



## AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District  
Virtual – Zoom – August 24, 2020 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING AUGUST 24, 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 August 24, 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).

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If you wish to make public comment during the live meeting, you can call in to (626) 798-0833 ext. 118, 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 x118 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. Open Session

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

#### III. Consent Calendar

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

- a. Approval of Minutes – Special Meeting held July 16, 2020 - Pages #3-6
- b. Approval of Minutes – Special Meeting held August 3, 2020 - Pages #7-10
- c. Departmental Monthly Reports – July 2020 - Pages #11-19

- d. Special Presentation – Demonstration Garden at Bob Lucas Library

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

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

**V. Reports (Information)**

- a. Support Groups
  - i. Altadena Library Foundation
  - ii. Friends of the Altadena Library
- b. District Director's Report - Pages #20-22
  - i. Library Operations
  - ii. Statistics
- c. Financial Reports – June 2020 - Pages #23-36
- d. Board of Trustees Standing Committee Reports
  - i. Budget Committee
- e. Board of Trustees Ad Hoc Committee Reports
  - i. California Voter Rights Act
  - ii. District Director Evaluation
  - iii. Public Funding - Pages #37-38
- f. Liaison Reports - Pages #39-48
- g. Trustee Reports - Page #49

**VI. Unfinished Business**

**VII. New Business**

- a. 2020 Operational Plan Update (Information) - Pages #50-56
- b. District Director Annual Evaluation Form (Action) - Pages #57-64

**VIII. Announcements & Planning**

- a. Correspondence
  - i. LAFCO Independent Special District Alternate Ballot - Pages #65-76
- b. Proposed Future Agenda Items

**IX. Adjournment**

- a. Adjourn Meeting



## MINUTES

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>

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#### I. Call to order

**Special meeting was called to order at 5:02 PM**

(Absent: Trustee Kahn, excused)

##### a. Roll Call

**Trustee Andruess, Trustee Capell, Trustee Clark, and Trustee Wilkerson.**

#### II. Closed Session

*The Board of Trustees recessed into closed session at 5:03 PM 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

**Trustees returned from closed session and began open session at 5:29 PM.**

### III. Open Session

- b. Approval/Reordering of Agenda Items
- c. Adoption of Agenda  
**Moved by Trustee Andruess to adopt the Agenda.  
Second by Trustee Capell.  
Roll Call Vote:**  
Trustee Andruess: Aye  
Trustee Capell: Aye  
Trustee Clark: Aye  
Trustee Wilkerson: Aye
- d. Public Comment on Non-Agenda Items
- e. Special Presentation: **Art Restoration RFP Respondents: Kamila Korbela and Linnaea Saunders presented overviews and proposals for consideration and answered Trustee questions about their proposals.**

### 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
- b. Departmental Monthly Reports – June 2020  
**Moved by Trustee Capell to approve the Consent Calendar.  
Second by Trustee Andruess.  
Roll Call Vote:**  
Trustee Andruess: Aye  
Trustee Capell: Aye  
Trustee Clark: Aye  
Trustee Wilkerson: Aye

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

No items were removed from the Consent Calendar. Discussion on items proceeded.

### VI. Reports (Information)

- a. Support Groups
  - i. Altadena Library Foundation  
**No report at this time.**
  - ii. Friends of the Altadena Library  
**No report at this time.**
- b. District Director's Report
  - i. Library General Operations – **Director Winslow reported.**
  - ii. Curbside and Electronic Statistics– **Director Winslow reported.**
- c. Financial Reports – June 2020 – **Administrative Services Manager, Nicole Fabry presented the June Financials.**
- d. Board of Trustees Standing Committee Reports
  - i. Budget Committee – **No report at this time.**

- e. Board of Trustees Ad Hoc Committee Reports
  - i. California Voting Rights Act Committee – **No report at this time.**
  - ii. District Director Evaluation Process – **No report at this time.**

**Trustees briefly recessed at 7:01 PM and reconvened open session at 7:08 PM.**

- iii. Public Funding Committee –
  - 1. Presentation by Clifford Moss with Overview of Library Needs - **Clifford Moss provided presentation informational overview of Altadena Library District needs.**
  - 2. Presentation by EMC on Polling Results - **EMC presented on public opinion research and the results of their polling.**

**Public Comment by Bridgett Brewster regarding presentations was allowed.**

- f. Liaison Reports – **No report at this time.**
- g. Trustee Reports – **Trustee Capell provided information about the Library Stabilization Fund Act. Trustee Clark stated she and Trustee Capell will host informational session about running for office July 17, 2020.**

**VII. Unfinished Business**

None.

**VIII. New Business**

- a. Reviewed and approved Master Calendar for Board of Library Trustees for Fiscal Year 2020-21-**(Action)**

**Moved by Trustee Andruess to accept the Master Calendar.**

**Seconded by Trustee Wilkerson.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Wilkerson: Aye

- b. Reviewed and approved NBS Additional Consulting Services for CFD Formation **Moved by Trustee Wilkerson to approve additional consulting services to NBS.**

**Seconded by Trustee Capell.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Wilkerson: Aye

- c. Reviewed and selected LA Art Labs contract for Art Restoration of the George Symon painting

**Moved by Trustee Wilkerson to offer a contract to Kamila Korbela to restore the George Symon painting.**

**Seconded by Trustee Andruess.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye  
Trustee Wilkerson: Aye

- IX. Announcements & Planning**
- a. Correspondence  
**LACFO budget submitted.**
  - b. Proposed Future Agenda Items

**Special Meeting to be called by Trustee Clark on August 3, 2020 at 5:00 PM.**

- X. Adjournment**
- a. Adjourn Meeting  
**Moved by Trustee Capell.**  
**Seconded by Trustee Andruess.**

Meeting adjourned at 8:20 PM.



## MINUTES

Special Meeting Board of Library Trustees | Altadena Library District  
Virtual – Zoom – August 3, 2020 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING AUGUST 3, 2020 MEETING

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#### I. Call to order

Meeting was called to order at 5:05 p.m.

#### II. Open Session

##### a. Roll Call

**Trustee Andruess, Trustee Capell, Trustee Clark, Trustee Kahn and Trustee Wilkerson.**

##### b. Approval/Reordering of Agenda Items

**None.**

##### c. Adoption of Agenda

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

**Second by Trustee Capell.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye  
Trustee Kahn: Aye  
Trustee Wilkerson: Aye  
Trustee Clark: Aye

- d. Public Comment on Non-Agenda Items  
None.

### III. **Consent Calendar**

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

- a. Approval of Minutes – Special Meeting held July 16, 2020  
**Postponed to next scheduled Regular Meeting.**
- b. Approval of Minutes – Regular Meeting held July 27, 2020  
**Moved by Trustee Kahn to approve the Minutes.**

**Second by Trustee Capell.**

**Roll Call Vote:**

Trustee Andrues: Aye  
Trustee Capell: Aye  
Trustee Kahn: Aye  
Trustee Wilkerson: Aye  
Trustee Clark: Aye

### IV. **Consideration of Items Removed from the Consent Calendar**

No items were removed from the Consent Calendar.

### V. **Reports**

- a. District Director's Report
- i. Library General Operations  
**Report provided by Director Nikki Winslow.**
- b. Board of Trustees Ad Hoc Committee Reports
- i. Public Funding Committee
    - a) Presentation by Clifford Moss  
**Presentation by Laura Crotty from Clifford Moss provided and discussion ensued.**
- c. Trustee Reports  
**Trustee Andrues reported on outcomes of Friends of the Library event. Trustee Clark reported on LA County Department of Regional Planning's Altadena Black History project.**

### VI. **Unfinished Business**

None.

### VII. **New Business**

Trustee Clark opened items to public comment. Director Winslow read aloud public comment submitted by Resident Datz. Trustee Clark opened the floor for discussion from board on items. Discussion ensued.

- a. Resolution 2020-08 - Resolution Forming and Establishing Altadena Library District Community Facilities District No. 2020-1 (**Action**)  
**Moved by Trustee Capell to adopt Resolution 2020-08.**  
**Second by Trustee Kahn.**

Discussion ensued. Trustee Kahn asked grammatical edits to be made to Resolution 2020-08.

**Trustee Capell amended motion to reflect necessary grammatical edits.**



**Moved by Trustee Capell to adopt Resolution 2020-08 with necessary grammatical edits.  
Second by Trustee Andruess.**

**Roll Call Vote:**

Trustee Andruess: Aye  
Trustee Capell: Aye  
Trustee Kahn: Aye  
Trustee Wilkerson: Aye  
Trustee Clark: Aye

- b. Resolution 2020-09 – Resolution of the Altadena Library District Board of Trustees, Acting as the Legislative Body of Altadena Library District Community Facilities District No. 2020-1 (Facilities and Services), Deeming it Necessary to Incur a Bonded Indebtedness of Such Community Facilities District to Finance Certain Public Facilities **(Action)**

Trustee Kahn asked grammatical edits to be made to Resolution 2020-09.

**Moved by Trustee Andruess to adopt Resolution 2020-09 with necessary grammatical edits.  
Second by Trustee Wilkerson.**

**Roll Call Vote:**

Trustee Andruess: Aye  
Trustee Capell: Aye  
Trustee Kahn: Aye  
Trustee Wilkerson: Aye  
Trustee Clark: Aye

- c. Resolution 2020-10 – Resolution Calling For The Holding of a Special Election to Be Held On Tuesday , November 3, 2020, for a Measure to Authorize the Levy of Special Tax to Finance Certain Facilities and Services, Incur a Bonded Indebtedness, and to Establish an Appropriations Limit **(Action)**

**Moved by Trustee Capell to adopt Resolution 2020-10 with necessary grammatical edits.  
Second by Trustee Kahn.**

**Roll Call Vote:**

Trustee Andruess: Aye  
Trustee Capell: Aye  
Trustee Kahn: Aye  
Trustee Wilkerson: Aye  
Trustee Clark: Aye

- d. Resolution 2020-11 – Resolution Requesting the Board of Supervisors of the County of Los Angeles to Consolidate a Special District Election to be held on November 3, 2020, with the Statewide General Election Pursuant to Section 10403 of the Election Code **(Action)**

Trustee Kahn discussed contents of Resolution 2020-11.

**Moved by Trustee Andruess to adopt Resolution 2020-11  
Second by Trustee Capell.**

**Roll Call Vote:**

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Kahn: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

VIII. **Announcements & Planning**

a. Correspondence

None.

b. Proposed Future Agenda Items

None.

IX. **Adjournment**

a. Adjourn Meeting

Meeting was adjourned and 6:37 p.m.



**BOARD OF LIBRARY TRUSTEES  
ADULT SERVICES REPORT for July 2020**

**DEPARTMENT: Adult Services**

**PREPARED BY: Nikki Winslow and Mikayla Arevalo**

**MEETING DATE: August 24, 2020**

**LOCATION: Virtual**

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**Curbside Highlights:**

Now that patrons can place holds online, we have seen that more orders have come in! We had about 600 appointments in July, and a total of 2,251 items checked out.

Additionally, we passed out the canvases for the "Altadena Voices Be Heard, Be Seen" project. We handed out more than 300 envelopes for the project. We are looking forward to seeing this flourish. Shoutout to Melissa for digitizing the canvas artwork that were turned in from the community.

As always, patrons continue to thank staff every day at the curbside for providing our services during this trying time!

**Programming highlights:**

Summer reading continued for the month of July-and it was HOT!

Our annual "Shred Day" was a success as we had over 65 people come and drop off their documents to be shredded!

We had an Altadenan resident record a video on how to make Natural Dyes with local plants. It was a popular topic! Currently we have over 600 views! This video was viewed all the way from Australia!!! Some viewers wrote..."It was fantastic," "Great Tutorial", "Clear communicator and teacher."

Made two staff DIY videos with 104 views!

**Operations/Statistics:**

AS has now taken over on cataloging and processing the magazines. Shoutout to Selena on training AS on this new task. As a team, we all work together to have the magazines ready for the patrons to check out!

We had a about 40 reference questions for the month of July!



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

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

**MEETING DATE:** August 24, 2020

**PREPARED BY:** Mylinh Hamlington

**LOCATION:** Virtual Meeting

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**Summer Reading Program**

- SRP 2020 ended on Saturday, August 1<sup>st</sup>. Overall, considering the circumstances, I believe that this year's SRP was a great success. We surpassed our goal of 600 participants, patrons who attended our programs enjoyed all of them, and we got fantastic feedback for our SRP kits.
- Total number of participants:
  - Adult – 144 online registrations, 139 kits picked up
  - Teen – 85 online registrations, 71 kits picked up
  - Elementary – 249 online registrations, 313 kits picked up
  - Pre-K – 106 online registrations, 99 kits picked up
  - All ages total – 614 registrations, 622 kits picked up
- SRP grand prize winners have been drawn and they have been contacted to pick up their prizes. Participants received one entry into the drawings for registering for the online program and an additional entry for completing the program. We have two Adult program prizes of \$100 Visa gift cards, \$100 and \$25 Target gift cards for the Teen program winners, \$100 Vroman's Bookstore gift card for Elementary program winners, and \$100 and \$25 Kid Space gift cards for the Pre-K program winners.
- The Children's team has assembled 120 English language and 25 Spanish language kits from our leftover supplies that will go to Pasadena Child and Family Services office to give to families during their visits with them.

**Programming Highlights:**

- We had two programs that were led by outside facilitators or performers in June: John Abrams Virtual Magic Workshop and Craig Newton presenting the Multicultural History of American Music. An additional online performance was recorded for us by Sonny Seki and Judith Seki which featured a dramatic reading of his book "The Lucky Cat," information about Japanese Folklore and examples of traditional Japanese toys. This recording is still available on our YouTube page and may be my favorite program from this summer.
- In addition to the programs led by outside presenters, the children's team continued to facilitate various Zoom based programs in July including Writer's Workshops for 3<sup>rd</sup>-5<sup>th</sup> graders, Warriors Trivia, and a Riding Freedom book club. We also created 7 pre-recorded programs for our YouTube channel with the help of staff from Bob Lucas.
- Counting our individual YouTube recordings, there were 13 children's programs in July with an overall attendance of 243.

## Outreach

- In July, we made one visit to each of LA County's Parks and Recreation camp and summer lunch locations in Loma Alta Park. During our visits, we talked to the children attending about our current offerings at the library, the SRP program, and the contents of the SRP kits. Each child was given a kit for themselves and for any siblings or cousins that they had at home.
- On July 17<sup>th</sup>, Amanda presented a virtual storytime to the Parks and Rec Tiny Tots group based out of Loma Alta Park. This was our first "live" storytime since the shutdown and she enjoyed the enthusiasm and interaction with the children that this opportunity provided.

## Meetings

- Our weekly Children's team meetings have expanded to include Isabelle, so they are now Children's and Teen team meetings. We have been working on planning programming for the fall and winter, and it has been great to have Isabelle on our team and be able to share ideas and resources among all of us.
- I attended a Growing Together Pasadena programming team meeting where we discussed what programming is available during this time and how we can amplify the programming done by the various hub and partner groups. We are planning on having each hub and partner record a short video tour of their facility and give a short introduction to their programs and offerings
- Jennifer Driscoll from Pasadena Public Library, Leila Regan from Sierra Madre Public Library, and I met to discuss our 1000 Books Before Kindergarten programs and to plan for a coordinated giveaway of early literacy kits that will take place at all our library locations.
- The Programming Engagement Team has come up with district wide programming guidelines and planning procedures. The goal for creating these guidelines and policies is to make sure at all the programming that we offer is cohesive and of a consistent quality. By standardizing the programs and planning process, our programmers have a clear outline for their work and provides the opportunity for program plans to be discussed among all public services departments. These procedures are currently based around the idea of total virtual programming and may change as we transition back to in-person programming.



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

**DEPARTMENT:** Teen Services

**MEETING DATE:** August 24, 2020

**PREPARED BY:** Isabelle Briggs

**LOCATION:** Community Room

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**Highlights:**

July marked Teen Services first month under the Children and Family Services Department! This has already proved to be a great fit, as it enables more direct collaboration on youth services.

