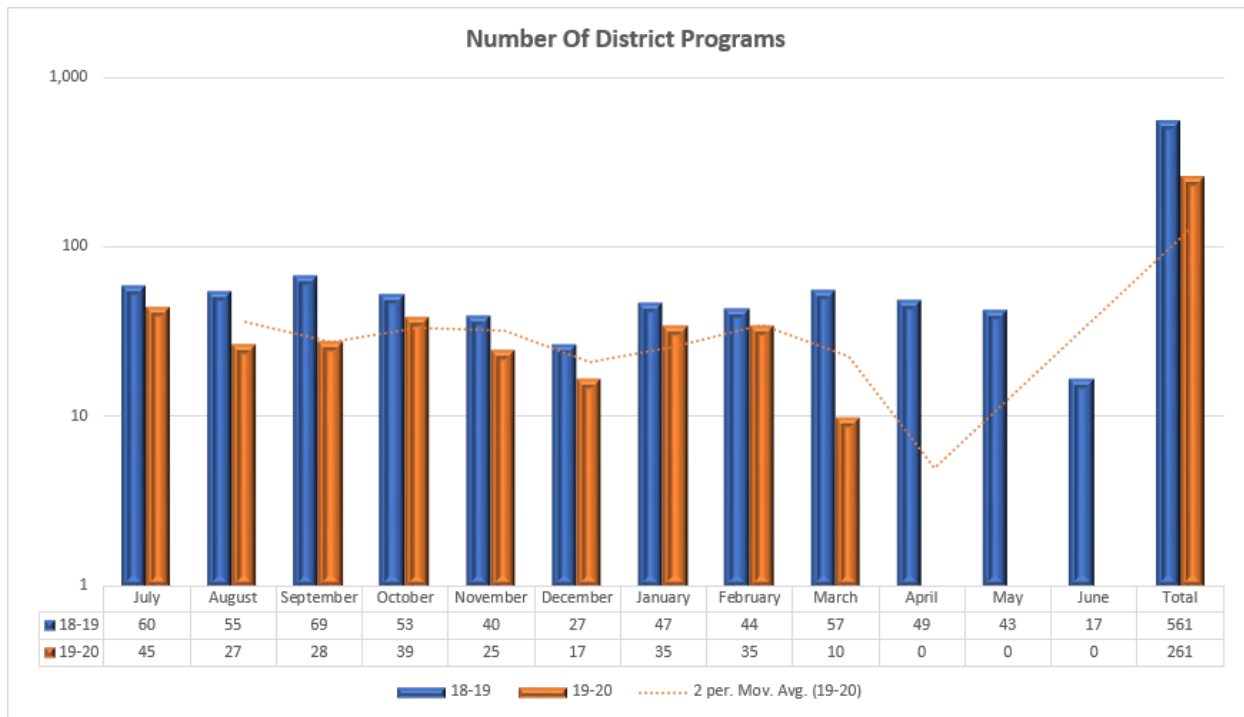
On the Adult Literacy front, some of our learners and tutors have managed to continue with literacy sessions through virtual platforms like FaceTime and Zoom. Our ESL facilitator is in touch with her students, working via text and over the phone periodically during the closure. The Literacy community has been doing a great job developing and sharing online resources so tutors and learners may continue to study.

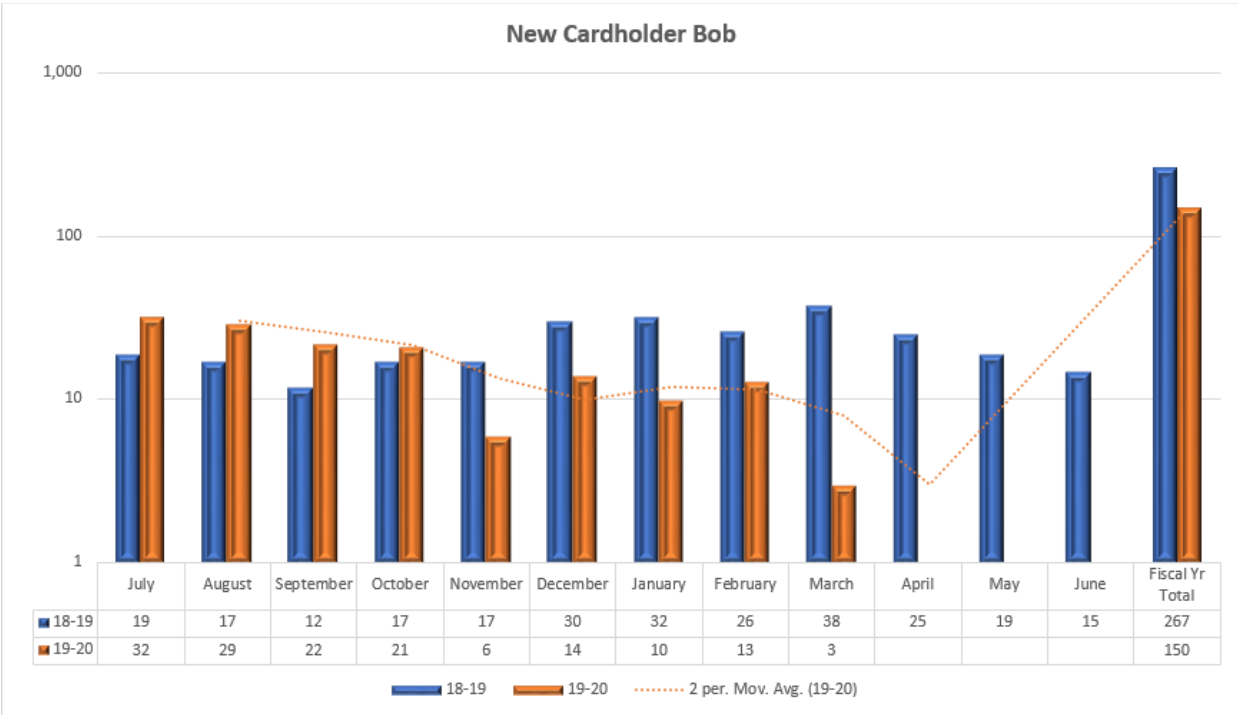
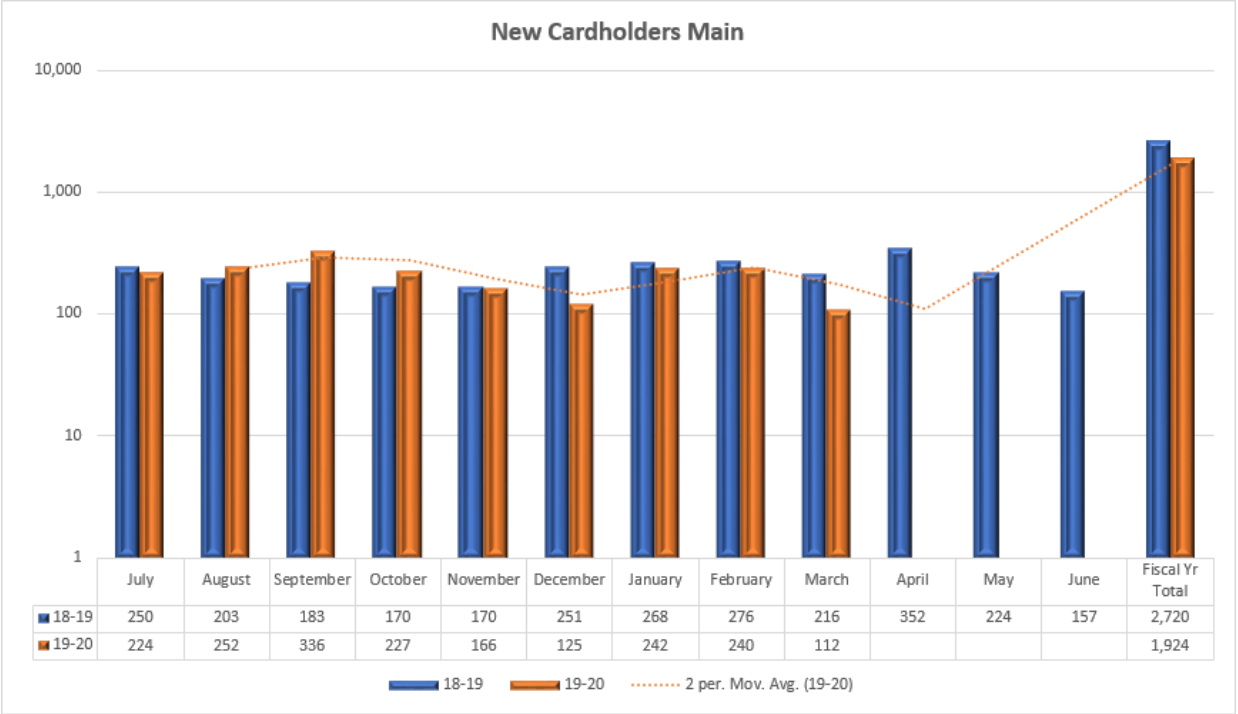


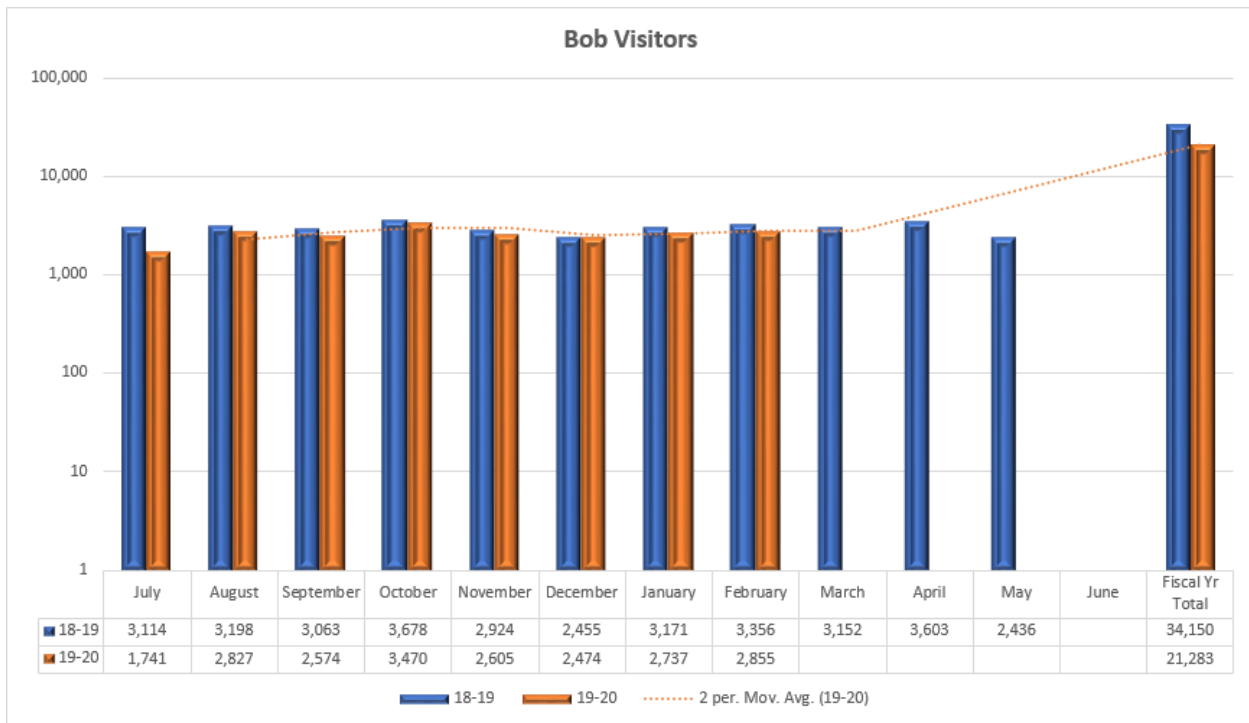
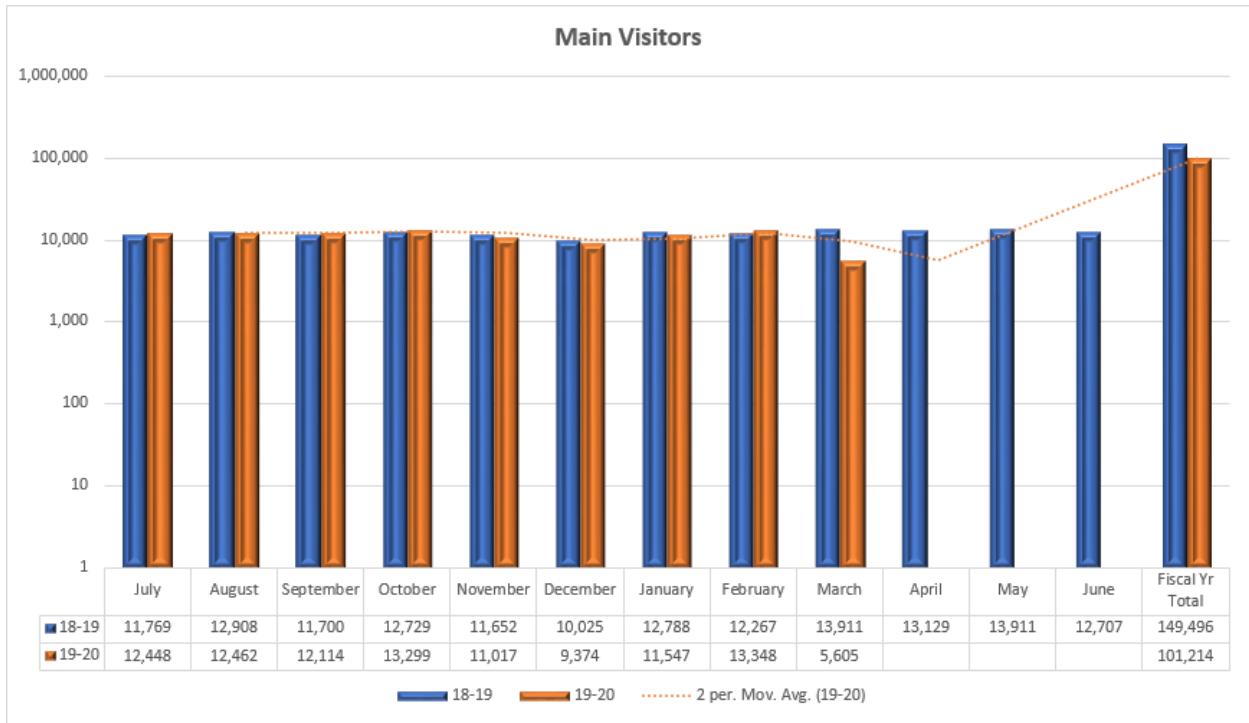
**BOARD OF LIBRARY TRUSTEES
February/March 2020 Statistics**

DEPARTMENT: Administration

MEETING DATE: April 27, 2020







**Total Checkouts By Item Type
March**

description	Count
Audio Books	199
Books	7041
Computer	35
InterLibrary Loan	30
Kits	65
Library Of Things	1
Magazine	53
Mobile Hot Spot	31
Music	216
On The Fly Record	11
Serial	44
Small Study Room	16
Video Game	132
Visual Materials	2651
Ebook	3064*
E Audio Book	1087

**Combined Total Collection By Item Type
March**

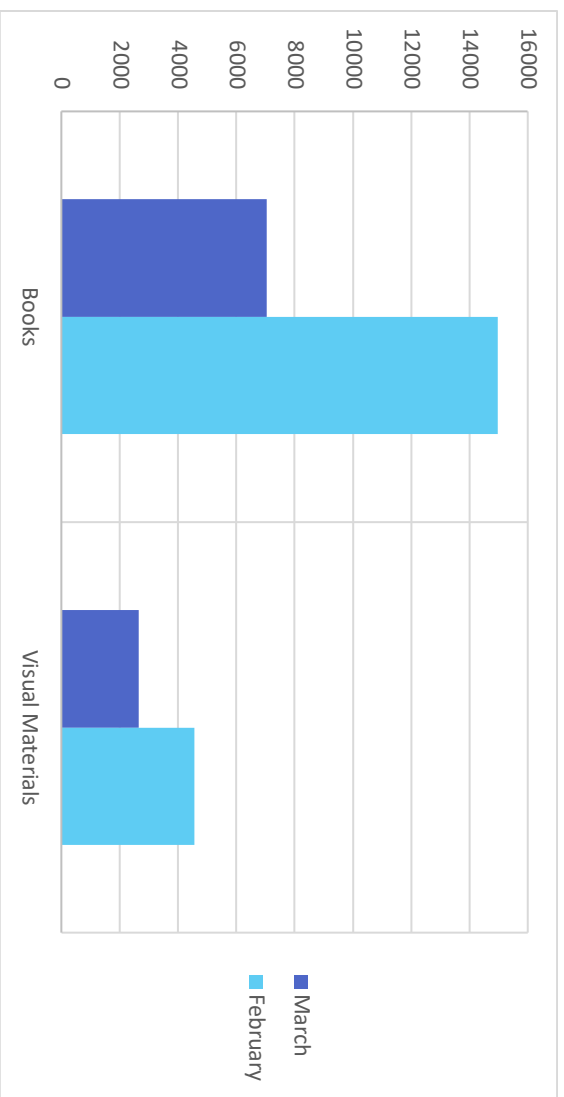
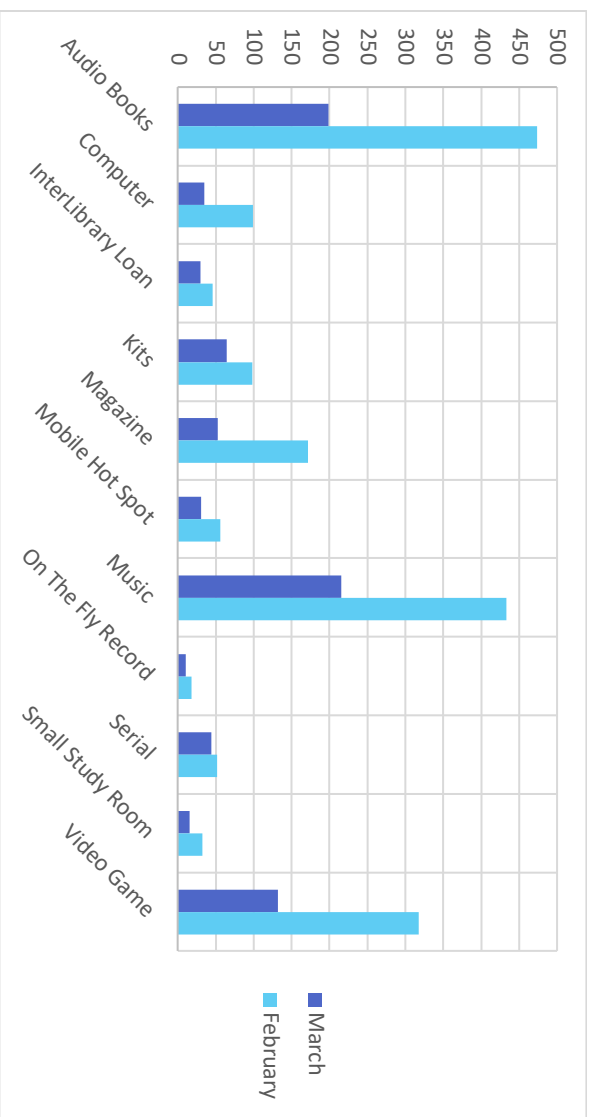
Item Type	Count
Audio Books	2575
Books	64239
Computer	55
Kits	370
Library Of Things	1
Magazine	2522
Mobile Hot Spot	27
Motorola Handheld Radio	15
Music	2951
Newspaper	11
Non Circulating Magazines	163
On The Fly Record	45
Serial	261
Small Study Room	2
Video Game	538
Visual Materials	6394
Audio Books	2575

**Total Checkouts By Item Type
February**

description	Count
Audio Books	474
Books	14973
Computer	99
InterLibrary Loan	46
Kits	98
Library Of Things	1
Magazine	172
Mobile Hot Spot	56
Music	433
On The Fly Record	18
Serial	52
Small Study Room	33
Video Game	318
Visual Materials	4569
Ebook	804
E Audio Book	527

**Combined Total Collection By Item Type
February**

Item Type	Count
Audio Books	2565
Books	64022
Computer	55
InterLibrary Loan	32
Kits	367
Library Of Things	1
Magazine	2548
Mobile Hot Spot	27
Motorola Handheld Radio	15
Music	2943
Newspaper Non Circulating Magazines	11
On The Fly Record	162
Serial	40
Small Study Room	257
Video Game	3
Visual Materials	492
	6345



What a journey we're taking together!

