



AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – October 26, 2020 – 5:00 p.m.

IMPORTANT NOTICE REGARDING OCTOBER 26, 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 October 26, 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 – Special Meeting held September 29, 2020 - Pages #3-5
- b. Departmental Monthly Reports – September 2020 - Pages #6-16
- c. Special Presentation – Mobile Library Unit

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 #17-20
 - i. Library Operations
 - ii. Statistics
- c. Financial Reports – August 2020 - Pages #21-35
- d. Board of Trustees Standing Committee Reports
 - i. Budget Committee
- e. Board of Trustees Ad Hoc Committee Reports
 - i. California Voting Rights Act
 - ii. District Director Evaluation - Pages #36-37
 - iii. Public Funding
- f. Liaison Reports
- g. Trustee Reports

VI. Unfinished Business

VII. New Business

- a. ALD Naming and Recognition Policy (Action) - Pages #38-44
- b. ALD Board of Trustees Policies Amendment (Action) - Pages #45-46

VIII. Announcements & Planning

- a. Correspondence
 - i. Election Results - LAFCO Alternate Representative (Information) - Page #47
 - ii. Altadena Mariposa Green Street Demonstration Project Letter of Support Amigos de los Rios Request (Information) - Pages #46-50
 - iii. Pasadena Waldorf School Letter of Support Request (Information) - Pages #51-53
 - iv. Altadena Community Active Transportation Plan Letter of Support Request (Information) - Pages #54-56
- b. Proposed Future Agenda Items

IX. Adjournment

- a. Adjourn Meeting



MINUTES

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

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I. Call to order

The meeting was called to order at 5:08 p.m.

II. Open Session

a. Roll Call

Trustee Clark called roll call. Trustee Andruess, Trustee Capell, Trustee Kahn, and Trustee Wilkerson responded as present.

b. Approval/Reordering of Agenda Items

None.

c. Adoption of Agenda

Moved by Trustee Andruess to adopt the Agenda.

Second by Trustee Kahn.

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
Public comment was given by Resident, Kim Kenne.

III. Consent Calendar

Moved by Trustee Kahn to accept the Consent Calendar.

Second by Trustee Andruess. Trustee Clark opened floor for discussion.

Discussion ensued.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Kahn: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

- a. Approval of Minutes – Regular Meeting held August 24, 2020
- b. Departmental Monthly Reports – August 2020
- c. Special Presentation – 1000 Books Before Kindergarten, Children’s & Family Services Department
Manager Mylinh Hamilton provided presentation.

IV. Consideration of Items Removed from the Consent Calendar

None.

V. Reports (Information)

- a. Support Groups
 - i. Altadena Library Foundation
President Bridget Brewster provided report.
 - ii. Friends of the Altadena Library
Director Nikki Winslow provided report on behalf of President Marne Brown.
- b. District Director’s Report
Director Winslow provided report. Assistant Director Viktor Sjöberg was introduced and provided a greeting.
- c. Financial Reports – July 2020
Manager Nicole Fabry provided report.
- d. Board of Trustees Standing Committee Reports
 - i. Budget Committee
No report.
- e. Board of Trustees Ad Hoc Committee Reports
 - i. California Voting Rights Act (CVRA) Committee
Trustee Clark provided report.
 - ii. District Director Evaluation
 - 1. District Director Annual Evaluation Form Modification
Director Winslow and Trustee Kahn provided report.
 - iii. Public Funding Committee
Trustee Clark provided report.
- f. Liaison Reports
Trustee Capell provided report followed by a report from Trustee Andruess and Trustee Kahn.
- g. Trustee Reports
Verbal reports were provided by Trustee Clark, Trustee Capell, and Trustee Kahn.

VI. **Unfinished Business**

None.

VII. **New Business**

- a. Review and Approve Altadena Library District Attendance Policy - **Action**
Moved by Trustee Andruess to approve the Altadena Library District Attendance Policy.
Second by Trustee Capell.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Kahn: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye
- b. Health Premiums (Informational)
Manager Fabry provided report.
- c. 2018/2020 Election Cost Comparison (Informational)
Administrative Assistant Natalya Romo provided report.
- d. George Gardner Symons Painting Treatment Progress - LA Art Labs LLC.
(Informational)
Director Winslow provided report.

VIII. **Announcements & Planning**

- a. Correspondence
 - i. Los Angeles County Registrar-Recorder/County Clerk Letter and Certificate of Appointment
Trustee Clark reviewed correspondence and asked staff to obtain clarification.
- b. Proposed Future Agenda Items
None.

IX. **Adjournment**

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

Meeting was adjourned at 7:15 p.m.



**BOARD OF LIBRARY TRUSTEES
ASSISTANT DIRECTOR'S REPORT FOR September 2020**

DEPARTMENT: Adult Services

MEETING DATE: October 26, 2020

PREPARED BY: Viktor Sjöberg

LOCATION: Virtual Meeting

Welcome Adult Services Librarian Margaret Hatanaka:

During my first week with the Altadena Library District, departmental interviews were held with our top candidates for the Adult Services Librarian position. Margaret Hatanaka was selected from a pool of highly qualified applicants. Margaret has over twenty years of rich public library experience at several Southern California libraries, including Rancho Cucamonga and Glendora. Margaret's friendly demeanor, dynamic skill-set and passionate commitment to public library work makes her the ideal choice for a role that will include coordinating collection development for adult materials, staff scheduling and acting in a supervisory capacity in my absence. Margaret's first day was October 12, and we are thrilled to have her on our team!

September Programming Highlight:

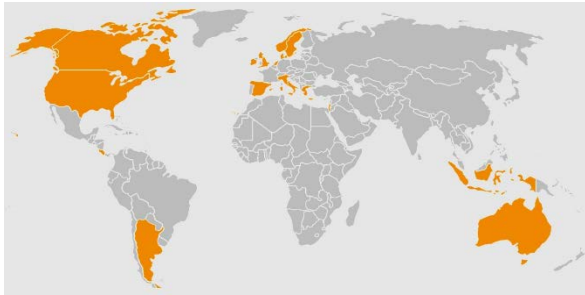
September's **Seed Library** was our first workshop since we closed our physical buildings in March. All throughout the pandemic however, our Seed Librarian has been mailing out seeds to community members. Just over 93 people have received seeds between April - August. September's Seed Library program was on saving tomato seeds and other timely seed-saving techniques. We had 38 participants, three of which were from out of state (Montana, Missouri, and West Virginia). While everyone misses meeting in-person, one benefit to the Zoom platform is that it has eradicated the geographic barrier to participation.

September Art Curation:

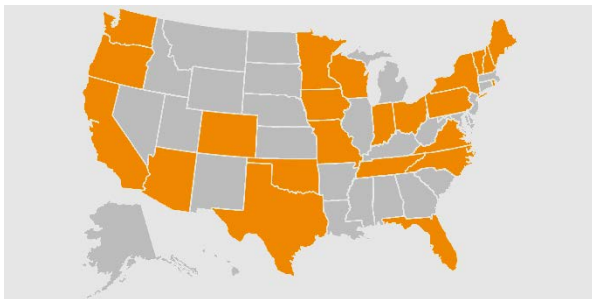
International Prayer Flags of Peace, curated by Linda Illuminardi.



We are so lucky in Altadena to have such a diverse range of talented, passionate, and generous neighbors. Linda Illuminardi approached us and asked to share an art exhibit of botanical prints made by textile artists from around the world. The artists joined together, while sheltering in place, to send healing messages of hope, creativity, and unity during the 2020 global pandemic. There are currently flags from 6% of the world's countries on display.



Flags from 46% of the United States are on display:



This outdoor exhibition runs from September 1st - October 25th. Linda also taught a well-received virtual workshop on how to make botanical prints. The video currently has close to 900 views on our YouTube channel.

Coming soon: Altadena Voices:

Library Assistant Melissa Aldama digitized art pieces submitted through the Altadena Town Council's *Altadena Voices* project. A total of 86 art pieces on the subject of "Social Injustice" were submitted by community members. Starting in November, the digitized artwork will be displayed in a virtual art exhibition.



**BOARD OF LIBRARY TRUSTEES
CHILDREN'S SERVICES REPORT for September 2020**

DEPARTMENT: Youth and Family Services

MEETING DATE: October 26, 2020

PREPARED BY: Mylinh Hamlington

LOCATION: Virtual Meeting

Programming Highlights

- During September, we held 19 virtual programs with a total of 228 participants. Overall, we are noticing a downturn in the number of registrants and views for our virtual programming. This is likely a byproduct of schools starting virtually in September and children and parents being screen fatigued.
- Our best programming interaction has been YouTube views of our storytimes after they are livestreamed, one of our Baby/Toddler storytimes currently has 60 views.
- Claire Newman, one of the Friends of the Library has been coordinating some entertaining and educational science programs for us that allow participants to interact with working scientists, many of whom work in the area. Although participation has been around 5-8 people, we have gotten some great feedback on this program and our other programming from a few parents.
- The team has been getting more comfortable with presenting programming virtually and have a new setup that includes a ring light, iPad, and lapel mic.
- We are currently working on planning programming for the Winter/Spring programming session.

Collection

- We have almost completed our deep weed of the entire children's collection. Our next step is to complete a diversity audit on the sections that have not been audited yet.
- I have also completed ordering replacements and items to fill in gaps that existed in the collection. From now on, I will be focused on only ordering new items and replacements as necessary.

Committees and Projects

- Our team has been very active leading and participating in the various committees we have in the district.
- Helen is on the Staff Recognition Team and Display Committee. As part of the Staff Recognition Team, she holds monthly "Mindful Meows" and is helping to plan a staff event for Veteran's Day when the library is closed. She is also working with Chloe to draft a template for Crucial Conversations.
- Cindy is on the EDI Committee and working with Isabelle on strategies for diversity in collection development, access, and discovery. She is also working on the Land Acknowledgement for the library.

- Amanda founded and is the current leader of the EDI team and is part of Collaborate Pasadena along with Isabelle. She has been instrumental in finding and planning the EDI trainings that are undertaken by all staff.
- Mylinh is the current leader of the Program Engagement Team and is also on the Database Evaluation Committee and the Staff Recognition Team



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

DEPARTMENT: Teen Services

MEETING DATE: October 26, 2020

PREPARED BY: Isabelle Briggs

LOCATION: Virtual Meeting

HIGHLIGHTS:

September was the beginning of our Fall/Winter programming cycle and it was exciting to see our new socially distant programs take off!

- Craftivism Fridays - Every other Friday I do a live stream on the @AltadenaTeens Instagram page featuring a craft project with an activist or social justice theme. This is a continuation of a video series I started during the Summer Reading Program. However, unlike the summer videos which were only broadcast live, the fall videos are saved to the @AltadenaTeens Instagram TV channel for repeated viewings. This month's crafts were button-making (9 live views, 63 total views) and stencils (5 live views, 67 total views).
- Nom Nom Club – Once a month, we are offering ingredient kits for curbside pickup which correspond to a cooking tutorial posted on our Youtube page. This month's recipe was *cacio e pepe*. We had 5 participants pick up ingredient kits and 31 video views. I received an awesome thank you email from a participants' mom! Helena is one of my favorite teen patrons and it was such a treat to see her at pickup and then get this feedback. "Helena says thank you! The cacio e pepe she made was delicious! And notice her Titanic shirt she wore for the special occasion." (We've discussed our love for Titanic)



- Teen Reference Desk – This is a weekly program offered on our Discord server! So far, we have not had any new members join the server, but we are working to increase promotion around it. Aaron Kimbrell at Bob Lucas designed postcards to distribute in curbside bags and in the reopened Community Room.