This was the most successful programming month for Teen Summer Reading. A total of 20 individuals participated in programs through Instagram and Zoom. "Craftivism Saturday" on Instagram Live had a total of 9 live viewers on July 11, its highest number of live viewers yet. This month was also the first "D&D@ALD" which was led by the Teen Librarian as Dungeon Master, and 9 people attended that Zoom event! This was my first time ever being a Dungeon Master and I've only played D&D twice before, but it was easily the most fun event of the summer.

Teen Services is continuing to contribute to the PET Team, the Display Committee, the EDI Team, and the Zine Library Committee, all of which had meetings this month. In collection development, another round of weeding was started in order to further strengthen and streamline the collection. With the new Administrative Assistant on board, a new plan for teen volunteers is being strategized and implemented.

The @AltadenaTeens Instagram account now has 350 followers, which is an increase of 15 followers in a month. Teen Services is also working with the Marketing & Community Engagement Manager to start a library TikTok account and we are strategizing content together. Stay tuned!



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

**DEPARTMENT:** Technical Services

**MEETING DATE:** August 24, 2020

**PREPARED BY:** Carlene Chiu

**LOCATION:** Community Room

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At the beginning of the month, we wrapped up the inventory project. In total, we took stock of approximately 73,000 items at the Main Library. Post inventory, the verified missing item records were deleted from the catalog. We now have a much more accurate online catalog.

This month the T.S. team has had our first team meeting with our new Supervisor, Christopher! He jumped onboard with gusto and with his guidance, this month was spent evaluating all our collection offerings. We have developed criteria to evaluate how well a particular area of the collection is circulating and are using the circulation rate to determine the rate of return.

We based our budget allocated for materials on these calculations. This way, funds are allocated towards a particular genre or subject area that is reflective of our patron's needs and wants. In addition to seeing how our print collection circulates, we also analyzed the usage of our databases and digital collections. For instance, we can compare the usage of our print and digital magazines and consider adding more magazine titles to Flipster. We can determine if there is a pattern over time of greater usage of our digital magazines vs. our print magazines.

Lori has started in our department from upstairs from Adult Services. She joined our department at the end of the month and is receiving training on all aspects of Technical Services. She has a Library Technician certificate from PCC and has assisted with our digital archives project in the past. We are happy to have her join our team.

We have closed our accounting for the fiscal year for collection development and as we begin the new fiscal year, selectors have begun to order materials. Soon there will be an influx of new materials we know the patrons will be excited about.

During the closure is an opportunity to weed the collections. The weeded books are sent to Better World Books. The weeding of books in poor condition or that do not circulate allows us to make way for new books and to maintain the health of our collections. Well loved popular titles that are worn out are replaced, new titles are added, and gaps in the collection are identified and filled/

The T.S. Department is shifting some furniture around and making space for Passport Services to join us downstairs. The work area is starting to take shape and the rearrangement will allow a better use of space and workflow.



**BOARD OF LIBRARY TRUSTEES  
BOB LUCAS BRANCH REPORT for July 2020**

**DEPARTMENT:** Bob Lucas Branch

**MEETING DATE:** August 24, 2020

**PREPARED BY:** Diana Wong

**LOCATION:** Virtual

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**Curbside Service Updates** – I became the lead for Curbside Service mid-July. One of the first things I worked on was to prepare for the launch of Curbside at the BL branch by coordinating with the full-time Adult Services staff. We met to smooth out the process for handling and transferring of materials and the scheduling of appointments for both locations. BL staff are solely responsible for the daily transfer of items between branches and continue to work shifts at Main to support this initiative.

IT/Christopher made the Library of Things (LoT) collection available for circulation. Patrons in the Good Neighbor category are now able to place holds online or over the phone for mobile hotspots and laptops. We have streamlined the process for checking in and out of these items to adapt to our Curbside Service model.

Also, this month we decided to increase the number of holds from 10 to 20 items for patrons in the Teacher category. With the possibility of homeschooling increasing on the horizon and the need for more materials for those who are currently homeschooling, ALD seized at the opportunity to meet the evolving needs our patrons. So, teacher cardholders may now pick up more materials at every Curbside appointment.

For July, there were a total of 583 appointments and 2,368 items that went out for Curbside.

### **Library Programming**

I am a part of the Program and Engagement Team and we met this month to further refine a guiding document outlining expectations for each department and discussed ideas for virtual programming for the Fall and Winter seasons. As agreed, BL staff work will in conjunction with the other departments to produce specific kinds and number of programs annually. So, beginning in the Fall, you can look forward to adult crafting videos produced by our Library Assistant, Michelle Hoskins; PJ Stoytime with our Branch Manager, Diana Wong; and Teen programming produced by our Library Clerk, Aaron Kimbrell.

Further, BL staff will offer a family-oriented civic engagement program in October. We are planning a mock-election to vote for a favorite book character, an art contest with a winner's art made into a bookmark for distribution and a take home kit for parents and caregivers to teach their children about volunteerism, elections and voting.

### **BL Demonstration Garden Application**

I submitted an application to Foothill Municipal Water District requesting \$8,500.00 for the purchase of materials to be used in the creation of a demonstration garden at the BL branch. I worked with our Facilities Manager, Jonathan and a dedicated volunteer to develop a design



plan that would transform the front lawn area into a visually and physically inviting community space that will include over 40 types of drought tolerant plants and succulents. We anticipate hearing back in mid-August on whether our project was approved.

### **Public Services Policies**

I am working with our Children's Manager, Mylinh on updating the Public Services policies/procedures. While we are waiting for the new Assistant Director to come aboard to work on larger-scope policies (like Borrowing), we have tackled a set of important policies that needed expanding and clarification, like the Food and Drink and Service Animal policies.



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

**DEPARTMENT: Facilities**

**PREPARED BY:** Jonathan Arevalo

**MEETING DATE: August 24, 2020**

**LOCATION: Community Room**

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

During the month of July, 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 are beneficial for the safety of staff and patrons during the current pandemic. The following work was accomplished during the month of July:

Landscape lighting project was started at the Main Library. This will help with the beautification and safety aspects of our garden. The landscape lighting project on the north side of the library should be completed by the end of August 2020.

New LED safety lighting was installed at the Main Library on the west side of the building.

A thumb turn lock was installed in the Director's office to keep with fire code compliance.

The Bob Lucas Library submitted an application to the Foothill Municipal Water District for funding to do a demonstration garden at the Branch Library. The Facilities Department is working alongside Diana Wong, Branch Manager, to gather information and other materials needed in preparation for the project. A presentation for the project will be done at the August Board meeting.

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 JULY 2020**

**DEPARTMENT:** Information Technology

**MEETING DATE:** August 24, 2020

**PREPARED BY:** Christopher Kellermeyer

**LOCATION:** Virtual Meeting

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

1. Library of Things (LOT) has gone live; checkouts of laptops have begun, and the next hardware to add to LOT is a Celestron Telescope. Other items under consideration to add: sewing machines and VR headsets.
  
2. WiFi 5 to WiFi 6, Network Infrastructure Grant / 10 GB Upgrade, and CCTV
  - a. WiFi hardware and standards have leaped ahead during the lead time between USAC approved funding of our CAT2 ERate and now; a cancellation letter has been sent to XAct Technologies, the vendor selected to perform the CAT2 WiFi upgrade because the requested hardware is already behind the curve and next generation hardware can be purchased under the CSL grant we are applying for to perform the network infrastructure / 10 GB upgrade. This means we are out the \$3k spent on ERate consulting fees and the time / effort, but my instincts on the matter tell me diverting will produce the best long-term outcome.
  - b. A good amount of time has been spent the past month working with CSL and their consultant engineers they hired to facilitate / design the RFQ and dealing with the prospective vendors. We selected NicPartners Inc. to perform the work in the event we receive the funding through the CSL grant. One can read all about NicPartners through the following URL: <https://www.nicpartnersinc.com/>
  - c. The total requested amount for the grant comes to \$337,574.77; the improvements upon our network infrastructure would be tantamount to replacing copper chisels with technology recovered from the Roswell UFO crash.

Exploring COVID grants via FEMA We should here back about the Mobile Library grant by the end of August. \$108k	We should here back about our BBVA grant application for \$5k by the end of August.
3D print curbside service went live and is averaging slightly over 1 print per day.	Negotiating Refund/Extension: Beanstack
Jeeves handles / notifies patrons for LOT.	Systems' Updates, Maintenance, Cleaning
Mobile Hotspots have been converted to item type: LOT, and are rolling out; we have 51 total units.	Hoopla Integration Completed; PrinterOn setup and has August 10 launch date.



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

**DEPARTMENT:** Administration

**MEETING DATE:** August 24, 2020

**PREPARED BY:** Nikki Winslow

**LOCATION:** Virtual Zoom Meeting

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**Staffing Updates:**

- a) Hires/Promotions: None
- b) Appointments: None
- c) Transfers: Mark Parsons – from Library Technician to Adult Services Library Assistant  
Lori Newfang – from Adult Services Library Clerk to Technical Services Clerk
- d) Resignations/Terminations: Selena Alegria – Library Technician – August 22, 2020

We held the first round of interview for the vacant Assistant Director position on Wednesday, August 12<sup>th</sup> with an external panel. There were 10 applicants interviewed and the top three scoring candidates moved into the second round of interviews, which will be held by Nicole Fabry and I on Thursday, August 20. We are confident that we will be able to select one of these candidates that day and make a job offer shortly thereafter. It is my goal to have someone start with us in mid to late September.

We have scheduled the external panel for the vacant Adult Services Librarian position for September 14 and 15. We want the new Assistant Director to be involved in this recruitment once they start in their position with us. More information to come about this position in September.

We would also like to wish Selena Alegria, one of our full-time Library Technicians, farewell and best of luck with her future endeavors. We really appreciate the work she has done for ALD in the three and a half years she worked for us.

***Adult Services Team Oversight:***

With the Assistant Director vacancy, I have been overseeing the staff in the Adult Services Department. This has included meeting with them on Thursday afternoon each week to take about scheduling, Curbside service, upcoming virtual Fall programming and more. Thank you to Mikayla for helping me put together a report from the department for this Board Package.

***Staff Office Updating:***

With some of the vacancies we have currently, we decided it was an opportune time to make some changes to staff office space that has been discussed and proposed in the past. It has been decided to move the Passport Services Office downstairs to the staff room, which will be located next to the western most door of the basement. This way when we are ready to start passport appointments again they will have an exterior door and an outdoor waiting area for patrons.

The new Assistant Director will be in the old Passport Services Office, which will make oversight of the Adult Services Department and overall library operations much more convenient for that person.

All of the Adult Services staff will now have desks in the staff office space upstairs at Main, and we are in the process of ordering new furniture for both of these rooms as well as flooring for the Adult Services office. These spaces weren't included in the ARG reports to renovate so we are excited to give these rooms an updated look and fresh feel.

In the basement, the Children's Services and Teen Services staff are now in the office that Nicole, Chloé and Kylynn used to be in and have already expressed how much they enjoy having desks in one room together. We have also shifted the Technical Services staff into a different part of the large staff room in the basement. All of the changes in the basement are being done with existing furniture because of the potential renovation that will be taking place in their areas if the ballot measure were to pass.

Overall I think these changes have allowed many to have a fresh start in a new space!

### ***Re-Opening the Library to the Public and Curbside Update:***

Currently we are closed to the public until at least October 5 based on recommendations from LA County Public Health. As I mentioned last month, 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. We launched a survey for our patrons using Curbside to provide us feedback on this service and how the community would like to see it grow and expand. The survey can also be taken online at: <https://www.altadenalibrary.org/curbsidesurvey/>. Thank you to Diana Wong who has taken the lead on our Curbside Service and created this survey with the help of her staff and the Management Team. The survey will be open through August 31 and we are planning to have Diana present about the survey results at the Board meeting in September.

### ***Programming Partnerships:***

- **Pasadena Literary Alliance:** We continue to post videos in partnership with the Pasadena Literary Alliance. We are so grateful for their network that has provided excellent, award-winning authors for these videos and are thrilled that each video has gotten hundreds of views and appreciative comments. July videos featured screenwriters/authors Lee Goldberg and Nicholas Meyer, freedom of speech experts Suzanne Nossel and Andrew Marantz with LA Times Editorial Editor Sewell Chan, and authors in magical realism Aimee Bender, Ruffi Thorpe, and Kevin Wilson. Our final videos in this series will feature Indigenous authors, authors in narrative non-fiction, and crime authors (Michael Connelly and Derek Haas)!
- **Annual Taste of Dena:** The Altadena Library Foundation has shifted gears for this year's Taste of Dena. In lieu of an in-person gathering as has become the annual tradition, the Foundation is instead hosting a virtual Silent Auction featuring hyper-local and library-centric items, a Mystery Wine Pull where people can purchase a mystery wine bottle valued between \$20 and \$80, and a video presentation about the Foundation's efforts to support our libraries and the new bookmobile effort that the proceeds will support! Learn more at [www.altadenalibraryfoundation.org/tasteofdena!](http://www.altadenalibraryfoundation.org/tasteofdena!)

### ***Board Election Deadline Has Passed***

Although we had three open Board of Trustee seats open in this election, only two people have filed by the deadline. They are our current Trustees Terry Andruess and Kameelah Wilkerson. According to LA County Registrar's office, they will automatically be appointed to one of the seats and when the third seat's term expires, which Betsy Kahn is currently occupying, the Board will go through another appointment process to fill that seat. Thank you to Chloé for all of her marketing efforts to promote these vacancies and to Trustees Clark and Capell for the very informative workshop they did that I'm sure many people running for office in the future will continue to utilize.



**Restoration of the George Gardner Symons Painting**

We have contracted with Kamila Korbela to do the restoration project of our George Gardner Symons painting *Millard Canyon at Granite Gate*. She picked up the painting on Friday, 8/14 and anticipates it taking 1-2 months to complete the work. She will also be performing a varnish removal test during the course of her work and report those findings back to us.

**Statistical Update**

I worked with IT Manager Christopher Kellermeyer to put together a different look to our statistics for the Board this month. We now have a full two months of circulation statistics since launching Curbside Pickup, which can be seen below in the chart. June was our busiest month so far in both physical checkouts and digital resource use. We will continue to track statistics so that we have something to compare to in the months and years ahead.

Month	May		June		July	
Branch	Main	Bob	Main	Bob	Main	Bob
Standard Checkouts	1312	64	4590	140	3263	186
% of change	N/A	N/A	249.85%	118.75%	-28.91%	32.86%
Library of Things	0	0	0	0	22	6
% of change	N/A	N/A	N/A	N/A	N/A	N/A
3D Prints	0	0	0	0	41	N/A
% of change	N/A	N/A	N/A	N/A	N/A	N/A
Print From Home	0	0	0	0	0	0
% of change	N/A	N/A	N/A	N/A	N/A	N/A
E Resources	6000	N/A	6164	N/A	5790	N/A
% of change	-13.00%	N/A	2.73%	N/A	-6.07%	N/A
New Patrons	44	1	100	1	73	1
% of change	N/A	N/A	227.27%	0.00%	73.00%	0.00%





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

**DEPARTMENT:** Administration

**MEETING DATE:** August 24, 2020

**PREPARED BY:** Nicole Fabry

**LOCATION:** Virtual Meeting

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

**June 2020 FINANCIAL STATEMENTS**

The following financial reports are for the month of June 2020. The financial statements are unaudited. Currently we are at 100% of our budget year.

As indicated on the Balance Sheet, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a net income of -\$280,649.10. ALD cash and cash equivalents are \$3,521,067.28.

Total cash with the County is \$3,227,331.26. 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 \$5,192,532.99.

**REVENUE HIGHLIGHTS**

In June 2020 the District received two donations to account 4735. \$3,000 was reimbursement from SCLC (Southern California Library Cooperative) for the purchase of e-materials in response to COVID-19. The District also received \$3,333.00 in grant funding from the City of Pasadena to purchase supplies for youth services through First Connections.

**EXPENDITURE HIGHLIGHTS**

In June 2020 the District made a final payment of \$12,366.25 to Architectural Resources Group (7140) and a final payment of \$5,800 to Koff & Associates for completion of the Classification & Compensation Study (7155). A progress payment of \$18,350.00 was made to Clifford Moss for polling and feasibility work (7155). A payment of \$22,403.57 was made to Best, Best & Krieger, \$16,786.00 of which was for legal services related to CFD Formation (7130). \$5,987.76 was spent on Summer Reading (6260) for programming, curbside supplies, and supplies for summer reading kits.