We cancelled our March meeting and will ZOOM our May 20 meeting. As you can imagine, we're experiencing a very quiet time as a group . . . crazy, chaotic time for members juggling home-schooling, work and other civic responsibilities.

I'm viewing this as a time for patient, creative thinking and planning. I hesitate to ask much time of our board members right now, but that doesn't mean we won't be addressing some critical issues in May.

- How to grow our board
- How to prepare for major asks
- How to engage donors on a monthly basis
- How to connect with community as a funding entity

We prepared a message to send to our current list of supporters, in an effort to stay in touch . . . a critical step right now. We are NOT sending a spring appeal and are considering several options regarding Taste of 'Dena . . . it will not be 'business as usual' for sure, but what it will look like remains uncertain.

This is the message we are sending via *contact* and *flipcause*:
ALTAMAZINGDENA!

*We're all familiar with the notion of **coming together in times of crisis**. However, right now, we're being asked to stay apart. Distance ourselves from one another. Shelter in place. Isolate. Quarantine.*

*And yet, technology allows us the opportunity to share positive stories of neighbors singing, groups meditating, people discussing books, children laughing . . . **a global community reaching out**.*

***Here in Altadena**, we're witnessing acts of kindness, moments of silence, respect for space, appreciation of fresh air and nature's beauty. We are an amazing bunch of neighbors who are fortunate to live in a place with such astonishing beauty right outside our windows! We can count on our neighbors . . . in good times and times of turbulence.*

The Altadena Library District is one of those neighbors.

*As the Altadena Library Foundation considers ways to fund the many needs of the library, right now, **our primary focus is to reach out to you** and say thank you. We are truly Altamazing!*

Thank you, Altadena, for your unwavering support of our library and our greater community of neighbors. Without you we would be nothing . . . an empty shell with no relevance. We just want you to know we care about you and sincerely hope you and your family are staying healthy and happy while navigating these troubling and uncertain days. You are at the heart of all we do. We appreciate you more than you may ever know.

April 27, 2020
Board of Trustees Meeting
Friends of the Altadena Library Update

The Friends will be holding a virtual Board meeting on Saturday April 25th at noon, via Zoom. Details of how to join are available on the Library's event page and all are welcome to attend, as always. We have already had two informal meetings, both to catch up with each other and to test out various approaches in readiness for the Board meeting; I'm pleased to report that Zoom worked very well for those who joined, and no one gate-crashed our meeting!

We are also very much looking forward to the Virtual Poetry & Cookies event, beginning at 12:45pm on Sunday April 26th. This is a wonderful opportunity to provide community programming that involves more than 120 poets and writers from Altadena and surrounding areas, as well as hopefully many other audience members. The Friends are immensely proud to support this and also the new production of an ebook version of the Altadena Literary Review 2020.

Needless to say, the huge book sale we had planned to hold in May will not be going ahead. However, the Friends would like to hold another virtual event that month in its place, and are planning a "Virtual Book Pitch Party." This will be along the lines of last November's highly successful Book Pitch event, but instead of simply pitching a 'favorite' book we will ask participants to pitch the book they've found most valuable to them at present. Whether it made them laugh, helped them meditate, or taught them how to reorganize their house, we want to know about it!

Finally, the Friends are hugely grateful for and proud of the Altadena Library's leadership in providing our community with vital information and support during this crisis.



**BOARD OF LIBRARY TRUSTEES
DIRECTOR'S REPORT for March and April 2020**

DEPARTMENT: Administration

MEETING DATE: April 27, 2020

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

I want to start this report by saying that I hope everyone is staying safe and healthy during this Shelter At Home time. I would also like to thank the Board for their continued support of the staff and I, both emotional and financially, as we work through this uncharted territory.

COVID-19 Update:

The ALD has created a webpage to provide information about this viral infection that continues to spread in California, the United States and the world. The link to that information is at: <https://www.altadenalibrary.org/coronavirus/>. Staff had increased sanitizing surfaces, door handles and other public areas and are providing information at the desk to anyone with questions with handouts from CDC. Our Emergency Action & Safety Team (EAST) was also working on emergency protocols in the event that there are school closings and also looking at when we should be postponing or canceling programming at the library. I have been in continued communication with Director Michelle Perera of the Pasadena Public Library to see how they are responding to these developments of COVID-19, as well as local, state and national library list-servs to see how this issue is being addressed in other library systems. As you can see from reading this, this was our response in late February and early March. Since then we have closed both sites and have had staff sheltering and working from home, as of March 14th. As of writing this, we will have both buildings closed until at least May 4 but will continue to monitor the LA County and CDC recommendation about social distancing and when we can bring people back to work and patrons into the buildings. We have also created a new webpage hosted on our site called Altadena Connections that is outlined in the Communications Report. A HUGE thanks to Chloé Cavelier for her tireless work on getting the most current and important information out to the community since we have closed – I am beyond grateful for all of her hard work on this.

Human Resources Study:

The Classification and Compensation is going very well and staying on schedule as laid out by Koff & Associates. As mentioned in my report in February, we had completed the Position Description Questionnaires (PDQs) and submitted those to Koff by the 2/14 deadline. Once they received those they reached out to schedule interviews with the staff members, which took place at Main Library on Tuesday, March 10. A few have been completed since then over the phone as well so these are also completed at this point. Almost all staff elected to be interviewed so this was a very comprehensive look at the work of our individual employees. Koff sent me their recommendations for reclassification and title changes for employees on April 2. I reviewed these with our Business Manager Nicole Fabry and Board President Katie Clark before sending it back to them with our feedback on April 8. This will continue to be a conversation until we agree on what changes need to be made.

Koff 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 in mid-February. They took the list, which was composed of 16 library systems of various sizes and types, and took it down to a final 12 systems that will be used for the analysis. Once we have finalized the classification recommendations, Koff will then start comparing our compensation to the other systems that we identified.

Nicole and I received the results from the review of our existing employee handbooks from BB & K on April 7 and have begun to put together updated Personnel Policies. We are hopeful that we will have something to share with the staff and the Board in May. This will dovetail nicely with the work being done on the Classification and Compensation study.

Census 2020 Update: Census 2020 officially kicked off on March 12th. Unfortunately that was right at the time of us closing the library and all outreach and programming efforts so we have only been able to encourage community members to fill it out through e-blasts, social media and our website. We will continue to have a banner on our homepage encouraging people to fill out their Census forms and also in our regular e-blast Altadena Connections.

Equity, Diversity and Inclusion (EDI) Staff Training:

The EDI Team that is going to be led by Amanda Toledo will be trying to meet this month via Zoom, with their focus to be including as many voices from the community in their planning and implementation efforts as possible. I am excited to see what ideas they have and how we can incorporate it into the work that we do.

As I mentioned in my last report, we identified a webinar series being offered by the San Jose State University iSchool that is taking place over the next several months. Staff was assigned the first video to watch during the closure titled “Transgender Inclusion in Libraries.” We will continue to assign them a webinar each month.

Overall we all agree that we definitely have some work to do in EDI and staff are committed to making this happen at the ALD.

Amazing Events and Meetings:

I had the opportunity to sit at our outreach table at the 3rd Annual Eliot Women’s History Month Celebration on Saturday, March 7th. Teen Librarian Isabelle Briggs and I talked to the teens and their parents about our materials and programs available to them and also connect with some of the other organizations that had tables as well. I was especially impressed with the essay winners and their writing about women’s suffrage and the history of women’s rights – definitely encourages me to see such bright and talented young people that will one day be our future leaders. Here is a photo of us at our table that day...



I have also been attending the monthly **Altadena Town Council** Meetings at the Altadena Community Center. I bring all flyers about programs going on at the library and update the Council on our projects and initiatives and answer any questions that they may have. It was suggested to me that I start bringing a different staff member each month that I could introduce to the Council and allow them a chance to give a short presentation about their work at ALD. I brought Mylinh to their meeting on 3/17 to talk about her work in the Children and Family Services Department and will continue to bring someone new with me each month. I'm very grateful to Veronica for this suggestion!

I was supposed to be speaking at the bimonthly **ACONA** (Altadena Coalition of Neighborhood Associations) meeting on 3/24. Unfortunately this meeting was canceled. Marketing and Community Engagement Manager Chloé Cavalier and I put together a very informative presentation about all of the wonderful work going on at the ALD that ACONA Coordinator Elliot Gold posted on the website for people to access if they would like to see it.

Public Library Association (PLA) 2020 Conference:

Isabelle Briggs and I also had the opportunity to attend the annual PLA Conference in Nashville from February 25-29.

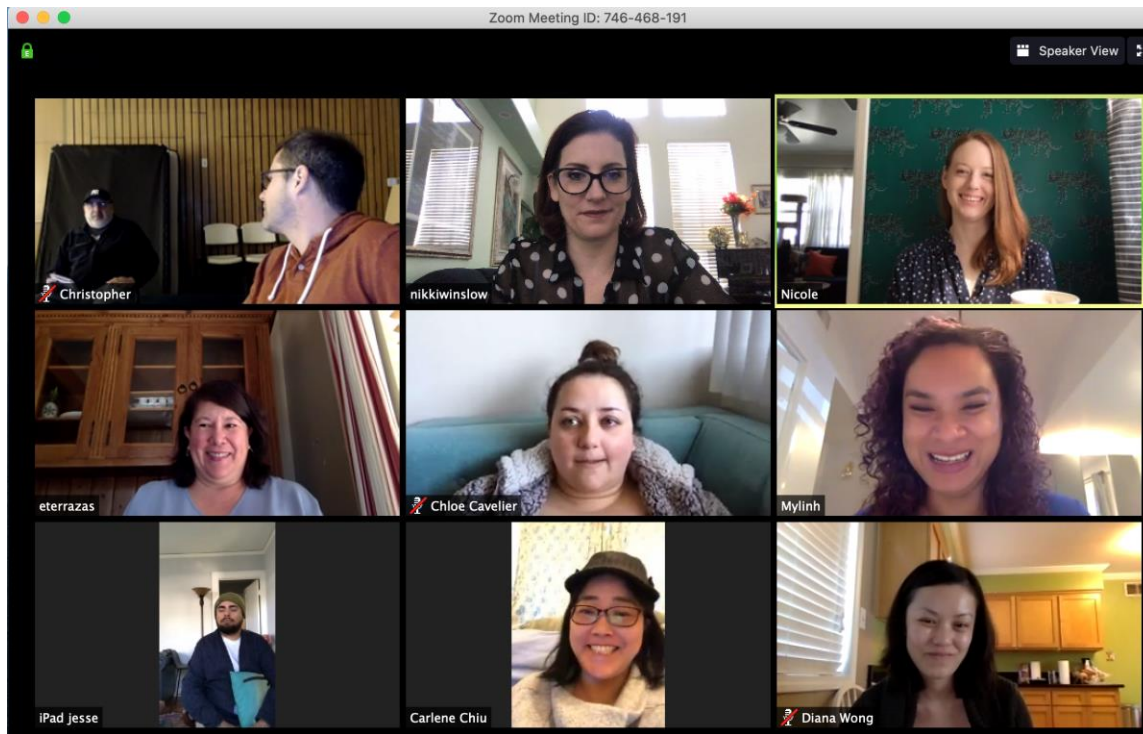
Here are some of Isabelle's thoughts on her experience, "It was a fabulous experience and I got so many new ideas and inspiration from it. Some of my favorite sessions were "Serving Youth in Systems of Care," "Welcoming Transgender Customers & Colleagues," "Visual Merchandising," and "Programming for All Abilities." I'm excited to start sharing my ideas with the rest of ALD!"

I was also very inspired by the level of engagement of the thousands of public librarians and library leaders throughout those four days. I also attended programming on "Working Through Transitions and Institutional Change", "How a Library of Things Can Impact Services", "Decreasing Barriers to Library Use" and "Mentoring to Diversify Librarianship", as well as several more. I know both Isabelle and I really enjoyed listening to Keynote Speaker Stacey Abrams talk about her run for the governorship in Georgia and the amazing work on promoting the Census and eliminating voter suppression she has done since the election. What an

inspiration! I also met with several of our vendors and potential vendors and enjoyed the city of Nashville when there was a little time. Thank you to ALD for this support of our professional development – I know both Isabelle and I have already put some of what we have learned into action and love how energized the conference made both of us feel! Here's a few photos from the conference to share... (Keynote Stacey Abrams, Nashville Public Library stairs and visiting the Parthenon in front of the statue of the goddess Athena).



Zoom Meetings: Since our closure started on March 14th, many of the meetings I have been “attending” have been using the Zoom platform. The Management Team and I started doing a weekly meeting on Monday mornings to talk about what our expectations and goals for the week include and how to continue to keep staff feeling supported and engaged while we are not working together in the buildings. Here is a photo of us at our first one on 3/30...



Board President Katie Clark and I have also been conducting a phone meeting each Wednesday morning to update each other. She has been such a great sounding board and resource as we navigate through this very unexpected and unfamiliar time. The staff have told me on numerous occasions how grateful they are to the Board for their unwavering support, both emotionally and financially, as we figure out working remotely and supporting the wonderful residents of Altadena.

Team Updates:

- **EAST:** Many of our teams have been meeting using Zoom while we are closed. The Emergency Action & Safety Team (EAST) has been focused on working on a Crisis Communication Plan that includes a leveled response to opening and closing the library during a crisis such as the one we are experiencing.
- **SRT:** Nicole Fabry is leading our newly formed Staff Recognition Team, which had their meeting on Friday, April 10. They are coming up with ideas for Library Workers Day, April 21st, to recognize staff in some way even from afar. They plan to meet once a month to start and see what other recognition ideas for this year they can develop.
- **EDI:** This is another newly formed team that will focus on Equity, Diversity and Inclusion (more information above). Amanda let me know that

Budget Update: Nicole and I are working with the managers to put together a proposed budget for the next fiscal year. We will be working with ARG and the Facilities Committee to make recommendations about capital expenditures for next year as well. We are hopeful we can have a meeting with the Budget Committee sometime this month or early May to go over these figures so we have something to present to the full Board at the May Board Meeting. There will definitely be more information to come.

Katie Clark, Terry Andruess, Nicole and I met with Mike Williams and Shannon Harris of Columbia Capital Management, LLC to discuss funding options for our upcoming Capital Improvement projects.

Mike was helpful in outlining the two main options available to us as well as the processes for both. Our first option would be to create a separate, additional parcel tax to the current one that will expire in 2024. This parcel tax could span anywhere from 10-15 years and would work similarly to our current parcel tax, but would have a specified use of the funds. It would be placed on a ballot and would need to pass with two-thirds vote. We would have the option to levy bonds against this parcel tax, so that we would receive the funds as a loan in an initial lump sum and then pay back the bonds with the tax funds as they are collected from Altadena residents. We would still need to renew the parcel tax that expires in 2024 in order to maintain operational funding.

Our second option is to collect funds through a General Obligation election. This is a bond measure specifically to fund Capital Improvement projects that is placed on a ballot and also requires two-thirds approval. The bond measure sees that we receive funds right away as a lump sum loan and is paid back by the taxpayers of Altadena over an estimated twenty-five year period. Because the General Obligation bond is assessed as a percentage and not as a flat rate, there is the potential to receive more funding this way. With this option we would also still need to renew the parcel tax that expires in 2024 in order to maintain operational funding.

Mike has indicated that we will need to hire multiple consultants to complete the process, including his own firm, a political consultant, and NBS, the municipal advising firm we already use. He estimates these costs at anywhere from ten to twenty thousand dollars. The political consultant is needed to poll Altadena residents to assess how likely either measure would be to pass. However, before taking on any consulting services the District would need to determine which Capital projects are most essential and what their estimated cost would be. It will be integral to the work of the political consultant to present the public with an accurate figure in order to determine the approval odds for either measure.

**BOARD OF LIBRARY TRUSTEES
MARKETING & COMMUNITY ENGAGEMENT REPORT**

DEPARTMENT: Administration

MEETING DATE: April 27, 2020

PREPARED BY: Chloé Cavelier d'Esclavelles

LOCATION: Online

ALTADENA CONNECTIONS

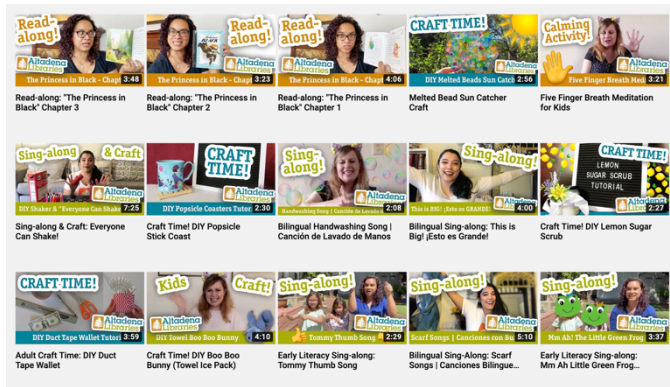
After meeting with a team of community members convened by Trustee Clark that included Town Council members and local news stakeholders, we launched



Altadena Connections, an initiative to centralize Altadena-specific news. I designed and published a landing page on the library website that compiles news from around the community and includes links to local Facebook groups and embedded feeds from local Facebook news pages, as well as an interactive calendar that makes it free for anyone in the community to submit Altadena events.