- D&D@ALD – Our Dungeons and Dragons gathering is now weekly (or as close to weekly as possible)! The participants are so energetic and committed, and it has challenged me to really study up on the rules. As a first time Dungeon Master who has never really played the game, I am proud that this program is so successful! Over three meetings there were a total of 12 participants.

In total, live teen programs in September have had 26 participants and Teen Services content has been viewed 161 times in the month. And in the past two month the @AltadenaTeens Instagram account has gained 45 new followers!



**BOARD OF LIBRARY TRUSTEES
TECHNICAL SERVICES DEPARTMENT REPORT FOR September 2020**

DEPARTMENT: Technical Services

MEETING DATE: October 26, 2020

PREPARED BY: Carlene Chiu

LOCATION: Virtual Meeting

OCLC cataloging has been excised for the year which saves the District \$19,000 a year. OCLC cataloging was used for the items that we were unable to order from our vendor, Baker & Taylor that we had to order from another vendor. Since the majority of our materials come processed and cataloging from Baker & Taylor OCLC cataloging service is not necessary. The items that we order from other vendors will be cataloged in-house utilizing the Library of Congress records.

With our expanded building access, we are resuming fulfilling inter-library loan requests for our patrons. Loaning out our library materials to other libraries has also resumed. Lori and I received inter-library loan training from Vicky, Library Technician – Acquisitions. As we started ILL services up, we have already fulfilled twelve requests from other libraries as far as Chicago and Pittsburgh, to borrow our materials.

During this time, we have also been fulfilling patron purchase suggestions which patrons can pick up at the curbside or the community room. In September, there were twenty purchase suggestions fulfilled, and 574 new materials that were added to the print collection.

Vicky helped the Adult Services source *75 March 1* books for the Adult Services civic engagement program and find the best discount.

JobNow and VetNow, provided by California State Library, is ready to be used by our patrons. Brainfuse, provides live online help with job searches and resources for job seekers. Veterans can get help with VA benefits and transitioning from the military to a civilian job through VetNow's resources. Online tutorials have been identified to help patrons and staff familiarize themselves with these new databases.



**BOARD OF LIBRARY TRUSTEES
BOB LUCAS BRANCH REPORT FOR September 2020**

DEPARTMENT: Bob Lucas Branch

MEETING DATE: October 26, 2020

PREPARED BY: Diana Wong

LOCATION: Virtual Meeting

Library Programming

The BL team produced several pre-recorded Pajama Storytime programs and a book talk recording that garnered a total of 42 views this month. Pajama Storytime programs released weekly on Thursdays and will run until the end of November.

Aaron has been working with Isabelle in the Youth Services Department to develop an online community for teen patrons of the library. He has helped set up the Discord server that the project is using, created promotional material, and assisted with Isabelle's weekly Instagram Live videos.



The latter part of the month was spent preparing take away kits for the Family Civic Engagement activity. The activity aims to help parents and care givers teach children about civic responsibilities, the US government and elections. The kit will include an information packet, a couple of books, craft ideas and supplies needed to participate in the art contest. Additionally, each kit includes a pre-stamped ballot for those wanting to vote in the favorite character election. Ballots may either be dropped in the nearest USPS mailbox or turned in at the Bob Lucas branch ballot box.

Literacy Services

We currently have 10 active tutor-learner pairs meeting on a weekly basis over the phone or through video chat. We will welcome our literacy participants back for in-person tutoring and ESL classes next month. However, with our partner, 7th Day Adventist Church still closed, we have lost space for Modesta to hold her ESL classes. We will be opening with a modified schedule so that literacy specific activities will take place during the morning hours throughout the week. Mondays and Wednesdays are allocated to ESL and Tuesdays, Thursdays and Fridays are allotted for one-on-one tutoring sessions.

BL Staff Activities

BL staff finished reading *The 5 Languages of Appreciation in the Workplace* this month. We spent our weekly team meetings discussing the chapters, learning about each other's appreciation languages and the general takeaways of the book. We are ready for PDD next month and looking forward to learning more about our colleagues at the Main branch.

Demonstration Garden

The turf has all been removed and the initial digging for the bioswale has been completed! With help from Levi Brewster of One Earth Garden, we will apply regenerative garden practices to restore the soil health and capture rainwater in the front exterior of the branch. Next month, we will begin offering weekend opportunities for volunteers to learn and work alongside experts in the regenerative gardening field to transform the space into a beautiful, educational destination. We encourage you to sign up to volunteer a weekend or two.





**BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT FOR September 2020**

DEPARTMENT: Facilities

MEETING DATE: October 26, 2020

PREPARED BY: Jonathan Arevalo

LOCATION: Virtual Meeting

Facilities Highlights for the Month of September:

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

The Facilities Team started the remodeling process of the Circulation office at the Main Library. The project includes the removal of the old cabinetry, new flooring, light fixtures, painting, new furnishings, added power and data lines. The project will be completed sometime in the middle of October.

In the month of August, the Passport office was relocated to the Technical Services area of the Main Library. This allowed us to repurpose that space to use as the new Assistant Directors (A.D.) office.

The office was remodeled (cabinetry removal, painting, new furnishings, etc.) and ready for use before the new A.D. arrived.

New furniture (Desks, file cabinets, room dividers, etc.) was purchased and assembled by the facilities team for both the Circulation and Assistant Directors office.

During the closure of the Libraries due to the Bobcat Fire, the Air Handler Units (AHU) filtration system filters were replaced. This procedure helped in reducing the smoke smell from lingering inside the building and also allows good air flow through the facility.

The Demonstration Garden Project (DGP) at the Bob Lucas Library continues to make progress. The grass has been removed and the soil is being prepared for the new garden. We have a couple of volunteer opportunities coming up in the month of October that will help us complete the DGP along with teaching the community how to apply what was done at the library to their own gardens.

The facilities team prepared the Community room at the Main Library and the Bob Lucas Library for the October opening to the public. Various facility cleaning procedures were put in place along with extra protective equipment (acrylic sneeze guards, sanitizing wipes, floor decals, signage, etc.) and PPE supplies.



**BOARD OF LIBRARY TRUSTEES
I.T. REPORT FOR September 2020**

DEPARTMENT: Information Technology

MEETING DATE: October 26, 2020

PREPARED BY: Christopher Kellermeyer

LOCATION: Virtual Meeting

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

1. Configurations for Oct. 6th reopen.
2. Establishing contacts for 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. Preparing for 10GB upgrade to backbone, schedule for CSL grant funded infrastructure upgrade, and evaluating capture tech for 3D VR rendering of ALD.

UPDATES:

- We were not awarded the IMLS COVID response grant for our Mobile Library. Plan B (alternative piecemeal funding) is being executed.
- Followed up with our BBVA grant application for \$5k. They responded that they are behind in evaluations and those evals could take up to 120 days; so, end of November.
- Working on Jeeves and Constant Contact
- Negotiating Refund/Extension: Beanstack
- We were awarded the CSL grant for \$345k.
- Systems' Updates, Maintenance, Cleaning
- Celestron has been rolled out for LOT, we will be adding Oculus Quest VR to LOT in October.
- We are evaluating curbside pickup options to allow patrons to schedule themselves.



**BOARD OF LIBRARY TRUSTEES
DIRECTOR'S REPORT FOR October 2020**

DEPARTMENT: Administration

MEETING DATE: October 26, 2020

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

Staffing Updates:

- a) Hires/Promotions: Margaret Hatanaka – Adult Services Librarian – October 12, 2020
- b) Appointments: None
- c) Transfers: None
- d) Resignations/Terminations/Retirements: Sue Colasurdo – Adult Services Assistant – October 1, 2020

We wanted to formally thank Sue Colasurdo for her almost two decades of service to ALD as a Library Assistant. Sue was a long-time computer class instructor and was known for her very thorough approach to teaching her students. Thanks to her background in graphic design, she painted the original artwork for the POWER CARD Library Card design (see photo below). She is very generous with her time, talent, and resources with anyone in need. She will be truly missed as an integral member of our Adult Services team.



We are excited to announce the addition of Margaret Hatanaka to the ALD Team! She started with us on Monday, October 12 as our Adult Services Librarian. She comes to us with 20 years of experience as a professional librarian, working for systems like Upland, Rancho Cucamonga and Glendora. She is thrilled to be a part of the Adult Services Team and is especially enthusiastic to contribute to our adult focused programming. Please help me in welcoming Margaret!

We have posted a Youth and Family Services Librarian vacancy in an effort to continue expanding the librarian level of our organization, as was recommended in the Classification and Compensation Study we completed earlier this year. The position posted on October 6 and will remain open until October 23.

Board Vacancy Process:

Thank you to Trustee Clark for pointing out the need to explore having a new Trustee appointed by the November 23, 2020 deadline in last month's Board Package. Natalya reached out to LA County and they confirmed that this would be the best process to get all three open seats appointed by the Board of Supervisors before the terms expire on December 4, 2020.

We have opened the application process on our website. Those interested in applying for Trustee Kahn's open seat can visit our website at: www.altadenalibrary.org/novemberboardvacancy. The deadline to apply is **November 13, 2020** and there will be **Special Board Meeting** to appoint the new Trustee on **Thursday, November 19** at **5:00pm**.

Vote-By-Mail Dropoff Update:

The Vote-By-Mail (VBM) ballots were mailed out on October 5th. Although there is not an LA County VBM drop-off box at our library locations, there are others in and around Altadena that residents can use, including at Charles White Park, Farnsworth Park, Washington Park, Jackie Robinson Community Center, the Rose Bowl, and Victory Park. There are also several voting centers in and around Altadena, some that will be open starting 11 days prior to Election Day (Franklin Elementary School), and some that will be open 5 days prior (Altadena Senior Center, Westminster Presbyterian Church, and Washington Middle School). These locations have been compiled on a flyer available at both library locations to assist staff who have been getting a lot of questions about voting.

Staff have also created a Civic Engagement LibGuide on our website with many resources about where and how to vote, voter registration deadlines, and unbiased ballot information, which can be found at www.altadenalibrary.org/libguides.

PDD Update:

The Board of Trustees approved a closed day for the staff on October 12 to hold a Professional Development Day (PDD), which the staff is very grateful to the Board for this opportunity. We had another PDD back in the beginning of July, which was themed around SHIFT, which stood for **Sustainable Healing and Integration for Forward-moving Transformations**. Our PDD this month was called SHIFT: 2nd Gear and was almost completely organized by feedback we received from the PDD in July. We had staff read ***The 5 Languages of Appreciation in the Workplace*** and then take the assessment to determine their top two languages of appreciation. We spent the morning exploring these appreciation languages and getting to know how our coworkers want to feel recognized and appreciated at work.

