



## AGENDA

Special Meeting Board of Library Trustees | Altadena Library District  
Community Room – Main Library – July 16, 2020 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING JULY 16, 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 visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

**SUBMISSION OF PUBLIC COMMENT:** For those wishing to make Public Comments at the July 16, 2020 Special 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](mailto:hello@altadenalibrary.org). Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://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.

If you wish to make public comment during the live meeting, you can call in to (626) 316-0997, or if the line is busy call (626) 316-0625, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 5:00pm.

**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 Library Administration at (626) 798-0833 x113 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

#### I. Call to order

#### II. Closed Session (5:00 PM)

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

#### PUBLIC EMPLOYEE INTERIM PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957  
TITLE: DISTRICT DIRECTOR

- III. Open Session (5:30 PM)**
  - a. Roll Call
  - b. Approval/Reordering of Agenda Items
  - c. Adoption of Agenda
  - d. Public Comment on Non-Agenda Items
  - e. Special Presentation: Art Restoration RFP Respondents: Kamila Korbela and Linnaea Saunders
  
- IV. Consent Calendar**

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

  - a. Approval of Minutes – Regular Meeting held June 22, 2020 - Pages #3-8
  - b. Departmental Monthly Reports – June 2020 - Pages #9-21
  
- V. Consideration of Items Removed from the Consent Calendar**

*Items removed from the Consent Calendar discussed individually at this time.*
  
- VI. Reports (Information)**
  - a. Support Groups
    - i. Altadena Library Foundation
    - ii. Friends of the Altadena Library
  - b. District Director’s Report - Page #19
    - i. Library General Operations
    - ii. Curbside and Electronic Statistics
  - c. Financial Reports – May 2020 - Pages #22-35
  - d. Board of Trustees Standing Committee Reports
    - i. Budget Committee
  - e. Board of Trustees Ad Hoc Committee Reports
    - i. California Voting Rights Act Committee
    - ii. District Director Evaluation Process
    - iii. Public Funding Committee - Page #36
      - 1. Presentation by Clifford Moss with Overview of Library Needs - Pages #39-51
      - 2. Presentation by EMC on Polling Results - Page #52-70
  - f. Liaison Reports - Pages #71-72
  - g. Trustee Reports
  
- VII. Unfinished Business**
  
- VIII. New Business**
  - a. Review and approve Master Calendar for Board of Library Trustees for Fiscal Year 2020-21 (Action) - Page #73
  - b. Review and Approve NBS Additional Consulting Services for CFD Formation - Pages 74-83
  - c. Review and selection of a contract for Art Restoration of the George Symon painting - Pages #84-120
  
- IX. Announcements & Planning**
  - a. Correspondence
  - b. Proposed Future Agenda Items
  
- X. Adjournment**
  - a. Adjourn Meeting





## MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District  
Community Room – Main Library – June 22, 2020 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING JUNE 22, 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 visiting the Altadena Library District's YouTube channel at the following URL: <https://tinyurl.com/may2020ALDboardmeeting>.

**SUBMISSION OF PUBLIC COMMENT:** For those wishing to make Public Comments at the May 18, 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](mailto:hello@altadenalibrary.org). Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://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.

If you wish to make public comment during the live meeting, you can call in to (626) 316-0997, or if the line is busy call (626) 316-0625, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 5:00pm.

**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 Library Administration at (626) 798-0833 x113 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

**I. Call to order: 5:01 PM**

**II. Open Session**

a. Roll Call

**Trustee Andruess, Trustee Capell, Trustee Clark, Trustee Kahn**

b. Approval/Reordering of Agenda Items

c. Adoption of Agenda

**Moved by Trustee Kahn to adopt the Agenda.**

**Second by Trustee Andruess.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

- d. Public Comment on Non-Agenda Items  
**Public Comment by Greg Mills seeking the Board's vote for the CSDA Board**
- e. Special Presentation from Mike Harary and Georg Krammar from Koff & Associates regarding the Classification & Compensation Study  
**Mike Harary and Georg Krammar outlined the Classification and Compensation Study and the recommendations that came out of it.**

#### IV. Consent Calendar

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

- a. Approval of Minutes – Regular Meeting held May 18, 2020
- b. Departmental Monthly Reports – May 2020
- c. Curbside and Electronic Statistics during the closure

**Moved by Trustee Andruess to approve the Consent Calendar.**

**Second by Trustee Capell.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

#### V. Consideration of Items Removed from the Consent Calendar

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

#### VI. Reports (Information)

- a. Support Groups
  - i. Altadena Library Foundation
  - ii. Friends of the Altadena Library
- b. District Director's Report
  - i. Library General Operations – **Director Winslow reported**
- c. Financial Reports – April 2020 – **Nicole Fabry presented the April Financials**
- d. Board of Trustees Standing Committee Reports
  - i. Budget Committee – **Trustee Andruess reported. He updated the Board on the adjustments made to the proposed budget that was presented at the May Board meeting and what was being presented for final approval tonight.**
- e. Board of Trustees Ad Hoc Committee Reports
  - i. California Voting Rights Act Committee – **No report at this time.**
  - ii. District Director Evaluation Process – **Trustee Kahn reported about finalizing the Director's 6 month evaluation process. She also said that this Ad Hoc Committee is working with Director Winslow on the 12 month evaluation form that will be used in November.**
    - 1. Director 6 Month Evaluation
  - iii. Public Funding Committee – **Trustee Clark reported on the progress of this committee and it's work to form a Community Facilities District (CFD). This included outlining the process and describing the resolutions that need to be passed at this meeting and the polling that would be taking place to establish feasibility of a ballot initiative in**

**November or during another future election. She shared her and Trustee Kahn's recommendations and sought the feedback of the other two Trustees on these decisions. Both Trustee Andrues and Trustee Capell agreed with all of the recommendations laid out in the Staff Report.**

1. Ballot Initiative Update

- f. Liaison Reports
- g. Trustee Reports

**VII. Unfinished Business**

**VIII. New Business**

- a. Classification & Compensation Reports and Recommendations (Action)

**Moved by Trustee Kahn.**

**Seconded by Trustee Andrues.**

**Roll Call Vote:**

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

- b. Resolution 2020-03 to ask Auditor/Controller of Los Angeles County to Prepare New tax roll for Account No. 57.12 (Action)

**Moved by Trustee Andrues.**

**Seconded by Trustee Capell.**

**Roll Call Vote:**

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

- c. Final Budget for Fiscal Year 20-21 (Action)

**Moved by Trustee Kahn.**

**Seconded by Trustee Andrues.**

**Roll Call Vote:**

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

- d. Review and File Gann Appropriation Limit FY 2020-2021 (Action)

**Moved by Trustee Capell.**

**Seconded by Trustee Andrues.**

**Roll Call Vote:**

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

- e. Review and Approval of Updated Salary Schedule (Action)

**Moved by Trustee Kahn.**

**Seconded by Trustee Andruess.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

f. Review and Approval of Earthquake Insurance Quote (Action)

**Moved by Trustee Andruess.**

**Seconded by Trustee Kahn.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

g. Review and Approve the Amendment to the Clifford Moss Contract (Action)

**Moved by Trustee Kahn.**

**Seconded by Trustee Capell.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

h. Review and Approval of Special Council Services for CFD Formation (Action)

**Moved by Trustee Andruess.**

**Seconded by Trustee Kahn.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

i. Resolution 2020-04 to Approve the Goals & Objectives of CFD (Action)

**Moved by Trustee Andruess.**

**Seconded by Trustee Capell.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

j. Resolution 2020-05 Intention to Form a CFD (Action)

**Moved by Trustee Kahn..**

**Seconded by Trustee Andruess.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

k. Resolution 2020-06 Intention for Bonded Indebtedness (Action)

**Moved by Trustee Capell.**

**Seconded by Trustee Kahn.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Kahn: Aye

l. Appointment of Trustee to fill vacant seat (Action) – **Trustee Clark outlined the nomination process, which included posting the vacancy on the website and locations throughout Altadena with a deadline to apply of June 12 at 5:00 pm. Five applications were received. Trustee Clark randomly drew the order that the five applicants would present and answer questions from the Board before a vote was held to nominate the new Board member.**

**Presentations were done in the following order:**

- Jervy Tervalon
- René Amy
- Caitlin Kwan – who withdrew her application during her presentation
- Kameelah Waheed Wilkerson
- The fifth candidate, Velma Butler, was not present in the meeting at this time so unable to present to the Board.

**Following presentations, a motion was made by Trustee Capell to appoint a new Trustee by majority vote of the Board, meaning three of the four Board members had to vote for the same candidate. This motion was seconded by Trustee Kahn.**

**The Votes were as follows:**

**Trustee Andruess: Kameelah Wilkerson**

**Trustee Capell: Kameelah Wilkerson**

**Trustee Clark: Kameelah Wilkerson**

**Trustee Kahn: Kameelah Wilkerson**

**Kameelah Wilkerson has been appointed to fill the vacancy. Trustee Clark said that her and Director Winslow would figure out how to get Trustee Wilkerson sworn as soon as possible with guidance from our attorneys due to social distancing limitations.**

## **IX. Announcements & Planning**

a. Correspondence

b. Proposed Future Agenda Items

**Trustee Clark let the Board know that we would be looking into a Special Meeting in July due to another full agenda for the July 27<sup>th</sup> regular meeting. Dates were discussed and the Trustees tentatively agreed to the evening of Thursday, July 16<sup>th</sup> at 5:00pm. Her and Director Winslow will explore what agenda items can be handled in a Special Meeting to allow as much time as possible for the anticipated Public Hearing regarding the Community Facilities District formation and related agenda items that night as possible.**

- X. Adjournment**
  - a. Adjourn Meeting  
**Moved by Trustee Wilkerson.**  
**Seconded by Trustee Andruess.**  
**Meeting adjourned at 8:33 pm.**



**BOARD OF LIBRARY TRUSTEES  
PUBLIC SERVICES DIRECTOR'S REPORT for June 2020**

**DEPARTMENT:** Public Services Director  
**PREPARED BY:** Estella Terrazas

**MEETING DATE:** July 16, 2020  
**LOCATION:** Virtual Meeting

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**Library Collections Highlights**

- The curbside service continued to be a success in June, with a total number of 2,712 items checked out to patrons via 663 appointments. The morning shift tended to be busier, with an average of 17 appointments per morning and 8 per evening shift. The county curfews also caused us to cancel several of the evening appointments.
- The first inventory of the collections in over thirty or more years commenced. The inventory process involves using a wand to scan the materials on the shelves. In order to perfect the inventory process, we started at Bob Lucas. A minor technical glitch occurred between the inventory wand, and, it's interaction with the catalog. Christopher created a workaround to the equipment, thus enabling us to simultaneously be inventorying the collection at Main. Carlene, Selena, Mark, Toni and Natalie quickly started working on the collection. Diana, Michelle, Modesta and Aaron are to be commended for completing the inventory at Bob Lucas in less than two weeks! It is highly probable that the inventory at Main will be completed by the date of the Board of Trustee's July meeting! According to the monthly report generated by Koha, we have 78,616 items in the two branches. It will be interesting to find out how many items get recorded by the inventory process and it is very exciting that the inventory is taking place. In the future, the inventory wand can be used for mini inventories of any collection, any time of the year!
- The Library added the New York Times online. Access to the Times is supported by the California State Library.

**Outreach/Programming Highlights**

- Summer Reading started with a bang. The first Saturday distributing the kits we ran out of kits and it was all hands-on deck assembling more for patrons to pick up. Adults had a choice of three different themes: Dreamer, Fixer, or Athlete. In June we distributed a total of 54 Dreamer kits, and 39 each for the other tracks. The June statistics from Beanstack: 145 adult registrations, 172 badges earned, 8 challenge completions, 171 books read!

**Meeting Highlights**

- I attended a virtual Growing Together PASadena meeting. It was very inspiring to hear what the various partners are doing to help the community during the pandemic.
- The Public Service Managers and I started meeting weekly to work on policies related to Library Operations. There is a lot of work to be done, but the result will be a comprehensive document guiding staff on best practices, policy and procedures.

There is so much more I can share from June, but I prefer to use this space to say farewell to the Altadena community. As I am moving away, I want to thank all for being able to work with you in various initiatives, library projects, services and programs. Best to all! Stella



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

**DEPARTMENT:** Children's & Family Services

**MEETING DATE:** July 16, 2020

**PREPARED BY:** Mylinh Hamlington

**LOCATION:** Virtual Meeting

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**Summer Reading Program**

- Our Summer Reading Program started on June 6<sup>th</sup> and began on a high note. Although we were planning on distributing SRP Kits as a drive by service at the front of the building for the first week of the program from June 6<sup>th</sup> to June 13<sup>th</sup>, the kits were so popular that more than half of the kits were gone by the first Saturday and we had to stop the drive by service after Tuesday, June 9<sup>th</sup> because we were almost completely out of kits. Feedback about the kits has been very positive from patrons.
  - On June 16<sup>th</sup> we distributed 26 kits for PreK, 72 kits for K-2<sup>nd</sup>, 58 kits for 3<sup>rd</sup>-5<sup>th</sup> and almost all of the Teen and Adult kits that had been created.
  - By the end of the day on Tuesday, June 9<sup>th</sup> we had distributed a total of 75 kits for PreK, 117 kits for K-2<sup>nd</sup>, and 109 kits for 3<sup>rd</sup>-5<sup>th</sup> grade. By Friday, June 12<sup>th</sup> we were completely out of all of the kits that we had created with my first round of supplies.
  - There was a brief pause in distributing kits while additional supplies were ordered and shipped, but by the end of June we had distributed 95 kits for PreK, 145 kits for K-2<sup>nd</sup>, and 126 kits for 3<sup>rd</sup>-5<sup>th</sup>, for a total of 366 children's kits. There are still around 20 premade kits available for each age group and we have 75 kits reserved for our upcoming visits to Lunch in the Park programs and summer camps hosted by LA County Parks and Recreation.
  - Counting all age groups, we distributed 573 SRP kits in June.
  
- Registrations and interactions with our online program on Beanstack also surpassed expectations for the month of June:
  - Pre-K: 106 registrations, 137 badges earned, 10 challenge completions, 598 books read
  - Elementary: 279 registrations, 366 badges earned, 12 challenge completions, 251 books read
  - Children's Totals: 385 registrations, 503 badges earned, 22 challenge completions, 849 books read
  - Program totals for all age groups: 615 registrations, 738 badges earned, 34 challenge completions, 1070 books read



## **Programming Highlights:**

- We had five programs that were led by outside facilitators or performers in June: Christopher T. Taco (magician), Mindfulness workshops for PreK-2<sup>nd</sup> and 3<sup>rd</sup>-5<sup>th</sup> grades organized with Young and Healthy, Zany Zoe (comedy/magician), and Wild Wonders (animal education). These were relatively well attended for online performances with an average of 15-20 participants in each program. Zany Zoe was our most popular program in June with an attendance of 29 children. We also had some great feedback from parents about Zany Zoe on our Facebook page, so we will be sure to invite her back for another program soon.
- In addition to the programs led by outside presenters, the children's team also facilitated various Zoom based programs in June including Writer's Workshops for 3<sup>rd</sup>-5<sup>th</sup> graders, Harry Potter Trivia, Bingo and Dog Man Trivia. We also released 8 premade program videos on YouTube. For the month of June, our total attendance numbers for all programs including performers and in-house was 294.

## **Outreach**

- We are scheduled to visit Loma Alta's Lunch in the Parks program and Summer Camp in July. We also have a virtual storytime scheduled in July with Loma Alta's Tiny Tots program.
- An interesting note: Helen Cate shared that our new Board member, Trustee Kameelah Waheed Wilkerson told her that she was more motivated to run for the Board of Trustees because Helen had reached out to her earlier this year about coordinating a partnership to hold a Ramadan Storytime in the library. Although the storytime did not work out this year due to the pandemic, I'm very happy that Helen Cate's work was a motivating factor for our new Library Board member.

## **Meetings**

- We continue to hold our Children's Team meetings each Wednesday. They have been primarily focused on our progress on Summer Reading kits and programming as well as the new working conditions in the library building.
- Because I was staffing a Zoom program at the same time, Stella attended the Growing Together Pasadena meeting in my stead. In addition to updates on the status of programming and services from each community member, there was an overview of the Careling database that will be used for referrals between hubs and partners.
- I met with Nikki and Nicole multiple times this month to create the format and plan logistics for our upcoming Professional Development Day in July.
- I am now the direct manager for Isabelle, our Teen Librarian; as well as Quarece and Ben, our Library Aides. I met with Isabelle one-on-one to get myself caught up on her work and to have a discussion on Teen Services moving forward. Isabelle is also starting to attend our monthly Children's/Teen meetings and I hope that our current Children's services team can help support some Teen programming moving forward. I also met with Quarece and Ben together to discuss the change in management and my expectations of them as Library Aides. I am looking forward to working with these new (to me) staff members.



- I am the new leader of the Programming Engagement Team. The other members of the team and I met late June to discuss our plans for programming in the fall. We all agreed that we will likely be doing virtual programming for the next few months. We also started creating a general programming outline for each calendar year that will help guide program planning for all age groups in the future and will help coordinate programming between different teams.

## Trainings

- All of our staff completed this month's Equity, Diversity and Inclusion training. I also assigned everyone on the team the New York Public Library's free training, "Raising the Bar: Integrating Early Childhood Education into Librarian Professional Development." The Library Assistants are completing the Self-Paced Learning modules and I am completing the Facilitators modules. Our goal is to have these trainings completed by the end of August.
- Amanda participated in some additional training this month. Many of the trainings were from her participation in the California Library Association's New Leaders group.
  - Communicating Up – Cheryl Gould/New Leaders Group
  - CLA New Leaders: HR Part 2 Discussion – CLA New Leaders
  - All Work is Team Work – Cheryl Gould/New Leaders
  - Final Discourse/Wrap Up Training – CLA New Leaders
  - Trauma Informed Services in Libraries – InfoPeople/Denver Public Library
- Mylinh:
  - While I did not complete any additional trainings outside of EDI and Raising the Bar, I am registered to take part in the four week training funded through the Mental Health Initiative called "Workplace Burnout: Bouncing Back with Resilience." I am also hoping to attend many of the sessions from the online "Advancing Racial Equity and Inclusion in the Workplace Symposium" which is organized by Denver Public Library and will take place July 8<sup>th</sup>-10<sup>th</sup>.

**BOARD OF LIBRARY TRUSTEES**  
**TEEN SERVICES REPORT for May 2020****DEPARTMENT: Teen Services****MEETING DATE: July 16, 2020****PREPARED BY: Isabelle Briggs****LOCATION: Community Room****Highlights:**

The big event of June was, of course, the 2020 Summer Reading Program! Within the first week of the program all 50 of the Teen SRP books were picked up and a second round was ordered. In total, 69 Teen SRP Kits were given away this month. In Beanstack, there were 86 registrants, 50 books read so far, and already 4 completed challenges!

Programming for Teen Summer Reading has had mixed results. Live Zoom events have had very poor attendance, but “Craftivism Saturday” which takes place on Instagram Live every other Saturday has been well attended with a total of 16 participants over two events. As remote Teen Services moves forward, Instagram and other social media platforms will increasingly be the site of programming because it is more accessible and familiar to teens.

Relatedly, the @AltadenaTeens Instagram account has seen more engagement over the past month. Our follower count is 333, with five new followers alone in the last week of June. The most “liked” post received 31 likes. The goal is to grow this account to 400 followers by the end of the year.



Also of note, there is now a fully functional Reference Desk in the Teen Space! This desk has full checkout capabilities and a phone line. For the eventual reopening, this will enable the Teen Reference Desk to assist patrons more completely.



**BOARD OF LIBRARY TRUSTEES  
TECHNICAL SERVICES REPORT for June 2020**

**DEPARTMENT:** Bob Lucas Branch

**MEETING DATE:** July 16, 2020

**PREPARED BY:** Carlene Chiu

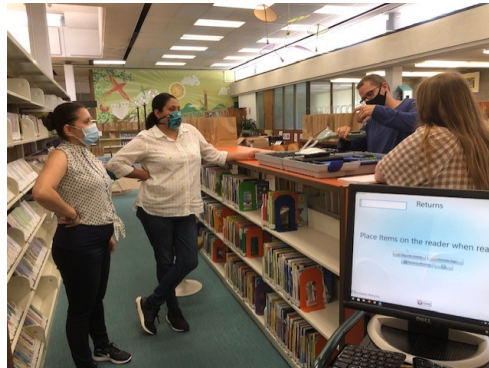
**LOCATION:** Community Room

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In preparation for accomplishing conducting an inventory of the Branch and Main collection inventory, Technical Services, Stella, and Christopher came up with inventory instructions and a training video for staff to watch. We identified staff members that would be conducting inventory at the Branch and Main Libraries. At the Main Library, the Technical Services team with the help of Toni and Natalie of the Passports Department took on the mission of conducting inventory. Aaron and Modesta from the Branch and Q also pitched in to help.

We have started doing inventory 2 weeks ago and by the time you read this, we anticipate it will be completed. To put things into perspective, we completed the inventory of 72,511 items! As inventory took place, we were able to identify “problem” items. Some problems were items having no record, RFID tagging problems, items that have holds on them, etc. We found about five percent of the collection that had “problems.” Those items were pulled from the collection and fixed along the way. Next, a “missing” item list was generated and after a shelf check, the item records purged from the catalog. We will now have a cleaner and more accurate catalog. In addition, we were able to identify which missing items need to be reordered that circulated well and which collections can be combined into one as the number of items does not necessitate a separate location.

Staff was able to utilize the “wand” which to wand over an area and take an inventory by registering items’ RFID tags. Another method was using the RFID pad which allowed for more precision in finding problem items. In sum, with the implementation of RFID, we can finally complete inventory of the Branch and Main Libraries collections which has not been done in 25 years!



Training session on how to use the wand

At the beginning of the month T.S. also ordered books in support of the Friends’ annual program and books for the adult summer reading kits for and for circulation. Vicky is working with Stella to close off orders, shipping, and invoices for the fiscal year. Mark conducted a program with Mitch Horowitz. Selena has been keeping up with the inter-library loan renewals and returns. Lori finished cataloging and processing the books about mental health, for circulation, for our mental health initiative.



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

**DEPARTMENT:** Bob Lucas Branch

**MEETING DATE:** July 16, 2020

**PREPARED BY:** Diana Wong

**LOCATION:** Online

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### **Inventory Project**

ALD's inventory project launched this month at the BL branch. Despite a technical issue with the inventory wand at the start of the project, staff were able to move forward with an alternate method and successfully complete the project in 5 days. Working directly with the collection and touching each individual item, we found books that were not in their place and items that missed the RFID tagging and encoding process. Ultimately, performing inventory has strengthened the reliability of our online catalog because it allowed us to locate items and correct catalog records.

### **BL Staff and Activities**

All BL staff started working regular shifts at Main library this month to support curbside service and assist with the Main's inventory project. Each of us are working between 2-4 hours weekly at the Main branch.

Staff also worked on deaccessioning the fiction, world languages, and picture book collections. Titles were evaluated based on past use, content and physical condition.

We continue to have our weekly Wednesday team meetings and use the opportunity to catch breadth of library happenings, brainstorm programming possibilities and discuss our main takeaways from various online trainings. This month, we looked over brief trainings offered by Niche Academy's: Reopening Lives with the Library project, which focused on the pandemic. The four of us learned facts, myths and best practices for mask wearing, working with the elderly and how COVID-19 is spread, as well as, resources for locating testing sites. Next month, we will be discussing our required EDI training on *Disrupting White Supremacy Through BIPOC Solidarity* presented by the Chinese American Library Association of Northern California.

### **Adult Literacy Services**

USPS on Lake Ave. saw a lot of me when I visited throughout the month to mail out materials to learners and tutors. In an effort to reconnect with program participants and push virtual sessions, I curated 25 care packages for our ALS students and their tutors. The packages contained various materials like sight word lists, simple English news articles, an activity book and a blank journal. While most are tutoring pairs are still holding off until face-to-face resumes, several pairs are moving towards working virtually.

I also conducted my first phone assessment ever with a learner this month and am happy to report she has increased her reading comprehension at least one level up from over a year ago. Based on her assessment, I was back at the post office to mail off new reading and workbooks to the learner and tutor.



The application to California State Library for continued literacy funding was submitted this month. We are projected to receive \$23,461 next year. Next up is the final 2019/20 Final Report and I am currently working on gathering data to complete the report.

Lastly, I am including an email I received from a current literacy participant. Ms. Esperanza M. started her Adult Literacy journey with our ESL program in early 2019 and shortly after became eligible to advance on to working one-on-one with a tutor. She has flourished over the past year and her commitment, motivation and hard work has come to fruition this month with her finding employment with a local business.

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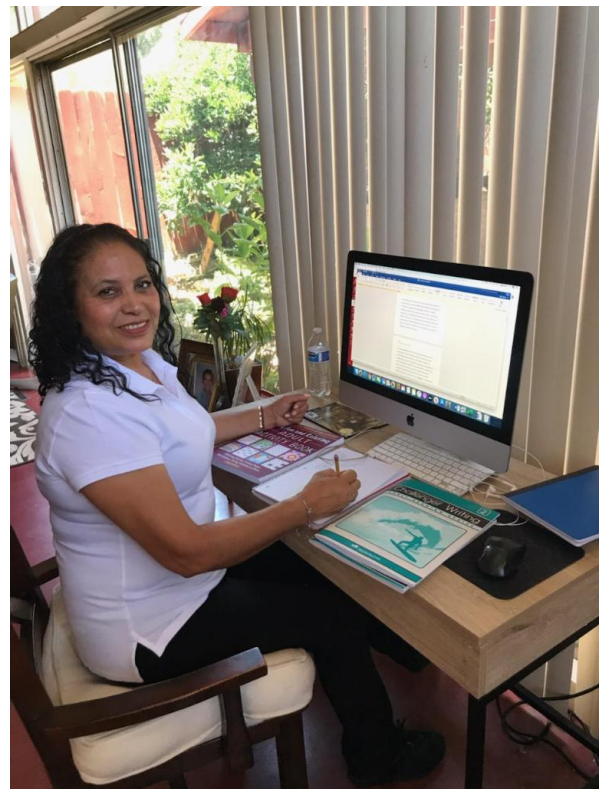
Dear Diana, I want to share my experience with you and other people.

Hello, my name is Esperanza Cosio I am a native of Mexico and I want to share my experience here in the United States (California).

I have low knowledge of English language, but I really wanted to learn it and be able to get ahead. Someone told me about the English classes that offer at Bob Lucas Library and Literacy Center one day I decided to go and the same day I started these classes. These classes are Monday-Thursday for two hours and half. In this short time, I was signed with a tutor who is helping me with my English. One of my dreams is to learn perfect English and get my GED to reach my field of Chemist Biologist. Chemist Biologist is my profession in Mexico Thanks to Bob Lucas Library and Literacy Center for the wonderful program that they have. With this experience I am able to understand some conversation in English also in these classes I learn a lot of vocabulary and pronunciation.

Last week I went to apply for a job and luckily I got hire it surprised me because one of the requirement was to take some online trainings everything was in English at the end of the trainings there were a test to take, I took them and passed them with 80%. I am happy grateful and fortunate to be in this program Thanks for the support that I receive from Bob Lucas Staff my tutor and my English class Instructor. I would like to encourage others to visit the Libraries in Altadena and see what they have.

Sincerely, Esperanza Cosio.





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

**DEPARTMENT: Facilities**  
**PREPARED BY:** Jonathan Arevalo

**MEETING DATE: July 16, 2020**  
**LOCATION: Virtual Meeting**

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**Facilities Highlights for the Month of June:**

During the month of June, the Facilities Department continued to work on deferred maintenance projects and issues that were mentioned in our Facilities Assessment Report, ARG Report, and the normal day to day operations of the library. The department is also assisting on projects that will be beneficial for the safety of staff and patrons during the current pandemic. The following work was accomplished during the month of June:

New irrigation valves were installed in the south east part of the Main Library parking lot to prevent leaking in our irrigation system which will help with water conservation.

The Community room had some minor repairs done in preparation for the Main Library opening to our patrons in the near future. The Community Room will be used as a mini library until we can fully open our facility again.

Stanchions were installed in certain areas of the Main Library as barriers to prevent access to the public once the Community Room is open.

Proceeding to gather Personal Protective Equipment (PPE) supplies, cleaning of both facilities, and other safety measures in preparation for opening the Community Room to the public and the continuing of curbside pick-up.



**BOARD OF LIBRARY TRUSTEES**

**I.T. REPORT for June 2020**

**DEPARTMENT: Information Technology** **MEETING DATE:** July 16, 2020

**PREPARED BY:** Christopher Kellermeier **LOCATION:** Zoom Meeting

During the closure, I.T. continues to support staff, curbside, and adjustments to our systems.

1. PrinterOn will become our new remote print solution, replacing Comprise SmartAlec; the new remote print system will see the following advantages over the former system:
  - a. Pay for prints via PayPal
  - b. A simpler end user experience
  - c. Bob Lucas will gain remote print capability
  
2. WiFi 5 to WiFi 6 and CCTV
  - a. USAC notice of funding has come in, but we are holding off to finalize the 10 GB upgrade grant which has promised to cover our out of pocket expenses for the WiFi 6 upgrade, which will save us \$8,996.20.
  - b. We continue to evaluate CCTV camera solutions that will utilize the new ethernet drops provided by this CAT 2 expansion.