**PAYMENTS FROM SUPPORT ORGANIZATIONS**

No payments to report.

## Altadena Library District

## Balance Sheet

As of June 30, 2020

	Jun 30, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Cash &amp; Cash Equivalents</b>	
<b>Cash in Banks</b>	
1001 · Pacific West - Checking	272,800.48
1002 · Pacific West - MMA	15,008.25
1021 · Chase General Acct...2951	5,264.57
1046 · PayPal	(187.28)
<b>Total Cash in Banks</b>	292,886.02
<b>Cash on Hand</b>	
1080 · Petty Cash	500.00
1081 · Cash Register - Main	150.00
1082 · Petty Cash - Branch	100.00
1083 · Cash Register - Branch	100.00
<b>Total Cash on Hand</b>	850.00
<b>Cash with County</b>	
1010.00 · Cash in County Treasury	3,268,242.36
1013 · FMV - COLA Funds	(40,911.10)
<b>Total Cash with County</b>	3,227,331.26
<b>Total Cash &amp; Cash Equivalents</b>	3,521,067.28
<b>Total Checking/Savings</b>	3,521,067.28
<b>Other Current Assets</b>	
<b>Property Tax Receivables (COLA)</b>	
1400 · PT Receivable-Current Secured	75,964.67
1410 · PT Receivable-Current Unsecured	(1,531.09)
1421 · PT Receivable-Delinquent Unsec	(79.88)
<b>Total Property Tax Receivables (COLA)</b>	74,353.70
1430 · Parcel Assessment Receivable	30,805.31
<b>Total Other Current Assets</b>	105,159.01
<b>Total Current Assets</b>	3,626,226.29
<b>Fixed Assets</b>	
<b>Capital Assets</b>	
<b>Accumulated Depreciation</b>	
1800 · Accum Depr (S & I)	(1,180,819.32)
1900 · Accum Depr (FF & E)	(24,481.72)
<b>Total Accumulated Depreciation</b>	(1,205,301.04)
<b>Depreciable Assets</b>	
1550 · Structures & Improvements	1,748,759.10
1700 · Furniture, Fixtures & Equipment	125,461.66
<b>Total Depreciable Assets</b>	1,874,220.76
<b>Non-Depreciable Assets</b>	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
<b>Total Non-Depreciable Assets</b>	179,780.28
<b>Total Capital Assets</b>	848,700.00
<b>Total Fixed Assets</b>	848,700.00



**Altadena Library District**  
**Balance Sheet**  
As of June 30, 2020

	Jun 30, 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
Total Deferred Outflows of Resources	712,454.00
Prepays	
1076 · Prepaid Items & Deposits	5,152.70
Total Prepays	5,152.70
Total Other Assets	717,606.70
<b>TOTAL ASSETS</b>	<b>5,192,532.99</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	25,847.70
Total Accounts Payable	25,847.70
Credit Cards	
2009 · UMB Credit Card	50,463.87
Total Credit Cards	50,463.87
Other Current Liabilities	
2005 · Accrued Expenses - Other	5,850.00
2050 · Accrued Vacation Payable	62,123.42
2099 · Credit Cards Clearing	(2,301.71)
2100 · Payroll Payable	
2100.02 · Salaries & Benefits Payable	27,948.83
2100.03 · CalPers CLASSIC (EE Ded)	(91.59)
2100.04 · CalPers PEPRA (EE Ded)	178.23
2100.07 · CalPers 457 (EE Contribution)	514.66
2100.08 · CalPers 457 (EE Loan Repayment)	120.41
2100.09 · Disability Insurance	(311.86)
Total 2100 · Payroll Payable	28,358.68
Total Other Current Liabilities	94,030.39
Total Current Liabilities	170,341.96
Long Term Liabilities	
Deferred Inflows of Resources	
2601 · DIR - Pension Related	274,678.00
Total Deferred Inflows of Resources	274,678.00
2700 · Net Pension Liability	2,302,407.00
2701 · Net OPEB Liability	1,089,770.00
Total Long Term Liabilities	3,666,855.00
Total Liabilities	3,837,196.96
Equity	
3300 · Retained Earnings	1,093,201.80
Net Income	262,134.23
Total Equity	1,355,336.03
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,192,532.99</b>

## Altadena Library District

## Profit &amp; Loss

June 2020

	Jun 20
Ordinary Income/Expense	
Income	
DONATIONS AND GRANTS	
4735 · Designated	6,333.00
Total DONATIONS AND GRANTS	6,333.00
FINES & FEES	
4340 · Passport Services Fees	170.00
Total FINES & FEES	170.00
INTEREST INCOME & ADJUSTMENTS	
4210 · Interest Income	0.26
Total INTEREST INCOME & ADJUSTMENTS	0.26
OTHER REVENUE & ADJUSTMENT	
4910 · Miscellaneous Income	360.00
Total OTHER REVENUE & ADJUSTMENT	360.00
PROPERTY TAXES	
4010 · Current-Year Secured	
4010.00 · Current Secured	28,199.13
Total 4010 · Current-Year Secured	28,199.13
4030 · Prior-Year Secured	
4030.05 · Secured Tax Refunds	(342.71)
Total 4030 · Prior-Year Secured	(342.71)
4050 · Homeowners Exemption	1,990.74
4070 · Supplemental Current	
4010.03 · SB 813 Supplemental	9,179.95
Total 4070 · Supplemental Current	9,179.95
4220 · County Interest Allocation	3,886.39
Total PROPERTY TAXES	42,913.50
Total Income	49,776.76
Expense	
FACILITIES, GROUNDS & MAINT.	
7205 · Maintenance Contracts	82.00
7210 · Building Maint & Repairs	1,052.73
7220 · Landscape	316.83
Total FACILITIES, GROUNDS & MAINT.	1,451.56
LIBRARY MATERIALS	
6110 · Cataloging Expenses	781.90
6120 · Books	2,206.09
6125 · Audio CD	539.80
6140 · Periodicals	535.48
Total LIBRARY MATERIALS	4,063.27
MISCELLANEOUS EXPENSE	
7510 · Miscellaneous Expense	
Total MISCELLANEOUS EXPENSE	
OPERATING EXPENSES	
ADVERTISING & MARKETING	
6627 · Advertising / Marketing	1,387.79
Total ADVERTISING & MARKETING	1,387.79

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

	Jun 20
<b>FEES</b>	
6745 · Banking & Service Fees	34.00
6746 · Payroll Fees	790.00
<b>Total FEES</b>	824.00
<b>STAFF COSTS &amp; PROF. DEVELOPMENT</b>	
6626 · Staff Recognition	134.63
6730 · Mileage & Parking Reimbursement	(2.00)
<b>Total STAFF COSTS &amp; PROF. DEVELOPMENT</b>	132.63
<b>UTILITIES</b>	
6920 · Electricity	5,949.50
6940 · Water & Sewage	99.54
<b>Total UTILITIES</b>	6,049.04
6740 · Postage & Delivery	12.09
6755 · Small Equipment	81.13
6765 · Janitorial Supplies	121.18
6770 · Operating Supplies	1,386.10
6775 · Technical Services Supplies	26.26
6970 · Equipment Lease & Rental	2,097.33
<b>Total OPERATING EXPENSES</b>	12,117.55
<b>PERSONNEL RELATED EXPENSES</b>	
<b>5000 · SALARIES &amp; WAGES</b>	
5010 · Salaried	32,814.90
5020 · Hourly	104,078.13
<b>Total 5000 · SALARIES &amp; WAGES</b>	136,893.03
<b>5100 · Employer-Portion Taxes/Benefits</b>	
5120 · Payroll Taxes (ER)	10,155.36
<b>5210 · PERS Retirement</b>	
5210.01 · CalPERS CLASSIC (ER Contr)	2,692.95
5210.02 · CalPERS PEPRA (ER Contr)	10,883.32
<b>Total 5210 · PERS Retirement</b>	13,576.27
5222 · OPEB Contribution	60,000.00
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	83,731.63
<b>5200 · Insurance</b>	
5220 · Health Insurance	10,972.81
5221 · Health Insurance - Retirees	5,481.03
5230 · Dental Insurance	(185.92)
5240 · Vision Insurance	882.72
5260 · Life Insurance	267.46
<b>Total 5200 · Insurance</b>	17,418.10
<b>Total PERSONNEL RELATED EXPENSES</b>	238,042.76
<b>PROFESSIONAL &amp; TECHNICAL INFORMATION TECHNOLOGY (IT)</b>	
7170 · Telecommunications	873.61
7180 · Technology Equipment	1,230.66
7185 · Technology Maintenance Fees	69.98
<b>Total INFORMATION TECHNOLOGY (IT)</b>	2,174.25

## Altadena Library District

## Profit &amp; Loss

08/13/20

June 2020

Accrual Basis

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	Jun 20
<b>PROFESSIONAL SERVICES</b>	
7125 · Audit and Financial Consulting	1,423.20
7130 · Legal Fees	22,403.57
7140 · Architectural & Engineering	12,366.25
7155 · Consultants - Other	24,150.00
<b>Total PROFESSIONAL SERVICES</b>	60,343.02
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	62,517.27
<b>PROGRAMS</b>	
6200 · Youth Services	3,894.46
6210 · Teen Services	719.54
6220 · Adult Services	177.31
6230 · Bob Lucas Branch Services	2.49
6240 · Literacy Services	1,460.89
6260 · Summer Reading	5,978.76
<b>Total PROGRAMS</b>	12,233.45
<b>Total Expense</b>	330,425.86
<b>Net Ordinary Income</b>	(280,649.10)
<b>Net Income</b>	<u>(280,649.10)</u>

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

	Jul '19 - Jun 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%
4735 · Designated	6,333.00			
4740 · CA Library Literacy Services	18,000.00	18,000.00		100.0%
4750 · Cal State Library				
<b>Total DONATIONS AND GRANTS</b>	<b>69,655.17</b>	<b>61,000.00</b>	<b>8,655.17</b>	<b>114.2%</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	85,185.00	120,000.00	(34,815.00)	71.0%
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>98,789.41</b>	<b>131,000.00</b>	<b>(32,210.59)</b>	<b>75.4%</b>
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Interest Income	47.54	400.00	(352.46)	11.9%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	<b>47.54</b>	<b>400.00</b>	<b>(352.46)</b>	<b>11.9%</b>
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4910 · Miscellaneous Income	1,289.22			
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>11,289.22</b>	<b>84,900.00</b>	<b>(73,610.78)</b>	<b>13.3%</b>
<b>PROPERTY TAXES</b>				
<b>4010 · Current-Year Secured</b>				
4010.00 · Current Secured	2,604,218.52	2,556,700.00	47,518.52	101.9%
<b>Total 4010 · Current-Year Secured</b>	<b>2,604,218.52</b>	<b>2,556,700.00</b>	<b>47,518.52</b>	<b>101.9%</b>
<b>4020 · Current-Year Unsecured</b>				
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>
<b>4030 · Prior-Year Secured</b>				
4030.00 · Prior Secured	(6,534.69)	10,200.00	(16,734.69)	(64.1)%
4030.05 · Secured Tax Refunds	(35,818.86)			
<b>Total 4030 · Prior-Year Secured</b>	<b>(42,353.55)</b>	<b>10,200.00</b>	<b>(52,553.55)</b>	<b>(415.2)%</b>
<b>4040 · Prior-Year Unsecured</b>				
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>
<b>4050 · Homeowners Exemption</b>				
4050 · Homeowners Exemption	13,271.56	15,300.00	(2,028.44)	86.7%
<b>4060 · Special Assessment</b>				
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>
<b>4070 · Supplemental Current</b>				
4010.03 · SB 813 Supplemental	33,659.84			
<b>Total 4070 · Supplemental Current</b>	<b>33,659.84</b>			

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

	Jul '19 - Jun 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	32,334.62	21,000.00	11,334.62	154.0%
4250 · Change in Property Tax Accrual				
<b>Total PROPERTY TAXES</b>	<b>3,586,259.29</b>	<b>3,556,700.00</b>	<b>29,559.29</b>	<b>100.8%</b>
<b>Total Income</b>	<b>3,766,040.63</b>	<b>3,834,000.00</b>	<b>(67,959.37)</b>	<b>98.2%</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	11,222.88	13,300.00	(2,077.12)	84.4%
7210 · Building Maint & Repairs	28,544.80	29,500.00	(955.20)	96.8%
7220 · Landscape	15,564.99	18,400.00	(2,835.01)	84.6%
<b>Total FACILITIES, GROUNDS &amp; MAINT.</b>	<b>55,332.67</b>	<b>61,200.00</b>	<b>(5,867.33)</b>	<b>90.4%</b>
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses	11,157.11	22,000.00	(10,842.89)	50.7%
6115 · Electronic Databases & Subscrip	20,532.92	30,000.00	(9,467.08)	68.4%
6120 · Books	122,337.74	130,000.00	(7,662.26)	94.1%
6125 · Audio CD	4,680.24	15,000.00	(10,319.76)	31.2%
6130 · DVD's & Videogames	30,859.63	35,000.00	(4,140.37)	88.2%
6135 · Processing of Materials	41,226.63	50,000.00	(8,773.37)	82.5%
6140 · Periodicals	15,601.08	20,000.00	(4,398.92)	78.0%
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>276,819.98</b>	<b>337,000.00</b>	<b>(60,180.02)</b>	<b>82.1%</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	6,909.78	7,000.00	(90.22)	98.7%
<b>Total ADVERTISING &amp; MARKETING</b>	<b>8,938.97</b>	<b>8,800.00</b>	<b>138.97</b>	<b>101.6%</b>
<b>FEES</b>				
6745 · Banking & Service Fees	1,640.64	2,000.00	(359.36)	82.0%
6746 · Payroll Fees	8,730.00	10,200.00	(1,470.00)	85.6%
7530 · County Tax Collection Fees	38,986.24	33,700.00	5,286.24	115.7%
<b>Total FEES</b>	<b>49,356.88</b>	<b>45,900.00</b>	<b>3,456.88</b>	<b>107.5%</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 June 2020

