



AGENDA

Special Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – September 29, 2020 – 5:00 p.m.

IMPORTANT NOTICE REGARDING September 29, 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 September 29, 2020 Meeting, please submit your comments by email to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to hello@altadenalibrary.org. Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment.

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

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 – Regular Meeting held August 24, 2020 - Pages #3-5
- b. Departmental Monthly Reports – August 2020 - Pages #6-14
- c. Special Presentation – 1000 Books Before Kindergarten, Children's & Family

Services Department

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 #15-20
 - i. Library Operations
 - ii. Curbside Survey Results
 - iii. Statistics
- c. Financial Reports – July 2020 - Pages #21-33
- d. Board of Trustees Standing Committee Reports
 - i. Budget Committee
- e. Board of Trustees Ad Hoc Committee Reports
 - i. California Voting Rights Act (CVRA) Committee
 - ii. District Director Evaluation
 - 1. District Director Annual Evaluation Form Modification - Page #34
 - iii. Public Funding Committee
- f. Liaison Reports
- g. Trustee Reports

VI. Unfinished Business

VII. New Business

- a. Review and Approve Altadena Library District Attendance Policy (Action) -Pages #35-38
- b. Health Premiums (Informational) - Pages #39-42
- c. 2018/2020 Election Cost Comparison (Informational) - Pages #43-46
- d. George Gardner Symons Painting Treatment Progress - LA Art Labs LLC. (Informational) -Pages #47-52

VIII. Announcements & Planning

- a. Correspondence
 - i. Los Angeles County Registrar-Recorder/County Clerk Letter and Certificate of Appointment - Pages #53-54
- b. Proposed Future Agenda Items

IX. Adjournment

- a. Adjourn Meeting



MINUTES

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>

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I. Call to order

Regular meeting was called to order at 5:01 PM

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
b. Approval of Minutes – Special Meeting held August 3, 2020
c. Departmental Monthly Reports – July 2020

Board of Trustees discussed activities reflected in staff reports.

Moved by Trustee Andrues to approve the Consent Calendar in its entirety.

Second by Trustee Kahn.

Roll Call Vote:

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

- d. Special Presentation – Demonstration Garden at Bob Lucas Library
Branch Manager, Diana Wong provided presentation.

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

No items were removed from the Consent Calendar.

V. **Reports (Information)**

- a. Support Groups
- i. Altadena Library Foundation
Report provided by Altadena Library Foundation President, Bridget Brewster report.
 - b. District Director's Report
 - i. Library Operations
Report provided by Director Nikki Winslow.
 - ii. Statistics
Report provided by Director Nikki Winslow.
 - iii. Friends of the Altadena Library
Trustee Clark called item be placed out of order due to technical difficulties. Report provided by Friends of the Altadena Library President Marne Brown.
- c. Financial Reports – June 2020
Report provided by Director Nikki Winslow.
- d. Board of Trustees Standing Committee Reports
- i. Budget Committee
No Report.
- e. Board of Trustees Ad Hoc Committee Reports
- i. California Voter Rights Act
No Report.
 - ii. District Director Evaluation
Trustee Kahn provided information about evaluation form to be later discussed further in the agenda.
 - iii. Public Funding

- f. Liaison Reports
Trustee Kahn highlighted various Federal COVID-19 Relief measures information, Facebook Brown Act presumptive protocols, and worker's compensation details provided in agenda packet. Discussion ensued among Trustees.
- g. Trustee Reports
Report was provided by Trustee Andrues.

VI. **Unfinished Business**

None.

VII. **New Business**

- a. 2020 Operational Plan Update (Information)
Update was provided by Director Nikki Winslow.
- b. District Director Annual Evaluation Form **(Action)**
Director Nikki Winslow, Trustee Kahn, and Trustee Andrues reviewed evaluation forms. Discussion followed.
Moved by Trustee Wilkerson to approve District Director Annual Evaluation Form.
Second by Trustee Capell.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Kahn: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye

VIII. **Announcements & Planning**

- a. Correspondence
 - i. **LAFCO Independent Special District Alternate Ballot Voting representation for LAFCO delegated to Trustee Kahn.**
- b. Proposed Future Agenda Items
Trustee Clark announced the September Regular meeting date conflicted with Yom Kippur holiday and would be canceled. Trustee Clark called for special meeting. Date to be determined as September 29th or 30th.

IX. **Adjournment**

- a. Adjourn Meeting
Moved by Trustee Andrues to adjourn meeting.
Second by Trustee Capell.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Kahn: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye

Meeting was adjourned at 7:38 PM.



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

DEPARTMENT: Children's & Family Services

MEETING DATE: September 29, 2020

PREPARED BY: Mylinh Hamlington

LOCATION: Virtual Meeting

Programming Highlights:

- The month of August was a programming break for us. This break allowed us to take a rest after summer reading, prepare for the next programming session, and allowed staff to take vacation time without worrying about missing programs.
- We are starting live baby/toddler and bilingual storytimes in September. Patrons who register for storytimes will have access to the live Zoom session and be able to pick up a storytime kit which includes two shaker eggs and two play scarves which will allow them to participate fully in the storytimes. We will also live stream the storytimes to our YouTube page showing only the presenter.
- During August, the Programming Engagement Team (PET) worked hard to create clear guidelines and processes for programming planning and scheduling. These new guidelines and processes will allow staff to clearly understand how the programming process works and will help streamline that process. Some of the new things that we have implemented are below:
 - Regular programming sessions and breaks for all ages. Some programming may continue during breaks at the discretion of staff and managers.

▪ Summer Reading	June – July
• Programming break	August
▪ Fall programming session	September – 2 nd week of November
• Programming break	3 rd week of November – New Years
▪ Winter/Spring programming	First full week of January – April
• Programming break	May
 - Programming planning procedures and guidelines that explain the monthly programming expectations for each age group and the steps to take when planning new programs.
 - Program Planning form which requires staff to think through all aspects of new program ideas and think about how the program may align with our ALD Values and Strategic Priorities.
- The planned 1000 Books Before Kindergarten kit giveaway was rescheduled from the Fall programming session to January. Because we are partnering other libraries as part of Growing Together Pasadena, all materials must be purchase by Pasadena Libraries and they are still working on opening order forms with different vendors.

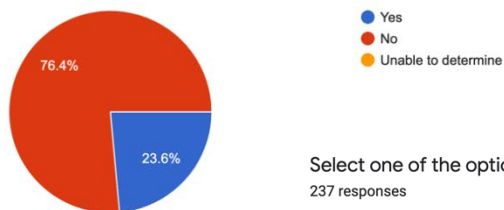
Outreach

- Children's and Family Services Department of Pasadena picked up around 150 of our left-over Summer Reading kits. They are giving them to families that they meet with to keep the children occupied and provide them. Staff at CFSD have said that the kits have been very well received and that they are grateful to have them because they cannot have communal toys out due to the pandemic.

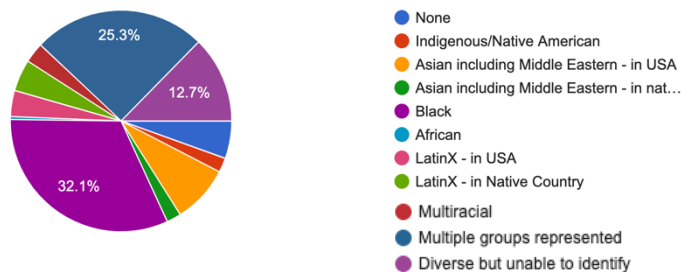
Collection

- The Children's team has been working daily to do a systematic title by title weeding sweep of our entire collection. We are removing all books in poor condition and books that have not been checked out in the past year or two. High circulating books that are weeded due to poor condition are being replaced with new copies if they are available to purchase. This systematic weed is also helping us to find any sections in our collection that need updating or expansion.
- After the weeding of each section is complete, we are planning on implementing a diversity audit on each collection utilizing a Google form that I have created using various sources found during my research. We are choosing to do this more in-depth type of audit verses utilizing subject headings because for children's books, especially those with illustrations, diversity is not always apparent in the subject headings. We have completed the audit on our Beginning Readers collection and some of the results are below:

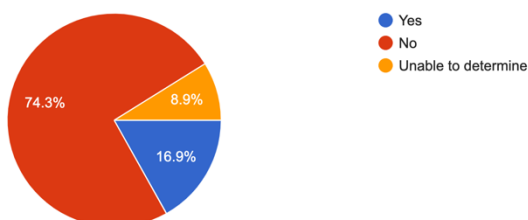
Is there diversity of any kind evident in this item?
1,006 responses



Select one of the options below
237 responses



Is this an "Own Voices" title?
237 responses





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

DEPARTMENT: Teen Services

MEETING DATE: September 29, 2020

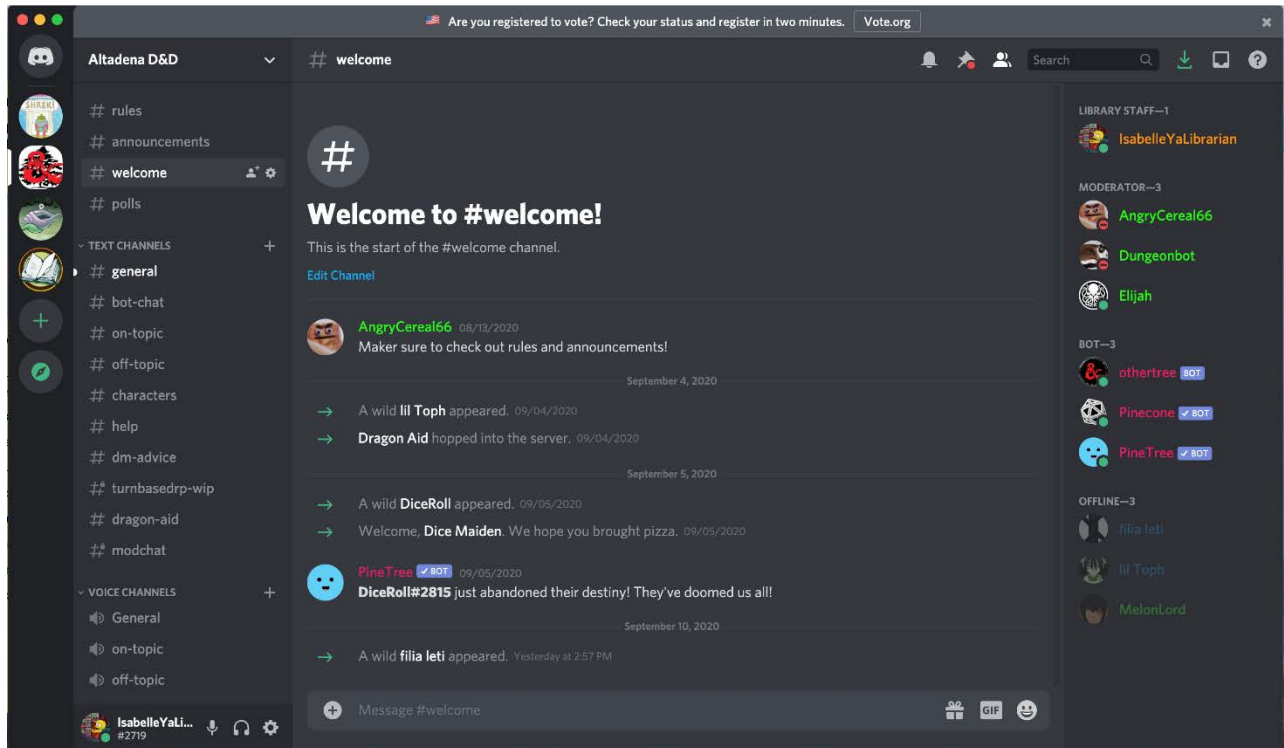
PREPARED BY: Isabelle Briggs

LOCATION: Virtual Meeting

HIGHLIGHTS:

August was our system-wide programming break, so no programs were offered in Teen Services. Instead, the month was spent planning Fall/Winter programs and working on the collection.

Fall/Winter teen programming will feature a new communication software called Discord that I am hoping will be more successful in engaging young adults in Altadena. Discord is a software and app where you can create private or public “servers” on which you can host multiple text and voice chat channels. It is mostly used by online gaming communities because it has live chats, screen sharing, and streaming functions.



This is a screen shot of the new Discord server for our Dungeons and Dragons group that was completely built and programmed by one of the teen members! There is also a general “Altadena Teens” which is where some of our Fall/Winter programming will take place. These servers are all private and require a unique one-use access code to join, which only library staff can send out. Aaron Kimbrell from the Bob Lucas Branch is now assisting with teen programming, and he also has “moderator” privileges in Discord to invite, monitor, and if

necessary, remove users. We are hoping this new platform will foster a new type of youth engagement!