Exploring COVID grants via FEMA We should here back about the Mobile Library grant by the end of August. \$108k	Grant work to assist with 10 GB upgrade  This is shaping up to be epically sweet.
Negotiated PrinterOn Contract: Envisionware	Negotiating Refund/Extension: Beanstack
Future Proofing (eRate, WiFi upgrade, CCTV)	Systems' Updates, Maintenance, Cleaning
New Patron Type Created; Going Live with Library of Things (Hotspots and Laptops)	Hoopla Integration with ILS (still waiting on Hoopla to complete)





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

**DEPARTMENT:** Administration

**MEETING DATE:** July 16, 2020

**PREPARED BY:** Nikki Winslow

**LOCATION:** Virtual Zoom Meeting

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**Staffing Updates:**

a) Hires/Promotions:

- Natalya Romo – Administrative Assistant – starting July 20, 2020

b) Appointments: None

c) Transfers: None

d) Resignations/Terminations:

- Jesse Lopez – Adult Services Manager – June 26, 2020
- Estella Terrazas – Assistant Director – July 17, 2020

We have two job postings currently open to fill the Assistant Director and an Adult Services Librarian positions.

***Re-Opening the Library during the COVID-19 Pandemic:***

Currently we are closed to the public until at least August 3 based on recommendations from LA County Public Health. We hoped to open in the beginning of July, and since this did not happen, we have focused on expanding our curbside offerings to address some of the key needs of the community that our limited reopening would have started to meet. This has included offering:

- 3-D Printing
- Regular computer printouts
- Ability to place holds on items again
- Laptop and Mobile Hot Spot checkouts

We continue to develop our **Guidelines for Reopening to the Public** so that we are prepared to do so when guidance from LA County Public Health recommends it. Our plan is still to only open the Community Room with a limited browsing collection, a few public computers, printing capability, and a holds pickup shelf.

***Professional Development Day:***

On Thursday, July 2, all staff gathered at the Main Library for Professional Development Day. A staff planning team developed a booklet to guide the day's discussions based on the theme of SHIFT, which stands for Sustainable Healing & Integration for Forward-moving Transformation. The day consisted of brainstorming in small groups, reflecting on our successes, probing our areas for improvement, and developing initiatives that would help maintain our commitment to excellence, both in how we serve the public and how we support one another as colleagues.

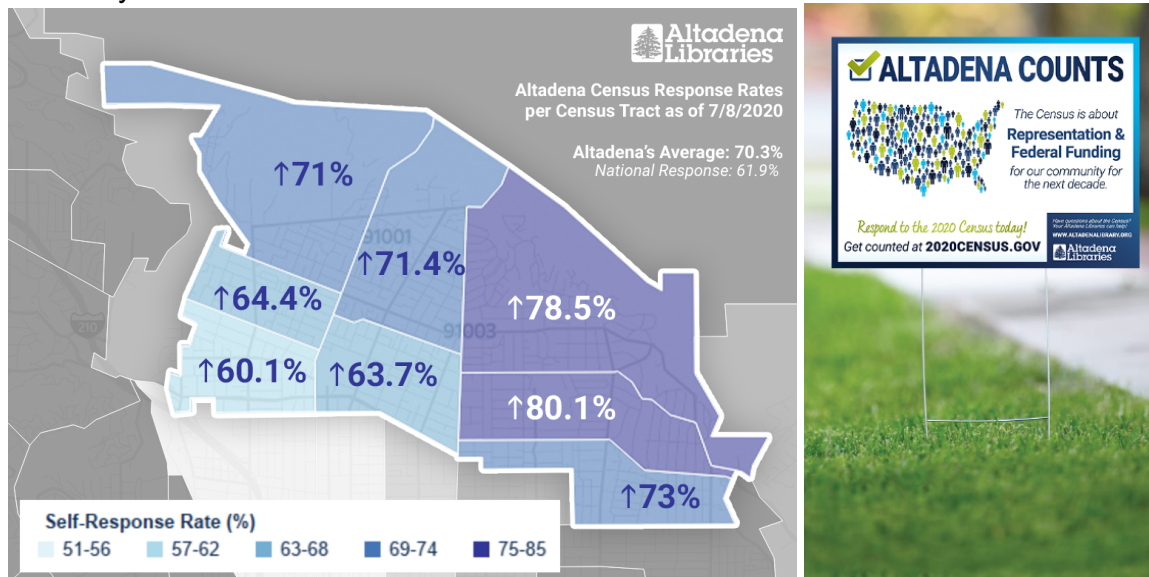


**Programming Partnerships:**

- **Pasadena Literary Alliance:** The Open Book On Location video series produced in partnership with Pasadena Literary Alliance continues. The most recent video published in mid-June featured world-famous fantasy authors Cornelia Funke (*Inkheart* and *Dragon Rider* series) and Patrick Rothfuss (*The Kingkiller Chronicles*). All PLA videos can be found at <https://www.youtube.com/playlist?list=PLUZFDIIZd0kvzbX1haRyF6jS81eZiUiZv>.
- **LA County Parks and Recreation:** In addition to hosting and live streaming a virtual meeting for LA County Parks & Recreation, our departments are collaborating with our contact at the local parks on virtual story times for the families they serve through their summer programs.
- **Altadena Town Council:** In addition to continuing to host regular meetings for the Altadena Town Council and their committees on our Zoom and YouTube channel, and we have collaborated with them in support of their new Altadena Voices art project launching in mid-July. The Altadena Library will serve as one of distribution points for some of the art materials for this project and will support in promoting the effort.

**Census:**

Chloé has designed and started to distribute Census signage in both English and Spanish, with support from the Altadena Town Council, in the more undercounted areas of southwest Altadena. Rates continue to rise around Altadena, and our community’s average response rate of 70.3% is ahead of the current national response rate of 61.9%. For reference, the final response rate nationally in 2010 was 74%.



**Equity, Diversity and Inclusion:**



Our staff EDI Team has been taking time during the closure to meet more regularly. Some of their first steps have included reading *Emergent Strategy* by Adrienne Maree Brown as a group and making progress on a comprehensive action plan that includes, but is not limited to:

- Internal staff training about EDI concepts
- Review of all District policies
- “Decolonizing” the collection/selector training
- Relationship building in the community

Once the team has compiled the final guiding plan for the remainder of 2020, it will be presented to Management Team for review.

**Electronic Statistics: [NEED FROM CHRISTOPHER]**

With us being closed to the public from March 14 of this year, we cannot be tracking the usage statistics, such as circulation of physical collections, programming attendance, public computer usage and numbers of patrons visiting our sites. Being that our usage now is pretty much through digital collections and content, we wanted to share the totals of electronic usage. As you can see, CloudLibrary and Hoopla have been very welcome additions to our website and patrons have found them and love to use them!

Content	Hoopla	Overdrive	Cloudlib	Ebsco	Tumblebooks	AtoZ	Flipster	Brainfuse	Enki	Totals
Movies	543									543
Ebooks	341	521	20,435							21297
Eaudio	308	705	4,974							5987
Music	55									55
Emagazine							464			464
Database				819	278	17		614	0	1728
									Total	30,074

**Curbside Pickup:**

Since the launch of curbside pickup at the Main Library, as of July 7, we have fulfilled **1,009 appointments**, checking out **3,570 items**.





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

**DEPARTMENT:** Administration

**MEETING DATE:** July 16, 2020

**PREPARED BY:** Nicole Fabry

**LOCATION:** Virtual Meeting

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**TITLE: Summary Report of Financial Statements for May 2020**

**May 2020 FINANCIAL STATEMENTS**

The following financial reports are for the month of May 2020. The financial statements are unaudited. Currently we are at 91.6% of our budget year.

As indicated on this report, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a net income of -\$250,529.54. ALD cash and cash equivalents are \$3,695,953.47.

Total cash with the County is \$3,093,845.31. The total amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is \$1,950,850.

ALD total assets equal \$5,498,902.73.

**REVENUE HIGHLIGHTS**

In May 2020 the District collected \$14,810.36 in property tax income and received \$5,000 in credit card rebates.

**EXPENDITURE HIGHLIGHTS**

In May 2020 the District made a progress payment of \$15,080.00 to Koff & Associates for the Classification and Compensation study. \$105.00 was spent on Recruitment to advertise for a new Administrative Assistant.

**PAYMENTS FROM SUPPORT ORGANIZATIONS**

No payments to report.

**Altadena Library District**  
**Balance Sheet**  
As of May 31, 2020

May 31, 20

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

1001 · Pacific West - Checking	603,259.90
1002 · Pacific West - MMA	15,008.01
1021 · Chase General Acct...2951	23,784.81
1026 · Chase HY Svgs...6883	3.70
1041 · Chase HY Svgs...6875	0.12
1046 · PayPal	112.72

**Total Cash in Banks** 642,169.26

**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	3,093,845.31
1013 · FMV - COLA Funds	(40,911.10)

**Total Cash with County** 3,052,934.21

**Total Cash & Cash Equivalents** 3,695,953.47

**Total Checking/Savings** 3,695,953.47

**Other Current Assets****Property Tax Receivables (COLA)**

1400 · PT Receivable-Current Secured	189,438.50
1410 · PT Receivable-Current Unsecured	(1,531.09)
1421 · PT Receivable-Delinquent Unsec	(79.88)

**Total Property Tax Receivables (COLA)** 187,827.53

1430 · Parcel Assessment Receivable 48,815.03

**Total Other Current Assets** 236,642.56

**Total Current Assets** 3,932,596.03

**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 May 31, 2020

May 31, 20

<b>Other Assets</b>	
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
<b>Total Deferred Outflows of Resources</b>	<b>712,454.00</b>
Prepays	
1076 · Prepaid Items & Deposits	5,152.70
<b>Total Prepays</b>	<b>5,152.70</b>
<b>Total Other Assets</b>	<b>717,606.70</b>
<b>TOTAL ASSETS</b>	<b>5,498,902.73</b>
<hr/>	
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	58,319.08
<b>Total Accounts Payable</b>	<b>58,319.08</b>
<b>Credit Cards</b>	
2010 · UMB Card Services...3219	26,973.99
<b>Total Credit Cards</b>	<b>26,973.99</b>
<b>Other Current Liabilities</b>	
2005 · Accrued Expenses - Other	5,850.00
2050 · Accrued Vacation Payable	62,123.42
2099 · Credit Cards Clearing	(2,001.71)
2100 · Payroll Payable	
2100.02 · Salaries & Benefits Payable	27,948.83
2100.03 · CalPers CLASSIC (EE Ded)	599.64
2100.04 · CalPers PEPR (EE Ded)	4,092.45
2100.07 · CalPers 457 (EE Contribution)	534.66
2100.08 · CalPers 457 (EE Loan Repayment)	120.41
2100.09 · Disability Insurance	(290.72)
<b>Total 2100 · Payroll Payable</b>	<b>33,005.27</b>
<b>Total Other Current Liabilities</b>	<b>98,976.98</b>
<b>Total Current Liabilities</b>	<b>184,270.05</b>
<b>Long Term Liabilities</b>	
<b>Deferred Inflows of Resources</b>	
2601 · DIR - Pension Related	274,678.00
<b>Total Deferred Inflows of Resources</b>	<b>274,678.00</b>
2700 · Net Pension Liability	2,302,407.00
2701 · Net OPEB Liability	1,089,770.00
<b>Total Long Term Liabilities</b>	<b>3,666,855.00</b>
<b>Total Liabilities</b>	<b>3,851,125.05</b>
<b>Equity</b>	
3300 · Retained Earnings	1,093,201.80
Net Income	554,575.88
<b>Total Equity</b>	<b>1,647,777.68</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,498,902.73</b>
<hr/>	

**Altadena Library District**  
**Profit & Loss**  
 May 2020

	May 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>FINES &amp; FEES</b>	
4305 · Fees	63.39
<b>Total FINES &amp; FEES</b>	63.39
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>	
4210 · Interest Income	4.08
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	4.08
<b>OTHER REVENUE &amp; ADJUSTMENT</b>	
4910 · Miscellaneous Income	928.81
4999 · Credit Card Rebates	5,000.00
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	5,928.81
<b>PROPERTY TAXES</b>	
4030 · Prior-Year Secured	
4030.00 · Prior Secured	2,839.64
4030.05 · Secured Tax Refunds	(6,365.23)
<b>Total 4030 · Prior-Year Secured</b>	(3,525.59)
4050 · Homeowners Exemption	4,645.04
4060 · Special Assessment	
4060.01 · Per Parcel Benefit Assessment	977.32
<b>Total 4060 · Special Assessment</b>	977.32
4070 · Supplemental Current	
4010.03 · SB 813 Supplemental	6,957.22
<b>Total 4070 · Supplemental Current</b>	6,957.22
4075 · Supplemental Prior	
4030.03 · SB 813 Redemption	329.25
<b>Total 4075 · Supplemental Prior</b>	329.25
4080 · Penalties, Interest & Costs-Ref	1,381.69
4220 · County Interest Allocation	4,045.43
<b>Total PROPERTY TAXES</b>	14,810.36
<b>Total Income</b>	20,806.64
<b>Expense</b>	
<b>CAPITAL EXPENSE</b>	
7310 · Equipment, Furniture & Fixtures	3,254.26
<b>Total CAPITAL EXPENSE</b>	3,254.26
<b>FACILITIES, GROUNDS &amp; MAINT.</b>	
7205 · Maintenance Contracts	82.00
7210 · Building Maint & Repairs	4,991.73
7220 · Landscape	71.03
<b>Total FACILITIES, GROUNDS &amp; MAINT.</b>	5,144.76
<b>LIBRARY MATERIALS</b>	
6120 · Books	6,489.71
6125 · Audio CD	2,039.77
6130 · DVD's & Videogames	2,000.00
6150 · Downloadables	16,498.27
<b>Total LIBRARY MATERIALS</b>	27,027.75

## Altadena Library District

## Profit &amp; Loss

07/10/20

May 2020

Accrual Basis

	May 20
<b>OPERATING EXPENSES</b>	
<b>ADVERTISING &amp; MARKETING</b>	
6618 · Recruitment	105.00
6627 · Advertising / Marketing	1,229.33
<b>Total ADVERTISING &amp; MARKETING</b>	<b>1,334.33</b>
<b>FEES</b>	
6745 · Banking & Service Fees	24.74
6746 · Payroll Fees	790.00
<b>Total FEES</b>	<b>814.74</b>
<b>STAFF COSTS &amp; PROF. DEVELOPMENT</b>	
6626 · Staff Recognition	321.24
6710 · Meetings & Travel	71.80
6730 · Mileage & Parking Reimbursement	2.00
<b>Total STAFF COSTS &amp; PROF. DEVELOPMENT</b>	<b>395.04</b>
<b>UTILITIES</b>	
6920 · Electricity	1,061.73
6930 · Natural Gas	1,625.50
6940 · Water & Sewage	572.39
6950 · Refuse	157.11
<b>Total UTILITIES</b>	<b>3,416.73</b>
6755 · Small Equipment	350.02
6765 · Janitorial Supplies	441.99
6770 · Operating Supplies	1,256.94
6970 · Equipment Lease & Rental	2,422.40
<b>Total OPERATING EXPENSES</b>	<b>10,432.19</b>
<b>PERSONNEL RELATED EXPENSES</b>	
<b>5000 · SALARIES &amp; WAGES</b>	
5010 · Salaried	32,707.28
5020 · Hourly	110,942.83
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>143,650.11</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>	
5120 · Payroll Taxes (ER)	11,049.72
<b>5210 · PERS Retirement</b>	
5210.01 · CalPers CLASSIC (ER Contr)	1,862.02
5210.02 · CalPers PEPRA (ER Contr)	7,475.52
<b>Total 5210 · PERS Retirement</b>	<b>9,337.54</b>
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>20,387.26</b>
<b>5200 · Insurance</b>	
5220 · Health Insurance	10,828.27
5221 · Health Insurance - Retirees	5,481.03
5230 · Dental Insurance	1,317.51
5240 · Vision Insurance	(68.28)
5260 · Life Insurance	(1.48)
<b>Total 5200 · Insurance</b>	<b>17,557.05</b>
<b>Total PERSONNEL RELATED EXPENSES</b>	<b>181,594.42</b>



## Altadena Library District

## Profit &amp; Loss

07/10/20

May 2020

Accrual Basis

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	May 20
<b>PROFESSIONAL &amp; TECHNICAL</b>	
<b>INFORMATION TECHNOLOGY (IT)</b>	
7170 · Telecommunications	865.09
7175 · Internet Service / E-Rate	10,676.74
7180 · Technology Equipment	819.16
7185 · Technology Maintenance Fees	4,437.91
<b>Total INFORMATION TECHNOLOGY (IT)</b>	16,798.90
<b>PROFESSIONAL SERVICES</b>	
7125 · Audit and Financial Consulting	4,382.90
7155 · Consultants - Other	15,080.00
<b>Total PROFESSIONAL SERVICES</b>	19,462.90
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	36,261.80
<b>PROGRAMS</b>	
6200 · Youth Services	5,014.47
6220 · Adult Services	700.00
6240 · Literacy Services	216.00
6250 · Volunteer Services	216.00
6260 · Summer Reading	1,474.53
<b>Total PROGRAMS</b>	7,621.00
<b>Total Expense</b>	271,336.18
<b>Net Ordinary Income</b>	(250,529.54)
<b>Net Income</b>	<u>(250,529.54)</u>

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

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATIONS AND GRANTS</b>				
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	22.17		22.17	100.0%
4740 · CA Library Literacy Services	18,000.00	18,000.00		100.0%
4750 · Cal State Library				
<b>Total DONATIONS AND GRANTS</b>	<b>63,322.17</b>	<b>61,000.00</b>	<b>2,322.17</b>	<b>103.8%</b>
<b>FINES &amp; FEES</b>				
4305 · Fees	3,936.98	4,000.00	(63.02)	98.4%
4310 · MFM / Printer Revenue	8,415.43	5,500.00	2,915.43	153.0%
4340 · Passport Services Fees	85,015.00	120,000.00	(34,985.00)	70.8%
4350 · Sales of Products	1,252.00	1,500.00	(248.00)	83.5%
4810 · Community Room Fees				
<b>Total FINES &amp; FEES</b>	<b>98,619.41</b>	<b>131,000.00</b>	<b>(32,380.59)</b>	<b>75.3%</b>
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Interest Income	47.28	400.00	(352.72)	11.8%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	<b>47.28</b>	<b>400.00</b>	<b>(352.72)</b>	<b>11.8%</b>
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4910 · Miscellaneous Income	929.22			
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	10,000.00	10,000.00		100.0%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	<b>10,929.22</b>	<b>84,900.00</b>	<b>(73,970.78)</b>	<b>12.9%</b>
<b>PROPERTY TAXES</b>				
4010 · Current-Year Secured				
4010.00 · Current Secured	2,576,019.39	2,556,700.00	19,319.39	100.8%
<b>Total 4010 · Current-Year Secured</b>	<b>2,576,019.39</b>	<b>2,556,700.00</b>	<b>19,319.39</b>	<b>100.8%</b>
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)	
<b>Total 4020 · Current-Year Unsecured</b>	<b>86,918.20</b>	<b>86,900.00</b>	<b>18.20</b>	<b>100.0%</b>
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(6,534.69)	10,200.00	(16,734.69)	(64.1)%
4030.05 · Secured Tax Refunds	(35,476.15)			
<b>Total 4030 · Prior-Year Secured</b>	<b>(42,010.84)</b>	<b>10,200.00</b>	<b>(52,210.84)</b>	<b>(411.9)%</b>
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(6,056.28)	10,200.00	(16,256.28)	(59.4)%
<b>Total 4040 · Prior-Year Unsecured</b>	<b>(6,056.28)</b>	<b>10,200.00</b>	<b>(16,256.28)</b>	<b>(59.4)%</b>
4050 · Homeowners Exemption	11,280.82	15,300.00	(4,019.18)	73.7%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	849,324.69		849,324.69	100.0%
4060.02 · Direct Assessments	402.45			
4060 · Special Assessment - Other		846,400.00	(846,400.00)	
<b>Total 4060 · Special Assessment</b>	<b>849,727.14</b>	<b>846,400.00</b>	<b>3,327.14</b>	<b>100.4%</b>
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	24,479.89			
<b>Total 4070 · Supplemental Current</b>	<b>24,479.89</b>			

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

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
4075 · Supplemental Prior				
4030.03 · SB 813 Redemption	4,219.31			
<b>Total 4075 · Supplemental Prior</b>	<b>4,219.31</b>			
4080 · Penalties, Interest & Costs-Ref	10,319.93	10,000.00	319.93	103.2%
4220 · County Interest Allocation	28,448.23	21,000.00	7,448.23	135.5%
4250 · Change in Property Tax Accrual				
<b>Total PROPERTY TAXES</b>	<b>3,543,345.79</b>	<b>3,556,700.00</b>	<b>(13,354.21)</b>	<b>99.6%</b>
<b>Total Income</b>	<b>3,716,263.87</b>	<b>3,834,000.00</b>	<b>(117,736.13)</b>	<b>96.9%</b>
<b>Expense</b>				
<b>CAPITAL EXPENSE</b>				
7310 · Equipment, Furniture & Fixtures	23,486.56	46,700.00	(23,213.44)	50.3%
7320 · Structures & Improvements	58,481.86	65,600.00	(7,118.14)	89.1%
<b>Total CAPITAL EXPENSE</b>	<b>81,968.42</b>	<b>112,300.00</b>	<b>(30,331.58)</b>	<b>73.0%</b>
<b>FACILITIES, GROUNDS &amp; MAINT.</b>				
7205 · Maintenance Contracts	11,140.88	13,300.00	(2,159.12)	83.8%
7210 · Building Maint & Repairs	27,469.64	29,500.00	(2,030.36)	93.1%
7220 · Landscape	15,248.16	18,400.00	(3,151.84)	82.9%
<b>Total FACILITIES, GROUNDS &amp; MAINT.</b>	<b>53,858.68</b>	<b>61,200.00</b>	<b>(7,341.32)</b>	<b>88.0%</b>
<b>LIBRARY MATERIALS</b>				
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	120,042.97	130,000.00	(9,957.03)	92.3%
6125 · Audio CD	3,538.19	15,000.00	(11,461.81)	23.6%
6130 · DVD's & Videogames	30,859.63	35,000.00	(4,140.37)	88.2%
6135 · Processing of Materials	41,192.30	50,000.00	(8,807.70)	82.4%
6140 · Periodicals	15,065.60	20,000.00	(4,934.40)	75.3%
6150 · Downloadables	30,414.79	30,000.00	414.79	101.4%
6155 · Library of Things	9.84	5,000.00	(4,990.16)	0.2%
<b>Total LIBRARY MATERIALS</b>	<b>272,031.45</b>	<b>337,000.00</b>	<b>(64,968.55)</b>	<b>80.7%</b>
<b>MISCELLANEOUS EXPENSE</b>				
7510 · Miscellaneous Expense	560.21			
7540 · Trustee Election				
<b>Total MISCELLANEOUS EXPENSE</b>	<b>560.21</b>		<b>560.21</b>	<b>100.0%</b>
<b>OPERATING EXPENSES</b>				
<b>ADVERTISING &amp; MARKETING</b>				
6618 · Recruitment	2,029.19	1,800.00	229.19	112.7%
6627 · Advertising / Marketing	5,908.01	7,000.00	(1,091.99)	84.4%
<b>Total ADVERTISING &amp; MARKETING</b>	<b>7,937.20</b>	<b>8,800.00</b>	<b>(862.80)</b>	<b>90.2%</b>
<b>FEES</b>				
6745 · Banking & Service Fees	1,606.64	2,000.00	(393.36)	80.3%
6746 · Payroll Fees	7,940.00	10,200.00	(2,260.00)	77.8%
7530 · County Tax Collection Fees	38,986.24	33,700.00	5,286.24	115.7%
<b>Total FEES</b>	<b>48,532.88</b>	<b>45,900.00</b>	<b>2,632.88</b>	<b>105.7%</b>
<b>INSURANCE</b>				
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%
<b>Total INSURANCE</b>	<b>63,381.34</b>	<b>63,400.00</b>	<b>(18.66)</b>	<b>100.0%</b>

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

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
<b>STAFF COSTS &amp; PROF. DEVELOPMENT</b>				
6623 · Trustee Prof. Development	240.00	1,000.00	(760.00)	24.0%
6625 · Training & Education	11,744.94	15,000.00	(3,255.06)	78.3%
6626 · Staff Recognition	2,916.04	3,000.00	(83.96)	97.2%
6710 · Meetings & Travel	10,301.20	9,000.00	1,301.20	114.5%
6730 · Mileage & Parking Reimbursement	1,750.94	2,000.00	(249.06)	87.5%
<b>Total STAFF COSTS &amp; PROF. DEVELOPMENT</b>	<b>26,953.12</b>	<b>30,000.00</b>	<b>(3,046.88)</b>	<b>89.8%</b>
<b>UTILITIES</b>				
6920 · Electricity	30,597.67	50,000.00	(19,402.33)	61.2%
6930 · Natural Gas	3,968.29	5,000.00	(1,031.71)	79.4%
6940 · Water & Sewage	6,227.82	8,000.00	(1,772.18)	77.8%
6950 · Refuse	5,411.94	7,000.00	(1,588.06)	77.3%
<b>Total UTILITIES</b>	<b>46,205.72</b>	<b>70,000.00</b>	<b>(23,794.28)</b>	<b>66.0%</b>
6620 · Membership Dues & Subscriptions	13,753.27	13,000.00	753.27	105.8%
6740 · Postage & Delivery	8,007.10	8,000.00	7.10	100.1%
6750 · Printing & Reproduction	2,209.77	5,000.00	(2,790.23)	44.2%
6755 · Small Equipment	3,319.77	7,000.00	(3,680.23)	47.4%
6765 · Janitorial Supplies	6,245.02	6,000.00	245.02	104.1%
6770 · Operating Supplies	12,946.15	15,000.00	(2,053.85)	86.3%
6775 · Technical Services Supplies	3,866.26	5,000.00	(1,133.74)	77.3%
6780 · Operating Software	1,632.38	1,500.00	132.38	108.8%
6960 · Sales of Products	86.78	200.00	(113.22)	43.4%
6970 · Equipment Lease & Rental	20,340.68	26,600.00	(6,259.32)	76.5%
<b>Total OPERATING EXPENSES</b>	<b>265,417.44</b>	<b>305,400.00</b>	<b>(39,982.56)</b>	<b>86.9%</b>
<b>PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	319,479.61	374,300.00	(54,820.39)	85.4%
5020 · Hourly	1,261,134.56	1,416,200.00	(155,065.44)	89.1%
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>1,580,614.17</b>	<b>1,790,500.00</b>	<b>(209,885.83)</b>	<b>88.3%</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>				
<b>5120 · Payroll Taxes (ER)</b>				
<b>5250 · FUTA</b>				
5120 · Payroll Taxes (ER) - Other	130,832.91	153,300.00	(22,467.09)	85.3%
<b>Total 5120 · Payroll Taxes (ER)</b>	<b>130,832.91</b>	<b>153,300.00</b>	<b>(22,467.09)</b>	<b>85.3%</b>
<b>5210 · PERS Retirement</b>				
5210.01 · CalPers CLASSIC (ER Contr)	20,740.11	25,000.00	(4,259.89)	83.0%
5210.02 · CalPers PEPPRA (ER Contr)	69,534.34	90,000.00	(20,465.66)	77.3%
5218 · PERS Unfunded	147,894.00	147,900.00	(6.00)	100.0%
<b>Total 5210 · PERS Retirement</b>	<b>238,168.45</b>	<b>262,900.00</b>	<b>(24,731.55)</b>	<b>90.6%</b>
5222 · OPEB Contribution		60,000.00	(60,000.00)	
5251 · SUI, Hourly				
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>369,001.36</b>	<b>476,200.00</b>	<b>(107,198.64)</b>	<b>77.5%</b>
<b>5200 · Insurance</b>				
5220 · Health Insurance	110,388.59	138,000.00	(27,611.41)	80.0%
5221 · Health Insurance - Retirees	60,391.31	77,700.00	(17,308.69)	77.7%
5230 · Dental Insurance	13,640.30	13,800.00	(159.70)	98.8%
5240 · Vision Insurance	3,205.27	4,100.00	(894.73)	78.2%
5260 · Life Insurance	1,252.06	1,400.00	(147.94)	89.4%
5270 · Workers' Compensation	31,233.41	31,300.00	(66.59)	99.8%
<b>Total 5200 · Insurance</b>	<b>220,110.94</b>	<b>266,300.00</b>	<b>(46,189.06)</b>	<b>82.7%</b>
<b>Total PERSONNEL RELATED EXPENSES</b>	<b>2,169,726.47</b>	<b>2,533,000.00</b>	<b>(363,273.53)</b>	<b>85.7%</b>

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

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
<b>PROFESSIONAL &amp; TECHNICAL</b>				
<b>INFORMATION TECHNOLOGY (IT)</b>				
7135 · Technology Consulting	3,500.00	3,500.00		100.0%
7170 · Telecommunications	9,212.46	9,500.00	(287.54)	97.0%
7175 · Internet Service / E-Rate	31,611.58	42,000.00	(10,388.42)	75.3%
7180 · Technology Equipment	9,194.33	11,700.00	(2,505.67)	78.6%
7185 · Technology Maintenance Fees	22,417.86	21,000.00	1,417.86	106.8%
7190 · Website Development	361.45	1,500.00	(1,138.55)	24.1%
<b>Total INFORMATION TECHNOLOGY (IT)</b>	<b>76,297.68</b>	<b>89,200.00</b>	<b>(12,902.32)</b>	<b>85.5%</b>
<b>PROFESSIONAL SERVICES</b>				
7125 · Audit and Financial Consulting	31,163.91	61,200.00	(30,036.09)	50.9%
7130 · Legal Fees	49,151.64	107,000.00	(57,848.36)	45.9%
7131 · Legal Settlement				
7140 · Architectural & Engineering	51,503.75	64,000.00	(12,496.25)	80.5%
7145 · Collection Agency	2,004.80	1,900.00	104.80	105.5%
7155 · Consultants - Other	72,870.51	88,000.00	(15,129.49)	82.8%
<b>Total PROFESSIONAL SERVICES</b>	<b>206,694.61</b>	<b>322,100.00</b>	<b>(115,405.39)</b>	<b>64.2%</b>
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>282,992.29</b>	<b>411,300.00</b>	<b>(128,307.71)</b>	<b>68.8%</b>
<b>PROGRAMS</b>				
6200 · Youth Services	7,139.59	12,700.00	(5,560.41)	56.2%
6210 · Teen Services	1,028.75	5,400.00	(4,371.25)	19.1%
6220 · Adult Services	14,751.05	28,900.00	(14,148.95)	51.0%
6230 · Bob Lucas Branch Services	2,682.76	5,700.00	(3,017.24)	47.1%
6240 · Literacy Services	2,710.76	7,000.00	(4,289.24)	38.7%
6250 · Volunteer Services	1,087.18	2,500.00	(1,412.82)	43.5%
6260 · Summer Reading	5,732.94	9,200.00	(3,467.06)	62.3%
<b>Total PROGRAMS</b>	<b>35,133.03</b>	<b>71,400.00</b>	<b>(36,266.97)</b>	<b>49.2%</b>
<b>Total Expense</b>	<b>3,161,687.99</b>	<b>3,831,600.00</b>	<b>(669,912.01)</b>	<b>82.5%</b>
<b>Net Ordinary Income</b>	<b>554,575.88</b>	<b>2,400.00</b>	<b>552,175.88</b>	<b>23,107.3%</b>
<b>Net Income</b>	<b>554,575.88</b>	<b>2,400.00</b>	<b>552,175.88</b>	<b>23,107.3%</b>