In the afternoon, we shared our Internal Values statement that is centered around ALD's values of Empathy, Equity and Innovation and followed that with some role playing around how to have effective Crucial Conversations when issues arise. Finally, we set aside some time for staff to watch a movie or play a board game (Mylinh and I put a puzzle together – so fun!). I emailed a survey to the staff afterwards and overall, the feedback was extremely positive and many expressed how grateful they are to have support from the Board and Administration to have these days to learn, bond and grow together.

Statistical Update:

With patrons coming back into the buildings, we are no longer extending due dates on materials so have seen a large number of materials being returned as a result. In addition to that, patrons are getting automatic renewals on the items they have checked out which is why the number of checkouts of physical collections is so much higher in September.

System-Wide Statistics	July	August	September
E-Resource Checkouts	5790	5396	5381
3-D Printouts	41	24	20
Phone Reference Sessions	60	108	123
Live Chat Sessions	52	37	61
Main Library Statistics			
Physical Collections Checkouts	3263	2234	7111
Library of Things	22	34	30
Print from Home Transactions	0	0	0
New Patrons	73	59	53
Bob Lucas Statistics			
Physical Collections Checkouts	186	164	622
Library of Things	6	10	7
Print from Home Transactions	0	0	0
New Patrons	1	3	2

Expanded Services for the Public:

I am extremely excited to announce that we expanded our services to include in-person visits to both library locations starting on Monday, October 5th. Staff, managers, and I have been working on the **Guidelines for Opening to the Public** since June so felt very prepared to allow patrons into the buildings in a safe and healthy manner. This included installation of plexiglass at all service points, face shields for all staff interacting with patrons, social distancing stickers on the floors and strategically placing the mobile shelving and public computers to main six feet between patrons at all times. In addition to that, we also developed **Safety Protocols for Entry** that all members of the public must read and agree to in order to enter the libraries. The current schedule for both buildings is:

Main Library

- Phones
 - Monday – Saturday, 10 am – 6 pm
 - Messages must be returned within 24 hours
- Curbside pickup
 - Monday – Saturday, 11 am – 12 pm
 - Tuesday & Wednesday, 5 - 6:30 pm
- Community Room (holds, browsing, computers)
 - Tuesday – Saturday, 12 – 5 pm

Bob Lucas Branch

- Literacy/ESL tutoring
 - Monday – Friday, 10 am – 12 pm by appointment only
- Open for holds, browsing and computers
 - Monday – Friday 3 -5 pm
- Curbside
 - Monday – Friday 11a-1p, 3:30-5:30p

In the first two weeks of allowing patrons in the buildings, we are averaging 35-50 people per day between both sites. Overall, the patrons I have interacted with are SO happy to have the opportunity to browse the shelves for materials or use a computer and printing. I have been emailing the other Library Directors that belong to the Southern California Library Cooperative about our plan and progress and have some coming to take a tour and see how we are handling it.

Jackson Elementary Re-naming

ALD has been a pivotal partner to the Jackson PTA in the process of renaming Andrew Jackson Elementary School. Library staff helped Zoom host and facilitate a community forum on Sunday, October 11th, during which community members shared strong support for the change to a name that is more representative of our community today and offered some suggestions for alternate names. A survey that has been distributed digitally to the community is also available in print at both library locations for those community members that do not have digital access. The Altadena Libraries' involvement in the process will continue to expand as students are engaged in learning about the different options for alternate names, which is an excellent opportunity for students to learn about the library's online research tools and books about some of the figures they may research. We are thrilled that the Jackson PTA has expressed interest in the libraries being a key resource for students as they explore!



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

DEPARTMENT: Administration

MEETING DATE: October 26, 2020

PREPARED BY: Nicole Fabry

LOCATION: Virtual Meeting

TITLE: Summary Report of Financial Statements for August 2020

August 2020 FINANCIAL STATEMENTS

The following financial reports are for the month of August 2020. The financial statements are unaudited. Currently we are at 16.66% 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 -\$745,260.73. ALD cash and cash equivalents are \$2,817,735.44.

Total cash with the County is \$2,436,564.35. 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 \$5,260,239.80.

REVENUE HIGHLIGHTS

Account 4020 – \$88,920.24 was collected by Los Angeles County in unsecured property taxes. After some supplemental refunds, total property tax income for August was \$67,943.20.

EXPENDITURE HIGHLIGHTS

Account 6432 – in August 2020 the District paid annual Earthquake Insurance premiums in the amount of \$33,102.25.

Account 5230, 5240 – the District received Covid-19 reimbursements from our Dental and Vision insurance providers.

Account 5270 – an additional \$2,773.71 was paid to SDRMA for FY19-20 Worker's Compensation after their annual payroll reconciliation.

Account 7125 – \$6,406.56 was paid to NBS Government Financial Services for work related to CFD formation. \$5,700.00 was paid to consulting firm MacLeod Watts for an Actuarial Valuation of the District's Other Post-Employment Benefit (OPEB) Program as required by CalPERS.

Account 7155 – a final payment of \$11,100.00 was made to Clifford Moss for finalizing the CFD formation feasibility study.

PAYMENTS FROM SUPPORT ORGANIZATIONS

None to report.

Altadena Library District
Balance Sheet
 As of August 31, 2020

	Aug 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
Cash in Banks	
1001 · Pacific West - Checking	367,425.28
1002 · Pacific West - MMA	12,762.39
1046 · PayPal	133.42
Total Cash in Banks	380,321.09
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	2,427,106.66
1013 · FMV - COLA Funds	9,457.69
Total Cash with County	2,436,564.35
Total Cash & Cash Equivalents	2,817,735.44
Total Checking/Savings	2,817,735.44
Other Current Assets	
Property Tax Receivables (COLA)	
1410 · PT Receivable-Current Unsecured	17,784.05
1420 · PT Receivable-Delinquent Sec	58,992.22
1421 · PT Receivable-Delinquent Unsec	14,502.00
Total Property Tax Receivables (COLA)	91,278.27
1220 · Miscellaneous Receivable	36,854.88
1430 · Parcel Assessment Receivable	17,959.12
Total Other Current Assets	146,092.27
Total Current Assets	2,963,827.71
Fixed Assets	
Capital Assets	
Accumulated Depreciation	
1800 · Accum Depr (S & I)	(1,163,680.68)
1900 · Accum Depr (FF & E)	(109,838.88)
Total Accumulated Depreciation	(1,273,519.56)
Depreciable Assets	
1550 · Structures & Improvements	1,722,477.96
1700 · Furniture, Fixtures & Equipment	202,498.41
Total Depreciable Assets	1,924,976.37
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	179,780.28
Total Capital Assets	831,237.09
Total Fixed Assets	831,237.09

Altadena Library District
Balance Sheet
 As of August 31, 2020

	Aug 31, 20
Other Assets	
Deferred Outflows of Resources	
1990 · DOR - Pension Contributions	255,705.00
1991 · DOR - Pension Related	1,032,602.00
1992 · DOR - OPEB Contributions	141,905.00
1993 · DOR - OPEB Related	34,963.00
Total Deferred Outflows of Resources	1,465,175.00
Total Other Assets	1,465,175.00
TOTAL ASSETS	5,260,239.80
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	27,789.80
Total Accounts Payable	27,789.80
Credit Cards	
2009 · UMB Credit Card	32,314.43
Total Credit Cards	32,314.43
Other Current Liabilities	
2005 · Accrued Expenses - Other	4,189.90
2050 · Accrued Vacation Payable	108,056.97
2100 · Payroll Payable	
2100.02 · Salaries & Benefits Payable	12,815.99
2100.03 · CalPers CLASSIC (EE Ded)	869.41
2100.04 · CalPers PEPRA (EE Ded)	7,012.97
2100.07 · CalPers 457 (EE Contribution)	1,011.96
2100.08 · CalPers 457 (EE Loan Repayment)	240.82
2100.09 · Disability Insurance	(190.18)
Total 2100 · Payroll Payable	21,760.97
Total Other Current Liabilities	134,007.84
Total Current Liabilities	194,112.07
Long Term Liabilities	
Deferred Inflows of Resources	
2601 · DIR - Pension Related	474,824.00
2602 · DIR - OPEB Related	3,769.00
Total Deferred Inflows of Resources	478,593.00
2700 · Net Pension Liability	2,504,038.00
2701 · Net OPEB Liability	1,280,972.00
Total Long Term Liabilities	4,263,603.00
Total Liabilities	4,457,715.07
Equity	
3300 · Retained Earnings	1,547,785.46
Net Income	(745,260.73)
Total Equity	802,524.73
TOTAL LIABILITIES & EQUITY	5,260,239.80

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

	Jul - Aug 20	Jul - Aug 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	136.97	742.98	(606.01)	(81.6)%
4310 · MFM / Printer Revenue	2.75	403.64	(400.89)	(99.3)%
4340 · Passport Services Fees		20,935.00	(20,935.00)	(100.0)%
4350 · Sales of Products		356.00	(356.00)	(100.0)%
Total FINES & FEES	139.72	22,437.62	(22,297.90)	(99.4)%
INTEREST INCOME & ADJUSTMENTS				
4210 · Interest Income (Savings)	0.45	4.72	(4.27)	(90.5)%
Total INTEREST INCOME & ADJUSTMENTS	0.45	4.72	(4.27)	(90.5)%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	27.00	0.39	26.61	6,823.1%
Total OTHER REVENUE & ADJUSTMENT	27.00	0.39	26.61	6,823.1%
PROPERTY TAXES				
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	88,920.24	86,918.20	2,002.04	2.3%
Total 4020 · Current-Year Unsecured	88,920.24	86,918.20	2,002.04	2.3%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	3,470.86	3,229.80	241.06	7.5%
4030.05 · Secured Tax Refunds	(966.80)	(2,921.29)	1,954.49	66.9%
Total 4030 · Prior-Year Secured	2,504.06	308.51	2,195.55	711.7%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	2,500.92		2,500.92	100.0%
4060.02 · Direct Assessments		402.45	(402.45)	(100.0)%
Total 4060 · Special Assessment	2,500.92	402.45	2,098.47	521.4%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	(24,575.02)	(21,570.24)	(3,004.78)	(13.9)%
Total 4070 · Supplemental Current	(24,575.02)	(21,570.24)	(3,004.78)	(13.9)%
4075 · Supplemental Prior				
4030.03 · SB 813 Redemption	336.93	101.44	235.49	232.2%
Total 4075 · Supplemental Prior	336.93	101.44	235.49	232.2%
4080 · Penalties, Interest & Costs-Ref	2,085.20	1,070.76	1,014.44	94.7%
4200 · Interest Income - County of LA	(2,774.65)	(5,441.57)	2,666.92	49.0%
Total PROPERTY TAXES	68,997.68	61,789.55	7,208.13	11.7%
Total Income	97,664.85	84,232.28	13,432.57	16.0%
Expense				
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures	6,700.85	2,469.75	4,231.10	171.3%
7320 · Structures & Improvements		2,692.00	(2,692.00)	(100.0)%
Total CAPITAL EXPENSE	6,700.85	5,161.75	1,539.10	29.8%

