



## AGENDA (AMENDED)

Regular Meeting Board of Library Trustees | Altadena Library District  
Virtual – Zoom – November 23, 2020 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING NOVEMBER 23, 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 November 23, 2020 Meeting, please submit your comments by email to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to [hello@altadenalibrary.org](mailto:hello@altadenalibrary.org). Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://www.altadenalibrary.org/publiccomment).

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

If you wish to make public comment during the live meeting, you can call in to (626) 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. Closed Session**

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

TITLE: DISTRICT DIRECTOR

**III. Open Session**

a. Roll Call

b. Approval/Reordering of Agenda Items

- c. Adoption of Agenda
- d. Public Comment on Non-Agenda Items

**IV. Consent Calendar**

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

- a. Approval of Minutes – Regular Meeting held October 26, 2020 - Pages #3-6
- b. Departmental Monthly Reports – October 2020 - Pages #7-14
- c. Special Presentation – ALD Audit by Nigro & Nigro, PC - Pages #15-70

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

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

**VI. Reports (Information)**

- a. Support Groups
  - i. Altadena Library Foundation
  - ii. Friends of the Altadena Library
- b. District Director's Report - Pages #71-75
  - i. Library Operations
  - ii. Statistics
- c. Financial Reports – September 2020 - Pages #76-89
- d. Board of Trustees Standing Committee Reports
  - i. Budget Committee - Page #90
- e. Board of Trustees Ad Hoc Committee Reports
  - i. California Voter Rights Act
  - ii. Public Funding
- f. Liaison Reports - Pages #91-93
- g. Trustee Reports - Pages #94-95

**VII. Unfinished Business**

**VIII. New Business**

- a. Review and Approval of ALD Personnel Policy (Action) - Pages #96-190
- b. District Director Compensation (Action)
- c. Review and Approval of 2021 Holidays and Closures (Action) - Page #191
- d. Review and Approval of RFP for Facilities Janitorial Services (Action) - Pages #192-225
- e. 2021 Pay Periods Calendar and 2021 ALD Trustee Meeting Dates (Information) - Pages #226-227

**IX. Announcements & Planning**

- a. Correspondence
- b. Proposed Future Agenda Items

**X. Adjournment**

- a. Adjourn Meeting



## MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District  
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](mailto:hello@altadenalibrary.org). Electronic Comments may also be submitted online at [www.altadenalibrary.org/publiccomment](http://www.altadenalibrary.org/publiccomment).

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

If you wish to make public comment during the live meeting, you can call in to (626) 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

Trustee Katie Clark called the meeting to order at 5:01 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

**Moved by Trustee Clark to add item c. *Emergency Authorization for Closure as an emergency item under "New Business" Pursuant to California Code, Civil Code - CIV § 4930 to address high-wind advisory and projected water-main shut-down.***

**Seconded by Trustee Kahn.**

**Roll Call Vote:**

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

- c. Adoption of Agenda  
**Moved by Trustee Kahn to adopt the Agenda.**  
**Second by Trustee Capell.**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Kahn: Aye**  
**Trustee Wilkerson: Aye**  
**Trustee Clark: Aye**
- d. Public Comment on Non-Agenda Items  
None.

### **III. Consent Calendar**

**Moved by Trustee Kahn to approve 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 – Special Meeting held September 29, 2020
- b. Departmental Monthly Reports – September 2020
- c. Special Presentation – Mobile Library Unit  
Marketing and Community Engagement Manager Chloe Cavalier d'Esclavelles and I.T. Manager Christopher Kellermeyer provided presentation on book mobile and tech updates. Trustee Clark opened floor for questions. Discussion ensued.

### **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  
District Director Nikki Winslow provided report.
- b. District Director's Report  
District Director Nikki Winslow provided report.
- c. Financial Reports – August 2020  
Administrative Services Manager Nicole Fabry provided report. Trustee Kahn raised question of duplicate pages in report. Manager Fabry mentioned the report would be posted online with necessary adjustments.
- 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  
Trustee Kahn provided report.
  - ii. District Director Evaluation  
Trustee Kahn provided report and requested committee be dissolved upon completion of evaluation.
  - iii. Public Funding  
No report.
- f. Liaison Reports  
Trustee Kahn relayed information about former library employee, Bill Tema and mentioned opt-ed piece featured in Pasadena Star News.
- g. Trustee Reports  
No report.

VI. **Unfinished Business**

VII. **New Business**

- a. ALD Naming and Recognition Policy (Action)  
**Moved by Trustee Kahn to approve the ALD Naming and Recognition Policy.  
Second by Trustee Wilkerson.  
Roll Call Vote:  
Trustee Andruess: Aye  
Trustee Capell: Aye  
Trustee Kahn: Aye  
Trustee Wilkerson: Aye  
Trustee Clark: Aye**
- b. ALD Board of Trustees Policies Amendment (Action)  
**Moved by Trustee Kahn to amend the ALD Board of Trustees Policies to reflect the addition of subsection 12.9 Support Requests.  
Second by Trustee Wilkerson.  
Roll Call Vote:  
Trustee Andruess: Aye  
Trustee Capell: Aye  
Trustee Kahn: Aye  
Trustee Wilkerson: Aye  
Trustee Clark: Aye**
- c. Emergency Authorization for Closure  
**Moved by Trustee Wilkerson to authorize Director Winslow to close ALD public facilities, at her discretion, for the remainder of the calendar year given public health and safety emergencies.  
Second by Trustee Andruess.  
Roll Call Vote:  
Trustee Andruess: Aye  
Trustee Capell: Aye  
Trustee Kahn: Aye  
Trustee Wilkerson: Aye  
Trustee Clark: Aye**

VIII. **Announcements & Planning**

- a. Correspondence  
Trustee Clark reviewed items and mentioned deadlines for submission had passed.
- b. Proposed Future Agenda Items

None.

IX. **Adjournment**

a. Adjourn Meeting

**Moved by Trustee Andruess to adjourn meeting.  
Second by Trustee Wilkerson.**

**Motion carried.**

Meeting was adjourned at 7:18 p.m.



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

**DEPARTMENT:** Adult Services

**MEETING DATE:** November 23, 2020

**PREPARED BY:** Viktor Sjöberg

**LOCATION:** Virtual Meeting

---

### **Community Asset Mapping**

Community asset mapping is a reflective process that gives organizations the opportunity to gather information around the strengths and resources of a community. The Altadena Library District is in the process of taking a team approach to asset mapping, starting with the Adult Services team at the Main Library.

Since mid-October, Library Assistant Melissa Aldama has compiled a comprehensive list of local institutions that she has partnered with in the areas of Education, Environment, and Art.

It is our goal to involve all library district in the process of capturing this data for their existing community connections. A community asset map will give us a full picture of our community's strengths and can serve as a meaningful tool for successful relationship building. Building this data requires careful reflection and creates an opportunity to visualize the networks that flow through our community and from our work. It will also show us where we may not be as connected, which means that the asset map will serve as a guide for pursuing new relationships.

### **Civic Engagement Kits**

For October, the Adult Services team compiled and distributed kits with materials to bring awareness to voting and civic engagement. Each kit contained an Easy Voter Guide, a "Know Your Vote zine" by Anne Jo Beck, and the graphic novel called "March (Book 1)" by John Lewis. We gave out 75 kits to the public. 20 of these kits were distributed through local community partner Rhythms of the Village in an effort to extend our reach.

### **A Cooking Club for Adults**

Adult Services launched 641.5 Cooking Club, currently an online cooking class that will eventually transition into an in-person event series. Our first video featured Library Assistant Mikayla Arevalo making the Costa Rican version of Flan. Each month, staff will be posting a new recipe from a new cookbook or a recipe shared by staff or community members. Submissions welcome, please visit <https://bit.ly/36fFOCv> to participate.



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

**DEPARTMENT:** Youth and Family Services    **MEETING DATE:** November 23, 2020

**PREPARED BY:** Mylinh Hamlington    **LOCATION:** Virtual Meeting

---

### **Programming Highlights**

- During October, we held 15 programs with a total attendance of 398. Most of our “attendance” numbers are coming from online views of our recorded programs. Because live programs seem to not be a big draw for people, in the next programming session we will have less live programs and focus on prerecorded videos and physical kits that can be picked up in the community room. We have a programming break coming up between November 23<sup>rd</sup> and January 4<sup>th</sup>. There are only a few children’s programs happening during our break, including one session of Yum Yum club and a “Craft Down to New Year’s” craft supply kit.
- Amanda’s Yum Yum club in October had three very enthusiastic attendees who made some very impressive candy sushi.

### **Collection**

- Quarece has been extremely helpful in shifting around the locations of various collections in the children’s area. I am excited to share that all of the picture books are together in one section of the library and all of the collections flow together much more logically than in the previous set up.

### **Committees and Projects**

- Amanda and Isabelle attended the October meeting for Collaborate PASadena. During the meeting they got to network with other organizations serving school aged children in the area and connected with some people from PUSD about a possible partnership based around our Homework Helpers program. We are in the process of figuring out how this new iteration of this program will work.
- Amanda also met with Nikki and Viktor regarding ALD’s stance on holiday decorations and landed on new ALD practice of inclusion by not decorating for specific holidays. There is a planned EDI training for staff on this topic.
- Helen Cate led another Mindful Meow this month and staff shared that they enjoyed the mindfulness session and want more Mindful Meows in the future.
- As part of the Staff Recognition Team, Helen Cate has been working with Aaron from Bob Lucas to coordinate pop culture polls on our downstairs whiteboard, which have provided some much-needed levity for all staff.



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

**DEPARTMENT:** Teen Services

**MEETING DATE:** November 23, 2020

**PREPARED BY:** Isabelle Briggs

**LOCATION:** Virtual Meeting

---

**HIGHLIGHTS:**

October was the busiest month for Teen Services programming all year! I offered 16 individual programs which includes live Zoom events, live & recorded Instagram videos, YouTube videos, and kit pick-ups at the library.

Teen programs had a total of 92 live attendees, and recorded teen programs had a total of 964 views this month.

- “Craftivism” videos were done live on Instagram and the videos were saved to our Instagram TV channel. I did three videos this month for a total of 16 live attendees and 296 asynchronous views.
- The Dungeons & Dragons group met 4 times this month and had a total of 13 attendees. This is my most regularly attended program! The group is very devoted, and I am getting better at being a Dungeon Master.
- Nom Nom Club this month featured a recipe for congee! Only 1 person picked up an ingredient kit and the recipe tutorial on YouTube was viewed 14 times.
- “Ghost Hunters” was my special Instagram series this month, which featured tutorial videos on Instagram of how to use various paranormal investigation tools which are going to be added to the Library of Things in November. There were 4 videos total, which I filmed in the library and at supposedly haunted sites in Altadena (the Cobb Estate & Gravity Hill). The videos had a total of 29 live attendees and 462 asynchronous views.
- My best attended program and the culmination of my “spooky” programming this month was my interview with author and mortician Caitlin Doughty. Ms. Doughty has published three books all of which have been NYT best sellers, she has a popular YouTube series called “Ask a Mortician,” and is the owner of Clarity Funerals in Los Angeles. Our conversation focused on her career path and the advice that she could give to young people interested in mortuary science or other uncommon careers. There were 33 attendees to our live Zoom interview and the recording on YouTube has been viewed 54 times in five days. There were even live attendees from Russia who were fans of Ms. Doughty’s work!



In addition to these programs, the @Altadenateens Instagram account continued to grow followers and engagement! The post promoting the Caitlin Doughty interview was liked 205 times (previous record was 62) and drove 91 new visits to the Altadena website.

I also attended the October meeting of the Student Success Working Group of Collaborate PASadena. This was a wonderfully productive meeting and there was a lot of interest in the Homework Helper program we are currently running in Youth & Family Services and I am now collaborating with two administrators at Pacific Oaks and PUSD to expand that program.

I am also participating in the “Building Equity Based Summers” codesign project hosted by the California State Library and Summer@Your Library, along with our Assistant Director Viktor. This project has been greatly inspiring in terms of how I think about needs-based library programming and expanding definitions of equity beyond just access. It is a huge honor to participate and it’s been a fabulous opportunity to reflect deeper on the intended outcomes of teen services programming.



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

**DEPARTMENT:** Bob Lucas Branch

**MEETING DATE:** November 23, 2020

**PREPARED BY:** Diana Wong

**LOCATION:** Virtual Meeting

---

### **Library Programming**

The Bob Lucas Branch produced five programs this month. The pre-recorded children's pajama story time totaled 54 views. Our Library Assistant, Michelle revived the monthly Adult Craft program and modified it so that it was held virtually. Michelle hosted a live Zoom session and led her 10 crafters to start a latch hook pillowcase. Bringing back this adult program was a wise decision because it presented the opportunity to reconnect with each other and meet other community members. And, next month's craft event is already full!

Aaron continued providing support to the Teen Services librarian in the Discord online support community for teens. He also worked on the seasonal video, "Ghost Hunters", with Isabelle and Chloé that had fun with some of the folklore of the library building. He also worked on the upcoming ALD podcast, producing a short staff interview and creating music for the show.

Family Civic Engagement kits were made available throughout the month of October. We gave away 214 kits, with 158 going to the K-2<sup>nd</sup> grade students at Odyssey Charter School. As part of the civic engagement program, the library also hosted a favorite character mock election. The candidates were selected from literature: Severus Snape, Sofia Valdez and Cece Bell. Our young voters elected Sofia Valdez as their favorite character and Severus Snape came in second. Sofia Valdez is a character from a picture book by Andrea Beaty titled *Sofia Valdez, Future Prez* (2019).

### **Literacy Services**

In-person literacy tutoring and ESL instruction at the library resumed this month and we had 9 tutoring sessions and 4 ESL classes this month. Currently there are 13 active tutor-learner pairs meeting on a weekly basis over the phone, through video chat or in-person at the library. Materials are being mailed out to learners and tutors monthly.

### **BL Staff Activities**

Bob Lucas staff kicked off the planting of natives in the demonstration garden this month with Levi Brewster leading the effort. Prior to getting down and dirty, Levi gave an informative lecture on the history and ecology of the Altadena, discussed the overall design and spoke on the significance of specific plants indigenous to the area. When you visit the library, you will notice a



couple of white sages strategically planted at the entrances of the library. Want to know why? Come visit the BL branch to find out.

### Demonstration Garden

The Demonstration Garden workshops were the first in-person programs the library has offered since closing in March. We organized morning and afternoon sessions and limited the number of volunteers per session to create a safe, socially-distanced event, while making it available to as many people as possible to join. Participants who attended the workshops reported feeling more knowledgeable about regenerative garden practices and indicated an interest for more hands-on experiences!

- October 17-18: 19 volunteers
- October 24-25: 19 volunteers
- October 31: 19 volunteers
- Total of 57 participants over the several weekends.







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

**DEPARTMENT:** Facilities

**MEETING DATE:** November 23, 2020

**PREPARED BY:** Jonathan Arevalo

**LOCATION:** Virtual Meeting

---

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

The Facilities Department accomplished the following projects during the month of October:

- The Facilities Team completed the Adult services office remodel at the Main Library.
- New LED light fixtures were installed in the Adult Services and Assistant Directors offices.
- An outdoor electrical junction box was added to the parking lot for a future gate project.
- An irrigation timer was installed to the irrigation system at the Bob Lucas Library.
- A landscape lighting transformer was installed at the Bob Lucas Library. Landscape lights will be installed to the new native garden area before the end of the year.
- A new water main line and irrigation valves were installed at the Bob Lucas Library.

The Demonstration Garden Project (DGP) at the Bob Lucas Library is near completion. During the last three weekends of October, with the help of volunteers from the community and surrounding areas, a Bio swale, urbanite pathway (repurposed broken concrete), and planting of native plants were installed at the library. An outdoor seating area should be completed by the middle of November.

On behalf of the facilities team of the Altadena Library District, we would like to thank all those involved in helping us with this project.



**BOARD OF LIBRARY TRUSTEES  
I.T. AND T.S. REPORT for October 2020**

**DEPARTMENT:** Information Technology

**MEETING DATE:** November 23, 2020

**PREPARED BY:** Christopher Kellermeyer

**LOCATION:** Virtual Meeting

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

1. T.S. is evaluating a package, called ESP, that integrates with the Baker and Taylor TS360 portal to perform a circulation prediction based upon machine learning algorithms that leverage their data sets out of Collection HQ. More information can be found here: [https://www.baker-taylor.com/viewnews.cfm?press\\_id=365&typ=c](https://www.baker-taylor.com/viewnews.cfm?press_id=365&typ=c)
2. T.S. is evaluating a buyback program via Baker and Taylor for weeded materials.
3. Preparing for 10GB upgrade to backbone, schedule for CSL grant funded infrastructure upgrade.
4. Establishing contacts for project AIO (all in one) – Directive: Establish universal highspeed access via 5G technologies.

Applied for Mobile Beacon grant to augment Mobile Library project; application is for 10 laptops, 10 hotspots with unlimited service, and \$10k, expected decision early Jan., 2021	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.
Assisting with Library of Things initiatives coming out of other departments.	Evaluating 360 VR camera for multimedia.
Purchased Mavic Air 2 drone for multimedia.	Systems' Updates, Maintenance, Cleaning
Converting Linux Laptops to Windows 10.	Continuing to establish z39.50 targets.

**ALTADENA LIBRARY DISTRICT**  
**Report to the Board of Trustees**  
**For the Fiscal Year Ended**  
**June 30, 2020**



**ALTADENA LIBRARY DISTRICT**  
*Table of Contents*  
*For the Fiscal Year Ended June 30, 2020*

---

	<u>Page</u>
<b>Letter to Board of Trustees.....</b>	<b>1</b>
<b>Required Communications.....</b>	<b>2</b>
<b>Summary of Adjusting Journal Entries.....</b>	<b>4</b>



Board of Trustees  
Altadena Library District  
Altadena, California

We are pleased to present this report related to our audit of the financial statements of the Altadena Library District (District) as of and for the year ended June 30, 2020. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the District's financial reporting process.

This report is intended solely for the information and use of the Board of Trustees and management and is not intended to be, and should not be, used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have about this report. We appreciate the opportunity to continue to be of service to the District.