In the Young Adult collection, fiction weeding was finally finished! A large portion of the collection was outdated, had low circulation, or was damaged. Weeding was also done based on "Own Voices" authorship and diversity, meaning certain titles were considered for removal if their depiction of marginalized communities or individuals was not authentic. I feel confident that the contents of the YA collection are both a window and a mirror to the full diversity of the Altadena community.

With help from Technical Services, the YA Mystery and Science Fiction collections were relabeled and inter-shelved with general Fiction, to make patron browsing easier and to make space for a growing YA Spanish collection. Lastly, the YA Graphic Novel collection is going to be evaluated.

This month I also participated in a Teen Services virtual networking event hosted by the California Library Association where Teen Services providers from around the state gathered on Zoom to discuss how our programs were going. It was great to hear from colleagues about their new ideas and it was affirming that many departments around the state are facing some of the same challenges in maintaining teen participation and engagement during the closures.

BOARD OF LIBRARY TRUSTEES
TECHNICAL SERVICES REPORT for August 2020

DEPARTMENT: Technical Services

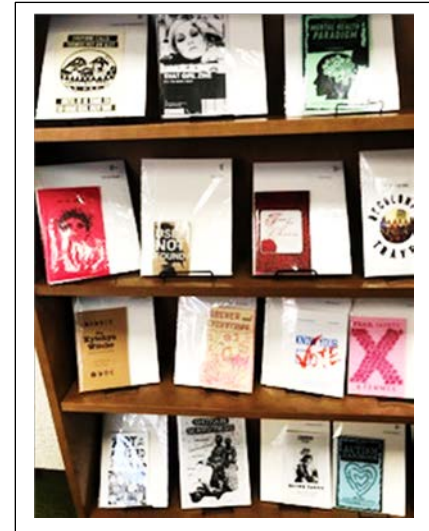
MEETING DATE: September 29, 2020

PREPARED BY: Carlene Chiu

LOCATION: Virtual Meeting

We are happy to announce that we have a new zine collection! We are the fifth public library in California and one of the few in the nation that offers zines for circulation to patrons. The Technical Services Department worked with Alice Wynne, Library Clerk and zine author, to purchase, catalog, and process the zines. Thanks to Alice for spearheading the project and selecting the titles of the zines to purchase.

We currently have 24 titles in the collection! Many of the zines are created and written by BIPOC, LGBTQIA+, and disabled authors that address civic engagement, activism, social, and cultural issues affecting our communities. The DIY ethos allows for a greater resonance of the issues through the author's own perspectives and narrative voices. Not only are we supporting self-published authors, but we are also supporting independent publishers and sellers through the establishment of our zine collection.



Our Zine Collection

Technical Services staff attended a webinar about Baker & Taylor's new cataloging service. Seeing the new developments in cataloging, allows us to stay up to date on services that are available to us and allows us to consider fiscally sound options.

I have been negotiating with our vendors to get the price of our databases down. We have negotiated a \$500 discount with Brainfuse which is a more than ten percent discount! Brainfuse connects students with live tutors and is a well-used database, especially during these times of distance learning.

The newly formed Database Team also meet for the first time to discuss and evaluate the Library's current databases and to discuss what other databases we could carry that our patrons would be interested in.

The California State Library is offering K-12 databases free for the year to support distance learning during the pandemic. Through this initiative, we now offer Encyclopedia Britannica digitally through our website to support student learning. We are working with them to have ProQuest, a reference database, and teachingbooks.com, a reading support and advisory database for teachers and students accessible through our website.



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

DEPARTMENT: Bob Lucas Branch

MEETING DATE: September 29, 2020

PREPARED BY: Diana Wong

LOCATION: Virtual Meeting

Curbside Service

ALD expands its Curbside Services to include remote printing this month. Patrons navigate to Printer-On's portal found on the ALD website, upload their documents, and pay online. Once the documents have been received by ALD, patrons are instructed to call and schedule a pick-up. For those who wish to pay by cash, the Bob Lucas branch accepts cash and card payments. Prices for black and white print jobs are 15 cents/page and color jobs at 50 cents/page.

In addition to remote printing, the Bob Lucas branch also offers copying, faxing, and scanning services during its Curbside hours.

Earlier this month, ALD began a survey of Curbside users. We included a 13-question survey inside all Curbside pick-up bags, as well as made the survey available online. We have received nearly 100 responses from patrons and preliminary findings reflect a very warm reception of our Curbside operations and staff effort. We also asked questions relating to virtual programming and the library's collections, which we hope will give us helpful data to inform our program planning and collection development in the coming year. The survey period ends September 11, but we will continue to accept surveys returned by patrons. September will be spent analyzing the results.

Library Programming

I continue to meet with the Program and Engagement Team and this month's meeting was spent on finalizing the Fall and Winter virtual offerings and making sure everything was on the calendar. All Bob Lucas staff are involved in library programming: Michelle and Modesta are hosting two live Adult crafting programs with supply giveaways to the first 10 registrants; Aaron is working with our Teen Librarian, Isabelle on weekly virtual Reference hours; and, Diana is recording weekly PJ storytime and monthly Book talks.

Public Services Policies

Mylinh and I continue to work on the public services policies. We have reviewed our Code of Conduct and fleshed out specific policies relating to Borrowing and Group Tutoring. We are now onto writing procedures to the corresponding policies.

BL Staff Activities

BL staff began reading *The 5 Languages of Appreciation in the Workplace* this month. To keep myself and BL staff on track to meeting the October deadline for completing the book, I created a weekly reading schedule. We spend our team meetings discussing the main takeaways for the assigned chapters for that week. So far, we have discussed the five primary languages of appreciation and shared the language we each lean towards.

Literacy Services

I continue to visit the US post office on Lake Ave. weekly to mail out readings, newspapers and books to learners and tutors. Several more program participants returned to tutoring this month. Some are even trying virtual and I did a practice Zoom session with a tutor who was experiencing audio issues. Others have learned to work around Zoom by using the old fashion telephone. I am waiting for a tutoring pair to try snail mail.

Demonstration Garden

The facilities crew has made much progress on removing the turf, with the north lawn area completely out. At the end of the month, Jonathan and I met Levi Brewster, from One Earth Garden and Leigh Adams from the LA Arboretum to refine our design plan to incorporate landscaping methods that help rebuild soil health and capture rainwater. We will also be working more with Chloé to include some socially distanced volunteering opportunities so that more community members maybe involved in the project.





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

DEPARTMENT: Facilities

MEETING DATE: September 29, 2020

PREPARED BY: Jonathan Arevalo

LOCATION: Virtual Meeting

Facilities Highlights for the Month of August:

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

The landscape lighting project on the north side of the Main Library was completed. The lighting brings safety and security to that side of the library, along with enhancing the beauty of our garden.

A new alarm keypad was installed upstairs at the Main Library for added security. Included with the keypad is a wireless Fire alarm siren with lighting, which was added to the back stacks area.

The passport office was relocated to the Technical Services area at the Main Library. This move will allow the public to access those services without going through the building once we are open to the public.

The Demonstration Garden Project (DGP) at the Bob Lucas Library is underway. Facilities staff, along with some volunteers, have started removing grass and other shrubbery. Some community members have also offered their services to help with the water reclamation part of the DPG to make the garden more self-sustaining. The project is still on course to be completed sometime this October.

Tree maintenance was done at Bob Lucas Memorial Library in preparation for the DGP.

We are continuing the process 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 August 2020**

DEPARTMENT: Information Technology

MEETING DATE: September 29, 2020

PREPARED BY: Christopher Kellermeyer

LOCATION: Virtual Meeting

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

1. Office moves: Moving wiring and configuring workstations.
2. Initiated project AIO (all in one) – Directive: Establish universal highspeed access via 5G technologies.
3. Settling into role as head of Technical Services and working with staff to establish protocols, procedures, standards, metrics, and systems for evaluation of efficiency.
4. Worked with RFID vendor to setup a system for parsing items via shelving location using the RFID wand; a training video will be created on the procedure sometime in September.

Exploring COVID grants via FEMA We should here back about the Mobile Library grant by the end of August. \$108k—pushed to September decision by IMLS.	We should here back about our BBVA grant application for \$5k by the end of August—pushed to September decision by BBVA. I will follow-up mid-September.
PrinterOn has been deployed to allow patrons to print remotely.	Negotiating Refund/Extension: Beanstack
Working on Jeeves and Constant Contact	Systems' Updates, Maintenance, Cleaning
Working on Celestron Rollout for LOT	We are evaluating curbside pickup options to allow patrons to schedule themselves.



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

DEPARTMENT: Administration

MEETING DATE: September 29, 2020

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

Staffing Updates:

- a) Hires/Promotions: Viktor Sjöberg – Assistant Director – September 21, 2020
- b) Appointments: None
- c) Transfers: None
- d) Resignations/Terminations: None

We held the first round of interviews with an external panel for our Adult Services Librarian on September 14 and 15. We have scheduled the final round of interviews with the top three candidates for the week of September 21, which will include our new Assistant Director Viktor Sjöberg, since this person will be reporting directly to him. I am hopeful that we will make an offer and have this new Librarian start in early to mid-October.

New Assistant Director:



We would like to introduce and welcome our new Assistant Director, Viktor Sjöberg, to the Altadena Library District team! Viktor comes to us from Glendale Library, Arts & Culture, where he served as Glendale's first Community Engagement Librarian.

Prior to that, Viktor held the title of Principal Librarian with the City of Carlsbad's Library & Cultural Arts department, overseeing Adult Literacy, Bilingual Services, Staff Training and Volunteer Services. Most notably, Viktor led a successful initiative to secure additional funding and staffing to expand Carlsbad Library Learning Center's hours of operations to include Saturday hours. Viktor has also worked as Senior Librarian for Adult Services at the Escondido Public Library, focusing on community engagement, connecting with underserved populations, and creating relevant programming for adults. He also served as Escondido's Digital Services Librarian for several years, leading many key technology projects.

While Viktor has worked in public libraries in California for the past 10 years, he was raised in Sweden, received his Master's Degree in Library and Information Science from Högskolan i Borås and worked at the Gothenburg Public Library before moving to California in 2010.

Viktor believes that our shared commitment to equity, diversity, and inclusion makes the public library the ideal platform for human connection.

Adult Services Team Update:

I have continued to meet with the Adult Services Team on a weekly basis to report on any updates with their work, including Curbside offerings, programming and more. They are extremely excited about the new Assistant Director coming on board and I am confident that he is going to be a strong and supportive leader of this group, as well as the entire public services staff.

A big part of this transition is a refresh of the staff workspaces. Thank you to Jonathan and Chloé for all their work designing a new space for both the Assistant Director's office (formally the Passport Services Office) and for the Adult Services staff workroom.

Programming Partnerships:

- **Pasadena Literary Alliance:** As of September 21, our series of Open Book On Location videos with the Pasadena Literary Alliance is complete. Throughout the 9 videos, we captured fascinating conversations with world-famous authors in a variety of genres (mysteries, historical fiction, crime fiction, nonfiction, fantasy, magical realism, and more) and averaged just over 285 views per video. We are grateful for this fruitful partnership and are evaluating where future collaborations with PLA could fit into our evolving plans for spring of 2021 and beyond!
- **Annual Taste of Dena:** Library staff has helped the Altadena Library Foundation pull together a fabulous silent auction and wine pull, all of which will raise several thousand dollars to go toward our future bookmobile initiative. The final video, in lieu of an in-person event, is set to go live on Saturday, September 26 at 7:00pm and will feature remarks from our Foundation President Bridget, staff, a literacy tutor, and learner, and more!

Vote-By-Mail Dropoff Update:

We have been receiving questions regarding the ALD being a Ballot Drop-Off location for the 2020 General Election. The VBM ballots will be sent out on October 5th.

To provide a little history, we reached out to LA County Elections Operations office regarding the status of ballot boxes amidst COVID-19 and if we would still be a location. We were informed that they have done away with the former boxes and the process. They have separated the county into services areas and have chosen locations to place external boxes that are to last at least 5 years. The boxes will have the ability to be locked and unlocked during election times. Their goal is to limit person-to-person interactions as well as have a central place for VBM ballots. The location of the boxes was chosen by LA County and are to be placed in a radius of every 15,000 registered voters. The boxes are to be open from October 5th-November 3rd. They are currently scheduling to roll out this new process sometime this month and will be posting the locations on their website.

Natalya has asked them to consider our location as a place for the permanent ballot box as we have a substantial number of residents and the accessibility for residents should be considered. Unfortunately, as far I know, we will not be a location. This may change as they have not released the locations yet. Hopefully, they are still considering Main Library as a potential location and if not, we will work on getting added as one for future elections.