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

	Jul - Aug 20	Jul - Aug 19	\$ Change	% Change
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	1,355.62	4,302.55	(2,946.93)	(68.5)%
7210 · Building Maint & Repairs	645.76	4,389.09	(3,743.33)	(85.3)%
7220 · Landscape	3,565.95	11,121.37	(7,555.42)	(67.9)%
Total FACILITIES, GROUNDS & MAINT.	5,567.33	19,813.01	(14,245.68)	(71.9)%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	2,779.94	5,459.40	(2,679.46)	(49.1)%
6115 · Electronic Databases & Subscrip	5,232.42	18,402.93	(13,170.51)	(71.6)%
6120 · Books	24,038.38	34,605.69	(10,567.31)	(30.5)%
6125 · Audio CD	169.48	566.32	(396.84)	(70.1)%
6130 · DVD's & Videogames		17,056.88	(17,056.88)	(100.0)%
6135 · Processing of Materials		18,514.64	(18,514.64)	(100.0)%
6140 · Periodicals	1,075.91	2,173.84	(1,097.93)	(50.5)%
6150 · Downloadables	588.27	5,000.00	(4,411.73)	(88.2)%
Total LIBRARY MATERIALS	33,884.40	101,779.70	(67,895.30)	(66.7)%
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	1,234.19	(1,197.94)	(97.1)%
6627 · Advertising / Marketing	1,485.25	482.99	1,002.26	207.5%
Total ADVERTISING & MARKETING	1,521.50	1,717.18	(195.68)	(11.4)%
FEES				
6745 · Banking & Service Fees	56.30	321.85	(265.55)	(82.5)%
6746 · Payroll Fees	1,500.00	1,580.00	(80.00)	(5.1)%
Total FEES	1,556.30	1,901.85	(345.55)	(18.2)%
INSURANCE				
6430 · Insurance-Gen, Prop, Liab, Eq	48,794.17	33,011.34	15,782.83	47.8%
6432 · Earthquake Insurance	33,102.25	30,370.00	2,732.25	9.0%
Total INSURANCE	81,896.42	63,381.34	18,515.08	29.2%
STAFF COSTS & PROF. DEVELOPMENT				
6623 · Trustee Prof. Development		240.00	(240.00)	(100.0)%
6625 · Training & Education	1,824.05	1,438.84	385.21	26.8%
6626 · Staff Recognition	314.00	299.46	14.54	4.9%
6710 · Meetings & Travel	475.73	539.29	(63.56)	(11.8)%
6730 · Mileage & Parking Reimbursement		47.21	(47.21)	(100.0)%
Total STAFF COSTS & PROF. DEVELOPMENT	2,613.78	2,564.80	48.98	1.9%
UTILITIES				
6920 · Electricity	5,117.45	2,699.13	2,418.32	89.6%
6930 · Natural Gas				
6940 · Water & Sewage	961.75	1,128.10	(166.35)	(14.8)%
6950 · Refuse	796.42	1,167.74	(371.32)	(31.8)%
Total UTILITIES	6,875.62	4,994.97	1,880.65	37.7%

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

	Jul - Aug 20	Jul - Aug 19	\$ Change	% Change
6620 · Membership Dues & Subscriptions	9,457.94	5,437.96	4,019.98	73.9%
6740 · Postage & Delivery	296.56		296.56	100.0%
6750 · Printing & Reproduction	1,000.00	30.90	969.10	3,136.3%
6755 · Small Equipment	311.97	1,783.92	(1,471.95)	(82.5)%
6765 · Janitorial Supplies	480.27	1,152.91	(672.64)	(58.3)%
6770 · Operating Supplies	1,745.38	3,549.77	(1,804.39)	(50.8)%
6775 · Technical Services Supplies	615.94	506.05	109.89	21.7%
6780 · Operating Software		139.97	(139.97)	(100.0)%
6960 · Sales of Products		50.00	(50.00)	(100.0)%
6970 · Equipment Lease & Rental	3,472.10		3,472.10	100.0%
Total OPERATING EXPENSES	111,843.78	87,211.62	24,632.16	28.2%
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	128,066.12	36,155.31	91,910.81	254.2%
5020 · Hourly	208,136.38	196,975.21	11,161.17	5.7%
Total 5000 · SALARIES & WAGES	336,202.50	233,130.52	103,071.98	44.2%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA	68.28		68.28	100.0%
5120 · Payroll Taxes (ER) - Other	25,365.31	17,770.31	7,595.00	42.7%
Total 5120 · Payroll Taxes (ER)	25,433.59	17,770.31	7,663.28	43.1%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	2,045.85	3,323.21	(1,277.36)	(38.4)%
5210.02 · CalPers PEPRA (ER Contr)	9,939.08	10,188.02	(248.94)	(2.4)%
5218 · PERS Unfunded	168,617.00	147,894.00	20,723.00	14.0%
Total 5210 · PERS Retirement	180,601.93	161,405.23	19,196.70	11.9%
Total 5100 · Employer-Portion Taxes/Benefits	206,035.52	179,175.54	26,859.98	15.0%
5200 · Insurance				
5220 · Health Insurance	18,524.45	19,245.64	(721.19)	(3.8)%
5221 · Health Insurance - Retirees	11,462.06	11,230.40	231.66	2.1%
5230 · Dental Insurance	888.27	1,062.36	(174.09)	(16.4)%
5240 · Vision Insurance	673.48	649.60	23.88	3.7%
5260 · Life Insurance	230.44	231.16	(0.72)	(0.3)%
5270 · Workers' Compensation	49,825.96	31,233.41	18,592.55	59.5%
Total 5200 · Insurance	81,604.66	63,652.57	17,952.09	28.2%
Total PERSONNEL RELATED EXPENSES	623,842.68	475,958.63	147,884.05	31.1%
PROFESSIONAL & TECHNICAL				
INFORMATION TECHNOLOGY (IT)				
7170 · Telecommunications	1,505.02	1,144.67	360.35	31.5%
7175 · Internet Service / E-Rate				
7180 · Technology Equipment	2,855.06	5,154.39	(2,299.33)	(44.6)%
7185 · Technology Maintenance Fees	11,755.96	10,015.40	1,740.56	17.4%
Total INFORMATION TECHNOLOGY (IT)	16,116.04	16,314.46	(198.42)	(1.2)%
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	18,864.41	740.55	18,123.86	2,447.4%
7130 · Legal Fees				
7145 · Collection Agency		259.55	(259.55)	(100.0)%
7155 · Consultants - Other	22,073.00	5,500.00	16,573.00	301.3%
Total PROFESSIONAL SERVICES	40,937.41	6,500.10	34,437.31	529.8%
Total PROFESSIONAL & TECHNICAL	57,053.45	22,814.56	34,238.89	150.1%

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Accrual Basis

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

	Jul - Aug 20	Jul - Aug 19	\$ Change	% Change
PROGRAMS				
6200 · Youth Services	342.72	131.81	210.91	160.0%
6210 · Teen Services	73.29	43.24	30.05	69.5%
6220 · Adult Services	757.26	2,324.61	(1,567.35)	(67.4)%
6230 · Bob Lucas Branch Services	10.78	884.78	(874.00)	(98.8)%
6240 · Literacy Services	1,393.88	259.95	1,133.93	436.2%
6260 · Summer Reading	1,055.16	2,992.26	(1,937.10)	(64.7)%
Total PROGRAMS	3,633.09	6,636.65	(3,003.56)	(45.3)%
Total Expense	842,925.58	719,390.22	123,535.36	17.2%
Net Ordinary Income	(745,260.73)	(635,157.94)	(110,102.79)	(17.3)%
Net Income	(745,260.73)	(635,157.94)	(110,102.79)	(17.3)%

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

	Jul - Aug 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	136.97	4,000.00	(3,863.03)	3.4%
4310 · MFM / Printer Revenue	2.75	8,000.00	(7,997.25)	0.0%
4340 · Passport Services Fees		90,000.00	(90,000.00)	
4350 · Sales of Products		1,500.00	(1,500.00)	
Total FINES & FEES	139.72	103,500.00	(103,360.28)	0.1%
INTEREST INCOME & ADJUSTMENTS				
4210 · Interest Income (Savings)	0.45	400.00	(399.55)	0.1%
Total INTEREST INCOME & ADJUSTMENTS	0.45	400.00	(399.55)	0.1%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	27.00			
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	27.00	241,550.00	(241,523.00)	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				
4020.00 · Current Unsecured	88,920.24			
4020 · Current-Year Unsecured - Other		86,900.00	(86,900.00)	
Total 4020 · Current-Year Unsecured	88,920.24	86,900.00	2,020.24	102.3%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	3,470.86			
4030.05 · Secured Tax Refunds	(966.80)			
Total 4030 · Prior-Year Secured	2,504.06			
4050 · Homeowners Exemption		15,300.00	(15,300.00)	
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	2,500.92			
4060 · Special Assessment - Other		846,400.00	(846,400.00)	
Total 4060 · Special Assessment	2,500.92	846,400.00	(843,899.08)	0.3%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	(24,575.02)			
Total 4070 · Supplemental Current	(24,575.02)			
4075 · Supplemental Prior				
4030.03 · SB 813 Redemption	336.93			
Total 4075 · Supplemental Prior	336.93			

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

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
4080 · Penalties,Interest & Costs-Ref	2,085.20	10,000.00	(7,914.80)	20.9%
4200 · Interest Income - County of LA	(2,774.65)	21,000.00	(23,774.65)	(13.2)%
Total PROPERTY TAXES	68,997.68	3,555,600.00	(3,486,602.32)	1.9%
Total Income	97,664.85	3,954,050.00	(3,856,385.15)	2.5%
Expense				
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures	6,700.85	50,000.00	(43,299.15)	13.4%
7320 · Structures & Improvements		70,000.00	(70,000.00)	
Total CAPITAL EXPENSE	6,700.85	120,000.00	(113,299.15)	5.6%
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	1,355.62	12,000.00	(10,644.38)	11.3%
7210 · Building Maint & Repairs	645.76	30,000.00	(29,354.24)	2.2%
7220 · Landscape	3,565.95	19,000.00	(15,434.05)	18.8%
Total FACILITIES, GROUNDS & MAINT.	5,567.33	61,000.00	(55,432.67)	9.1%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	2,779.94	22,000.00	(19,220.06)	12.6%
6115 · Electronic Databases & Subscrip	5,232.42	30,000.00	(24,767.58)	17.4%
6120 · Books	24,038.38	130,000.00	(105,961.62)	18.5%
6125 · Audio CD	169.48	10,000.00	(9,830.52)	1.7%
6130 · DVD's & Videogames		45,000.00	(45,000.00)	
6140 · Periodicals	1,075.91	15,000.00	(13,924.09)	7.2%
6150 · Downloadables	588.27	43,000.00	(42,411.73)	1.4%
6155 · Library of Things		2,000.00	(2,000.00)	
Total LIBRARY MATERIALS	33,884.40	297,000.00	(263,115.60)	11.4%
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	1,485.25	7,000.00	(5,514.75)	21.2%
Total ADVERTISING & MARKETING	1,521.50	9,500.00	(7,978.50)	16.0%
FEES				
6745 · Banking & Service Fees	56.30	2,000.00	(1,943.70)	2.8%
6746 · Payroll Fees	1,500.00	10,200.00	(8,700.00)	14.7%
7530 · County Tax Collection Fees		33,700.00	(33,700.00)	
Total FEES	1,556.30	45,900.00	(44,343.70)	3.4%
INSURANCE				
6430 · Insurance-Gen, Prop, Liab, Eq	48,794.17	48,800.00	(5.83)	100.0%
6432 · Earthquake Insurance	33,102.25	33,100.00	2.25	100.0%
Total INSURANCE	81,896.42	81,900.00	(3.58)	100.0%
STAFF COSTS & PROF. DEVELOPMENT				
6623 · Trustee Prof. Development		3,000.00	(3,000.00)	
6625 · Training & Education	1,824.05	15,000.00	(13,175.95)	12.2%
6626 · Staff Recognition	314.00	2,000.00	(1,686.00)	15.7%
6710 · Meetings & Travel	475.73	10,000.00	(9,524.27)	4.8%
6730 · Mileage & Parking Reimbursement		2,000.00	(2,000.00)	
Total STAFF COSTS & PROF. DEVELOPMENT	2,613.78	32,000.00	(29,386.22)	8.2%