Very truly yours,

Murrieta, California  
November 5, 2020

---

---

## ***Required Communications***

---

---

**ALTADENA LIBRARY DISTRICT**  
*Required Communications*  
*For the Fiscal Year Ended June 30, 2020*

---

Generally accepted auditing standards (AU-C 260, *The Auditor’s Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Area	Comments
<p><b>Our Responsibilities with Regard to the Financial Statement Audit</b></p>	<p>Our responsibilities under auditing standards generally accepted in the United States of America have been described to you in our arrangement letter dated May 1, 2020. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.</p>
<p><b>Overview of the Planned Scope and Timing of the Financial Statement Audit</b></p>	<p>An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involved judgment about the number of transactions and the account-type of areas tested. There were no changes to the planned scope and timing of our audit testwork.</p>
<p><b>Accounting Policies and Practices</b></p>	<p><b>Accounting Policies and Practices</b>  Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. During our audit, no such circumstances were noted.</p> <p><b>Adoption of, or Change in, Significant Accounting Policies or Their Application</b>  Management has the ultimate responsibility for the appropriateness of the accounting policies used by the District. The District did not adopt any significant new accounting policies, nor have there been any changes in existing significant accounting policies during the current period.</p> <p><b>Significant or Unusual Transactions</b>  We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.</p> <p><b>Management’s Judgments and Accounting Estimates</b>  Accounting estimates are an integral part of the preparation of financial statements and are based upon management’s current judgement. No such significant accounting estimates were noted or estimate applications were changed from the previous year.</p>
<p><b>Audit Adjustments</b></p>	<p>Audit adjustments are summarized in the attached <b>Summary of Adjusting Journal Entries</b>.</p>
<p><b>Uncorrected Misstatements</b></p>	<p>We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.</p>

**ALTADENA LIBRARY DISTRICT**  
*Required Communications*  
*For the Fiscal Year Ended June 30, 2020*

Area	Comments
<b>Discussions With Management</b>	We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.
<b>Disagreements With Management</b>	We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.
<b>Consultations With Other Accountants</b>	We are not aware of any consultations management had with other accountants about accounting or auditing matters.
<b>Significant Issues Discussed With Management</b>	No significant issues arising from the audit were discussed or the subject of correspondence with management.
<b>Significant Difficulties Encountered in Performing the Audit</b>	No significant difficulties were encountered in performing our audit.
<b>Required Supplementary Information</b>	<p>We applied certain limited procedures to the:</p> <ol style="list-style-type: none"> <li>1. Management's Discussion and Analysis</li> <li>2. Budget to Actual Comparison</li> <li>3. Required Pension Plan Disclosures</li> <li>4. Required OPEB Plan Disclosures</li> </ol> <p>Which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.</p>

This information is intended solely for the information and use of Board of Trustees and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.



---

---

***Summary of Adjusting Journal Entries***

---

---

**ALTADENA LIBRARY DISTRICT**  
*Summary of Adjusting Journal Entries*  
*For the Fiscal Year Ended June 30, 2020*

Account	Description	Debit	Credit
<b>Adjusting Journal Entries</b>			
<b>Adjusting Journal Entries JE # 1</b>			
To Reclass RDA Residual Revenue out of CY Secured Revenue			
4010	Current Secured	47,027.78	
4010.01	Revenue Residual		47,027.78
<b>Total</b>		<b>47,027.78</b>	<b>47,027.78</b>
<b>Adjusting Journal Entries JE # 2</b>			
To Accrue Accounts Payable			
6110	Cataloging Expenses	10,511.69	
6115	Electronic Databases & Subscrip	1,395.31	
6150	Downloadables	31,895.11	
2005	Accrued Expenses - Other		43,802.11
<b>Total</b>		<b>43,802.11</b>	<b>43,802.11</b>
<b>Adjusting Journal Entries JE # 3</b>			
To Adjust GASB 68 from Client Calculation			
2601	DIR - Pension Related	257,836.00	
5219	GASB 68 Pension expense (income	414,739.00	
1991	DOR - Pension Related		672,575.00
<b>Total</b>		<b>672,575.00</b>	<b>672,575.00</b>
<b>Adjusting Journal Entries JE # 4</b>			
To reclass internet service accrual posted in error			
7175	Internet Service / E-Rate	10,652.19	
5230	Dental Insurance		10,652.19
<b>Total</b>		<b>10,652.19</b>	<b>10,652.19</b>
	<b>Total Adjusting Journal Entries</b>	<b>774,057.08</b>	<b>774,057.08</b>

**ALTADENA LIBRARY DISTRICT  
FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITORS' REPORT  
For the Fiscal Year Ended  
June 30, 2020  
(With Comparative Amounts as of June 30, 2019)**



**ALTADENA LIBRARY DISTRICT**  
*For the Fiscal Year Ended June 30, 2020*  
*Table of Contents*

---

**FINANCIAL SECTION**

	<u>Page</u>
Independent Auditors' Report .....	1
Management's Discussion and Analysis.....	3
Basic Financial Statements:	
Government-wide Financial Statements:	
Statement of Net Position.....	10
Statement of Activities.....	11
Governmental Funds Financial Statements:	
Governmental Funds Balance Sheet.....	12
Reconciliation of the Governmental Funds Balance Sheet to Statement of Net Position .....	13
Statement of Governmental Fund Revenues, Expenditures, and Changes in	
Fund Balances .....	14
Reconciliation of the Statement of Governmental Fund Revenues, Expenditures, and Changes	
in Fund Balances to the Statement of Activities.....	15
Notes to Financial Statements .....	16

**REQUIRED SUPPLEMENTARY INFORMATION**

Budgetary Comparison Schedule – General Fund .....	36
Schedule of Proportionate Share of the Net Pension Liability .....	37
Schedule of Pension Contributions .....	38
Schedule of Changes in the District's Net OPEB Liability and Related Ratios .....	39
Notes to the Required Supplementary Information .....	40

**OTHER INDEPENDENT AUDITORS' REPORTS**

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> .....	41
---	----

---

---

## ***Financial Section***

---

---



## INDEPENDENT AUDITORS' REPORT

Board of Trustees  
Altadena Library District  
Altadena, California

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and general fund of Altadena Library District as of and for the fiscal year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of Altadena Library District, as of June 30, 2020, and the respective changes in financial position for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters*****Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of proportionate share of the net pension liability, schedule of pension contributions, schedule of changes in the District's total OPEB liability and related ratios, and the notes to the required supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Prior-Year Comparative Information**

The financial statements include partial prior-year comparative information. Such information does not include sufficient detail to constitute a presentation in accordance with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the District's financial statements for the year ended June 30, 2019, from which such partial information was derived.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued a separate report dated November 5, 2020, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Murrieta, California  
November 5, 2020

**ALTADENA LIBRARY DISTRICT**  
*Management's Discussion and Analysis (Unaudited)*  
*For the Fiscal Year Ended June 30, 2020*

---

Management's Discussion and Analysis (MD&A) offers readers of Altadena Library District's financial statements a narrative overview of the District's financial activities for the fiscal year ended June 30, 2020. This MD&A presents financial highlights, an overview of the accompanying financial statements, an analysis of net position and results of operations, a current-to prior year analysis, a discussion on restrictions, commitments and limitations, and a discussion of significant activity involving capital assets and long-term debt. Please read in conjunction with the financial statements, which follow this section.

**FINANCIAL HIGHLIGHTS**

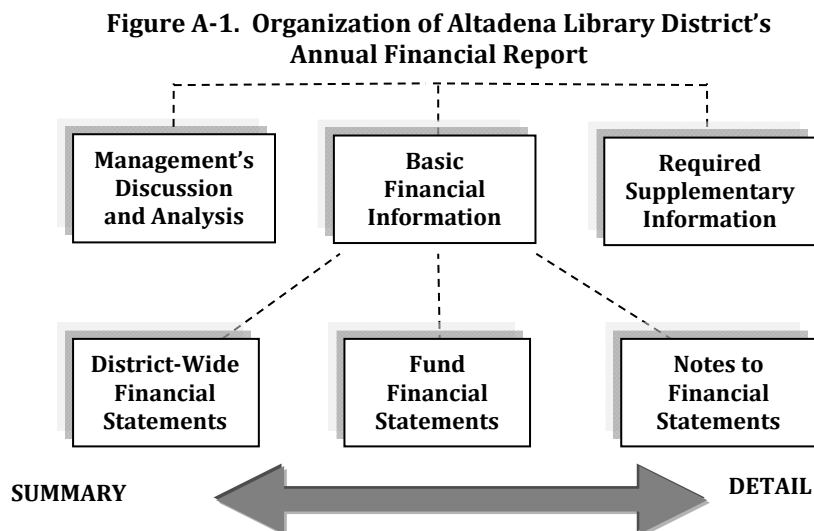
- The District's net position increased 2.3%, or \$25,747 from the prior year's net position of \$1,098,956 as a result of this year's operations.
- Total revenues from all sources increased by 2.9%, or \$108,624 from \$3,806,453 to \$3,915,077, from the prior year, primarily due to increased property tax and special assessment revenues.
- Total expenses for the District's operations increased by 0.6% or \$21,811 from \$3,867,519 to \$3,889,330, from the prior year, primarily due to an increase in employee benefit costs of \$254,309 while materials and services expenses decreased by (\$244,654).

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report consists of three parts – management discussion and analysis (this section), the basic financial statements, and required supplementary information. The basic financial statements include two kinds of statements that present different views of the District:

- *District-wide financial statements* provide both short-term and long-term information about the District's overall financial status.
- *Fund financial statements* focus on individual parts of the District, reporting the District's operations in more detail than the district-wide statements.
  - The *governmental funds* statements tell how basic services were financed in the short term as well as what remains for future spending.

The financial statements also include *notes* that explain some of the information in the statements and provide more detailed data. Figure A-1 shows how the various parts of this annual report are arranged and related to one another.





**ALTADENA LIBRARY DISTRICT**  
*Management's Discussion and Analysis (Unaudited)*  
*For the Fiscal Year Ended June 30, 2020*

---

**OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)**

Figure A-2 summarizes the major features of the District's financial statements, including the portion of the District's activities they cover and the types of information they contain.

**Figure A-2. Major Features of the District-Wide and Fund Financial Statements**

<b>Type of Statements</b>	<b>District-Wide</b>	<b>Governmental Fund</b>
<i>Scope</i>	Entire District	The activities of the District that are not proprietary or fiduciary, such as donations and library programs
<i>Required financial statements</i>	<ul style="list-style-type: none"> <li>• Statement of Net Position</li> <li>• Statement of Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Balance Sheet</li> <li>• Statement of Revenues, Expenditures &amp; Changes in Fund Balances</li> </ul>
<i>Accounting basis and measurement focus</i>	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus
<i>Type of asset/liability information</i>	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included
<i>Type of inflow/outflow information</i>	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter

## **ALTADENA LIBRARY DISTRICT**

*Management's Discussion and Analysis (Unaudited)  
For the Fiscal Year Ended June 30, 2020*

---

### **OVERVIEW OF THE FINANCIAL STATEMENTS (Continued)**

The remainder of this overview section of management's discussion and analysis highlights the structure and contents of each of the statements.

#### **District-Wide Statements**

The district-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the District's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two district-wide statements report the District's net position and how it has changed. Net position – the difference between the District's assets and deferred outflows of resources and liabilities and deferred inflows of resources – is one way to measure the District's financial health, or *position*.

- Over time, increases and decreases in the District's net position are an indicator of whether its financial position is improving or deteriorating, respectively.
- To assess the overall health of the District, you need to consider additional nonfinancial factors such as changes in the District's demographics and the condition of buildings and other facilities.
- In the district-wide financial statements, the District's activities are categorized as *Governmental Activities*. Most of the District's basic services are included here, such as library services and administration. State and local programs finance most of these activities.

#### **Fund Financial Statements**

The fund financial statements provide more detailed information about the District's most significant funds – not the District as a whole. Funds are accounting devices the District uses to keep track of specific sources of funding and spending on particular programs. Some funds are required by State law and by grantor requirements.

The District has one fund, the General Fund.

**ALTADENA LIBRARY DISTRICT**  
*Management's Discussion and Analysis (Unaudited)*  
*For the Fiscal Year Ended June 30, 2020*

---

**FINANCIAL ANALYSIS AND CONDENSED FINANCIAL INFORMATION**

**Analysis of Net Position**

**Table A-1: Condensed Statement of Net Position**

	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>Change</u>
<b>Assets:</b>			
Current assets	\$ 3,815,072	\$ 3,482,512	\$ 332,560
Capital assets, net	<u>831,237</u>	<u>848,700</u>	<u>(17,463)</u>
<b>Total assets</b>	<u>4,646,309</u>	<u>4,331,212</u>	<u>315,097</u>
<b>Deferred outflows of resources</b>	<u>862,773</u>	<u>800,838</u>	<u>61,935</u>
<b>Liabilities:</b>			
Current liabilities	212,208	193,858	18,350
Non-current liabilities	<u>3,614,567</u>	<u>3,616,164</u>	<u>(1,597)</u>
<b>Total liabilities</b>	<u>3,826,775</u>	<u>3,810,022</u>	<u>16,753</u>
<b>Deferred inflows of resources</b>	<u>557,604</u>	<u>223,072</u>	<u>334,532</u>
<b>Net position:</b>			
Investment in capital assets	831,237	848,700	(17,463)
Unrestricted	<u>293,466</u>	<u>250,256</u>	<u>43,210</u>
<b>Total net position</b>	<u>\$ 1,124,703</u>	<u>\$ 1,098,956</u>	<u>\$ 25,747</u>

At the end of fiscal year 2020, the District shows a positive balance in its unrestricted net position of \$293,466 that may be utilized in future years.

**ALTADENA LIBRARY DISTRICT**  
*Management's Discussion and Analysis (Unaudited)*  
*For the Fiscal Year Ended June 30, 2020*

---

**FINANCIAL ANALYSIS AND CONDENSED FINANCIAL INFORMATION (Continued)**

**Analysis of Revenues and Expenses**

**Table A-2: Condensed Statement of Activities**

	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>Change</u>
<b>Program revenues</b>	\$ 1,055,026	\$ 1,045,860	\$ 9,166
<b>Expenses</b>	<u>(3,889,330)</u>	<u>(3,867,519)</u>	<u>(21,811)</u>
<b>Net program expense</b>	(2,834,304)	(2,821,659)	(12,645)
<b>General revenues</b>	<u>2,860,051</u>	<u>2,760,593</u>	<u>99,458</u>
<b>Change in net position</b>	25,747	(61,066)	86,813
<b>Net position:</b>			
Beginning of year	<u>1,098,956</u>	<u>1,160,022</u>	<u>(61,066)</u>
End of year	<u>\$ 1,124,703</u>	<u>\$ 1,098,956</u>	<u>\$ 25,747</u>

The statement of activities shows how the government's net position changed during the fiscal year. In the case of the District, the net position of the District increased by \$25,747 during the fiscal year ended June 30, 2020.

**Table A-3: Total Revenues**

	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>Increase (Decrease)</u>
<b>Program revenues:</b>			
Special assessments	\$ 849,727	\$ 831,231	\$ 18,496
Charges for services	98,789	131,414	(32,625)
Operating grants and contributions	<u>106,510</u>	<u>83,215</u>	<u>23,295</u>
<b>Total program revenues</b>	<u>1,055,026</u>	<u>1,045,860</u>	<u>9,166</u>
<b>General revenues:</b>			
Property taxes	2,742,000	2,586,197	155,803
Property taxes - redevelopment increment	47,029	44,374	2,655
Investment earnings	53,883	86,066	(32,183)
Other revenues	<u>17,139</u>	<u>43,956</u>	<u>(26,817)</u>
<b>Total general revenues</b>	<u>2,860,051</u>	<u>2,760,593</u>	<u>99,458</u>
<b>Total revenues</b>	<u>\$ 3,915,077</u>	<u>\$ 3,806,453</u>	<u>\$ 108,624</u>

Total revenues from all sources increased by 2.9%, or \$108,624 from \$3,806,453 to \$3,915,077, from the prior year, primarily due to increased property tax and special assessment revenues.

**ALTADENA LIBRARY DISTRICT**  
*Management's Discussion and Analysis (Unaudited)*  
*For the Fiscal Year Ended June 30, 2020*

---

**FINANCIAL ANALYSIS AND CONDENSED FINANCIAL INFORMATION (Continued)**

**Analysis of Revenues and Expenses (Continued)**

**Table A-4: Total Expenses**

	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>Increase (Decrease)</u>
<b>Expenses:</b>			
Salaries and benefits	\$ 1,887,366	\$ 1,872,401	\$ 14,965
Employee benefits	788,127	533,818	254,309
Materials and services	1,145,619	1,390,273	(244,654)
Depreciation expense	<u>68,218</u>	<u>71,027</u>	<u>(2,809)</u>
<b>Total expenses</b>	<u>\$ 3,889,330</u>	<u>\$ 3,867,519</u>	<u>\$ 21,811</u>

Total expenses for the District's operations increased by 0.6% or \$21,811 from \$3,867,519 to \$3,889,330, from the prior year, primarily due to an increase in employee benefit costs of \$254,309 while materials and services expenses decreased by (\$244,654).

**GOVERNMENTAL FUNDS FINANCIAL ANALYSIS**

The focus of the District's *governmental funds* is to provide information on current inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the District's financing requirements. In particular, the *unreserved fund balance* may serve as a useful measure of the government's net resources for spending at the end of the fiscal year.

As of June 30, 2020, the District reported a total fund balance of \$3,624,475. An amount of \$3,511,979 constitutes the District's *unassigned fund balance*, which is available for future expenditures.

**GENERAL FUND BUDGETARY HIGHLIGHTS**

The final budgeted expenditures for the District at year-end were \$243,990 more than actual. The variance is principally due to budgeting for greater salaries and benefits expenses than actual. Actual revenues were more than the anticipated budget by \$118,377, mostly due to excess property tax and special assessment revenue.

**ALTADENA LIBRARY DISTRICT**  
*Management's Discussion and Analysis (Unaudited)*  
*For the Fiscal Year Ended June 30, 2020*

---

**CAPITAL ASSET ADMINISTRATION**

**Table A-5: Capital Assets at Year End, Net of Depreciation**

	<u>Balance</u> <u>June 30, 2020</u>	<u>Balance</u> <u>June 30, 2019</u>	<u>Increase</u> <u>(Decrease)</u>
<b>Capital assets:</b>			
Non-depreciable assets	\$ 179,780	\$ 179,780	\$ -
Depreciable assets	1,924,976	1,874,221	50,755
Accumulated depreciation	<u>(1,273,519)</u>	<u>(1,205,301)</u>	<u>(68,218)</u>
<b>Total capital assets, net</b>	<u>\$ 831,237</u>	<u>\$ 848,700</u>	<u>\$ (17,463)</u>

At the end of fiscal year 2020, the District's investment in capital assets amounted to \$831,237 (net of accumulated depreciation). This investment in capital assets includes structures, improvements and equipment. Major capital asset additions during the year include various ongoing structural improvements of \$44,915 and furniture and equipment totaling \$5,840.

See Note 3 for further information on the District's capital assets.

**FACTORS AFFECTING CURRENT FINANCIAL POSITION**

**Global Pandemic**

At the end of the first quarter of calendar year 2020, the United States and global economy suffered a major decline due to the impact of the COVID-19 virus. This economic decline may affect the District's operations and investment earnings for the remainder of calendar year 2020 and beyond. However, the potential impact to the District is unknown at this time.

**CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

The District's basic financial statements are designed to present users with a general overview of the District's finances and to demonstrate the District's accountability. If you have any questions about the report or need additional information, please contact the Library Director at (626) 798-0833.