The list ballot-drop off locations will be available [here](#) as well as a look at the design of the boxes.



Statistical Update

As requested by the Board last month, we have included the reference and live chat statistics with the monthly statistics below.

System-Wide Statistics	June	July	August
E-Resource Checkouts	6164	5790	5396
3-D Printouts	0	41	24
Phone Reference Sessions	N/A	60	108
Live Chat Sessions	58	52	37

Main Library Statistics			
Physical Collections Checkouts	4590	3263	2234
Library of Things	0	22	34
Print from Home Transactions	0	0	0
New Patrons	100	73	59

Bob Lucas Statistics			
Physical Collections Checkouts	140	186	164
Library of Things	0	6	10
Print from Home Transactions	0	0	0
New Patrons	1	1	3

Opening the Library to the Public and Curbside Update:

Currently we are closed to the public until at least **October 5**. We continue to watch the local case numbers to assess when it will be safe to bring patrons back into the building. Staff and I continue to develop the guidelines for opening and all that it will entail.

Curbside expansion this month has included:

- **Library of Things:** Patrons can now check out laptops. Our next item getting ready for checkout is our telescope and following that will be sewing machines.
- **Computer Printouts and Copying:** Patrons can send in computer printing jobs through our website (www.altadenalibrary.org/curbside) and then schedule a pickup. At Bob Lucas, they are also allowing patrons to go to the library and make copies for them in a socially distanced manner.
- **Same Day Service at Bob Lucas:** Patrons can set up same day appointments for both materials’ pickup, computer printouts and copying.

Curbside Survey Results:

Our Curbside Service lead, Diana Wong, Bob Lucas Branch Manager, put together a survey for patrons that use our Curbside service, or through the website, could fill out and provide information to us. Here is a synthesis of the data that was collected during that month.

Survey Objectives

- Determine satisfaction and experience relating to the entire process of Curbside Service.
- Determine patrons desire additional hours added to current Curbside schedule

- Gather information to inform collection development, including the Library of Things collection
- Gather information to inform planning for virtual programming

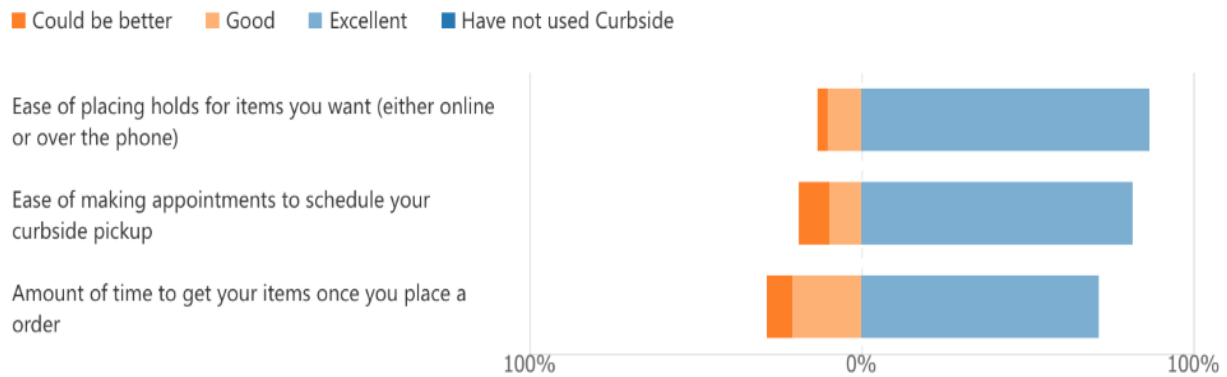
Methodology and Response Rate

- Information was collected by means of a 13-question survey that was included in each Curbside bag between August 10-September 11.
- The library received a total of 94 responses.

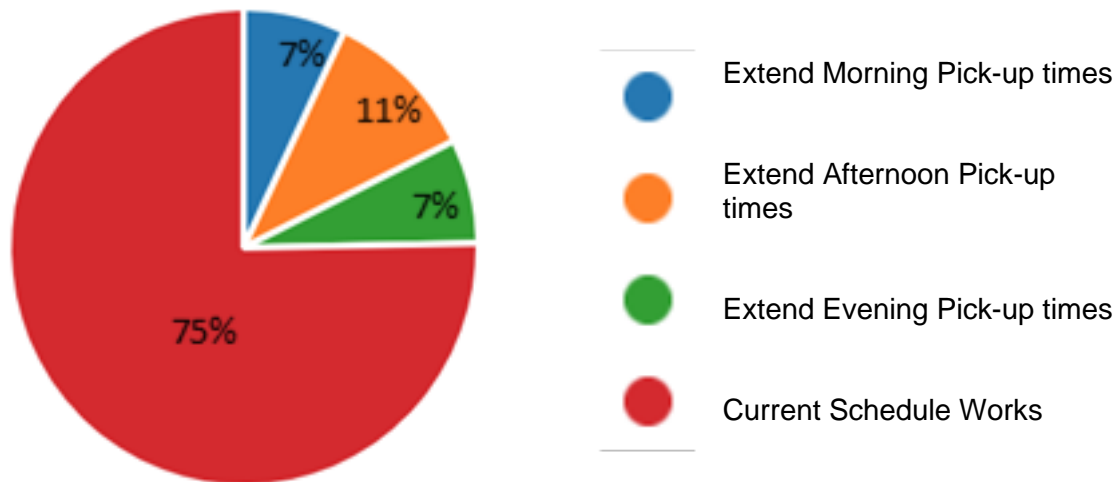
Key Findings

Curbside Experience

Most of the respondents are having a very positive experience using the library’s Curbside Services. However, there is a fair number of responses that give indication of wanting a quicker turnaround time for receiving items once a hold has been placed.

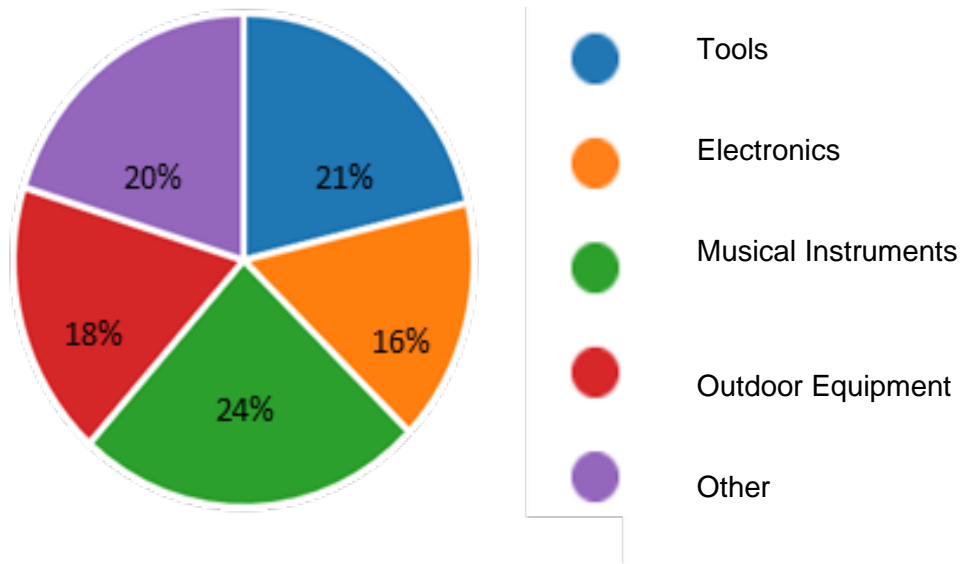


Curbside Service Schedule



We received 85 responses for this question and a quarter of the respondents indicate a desire for extended pick-up times.

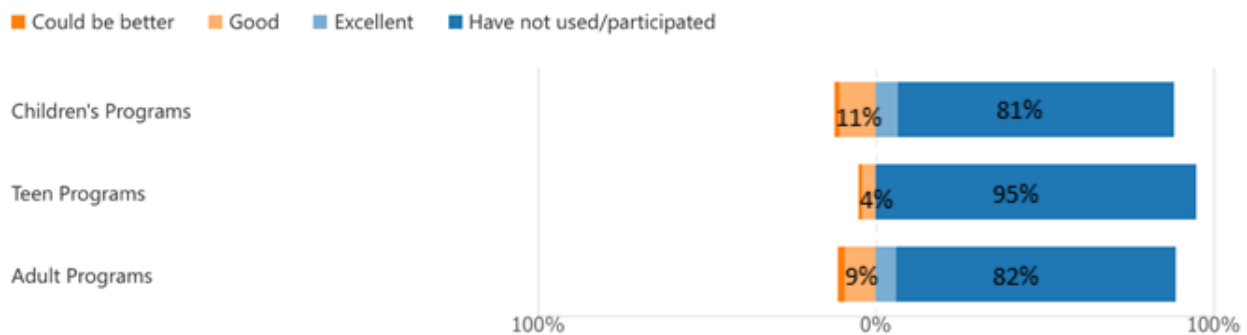
Library of Things Collection



About half of the respondents answered this question, with some who answered selecting multiple options. The 50 responses demonstrate a diversity in interest and age ranges. Respondents who selected the 'Other' category suggest adding games/puzzles, cooking/baking equipment and recreational supplies to the circulating collection. We had one patron ask about lending out a "person" for computer/technology help.

Virtual Programming

A vast majority of our respondents reported not participating in our virtual programming. In a subsequent open-ended question, we asked patrons to specify the reason for not watching and participating. From the 54 responses, many were reporting time constraints, many online options, occupied with other activities, and online/Zoom fatigue.



Recommendations

Survey results suggest several areas for follow-up action:

- Comments were made about being able to self-schedule curbside appointments. Library staff should investigate an application for self-scheduling for Curbside appointments.
 - IT Manager currently researching options that will work with current service model.
- Library staff should strongly consider adapting current curbside service to include same day pick-up for requested materials.
- There was interest from patrons wanting to check out items other than traditional library materials. Library staff should begin the process of expanding the Library of Things collection.
- While participation and viewership of online programming was low, library staff should continue to offer online programming.
 - Program and Engagement team have created guidelines for Fall/Winter and Winter/Spring programming. Using the guidelines, the team has created a cohesive strategy to offer targeted programs for specific groups.
 - A comment was made about not participating in online programming because content was primarily for children. Adult Services is increasing its offerings with relevant and topical programming for the Fall/Winter session.

Survey Comments regarding Curbside

- It would be nice to be able to choose a pickup time online, or be able to schedule same day
- It is great to have library books available again. The system is very workable.
- I am glad that both libraries are doing curbside pick.
- Curbside service is a bright light in this time of quarantine. Very organized. Very safe. Thank you.
- My experience today with Curbside Service was perfect - timely, accurate, convenient, and friendly.
- An app for browsing available books and adding them to a curbside pick-up would be awesome! The phone-in method works for adult book lists but isn't great for kids' picture books.
- It is great! Much easier to use than the Pasadena Library system :)
- It would be nice if there was a self-serve option. To schedule appointments. The staff is always very considerate, but I feel like I am taking up their time to schedule. I appreciate the curbside we love using the library. I love the online option to place holds on items. Thank you for providing curbside
- It has been very smooth for me. I used it three times from the main branch. Bob Lucas is closer to us, though, so I am happy that is now an option. Will there be a chance to select books using the hold system (online)? It would be easier than browsing online, writing it down, and calling a librarian, which ends up being a longer process. That said, doing order via phone has been a pleasure. Love our librarians.
- I have also done pickup with LAPL and prefer the system at Altadena. I find the service to be quick, easy, and secure so I know somebody else will not accidentally take my books. I also was surprised and appreciative to see that they offer pickup on Saturdays.



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

DEPARTMENT: Administration

MEETING DATE: September 29, 2020

PREPARED BY: Nicole Fabry

LOCATION: Virtual Meeting

TITLE: Summary Report of Financial Statements for July 2020

July 2020 FINANCIAL STATEMENTS

The following financial reports are for the month of July 2020. The financial statements are unaudited. Currently we are at 8.33% 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 -\$627,635.68. ALD cash and cash equivalents are \$2,986,114.59.

Total cash with the County is \$2,763,837.19. The total amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is \$1,977,025.

ALD total assets equal \$4,622,137.85.

REVENUE HIGHLIGHTS

Account 4735 – \$500 was received from California Library Association as reimbursement for a program the District hosted with Mitch Horowitz as part of CLA's Mental Health Initiative.

EXPENDITURE HIGHLIGHTS

Account 6430 – in July 2020 the District paid annual property and liability insurance premiums to SDRMA (Special District Risk Management Authority) in the amount of \$48,749.17.