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

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
UTILITIES				
6920 · Electricity	5,117.45	40,000.00	(34,882.55)	12.8%
6930 · Natural Gas		4,000.00	(4,000.00)	
6940 · Water & Sewage	961.75	8,000.00	(7,038.25)	12.0%
6950 · Refuse	796.42	7,000.00	(6,203.58)	11.4%
Total UTILITIES	6,875.62	59,000.00	(52,124.38)	11.7%
6620 · Membership Dues & Subscriptions	9,457.94	14,000.00	(4,542.06)	67.6%
6740 · Postage & Delivery	296.56	7,000.00	(6,703.44)	4.2%
6750 · Printing & Reproduction	1,000.00	5,000.00	(4,000.00)	20.0%
6755 · Small Equipment	311.97	7,000.00	(6,688.03)	4.5%
6765 · Janitorial Supplies	480.27	6,000.00	(5,519.73)	8.0%
6770 · Operating Supplies	1,745.38	15,000.00	(13,254.62)	11.6%
6775 · Technical Services Supplies	615.94	5,000.00	(4,384.06)	12.3%
6780 · Operating Software		1,500.00	(1,500.00)	
6960 · Sales of Products		200.00	(200.00)	
6970 · Equipment Lease & Rental	3,472.10	20,000.00	(16,527.90)	17.4%
Total OPERATING EXPENSES	111,843.78	309,000.00	(197,156.22)	36.2%
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	128,066.12	908,300.00	(780,233.88)	14.1%
5020 · Hourly	208,136.38	974,100.00	(765,963.62)	21.4%
Total 5000 · SALARIES & WAGES	336,202.50	1,882,400.00	(1,546,197.50)	17.9%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA	68.28			
5120 · Payroll Taxes (ER) - Other	25,365.31	155,600.00	(130,234.69)	16.3%
Total 5120 · Payroll Taxes (ER)	25,433.59	155,600.00	(130,166.41)	16.3%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	2,045.85	20,300.00	(18,254.15)	10.1%
5210.02 · CalPers PEPRA (ER Contr)	9,939.08	104,300.00	(94,360.92)	9.5%
5218 · PERS Unfunded	168,617.00	168,700.00	(83.00)	100.0%
Total 5210 · PERS Retirement	180,601.93	293,300.00	(112,698.07)	61.6%
5222 · OPEB Contribution		60,000.00	(60,000.00)	
Total 5100 · Employer-Portion Taxes/Benefits	206,035.52	508,900.00	(302,864.48)	40.5%
5200 · Insurance				
5220 · Health Insurance	18,524.45	132,000.00	(113,475.55)	14.0%
5221 · Health Insurance - Retirees	11,462.06	71,700.00	(60,237.94)	16.0%
5230 · Dental Insurance	888.27	13,200.00	(12,311.73)	6.7%
5240 · Vision Insurance	673.48	3,900.00	(3,226.52)	17.3%
5260 · Life Insurance	230.44	1,400.00	(1,169.56)	16.5%
5270 · Workers' Compensation	49,825.96	47,050.00	2,775.96	105.9%
Total 5200 · Insurance	81,604.66	269,250.00	(187,645.34)	30.3%
Total PERSONNEL RELATED EXPENSES	623,842.68	2,660,550.00	(2,036,707.32)	23.4%
PROFESSIONAL & TECHNICAL				
INFORMATION TECHNOLOGY (IT)				
7135 · Technology Consulting		7,000.00	(7,000.00)	
7170 · Telecommunications	1,505.02	10,000.00	(8,494.98)	15.1%
7175 · Internet Service / E-Rate		53,000.00	(53,000.00)	
7180 · Technology Equipment	2,855.06	15,000.00	(12,144.94)	19.0%
7185 · Technology Maintenance Fees	11,755.96	18,000.00	(6,244.04)	65.3%
7190 · Website Development		500.00	(500.00)	
Total INFORMATION TECHNOLOGY (IT)	16,116.04	103,500.00	(87,383.96)	15.6%

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

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	18,864.41	60,000.00	(41,135.59)	31.4%
7130 · Legal Fees		60,000.00	(60,000.00)	
7140 · Architectural & Engineering		50,000.00	(50,000.00)	
7155 · Consultants - Other	22,073.00	100,000.00	(77,927.00)	22.1%
Total PROFESSIONAL SERVICES	40,937.41	270,000.00	(229,062.59)	15.2%
Total PROFESSIONAL & TECHNICAL	57,053.45	373,500.00	(316,446.55)	15.3%
PROGRAMS				
6200 · Youth Services	342.72	11,000.00	(10,657.28)	3.1%
6210 · Teen Services	73.29	5,500.00	(5,426.71)	1.3%
6220 · Adult Services	757.26	25,000.00	(24,242.74)	3.0%
6230 · Bob Lucas Branch Services	10.78	4,500.00	(4,489.22)	0.2%
6240 · Literacy Services	1,393.88	5,000.00	(3,606.12)	27.9%
6250 · Volunteer Services		2,000.00	(2,000.00)	
6260 · Summer Reading	1,055.16	10,000.00	(8,944.84)	10.6%
Total PROGRAMS	3,633.09	63,000.00	(59,366.91)	5.8%
Total Expense	842,925.58	3,954,050.00	(3,111,124.42)	21.3%
Net Ordinary Income	(745,260.73)		(745,260.73)	100.0%
Net Income	(745,260.73)		(745,260.73)	100.0%

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

	Jul - Aug 20	Jul - Aug 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	136.97	742.98	(606.01)	(81.6)%
4310 · MFM / Printer Revenue	2.75	403.64	(400.89)	(99.3)%
4340 · Passport Services Fees		20,935.00	(20,935.00)	(100.0)%
4350 · Sales of Products		356.00	(356.00)	(100.0)%
Total FINES & FEES	139.72	22,437.62	(22,297.90)	(99.4)%
INTEREST INCOME & ADJUSTMENTS				
4210 · Interest Income (Savings)	0.45	4.72	(4.27)	(90.5)%
Total INTEREST INCOME & ADJUSTMENTS	0.45	4.72	(4.27)	(90.5)%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	27.00	0.39	26.61	6,823.1%
Total OTHER REVENUE & ADJUSTMENT	27.00	0.39	26.61	6,823.1%
PROPERTY TAXES				
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	88,920.24	86,918.20	2,002.04	2.3%
Total 4020 · Current-Year Unsecured	88,920.24	86,918.20	2,002.04	2.3%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	3,470.86	3,229.80	241.06	7.5%
4030.05 · Secured Tax Refunds	(966.80)	(2,921.29)	1,954.49	66.9%
Total 4030 · Prior-Year Secured	2,504.06	308.51	2,195.55	711.7%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	2,500.92		2,500.92	100.0%
4060.02 · Direct Assessments		402.45	(402.45)	(100.0)%
Total 4060 · Special Assessment	2,500.92	402.45	2,098.47	521.4%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	(24,575.02)	(21,570.24)	(3,004.78)	(13.9)%
Total 4070 · Supplemental Current	(24,575.02)	(21,570.24)	(3,004.78)	(13.9)%
4075 · Supplemental Prior				
4030.03 · SB 813 Redemption	336.93	101.44	235.49	232.2%
Total 4075 · Supplemental Prior	336.93	101.44	235.49	232.2%
4080 · Penalties, Interest & Costs-Ref	2,085.20	1,070.76	1,014.44	94.7%
4200 · Interest Income - County of LA	(2,774.65)	(5,441.57)	2,666.92	49.0%
Total PROPERTY TAXES	68,997.68	61,789.55	7,208.13	11.7%
Total Income	97,664.85	84,232.28	13,432.57	16.0%
Expense				
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures	6,700.85	2,469.75	4,231.10	171.3%
7320 · Structures & Improvements		2,692.00	(2,692.00)	(100.0)%
Total CAPITAL EXPENSE	6,700.85	5,161.75	1,539.10	29.8%

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

	Jul - Aug 20	Jul - Aug 19	\$ Change	% Change
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	1,355.62	4,302.55	(2,946.93)	(68.5)%
7210 · Building Maint & Repairs	645.76	4,389.09	(3,743.33)	(85.3)%
7220 · Landscape	3,565.95	11,121.37	(7,555.42)	(67.9)%
Total FACILITIES, GROUNDS & MAINT.	5,567.33	19,813.01	(14,245.68)	(71.9)%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	2,779.94	5,459.40	(2,679.46)	(49.1)%
6115 · Electronic Databases & Subscrip	5,232.42	18,402.93	(13,170.51)	(71.6)%
6120 · Books	24,038.38	34,605.69	(10,567.31)	(30.5)%
6125 · Audio CD	169.48	566.32	(396.84)	(70.1)%
6130 · DVD's & Videogames		17,056.88	(17,056.88)	(100.0)%
6135 · Processing of Materials		18,514.64	(18,514.64)	(100.0)%
6140 · Periodicals	1,075.91	2,173.84	(1,097.93)	(50.5)%
6150 · Downloadables	588.27	5,000.00	(4,411.73)	(88.2)%
Total LIBRARY MATERIALS	33,884.40	101,779.70	(67,895.30)	(66.7)%
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	1,234.19	(1,197.94)	(97.1)%
6627 · Advertising / Marketing	1,485.25	482.99	1,002.26	207.5%
Total ADVERTISING & MARKETING	1,521.50	1,717.18	(195.68)	(11.4)%
FEES				
6745 · Banking & Service Fees	56.30	321.85	(265.55)	(82.5)%
6746 · Payroll Fees	1,500.00	1,580.00	(80.00)	(5.1)%
Total FEES	1,556.30	1,901.85	(345.55)	(18.2)%
INSURANCE				
6430 · Insurance-Gen, Prop, Liab, Eq	48,794.17	33,011.34	15,782.83	47.8%
6432 · Earthquake Insurance	33,102.25	30,370.00	2,732.25	9.0%
Total INSURANCE	81,896.42	63,381.34	18,515.08	29.2%
STAFF COSTS & PROF. DEVELOPMENT				
6623 · Trustee Prof. Development		240.00	(240.00)	(100.0)%
6625 · Training & Education	1,824.05	1,438.84	385.21	26.8%
6626 · Staff Recognition	314.00	299.46	14.54	4.9%
6710 · Meetings & Travel	475.73	539.29	(63.56)	(11.8)%
6730 · Mileage & Parking Reimbursement		47.21	(47.21)	(100.0)%
Total STAFF COSTS & PROF. DEVELOPMENT	2,613.78	2,564.80	48.98	1.9%
UTILITIES				
6920 · Electricity	5,117.45	2,699.13	2,418.32	89.6%
6930 · Natural Gas				
6940 · Water & Sewage	961.75	1,128.10	(166.35)	(14.8)%
6950 · Refuse	796.42	1,167.74	(371.32)	(31.8)%
Total UTILITIES	6,875.62	4,994.97	1,880.65	37.7%