**ALTADENA LIBRARY DISTRICT***Statement of Net Position**June 30, 2020**(With Comparative Amounts as of June 30, 2019)*

	<u>ASSETS</u>	<u>2020</u>	<u>2019</u>
<b>Current assets:</b>			
Cash and investments (Note 2)		\$ 3,571,503	\$ 3,269,014
Accrued interest receivable		9,114	16,396
Property taxes and assessments receivable		189,990	155,670
Accounts receivable – other		40,026	36,279
Prepaid items		4,439	5,153
<b>Total current assets</b>		<u>3,815,072</u>	<u>3,482,512</u>
<b>Non-current assets:</b>			
Capital assets – not being depreciated (Note 3)		179,780	179,780
Capital assets – being depreciated, net (Note 3)		651,457	668,920
<b>Total non-current assets</b>		<u>831,237</u>	<u>848,700</u>
<b>Total assets</b>		<u>4,646,309</u>	<u>4,331,212</u>
	<b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>		
Deferred amounts related to net pension liability (Note 5)		615,732	623,970
Deferred amounts related to net OPEB liability (Note 6)		247,041	176,868
<b>Total deferred outflows of resources</b>		<u>862,773</u>	<u>800,838</u>
	<b><u>LIABILITIES</u></b>		
<b>Current liabilities:</b>			
Accounts payable and accrued expenses		177,060	155,740
Accrued salaries and benefits		13,537	27,764
Long-term liabilities – due in one year:			
Compensated absences (Note 4)		21,611	10,354
<b>Total current liabilities</b>		<u>212,208</u>	<u>193,858</u>
<b>Non-current liabilities:</b>			
Long-term liabilities – due in more than one year:			
Compensated absences (Note 4)		86,446	51,769
Net pension liability (Note 5)		2,504,038	2,283,423
Net other post-employment benefits obligations (Note 6)		1,024,083	1,280,972
<b>Total non-current liabilities</b>		<u>3,614,567</u>	<u>3,616,164</u>
<b>Total liabilities</b>		<u>3,826,775</u>	<u>3,810,022</u>
	<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>		
Deferred amounts related to net pension liability (Note 5)		216,988	219,303
Deferred amounts related to net OPEB liability (Note 6)		340,616	3,769
<b>Total deferred inflows of resources</b>		<u>557,604</u>	<u>223,072</u>
	<b><u>NET POSITION</u></b>		
Investment in capital assets		831,237	848,700
Unrestricted		293,466	250,256
<b>Total net position</b>		<u>\$ 1,124,703</u>	<u>\$ 1,098,956</u>

---

*The notes to financial statements are an integral part of this statement.*

10

**ALTADENA LIBRARY DISTRICT***Statement of Activities**For the Fiscal Year Ended June 30, 2020**(With Comparative Amounts for the Fiscal Year Ended June 30, 2019)*

	<b>Governmental Activities</b>	
	<b>2020</b>	<b>2019</b>
<b>Expenses:</b>		
Library operations:		
Salaries and wages	\$ 1,887,366	\$ 1,872,401
Employee benefits	788,127	533,818
Materials and services	1,145,619	1,390,273
Depreciation expense	68,218	71,027
<b>Total expenses</b>	<b>3,889,330</b>	<b>3,867,519</b>
<b>Program revenues:</b>		
Charges for services:		
Special assessments	849,727	831,231
Charges for services	98,789	131,414
Operating grants and contributions	106,510	83,215
<b>Total program revenues</b>	<b>1,055,026</b>	<b>1,045,860</b>
<b>Net program expense</b>	<b>(2,834,304)</b>	<b>(2,821,659)</b>
<b>General revenues:</b>		
Property taxes	2,742,000	2,586,197
Property taxes – redevelopment increment	47,029	44,374
Investment earnings	53,883	86,066
Other revenues	17,139	43,956
<b>Total general revenues</b>	<b>2,860,051</b>	<b>2,760,593</b>
<b>Change in net position</b>	<b>25,747</b>	<b>(61,066)</b>
<b>Net position:</b>		
Beginning of year	1,098,956	1,160,022
End of year	<b>\$ 1,124,703</b>	<b>\$ 1,098,956</b>



**ALTADENA LIBRARY DISTRICT**  
*Balance Sheet – Governmental Funds*  
*June 30, 2020*  
*(With Comparative Amounts as of June 30, 2019)*

---

	<u>General Fund</u>	
	<u>2020</u>	<u>2019</u>
<b><u>ASSETS</u></b>		
<b>Assets:</b>		
Cash and investments	\$ 3,571,503	\$ 3,269,014
Accrued interest receivable	9,114	16,396
Property taxes and assessments receivable	189,990	155,670
Accounts receivable – other	40,026	36,279
Prepaid items	4,439	5,153
<b>Total assets</b>	<b>\$ 3,815,072</b>	<b>\$ 3,482,512</b>
<b><u>LIABILITIES AND FUND BALANCE</u></b>		
<b>Liabilities:</b>		
Accounts payable and accrued expenses	\$ 177,060	\$ 155,740
Accrued salaries and benefits	13,537	27,764
<b>Total liabilities</b>	<b>190,597</b>	<b>183,504</b>
<b>Fund balance: (Note 7)</b>		
Nonspendable	4,439	5,153
Assigned	108,057	62,123
Unassigned	3,511,979	3,231,732
<b>Total fund balance</b>	<b>3,624,475</b>	<b>3,299,008</b>
<b>Total liabilities and fund balance</b>	<b>\$ 3,815,072</b>	<b>\$ 3,482,512</b>

**ALTADENA LIBRARY DISTRICT***Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position**June 30, 2020**(With Comparative Amounts as of June 30, 2019)*

	<u>2020</u>	<u>2019</u>
<b>Fund Balances – Governmental Funds</b>	<b>\$ 3,624,475</b>	<b>\$ 3,299,008</b>
<b>Amounts reported for governmental activities in the statement of net position are different because:</b>		
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those assets as capital assets. The net book value of capital assets is:	831,237	848,700
Deferred outflows of resources used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those deferred outflows of resources.	862,773	800,838
Long-term liabilities applicable to the District are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities' both current and long-term, are reported in the statement of net position as follows:		
Compensated absences	(108,057)	(62,123)
Net other post-employment benefits obligations	(1,024,083)	(1,280,972)
Net pension liability	(2,504,038)	(2,283,423)
Deferred inflows of resources used in governmental activities are not current financial resources and, therefore, are not reported in the governmental funds balance sheet. However, the statement of net position includes those deferred inflows of resources.	(557,604)	(223,072)
<b>Total adjustments</b>	<b><u>(2,499,772)</u></b>	<b><u>(2,200,052)</u></b>
<b>Net Position of Governmental Activities</b>	<b><u><u>\$ 1,124,703</u></u></b>	<b><u><u>\$ 1,098,956</u></u></b>

**ALTADENA LIBRARY DISTRICT***Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds  
For the Fiscal Year Ended June 30, 2020**(With Comparative Amounts for the Fiscal Year Ended June 30, 2019)*

	<b>General Fund</b>	
	<b>2020</b>	<b>2019</b>
<b>Revenues:</b>		
Property taxes	\$ 2,742,000	\$ 2,586,197
Property taxes – redevelopment increment	47,029	44,374
Special assessments	849,727	831,231
Charges for services	98,789	131,414
Operating grants and contributions	106,510	83,215
Investment earnings	53,883	86,066
Other revenues	17,139	43,956
<b>Total revenues</b>	<b>3,915,077</b>	<b>3,806,453</b>
<b>Expenditures:</b>		
Current:		
Salaries and wages	1,841,432	1,881,245
Employee benefits	551,804	501,590
Materials and services	1,145,619	1,390,273
Capital outlay	50,755	82,158
<b>Total expenditures</b>	<b>3,589,610</b>	<b>3,855,266</b>
<b>Net change in fund balance</b>	<b>325,467</b>	<b>(48,813)</b>
<b>Fund balance:</b>		
Beginning of year	3,299,008	3,347,821
End of year	\$ 3,624,475	\$ 3,299,008

**ALTADENA LIBRARY DISTRICT***Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities**For the Fiscal Year Ended June 30, 2020**(With Comparative Amounts for the Fiscal Year Ended June 30, 2019)*

---

	<u>2020</u>	<u>2019</u>
<b>Net Change in Fund Balances – Governmental Funds</b>	<b>\$ 325,467</b>	<b>\$ (48,813)</b>
<b>Amounts reported for governmental activities in the statement of activities is different because:</b>		
Some expenses reported in the statement of activities do not require the use of current financial resources. Therefore, those expenses are not reported as expenditures in governmental funds as follows:		
Change in compensated absences	(45,934)	8,844
Change in net pension liability	(226,538)	(25,425)
Change in net other post-employment benefits obligations	(9,785)	(6,803)
Governmental funds report capital outlay as expenditures. However, in the statement of activities the cost of those capitalized assets is allocated over their		
Capital outlay	50,755	82,158
Depreciation expense	<u>(68,218)</u>	<u>(71,027)</u>
<b>Total adjustments</b>	<u>(299,720)</u>	<u>(12,253)</u>
<b>Change in Net Position of Governmental Activities</b>	<b><u>\$ 25,747</u></b>	<b><u>\$ (61,066)</u></b>

# ALTADENA LIBRARY DISTRICT

## Notes to Financial Statements

June 30, 2020

---

### NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

#### A. Description of Organization

The Altadena Library District (District) was formed on December 8, 1926, and operates under sections 19600 et seq., of the California Education Code. The main library is located at 600 E. Mariposa Street in Altadena. The branch library is located at 2659 Lincoln Avenue in Altadena and was re-opened in 1991. The District is administered by a five-member Board of Trustees.

The criteria used in determining the scope of the financial reporting entity is based on the provisions of Governmental Accounting Statements No. 61, The Financial Reporting Entity. The District is the primary governmental unit based on the foundation of a separately elected governing board that is elected by the citizens in a general popular election. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The District is financially accountable if it appoints a voting majority of the organization's governing body and: 1) It is able to impose its will on that organization, or 2) There is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. The District has no component units as of year-end.

#### B. Basis of Presentation, Basis of Accounting

##### 1. Basis of Presentation

###### Government-Wide Financial Statements

The statement of net position and the statement of activities display information about the primary government (the District). These statements include the financial activities of the overall government. Eliminations have been made to minimize the double-counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenues, charges for services, and other nonexchange transactions.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

###### Fund Financial Statements

The fund financial statements provide information about the District's funds. The District reports only the following governmental fund:

**General Fund:** This fund is used to account for all financial resources of the District.

# ALTADENA LIBRARY DISTRICT

## Notes to Financial Statements

June 30, 2020

---

### NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### B. Basis of Presentation, Basis of Accounting (Continued)

##### 2. Measurement Focus, Basis of Accounting

###### **Government-Wide Financial Statements**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the District gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, entitlements, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year in which all eligibility requirements have been satisfied.

###### **Governmental Fund Financial Statements**

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. Capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and financing from capital leases are reported as other financing sources.

##### 3. Revenues - Exchange and Non-Exchange Transactions

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year. Generally, available is defined as collectible within 60 days.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, certain grants, entitlements, and donations. Revenue from property taxes is recognized in the fiscal year in which the taxes are received. Revenue from certain grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include time and purpose requirements. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

#### C. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position

##### 1. Cash and Cash Equivalents

For purposes of the statement of cash flows, the District considers all highly liquid investments with a maturity of three months or less, when purchased, to be cash equivalents. Cash deposits are reported at carrying amount, which reasonably estimates fair value.

##### 2. Prepaid Items

Certain payments to vendors reflect costs or deposits applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements.

**NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position (Continued)**

**3. Capital Assets**

Capital assets are stated at cost or at their estimated fair value at date of donation. It is the District’s policy to capitalize assets costing over \$5,000. The provision for depreciation is computed using the straight-line method over the estimated service lives of the capital assets. The District considers library books and other media resources as a current period expense rather than a composite capital asset.

Estimated service lives for the District’s classes of assets are as follows:

Description	Estimated Lives
Buildings	50 years
Building Improvements	20 years
Furniture and Equipment	5-7 years

**4. Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time.

**5. Compensated Absences**

The District’s policy is to permit employees to accumulate earned but unused vacation pay benefits. All vacation pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

**6. Pensions**

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District’s California Public Employees’ Retirement System (CalPERS) plans and addition to/deductions from the Plans’ fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value. CalPERS audited financial statements are publicly available reports that can be obtained at the CalPERS’s website. Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date	June 30, 2018
Measurement Date	June 30, 2019
Measurement Period	July 1, 2018 to June 30, 2019

**NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position (Continued)**

**7. Postemployment Benefits Other Than Pensions (OPEB)**

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District's Other Post-Employment Retiree Benefits Plan (Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, the Plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest-earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at cost. Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used:

Valuation Date	June 30, 2018
Measurement Date	June 30, 2019
Measurement Period	July 1, 2018 to June 30, 2019

**8. Net Position**

Net position is classified into two components: investment in capital assets and unrestricted. These classifications are defined as follows:

- **Investment in capital assets** - This component of net position consists of capital assets net of accumulated depreciation.
- **Unrestricted net position** - This component of net position consists of net position that does not meet the definition of investment in capital assets.

**9. Fund Balances**

The fund balance for governmental funds is reported in classifications based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

**Nonspendable:** Fund balance is reported as nonspendable when the resources cannot be spent because they are either in a nonspendable form or legally or contractually required to be maintained intact. Resources in nonspendable form include inventories and prepaid assets.

**Assigned:** Resources that are constrained by the District's intent to use them for a specific purpose, but are neither restricted nor committed, are reported as assigned fund balance. Intent may be expressed by either the Board, committees (such as budget or finance), or officials to which the Board has delegated authority.

**Unassigned:** Unassigned fund balance represents fund balance that has not been restricted, committed, or assigned and may be utilized by the District for any purpose. When expenditures are incurred, and both restricted and unrestricted resources are available, it is the District's policy to use restricted resources first, then unrestricted resources in the order of committed, assigned, and then unassigned, as they are needed.



## ALTADENA LIBRARY DISTRICT

### *Notes to Financial Statements*

*June 30, 2020*

---

#### **NOTE 1 – DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (Continued)**

##### **C. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position (Continued)**

###### **10. Fund Balance Policy**

The District believes that sound financial management principles require that sufficient funds be retained by the District to provide a stable financial base at all times. To retain this stable financial base, the District needs to maintain an unrestricted fund balance in its funds sufficient to fund cash flows of the District and to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Committed, assigned and unassigned fund balances are considered unrestricted.

The purpose of the District's fund balance policy is to maintain a prudent level of financial resources to protect against reducing service levels or raising assessments and fees because of temporary revenue shortfalls or unpredicted onetime expenditures.

##### **D. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reported period. Actual results could differ from those estimates.

##### **E. Property Taxes**

Property taxes attach as an enforceable lien on property as of January 1, each year. Secured property taxes are levied on July 1 and are payable in two installments, on December 10 and April 10. The County of Los Angeles Assessor's Office assesses all real and personal property within the County each year.

Property tax in California is levied in accordance with Article 13A of the State Constitution at one (1%) of countywide assessed valuations. The County of Los Angeles Treasurer's Office remits an undisclosed portion of the one (1%) current and delinquent property tax collections to the District throughout the year.

##### **F. Budgetary Accounting**

An annual unappropriated budget, which establishes the total spending authority for the General Fund, is adopted by the Board of Directors just prior to the beginning of the District's fiscal year. Estimated revenue is the original estimate with modifications for new programs which are anticipated to be received during the fiscal year. Expenditures cannot legally exceed appropriations at the fund level. Appropriations for the General Fund lapse at the end of the fiscal year. The Board of Directors may authorize amendments to the budget during the year as deemed necessary. Budgeted amounts were not amended for the fiscal year ended June 30, 2020.

##### **G. Reclassifications**

Certain amounts presented in the statement of net position and the statement of activities in the comparative prior period financial statements have been reclassified to conform to the presentation of the current period financial statements. These reclassifications had no effect on the previously reported change in net position or change in fund balance.

**ALTADENA LIBRARY DISTRICT**  
*Notes to Financial Statements*  
*June 30, 2020*

---

**NOTE 2 – CASH AND INVESTMENTS**

Cash and investments at June 30, 2020, consist of the following:

<u>Description</u>	<u>Balance</u>
Cash on hand	\$ 850
Deposits held with financial institutions	292,953
Los Angeles County Pooled Investment Fund	<u>3,277,700</u>
<b>Total cash and cash equivalents</b>	<b><u>\$ 3,571,503</u></b>

**Demand Deposits**

At June 30 2020, the carrying amount of the District’s demand deposits were \$630,227, and the financial institution’s balance was \$711,211. The net difference of \$80,984 represents outstanding checks, deposits-in-transit and/or other reconciling items between the financial institution’s balance and the District’s balance.

**Custodial Credit Risk – Deposits**

Custodial credit risk is the risk that in the event of a bank failure, the Authority’s deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. Cash balances held in banks are insured up to \$250,000 by the Federal Depository Insurance Corporation (FDIC) and are collateralized by the respective financial institutions. In addition, the California Government Code requires that a financial institution secure deposits made by State or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits.

**Los Angeles County Pooled Investment Fund (LACPIF)**

The District is a voluntary participant in the Los Angeles County Pooled Investment Fund (LACPIF) pursuant to Government Code Section 53694. The cash flow needs of participants are monitored daily to ensure that sufficient liquidity is maintained to meet the needs of those participants. At the time deposits are made, the Los Angeles County Treasurer may require the depositing entity to provide annual cash flow projections or an anticipated withdrawal schedule for deposits in excess of \$1 million. Projections are performed no less than semi-annually. In accordance with Government Code Section 27136, all request for withdrawal of funds for the purpose of investing or deposits the funds elsewhere shall be evaluated to ensure the proposed withdrawal will not adversely affect the principal deposits of the other participants. Pool detail may be obtained from the County of Los Angeles Treasurer’s Office – 225 N. Hill Street – Los Angeles, CA 90012 or the Treasurer and Tax Collector’s office website at [www.ttc.lacounty.gov](http://www.ttc.lacounty.gov).

LACPIF is not categorized under the fair value hierarchy established by GAAP as it is held at an amortized cost basis and it is Not Rated under the current credit risk ratings format. For financial reporting purposes, the District considers the LACPIF a cash equivalent due to its highly liquid nature and dollar-in dollar-out amortized cost methodology. As of June 30, 2020, the District held \$3,774,394 in LACPIF.

## ALTADENA LIBRARY DISTRICT

### Notes to Financial Statements

June 30, 2020

#### NOTE 2 – CASH AND INVESTMENTS (Continued)

##### Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. As of June 30, 2020, the District's investment in the LACPIF was rated by Standard & Poor's as AAf/S1.

##### Concentration of Credit Risk

The District's investment policy contains no limitations on the amount that can be invested in any one governmental agency or non-governmental issuer beyond that stipulated by the California Government Code. There were no investments in any one governmental or non-governmental issuer that represented 5% or more of the District's total investments except for those in the LACPIF.