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

	Jul '19 - May 20	Jul '18 - May 19	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATIONS AND GRANTS</b>				
4705 · Altadena Library Foundation	10,800.00	5,000.00	5,800.00	116.0%
4710 · Friends of the Library	34,500.00	11,638.25	22,861.75	196.4%
4730 · Undesignated	22.17	1,431.15	(1,408.98)	(98.5)%
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)%
<b>Total DONATIONS AND GRANTS</b>	63,322.17	36,069.40	27,252.77	75.6%
<b>FINES &amp; FEES</b>				
4305 · Fees	3,936.98	3,474.68	462.30	13.3%
4310 · MFM / Printer Revenue	8,415.43	10,826.18	(2,410.75)	(22.3)%
4340 · Passport Services Fees	85,015.00	104,244.95	(19,229.95)	(18.5)%
4350 · Sales of Products	1,252.00	985.00	267.00	27.1%
4810 · Community Room Fees		580.00	(580.00)	(100.0)%
<b>Total FINES &amp; FEES</b>	98,619.41	120,110.81	(21,491.40)	(17.9)%
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Interest Income	47.28	167.56	(120.28)	(71.8)%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	47.28	167.56	(120.28)	(71.8)%
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4910 · Miscellaneous Income	929.22		929.22	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	10,000.00	5,000.00	5,000.00	100.0%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	10,929.22	11,200.55	(271.33)	(2.4)%
<b>PROPERTY TAXES</b>				
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)%
<b>Total 4010 · Current-Year Secured</b>	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%
<b>Total 4020 · Current-Year Unsecured</b>	86,918.20	84,437.18	2,481.02	2.9%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(6,534.69)	(3,146.18)	(3,388.51)	(107.7)%
4030.05 · Secured Tax Refunds	(35,476.15)	(40,520.21)	5,044.06	12.5%
<b>Total 4030 · Prior-Year Secured</b>	(42,010.84)	(43,666.39)	1,655.55	3.8%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(6,056.28)	(6,559.01)	502.73	7.7%
<b>Total 4040 · Prior-Year Unsecured</b>	(6,056.28)	(6,559.01)	502.73	7.7%
4050 · Homeowners Exemption	11,280.82	11,524.53	(243.71)	(2.1)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	849,324.69	832,799.08	16,525.61	2.0%
4060.02 · Direct Assessments	402.45	(1,568.16)	1,970.61	125.7%
<b>Total 4060 · Special Assessment</b>	849,727.14	831,230.92	18,496.22	2.2%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	24,479.89	30,690.00	(6,210.11)	(20.2)%
<b>Total 4070 · Supplemental Current</b>	24,479.89	30,690.00	(6,210.11)	(20.2)%

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

	Jul '19 - May 20	Jul '18 - May 19	\$ Change	% Change
<b>4075 · Supplemental Prior</b>				
4030.03 · SB 813 Redemption	4,219.31	2,591.55	1,627.76	62.8%
<b>Total 4075 · Supplemental Prior</b>	4,219.31	2,591.55	1,627.76	62.8%
<b>4080 · Penalties, Interest &amp; Costs-Ref</b>	10,319.93	10,988.89	(668.96)	(6.1)%
4220 · County Interest Allocation	28,448.23	30,644.59	(2,196.36)	(7.2)%
<b>Total PROPERTY TAXES</b>	3,543,345.79	3,385,830.77	157,515.02	4.7%
<b>Total Income</b>	3,716,263.87	3,553,379.09	162,884.78	4.6%
<b>Expense</b>				
<b>CAPITAL EXPENSE</b>				
7310 · Equipment, Furniture & Fixtures	23,486.56	48,038.70	(24,552.14)	(51.1)%
7320 · Structures & Improvements	58,481.86	19,851.00	38,630.86	194.6%
<b>Total CAPITAL EXPENSE</b>	81,968.42	67,889.70	14,078.72	20.7%
<b>FACILITIES, GROUNDS &amp; MAINT.</b>				
7205 · Maintenance Contracts	11,140.88	9,612.84	1,528.04	15.9%
7210 · Building Maint & Repairs	27,469.64	25,165.91	2,303.73	9.2%
7220 · Landscape	15,248.16	16,093.74	(845.58)	(5.3)%
<b>Total FACILITIES, GROUNDS &amp; MAINT.</b>	53,858.68	50,872.49	2,986.19	5.9%
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses	10,375.21	19,794.28	(9,419.07)	(47.6)%
6115 · Electronic Databases & Subscrip	20,532.92	14,602.17	5,930.75	40.6%
6120 · Books	120,042.97	112,871.94	7,171.03	6.4%
6125 · Audio CD	3,538.19	8,513.75	(4,975.56)	(58.4)%
6130 · DVD's & Videogames	30,859.63	23,097.64	7,761.99	33.6%
6135 · Processing of Materials	41,192.30	35,329.03	5,863.27	16.6%
6140 · Periodicals	15,065.60	11,277.37	3,788.23	33.6%
6150 · Downloadables	30,414.79	15,147.91	15,266.88	100.8%
6155 · Library of Things	9.84	218.99	(209.15)	(95.5)%
<b>Total LIBRARY MATERIALS</b>	272,031.45	240,853.08	31,178.37	12.9%
<b>MISCELLANEOUS EXPENSE</b>				
7510 · Miscellaneous Expense	560.21		560.21	100.0%
7540 · Trustee Election		77,770.45	(77,770.45)	(100.0)%
<b>Total MISCELLANEOUS EXPENSE</b>	560.21	77,770.45	(77,210.24)	(99.3)%
<b>OPERATING EXPENSES</b>				
<b>ADVERTISING &amp; MARKETING</b>				
6618 · Recruitment	2,029.19	404.25	1,624.94	402.0%
6627 · Advertising / Marketing	5,908.01	5,870.57	37.44	0.6%
<b>Total ADVERTISING &amp; MARKETING</b>	7,937.20	6,274.82	1,662.38	26.5%
<b>FEES</b>				
6745 · Banking & Service Fees	1,606.64	1,905.21	(298.57)	(15.7)%
6746 · Payroll Fees	7,940.00	8,690.00	(750.00)	(8.6)%
7530 · County Tax Collection Fees	38,986.24	33,235.82	5,750.42	17.3%
<b>Total FEES</b>	48,532.88	43,831.03	4,701.85	10.7%
<b>INSURANCE</b>				
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%
<b>Total INSURANCE</b>	63,381.34	44,688.73	18,692.61	41.8%

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

	Jul '19 - May 20	Jul '18 - May 19	\$ Change	% Change
<b>STAFF COSTS &amp; PROF. DEVELOPMENT</b>				
6623 · Trustee Prof. Development	240.00	830.60	(590.60)	(71.1)%
6625 · Training & Education	11,744.94	7,799.12	3,945.82	50.6%
6626 · Staff Recognition	2,916.04	3,313.21	(397.17)	(12.0)%
6710 · Meetings & Travel	10,301.20	6,654.48	3,646.72	54.8%
6730 · Mileage & Parking Reimbursement	1,750.94	941.69	809.25	85.9%
<b>Total STAFF COSTS &amp; PROF. DEVELOPMENT</b>	<b>26,953.12</b>	<b>19,539.10</b>	<b>7,414.02</b>	<b>37.9%</b>
<b>UTILITIES</b>				
6920 · Electricity	30,597.67	28,659.77	1,937.90	6.8%
6930 · Natural Gas	3,968.29	4,269.16	(300.87)	(7.1)%
6940 · Water & Sewage	6,227.82	4,524.63	1,703.19	37.6%
6950 · Refuse	5,411.94	5,478.52	(66.58)	(1.2)%
<b>Total UTILITIES</b>	<b>46,205.72</b>	<b>42,932.08</b>	<b>3,273.64</b>	<b>7.6%</b>
6620 · Membership Dues & Subscriptions	13,753.27	11,932.76	1,820.51	15.3%
6628 · Volunteer Recognition		1,329.71	(1,329.71)	(100.0)%
6740 · Postage & Delivery	8,007.10	6,910.82	1,096.28	15.9%
6750 · Printing & Reproduction	2,209.77	5,602.98	(3,393.21)	(60.6)%
6755 · Small Equipment	3,319.77	5,412.90	(2,093.13)	(38.7)%
6765 · Janitorial Supplies	6,245.02	7,271.27	(1,026.25)	(14.1)%
6770 · Operating Supplies	12,946.15	21,902.89	(8,956.74)	(40.9)%
6775 · Technical Services Supplies	3,866.26	3,866.26		100.0%
6780 · Operating Software	1,632.38	1,976.77	(344.39)	(17.4)%
6960 · Sales of Products	86.78	222.61	(135.83)	(61.0)%
6970 · Equipment Lease & Rental	20,340.68	23,118.01	(2,777.33)	(12.0)%
<b>Total OPERATING EXPENSES</b>	<b>265,417.44</b>	<b>242,946.48</b>	<b>22,470.96</b>	<b>9.3%</b>
<b>PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	319,479.61	351,523.45	(32,043.84)	(9.1)%
5020 · Hourly	1,261,134.56	1,213,206.04	47,928.52	4.0%
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>1,580,614.17</b>	<b>1,564,729.49</b>	<b>15,884.68</b>	<b>1.0%</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>				
5120 · Payroll Taxes (ER)	130,832.91	126,544.73	4,288.18	3.4%
<b>5210 · PERS Retirement</b>				
5210.01 · CalPers CLASSIC (ER Contr)	20,740.11	22,567.10	(1,826.99)	(8.1)%
5210.02 · CalPers PEPR (ER Contr)	69,534.34	68,009.13	1,525.21	2.2%
5218 · PERS Unfunded	147,894.00	116,139.00	31,755.00	27.3%
<b>Total 5210 · PERS Retirement</b>	<b>238,168.45</b>	<b>206,715.23</b>	<b>31,453.22</b>	<b>15.2%</b>
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>369,001.36</b>	<b>333,259.96</b>	<b>35,741.40</b>	<b>10.7%</b>
<b>5200 · Insurance</b>				
5220 · Health Insurance	110,388.59	109,800.48	588.11	0.5%
5221 · Health Insurance - Retirees	60,391.31	65,445.54	(5,054.23)	(7.7)%
5230 · Dental Insurance	13,640.30	13,255.97	384.33	2.9%
5240 · Vision Insurance	3,205.27	3,958.30	(753.03)	(19.0)%
5260 · Life Insurance	1,252.06	1,384.95	(132.89)	(9.6)%
5270 · Workers' Compensation	31,233.41	15,272.25	15,961.16	104.5%
<b>Total 5200 · Insurance</b>	<b>220,110.94</b>	<b>209,117.49</b>	<b>10,993.45</b>	<b>5.3%</b>
<b>Total PERSONNEL RELATED EXPENSES</b>	<b>2,169,726.47</b>	<b>2,107,106.94</b>	<b>62,619.53</b>	<b>3.0%</b>



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

	Jul '19 - May 20	Jul '18 - May 19	\$ Change	% Change
<b>PROFESSIONAL &amp; TECHNICAL</b>				
<b>INFORMATION TECHNOLOGY (IT)</b>				
7135 · Technology Consulting	3,500.00		3,500.00	100.0%
7170 · Telecommunications	9,212.46	5,584.80	3,627.66	65.0%
7175 · Internet Service / E-Rate	31,611.58	30,611.99	999.59	3.3%
7180 · Technology Equipment	9,194.33	16,298.47	(7,104.14)	(43.6)%
7185 · Technology Maintenance Fees	22,417.86	16,823.96	5,593.90	33.3%
7190 · Website Development	361.45	913.10	(551.65)	(60.4)%
<b>Total INFORMATION TECHNOLOGY (IT)</b>	<b>76,297.68</b>	<b>70,232.32</b>	<b>6,065.36</b>	<b>8.6%</b>
<b>PROFESSIONAL SERVICES</b>				
7125 · Audit and Financial Consulting	31,163.91	52,434.26	(21,270.35)	(40.6)%
7130 · Legal Fees	49,151.64	298,108.70	(248,957.06)	(83.5)%
7131 · Legal Settlement		111,800.00	(111,800.00)	(100.0)%
7140 · Architectural & Engineering	51,503.75		51,503.75	100.0%
7145 · Collection Agency	2,004.80	2,729.75	(724.95)	(26.6)%
7155 · Consultants - Other	72,870.51	40,684.99	32,185.52	79.1%
<b>Total PROFESSIONAL SERVICES</b>	<b>206,694.61</b>	<b>505,757.70</b>	<b>(299,063.09)</b>	<b>(59.1)%</b>
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>282,992.29</b>	<b>575,990.02</b>	<b>(292,997.73)</b>	<b>(50.9)%</b>
<b>PROGRAMS</b>				
6200 · Youth Services	7,139.59	8,862.04	(1,722.45)	(19.4)%
6210 · Teen Services	1,028.75	2,569.77	(1,541.02)	(60.0)%
6220 · Adult Services	14,751.05	20,803.54	(6,052.49)	(29.1)%
6230 · Bob Lucas Branch Services	2,682.76	4,197.31	(1,514.55)	(36.1)%
6240 · Literacy Services	2,710.76	2,318.89	391.87	16.9%
6250 · Volunteer Services	1,087.18	25.99	1,061.19	4,083.1%
6260 · Summer Reading	5,732.94		5,732.94	100.0%
<b>Total PROGRAMS</b>	<b>35,133.03</b>	<b>38,777.54</b>	<b>(3,644.51)</b>	<b>(9.4)%</b>
<b>Total Expense</b>	<b>3,161,687.99</b>	<b>3,402,206.70</b>	<b>(240,518.71)</b>	<b>(7.1)%</b>
<b>Net Ordinary Income</b>	<b>554,575.88</b>	<b>151,172.39</b>	<b>403,403.49</b>	<b>266.9%</b>
<b>Net Income</b>	<b>554,575.88</b>	<b>151,172.39</b>	<b>403,403.49</b>	<b>266.9%</b>

# ALD Board of Trustees Public Funding Committee Report (July 2020)

*Committee Members: Katie Clark (chair), Betsy Kahn*

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## I. Formation & Scope of Work

The Public Funding Committee is an ad-hoc committee tasked with overseeing, researching, and advising the full Board on both the feasibility of, and recommended actions related to, the public financing of ALD expenses, including potential bond measures, the renewal or modification of the Measure A parcel tax, and any other public funding efforts the District might undertake on its own or in conjunction with support or community groups. Formed at the May regular meeting of the Board, it shall remain in existence until the end of the calendar year (December 31, 2020).

## II. Participants

In addition to the two Trustees named to the Committee, meetings have included the following ALD staff and outside experts:

- Public Engagement Consultants: *Clifford Moss*  
Bonnie Moss & Laura Crotty
- Polling: *EMC*:  
Emily Goodman, Andie Morhous, Megan Sympson, Aaron Kelley, and staff
- Rates and Method of Apportionment: *NBS*:  
Sara Mares & Nick Dayhoff
- Bond Issuance: *Columbia Capital*  
Mike Williams, Shannon Harris, and Jim Prichard
- Legal: *BB&K*  
Nora O'Brien & Jim Priest
- ALD Staff  
Nikki Winslow & Nicole Fabry

The committee is also in conversation with representatives from both support groups, namely:

- Altadena Library Foundation  
Bridget Brewster & Mark Mariscal
- Friends of the Altadena Library  
Marne Brown, Joy Strayer, and Claire Newman

## III. Meetings

A number of meetings over Zoom with various iterations of the above participants have occurred in the past several weeks, including:

- June 23
- June 26
- July 1
- July 9
- July 10
- July 13
- July 14

# ALD Board of Trustees Public Funding Committee Report (July 2020)

*Committee Members: Katie Clark (chair), Betsy Kahn*

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## IV. Timeline for Decisions

Given that the board agreed at the last meeting on June 22 to proceed with the next steps as outlined by the committee, we are still on track for the option of placing a measure on the November ballot should the board decide to do so. The timeline for this process is as follows:

**July 16 Special Meeting:** report from PFC on public opinion research and summary of opinion leader outreach as well as initial reports on election feasibility (no decisions);

**July 27 Regular Meeting & Public Hearing:** public forum for comments, questions, concerns, and discussion (no final decisions);

**August 3 Special Meeting:** Board of Trustees vote on various resolutions (i.e. formation of a CFD, intent to incur indebtedness, call for election, etc) in order to move forward for November;

**August 7:** filing deadline for November 3 2020 election

## V. Feasibility

The charge to this committee has been to work on establishing the feasibility of a public financing solution to our capital and service needs, as well as an investigation of what timing is best suited for that solution. That feasibility really breaks out into two categories: **electoral** (would a measure be supported by enough voters sufficient to clear the  $\frac{2}{3}$  threshold required) and **pragmatic** (is there sufficient community support along with the ability to organize, launch, and run an independent committee). While we will certainly have more formal reporting to present to the Board at our meeting on the 27th, there is some preliminary information that we can relay now on all those fronts.

### A. Feasibility: Opinion Leader Conversations & Outreach

As you'll see (and hear in the presentation from EMC), the news from our public opinion outreach is very heartening indeed. Certainly one of the biggest takeaways is the strong and deep support for the Library among the community, as well as the broad consensus around the importance of public libraries in our community more generally.

There are a number of interesting things to learn from this research, which will be explored in detail in the presentation from EMC, but the bottom line is this: a ballot measure assessed at a \$0.10/sq ft rate is indeed feasible, and if supported by a smart and professional campaign, has a very good chance of surpassing the  $\frac{2}{3}$  threshold.

This quantitative data is also best understood alongside the qualitative conversations that the committee have been undertaking throughout the community. It is fair to say that the response to those conversations, in the aggregate, has also been very positive, and indicates a willingness to support the Library now and in the future. The committee is also working on setting up additional outreach conversations, including a listening session with the Town Council, ahead of the July 27 board meeting.

ALD Board of Trustees  
Public Funding Committee Report (July 2020)

*Committee Members: Katie Clark (chair), Betsy Kahn*

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**B. Feasibility: Election Readiness**

The other major piece of feasibility would, of course, be a well-run independent effort. On this front, too, we are confident in the organization, planning, and logistical capabilities on hand. Certainly the election window is not a long one, and any election is inherently a risk proposition, but we have yet to encounter any strong argument that would disqualify November as an option.

**VI. Conclusions**

Although the committee has no formal action to recommend at this time, we would encourage the Board to think about the results of the outreach and to consider any questions or concerns they might have so that we can have as robust a discussion as possible at our July 27 meeting.

*Report prepared by:*  
Katie Clark



# Needs and Solutions

# Mission



## Mission

The Altadena Library District brings people and ideas together.

## Vision

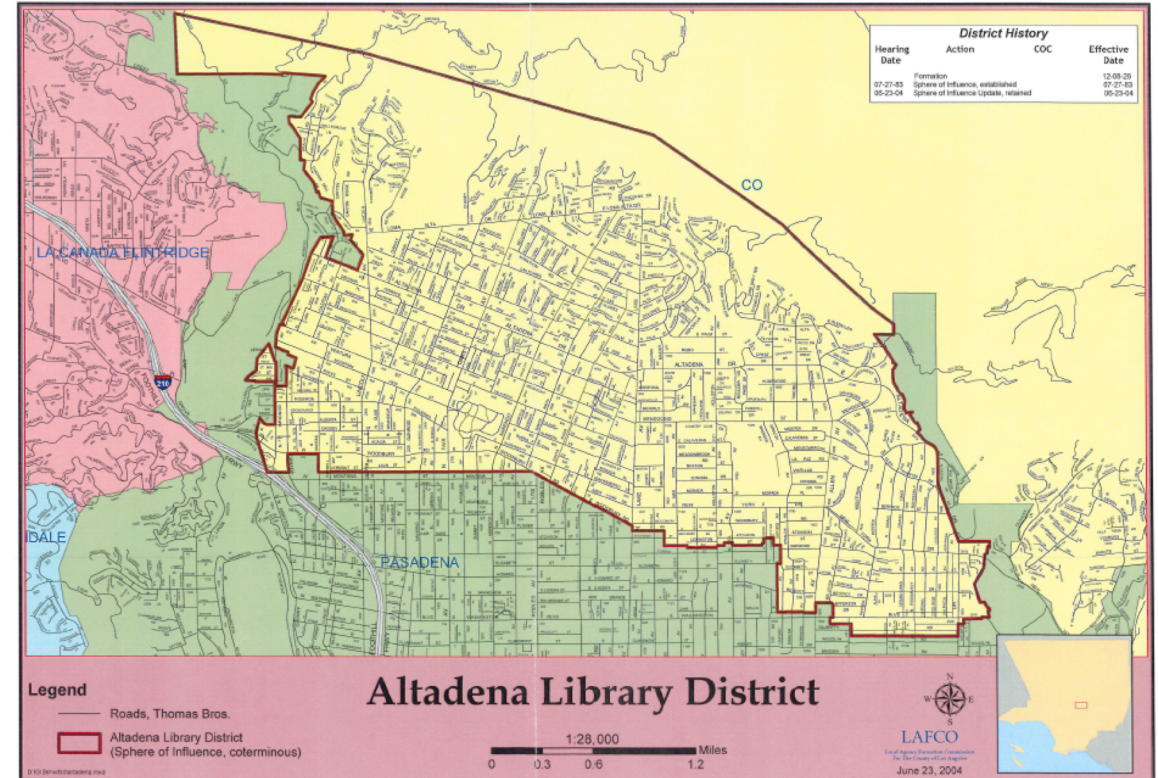
An Altadena where all are learning, growing, and thriving together



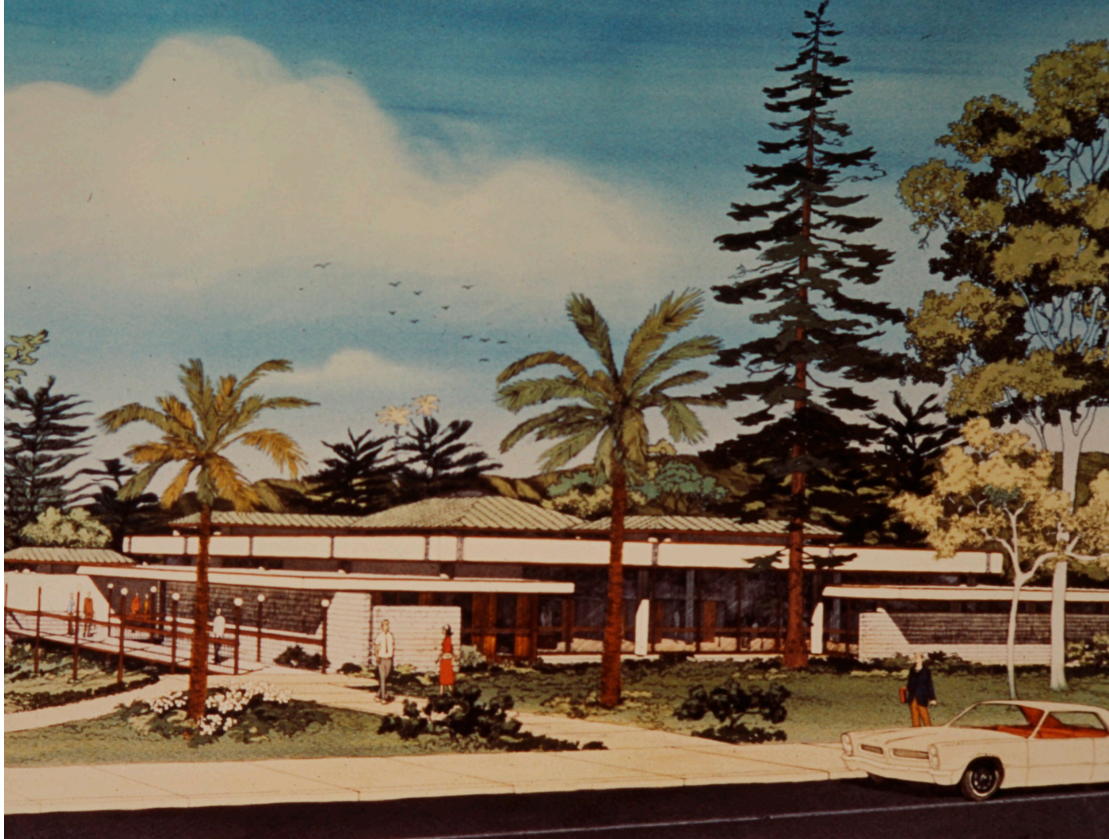
# Essential Public Service



- **Serving over 50,000 residents**
- Oldest special library district in the state
- **Robust book & online collection**
- Community resources & events
- **Computers, Wi-Fi, & technology access**
- Student and teen support
- **Meeting spaces**
- Story time & literacy programs
- **Crafts & art exhibitions**
- Passport Services, and more!...