	Jul '19 - Jun 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	3,050.67	3,000.00	50.67	101.7%
6710 · Meetings & Travel	10,301.20	9,000.00	1,301.20	114.5%
6730 · Mileage & Parking Reimbursement	1,748.94	2,000.00	(251.06)	87.4%
<b>Total STAFF COSTS &amp; PROF. DEVELOPMENT</b>	<b>27,085.75</b>	<b>30,000.00</b>	<b>(2,914.25)</b>	<b>90.3%</b>
<b>UTILITIES</b>				
6920 · Electricity	32,662.90	50,000.00	(17,337.10)	65.3%
6930 · Natural Gas	3,968.29	5,000.00	(1,031.71)	79.4%
6940 · Water & Sewage	6,327.36	8,000.00	(1,672.64)	79.1%
6950 · Refuse	5,411.94	7,000.00	(1,588.06)	77.3%
<b>Total UTILITIES</b>	<b>48,370.49</b>	<b>70,000.00</b>	<b>(21,629.51)</b>	<b>69.1%</b>
6620 · Membership Dues & Subscriptions	13,753.27	13,000.00	753.27	105.8%
6740 · Postage & Delivery	8,019.19	8,000.00	19.19	100.2%
6750 · Printing & Reproduction	2,209.77	5,000.00	(2,790.23)	44.2%
6755 · Small Equipment	3,400.90	7,000.00	(3,599.10)	48.6%
6765 · Janitorial Supplies	6,366.20	6,000.00	366.20	106.1%
6770 · Operating Supplies	14,348.65	15,000.00	(651.35)	95.7%
6775 · Technical Services Supplies	3,892.52	5,000.00	(1,107.48)	77.9%
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	22,438.01	26,600.00	(4,161.99)	84.4%
<b>Total OPERATING EXPENSES</b>	<b>273,281.10</b>	<b>305,400.00</b>	<b>(32,118.90)</b>	<b>89.5%</b>
<b>PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	352,294.51	374,300.00	(22,005.49)	94.1%
5020 · Hourly	1,365,212.69	1,416,200.00	(50,987.31)	96.4%
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>1,717,507.20</b>	<b>1,790,500.00</b>	<b>(72,992.80)</b>	<b>95.9%</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>				
<b>5120 · Payroll Taxes (ER)</b>				
5250 · FUTA				
5120 · Payroll Taxes (ER) - Other	140,988.27	153,300.00	(12,311.73)	92.0%
<b>Total 5120 · Payroll Taxes (ER)</b>	<b>140,988.27</b>	<b>153,300.00</b>	<b>(12,311.73)</b>	<b>92.0%</b>
<b>5210 · PERS Retirement</b>				
5210.01 · CalPers CLASSIC (ER Contr)	23,433.06	25,000.00	(1,566.94)	93.7%
5210.02 · CalPers PEPPRA (ER Contr)	80,417.66	90,000.00	(9,582.34)	89.4%
5218 · PERS Unfunded	147,894.00	147,900.00	(6.00)	100.0%
<b>Total 5210 · PERS Retirement</b>	<b>251,744.72</b>	<b>262,900.00</b>	<b>(11,155.28)</b>	<b>95.8%</b>
5222 · OPEB Contribution	60,000.00	60,000.00		100.0%
5251 · SUI, Hourly				
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>452,732.99</b>	<b>476,200.00</b>	<b>(23,467.01)</b>	<b>95.1%</b>
<b>5200 · Insurance</b>				
5220 · Health Insurance	121,361.40	138,000.00	(16,638.60)	87.9%
5221 · Health Insurance - Retirees	65,872.34	77,700.00	(11,827.66)	84.8%
5230 · Dental Insurance	16,310.88	13,800.00	2,510.88	118.2%
5240 · Vision Insurance	4,087.99	4,100.00	(12.01)	99.7%
5260 · Life Insurance	1,519.52	1,400.00	119.52	108.5%
5270 · Workers' Compensation	31,233.41	31,300.00	(66.59)	99.8%
<b>Total 5200 · Insurance</b>	<b>240,385.54</b>	<b>266,300.00</b>	<b>(25,914.46)</b>	<b>90.3%</b>
<b>Total PERSONNEL RELATED EXPENSES</b>	<b>2,410,625.73</b>	<b>2,533,000.00</b>	<b>(122,374.27)</b>	<b>95.2%</b>

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

	Jul '19 - Jun 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	10,086.07	9,500.00	586.07	106.2%
7175 · Internet Service / E-Rate	31,611.58	42,000.00	(10,388.42)	75.3%
7180 · Technology Equipment	10,424.99	11,700.00	(1,275.01)	89.1%
7185 · Technology Maintenance Fees	22,487.84	21,000.00	1,487.84	107.1%
7190 · Website Development	361.45	1,500.00	(1,138.55)	24.1%
<b>Total INFORMATION TECHNOLOGY (IT)</b>	<b>78,471.93</b>	<b>89,200.00</b>	<b>(10,728.07)</b>	<b>88.0%</b>
<b>PROFESSIONAL SERVICES</b>				
7125 · Audit and Financial Consulting	32,587.11	61,200.00	(28,612.89)	53.2%
7130 · Legal Fees	93,644.93	107,000.00	(13,355.07)	87.5%
7131 · Legal Settlement				
7140 · Architectural & Engineering	63,870.00	64,000.00	(130.00)	99.8%
7145 · Collection Agency	2,004.80	1,900.00	104.80	105.5%
7155 · Consultants - Other	97,020.51	88,000.00	9,020.51	110.3%
<b>Total PROFESSIONAL SERVICES</b>	<b>289,127.35</b>	<b>322,100.00</b>	<b>(32,972.65)</b>	<b>89.8%</b>
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>367,599.28</b>	<b>411,300.00</b>	<b>(43,700.72)</b>	<b>89.4%</b>
<b>PROGRAMS</b>				
6200 · Youth Services	11,034.05	12,700.00	(1,665.95)	86.9%
6210 · Teen Services	1,748.29	5,400.00	(3,651.71)	32.4%
6220 · Adult Services	14,928.36	28,900.00	(13,971.64)	51.7%
6230 · Bob Lucas Branch Services	2,685.25	5,700.00	(3,014.75)	47.1%
6240 · Literacy Services	4,171.65	7,000.00	(2,828.35)	59.6%
6250 · Volunteer Services	1,456.80	2,500.00	(1,043.20)	58.3%
6260 · Summer Reading	11,711.70	9,200.00	2,511.70	127.3%
<b>Total PROGRAMS</b>	<b>47,736.10</b>	<b>71,400.00</b>	<b>(23,663.90)</b>	<b>66.9%</b>
<b>Total Expense</b>	<b>3,513,923.49</b>	<b>3,831,600.00</b>	<b>(317,676.51)</b>	<b>91.7%</b>
<b>Net Ordinary Income</b>	<b>252,117.14</b>	<b>2,400.00</b>	<b>249,717.14</b>	<b>10,504.9%</b>
<b>Net Income</b>	<b>252,117.14</b>	<b>2,400.00</b>	<b>249,717.14</b>	<b>10,504.9%</b>



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

	Jul '19 - Jun 20	Jul '18 - Jun 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	22,500.00	12,000.00	53.3%
4730 · Undesignated	22.17	1,436.20	(1,414.03)	(98.5)%
4735 · Designated	6,333.00		6,333.00	100.0%
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>	<b>69,655.17</b>	<b>46,936.20</b>	<b>22,718.97</b>	<b>48.4%</b>
<b>FINES &amp; FEES</b>				
4305 · Fees	3,936.98	4,739.03	(802.05)	(16.9)%
4310 · MFM / Printer Revenue	8,415.43	11,820.11	(3,404.68)	(28.8)%
4340 · Passport Services Fees	85,185.00	113,824.95	(28,639.95)	(25.2)%
4350 · Sales of Products	1,252.00	1,030.00	222.00	21.6%
4810 · Community Room Fees		580.00	(580.00)	(100.0)%
<b>Total FINES &amp; FEES</b>	<b>98,789.41</b>	<b>131,994.09</b>	<b>(33,204.68)</b>	<b>(25.2)%</b>
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Interest Income	47.54	168.77	(121.23)	(71.8)%
4221 · FMV COLA		(4,081.43)	4,081.43	100.0%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	<b>47.54</b>	<b>(3,912.66)</b>	<b>3,960.20</b>	<b>101.2%</b>
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4910 · Miscellaneous Income	1,289.22	30,925.30	(29,636.08)	(95.8)%
4915 · Film Rental Revenue		7,050.00	(7,050.00)	(100.0)%
4920 · Reimbursements		400.55	(400.55)	(100.0)%
4930 · E-Rate Revenue		36,279.00	(36,279.00)	(100.0)%
4999 · Credit Card Rebates	10,000.00	5,000.00	5,000.00	100.0%
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	<b>11,289.22</b>	<b>79,654.85</b>	<b>(68,365.63)</b>	<b>(85.8)%</b>
<b>PROPERTY TAXES</b>				
4010 · Current-Year Secured				
4010.00 · Current Secured	2,604,218.52	2,429,246.26	174,972.26	7.2%
4010.01 · Revenue Residual		44,374.42	(44,374.42)	(100.0)%
4010.02 · Statutory Revenue		5,419.13	(5,419.13)	(100.0)%
<b>Total 4010 · Current-Year Secured</b>	<b>2,604,218.52</b>	<b>2,479,039.81</b>	<b>125,178.71</b>	<b>5.1%</b>
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	86,918.20	103,583.27	(16,665.07)	(16.1)%
<b>Total 4020 · Current-Year Unsecured</b>	<b>86,918.20</b>	<b>103,583.27</b>	<b>(16,665.07)</b>	<b>(16.1)%</b>
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(6,534.69)	(3,146.18)	(3,388.51)	(107.7)%
4030.05 · Secured Tax Refunds	(35,818.86)	(40,520.21)	4,701.35	11.6%
<b>Total 4030 · Prior-Year Secured</b>	<b>(42,353.55)</b>	<b>(43,666.39)</b>	<b>1,312.84</b>	<b>3.0%</b>
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>	<b>(6,056.28)</b>	<b>(6,559.01)</b>	<b>502.73</b>	<b>7.7%</b>
4050 · Homeowners Exemption	13,271.56	13,558.28	(286.72)	(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>	<b>849,727.14</b>	<b>831,230.92</b>	<b>18,496.22</b>	<b>2.2%</b>

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

	Jul '19 - Jun 20	Jul '18 - Jun 19	\$ Change	% Change
<b>4070 · Supplemental Current</b>				
4010.03 · SB 813 Supplemental	33,659.84	71,034.79	(37,374.95)	(52.6)%
<b>Total 4070 · Supplemental Current</b>	33,659.84	71,034.79	(37,374.95)	(52.6)%
<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)%
<b>4220 · County Interest Allocation</b>	32,334.62	51,995.56	(19,660.94)	(37.8)%
<b>Total PROPERTY TAXES</b>	3,586,259.29	3,513,797.67	72,461.62	2.1%
<b>Total Income</b>	3,766,040.63	3,768,470.15	(2,429.52)	(0.1)%
<b>Expense</b>				
<b>CAPITAL EXPENSE</b>				
7310 · Equipment, Furniture & Fixtures	23,486.56	56,556.94	(33,070.38)	(58.5)%
7320 · Structures & Improvements	58,481.86	61,858.78	(3,376.92)	(5.5)%
7399 · Capitalized Expenditures		(82,157.31)	82,157.31	100.0%
<b>Total CAPITAL EXPENSE</b>	81,968.42	36,258.41	45,710.01	126.1%
<b>DEPRECIATION EXPENSE</b>				
7700 · Depreciation Expense		71,026.66	(71,026.66)	(100.0)%
<b>Total DEPRECIATION EXPENSE</b>		71,026.66	(71,026.66)	(100.0)%
<b>FACILITIES, GROUNDS &amp; MAINT.</b>				
7205 · Maintenance Contracts	11,222.88	9,612.84	1,610.04	16.8%
7210 · Building Maint & Repairs	28,729.86	31,497.15	(2,767.29)	(8.8)%
7220 · Landscape	15,564.99	16,671.56	(1,106.57)	(6.6)%
<b>Total FACILITIES, GROUNDS &amp; MAINT.</b>	55,517.73	57,781.55	(2,263.82)	(3.9)%
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses	11,157.11	19,794.28	(8,637.17)	(43.6)%
6115 · Electronic Databases & Subscrip	20,532.92	15,191.56	5,341.36	35.2%
6120 · Books	122,337.74	129,600.59	(7,262.85)	(5.6)%
6125 · Audio CD	4,680.24	9,207.58	(4,527.34)	(49.2)%
6130 · DVD's & Videogames	30,859.63	23,543.43	7,316.20	31.1%
6135 · Processing of Materials	41,226.63	36,859.24	4,367.39	11.9%
6140 · Periodicals	15,601.08	12,358.23	3,242.85	26.2%
6150 · Downloadables	30,414.79	15,147.91	15,266.88	100.8%
6155 · Library of Things	9.84	453.17	(443.33)	(97.8)%
<b>Total LIBRARY MATERIALS</b>	276,819.98	262,155.99	14,663.99	5.6%
<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	577.50	1,451.69	251.4%
6627 · Advertising / Marketing	6,909.78	6,447.68	462.10	7.2%
<b>Total ADVERTISING &amp; MARKETING</b>	8,938.97	7,025.18	1,913.79	27.2%
<b>FEES</b>				
6745 · Banking & Service Fees	1,640.64	2,025.77	(385.13)	(19.0)%
6746 · Payroll Fees	8,730.00	9,480.00	(750.00)	(7.9)%
7530 · County Tax Collection Fees	38,986.24	33,235.82	5,750.42	17.3%
<b>Total FEES</b>	49,356.88	44,741.59	4,615.29	10.3%

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

	Jul '19 - Jun 20	Jul '18 - Jun 19	\$ Change	% Change
<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>	<b>63,381.34</b>	<b>44,688.73</b>	<b>18,692.61</b>	<b>41.8%</b>
<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	3,050.67	3,130.74	(80.07)	(2.6)%
6710 · Meetings & Travel	9,560.40	6,988.89	2,571.51	36.8%
6730 · Mileage & Parking Reimbursement	1,748.94	1,353.63	395.31	29.2%
<b>Total STAFF COSTS &amp; PROF. DEVELOPMENT</b>	<b>26,344.95</b>	<b>20,102.98</b>	<b>6,241.97</b>	<b>31.1%</b>
<b>UTILITIES</b>				
6920 · Electricity	36,547.17	37,396.83	(849.66)	(2.3)%
6930 · Natural Gas	3,968.29	4,732.72	(764.43)	(16.2)%
6940 · Water & Sewage	6,327.36	4,578.08	1,749.28	38.2%
6950 · Refuse	5,411.94	6,137.97	(726.03)	(11.8)%
<b>Total UTILITIES</b>	<b>52,254.76</b>	<b>52,845.60</b>	<b>(590.84)</b>	<b>(1.1)%</b>
6620 · Membership Dues & Subscriptions	13,753.27	8,497.60	5,255.67	61.9%
6628 · Volunteer Recognition		1,329.71	(1,329.71)	(100.0)%
6740 · Postage & Delivery	8,019.19	7,536.32	482.87	6.4%
6750 · Printing & Reproduction	2,209.77	5,782.52	(3,572.75)	(61.8)%
6755 · Small Equipment	3,400.90	5,820.20	(2,419.30)	(41.6)%
6765 · Janitorial Supplies	6,366.20	7,909.33	(1,543.13)	(19.5)%
6770 · Operating Supplies	14,843.59	23,016.43	(8,172.84)	(35.5)%
6775 · Technical Services Supplies	3,892.52		3,892.52	100.0%
6780 · Operating Software	1,632.38	2,001.76	(369.38)	(18.5)%
6960 · Sales of Products	86.78	222.61	(135.83)	(61.0)%
6970 · Equipment Lease & Rental	22,438.01	21,657.70	780.31	3.6%
<b>Total OPERATING EXPENSES</b>	<b>276,919.51</b>	<b>253,178.26</b>	<b>23,741.25</b>	<b>9.4%</b>
<b>PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	352,294.51	373,584.72	(21,290.21)	(5.7)%
5020 · Hourly	1,365,212.69	1,367,604.76	(2,392.07)	(0.2)%
5030 · Change in Vacation Payable		(8,843.73)	8,843.73	100.0%
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>1,717,507.20</b>	<b>1,732,345.75</b>	<b>(14,838.55)</b>	<b>(0.9)%</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>				
5120 · Payroll Taxes (ER)	140,988.27	140,054.78	933.49	0.7%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	23,433.06	24,629.73	(1,196.67)	(4.9)%
5210.02 · CalPers PEPRA (ER Contr)	80,417.66	74,516.28	5,901.38	7.9%
5218 · PERS Unfunded	147,894.00	116,139.00	31,755.00	27.3%
<b>Total 5210 · PERS Retirement</b>	<b>251,744.72</b>	<b>215,285.01</b>	<b>36,459.71</b>	<b>16.9%</b>
5222 · OPEB Contribution	60,000.00	59,000.00	1,000.00	1.7%
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>452,732.99</b>	<b>414,339.79</b>	<b>38,393.20</b>	<b>9.3%</b>
<b>5200 · Insurance</b>				
5220 · Health Insurance	121,361.40	119,442.14	1,919.26	1.6%
5221 · Health Insurance - Retirees	65,872.34	71,421.15	(5,548.81)	(7.8)%
5230 · Dental Insurance	13,454.38	13,112.81	341.57	2.6%
5240 · Vision Insurance	4,087.99	3,885.96	202.03	5.2%
5260 · Life Insurance	1,519.52	1,502.34	17.18	1.1%
5270 · Workers' Compensation	31,233.41	17,941.13	13,292.28	74.1%
<b>Total 5200 · Insurance</b>	<b>237,529.04</b>	<b>227,305.53</b>	<b>10,223.51</b>	<b>4.5%</b>
<b>Total PERSONNEL RELATED EXPENSES</b>	<b>2,407,769.23</b>	<b>2,373,991.07</b>	<b>33,778.16</b>	<b>1.4%</b>