#### NOTE 3 – CAPITAL ASSETS

Changes in capital assets for the year were as follows:

Description	Balance July 1, 2019	Additions	Deletions/ Transfers	Balance June 30, 2020
<b>Non-depreciable assets:</b>				
Land	\$ 77,280	\$ -	\$ -	\$ 77,280
Artwork	102,500	-	-	102,500
<b>Total non-depreciable assets</b>	179,780	-	-	179,780
<b>Depreciable assets:</b>				
Library building	1,599,629	44,915	-	1,644,544
Branch building	77,933	-	-	77,933
Furniture and equipment	196,659	5,840	-	202,499
<b>Total depreciable assets</b>	1,874,221	50,755	-	1,924,976
<b>Accumulated depreciation:</b>				
Library building	(1,037,510)	(47,648)	(590)	(1,085,748)
Branch building	(77,933)	-	-	(77,933)
Furniture and equipment	(89,858)	(20,570)	590	(109,838)
<b>Total accumulated depreciation</b>	(1,205,301)	(68,218)	-	(1,273,519)
<b>Total depreciable assets, net</b>	668,920	(17,463)	-	651,457
<b>Total capital assets, net</b>	\$ 848,700	\$ (17,463)	\$ -	\$ 831,237

#### NOTE 4 – COMPENSATED ABSENCES

Compensated absences comprise unpaid vacation leave which is accrued as earned. The District's liability for compensated absences is determined annually. The changes to the compensated absences balance at June 30, 2020 were as follows:

Balance July 1, 2019	Additions	Deletions	Balance June 30, 2020	Due Within One Year	Due in More Than One Year
\$ 62,123	\$ 96,002	\$ (50,068)	\$ 108,057	\$ 21,611	\$ 86,446

**ALTADENA LIBRARY DISTRICT**  
*Notes to Financial Statements*  
 June 30, 2020

---

**NOTE 5 – PENSION PLAN**

**Summary**

A summary of the District’s pension plan deferred outflows/inflows and net pension liability account balances for the fiscal year ending June 30, 2020 is as follows:

<u>Description</u>	<u>2020</u>
Pension related deferred outflows	\$ 615,732
Net pension liability	2,504,038
Pension related deferred inflows	216,988

**General Information about the Pension Plans**

***The Plans Description Schedule***

The District has engaged with CalPERS to administer the following pension plans for its employees (members):

	<u>Miscellaneous Plans</u>		
	<u>Classic Tier 1</u>	<u>Classic Tier 2</u>	<u>PEPRA Tier 2</u>
	Prior to <u>December 24, 2012</u>	On or after <u>December 24, 2012</u>	On or after <u>January 1, 2013</u>
Hire date			
Benefit formula	2.0% @ 55	2.0% @ 60	2.0% @ 62
Benefit vesting schedule	5-years of service	5-years of service	5-years of service
Benefits payments	monthly for life	monthly for life	monthly for life
Retirement age	50 - 67 & up	50 - 67 & up	52 - 67 & up
Monthly benefits, as a % of eligible compensation	1.0% to 2.0%	1.0% to 2.0%	1.0% to 2.0%
Required member contribution rates	6.902%	6.912%	6.500%
Required employer contribution rates – FY 2019	10.152%	8.811%	7.266%

***Plan Description***

The District contributes to the California Public Employees’ Retirement System (CalPERS), a cost-sharing multiple-employer defined benefit pension plan. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. A full description of the pension plan, benefit provisions, assumptions (for funding, but not accounting purposes), and membership information are listed in the June 30, 2017 Annual Actuarial Valuation Report. This report and CalPERS’ audited financial statements are publicly available reports that can be obtained at CalPERS’ website under Forms and Publications.

***Members Covered by Benefit Terms***

At June 30, 2019 (Measurement Date), the following members were covered by the benefit terms:

<u>Plan Members</u>	<u>Miscellaneous Plans</u>		<u>Total</u>
	<u>Classic Tier 1 &amp; 2</u>	<u>PEPRA Tier 3</u>	
Active members	4	15	19
Transferred and terminated members	15	7	22
Retired members and beneficiaries	23	-	23
<b>Total plan members</b>	<b>42</b>	<b>22</b>	<b>64</b>

## ALTADENA LIBRARY DISTRICT

### *Notes to Financial Statements*

*Years Ended June 30, 2020*

---

#### **NOTE 5 – PENSION PLAN (Continued)**

##### **General Information about the Pension Plans (Continued)**

###### ***Benefits Provided***

CalPERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. A Classic CalPERS Miscellaneous member becomes eligible for service retirement upon attainment of age 55 with at least 5 years of credited service. Public Employees' Pension Reform Act (PEPRA) Miscellaneous members become eligible for service retirement upon attainment of age 62 with at least 5 years of service. The service retirement benefit is a monthly allowance equal to the product of the benefit factor, years of service, and final compensation. The final compensation is the monthly average of the member's highest 36 full-time equivalent monthly pay. Retirement benefits for Classic Miscellaneous and Safety members are calculated as a percentage of their plan based the average final 36 months compensation. Retirement benefits for PEPRA Miscellaneous members are calculated as a percentage of their plan based the average final 36 months compensation.

Participant members are eligible for non-industrial disability retirement if they become disabled and have at least 5 years of credited service. There is no special age requirement. The standard non-industrial disability retirement benefit is a monthly allowance equal to 1.8% of final compensation, multiplied by service. Industrial disability benefits are not offered to miscellaneous employees.

A member's beneficiary may receive the basic death benefit if the member dies while actively employed. The member must be actively employed with the District to be eligible for this benefit. A member's survivor who is eligible for any other pre-retirement death benefit may choose to receive that death benefit instead of this basic death benefit. The basic death benefit is a lump sum in the amount of the members' accumulated contributions, where interest is currently credited at 7.15 percent per year, plus a lump sum in the amount of one month's salary for each completed year of current service, up to a maximum of six months' salary. For purposes of this benefit, one month's salary is defined as the member's average monthly full-time rate of compensation during the 12 months preceding death.

Upon the death of a retiree, a one-time lump sum payment of \$500 will be made to the retiree's designated survivor(s), or to the retiree's estate.

Benefit terms provide for annual cost-of-living adjustments to each member's retirement allowance. Beginning the second calendar year after the year of retirement, retirement and survivor allowances will be annually adjusted on a compound basis by 3%.

**ALTADENA LIBRARY DISTRICT**  
*Notes to Financial Statements*  
*Years Ended June 30, 2020*

---

**NOTE 5 – PENSION PLAN (Continued)**

**General Information about the Pension Plans (Continued)**

***Contributions***

Section 20814(c) of the California Public Employees’ Retirement Law (PERL) requires that the employer contribution rates for all public employers will be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through CalPERS’ annual actuarial valuation process. The public agency cost-sharing plans covered by the Miscellaneous risk pool, the Plan’s actuarially determined rate is based on the estimated amount necessary to pay the Plan’s allocated share of the risk pool’s costs of benefits earned by employees during the year, and any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of members. For the measurement period ended June 30, 2018 (Measurement Date), the active member contribution rate for the Classic Miscellaneous Plan and the PEPRA Miscellaneous Plan are based above in the Plans Description schedule.

Contributions for the year ended June 30, 2020, were as follows:

<b>Contribution Type</b>	<b>Miscellaneous Plans</b>		<b>Total</b>
	<b>Classic Tier 1 &amp; 2</b>	<b>PEPRA Tier 3</b>	
Contributions – employer	\$ 168,555	\$ 87,150	\$ 255,705

***Actuarial Methods and Assumptions Used to Determine the Total Pension Liability***

For the measurement period ended June 30, 2019 (Measurement Date), the total pension liability was determined by rolling forward the June 30, 2018 total pension liability. The June 30, 2019 total pension liability was based on the following actuarial methods and assumptions:

Actuarial Cost Method	Entry Age Normal in accordance with the requirement of GASB Statement No. 68
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.75%
Salary Increases	Varies by Entry Age and Service
Mortality Rate Table	Derived using CalPERS’ Membership Data for all Funds.
Post Retirement Benefit Increase	Contract COLA up to 2.75% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.75% thereafter

All other actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period from 1997 to 2015, including updates to salary increase, mortality and retirement rates. The Experience Study report can be obtained at CalPERS’ website under Forms and Publications.

**ALTADENA LIBRARY DISTRICT**  
*Notes to Financial Statements*  
*Years Ended June 30, 2020*

---

**NOTE 5 – PENSION PLAN (Continued)**

**Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans**

***Discount Rate***

The discount rate used to measure the total pension liability was 7.15 percent. The long-term expected rate of return on the pension plan investments was determined in which best-estimate ranges of expected future real rates are developed for each major asset class. In determining the long-term expected rate of return, both short-term and long-term market return expectations as well as the expected pension fund cash flows were considered. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major *asset class*.

The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

<b>Investment Type</b>	<b>New Strategic Allocation</b>	<b>Real Return Years 1 - 10<sup>1</sup></b>	<b>Real Return Years 11+<sup>2</sup></b>
Global equity	50.0%	4.80%	5.98%
Fixed income	28.0%	1.00%	2.62%
Inflation assets	0.0%	0.77%	1.81%
Private equity	8.0%	6.30%	7.23%
Real assets	13.0%	3.75%	4.93%
Liquidity	1.0%	0.00%	-0.92%
	<u>100.0%</u>		

<sup>1</sup> An expected inflation rate-of-return of 2.00% is used for years 1 – 10.

<sup>2</sup> An expected inflation rate-of-return of 2.92% is used for years 11+.

***Sensitivity of the District’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate***

The following presents the District’s proportionate share of the net pension liability of the Plan as of the measurement date, calculated using the discount rate of 7.15%, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (6.15%) or 1 percentage-point higher (8.15%) than the current rate:

<b>Plan Type</b>	<b>Plan’s Net Pension Liability/(Asset)</b>		
	<b>Discount Rate -</b>	<b>Current Discount</b>	<b>Discount Rate +</b>
	<b>1% 6.15%</b>	<b>Rate 7.15%</b>	<b>1% 8.15%</b>
CalPERS – Miscellaneous Plan	<u>3,787,763</u>	<u>\$ 2,504,038</u>	<u>\$ 1,444,414</u>

**ALTADENA LIBRARY DISTRICT**  
*Notes to Financial Statements*  
*Years Ended June 30, 2020*

---

**NOTE 5 – PENSION PLAN (Continued)**

**Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans (Continued)**

***Pension Plan Fiduciary Net Position***

Detail information about the plan’s fiduciary net position is available in the separately issued CalPERS financial report and can be obtained from CalPERS’ website under Forms and Publications.

***Proportionate Share of Net Pension Liability and Pension Expense***

The following table shows the plan’s changes in plan-level net pension liability over the measurement period for the Miscellaneous Plan:

<u>Plan Type and Balance Descriptions</u>	<u>Plan Total Pension Liability</u>	<u>Plan Fiduciary Net Position</u>	<u>Change in Plan Net Pension Liability</u>
<b>CalPERS – Miscellaneous Plan:</b>			
Balance as of June 30, 2018 (Measurement Date)	\$ 9,222,570	\$ 6,939,146	\$ 2,283,424
Balance as of June 30, 2019 (Measurement Date)	\$ 9,544,209	\$ 7,040,171	\$ 2,504,038
<b>Change in Plan Net Pension Liability</b>	<b>\$ 321,639</b>	<b>\$ 101,025</b>	<b>\$ 220,614</b>

The following is the approach established by the plan actuary to allocate the net pension liability and pension expense to the individual employers within the risk pool.

- (1) In determining a cost-sharing plan’s proportionate share, total amounts of liabilities and assets are first calculated for the risk pool as a whole on the valuation date (June 30, 2018). The risk pool’s fiduciary net position (“FNP”) subtracted from its total pension liability (TPL) determines the net pension liability (NPL) at the valuation date.
- (2) Using standard actuarial roll forward methods, the risk pool TPL is then computed at the measurement date (June 30, 2019). Risk pool FNP at the measurement date is then subtracted from this number to compute the NPL for the risk pool at the measurement date. For purposes of FNP in this step and any later reference thereto, the risk pool’s FNP at the measurement date denotes the aggregate risk pool’s FNP at June 30, 2019 less the sum of all additional side fund (or unfunded liability) contributions made by all employers during the measurement period (2019 fiscal year).
- (3) The individual plan’s TPL, FNP and NPL are also calculated at the valuation date.
- (4) Two ratios are created by dividing the plan’s individual TPL and FNP as of the valuation date from (3) by the amounts in step (1), the risk pool’s total TPL and FNP, respectively.
- (5) The plan’s TPL as of the Measurement Date is equal to the risk pool TPL generated in (2) multiplied by the TPL ratio generated in (4). The plan’s FNP as of the Measurement Date is equal to the FNP generated in (2) multiplied by the FNP ratio generated in (4) plus any additional side fund (or unfunded liability) contributions made by the employer on behalf of the plan during the measurement period.
- (6) The plan’s NPL at the Measurement Date is the difference between the TPL and FNP calculated in (5).



**ALTADENA LIBRARY DISTRICT**  
*Notes to Financial Statements*  
*Years Ended June 30, 2020*

---

**NOTE 5 – PENSION PLAN (Continued)**

**Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans (Continued)**

***Proportionate Share of Net Pension Liability and Pension Expense (Continued)***

The District’s proportionate share of the net pension liability was as follows:

	<b>Percentage Share of Risk Pool</b>		<b>Change Increase/ (Decrease)</b>
	<b>Fiscal Year Ending</b>	<b>Fiscal Year Ending</b>	
	<b>June 30, 2020</b>	<b>June 30, 2019</b>	
Measurement Date	June 30, 2019	June 30, 2018	
Percentage of Risk Pool Net Pension Liability	0.062531%	0.060589%	0.001942%
Percentage of Plan (PERF C) Net Pension Liability	0.024437%	0.023696%	0.000741%

For the year ended June 30, 2020, the District recognized pension expense/(credit) in the amount of \$482,244 for the CalPERS Miscellaneous Plan.

The amortization period differs depending on the source of the gain or loss. The difference between projected and actual earnings is amortized over 5-years straight line. All other amounts are amortized straight-line over the average expected remaining service lives of all members that are provided with benefits (active, inactive and retired) as of the beginning of the measurement period.

The EARSLS for PERF C for the measurement date ending June 30, 2019 is 3.8 years, which was obtained by dividing the total service years by the total number of participants: active, inactive, and retired in PERF C. Inactive employees and retirees have remaining service lifetimes equal to 0. Total future service is based on the members’ probability of decrementing due to an event other than receiving a cash refund.

***Deferred Outflows of Resources and Deferred Inflows of Resources***

At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<b>Account Description</b>	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Pension contributions made after the measurement date	\$ 255,705	\$ -
Difference between actual and proportionate share of employer contributions	-	(117,407)
Adjustment due to differences in proportions	66,706	-
Differences between expected and actual experience	173,916	(13,475)
Differences between projected and actual earnings on pension plan investments	-	(43,778)
Changes in assumptions	119,405	(42,328)
<b>Total Deferred Outflows/(Inflows) of Resources</b>	<b>\$ 615,732</b>	<b>\$ (216,988)</b>

**ALTADENA LIBRARY DISTRICT**  
*Notes to Financial Statements*  
*Years Ended June 30, 2020*

---

**NOTE 5 – PENSION PLAN (Continued)**

***Deferred Outflows of Resources and Deferred Inflows of Resources (Continued)***

The District recognized \$215,284 reported as deferred outflows of resources related to pensions resulting from the District’s contributions subsequent to the measurement date as a reduction of the net pension liability in the fiscal year ended June 30, 2020, as noted above.

***Amortization of Deferred Outflows of Resources and Deferred Inflows of Resources***

Other remaining amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be amortized to pension expense in future periods as follows:

<u>Amortization Period</u> <u>Fiscal Year Ended June 30</u>	<u>Deferred</u> <u>Outflows/(Inflows)</u> <u>of Resources</u>
2021	\$ 149,500
2022	(33,368)
2024	18,061
2025	8,846
<b>Total</b>	<b>\$ 143,039</b>

As of June 30, 2020, there were no outstanding payables to the pension plan.

**NOTE 6 – OTHER POSTEMPLOYMENT BENEFITS**

**A. General Information about the OPEB Plan**

**Summary**

A summary of the District’s OPEB plan deferred outflows/inflows and net pension liability account balances for the fiscal year ending June 30, 2020 is as follows:

<u>Description</u>	<u>2020</u>
OPEB related deferred outflows	\$ 247,041
Net other post-employment benefits obligation	1,024,083
OPEB related deferred inflows	340,616

**Plan description**

The District provides Other Post-Employment Benefits (OPEB) to employees who retire from the District and meet certain eligibility requirements. The plan is considered a single-employer plan for purposes of GASB 75. Spouses and surviving spouses are also eligible to receive benefits. Retirees may enroll in any plan available through the District’s CalPERS medical. The contribution requirements of Plan members and the District are established and may be amended by the District’s Board of Trustees.

**Benefits provided**

Medical coverage is currently provided through CalPERS as permitted under the Public Employees’ Medical and Hospital Care Act (PEMHCA). This coverage requires the employee to satisfy the requirements for retirement under CalPERS: either (a) attainment of age 50 (age 52, if a miscellaneous employee new to PERS on or after January 1, 2013) with 5 years of State or public agency service or (b) an approved disability retirement.

**ALTADENA LIBRARY DISTRICT**  
*Notes to Financial Statements*  
*Years Ended June 30, 2020*

---

**NOTE 6 – OTHER POSTEMPLOYMENT BENEFITS (Continued)**

**A. General Information about the OPEB Plan (Continued)**

**Benefits provided**

The employee must begin his or her retirement benefit within 120 days of terminating employment with the District to be eligible to continue medical coverage through the District and be entitled to the benefits described below. If an eligible employee is not already enrolled in the medical plan, he or she may enroll within 60 days of retirement, during any future open enrollment period or with a qualifying life event. In other words, it is the timing of initiating retirement benefits and not timing of enrollment in the medical program which determines whether or not the retiree qualifies for lifetime medical coverage and any benefits defined in the PEMHCA resolution. Once eligible, coverage may be Continued at the retiree’s option for his or her lifetime. A surviving spouse and other eligible dependents may also continue coverage.

As a PEMHCA employer, the District is obligated to contribute toward the cost of retiree medical coverage for the retiree’s lifetime or until coverage is discontinued. The current PEMHCA resolution provides for the District to contribute up to \$500 per month toward medical premiums for active employees or retirees and/or their eligible dependents. If the retiree’s spouse has coverage and survives the retiree, the contribution continues to the surviving spouse provided he or she is entitled to survivor benefits under the retirement plan.

**Employees covered by benefit terms**

At June 30, 2019, the following employees were covered by the benefit terms:

	<u>2019</u>
Inactive plan members or beneficiaries currently receiving benefit payments	14
Inactive plan members entitled to but not yet receiving benefit payments	1
Active plan members	<u>19</u>
Total	<u><u>34</u></u>

**B. Total OPEB Liability**

The District’s total OPEB liability of \$1,024,083 for the District Plan as measured as of June 30, 2019 and was determined by an actuarial valuation as of that date.

**Actuarial assumptions and other inputs**

The total OPEB liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

	<u>June 30, 2019</u>
Valuation Date	N/A
Experience Study	5.70%
Discount rate	2.50%
Inflation	3.00%
Salary increases	5.70%
Investment rate of return	4.0 percent
Healthcare cost trend rates	

**ALTADENA LIBRARY DISTRICT**  
*Notes to Financial Statements*  
*Years Ended June 30, 2020*

---

**NOTE 6 – OTHER POSTEMPLOYMENT BENEFITS (Continued)**

**B. Total OPEB Liability (Continued)**

**District Plan**

The discount rate is 5.70 percent based upon the expected return on assets.

Mortality rates are based on the MacLeod Watts Scale 2017, which was developed from a blending of data and methodologies found in two published sources: (1) the Society of Actuaries Mortality Improvement Scale MP-2016 Report, published in October 2016 and (2) the demographic assumptions used in the 2016 Annual Report of the Board of Trustees of the Federal Old-Age and Survivors Insurance and Federal Disability Insurance Trust funds, published June 2016.