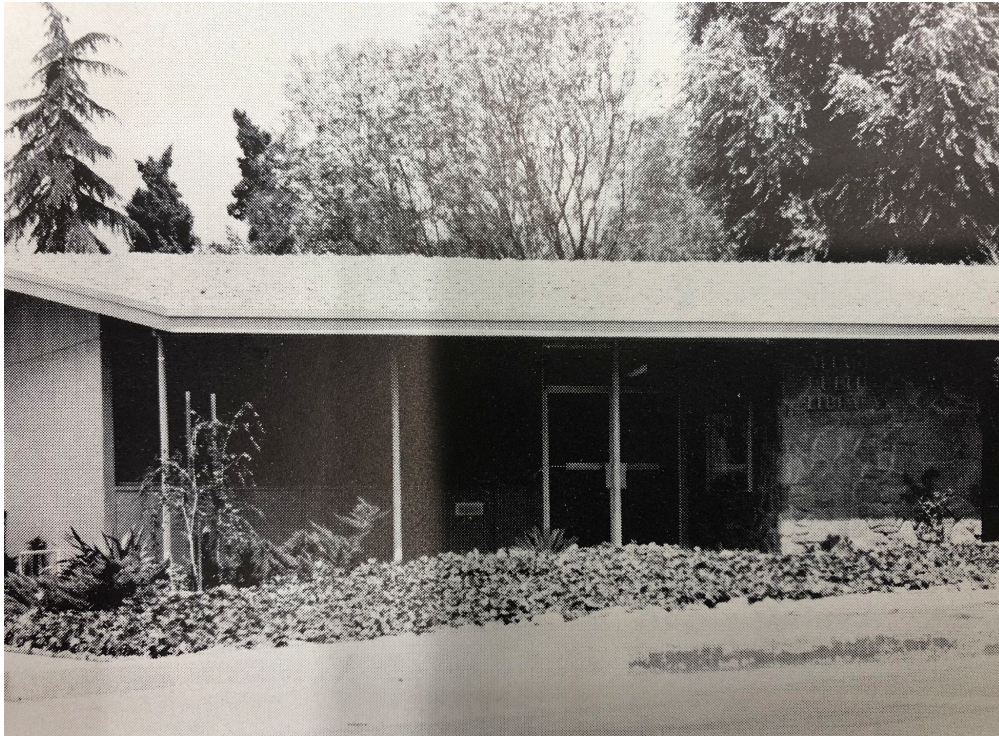
# Main Library



- Built in 1967
- Approximately 22,000 square ft
- Three levels
- Historical and cultural value
- Designed by noted local architect Boyd Georgi



# Bob Lucas Memorial Branch Library & Literacy Center

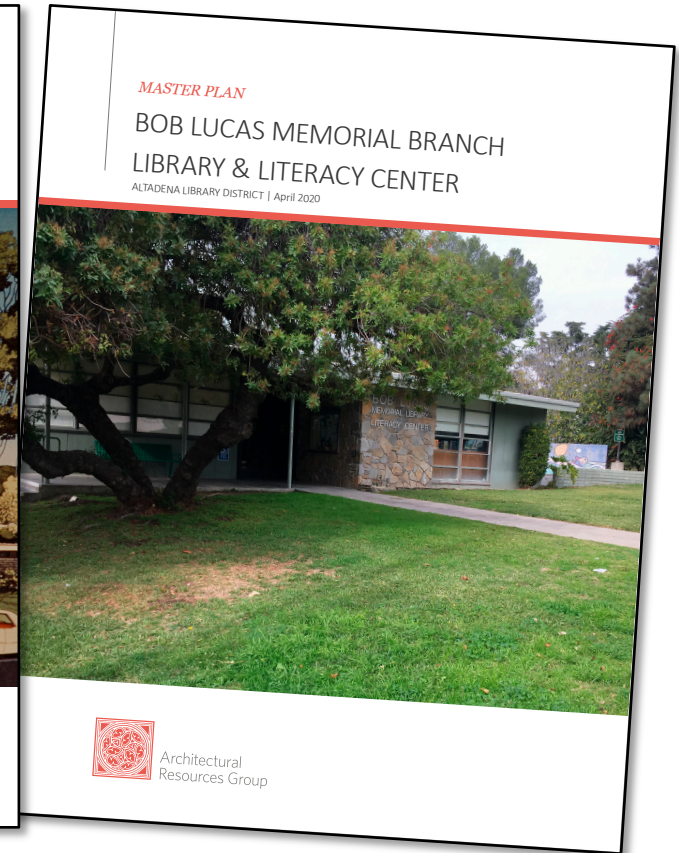
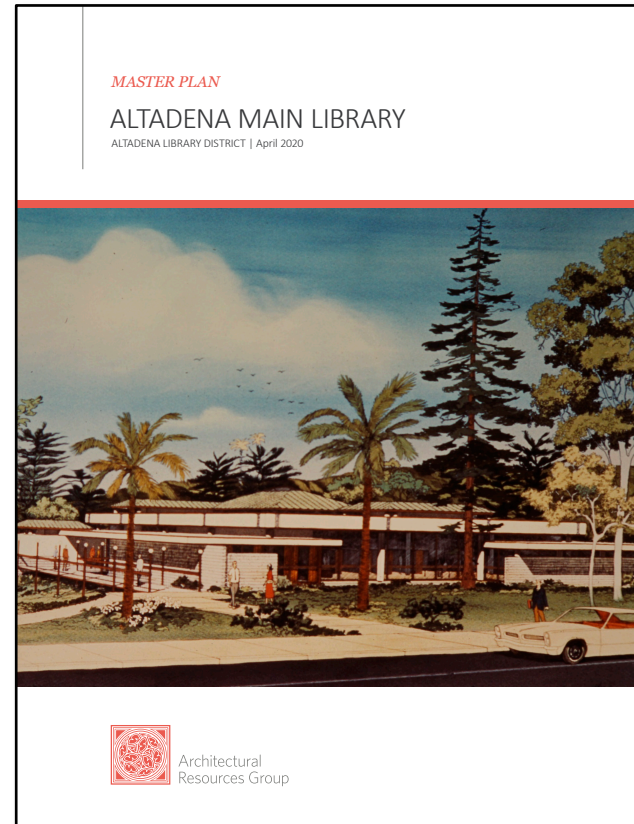


- Built in 1957
- Approximately 1,750 square ft
- Single story
- Designed by Robert G. Smith
- Closed in 1978, &  
Reopened in 1991

# Facilities Condition Assessment



- 2018 Comprehensive Assessment
- 54-page Main Library Architectural Survey – April 2020
- 38-page Bob Lucas Branch Architectural Survey – April 2020





# Facilities Needs

- Replace leaky roofs
- Remove asbestos & hazardous materials
- Improve access for seniors, people with disabilities, and strollers
- Replace electrical wiring to support current technology needs
- Upgrade outdated plumbing, heating, and air conditioning systems
- Fire & emergency communications
- Sustainability & energy efficiency

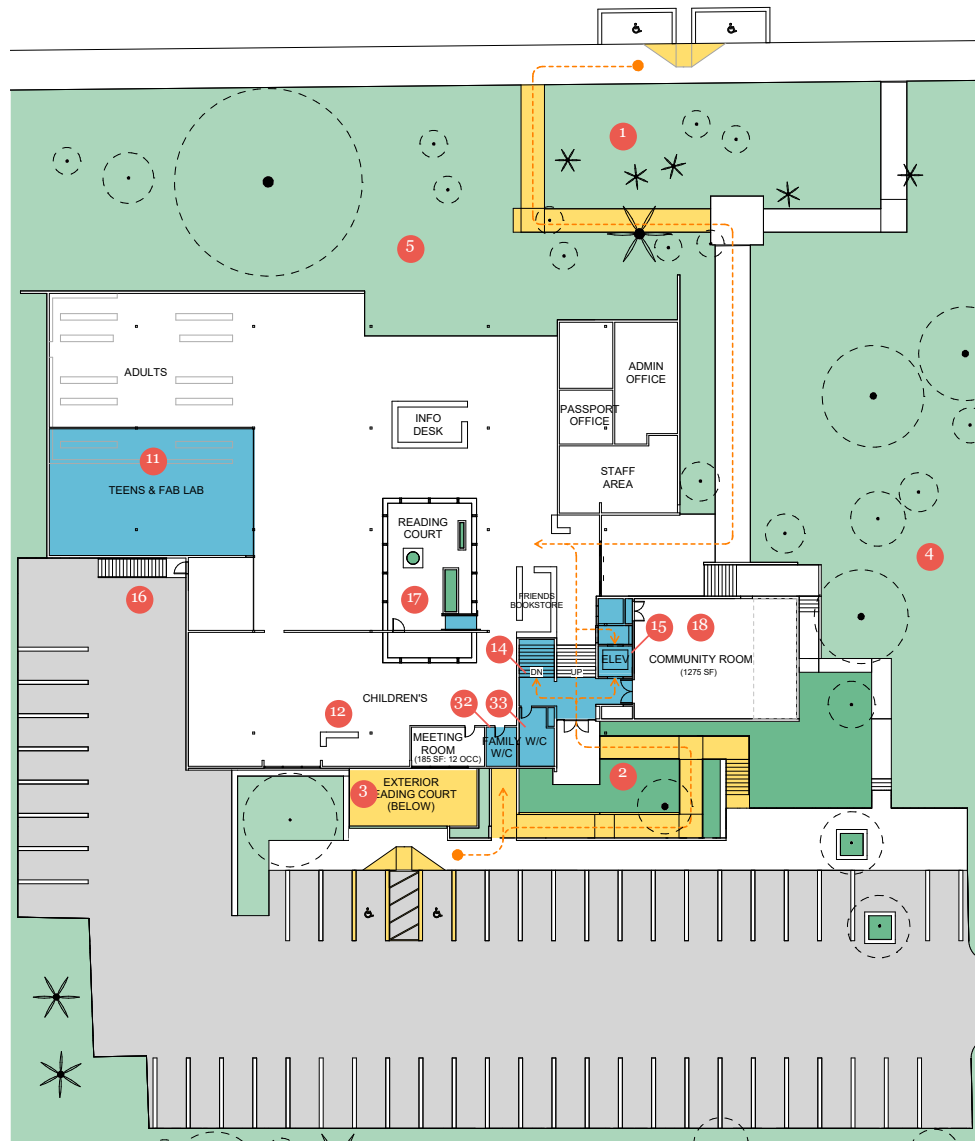


# Community Feedback

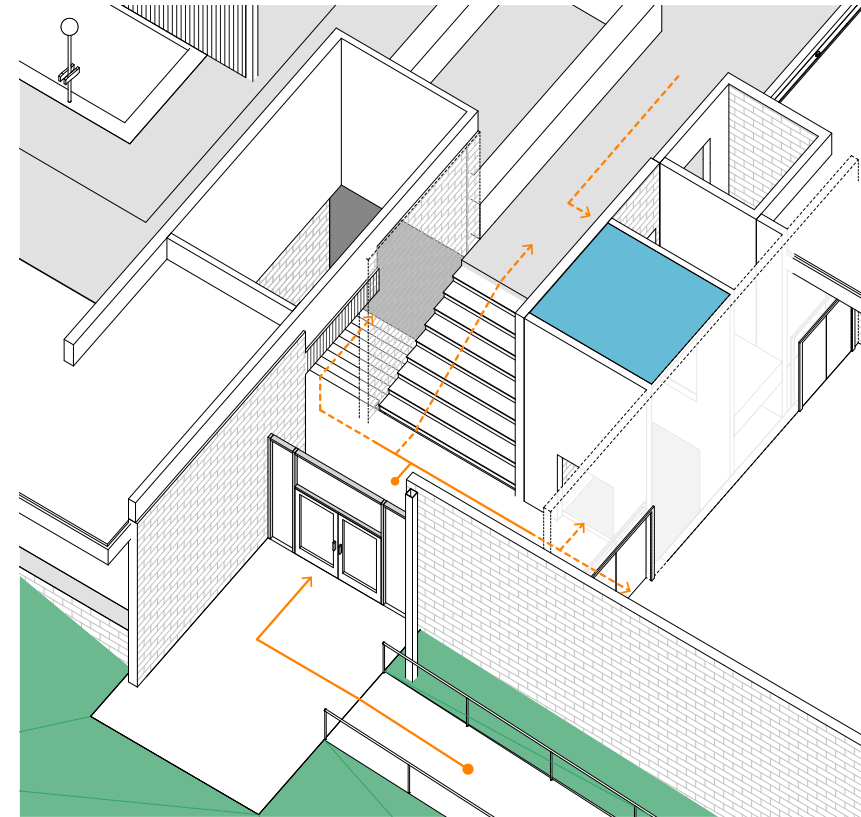


- Multiple Town Halls with community, staff, and Facilities Committee:
  - Universal access for all – clear accessible routes
  - Privacy areas for literacy programs, teen area, and more
  - Flexibility for programs and events
  - Additional meeting and outdoor spaces
  - Sustainable solutions



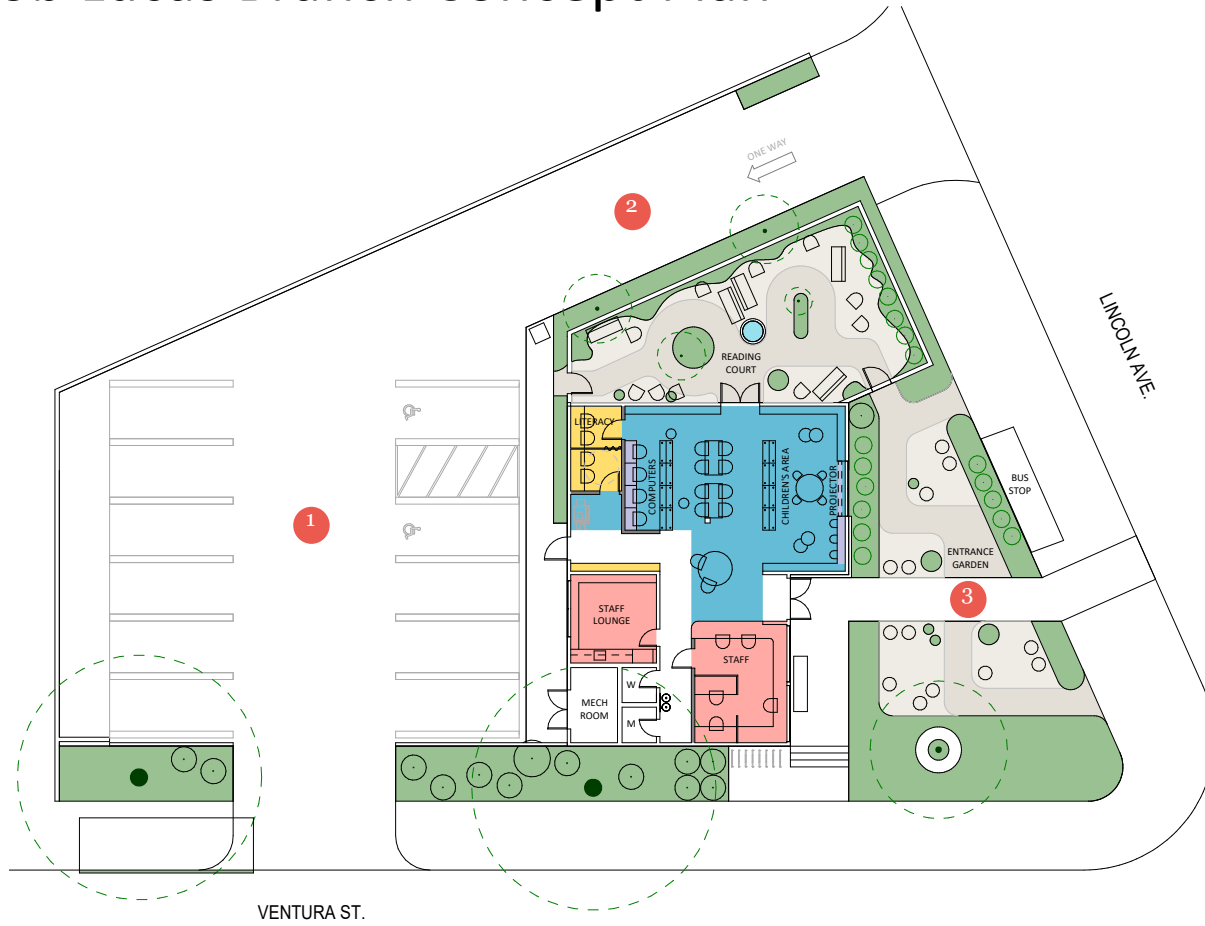


Main Level - Concept Plan  
 exterior upgrades (yellow)  
 interior upgrades (blue)  
 path of travel (dashed orange)



Main Library Concept Plan

# Bob Lucas Branch Concept Plan

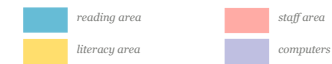


VENTURA ST.

LINCOLN AVE.



Site - Concept Plan



Interior - Concept Plan

# Book Mobile





# Program and Service Needs



- Keep libraries clean, safe, and well maintained
- Continue English learning and adult literacy programs
- Provide up-to-date print and online reading materials
- Provide community events and activities for children, families, and seniors
- Maintain library hours





# What do you think?



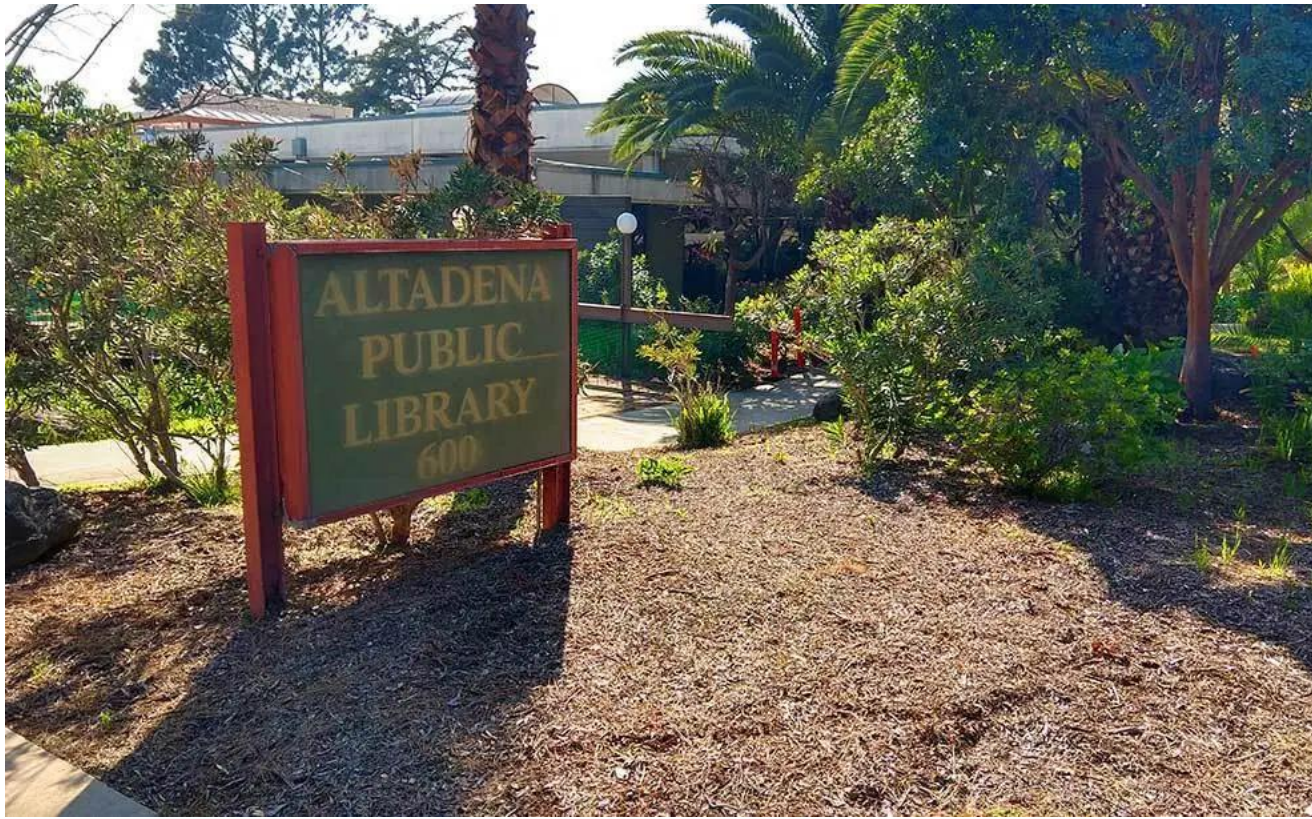
To meet critical library needs, the Altadena Library District is considering a future ballot measure.

Before important decisions are made.....

# What do you think?







**Survey of Likely 2020 Voters  
in the Altadena Library District  
RE: Potential CFD Measure  
*Summary of Results - July 16, 2020***

- ▶ Survey of likely November 2020 voters in the Altadena Library District
- ▶ Mixed mode (telephone and online) methodology
  - Phone interviews conducted by trained, professional interviewers; landlines & mobile phones included
  - Email and text invitations were sent to complete the survey online
- ▶ Conducted June 23-July 1, 2020
- ▶ 604 total interviews; overall margin of error  $\pm 4.0$  percentage points
- ▶ A split-sample methodology was used to test possible ballot scenarios:
  - Sample A: \$0.07/sq ft; \$11M bond limit (n=301; margin of error  $\pm 5.7$  % pts)
  - Sample B: \$0.10/sq ft; \$24M bond limit (n=303; margin of error  $\pm 5.6$  % pts)

*Please note that due to rounding, some percentages may not add up to exactly 100%.*



# Context and Timing

- ▶ Conducted during a surge in COVID-19 cases nationally due to attempts at reopening. California was also seeing an increase in new daily cases at this time.
- ▶ Nationally, approximately 127,000 people had died due to COVID-19, and an estimated 40,000,000 had filed for unemployment.
- ▶ Some businesses had started to reopen in June of 2020, but some sectors of the economy had been shut down since March of 2020.
- ▶ Protests and demonstrations were also taking place throughout Los Angeles County and the nation in response to police brutality.
- ▶ Please note that survey responses may be influenced by a public health crisis and national protests that were occurring at the time.




Novel Coronavirus (COVID-19)

slow the spread • frene la propagación • 減緩傳播  
 hãy làm chậm sự lây nhiễm bệnh • ipabagal ang pagkalat

54 of 122

# Key Findings

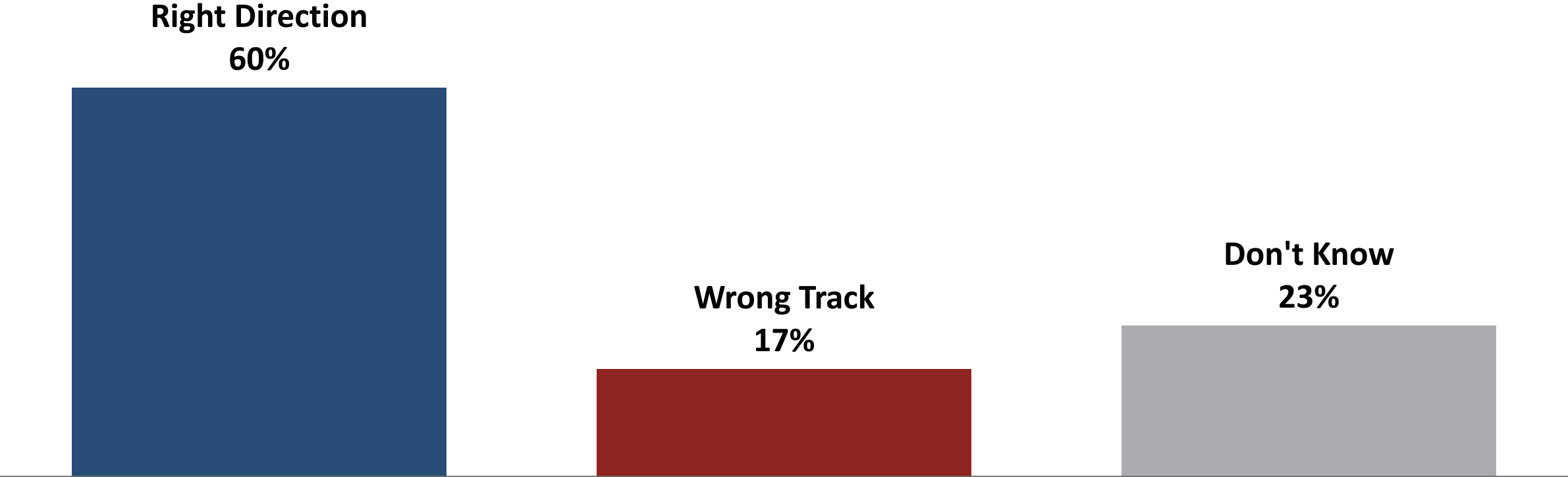
- ▶ The Altadena Library District is viewed positively by many—particularly by those who report being more frequent visitors.
- ▶ Many voters see a need for additional funding for the Library District and show a willingness to invest in local libraries.
- ▶ Support for a CFD measure today hovers at the two-thirds threshold required to pass with no statistical difference between the two measures tested.
- ▶ Additional information helps to solidify support for a measure, with voters placing a high importance on projects that would support needed upgrades and repairs and help to prevent library closures.



# Issue Environment

# Altadena: Right Direction/Wrong Track

*Many are feeling optimistic about the direction of Altadena.*

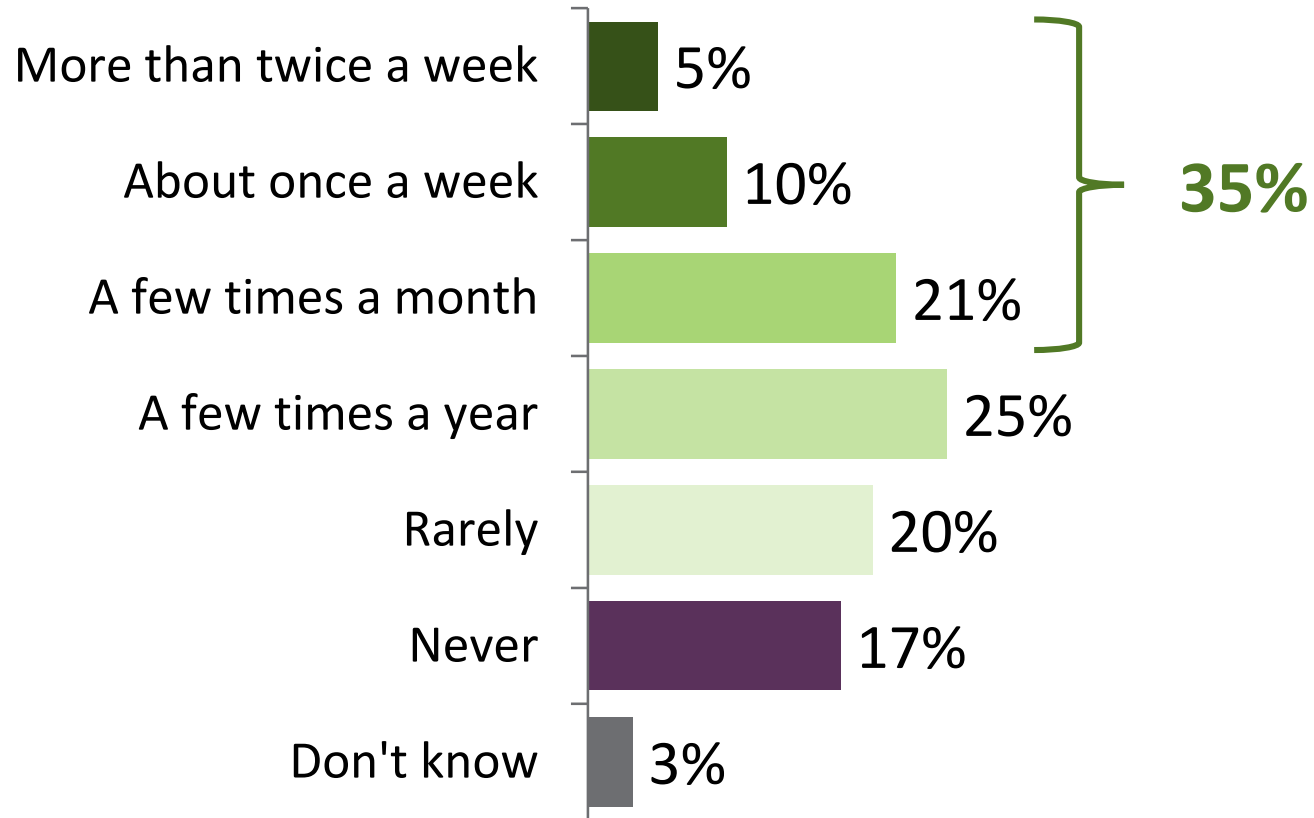


Q4. Do you feel that things in Altadena are generally going in the right direction or do you feel things have gotten pretty seriously off on the wrong track?

# Visiting the Libraries

*Just over one-third of likely voters report visiting the libraries at least monthly before the COVID-19 pandemic.*

***Thinking about your interactions with the local libraries before the COVID-19/ Coronavirus pandemic, how frequently were you visiting Altadena libraries on average: would you say it was...?***

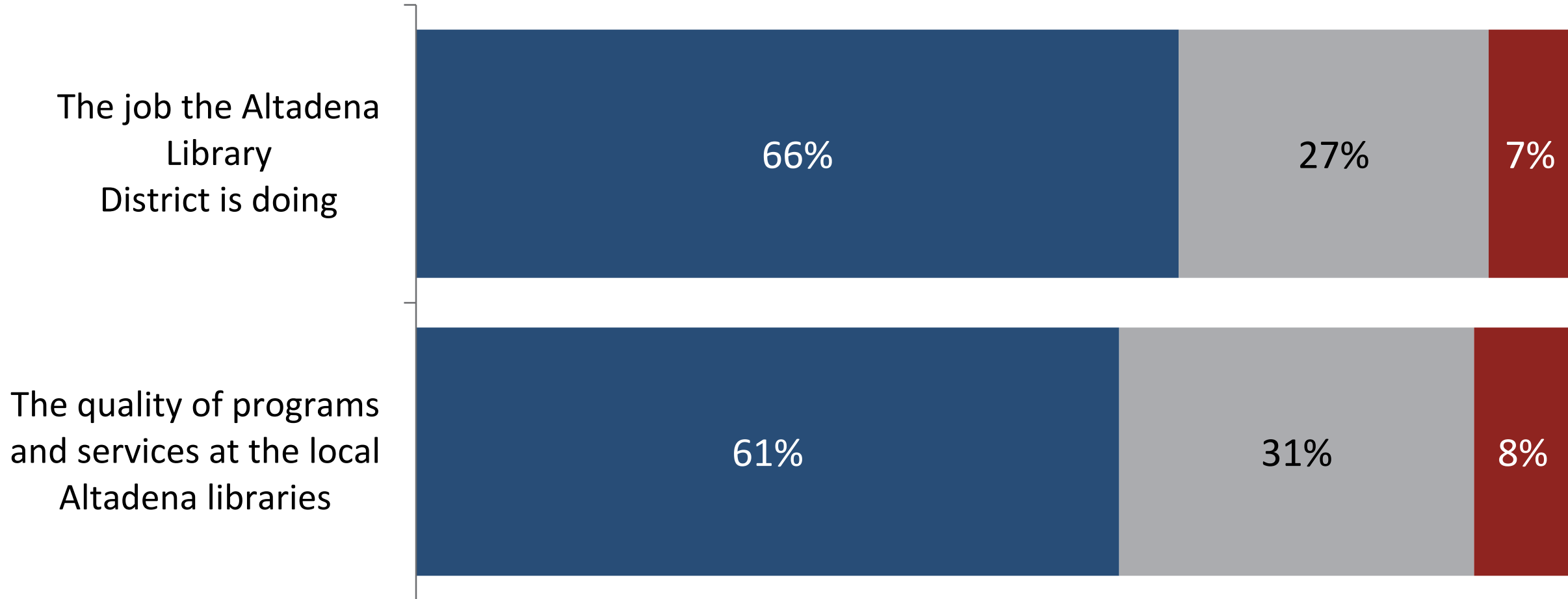




# Ratings of the Altadena Library District

Nearly two-thirds of voters rate the job the District is doing and the quality of programs and services positively.