Since the buildings' closure on March 13, I have compiled and sent out 10 e-blasts filled with important COVID-19 updates collected from tips community members have submitted and news I have sought out from relevant County departments and local groups. I have shared the effort with community leaders and continue to keep leaders updated about our progress so that as much of Altadena as possible can be kept more in the loop on important community news.

The e-blasts so far have seen open rates ranging between 20% and 40%, and while we have gained about 70 new subscribers through the signup form on the landing page, we have lost almost 300 subscribers from our regular lists who are not interested in the frequency of our updates. Once we reopen and are no longer dealing with the urgency of a public health crisis, I envision lessening the frequency of the Altadena Connections emails to once a week and giving our audience the opportunity to opt-in to that specific contact list, instead of sending to all email addresses on our list as we have done thus far.



YOUTUBE – VIDEO ENGAGEMENT

One of the ways that library staff is engaging with the community is through the creation of videos on the library's YouTube channel that guide patrons through story times, sing-alongs, crafts, and more from home. Since the closure, I have edited and published 15 videos using content sent to me from primarily the Children's Department. The Adult Services team and Teen Librarian are also developing content ideas that will be

added to the channel to engage more age groups. In total, in the two weeks since posting the first videos, we have had over 500 views on the videos and have gotten great feedback from patrons, including requests for more videos!

HIGHLIGHTING DIGITAL LIBRARY SERVICES

Quickly after the closure, I compiled and launched a post on the website that outlines all the digital services and resources we offer, as well as external resources submitted to me by library staff. We keep this post continually updated >> <https://www.altadenalibrary.org/saferathome/>

I am also working on creating landing pages for each age group we serve (children, teens, adults) that highlight the age-specific resources available to patrons with an Altadena Library card. An example is <https://www.altadenalibrary.org/digital-childrens-library/>.

LISTENING TO THE COMMUNITY

Nikki and I have created a form, based on forms used at other libraries, to capture the needs of the community during this challenging time so that we can base our program decisions on community feedback. <https://www.altadenalibrary.org/digitalhelpsurvey/>

I also host a weekly “Just Show Up Club” meeting on Wednesdays where community members are invited to drop in and share what they are reading or watching right now. It is a great, intimate opportunity to chat with patrons and pick their brains about their needs.



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

DEPARTMENT: Administration

MEETING DATE: April 27, 2020

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Summary Report of Financial Statements for January 2020

January 2020 FINANCIAL STATEMENTS

The following financial reports are for the month of January 2020. The financial statements are unaudited.

As indicated on this report, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a net income of -\$200,870.76. ALD cash and cash equivalents are \$3,220,836.18.

ALD total assets equal \$6,495,564.91.

Final budget figures for fiscal year 18-19 will be available pending the financial audit which has been rescheduled for presentation at this meeting.

REVENUE HIGHLIGHTS

In January 2020 Passport Services took in \$10,155.00. The District also received \$5,000.00 in credit card rebates.

PAYMENTS FROM SUPPORT ORGANIZATIONS

In January 2020 there were no payments to report. Any additional 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 January 2020 \$5,000 was paid to ACS to add a unit to our carrier system. \$7,185 was paid to Sierra Glass and Mirror, Inc to replace any broken or cracked windows at the Main location.

Altadena Library District

Balance Sheet

04/09/20

As of January 31, 2020

Accrual Basis

Jan 31, 20

ASSETS

Current Assets

Checking/Savings

Cash & Cash Equivalents

Cash in Banks

1001 · Pacific West - Checking	831.62
1002 · Pacific West - MMA	15,005.01
1021 · Chase General Acct...2951	223,637.55
1026 · Chase HY Svgs...6883	25,481.14
1041 · Chase HY Svgs...6875	935.96

Total Cash in Banks 265,891.28

Cash on Hand

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

Total Cash on Hand 850.00

Cash with County

1010.00 · Cash in County Treasury	2,995,006.00
1013 · FMV - COLA Funds	(40,911.10)

Total Cash with County 2,954,094.90

Total Cash & Cash Equivalents 3,220,836.18

Total Checking/Savings 3,220,836.18

Other Current Assets

1400 · Property Taxes Rec - Secured	1,278,364.48
1401 · Parcel Assessment Receivable	426,709.70
1410 · Property Tax Rec - Unsecured	3,347.85

Total Other Current Assets 1,708,422.03

Total Current Assets 4,929,258.21

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

04/09/20

As of January 31, 2020

Accrual Basis

Jan 31, 20

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	6,495,564.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	7,454.54
Total Accounts Payable	7,454.54
Credit Cards	
2010 · UMB Card Services...3219	13,437.05
Total Credit Cards	13,437.05
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
2100.03 · CalPers CLASSIC (EE Ded)	779.51
2100.04 · CalPers PEPRA (EE Ded)	5,046.56
2100.07 · CalPers 457 (EE Contribution)	965.53
2100.08 · CalPers 457 (EE Loan Repayment)	120.41
2100.09 · Disability Insurance	(206.16)
Total 2100 · Payroll Payable	34,654.68
Total Other Current Liabilities	102,628.10
Total Current Liabilities	123,519.69
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	3,790,374.69
Equity	
3300 · Retained Earnings	1,093,201.80
Net Income	1,611,988.42
Total Equity	2,705,190.22
TOTAL LIABILITIES & EQUITY	6,495,564.91

Altadena Library District
Profit & Loss
 January 2020

	Jan 20
Ordinary Income/Expense	
Income	
DONATIONS AND GRANTS	
4705 · Altadena Library Foundation	500.00
Total DONATIONS AND GRANTS	500.00
FINES & FEES	
4305 · Fees	356.12
4310 · MFM / Printer Revenue	1,468.35
4340 · Passport Services Fees	10,155.00
4350 · Sales of Products	86.00
FINES & FEES - Other	15.00
Total FINES & FEES	12,080.47
INTEREST INCOME & ADJUSTMENTS	
4210 · Chase Bank	5.42
Total INTEREST INCOME & ADJUSTMENTS	5.42
OTHER REVENUE & ADJUSTMENT	
4910 · Miscellaneous Income	0.02
4999 · Credit Card Rebates	5,000.00
Total OTHER REVENUE & ADJUSTMENT	5,000.02
PROPERTY TAXES	
4010 · Current-Year Secured	
4010.00 · Current Secured	18,828.65
Total 4010 · Current-Year Secured	18,828.65
4030 · Prior-Year Secured	
4030.05 · Secured Tax Refunds	(673.38)
Total 4030 · Prior-Year Secured	(673.38)
4050 · Homeowners Exemption	4,645.04
4060 · Special Assessment	
4060.01 · Per Parcel Benefit Assessment	
Total 4060 · Special Assessment	
4070 · Supplemental Current	
4010.03 · SB 813 Supplemental	7,290.58
Total 4070 · Supplemental Current	7,290.58
4080 · Penalties, Interest & Costs-Ref	(0.75)
4220 · County Interest Allocation	3,088.10
Total PROPERTY TAXES	33,178.24
Total Income	50,764.15
Expense	
CAPITAL EXPENSE	
7320 · Structures & Improvements	12,185.00
Total CAPITAL EXPENSE	12,185.00
FACILITIES, GROUNDS & MAINT.	
7205 · Maintenance Contracts	4,025.62
7210 · Building Maint & Repairs	457.04
7220 · Landscape	56.73
Total FACILITIES, GROUNDS & MAINT.	4,539.39

Altadena Library District
Profit & Loss
January 2020

	Jan 20
LIBRARY MATERIALS	
6120 · Books	518.19
6130 · DVD's & Videogames	3,177.17
6150 · Downloadables	1,000.00
6155 · Library of Things	9.84
Total LIBRARY MATERIALS	4,705.20
OPERATING EXPENSES	
ADVERTISING & MARKETING	
6618 · Recruitment	160.25
6627 · Advertising / Marketing	268.68
Total ADVERTISING & MARKETING	428.93
FEES	
6745 · Banking & Service Fees	139.41
6746 · Payroll Fees	790.00
7530 · County Tax Collection Fees	
Total FEES	929.41
STAFF COSTS & PROF. DEVELOPMENT	
6625 · Training & Education	175.00
6710 · Meetings & Travel	2,191.45
6730 · Mileage & Parking Reimbursement	93.81
Total STAFF COSTS & PROF. DEVELOPMENT	2,460.26
UTILITIES	
6920 · Electricity	2,263.01
6930 · Natural Gas	968.28
6940 · Water & Sewage	408.25
6950 · Refuse	583.87
Total UTILITIES	4,223.41
6620 · Membership Dues & Subscriptions	430.31
6740 · Postage & Delivery	46.20
6765 · Janitorial Supplies	572.39
6770 · Operating Supplies	883.97
6775 · Technical Services Supplies	14.44
6780 · Operating Software	479.78
6960 · Sales of Products	36.78
Total OPERATING EXPENSES	10,505.88
PERSONNEL RELATED EXPENSES	
5000 · SALARIES & WAGES	
5010 · Salaried	35,074.75
5020 · Hourly	121,782.30
Total 5000 · SALARIES & WAGES	156,857.05
5100 · Employer-Portion Taxes/Benefits	
5120 · Payroll Taxes (ER)	18,173.84
5210 · PERS Retirement	
5210.01 · CalPers CLASSIC (ER Contr)	931.00
5210.02 · CalPers PEPRA (ER Contr)	3,386.69
Total 5210 · PERS Retirement	4,317.69
Total 5100 · Employer-Portion Taxes/Benefits	22,491.53

Altadena Library District

Profit & Loss

04/09/20

January 2020

Accrual Basis

	Jan 20
5200 · Insurance	
5220 · Health Insurance	12,093.87
5221 · Health Insurance - Retirees	5,481.03
5230 · Dental Insurance	(185.92)
5240 · Vision Insurance	(68.28)
5260 · Life Insurance	127.89
Total 5200 · Insurance	17,448.59
Total PERSONNEL RELATED EXPENSES	196,797.17
PROFESSIONAL & TECHNICAL	
INFORMATION TECHNOLOGY (IT)	
7170 · Telecommunications	841.47
7180 · Technology Equipment	964.68
7190 · Website Development	(49.00)
Total INFORMATION TECHNOLOGY (IT)	1,757.15
PROFESSIONAL SERVICES	
7130 · Legal Fees	1,791.00
7140 · Architectural & Engineering	12,997.50
7145 · Collection Agency	161.10
7155 · Consultants - Other	290.00
Total PROFESSIONAL SERVICES	15,239.60
Total PROFESSIONAL & TECHNICAL	16,996.75
PROGRAMS	
6200 · Youth Services	1,297.32
6210 · Teen Services	83.77
6220 · Adult Services	4,374.40
6230 · Bob Lucas Branch Services	64.03
6240 · Literacy Services	86.00
Total PROGRAMS	5,905.52
Total Expense	251,634.91
Net Ordinary Income	(200,870.76)
Net Income	(200,870.76)

Altadena Library District
Profit & Loss Budget vs. Actual
 July 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4705 · Altadena Library Foundation	500.00	10,000.00	(9,500.00)	5.0%
4710 · Friends of the Library	33,000.00	33,000.00		100.0%
4730 · Undesignated	1.00		1.00	100.0%
4740 · CA Library Literacy Services	18,000.00	18,000.00		100.0%
Total DONATIONS AND GRANTS	51,501.00	61,000.00	(9,499.00)	84.4%
FINES & FEES				
4305 · Fees	2,838.28	4,000.00	(1,161.72)	71.0%
4310 · MFM / Printer Revenue	4,292.75	5,500.00	(1,207.25)	78.1%
4340 · Passport Services Fees	67,550.00	120,000.00	(52,450.00)	56.3%
4350 · Sales of Products	1,179.00	1,500.00	(321.00)	78.6%
FINES & FEES - Other	15.00			
Total FINES & FEES	75,875.03	131,000.00	(55,124.97)	57.9%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	26.99	400.00	(373.01)	6.7%
Total INTEREST INCOME & ADJUSTMENTS	26.99	400.00	(373.01)	6.7%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	0.43			
4915 · Film Rental Revenue		2,000.00	(2,000.00)	
4930 · E-Rate Revenue		36,000.00	(36,000.00)	
4940 · Transfer in from Reserves		36,900.00	(36,900.00)	
4999 · Credit Card Rebates	5,000.00	10,000.00	(5,000.00)	50.0%
Total OTHER REVENUE & ADJUSTMENT	5,000.43	84,900.00	(79,899.57)	5.9%
PROPERTY TAXES				
4010 · Current-Year Secured				
4010.00 · Current Secured	2,575,557.59	2,556,700.00	18,857.59	100.7%
Total 4010 · Current-Year Secured	2,575,557.59	2,556,700.00	18,857.59	100.7%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	86,918.20		86,918.20	100.0%
4020 · Current-Year Unsecured - Other		86,900.00	(86,900.00)	
Total 4020 · Current-Year Unsecured	86,918.20	86,900.00	18.20	100.0%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(14,942.21)	10,200.00	(25,142.21)	(146.5)%
4030.05 · Secured Tax Refunds	(7,891.11)			
Total 4030 · Prior-Year Secured	(22,833.32)	10,200.00	(33,033.32)	(223.9)%
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	6,635.78	15,300.00	(8,664.22)	43.4%
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		846,400.00	(846,400.00)	
Total 4060 · Special Assessment	846,433.25	846,400.00	33.25	100.0%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	3,708.75			
Total 4070 · Supplemental Current	3,708.75			
4075 · Supplemental Prior				
4030.03 · SB 813 Redemption	2,974.44			
Total 4075 · Supplemental Prior	2,974.44			
4080 · Penalties, Interest & Costs-Ref	6,804.97	10,000.00	(3,195.03)	68.0%
4220 · County Interest Allocation	13,476.97	21,000.00	(7,523.03)	64.2%
Total PROPERTY TAXES	3,510,573.10	3,556,700.00	(46,126.90)	98.7%
Total Income	3,642,976.55	3,834,000.00	(191,023.45)	95.0%

Altadena Library District
Profit & Loss Budget vs. Actual
 July 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
Expense				
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures	4,939.50	46,700.00	(41,760.50)	10.6%
7320 · Structures & Improvements	21,837.73	65,600.00	(43,762.27)	33.3%
Total CAPITAL EXPENSE	26,777.23	112,300.00	(85,522.77)	23.8%
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	9,506.72	13,300.00	(3,793.28)	71.5%
7210 · Building Maint & Repairs	17,168.21	29,500.00	(12,331.79)	58.2%
7220 · Landscape	12,112.83	18,400.00	(6,287.17)	65.8%
Total FACILITIES, GROUNDS & MAINT.	38,787.76	61,200.00	(22,412.24)	63.4%
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	44,418.35	130,000.00	(85,581.65)	34.2%
6125 · Audio CD	1,384.57	15,000.00	(13,615.43)	9.2%
6130 · DVD's & Videogames	22,005.68	35,000.00	(12,994.32)	62.9%
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	7,820.48	30,000.00	(22,179.52)	26.1%
6155 · Library of Things	9.84	5,000.00	(4,990.16)	0.2%
Total LIBRARY MATERIALS	138,433.70	337,000.00	(198,566.30)	41.1%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	436.30			
Total MISCELLANEOUS EXPENSE	436.30		436.30	100.0%
OPERATING EXPENSES				
ADVERTISING & MARKETING				
6618 · Recruitment	1,924.19	1,800.00	124.19	106.9%
6627 · Advertising / Marketing	1,732.67	7,000.00	(5,267.33)	24.8%
Total ADVERTISING & MARKETING	3,656.86	8,800.00	(5,143.14)	41.6%
FEES				
6745 · Banking & Service Fees	1,316.20	2,000.00	(683.80)	65.8%
6746 · Payroll Fees	5,530.00	10,200.00	(4,670.00)	54.2%
7530 · County Tax Collection Fees	33,273.39	33,700.00	(426.61)	98.7%
Total FEES	40,119.59	45,900.00	(5,780.41)	87.4%
INSURANCE				
6430 · Insurance-Gen, Prop, Liab, Eq	33,011.34	33,000.00	11.34	100.0%
6432 · Earthquake Insurance	30,370.00	30,400.00	(30.00)	99.9%
Total INSURANCE	63,381.34	63,400.00	(18.66)	100.0%
STAFF COSTS & PROF. DEVELOPMENT				
6623 · Trustee Prof. Development	240.00	1,000.00	(760.00)	24.0%
6625 · Training & Education	11,509.94	15,000.00	(3,490.06)	76.7%
6626 · Staff Recognition	2,400.98	3,000.00	(599.02)	80.0%
6710 · Meetings & Travel	10,570.89	9,000.00	1,570.89	117.5%
6730 · Mileage & Parking Reimbursement	1,678.94	2,000.00	(321.06)	83.9%
Total STAFF COSTS & PROF. DEVELOPMENT	26,400.75	30,000.00	(3,599.25)	88.0%
UTILITIES				
6920 · Electricity	23,075.18	50,000.00	(26,924.82)	46.2%
6930 · Natural Gas	1,588.32	5,000.00	(3,411.68)	31.8%
6940 · Water & Sewage	4,398.67	8,000.00	(3,601.33)	55.0%
6950 · Refuse	4,087.09	7,000.00	(2,912.91)	58.4%
Total UTILITIES	33,149.26	70,000.00	(36,850.74)	47.4%