At the time the June 2019 valuation was prepared, CalPERS determined and published expected returns shown below for CERBT Asset Allocation Strategy 3 using a building-block method and best-estimate ranges of expected future real rates of return for each major asset class (expected returns, net of OPEB plan investment expense and inflation). These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Using the District’s projected benefit cash flows and the rates of return shown below, a long-term expected return of 6.3% was determined; however, the District must use the 5.7% for the assumed trust rate of return and discount rate for the actuarial study. Expected asset returns were updated and published by CalPERS for October 1, 2019 and beyond and the expected allocation were as follows:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>LTERR</u>
Global Equities	40%	6.80%
Fixed Income	43%	3.10%
REITs	8%	5.50%
TIPS	5%	2.25%
Commodities	4%	3.50%
<b>Total</b>	<b>100%</b>	

**C. Changes in the Total OPEB Liability**

	<u>Increase (Decrease)</u>		
	<u>Total</u>	<u>Plan Fiduciary</u>	<u>Net</u>
	<u>OPEB Liability</u>	<u>Net Position</u>	<u>OPEB Liability</u>
<b>Balance at July 1, 2019 (Measurement date July 1, 2018)</b>	\$ 1,766,594	\$ 485,622	\$ 1,280,972
<b>Changes for the year:</b>			
Service cost	93,540	-	93,540
Interest	108,531	-	108,531
Change in assumptions	(282,036)	-	(282,036)
Net investment income	-	35,124	(35,124)
Employer contributions	-	141,905	(141,905)
Benefit payments	(82,905)	(82,905)	-
Administrative expense	-	(105)	105
Net changes	(162,870)	94,019	(256,889)
<b>Balance at June 30, 2020 (Measurement date June 30, 2019)</b>	<b>\$ 1,603,724</b>	<b>\$ 579,641</b>	<b>\$ 1,024,083</b>

**ALTADENA LIBRARY DISTRICT***Notes to Financial Statements**Years Ended June 30, 2020***NOTE 6 – OTHER POSTEMPLOYMENT BENEFITS (Continued)****C. Changes in the Total OPEB Liability (Continued)****Sensitivity of the total OPEB liability to changes in the discount rate**

The following presents the total OPEB liability of the District, as well as what the District’s total OPEB liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current discount rate:

1% Decrease 4.70%	Discount Rate 5.70%	1% Increase 6.70%
\$ 1,255,665	\$ 1,024,083	\$ 836,918

**Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates**

The following presents the total OPEB liability of the District, as well as what the District’s total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage-point lower or one percentage-point higher than the current healthcare cost trend rates:

1% Decrease 4.4%	Healthcare Cost Trend Rates 5.4%	1% Increase 6.4%
\$ 820,128	\$ 1,024,083	\$ 1,281,689

**D. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

For the year ended June 30, 2020, the District recognized OPEB expense of \$137,905. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

Account Description	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB contributions made after the measurement date	\$ 128,120	\$ -
Changes in assumptions	114,027	(2,981)
Differences between expected and actual experience	-	(337,635)
Differences between projected and actual earnings on OPEB plan investments	4,894	-
<b>Total Deferred Outflows/(Inflows) of Resources</b>	<b>\$ 247,041</b>	<b>\$ (340,616)</b>

**ALTADENA LIBRARY DISTRICT**  
*Notes to Financial Statements*  
*Years Ended June 30, 2020*

---

**NOTE 6 – OTHER POSTEMPLOYMENT BENEFITS (Continued)**

**D. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

At June 30, 2020, the District reported \$128,120 of deferred outflows of resources for employer contributions made subsequent to the measurement date which will be used to reduce the net OPEB liability balance in the coming year. Amortization of the (\$221,695) of remaining deferred outflows/(inflows) of resources, net related to the net OPEB obligation is as follows:

<u>Amortization Period</u> <u>Fiscal Year Ended June 30</u>	<u>Deferred</u> <u>Outflows/(Inflows)</u> <u>of Resources</u>
2021	\$ (32,079)
2022	(32,081)
2023	(33,909)
2024	(36,070)
2025	(38,896)
Thereafter	<u>(48,660)</u>
<b>Total</b>	<u>\$ (221,695)</u>

**NOTE 7 – FUND BALANCES**

At June 30, 2020, fund balances of the District’s governmental funds were classified as follows:

<u>Description</u>	<u>Balance</u>
<b>Nonspendable:</b>	
Prepaid items	\$ 4,439
<b>Assigned:</b>	
Compensated absences	108,057
<b>Unassigned:</b>	
Unassigned	<u>3,511,979</u>
<b>Total net investment in capital assets</b>	<u>\$ 3,624,475</u>

**NOTE 8 – DEFERRED COMPENSATION SAVINGS PLAN**

For the benefit of its employees, the District participates in a 457 Deferred Compensation Program. The purpose of this Program is to provide deferred compensation for public employees that elect to participate in the Program. Generally, eligible employees may defer receipt of a portion of their salary until termination, retirement, death or unforeseeable emergency. Until the funds are paid or otherwise made available to the employee, the employee is not obligated to report the deferred salary for income tax purposes.

Federal law requires deferred compensation assets to be held in trust for the exclusive benefit of the participants. Accordingly, the District is in compliance with this legislation. Therefore, these assets are not the legal property of the District, and are not subject to claims of the District’s general creditors.

## ALTADENA LIBRARY DISTRICT

### Notes to Financial Statements

Years Ended June 30, 2020

---

#### NOTE 9 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District is a member of the Special District Risk Management Authority (SDRMA), an intergovernmental risk sharing joint powers authority created to provide self-insurance programs for California special districts. The purpose of the SDRMA is to arrange and administer programs of self-insured losses and to purchase excess insurance coverage.

<b>A. Entity</b>	SDRMA	
<b>B. Purpose</b>	To pool member contributions and realize the advantages of self-insurance	
<b>C. Participants</b>	As of June 30, 2019 – 509 member agencies	
<b>D. Governing board</b>	Seven representatives employed by members	
<b>E. District payments for FY 2020:</b>		
<b>Property/Liability policy</b>	\$33,011	
<b>F. Condensed financial information</b>	June 30, 2019	
<b>Statement of net position:</b>		<b>June 30, 2019</b>
<b>Total assets</b>		<u>\$ 117,357,664</u>
<b>Deferred outflows</b>		<u>590,733</u>
<b>Total liabilities</b>		<u>61,466,303</u>
<b>Deferred inflows</b>		<u>117,531</u>
<b>Net position</b>		<u>\$ 56,364,563</u>
<b>Statement of revenues, expenses and changes in net position:</b>		
<b>Total revenues</b>		\$ 76,136,955
<b>Total expenses</b>		<u>(74,357,125)</u>
<b>Change in net position</b>		1,779,830
<b>Beginning – net position</b>		<u>54,584,733</u>
<b>Ending – net position</b>		<u>\$ 56,364,563</u>
<b>G. Member agencies share of year-end financial position</b>		Not Calculated

At June 30, 2020, the District participated in the liability and property programs of the SDRMA as follows:

- General and auto liability, public officials and employees' errors and omissions: Total risk financing self-insurance limits of \$2,500,000, combined single limit at \$2,500,000 per occurrence. The District purchased additional excess coverage layers: \$10,000,000 for general, auto and public official's liability, which increases the limits on the insurance coverage noted above.

## **ALTADENA LIBRARY DISTRICT**

### *Notes to Financial Statements*

*Years Ended June 30, 2020*

---

#### **NOTE 9 – RISK MANAGEMENT (Continued)**

In addition to the above, the District also has the following insurance coverage:

- Employee dishonesty coverage up to \$400,000 per loss includes public employee dishonesty, forgery or alteration and theft, disappearance and destruction coverage.
- Property loss is paid at the replacement cost for property on file, if replaced within three years after the loss, otherwise paid on an actual cash value basis, to a combined total of \$1.0 billion per occurrence, subject to a \$2,000 deductible per occurrence.
- Boiler and machinery coverage for the replacement cost up to \$100 million per occurrence, subject to a \$1,000 deductible per occurrence.
- Public official's personal liability up to \$500,000 each occurrence, with an annual aggregate of \$500,000 per each elected/appointed official to which this coverage applies, subject to the terms, with a deductible of \$500 per claim.

The District maintains workers' compensation coverage and employer's liability coverage in accordance with the statutory requirements of the State of California.

Settled claims have not exceeded any of the coverage amounts in any of the last three fiscal years. There were no reductions in insurance coverage in fiscal year 2020, 2019, and 2018. Liabilities are recorded when it is probable that a loss has been incurred and the amount of the loss can be reasonably estimated net of the respective insurance coverage. Liabilities include an amount for claims that have been incurred but not reported (IBNR). There were no IBNR claims payable as of June 30, 2020, 2019, and 2018.

#### **NOTE 10 – COMMITMENTS AND CONTINGENCIES**

##### **Grant Awards**

Grant funds received by the District are subject to audit by the grantor agencies. Such audit could lead to requests for reimbursements to the grantor agencies for expenditures disallowed under terms of the grant. Management of the District believes that such disallowances, if any, would not be significant.

##### **Litigation**

The District is involved in routine litigation incidental to its business and may be subject to claims and litigation from outside parties.

#### **NOTE 11 – CURRENT AND SUBSEQUENT EVENTS**

##### **Global Pandemic**

At the end of the first quarter of calendar year 2020, the United States and global economy suffered a major decline due to the impact of the COVID-19 virus. This economic decline may affect the District's operations and investment earnings for the remainder of calendar year 2020 and beyond. However, the potential impact to the District is unknown at this time.

##### **County of Los Angeles Ballot Measure Z**

On November 3, 2020, the voters approved Measure Z. The measure requested voter authorization to establish a Community Facilities District (CFD) within the Library District's service area that will generate stable local funding to continue to provide programs and resources to the community; and provide for needed repairs and capital improvements to the Altadena Libraries.



---

---

***Required Supplementary Information***

---

---

**ALTADENA LIBRARY DISTRICT**  
*Budgetary Comparison Schedule – General Fund*  
*For the Fiscal Year Ended June 30, 2020*

---

	<b>Adopted Original/Final Budget</b>	<b>Actual</b>	<b>Variance Positive (Negative)</b>
<b>Revenues:</b>			
Property taxes	\$ 2,689,300	\$ 2,789,029	\$ 99,729
Special assessments	846,400	849,727	3,327
Charges for services	131,000	98,789	(32,211)
Operating grants and contributions	61,000	106,510	45,510
Investment earnings	21,000	53,883	32,883
Other revenues	48,000	17,139	(30,861)
<b>Total revenues</b>	<b>3,796,700</b>	<b>3,915,077</b>	<b>118,377</b>
<b>Expenditures:</b>			
Current:			
Salaries and wages	1,943,800	1,841,432	102,368
Employee benefits	589,200	551,804	37,396
Materials and services	1,188,300	1,145,619	42,681
Capital outlay	112,300	50,755	61,545
<b>Total expenditures</b>	<b>3,833,600</b>	<b>3,589,610</b>	<b>243,990</b>
<b>Net change in fund balance</b>	<b>\$ (36,900)</b>	<b>325,467</b>	<b>\$ 362,367</b>
<b>Fund balance:</b>			
Beginning of year		3,299,008	
End of year		<b>\$ 3,624,475</b>	

**ALTADENA LIBRARY DISTRICT**

*Schedule of Proportionate Share of the Net Pension Liability  
For the Fiscal Year Ended June 30, 2020*

**Last Ten Fiscal Years**

**California Public Employees' Retirement System (CalPERS) Miscellaneous Plan**

<b>Measurement Date:</b>	<b>June 30, 2019<sup>1</sup></b>	<b>June 30, 2018<sup>1</sup></b>	<b>June 30, 2017<sup>1</sup></b>	<b>June 30, 2016<sup>1</sup></b>	<b>June 30, 2015<sup>1</sup></b>	<b>June 30, 2014<sup>1</sup></b>
District's Proportion of the Net Pension Liability	0.024437%	0.023696%	0.023216%	0.022722%	0.021385%	0.022681%
District's Proportionate Share of the Net Pension Liability	\$ 2,504,038	\$ 2,283,423	\$ 2,302,407	\$ 1,966,172	\$ 1,467,863	\$ 1,411,297
District's Covered Payroll	\$ 1,089,459	\$ 1,164,987	\$ 1,126,039	\$ 1,186,696	\$ 1,025,728	\$ 1,173,208
District's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	229.84%	196.00%	204.47%	165.68%	143.10%	120.29%
Plan's Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	73.76%	75.24%	75.05%	76.86%	82.04%	83.03%

<sup>1</sup> Historical information is required only for measurement periods for which GASB No. 68 is applicable.

**ALTADENA LIBRARY DISTRICT**  
*Schedule of Pension Contributions*  
*For the Fiscal Year Ended June 30, 2020*

**Last Ten Fiscal Years**

**California Public Employees' Retirement System (CalPERS) Miscellaneous Plan**

<b>Fiscal Year:</b>	<b>2019-20<sup>1</sup></b>	<b>2018-19<sup>1</sup></b>	<b>2017-18<sup>1</sup></b>	<b>2016-17<sup>1</sup></b>	<b>2015-16<sup>1</sup></b>	<b>2014-15<sup>1</sup></b>	<b>2013-14<sup>1</sup></b>
Actuarially Determined Contribution <sup>2</sup>	\$ 255,705	\$ 215,284	\$ 180,238	\$ 161,019	\$ 159,147	\$ 118,239	\$ 100,578
Contribution in Relation to the Actuarially Determined Contribution <sup>2</sup>	(255,705)	(215,284)	(180,238)	(161,019)	(159,147)	(118,239)	(100,578)
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
District's Covered Payroll <sup>3</sup>	\$ 1,201,555	\$ 1,089,459	\$ 1,164,987	\$ 1,126,039	\$ 1,186,696	\$ 1,025,728	\$ 1,173,208
Contributions as a Percentage of Covered Payroll	21.28%	19.76%	15.47%	14.30%	13.41%	11.53%	8.57%

<sup>1</sup> Historical information is required only for measurement periods for which GASB No. 68 is applicable.

<sup>2</sup> Employers are assumed to make contributions equal to the actuarially determined contributions (which is the actuarially determined contribution). However, some employers may choose to make additional contributions towards their side-fund or their unfunded liability. Employer contributions for such plan exceed the actuarial determined contributions. CalPERS has determined that employer obligations referred to as *side-funds* are not considered separately financed specific liabilities.

<sup>3</sup> Covered-Employee Payroll represented above is based on pensionable earnings provided by the employer. However, GASB No. 68 defines covered-employee payroll as the total payroll of employees that are provided pensions through the pension plan. Accordingly, if pensionable earnings are different than total earnings for covered-employees, the employer should display in the disclosure footnotes the payroll based on total earnings for the covered group and recalculate the required payroll-related ratios.

**Notes to the Schedule:**

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2013 as they have minimal cost impact. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a. Golden Handshakes)

# ALTADENA LIBRARY DISTRICT

## Schedule of Changes in the District's Net OPEB Liability and Related Ratios For the Fiscal Year Ended June 30, 2020

### Last Ten Fiscal Years

Fiscal Year - Measurement Date	2019	2018	2017
<b>Total OPEB liability</b>			
Service cost	\$ 93,540	\$ 85,458	\$ 82,767
Interest	108,531	104,602	97,819
Changes of assumptions	(282,036)	25,309	-
Benefit payments	(82,905)	(73,922)	(75,542)
<b>Net change in total OPEB liability</b>	(162,870)	141,447	105,044
<b>Total OPEB liability - beginning</b>	1,766,594	1,625,147	1,520,103
<b>Total OPEB liability - ending</b>	<u>\$ 1,603,724</u>	<u>\$ 1,766,594</u>	<u>\$ 1,625,147</u>
<b>Plan fiduciary net position</b>			
Net investment income	\$ 35,124	\$ 25,154	\$ 18,767
Contributions - employer	141,905	-	215,546
Benefit payments	(82,905)	(73,922)	(75,542)
Administrative expense	(105)	(987)	(224)
<b>Net change in plan fiduciary net position</b>	94,019	(49,755)	158,547
<b>Plan fiduciary net position - beginning</b>	485,622	535,377	376,830
<b>Plan fiduciary net position - ending</b>	<u>\$ 579,641</u>	<u>\$ 485,622</u>	<u>\$ 535,377</u>
<b>District's net OPEB liability</b>	<u>\$ 1,024,083</u>	<u>\$ 1,280,972</u>	<u>\$ 1,089,770</u>
<b>Plan fiduciary net position as a percentage of the total OPEB liability</b>	36.14%	27.49%	32.94%
<b>Covered-employee payroll</b>	<u>\$ 1,268,278</u>	<u>\$ 1,387,550</u>	<u>\$ 1,164,987</u>
<b>District's net OPEB liability as a percentage of covered-employee payroll</b>	80.75%	92.32%	93.54%

*This schedule is required to show information for ten years; however, until a full ten year trend is compiled, information is presented for those years for which information is available.*

## **ALTADENA LIBRARY DISTRICT**

### *Notes to the Required Supplementary Information For the Fiscal Year Ended June 30, 2020*

---

#### **NOTE 1 – PURPOSE OF SCHEDULES**

##### **Budgetary Comparison Schedule**

The District follows specific procedures in establishing the budgetary data reflected in the financial statements. Each year the District prepares and submits an operating budget to the Board of Trustees no later than June of each year. The basis used to prepare the budget does not differ substantially from the modified accrual basis of accounting. The adopted budget becomes operative on July 1. The Board of Trustees must approve all supplemental appropriations to the budget and transfers between major accounts.

##### **Schedule of Proportionate Share of the Net Pension Liability**

This schedule is required by GASB Statement No. 68 and is required for all employers in a cost-sharing pension plan. The schedule reports the following information:

- The proportion (percentage) of the collective net pension liability (similar to the note disclosure)
- The proportionate share (amount) of the collective net pension liability
- The employer's covered-employee payroll
- The proportionate share (amount) of the collective net pension liability as a percentage of the employer's covered-employee payroll
- The pension plan's fiduciary net position as a percentage of the total pension liability

##### **Schedule of Pension Contributions**

This schedule is required by GASB Statement No. 68 and is required for all employers in a cost-sharing pension plan. The schedule reports the following information:

- If an employer's contributions to the plan are actuarially determined or based on statutory or contractual requirements: the employer's actuarially determined contribution to the pension plan (or, if applicable, its statutorily or contractually required contribution), the employer's actual contributions, the difference between the actual and actuarially determined contributions (or statutorily or contractually required), and a ratio of the actual contributions divided by covered-employee payroll.
- Change of assumptions: the rate of inflation decreased from 2.75% for the measurement period ending June 30, 2017 to 2.5% for the measurement period ending June 30, 2019.

##### **Schedule of Changes in the District's Total OPEB Liability and Related Ratios**

This schedule is required by GASB Statement No. 75 for all sole and agent employers that provide other postemployment benefits (OPEB). The schedule presents information of the measurement date of the net OPEB liability.

- Change of assumptions: the healthcare cost trend rate changed from 7.5% decreasing to 5.0% to 4.0%

---

---

***Other Independent Auditors' Report***

---

---



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Trustees  
Altadena Library District  
Altadena, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Altadena Library District as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise Altadena Library District's basic financial statements, and have issued our report thereon dated November 5, 2020.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Altadena Library District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Altadena Library District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Altadena Library District's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Altadena Library District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Murrieta, California  
November 5, 2020



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

**DEPARTMENT:** Administration

**MEETING DATE:** November 23, 2020

**PREPARED BY:** Nikki Winslow

**LOCATION:** Virtual Zoom Meeting

---

**Staffing Updates:**

- a) Hires/Promotions: Lori Newfang – Library Technician – October 27, 2020
- b) Appointments: None
- c) Transfers: None
- d) Resignations/Terminations/Retirements: Quarece Martinez – Library Aide – November 6, 2020

The Youth and Family Services Librarian open position closed on October 23. There were over 40 applications received for this exciting opportunity. We held interviews with an external panel with the top 14 candidates on November 5 and 6. The final round of interviews was held with management staff on November 12 and we are excited to announce that a candidate has been selected! The candidate has accepted the position and we currently anticipate a December 1 start date.