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

	Jul - Aug 20	Jul - Aug 19	\$ Change	% Change
6620 · Membership Dues & Subscriptions	9,457.94	5,437.96	4,019.98	73.9%
6740 · Postage & Delivery	296.56		296.56	100.0%
6750 · Printing & Reproduction	1,000.00	30.90	969.10	3,136.3%
6755 · Small Equipment	311.97	1,783.92	(1,471.95)	(82.5)%
6765 · Janitorial Supplies	480.27	1,152.91	(672.64)	(58.3)%
6770 · Operating Supplies	1,745.38	3,549.77	(1,804.39)	(50.8)%
6775 · Technical Services Supplies	615.94	506.05	109.89	21.7%
6780 · Operating Software		139.97	(139.97)	(100.0)%
6960 · Sales of Products		50.00	(50.00)	(100.0)%
6970 · Equipment Lease & Rental	3,472.10		3,472.10	100.0%
Total OPERATING EXPENSES	111,843.78	87,211.62	24,632.16	28.2%
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	128,066.12	36,155.31	91,910.81	254.2%
5020 · Hourly	208,136.38	196,975.21	11,161.17	5.7%
Total 5000 · SALARIES & WAGES	336,202.50	233,130.52	103,071.98	44.2%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA	68.28		68.28	100.0%
5120 · Payroll Taxes (ER) - Other	25,365.31	17,770.31	7,595.00	42.7%
Total 5120 · Payroll Taxes (ER)	25,433.59	17,770.31	7,663.28	43.1%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	2,045.85	3,323.21	(1,277.36)	(38.4)%
5210.02 · CalPers PEPRA (ER Contr)	9,939.08	10,188.02	(248.94)	(2.4)%
5218 · PERS Unfunded	168,617.00	147,894.00	20,723.00	14.0%
Total 5210 · PERS Retirement	180,601.93	161,405.23	19,196.70	11.9%
Total 5100 · Employer-Portion Taxes/Benefits	206,035.52	179,175.54	26,859.98	15.0%
5200 · Insurance				
5220 · Health Insurance	18,524.45	19,245.64	(721.19)	(3.8)%
5221 · Health Insurance - Retirees	11,462.06	11,230.40	231.66	2.1%
5230 · Dental Insurance	888.27	1,062.36	(174.09)	(16.4)%
5240 · Vision Insurance	673.48	649.60	23.88	3.7%
5260 · Life Insurance	230.44	231.16	(0.72)	(0.3)%
5270 · Workers' Compensation	49,825.96	31,233.41	18,592.55	59.5%
Total 5200 · Insurance	81,604.66	63,652.57	17,952.09	28.2%
Total PERSONNEL RELATED EXPENSES	623,842.68	475,958.63	147,884.05	31.1%
PROFESSIONAL & TECHNICAL				
INFORMATION TECHNOLOGY (IT)				
7170 · Telecommunications	1,505.02	1,144.67	360.35	31.5%
7175 · Internet Service / E-Rate				
7180 · Technology Equipment	2,855.06	5,154.39	(2,299.33)	(44.6)%
7185 · Technology Maintenance Fees	11,755.96	10,015.40	1,740.56	17.4%
Total INFORMATION TECHNOLOGY (IT)	16,116.04	16,314.46	(198.42)	(1.2)%
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	18,864.41	740.55	18,123.86	2,447.4%
7130 · Legal Fees				
7145 · Collection Agency		259.55	(259.55)	(100.0)%
7155 · Consultants - Other	22,073.00	5,500.00	16,573.00	301.3%
Total PROFESSIONAL SERVICES	40,937.41	6,500.10	34,437.31	529.8%
Total PROFESSIONAL & TECHNICAL	57,053.45	22,814.56	34,238.89	150.1%

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Accrual Basis

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

	<u>Jul - Aug 20</u>	<u>Jul - Aug 19</u>	<u>\$ Change</u>	<u>% Change</u>
PROGRAMS				
6200 · Youth Services	342.72	131.81	210.91	160.0%
6210 · Teen Services	73.29	43.24	30.05	69.5%
6220 · Adult Services	757.26	2,324.61	(1,567.35)	(67.4)%
6230 · Bob Lucas Branch Services	10.78	884.78	(874.00)	(98.8)%
6240 · Literacy Services	1,393.88	259.95	1,133.93	436.2%
6260 · Summer Reading	1,055.16	2,992.26	(1,937.10)	(64.7)%
Total PROGRAMS	<u>3,633.09</u>	<u>6,636.65</u>	<u>(3,003.56)</u>	<u>(45.3)%</u>
Total Expense	<u>842,925.58</u>	<u>719,390.22</u>	<u>123,535.36</u>	<u>17.2%</u>
Net Ordinary Income	<u>(745,260.73)</u>	<u>(635,157.94)</u>	<u>(110,102.79)</u>	<u>(17.3)%</u>
Net Income	<u>(745,260.73)</u>	<u>(635,157.94)</u>	<u>(110,102.79)</u>	<u>(17.3)%</u>



**BOARD OF LIBRARY TRUSTEES
AD HOC COMMITTEE REPORT FOR October 2020**

AD HOC COMMITTEE: Director Evaluation **MEETING DATE:** October 26, 2020

PREPARED BY: Trustee Betsy Kahn **LOCATION:** Virtual Meeting

Committee Charge

According to Section 8.7 of our Bylaws (June 2019),

The District Director shall, upon his or her appointment, have an introductory period of 12 months. A series of preliminary evaluations shall take place at three and six months with the Board of Trustees, with a final evaluation and determination upon passage of the introductory period at one year. Thereafter, the Board shall undertake a formal evaluation of the Director annually, and may, at their discretion, undertake special evaluations as needed, if such a special evaluation is approved with the vote of a majority of the Board.

Evaluation Process Update

The Board has successfully followed the process outlined above in our Bylaws by conducting three- and six-month evaluations during this first year of Director Nikki Winslow’s employment. Our final task for this year is to conduct her one-year evaluation, and to make a determination of her passage out of the 12-month “introductory period,” in a closed session at our November meeting.

Using the same time frame as we did at the three- and six-month marks, our process shall proceed as follows:

Evaluation Step	Deadline
Nikki completes her evaluation commentary and returns to Betsy.	Friday, November 6
Betsy distributes individual evaluation forms, with Nikki’s commentary, to each Trustee.	Monday, November 9
Trustees add individual commentary to evaluation form and send to Roger Crawford at BB&K.	Friday, November 13
BB&K collates individual Trustee responses into one rolled-up package and sends to Betsy just before the start of our Closed Session at our Board meeting.	Monday, November 23
Betsy edits the evaluation document in real time during the Closed Session, and returns it to BB&K.	Thursday, November 26
BB&K sends two confidential copies to the Altadena Library District: one for Nikki’s personnel file, and one for her personal records.	Friday, December 4

Future Committee Work

The Ad Hoc Director Evaluation Committee shall be dissolved at the November meeting, at the end of this first annual evaluation process. Next fall, the Board President can appoint a Trustee to facilitate the process of the second annual evaluation that will be due in November of 2021.



**BOARD OF LIBRARY TRUSTEES
NAMING AND DONOR RECOGNITION POLICY**

DEPARTMENT: Administration

MEETING DATE: October 26, 2020

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Review and Approve the updated Naming and Donor Recognition Policy

BACKGROUND:

The Naming and Donor Recognition Policy was last updated and approved by the Board of Trustees on October 26, 2015. After discussions with the Altadena Library Foundation, and the many building projects that we will be taking on in the next few years, we agreed that it was time to update the policy.

Some of the substantial changes to the updated policy include:

- Inclusion of glossary of definitions
- Name modifications to donor recognition levels and expanded donor recognition display style
- Expounded explanation requirements of Naming Recognition for assets
- Inclusion of process and timeline of Naming Recognition

We sent this policy to BB & K for legal compliance review and updated it with the changes they suggested.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board of Trustees review and approve the updated Naming and Donor Recognition Policy



Altadena Libraries

ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: Naming and Donor Recognition Policy

SECTION:

BOARD APPROVED:

Purpose and Scope

The purpose of this policy is to establish the process for naming locations and spaces (interior and exterior) of the Altadena Library District (ALD) and consistent guidelines for donor gift recognition by ALD and its affiliated support organizations.

The ALD and its affiliated support organizations, the Altadena Library Foundation (ALF), the Friends of the Altadena Library (FOAL), solicit and accept gifts from individuals, families, businesses, corporations, foundations, and other organizations to support ALD's Vision and Mission and enhance ALD's programs, services, collections, and facilities.

The provisions of this policy are intended to apply to all gifts received by the ALD, and to be replicated in the Donor Recognition policies of ALD's affiliated support organizations.

Definitions

- **Donors:** Individuals, families, family trusts or foundations, and other types of foundations, trusts and organizations (other than ALF and FOAL).
- **Donor Recognitions:** Designated art piece, board, plaque, and the link established by ALD support groups/organizations to recognize donors.
- **Assets:** Physical and intangible objects such as buildings, rooms, interior or exterior spaces, collections, equipment, gardens, walkways, furnishings and art, and substantial equipment/furniture installations, programs offered to the public, licenses, speakers' series, and the like.
- **Endowment:** A permanent fund of property or money bestowed upon an institution or a person, the income from which is used to serve the specific purpose for which the "endowment" was intended.
- **Pledge Agreement:** A promise to pay a specified amount over a set period established by the Library Board of Trustees and/or a recognized support organization.
- **Naming Rights Agreement:** A formal, documented agreement established by the Library Board of Trustees that defines for the donor, the related naming rights, including the term for recognition and the consideration received by ALD in return for naming rights recognition.

Naming and Donor Recognition Policy

It is the policy of the Altadena Library District (ALD) from time to time to recognize the generosity of an individual(s) and/or corporation(s), foundation and/or other donor(s) by choosing to create a specific naming designation for a collection, facility or portion of a facility. Naming opportunities are also available to honor a person's significant service to the Library or to Altadena or society at large.

The Library Board of Trustees (Board) has the sole right to name or rename collections or facilities. The Library's Director may recommend naming opportunities to the Board for consideration. The Board recognizes that naming a collection, facility or portion of a facility is a decision of immense importance; therefore, making these decisions is undertaken with an appreciation for that significance.

While the Board is grateful for and encourages donations from all individuals, businesses and organizations, the Board has the right to decline any gift to ALD and/or reject naming proposals.

Donor Recognition

Principles

The Altadena Library District and its affiliated support organizations will:

- Promptly acknowledge gifts using personalized thank you letters;
- Inform donors about how their gifts are being used; and
- Respect requests by donors not to be publicly recognized or acknowledged (to the extent permitted by law).