Account 5270 – the District also paid annual Worker's Compensation insurance premiums to SDRMA in the amount of \$47,052.25.

Account 6770 – \$6,700.85 was spent on partitions to create a separate office space in the Technical Services area so that Passport Services can resume soon with a dedicated entry door.

Account 7185 – several annual operating fees were paid to support service for hot spots, RFID and catalog maintenance.

Account 7125 – \$5,250 was paid to Nigro & Nigro for preliminary work on the FY19-20 financial audit.

Account 7155 – consulting fees were paid to both Clifford Moss and NBS Government Finance Group for services related to the CFD formation and November ballot measure.

PAYMENTS FROM SUPPORT ORGANIZATIONS

In July 2020 the District received a generous donation from the Friends of the Library in the amount of \$28,000.

Altadena Library District
Balance Sheet
As of July 31, 2020

Jul 31, 20

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

1001 · Pacific West - Checking 208,853.51

1002 · Pacific West - MMA 12,761.17

1046 · PayPal (187.28)

Total Cash in Banks 221,427.40**Cash on Hand**

1080 · Petty Cash 500.00

1081 · Cash Register - Main 150.00

1082 · Petty Cash - Branch 100.00

1083 · Cash Register - Branch 100.00

Total Cash on Hand 850.00**Cash with County**

1010.00 · Cash in County Treasury 2,804,748.29

1013 · FMV - COLA Funds (40,911.10)

Total Cash with County 2,763,837.19**Total Cash & Cash Equivalents 2,986,114.59****Total Checking/Savings 2,986,114.59****Other Current Assets****Property Tax Receivables (COLA)**

1400 · PT Receivable-Current Secured 45,245.74

1410 · PT Receivable-Current Unsecured (1,531.09)

1421 · PT Receivable-Delinquent Unsec (79.88)

Total Property Tax Receivables (COLA) 43,634.77

1351 · Interest Receivable (COLA) (4,723.52)

1430 · Parcel Assessment Receivable 30,805.31

Total Other Current Assets 69,716.56**Total Current Assets 3,055,831.15****Fixed Assets****Capital Assets****Accumulated Depreciation**

1800 · Accum Depr (S & I) (1,180,819.32)

1900 · Accum Depr (FF & E) (24,481.72)

Total Accumulated Depreciation (1,205,301.04)**Depreciable Assets**

1550 · Structures & Improvements 1,748,759.10

1700 · Furniture, Fixtures & Equipment 125,461.66

Total Depreciable Assets 1,874,220.76**Non-Depreciable Assets**

1500 · Land 77,280.28

1510 · Artwork 102,500.00

Total Non-Depreciable Assets 179,780.28**Total Capital Assets 848,700.00****Total Fixed Assets 848,700.00**

Altadena Library District
Balance Sheet
 As of July 31, 2020

	Jul 31, 20
Other Assets	
Deferred Outflows of Resources	
1990 · DOR - Pension Contributions	180,238.00
1991 · DOR - Pension Related	524,894.00
1993 · DOR - OPEB Related	7,322.00
Total Deferred Outflows of Resources	712,454.00
Prepays	
1076 · Prepaid Items & Deposits	5,152.70
Total Prepays	5,152.70
Total Other Assets	717,606.70
TOTAL ASSETS	4,622,137.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	12,799.72
Total Accounts Payable	12,799.72
Credit Cards	
2009 · UMB Credit Card	90,349.54
Total Credit Cards	90,349.54
Other Current Liabilities	
2005 · Accrued Expenses - Other	31,888.05
2050 · Accrued Vacation Payable	62,123.42
2100 · Payroll Payable	
2100.02 · Salaries & Benefits Payable	27,948.83
2100.03 · CalPers CLASSIC (EE Ded)	391.79
2100.04 · CalPers PEPRRA (EE Ded)	3,456.46
2100.07 · CalPers 457 (EE Contribution)	1,011.82
2100.08 · CalPers 457 (EE Loan Repayment)	240.82
2100.09 · Disability Insurance	(206.24)
Total 2100 · Payroll Payable	32,843.48
Total Other Current Liabilities	126,854.95
Total Current Liabilities	230,004.21
Long Term Liabilities	
Deferred Inflows of Resources	
2601 · DIR - Pension Related	274,678.00
Total Deferred Inflows of Resources	274,678.00
2700 · Net Pension Liability	2,302,407.00
2701 · Net OPEB Liability	1,089,770.00
Total Long Term Liabilities	3,666,855.00
Total Liabilities	3,896,859.21
Equity	
3300 · Retained Earnings	1,352,914.32
Net Income	(627,635.68)
Total Equity	725,278.64
TOTAL LIABILITIES & EQUITY	4,622,137.85

Altadena Library District

Profit & Loss

09/04/20

July 2020

Accrual Basis

	Jul 20
Ordinary Income/Expense	
Income	
DONATIONS AND GRANTS	
4710 · Friends of the Library	28,000.00
Total DONATIONS AND GRANTS	28,000.00
INTEREST INCOME & ADJUSTMENTS	
4210 · Interest Income (Savings)	0.23
Total INTEREST INCOME & ADJUSTMENTS	0.23
OTHER REVENUE & ADJUSTMENT	
4910 · Miscellaneous Income	1.00
Total OTHER REVENUE & ADJUSTMENT	1.00
PROPERTY TAXES	
4030 · Prior-Year Secured	
4030.05 · Secured Tax Refunds	(966.80)
Total 4030 · Prior-Year Secured	(966.80)
4070 · Supplemental Current	
4010.03 · SB 813 Supplemental	6,753.81
Total 4070 · Supplemental Current	6,753.81
4080 · Penalties, Interest & Costs-Ref	(0.01)
4200 · Interest Income - County of LA	(4,723.52)
Total PROPERTY TAXES	1,063.48
Total Income	29,064.71
Expense	
FACILITIES, GROUNDS & MAINT.	
7205 · Maintenance Contracts	1,169.62
7210 · Building Maint & Repairs	7.19
7220 · Landscape	2,270.91
Total FACILITIES, GROUNDS & MAINT.	3,447.72
LIBRARY MATERIALS	
6115 · Electronic Databases & Subscrip	2,333.76
6120 · Books	20,988.20
6140 · Periodicals	540.43
6150 · Downloadables	32,483.38
Total LIBRARY MATERIALS	56,345.77
MISCELLANEOUS EXPENSE	
7510 · Miscellaneous Expense	400.00
Total MISCELLANEOUS EXPENSE	400.00
OPERATING EXPENSES	
ADVERTISING & MARKETING	
6618 · Recruitment	36.25
6627 · Advertising / Marketing	718.23
Total ADVERTISING & MARKETING	754.48
FEES	
6745 · Banking & Service Fees	25.00
6746 · Payroll Fees	750.00
Total FEES	775.00

Altadena Library District

Profit & Loss

09/04/20

July 2020

Accrual Basis

	Jul 20
INSURANCE	
6430 · Insurance-Gen, Prop, Liab, Eq	48,794.17
Total INSURANCE	48,794.17
STAFF COSTS & PROF. DEVELOPMENT	
6625 · Training & Education	954.05
6626 · Staff Recognition	350.99
6710 · Meetings & Travel	158.67
Total STAFF COSTS & PROF. DEVELOPMENT	1,463.71
UTILITIES	
6930 · Natural Gas	140.15
6940 · Water & Sewage	1,376.29
6950 · Refuse	796.42
Total UTILITIES	2,312.86
6620 · Membership Dues & Subscriptions	4,734.28
6740 · Postage & Delivery	277.53
6750 · Printing & Reproduction	198.41
6755 · Small Equipment	311.97
6765 · Janitorial Supplies	131.81
6770 · Operating Supplies	7,723.06
6775 · Technical Services Supplies	608.29
6970 · Equipment Lease & Rental	2,223.31
Total OPERATING EXPENSES	70,308.88
PERSONNEL RELATED EXPENSES	
5000 · SALARIES & WAGES	
5010 · Salaried	55,207.79
5020 · Hourly	150,589.89
Total 5000 · SALARIES & WAGES	205,797.68
5100 · Employer-Portion Taxes/Benefits	
5120 · Payroll Taxes (ER)	
5250 · FUTA	68.28
5120 · Payroll Taxes (ER) - Other	15,405.74
Total 5120 · Payroll Taxes (ER)	15,474.02
5210 · PERS Retirement	
5210.01 · CalPers CLASSIC (ER Contr)	1,781.45
5210.02 · CalPers PEPRA (ER Contr)	7,150.02
5218 · PERS Unfunded	168,617.00
Total 5210 · PERS Retirement	177,548.47
Total 5100 · Employer-Portion Taxes/Benefits	193,022.49
5200 · Insurance	
5220 · Health Insurance	9,099.94
5221 · Health Insurance - Retirees	5,481.03
5230 · Dental Insurance	2,577.62
5240 · Vision Insurance	741.76
5260 · Life Insurance	117.55
5270 · Workers' Compensation	47,052.25
Total 5200 · Insurance	65,070.15
Total PERSONNEL RELATED EXPENSES	463,890.32

Altadena Library District

Profit & Loss

09/04/20

July 2020

Accrual Basis

	Jul 20
PROFESSIONAL & TECHNICAL	
INFORMATION TECHNOLOGY (IT)	
7170 · Telecommunications	752.31
7180 · Technology Equipment	2,099.38
7185 · Technology Maintenance Fees	6,985.98
Total INFORMATION TECHNOLOGY (IT)	9,837.67
PROFESSIONAL SERVICES	
7125 · Audit and Financial Consulting	21,750.00
7130 · Legal Fees	
7155 · Consultants - Other	29,323.00
Total PROFESSIONAL SERVICES	51,073.00
Total PROFESSIONAL & TECHNICAL	60,910.67
PROGRAMS	
6200 · Youth Services	36.06
6210 · Teen Services	73.29
6220 · Adult Services	(50.00)
6240 · Literacy Services	349.95
6260 · Summer Reading	987.73
Total PROGRAMS	1,397.03
Total Expense	656,700.39
Net Ordinary Income	(627,635.68)
Net Income	(627,635.68)

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

	Jul 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4705 · Altadena Library Foundation		10,000.00	(10,000.00)	
4710 · Friends of the Library	28,000.00	25,000.00	3,000.00	112.0%
4735 · Designated	500.00			
4740 · CA Library Literacy Services		18,000.00	(18,000.00)	
Total DONATIONS AND GRANTS	28,500.00	53,000.00	(24,500.00)	53.8%
FINES & FEES				
4305 · Fees		4,000.00	(4,000.00)	
4310 · MFM / Printer Revenue		8,000.00	(8,000.00)	
4340 · Passport Services Fees		90,000.00	(90,000.00)	
4350 · Sales of Products		1,500.00	(1,500.00)	
Total FINES & FEES		103,500.00	(103,500.00)	
INTEREST INCOME & ADJUSTMENTS				
4210 · Interest Income (Savings)	0.23	400.00	(399.77)	0.1%
Total INTEREST INCOME & ADJUSTMENTS	0.23	400.00	(399.77)	0.1%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	1.00			
4915 · Film Rental Revenue		1,000.00	(1,000.00)	
4930 · E-Rate Revenue		36,000.00	(36,000.00)	
4940 · Transfer in from Reserves		194,550.00	(194,550.00)	
4999 · Credit Card Rebates		10,000.00	(10,000.00)	
Total OTHER REVENUE & ADJUSTMENT	1.00	241,550.00	(241,549.00)	0.0%
PROPERTY TAXES				
4010 · Current-Year Secured				
4010.00 · Current Secured		2,576,000.00	(2,576,000.00)	
Total 4010 · Current-Year Secured		2,576,000.00	(2,576,000.00)	
4020 · Current-Year Unsecured		86,900.00	(86,900.00)	
4030 · Prior-Year Secured				
4030.05 · Secured Tax Refunds	(966.80)			
Total 4030 · Prior-Year Secured	(966.80)			
4050 · Homeowners Exemption		15,300.00	(15,300.00)	
4060 · Special Assessment		846,400.00	(846,400.00)	
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	6,753.81			
Total 4070 · Supplemental Current	6,753.81			
4080 · Penalties, Interest & Costs-Ref	(0.01)	10,000.00	(10,000.01)	(0.0)%
4200 · Interest Income - County of LA	(4,723.52)	21,000.00	(25,723.52)	(22.5)%
Total PROPERTY TAXES	1,063.48	3,555,600.00	(3,554,536.52)	0.0%
Total Income	29,564.71	3,954,050.00	(3,924,485.29)	0.7%
Expense				
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures		50,000.00	(50,000.00)	
7320 · Structures & Improvements		70,000.00	(70,000.00)	
Total CAPITAL EXPENSE		120,000.00	(120,000.00)	