Our wonderful Library Aide of five years, Quarece Martinez, got a full-time position with the City of Pasadena and had his last day with ALD on November 6. Staff were sad to say farewell to him but are extremely excited for this new opportunity in his life. We hope to see him as a patron in the future as well. In other good news, former Library Clerk, Lori Newfang, was promoted to a Library Technician after a 3-month introductory period of working in Technical Services. We appreciate her aptitude for this work and know she will be an asset to that department moving forward.

We plan to post the newly created part-time Marketing and Technology Assistant position, that as long as the Board reviews and approves at their Special Meeting on November 19, during the week of November 23. This person will assist Chloé with her Marketing and Community Engagement work, as well as be a backup to IT Manager Christopher Kellermeyer as needed.

***Board Vacancy Process:***

We opened the application process to fill Trustee Kahn's vacated seat in early October. Her term officially expires on December 4. We received six applications to fill this role by the November 13 deadline. The list of Altadena residents that applied includes:

- René Amy
- Rushmore Cervantes
- Jason Gottlieb
- Cherri L. King
- Jervey Tervalon
- Lucy Vergis

All six candidates will make a statement and answer questions during the Special Board Meeting on November 19. Once a selection is made during that meeting, Natalya and I will notify the County of this selection so the newest Trustee may be installed at the Regular Board Meeting on December 14.

**Moving Back to Curbside Services:**

Due to the recent surge in COVID cases both locally and nationally, we have had to make the very difficult decision to move back to only offering Curbside Services to the community until at least mid-January. With the holiday season upon us, health officials anticipate the number of cases to continue to grow and ALD wants to do everything it can to protect our staff and the community. The new schedule of services is now:

**Main Library**

- Phones
  - Monday – Saturday, 10 am – 6 pm
  - Messages must be returned within 24 hours
- Curbside pickup
  - Monday – Saturday, 11 am – 1 pm, 4pm – 6pm
- Passport Services Closed as of November 25

**Bob Lucas Branch**

- Curbside pickup
  - Monday – Friday 10a – 1 pm, 3pm – 5pm

In addition to shifting back to Curbside Service, we are also adjusting staff schedules to limit the number of people in each building by increasing the number of staff that will work from home for the next few months based on public health recommendations. These new schedules will go into effect the week of November 30 and we are hopeful that this proactive approach will prevent staff being exposed to illness.

**Measure Z**

Although the results will not be officially certified until the beginning of December, we are excited to announce that Measure Z has been passed by the voters of Altadena! The most current numbers of votes show that the Measure received 72.30% of yes votes, totaling 17,841 in favor of this additional funding for ALD. The staff and I would like to express our gratitude to the campaign committee, including all of our wonderful Trustees, for their hard work on getting the word out to vote for Measure Z. As we embark on the process of implementing a Community Facilities District, it is so encouraging to feel so much community support for the very important work that we are going to begin to both library buildings and expansion of services and programs.

**Statistical Update:**

<b>System-Wide Statistics</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>
E-Resource Checkouts	5790	5396	5381	6790
3-D Printouts	41	24	20	20
Reference Sessions	60	108	123	332
Live Chat Sessions	52	37	61	56
<b>Main Library Statistics</b>				
Physical Collections Checkouts	3263	2234	7111	6467
Library of Things	22	34	30	21
New Patrons	73	59	53	71
<b>Bob Lucas Statistics</b>				
Physical Collections Checkouts	186	164	622	603
Library of Things	6	10	7	6
New Patrons	1	3	2	4

**California State Library Statistics Report:**

The Annual State Library Report was due on November 6, 2020. As I am sure you would imagine, it definitely looked much different this year in terms of statistics due to the pandemic and what that has done to circulation, door count, spending and much more. The official report of all libraries from across the state has not published yet, but once it does, you can see all of our statistics from Fiscal Year 2019-20, at this link: <https://www.library.ca.gov/services/to-libraries/statistics/>.

There was an infographic that was generated during the process that I thought the Board would like to review (below).

**ALTADENA LIBRARY DISTRICT** Annual Report 2020

The library had <b>3,612</b> open hours in 2019!	<b>23,985</b> people have a card at our library	<b>124,576</b> people walked through our doors last year	In addition to <b>291,867</b> website visits
Print materials totaled <b>75,030</b>	The collection contained <b>508,755</b> items	There were <b>28,995</b> electronic materials circulated	Contributing to a total of <b>181,334</b> checkouts!
We lent our items to libraries outside of our system <b>281</b> times	Our service is delivered by <b>27.00</b> dedicated FTE staff	<b>3,115</b> Reference questions were asked	<b>READ</b>
And brought in <b>144</b> items upon patron request	<b>563</b> total programs offered	<b>10,605</b> people attended in total!	
<p><a href="http://www.altadenalibrary.org">http://www.altadenalibrary.org</a> 600 E. MARIPOSA ST. ALTADENA, CA, 91001</p>			



### ***Hidden Histories + Altadena Heroes***

Through the Hidden Histories partnership with Altadena Historical Society and Altadena Town Council, the Altadena Libraries helped produce the recent Altadena Heroes event on October 25 with Altadena Arts, a new nonprofit supporting local art initiatives. The event brought community members together virtually to enjoy pictures, videos, and brief presentations with a focus on renowned Altadena artist Charles White, author Octavia Butler, the Buffalo Soldiers, and Bob Lucas, champion of literacy in Altadena and namesake of our Bob Lucas Memorial Library.

### ***This is Altadena Podcast***

In further celebration of the 40<sup>th</sup> anniversary of the dedication of Charles White Park, the first episode of the new This is Altadena podcast is focused on Charles White's legacy in Altadena and includes brief interviews with Altadena Town Council member Veronica Jones, local artist Keni Arts, and founder of the new Altadena Arts organization Eugene Hutchins. This first episode was a great opportunity for our staff to get a feel for podcasting and our recording process. The podcast will continue in 2021 with even more episodes about the fascinating stories of our community!



### ***100 Years of Lights – Celebrating CTLA***

Melissa and Chloé have been working with Christmas Tree Lane Association and Altadena Historical Society to produce a series of videos documenting brief glimpses into the history of Christmas Tree Lane. In lieu of in-person programming that was going to be planned to celebrate the centennial of our neighboring organization, 13 short vignettes and a compilation movie of all 13 will be published in the second weekend of December. Melissa has led the coordination of the filming, Altadena Historical Society docents and CTLA volunteers have provided the content, and Chloé will edit the videos. Since we cannot gather together at an annual, in-person tree lighting celebration, we are glad to celebrate instead with this virtual offering that our community and Christmas Tree Lane visitors can enjoy for years to come!





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

**DEPARTMENT:** Administration

**MEETING DATE:** November 23, 2020

**PREPARED BY:** Nicole Fabry

**LOCATION:** Virtual Meeting

---

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

**September 2020 FINANCIAL STATEMENTS**

The following financial reports are for the month of September 2020. The financial statements are unaudited. Currently we are at 25% 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 -\$1,072,321.02. ALD cash and cash equivalents are \$2,648,736.57.

Total cash with the County is \$2,437,407.82. 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 \$5,047,607.71.

**REVENUE HIGHLIGHTS**

Account 4915 – In September 2020 we received \$7,142.80 in income from two film production companies for the rental of our parking lot and the community room prior to our expanded opening.

Account 4930 – We also received \$36,854.88 as reimbursement for our E-Rate Internet service from Califa for last fiscal year.

**EXPENDITURE HIGHLIGHTS**

Account 7125 – \$1,050.00 was paid to CalPERS for producing GASB-68 reports necessary for pension accounting and reporting. \$2,424.89 was paid to NBS Government Financial for quarterly administration of our parcel tax.

Account 7130 – \$16,973.47 was paid to Best, Best & Krieger for General Public Agency and CFD Formation fees for the months of July and August 2020.

Account 7310 – a total of \$12,021.17 was spent for new office furniture and cubicle dividers for both the Circulation office and the Assistant Library Director's office. \$5,250.00 was paid as a deposit to LA Art Labs for their initial work on the restoration of George Gardner Symons' oil painting.

**PAYMENTS FROM SUPPORT ORGANIZATIONS**

None to report.



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

	Sep 30, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Cash &amp; Cash Equivalents</b>	
<b>Cash in Banks</b>	
1001 · Pacific West - Checking	194,513.37
1002 · Pacific West - MMA	15,762.65
1046 · PayPal	202.73
<b>Total Cash in Banks</b>	210,478.75
<b>Cash on Hand</b>	
1080 · Petty Cash	500.00
1081 · Cash Register - Main	150.00
1082 · Petty Cash - Branch	100.00
1083 · Cash Register - Branch	100.00
<b>Total Cash on Hand</b>	850.00
<b>Cash with County</b>	
1010.00 · Cash in County Treasury	2,427,950.13
1013 · FMV - COLA Funds	9,457.69
<b>Total Cash with County</b>	2,437,407.82
<b>Total Cash &amp; Cash Equivalents</b>	2,648,736.57
<b>Total Checking/Savings</b>	2,648,736.57
<b>Other Current Assets</b>	
<b>Property Tax Receivables (COLA)</b>	
1410 · PT Receivable-Current Unsecured	17,784.05
1421 · PT Receivable-Delinquent Unsec	14,502.00
<b>Total Property Tax Receivables (COLA)</b>	32,286.05
<b>Total Other Current Assets</b>	32,286.05
<b>Total Current Assets</b>	2,681,022.62
<b>Fixed Assets</b>	
<b>Capital Assets</b>	
<b>Accumulated Depreciation</b>	
1800 · Accum Depr (S & I)	(1,163,680.68)
1900 · Accum Depr (FF & E)	(109,838.88)
<b>Total Accumulated Depreciation</b>	(1,273,519.56)
<b>Depreciable Assets</b>	
1550 · Structures & Improvements	1,722,477.96
1700 · Furniture, Fixtures & Equipment	202,498.41
<b>Total Depreciable Assets</b>	1,924,976.37
<b>Non-Depreciable Assets</b>	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
<b>Total Non-Depreciable Assets</b>	179,780.28
<b>Total Capital Assets</b>	831,237.09
<b>Total Fixed Assets</b>	831,237.09

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

	Sep 30, 20
<b>Other Assets</b>	
Deferred Outflows of Resources	
1990 · DOR - Pension Contributions	255,705.00
1991 · DOR - Pension Related	1,032,602.00
1992 · DOR - OPEB Contributions	128,120.00
1993 · DOR - OPEB Related	118,921.00
<b>Total Deferred Outflows of Resources</b>	1,535,348.00
<b>Total Other Assets</b>	1,535,348.00
<b>TOTAL ASSETS</b>	<b>5,047,607.71</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	37,473.40
<b>Total Accounts Payable</b>	37,473.40
Credit Cards	
2009 · UMB Credit Card	71,891.69
<b>Total Credit Cards</b>	71,891.69
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)	232.56
2100.04 · CalPers PEPRA (EE Ded)	3,351.69
2100.07 · CalPers 457 (EE Contribution)	445.98
2100.08 · CalPers 457 (EE Loan Repayment)	120.41
2100.09 · Disability Insurance	(211.32)
<b>Total 2100 · Payroll Payable</b>	16,755.31
<b>Total Other Current Liabilities</b>	129,002.18
<b>Total Current Liabilities</b>	238,367.27
Long Term Liabilities	
Deferred Inflows of Resources	
2601 · DIR - Pension Related	474,824.00
2602 · DIR - OPEB Related	340,616.00
<b>Total Deferred Inflows of Resources</b>	815,440.00
2700 · Net Pension Liability	2,504,038.00
2701 · Net OPEB Liability	1,024,083.00
<b>Total Long Term Liabilities</b>	4,343,561.00
<b>Total Liabilities</b>	4,581,928.27
Equity	
3300 · Retained Earnings	1,538,000.46
Net Income	(1,072,321.02)
<b>Total Equity</b>	465,679.44
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,047,607.71</b>

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

	Sep 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>FINES &amp; FEES</b>	
4305 · Fees	83.12
4310 · MFM / Printer Revenue	2.00
<b>Total FINES &amp; FEES</b>	85.12
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>	
4210 · Interest Income (Savings)	0.26
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	0.26
<b>OTHER REVENUE &amp; ADJUSTMENT</b>	
4915 · Film Rental Revenue	7,142.80
4930 · E-Rate Revenue	36,854.88
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	43,997.68
<b>PROPERTY TAXES</b>	
4020 · Current-Year Unsecured	
4020.00 · Current Unsecured	
<b>Total 4020 · Current-Year Unsecured</b>	
4030 · Prior-Year Secured	
4030.00 · Prior Secured	(58,992.22)
<b>Total 4030 · Prior-Year Secured</b>	(58,992.22)
4060 · Special Assessment	
4060.01 · Per Parcel Benefit Assessment	(17,959.12)
<b>Total 4060 · Special Assessment</b>	(17,959.12)
4070 · Supplemental Current	
4010.03 · SB 813 Supplemental	
<b>Total 4070 · Supplemental Current</b>	
4075 · Supplemental Prior	
4030.03 · SB 813 Redemption	
<b>Total 4075 · Supplemental Prior</b>	
4080 · Penalties, Interest & Costs-Ref	
4200 · Interest Income - County of LA	843.47
<b>Total PROPERTY TAXES</b>	(76,107.87)
<b>Total Income</b>	(32,024.81)
<b>Expense</b>	
<b>CAPITAL EXPENSE</b>	
7310 · Equipment, Furniture & Fixtures	17,271.17
<b>Total CAPITAL EXPENSE</b>	17,271.17
<b>FACILITIES, GROUNDS &amp; MAINT.</b>	
7205 · Maintenance Contracts	743.62
7210 · Building Maint & Repairs	1,597.48
7220 · Landscape	138.52
<b>Total FACILITIES, GROUNDS &amp; MAINT.</b>	2,479.62

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

	Sep 20
<b>LIBRARY MATERIALS</b>	
6110 · Cataloging Expenses	1,389.97
6115 · Electronic Databases & Subscrip	4,575.33
6120 · Books	24,614.60
6125 · Audio CD	525.16
6130 · DVD's & Videogames	692.75
6140 · Periodicals	1,603.00
6155 · Library of Things	265.53
<b>Total LIBRARY MATERIALS</b>	<b>33,666.34</b>
<b>OPERATING EXPENSES</b>	
<b>ADVERTISING &amp; MARKETING</b>	
6618 · Recruitment	90.25
6627 · Advertising / Marketing	187.26
<b>Total ADVERTISING &amp; MARKETING</b>	<b>277.51</b>
<b>FEES</b>	
6745 · Banking & Service Fees	(116.69)
6746 · Payroll Fees	750.00
<b>Total FEES</b>	<b>633.31</b>
<b>STAFF COSTS &amp; PROF. DEVELOPMENT</b>	
6625 · Training & Education	(170.00)
6626 · Staff Recognition	68.81
6710 · Meetings & Travel	78.80
<b>Total STAFF COSTS &amp; PROF. DEVELOPMENT</b>	<b>(22.39)</b>
<b>UTILITIES</b>	
6920 · Electricity	5,494.54
6930 · Natural Gas	71.94
6940 · Water & Sewage	851.55
6950 · Refuse	952.63
<b>Total UTILITIES</b>	<b>7,370.66</b>
6765 · Janitorial Supplies	133.31
6770 · Operating Supplies	2,418.58
<b>Total OPERATING EXPENSES</b>	<b>10,810.98</b>
<b>PERSONNEL RELATED EXPENSES</b>	
<b>5000 · SALARIES &amp; WAGES</b>	
5010 · Salaried	56,559.76
5020 · Hourly	69,295.19
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>125,854.95</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>	
5120 · Payroll Taxes (ER)	9,444.99
<b>5210 · PERS Retirement</b>	
5210.01 · CalPers CLASSIC (ER Contr)	2,404.35
5210.02 · CalPers PEPRA (ER Contr)	11,395.34
<b>Total 5210 · PERS Retirement</b>	<b>13,799.69</b>
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>23,244.68</b>

## Altadena Library District

## Profit &amp; Loss

11/03/20

September 2020

Accrual Basis

	Sep 20
<b>5200 · Insurance</b>	
5220 · Health Insurance	9,931.02
5221 · Health Insurance - Retirees	5,981.03
5230 · Dental Insurance	1,089.51
5240 · Vision Insurance	815.03
5260 · Life Insurance	117.99
<b>Total 5200 · Insurance</b>	<b>17,934.58</b>
<b>Total PERSONNEL RELATED EXPENSES</b>	<b>167,034.21</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>	
<b>INFORMATION TECHNOLOGY (IT)</b>	
7170 · Telecommunications	864.57
7180 · Technology Equipment	1,476.30
7185 · Technology Maintenance Fees	1,149.98
7190 · Website Development	18.99
<b>Total INFORMATION TECHNOLOGY (IT)</b>	<b>3,509.84</b>
<b>PROFESSIONAL SERVICES</b>	
7125 · Audit and Financial Consulting	3,474.89
7130 · Legal Fees	16,973.47
<b>Total PROFESSIONAL SERVICES</b>	<b>20,448.36</b>
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>23,958.20</b>
<b>PROGRAMS</b>	
6200 · Youth Services	461.89
6210 · Teen Services	154.74
6220 · Adult Services	(111.64)
6230 · Bob Lucas Branch Services	2,448.01
6240 · Literacy Services	22.06
6250 · Volunteer Services	29.54
6260 · Summer Reading	45.48
<b>Total PROGRAMS</b>	<b>3,050.08</b>
<b>Total Expense</b>	<b>258,270.60</b>
<b>Net Ordinary Income</b>	<b>(290,295.41)</b>
<b>Net Income</b>	<b>(290,295.41)</b>

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

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>DONATIONS AND GRANTS</b>				
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)	
<b>Total DONATIONS AND GRANTS</b>	28,500.00	53,000.00	(24,500.00)	53.8%
<b>FINES &amp; FEES</b>				
4305 · Fees	220.09	4,000.00	(3,779.91)	5.5%
4310 · MFM / Printer Revenue	4.75	8,000.00	(7,995.25)	0.1%
4340 · Passport Services Fees		90,000.00	(90,000.00)	
4350 · Sales of Products		1,500.00	(1,500.00)	
<b>Total FINES &amp; FEES</b>	224.84	103,500.00	(103,275.16)	0.2%
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Interest Income (Savings)	0.71	400.00	(399.29)	0.2%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	0.71	400.00	(399.29)	0.2%
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4910 · Miscellaneous Income	147.00			
4915 · Film Rental Revenue	7,142.80	1,000.00	6,142.80	714.3%
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)	
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	7,289.80	241,550.00	(234,260.20)	3.0%
<b>PROPERTY TAXES</b>				
4010 · Current-Year Secured				
4010.00 · Current Secured		2,576,000.00	(2,576,000.00)	
<b>Total 4010 · Current-Year Secured</b>		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)	
<b>Total 4020 · Current-Year Unsecured</b>	88,920.24	86,900.00	2,020.24	102.3%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(55,521.36)			
4030.05 · Secured Tax Refunds	(966.80)			
<b>Total 4030 · Prior-Year Secured</b>	(56,488.16)			
4050 · Homeowners Exemption		15,300.00	(15,300.00)	
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	(15,458.20)			
4060 · Special Assessment - Other		846,400.00	(846,400.00)	
<b>Total 4060 · Special Assessment</b>	(15,458.20)	846,400.00	(861,858.20)	(1.8)%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	(24,575.02)			
<b>Total 4070 · Supplemental Current</b>	(24,575.02)			
4075 · Supplemental Prior				
4030.03 · SB 813 Redemption	336.93			
<b>Total 4075 · Supplemental Prior</b>	336.93			