Recognition

The Donor Recognition may be placed in any facility of the ALD to recognize major contributions to ALD and its affiliated support organizations. Donors may include individuals, families, family trusts or foundations, and other types of foundations, trusts and organizations (other than ALF and FOAL).

Donors will be listed at the appropriate level on the Donor Recognition when the value of their gifts to the ALD, the ALF, or the FOAL reaches the following levels in any calendar year:

- Level 1 - \$1,000 - \$4,999
- Level 2 - \$5,000 - \$9,999
- Level 3 - \$10,000 - \$24,999
- Level 4 - \$25,000 - \$49,999
- Level 5 - \$50,000 or more

Once recognized on the Donor Recognition for a gift received in full of at least \$1,000 in any calendar year, donors may move up levels based on the cumulative value of their gifts over time. Donor levels may be revised by the Board and will be effective as of the date of the most recent revision.

Contributions established by naming a physical asset will also be listed in the

appropriate category on the Donor Recognition.

ALD and its affiliated support organizations will review donor records on at least an annual basis to determine recognition status.

In the case of memorial or honorary gifts, the name of the individual being remembered or honored will be listed on the Donor Recognition to reflect the cumulative value of gifts received.

Donors whose gifts are matched by organizations will receive recognition for the total of their personal gift and the matching gift. The organization will receive recognition for the total of its matching gifts combined with its direct gifts.

It is at the discretion of the Board to establish supplementary specifications, additional donor recognitions, pledge arrangements, and to recognize donors and sponsors by other methods on a case-by-case basis.

Sponsorships

Public recognition of a sponsor of an event, program, or service may include:

- Acknowledgement of the sponsorship and/or display of the sponsor's logo on the promotional materials for the sponsored event, program, or service;
- A press release submitted to local media outlets;
- A verbal announcement at the beginning of a program;
- An announcement or article in the ALD newsletter; and
- Sponsorships or in-kind donations with a fair market value of \$1,000 or more in any calendar year will also be recognized on ALD's Donor Recognition.

Capital Campaigns

From time to time, the Board may authorize specific fundraising campaigns in support of substantial capital projects and may establish additional donor recognition opportunities specific to that campaign.

Non-Monetary Donations: All non-monetary donations must be assessed for value by one of the support groups of the ALD. These donations will be recognized based on the value assessed.

- **"In Kind" Donations:** "In Kind" donations of furniture, equipment, and fixtures will be recognized on the Donor Recognition based on the fair market value of the asset.
- **Specialized Collections:** A specialized collection of library materials accepted or purchased using gift monies may be named for the donor. Donations valued at \$1,000 or more will also be recognized on the appropriate Donor Recognition.
- **Works of Art:** Works of art with an appraised value of \$1,000 or more, which have been accepted for display, will be recognized on the appropriate Donor Recognition.
- **Recognition of gifts of less than \$1000:** All gifts of any amount will be recognized by an ALD support group/organization on an annual basis.

Naming Recognition

The Board in its sole discretion and authority may recognize donors to ALD by naming facilities or a portion of a facility, in accordance with the following guidelines. Appropriate contributions for such naming opportunities will be at the discretion of the Board and will be determined by square footage cost, actual cost of equipment, on-going operating cost, etc., depending on the specific area or item.

Naming recognition may also be bestowed for a non-monetary contribution where the donor has made a sustained, enduring, and exceptional contribution to the advancement of the mission of ALD through leadership, librarianship, or service.

These guidelines also apply to those gifts solicited and received for the benefit of ALD by the ALF and ALDs affiliated support organizations.

Assets

Naming rights are available for new and existing physical assets such as buildings, rooms, interior or exterior spaces, collections, equipment, gardens, walkways, furnishings and art, and substantial equipment/furniture installations. Naming rights are also available for new and existing intangible assets such as programs offered to the public, licenses, speakers' series, and the like.

- a. Meeting rooms, reading lounges, study rooms, special use areas, equipment, green spaces, walkways, other interior and exterior spaces, furnishings and art, and facilities or a portion of a facility may be named or renamed by the Board to recognize a donor. Appropriate contributions for such naming opportunities will be at the discretion of the Board and will be determined by square footage cost, actual cost of equipment, on-going operating cost, etc., depending on the specific area or item.
- b. Endowment proposals such as those for a collection may also include naming rights. Collections may be named or renamed by the Board to recognize a donor. Appropriate contributions for such naming opportunities will be at the discretion of the Board and will be determined by cost of materials, staff, on-going operating costs, etc. depending on the specific program or collection.
- c. A substantial gift is defined as at least twenty-five percent (25%) of the current assessed value of the facility or a number agreed upon by the Board.
- d. For contributions toward new construction or significant renovation of an existing building, a substantial gift is defined as at least twenty-five percent (25%) of the total project cost or a number agreed upon by the Board.
- e. The Board reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances.
- f. Naming a collection, facility, or portion of a facility to honor individuals who have contributed significantly to the social, academic, scholarly, research or political life of the community rather than a donor is permitted.

Those honored with such a naming might be:

- a. Persons not directly connected with the Library who have contributed significantly to the social, academic, scholarly, research, or political life of the community;
- b. Persons who have contributed significantly, in one way or another, to the growth and development of the Library;
- c. An illustrious former employee, board member or corporator; or
- d. An outstanding statesperson, educator, or scholar who may or may not be connected to the Library or Altadena.

In assigning naming rights values to individual assets, the Board shall take into consideration the expected remaining useful life of the asset, the capital cost and ongoing maintenance cost, frequency of use, and the public prominence and traffic level.

Consideration should also be given the unique character of the ALD as an independent special library district, and - whenever possible - contributions to the local community should be prioritized.

Process and Timeline

The Application for Naming Recognition Form must be submitted to the Library Director. Individuals, families, organizations, or corporations may be suggested for this honor. After the form is submitted, the Library Director will present the proposal as “New Business” to the Board within 90 days of submission. The Board has the final naming authority. The Library Director has final approval for signage associated with named spaces.

The naming rights agreement will define for the donor the related naming rights.

- Pledges
 - The Board may authorize pledge arrangements on a case-by-case basis. Naming recognition, however, where appropriate, will be bestowed only upon fulfillment of the pledge agreement.
- Naming Rights Agreement
 - Naming rights shall only be bestowed subject to execution of a naming rights agreement between ALD and the donor. The naming rights agreement shall define for the donor the related naming rights, including the term for recognition and the consideration received by ALD in return for naming rights recognition.
- Plaques
 - The design of any plaques or other commemorative items must be approved by the ALD District Director.
- Business and Corporations
 - Businesses or corporations are welcomed community partners. Gifts to ALD to

support or enhance ALD's Vision and Mission are gratefully accepted, and naming recognition will be considered as for an individual donor. The mission, product, service, and public image of the donor business or corporation must be consistent with accepted community standards and not contradict or be inconsistent with ALD's Vision or Mission.

Other Cases

The Board may approve naming recognition for ALD assets and items on a case-by-case basis.

Life of Naming Opportunities

Naming opportunities do not extend beyond the useful life of the asset. At the end of an asset's useful life, the asset will be retired, and the related naming recognition will end. Major assets (libraries, community room) are anticipated to have longer useful lives; at the end of the useful life of such an asset the Board will seek to provide recognition in another way, if appropriate.

Granting or Termination of Naming Rights

The Board reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances. The Board in its sole discretion, may either refuse to grant naming rights, cancel or terminate existing naming rights, and remove plaques or commemorative items, in the event that the character and reputation of the named donor no longer comports with accepted community standards or if the named donor publicly engages in activities contrary to, or inconsistent with, the Vision and Mission of ALD.

Adopted: October 26, 2015

EFFECTIVE DATE: October 26, 2015

Revision of POLICY EFFECTIVE



**BOARD OF LIBRARY TRUSTEES
ALD BOARD OF TRUSTEES POLICIES AMENDMENT PROPOSAL**

DEPARTMENT: Administration

MEETING DATE: October 26, 2020

PREPARED BY: Natalya Romo

LOCATION: Virtual Meeting

TITLE: ALD Board of Trustees Policies Amendment Proposal

BACKGROUND:

The ALD has received multiple support requests from various external agencies and individuals. In reviewing the ALD Board of Trustees Policies, there is no notation of an established procedure for these matters.

RECOMMENDATION:

Amend the ALD Board of Trustees Policies to include the following procedure under *Section 12: Presenting Matters to the Board of Trustees*:

12.9 Support Requests

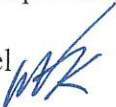
- There may arise an occasion when an Altadena resident, special interest group, non-government organization, government organization, or other entity will ask the Altadena Library District (ALD) Board of Trustees to support an idea, cause, grant application or other project. Each request will be unique, not only regarding the purpose but implications, and will be treated separately using the following guidelines.
- The initiating person or entity will provide a written request by mail, email, or fax, to the ALD Board of Trustees that includes the specific history or details of the circumstance, incident or cause, or provide details of the grantors other projects and the reason the ALD should consider supporting the request.
- This request will be forwarded to the ALD Director, who will solicit and encourage any additional comments or supporting information to be submitted with the request to the ALD Board of Trustees.
- The request will be presented to the ALD Board of Trustees as “correspondence” on the subsequent monthly meeting agenda. The ALD Board of Trustees will review the request, consider potential implications, and may request additional information to aid deliberations and discussions. The initiating person, representative or entity may be invited to participate in the meeting.
- The ALD Board of Trustees Chair will have the discretion to delegate the decision of support to the ALD Director or set the request as “New Business” at the subsequent monthly meeting for a formal vote.

- If the ALD Board of Trustees agrees to support the request, the ALD Director will communicate this request response and any additional request of the ALD Board of Trustees to the submitting person or entity for their understanding of the ALD position.

FISCAL IMPACT

None.

MEMORANDUM

To: Los Angeles County Independent Special Districts
From: William F. Kruse, Special Counsel 
Date: SEPTEMBER 28, 2020
Subject: Election Results; LAFCO Alternate Representative

The election for LAFCO Alternate Representative closed as of 5:00 p.m. on September 25, 2020. Thirty-one (31) valid ballots were cast for LAFCO Alternate Representative. The results are as follows:

ROBERT W. LEWIS received 8 votes

DAN MEDINA received 8 votes

MELVIN L. MATTHEWS received 12 votes

SHARON RAGHAVACHARY received 3 votes

Mr. Matthews will serve as Alternate LAFCO Representative with his term ending May 2, 2022.

Thank you for participating in the election.



Ariella Dahlin

Mon 10/12/2020 1:29 PM

To: Nikki Winslow



Hi Nikki!

Amigos de los Rios is your neighboring environmental nonprofit on 908 Altadena Dr, and we are reaching out to see if you would be willing to sign on to the attached letter of support.

Amigos is applying to the Safe Clean Water grant due on Oct. 15th for a Green Streets project on Mariposa St in Altadena. This project would expand the pedestrian walkway along Mariposa and plant trees and beautiful native shrubs which making the sidewalk more welcoming and usable for community members while infiltrating stormwater, reducing greenhouse gases, and improving air quality. We are hoping to demonstrate the large community support for this urban greening project by collecting letters of support from our community partners, and we would love your support.

Would you be able to sign on to the attached letter supporting our grant application for this project? Feel free to edit the language however you see fit.

Thank you and let me know if you have any questions!