Altadena Library District
Profit & Loss Budget vs. Actual
 July 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
6620 · Membership Dues & Subscriptions	13,588.27	13,000.00	588.27	104.5%
6740 · Postage & Delivery	3,827.38	8,000.00	(4,172.62)	47.8%
6750 · Printing & Reproduction	2,209.77	5,000.00	(2,790.23)	44.2%
6755 · Small Equipment	1,969.07	7,000.00	(5,030.93)	28.1%
6765 · Janitorial Supplies	3,709.50	6,000.00	(2,290.50)	61.8%
6770 · Operating Supplies	9,731.32	15,000.00	(5,268.68)	64.9%
6775 · Technical Services Supplies	2,372.83	5,000.00	(2,627.17)	47.5%
6780 · Operating Software	1,077.54	1,500.00	(422.46)	71.8%
6960 · Sales of Products	86.78	200.00	(113.22)	43.4%
6970 · Equipment Lease & Rental	11,068.36	26,600.00	(15,531.64)	41.6%
Total OPERATING EXPENSES	216,348.62	305,400.00	(89,051.38)	70.8%
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	188,973.37	374,300.00	(185,326.63)	50.5%
5020 · Hourly	823,759.74	1,416,200.00	(592,440.26)	58.2%
Total 5000 · SALARIES & WAGES	1,012,733.11	1,790,500.00	(777,766.89)	56.6%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)	83,631.58	153,300.00	(69,668.42)	54.6%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	13,014.29	25,000.00	(11,985.71)	52.1%
5210.02 · CalPers PEPRA (ER Contr)	39,773.61	90,000.00	(50,226.39)	44.2%
5218 · PERS Unfunded	147,894.00	147,900.00	(6.00)	100.0%
Total 5210 · PERS Retirement	200,681.90	262,900.00	(62,218.10)	76.3%
5222 · OPEB Contribution				
		60,000.00	(60,000.00)	
Total 5100 · Employer-Portion Taxes/Benefits	284,313.48	476,200.00	(191,886.52)	59.7%
5200 · Insurance				
5220 · Health Insurance	66,923.76	138,000.00	(71,076.24)	48.5%
5221 · Health Insurance - Retirees	38,467.19	77,700.00	(39,232.81)	49.5%
5230 · Dental Insurance	6,866.83	13,800.00	(6,933.17)	49.8%
5240 · Vision Insurance	2,051.89	4,100.00	(2,048.11)	50.0%
5260 · Life Insurance	854.57	1,400.00	(545.43)	61.0%
5270 · Workers' Compensation	31,233.41	31,300.00	(66.59)	99.8%
Total 5200 · Insurance	146,397.65	266,300.00	(119,902.35)	55.0%
Total PERSONNEL RELATED EXPENSES	1,443,444.24	2,533,000.00	(1,089,555.76)	57.0%
PROFESSIONAL & TECHNICAL				
INFORMATION TECHNOLOGY (IT)				
7135 · Technology Consulting	3,500.00	3,500.00		100.0%
7170 · Telecommunications	5,494.64	9,500.00	(4,005.36)	57.8%
7175 · Internet Service / E-Rate	10,338.21	42,000.00	(31,661.79)	24.6%
7180 · Technology Equipment	7,749.87	11,700.00	(3,950.13)	66.2%
7185 · Technology Maintenance Fees	12,695.40	21,000.00	(8,304.60)	60.5%
7190 · Website Development	361.45	1,500.00	(1,138.55)	24.1%
Total INFORMATION TECHNOLOGY (IT)	40,139.57	89,200.00	(49,060.43)	45.0%
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	18,539.57	61,200.00	(42,660.43)	30.3%
7130 · Legal Fees	44,484.14	107,000.00	(62,515.86)	41.6%
7140 · Architectural & Engineering	24,997.50	64,000.00	(39,002.50)	39.1%
7145 · Collection Agency	2,004.80	1,900.00	104.80	105.5%
7155 · Consultants - Other	14,977.51	88,000.00	(73,022.49)	17.0%
Total PROFESSIONAL SERVICES	105,003.52	322,100.00	(217,096.48)	32.6%
Total PROFESSIONAL & TECHNICAL	145,143.09	411,300.00	(266,156.91)	35.3%

Altadena Library District
Profit & Loss Budget vs. Actual
 July 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
PROGRAMS				
6200 · Youth Services	1,849.92	12,700.00	(10,850.08)	14.6%
6210 · Teen Services	499.95	5,400.00	(4,900.05)	9.3%
6220 · Adult Services	11,042.96	28,900.00	(17,857.04)	38.2%
6230 · Bob Lucas Branch Services	2,107.69	5,700.00	(3,592.31)	37.0%
6240 · Literacy Services	2,381.62	7,000.00	(4,618.38)	34.0%
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	21,617.19	71,400.00	(49,782.81)	30.3%
Total Expense	2,030,988.13	3,831,600.00	(1,800,611.87)	53.0%
Net Ordinary Income	1,611,988.42	2,400.00	1,609,588.42	67,166.2%
Net Income	1,611,988.42	2,400.00	1,609,588.42	67,166.2%

Altadena Library District
Profit & Loss Prev Year Comparison
July 2019 through January 2020

	Jul '19 - Jan 20	Jul '18 - Jan 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4705 · Altadena Library Foundation	500.00	5,000.00	(4,500.00)	(90.0)%
4710 · Friends of the Library	33,000.00	11,383.75	21,616.25	189.9%
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	51,501.00	34,708.90	16,792.10	48.4%
FINES & FEES				
4305 · Fees	2,838.28	2,221.17	617.11	27.8%
4310 · MFM / Printer Revenue	4,292.75	6,303.51	(2,010.76)	(31.9)%
4340 · Passport Services Fees	67,550.00	62,881.00	4,669.00	7.4%
4350 · Sales of Products	1,179.00	580.00	599.00	103.3%
4810 · Community Room Fees		505.00	(505.00)	(100.0)%
FINES & FEES - Other	15.00		15.00	100.0%
Total FINES & FEES	75,875.03	72,490.68	3,384.35	4.7%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	26.99	145.53	(118.54)	(81.5)%
Total INTEREST INCOME & ADJUSTMENTS	26.99	145.53	(118.54)	(81.5)%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	0.43		0.43	100.0%
4915 · Film Rental Revenue		5,800.00	(5,800.00)	(100.0)%
4920 · Reimbursements		400.55	(400.55)	(100.0)%
4930 · E-Rate Revenue				
4999 · Credit Card Rebates	5,000.00		5,000.00	100.0%
Total OTHER REVENUE & ADJUSTMENT	5,000.43	6,200.55	(1,200.12)	(19.4)%
PROPERTY TAXES				
4010 · Current-Year Secured				
4010.00 · Current Secured	2,575,557.59	2,414,259.34	161,298.25	6.7%
4010.01 · Revenue Residual		16,979.60	(16,979.60)	(100.0)%
4010.02 · Statutory Revenue		2,709.57	(2,709.57)	(100.0)%
Total 4010 · Current-Year Secured	2,575,557.59	2,433,948.51	141,609.08	5.8%
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)	(11,738.88)	(3,203.33)	(27.3)%
4030.05 · Secured Tax Refunds	(7,891.11)	(6,193.79)	(1,697.32)	(27.4)%
Total 4030 · Prior-Year Secured	(22,833.32)	(17,932.67)	(4,900.65)	(27.3)%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(9,103.53)	(9,372.72)	269.19	2.9%
Total 4040 · Prior-Year Unsecured	(9,103.53)	(9,372.72)	269.19	2.9%
4050 · Homeowners Exemption	6,635.78	6,779.14	(143.36)	(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	3,708.75	1,243.83	2,464.92	198.2%
Total 4070 · Supplemental Current	3,708.75	1,243.83	2,464.92	198.2%

Altadena Library District
Profit & Loss Prev Year Comparison
July 2019 through January 2020

	Jul '19 - Jan 20	Jul '18 - Jan 19	\$ Change	% Change
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%
4080 · Penalties, Interest & Costs-Ref	6,804.97	6,744.47	60.50	0.9%
4220 · County Interest Allocation	13,476.97	13,070.96	406.01	3.1%
Total PROPERTY TAXES	3,510,573.10	3,348,654.85	161,918.25	4.8%
Total Income	3,642,976.55	3,462,200.51	180,776.04	5.2%
Expense				
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures	4,939.50	26,607.41	(21,667.91)	(81.4)%
7320 · Structures & Improvements	21,837.73	9,900.00	11,937.73	120.6%
Total CAPITAL EXPENSE	26,777.23	36,507.41	(9,730.18)	(26.7)%
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	9,506.72	8,434.29	1,072.43	12.7%
7210 · Building Maint & Repairs	17,168.21	14,671.52	2,496.69	17.0%
7220 · Landscape	12,112.83	957.05	11,155.78	1,165.6%
Total FACILITIES, GROUNDS & MAINT.	38,787.76	24,062.86	14,724.90	61.2%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	10,375.21	15,390.85	(5,015.64)	(32.6)%
6115 · Electronic Databases & Subscrip	20,532.92	14,410.05	6,122.87	42.5%
6120 · Books	44,418.35	63,032.77	(18,614.42)	(29.5)%
6125 · Audio CD	1,384.57	5,526.62	(4,142.05)	(75.0)%
6130 · DVD's & Videogames	22,005.68	12,802.11	9,203.57	71.9%
6135 · Processing of Materials	19,606.57	18,637.14	969.43	5.2%
6140 · Periodicals	12,280.08	9,950.15	2,329.93	23.4%
6150 · Downloadables	7,820.48	9,643.73	(1,823.25)	(18.9)%
6155 · Library of Things	9.84	9.84	9.84	100.0%
Total LIBRARY MATERIALS	138,433.70	149,393.42	(10,959.72)	(7.3)%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	436.30	9.72	426.58	4,388.7%
Total MISCELLANEOUS EXPENSE	436.30	9.72	426.58	4,388.7%
OPERATING EXPENSES				
ADVERTISING & MARKETING				
6618 · Recruitment	1,924.19	346.50	1,577.69	455.3%
6627 · Advertising / Marketing	1,732.67	2,236.89	(504.22)	(22.5)%
Total ADVERTISING & MARKETING	3,656.86	2,583.39	1,073.47	41.6%
FEES				
6745 · Banking & Service Fees	1,316.20	1,183.79	132.41	11.2%
6746 · Payroll Fees	5,530.00	5,530.00		
7530 · County Tax Collection Fees	33,273.39	33,235.82	37.57	0.1%
Total FEES	40,119.59	39,949.61	169.98	0.4%
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%

Altadena Library District
Profit & Loss Prev Year Comparison
July 2019 through January 2020

	Jul '19 - Jan 20	Jul '18 - Jan 19	\$ Change	% Change
STAFF COSTS & PROF. DEVELOPMENT				
6623 · Trustee Prof. Development	240.00		240.00	100.0%
6625 · Training & Education	11,509.94	4,750.12	6,759.82	142.3%
6626 · Staff Recognition	2,400.98	3,178.34	(777.36)	(24.5)%
6710 · Meetings & Travel	10,570.89	4,927.54	5,643.35	114.5%
6730 · Mileage & Parking Reimbursement	1,678.94	634.60	1,044.34	164.6%
Total STAFF COSTS & PROF. DEVELOPMENT	26,400.75	13,490.60	12,910.15	95.7%
UTILITIES				
6920 · Electricity	23,075.18	20,928.94	2,146.24	10.3%
6930 · Natural Gas	1,588.32	1,329.10	259.22	19.5%
6940 · Water & Sewage	4,398.67	3,761.88	636.79	16.9%
6950 · Refuse	4,087.09	3,270.40	816.69	25.0%
Total UTILITIES	33,149.26	29,290.32	3,858.94	13.2%
6620 · Membership Dues & Subscriptions	13,588.27	11,932.76	1,655.51	13.9%
6628 · Volunteer Recognition		1,286.00	(1,286.00)	(100.0)%
6740 · Postage & Delivery	3,827.38	4,100.42	(273.04)	(6.7)%
6750 · Printing & Reproduction	2,209.77	3,834.69	(1,624.92)	(42.4)%
6755 · Small Equipment	1,969.07	4,768.45	(2,799.38)	(58.7)%
6765 · Janitorial Supplies	3,709.50	4,967.19	(1,257.69)	(25.3)%
6770 · Operating Supplies	9,731.32	12,894.24	(3,162.92)	(24.5)%
6775 · Technical Services Supplies	2,372.83	2,372.83		100.0%
6780 · Operating Software	1,077.54	1,319.81	(242.27)	(18.4)%
6960 · Sales of Products	86.78		86.78	100.0%
6970 · Equipment Lease & Rental	11,068.36	14,741.42	(3,673.06)	(24.9)%
Total OPERATING EXPENSES	216,348.62	189,847.63	26,500.99	14.0%
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	188,973.37	235,085.43	(46,112.06)	(19.6)%
5020 · Hourly	823,759.74	729,014.21	94,745.53	13.0%
Total 5000 · SALARIES & WAGES	1,012,733.11	964,099.64	48,633.47	5.0%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)	83,631.58	74,875.72	8,755.86	11.7%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	13,014.29	15,014.52	(2,000.23)	(13.3)%
5210.02 · CalPers PEPPRA (ER Contr)	39,773.61	43,899.65	(4,126.04)	(9.4)%
5218 · PERS Unfunded	147,894.00	116,139.00	31,755.00	27.3%
Total 5210 · PERS Retirement	200,681.90	175,053.17	25,628.73	14.6%
Total 5100 · Employer-Portion Taxes/Benefits	284,313.48	249,928.89	34,384.59	13.8%
5200 · Insurance				
5220 · Health Insurance	66,923.76	74,563.65	(7,639.89)	(10.3)%
5221 · Health Insurance - Retirees	38,467.19	41,543.10	(3,075.91)	(7.4)%
5230 · Dental Insurance	6,866.83	8,750.37	(1,883.54)	(21.5)%
5240 · Vision Insurance	2,051.89	2,582.55	(530.66)	(20.6)%
5260 · Life Insurance	854.57	925.59	(71.02)	(7.7)%
5270 · Workers' Compensation	31,233.41	15,272.25	15,961.16	104.5%
Total 5200 · Insurance	146,397.65	143,637.51	2,760.14	1.9%
Total PERSONNEL RELATED EXPENSES	1,443,444.24	1,357,666.04	85,778.20	6.3%

Altadena Library District
Profit & Loss Prev Year Comparison
July 2019 through January 2020

	Jul '19 - Jan 20	Jul '18 - Jan 19	\$ Change	% Change
PROFESSIONAL & TECHNICAL				
INFORMATION TECHNOLOGY (IT)				
7135 · Technology Consulting	3,500.00		3,500.00	100.0%
7170 · Telecommunications	5,494.64	5,111.98	382.66	7.5%
7175 · Internet Service / E-Rate	10,338.21	10,182.03	156.18	1.5%
7180 · Technology Equipment	7,749.87	4,800.85	2,949.02	61.4%
7185 · Technology Maintenance Fees	12,695.40	14,681.25	(1,985.85)	(13.5)%
7190 · Website Development	361.45	851.96	(490.51)	(57.6)%
Total INFORMATION TECHNOLOGY (IT)	40,139.57	35,628.07	4,511.50	12.7%
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	18,539.57	36,792.15	(18,252.58)	(49.6)%
7130 · Legal Fees	44,484.14	220,658.58	(176,174.44)	(79.8)%
7131 · Legal Settlement		111,800.00	(111,800.00)	(100.0)%
7140 · Architectural & Engineering	24,997.50		24,997.50	100.0%
7145 · Collection Agency	2,004.80	1,494.65	510.15	34.1%
7155 · Consultants - Other	14,977.51	20,568.90	(5,591.39)	(27.2)%
Total PROFESSIONAL SERVICES	105,003.52	391,314.28	(286,310.76)	(73.2)%
Total PROFESSIONAL & TECHNICAL	145,143.09	426,942.35	(281,799.26)	(66.0)%
PROGRAMS				
6200 · Youth Services	1,849.92	5,923.53	(4,073.61)	(68.8)%
6210 · Teen Services	499.95	1,340.91	(840.96)	(62.7)%
6220 · Adult Services	11,042.96	12,873.66	(1,830.70)	(14.2)%
6230 · Bob Lucas Branch Services	2,107.69	2,325.24	(217.55)	(9.4)%
6240 · Literacy Services	2,381.62	1,930.87	450.75	23.3%
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	21,617.19	24,420.20	(2,803.01)	(11.5)%
Total Expense	2,030,988.13	2,208,849.63	(177,861.50)	(8.1)%
Net Ordinary Income	1,611,988.42	1,253,350.88	358,637.54	28.6%
Net Income	1,611,988.42	1,253,350.88	358,637.54	28.6%



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

DEPARTMENT: Administration

MEETING DATE: April 27, 2020

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Summary Report of Financial Statements for February 2020

February 2020 FINANCIAL STATEMENTS

The following financial reports are for the month of February 2020. The financial statements are unaudited.

As indicated on this report, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a net income of -\$241,879.47. ALD cash and cash equivalents are \$3,244,210.36.

ALD total assets equal \$6,316,366.60.

REVENUE HIGHLIGHTS

In February 2020 Passport Services took in \$12,580.00.

PAYMENTS FROM SUPPORT ORGANIZATIONS

In February 2020 the District received a generous donation from the Altadena Library Foundation in the amount of \$10,300.00 to help fund Children's programming and other initiatives.

The Friends of the Altadena Library also donated \$1,500.00 to fund the annual Poetry & Cookies published anthology and event.

EXPENDITURE HIGHLIGHTS

In February 2020 \$5,839.75 was spent to purchase a new Public Announcement system for the Main location. \$7,758.25 was spent at IKEA on new office furniture.