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

	Jul 20	Budget	\$ Over Budget	% of Budget
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	1,169.62	12,000.00	(10,830.38)	9.7%
7210 · Building Maint & Repairs	7.19	30,000.00	(29,992.81)	0.0%
7220 · Landscape	2,270.91	19,000.00	(16,729.09)	12.0%
Total FACILITIES, GROUNDS & MAINT.	3,447.72	61,000.00	(57,552.28)	5.7%
LIBRARY MATERIALS				
6110 · Cataloging Expenses		22,000.00	(22,000.00)	
6115 · Electronic Databases & Subscrip	2,333.76	30,000.00	(27,666.24)	7.8%
6120 · Books	20,988.20	130,000.00	(109,011.80)	16.1%
6125 · Audio CD		10,000.00	(10,000.00)	
6130 · DVD's & Videogames		45,000.00	(45,000.00)	
6140 · Periodicals	540.43	15,000.00	(14,459.57)	3.6%
6150 · Downloadables	32,483.38	43,000.00	(10,516.62)	75.5%
6155 · Library of Things		2,000.00	(2,000.00)	
Total LIBRARY MATERIALS	56,345.77	297,000.00	(240,654.23)	19.0%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	400.00			
7540 · Trustee Election		70,000.00	(70,000.00)	
Total MISCELLANEOUS EXPENSE	400.00	70,000.00	(69,600.00)	0.6%
OPERATING EXPENSES				
ADVERTISING & MARKETING				
6618 · Recruitment	36.25	2,500.00	(2,463.75)	1.5%
6627 · Advertising / Marketing	718.23	7,000.00	(6,281.77)	10.3%
Total ADVERTISING & MARKETING	754.48	9,500.00	(8,745.52)	7.9%
FEES				
6745 · Banking & Service Fees	25.00	2,000.00	(1,975.00)	1.3%
6746 · Payroll Fees	750.00	10,200.00	(9,450.00)	7.4%
7530 · County Tax Collection Fees		33,700.00	(33,700.00)	
Total FEES	775.00	45,900.00	(45,125.00)	1.7%
INSURANCE				
6430 · Insurance-Gen, Prop, Liab, Eq	48,794.17	48,800.00	(5.83)	100.0%
6432 · Earthquake Insurance		33,100.00	(33,100.00)	
Total INSURANCE	48,794.17	81,900.00	(33,105.83)	59.6%
STAFF COSTS & PROF. DEVELOPMENT				
6623 · Trustee Prof. Development		3,000.00	(3,000.00)	
6625 · Training & Education	954.05	15,000.00	(14,045.95)	6.4%
6626 · Staff Recognition	350.99	2,000.00	(1,649.01)	17.5%
6710 · Meetings & Travel	158.67	10,000.00	(9,841.33)	1.6%
6730 · Mileage & Parking Reimbursement		2,000.00	(2,000.00)	
Total STAFF COSTS & PROF. DEVELOPMENT	1,463.71	32,000.00	(30,536.29)	4.6%
UTILITIES				
6920 · Electricity		40,000.00	(40,000.00)	
6930 · Natural Gas	140.15	4,000.00	(3,859.85)	3.5%
6940 · Water & Sewage	1,376.29	8,000.00	(6,623.71)	17.2%
6950 · Refuse	796.42	7,000.00	(6,203.58)	11.4%
Total UTILITIES	2,312.86	59,000.00	(56,687.14)	3.9%

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

	Jul 20	Budget	\$ Over Budget	% of Budget
6620 · Membership Dues & Subscriptions	4,734.28	14,000.00	(9,265.72)	33.8%
6740 · Postage & Delivery	277.53	7,000.00	(6,722.47)	4.0%
6750 · Printing & Reproduction	198.41	5,000.00	(4,801.59)	4.0%
6755 · Small Equipment	311.97	7,000.00	(6,688.03)	4.5%
6765 · Janitorial Supplies	131.81	6,000.00	(5,868.19)	2.2%
6770 · Operating Supplies	7,723.06	15,000.00	(7,276.94)	51.5%
6775 · Technical Services Supplies	608.29	5,000.00	(4,391.71)	12.2%
6780 · Operating Software		1,500.00	(1,500.00)	
6960 · Sales of Products		200.00	(200.00)	
6970 · Equipment Lease & Rental	2,223.31	20,000.00	(17,776.69)	11.1%
Total OPERATING EXPENSES	70,308.88	309,000.00	(238,691.12)	22.8%
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	55,207.79	908,300.00	(853,092.21)	6.1%
5020 · Hourly	150,589.89	974,100.00	(823,510.11)	15.5%
Total 5000 · SALARIES & WAGES	205,797.68	1,882,400.00	(1,676,602.32)	10.9%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA	68.28			
5120 · Payroll Taxes (ER) - Other	15,405.74	155,600.00	(140,194.26)	9.9%
Total 5120 · Payroll Taxes (ER)	15,474.02	155,600.00	(140,125.98)	9.9%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	1,781.45	20,300.00	(18,518.55)	8.8%
5210.02 · CalPers PEPRA (ER Contr)	7,150.02	104,300.00	(97,149.98)	6.9%
5218 · PERS Unfunded	168,617.00	168,700.00	(83.00)	100.0%
Total 5210 · PERS Retirement	177,548.47	293,300.00	(115,751.53)	60.5%
5222 · OPEB Contribution				
		60,000.00	(60,000.00)	
Total 5100 · Employer-Portion Taxes/Benefits	193,022.49	508,900.00	(315,877.51)	37.9%
5200 · Insurance				
5220 · Health Insurance	9,099.94	132,000.00	(122,900.06)	6.9%
5221 · Health Insurance - Retirees	5,481.03	71,700.00	(66,218.97)	7.6%
5230 · Dental Insurance	2,577.62	13,200.00	(10,622.38)	19.5%
5240 · Vision Insurance	741.76	3,900.00	(3,158.24)	19.0%
5260 · Life Insurance	117.55	1,400.00	(1,282.45)	8.4%
5270 · Workers' Compensation	47,052.25	47,050.00	2.25	100.0%
Total 5200 · Insurance	65,070.15	269,250.00	(204,179.85)	24.2%
Total PERSONNEL RELATED EXPENSES	463,890.32	2,660,550.00	(2,196,659.68)	17.4%
PROFESSIONAL & TECHNICAL				
INFORMATION TECHNOLOGY (IT)				
7135 · Technology Consulting		7,000.00	(7,000.00)	
7170 · Telecommunications	752.31	10,000.00	(9,247.69)	7.5%
7175 · Internet Service / E-Rate		53,000.00	(53,000.00)	
7180 · Technology Equipment	2,099.38	15,000.00	(12,900.62)	14.0%
7185 · Technology Maintenance Fees	6,985.98	18,000.00	(11,014.02)	38.8%
7190 · Website Development		500.00	(500.00)	
Total INFORMATION TECHNOLOGY (IT)	9,837.67	103,500.00	(93,662.33)	9.5%
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	5,250.00	60,000.00	(54,750.00)	8.8%
7130 · Legal Fees		60,000.00	(60,000.00)	
7140 · Architectural & Engineering		50,000.00	(50,000.00)	
7155 · Consultants - Other	45,823.00	100,000.00	(54,177.00)	45.8%
Total PROFESSIONAL SERVICES	51,073.00	270,000.00	(218,927.00)	18.9%
Total PROFESSIONAL & TECHNICAL	60,910.67	373,500.00	(312,589.33)	16.3%

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

	Jul 20	Budget	\$ Over Budget	% of Budget
PROGRAMS				
6200 · Youth Services	36.06	11,000.00	(10,963.94)	0.3%
6210 · Teen Services	73.29	5,500.00	(5,426.71)	1.3%
6220 · Adult Services	450.00	25,000.00	(24,550.00)	1.8%
6230 · Bob Lucas Branch Services		4,500.00	(4,500.00)	
6240 · Literacy Services	349.95	5,000.00	(4,650.05)	7.0%
6250 · Volunteer Services		2,000.00	(2,000.00)	
6260 · Summer Reading	987.73	10,000.00	(9,012.27)	9.9%
Total PROGRAMS	1,897.03	63,000.00	(61,102.97)	3.0%
Total Expense	657,200.39	3,954,050.00	(3,296,849.61)	16.6%
Net Ordinary Income	(627,635.68)		(627,635.68)	100.0%
Net Income	<u>(627,635.68)</u>		<u>(627,635.68)</u>	<u>100.0%</u>

Altadena Library District
Profit & Loss Prev Year Comparison
July 2020

	Jul 20	Jul 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4710 · Friends of the Library	28,000.00		28,000.00	100.0%
4735 · Designated	500.00		500.00	100.0%
Total DONATIONS AND GRANTS	28,500.00		28,500.00	100.0%
FINES & FEES				
4305 · Fees		327.80	(327.80)	(100.0)%
4310 · MFM / Printer Revenue		80.20	(80.20)	(100.0)%
4340 · Passport Services Fees		7,690.00	(7,690.00)	(100.0)%
4350 · Sales of Products		6.00	(6.00)	(100.0)%
Total FINES & FEES		8,104.00	(8,104.00)	(100.0)%
INTEREST INCOME & ADJUSTMENTS				
4210 · Interest Income (Savings)	0.23	2.16	(1.93)	(89.4)%
Total INTEREST INCOME & ADJUSTMENTS	0.23	2.16	(1.93)	(89.4)%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	1.00	0.39	0.61	156.4%
Total OTHER REVENUE & ADJUSTMENT	1.00	0.39	0.61	156.4%
PROPERTY TAXES				
4030 · Prior-Year Secured				
4030.05 · Secured Tax Refunds	(966.80)	(2,921.16)	1,954.36	66.9%
Total 4030 · Prior-Year Secured	(966.80)	(2,921.16)	1,954.36	66.9%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	6,753.81	5,951.21	802.60	13.5%
Total 4070 · Supplemental Current	6,753.81	5,951.21	802.60	13.5%
4080 · Penalties, Interest & Costs-Ref	(0.01)	(0.84)	0.83	98.8%
4200 · Interest Income - County of LA	(4,723.52)		(4,723.52)	(100.0)%
Total PROPERTY TAXES	1,063.48	3,029.21	(1,965.73)	(64.9)%
Total Income	29,564.71	11,135.76	18,428.95	165.5%
Expense				
CAPITAL EXPENSE				
7320 · Structures & Improvements		2,692.00	(2,692.00)	(100.0)%
Total CAPITAL EXPENSE		2,692.00	(2,692.00)	(100.0)%
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	1,169.62	4,034.55	(2,864.93)	(71.0)%
7210 · Building Maint & Repairs	7.19	2,391.53	(2,384.34)	(99.7)%
7220 · Landscape	2,270.91	601.99	1,668.92	277.2%
Total FACILITIES, GROUNDS & MAINT.	3,447.72	7,028.07	(3,580.35)	(50.9)%
LIBRARY MATERIALS				
6110 · Cataloging Expenses		4,069.43	(4,069.43)	(100.0)%
6115 · Electronic Databases & Subscrip	2,333.76	18,146.34	(15,812.58)	(87.1)%
6120 · Books	20,988.20	4,551.24	16,436.96	361.2%
6130 · DVD's & Videogames		93.38	(93.38)	(100.0)%
6135 · Processing of Materials		2,699.59	(2,699.59)	(100.0)%
6140 · Periodicals	540.43	2,173.84	(1,633.41)	(75.1)%
6150 · Downloadables	32,483.38	5,000.00	27,483.38	549.7%
Total LIBRARY MATERIALS	56,345.77	36,733.82	19,611.95	53.4%