■ Excellent/Good      ■ Don't Know      ■ Only Fair/Poor

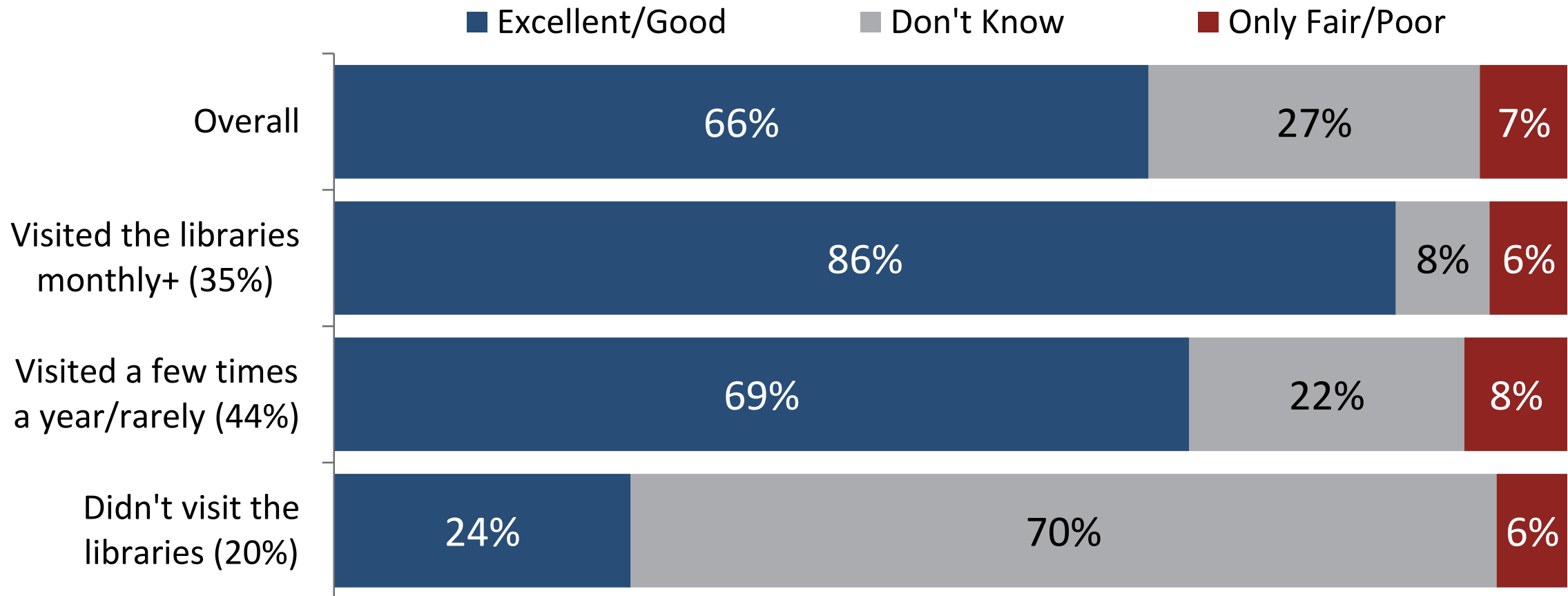


Q5-Q8. As you may know, you live in the Altadena Library District which includes the Main Library on Mariposa Street and the Bob Lucas Branch Library on Lincoln Avenue. Using a scale of excellent, good, only fair, or poor, please rate each of the following.

# Job Rating by Visit Frequency

Those who report visiting the libraries more frequently give very positive ratings.

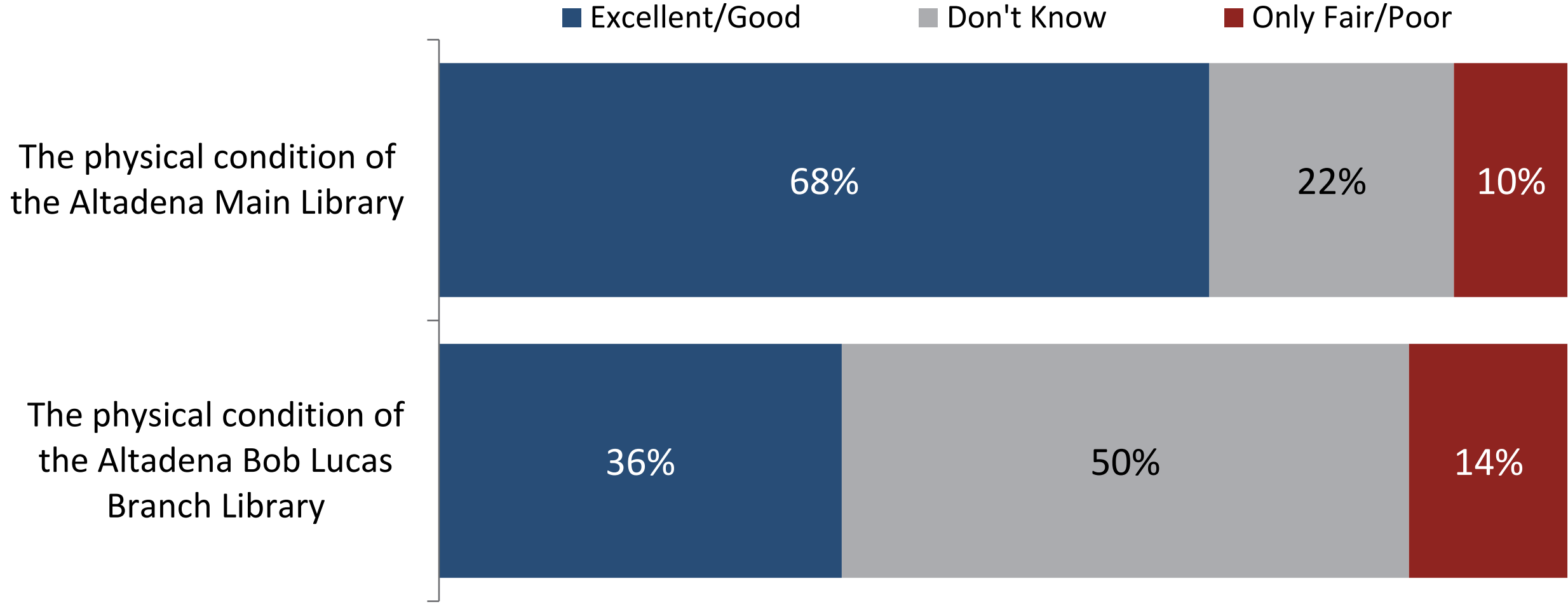
## “The job Altadena Library District is doing”



Q5-Q8. As you may know, you live in the Altadena Library District which includes the Main Library on Mariposa Street and the Bob Lucas Branch Library on Lincoln Avenue. Using a scale of excellent, good, only fair, or poor, please rate each of the following.

# Rating of Physical Conditions

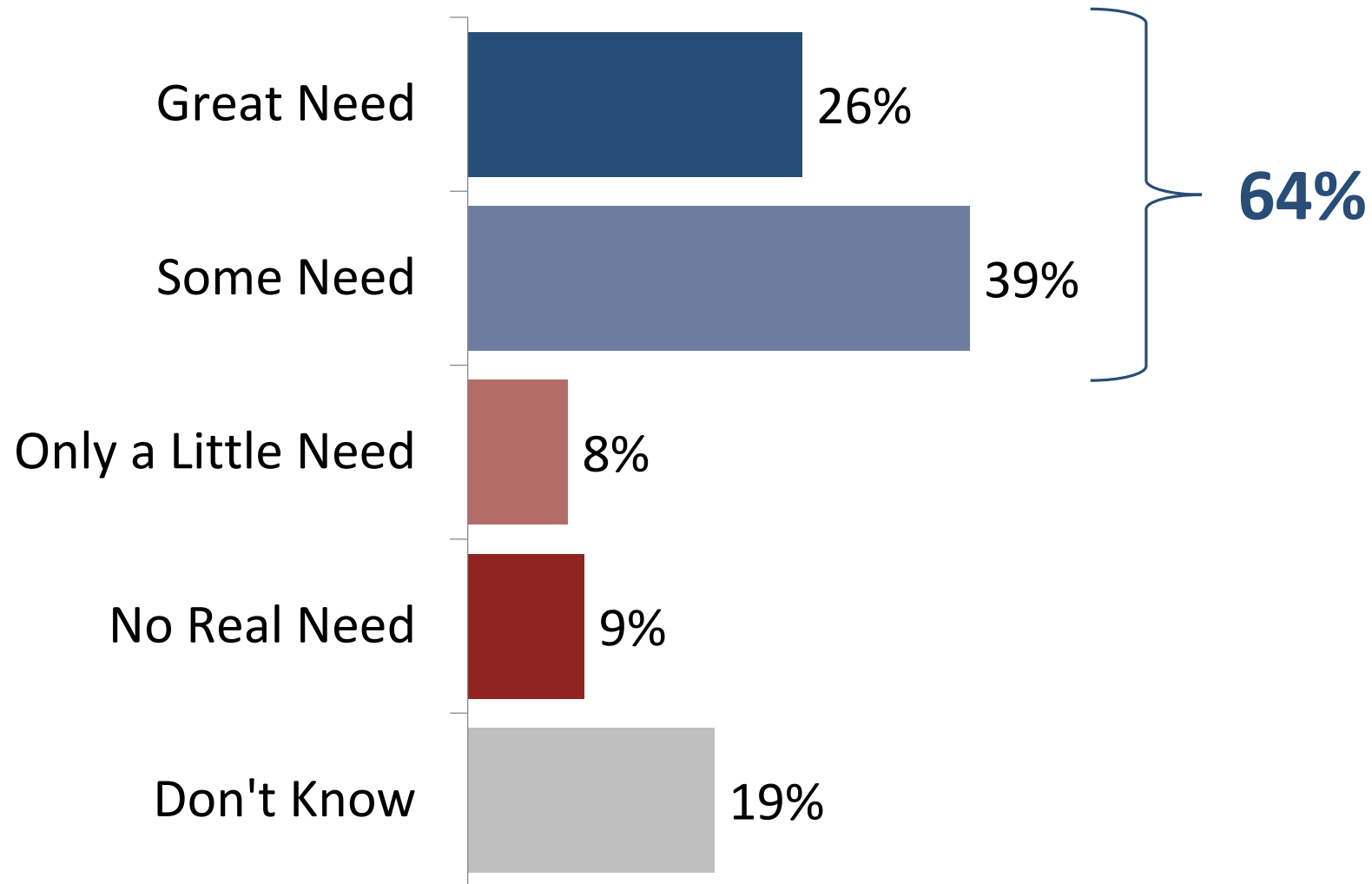
*Many give a positive rating of the physical condition of the main library, while half are unable to rate the physical condition of the Bob Lucas Branch.*



Q5-Q8. As you may know, you live in the Altadena Library District which includes the Main Library on Mariposa Street and the Bob Lucas Branch Library on Lincoln Avenue. Using a scale of excellent, good, only fair, or poor, please rate each of the following.

# Perceived Need for Additional Funding

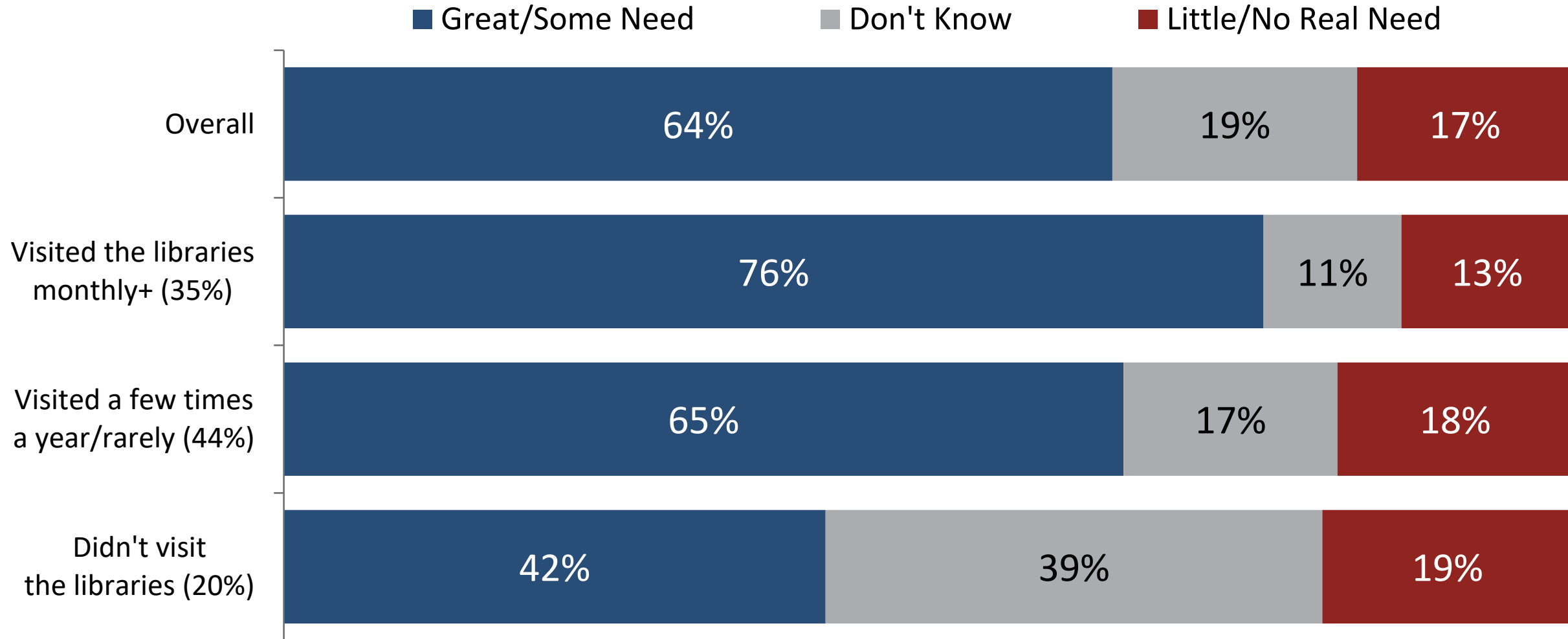
*Just under two-thirds of likely voters say they see at least some need for additional funding for the libraries.*



Q10. Thinking about the libraries in Altadena, would you say that the libraries have a great need for additional funding, some need, a little need, or no real need for additional funding?

# Perceived Need by Visit Frequency

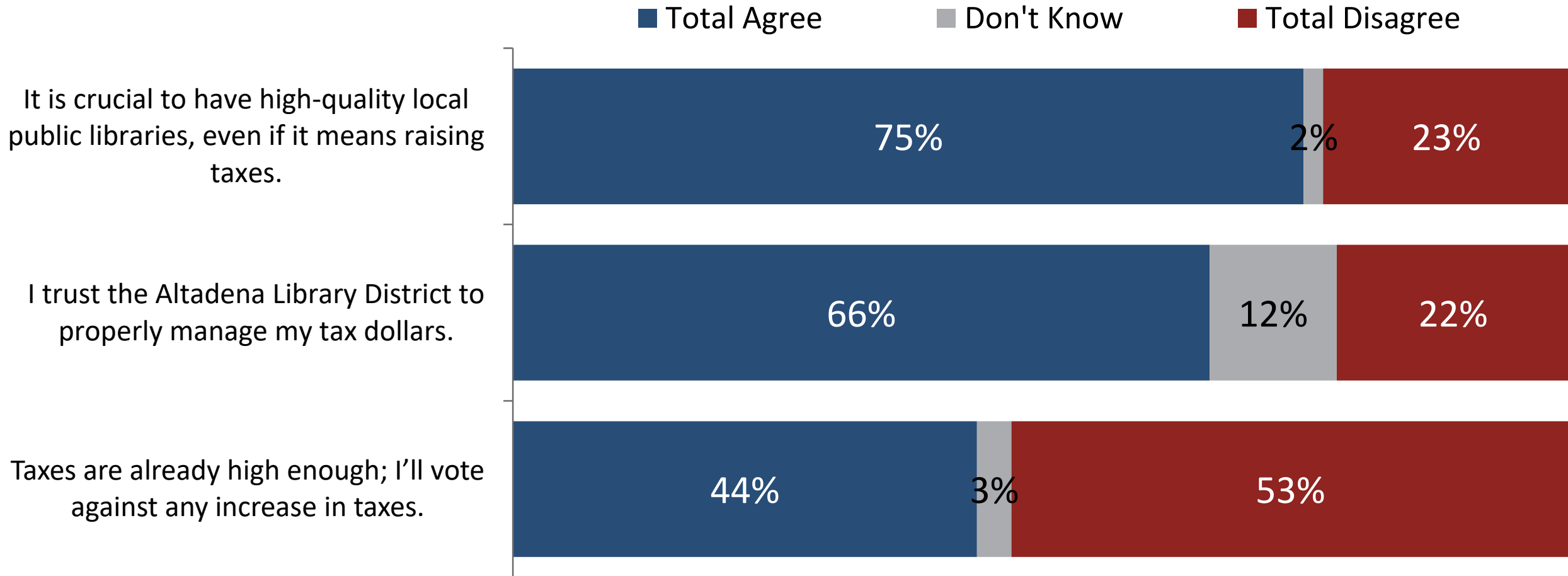
*Awareness of a need for additional funding is much higher among frequent visitors.*



Q10. Thinking about the libraries in Altadena, would you say that the libraries have a greater need for additional funding, some need, a little need, or no real need for additional funding?

# Tax Sentiment

*Although some show an aversion to taxes generally, three-quarters of likely voters believe it is important to have high-quality public libraries even if it means raising taxes and two-thirds trust the District to properly manage tax dollars.*



Q11-Q13. Please tell me whether you strongly agree, somewhat agree, somewhat disagree, or strongly disagree with each of the following statements.

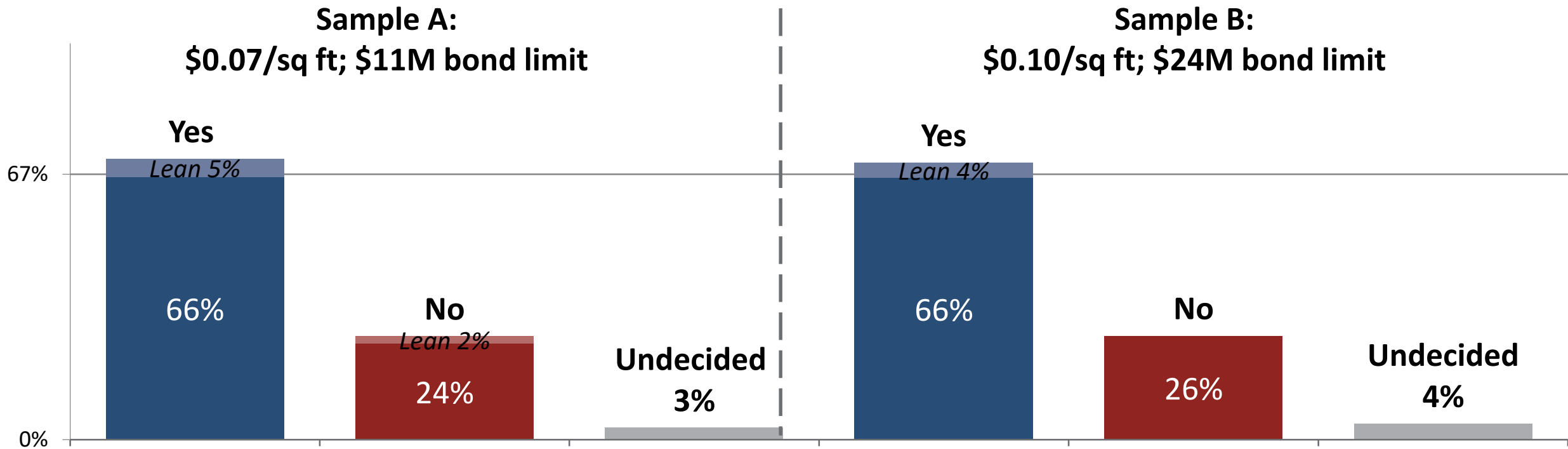


# Potential Ballot Measure

# Support Today

Support today hovers at the two-thirds threshold required to pass and support is consistent between the two measures tested.

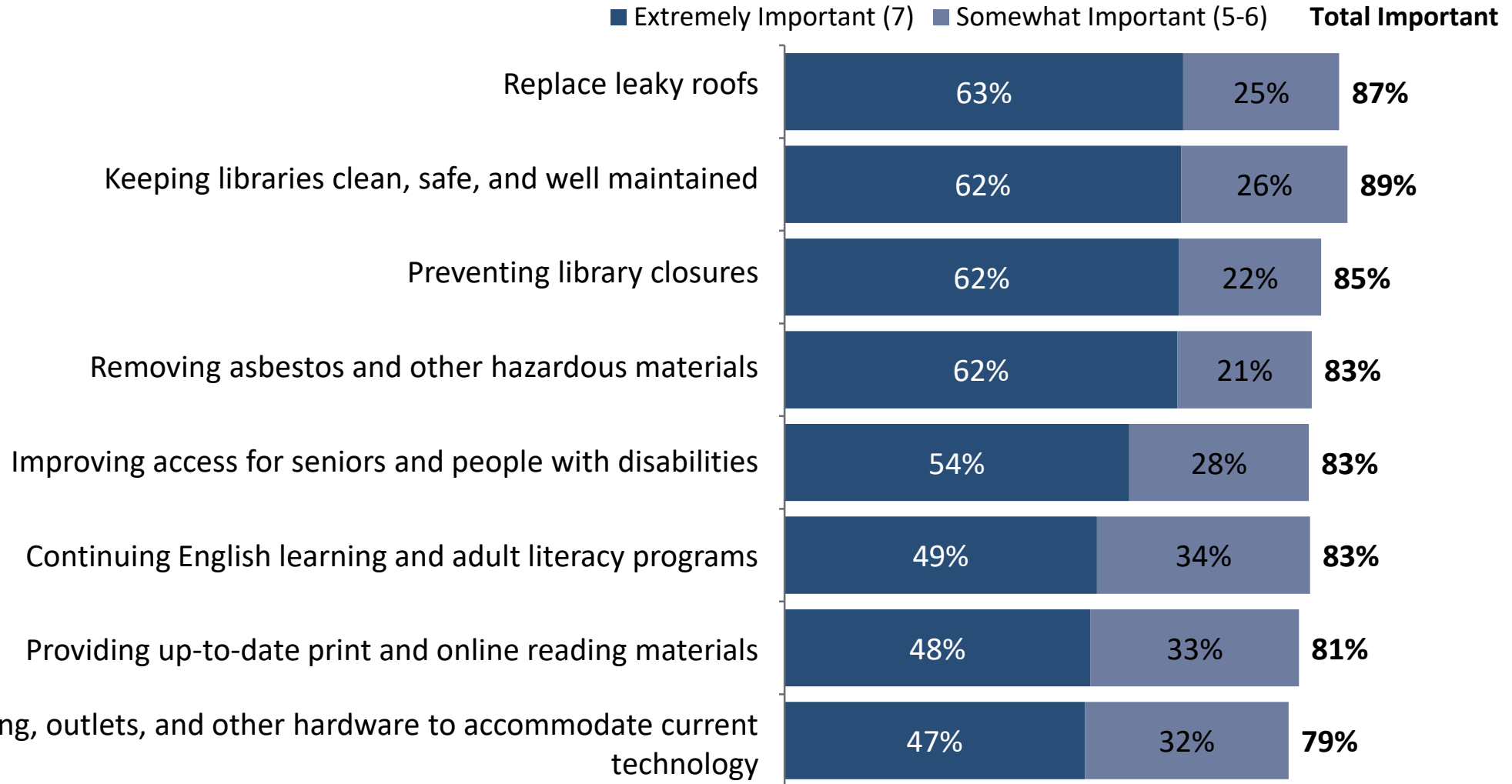
Shall the measure to upgrade/repair local Altadena libraries; improve access for seniors/people with disabilities; increase space for youth programs; continue literacy programs; maintain current library hours; by authorizing Altadena Library Community Facilities District No. 2020-1 (Facilities & Services) to levy **[\$0.07/\$0.10]**/square foot for single-family residences annually, with different rates for other property types, raising approximately **[\$1,800,000/\$2,600,000]** annually until ended by voters; bond issuance/appropriation limit of **[\$11,000,000/\$24,000,000]**; requiring oversight/audits, low-income exemptions, and all funds staying local be adopted?





# Top Projects

*Voters prioritize replacing leaky roofs, keeping libraries clean, safe, and well maintained, and preventing library closures.*



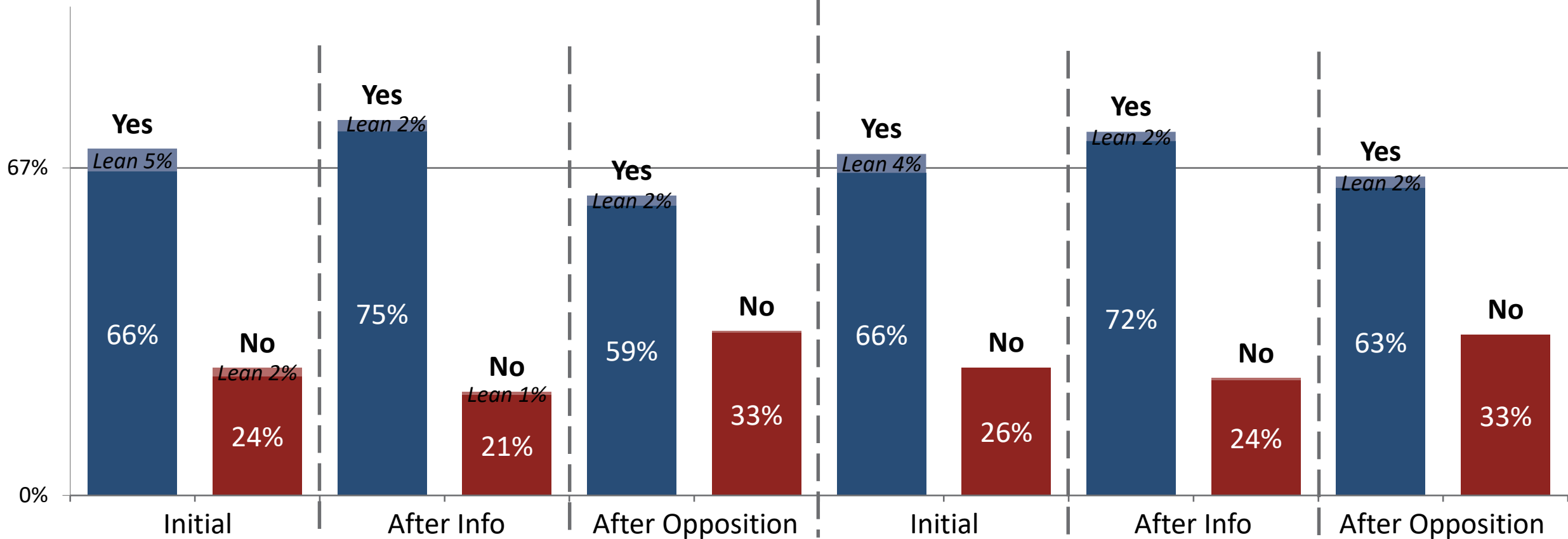
Q14-Q29. I'm going to read you a list of items that could be included in the Altadena Library District measure. After each one, please rate how important that item is to you, using a scale from 1 to 7 where 1 means not at all important, and 7 means extremely important.

# Vote Progression

Additional information helps to solidify support for a potential measure; however, potential opposition is also impactful.

**Sample A:**  
\$0.07/sq ft; \$11M bond limit

**Sample B:**  
\$0.10/sq ft; \$24M bond limit



Q44. If the election were held today, would you vote yes to approve or no to reject this measure?

Note: split-sample methodology used to test the measures separately & exclusively; each sample has ~302 interviews, MoE ± 5.6 % pts

# Conclusions & Recommendations

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- ▶ Voters value the Altadena libraries and recognize there is a need for more money with many trusting the District with tax dollars.
- ▶ Support today for a CFD measure hovers at the two-thirds threshold and is solidified when voters learn more.
- ▶ It is impossible to predict future voter mood in these volatile times; however, in the right environment, a CFD measure for the Altadena Library District could be feasible in November 2020.
- ▶ A robust, privately funded campaign effort is strongly recommended to communicate with voters about the need for and benefits of a measure.



**Emily Goodman**

[emily@emcresearch.com](mailto:emily@emcresearch.com)

510.550.8932

**Andie Morhous**

[andie@emcresearch.com](mailto:andie@emcresearch.com)

510.550.8808

**Altadena Library District  
Government Relations Liaison Report  
Betsy Kahn  
July 16, 2020**

Altadena Library District is a member of the California Special Districts Association (CSDA), governed by an 18-member Board consisting three representatives from each of six regional districts. ALD belongs to the “Southern Network,” and our current representatives are Arlene Schafer (Costa Mesa Sanitary District, Orange County), Don Bartz (Piñon Hills Community Services District, San Bernardino County), and Jo MacKenzie (Vista Irrigation District, San Diego County).

Arlene Schafer’s seat recently came up for election, and there were four candidates including Ms. Schafer as the incumbent. Since the election deadline was July 10, Nikki asked me to do some election research as the Government Relations Liaison, and to vote on behalf of the Board.

There were three other candidates besides Ms. Schafer: Ronald Coats, Daniel Jagger, and Greg Mills. After reading over all the candidate applications and statements, I concluded that Arlene Schafer deserved our vote of confidence to continue as our representative. She has had 12 years of experience on the CSDA Board (including terms as President, Vice-President, and Secretary, among other roles) and 20 years serving in various special districts. She has a special concern for both good governance and Trustee education, which our Board also values. I do not think that any of the other three candidates would have been a better choice.

# ELECT ARLENE SCHAFER CALIFORNIA SPECIAL DISTRICTS ASSOCIATION SOUTHERN NETWORK, SEAT C

## Arlene Schafer – Secretary Costa Mesa Sanitary District



### PREVIOUS EXPERIENCE

#### SERVING SPECIAL DISTRICTS

- ◆ OC LAFCO Chair
- ◆ CSDA Board President
- ◆ CSDA Board Vice President
- ◆ CSDA Board Secretary
- ◆ CSDA Finance Corporation
- ◆ CSDA Legislation Committee
- ◆ CSDA Fiscal Committee
- ◆ CSDA Membership Committee
- ◆ Independent Special Districts Orange County (ISDOC) Second Vice President

It has been an honor to serve as your Southern Network, Seat C representative for the past 12 years. I believe my 28 years of experience as a local government leader that includes 20 years serving special districts in a variety of different capacities makes me the best candidate. I believe it is important for CSDA to continue serving as an advocate for California special districts by informing the legislature and the public of the important and essential services we provide to our communities. Furthermore, I believe it's important for special districts to demonstrate good governance that will help earn the public's trust.

Currently, I am serving on the Board of Directors for the Costa Mesa Sanitary District (CMSD) where I have been a Board member for 20 years. CMSD provides solid waste and wastewater collection services to over 116,000 residents residing in the City of Costa Mesa and portions of Newport Beach and the unincorporated Orange County. I am proud to be part of an organization that has been a District of Distinction since 2009, earned the Transparency Certificate of Excellence and CMSD is one of few special districts in California that received Platinum Recognition in Special District Governance.