Altadena Library District

Balance Sheet

04/09/20

As of February 29, 2020

Accrual Basis

Feb 29, 20

ASSETS

Current Assets

Checking/Savings

Cash & Cash Equivalents

Cash in Banks

1001 · Pacific West - Checking	3,217.79
1002 · Pacific West - MMA	15,006.68
1021 · Chase General Acct...2951	37,812.62
1026 · Chase HY Svgs...6883	29,369.03
1041 · Chase HY Svgs...6875	936.09

Total Cash in Banks 86,342.21

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	3,197,929.25
1013 · FMV - COLA Funds	(40,911.10)

Total Cash with County 3,157,018.15

Total Cash & Cash Equivalents 3,244,210.36

Total Checking/Savings 3,244,210.36

Other Current Assets

1400 · Property Taxes Rec - Secured	1,129,918.04
1401 · Parcel Assessment Receivable	372,583.65
1410 · Property Tax Rec - Unsecured	3,347.85

Total Other Current Assets 1,505,849.54

Total Current Assets 4,750,059.90

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 February 29, 2020

Feb 29, 20

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	6,316,366.60
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LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2010 · UMB Card Services...3219	79,997.43
Total Credit Cards	79,997.43
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
2100.03 · CalPers CLASSIC (EE Ded)	1,199.29
2100.04 · CalPers PEPRA (EE Ded)	7,878.63
2100.07 · CalPers 457 (EE Contribution)	1,069.32
2100.08 · CalPers 457 (EE Loan Repayment)	361.23
2100.09 · Disability Insurance	(227.30)
Total 2100 · Payroll Payable	38,230.00
Total Other Current Liabilities	106,203.42
Total Current Liabilities	186,200.85
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	3,853,055.85
Equity	
3300 · Retained Earnings	1,093,201.80
Net Income	1,370,108.95
Total Equity	2,463,310.75
TOTAL LIABILITIES & EQUITY	6,316,366.60
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Altadena Library District
Profit & Loss
February 2020

Feb 20

Ordinary Income/Expense

Income

DONATIONS AND GRANTS

4705 · Altadena Library Foundation 10,300.00

4710 · Friends of the Library 1,500.00

Total DONATIONS AND GRANTS 11,800.00

FINES & FEES

4305 · Fees 78.05

4310 · MFM / Printer Revenue 1,422.30

4340 · Passport Services Fees 12,580.00

4350 · Sales of Products 29.00

FINES & FEES - Other 106.38

Total FINES & FEES 14,215.73

INTEREST INCOME & ADJUSTMENTS

4210 · Chase Bank 5.59

Total INTEREST INCOME & ADJUSTMENTS 5.59

PROPERTY TAXES

4010 · Current-Year Secured

4010.00 · Current Secured 461.80

Total 4010 · Current-Year Secured 461.80

4030 · Prior-Year Secured

4030.00 · Prior Secured 5,567.88

4030.05 · Secured Tax Refunds (19,035.73)

Total 4030 · Prior-Year Secured (13,467.85)

4060 · Special Assessment

4060.01 · Per Parcel Benefit Assessment 2,316.57

Total 4060 · Special Assessment 2,316.57

4070 · Supplemental Current

4010.03 · SB 813 Supplemental 5,092.46

Total 4070 · Supplemental Current 5,092.46

4075 · Supplemental Prior

4030.03 · SB 813 Redemption 915.62

Total 4075 · Supplemental Prior 915.62

4080 · Penalties, Interest & Costs-Ref 2,134.14

4220 · County Interest Allocation 2,898.02

Total PROPERTY TAXES 350.76

Total Income 26,372.08

Expense

CAPITAL EXPENSE

7310 · Equipment, Furniture & Fixtures 13,598.00

Total CAPITAL EXPENSE 13,598.00

FACILITIES, GROUNDS & MAINT.

7205 · Maintenance Contracts 82.00

7210 · Building Maint & Repairs 762.19

7220 · Landscape 2,943.18

Total FACILITIES, GROUNDS & MAINT. 3,787.37

Altadena Library District
Profit & Loss
 February 2020

	Feb 20
LIBRARY MATERIALS	
6120 · Books	40,196.69
6130 · DVD's & Videogames	3,413.74
6135 · Processing of Materials	10,257.65
Total LIBRARY MATERIALS	53,868.08
MISCELLANEOUS EXPENSE	
7510 · Miscellaneous Expense	(313.88)
Total MISCELLANEOUS EXPENSE	(313.88)
OPERATING EXPENSES	
ADVERTISING & MARKETING	
6627 · Advertising / Marketing	591.20
Total ADVERTISING & MARKETING	591.20
FEES	
6745 · Banking & Service Fees	121.68
6746 · Payroll Fees	790.00
Total FEES	911.68
STAFF COSTS & PROF. DEVELOPMENT	
6625 · Training & Education	(330.00)
6710 · Meetings & Travel	4.40
Total STAFF COSTS & PROF. DEVELOPMENT	(325.60)
UTILITIES	
6920 · Electricity	2,044.42
6930 · Natural Gas	754.47
6940 · Water & Sewage	50.15
6950 · Refuse	583.87
Total UTILITIES	3,432.91
6740 · Postage & Delivery	616.80
6755 · Small Equipment	529.84
6765 · Janitorial Supplies	696.26
6770 · Operating Supplies	1,041.77
6780 · Operating Software	529.85
6970 · Equipment Lease & Rental	2,285.04
Total OPERATING EXPENSES	10,309.75
PERSONNEL RELATED EXPENSES	
5000 · SALARIES & WAGES	
5010 · Salaried	32,599.66
5020 · Hourly	106,037.44
Total 5000 · SALARIES & WAGES	138,637.10
5100 · Employer-Portion Taxes/Benefits	
5120 · Payroll Taxes (ER)	13,062.97
5210 · PERS Retirement	
5210.01 · CalPers CLASSIC (ER Contr)	1,210.32
5210.02 · CalPers PEPR (ER Contr)	4,089.86
Total 5210 · PERS Retirement	5,300.18
Total 5100 · Employer-Portion Taxes/Benefits	18,363.15

Altadena Library District

Profit & Loss

04/09/20

February 2020

Accrual Basis

	Feb 20
5200 · Insurance	
5220 · Health Insurance	10,309.90
5221 · Health Insurance - Retirees	5,481.03
5230 · Dental Insurance	1,267.39
5240 · Vision Insurance	391.96
5260 · Life Insurance	(1.48)
Total 5200 · Insurance	17,448.80
Total PERSONNEL RELATED EXPENSES	174,449.05
PROFESSIONAL & TECHNICAL	
INFORMATION TECHNOLOGY (IT)	
7170 · Telecommunications	616.42
7180 · Technology Equipment	398.58
7185 · Technology Maintenance Fees	4,339.27
Total INFORMATION TECHNOLOGY (IT)	5,354.27
PROFESSIONAL SERVICES	
7125 · Audit and Financial Consulting	500.00
7130 · Legal Fees	2,603.50
Total PROFESSIONAL SERVICES	3,103.50
Total PROFESSIONAL & TECHNICAL	8,457.77
PROGRAMS	
6200 · Youth Services	220.49
6210 · Teen Services	499.61
6220 · Adult Services	2,820.77
6230 · Bob Lucas Branch Services	411.15
6250 · Volunteer Services	128.39
6260 · Summer Reading	15.00
Total PROGRAMS	4,095.41
Total Expense	268,251.55
Net Ordinary Income	(241,879.47)
Net Income	(241,879.47)

Altadena Library District
Profit & Loss Budget vs. Actual
 July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4705 · Altadena Library Foundation	10,800.00	10,000.00	800.00	108.0%
4710 · Friends of the Library	34,500.00	33,000.00	1,500.00	104.5%
4730 · Undesignated	1.00		1.00	100.0%
4740 · CA Library Literacy Services	18,000.00	18,000.00		100.0%
Total DONATIONS AND GRANTS	63,301.00	61,000.00	2,301.00	103.8%
FINES & FEES				
4305 · Fees	2,916.33	4,000.00	(1,083.67)	72.9%
4310 · MFM / Printer Revenue	5,715.05	5,500.00	215.05	103.9%
4340 · Passport Services Fees	80,130.00	120,000.00	(39,870.00)	66.8%
4350 · Sales of Products	1,208.00	1,500.00	(292.00)	80.5%
FINES & FEES - Other	121.38			
Total FINES & FEES	90,090.76	131,000.00	(40,909.24)	68.8%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	32.58	400.00	(367.42)	8.1%
Total INTEREST INCOME & ADJUSTMENTS	32.58	400.00	(367.42)	8.1%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	0.43			
4915 · Film Rental Revenue		2,000.00	(2,000.00)	
4930 · E-Rate Revenue		36,000.00	(36,000.00)	
4940 · Transfer in from Reserves		36,900.00	(36,900.00)	
4999 · Credit Card Rebates	5,000.00	10,000.00	(5,000.00)	50.0%
Total OTHER REVENUE & ADJUSTMENT	5,000.43	84,900.00	(79,899.57)	5.9%
PROPERTY TAXES				
4010 · Current-Year Secured				
4010.00 · Current Secured	2,576,019.39	2,556,700.00	19,319.39	100.8%
Total 4010 · Current-Year Secured	2,576,019.39	2,556,700.00	19,319.39	100.8%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	86,918.20		86,918.20	100.0%
4020 · Current-Year Unsecured - Other		86,900.00	(86,900.00)	
Total 4020 · Current-Year Unsecured	86,918.20	86,900.00	18.20	100.0%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(9,374.33)	10,200.00	(19,574.33)	(91.9)%
4030.05 · Secured Tax Refunds	(26,926.84)			
Total 4030 · Prior-Year Secured	(36,301.17)	10,200.00	(46,501.17)	(355.9)%
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	6,635.78	15,300.00	(8,664.22)	43.4%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	848,347.37		848,347.37	100.0%
4060.02 · Direct Assessments	402.45			
4060 · Special Assessment - Other		846,400.00	(846,400.00)	
Total 4060 · Special Assessment	848,749.82	846,400.00	2,349.82	100.3%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	8,801.21			
Total 4070 · Supplemental Current	8,801.21			
4075 · Supplemental Prior				
4030.03 · SB 813 Redemption	3,890.06			
Total 4075 · Supplemental Prior	3,890.06			
4080 · Penalties, Interest & Costs-Ref	8,939.11	10,000.00	(1,060.89)	89.4%
4220 · County Interest Allocation	16,374.99	21,000.00	(4,625.01)	78.0%
Total PROPERTY TAXES	3,510,923.86	3,556,700.00	(45,776.14)	98.7%
Total Income	3,669,348.63	3,834,000.00	(164,651.37)	95.7%

Altadena Library District
Profit & Loss Budget vs. Actual
 July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
Expense				
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures	18,537.50	46,700.00	(28,162.50)	39.7%
7320 · Structures & Improvements	21,837.73	65,600.00	(43,762.27)	33.3%
Total CAPITAL EXPENSE	40,375.23	112,300.00	(71,924.77)	36.0%
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	9,588.72	13,300.00	(3,711.28)	72.1%
7210 · Building Maint & Repairs	17,930.40	29,500.00	(11,569.60)	60.8%
7220 · Landscape	15,056.01	18,400.00	(3,343.99)	81.8%
Total FACILITIES, GROUNDS & MAINT.	42,575.13	61,200.00	(18,624.87)	69.6%
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	84,615.04	130,000.00	(45,384.96)	65.1%
6125 · Audio CD	1,384.57	15,000.00	(13,615.43)	9.2%
6130 · DVD's & Videogames	25,419.42	35,000.00	(9,580.58)	72.6%
6135 · Processing of Materials	29,864.22	50,000.00	(20,135.78)	59.7%
6140 · Periodicals	12,280.08	20,000.00	(7,719.92)	61.4%
6150 · Downloadables	7,820.48	30,000.00	(22,179.52)	26.1%
6155 · Library of Things	9.84	5,000.00	(4,990.16)	0.2%
Total LIBRARY MATERIALS	192,301.78	337,000.00	(144,698.22)	57.1%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	122.42			
Total MISCELLANEOUS EXPENSE	122.42		122.42	100.0%
OPERATING EXPENSES				
ADVERTISING & MARKETING				
6618 · Recruitment	1,924.19	1,800.00	124.19	106.9%
6627 · Advertising / Marketing	2,323.87	7,000.00	(4,676.13)	33.2%
Total ADVERTISING & MARKETING	4,248.06	8,800.00	(4,551.94)	48.3%
FEES				
6745 · Banking & Service Fees	1,437.88	2,000.00	(562.12)	71.9%
6746 · Payroll Fees	6,320.00	10,200.00	(3,880.00)	62.0%
7530 · County Tax Collection Fees	33,273.39	33,700.00	(426.61)	98.7%
Total FEES	41,031.27	45,900.00	(4,868.73)	89.4%
INSURANCE				
6430 · Insurance-Gen, Prop, Liab, Eq	33,011.34	33,000.00	11.34	100.0%
6432 · Earthquake Insurance	30,370.00	30,400.00	(30.00)	99.9%
Total INSURANCE	63,381.34	63,400.00	(18.66)	100.0%
STAFF COSTS & PROF. DEVELOPMENT				
6623 · Trustee Prof. Development	240.00	1,000.00	(760.00)	24.0%
6625 · Training & Education	11,179.94	15,000.00	(3,820.06)	74.5%
6626 · Staff Recognition	2,400.98	3,000.00	(599.02)	80.0%
6710 · Meetings & Travel	10,575.29	9,000.00	1,575.29	117.5%
6730 · Mileage & Parking Reimbursement	1,678.94	2,000.00	(321.06)	83.9%
Total STAFF COSTS & PROF. DEVELOPMENT	26,075.15	30,000.00	(3,924.85)	86.9%
UTILITIES				
6920 · Electricity	25,119.60	50,000.00	(24,880.40)	50.2%
6930 · Natural Gas	2,342.79	5,000.00	(2,657.21)	46.9%
6940 · Water & Sewage	4,448.82	8,000.00	(3,551.18)	55.6%
6950 · Refuse	4,670.96	7,000.00	(2,329.04)	66.7%
Total UTILITIES	36,582.17	70,000.00	(33,417.83)	52.3%

Altadena Library District
Profit & Loss Budget vs. Actual
July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
6620 · Membership Dues & Subscriptions	13,588.27	13,000.00	588.27	104.5%
6740 · Postage & Delivery	4,444.18	8,000.00	(3,555.82)	55.6%
6750 · Printing & Reproduction	2,209.77	5,000.00	(2,790.23)	44.2%
6755 · Small Equipment	2,498.91	7,000.00	(4,501.09)	35.7%
6765 · Janitorial Supplies	4,405.76	6,000.00	(1,594.24)	73.4%
6770 · Operating Supplies	10,773.09	15,000.00	(4,226.91)	71.8%
6775 · Technical Services Supplies	2,372.83	5,000.00	(2,627.17)	47.5%
6780 · Operating Software	1,607.39	1,500.00	107.39	107.2%
6960 · Sales of Products	86.78	200.00	(113.22)	43.4%
6970 · Equipment Lease & Rental	13,353.40	26,600.00	(13,246.60)	50.2%
Total OPERATING EXPENSES	226,658.37	305,400.00	(78,741.63)	74.2%
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	221,573.03	374,300.00	(152,726.97)	59.2%
5020 · Hourly	929,797.18	1,416,200.00	(486,402.82)	65.7%
Total 5000 · SALARIES & WAGES	1,151,370.21	1,790,500.00	(639,129.79)	64.3%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)	96,694.55	153,300.00	(56,605.45)	63.1%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	14,224.61	25,000.00	(10,775.39)	56.9%
5210.02 · CalPers PEPRA (ER Contr)	43,863.47	90,000.00	(46,136.53)	48.7%
5218 · PERS Unfunded	147,894.00	147,900.00	(6.00)	100.0%
Total 5210 · PERS Retirement	205,982.08	262,900.00	(56,917.92)	78.3%
5222 · OPEB Contribution		60,000.00	(60,000.00)	
Total 5100 · Employer-Portion Taxes/Benefits	302,676.63	476,200.00	(173,523.37)	63.6%
5200 · Insurance				
5220 · Health Insurance	77,233.66	138,000.00	(60,766.34)	56.0%
5221 · Health Insurance - Retirees	43,948.22	77,700.00	(33,751.78)	56.6%
5230 · Dental Insurance	8,134.22	13,800.00	(5,665.78)	58.9%
5240 · Vision Insurance	2,443.85	4,100.00	(1,656.15)	59.6%
5260 · Life Insurance	853.09	1,400.00	(546.91)	60.9%
5270 · Workers' Compensation	31,233.41	31,300.00	(66.59)	99.8%
Total 5200 · Insurance	163,846.45	266,300.00	(102,453.55)	61.5%
Total PERSONNEL RELATED EXPENSES	1,617,893.29	2,533,000.00	(915,106.71)	63.9%
PROFESSIONAL & TECHNICAL				
INFORMATION TECHNOLOGY (IT)				
7135 · Technology Consulting	3,500.00	3,500.00		100.0%
7170 · Telecommunications	6,111.06	9,500.00	(3,388.94)	64.3%
7175 · Internet Service / E-Rate	10,338.21	42,000.00	(31,661.79)	24.6%
7180 · Technology Equipment	8,148.45	11,700.00	(3,551.55)	69.6%
7185 · Technology Maintenance Fees	17,034.67	21,000.00	(3,965.33)	81.1%
7190 · Website Development	361.45	1,500.00	(1,138.55)	24.1%
Total INFORMATION TECHNOLOGY (IT)	45,493.84	89,200.00	(43,706.16)	51.0%
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	19,039.57	61,200.00	(42,160.43)	31.1%
7130 · Legal Fees	47,087.64	107,000.00	(59,912.36)	44.0%
7140 · Architectural & Engineering	24,997.50	64,000.00	(39,002.50)	39.1%
7145 · Collection Agency	2,004.80	1,900.00	104.80	105.5%
7155 · Consultants - Other	14,977.51	88,000.00	(73,022.49)	17.0%
Total PROFESSIONAL SERVICES	108,107.02	322,100.00	(213,992.98)	33.6%
Total PROFESSIONAL & TECHNICAL	153,600.86	411,300.00	(257,699.14)	37.3%

Altadena Library District
Profit & Loss Budget vs. Actual
July 2019 through February 2020

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
PROGRAMS				
6200 · Youth Services	2,070.41	12,700.00	(10,629.59)	16.3%
6210 · Teen Services	999.56	5,400.00	(4,400.44)	18.5%
6220 · Adult Services	13,863.73	28,900.00	(15,036.27)	48.0%
6230 · Bob Lucas Branch Services	2,518.84	5,700.00	(3,181.16)	44.2%
6240 · Literacy Services	2,381.62	7,000.00	(4,618.38)	34.0%
6250 · Volunteer Services	871.18	2,500.00	(1,628.82)	34.8%
6260 · Summer Reading	3,007.26	9,200.00	(6,192.74)	32.7%
Total PROGRAMS	25,712.60	71,400.00	(45,687.40)	36.0%
Total Expense	2,299,239.68	3,831,600.00	(1,532,360.32)	60.0%
Net Ordinary Income	1,370,108.95	2,400.00	1,367,708.95	57,087.9%
Net Income	1,370,108.95	2,400.00	1,367,708.95	57,087.9%

Altadena Library District
Profit & Loss Prev Year Comparison
July 2019 through February 2020