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

	Jul '19 - Jun 20	Jul '18 - Jun 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	10,086.07	6,644.79	3,441.28	51.8%
7175 · Internet Service / E-Rate	31,611.58	40,949.87	(9,338.29)	(22.8)%
7180 · Technology Equipment	10,424.99	18,345.12	(7,920.13)	(43.2)%
7185 · Technology Maintenance Fees	22,487.84	16,823.96	5,663.88	33.7%
7190 · Website Development	361.45	913.10	(551.65)	(60.4)%
<b>Total INFORMATION TECHNOLOGY (IT)</b>	<b>78,471.93</b>	<b>83,676.84</b>	<b>(5,204.91)</b>	<b>(6.2)%</b>
<b>PROFESSIONAL SERVICES</b>				
7125 · Audit and Financial Consulting	32,587.11	61,478.35	(28,891.24)	(47.0)%
7130 · Legal Fees	82,600.07	343,780.58	(261,180.51)	(76.0)%
7131 · Legal Settlement		111,800.00	(111,800.00)	(100.0)%
7140 · Architectural & Engineering	63,870.00		63,870.00	100.0%
7145 · Collection Agency	2,004.80	3,293.60	(1,288.80)	(39.1)%
7155 · Consultants - Other	97,020.51	49,692.68	47,327.83	95.2%
<b>Total PROFESSIONAL SERVICES</b>	<b>278,082.49</b>	<b>570,045.21</b>	<b>(291,962.72)</b>	<b>(51.2)%</b>
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>356,554.42</b>	<b>653,722.05</b>	<b>(297,167.63)</b>	<b>(45.5)%</b>
<b>PROGRAMS</b>				
6200 · Youth Services	11,034.05	10,534.07	499.98	4.8%
6210 · Teen Services	1,748.29	2,762.18	(1,013.89)	(36.7)%
6220 · Adult Services	14,989.16	22,103.71	(7,114.55)	(32.2)%
6230 · Bob Lucas Branch Services	2,685.25	4,796.12	(2,110.87)	(44.0)%
6240 · Literacy Services	4,171.65	2,384.59	1,787.06	74.9%
6250 · Volunteer Services	1,456.80	25.99	1,430.81	5,505.2%
6260 · Summer Reading	11,711.70	24.95	11,686.75	46,840.7%
<b>Total PROGRAMS</b>	<b>47,796.90</b>	<b>42,631.61</b>	<b>5,165.29</b>	<b>12.1%</b>
<b>Total Expense</b>	<b>3,503,906.40</b>	<b>3,828,516.05</b>	<b>(324,609.65)</b>	<b>(8.5)%</b>
<b>Net Ordinary Income</b>	<b>262,134.23</b>	<b>(60,045.90)</b>	<b>322,180.13</b>	<b>536.6%</b>
<b>Net Income</b>	<b>262,134.23</b>	<b>(60,045.90)</b>	<b>322,180.13</b>	<b>536.6%</b>



**PUBLIC FUNDING COMMITTEE REPORT**

**REPORT:** Public Funding Committee

**MEETING DATE:** August 24, 2020

**PREPARED BY:** Trustee Katie Clark

**LOCATION:** Virtual

**Altadena Library District – CFD Measure – November 3, 2020**

**Argument in Favor of Measure Z**

**Our Altadena libraries** are a treasured public resource. **VOTING YES on Measure Z** authorizes improvements so the Altadena Library District can continue serving our community with clean, safe, well maintained libraries for years to come.

Our two neighborhood libraries, **the Altadena Main Library** and **Bob Lucas Memorial Branch**, have served generations of local families, adapting to meet current community needs, providing literacy instruction, robust up-to-date print and online materials, technology, and more, for children, families, teens, and seniors. **But these facilities were built over 50 years ago!** After years of constant use, they desperately need repairs and upgrades. Your YES VOTE will continue important programs and resources, and upgrade both library facilities to meet current safety and accessibility standards.

**These libraries belong to OUR community. As PUBLIC assets, they need OUR help.** All options have been explored; this is the ONLY way to fund critical needs. The longer we wait, the more expensive improvements will be.

**Please VOTE YES on Z to:**

- **Continue** providing important library programs and resources
- **Repair/replace** aging building systems - leaky roofs, deteriorated electrical/plumbing/HVAC
- **Keep** our libraries clean, safe, and well maintained
- **Improve access** for seniors, people with disabilities, and families with strollers
- **Provide** up-to-date print and online reading materials
- **Increase** computer and internet access
- **Continue** providing community events/activities/enrichment and learning for all

**Taxpayer protections are REQUIRED!** All funds go to the Altadena Main Library and Bob Lucas Memorial Branch ONLY. This funding CAN'T be taken by the State or County. Oversight and annual audits ensure proper spending.

**To be fair and equitable, a low-income exemption is included.**

**VOTE YES** to ensure Altadena neighborhood libraries have a stable source of local funding to maintain programs and hours, and complete essential facilities upgrades.

Please join the Friends of the Altadena Library, the Altadena Library Foundation, library patrons, families, and residents across Altadena supporting our local Altadena libraries.

**VOTE YES on Z.**

[www.SupportAltadenaLibraries.org](http://www.SupportAltadenaLibraries.org)

**SIGNATORIES TO THE ARGUMENT:**

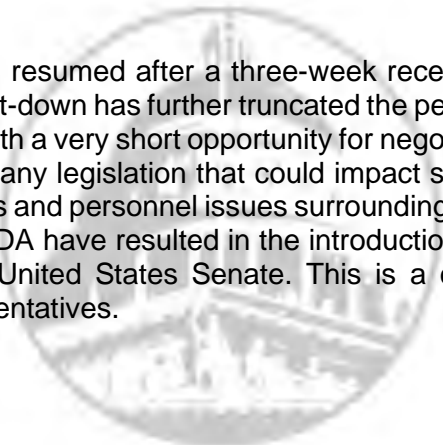
- (1) Dr. Sandra Thomas, Member, Altadena Town Council & 43-Year Altadena Resident
- (2) Marne Brown, President, Friends of the Altadena Library
- (3) Doug Colliflower, President, Altadena Chamber of Commerce
- (4) Sharon Sand, President, Altadena Heritage; Founding Member, Altadena Library Foundation
- (5) Gwen McMullins, 32-Year Public School Teacher (Retired); Former Altadena Library Trustee



# TAKE ACTION BRIEF

## August 2020

On July 27<sup>th</sup>, the State Legislature resumed after a three-week recess due to a COVID-19 outbreak at the Capitol. This second legislative shut-down has further truncated the period for bills to be considered, spawning a flood of new “gut-and-amends” with a very short opportunity for negotiating substantive amendments. CSDA has been diligently monitoring the any legislation that could impact special districts, including CEQA reform and a multitude of human resources and personnel issues surrounding COVID-19. Perhaps most significantly, national coalition efforts led by CSDA have resulted in the introduction of special districts’ federal COVID-19 relief legislation, S. 4308, in the United States Senate. This is a companion bill to HR 7073 previously introduced in the House of Representatives.



### Inside this edition of the Take Action Brief:

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### Contact a local CSDA representative near you!

Chris Norden  
 Dane Wadlé  
 Colleen Haley  
 Cole Karr  
 Charlotte Holifield  
 Chris Palmer

Northern Network  
 Sierra Network  
 Bay Area Network  
 Central Network  
 Coastal Network  
 Southern Network

[chrisn@csda.net](mailto:chrisn@csda.net)  
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[chrisp@csda.net](mailto:chrisp@csda.net)



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## ➤ REVENUE, FINANCES, AND TAXATION

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

### Special Districts' Federal COVID-19 Relief Efforts Gain Bicameral Momentum

Special districts' federal COVID-19 relief legislation pushed by CSDA has found a place in the U.S. Senate. On July 23, Senator Kyrsten Sinema (D-Ariz.) and Senator John Cornyn (R-Texas) introduced [S. 4308, the Special Districts Provide Essential Services Act](#).

The bipartisan bill is a Senate companion to [H.R. 7073](#). The deal was reached after weeks of discussions and negotiations between CSDA, the National Special Districts Coalition and the senators' offices. Since the bill's introduction, Senator Dianne Feinstein and Senator Martha McSally (R-Ariz.) have co-sponsored the legislation. Senator Kamala Harris is an original cosponsor of S. 4308.

"As the COVID-19 pandemic continues to affect communities in California and across the nation, we must ensure that special districts, which can provide critical services such as firefighting, energy and water, healthcare, transportation, and recreation, have access to coronavirus relief funding," Senator Harris said in a [joint press release](#) with Senators Sinema and Cornyn. "I'm proud to join my colleagues in introducing the Special Districts Provide Essential Services Act—our bill will give special districts the federal assistance they need to provide critical services to their communities during this uncertain time."

The bill uses text of H.R. 7073, but adds greater flexibility for states with less reliance on special districts within their communities and offers states guidance on how to distribute Coronavirus Relief Fund appropriations. Overall, the bill would:

- Require states to distribute five percent of future Coronavirus Relief Fund allocations to special districts within 60 days of receiving funds from the U.S. Treasury. Special districts applying for funding would submit information to their state demonstrating the degree to which they have experienced or anticipate they will experience COVID-19-related revenue loss, grant/inter-governmental revenue loss, or increased COVID-19-related expenditures.
- Provide flexibility for states with excess funds reserved for special districts that make a good faith effort to distribute funds to districts within the state.
- Direct the U.S. Department of Treasury to consider special districts as eligible issuers to take advantage of the Municipal Liquidity Facility, as established in the [CARES Act](#), for access to capital during the current financial downturn.

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### [Download a Sample Letter to Send to Federal Representatives for S.4308](#)

CSDA Advocacy resources regarding COVID-19 are found on our [Take Action](#) page devoted to topic to help districts stay up to date. For questions or concerns on Federal COVID-19 advocacy, contact Cole Karr at [colek@csda.net](mailto:colek@csda.net).

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## ➤ GOVERNANCE AND ACCOUNTABILITY

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

### CSDA Requests Emergency Waiver for Park Districts' Childcare Programs

Recreation and Park districts are seeking a statewide temporary waiver for public entities that already provide youth programming in an effort to support their communities and working parents as schools move to distance learning. There is a need in many communities to offer more youth programs beyond the current hours of operation to support working families whose situations are not compatible with distance learning.

Recreation and parks districts often work with local school and community partners to offer youth day and after school programs, however, their ability to fully serve the needs of our communities and working parents is severely limited by the restrictions on the hours of operation of our public recreation programs.

CSDA and its local government partners representing recreation and parks districts and departments throughout the state have requested that the Department of Social Services use their emergency authority under the Governor's March 4, 2020 proclamation to temporarily suspend the limitation on recreation and park programs to only operate outside of traditional school hours, and the limitations on total hours per week and the programs length.

By providing a broad, statewide temporary waiver for public entities that are already provide programming and facilities and informing all recreation and parks service providers of such a waiver, recreation and park districts can expand their programming to meet the moment during this crisis and support essential workers throughout the state.

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### Share your experience with child supervision and recreation programs

*Please email [anthonyt@csda.net](mailto:anthonyt@csda.net) your input and questions regarding your district's work with schools and regional offices of the Department of Social Services.*

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### AB 992: Board Members, Social Media, and the Brown Act

Assembly Bill 992 by Assembly Member Mullin (D-South San Francisco) related to local government social media usage has continued to move through the Legislature while most other governance related bills have been held for the year. AB 992 would allow a majority of a local agency's legislative body members to participate in social media platforms, like Facebook, so long as governing members do not partake in discussion amongst themselves or reply directly to each other regarding business within their jurisdiction. Essentially, it would ensure that if one district board member posted something on Facebook and the other district board members "liked" the post, those actions wouldn't be a violation of the Brown Act.

CSDA is supporting AB 992 along with the League of California Cities and the California State Association of Counties. The bill will be heard next by the full State Senate, then it will go back the Assembly for a concurrence vote regarding Senate amendments before heading to the Governor's desk for his signature into law. For any questions about this bill, please contact CSDA's Senior legislative Representative, Dillon Gibbons, at [Dillong@csda.net](mailto:Dillong@csda.net).



## ➤ INFRASTRUCTURE, INNOVATION, AND INVESTMENT

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

### CSDA Concerns Removed from Potentially Onerous CEQA Legislation

July brought flurry of substantial amendments to bills, even as the Legislature's Summer Recess fluctuated in duration due to the pandemic. Many of the most significant legislative actions took place in the form of "gut- and-amends" whereby an existing bill's text is completely replaced by an entirely new proposal. Moreover, many of these changes were then post-dated to July 27. This abridged process limited the opportunity for the public to obtain language for amendments before policy hearings. Among these bills, significant CEQA reform efforts re-emerged.

#### **CEQA Judicial and Administrative Process: [SB 950 \(Jackson\)](#) and [SB 55 \(Jackson\)](#)**

SB 950 (Jackson) would have made significant amendments to the judicial and administrative processes and placed additional cost burdens on special districts and other local agencies. CSDA and local government stakeholders worked extensively with the author's office to address these concerns and ultimately the bill failed in its policy committee just weeks before the July recess. However, this effort was reborn as SB 55 (Jackson) over the break.

While some of the more onerous provisions of SB 950 were excluded from the SB 55 gut-and-amend, such as mandatory translation of CEQA documents, the bill continued to include provisions that would have placed undue burden on special districts with CEQA exposure, including:

- Export of a CEQA case in a small county to another county
- Diminishing local control and oversight over issues of significant local importance
- Expansion of the list of disclosable records to internal staff/consultant/agency emails

CSDA was able to work with the author's staff, along with local government counterparts, and obtain agreement to adopt our proposed amendments to remove our concerns, should the bill move and have the opportunity for amendment. Due to the nature of this year's session, the amendments would have needed to occur in policy committee and, while the new language was in circulation internally, the language never made it to print publicly. SB 55 is not yet scheduled for hearing and may not move forward given the current restrictions on bill count and internal strife between houses as they barter for hearings.

#### **CEQA Administrative Record and Judicial Process: [AB 3279 \(Freidman\)](#)**

This measure included provisions that would have required lead agencies to concurrently prepare the administrative record, working on the assumption that litigation would be advanced, which would have been costly and burdensome to local agencies. It additionally included provisions pertaining to interlocutory remand orders, which is a judicial process that intervenes between the beginning and the end of a proceeding to decide a particular point or matter that is not the final issue of the lawsuit and are only occasionally used by courts in CEQA matters. Through the extended break, CSDA and its coalition partners were able to successfully negotiate amendments from the author's office to remove both provisions. This bill is also not scheduled for hearing at this time and is not likely to move forward.

CSDA will continue to remain vigilant on these and other issues as the final weeks of session produce last minute gut and amendments. For questions or to provide CSDA input on these measures please contact Legislative Representative Alyssa Silhi at [alyssas@csda.net](mailto:alyssas@csda.net).



## ➤ HUMAN RESOURCES AND PERSONNEL

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

### Spate of Human Resources and Personnel Bills Set for August Hearings

Over the next month, the California State Legislature will hear a number of bills that could make significant and lasting changes to employment law. Each of the bills are tied in some way to the COVID-19 virus, though some are more loosely tied than others. Below are a few of the bills that will cover public agencies as well as private employers:

#### [SB 1159 \(Hill\) – Workers Compensation](#) – **Oppose**

This is a workers' compensation presumption bill related to COVID-19 split into three parts.

**Part 1** - Codifies the policy contained in Executive Order N-62-20, which was issued by Governor Newsom on May 6, 2020. This Executive Order and this section of the bill are only effective from March 19, 2020 through July 5, 2020 and creates a rebuttable presumption that employees that worked outside their homes at the direction of their employers that are diagnosed with COVID-19 got sick from their employment and are eligible for workers' compensation.

**Part 2** - Establishes a rebuttable presumption for COVID-19 for some classifications of police, fire, and care workers. The presumption maintains many of the provisions that were included in the executive order, including a 30-day decision-making window, a requirement to test positive, and more. Part 2 is effective July 6, 2020 and sunsets on July 1, 2024.