If re-elected, I will continue to collaborate with CSDA committees to ensure you have educational opportunities to enhance special district governance and help elevate public awareness of the role we play as the form of government closest and most directly accountable to our constituents. I believe my experience, knowledge, dedication and commitment to special districts will enable me to represent you well and I am asking for your vote and support. Please vote for Arlene Schafer by **July 10, 2020.**



## **BOARD OF LIBRARY TRUSTEES CALENDAR – 2020/2021**

JULY	Publicity for Trustees Election – Even Year Filing for Trustees Election – Even Year
AUGUST	Final Review of Previous Year Operating Plan
SEPTEMBER	Review CalPERS Benefits/ Open Enrollment Presentation: Summer Reading Program
OCTOBER	Health Care Premiums – Resolution – as needed Audit Report for Previous Fiscal Year
NOVEMBER	Annual Report for Previous Fiscal Year (Internal and External) Trustees Election – Even Year Conference: CLA Conference Schedule: Board Meetings for Following Year Schedule: Holidays for Following Year Quarterly Budget Review of Current Budget Event: Volunteer Recognition Event
DECEMBER	Election of Officers Appointment of Liaison to the Friends Board & Foundation Board and Government Relations Liaison Employee Recognition – Anniversaries on Five Year Milestones
JANUARY	Bank Signature Cards – as needed Boards Retreat Trustee Self-Assessment
FEBRUARY	Investment Policy Review Mid-Year Budget Review of current budget Mid-Year Operating Plan Review
MARCH	Conflict of Interest Forms Annual Review of Strategic Plan Preliminary Review of Operating Plan for Upcoming Year
APRIL	Auditor bids – every three years or as needed National Library Week Quarterly Budget Review of current budget
MAY	Preliminary Budget Review of Proposed Budget for forthcoming fiscal year Event: Friends Annual Meeting (June) Review Property and Earthquake Insurance
JUNE	Adoption of Final Budget for Upcoming Fiscal Year <ul style="list-style-type: none"><li>• Salary Schedule</li></ul> Approve Master Calendar for Board of Library Trustees for Following Fiscal Year Review Gann Appropriations Limit Resolution to ask Auditor/Controller of Los Angeles County to Prepare New tax roll for Account No. 57.12 Final Review of Operating Plan Objectives for the Coming Fiscal Year





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

**DEPARTMENT:** Administration

**MEETING DATE:** July 16, 2020

**PREPARED BY:** Nicole Fabry

**LOCATION:** Virtual Meeting

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**TITLE:** Review and Approval of NBS Government Finance Group Contract for Bonded CFD Formation Services

**BACKGROUND:** NBS has performed initial work on the CFD formation initiative that included data collection, revenue analysis, and coordinating with polling and outreach consultants to produce a CFD modeling memorandum.

Additional services are now required to continue with the CFD formation process. This includes determining District boundaries, performing rate modeling, determining rate and method of apportionment, mapping, preparing of reports and participation in any public hearings.

A detailed scope of services is included in Exhibit A of the contract following this report.

**FISCAL IMPACT**

The fiscal impact of these services is a consulting fee of \$13,000 and estimated expenses of \$1,050 for a total not to exceed \$14,050.

**RECOMMENDATION**

Staff recommends that the Board of Trustees review and approve the NBS Government Finance Group Contract for Bonded CFD Formation Services

# CONSULTING AGREEMENT

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This Consulting Agreement (Agreement) is made as of the \_\_\_\_ day of \_\_\_\_\_, 2020, by and between NBS GOVERNMENT FINANCE GROUP, a California corporation, dba "NBS" ("NBS"), and ALTADENA LIBRARY DISTRICT ("ALD").

## RECITALS

- A. The ALD desires to obtain certain consulting services for Bonded Community Facilities District ("CFD") Formation Services.
- B. The ALD desires to engage NBS as an independent contractor to perform such services on the terms and conditions set forth herein.

In consideration of the foregoing and of the mutual promises set forth herein, and intending to be legally bound, the parties hereto agree as follows:

## AGREEMENT

- Services.** NBS shall perform the scope of services described in Exhibit A, which is attached hereto and incorporated herein by reference ("Services"). Any other services required or requested by ALD shall be subject to mutual agreement of the parties and may be subject to additional scope of work and fee negotiations.
- Term.** The term of this Agreement shall commence when agreement is fully executed.
- Compensation.** Compensation to be paid by ALD to NBS shall be in accordance with the schedule set forth in Exhibit B, which is attached hereto and incorporated herein by reference. ALD and NBS recognize that the scope of the project may change from that defined in Exhibit A and that significant changes in the scope of services will require renegotiation of fees.
- Expenses.** Except certain billable expenses as set forth in Exhibit B, NBS will be responsible for all of its expenses incurred in performing the Services hereunder.
- Qualifications of NBS.** ALD has relied upon the professional training and ability of NBS to perform Services hereunder as a material inducement to enter into this Agreement. NBS shall therefore provide properly skilled professional and technical personnel to perform all Services under this Agreement. All work performed by NBS under this Agreement shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in NBS' field of expertise.
- Independent Contractor Status.** The relationship of NBS and ALD hereunder is an independent contractor relationship and nothing in this Agreement shall be construed to create any other relationship. No agent, employee, or representative of NBS shall be deemed to be an agent, employee, or representative of ALD for any purpose. NBS agrees that neither it nor any of its employees, is entitled to the rights or benefits afforded to ALD's employees, including disability or unemployment insurance, workers' compensation, medical insurance, sick leave, or any other employment benefit. NBS is responsible for providing, at its own expense, disability, unemployment, workers' compensation, training, permits, and licenses for its employees. NBS does not have, nor shall it hold itself out as having, any right, power or authority to create any contract or obligation, either express or implied, on behalf of, in the name of, or binding ALD.

7. Income Taxes. NBS is responsible for paying when due all federal, state and local income taxes, incurred as a result of the compensation paid by ALD to NBS for Services under this Agreement. NBS agrees to indemnify ALD for any claims, costs, losses, fees, penalties, interest, or damages suffered by ALD resulting from NBS' failure to comply with this provision.

8. Insurance Requirements. NBS, at its own cost and expense, shall procure and maintain, for the duration of this Agreement, commercial general liability insurance (said insurance shall have a limit for each occurrence of at least Two Million Dollars (\$2,000,000), and Four Million Dollars \$4,000,000 aggregate) naming Altadena Library District as additional insureds, in connection with NBS' activities, officers, employees, officials, agents, officers, staff and Board members), workers' compensation insurance and employer's liability insurance as required by the State of California (said insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease), and professional errors and omissions liability insurance (said insurance shall cover NBS' performance under this Agreement with a limit of liability of at least Two Million Dollars (\$2,000,000) for any one claim and aggregate), and automobile insurance with a limit of at least One Million Dollars (\$1,000,000). Prior to commencement of the Services, NBS shall deliver to ALD a Certificate of Insurance evidencing compliance with this paragraph. The certificate shall stipulate that advance written notice of cancellation of the required policy shall be given to the ALD by any and all insurance companies.

9. ALD's Responsibilities. The ALD shall furnish NBS with any pertinent information that is available to ALD and applicable to the Services. The ALD shall designate a person to act with authority on its behalf in respect to the Services. The ALD shall promptly respond to NBS' requests for reviews and approvals of its work, and to its requests for decisions related to the Services. ALD understands and agrees that NBS is entitled to rely on all information, data and documents (collectively, "Information") supplied to NBS by ALD or any of its agents, contractors or proxies or obtained by NBS from other usual and customary sources including other government sources or proxies as being accurate and correct and NBS will have no obligation to confirm that such Information is correct and that NBS will have no liability to ALD or any third party if such Information is not correct.

10. Indemnification. NBS shall defend, indemnify and hold harmless ALD, its officers, employees, officials and agents from and against all claims, demands, losses, liabilities, costs and expenses, including reasonable attorneys' fees, (collectively "Liabilities") arising out of or resulting from the negligence or willful misconduct of NBS or a breach by NBS of its obligations under this Agreement, except to the extent such Liabilities are caused by the negligence or willful misconduct of ALD. NBS will not be liable to the ALD or anyone who may claim any right due to a relationship with ALD, for any acts or omissions in the performance of Services under this Agreement, unless those acts or omissions are due to the negligence or willful misconduct of NBS. Except in the case of NBS' negligence, willful misconduct or breach of its obligations under this Agreement, ALD shall defend, indemnify and hold harmless NBS, its officers, directors, shareholders, employees and agents from and against all Liabilities to the extent that such Liabilities arise out of NBS performing Services pursuant to the terms of this Agreement, including, without limitation, any Liabilities arising as a result of ALD or any of its agents or contractors supplying incorrect Information or documentation to NBS. The provisions of this Section 10 shall survive termination of this Agreement.

11. Limitation of Liabilities. ALD hereby agrees that to the fullest extent permitted by law, NBS' total liability to ALD for any and all injuries, claims losses, expenses or damages whatsoever arising out of or in any way related to NBS' Services under this Agreement from any cause or causes, including but not limited to NBS' negligence, errors, omissions or breach of contract (hereafter "ALD claims") shall not exceed the total sum paid on behalf of or to NBS by NBS' insurers in settlement or satisfaction

of ALD claims under the terms and conditions of NBS' insurance policies applicable thereto. The provisions of this Section 11 shall survive termination of this Agreement.

12. Equal Opportunity Employment. NBS represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, disability, ancestry, sex, gender identity, sexual orientation, or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

13. Attorneys' Fees. In the event of any action or other proceeding, including arbitration or other non-judicial proceedings, arising from, in, under or concerning this Agreement and any amendment thereof, including, without limiting the generality of the foregoing, any claimed breach hereof, the prevailing party in such action or proceeding shall be entitled to recover from the other party in such action or proceeding, such sum as the court shall fix as reasonable attorneys' fees incurred by such prevailing party.

14. Compliance with Law. In connection with the services rendered hereunder, NBS agrees to abide by all federal, state, and local laws, ordinances and regulations.

15. Entire Agreement; Amendment. This Agreement, including the Exhibits attached hereto, constitutes the final, complete and exclusive statement of the terms of the agreement between ALD and NBS with respect to the transactions contemplated hereby and supersedes all prior and contemporaneous agreements, arrangements or understandings between them with respect thereto. This Agreement may not be amended, modified or changed except by instruments in writing signed by all of the parties hereto.

16. Nonwaiver. No failure or neglect of either party hereto in any instance to exercise any right, power or privilege hereunder or under law shall constitute a waiver of any other right, power or privilege or of the same right, power or privilege in any other instance. All waivers by either party hereto must be contained in a written instrument signed by the party to be charged.

17. Controlling Law; Jurisdiction. This Agreement shall be construed and enforced in accordance with the laws of the State of California without reference to its choice of law provisions. The parties hereto hereby irrevocably waive any objection, including, without limitation, any objection to the laying of venue or based on *Forum Non Conveniens*, which it may now or hereafter have to the bringing of any action or proceeding in the manner, or in any of the jurisdictions, provided herein.

18. Counterparts. This Agreement may be executed in any number of counterparts and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one agreement.

19. Further Assurances. The parties shall at their own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to carry out the intent and purposes of this Agreement.

20. Successors and Assigns. NBS and ALD each binds itself, its partners, its successors, legal representatives and assigns to the other party of this Agreement and to the partners, successors, legal representatives and assigns of such other party in respect of all covenants and agreements contained herein.

21. Notices. All notices, requests, demands, and other communications required to or permitted to be given under this Agreement shall be in writing and shall be conclusively deemed to have been duly given (a) when hand delivered to the other party; or (b) when received when sent by e-mail or facsimile at the address and number set forth below (provided, however, that the receiving party confirms receipt of such notice by e-mail, facsimile or any other method permitted hereunder, and that any notice given by e-mail or facsimile shall be deemed received on the next business day if such notice is received after 5:00 p.m. (recipient's time) or on a non-business day); or (c) three business days after the same have been deposited in a United States post office with first class or certified mail return receipt requested postage prepaid and addressed to the parties as set forth below; or (d) the next business day after same has been deposited with a reputable overnight delivery service reasonably known by the parties (such as FedEx, DHL WorldWide Express, California Overnight, USPS Priority Mail Express, etc.), postage prepaid, addressed to the parties as set forth below with next-business-day delivery guaranteed, provided that the sending party receives a confirmation of delivery from the delivery service provider.

If to NBS:

NBS Government Finance Group  
Attention: Michael Rentner, Chief Executive Officer  
32605 Temecula Parkway, Suite 100  
Temecula, CA 92592  
Telephone: (951) 296-1997  
Fax No.: (951) 296-1998  
E-Mail: mrentner@nbsgov.com

If to ALD:

Altadena Library District  
Attention: Nicole Fabry, Business Manager  
600 E. Mariposa Street  
Altadena, CA 91001  
Telephone: (626) 798-0833 Ext. 111  
E-Mail: nfabry@altadenalibrary.org

22. References and Titles. All references in this Agreement to Articles, Sections, Subsections and other subdivisions refer to corresponding Articles, Sections, Subsections and other subdivisions of this Agreement unless expressly provided otherwise. Titles appearing at the beginning of any subdivision are for convenience only and do not constitute any part of such subdivision and shall be disregarded in construing the language contained in such subdivision. The words this Agreement, this instrument, herein, hereof, hereby, hereunder, and words of similar import refer to this Agreement as a whole and not to any particular subdivision unless expressly so limited. Pronouns in masculine, feminine and neuter genders shall be construed to include any other gender, and words in the singular form shall be construed to include the plural and vice versa, unless the context otherwise requires.

23. Time. Time is of the essence.

24. No Third Party Beneficiaries. Nothing contained in this Agreement is intended to and nothing contained herein shall be interpreted to confer on any party the rights of a third party beneficiary and this Agreement shall be for the sole benefit of the parties hereto.

25. Severability. If any term, covenant, condition or provision of this Agreement, or the application thereof to any person or circumstances is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will, nevertheless, continue in full force and effect without being impaired or invalidated in any way.


26. Language. The language of this Agreement shall be construed as a whole and in accordance with the fair meaning of the language used. The language of this Agreement shall not be strictly construed against either party based upon the fact that either party drafted or was principally responsible for drafting this Agreement or any specific term or condition hereof.

27. Termination. This Agreement may be terminated by either party by giving thirty (30) business days written notice to the other party of its intent to terminate this Agreement. Upon termination, NBS shall be entitled to compensation for services performed up to the effective date of termination and ALD shall be entitled to all work performed to that date.

IN WITNESS WHEREOF, ALD and NBS have executed this Agreement on the day and year first above written.

**CONSULTANT**

NBS GOVERNMENT FINANCE GROUP,  
a California corporation, dba NBS

By:   
Name: Michael Rentner  
Title: Chief Executive Officer  
Date: June 5, 2020

**CLIENT**

ALTADENA LIBRARY DISTRICT

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Attachments:

- Exhibit A: Consultant Scope of Services
- Exhibit B: Compensation for Services
- Exhibit C: Municipal Advisor Disclosure

# EXHIBIT A

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## CONSULTANT SCOPE OF SERVICES

### **Bonded Community Facilities District (“CFD”) Formation Services With Registered Voter Vote**

#### **KICK-OFF MEETING, PROJECT SCHEDULE**

NBS will meet with ALD staff, legal counsel, financial advisor and other interested parties to:

- Establish lines of communication
- Clarify the specific project goals and criteria that will meet the ALD’s preference
- Identify and resolve any special circumstances regarding the formation of the CFD
- Develop project schedules to meet legal requirements and provide for effective interaction of all involved parties
- Establish meeting dates consistent with schedule to achieve project milestones

#### **LOCAL GOALS & POLICIES**

NBS will review existing local goals and policies or assist the ALD in developing local goals and policies for the use of CFDs, as required by the Mello-Roos Community Facilities Act of 1982 (the “Act”).

#### **DATA COLLECTION**

NBS will gather and review data relevant to the formation of the CFD. Data will be obtained from various sources, including ALD records, Assessor’s parcel maps, and County Assessor information.

#### **DISTRICT BOUNDARIES**

NBS will make determinations of the property subject to the Special Tax.

- Establish boundaries for the CFD, giving consideration to both the project area and peripheral lands
- Verify ownership based on last equalized tax roll
- Formulate concepts with viable alternatives for spreading costs reasonably within the CFD boundary

#### **COST ESTIMATE**

NBS will obtain the estimate of project costs and incidental expenses and prepare a total project Cost Estimate.

#### **RATE MODELING**

NBS will analyze the property data and cost estimate to formulate concepts with viable alternatives for spreading costs reasonable within the CFD boundary, taking into account the overlapping debt, value to lien and overall tax burden on the property.



## **RATE AND METHOD OF APPORTIONMENT**

NBS will formulate and present the Rate and Method of Apportionment to the ALD, legal counsel, the financial advisor and others, as appropriate.

## **MAPPING**

NBS will prepare the Boundary Map and related documents and present to the ALD as required by the Act.

## **INTENT MEETING**

NBS will present to Board of Directors and the public regarding the CFD formation process, the analysis that led to the setting of CFD special tax rates, and the methodology developed for the special tax.

## **CFD REPORT**

Based on the results of the aforementioned reviews, discussions and modifications, NBS will prepare a detailed written report including the Cost Estimate, the Rate and Method of Apportionment and the Boundary Map and present to the ALD, legal counsel, the financial advisor and property owners. NBS will file the Special Tax Report with the Secretary of the Board.

## **PUBLIC HEARING**

NBS will present all necessary testimony and respond to public comments regarding the district formation proceedings.

## **ELECTION**

NBS will work with the election official to provide necessary data and documents related to a registered voter election.

# EXHIBIT B

## COMPENSATION FOR SERVICES

### Bonded CFD Formation Services

Consulting Fee.....	\$ 13,000
Estimated Expenses (1).....	\$ 1,050
Total Not to Exceed.....	\$ 14,050

(1) See description of expenses below

### EXPENSES

Customary out-of-pocket expenses will be billed to the ALD at actual cost to NBS. These expenses may include, but not be limited to, mailing fulfillment, postage, reproduction, telephone, travel, meals and various third-party charges for data, maps, and recording fees.

### ADDITIONAL SERVICES

The following table shows our current hourly rates. Additional services authorized by the ALD but not included in the scope of services will be billed at this rate or the then applicable hourly rate.

Title	Hourly Rate
Director	\$225
Associate Director	\$210
Senior Consultant / Manager	\$175
Consultant	\$155
Analyst	\$130
Clerical/Support	\$105

### TERMS

Consulting services will be invoiced on a monthly basis. Expenses will be itemized and included in the next regular invoice. If the project is prematurely terminated by either party, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days simple interest will begin to accrue at the rate of 1.5% per month. Either party may cancel this contract with 30 days written notice.

# EXHIBIT C

## MUNICIPAL ADVISOR DISCLOSURE

### DISCLOSURE OF CONFLICTS OF INTEREST AND LEGAL OR DISCIPLINARY EVENTS

Pursuant to Municipal Securities Rulemaking Board (“MSRB”) Rule G-42, on Duties of Non-Solicitor Municipal Advisors, Municipal Advisors are required to make certain written disclosures to clients and potential clients which include, amongst other things, Conflicts of Interest and any Legal or Disciplinary events of NBS and its associated persons.

#### CONFLICTS OF INTEREST

##### Compensation

NBS represents that in connection with the issuance of municipal securities, NBS may receive compensation from an Issuer or Obligated Person for services rendered, which compensation is contingent upon the successful closing of a transaction and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, NBS hereby discloses that such contingent and/or transactional compensation may present a potential conflict of interest regarding NBS’ ability to provide unbiased advice to enter into such transaction. This conflict of interest will not impair NBS’ ability to render unbiased and competent advice or to fulfill its fiduciary duty to the Issuer.

It should be noted that other forms of compensation (i.e. hourly or fixed fee based) may also present a potential conflict of interest regarding NBS’ ability to provide advice regarding a municipal security transaction. These other potential conflicts of interest will not impair NBS’ ability to render unbiased and competent advice or to fulfill its fiduciary duty to the Issuer.

##### Other Municipal Advisor Relationships

NBS serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of another NBS client. For example, NBS serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to Altadena Library District. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, NBS could potentially face a conflict of interest arising from these competing client interests. NBS fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with Altadena Library District.

If NBS becomes aware of any additional potential or actual conflict of interest after this disclosure, NBS will disclose the detailed information in writing to the issuer or obligated person in a timely manner.

#### LEGAL OR DISCIPLINARY EVENTS

NBS does not have any legal events or disciplinary history on NBS’ Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation. The Issuer may electronically access NBS’ most recent Form MA and each most recent Form MA-I filed with the Commission at the following website: [www.sec.gov/edgar/searchedgar/companysearch.html](http://www.sec.gov/edgar/searchedgar/companysearch.html).

There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC. If any material legal or regulatory action is brought against NBS, NBS will provide complete disclosure to the Issuer in detail allowing the Issuer to evaluate NBS, its management and personnel.



**BOARD OF LIBRARY TRUSTEES  
ART RESTORATION RFP REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** July 16, 2020

**PREPARED BY:** Nikki Winslow

**LOCATION:** Virtual Meeting

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**TITLE:** Review and Approval of Contract to perform Art Restoration on George Gardner Symon's *Millard Canyon at Granite Gate* painting

**BACKGROUND:** At the March 25, 2019 Board of Trustees meeting, the staff were directed to pursue an assessment of the George Gardner Symons painting that is currently installed above the Friend's bookstore. Linnaea Saunders, owner of The Conservator's Easel, LLC., completed a comprehensive assessment and provided an examination report and treatment proposal. The estimated cost to bring the painting to its original splendor by addressing structural and aesthetic concerns was \$15,000 - \$18,000.

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

The Altadena Library Foundation has received a donation of \$10,000 to go towards this art restoration effort.

A Request for Proposals (RFP) for this Art Restoration was approved by the Board on February 24, 2020. Staff then posted the RFP on the District's website and shared it on other art email list-servs to solicit proposals from art conservationists. The due date for these RFPs was April 24, 2020 but was extended to June 26, 2020 so potential conservationists would have a chance to review the painting if they requested to do so. We received two proposals by the June 26 deadline. Both follow this staff report.

Both art conservationists have agreed to present at this Board meeting to review their proposals with the Trustees. Trustees are encouraged to review their proposals and prepare any questions they may have prior to the meeting so they can ask those during their presentations.

**FISCAL IMPACT:** If Kamila Korbela is selected to complete the work, the fiscal impact would be up to \$10,500. If Linnaea Saunders is selected to complete the work, the fiscal impact would be up to \$43,625, with a \$20,000 down payment required to initiate the work. The Foundation does have the \$10,000 donation to put towards this cost.

**STAFF RECOMMENDATION:** Staff recommends that the Board of Trustees review and approve the contract of one of the art conservationists to begin work on restoring the George Gardner Symons painting.



## Treatment proposal

Artist: George Gardner Symons

Title: Millard Canyon at Granite Gate

Date: 1896

Media/Support: Oil on canvas

Dimensions: 70 1/4 in H x 50 1/4 in W

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

Prepared by: Kamila M. Korbela, Founder and Principal Art Conservator  
4810 Venice Boulevard, Los Angeles CA 90019

May 28, 2020

Proposal number: 205

## Objective

Please refer to L. E. Saunder's report on notes on condition.

## Goals

Stabilization of the original artwork and achieving a final appearance that is consistent over the whole artwork.

## PROJECT OUTLINE WITH TIMELINE (EXPRESSED IN HR)

1. Packing and transportation of the work. 2hr
2. Photography in high resolution (Overall, details) - before, during and after treatment. 1hr
3. Removal and encapsulation of all labels from reverse of the stretcher and frame. Securing of labels on new, archival backing board. 1hr
4. Un-framing of painting. 1/2 hr
5. Consolidation of lifting and insecure paint using Sturgeon Glue (Isinglass) from dried sturgeon bladders of the highest quality. The adhesive can be applied directly to that area which has been pre-wet with a small amount of ethyl alcohol to improve the adhesive's flow into areas of insecurity within the layer stratigraphy. Sturgeon glue is typically applied with a small brush as a very tiny drop that is then guided under the edges of lifting paint. Excess adhesive is then removed with a damp cotton swab (distilled water) and then heat set using a heated micro-spatula through silicone released Mylar. 5 hr
6. Removal of canvas from the stretcher bars and temporary attachment of painting to a work surface using magnets. The temporary attachment enables the initial cleaning as well as the proper treatment of tears. 2hr
7. Removal of dust and dirt from the reverse of the canvas using a HEPA vacuum cleaner and vulcanized latex sponges. 1/2hr
8. Removal of three old canvas patches and wax in these areas. Although the canvas patches have not yet transferred as impressions to the front of the canvas, they will need to be removed in order to avoid their impression in the future. The areas require additional cleaning from adhesive rests using mechanical techniques and hydrocarbon solvents. 1hr
9. Repair of canvas tears. Tears in the canvas will need to be realigned and addressed with a patch of extremely thin, yet strong Japanese tissue to structurally strengthen the torn area. The canvas of the painting is brittle and locally infused with adhesive and, therefore, not a good candidate for the Heiber method that aims to reestablish the continuity of the weave. Thread by thread tear repair is also a labor intensive and time consuming technique and in spite of being appropriate for many torn paintings, sometimes is not a cost effective and appropriate treatment. 3hr
10. Planar deformation will need to be flattened with the controlled introduction of moisture through blotters and weights without compromising the paint structure. 1hr



11. The edges of the canvas are wearing away and the painting cannot properly be re-stretched. A strip of canvas needs to be applied to reinforce the original edges (so called strip-lining). Measurements are taken of the margins and the new canvas is cut, prepared and ironed out. The adhesive is also measured and cut into strips, and subsequently ironed onto the new canvas. 4hr
12. Removal of embedded dirt from the varnished surface using an aqueous solution adjusted to pH, conductivity, surfactancy, chelation and/or viscosity. Cotton swabs dampened with the engineered cleaning solution can be rolled over the entire surface to lift off embedded dirt. The dirt interferes with the imagery and its removal reduces the potential for damage to the varnished paint surface by removing foreign material which can be abrasive, acidic, hygroscopic, or degradative. 4hr
13. There is no benefit to removing and replacing the varnish at this point in time, as it still fulfills its protective and optical functions. Dull areas can be resaturated by applying varnish locally. The varnish is being applied with brushes or a tampon and feathered out to match its overall appearance. 2hr
14. Optional: If the varnish is wished to be removed/reduced testing is necessary to allow for determining which solvent is appropriate for its removal. A ballpark for cleaning a painting of this size is provided, but may require additional adjustment as outlined in the contract details below. 16+hr
15. Most retouching integrates well and some areas will require locally adjusted with conservation grade inpainting colors and local varnishing to adjust the gloss, noticeably in the sky and along the bottom edge. New areas of loss will also need to be filled, inpainted and locally varnished. 8hr
16. The new canvas can eventually be correctly aligned against the stretcher and attached to the stretcher with staples (or nails if those are preferred). The stretcher is not original to the painting, but has historic value to the work and shall be reused. It will require to be reinforced with stabilizing bracing. 2hr
17. A nonacidic backing board should be attached to the reverse of the stretcher to protect the painting. 1/2hr

Frame:

- A. Removal of dirt using dry cleaning methods. 2hr
- B. Prepare frame rebate with felt tape and reframe painting using appropriate hanging hardware that is earthquake proof. 1hr
- C. Recommendations for install and placement within the building envelope. 1hr

# PROJECT BUDGET

## Paintings Conservation

The treatment is proposed as outlined below. Conservation documentation is object specific and consists of written and pictorial records of examination, sampling, scientific investigation and treatment of the object. It is considered to be an integral part of a conservation professional's legal and ethical obligations as articulated in the [AIC's Code of Ethics and Guidelines of Practice](#).

Description	Quantity	Unit Price	Cost
1	2	\$250	\$500
2	1	\$250	\$250
3	1	\$250	\$250
4	1	\$250	\$125
5	5	\$250	\$1,250
6	2	\$250	\$500
7	1	\$250	\$125
8	1	\$250	\$250
9	3	\$250	\$750
10	1	\$250	\$250
11	4	\$250	\$1,000
12	4	\$250	\$1,000
13	2	\$250	\$500
14	n/a	\$250	n/a
15	8	\$250	\$2,000
16	2	\$250	\$500
17	1	\$250	\$250
A	2	\$250	\$500
B	1	\$250	\$250

Description	Quantity	Unit Price	Cost
C	1	\$250	\$250
<b>Total</b>			<b>\$10,500</b>

THIS ESTIMATE IS VALID FOR SIX MONTHS FROM THE DATE HEREOF

It is understood and agreed between the parties to this contract that LA ART LABS may modify or halt any services should new or unexpected problems arise. LA ART LABS may submit to the Depositor a new estimate if the problems are more difficult and time-consuming than apparent at first. LA ART LABS is under no obligation to continue services until receives acceptance by the Depositor of the revised estimate. FULL PAYMENT SHALL BE DUE UPON THE DATE OF COMPLETION OF THE SERVICE(S) DESCRIBED ABOVE AS INDICATED BY INVOICE.

**AUTHORIZATION** The undersigned Depositor hereby requests and authorizes LA ART LABS, hereinafter called the LAAL, to perform the service(s) set forth above, subject to all of the terms and conditions appearing herein, including those appearing on the reverse side hereof, including receiving, examining, photographing, making x-ray radiographs and taking specimens for analysis from the object(s) described above as LAAL finds necessary in order to supply the information requested, or carry out the above proposed treatment, as applicable.

The undersigned represents, certifies and warrants that it is the sole owner of the object(s) described above or that it has been duly authorized by the owner to instruct LAAL to carry out the above proposed service(s). The undersigned further agrees to indemnify and hold harmless LAAL from all claims and demands of any such owner for loss or damage to such object(s) however occasioned and whether or not due to the negligence or default of LAAL.

The undersigned expressly acknowledges that it has read and understood the estimate and all of the terms and conditions herein, including those appearing on the reserve side hereof. In addition to any and all other legal remedies available, the undersigned authorizes LAAL to have a lien on the object(s) described above for all charges for services. The undersigned further agrees to pay a storage fee of \$120 per month in the event that the object(s) described above is left more than 30 days after notification that the service(s) is complete.