	Jul '19 - Feb 20	Jul '18 - Feb 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4705 · Altadena Library Foundation	10,800.00	5,000.00	5,800.00	116.0%
4710 · Friends of the Library	34,500.00	11,553.85	22,946.15	198.6%
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	63,301.00	34,879.00	28,422.00	81.5%
FINES & FEES				
4305 · Fees	2,916.33	2,349.88	566.45	24.1%
4310 · MFM / Printer Revenue	5,715.05	7,180.81	(1,465.76)	(20.4)%
4340 · Passport Services Fees	80,130.00	70,784.95	9,345.05	13.2%
4350 · Sales of Products	1,208.00	592.00	616.00	104.1%
4810 · Community Room Fees		580.00	(580.00)	(100.0)%
FINES & FEES - Other	121.38		121.38	100.0%
Total FINES & FEES	90,090.76	81,487.64	8,603.12	10.6%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	32.58	154.54	(121.96)	(78.9)%
Total INTEREST INCOME & ADJUSTMENTS	32.58	154.54	(121.96)	(78.9)%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	0.43		0.43	100.0%
4915 · Film Rental Revenue		5,800.00	(5,800.00)	(100.0)%
4920 · Reimbursements		400.55	(400.55)	(100.0)%
4930 · E-Rate Revenue				
4999 · Credit Card Rebates	5,000.00	5,000.00		
Total OTHER REVENUE & ADJUSTMENT	5,000.43	11,200.55	(6,200.12)	(55.4)%
PROPERTY TAXES				
4010 · Current-Year Secured				
4010.00 · Current Secured	2,576,019.39	2,414,259.34	161,760.05	6.7%
4010.01 · Revenue Residual		16,979.60	(16,979.60)	(100.0)%
4010.02 · Statutory Revenue		2,709.57	(2,709.57)	(100.0)%
Total 4010 · Current-Year Secured	2,576,019.39	2,433,948.51	142,070.88	5.8%
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	(9,374.33)	(6,853.14)	(2,521.19)	(36.8)%
4030.05 · Secured Tax Refunds	(26,926.84)	(30,518.65)	3,591.81	11.8%
Total 4030 · Prior-Year Secured	(36,301.17)	(37,371.79)	1,070.62	2.9%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(9,103.53)	(9,372.72)	269.19	2.9%
Total 4040 · Prior-Year Unsecured	(9,103.53)	(9,372.72)	269.19	2.9%
4050 · Homeowners Exemption	6,635.78	6,779.14	(143.36)	(2.1)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	848,347.37	832,799.08	15,548.29	1.9%
4060.02 · Direct Assessments	402.45	(2,856.02)	3,258.47	114.1%
Total 4060 · Special Assessment	848,749.82	829,943.06	18,806.76	2.3%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	8,801.21	8,877.18	(75.97)	(0.9)%
Total 4070 · Supplemental Current	8,801.21	8,877.18	(75.97)	(0.9)%

Altadena Library District
Profit & Loss Prev Year Comparison
July 2019 through February 2020

	Jul '19 - Feb 20	Jul '18 - Feb 19	\$ Change	% Change
4075 · Supplemental Prior				
4030.03 · SB 813 Redemption	3,890.06	2,229.81	1,660.25	74.5%
Total 4075 · Supplemental Prior	3,890.06	2,229.81	1,660.25	74.5%
4080 · Penalties, Interest & Costs-Ref	8,939.11	8,867.93	71.18	0.8%
4220 · County Interest Allocation	16,374.99	16,855.06	(480.07)	(2.9)%
Total PROPERTY TAXES	3,510,923.86	3,345,193.36	165,730.50	5.0%
Total Income	3,669,348.63	3,472,915.09	196,433.54	5.7%
Expense				
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures	18,537.50	26,607.41	(8,069.91)	(30.3)%
7320 · Structures & Improvements	21,837.73	11,889.00	9,948.73	83.7%
Total CAPITAL EXPENSE	40,375.23	38,496.41	1,878.82	4.9%
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	9,588.72	8,434.29	1,154.43	13.7%
7210 · Building Maint & Repairs	17,930.40	16,902.16	1,028.24	6.1%
7220 · Landscape	15,056.01	15,423.48	(367.47)	(2.4)%
Total FACILITIES, GROUNDS & MAINT.	42,575.13	40,759.93	1,815.20	4.5%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	10,375.21	16,922.70	(6,547.49)	(38.7)%
6115 · Electronic Databases & Subscrip	20,532.92	14,410.05	6,122.87	42.5%
6120 · Books	84,615.04	69,194.73	15,420.31	22.3%
6125 · Audio CD	1,384.57	6,262.65	(4,878.08)	(77.9)%
6130 · DVD's & Videogames	25,419.42	14,606.58	10,812.84	74.0%
6135 · Processing of Materials	29,864.22	21,272.76	8,591.46	40.4%
6140 · Periodicals	12,280.08	9,950.15	2,329.93	23.4%
6150 · Downloadables	7,820.48	14,068.75	(6,248.27)	(44.4)%
6155 · Library of Things	9.84	9.84	0.00	100.0%
Total LIBRARY MATERIALS	192,301.78	166,688.37	25,613.41	15.4%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	122.42		122.42	100.0%
Total MISCELLANEOUS EXPENSE	122.42		122.42	100.0%
OPERATING EXPENSES				
ADVERTISING & MARKETING				
6618 · Recruitment	1,924.19	404.25	1,519.94	376.0%
6627 · Advertising / Marketing	2,323.87	2,268.89	54.98	2.4%
Total ADVERTISING & MARKETING	4,248.06	2,673.14	1,574.92	58.9%
FEES				
6745 · Banking & Service Fees	1,437.88	1,364.48	73.40	5.4%
6746 · Payroll Fees	6,320.00	6,320.00	0.00	0.0%
7530 · County Tax Collection Fees	33,273.39	33,235.82	37.57	0.1%
Total FEES	41,031.27	40,920.30	110.97	0.3%
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%

Altadena Library District
Profit & Loss Prev Year Comparison
July 2019 through February 2020

	Jul '19 - Feb 20	Jul '18 - Feb 19	\$ Change	% Change
STAFF COSTS & PROF. DEVELOPMENT				
6623 · Trustee Prof. Development	240.00	600.00	(360.00)	(60.0)%
6625 · Training & Education	11,179.94	4,750.12	6,429.82	135.4%
6626 · Staff Recognition	2,400.98	3,178.34	(777.36)	(24.5)%
6710 · Meetings & Travel	10,575.29	5,402.75	5,172.54	95.7%
6730 · Mileage & Parking Reimbursement	1,678.94	675.20	1,003.74	148.7%
Total STAFF COSTS & PROF. DEVELOPMENT	26,075.15	14,606.41	11,468.74	78.5%
UTILITIES				
6920 · Electricity	25,119.60	22,970.65	2,148.95	9.4%
6930 · Natural Gas	2,342.79	2,343.25	(0.46)	
6940 · Water & Sewage	4,448.82	3,921.13	527.69	13.5%
6950 · Refuse	4,670.96	3,865.81	805.15	20.8%
Total UTILITIES	36,582.17	33,100.84	3,481.33	10.5%
6620 · Membership Dues & Subscriptions	13,588.27	11,932.76	1,655.51	13.9%
6628 · Volunteer Recognition		1,286.00	(1,286.00)	(100.0)%
6740 · Postage & Delivery	4,444.18	4,610.79	(166.61)	(3.6)%
6750 · Printing & Reproduction	2,209.77	4,014.23	(1,804.46)	(45.0)%
6755 · Small Equipment	2,498.91	4,768.45	(2,269.54)	(47.6)%
6765 · Janitorial Supplies	4,405.76	5,571.79	(1,166.03)	(20.9)%
6770 · Operating Supplies	10,773.09	14,620.21	(3,847.12)	(26.3)%
6775 · Technical Services Supplies	2,372.83	2,372.83		100.0%
6780 · Operating Software	1,607.39	1,344.80	262.59	19.5%
6960 · Sales of Products	86.78	37.22	49.56	133.2%
6970 · Equipment Lease & Rental	13,353.40	16,631.32	(3,277.92)	(19.7)%
Total OPERATING EXPENSES	226,658.37	200,806.99	25,851.38	12.9%
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	221,573.03	289,195.78	(67,622.75)	(23.4)%
5020 · Hourly	929,797.18	839,096.14	90,701.04	10.8%
Total 5000 · SALARIES & WAGES	1,151,370.21	1,128,291.92	23,078.29	2.1%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)	96,694.55	92,123.60	4,570.95	5.0%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	14,224.61	16,694.63	(2,470.02)	(14.8)%
5210.02 · CalPers PEPPRA (ER Contr)	43,863.47	49,342.47	(5,479.00)	(11.1)%
5218 · PERS Unfunded	147,894.00	116,139.00	31,755.00	27.3%
Total 5210 · PERS Retirement	205,982.08	182,176.10	23,805.98	13.1%
Total 5100 · Employer-Portion Taxes/Benefits	302,676.63	274,299.70	28,376.93	10.4%
5200 · Insurance				
5220 · Health Insurance	77,233.66	80,753.90	(3,520.24)	(4.4)%
5221 · Health Insurance - Retirees	43,948.22	47,518.71	(3,570.49)	(7.5)%
5230 · Dental Insurance	8,134.22	10,007.15	(1,872.93)	(18.7)%
5240 · Vision Insurance	2,443.85	2,957.97	(514.12)	(17.4)%
5260 · Life Insurance	853.09	1,033.52	(180.43)	(17.5)%
5270 · Workers' Compensation	31,233.41	15,272.25	15,961.16	104.5%
Total 5200 · Insurance	163,846.45	157,543.50	6,302.95	4.0%
Total PERSONNEL RELATED EXPENSES	1,617,893.29	1,560,135.12	57,758.17	3.7%

Altadena Library District
Profit & Loss Prev Year Comparison
July 2019 through February 2020

	Jul '19 - Feb 20	Jul '18 - Feb 19	\$ Change	% Change
PROFESSIONAL & TECHNICAL				
INFORMATION TECHNOLOGY (IT)				
7135 · Technology Consulting	3,500.00		3,500.00	100.0%
7170 · Telecommunications	6,111.06	6,273.34	(162.28)	(2.6)%
7175 · Internet Service / E-Rate	10,338.21	10,182.03	156.18	1.5%
7180 · Technology Equipment	8,148.45	10,522.68	(2,374.23)	(22.6)%
7185 · Technology Maintenance Fees	17,034.67	14,921.25	2,113.42	14.2%
7190 · Website Development	361.45	851.96	(490.51)	(57.6)%
Total INFORMATION TECHNOLOGY (IT)	45,493.84	42,751.26	2,742.58	6.4%
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	19,039.57	42,080.03	(23,040.46)	(54.8)%
7130 · Legal Fees	47,087.64	237,946.24	(190,858.60)	(80.2)%
7131 · Legal Settlement		111,800.00	(111,800.00)	(100.0)%
7140 · Architectural & Engineering	24,997.50		24,997.50	100.0%
7145 · Collection Agency	2,004.80	1,825.80	179.00	9.8%
7155 · Consultants - Other	14,977.51	23,712.36	(8,734.85)	(36.8)%
Total PROFESSIONAL SERVICES	108,107.02	417,364.43	(309,257.41)	(74.1)%
Total PROFESSIONAL & TECHNICAL	153,600.86	460,115.69	(306,514.83)	(66.6)%
PROGRAMS				
6200 · Youth Services	2,070.41	6,468.06	(4,397.65)	(68.0)%
6210 · Teen Services	999.56	2,283.91	(1,284.35)	(56.2)%
6220 · Adult Services	13,863.73	13,750.76	112.97	0.8%
6230 · Bob Lucas Branch Services	2,518.84	3,462.57	(943.73)	(27.3)%
6240 · Literacy Services	2,381.62	1,930.87	450.75	23.3%
6250 · Volunteer Services	871.18	25.99	845.19	3,252.0%
6260 · Summer Reading	3,007.26		3,007.26	100.0%
Total PROGRAMS	25,712.60	27,922.16	(2,209.56)	(7.9)%
Total Expense	2,299,239.68	2,494,924.67	(195,684.99)	(7.8)%
Net Ordinary Income	1,370,108.95	977,990.42	392,118.53	40.1%
Net Income	1,370,108.95	977,990.42	392,118.53	40.1%

April 27th Altadena Library District Board of Trustees meeting

Facilities Committee Report

Things have been a little slow with the committee's work as staff have been focused on figuring out how to continue to provide our libraries' valuable public services during these difficult times. But we do have some key updates:

- The initial cost estimates to complete all of the work on our wish list came in at close to \$20 million, far more than our district can afford.
- But it included things like purchasing solar so we did some editing of the plans and brought the initial estimates down to about \$10 million in addition to asking ARG to re-evaluate several items that we hope to lower costs even more
- It will take some time, either way, to identify funding for this work so in the meantime we've identified the following projects that will be included in the District's 2020/2021 budget:
 - Updating the north entrance sidewalk of the Main Library to be ADA compliant
 - Moving ahead with the outdoor reading court at the Bob Lucas Memorial Library as well as updating and beautifying the front of the Bob Lucas Memorial Library
 - Exploring costs to putting in a ramp from the south entrance parking lot of the Main Library up to the south entrance to improve access to the community room and public restrooms
- Our director, Nikki, and our facilities' director, Jonathan will also be meeting to identify other possible projects that can be budgeted for immediately. We received the revised cost estimates from ARG on 4/13 and are planning to work on relocating the sidewalk on the North side of the Main Library to make it ADA compliant moving forward. We are also looking at the cost estimates for the Bob Lucas branch to see what funding could be put aside in the next fiscal year to start to accomplish some of the recommendations in that report, including the outdoor reading court, new landscaping and signage. This is all going to depend on budget projections, especially during this global pandemic and the unpredictability of what is to come.

ALD Board of Trustees CVRA Committee Report (April 2020)

Committee Members: Katie Clark (chair), Betsy Kahn

I. Formation & Scope of Work

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

II. Committee Activity

ALD's redistricting process is projected for late spring of 2021, following the release of the 2020 Census data in March 2021. On April 3, the committee along with ALD Director Nikki Winslow met with Douglas Johnson of the National Demographics Corporation. His proposal, which the District has accepted, is included in the board packet for this month, and outlines the scope of work his organization will provide to the district. It was determined that an RFP process would not be helpful since NDC is the only available provider of demographic and redistricting services for our area.

Doug outlined the process that the District would undergo, and walked us through some of the salient points of his proposal. He recommended waiting on some of the additional components, since census software and online options are upgraded every ten years, and there may be some lower-cost or open-source resources available by the time we reach winter of 2020. The district can add or modify any services with only a few weeks of lead time, so there's no urgency to decide now. He agreed with our desired timeline, although reminded us that a number of other organizations would be undergoing redistricting processes during the spring and summer of 2021 as well.

The following points would be useful to the board to consider:

1. The redistricting will be accomplished in time to impact the elections held in November of 2022. Those two seats (currently held by Trustees Clark and Capell) will be elected in a by-district process. There is no guarantee that the districts will correlate with where the incumbent Trustees live. Should the holder of either seat not serve a full term, any replacement appointment would also have to be from within the same district.
2. Seats elected in November 2020 (3 seats, currently held by Trustees Kahn, Andruess, and McMullins) will not be impacted until 2024; however, it would be very useful to the process to know if each person plans to run again. As Doug said, "if you know you're definitely going to run, or you know you're definitely not going to run, let us know sooner rather than later." Those seats will be elected at-large in November of 2020, and should any of those seats become vacant before the conclusion of the full term, they will be appointed at-large as well. They will be elected by-district in November of 2024.

III. Recommendations

No formal action to recommend at this time; the committee recommends that staff proceed with any necessary logistical arrangements with NDC between now and January of 2021.

*Report prepared by:
Katie Clark, CVRA Committee Chair*



A Proposal to the
Altadena Library District
for Demographic Services

By National Demographics Corporation
Douglas Johnson, President

March 12, 2020



March 12, 2020

Ms. Katie Clark, Board President
Altadena Library District
600 E Mariposa Street
Altadena, CA 91001

Dear Ms. Clark,

Thank you for the opportunity to provide this proposal to the Altadena Library District. NDC has 40 years of experience districting and redistricting local jurisdictions, together with unmatched experience working with jurisdictions facing California Voting Rights Act (CVRA) concerns. Based in Glendale, NDC has worked on CVRA analysis and districting efforts for over 75 cities, 250 school districts, and a variety of other local California jurisdictions, including the City of Altadena and other cities, school districts, and special districts across the region. We welcome the opportunity to bring the firm's expertise and skills to assist the District.

If the District decides to move to by-district elections, there are certain required basic elements, and there are several options that the District can include or leave out at its option. NDC carefully tailors each project to the needs and goals of the individual client partner. NDC welcomes the opportunity to work with the District to encourage public participation in the districting process, and NDC offers a number of tools developed specifically for public engagement in this effort. And we offer templates and samples for every step of the project: analysis and staff reports; outreach materials; web pages and even resolution and ordinance templates.

The attached proposal consists of a brief introduction; specific proposed project elements and options; timeline and cost information; conclusion; and signature section. NDC looks forward to working with you on this effort. Please call or email if you have any questions, concerns, or requests regarding this proposal.

Sincerely,

Douglas Johnson
President



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About National Demographics Corporation:

Brief Company History

NDC has served hundreds of local governments over the past 37 years. Founded in 1979, NDC has performed work in all regions of the country, serving clients as varied as the States of Mississippi, Arizona, Florida and Illinois, Clark County Nevada, American Waterworks, California's Franchise Tax Board, the San Diego Unified School District, the Foundation for California, and the Arizona cities of Glendale, Mesa, Peoria, Phoenix, Mesa and Surprise.

The company is especially well known for its work in local and state government. Since 2002, NDC has established a reputation as the state's leading demographic expert on the California Voting Rights Act (CVRA), having performed demographic assessments of potential CVRA liability for over 300 jurisdictions.

No company has been responsible for addressing the electoral demographic needs of more local governments, as NDC has districted and/or redistricted well over 150 local school districts, cities, water districts, county boards, and other local districts. Nationally recognized as a pioneer in good government districting and redistricting, NDC is especially experienced in working with local jurisdictions in California, Arizona and Nevada.

This background gives us unmatched expertise in the issues, questions, and decisions jurisdictions face in any discussion regarding the California and Federal Voting Rights Act and related election system choices.

NDC's Districting Process

The following information is provided for information and for use if a jurisdiction decides to move to by-district elections. If the client decides not to move to by-district elections, the work would end with the demographic analysis described above.

Technical Expertise

NDC's personnel are nationally recognized as leaders in the districting field, and are responsible for numerous books and articles on the subject. NDC possesses all the hardware and software necessary to the districting and redistricting needs of any jurisdiction, and its personnel have extensive experience in performing graphics districting and redistricting work as well as in developing databases for districting use.

The technical demands of a districting effort are high, and NDC is the undisputed leader in this area. But far more important than technical expertise are the interpersonal understanding and experience working with all parties in the process, including the public.

Public Involvement

NDC pioneered the "transparent districting" approach which involves the public at every stage of the process. The company invented the "public participation kit" for public participation in districting efforts, and our clients widely complement our highly refined tool – especially when compared to the less-refined imitations offered by many of the firm's



competitors. And NDC uniquely offers online mapping tools that allow residents and community groups to independently spend quality time developing and refining proposed districting maps.

Even with these unique public engagement offerings, NDC's most valuable service is the firm's experience transforming often-contentious and passionate debates on this difficult subject into thoughtful, constructive discussions focused on the options and outcomes rather than individual personalities or positions. And, of course, NDC also has considerable experience working with translators in public forums and providing materials in English, Spanish and other languages.