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

	Jul - Sep 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	(1,931.18)	21,000.00	(22,931.18)	(9.2)%
<b>Total PROPERTY TAXES</b>	<b>(7,110.19)</b>	<b>3,555,600.00</b>	<b>(3,562,710.19)</b>	<b>(0.2)%</b>
<b>Total Income</b>	<b>28,905.16</b>	<b>3,954,050.00</b>	<b>(3,925,144.84)</b>	<b>0.7%</b>
<b>Expense</b>				
<b>CAPITAL EXPENSE</b>				
7310 · Equipment, Furniture & Fixtures	23,972.02	50,000.00	(26,027.98)	47.9%
7320 · Structures & Improvements		70,000.00	(70,000.00)	
<b>Total CAPITAL EXPENSE</b>	<b>23,972.02</b>	<b>120,000.00</b>	<b>(96,027.98)</b>	<b>20.0%</b>
<b>FACILITIES, GROUNDS &amp; MAINT.</b>				
7205 · Maintenance Contracts	2,099.24	12,000.00	(9,900.76)	17.5%
7210 · Building Maint & Repairs	2,243.24	30,000.00	(27,756.76)	7.5%
7220 · Landscape	3,704.47	19,000.00	(15,295.53)	19.5%
<b>Total FACILITIES, GROUNDS &amp; MAINT.</b>	<b>8,046.95</b>	<b>61,000.00</b>	<b>(52,953.05)</b>	<b>13.2%</b>
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses	4,169.91	22,000.00	(17,830.09)	19.0%
6115 · Electronic Databases & Subscrip	9,807.75	30,000.00	(20,192.25)	32.7%
6120 · Books	48,652.98	130,000.00	(81,347.02)	37.4%
6125 · Audio CD	694.64	10,000.00	(9,305.36)	6.9%
6130 · DVD's & Videogames	692.75	45,000.00	(44,307.25)	1.5%
6140 · Periodicals	2,678.91	15,000.00	(12,321.09)	17.9%
6150 · Downloadables	588.27	43,000.00	(42,411.73)	1.4%
6155 · Library of Things	265.53	2,000.00	(1,734.47)	13.3%
<b>Total LIBRARY MATERIALS</b>	<b>67,550.74</b>	<b>297,000.00</b>	<b>(229,449.26)</b>	<b>22.7%</b>
<b>MISCELLANEOUS EXPENSE</b>				
7510 · Miscellaneous Expense	400.00			
7540 · Trustee Election		70,000.00	(70,000.00)	
<b>Total MISCELLANEOUS EXPENSE</b>	<b>400.00</b>	<b>70,000.00</b>	<b>(69,600.00)</b>	<b>0.6%</b>
<b>OPERATING EXPENSES</b>				
<b>ADVERTISING &amp; MARKETING</b>				
6618 · Recruitment	126.50	2,500.00	(2,373.50)	5.1%
6627 · Advertising / Marketing	1,672.51	7,000.00	(5,327.49)	23.9%
<b>Total ADVERTISING &amp; MARKETING</b>	<b>1,799.01</b>	<b>9,500.00</b>	<b>(7,700.99)</b>	<b>18.9%</b>
<b>FEES</b>				
6745 · Banking & Service Fees	59.61	2,000.00	(1,940.39)	3.0%
6746 · Payroll Fees	2,250.00	10,200.00	(7,950.00)	22.1%
7530 · County Tax Collection Fees		33,700.00	(33,700.00)	
<b>Total FEES</b>	<b>2,309.61</b>	<b>45,900.00</b>	<b>(43,590.39)</b>	<b>5.0%</b>
<b>INSURANCE</b>				
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%
<b>Total INSURANCE</b>	<b>81,896.42</b>	<b>81,900.00</b>	<b>(3.58)</b>	<b>100.0%</b>
<b>STAFF COSTS &amp; PROF. DEVELOPMENT</b>				
6623 · Trustee Prof. Development		3,000.00	(3,000.00)	
6625 · Training & Education	1,654.05	15,000.00	(13,345.95)	11.0%
6626 · Staff Recognition	382.81	2,000.00	(1,617.19)	19.1%
6710 · Meetings & Travel	554.53	10,000.00	(9,445.47)	5.5%
6730 · Mileage & Parking Reimbursement		2,000.00	(2,000.00)	
<b>Total STAFF COSTS &amp; PROF. DEVELOPMENT</b>	<b>2,591.39</b>	<b>32,000.00</b>	<b>(29,408.61)</b>	<b>8.1%</b>

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

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
<b>UTILITIES</b>				
6920 · Electricity	10,611.99	40,000.00	(29,388.01)	26.5%
6930 · Natural Gas	71.94	4,000.00	(3,928.06)	1.8%
6940 · Water & Sewage	1,813.30	8,000.00	(6,186.70)	22.7%
6950 · Refuse	1,749.05	7,000.00	(5,250.95)	25.0%
<b>Total UTILITIES</b>	<b>14,246.28</b>	<b>59,000.00</b>	<b>(44,753.72)</b>	<b>24.1%</b>
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	910.00	5,000.00	(4,090.00)	18.2%
6755 · Small Equipment	311.97	7,000.00	(6,688.03)	4.5%
6765 · Janitorial Supplies	613.58	6,000.00	(5,386.42)	10.2%
6770 · Operating Supplies	4,163.96	15,000.00	(10,836.04)	27.8%
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%
<b>Total OPERATING EXPENSES</b>	<b>122,684.76</b>	<b>309,000.00</b>	<b>(186,315.24)</b>	<b>39.7%</b>
<b>PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	184,625.88	908,300.00	(723,674.12)	20.3%
5020 · Hourly	277,431.57	974,100.00	(696,668.43)	28.5%
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>462,057.45</b>	<b>1,882,400.00</b>	<b>(1,420,342.55)</b>	<b>24.5%</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>				
<b>5120 · Payroll Taxes (ER)</b>				
5250 · FUTA	68.28			
5120 · Payroll Taxes (ER) - Other	34,810.30	155,600.00	(120,789.70)	22.4%
<b>Total 5120 · Payroll Taxes (ER)</b>	<b>34,878.58</b>	<b>155,600.00</b>	<b>(120,721.42)</b>	<b>22.4%</b>
<b>5210 · PERS Retirement</b>				
5210.01 · CalPers CLASSIC (ER Contr)	4,450.20	20,300.00	(15,849.80)	21.9%
5210.02 · CalPers PEPRRA (ER Contr)	21,334.42	104,300.00	(82,965.58)	20.5%
5218 · PERS Unfunded	168,617.00	168,700.00	(83.00)	100.0%
<b>Total 5210 · PERS Retirement</b>	<b>194,401.62</b>	<b>293,300.00</b>	<b>(98,898.38)</b>	<b>66.3%</b>
5222 · OPEB Contribution		60,000.00	(60,000.00)	
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>229,280.20</b>	<b>508,900.00</b>	<b>(279,619.80)</b>	<b>45.1%</b>
<b>5200 · Insurance</b>				
5220 · Health Insurance	28,455.47	132,000.00	(103,544.53)	21.6%
5221 · Health Insurance - Retirees	17,443.09	71,700.00	(54,256.91)	24.3%
5230 · Dental Insurance	1,977.78	13,200.00	(11,222.22)	15.0%
5240 · Vision Insurance	1,488.51	3,900.00	(2,411.49)	38.2%
5260 · Life Insurance	348.43	1,400.00	(1,051.57)	24.9%
5270 · Workers' Compensation	49,825.96	47,050.00	2,775.96	105.9%
<b>Total 5200 · Insurance</b>	<b>99,539.24</b>	<b>269,250.00</b>	<b>(169,710.76)</b>	<b>37.0%</b>
<b>Total PERSONNEL RELATED EXPENSES</b>	<b>790,876.89</b>	<b>2,660,550.00</b>	<b>(1,869,673.11)</b>	<b>29.7%</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>				
<b>INFORMATION TECHNOLOGY (IT)</b>				
7135 · Technology Consulting		7,000.00	(7,000.00)	
7170 · Telecommunications	2,369.59	10,000.00	(7,630.41)	23.7%
7175 · Internet Service / E-Rate		53,000.00	(53,000.00)	
7180 · Technology Equipment	4,331.36	15,000.00	(10,668.64)	28.9%
7185 · Technology Maintenance Fees	12,905.94	18,000.00	(5,094.06)	71.7%
7190 · Website Development	18.99	500.00	(481.01)	3.8%
<b>Total INFORMATION TECHNOLOGY (IT)</b>	<b>19,625.88</b>	<b>103,500.00</b>	<b>(83,874.12)</b>	<b>19.0%</b>



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

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
<b>PROFESSIONAL SERVICES</b>				
7125 · Audit and Financial Consulting	22,339.30	60,000.00	(37,660.70)	37.2%
7130 · Legal Fees	16,973.47	60,000.00	(43,026.53)	28.3%
7140 · Architectural & Engineering		50,000.00	(50,000.00)	
7155 · Consultants - Other	22,073.00	100,000.00	(77,927.00)	22.1%
<b>Total PROFESSIONAL SERVICES</b>	<b>61,385.77</b>	<b>270,000.00</b>	<b>(208,614.23)</b>	<b>22.7%</b>
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>81,011.65</b>	<b>373,500.00</b>	<b>(292,488.35)</b>	<b>21.7%</b>
<b>PROGRAMS</b>				
6200 · Youth Services	804.61	11,000.00	(10,195.39)	7.3%
6210 · Teen Services	228.03	5,500.00	(5,271.97)	4.1%
6220 · Adult Services	645.62	25,000.00	(24,354.38)	2.6%
6230 · Bob Lucas Branch Services	2,458.79	4,500.00	(2,041.21)	54.6%
6240 · Literacy Services	1,415.94	5,000.00	(3,584.06)	28.3%
6250 · Volunteer Services	29.54	2,000.00	(1,970.46)	1.5%
6260 · Summer Reading	1,100.64	10,000.00	(8,899.36)	11.0%
<b>Total PROGRAMS</b>	<b>6,683.17</b>	<b>63,000.00</b>	<b>(56,316.83)</b>	<b>10.6%</b>
<b>Total Expense</b>	<b>1,101,226.18</b>	<b>3,954,050.00</b>	<b>(2,852,823.82)</b>	<b>27.9%</b>
<b>Net Ordinary Income</b>	<b>(1,072,321.02)</b>		<b>(1,072,321.02)</b>	<b>100.0%</b>
<b>Net Income</b>	<b>(1,072,321.02)</b>		<b>(1,072,321.02)</b>	<b>100.0%</b>

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

	Jul - Sep 20	Jul - Sep 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
<b>DONATIONS AND GRANTS</b>				
4710 · Friends of the Library	28,000.00		28,000.00	100.0%
4735 · Designated	500.00		500.00	100.0%
<b>Total DONATIONS AND GRANTS</b>	28,500.00		28,500.00	100.0%
<b>FINES &amp; FEES</b>				
4305 · Fees	220.09	1,261.48	(1,041.39)	(82.6)%
4310 · MFM / Printer Revenue	4.75	690.85	(686.10)	(99.3)%
4340 · Passport Services Fees		34,000.00	(34,000.00)	(100.0)%
4350 · Sales of Products		452.00	(452.00)	(100.0)%
<b>Total FINES &amp; FEES</b>	224.84	36,404.33	(36,179.49)	(99.4)%
<b>INTEREST INCOME &amp; ADJUSTMENTS</b>				
4210 · Interest Income (Savings)	0.71	7.99	(7.28)	(91.1)%
<b>Total INTEREST INCOME &amp; ADJUSTMENTS</b>	0.71	7.99	(7.28)	(91.1)%
<b>OTHER REVENUE &amp; ADJUSTMENT</b>				
4910 · Miscellaneous Income	147.00	4,070.39	(3,923.39)	(96.4)%
4915 · Film Rental Revenue	7,142.80		7,142.80	100.0%
4930 · E-Rate Revenue				
<b>Total OTHER REVENUE &amp; ADJUSTMENT</b>	7,289.80	4,070.39	3,219.41	79.1%
<b>PROPERTY TAXES</b>				
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	88,920.24	86,918.20	2,002.04	2.3%
<b>Total 4020 · Current-Year Unsecured</b>	88,920.24	86,918.20	2,002.04	2.3%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(55,521.36)	(30,830.81)	(24,690.55)	(80.1)%
4030.05 · Secured Tax Refunds	(966.80)	(2,921.29)	1,954.49	66.9%
<b>Total 4030 · Prior-Year Secured</b>	(56,488.16)	(33,752.10)	(22,736.06)	(67.4)%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured		(9,103.53)	9,103.53	100.0%
<b>Total 4040 · Prior-Year Unsecured</b>		(9,103.53)	9,103.53	100.0%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	(15,458.20)	(14,351.15)	(1,107.05)	(7.7)%
4060.02 · Direct Assessments		402.45	(402.45)	(100.0)%
<b>Total 4060 · Special Assessment</b>	(15,458.20)	(13,948.70)	(1,509.50)	(10.8)%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	(24,575.02)	(21,570.24)	(3,004.78)	(13.9)%
<b>Total 4070 · Supplemental Current</b>	(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%
<b>Total 4075 · Supplemental Prior</b>	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	(1,931.18)	(1,821.55)	(109.63)	(6.0)%
<b>Total PROPERTY TAXES</b>	(7,110.19)	7,894.28	(15,004.47)	(190.1)%
<b>Total Income</b>	28,905.16	48,376.99	(19,471.83)	(40.3)%

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

	Jul - Sep 20	Jul - Sep 19	\$ Change	% Change
<b>Expense</b>				
<b>CAPITAL EXPENSE</b>				
7310 · Equipment, Furniture & Fixtures	23,972.02	4,939.50	19,032.52	385.3%
7320 · Structures & Improvements		6,381.00	(6,381.00)	(100.0)%
<b>Total CAPITAL EXPENSE</b>	<b>23,972.02</b>	<b>11,320.50</b>	<b>12,651.52</b>	<b>111.8%</b>
<b>FACILITIES, GROUNDS &amp; MAINT.</b>				
7205 · Maintenance Contracts	2,099.24	4,302.55	(2,203.31)	(51.2)%
7210 · Building Maint & Repairs	2,243.24	7,884.09	(5,640.85)	(71.6)%
7220 · Landscape	3,704.47	11,403.56	(7,699.09)	(67.5)%
<b>Total FACILITIES, GROUNDS &amp; MAINT.</b>	<b>8,046.95</b>	<b>23,590.20</b>	<b>(15,543.25)</b>	<b>(65.9)%</b>
<b>LIBRARY MATERIALS</b>				
6110 · Cataloging Expenses	4,169.91	6,849.37	(2,679.46)	(39.1)%
6115 · Electronic Databases & Subscrip	9,807.75	18,602.26	(8,794.51)	(47.3)%
6120 · Books	48,652.98	36,748.28	11,904.70	32.4%
6125 · Audio CD	694.64	612.69	81.95	13.4%
6130 · DVD's & Videogames	692.75	17,548.12	(16,855.37)	(96.1)%
6135 · Processing of Materials		18,514.64	(18,514.64)	(100.0)%
6140 · Periodicals	2,678.91	2,247.61	431.30	19.2%
6150 · Downloadables	588.27	5,000.00	(4,411.73)	(88.2)%
6155 · Library of Things	265.53		265.53	100.0%
<b>Total LIBRARY MATERIALS</b>	<b>67,550.74</b>	<b>106,122.97</b>	<b>(38,572.23)</b>	<b>(36.4)%</b>
<b>MISCELLANEOUS EXPENSE</b>				
7510 · Miscellaneous Expense	400.00	414.30	(14.30)	(3.5)%
<b>Total MISCELLANEOUS EXPENSE</b>	<b>400.00</b>	<b>414.30</b>	<b>(14.30)</b>	<b>(3.5)%</b>
<b>OPERATING EXPENSES</b>				
<b>ADVERTISING &amp; MARKETING</b>				
6618 · Recruitment	126.50	1,234.19	(1,107.69)	(89.8)%
6627 · Advertising / Marketing	1,672.51	695.28	977.23	140.6%
<b>Total ADVERTISING &amp; MARKETING</b>	<b>1,799.01</b>	<b>1,929.47</b>	<b>(130.46)</b>	<b>(6.8)%</b>
<b>FEES</b>				
6745 · Banking & Service Fees	59.61	567.65	(508.04)	(89.5)%
6746 · Payroll Fees	2,250.00	2,370.00	(120.00)	(5.1)%
<b>Total FEES</b>	<b>2,309.61</b>	<b>2,937.65</b>	<b>(628.04)</b>	<b>(21.4)%</b>
<b>INSURANCE</b>				
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%
<b>Total INSURANCE</b>	<b>81,896.42</b>	<b>63,381.34</b>	<b>18,515.08</b>	<b>29.2%</b>
<b>STAFF COSTS &amp; PROF. DEVELOPMENT</b>				
6623 · Trustee Prof. Development		240.00	(240.00)	(100.0)%
6625 · Training & Education	1,654.05	9,369.59	(7,715.54)	(82.4)%
6626 · Staff Recognition	382.81	299.46	83.35	27.8%
6710 · Meetings & Travel	554.53	972.98	(418.45)	(43.0)%
6730 · Mileage & Parking Reimbursement		103.65	(103.65)	(100.0)%
<b>Total STAFF COSTS &amp; PROF. DEVELOPMENT</b>	<b>2,591.39</b>	<b>10,985.68</b>	<b>(8,394.29)</b>	<b>(76.4)%</b>
<b>UTILITIES</b>				
6920 · Electricity	10,611.99	8,432.38	2,179.61	25.9%
6930 · Natural Gas	71.94	152.23	(80.29)	(52.7)%
6940 · Water & Sewage	1,813.30	1,758.62	54.68	3.1%
6950 · Refuse	1,749.05	1,751.61	(2.56)	(0.2)%
<b>Total UTILITIES</b>	<b>14,246.28</b>	<b>12,094.84</b>	<b>2,151.44</b>	<b>17.8%</b>