Altadena Library District
Profit & Loss Prev Year Comparison
July 2020

	Jul 20	Jul 19	\$ Change	% Change
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	400.00	14.30	385.70	2,697.2%
Total MISCELLANEOUS EXPENSE	400.00	14.30	385.70	2,697.2%
OPERATING EXPENSES				
ADVERTISING & MARKETING				
6618 · Recruitment	36.25	900.00	(863.75)	(96.0)%
6627 · Advertising / Marketing	718.23	284.18	434.05	152.7%
Total ADVERTISING & MARKETING	754.48	1,184.18	(429.70)	(36.3)%
FEEES				
6745 · Banking & Service Fees	25.00	162.35	(137.35)	(84.6)%
6746 · Payroll Fees	750.00	790.00	(40.00)	(5.1)%
Total FEEES	775.00	952.35	(177.35)	(18.6)%
INSURANCE				
6430 · Insurance-Gen, Prop, Liab, Eq	48,794.17	33,011.34	15,782.83	47.8%
6432 · Earthquake Insurance		30,370.00	(30,370.00)	(100.0)%
Total INSURANCE	48,794.17	63,381.34	(14,587.17)	(23.0)%
STAFF COSTS & PROF. DEVELOPMENT				
6623 · Trustee Prof. Development		240.00	(240.00)	(100.0)%
6625 · Training & Education	954.05	99.00	855.05	863.7%
6626 · Staff Recognition	350.99	291.85	59.14	20.3%
6710 · Meetings & Travel	158.67	284.61	(125.94)	(44.3)%
Total STAFF COSTS & PROF. DEVELOPMENT	1,463.71	915.46	548.25	59.9%
UTILITIES				
6920 · Electricity		(2,699.15)	2,699.15	100.0%
6930 · Natural Gas	140.15		140.15	100.0%
6940 · Water & Sewage	1,376.29	555.15	821.14	147.9%
6950 · Refuse	796.42	583.87	212.55	36.4%
Total UTILITIES	2,312.86	(1,560.13)	3,872.99	248.3%
6620 · Membership Dues & Subscriptions	4,734.28	5,437.96	(703.68)	(12.9)%
6740 · Postage & Delivery	277.53		277.53	100.0%
6750 · Printing & Reproduction	198.41		198.41	100.0%
6755 · Small Equipment	311.97	1,427.76	(1,115.79)	(78.2)%
6765 · Janitorial Supplies	131.81	442.62	(310.81)	(70.2)%
6770 · Operating Supplies	7,723.06	475.81	7,247.25	1,523.1%
6775 · Technical Services Supplies	608.29	488.55	119.74	24.5%
6780 · Operating Software		24.99	(24.99)	(100.0)%
6960 · Sales of Products		50.00	(50.00)	(100.0)%
6970 · Equipment Lease & Rental	2,223.31		2,223.31	100.0%
Total OPERATING EXPENSES	70,308.88	73,220.89	(2,912.01)	(4.0)%
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	55,207.79	19,945.26	35,262.53	176.8%
5020 · Hourly	150,589.89	104,292.99	46,296.90	44.4%
Total 5000 · SALARIES & WAGES	205,797.68	124,238.25	81,559.43	65.7%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA	68.28		68.28	100.0%
5120 · Payroll Taxes (ER) - Other	15,405.74	9,376.53	6,029.21	64.3%
Total 5120 · Payroll Taxes (ER)	15,474.02	9,376.53	6,097.49	65.0%

Altadena Library District
Profit & Loss Prev Year Comparison
July 2020

	Jul 20	Jul 19	\$ Change	% Change
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	1,781.45	1,846.00	(64.55)	(3.5)%
5210.02 · CalPers PEPPA (ER Contr)	7,150.02	5,484.58	1,665.44	30.4%
5218 · PERS Unfunded	168,617.00	147,894.00	20,723.00	14.0%
Total 5210 · PERS Retirement	177,548.47	155,224.58	22,323.89	14.4%
Total 5100 · Employer-Portion Taxes/Benefits	193,022.49	164,601.11	28,421.38	17.3%
5200 · Insurance				
5220 · Health Insurance	9,099.94	9,674.03	(574.09)	(5.9)%
5221 · Health Insurance - Retirees	5,481.03	5,615.20	(134.17)	(2.4)%
5230 · Dental Insurance	2,577.62	(143.16)	2,720.78	1,900.5%
5240 · Vision Insurance	741.76	(72.34)	814.10	1,125.4%
5260 · Life Insurance	117.55	123.97	(6.42)	(5.2)%
5270 · Workers' Compensation	47,052.25	31,233.41	15,818.84	50.7%
Total 5200 · Insurance	65,070.15	46,431.11	18,639.04	40.1%
Total PERSONNEL RELATED EXPENSES	463,890.32	335,270.47	128,619.85	38.4%
PROFESSIONAL & TECHNICAL INFORMATION TECHNOLOGY (IT)				
7170 · Telecommunications	752.31	585.85	166.46	28.4%
7180 · Technology Equipment	2,099.38	341.86	1,757.52	514.1%
7185 · Technology Maintenance Fees	6,985.98	4,115.40	2,870.58	69.8%
Total INFORMATION TECHNOLOGY (IT)	9,837.67	5,043.11	4,794.56	95.1%
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	5,250.00	139.20	5,110.80	3,671.6%
7130 · Legal Fees				
7155 · Consultants - Other	45,823.00	5,500.00	40,323.00	733.2%
Total PROFESSIONAL SERVICES	51,073.00	5,639.20	45,433.80	805.7%
Total PROFESSIONAL & TECHNICAL	60,910.67	10,682.31	50,228.36	470.2%
PROGRAMS				
6200 · Youth Services	36.06	64.75	(28.69)	(44.3)%
6210 · Teen Services	73.29	43.24	30.05	69.5%
6220 · Adult Services	450.00	81.13	368.87	454.7%
6230 · Bob Lucas Branch Services		203.92	(203.92)	(100.0)%
6240 · Literacy Services	349.95		349.95	100.0%
6260 · Summer Reading	987.73	1,994.00	(1,006.27)	(50.5)%
Total PROGRAMS	1,897.03	2,387.04	(490.01)	(20.5)%
Total Expense	657,200.39	468,028.90	189,171.49	40.4%
Net Ordinary Income	(627,635.68)	(456,893.14)	(170,742.54)	(37.4)%
Net Income	<u>(627,635.68)</u>	<u>(456,893.14)</u>	<u>(170,742.54)</u>	<u>(37.4)%</u>

**ALTADENA LIBRARY DISTRICT
DISTRICT DIRECTOR ANNUAL PERFORMANCE EVALUATION
CURRENT AND FUTURE GOALS SUPPLEMENTAL REPORT**

Director's Name	Start Date	Evaluation Date Due: Given:
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GOALS AND OBJECTIVES FROM THE LAST ANNUAL EVALUATION

Goal	Performance Competency: (Leadership, Budget, etc.)	Director Follow-up and Commentary
#1		
#2		
#3		
#4		
#5		

GOALS AND OBJECTIVES ASSIGNED FOR THE NEXT 12 MONTHS

Goal	Performance Competency: (Leadership, Budget, etc.)	Board Suggestions and Commentary
#1		
#2		
#3		
#4		
#5		



**BOARD OF LIBRARY TRUSTEES
ATTENDANCE POLICY**

DEPARTMENT: Administration

MEETING DATE: September 29, 2020

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Review and Approval of Attendance Policy

BACKGROUND:

Altadena Library District does not currently have an attendance policy in its Employee Handbook. As part of our effort to revise and update our personnel policies, we researched other attendance policies, especially through the CSDA website and have written one that will be included in the Personnel Policies that we are hoping to bring to the Board by the end of 2020. We decided to bring this policy forward now so we have an established attendance policy to address any questions or issues that arise related to it and also to give staff time to review and offer suggestions and feedback without having the entire manual to review at the same time.

We have sent this policy to BB & K for legal compliance review. We have also had our Equity, Diversity & Inclusion Team review it and offer their revision suggestions and then sent it to the entire staff with these revisions for their review and feedback as well.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board of Trustees review and approve the newly created Attendance Policy.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: Administration of the Personnel System

SECTION: Personnel

BOARD APPROVED:

PERSONNEL POLICY VIII

ATTENDANCE

- 8.1 Policy This policy is to set forth Altadena Library District's policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

Punctual and regular attendance is an essential responsibility of each employee at Altadena Library District. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Unscheduled late arrivals, early departures or other absences from regularly scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

- 8.2 Flexibility of Hours. In order to meet the mission of the Altadena Library District, employees are expected to be willing to be flexible in work assignments and scheduled work hours so that the District can meet its obligation of service to the community.
- 8.3 Scheduled Work Hours. An employee's workweek is defined as a recurring consecutive seven-day period beginning on Sunday at 12:01 a.m. and ending Saturday at midnight. Regularly scheduled workdays and hours for employees are established according to the needs of the District. Employees are required to work their hours as assigned. Any request by staff to modify their schedule must receive prior approval by their supervisor.
- 8.4 Change of Scheduled Work Hours. Management reserves the right to adjust work schedules at any time based on the operational needs of the District. As much advanced notice as possible will be given prior to any change in work schedule.
- 8.5 Absences "Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:
- 8.5.1 *Scheduled absence* occurs when all the following conditions are met:
- The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of the absence.
 - The absence request is approved in advance by the employee's supervisor.
 - The employee has sufficient accrued leave to cover the absence.
 - If the employee does not have sufficient accrued leave to cover the absence, prior approval for an unpaid leave of absence must be



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: Administration of the Personnel System

SECTION: Personnel

BOARD APPROVED:

given by the employee's supervisor and the Administrative Services Manager.

- 8.5.2 *Unscheduled absence* occurs when any of the above conditions are not met. If it is necessary for an employee to be absent because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to notify him or herself, he or she must have someone make the notification. An unscheduled absence counts as one occurrence for the purposes of discipline under this policy.
- 8.5.3 Employees with three or more consecutive days of unscheduled absences *because of illness or injury* must give Altadena Library District proof of physician's care and in some cases a fitness for duty release prior to returning to work.
- 8.5.4 Employees must take leave for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty).
- 8.6 Tardiness Employees are expected to report to work and return from scheduled breaks on time. If the employee is going to be more than 10 minutes late for their assigned shift, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.
- 8.7 Early Departures Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately. Tardiness and early departures are each one-half an occurrence for the purpose of discipline under this policy.
- 8.8 Disciplinary Action Excessive absenteeism is defined as two or more occurrences of unscheduled absence in a 30-day period and may result in disciplinary action, including attendance counseling. Eight occurrences of unscheduled absence in a 12-month period may result in disciplinary action, including attendance counseling, and progressive discipline up to and including termination.
- 8.9 Job Abandonment Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.
- 8.10 Meal Breaks. Employees classified as non-exempt must take a meal break of at least 30 minutes and up to one hour on a consistently scheduled basis. Employees working more



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: Administration of the Personnel System

SECTION: Personnel

BOARD APPROVED:

than six hours are required to take a minimum of 30 minutes for a meal break. Employees classified as exempt are also encouraged to adhere to this policy.

- 8.10.1 Any employee that works between 5 and 6 hours in a shift may waive their right to a 30 minute meal break by signing the Meal Break Waiver Form. This form is kept in the employee's personnel file and can be rescinded if the employee so chooses.
- 8.11 Rest Breaks. Employees classified as non-exempt are entitled to a 15-minute break during each four-hour work period. If an employee is entitled to two rest breaks per shift the breaks are not to be taken consecutively. The scheduled rest break may not be used for other purposes, i.e., to make up time for tardiness, to extend meal hours, to arrive late, or to leave early. Employees classified as exempt are also encouraged to adhere to this policy.



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

DEPARTMENT: Administration

MEETING DATE: September 29, 2020

PREPARED BY: Nicole Fabry

LOCATION: Virtual Meeting

TITLE: Review of CalPERS 2021 Monthly Premiums for Contracting Agencies Los Angeles Area Region, effective January 1, 2021 through December 31, 2021.

BACKGROUND:

Beginning September 21 through October 16, 2020, Altadena Library Employees will have the opportunity to change Health Plans during Open Enrollment. This year there are two health plans that fall below the district contribution of \$500 per employee, resulting in a small savings for the District.

Attached is the CalPERS 2021 Monthly Premiums for Contracting Agencies Los Angeles Area Region rates for Actives and Annuitants. Below is a chart indicating the percentage increase in premiums from 2020 to 2021.

Basic Plans	
Anthem HMO Select	+1.62%
Anthem HMO Traditional	+9.37%
Blue Shield Access+	+3.16%
Blue Shield Trio	+3.07%
Health Net Salud y Más	+5.32%
Health Net SmartCare	+7.36%
Kaiser Permanente	+4.32%
PERS Choice	+7.91%
PERS Select	+7.14%
PERSCare	+12.32%
Sharp	+4.33%
United Healthcare	+3.94%
Western Health Advantage	+3.42%

FISCAL IMPACT:

District contribution towards employee premiums remains \$500 per employee. Additional increase in premium will fall on Altadena Library District employees. The District does not reimburse staff if the cost of their Health Plan is below the \$500 contribution.

RECOMMENDATION:

Staff recommends that the Board review and file the attached "CalPERS 2021 Monthly Premiums for Contracting Agencies Los Angeles Area Region rates for Actives and Annuitants".