When included in a project, NDC has seen considerable public interest in these optional public participation tools. Often five, ten or even twenty or thirty draft maps are proposed by community residents. And NDC developed has a highly refined and proven methodology for efficiently guiding the community and the Board through selecting and refining a map, even when starting from 10, 20, 30 or even 40 initial draft maps.

Minority Group Outreach/Partnerships

U.S. Supreme Court decisions are constantly changing the rules regarding districting, "race-based districting," and the establishment of districts focused on the electoral power of "protected classes." It is crucial that the consultant work with the racial, ethnic, and other community groups at the beginning of the process to welcome their ideas and develop the appropriate expectations regarding minority representation prospects. No NDC local districting or redistricting plans has ever been challenged in Court or by the Department of Justice.

Openness

Any change in election systems can have momentous implications for the distribution of political power in a jurisdiction and for access by groups and individuals to the governance process. Not surprisingly, such changes often attract much public attention, sometimes generate intense controversy, and may draw charges of manipulation and abuse of power. Indeed, disputes over the form and substance of the process may often result in stalemate or legal challenge. It is crucial, therefore, that the jurisdiction establish, at the beginning, a process that is not only fair, but that is seen to be fair, to all contending groups and individuals.

Media Outreach

The firm's work has been widely praised in the media, and NDC has worked extensively on background, off the record, and on the record with all types of press including radio, television, newspaper, and new media.

Local Leadership

NDC views its role as an advisor and technical resource. The firm advises its clients, but every project remains the client's project. NDC offers guidance based on its experience and expertise, but ultimately the decisions are made by the jurisdiction itself. NDC welcomes the



chance to assist this project under the guidance and direction of the jurisdiction's elected leadership, key staff members, and the entire community.

Impeccable References

All of NDC’s former clients – without exception – can be contacted for references. The firm has no embarrassing projects. All NDC’s local districting and redistricting plans have been accepted into law with a minimum of controversy.

Mr. Rick Haydon, City Manager, City of Santa Maria, 110 E. Cook Street, Santa Maria, CA 93454-5190. Phone: (805) 925-0951 ext. 2200. Email: rhaydon@cityofsantamaria.org

Ms. Pam Abel, Superintendent, Modesto City Schools, 426 Locust Street, Modesto, CA 95351-2631. Phone: (209) 574-1616. Email: able.p@mcs4kids.com

Mr. Darrell Talbert, City Manager, City of Corona, 400 S Vicentia Avenue, Corona, CA 92882-2187. Phone: 951.279.3670. Email: Darrell.Talbert@ci.corona.ca.us

Mr. Steve Carrigan, City Manager, City of Merced, 678 West 18th Street, Merced, CA 95340. Phone: 209- 385-6834 Email: citymanager@cityofmerced.org

Mr. Devin Reif, Strategic Planning, City of Oakland, 250 Frank H. Ogawa Plaza, Suite 3315, Oakland, CA 94612. Phone: 510-238-3550 Email: DReiff@oaklandnet.com

Mr. David Silberman, Deputy County Counsel, San Mateo County, 400 County Center, 6th Floor, Redwood City, CA 94063. Phone: 650-363-4749 Email: dsilberman@smcgov.org

Judge Hugh Rose (retired), Chairman, City of Modesto Districting Commission. 508 King Richard Lane, Modesto, CA 95350. Phone (209) 522-0719. Email: hhrose@hotmail.com.

Ms. Lucinda Aja. City Clerk, City of Buckeye, Arizona. 100 N Apache Rd, Suite A, Buckeye, AZ 85326. Phone (623) 349-6007. Fax (623) 349-6098. Email: laja@buckeyeaz.gov.

Proposed Scope of Work

To provide the flexibility to meet the needs of the client, NDC offers a full menu of options:

Basic Districting Project Elements

Includes all of the services listed below:.....\$14,500

- Project Setup and coordination:
 - Development of redistricting database including Census and California Statewide Database data;
 - Incorporation of any Geographic Information System (GIS) data that the District wishes to include and provides (often including school locations; school attendance areas; important local landmarks; or local neighborhood boundaries);
 - Initial discussion with key staff and/or Board members about demographics, communities of interest, schedule and criteria;



National Demographics Corporation

- Any phone- or web-conference calls to discussion the project's progress or answer any Board, staff or media questions that may arise;
- Plan Development:
 - Creating of 2 to 4 initial draft maps for Board and public consideration;
 - Analysis and preparation for Board consideration of all whole or partial plans submitted by the public;
 - Conversion of all maps and reports to web-friendly versions for online posting;
 - Online posting of all maps to an interactive website for detailed review;
 - Any requested additional maps and/or map revisions requested;
- Plan Presentation:
 - Presentations at Board meetings and/or public forums by phone- or web-conference (NDC is happy to present in person, but each in person meeting adds the “in person presentation” fee listed under “optional elements” below);
- Work with the County Registrar of Voters to implement the final adopted plan.

Optional Districting Project Elements

Selected at the client’s discretion:

- In-person presentation at additional Board meetings, facilitation of public forum(s), and/or any other requested meetings;.....\$2,000
- Preparation and processing of paper, PDF and Excel-based "public participation kits" (paper kits that allow the public to draw and submit their own plans).....\$3,500
- Creation, hosting, and updating of an NDC--managed project information website (if the client does not wish to manage a project website as part of its existing website).\$4,000
- Hosting, managing and processing submitted plans for an online interactive system that allows public to draw and submit proposed districting plans through a standard web browser.....\$11,500
- Spanish translation of project-related materials.....\$125 per page

Stated prices include all travel, printing (except public participation kits and any large-plot maps), and other anticipated expenses.

Timeline: Timeline will be established in consultation with the client. This typically takes three to nine months, but can be done faster when necessary.

Other Potential Project-Related Expenses:

The only anticipated additional districting expenses would be any site or staff costs for conducting the community forums; and the cost of printing or copying paper copies of the “Public Participation Kit.” In NDC’s experience, most public participants will download and print the Kits in their own homes or offices.



Additional Analysis

NDC is happy to assist with any additional analysis that the client requests at our standard hourly rates:

Principal (Dr. Douglas Johnson)\$300 per hour
Vice President (Justin Levitt).....\$200 per hour
Senior Consultant.....\$125 per hour
Analyst / Clerical.....\$50 per hour

Dr. Johnson is also available for deposition and/or testimony work if needed, at \$350 per hour.

Conclusion

Since its founding NDC has been the preeminent company in the nation devoted to local election systems. To summarize:

- NDC, founded in 1979, has a demonstrated record of financial solvency.
- NDC's hardware and software resources were specially designed and acquired for election-related demographic analysis.
- NDC's highly respected personnel have impeccable credentials in each aspect of the districting and redistricting processes.
- NDC's suggested approach has been tested in many jurisdictions.
- Any NDC client can be contacted for testimonials and reference.
- NDC has more experience in the field of municipal election demographics than any other company.
- NDC has demonstrated experience over many years in working with the press and media on local election system issues.
- NDC possesses fully up-to-date and highly effective geographic retrieval systems with applications specifically designed for election-related demographic analysis.

It should be clear that NDC has all of the resources of experience, technical expertise, and legal/political know-how to assist the District in its current effort. NDC looks forward to the opportunity to work with the District on this project.



Proposal Acceptance

The terms of this proposal are available for 90 calendar days from its delivery to you. In most situations, NDC is open to extending that period of time to meet any particular needs of your jurisdiction.

NDC prides ourselves on tailoring each project to the needs and goals of each individual client. NDC is open to any feedback, concerns, requests, or changes regarding this proposal. If, however, it is acceptable in its current form, then NDC welcomes the opportunity to begin work as soon as possible.

If your jurisdiction has specific contract and/or letter of agreement language you prefer to use, please provide it and ignore the signature block below. If you prefer, simply sign two copies of this proposal in the signature block below and return them to NDC. Once signed by NDC, one copy will be returned to you. Thank you.

For National Demographics Corporation

For the Altadena Library District

Douglas Johnson, President

Date

Date

Douglas Mark Johnson

P.O. Box 5271
Glendale, CA 91221
djohnson@NDCresearch.com

mobile: (310) 200-2058
office: (909) 624-1442
fax: (818) 254-1221

Employment

President, National Demographics Corporation, 2006 – present.
Senior Analyst, National Demographics Corporation, 2001 – 2006.
Fellow, Rose Institute of State and Local Government, 2001 – present.
Project Manager and Senior Manager at three internet startup companies, 1999 - 2001.
U.S. Representative Stephen Horn, Legislative Director and System Manager. 1993 – 1997.
Coro Foundation, Fellowship in Public Affairs. 1992 – 1993.
Rose Institute for State and Local Government, Student Manager. 1989 – 1992.

Education

Claremont Graduate University, Ph.D. in Political Science, 2015. Dissertation: “Independent Redistricting Commissions: Hopes and Lessons Learned.”
UCLA Anderson Graduate School of Management, MBA, 1999.
Claremont McKenna College, BA in Government (Political Science), 1992.

Academic Honors

Graduated Cum Laude from Claremont McKenna College.
Phi Beta Kappa. Philip Roland Prize for Excellence in Public Policy.

Publications and Articles

Christian Science Monitor “Let the public help draw voting districts,” October 25, 2013.
New York Times, "The Case for Open Primaries," February 19, 2009.
Los Angeles Times Opinion Articles:
“A neighbor’s help on redistricting” June 24, 2007.
“A Trojan horse primary for the GOP” February 25, 2007.
“Where a porn palace stood” (article on redevelopment), July 30, 2006.
Fresno Bee Opinion Article: “The Poison Handshake” June 15, 2004.
Redistricting in America. Rose Institute of State and Local Government, 2010.
Restoring the Competitive Edge: California's Need for Redistricting Reform and the Likely Impact of Proposition 77. Rose Institute of State and Local Government, 2005.
"Competitive Districts in California" Rose Institute of State and Local Government, 2005.
Latinos and Redistricting: “Californios For Fair Representation” and California Redistricting in the 1980s. Rose Institute of State and Local Government, 1991.

Speaker or Panelist

California School Board Association Annual Education Conference panelist: “The California Voting Rights Act: What Board Members Must Know.” December 4, 2015.
Associated Cities of California – Orange County, Keynote Speaker, Newly Elected Officials’ Reception and Dinner, “The California Voting Rights Act,” January 29, 2015.
California League of Cities, City Manager Department, 2015 Department Meeting: “Opportunity to Engage Residents: The California Voting Rights Act.” January 29, 2015.
California League of Cities, City Clerk Department, 2014 Annual Meeting: “Whose Line Is It Anyway: Making the transition from at-large to by-district elections.” September 3, 2014.
National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2007 Spring Forum, "The Arizona Independent Redistricting Commissions' experiences with the first-ever independent redistricting."
National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2008 Spring Forum, "Communities of Interest In Redistricting: A Practical Guide."

Douglas Mark Johnson

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2009 Fall Forum, "The Key to Successful Redistricting."

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2010 Spring Forum, "Communities of Interest in Redistricting: A key to drawing 2011 plans (and for their defense)."

National Conference of State Legislatures, Redistricting and Elections Standing Committee: 2011 Winter Forum, "Citizen Voting Age Data from a line-drawer's viewpoint."

Luncheon Keynote Speaker, Santa Barbara's Channel Cities Club, "California's next experiment: independent, public redistricting," January 18, 2011.

Annual Conference, Arizona League of Cities and Towns, Presenter at "Redistricting Law and the Voting Rights Act: What It Means for Your City or Town in 2011," August 25, 2010.

Redistricting, The 2010 Census, and Your Budget, Sponsored by the Rose Institute of State and Local Government, California League of Cities, October 15, 2009.

Arizona Election Law 2010 Continuing Legal Education Conference, "Communities of interest and technology in redistricting," sponsored by the Arizona State Bar Association, March 2010

California's New Independent Redistricting Commission, sponsored by the Irvine Foundation and the California Redistricting Collaborative, December 15, 2009

Tribal Association of Sovereign Indian Nations (TASIN) Legislative Day 2009, "The 2010 Census and 2011 Redistricting in California," December 2, 2009.

California School Board Association, "Litigation Issues and the California Voting Rights Act," December 4, 2009.

California Latino School Boards Association, "Introduction to the California Voting Rights Act," August 20, 2009.

Building a National Reform Movement, Salt Lake City, Utah, 2006, conference on redistricting reform hosted by the League of Women Voters, Campaign Legal Center, and The Council for Excellence in Government

Texas Tech University, "A Symposium on Redistricting," May, 2006

California League of Cities, "Introduction to the California Voting Rights Act."

Voices of Reform, a project of the Commonwealth Club of San Francisco: multiple forums on redistricting and / or term limits, 2006 – 2007

Classroom speaker at Pepperdine University, the University of La Verne, Pomona College and Claremont McKenna College

Justin Mark Levitt

P.O. Box 5271
Glendale, CA 91221
jlevitt@NDCresearch.com

mobile: (480) 390-7480
office: (818) 254-1221
fax: (818) 254-1221

Employment

Vice-President, National Demographics Corporation, 2012 – present.
Senior Analyst, National Demographics Corporation, 2003 – 2011.
Instructor in Political Science, University of California, San Diego, 2012 – present.
Graduate Research Fellow, Center for US-Mexico Studies, 2010 – present.
Graduate Research Fellow, University of California, San Diego, 2008 – 2010 and 2013 – 2014.
Jesse M. Unruh California Assembly Fellow. 2006 – 2007.
Rose Institute for State and Local Government, Student Manager. 2005 – 2006.

Education

University of California, San Diego, Ph.D. Political Science, 2016. Dissertation title: “The Impact of Geographic Patterns on Tradeoffs in Redistricting.”
Claremont McKenna College, BA in Philosophy, Politics and Economics (PPE), 2006.

Academic Honors

California Studies Fellow, University of California, San Diego, 2007 – 2009
Graduated Cum Laude from Claremont McKenna College.

Publications and Conference Presentations

Settle, Jamie, Robert Bond, and Justin Levitt. 2011. “The Social Origins of Adult Political Behavior.” *American Politics Research*. 39 (2). 239-263

Miller, Kenneth and Justin Levitt. 2007. “The San Joaquin Valley.” In The New Political Geography of California. Eds. Frederick Douzet, Thad Kousser, and Kenneth Miller. Berkeley: Institute of Government Studies.

“The Political Geography of Tradeoffs in Redistricting” Paper presented at the State Politics and Policy Conference, Iowa City, IA, 2013

Getting What You Want: A Bargaining Approach to Fair Division in Redistricting. Paper presented at the “Challenging Urban Borders : the geopolitics of immigration and segregation” workshop, Berkeley, CA, 2013 and the State Politics and Policy Conference, Houston, TX, 2012

“An Atlas of Public Health in Mexico” (with Alberto Diaz Cayeros). Paper presented at the Hewlett Foundation Conference on Public Health, Mexico City, DF. 2012

“Remoteness and the Territoriality of Public Health” (with Alberto Diaz Cayeros). Paper presented at the American Political Science Association conference, Seattle, WA. 2011

“Initiatives as revealed preferences” Paper presented at the American Political Science Association conference, Seattle, WA. 2011

“No Se Puede: Latino Political Incorporation in Phoenix.”. Paper Presented at the New Political Geography of California conference, Berkeley, CA., 2009

Justin Mark Levitt

“Political Change in the Central Valley”. Paper Presented at the Western Political Science Association conference, Las Vegas, NV.,2007

Working Papers

Hill, Seth, Thad Kousser, Alex Hughes, and Justin Levitt. ND. *“How Competitiveness Shapes Infrequent Primary Voters Response to Receiving a GOTV Mailer.”*

Diaz-Cayeros, Alberto and Justin Levitt. ND. *“Remoteness and the Territoriality of Public Health.”*

Levitt, Justin. ND. *“Getting What You Want: A Bargaining Approach to Fair Division in Commission-led Redistricting.”*

Teaching Experience

California State University, Long Beach, Department of Political Science

Adjunct Professor—POSC 327 (Urban Politics)	Spring 2016-Present
Adjunct Professor—POSC 229 (Cases in Policy Analysis)	Present
Adjunct Professor—POSC 412 (Law and Social Change)	Spring 2016-Present
Adjunct Professor—POSC 399 (California Politics Short Course)	Present

University of California, San Diego, Department of Political Science

Co-Instructor—UPS 170 (Regional Governance Reconsidered)	Spring 2015
Instructor—Poli 100A (The Presidency)	Fall 2014
Instructor—Poli 160AA (Introduction to Public Policy Analysis)	Fall 2013
Instructor—Poli 10 (Introduction to American Politics)	Summer 2013

Shalice M. Tilton, M.M.C.

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Employment

Senior Consultant, National Demographics Corporation, 2017 – present.
City Clerk, Department Director, Executive Manager, City of Buena Park, CA, 1998 – 2017
Deputy City Clerk, Division Manager, City of Buena Park, CA, 1994 – 1997

Education

Master of Public Administration, National University
Bachelor of Science, Business Administration, Grand Canyon University
Master Municipal Clerk, International Institute of Municipal Clerks
Certified Municipal Clerk, International Institute of Municipal Clerks

Professional Affiliations

International Institute of Municipal Clerks
League of California Cities, City Clerks Department
City Clerks Association of California
Southern California City Clerks Association
Buena Park Area Business Council
Historical Society of Buena Park

External Highlights

Contributor, 2014 League of California Cities Western Cities publication, “The Balanced Triangle and the City Clerk’s Role in Local Government.”
Adjunct Professor, 2014-17 UC Irvine Extension and Association of California Cities – Public Policy Making Academy “Public Governance – City Government.”
Guest Speaker, 2012 Association of California Cities Orange County, Government Leadership Summit, “Navigating Public Policy”
Guest Speaker, 2008 League of California Cities New Law and Election Seminar, “The Rewards of Being a Fearless City Clerk”
Co-Author, “International Institute of Municipal Clerks Code of Ethics Rules of Procedure,” adopted by IIMC, July 2008
Guest Speaker, 2008 League of California Cities Mayor and City Council Executive Forum, “Technology and Electronic Media and the Public Records Act”
Educator and Trainer, 2007-2008 Master Municipal Clerk Academy of the International Institute of Municipal Clerks, “Understanding the Complex Legalities of the Clerk Domain”
Editor/Contributor, 2008 League of California Cities publication, “The People’s Business: A Guide to the California Public Records Act”
2007 Integrity of Profession Award, Soroptimist International of Buena Park.
“Shalice Tilton Day,” September 12, 2006, Buena Park City Council Proclamation
2003 President’s Award, “Paying it Forward to Youth,” City Clerks Association of California
2002 President’s Ensemble Award, City Clerks Association of California
Founder, Program Chair, and Trainer, City Clerks Association of California, "Nuts & Bolts" Education Institute (100+ participants annually), 1997-2004
Mentor for Continuing Education for Public Officials, provided educational and professional guidance to entry-level City Clerks, 2002-2004
Guest Speaker, 2003 League of California Cities New Law and Election Seminar, “The Art of Preparing Minutes and Crafting Agenda Reports”
Nominated, 1999 International Institute of Municipal Clerks Technology Award of Excellence
Guest Speaker, City Clerks Association of California 1998 Annual Conference, "Charting Your Course - The Role, Responsibilities, and Duties of the City Clerk"
Guest Speaker, Government, Business & Education Tech Expo '97, "Records Management"

Robert H. McEntire

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Employment

Senior Consultant, National Demographics Corporation, 2017 – present.
Assistant Superintendent Business/CBO, Covina-Valley Unified School District, 2016 – present.
Chief Business & Financial Officer, Glendale Unified School District, 2014 – 2016.
Chief Business Officer, Garvey School District, 2012 – 2014.
Chief Financial Officer, Hollywood & Broadway Entertainment Partners, Los Angeles, New York, Boston, Singapore, 2005 – 2012.