**Part 3** - Creates a rebuttable presumption for COVID-19 for all employees and places of employment that are not covered by Part 1 or Part 2 of the bill. The presumption would not always be applicable. Instead, the law would trigger a presumption when there is a cluster of positive tests at any "specific place of employment". The size of the cluster needed to trigger the presumption is different based on the size of the specific place of employment. For employers with fewer than five employees no presumption is applicable. For employers with 6-100 employees a presumption is triggered when five employees test positive for COVID-19 at the specific place of employment within any 14-day period. For employers with over 100 employees the presumption is triggered when five percent of the employees test positive for COVID-19 at the specific place of employment within any 14-day period. Part 3 would also be effective July 6, 2020 through July 1, 2024.

#### [AB 685 \(Reyes\) – Illness Reporting Requirements](#) – **Oppose**

The bill would require employers to take all of the following actions within 24 hours after the employer knew or reasonably should have known of COVID-19 exposure to the employee (including police, fire and healthcare districts):

1. Provide a notice to all employees at the worksite where the exposure occurred that they may have been exposed to COVID-19. This notification shall be, at a minimum, in writing in both English and the language understood by the majority of the employees. Employers shall also make every reasonable effort necessary to notify workers verbally.
2. Notify the exclusive representative, if any. This notification shall be, at a minimum, in writing in both English and the language understood by the majority of the employees. Employers shall also make every reasonable effort necessary to notify the exclusive representative verbally.



# TAKE ACTION BRIEF

3. Notify all employees and the exclusive representative, if any, of options for exposed employees including COVID-19-related leave, company sick leave, state-mandated leave, supplemental sick leave, or negotiated leave provisions.
4. Notify all employees and the exclusive representative, if any, on the cleaning and disinfecting plan that the employer plans to implement prior to resuming work.
5. Notify the Division of Occupational Safety and Health, pursuant to subdivision (b) of Section 6409.1, of the number of employees by occupation with a COVID-19 positive test, diagnosis, order to quarantine, or death that could be COVID-19 related.
6. Notify the California Department of Public Health and the appropriate local public health agency of the number of employees by occupation with a COVID-19 positive test, diagnosis, order to quarantine, or death that could be COVID-19 related.

The bill defines “Exposed to COVID-19” as exposure to a person with any of the following:

- A positive COVID-19 test.
- A positive COVID-19 diagnosis from a licensed health provider.
- A COVID-19-related order to quarantine from a licensed health provider.
- A fatality that was or could have been caused by COVID-19.

## **SB 1383 (Jackson) – Additional Leave Eligibility – Oppose**

Existing law prohibits an employer who employs 25 or more employees working at the same location from discharging or discriminating against an employee who is a parent of a child of the age to attend a licensed child care provider or in kindergarten or grades 1 to 12 for taking off up to 40 hours each year to find, enroll, or reenroll their child in a school, to participate in school activities, or address emergency situations at school, subject to specified conditions. Employees may be required to use vacation or other paid time off when taking time off under these provisions and authorizes the use of unpaid time off, to the extent made available by the employer.

This bill would apply these provisions to employers with five or more employees and would authorize an employee to take off time in excess of 40 hours in the case of a school closure due to an emergency declaration by a federal, state, or local government agency, up to the duration of the emergency.

While CSDA can appreciate the intended goals of each of the pieces of legislation listed above the implementation and application of the measures will have a negative impact on special districts’ operations and essential services to their communities. CSDA advocates that these measures should be amended or reworked to not apply to public agencies.

For questions or to provide CSDA input on these measures please contact Senior Legislative Representative Dillon Gibbons at [dillong@csda.net](mailto:dillong@csda.net).





## ➤ LEGAL ADVOCACY

*CSDA is the leading legal advocacy voice for all special districts regarding public policy in California and actively tracks and reviews cases of significance affecting special districts in state and federal courts. Under the guidance of CSDA's Legal Advisory Working Group, CSDA files amicus briefs and opines on court cases when appropriate.*

### Groundbreaking Court Victory for Local Agency with At-Large Election System

For the first time since the passage of the California Voting Rights Act (CVRA) in 2003, a local government with an at-large voting system successfully defended a substantive legal challenge to its election method. The ruling last week from the Second District Court of Appeal in [Pico Neighborhood Association, et al. v. City of Santa Monica](#) held that “the legislature required litigants to prove both dilution *and* racially polarized voting in order to establish a claim, to have a remedy, and to recover fees.” A rehearing petition has been filed by the plaintiffs, and the decision is likely to be appealed to the California Supreme Court, but it nonetheless represents a positive development for any local government facing the threat of litigation to an at-large voting method.

In recent years special districts throughout the state have begun to face legal challenges to their voting systems, and many have sought guidance on switching from an “at-large” to “by-district” voting method to comply with the CVRA. The CVRA prohibits any political subdivision from using an at-large method of election that “impairs the ability of a protected class to elect candidates of its choice or influence the outcome of an election, as a result of the dilution or the abridgement of the rights of voters who are members of the protected class[.]” Prior to the decision in this case, plaintiffs usually prevailed on CVRA claims simply by presenting evidence of the existence of racially polarized voting without also showing dilution of the vote.

In this case, the City argued evidence at trial that demonstrated Santa Monica’s at-large election system for City Council members is fair and inclusive and does not dilute the voting power of protected classes. The City pointed to the fact that Santa Monica has a history of electing minority people of color to a variety of local positions. Moreover, the evidence at trial showed that under the at-large election system, between 2002 and 2016, candidates preferred by Latinx voters won at least 70% of the time in Santa Monica city council races.

On February 18, 2020 [CSDA joined](#) the League of California Cities to file an [amicus brief](#) in support of Santa Monica, authored by Derek Cole from municipal law firm [Cole Huber](#).

The Court of Appeal reversed, ruling that “it is incorrect to read the [CVRA] to say a mere showing of racially polarized voting necessitates a finding a city has misapplied at-large voting. Under the [CVRA], racially polarized voting is a necessary but not sufficient element. Dilution also is an independent and necessary element.” The court went on to state that a finding of dilution requires “a showing, not of a merely marginal percentage increase in a proposed district, but evidence the change is likely to make a difference in what counts in a democracy: electoral results.” In a separate portion of the opinion addressing the plaintiff’s equal protection claims under the California Constitution, the court held that the City did not act with a racially discriminatory purpose and therefore the plaintiff’s equal protection claims failed.

**For More Information** on the Voting Rights Act, redistricting in 2021, and this court decision, sign up for the upcoming CSDA Webinar on August 27<sup>th</sup>: [“Voting Rights Act and Redistricting Update,”](#) presented by David A. Soldani from AALRR and Douglas Johnson from National Demographics Corporation.



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## Supreme Court Upholds PEPRA Modifications Without Reexamining “CA Rule”

In July 30, the California Supreme Court ruled against public agency employee unions seeking to overturn central elements of the Public Employees’ Pension Reform Act (PEPRA) of 2012, while still leaving the so-called “California Rule” intact. This decision is a positive development for public employers because the Supreme Court’s decision approves a modification to existing pension benefits without requiring offsetting benefits. The narrow ruling did not address the issue of strictly cost-saving measures.

Under the “California Rule,” pension benefits promised to an employee may be reduced only if accompanied by comparable new advantages. According to the court, any modification must “bear some material relation to the theory of a pension system and its successful operation.”

[Alameda County Deputy Sheriff's Assn. v. Alameda County Employees' Retirement Assn. \(Alameda\)](#) was filed in 2012 by the Alameda County Deputy Sheriff’s Association, challenging changes made by PEPRA to the County Employees Retirement Law of 1937 (CERL). In particular, PEPRA excluded certain forms of compensation from the calculation of retirement benefits that had been used by employees for many years, including elimination of overtime pay, on-call pay, call-back pay, vacation and sick leave sold back, recruitment bonuses, and other items from pension calculations (e.g., so-called “pension spiking”).

The Alameda County employees filed suit to try to keep those types of pay as pensionable, arguing that PEPRA violates the vested rights of employees protected by the contracts clauses of the state and federal constitution and failed to provide alternative benefits to make employees whole for the reductions. Public employee groups from Contra Costa and Merced counties also filed lawsuits challenging PEPRA that were in the appellate stage; the California Supreme Court combined those suits with the Alameda case.

The Supreme Court held that PEPRA’s changes did not violate contracts by amending CERL, and that PEPRA was enacted for the constitutionally permissible purpose of clarifying existing rules and closing loopholes. Notwithstanding the fact that PEPRA reduced benefits, the Court held that there was no requirement to provide employees with alternative advantages because doing so would defeat the constitutionally proper objectives of the pension system. Even if the modification is based on a legitimate purpose, a decision “to impose financial disadvantages on public employees without providing comparable advantages will be upheld under the contract clause only if providing comparable advantages would undermine, or would otherwise be inconsistent with, the modification’s constitutionally permissible purpose.”

Notably, the Court clearly stated “[b]ecause we conclude that PEPRA’s amendment of CERL did not violate the contract clause under a proper application of the California Rule, however, we have no jurisprudential reason to undertake a fundamental reexamination of the rule.”

For questions about these decisions and their impact on your district, contact CSDA Deputy General Counsel Mustafa Hessabi at [mustafah@csda.net](mailto:mustafah@csda.net).



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## ➤ OTHER WAYS TO TAKE ACTION

### Learn More

#### Update: 2020 Special District Leadership Academy (SDLA) Conferences Cancelled

Due to the ongoing concerns around COVID-19 as well as some district travel restrictions we have made the difficult decision to cancel the two Special District Leadership Academy Conferences for 2020 (August in Lake Tahoe and November in San Diego). All registrants have been notified and we are working with the hotels to secure dates for 2021!

If you are interested in receiving governance training in a virtual environment, we do have all four modules coming up as virtual workshops. The first session, SDLA Module 1: Governance Foundations, will be held on August 25 and 26 from 9:00 a.m. – 12:00 p.m. each day.

Register Here: <https://members.csda.net/imis1/EventDetail?EventKey=WORKGOVFDN>

#### Member Benefit

When your agency needs the expertise of a consultant in organizational development, strategic planning or many other areas do you know where to turn? The CSDA Consultant Connection™ was developed to give our members access to a pool of experts who provide free consultations, exclusive discounts, and special benefits for a variety of services. CSDA staff will help you make the connection you need. Visit [www.csda.net/consultant-connection](http://www.csda.net/consultant-connection) for details and a list of participating consultants and their services

#### Join Today

Join an Expert Feedback Team to provide CSDA staff with invaluable insights on policy issues. Email [romanw@csda.net](mailto:romanw@csda.net) to inquire about joining one of the following teams:

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

#### Stay Informed

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

- CSDA's weekly e-Newsletter
- Districts in the News
- CSDA's CA Special District Magazine

Email [updates@csda.net](mailto:updates@csda.net) for help accessing these additional member resources.

# The Library Stabilization Fund Act

**COVID-19 is causing** significant financial losses for libraries, resulting in disruption to core library services, thousands of staff furloughs and layoffs across the country. Fiscal stabilization is needed to preserve crucial library services for students, jobseekers, rural and Tribal residents, and small businesses—now and in the recovery to come.

The Library Stabilization Fund Act would establish a \$2 billion fund to address financial losses and bolster library services, with priority to the hardest-hit communities. Delivered through the Institute of Museum and Library Services (IMLS), the funding would provide:

- \$1.7 billion to be distributed to local libraries through state library agencies based on state population, with a minimum of \$10 million to each state
- \$45 million in formula grants to Tribal libraries
- \$200 million in competitive grants to strengthen library services to communities affected by COVID-19
- \$40 million for IMLS to administer grants and conduct research and data collection related to the impacts of COVID-19

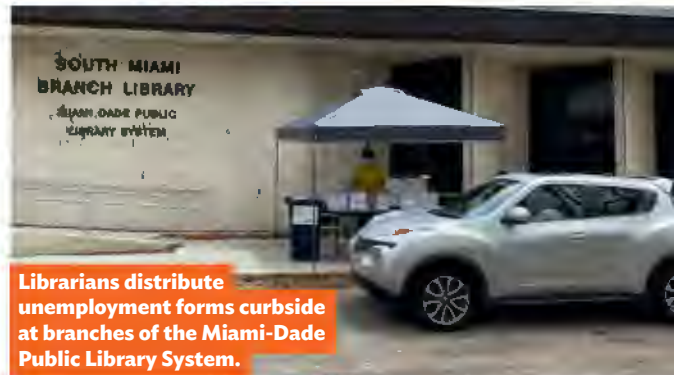
Funds would keep nearly 370,000 library workers on the job, defray costs related to safe re-opening, and support a range of library services to millions of patrons, including:

- High-speed internet access and digital literacy training
- Resources to facilitate remote learning for educators and students of all ages
- Tools and guidance for entrepreneurs to research emerging markets, design business plans and launch startups
- Employment assistance, from resume writing to job search to GED certification
- Support in applying for veteran's benefits, unemployment assistance, medical coverage and other government services
- Programs that foster early literacy, entrepreneurship and lifelong learning

The legislation was introduced on July 2 by Sen. Jack Reed (RI) and Rep. Andy Levin (MI-9).



Veterans connect to the VA telehealth portal at Pottsboro (Texas) Area Library.



Librarians distribute unemployment forms curbside at branches of the Miami-Dade Public Library System.



Librarians manufacture PPE in Los Angeles Public Library's Octavia Lab.





**BOARD OF LIBRARY TRUSTEES  
TRUSTEE REPORT - TRUSTEE TERRY ANDRUES**

**REPORT:** Trustee

**MEETING DATE:** August 24, 2020

**PREPARED BY:** Trustee Terry Andrues

**LOCATION:** Virtual Meeting

Candidate applications for the three open seats on the Board closed on August 12. Election guidelines state:

***If nomination documents for the incumbent are not filed by 5:00 p.m. on August 7, the nomination period shall be extended until August 12, 5:00 p.m. for persons other than the incumbent. (E. C. §§ 8024 and 10516)***

Even with that extension, there were still only 2 applicants for 3 seats—myself and Kameelah Wilkerson, as seen in the LAVote.net listing below.

<b>TERRY ANDRUES</b> Incumbent 2379 HIGHLAND AVE ALTADENA CA 91001 Phone: (626) 390-2968 Email: <a href="mailto:tandrues@yahoo.com">tandrues@yahoo.com</a>	N	E	7/24/2020	8/4/2020	<a href="#">ALTADENA LIBRARY DISTRICT Member, Board of Trustees</a>
<b>KAMEELAH WAHEED WILKERSON</b> Appointed Incumbent 503 W TERRACE ST ALTADENA CA 91001	N	A	7/30/2020	8/5/2020	<a href="#">ALTADENA LIBRARY DISTRICT Member, Board of Trustees</a>

If, as in the past, we receive multiple applications for appointment candidates, we should be able to fill the empty seat. A small bonus is that we will avoid some minor fees for ballot printing on the November 3 election.

However, as stated in our Board policies, California law seems to require that an appointed candidate be elected at the next general election that falls in a 130-day window. If true, this could be a large unforeseen expense in 2021 and I urge Staff to develop a plan that takes into account the proper notices, dates and fiscal planning for this occurrence, if needed.

Thanks Nikki, Chloe and the staff for the excellent signage and messaging about the election. Thanks also to Katie and Jason for the terrific webpage and presentation on running for office.



**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** August 24, 2020

**PREPARED BY:** Nikki Winslow

**LOCATION:** Virtual Meeting

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**TITLE:** Update on the ALD Operational Plan 2020

**BACKGROUND:** ALD embarked on a Strategic Planning process in the middle of 2019. From this plan, three Strategic Priorities were identified, which were:

- We are Curious
- We are Connectors
- We are Neighbors

The Management Team presented our ALD Operational Plan 2020 to the Board for their review and approval at their January 27, 2020 meeting. It was organized to address all three of our Strategic Priorities with clear objectives. We have updated the plan for the Board's review to reflect the objectives that have been achieved, those that are not attainable due to the closure and pandemic, as well as additional objectives that were added from the feedback we received during our Professional Development Day on July 2, 2020. Please see the following pages for this updated information.