CalPERS 2021 Regional Health Premiums (Actives and Annuitants)

Effective Date: January 1, 2021

Region 3

Los Angeles, Riverside, San Bernardino

Basic Monthly Premiums (B)

Plan	Subscriber	Plan Code	Party Rate	Subscriber & 1 Dependent	Plan Code	Party Rate	Subscriber & 2+ Dependents	Plan Code	Party Rate
Anthem Blue Cross Select	\$639.10	508	1	\$1,278.20	508	2	\$1,661.66	508	3
Anthem Blue Cross Traditional	984.21	511	1	1,968.42	511	2	2,558.95	511	3
Blue Shield Access+	834.88	527	1	1,669.76	527	2	2,170.69	527	3
Blue Shield Trio*	660.49	452	1	1,320.98	452	2	1,717.27	452	3
Health Net Salud y Más	412.88	532	1	825.76	532	2	1,073.49	532	3
Health Net SmartCare	691.48	530	1	1,382.96	530	2	1,797.85	530	3
Kaiser Permanente	669.84	535	1	1,339.68	535	2	1,741.58	535	3
PERS Choice	761.23	550	1	1,522.46	550	2	1,979.20	550	3
PERS Select	459.94	559	1	919.88	559	2	1,195.84	559	3
PERSCare	1,036.07	568	1	2,072.14	568	2	2,693.78	568	3
Peace Officers Research Assoc of CA	725.00	594	1	1,450.00	594	2	1,894.00	594	3
UnitedHealthcare SignatureValue Alliance	720.89	578	1	1,441.78	578	2	1,874.31	578	3

Supplement/Managed Medicare Monthly Premiums (M)

Plan	Subscriber	Plan Code	Party Rate	Subscriber & 1 Dependent	Plan Code	Party Rate	Subscriber & 2+ Dependents	Plan Code	Party Rate
Anthem Blue Cross Select and Medicare Preferred	\$383.37	039	4	\$766.74	039	5	\$1,150.11	039	6
Anthem Blue Cross Select and Medicare Preferred Dental/Vision ¹	383.37	075	4	766.74	075	5	1,150.11	075	6
Anthem Blue Cross Medicare Preferred	383.37	517	4	766.74	517	5	1,150.11	517	6
Anthem Blue Cross Medicare Preferred Dental/Vision ¹	383.37	514	4	766.74	514	5	1,150.11	514	6
Kaiser Permanente Senior Advantage	324.48	538	4	648.96	538	5	973.44	538	6
Kaiser Permanente Senior Advantage plus Dental ²	324.48	544	4	648.96	544	5	973.44	544	6
PERS Choice Medicare Supplement	349.97	553	4	699.94	553	5	1,049.91	553	6
PERS Select Medicare Supplement	349.97	562	4	699.94	562	5	1,049.91	562	6
PERSCare Medicare Supplement	381.25	571	4	762.50	571	5	1,143.75	571	6
Peace Officers Research Assoc of CA Medicare Supplement	513.00	597	4	1,022.00	597	5	1,635.00	597	6
UnitedHealthcare Group Medicare Advantage	311.56	581	4	623.12	581	5	934.68	581	6
UnitedHealthcare Group Medicare Advantage PPO Dental/Vision ³	311.56	587	4	623.12	587	5	934.68	587	6

*Dental and Vision coverage is an additional \$38.00 per member per month premium. You will be billed directly for this amount.

¹Dental and Vision coverage is an additional \$38.00 per member per month premium. You will be billed directly for this amount.

²Dental benefit is an additional \$15.05 per member per month premium. You will be billed directly for this amount.

³Dental and Vision coverage is an additional \$25.55 per member per month premium. You will be billed directly for this amount.

CalPERS 2021 Regional Health Premiums (Actives and Annuitants)

Effective Date: January 1, 2021

Region 3

Los Angeles, Riverside, San Bernardino

Combination Monthly Premiums

Plan	Subscriber in M, & 1 Dependent in B	Plan Code	Party Rate	Subscriber in M, & 2+ Dependents in B	Plan Code	Party Rate	Subscriber in M, & 1 Dependent in M, & 1+ Dependent in B	Plan Code	Party Rate
Anthem Blue Cross Select and Medicare Preferred	\$1,022.47	041	7	\$1,405.93	041	8	\$1,150.20	041	9
Anthem Blue Cross Select and Medicare Preferred Dental/Vision ¹	1,022.47	077	7	1,405.93	077	8	1,150.20	077	9
Anthem Blue Cross Traditional HMO and Medicare Preferred	1,367.58	520	7	1,958.11	520	8	1,357.27	520	9
Anthem Blue Cross Traditional HMO and Medicare Preferred Dental/Vision ¹	1,367.58	523	7	1,958.11	523	8	1,357.27	523	9
Kaiser Permanente and Senior Advantage	994.32	541	7	1,396.22	541	8	1,050.86	541	9
Kaiser Permanente and Senior Advantage plus Dental ²	994.32	547	7	1,396.22	547	8	1,050.86	547	9
PERS Choice and Medicare Supplement	1,111.20	556	7	1,567.94	556	8	1,156.68	556	9
PERS Select and Medicare Supplement	809.91	565	7	1,085.87	565	8	975.90	565	9
PERSCare and Medicare Supplement	1,417.32	574	7	2,038.96	574	8	1,384.14	574	9
Peace Officers Research Assoc of CA and Medicare Supplement	1,274.00	600	7	1,793.00	600	8	1,593.00	600	9
UnitedHealthcare Group Medicare Advantage	1,032.45	584	7	1,464.98	584	8	1,055.65	584	9
UnitedHealthcare Group Medicare Advantage PPO Dental/Vision ³	1,032.45	590	7	1,464.98	590	8	1,055.65	590	9

Combination Monthly Premiums (Continued)

Plan	Subscriber in B, & 1 Dependent in M	Plan Code	Party Rate	Subscriber in B, & 2+ Dependents in M	Plan Code	Party Rate	Subscriber in B, & 1 Dependent in M, & 1+ Dependent in B	Plan Code	Party Rate
Anthem Blue Cross Select and Medicare Preferred	\$1,022.47	041	10	\$1,405.84	041	11	\$1,405.93	041	12
Anthem Blue Cross Select and Medicare Preferred Dental/Vision ¹	1,022.47	077	10	1,405.84	077	11	1,405.93	077	12
Anthem Blue Cross Traditional HMO and Medicare Preferred	1,367.58	520	10	1,750.95	520	11	1,958.11	520	12
Anthem Blue Cross Traditional HMO and Medicare Preferred Dental/Vision ¹	1,367.58	523	10	1,750.95	523	11	1,958.11	523	12
Kaiser Permanente and Senior Advantage	994.32	541	10	1,318.80	541	11	1,396.22	541	12
Kaiser Permanente and Senior Advantage plus Dental ²	994.32	547	10	1,318.80	547	11	1,396.22	547	12
PERS Choice and Medicare Supplement	1,111.20	556	10	1,461.17	556	11	1,567.94	556	12
PERS Select and Medicare Supplement	809.91	565	10	1,159.88	565	11	1,085.87	565	12
PERSCare and Medicare Supplement	1,417.32	574	10	1,798.57	574	11	2,038.96	574	12
Peace Officers Research Assoc of CA and Medicare Supplement	1,268.00	600	10	1,847.00	600	11	1,678.00	600	12
UnitedHealthcare Group Medicare Advantage	1,032.45	584	10	1,344.01	584	11	1,464.98	584	12
UnitedHealthcare Group Medicare Advantage PPO Dental/Vision ³	1,032.45	590	10	1,344.01	590	11	1,464.98	590	12

¹Dental and Vision coverage is an additional \$38.00 per member per month premium. You will be billed directly for this amount.

²Dental benefit is an additional \$15.05 per member per month premium. You will be billed directly for this amount.

³Dental and Vision coverage is an additional \$25.55 per member per month premium. You will be billed directly for this amount.



**BOARD OF LIBRARY TRUSTEES
2018 AND 2020 ELECTION COST COMPARISON**

DEPARTMENT: Administration

MEETING DATE: September 29, 2020

PREPARED BY: Natalya Romo

LOCATION: Virtual Meeting

BACKGROUND:

The Altadena Library District (ALD) Budget FY 2020-2021 allocated \$70,000 toward Election Expenses. The ALD has submitted Measure Z to be placed **on November 3, 2020**, General Election Ballot, along with 3 Board of Trustee seats. Due to the ALD Board of Trustees' uncontested seats, the candidates will be appointed as opposed to an election pursuant to Elections Code Section 10515. This report does not reflect the "Notice of Election" publication fee for the Board of Trustee election that may range from \$50.00-\$200.00.

The fees related to Measure Z are reflected in this document and are compared to the November 6, 2018, General Election costs.

COST:

The cost for November 6, 2018, Gubernatorial General Election totaled **\$81,265.09**. The itemized costs are:

- Election Preparation
- Election Operations
- Vote-by-Mail Processing
- Candidate Nomination Filing and Campaign Finance
- Sample Ballot Processing and Printing

[Appendix A]

The estimated cost for November 3, 2020, General Election is **\$112,783.67**. The estimation reflects costs related to the ballot Measure at (4) pages of Measure Text and itemized as follows:

- Election Operations
- Vote by Mail Processing
- Measures(s)
- Measure
- Voting Information
- Candidate Filing and Campaign Finance
- Election Preparation Cost

[Appendix B]

2018/2020 COMPARISON:

The table below illustrates the cost difference of the 2018 election and the 2020 estimated costs.

	Rate Breakdown	Estimated Cost 2020	Invoiced Cost 2018	Variance
Registered Voters (RV)	31,851		N/A	
Permanent Vote By Mail (PVBM)	19,559		N/A	
Election Operations (rate * (RV - PVBM))	\$5.8693 * 12292	\$ 72,145.44	\$ 55,674.30	\$ 16,471.14
Vote By Mail Processing (rate * PVBM)	\$1.1033 * 19559	\$ 21,579.44	\$ 12,777.36	\$ 8,802.08
Sample Ballot Processing and Printing			\$ 788.01	
Office(s)/Seat(s) (rate * No. of Offices *(RV - PVBM))	\$0.0142 * 0 * 12292	\$ -		\$ -
Measures(s) (rate * No. of Measures *(RV - PVBM))	\$0.0142 * 1 * 12292	\$ 174.55	\$ -	\$ 174.55
Measure Text (rate * No. of Text Pages for all measures *(RV - PVBM))	\$0.0570 * 4 * 12292	\$ 2,802.58	\$ -	\$ 2,802.58
Voting Information (rate * No. of (RV - PVBM))	\$1.0630 * 12292	\$ 13,066.40		\$ 13,066.40
Candidate Filing and Campaign Finance (rate * No. of Candidates)	\$518.7739 * 0	\$ -	\$ 10,483.94	\$ (10,483.94)
Election Preparation Cost (Flat rate per jurisdiction)		\$ 3,015.26	\$ 1,541.48	\$ 1,473.78
ALTADENA LIBRARY TOTAL		\$ 112,783.67	\$ 81,265.09	\$ 31,518.58

The election cost difference between the 2018 and 2020 elections is \$31,518.58. The bulk of the cost is attributed to "Election Operations" and the "Vote By Mail Processing." In conferring with the Los Angeles County Election Billing Unit, there has been an increase in cost amidst the recent voting change. The changes include:

- Extending early voting days
- New systems
- Technicians
- Increase in printing cost
- Changes to Vote by Mail (VBM) amidst COVID-19
- Multilingual Materials (increased to 12 languages)
- Contracts and cost related to permanent VBM boxes
- Increase in Voting Center locations
- Staff for voting centers

Please note the costs for the 2020 election are estimates and are subject to change. The information has been shared for transparency and was gathered from the Los Angeles County Registrar-Recorder/County Clerk's Office.

FISCAL IMPACT:

- The Altadena Library District Budget FY 20-21 allocates \$70,000 for 2020 Election Expenses. If the estimate generated from Los Angeles County Registrar-Recorder/County Clerk's online portal remains, the ALD's financial impact totals \$42,783.67.



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN
Registrar-Recorder/County Clerk

March 14, 2019

Altadena Library District
600 East Mariposa Street
Altadena, CA 91001

INVOICE NO: 19-2129
11452-9149-0018

Attention: Kyllynn Chaney, Administrative Assistant

NOVEMBER 6, 2018 GUBERNATORIAL GENERAL ELECTION

<u>Item Description</u>	<u>Amount</u>
Election Preparation	\$1,541.48
Election Operations	55,674.30
Vote-by-Mail Processing	12,777.36
Candidate Nomination Filing and Campaign Finance	10,483.94
Sample Ballot Processing and Printing	788.01
TOTAL AMOUNT DUE	<u><u>\$81,265.09</u></u>

Please send your payment in the enclosed envelope and indicate invoice number 19-2129 on your check to ensure proper credit. If you have any questions, please contact the Election Billing Unit at (562) 462-2690, or via email at electionbilling@rrcc.lacounty.gov.