Education

University of Southern California, Los Angeles, CA, Doctor of Education: K-12 Leadership in Urban School Settings (*Candidate*), 2019. Dissertation title: “The Influence of Globalization, Leadership, and Science Fairs on the Female Acquisition of 21st-Century Skills and Their College-Career Pursuit of Science, Technology, Engineering, and Mathematics Majors and Careers as Seen at Our Lady’s School in Ireland.”
Thunderbird School of Global Management, Glendale, AZ, MBA in Global Business Management, 2008.
University of Southern California, Los Angeles, CA, Bachelor of Science in Business Administration, 2003.

Recent Districting Engagements (partial list)

CITIES

City of Barstow
City of Dana Point
City of Duarte
City of Norco
City of Oxnard
City of Placentia
City of Santee
City of South Pasadena
Town of Yucca Valley

SCHOOL DISTRICTS

Antelope Valley College
Barstow Unified School District
Cajon Valley Unified School District
El Monte Union High School District
Inglewood Unified School District
Irvine Unified School District

Publications and Conference Presentations

California Association of School Business Officials (CASBO):

Annual Conference, April 2018

- Panelist: Keeping Your Board Onboard: Effective Strategies for Business Leaders When Working with their Elected Officials – 100 Attendees

Chief Business Officer Symposium, November 2017

- Presider – General Session – 600 Attendees
- Panelist: The Budget and LCAP Integration at the District Level

Annual Conference, April 2016

- Presenter: Maximizing and Linking Your Bond, Capital Facilities and M&O Programs – 150 Attendees
- Presenter: Linking Your Bond, Maintenance and Operations Programs: Best Practices to Stretch Limited Resources – 100 Attendees
- Presenter: Evolution of the role of the Chief Business Officer – 300 Attendees

Chief Business Officer Symposium, November 2015

- Presider – General Session – 600 Attendees

Teaching Experience

Association of California School Administrators (ACSA)

- Lecturer: Personnel Administrators Academy, November 2017

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Employment

Senior Consultant, National Demographic Corporation, 2019 – present
Deputy Superintendent (retired), New Jerusalem Elementary School District, 2012-2019
Director, Educational Programs, Janus Youth Programs, Inc., 2011-2012
Senior Account Executive, Northwest Evaluation Association, 2004-2011
Director II, Stanislaus County Office of Education, 2000-2004
Administrator, Cotati-Rohnert Park Unified School District, 1999-2000
Chief Academic Officer, Delhi Unified School District, 1997-1999
Director I, San Joaquin County Office of Education, 1992-1997
Teacher/Coach, Manteca Unified School District, 1987-1992

Adjunct Faculty Experience

Chapman University
Grand Canyon University
Portland State University
University of San Diego

Education

University of the Pacific, Ed.D., Educational Administration/Curriculum and Instruction 1998.
Dissertation: "A Case Study of the Arizona Boys Ranch Educational Program"
University of LaVerne, M.Ed., Educational Leadership, 1989
California State University, Stanislaus, B.A., English, 1986

Associated Education

Association of California School Administrators' Personnel Administrators Academy, 2017-2018
Association of California School Administrators' Superintendents Academy, 2013-2014
Association of California School Administrators' Personnel Administrators Academy, 1994-1995
California School Leadership Academy, 1990-1992

Speaker or Panelist

Association of California School Administrators Regional Conference, Monterey, California
Association of Personalized Learning Schools & Services State Conference, Sacramento, California
California Charter School Development Center Leadership Conference, San Diego, California
California Charter Schools Organization State Conference, Pasadena, California
California Charter Schools Organization State Conference, Sacramento, California
California League of Middle Schools State Conference, San Diego, California
California Network of Educational Charters State Conference, San Francisco, California
Escalon Kiwanis Club, Escalon, California
Juvenile Court, Community and Alternative School Administrators of California State Conference, San Francisco, CA
Juvenile Court, Community and Alternative School Administrators of California Regional Conference, Visalia, CA
Juvenile Court, Community and Alternative School Administrators of California State Conference, San Diego, CA
KIPP National Summit, Las Vegas, Nevada
Lathrop Sunrise Rotary Club, Lathrop, California
Latina United Republic Women Federation, Stockton, California
Lodi Sunrise Rotary Club, Lodi, California
Manteca Morning Rotary Club, Manteca, California
Missouri Charter Public School Association State Conference, Lake Ozark, Missouri
Modesto Kiwanis Club, Modesto, California
Modesto Rotary Club, Modesto, California
National Association of Charter School Authorizers National Conference, Salt Lake City, Utah

Jeff S. Tilton Sr.

National League of Middle Schools Conference, Maui, Hawaii
North Modesto Kiwanis Club, Modesto, California
North Stockton Rotary Club, Stockton, California
Ripon Rotary Club, Ripon, California
Stockton Pacific Rotary Club, Stockton, California
Stockton Republic Women Federation, Stockton, California
Stockton Rotary Club, Stockton, California
The Association of Career and College Readiness Organizations State Conference, Palm Desert, California
Tracy Rotary Club, Tracy, California
Tracy Tank Town Lions Club, Tracy, California



Districting Clients List

National Demographics Corporation

Cities

Anaheim
Apple Valley
Arcadia
Atwater City
Banning
Barstow
Bellflower
Big Bear Lake
Buckeye
Buena Park
Camarillo
Campbell
Carlsbad
Carpinteria
Cathedral City
Cathedral City
Ceres
Chino
Chino Hills
Chino Hills
Citrus Heights
Claremont
Colton
Compton
Corona
Dana Point
Dixon
Duarte
Eastvale
El Cajon
El Cajon
Encinitas
Escondido
Exeter
Firebaugh
Fontana
Fowler
Fullerton
Glendale (AZ)
Glendale (CA)
Glendora
Half Moon Bay
Hemet

Hesperia
Hesperia
Highland
Imperial Beach
Indio
Jurupa Valley
King City
Kingsburg City
La Mirada
La Mirada
Lake Elsinore
Lake Forest
Lemoore
Lodi
Lompoc
Los Alamitos City
Los Banos
Madera
Martinez City
Menifee
Menlo Park
Merced
Mesa (AZ)
Modesto
Monrovia
Monterey Park
Moorpark
Moreno Valley
Morgan Hill
Murietta
Oakland
Ojai
Oxnard City
Pacifica
Palm Springs
Palmdale
Parlier
Pasadena
Paso Robles
Patterson
Peoria (AZ)
Placentia
Porterville

Poway City
Rancho Cucamonga
Redlands
Redlands
Redwood City
Reedley
Riverbank
San Clemente
San Diego
San Marcos
San Marcos
San Rafael
Sanger
Santa Barbara
Santa Clarita
Santa Maria
Santa Rosa
Santee City
Simi Valley
Solana Beach
South Pasadena
South SF
Stanton
Surprise
Tehachapi
Temecula
Torrance
Tulare
Turlock
Twentynine Palms
Vallejo
Ventura
Victorville
Victorville
Visalia
Vista
Wasco
West Covina
Whittier
Wildomar
Yucaipa
Yucca Valley



Community College Districts

Antelope Valley
Barstow
Coast
Cuesta
Glendale
Grossmont-Cuyamaca
MiraCosta
Palomar

Pasadena City College
Rancho Santiago
San Diego
Santa Clarita
Sierra
Southwestern

Special Districts

Alta Irrigation
Castaic / Newhall Water
Castaic Lake Water Agency
Chino Fire
Desert Healthcare
Desert Water Agency
Fallbrook Regional Healthcare
Fresno Irrigation
Grossmont Healthcare
Imperial Irrigation District
Joshua Basin Water
Jurupa Community Service District
Kings River Conservation District
Lake Arrowhead CSD
Western Municipal Water
Westside Community Health Care District

Leucadia Wastewater
Mojave Water Agency
Monterey Airport
Palmdale Water
Palomar Healthcare
Rowland Water
San Bernardino Water
Santa Clara Valley Water
Santa Maria Airport
Tri-City Health
Tulare Health Care District
Upper San Gabriel Valley
West Valley Water

Winton Water

School Districts

Alpine Union
Alpine Union Elementary
Alta Vista
Bakersfield City Schools
Barstow Unified
Bonsall Union
Elementary
Borrego Springs Unified
Buena Park Elementary
Burton Elementary
Cajon Valley Union
Cajon Valley Union
Cajon Valley Union
Elementary
Calistoga Joint Unified
Capistrano Unified
Capistrano Unified
Cardiff Elementary
Carlsbad Unified
Carlsbad Unified

Caruthers
Castaic Elem
Castaic Elementary
Cayucas
Centinela Valley
Central Unified
Central Union High
Centralia Elementary
Chula Vista Elementary
Claremont Unified
Clay Elementary
Clovis Unified
Coalinga-Huron
Coronado Unified
Covina Valley
Cypress Elem
Dehesa Elementary
Del Mar Union
Elementary
Dinuba Unified

Eastern Sierra Unified
Eastside Union
Elementary
El Monte Union High
Encinitas Union
Elementary
Escalon Unified
Escondido Union
Elementary
Escondido Union High
Exeter Elementary
Exeter High
Exeter Unified
Fallbrook Elementary
Fallbrook High
Fallbrook Union
Elementary
Fallbrook Union High
Fillmore Unified
Firebaugh-Las Deltas



Districting Clients List

National Demographics Corporation

Fresno Unified
Fullerton Union High
Glendale
Glendale Unified
Golden Plains
Goleta Unified
Greenfield
Grossmont Union High
Hawthorn Elementary
Hughson Unified
Inglewood Unified
Irvine Unified
Jamul-Dulzura Union
Julian Union Elementary
Julian Union High
Kerman Unified
Kern High
Keyes Union
Kings Canyon Unified
Kings River
Kingsburg Elementary
Kingsburg High
La Mesa Spring Valley
La Mesa-Spring Valley
Lake Elsinore
Lakeside Union
Elementary
Lakeside Union School
Lancaster Elementary
Lawndale Elem
Lawndale Elementary
Lemon Grove
Elementary
Lindsay Unified
Los Alamitos Unified
Lowell Joint Union
Lucia Mar Unified
Madera Unified
Magnolia Elementary
Merced City Elementary
Merced Union High
School District
Modesto City Schools
Modesto City Schools

Modoc Unified
Monson Soltana
Morgan Hill Unified
Morongo Unified
Mountain Empire
Napa Valley Unified
National Elementary
New Jerusalem
Newhall Elementary
Newman Crows Landing
Oak Grove Elementary
Oceanside Unified
Oceanside Unified
Pacific Union
Palo Verde
Panama Buena Vista
Pasadena Unified
Perris Union High
Pixley Union
Placentia Yorba Linda
Pleasant View
Pomona Unified
Porterville Unified
Poway Unified
Poway USD
Ramona Unified
Ramona Unified
Rancho Santa Fe
Elementary
Redlands Unified
Redwood City Schools
Richland School District
Riverbank
Riverdale Unified
Rosemead Unified
Salida Union
San Benito High
San Dieguito
San Dieguito Union High
San Marcos Unified
San Pasqual Union
Elementary
San Ramon Unified
San Ysidro Elementary

Santa Cruz City Schools
Santa Monica Unified
Santee Elementary
Selma Unified
Sequoia Union High
Sequoia Union High
Simi Valley Unified
Solana Beach Elementary
South Bay Union
South Pasadena Unified
South SF Unified
Spencer Valley
Elementary
Strathmore Elementary
Sundale Union
Elementary
Sweetwater Union High
Tulare City Elementary
Tulare City High
Tulelake Basin
Turlock Unified
Tustin Unified
Twin Rivers Unified
Vacaville Unified
Vallecitos Elementary
Valley Center Pauma
Unified
Victor School District
Visalia Unified
Vista Unified
Walnut Valley Water
Warner Unified
Washington Unified
Washington Union
Waterford Union
West Contra Costa USD
West Fresno Elementary
Westminster Elem
Whittier City Schools
Whittier Union High
Whittier Union High
Woodlake Union

Counties

San Mateo (the last county that was not by-district)



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: April 27, 2020

PREPARED BY: Kylynn Chaney

LOCATION: Community Room

TITLE: Resolution 2020-01 – Establishing Candidate Statement Policies

BACKGROUND:

Pursuant to the Altadena Library District Board of Trustees Policies and Procedures:

Section 2.7: “Candidate Statements for District Elections

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

RECOMMENDATION:

The Board pass a new resolution for the current Election year.



**ALTADENA LIBRARY DISTRICT
RESOLUTION No. 2020-01
ESTABLISHING CANDIDATE STATEMENT POLICIES**

WHEREAS, Elections Code Section 13307 permits a local agency to require payment in advance of each candidate's pro rata share of the printing, handling, and mailing costs of the candidate statement as a condition to having it included in the sample ballot pamphlet mailed to voters and

WHEREAS, a local agency may limit a candidate's statement to 200 words as set forth in the election code, therefore be it

RESOLVED, that the Altadena Library District, as a local agency, hereby adopts a policy which requires that the candidate's pro rata share of printing, handling and mailing costs be paid by the candidate at the time of filing and which sets a maximum of 200 words on the candidate's statement on the November ballot of Trustees election.

PASSED, APPROVED AND ADOPTED by the Governing Board of Trustees of the Altadena Library District, Los Angeles County, State of California this 27th day of April, 2020 by the following vote:

AYES:

NOES:

ABSENT:

DATED: April 27, 2020

Katie Clark, Board President

Jason Capell, Board Secretary

Attested

Nikki Winslow, District Director



**BOARD OF LIBRARY TRUSTEES
KEY POLICY APPROVAL**

DEPARTMENT: Administration

MEETING DATE: April 27, 2020

PREPARED BY: Nikki Winslow

LOCATION: Zoom Meeting

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. I also brought this to the Board of Trustees for review at their meeting on February 24 and have incorporated their feedback and edits to this final document.

Nicole Fabry and I attended a webinar in March offered by Emporia State University on Policy Audits and Beyond, which discussed the best way to identify policies to create or update and also what policies should include. It was emphasized that policies not include procedures in the content of the policy and we felt that our Key Policy had a substantial amount of the procedure of issuing and inventorying keys that should not be included. As such, we have edited it down to what we believe is all policy rather than procedure.

FISCAL IMPACT

None.

RECOMMENDATION

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

Altadena Library District Policy

Key Policy

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.

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.

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).

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 it is discovered that a key has been illegally duplicated, disciplinary action up to and including termination of employment or service could result.

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. Employee is responsible for the cost of key and any potential rekeying or lock replacement.

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. Employees/volunteers cannot 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
EMERGENCY PREPAREDNESS AND CRISIS COMMUNICATION PLAN**

DEPARTMENT: Administration

MEETING DATE: April 27, 2020

PREPARED BY: Nikki Winslow

LOCATION: Zoom Meeting

TITLE: Emergency Preparedness and Crisis Communication Plan

BACKGROUND:

ALD established an Emergency Action and Safety Team (EAST) a few months back to develop and implement Emergency Preparedness practices and procedures. There were especially focused on fire drills, earthquake drills and other emergency protocols so staff would feel prepared to handle these issues if there were to ever arise.

Due to the global pandemic and our closure of the libraries, the EAST has been focused on writing a comprehensive Crisis Communication Plan that includes a leveled response to opening and closing the library in the case of an emergency. At the time I am writing this memo (4/13) we are still drafting the plan and making many changes to it so I have not included a draft of it but plan to have it ready for review by the Board at our meeting on 4/27. I am so grateful to staff for their thoughtful and detailed work on putting together this very important document.



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: April 27, 2020

PREPARED BY: Kylynn Chaney

LOCATION: Community Room

TITLE: Resolution – Designation of Applicant’s Agent for Non-State Agencies

BACKGROUND:

The California Office of Emergency Services requires that non-state agencies such as the Altadena Library District submit a Cal-OES Form 130 every three years. The Form documents the Board of Directors’ authorization of an agent to act on behalf of the District for purposes of receiving disaster assistance from state and federal agencies, including FEMA. Approving the Form now will enable the District to efficiently apply for and request public assistance as the need arises. The Form will be applicable to the COVID-19 emergency, as well as any other disaster over the next three years. Staff is proposing that the Board of Directors designate the District Director and Business Manager as the District’s authorized agents.

Fiscal Impact

There is no fiscal impact for approving the resolution. Designating an authorized agent may ultimately have a positive fiscal impact because it will enable the District to request public assistance from federal and state agencies to seek recovery of costs related to the COVID-19 emergency.

Recommendation

Approve the Attached Resolution - Designation of Applicant’s Agent Resolution for Non-State Agencies and designate the District Director and Business Manager as the District’s authorized agents.

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT
(Governing Body) (Name of Applicant)

THAT DISTRICT DIRECTOR, OR
(Title of Authorized Agent)

BUSINESS MANAGER, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the ALTADENA LIBRARY DISTRICT, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the ALTADENA LIBRARY DISTRICT, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 27th day of APRIL, 2020

KATIE CLARK, BOARD PRESIDENT
(Name and Title of Governing Body Representative)

JASON CAPELL, BOARD SECRETARY
(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, KYLYNN CHANEY, duly appointed and ADMINISTRATIVE ASSISTANT of
(Name) (Title)

ALTADENA LIBRARY DISTRICT, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the BOARD OF TRUSTEES of the ALTADENA LIBRARY DISTRICT
(Governing Body) (Name of Applicant)

on the 27th day of APRIL, 2020.

(Signature)

(Title)