## ALTADENA LIBRARY DISTRICT

**SUBJECT:** 2020 Operational Plan – Internal Use

*Commentary is italicized throughout document.*

**SECTION:** All Departments

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### CHANGES AS OF AUGUST 1, 2020

#### **Completed Objectives**

- **Staff Empowerment** - Established regular process for documented communication between supervisors and direct reports.
  - Schedule consistent workplan meetings with all staff and managers (frequency dependent on status of employee).
- **Staff Empowerment** - Trained all staff on identified skills/competencies, including, but not limited to:
  - *SuperCharged Storytimes for Children's staff*
  - *Raising the Bar Training for Children's staff*
  - *Equity, Diversity, and Inclusion Trainings now distributed monthly*
  - *Trauma-Informed Care training*
  - *Mental Health training*
- **Administrative Enhancements** - Completed Classification and Compensation Study with Koff & Associates.
  - Updated job descriptions and salary schedule based on results from the Classification and Compensation Study.
- **Administrative Enhancements** - Updated and optimized policies, procedures, manuals, and other administrative documents:
  - *Borrowing Policy, Animals in the Library Policy, Food and Drink Policy, Copyright Regulations Policy, Key Policy, Teleworking Policy, and Volunteer Policy have been created/updated*
- **Space Layout Redesign** - Developed a multi-phased plan to address accessibility and space planning issues at the Main Library and Bob Lucas Branch.
  - *Collected community feedback through interactive Town Hall Meetings.*
  - *Finalized design recommendations with Architectural Resources Group (ARG), including estimated costs associated with carrying architectural projects forward.*
  - *Developed a strategy for fundraising with support groups and Board of Trustees.*
- **Space Layout Redesign** - Evaluated layout of all staff work areas to maximize use of space.
- **Space Layout Redesign** - Optimized use of Teen Space to be more inviting and engaging for local teens and teen programming.
  - *Created a service desk for Teen Librarian, including electrical and data*
  - *Added plants and other decoration to optimize Teen Space layout and aesthetic*
- **Space Layout Redesign** - Developed a launch plan for the Library of Things **in conjunction with revamp of FabLab.**
- **Space Layout Redesign** - Created intentional outdoor spaces around both libraries that inspire curiosity and highlight water conservation efforts and native plants.
- **Collection Organization and Streamlining** - Evaluated collections at both libraries, perform system-wide weeding, and fill gaps as necessary with content on subjects by

diverse authors and creators that meets, as closely as possible, the needs, interests, and abilities of all people our libraries serve.

- Using statistics and performing a complete inventory, evaluated items at Bob Lucas Branch that can be expanded and weed those that do not circulate.
- **Collection Organization and Streamlining** - Conducted an inventory of the entire and created a schedule for future inventories.
- **Listening** - Utilized recent magazine survey results in the purchasing of new magazine subscriptions and renewals.
- **Digital Information Centralized** - Partnered with community groups to develop a centralized, digital hub for Altadena news, events, information, and local history, including the Hidden Histories project, powered through the library website.
  - *Further resource development in progress for website*
- **Digital Information Centralized** - Implemented a digitization project of library scrapbooks and photographs.
- **Sustainable Funding** - Researched alternate sources of funding for capital projects.
  - *Worked with our consultant NBS on development of a CFD that would give us the ability to secure funding for the capital projects AND replace the parcel tax when it sunsets in FY 2024/25*
- **Sustainable Funding** – Supported and continue to support the implementation of efficient internal processes and outreach planning for Friends of the Altadena Library and Altadena Library Foundation to build a stronger fundraising and advocacy network.
  - *Director presence at Foundation meetings and support of Foundation hiring of consultation to streamline internal processes*
- **Outreach** - Offered at least one off-site Children’s program per quarter in West Altadena.
  - *Visit to Loma Alta Park summer program and virtual story times to children in Parks & Rec Department programs*
- **Outreach** - Provided two out of three programs in partnership with Growing Together PASadena sites (ie. Story times, parenting workshops, etc.).
  - *Young & Healthy Mindfulness programs in June*
  - *Summer Reading Kits for Pasadena Children’s and Family Services*
- **Community-Driven Programs** - Established a network of community-led Reading Groups, launching with the Read-a-Dena initiative, that meet annually in the Spring and Fall with library-developed curriculum and materials.
  - *Spring Read-a-Dena focused on Wild LA and nature-based programs; smaller fall Read-a-Dena will focus on civic engagement*
- **Sustainability** - Upgraded the Main Library’s HVAC thermostats to have better control over interior climate to be an effective Cooling Center in the community.
- **Community Hub** – Continue to compile information and generate collateral as needed to connect our community with the resources they need.
  - *Created Altadena Connections resource during COVID-19 for urgent updates and will continue to shape the resource as is useful for the community*
- **Community Hub** - Enhanced outdoor space around both libraries with more seating areas and easier walkability for the community.
  - *Received grant for installation of demonstration garden and outdoor seating at Bob Lucas Branch to be done by Fall 2020*
  - *Installed exterior lighting at Main Library to prepare for installation of pathways and outdoor seating/tables on north side of the building*

**Modifications due to COVID-19 & New Additions are highlighted below accordingly.** *Commentary is included italicized for clarification as needed.*

## STRATEGIC PRIORITIES & OBJECTIVES – AS OF AUGUST 2020

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

### I. Staff Empowerment

- A. Integrate staff feedback from surveys to inform training priorities.
- B. Train all staff on identified skills/competencies, including, but not limited to:
  - i. First Aid
  - ii. Technology and Emerging Trends
  - iii. Emergency Preparedness
  - iv. Other trainings identified throughout the course of the year and staff

### II. Administrative Enhancements

- A. Update and optimize policies, procedures, manuals, and other administrative documents.
  - i. Compile an updated Employee Handbook.
  - ii. Coordinate with Public Services Director, Adult Services Manager, and Youth Services Manager to update the Library Operations Policies.
  - iii. Create a procedural manual to be used at all Public Service desks to ensure a unified approach to customer service.
- B. Perform a comparative review of similar libraries and districts to evaluate remaining policies needed at the Altadena Library District and implement new policies as necessary.
- C. In coordination with Emergency Action and Safety Team (EAST), update Emergency Evacuation Procedures and establish regularly scheduled drills for both sites.
  - i. *Started the process focusing on reopening contingency procedures for COVID-19 and will continue to build off the document to expand to include all emergency contingencies*
- D. Review, digitize, or dispose of ALD documents being stored based on the approved Records Retention policy.

### III. Engaging & Inclusive Programs

- A. Prioritize development of virtual programs targeting underserved demographic groups, including teens, young adults, millennials, veterans, BIPOC, and recent immigrants.
  - i. *Apply for Humanities for All Grant to support and expand the Hidden Histories initiative to include a podcast, capturing of oral histories, and a foundation for future digital initiatives highlighting underrepresented voices.*
- B. Develop more consistent programs that showcase ALD’s technology and offer our community opportunities to expand digital literacy.
- C. Expand program offerings at Bob Lucas Branch to foster curiosity through story times, sensory activities, the arts, and crafts.
  - i. *In-house programming on pause due to library closures. Working in conjunction with Children’s team, Bob Lucas Branch will delivery weekly and monthly digital content during Fall/Winter 2020.*



- D. Identify community members interested in leading the organization of community-driven programs and, through staff support and resources, empower those individuals to implement events and programs.

#### IV. Space Layout Redesign

- A. Re-envision, revamp, and rebrand the FabLab in reflection of community needs and aspirations.
  - i. Host conversations and surveys with the community about the vision for the FabLab, prioritizing teen and adult feedback.
  - ii. Utilize the shelving at the entrance of the FabLab to highlight special collections, including, but not limited to, staff picks, a zine collection, or Library of Things materials.

#### V. Collection Organization and Streamlining

- A. Update or create guiding documents for Technical Services, including the existing Collection Development Policy and the creation of a procedural manual for Technical Services.
  - i. Develop Life Cycle of a Book flowchart, including Discards and Fines Policies.
- B. Increase BIPOC representation in picture books from 7% to at least 18% through collection development in Children's department.
- C. Perform classification projects to make collection easier to navigate for patrons.
- D. Develop strategies to increase circulation and new cardholders at the Bob Lucas Branch. *On hold as priority due to COVID-19*
- E. Perform ongoing collection maintenance to ensure library materials are presented in excellent condition.

#### VI. Listening

- A. Develop a system for community surveys and data gathering that captures a significant, representative sample of the Altadena community. *On hold as a priority due to COVID-19*
- B. In coordination with Marketing & Community Engagement Manager and Branch staff, create a community asset map specific to West Altadena to identify potential local partnerships.
- C. Form library-supported, community-driven work groups to meet regularly around addressing community needs through collaboration and development of relevant library programs, including a Parent Advisory Council.
- D. Partner with established committees and Reading Group network formed through Read-a-Dena initiative to engage in semi-annual Community Conversations to capture updated community priorities.
- E. Create an ongoing survey for community requests for items to be purchased for the Library of Things.

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

#### I. Reciprocal Partnerships

- A. Integrate technology systems with community partners under single licensing umbrellas to reduce cost for all community organizations.
- B. Provide software on public systems to support local schools and organizations.

C. In celebration of Christmas Tree Lane Association's Centennial in 2020, create relevant displays and programs on Altadena history. *Modified to shift to a digital format for programs produced in partnership, including a docu-series in collaboration with CTLA and Altadena Historical Society*

## II. Digital Information Centralized

- A. Increase engagement and reach on library website and social media platforms using streamlined layouts, engaging graphics and videos, and innovative content development to more clearly highlight all library services, resources, and staff.
- B. Upgrade to Wifi 6 to support faster connection for patrons and staff.

## III. Outreach

- A. Schedule recurring, innovative outreach events at locations outside the library, prioritizing initiatives reaching underserved community groups. *Modified to a focus on virtual support for partner organizations due to COVID-19*
- B. Provide one more program in partnership with Growing Together PASadena sites (ie. Story times, parenting workshops, etc.).
- C. Establish three new deposit libraries in Altadena with children's materials. *On hold as a priority due to COVID-19*
- D. Implement a schedule of regular deliveries to the Little Free Libraries in Altadena. *On hold as a priority due to COVID-19*
- E. In coordination with Marketing & Community Engagement Manager and Branch staff, identify and implement strategies to spread awareness and increase participation in story times and other programming at Bob Lucas Branch. *Working on virtual programming and supporting materials for pickup for Bob Lucas Branch patrons in fall/winter.*

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

## I. Volunteerism

- A. In coordination with Volunteer Coordinator and Branch staff, recruit new literacy volunteers to eliminate matching wait time for learners. *On hold as a priority due to COVID-19*
- B. Create a robust teen internship/volunteer program that introduces participants to public service and the librarian profession.

## II. Community-Driven Programs

- A. Partner with community groups to form recurring panels hosted at the Library around civic engagement and related topics in the community. *Incorporated with Hidden Histories initiative for more digital focus and support of other like programs around Altadena*
- B. Create an Art Curation Team, made up of staff and community members, to develop an engaging schedule of art and interactive installations in our public spaces. *On hold due to exhibition spaces not being open during COVID-19*

## III. Community Hub

- A. Led by EAST, become a community command center for major emergencies or natural disasters.

## IV. Sustainability

- A. Launch a composting site and program in partnership with local experts at the Main Library. *On hold as a priority due to COVID-19*
- B. Repair damages at Main Library to keep building insulated and promote energy-efficiency.





**BOARD OF LIBRARY TRUSTEES  
STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** August 24, 2020

**PREPARED BY:** Nikki Winslow

**LOCATION:** Virtual Meeting

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**TITLE:** District Director Annual Evaluation Form

**BACKGROUND:** The District Director’s Annual Evaluation is scheduled for our November meeting. During the Classification and Compensation work we completed this year, I had asked our HR consultants Georg Krammer and Mike Harary (Koff & Associates) for any sample executive performance evaluation forms that we could use as a template for my annual evaluation form, and they sent a very good one for a City Manager position. Trustees Kahn, Andruess, and I each took a turn at editing it to fit the specifics of the Library Director position in the Altadena Library District, and the result is this draft for your review and approval. It includes the areas of Job Knowledge, Communication, Execution and Results, Engagement and Influence, Leadership and Strategic Perspective, Initiative and Innovation, and Executive Presence and Approachability. The format allows for each Trustee to rate each area of performance, and to add additional comments. There is space at the end of the form for each Trustee to give an overall rating and any comments, as well as a place to record mutually agreed upon goals and objectives for the following 12-month period.

**FISCAL IMPACT:** None

**STAFF RECOMMENDATION:** Staff recommends that the Board of Trustees offer feedback on any changes to the District Director Annual Evaluation Form and then vote to approve this form to be used for future District Director evaluations moving forward.

**ALTADENA LIBRARY DISTRICT**  
**DISTRICT DIRECTOR PERFORMANCE EVALUATION**  
**ANNUAL EVALUATION**

<b>District Director's Name</b>	<b>Anniversary Date</b>	<b>Evaluation Date</b>
		<b>Due:</b> <b>Given:</b>

*Please indicate your performance rating of the District Director in each of the following areas:*

<b>Job Knowledge</b>
<ul style="list-style-type: none"> <li>○ Is proficient in establishing and monitoring the Library budget.</li> <li>○ Provides accurate required and ad hoc financial reports to all obligatory stakeholders.</li> <li>○ Demonstrates knowledge, models, and holds staff accountable to observe laws, by-laws, personnel management rules, and regulations as appropriate.</li> <li>○ Demonstrates a firm grasp of work done by all departments so required work is executed at appropriate service levels.</li> </ul>
<input type="checkbox"/> Exemplary <input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unable to Rate
<i>Board of Trustee Comments on Job Knowledge:</i>

<b>Communication</b>
<ul style="list-style-type: none"> <li>○ Expresses ideas clearly in conversation and in writing and builds common understanding when engaging with all Library stakeholders, e.g. employees, Board members, business owners and residents.</li> <li>○ Plans and delivers oral and written communication that makes an impact and persuades intended audiences.</li> <li>○ Demonstrates concern for satisfying internal staff and external stakeholders.</li> <li>○ Ensures information is passed on to those who should be kept informed.</li> </ul>

Exemplary    Exceeds Standards    Meets Standards    Needs Improvement    Unable to Rate

*Board of Trustee Comments on Communication:*

### Execution & Results

- Sets goals to achieve the objectives of the Board of Trustees, as well as legal and other required objectives.
- Aligns resources to accomplish key objectives.
- Assigns clear accountability and holds staff responsible for achieving important objectives.
- Leverages the skills and talents of their team to realize Library objectives and key results.
- Achieves meaningful accomplishments in agreed-upon timelines.
- Keeps the Board and project owners updated if goals cannot be achieved as initially planned

Exemplary    Exceeds Standards    Meets Standards    Needs Improvement    Unable to Rate

*Board of Trustee Comments on Execution & Results:*

### Engagement/Influence

- Understands and communicates the Library's mission and vision in an inspiring manner.
- Inspires and motivates others to act in the best interests of the Library.
- Reaches out to stakeholders in a manner that engages and sustains relationships.

Exemplary    Exceeds Standards    Meets Standards    Needs Improvement    Unable to Rate

*Board of Trustee Comments on Engagement/Influence:*

### Leadership & Strategic Perspective

- Develops and proposes goals for the Library based on industry analysis, best practices and the Library’s current and potential capabilities.
- Receives input from many sources and makes informed decisions in the best long-term interests of the District.
- Takes a lead role in developing potential revenue sources, such as library services grants.

Exemplary     Exceeds Standards     Meets Standards     Needs Improvement     Unable to Rate

*Board of Trustee Comments on Leadership & Strategic Perspective:*

***Initiative & Innovation***

- Takes the initiative to reach out and create relationships that enhance the understanding of myriad stakeholders regarding Library programs and services.
- Integrates knowledge, perspectives, and approaches of others to innovate and create greater value and stronger outcomes in services provided by the District.
- Keeps informed on new initiatives and best practices to manage the Library. Encourages staff and Board members to expand knowledge through continuing education.

Exemplary     Exceeds Standards     Meets Standards     Needs Improvement     Unable to Rate

*Board of Trustee Comments on Initiative & Innovation:*

***Executive Presence & Approachability***

- Models leadership behavior, i.e., balances being approachable with leadership presence when conducting internal and external business and when engaging with District residents.
- Demonstrates calmness and flexibility in the face of adversity.
- Engages in self-awareness and initiates learning and development strategies that enhances her personal and professional capacities.