PLEASE REMIT WITHIN 30 DAYS TO:

Registrar-Recorder/County Clerk
Financial Services Section
12400 Imperial Hwy., Room 7211
Norwalk, CA 90650-8357



VOTING & ELECTIONS

RECORDS

COUNTY CLERK

NEWSROOM

PUBLICATIONS

JOBS

CONTACT



Election Estimating Calculator

[Go to Election Estimate Home](#)

Select Estimate Type

Select Jurisdiction(s)

Estimated Result

The estimated cost is based on the cost factors below. **Any changes to the election cost factors will impact the final costs for your jurisdiction.**

If you need cost estimates for other elections or further assistance in using the cost estimate calculator, please contact our Election Billing team at electionbilling@rrcc.lacounty.gov.

ALTADENA LIBRARY

ALTADENA LIBRARY - At Large

<i>Voter Count</i>	<i>Rate Breakdown</i>	<i>Estimated Cost</i>
Registered Voters (RV)	31,848	
Permanent Vote By Mail (PVBM)	19,571	

<i>Election Operations (rate * (RV - PVBM))</i>	\$5.8693 * 12277	\$72,057.40
<i>Vote By Mail Processing (rate * PVBM)</i>	\$1.1033 * 19571	\$21,592.68

Sample Ballot Processing and Printing

Office(s)/Seat(s) <i>(rate * No. of Offices * (RV - PVBM))</i>	\$0.0142 * 0 * 12277	\$0.00
Measures(s) <i>(rate * No. of Measures * (RV - PVBM))</i>	\$0.0142 * 1 * 12277	\$174.33
Measure Text <i>(rate * No. of Text Pages for all measures * (RV - PVBM))</i>	\$0.0570 * 4 * 12277	\$2,799.16
Voting Information <i>(rate * No. of (RV - PVBM))</i>	\$1.0630 * 12277	\$13,050.45

<i>Candidate Filing and Campaign Finance (rate * No. of Candidates)</i>	\$518.7739 * 0	\$0.00
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Election Preparation Cost (Flat rate per jurisdiction) \$3,015.26

ALTADENA LIBRARY TOTAL ESTIMATE \$112,689.28

DISCLAIMER: Please note that calculating an estimate using the Election Cost Estimate Calculator is not consent or agreement to hold, consolidate or provide support services for an election. Requests for jurisdictions for any election scenario must be received in the form of an adopted resolution or other official document and considered by the Board of Supervisors and Registrar-Recorder/County Clerk at the appropriate time. For more information, please contact the Election Information and Preparation Division at ecu@rrcc.lacounty.gov.





**BOARD OF LIBRARY TRUSTEES
ART RESTORATION UPDATE & REPORT**

DEPARTMENT: Administration

MEETING DATE: September 29, 2020

PREPARED BY: Nikki Winslow

LOCATION: Virtual Meeting

TITLE: Update and Treatment Progress Report on Art Restoration of George Gardner Symons' *Millard Canyon at Granite Gate* painting

BACKGROUND: At the July 13, 2020 Board of Trustees meeting, the Board selected Kamila Korbela of LA Art Labs to begin restoration of the painting after reviewing two proposals submitted as part of an RFP process.

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

The Board requested that a spot test of varnish removal be performed on the painting, which Ms. Korbela has completed and included the findings in her update. She has provided additional information on the restoration of the painting in a Treatment Progress Report attached to this staff report for review.

Ms. Korbela estimates that the restoration will be completed and the painting returned to the District by mid-October 2020.

The District intends to solicit an updated appraisal of the painting's value upon its return.

STAFF RECOMMENDATION: Staff recommends that the Board of Trustees review and file the Treatment Progress Report of the George Gardner Symons painting.



Update report

Artist: George Gardner Symons Title: Millard Canyon at Granite Gate

Date: 1896 Media/Support: Oil on canvas

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

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

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

September 14, 2020

Proposal number: 205

Fig. 1, painting after the initial surface cleaning was performed. Mapping of test area 1 and 2 (Fig. 2 and 3) in red.

CLEANING TESTS

The varnish was removed in two areas of the painting that were previously damaged/overpainted. The varnish can be swollen with the help of an aromatic hydrocarbon solvent based gel (e.g. Shellsol A) and removed mechanically. While the removal in the darker areas appears rather uncomplicated, the removal in the sky would require further insight into the painting's layer stratigraphy, e.g. through cross sections of the paint layers. This insight helps to distinguish all overpaint from original paint and gives further information about the nature of the varnish and its safe removal.

A representative removal was executed in the sky in an area that was previously overpainted because of a small loss in the paint (Fig. 2). Although the paint appears significantly brighter in the test area, the removal would alter the appearance of the painting in this area significantly. The process would be tedious in order to preserve all original paint markings.

Another test area concerns the dark foreground and an area of previous damage (Fig. 3). No significant change in appearance was observed here.

CONSOLIDATION

All insecure paint layers were consolidated using Lascaux Medium for consolidation. The adhesive was heat set with a small heated spatula through silicone released Mylar.



Fig. 2, test area in the sky.



Fig. 3, test area in the dark foreground.

SURFACE CLEANING

The dirt and dust removal was executed in several steps. The painting was cleaned by brushing loose dust into the nozzle of a vacuum cleaner. The entire surface was then repeatedly cleaned with an aqueous cleaning solution adjusted to pH, conductivity and chelation (pH 7.5, conductivity 1100 s/M and Citric Acid). The solution was cleared with distilled water after each application.

The removal of dust and grime significantly improved the painting's readability. Especially in the dark areas where details were previously lost.

Before cleaning (Fig. 4)



After cleaning (Fig. 5)



Cleaning of the reverse with a vacuum cleaner and brush attachment as well as vulcanized latex sponges:

After cleaning

Before cleaning

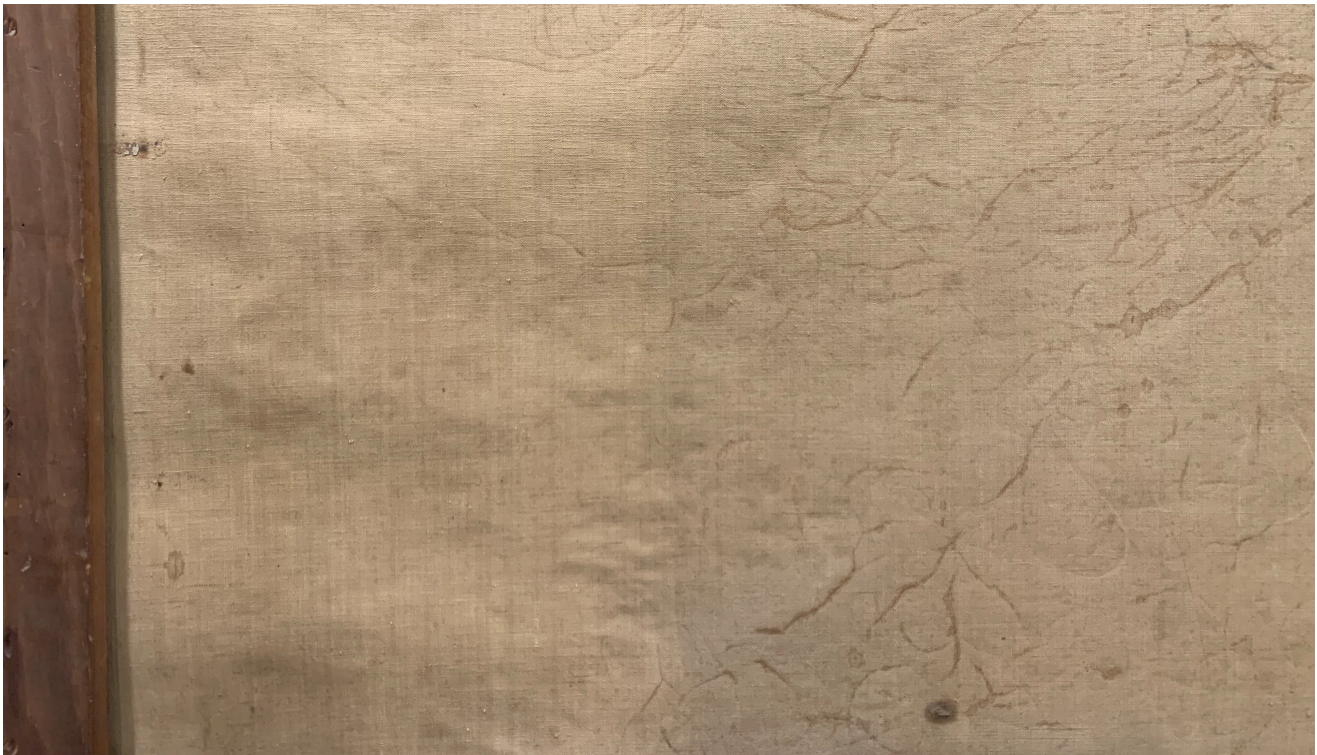


Fig. 6, during the cleaning of the reverse.

REMOVAL OF CANVAS FROM STRETCHER

The canvas was removed from its stretcher in order to flatten it and prepare the strip lining.

REMOVAL OF THREE PATCHES ON THE REVERSE

Three patches on the reverse were removed using heat as well as mild polar solvents to remove adhesive residues. Further residues are to be removed in a next step.

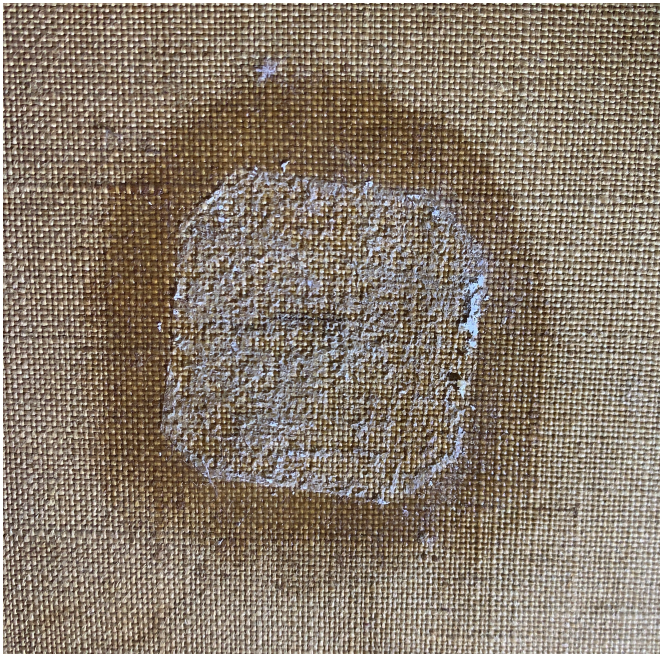


Fig. 7, after removal of the patch with heat.

Fig. 8, after removal of adhesive residues with a mild and polar solvent.



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN
Registrar-Recorder/County Clerk

September 4, 2020

Ms. Nikki Winslow, District Director
Altadena Library District
600 East Mariposa Street
Altadena, California 91001

Dear Ms. Winslow:

This is to inform you that for the election scheduled, to be held in your District on November 3, 2020, only two persons have been nominated for the three offices of Trustee for the full term ending December 6, 2024.

Attached is a copy of the certificate pursuant to Section 10515 stating that no election will be held, but that the Board of Supervisors will appoint the persons nominated and any qualified person to such office.

Please call Laticia McCorkle, Assistant Division Manager of the Election Information and Preparation Division at (562) 462-2691 if you have any questions.

Sincerely,

DEAN C. LOGAN
Registrar- Recorder/County Clerk

LATICIA MCCORKLE, Assistant Division Manager
Election Information and Preparation Division

Enclosure

I, DEAN C. LOGAN, Registrar-Recorder/County Clerk of the County of Los Angeles, do hereby certify that, at the close of nominations, only two persons were nominated for the two of the three offices of Trustee for the

ALTADENA LIBRARY DISTRICT

for the full term ending December 6, 2024, namely:

TERRY ANDRUES

KAMEELAH WAHEED WILKERSON

Pursuant to Section 10515 of the Elections Code, there being only two candidates nominated for the three offices to be filled, and no petition having been filed, the election scheduled for the 3rd day of November, 2020 shall not be held. The Board of Supervisors, therefore, shall at a regular or special meeting held prior to November 23, 2020 appoint to the office of Trustee, the persons nominated and any qualified person. Such persons shall take office and serve exactly as if elected at a general district election.

Dated this 4th day of September, 2020.



Dean C. Logan
DEAN C. LOGAN
Registrar-Recorder/County Clerk
County of Los Angeles