The above request for service and/or proposal for treatment is accepted by LA ART LABS.

Date: \_\_\_\_\_ Depositor: \_\_\_\_\_  
 Date: \_\_\_\_\_ LAAL: \_\_\_\_\_

LAAL is undertaking these services because they assist our educational activities and are in furtherance of the goals stated in our bylaws. If the object(s) is being accepted from a private individual, it is because of the special education value or problem described here:

**NOTES**

- Beyond the services here authorized no other treatment of an object will be undertaken until LAAL receives other Proposals for Service approved in writing by the depositor.
- Facts produced by technical examination may have a bearing on the date or provenance of an object, but LAAL cannot and does not give opinions or issue statements on questions of style, authorship or monetary value of an object.
- Laboratory records of examinations and treatments of objects are kept on file at LAAL and are treated as confidential. Transcripts of such records will be furnished at cost but only on written order of the owner of those objects. In the event that ownership of such objects has been transferred since their release from LAAL, LAAL may ask for proof of ownership before supplying such transcripts.
- The goal of LAAL and its agents is to maintain the highest standards in art conservation. The conditions listed below are included to protect both the depositor and LAAL.

**CONDITIONS**

LA ART LABS, hereinafter called LAAL, is a company formed for the purpose of furthering conservation in relation to works of art and objects of cultural interest, and for the purpose of assisting and rendering conservation services to

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primarily charitable and educational institutions. LAAL carries limited insurance on the property of depositors. Its acceptance of objects for examination or treatment is therefore subject to the following express terms and conditions.

1. Objects forwarded to LAAL are at the sole risk of the depositor at all times. The depositor hereby waives and releases any and all claims which may hereafter arise against LAAL for damage to or loss of or related to such objects however occasioned and whether or not due to the negligence or default of LAAL or its trustees, officers, or employees.
2. In consideration of the furnishing of requested transcripts of records of examination and treatment, reports or opinions concerning objects, the depositor agrees to indemnify LAAL, its Member Museums, their agents officers and employees from any and all liability in the event of any claim by any other persons based in any way upon the rendition of such records, reports or opinions, and further agrees that such transcripts, reports or opinions are intended to be used for scientific and educational purposes only.
3. Objects will be released by LAAL only to the depositor. Release to any other than the depositor will be made only upon written authorization of the depositor. If any object is not the property of the depositor, then the owner of the object must countersign such authorization.
4. In the event of danger of serious damage to the objects listed on the face of this form, whether arising from an Act of God, riot or other violence, or as a result of prevailing international conditions including a threat of military violence, or to other similar or dissimilar causes, LAAL will be free to determine the course to be followed with respect to protecting or removing these objects and storing them, and any such determination shall be final and shall not subject LAAL, its Member Museums, their officers, agents and employees to any liability whatever. Any reasonable cost of such protection, removal or storage shall be reimbursed to LAAL by the depositor.
5. The provisions hereof shall be binding upon the depositor or other owner and on their respective heirs, legal representatives and assigns.
6. California law shall govern the relationship of the parties hereunder
7. LAAL may, but is not obligated to request from anyone signing on behalf of a depositor evidence satisfactory to LAAL of authority to act on depositor's behalf and to bind depositor to the conditions hereof.
8. A storage fee will be charged for any object left one month past notification of completion of services. The storage fee will be charged for each month thereafter that the object is in the possession of LAAL. At any time after six months the object may, at the discretion of LAAL, be considered abandoned property and sold in lieu of payment, as described below.
9. If the object described herein remains unclaimed for 180 days after the date the depositor is notified that service is completed, LAAL will make reasonable efforts to contact the depositor, including written correspondence to the address provided to LAAL, requesting the depositor to remove the object from LAAL premises. Under the terms of the California Civil Code, a special lien shall attach to the object for the compensation to LAAL for the service(s) performed. Following the depositor's failure to respond to such notifications, LAAL may publish a public notice in a newspaper of general circulation in Los Angeles, and proceed to sell the property to satisfy the lien and costs of sale at the public auction. Within 20 days after the sale, the depositor may redeem and re-acquire the property sold to satisfy the lien by payment of:
  - (a) the sales price plus
  - (b) all costs and expenses of the sale
  - (c) the costs of the services, and
  - (d) interest at the rate of 10% from due dateIf the depositor does not redeem the property, the proceeds of the public auction will be applied to the discharge of the lien and the cost of keeping and selling the property and any remainder will be paid to the depositor.
10. Both the depositor and LAAL understand and fully recognize the inherent risks and sensitive nature of the service(s) requested. Although care and professional standards are maintained by LAAL, the success, effectiveness and results of any conservation service cannot be guaranteed. No warranty of any kind is given by the LA ART LABS for any of the service(s) performed pursuant to this request and proposal, and none shall be implied at law or by the terms hereof.

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# CV

## Bio

I have been treating paintings and sculptures in encyclopedic collections in Europe and America for 15 years. As a **Professional Associate of the American Institute of Conservation (AIC) and with a strong museum background**, I enshrine the highest attainable standard in compliance with AIC's code of ethics and guidelines for practice. I employ scientific techniques and instrumentation in the planning and implementation of museum-quality conservation treatments, and carry out research into the methods and materials used by artists.

### **La Art Labs | Founder and Principal Conservator**

Los Angeles, CA - since September 2018

- Study and conservation of various international paintings and sculptures.
- Exhibition installs and deinstalls.
- Preparation of artworks for transit or storage.
- Conservation surveys.
- Grant writing.
- Interdisciplinary research, momentarily with a focus on environmental monitoring.

Clients: Annenberg Trust, Los Angeles County Museum of Art, Museum of Contemporary Art, the Broad, the Metropolitan Museum, Legion of Honor (Fine Art museums in San Francisco), National Gallery of Victoria etc.

### **Specialist Advisor (Enabled through the Getty Foundation's Conserving Canvas grant)**

Los Angeles, CA; Santiago, Chile - since June 2019

- Treatment and project consulting. Frank Stella, Isfahan II (1986).
- In-person specialist meeting on site. Hosting six training/workshop days with a team of Chilean conservators and 30 conservators from South America at the Museo de la Solidaridad Salvador Allende in Santiago.

## Employment History Highlights

### **Los Angeles County Museum of Art**

Los Angeles, CA - September 2015 - September 2018

- Study and conservation of various international paintings and sculptures.
- Interdisciplinary research.
- Exhibition installs and deinstalls.
- Gallery maintenance.
- Conservation surveys.
- Art authentication.
- Courier travel.
- Preparation of the scholarly catalog of the Ahmanson collection.
- Assisting in the re-housing of LACMA's paintings collection.
- Project supervision of interns and fellows.

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## **Balboa Art Conservation Center**

San Diego, CA - August 2013 - September 2014

- Study and conservation of various international paintings and sculptures.
- Conservation surveys.
- Art authentication.
- Research of sculptural Spanish colonial art in Alta California.

## **National Gallery of Denmark**

Copenhagen, Denmark - September 2011 - August 2013

- Study and conservation of various international paintings and sculptures.
- Interdisciplinary research.
- Gallery maintenance.
- Conservation surveys.
- Courier travel.
- In-depth research into five paintings by Edvard Munch and their selective treatment.

## **German Government**

Ludwigsburg, Germany - September 2006 - September 2008

- Study and conservation of various international paintings and sculptures under the supervision of the conservation center director Dr. Felix Muhle.
- Exhibition installs and deinstalls.
- Gallery maintenance.
- Conservation surveys.
- Art authentication.
- Courier travel.

## **Education**

**Akademie der Bildenden Kuenste in Stuttgart, Stuttgart, Germany**

**Dipl. Rest. in Paintings and Sculpture Conservation**

(equivalent to the American M.A.) - 2008-2013

I completed graduate training in conservation with a specialization in paintings and sculptures, and benefited from internship placements (3-4 months) at the Paintings Conservation Departments of the Staatsgalerie Stuttgart (2010, 2012), the Wallraf-Richartz-Museum & Fondation Corboud in Cologne (2011), the Universal Museum in Graz (2010, 2011), the Swiss government (2011) and the German government (2011, 2008, 2009).

## **Professional affiliations**

- German Association of Restorers (VDR)
- American Institute for Conservation of Historic and Artistic Works (AIC)
  - **Professional Associate of AIC**
  - **Recipient of the 2018 FAIC Individual Professional Development Scholarship Award**



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- The Western Association for Art Conservation (WACC)
  - International Network for the Conservation of Contemporary Art (INCCA)

### Publications and public outreach

K. Korbela, Frank Stella, pintura moderna, fluorescencias y planos de color, Conferencias en Dialogo in Santiago, Chile [presentation], 09/03/2019 and 09/05/2019.

K. Zavistovski, D. Menveg, K. Korbela, Bringing the Collection to Life: Going Beyond What you See with Frank Stella's Works, in: Insider, Los Angeles, LACMA, 2019.

Ahmanson catalogue (2015-2018) - preparation of the scholarly catalogue of the Ahmanson collection, consisting of old masters and early modern works of art, by providing new and organizing existing technical information. To be published.

K. Korbela, *Fungal Infestation of Stella's day-light fluorescent canvas paintings from the 1960s*, Annual WACC Meeting in Abiquiu [presentation], 08/28/2018.

K. Korbela, *Frank Stella's early canvas painting 'Bampur'*, Junior Curatorial Forum in Los Angeles [presentation], 03/03/2018.

K. Korbela, Edvard Munch's painting technique and/or environmental influences: creation of a foundation for conservation interventions, in T. Froysaker, N. L.W. Streeton, H. Kutzke, F. Hanssen-Bauer, B. Topalova-Casadiago, (eds), *Public Paintings by Edvard Munch and his Contemporaries: Change and Conservation Challenges*, London, Archetype Publications, 2015, pp. 241-257.

K. Korbela, *Artist's technique and/or environmental influences: developing a preservation strategy for two problematic paintings by Edvard Munch*, MUNCH150 Conference in Oslo, [web content], 11/06/2014, [http://www.hf.uio.no/iakh/english/research/projects/aula-project/munch-150/poster-abstracts/korbela\\_munch150\\_poster\\_abstract.pdf](http://www.hf.uio.no/iakh/english/research/projects/aula-project/munch-150/poster-abstracts/korbela_munch150_poster_abstract.pdf), (accessed 11/04/2017).

N. Dunigan, K. Korbela, *The American Dream of Freedom*, in: Wes Lang - the Studio, Aarhus, ARoS Kunstmuseum, 2014.

A. Kristjansen, F. Strunk, K. Korbela, L. Springborg, M. Schytz Marvit, *Conservation: One on one*, Statens Museum for Kunst, [web content], 11/06/2013, <http://www.smk.dk/en/visit-the-museum/exhibitions/past-exhibitions/2013/flowers-and-world-views/whats-on/conservation-one-on-one/>, (accessed 11/04/2017).

K. Korbela, *Revealing the Secrets of a Master Flower Painter*, Statens Museum for Kunst, [web blog], 20/12/2013, <http://www.smk.dk/en/explore-the-art/visit-the-conservator/stories-from-the-conservators/abraham-mignon/>, (accessed 11/04/2017).

### Attendance, Selected Conferences and Symposia

05/2020 *47th Annual Meeting of AIC*. online.

05/2020 *Modular Cleaning Program Workshop*. Online, USA.

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01/2020 *Artist Interview Workshop at LACMA*. Los Angeles, USA.  
11/2019 *Annual WAAC Meeting*. Los Angeles, USA.  
10/2019 *Conserving Canvas Symposium*. New Haven, USA.  
03/2019 *Mist Lining Workshop at SRAAL* (1 day). Maastricht, NL.  
03/2019 *Bridging the Gap: Theory and Practice in the Conservation of Contemporary Art*. Maastricht, NL.  
03/2019 Symposium: *Polychrome surfaces*. Munich, GER.  
02/2019 *Materials Matter. Leading edge developments in Materials Science Research*. Cleveland, Ohio.  
08/2018 *Annual WACC meeting*. Abiquiu, USA.  
06/2018 *45th Annual Meeting of AIC*. Houston, USA.  
02/2018 *A Bilingual Scholars' Day, Pinxit Mexici: 1700–1790*. Los Angeles, USA.\*  
02/2018 Symposium: *Painted in Mexico: 1700-1790*. Los Angeles, USA.\*  
07/2017 *44th Annual Meeting of AIC*. Chicago, USA.  
02/2017 *John McLaughlin Study Day*. Los Angeles, USA.\*  
10/2016 IIC Congress: *Saving the Now*. Los Angeles, USA.\*  
10/2016 Symposium: *RTI tools and research*. In Los Angeles, USA.  
11/2016 *Abstract Expressionism: Time, Intention, Conservation, and Meaning*. Los Angeles, USA.  
12/2014 *Authenticity in Transition: Changing Practices in Contemporary Art Making and Conservation*. Glasgow, UK.  
05/2014 *42nd Annual Meeting of AIC*. San Francisco, USA.  
11/2013 *AUFBRUCH IN DIE FARBE. Ernst Ludwig Kirchner und das Neue Malen am Beginn des 20. Jahrhunderts*. Stuttgart, GER.\*  
09/2013 Symposium: *Flowers and Worldview (Still-life painting)*. Copenhagen, DK.\*  
06/2013 Symposium: *Van Gogh's studio practice*. Amsterdam, NL.  
06/2013 *MUNCH150: Public paintings by Edvard Munch and his contemporaries. Change and conservation challenges*. Oslo, NOR.  
05/2013 *CiNC - Conservation in the 19th Century*. Copenhagen, DK.\*  
12/2012 Symposium: *Dieric Bouts*. In Copenhagen, Denmark.  
10/2012 Symposium: *Die Maulbronner Madonna*. In Stuttgart, GER.  
05/2012 *Copying, Replicating & Emulating Paintings in the 15th-18th Century*. In Copenhagen, DK.\*  
2004-2013 *Annual VDR (Association of German Conservators) Meetings*. GER.

\* Part of the organizing committee for the conference.

### Foreign language skills

Bilingual proficiency - German, Polish; Full professional proficiency - English; Limited working proficiency - French, Danish; Elementary proficiency - Dutch, Spanish

### Volunteering

Red Cross Volunteer 2018 - present

AIC's Publishing Committee — 2017 - present

Big Brothers Big Sisters, Germany — 2013 - present

Conservation advisory at the USS Midway in San Diego — 2015 - 2017

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## Professional references

### References

ELMA O'DONOGHUE  
PAINTING CONSERVATOR, CONSERVATION DEPT.  
LACMA  
T 3238576168  
E [ELMAO@LACMA.ORG](mailto:ELMAO@LACMA.ORG)  
[WWW.LACMA.ORG](http://WWW.LACMA.ORG)

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Work samples of comparable oil paintings

Painting before treatment in raking light, photo credit: Yosi Pozeilov.



Salvator Mundi, 2017.



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Painting after treatment in visible light, photo credit: Yosi Pozeilov.



Salvator Mundi, 2017.



## Painting by Harry McCormick (51"x62")

Oil on canvas, mural painting.

Prepared for: xxx

Prepared by: Kamila M. Korbela, Founder and Art Conservator

April 12, 2019

Proposal number: #143





# THE CONSERVATOR'S EASEL, LLC

4949 HOLLYWOOD BLVD SUITE #204

LOS ANGELES CA 90027

323-661-2058 (STUDIO)

323-898-9132 (CELL)

LINNAEA.SAUNDERS@GMAIL.COM

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## Examination Report and Treatment Proposal

25 June 2020

Nikki Winslow, District Director  
Altadena Library District  
600 East Mariposa Street  
Altadena CA 91001

(626) 798-0833 x103  
nwinslow@altadena library.org

**Artist:** George Gardner Symons, American 1865-1930

**Title:** Millard Canyon at Granite Gate

**Date:** 1896

**Media/Support:** Oil on canvas

**Dimensions:** 70 ¼ in H x 50 ¼ in W x 1 in D

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

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

### Labels/Inscriptions:

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

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

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

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

**Conservation History:**

The painting appears to have been treated at least once, at which time small tears were repaired, the painting was stretched to a different stretcher, the discolored varnish was removed, and a new varnish and retouchings were applied. It is also possible that the painting was reframed at that time.

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

**Construction and Condition:**

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

***Secondary Support:***

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

***Canvas:***

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

It appears that the foldover edges may not be well secured to the current stretcher. This is most notable at the top and right sides, where the foldover and edge of tacking margin are visible at the face of the painting. It is possible that the tacking edges are failing. More likely, the stretcher was not the correct size for the canvas and the canvas was not re-stretched accurately. Currently, the canvas is poorly tensioned and sags with undulating horizontal rolls in the bottom half of the canvas.

Three small tears or punctures near the top of the canvas are repaired using a white canvas or canvas paper patch and wax or BEVA 371 adhesive. An additional puncture near the bottom center was prepared with wax on the reverse only. There is a newer L-shaped tear in the sky to the left of one of the tree-tops that has not been treated. There may also be tears at the corners and at the foldover edges that are not visible given the current frame. Where patches are present, the canvas has deformed and mechanical cracks are likely to develop.

***Ground and Paint Layer:***

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

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

Along the bottom edge there are active areas of lifting paint. These will need to be consolidated to prevent loss of original material.

There are old retouchings present that appear to have been made using artist acrylic paint. These are more broadly applied using an artist brush, rather than the more restrained inpainting a conservator would use for this aspect of treatment. The reworking of the painting is visible on close inspection along the bottom edge, and in the upper right corner in the sky along the right edge and top edge. It covers the tacking margin where it is visible on the face of the painting. Reworking may also be present along the two vertical edges where there are passages of the sky that appear to have been repainted, again, possibly addressing prior areas of active flaking. The thickness of the varnish coating obscures the visibility of these suspected areas in normal and ultraviolet lighting.

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

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

***Surface Coatings:***

Examination under ultraviolet light indicates that there are residues of an earlier natural resin varnish that fluoresces yellow green. The current upper most varnish is relatively thick, moderately discolored and glossy but with a more plastic surface appearance than a traditional varnish for paintings. It does not fluoresce under ultraviolet illumination and given the discoloration, thickness and surface appearance, it is more likely a polyurethane coating, which is not a traditional varnish for paintings. It is therefore a more complicated coating to remove. Solvent testing demonstrated that there is no solubility using xylene, isopropanol, ethanol, or acetone. Therefore, removal will require a solvent gel or other complex cleaning strategy and will be time intensive.

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

**Recommendations for Treatment:**

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

Structural concerns include the following aspects of treatment: The areas of active flaking should be consolidated and the older and new tears should be repaired in a manner that would improve planarity and longterm stability. Because the current stretcher does not appear to be original and it cannot support the canvas adequately, a new stretcher should be made. To allow for proper tensioning, the canvas will need to be edge lined.

Aesthetic concerns include the following aspect of treatment: The painting should be cleaned of surface grime, varnish coating, and old retouchings. Overall surface grime is quite heavy. The current surface coating appears to be a polyurethane or other non-traditional varnish. To remove this coating would be more time intensive given a solvent gel or other complex cleaning system would be required. Additionally, there appears to be broad areas of artist's acrylic paint used to rework areas at the edges of the painting. These may cover areas of loss or lifting paint. Therefore, removal of the acrylic reworking may be more time intensive to remove and additional treatment to address the underlying unknowns would be needed. Once cleaned, structurally stable, and secured to a new stretcher, the painting would be varnished and losses filled and inpainted.

It is also recommended that the frame be replaced. The current frame is not original and it does not fit the current stretcher. When a new stretcher is built, it is likely that the current frame will also not fit the painting. A more substantial frame of appropriate size and depth would compliment the painting better and allow for more protection of the painting. Library representative will determine the style and materials for the frame. The costs for the new frame are outside the scope of this proposal. References can be provided.

The Conservator recommends the new frame have adequate depth to allow a non-reflective plexiglass glazing, spacers, and backing board. There would further protect the painting from dust accumulation, UV exposure, impact damage, and changes in relative humidity. The conservator is available to consult with Library representative and framer to make sure conservation concerns are addressed.

The Conservator recommends that an art installation team be hired to ensure the painting is adequately installed and supported in its new location. During recent site visit, possible locations included returning to current location or hanging against block all above stairs. Both locations require different methods of anchoring, which would be best addressed by a professional art installation team. This is outside the scope of the current proposal. References can be provided.

## Treatment Proposal:

### Painting:

1. Photograph before, during and after treatment.
2. Remove surface grime from the reverse of the canvas, stretcher and frame using vacuum and dry methods.
3. Remove labels from reverse of stretcher and frame. One label is glued to both stretcher and frame and would be damaged on unframing if not removed. Encapsulate labels to be secured to reverse of backing board after treatment.
4. Remove nails and offset clips from frame to allow painting to be unframed.
5. Create support structure to allow painting to be placed face up on table.
6. Consolidate areas of lifting paint using appropriate adhesive (eg. isinglass, Aquesol, etc).
7. Remove surface grime overall using pH adjusted aqueous solutions.
8. Test solubility of varnish and overpaint to determine safest system for removal of varnish and overpaint. Discuss expected cleaning out come with Director or other Library representative to confirm proceeding with varnish and overpaint removal.
9. Remove varnish and overpaint to the extent safely possible.
10. Consolidate areas of flaking paint that may become apparent during cleaning.
11. Remove old patches and areas of wax previously used to repair tears.
12. Realign tears and repair using refined tear mending techniques, combined with discrete local reinforcement (eg. thread-by thread tear mending)
13. Remove stretcher from painting in preparation for strip lining.
14. Reduce overall and local deformations to canvas using light moisture, heat and pressure, as needed.
15. Prepare edge lining.
16. Secure edge lining to reverse of tacking edges using Beva-371 adhesive.
17. Prepare loose lining for stretcher.
18. Assemble stretcher.
19. Secure loose lining to stretcher. This will provide support to the original canvas.
20. Secure edge lined painting to loose lined new stretcher.
21. Tension canvas as needed.
22. Varnish painting overall using appropriate reversible varnish (Eg. Larapol A-81, dammar, Regalrez 1092)
23. Fill and texture areas of loss using Modostuc.
24. Inpaint losses and abrasions to reintegrate composition using Gamblin Conservation Colors.
25. Apply overall final varnish.
26. Prepare final written documentation and process photographs.

### Frame:

*This estimate assumes that a new frame will be made. But the costs of that frame and delivery to the conservation studio are not included in the estimate. Cost of frame is dependent on style and gilding chosen. Referral to framers are available on request.*

27. Prepare rebate with felt tape.

28. Insert Optium non-reflective Plexiglass, 3 mm in frame.
29. Secure spacer around perimeter of frame.
30. Secure painting in frame using offset clips or brass mending plates. Secure D-rings to reverse for hanging.
31. Secure acid free backing board to reverse of painting to provide impact protection and mitigate humidity changes.
32. Secure labels to reverse of new backing board.

### **Proposed Outline of Project:**

The painting should be deinstalled by library staff.

The art handling team will be responsible for soft packing the painting and transport to studio. Space should be provided to soft pack in the library prior to transport.

Once in the studio the painting will be unpacked and photographed.

Treatment will commence with regular conversations with Library representative, as desired/needed.

Conservator is available to consult with framer regarding specific conservation concerns.

Once treatment is complete and frame is delivered to conservation studio, conservator will reframe to conservation standards.

The art handling team will softpack the painting and return to Library for installation. The art handlers will be responsible for installation.

### **Equipment needs:**

There are no specific equipment needs from the Library for this project.

A new frame is recommended and costs for that are not included in this quote. Costs are dependent on frame shop, design of frame, and materials chosen.

### **Acknowledgement Plaque:**

Design and size of plaque to be determined based on location of installation and existing style of similar plaques in library.

### **Proposal for Future Display and Maintenance:**

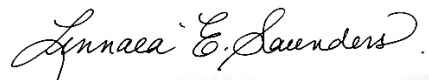
It is recommended that the painting be reframed in a new frame fitted with Optium non-reflective plexiglass. This would ensure the painting is secure in the frame and the plexi would protect the surface from dust accumulation and possible impact damage. It is recommended that a professional art installation team be hired to install the work. Costs for plexiglass and art installation team are included while the costs of a new frame are not included. Maintenance of the painting would be limited to careful dusting of the frame and plexiglass surface. Guidance can be provided by the Conservator.



**Timeline:**

It is expected that the project will take approximately 6 months, depending on start date and other projects in studio. If there is a specific deadline or timeframe for completion, this can be discussed and most likely accommodated. Earliest start date is September 2020.

While The Conservator's Easel LLC is currently located in Los Feliz, we will be moving to Altadena in August to a larger facility approximately 2.5 miles from the Library. This will be convenient for discussions with Library representatives.

A handwritten signature in cursive script that reads "Linnaea E. Saunders". The signature is written in black ink on a white background.

**Linnaea E. Saunders**  
*Conservator of Painting*

Please see accompanying Appendix of Conservation Diagrams and photos.

# THE CONSERVATOR'S EASEL, LLC

4949 HOLLYWOOD BLVD SUITE #204

LOS ANGELES CA 90027

323-661-2058 (STUDIO)

323-898-9132 (CELL)

LINNAEA.SAUNDERS@GMAIL.COM

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## Authorization for Treatment

25 June 2020

Nikki Winslow, District Director  
Altadena Library District  
600 East Mariposa Street  
Altadena CA 91001

(626) 798-0833 x103  
nwinslow@altadena library.org

### Proposed Restoration Budget:

#### Estimated cost of Conservation Treatment: \$35,000 to \$40,000

\*please note, a range on costs is provided due to the unknown time frame for removal of varnish and overpaint and unknown condition of painting underneath.

#### Additional Costs:

Materials:

New stretcher: \$555

Optium Non-reflective Plexiglass, 3 mm: \$1375

Additional materials: \$500

*Total Materials estimate: \$2430*

Packing, Transport and Installation:

Pickup: \$560

Return (including installation): \$635

*Total Transport and Installation: \$1195*

**Estimate of Total Project Cost: \$ 38,625 to \$43,625**

**One half high estimate is due to initiate treatment: \$20,000**

#### Terms and Conditions

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

1. No treatment shall commence without written approval by the Owner of the treatment proposed. The Owner agrees that the treatment proposed may be modified or halted should new problems

arise. After consultation with the Owner, a new estimate may be given if the problems are more difficult and time consuming than apparent at first.

2. The owner acknowledges that there are inherent risks involved in any conservation treatment regardless of the care taken to avoid such damage. Furthermore, the success or effectiveness of any treatment, examination or analysis cannot be guaranteed or predicted. The owner agrees to assume this risk entirely. In addition, the Owner agrees to release The Conservator's Easel, LLC from any and all liability arising from damage to, or loss of, any objects.

3. The Owner acknowledges that the Owner shall be solely responsible for maintaining insurance on the objects entrusted to The Conservator's Easel, LLC. If the Owner does not provide a Certificate of Insurance stating the object is covered by their insurance while in the studio of The Conservator's Easel, LLC, Fine Art Insurance is available upon written authorization at reasonable rates through the studio of The Conservator's Easel, LLC. Please initial two of three lines below and provide either an appraised value or Certificate of Insurance. If no Certificate of Insurance is provided, insurance through the policy held by The Conservator's Easel, LLC will be assessed, at a value determined by The Conservator's Easel, LLC.

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

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

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

4. The Owner grants permission for records of examination, condition photographs, and reports to be used by The Conservator's Easel, LLC for scientific, promotional, and/or educational purposes.

5. Once the Owner agrees to have a written treatment proposal and estimate prepared, a fee of N/A is due. The estimate remains valid for a period of three (3) months.

6. If a painting is left in the studio and authorization for treatment is pending for longer than 14 days, a storage fee of at least \$50/month until authorization is received will be added to the final bill. Insurance costs will continue to accrue.

7. Once the Owner agrees to proceed with treatment, one-half of the high estimate is due before treatment commences. A signed copy of the Authorization for Treatment is also due before treatment commences.

8. Once the treatment is complete, final payment and collection of the artwork is due and owing within 14 days. After 14 days, a storage fee of at least \$50 per month or portion thereof will be added to the final bill. Payment is due within 14 days of invoice, or a 5% penalty fee will be assessed.