Exemplary     Exceeds Standards     Meets Standards     Needs Improvement     Unable to Rate

*Board of Trustee Comments on Executive Presence & Approachability:*

**Board Comments and Rating**

**Board Member comments and rating**

Member Name \_\_\_\_\_

Comments:

Overall Performance: (please check one)

Exemplary     Exceeds Expectations     Meets Expectations     Needs Improvement

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Board Member comments and rating**

Member Name \_\_\_\_\_

Comments:

Overall Performance: (please check one)  
 Exemplary     Exceeds Expectations     Meets Expectations     Needs Improvement

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Board Member comments and rating**

Member Name \_\_\_\_\_

Comments:

Overall Performance: (please check one)  
 Exemplary     Exceeds Expectations     Meets Expectations     Needs Improvement

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Board Member comments and rating**

Member Name \_\_\_\_\_

Comments:

Overall Performance: (please check one)

Exemplary     Exceeds Expectations     Meets Expectations     Needs Improvement

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Board Member comments and rating**

Member Name \_\_\_\_\_

Comments:

Overall Performance: (please check one)

Exemplary     Exceeds Expectations     Meets Expectations     Needs Improvement

Signature \_\_\_\_\_ Date \_\_\_\_\_

**GOALS AND OBJECTIVES FOR THE FOLLOWING 12 MONTHS**

<b>Goal</b>	<b>Performance Competency: (Leadership, Budget, etc.)</b>	<b>Plan of Action</b>
#1		
#2		
#3		
#4		
#5		

Additional Commentary:

**SIGNATURES**

District Director's Signature and Date:

Board of Trustee's Signature and Date:

Board of Trustee's Signature and Date:

Board of Trustee's Signature and Date:

Board of Trustee's Signature and Date:

Board of Trustee's Signature and Date:



*Lagerlof, LLP*

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

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

TO: PRESIDING OFFICER OF EACH INDEPENDENT SPECIAL DISTRICT IN  
LOS ANGELES COUNTY

FROM: WILLIAM F. KRUSE, SPECIAL COUNSEL

RE: BALLOT; LAFCO INDEPENDENT SPECIAL DISTRICT ALTERNATE

DATE : JULY 29, 2020

Enclosed is the Ballot and the supplementary materials submitted for each of the candidates for the LAFCO INDEPENDENT SPECIAL DISTRICT ALTERNATE REPRESENTATIVE for the term expiring in May 2022. Nominations closed as of 5:00 p.m. on July 24, 2020.

Please vote for ONE candidate. The marked ballots should be placed in the envelope marked "Ballot Envelope." Please write the name of your agency and sign your name on the outside of the ballot envelope and return the completed ballots by mail to:

**William F. Kruse, Esq.**  
**Lagerlof, LLP**  
**301 N. Lake Avenue, Suite 1000**  
**Pasadena, CA 91101**

**No ballot will be counted if it is missing the name of the voting agency and the signature of the Presiding Officer on the ballot envelope.**

The candidate receiving the highest number of votes will be declared the Independent Special District Alternate Representative to LAFCO.

**Ballots must be returned by 5:00 p.m. on Friday, September 25, 2020.**

WFK/drb  
Enclosures

cc: Paul Novak (w/enclosures)

# BALLOT

## LAFCO INDEPENDENT SPECIAL DISTRICT ALTERNATE

**Please vote for no more than one candidate.**

**ROBERT W. LEWIS**

Occupation: Water District Director

Sponsor: Rowland Water District

**DAN MEDINA**

Occupation: Board of Trustee Member

Sponsor: The Greater Los Angeles County Vector Control District

**MELVIN L. MATTHEWS**

Occupation: Water District Director

Sponsor: Foothill Municipal Water District

**SHARON S. RAGHAVACHARY**

Occupation: Water District Director

Sponsor: Crescenta Valley Water District

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

To: Independent Special District Selection Committee

From: ROWLAND WATER DISTRICT

Date: JULY 15, 2020

Name of Candidate: ROBERT W. LEWIS

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

Elective office: DIRECTOR, DIVISION IV

Agency: ROWLAND WATER DISTRICT

Type of Agency: SPECIAL DISTRICT WATER AGENCY

Term Expires: DECEMBER 2, 2022

Residence Address: 2231 S. FULLERTON ROAD, UNIT #8

ROWLAND HEIGHTS, CA 91748

Telephone: (626) 964-0875

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

ROWLAND WATER DISTRICT

(Name of Agency)

By: *Tom Coleman*  
TOM COLEMAN

Its: GENERAL MANAGER

# Robert W. Lewis

 (626) 964-0875 | [rlewis@rowlandwater.com](mailto:rlewis@rowlandwater.com)

Experienced public servant and proven leader seeking to apply management and collaboration skills and knowledge of California special districts as the designated alternate representing special districts on the Los Angeles County LAFCO.

## PROFESSIONAL EXPERIENCE

### **ROWLAND WATER DISTRICT, ROWLAND HEIGHTS, CA**

*Board of Directors, December 1993 – Present*

- Current Board President leading five-member team of Directors
- Develop short- and long-term planning initiatives related to water supply, financials and strategic plan
- Oversee \$27.7 million annual budget
- Implement plans and projects to position District as industry leader

### **PUENTE BASIN WATER AGENCY, WALNUT, CA**

*Board of Commissioners, 1993-1997; 2004 – Present*

- Identify and pursue projects to optimize local water supplies
- Integrate plans to improve regional water quality
- Facilitate and coordinate regional projects
- Secure supplemental funding and influence legislation for the region

### **REGIONAL CHAMBER OF COMMERCE OF SAN GABRIEL VALLEY, ROWLAND HEIGHTS, CA**

*Government Affairs Committee, 2016 – Present*

- Monitor public policy and legislative actions related to business growth
- Advocate for the interests of the business community
- Review business development issues

### **ASSOCIATION OF CALIFORNIA WATER AGENCIES/JOINT POWERS INSURANCE AUTHORITY (ACWA/JPIA), ROSEVILLE, CA**

*Voting representative, 2011 – Present*

- Develop tactics, services and programs to meet the insurance needs of water agencies
- Monitor legislative and regulatory issues
- Oversee annual operating budget

### **ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA), SACRAMENTO, CA** *Region 8 Board of Directors, Representative and Chairman, 2002-2012*

- Monitor state and federal legislation and policy agenda affecting regional agencies

### **LOS ANGELES COUNTY SPECIAL DISTRICTS AD HOC COMMITTEE, LOS ANGELES, CA**

*Member, 1994-1995*

- Successfully lobbied to secure special district representation on Los Angeles County LAFCO

### **EMMERSON GLOBAL, NORTH AMERICA**

*Field Service Project Engineer, 1975-2004*

- Installed, monitored and repaired machinery, systems, and processes across various industries

## EXPERTISE

- Leadership
- Governance
- Brown Act
- Fairness
- Public policy

## MILITARY SERVICE

**UNITED STATES ARMY**  
(1970-1973)

Fort Belvoir, Virginia  
Intelligence Analyst

## EDUCATION

**CALIFORNIA STATE UNIVERSITY,**  
Fullerton (1979)

*Technical Studies –  
Industrial Process  
Control Engineering  
Certification*

**FULLERTON COLLEGE** (1973)

Associate degree,  
Electronics



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

To: Independent Special District Selection Committee

From: Mary-Joy Coburn, Director of Community Affairs

Date: July 20, 2020

Name of Candidate: Dan Medina

The Greater Los Angeles County Vector Control District is pleased to nominate Dan Medina

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

Elective office: Board Of Trustee Member

Agency: Greater Los Angeles County Vector Control District

Type of Agency: Vector Control - Mosquito Abatement

Term Expires: January 2022

Residence Address: 15403 S. Wilton Place, Gardena, CA 90249

Telephone: 310-339-9919

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Greater Los Angeles County Vector Control District

(Name of Agency)

By: Mary-Joy Coburn

Its: Director of Community Affairs / Board Liaison

15403 S. Wilton Place  
Gardena CA 90249

# Dan Medina

310-339-9919  
[danmedina1@aol.com](mailto:danmedina1@aol.com)

Business Development – Project Management  
Government and Community Affairs

## PROFILE

**Government and Community Relations Officer** with extensive public, municipal and private business experience managing initiatives, projects, and operations resulting in increased revenue, improved community relations and budget savings. Initiated strategic planning for numerous projects working with local, municipal leaders and residents. Accounting background with good understanding of market and social media strategies for new business development and retention. Effective bilingual Spanish/English communication skills to build and maintain critical relationships. Demonstrated ability to meet established goals and objectives. Future-oriented executive, focused on public sector growth and sustainability. Veteran.

## CORE COMPETENCIES

**Strategic Planning**  
Credible and Authentic

**Business and Government Liaison**  
Creative Thinker and Contributor

**Public Relations/Marketing**  
Reliable and Results-Driven

## EXPERIENCE

**Gardena City Councilman**                      **City of Gardena CA**                      **2008 to 04/2020**

### Projects

- Recycled Water Project, City of Gardena, 2013
- Brought in \$92 Million of revenue to the city thru "Measure R" as President of the South Bay COG
- \$22 Million to up-grade Rosecrans Avenue from Vermont to Crenshaw
- Initiated the "Military Recognition Program" for all Veterans in Gardena
- Started the "Drug Drop-off Program"
- Initiated Litigation against the State Water Quality Board (MS-4) in 2015 and won in 2019, resulting in a \$20 Billion savings for Los Angeles County
- Immediate Past President of the Greater Los Angeles Vector Control Foundation
- Metro Service Council Former Board Member
- Regional Council Representative for District 28, Southern California Association of Governments for Inglewood, Hawthorne and Gardena regarding transportation and airport access and egress

**Public Relations Director**                      **Normandie Casino, Gardena CA**                      **01/2000 to 01/2008**

- Represented Normandie Casino and Hustler Casino with local, regional, and State representatives, interacting and collaborating with respect to gaming issues
- Met with regional leaders: Congresswoman Maxine Waters and Jennie Oropeza to advocate gaming issues that could potentially affect the Normandie and Hustler Casinos.
- Met with State legislators: Rod Wright and Curren Price to promote relevant gaming issues.
- Attended and reported at City of Gardena City Council meetings to stay updated and relevant on issues and regulations that may affect Normandie Casino.
- Represented and advocated for employee's reduction of work permit fees with Gardena Police Department, ultimately winning the case for Casino Employees
- Attended and reported at Human Resource Meetings; Provided translation assistance to limited English speaking employees on health benefits and policies.
- Developed press releases for print media, tv and radio spots marketing Casino services.

## EDUCATION

Bachelor's Degree Program in Accounting, University of Southern California-USC, Los Angeles CA  
Theodore Roosevelt High School Graduate, Los Angeles CA

## COMMUNITY SERVICE/VOLUNTEER WORK

Past President, Gardena/Carson Rotary Club, Gardena Valley Lion's Club,  
Gardena Sports Advisory Board  
Gardena Mexican American Democratic Club  
South Bay Cities Council of Governments  
Member, South Bay Environmental Services Center  
Board of Managers and Publicity Director, YMCA  
Board Member, SBWIB One-Stop Employment and Business Center, Gardena CA

OF  
INDEPENDENT SPECIAL DISTRICT ALTERNATE  
TO THE  
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: Richard Atwater

Date: July 22, 2020

Name of Candidate: \_\_\_\_\_

Foothill Municipal Water District

is pleased to nomin

Melvin L Matthews

as a candidate for appointment as special district altern

representative to the Los Angeles Local Agency Formation Commission. The nominee is an elec  
official or a member of the board of an independent special district appointed for a fixed term. For yo  
consideration, we submit the following additional information together with a resume of the candidat  
qualifications.

Elective office: Director, Divison 2

Agency: Foothill Municipal Water District

Type of Agency: Special District

Term Expires: 12/2023

Residence Address: 2121 Glen Springs Rd, Pasadena, CA 91107

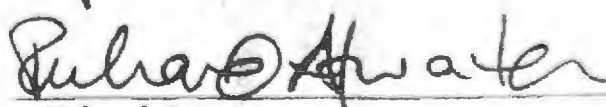
Telephone: 626-622-9137

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Foothill Municipal Water District

(Name of Agency)

By:



Richard Atwater

Its:

President



Mr. Matthews is the General Manager of Kinneloa Irrigation District (KID), a water purveyor serving the Kinneloa Ranch area east of Altadena, CA and portions of Pasadena, California. Before becoming General Manager, he served as Treasurer and Chairman of the Board of Directors for KID. Mr. Matthews is also the founder and president of KDM Services, which provides property management and business consulting services. Mr. Matthews also serves on the Board of the Foothill Municipal Water District as Vice President and Chairman of the Finance Committee and is active in professional organizations dedicated to special district management and governance.

Previously, Mr. Matthews was in the cable television business for 32 years as founder and president of KTS Corporation and later with Charter Communications serving as the Director of Government and Community Relations after selling his cable systems to Charter in 1993. Mr. Matthews left Charter in 2002 to establish KDM Services.

Prior to his cable television career, he worked for Rockwell International and was a member of the engineering group that performed the certification testing of the Environmental Control System of the Apollo Command Module.

Mr. Matthews is a graduate of the University of California, Berkeley and holds a BS in Chemical Engineering. He also holds an MBA in Operations Management from the Anderson Graduate School of Business at UCLA. He is a native of Pasadena, California and still lives there with his wife, Donna. They have five children and 12 grandchildren.



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

To: Independent Special District Selection Committee

From: President Kerry D. Erickson and Member of the the Board of Directors

Date: June 4, 2020

Name of Candidate: Sharon S. Raghavachary

The Board of Directors of the Crescenta Valley Water District is pleased to nominate  
Sharon S. Raghavachary as a candidate for appointment as special district alternate  
representative to the Los Angeles Local Agency Formation Commission. The nominee is an elected  
official or a member of the board of an independent special district appointed for a fixed term. For your  
consideration, we submit the following additional information together with a resume of the candidate's  
qualifications.

Elective office: Director of Board of Directors of

Agency: Crescenta Valley Water District

Type of Agency: Water and Sewer District

Term Expires: December 2020

Residence Address: 2209 Maurice Avenue

La Crescenta, CA 91214

Telephone: 818 541-9071

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Crescenta Valley Water District

(Name of Agency)

By: 

Its: Chairman of the Board of Directors



## **Crescenta Valley Water District**

2700 Foothill Boulevard, La Crescenta, California 91214  
Phone (818) 248-3925 Fax (818) 248-1659

**Directors**  
Judy L. Tejeda  
James D. Bodnar  
Kerry D. Erickson  
Kenneth R. Putnam  
Sharon Raghavachary

**Officers**  
Nemesiano Ochoa, P.E.  
*General Manager*  
James Lee  
*Director of Finance & Administration*

Director Raghavachary has been active in the La Crescenta Community for 20 years and has a background in accounting and computer systems.

Ms. Raghavachary is a founder of the Crescenta Valley Community Association. She served for seven years on the Crescenta Valley Town Council, during which time she was co-chair of the Foothill Design Committee that wrote design standards for Foothill Boulevard and was a member of Supervisor Antonovich's Library Committee. She also served as Council Vice President and Land Use Committee Chair.

Additionally, Director Raghavachary served three years on the Parent Advisory Council for Children's Hospital Los Angeles, providing input for the new hospital tower. She has been a volunteer for the Los Angeles County Sheriff's Department and Treasurer of the Crescenta Valley Arts Council, as well as a Girl Scout troop leader for ten years. For over five years she wrote a featured column for the Glendale New Press and the Crescenta Valley Weekly. She is currently serving her second year on the Clark Magnet High School's School Site Council.

Ms. Raghavachary has teenage twins, a boy and a girl, who attend Clark Magnet and Crescenta Valley High Schools.



## **Crescenta Valley Water District**

2700 Foothill Boulevard, La Crescenta, California 91214  
Phone (818) 248-3925 Fax (818) 248-1659

**Directors**  
Judy L. Tejada  
James D. Bodnar  
Kerry D. Erickson  
Kenneth R. Putnam  
Sharon Raghavachary

**Officers**  
Nemesiano Ochoa, P.E.  
*General Manager*  
James Lee  
*Director of Finance & Administration*

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Ms. Raghavachary has teenage twins, a boy and a girl, who attend Clark Magnet and Crescenta Valley High Schools.

**BALLOT ENVELOPE**

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**NAME OF AGENCY**

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**SIGNATURE OF PRESIDING OFFICER**