Ariella Dahlin

Project Associate

She/Hers/Her

Amigos de los Rios

ariella@amigosdelosrios.org

Mobile: (541)-659-5852



908 E. Altadena Dr.
Altadena, CA 91001

LOGO

Date

Safe Clean Water Program Grant Administrator
Los Angeles County Public Works
900 S Fremont Ave.
Alhambra, CA 91803

**LETTER OF SUPPORT
AMIGOS DE LOS RIOS
ALTADENA MARIPOSA GREEN STREET DEMONSTRATION PROJECT**

Dear Grant Administrator:

We are pleased to support Amigos de los Rios' Altadena Mariposa Green Street Demonstration Project proposal, a Project for Los Angeles County Public Works' Safe Clean Water Program. This multi-benefit project will address ongoing water quality, water supply, and flooding and drainage issues along a major thoroughfare in unincorporated Altadena, a foothill community that experiences particularly heavy rainfall during seasonal storm events. Mariposa Street has a history of flash flooding as stormwaters flow downhill with limited storm drain infrastructure, creating difficult conditions and vector challenges impacting public health for Altadena community residents. In addition to addressing water resources issues– this project will provide multiple meaningful community investments including access to an enhanced variety of active transportation/recreation opportunities through improved streetscapes for pedestrian, and urban forestry greening benefits areas to reduce local heat island effect, sequester carbon and improve air quality.

The Altadena Mariposa Green Street Demonstration Project will take place along Mariposa Street in unincorporated Altadena, CA, between El Molino Avenue and Lake Avenue. The iconic public and popular shopping street is under jurisdiction of by Los Angeles County Public Works. Once the project has been successfully permitted and implemented, LA County will integrate care of grant funded elements as part of regular operations for proposed project's lifespan.

Proposed project improvements include strategic removal of impermeable asphalt hardscape areas and integration of natural infrastructure solutions to improve site capacity for infiltration. These elements will include: permeable pavement technology with infiltration capacity Low-Impact Development planters to manage stormwater, protect water quality, enhance water supply and address watershed health and drainage challenges and urban forestry elements. These elements will capture and infiltrate stormwater, improve water quality, enhance water supply and mitigate ongoing flood

risk, while providing multiple co-benefits listed above. This project is in alignment with Altadena Complete Streets Long term goals for improved multi benefit street scapes.

Integrating and celebrating urban forestry and natural infrastructure into street scapes has proven business performance, mental health, and physical wellness benefits for community members. Co-benefits of the urban forestry elements of the project (in direct response to current Covid -19 challenges) will also include creation of outdoor areas where businesses host open air commerce with social distance. This is of critical importance due to Safe Clean Water's commitment to serve community scale projects in addition to regional scape initiative. The project will demonstrate how to create sustainable civic spaces with significant water resources benefits and will serve as an example of integrating multiple benefit natural infrastructure into an urban setting. Project will incorporate youth corps and youth stewards active participation to help develop next -generation water resource experts and stewards to address the ongoing water resource issues in Southern California.

Amigos de los Rios has a successful history of fostering collaboration between diverse entities and delivering positive results in underserved communities. If awarded, the project will provide multiple water resource and community investment benefits for current future generations

Sincerely,

COMMUNITY ORG SIGNATURE



Erin Semin

Fri 10/2/2020 2:47 PM

To: Nikki Winslow; Chloé Cavalier



Hello,

I am an Administrator at Pasadena Waldorf school and I am working on our school's waiver application to be able to serve small groups of first and second grade students on campus through the Pasadena Public Health Department Waiver process.

Part of this process requires consultation and support from community partners who also serve students and families, such as our local library.

At PWS, we have already been serving students in our preschool and kindergarten classes since July through our Community Care license for childcare. We ran several weeks of Summer Care for students from families of front line workers and now have 4 small and stable pods of young children on campus each day with robust health and safety protocols in place. When we did have an incidence of exposure early in the summer we complied with all of the advice and requests from Public Health, temporarily closed the pods and were prepared to submit contact tracing information. The department did not require that information and luckily no students or staff members became ill or subsequently tested positive for the virus.

We screen students before they leave their care, using a no-touch thermometer, ask parents and employees to answer health screening questions each day upon arrival and have limited our campuses to only employees and are serving all of our students in grades 1-12 remotely at this time. Parents and families are frequently reminded about community health and safety including not congregating outside of family groups, handwashing, using face coverings and where and how to access free testing if symptoms develop.

We have found, however, that the youngest students need much more contact and support and context than we can give them on screen. This is why we would be very excited to meet with these students, in small stable cohorts, mostly outdoors 4 days per week. We will continue to serve them online for the fifth school day each week because if we are able to bring other students back to campus in the future this will help us limit the number of students on campus each day.

I am writing to ask if you would be willing to support our waiver application with a letter stating that you know and trust us as neighborhood partners to work diligently to keep both our students/families and our neighborhood safe. If you are willing to do this would you be able to do so by very early next week?

I would be happy to discuss any questions you might have and share our safety protocols or waiver application with you for your review.

With warmest gratitude and anticipation for a conversation,

Erin Semin
Pedagogical Administrator



October 9, 2020

Hello,

I am an Administrator at Pasadena Waldorf school and I am working on our school's waiver application to be able to serve small groups of first and second grade students on campus through the Pasadena Public Health Department Waiver process. As the county considers letting schools meet with students we will likely be submitting other waiver applications for more grades to have limited in-person classes on campus in a hybrid learning format (some days on campus and other days at home learning remotely.) Part of this application process requires consultation and support from community partners who also serve students and families, such as our local library.

At PWS, we have already been serving students in our preschool and kindergarten classes since July through our Community Care license for childcare. We ran several weeks of Summer Care for students from families of front-line workers and now have 4 small and stable pods of young children on campus each day with robust health and safety protocols in place. When we did have an incidence of exposure early in the summer, we complied with all of the advice and requests from Public Health, temporarily closed the pods and were prepared to submit contact tracing information. The department did not require that information and as a result of the many layers of safeguards, no students or staff members became ill or subsequently tested positive for the virus.

To give you a clearer picture of those layers of safeguards, we ask parents and employees to answer health screening questions each day upon arrival, screen students before they leave their car using a no-touch thermometer, and have limited our campuses to only employees (no parents or visitors.) Families and employees are frequently reminded about community health and safety including not congregating outside of family groups, handwashing, using face coverings and where and how to access free testing if symptoms develop. We have plans in place for keeping our PPE and supplies stocked, communicating about health and safety, closing pods or classes if needed, and providing instruction for students who cannot attend in-person temporarily or longer term. A full description of our hybrid reopening plans and our Reopening Protocols can be found here: (under the headings Educational Framework for the 20/21 School Year, and Reopening Protocols respectively.)

<https://www.pasadenawaldorf.org/school/returntocampus>

We have found, however, that the youngest students need much more contact and support and context than we can give them on screen. This is why we would be very excited to meet with these students, in small stable cohorts, mostly outdoors 4 days per week. We will continue to serve them online for the fifth school day each week because if we are able to bring

other students back to campus in the future this will help us limit the number of students on campus each day. For now, welcoming back grades 1 and 2 would mean having just 23-24 students on our 5 acre campus, 4 days per week. We easily have both indoor and outdoor space available to keep them safe and physically distanced within our indoor and outdoor class spaces.

We are aware that our decisions and safety protocols can have an impact on our neighborhood. I am writing to ask if you would be willing to support our waiver application with a letter stating that you know and trust us as neighborhood partners to work diligently to keep both our students/families and our neighborhood safe. Over 30% of our students and 36% of our employees reside in the Altadena library district. Serving our school population well, goes hand and hand with serving our neighbors well. Keeping our school healthy also helps support the health of our neighborhood.

I would be happy to discuss any questions you might have and am grateful to you for considering lending support to this waiver application and similar applications based on the same safety protocols.

With warmest gratitude,

Erin Semin
Pedagogical Administrator



Shirley Lai

Wed 10/7/2020 12:41 PM

To: Nikki Winslow

Cc: Chloé Cavalier



Altadena Community ATP - L...

24 KB

Hi Nikki and Chloe,

Thank you so much for your assistance! I will be sending an invite to a community outreach meeting either tomorrow or early next week.

Can you please also provide a letter of support for the Altadena Community Active Transportation Plan and state that the Altadena Library can provide a meeting place for in-person community events once we are able to do so? Any additional support that the Altadena Library can provide towards this effort will be greatly appreciated. I have attached a draft letter of support for your use. We would greatly appreciate it if you could please provide the letter of support by Friday, November 6 as the SCAG application deadline is due on Thursday, November 13. If you have any questions, please don't hesitate to reach out. Thank you so much for your support.

Best regards,

Shirley Lai, P.E.
Associate Civil Engineer
Los Angeles County Public Works

(Provide Letter of Support on Agency Letterhead)

DATE

Southern California Association of Governments
900 Wilshire Boulevard, Suite 1700
Los Angeles, CA 90017

**LETTER OF SUPPORT FOR LOS ANGELES COUNTY PUBLIC WORKS’
APPLICATION FOR THE ALTADENA COMMUNITY ACTIVE TRANSPORTATION
PLAN (SCAG) SUSTAINABLE COMMUNITIES PROGRAM GRANT APPLICATION**

To Whom It May Concern:

AGENCY/ORGANIZATION NAME is pleased to support Los Angeles County Public Works’ grant application for the 2020-2021 SCAG Sustainable Communities Program for the Altadena Community Active Transportation.

The proposed project will improve the active transportation network for the Altadena community by developing an active transportation plan that will address infrastructure gaps, safety concerns, and increase connectivity and mobility. The project will create a sustainable transportation network not only within the Altadena community, but also provide connection to the greater regional active transportation network.

Currently, residents are negatively impacted from limited access to the multimodal transportation network, pollution, and safety concerns that discourage active transportation use. The project can reduce traffic congestion, greenhouse gas emissions, vehicle miles traveled, as well as improve air quality and provide health and recreational benefits within the community. The project aligns with the SCAG Connect SoCal transportation strategies to increase investment in Complete Streets, promote transportation options to reduce reliance on single occupancy vehicle trips, and increase transportation safety. This will also improve and increase mobility options for underserved and disadvantaged communities as it further provides greater access to nearby employment opportunities, recreational facilities, and educational centers. The project aligns with the Los Angeles County General Plan goals and policies to encourage increased active transportation through the development of interconnected bicycle and pedestrian friendly streets.

DISCUSS HOW YOUR AGENCY/ORGANIZATION CAN SUPPORT OR HOW THEY WILL BE ENGAGED IN THE PROJECT. BELOW ARE SOME EXAMPLES:

- **PARTICIPATE IN STEERING IN COMMITTEE TO PROVIDE FEEDBACK ON THE PLAN**
- **PROVIDE MEETING ROOMS FOR COMMUNITY WORKSHOPS**
- **PRESENT AT A COMMUNITY OUTREACH EVENT**
- **PROVIDE INPUT ON ISSUES TO INCREASE CONNECTIVITY/MOBILITY**

We appreciate your consideration of this application and respectfully request you to provide a favorable consideration of this application. If you have any questions, please contact **NAME** at **PHONE NUMBER** or **EMAIL**.

Sincerely,

NAME
TITLE