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

© The Conservator's Easel, LLC: Examination Report and Treatment Proposal 2020 9  
George Gardner Symons, American 1865-1930; Millard Canyon at Granite Gate, 1896  
Oil on canvas; 70 ¼ in H x 50 ¼ in W

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Owner / Agent






Date

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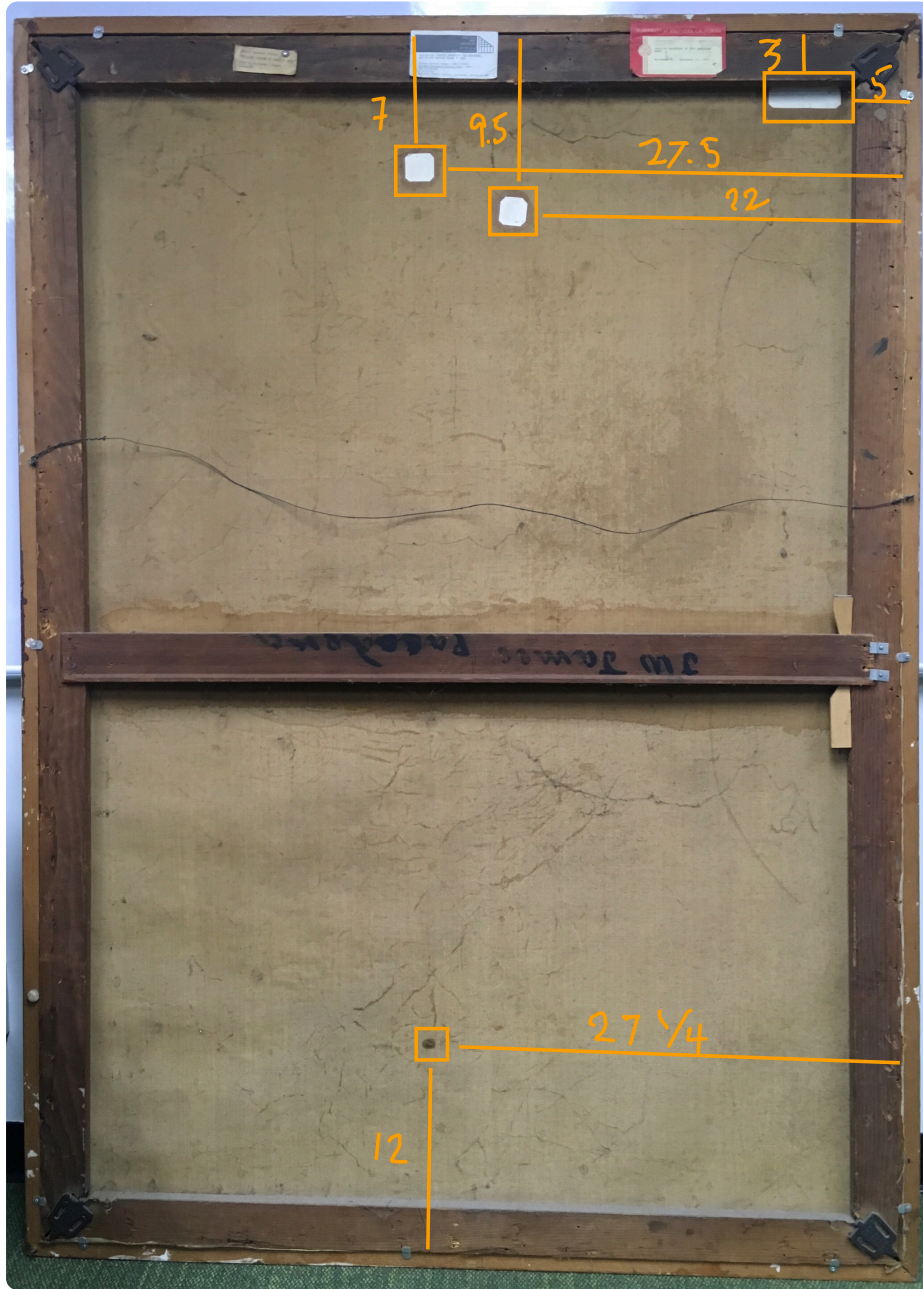
Linnaea E Saunders, Conservator of Paintings

Date



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





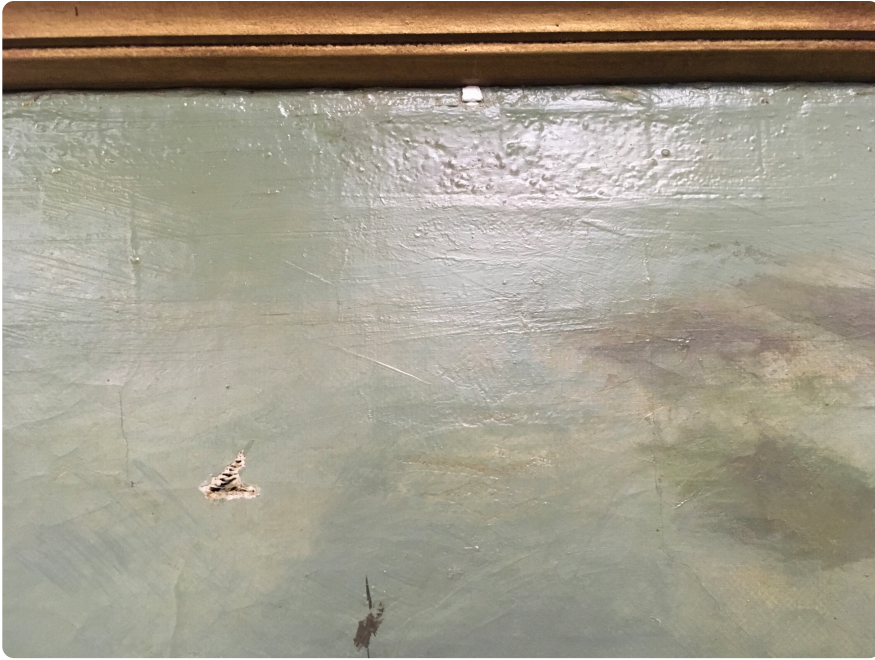
Reverse, noting locations of patches





Three areas where canvas was torn and previously repaired with patches



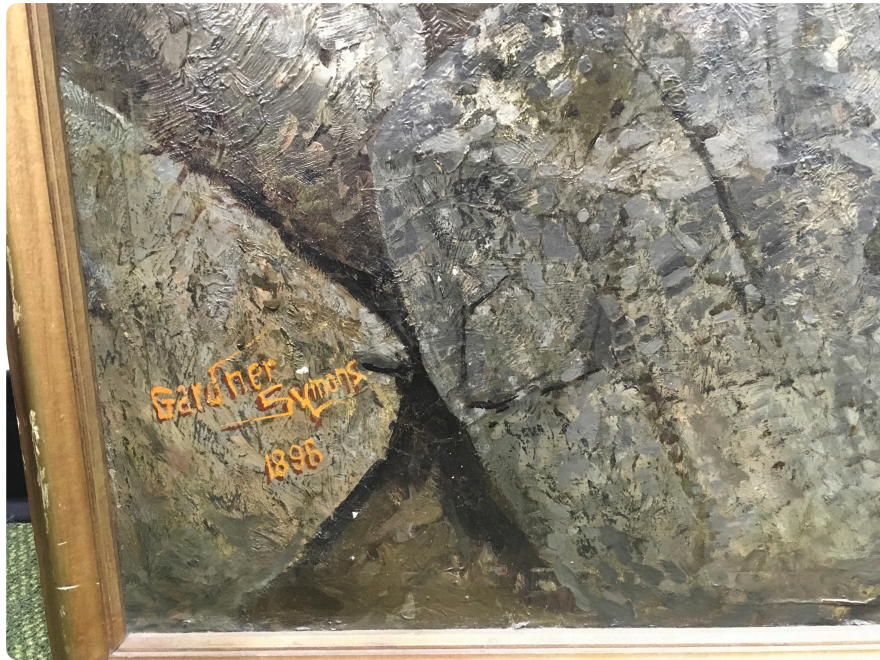


Newer tear



Small losses





Signature, lifting and reworking along bottom edge



lifting and reworking along bottom edge



lifting and reworking along bottom edge



lifting and reworking along bottom edge



## **Linnaea E. Saunders**

*Owner and Principal Conservator, The Conservator's Easel, LLC*  
4949 Hollywood Blvd, Suite #204, Los Angeles CA 90027  
[linnaea.saunders@gmail.com](mailto:linnaea.saunders@gmail.com) / 323.898.9132 (cell) / 323.661.2058 (office)

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### **EDUCATION:**

**Courtauld Institute of Art, University of London, Postgrad Diploma in the Conservation of Easel Paintings, July 1999**  
Third Year Project, Part I: Re-examining Past Technical Examinations: Development of the Paint Sample Archive, Department of Conservation and Technology, Courtauld Institute of Art; Part II: Observations on the ground and *imprimatura* layers in ten paintings by Rubens in the Courtauld Gallery.

**Vassar College, Bachelor of Arts in Art History with Departmental Honors, May 1993**

Thesis: "The Transformative and Transcendent Qualities of Grisaille Paintings in 15<sup>th</sup> Century Netherlandish Altarpieces."

### **PROFESSIONAL EXPERIENCE:**

#### **Conservator of Paintings**

**October 2007 - present**

***The Conservator's Easel LLC, Los Angeles, CA***

Owner and principal conservator for conservation studio specializing in the treatment of easel paintings including European, American, South American, and Contemporary in a variety of media and supports, wall paintings, and painted wood. Knowledge and experience in a broad range of philosophical and practical approaches. Clients include individual collectors, galleries, and government and museum collections.

Recent projects include a research project into treatment of Mary Corse's paintings in collaboration with her studio assistants and gallery representation; treatment of more than two dozen Mary Corse glass microsphere paintings; evaluation and treatment of art collections following California fires, treatment of WPA series in San Pedro High School Library (currently consulting on deinstallation of murals during building renovation program); technical study of unknown 19<sup>th</sup> C. American painting in support of attribution research; treatment of a group of 18<sup>th</sup> C. portraits in preparation for exhibition at the Cantor Art Center, Stanford University.

#### **Senior Conservator, Temporary, P/T**

**September 2013 - present**

***Los Angeles County Museum of Art, Los Angeles, CA***

Involved with preparation of paintings for loan and condition checking paintings for installation and deinstallation. Projects include *Mary Corse: A Survey in Light* (2019); *Agnes Martin* (2016); *John McLaughlin Paintings: Total Abstraction* (2016); *Variations: Conversations in and Around Abstract Painting* (2014). Assisted with major inpainting for 18<sup>th</sup> C. Damascus Room project under auspices of Objects Conservation Lab (2015).

#### **Contract Paintings Conservator**

**October 2007 - present**

***Huntington Art Collections, San Marino, CA***

Contract Conservator providing support July 2019 to June 2020 during Project Blue Boy at The Huntington Art Museum. Responsible for treatment of American paintings in preparation for reopening of American Galleries, Summer 2009. Treatment of 18<sup>th</sup> C. British portrait. Condition assessment and preparation of paintings for exhibition and loan program. Oversaw unpacking, condition reporting, and installation of *Face to Face: Flanders, Florence, and Renaissance Painting*, September 2013; *Visual Voyages: Images in Latin American Nature from Columbus to Darwin* (2017/2018). Treatment of two panel paintings by Cosimo Rosselli. Preparation and treatment of Frederick Hammersley paintings for travel to Sante Fe.

#### **Advanced Ahmanson Fellow**

**April-June 2013**

#### **Contract Conservator**

**2011-2012**

***Los Angeles County Museum of Art, Los Angeles, CA***

Supported paintings conservation staff through positions funded by the Ahmanson Foundation. Work included treatment of paintings in preparation for loan, treatment of new acquisitions, and in-situ treatment of paintings in galleries on closed days.

#### **Mellon Fellow, Painting Conservation**

**November 2005 - August 2007**

***Los Angeles County Museum of Art, Los Angeles, CA***

## Linnaea E. Saunders

Assisted in day-to-day work in this busy, exhibition-oriented studio. Assisted in condition checking, installation, and de-installation of major loan exhibitions. Acted as a courier on behalf of international loan program. Performed treatment of paintings in support of reinstallation, exhibition, and loan schedule.

### **Kress Fellow**

**September 2003 - October 2004**

#### ***Royal Cabinet of Paintings, Mauritshuis, The Hague, The Netherlands***

Responsible for technical examination and treatment of the partially repainted *Portrait of Lady*, attributed to P.P. Rubens, Mh inv. no. 251. Worked with scientists at FOM-AMOLF, Amsterdam, for identification of pigments and paint media and researching passages of pigment deterioration observed in the painting. Additional pigment analyses completed at IRPA, Brussels, and the Lead Isotope Project, Switzerland. Edited technical entries for portraits catalogue. Attended monthly pigments meeting at FOM-AMOLF.

### **Contract Conservator**

**September 2002-August 2003**

#### ***The Cleveland Museum of Art, Cleveland, OH***

Responsible for completing the technical study and preparations for installation of the Schlägl altarpiece (see description under Kress Fellow, below). Presented research and proposed reinstallation to Board of Trustees, March 2003. Technical examination of three Italian panel paintings previously attributed to the 15<sup>th</sup> C. Siene painter Sano di Pietro. Co-curated the in-house exhibition "Object in Focus," defining the technical differences and change in attribution of the three paintings (March-May 2003). Study and treatment of *Des Animeaux*, Karel Appel (Dutch), 1959. Treatments of American paintings in preparation for the in-house exhibition complimenting *The Gilded Age* from the Smithsonian Institution (February 2003).

### **Kress Fellow**

**September 2001-August 2002**

#### ***The Cleveland Museum of Art, Cleveland, OH***

Focused on the technical study and documentation of 15<sup>th</sup> C. panel paintings, with special interest in the evidence of original panel construction and past structural treatment. Examined fragments of the Schlägl altarpiece, a 15<sup>th</sup> C. Westphalian Passion Cycle, determining the probable arrangement of scenes through evidence of original panel construction. Designed structural support system to reconstruct the altarpiece and present it in its original format. Coordinated with outside vendor for construction of new frame based on historical examples. In conjunction with this project, began technical examination of two Austrian panel paintings in the collection. Conducted research trip to Münster, Köln, Vienna and Graz to develop comparative art historical and technical material.

Identified blackened vermilion in a 15<sup>th</sup> C. Flemish panel painting, resulting in reinterpretation of the original appearance and probable attribution. Technical study of a late 15<sup>th</sup> C. Flemish donor panel being considered for acquisition, noting complex and deceptive retouching. Technical study of two American paintings being considered for acquisition.

Actively involved in the discussion surrounding the reinstallation of two side panels of an altarpiece by Filippo Lippi with a close contemporary copy of the original central panel. Technical investigation demonstrated authenticity and attribution of the period frame that surrounds the central panel, previously thought to be a pastiche. The original designer of this frame was identified. Examined additional Italian frames with visiting curator who is a specialist in this area.

Treated 16<sup>th</sup> C. Venetian canvas painting and two 19<sup>th</sup> C. French paintings for exhibition. Assisted in movement of works of art and acted as courier for major international loan program, coordinated with research trips.

### **Contract Conservator**

**June 2000 - August 2001**

#### **Advanced Intern**

**October 1999 - May 2000**

#### ***The Cleveland Museum of Art, Cleveland, OH***

Worked with the Curator of American Paintings on a project studying 188 late 19<sup>th</sup> and early 20<sup>th</sup> C. American paintings. Responsible for technical and condition examinations and completion of short treatments. Treated three early 20<sup>th</sup> C. Cleveland School paintings for exhibition.

Prepared a report outlining the style, materials, and construction techniques of 17<sup>th</sup> C. and 18<sup>th</sup> C. Dutch and German frames. Completed technical study of frame being considered for acquisition, demonstrating the frame was 18<sup>th</sup> C. German, not 17<sup>th</sup> C. Dutch as previously assumed. Assisted visiting curators, conservators and scholars. Performed condition survey of paintings on view. Conducted educational tours for the public and CMA Board of Directors.



## Linnaea E. Saunders

### Contract Conservator

February-April 2001; Sept-October 2000

#### *Intermuseum Conservation Association, Oberlin, OH*

Worked with a team of conservators in designing and executing the treatment of two mural projects. Two Civil War battle scenes (1906) in Memorial Hall, Columbus OH required involved cleaning, retouching, and re-creation of large areas of loss. The project was performed on-site during a major construction campaign. Two WPA children's storybook murals (1937) in the Oxford School, Cleveland Heights OH required cleaning and adjustment to retouchings.

### Assistant Painting Conservator

October 1999-May 2000, 3 days/week

#### *Yoder Conservation, Cleveland, OH*

Worked as part of a team of conservators in this busy private studio. Treatments included surface cleaning and tear repair of a 17<sup>th</sup> C. Dutch still-life on its original strainer; cleaning and structural treatment of a fire-damaged 20<sup>th</sup> C. Danish landscape executed in oil on paper; and structural treatment of a partial disjoin of an early 20<sup>th</sup> C. German panel painting. Wrote examination report and treatment proposal for 17<sup>th</sup> C. Flemish altarpiece that had been cradled, resulting in extensive tenting, disjoins and splits. Responsible for the examination and treatment of several 19<sup>th</sup> and 20<sup>th</sup> C. American paintings.

### Conservation Intern

July-September 1998

#### *The National Gallery of Art, Washington, D.C.*

Examined and treated two 20<sup>th</sup> C. paintings involving cleaning, minor structural work and retouching. Examined and wrote technical report on one 18<sup>th</sup> C. painting for the *Systematic Catalogue of French Paintings*. Examined and wrote technical report for two 17<sup>th</sup> C. Dutch paintings for possible accession. Completed daily gallery checks and correspondence regarding access to conservation reports and documentation. Responsible for examining paintings prior to loan.

## EXHIBITIONS

"The Question of Forgery: Sano di Pietro, Jone, and Early Gold Ground Paintings," Object in Focus exhibition, co-curated with Dr. Stanton Thomas, Assistant Curator of Paintings Before 1600, The Cleveland Museum of Art, March-May 2003.

## PRESENTATIONS

"Conservation of Mary Corse White Light Paintings", Western Area Art Conservators Conference (WAAC), 6 November 2019, Getty Museum, Los Angeles, CA

"Materials and Techniques of post-1950 American Painters", Seminar, Mellon Foundation UCLA/LACMA Art History Practicum, 9 March 2016.

"Alternative Twining for Painting Conservators: Devising a mounting system for a double-sided canvas painting," WAAC Annual Meeting, Palm Springs, CA, October 2012

"'Industrial Life in San Pedro': Conservation of Nine Murals by Tom Tyrone Comfort," City of Los Angeles Cultural Heritage Commission, Historic Schools Investment Fund, December 2011.

"Making History Matter: Conservation, Interpretation, and Material Culture," a two-part public lecture for the Public History Program, Department of History, University of California, Riverside, February 2010.

"A Room With a View: A 1934 Painted Room by Millard Sheets," AIC Architecture Specialty Group, May 2009.

"The Use of Azeotropes in the Treatment of Three Paintings," AIC Paintings Specialty Group Tips Luncheon, April 2007.

"A Rubens Portrait Re-Examined: How Contemporary Copies and Historical Treatises Aided in Interpreting a Reworked Portrait," AIC Paintings Specialty Group, June 2005; Midwest Regional Conservation Guild Meeting, November 2004; Peter Paul Rubens, International Colloquium Technology and Restoration, Braunschweig, Germany, October 2004.

"The Study and Proposed Re-Installation of the Schlägl Altarpiece: a 15<sup>th</sup> C. Westphalian Altarpiece Reconsidered," Paintings group, AIC Meeting, Alexandria VA, June 2003.

## Linnaea E. Saunders

“Re-examination of Past Technical Examinations: A Study of Rubens’ Ground and Imprimatura Utilizing the Paint Sample Archive, Department of Conservation and Technology, Courtauld Institute of Art,” 17<sup>th</sup> Gerry Hedley Student Symposium, Courtauld Institute of Art, June 1999.

### PUBLICATIONS

AIC Conservator’s Converse Blog posts reviewing three presentations from AIC 42<sup>nd</sup> Annual Meeting, San Francisco, 2014 “Modern Materials and Practice in Gilding Conservation”.

“Applying Azeotrope Solvent Mixtures to Cleaning Issues in the Treatment of Paintings,” AIC Paintings Specialty Group Postprints, 2008.

“A Rubens Portrait Re-examined: How Contemporary Copies and Historical Treatises Aided in Interpreting a Reworked Portrait,” AIC Paintings Specialty Group Postprints, 2005.

“The Study and Reinstallation of the Schlägl Altarpiece: a 15<sup>th</sup> C. Westphalian Passion Cycle Reconsidered,” AIC Paintings Specialty Group Postprints, 2003.

### PROFESSIONAL WORKSHOPS

*VoCA Summit: Six Years of Convening Voices in Cotemporary Art*, 26 January 2018.

*Cleaning and Conductivity Workshop*, Daria Keynan, Chris Stavroudis, Amy Hughes, Lunder Conservation Center, Smithsonian Museum of American Art, 7-9 December 2016.

*Gilding Restoration*, Hubert Baija, Senior Frames Conservator, Rijksmuseum Amsterdam, Campbell Center for Historic Preservation Studies, Mt. Carroll IL, June 11-14, 2014.

*Traditional Gilding*, Hubert Baija, Senior Frames Conservator, Rijksmuseum Amsterdam, Campbell Center for Historic Preservation Studies, Mt. Carroll IL, August 26-30, 2013.

*Mastering Inpainting*, Debra Evans and Jim Bernstein, National Conservation Training Program, Shepherdstown, West Virginia, May 21-25, 2012.

*Emergency Response and Recovery of Wet Cultural Materials*, M.J. Davis and Barbara Moore, LACMA, February 6-8, 2007.

*Tear Repair of Paintings*, Winfreid Heiber, Petra Demuth, Robert Procter, New Haven, May 11-13, 2006.

*Modular Cleaning Program Workshop*, Chris Stavroudis, Tiarna Doherty, Cleveland, August 5-7, 2005

*Varnishes for Paintings: Results From Recent Research and Practical Applications*, E. René de La Rie, Robert Procter, Jill Whitten, St. Louis, July 21-23, 2005. Attended lecture portion of *Varnishes, Solvents and Retouching Paints*, The Getty Center, July 12-13, 2006.

*Pigments and the Polarizing Light Microscope*, Peter McTaggart, Somerset U.K., July 5-9, 2004. Additional PLM pigments course with McCrone Associates, April 2006, LACMA.

*Handtool Joinery: Building a Wall Cupboard and Handcutting Dovetails*, March 10-15, 2002; *Sharpening Seminar and Handplane Basic Seminar*, March 2000; Ernie Conover, Conover Workshops, Parkman, OH.

*Microscopic Identification of Wood*, Dorothy Catling and Rowena Gale, University of Durham, Summer Schools, July 1999.

*New Methods of Cleaning Painted Surfaces*, Richard Wolbers, Courtauld Institute of Art, Summer Schools, July 1998.

# Linnaea E. Saunders

## SKILLS AND INTERESTS

### Conservation Technical Skills

*Infrared reflectography/ X-radiography:* Experienced with several infrared imaging systems and traditional x-ray equipment.  
*Microscopy:* Knowledge of and increasing experience in the identification of pigments using polarized light microscopy.  
Interpretation of SEM-EDX (Courtauld), X-Ray Fluorescence (CMA), portable XRF (LACMA) for pigment identification.  
Knowledge of application of GC-MS and FTIR for identification of media and pigments.  
Knowledge of Secondary Ion Mass Spectrometry (SIMS) for identification of organic and inorganic components in paint cross sections (FOM-AMOLF).

### Computer and Digital Technology Skills

Windows and Macintosh platforms; proficient with Microsoft Word, Publisher, Powerpoint, Word Perfect, Adobe Photoshop and Lightroom

*Photographic documentation:* DSLR camera tethered photography using Lightroom for color management processing following published AIC standards. Currently using iPad with Notability for documentation of paintings.

### Practical Skills and Interests

*Woodworking:* I have taken coursework in the use of hand tools in which I constructed a small wall cupboard out of walnut using traditional techniques.

*Sewing:* I am an accomplished seamstress.

*Weaving and Natural Dying:* I enjoy loom weaving with a particular interest in complex weave structures, lino lace and hand manipulation techniques. Currently attending short workshops in natural dying (indigo, cochineal, logwood, shibori).

*Historic Preservation:* Completed 2013 Pasadena Heritage docent training program.

### Professional Memberships

Professional Associate Member, The American Institute for Conservation of Historic and Artistic Works (AIC), since 1991.

PSG Nominating Committee Member, 2016-2018

Associate Member, The International Institute for Conservation of Historic and Artistic Works (IIC), since 1998.

Associate Member, Western Area Art Conservation (WAAC), since 2005.

Associate Member, British Association of Picture Conservators-Restorers, since 1997.

Associate Member, International Council of Museums-Committee for Conservation (ICOM-CC), since 2012.

Certified with the City of Los Angeles for the treatment of Easel and Mural paintings, 2009-current.

### Awards and Fellowships

2012, AIC Professional Development Scholarship, *Mastering Inpainting Workshop*, May 2012

2005-2007, Mellon Fellowship, Paintings Conservation, Los Angeles County Museum of Art, Los Angeles, CA.

2004, AIC Professional Development Scholarship, *Varnishes for Paintings: Results From Recent Research and Practical Applications*, July 2005

2003-2004, Kress Conservation Fellowship, The Royal Cabinet of Paintings, The Mauritshuis, The Hague, Netherlands.

2001-2002, Kress Conservation Fellowship, The Cleveland Museum of Art, Cleveland, OH.

2002, Conover Scholarship Fund, Conover Workshops, Parkman OH, March 2002; for directed study in traditional woodworking skills.

1996-1999, Elinor Wardle Squier Townsend Fellowships, Vassar College, Post-Graduate study of the History of Art abroad.

1998, Brommelle Memorial Fellowship, International Institute for Conservation, for attendance at IIC Dublin Conference.

FINAL BUDGET FOR FISCAL YEAR 2020-21						
ACCT. #	ACCOUNT NAME	ADOPTED FINAL BUDGET 2019-20	ADOPTED FINAL BUDGET 2020-21	Final Budget \$ Variance From FY 2019-20 Adopted	Final Budget PYE % Variance From FY 2019-20 Adopted	
<b>EXPENSES</b>						
<b>50000</b>	<b>Salaries and Employee Benefits</b>					
50001	Employee Salaries	\$ 651,203	\$ 691,477	\$ 40,274	6.2%	
50015	Employer Paid Pension Contribution	121,000	131,832	10,832	9.0%	
50016	Accrued vacation and sick cashout	10,000	10,000	-	0.0%	
50017	Commissioner Stipends	20,000	20,000	-	0.0%	
50018	Worker's Compensation Insurance	9,500	9,500	-	0.0%	
50019	Insurance (Health, Disability, Life)	126,000	138,000	12,000	9.5%	
50020	Payroll Taxes	10,900	13,000	2,100	19.3%	
50022	OPEB - Existing Retirees	27,000	23,000	(4,000)	-14.8%	
50022.2	LACERA OPEB Administratrion Costs	\$ 20,000	\$ 20,000	\$ -	0.0%	
	<b>Total Salaries &amp; Employee Benefits</b>	<b>\$ 995,603</b>	<b>\$ 1,056,809</b>	<b>\$ 61,206</b>	<b>6.1%</b>	
<b>50000A</b>	<b>Office Expense</b>					
50025	Rent	\$ 108,700	\$ 112,300	\$ 3,600	3.3%	
50026	Communications	10,000	10,000	-	0.0%	
50027	Supplies	7,400	7,400	-	0.0%	
50029	Computer Software	6,200	6,200	-	0.0%	
50030	Equipment lease	6,500	6,500	-	0.0%	
50031	Employee & Guest Parking Fees	9,200	9,200	-	0.0%	
50032	Property/Liability Insurance	24,000	24,000	-	0.0%	
50033	Agency Membership Dues	13,000	13,844	844	6.5%	
50040	Information Technology/Programming	7,000	7,000	-	0.0%	
50052	Legal Notices	4,000	4,000	-	0.0%	
50054	Postage	4,000	4,000	-	0.0%	
50056	Printing/Copy Charges	4,400	4,400	-	0.0%	
50057	Conferences/Travel - Commissioners	13,000	13,000	-	0.0%	
50058	Conference/Travel - Staff	13,000	13,000	-	0.0%	
50060	Auto Reimbursement	7,000	7,000	-	0.0%	
50061	Various Vendors	8,000	11,000	3,000	37.5%	
50065	Miscellaneous - Other	6,000	8,000	2,000	33.3%	
50067	Computer-Copier-Misc Equipment	500	2,000	1,500	300.0%	
	<b>Total Office Expenses</b>	<b>\$ 251,900</b>	<b>\$ 262,844</b>	<b>\$ 10,944</b>	<b>4.3%</b>	
<b>50000C</b>	<b>Professional Services</b>					
50076	Legal services	120,000	80,000	(40,000)	-33.3%	
50077	Accounting & Bookkeeping	25,000	20,000	(5,000)	-20.0%	
50077.2	Audit/Financial Statements	7,500	8,500	1,000	13.3%	
50077.1	Payroll Service	5,600	5,600	-	0.0%	
50078	Contract Services	20,000	12,000	(8,000)	-40.0%	
50081	Municipal Service Reviews	200,000	113,000	(87,000)	-43.5%	
	<b>Total Professional Services</b>	<b>\$ 378,100</b>	<b>\$ 239,100</b>	<b>\$ (139,000)</b>	<b>-36.8%</b>	
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,625,603</b>	<b>\$ 1,558,753</b>	<b>\$ (66,850)</b>	<b>-4.11%</b>	
20020	<b>OPEB Liability - Reserves</b>	\$ -	\$ 100,000	\$ 100,000		
	<b>Total Contingencies and Reserves Set Aside</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>		
	<b>Total Appropriations</b>	<b>\$ 1,625,603</b>	<b>\$ 1,658,753</b>	<b>\$ 33,150</b>	<b>2.0%</b>	

FINAL BUDGET FOR FISCAL YEAR 2020-21						
ACCT. #	ACCOUNT NAME	ADOPTED FINAL BUDGET 2019-20	ADOPTED FINAL BUDGET 2020-21	Final Budget \$ Variance From FY 2019-20 Adopted	Final Budget PYE % Variance From FY 2019-20 Adopted	
<b>40000</b>	<b>REVENUES</b>					
40005	Filing Fees	\$ 70,000	\$ 100,000	30,000	42.9%	
40006	Processing Fees	1,000	4,000	3,000	300.0%	
40007	Interest Income	15,000	15,000	-	0.0%	
40008	Other Income	350	500	150	42.9%	
	<b>Total Revenues</b>	<b>\$ 86,350</b>	<b>\$ 119,500</b>	<b>\$ 33,150</b>	<b>38.4%</b>	
	<b>NET OPERATING COSTS</b>	<b>\$ 1,539,253</b>	<b>\$ 1,539,253</b>	<b>\$ -</b>	<b>0.0%</b>	
	<b>Local Agency Apportionment</b>					<b>FY 2020-21 Final Budget Estimates*</b>
40001	City of Los Angeles	236,812	236,812	-	0.00%	
40002	County of Los Angeles	592,021	592,021	-	0.00%	
40003	Other Cities (87)	355,210	355,210	-	0.00%	
40004	Special Districts	355,210	355,210	-	0.00%	
	<b>Total Local Agency Apportionment</b>	<b>\$ 1,539,253</b>	<b>\$ 1,539,253</b>	<b>\$ -</b>	<b>0.00%</b>	

\*Estimates based on FY 2019-20 Billing. Invoices for FY 2020-21 are generated by the County Auditor Controller's Office.