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

	Jul - Sep 20	Jul - Sep 19	\$ Change	% Change
6620 · Membership Dues & Subscriptions	9,457.94	5,437.96	4,019.98	73.9%
6740 · Postage & Delivery	296.56	1,547.11	(1,250.55)	(80.8)%
6750 · Printing & Reproduction	910.00	30.90	879.10	2,845.0%
6755 · Small Equipment	311.97	1,872.26	(1,560.29)	(83.3)%
6765 · Janitorial Supplies	613.58	1,990.24	(1,376.66)	(69.2)%
6770 · Operating Supplies	4,163.96	4,693.94	(529.98)	(11.3)%
6775 · Technical Services Supplies	615.94	1,378.27	(762.33)	(55.3)%
6780 · Operating Software		357.95	(357.95)	(100.0)%
6960 · Sales of Products		50.00	(50.00)	(100.0)%
6970 · Equipment Lease & Rental	3,472.10	218.54	3,253.56	1,488.8%
<b>Total OPERATING EXPENSES</b>	<b>122,684.76</b>	<b>108,906.15</b>	<b>13,778.61</b>	<b>12.7%</b>
<b>PERSONNEL RELATED EXPENSES</b>				
<b>5000 · SALARIES &amp; WAGES</b>				
5010 · Salaried	184,625.88	56,448.23	128,177.65	227.1%
5020 · Hourly	277,431.57	309,268.36	(31,836.79)	(10.3)%
<b>Total 5000 · SALARIES &amp; WAGES</b>	<b>462,057.45</b>	<b>365,716.59</b>	<b>96,340.86</b>	<b>26.3%</b>
<b>5100 · Employer-Portion Taxes/Benefits</b>				
<b>5120 · Payroll Taxes (ER)</b>				
5250 · FUTA	68.28		68.28	100.0%
5120 · Payroll Taxes (ER) - Other	34,810.30	27,652.52	7,157.78	25.9%
<b>Total 5120 · Payroll Taxes (ER)</b>	<b>34,878.58</b>	<b>27,652.52</b>	<b>7,226.06</b>	<b>26.1%</b>
<b>5210 · PERS Retirement</b>				
5210.01 · CalPers CLASSIC (ER Contr)	4,450.20	5,185.23	(735.03)	(14.2)%
5210.02 · CalPers PEPRA (ER Contr)	21,334.42	15,688.05	5,646.37	36.0%
5218 · PERS Unfunded	168,617.00	147,894.00	20,723.00	14.0%
<b>Total 5210 · PERS Retirement</b>	<b>194,401.62</b>	<b>168,767.28</b>	<b>25,634.34</b>	<b>15.2%</b>
<b>Total 5100 · Employer-Portion Taxes/Benefits</b>	<b>229,280.20</b>	<b>196,419.80</b>	<b>32,860.40</b>	<b>16.7%</b>
<b>5200 · Insurance</b>				
5220 · Health Insurance	28,455.47	28,824.27	(368.80)	(1.3)%
5221 · Health Insurance - Retirees	17,443.09	16,845.60	597.49	3.6%
5230 · Dental Insurance	1,977.78	3,367.10	(1,389.32)	(41.3)%
5240 · Vision Insurance	1,488.51	1,013.54	474.97	46.9%
5260 · Life Insurance	348.43	359.05	(10.62)	(3.0)%
5270 · Workers' Compensation	49,825.96	31,233.41	18,592.55	59.5%
<b>Total 5200 · Insurance</b>	<b>99,539.24</b>	<b>81,642.97</b>	<b>17,896.27</b>	<b>21.9%</b>
<b>Total PERSONNEL RELATED EXPENSES</b>	<b>790,876.89</b>	<b>643,779.36</b>	<b>147,097.53</b>	<b>22.9%</b>
<b>PROFESSIONAL &amp; TECHNICAL</b>				
<b>INFORMATION TECHNOLOGY (IT)</b>				
7170 · Telecommunications	2,369.59	1,703.08	666.51	39.1%
7175 · Internet Service / E-Rate				
7180 · Technology Equipment	4,331.36	5,305.62	(974.26)	(18.4)%
7185 · Technology Maintenance Fees	12,905.94	10,702.65	2,203.29	20.6%
7190 · Website Development	18.99		18.99	100.0%
<b>Total INFORMATION TECHNOLOGY (IT)</b>	<b>19,625.88</b>	<b>17,711.35</b>	<b>1,914.53</b>	<b>10.8%</b>
<b>PROFESSIONAL SERVICES</b>				
7125 · Audit and Financial Consulting	22,339.30	5,863.50	16,475.80	281.0%
7130 · Legal Fees	16,973.47	11,441.91	5,531.56	48.3%
7145 · Collection Agency		680.20	(680.20)	(100.0)%
7155 · Consultants - Other	22,073.00	14,687.51	7,385.49	50.3%
<b>Total PROFESSIONAL SERVICES</b>	<b>61,385.77</b>	<b>32,673.12</b>	<b>28,712.65</b>	<b>87.9%</b>
<b>Total PROFESSIONAL &amp; TECHNICAL</b>	<b>81,011.65</b>	<b>50,384.47</b>	<b>30,627.18</b>	<b>60.8%</b>

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

	Jul - Sep 20	Jul - Sep 19	\$ Change	% Change
<b>PROGRAMS</b>				
6200 · Youth Services	804.61	168.03	636.58	378.9%
6210 · Teen Services	228.03	242.87	(14.84)	(6.1)%
6220 · Adult Services	645.62	3,085.10	(2,439.48)	(79.1)%
6230 · Bob Lucas Branch Services	2,458.79	989.32	1,469.47	148.5%
6240 · Literacy Services	1,415.94	2,011.89	(595.95)	(29.6)%
6250 · Volunteer Services	29.54	87.76	(58.22)	(66.3)%
6260 · Summer Reading	1,100.64	2,992.26	(1,891.62)	(63.2)%
<b>Total PROGRAMS</b>	6,683.17	9,577.23	(2,894.06)	(30.2)%
<b>Total Expense</b>	1,101,226.18	954,095.18	147,131.00	15.4%
<b>Net Ordinary Income</b>	(1,072,321.02)	(905,718.19)	(166,602.83)	(18.4)%
<b>Net Income</b>	<b>(1,072,321.02)</b>	<b>(905,718.19)</b>	<b>(166,602.83)</b>	<b>(18.4)%</b>



**BOARD OF LIBRARY TRUSTEES  
STANDING COMMITTEE REPORT**

**COMMITTEE:** Budget Committee

**MEETING DATE:** November 23, 2020

**PREPARED BY:** Trustee Terry Andrues

**LOCATION:** Virtual Meeting

---

The Board of Trustees Budget committee (Terry Andrues, Katie Clark) convened at 3:00 pm on 11/10/20 to review the draft audit for the 2019/2020 fiscal year. Nikki Winslow and Nicole Fabry also attended.

No public comment was received for the meeting.

Since the focus of the meeting was on the draft version of last year's audit, current operating results were not discussed in detail.

The audit verified the Library's 2019/20 revenues were \$3,915,077 and expenses were \$3,889,330, resulting in a \$25,747 increase in our net position for the year. The audit describes net position as a measurement the Library's financial health. It is the first time in 3 years that this number has trended up.

There was a significant increase in the expense line for Employee benefits. Both Katie and Terry asked Nicole for more information about this. Much of the increase was for OPEB (Postemployment Benefits other than Pensions). The increase was due, in part, to changes in the assumptions for contributions and outlined in footnote 6 of the audit. The budget for this item drops to \$60,000 for this fiscal year.

There were no other questions of regarding the audit and the Budget Committee recommends approval to accept and file at the next board meeting.

The topic shifted to budget structure changes related to the formation of our Community Facilities District. Once finalized, the CFD's budget structure will have to be designed and implemented. There was consensus of that the CFD budgeting should be a stand-alone activity and not co-mingle with the Library District budget. Nikki said that she was starting to investigate and would provide information to the Board at future meetings.

The meeting was adjourned at 3:26 pm.



**BOARD OF LIBRARY TRUSTEES  
LIAISON REPORT**

**REPORT: Government Relations**

**MEETING DATE:** November 23, 2020

**PREPARED BY:** Trustee Betsy Kahn

**LOCATION:** Virtual Meeting

---

The California Special Districts Association issued its [2020 Year-End Legislative Report](#) earlier this month, summarizing all the legislative actions it supported and opposed over the past year, along with the status of each. Here is a summary of some actions possibly relevant to us in the Altadena Library District. (Note: “Chaptered” status means that a bill is on hold.)

**Chaptered Bills:**

- AB 992: will allow Trustees to post comments, opinions, and “likes” on social media without violating the Brown Act, as long a substantive discussion of district-related business among Trustees does not ensue.
- AB 1947: will increase the statute of limitations for filing a worker retaliation claim from six months to one year and allow the employee but not the employer to seek attorney's fees.
- AB2257: will allow public agencies to apply the [Borello Test rather than the ABC Test](#) to determine whether the contractor should be classified as an employee or independent contractor, providing greater flexibility for public agencies when contracting for services such as information technology.
- AB 2967: will prevent employers from entering or amending their CalPERS contracts to exclude any particular group of employees from the contract.
- SB 1383: will authorize an employee to take off time in excess of 40 hours in the case of a school closure due to an emergency declaration by a federal, state, or local government agency, up to the duration of the emergency.
- AB 685: will require employers to take all the following actions within 24 hours after the employer knew or reasonably should have known of COVID-19 exposure to the employee:
  - 1. Provide a notice to all employees at the worksite where the exposure occurred that they may have been exposed to COVID-19. This notification shall be, at a minimum, in writing in both English and the language understood by the majority of the employees. Employers shall also make every reasonable effort necessary to notify workers verbally.
  - 2. Notify the exclusive representative, if any. This notification shall be, at a minimum, in writing in both English and the language understood by the majority of the employees. Employers shall also make every reasonable effort necessary to notify the exclusive representative verbally.

- 3. Notify all employees and the exclusive representative, if any, of options for exposed employees including COVID-19-related leave, company sick leave, state-mandated leave, supplemental sick leave, or negotiated leave provisions.
- 4. Notify all employees and the exclusive representative, if any, on the cleaning and disinfecting plan that the employer plans to implement prior to resuming work.
- 5. Notify the Division of Occupational Safety and Health, pursuant to subdivision (b) of Section 6409.1, of the number of employees by occupation with a COVID-19 positive test, diagnosis, order to quarantine, or death that could be COVID-19 related.
- 6. Notify the California Department of Public Health and the appropriate local public health agency of the number of employees by occupation with a COVID-19 positive test, diagnosis, order to quarantine, or death that could be COVID-19 related.
- The bill defines “Exposed to COVID-19” as exposure to a person with any of the following:
  - 1. A positive COVID-19 test.
  - 2. A positive COVID-19 diagnosis from a licensed health provider.
  - 3. A COVID-19-related order to quarantine from a licensed health provider.
  - 4. A fatality that was or could have been caused by COVID-19.

“Dead” Bills:

- AB 225: would have allowed candidates to use some campaign funds for childcare, to make it more feasible for the parents to run for office.
- AB 510: would have allowed districts to set their own record-retention policies regarding video, radio, and telephone monitoring recordings that differ from the current standards, which could have saved money in unnecessary data storage costs.
- AB 2093: would have required public agencies to retain all emails “pertaining to the public’s business” for a minimum of 2 years.
- AB 2123: would have established that an agency’s website can be considered ADA-compliant if it adheres to a particular set of standards overseen by the California Commission on Disability Access.
- SB 931: would have required agencies to email meeting agendas and Board packets, or a link where they can be found online, to members of the public who request them.
- AB 1416: would have ensured that public agencies are able to share personal information about their constituents to private contractors who need the information to be able to provide governmental functions.
- AB 196: would have established a presumption that contraction of COVID-19 by “essential workers” is automatically a workplace injury, potentially vastly increasing Workers’ Compensation costs.
- AB 555: would have extended the number of required paid sick days from 3 to 5.
- AB 882: would have prevented an employer from discriminating against a job applicant for past drug use if they had gone through drug rehabilitation or are no longer using illegal drugs.
- AB 1224: would have allowed Paid Family Leave for families with newborn children of two 6-week PFL claims per year, rather than only one annual claim of 12-weeks.
- AB 2355: would have prevented employers from taking employment action against employees for the use of medical marijuana.
- AB 2394: would have tied the COLA for CALPERS retirees to the California CPI.



- AB 2947: would have required that personnel records of employees, applicants, and terminated employees be maintained for five years, increased from the current two years.
- AB 2999: would have required employers with 25 or more employees, including public employers, to provide 10 days of bereavement leave to all employees.

Vetoed Bill:

- AB 1066: would have awarded Workers' Compensation claimants the maximum total benefits payable if the employer failed to provide requested records within 10 days of application.

# Boyd Georgi: the Vision Behind the Altadena Library

by Betsy Kahn

When architect Boyd Georgi was designing the new Altadena Library on East Mariposa Street in 1966, he wanted to draw in a certain group of patrons, so he consulted a local expert. “Karl,” he said, “what would you do when you go in there? Where would you go?”

Georgi’s son Karl was a ninth grader at Eliot Junior High School, just a few blocks away from the construction site of the new library. Karl described to his dad the problem of kids and bike racks. The standard metal fence-like bike rack resulted in a lot of horseplay, knocked-over bikes, bent rims, and arguments. In town, Karl had seen a very elegant bike rack: a horizontal pole with a series of hooks, where you could hang your bike from the handlebars and the bikes remained stable. It was not a catalog item, so Georgi custom-designed one for the library, funded by the Women’s Club Junior Safety Committee. When kids in Altadena commented on the library’s bike rack, Karl would say, “That was my idea!”

Boyd Georgi wanted to make sure teenagers felt invited into the new library — that they knew someone had thought about them and wanted them to come in. Generations of Altadenans have since felt welcome every time they walk through the library doors: *invited*. Here we can see the beautiful bridged entrance from Mariposa Street, which in the original design spanned a series of pools and waterfalls cascading down the hill. Here is a comfortable seat in the sunken reading court, inviting you to relax and read. Here is a spot near the wall of windows, inviting you to rest and look at the view. These features of Georgi’s Altadena Library set it squarely in what is now called the Mid Century Modern style of architecture, born of post-war optimism, the desire to turn away from the past, to celebrate and exploit the potential of modern building materials and techniques, and to bring the beauty of nature indoors.

## How it Came About

Gladys Babcock was appointed Altadena’s Head Librarian in 1951, when the Main Library was located on North Lake Avenue. By 1961, the Board of Trustees had accumulated sufficient funds

to purchase Colonel Green’s old estate on the corner of East Mariposa and Santa Rosa Avenue. In 1962, the Friends of the Library commissioned a study which revealed that Altadena needed a library four times the size of its Lake Avenue site, so in the fall of 1963 the Board of Trustees placed a successful \$500,000 bond measure on the ballot. By the spring of 1964 controversy had erupted, and the library’s future got tied up in a campaign to

incorporate Altadena as a city (which was defeated), prompting a whole swath of Altadena to petition to secede from the Library District (that effort also failed). There were rumors of a secret plan to install a city hall in the new library building! The Trustee election in June even had a whiff of a library censorship dispute, with a last minute write-in candidate who lost to the Vice President of Altadena Savings and Loan.

Babcock lifted her head above these squabbles to work steadily toward the formation of the San Gabriel Valley Library System (later the Metropolitan Cooperative Library System), which qualified the District to apply for matching federal monies that increased the building fund to \$750,000. In the summer of 1966, the

building contract was awarded to R.C. Galyon, and construction began.

The Library Board of Trustees, led by long-time member Ann Fletcher, so trusted Babcock that they had turned the project over to her, and she and Georgi worked closely together on every detail of its design. Georgi told his son Karl many times that of all the architecture clients he had during his career, Gladys Babcock and the Altadena Library Board of Trustees were the best. They gave him free rein and adequate funding to realize a vision of an inspiring volume full of light, set organically in a garden.

## Realizing the Vision

One breathtaking aspect of the design is the view of the outside space through floor-to-ceiling windows. Georgi’s design partner was the late Owen Peters, co-founder of Erikson, Peters & Thom (now known as EPTDESIGN), the landscape architecture firm hired to site the building and design its outdoor spaces. The challenge was to set the building in among mature existing trees,



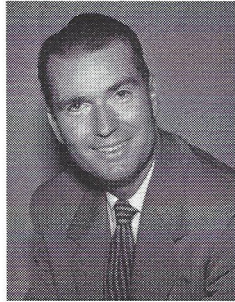
*Altadena Library shortly after completion. Photo by Julius Shulman, with permission.*



while dealing with the difficult sloping topography. “Owen fell in love with that job,” says Bob Ericsson, Peters’ colleague at the firm. “Boyd Georgi was one of the nicest men I ever met, and Owen Peters was one of the most talented designers around. Neither one of them ever got the credit they deserved.”

The sixties was a decade of change and turmoil in the United States, which was reflected on the ground in Altadena. Redevelopment, freeway construction, and challenges to the segregation of Pasadena Unified School District roiled the community and caused its residents to consider what to keep and what to change about Altadena. Somehow, amid all this upheaval, Altadena came together to support the creation of this architectural jewel in the center of town, and it remains the only government institution that belongs entirely to Altadena.

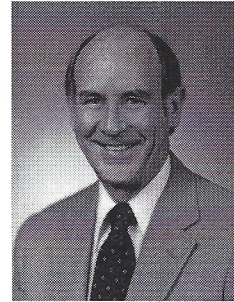
It opened in August 1967. In its first two years the library became the venue for dozens of meetings of the Altadena Advisory Planning Committee (APAC), which advised LA County Regional Planning in creating a Preliminary General Plan for Altadena, published in March, 1969. Boyd Georgi served on the Land Use Subcommittee. In a report to APAC entitled “Architects in Action,” Georgi and his colleague Robert Gordon describe “what might become a cultural center anchored by the Altadena Library” on the west end of the Lake-Mariposa commercial center. Admitting to “a certain amount of dreaming,” they painted pictures of a downtown Altadena with fountains, soft music, street furniture, play centers, historical relics, and beautiful plantings, which have, alas, not come to pass. But the library itself has, in fact, served as the cultural center Georgi and Babcock dreamed of over 50 years ago.



Boyd Georgie



Gladys Babcock



Owen Peters

## The Library Today

Half a century later, this modernist landmark library building retains its original beauty, but significant resources are required to fully restore it, and to repair and upgrade deteriorated and outdated systems. While Boyd Georgi’s bridge entrance on Mariposa Avenue was visionary in its time, providing wheelchair access decades before the Americans with Disabilities Act, the lower entrance from the parking lot needs a new elevator and ramping system to provide access to all levels of the building for wheelchairs and strollers, as well as anyone with difficulty

walking. If passed, Measure Z, a bond measure on this November’s ballot, will provide the funds for this major upgrade, as well as others slated for it and the Bob Lucas Memorial Branch Library. Measure Z will also fund the continuing innovative programs and services to ensure that every Altadenan feels invited in by their libraries, to know someone has thought about

them, and wants them to come.

Karl Georgi captures how many of us feel when we walk into the Altadena Library: “Tomes are written about how great architects deal with light and space, and how impacted we are, whether we know it or not, by the built environment. You can actually be physically and mentally uplifted, and you won’t know quite how it is happening. Of course, I am biased, but the best architects understand that, and they know a lot about people.” When we look at the legacy he left us in our library, we see that Boyd Georgi understood us well. We can be grateful for the enduring space he created to shelter and uplift the heartbeat of our community.

## Altadena Nights - Continued from page 3.

### Altadena’s sensitive habitat

Altadena is surrounded on three sides by the Hahamongna Watershed, the Angeles Crest National Forest, and Eaton Canyon. That’s why we are researching street lighting plans similar to Malibu’s, Maui’s, and Anza Borrego’s, where habitat, environmental concerns, and human health and safety were all taken into consideration in the design, and successful LED conversions implemented. Let’s learn from positive examples, instead of repeating avoidable mistakes.

### Cost versus cost-effectiveness

LEDs with the highest Kelvin historically were the most efficient. LA County started by installing 5,000K lights but has replaced them here and there with 4,000K or 3,000K in response to “piecemeal” citizen complaints regarding glare, light “trespass” into homes, and health and safety issues. In the

meantime, evolving technology has made softer amber lights in the 2000 to 3000 K range much more energy efficient and competitive in cost.

Presenting a legible master plan that addresses such issues, measures how much and where energy will be saved, and allows public comment, is more prudent than tweaking the design depending only on local complaints and varied levels of awareness of the new lights across a population of more than 10 million. This is a multi-million dollar, multi-year project.

Altadena Heritage and partners are advocating for a master plan, so that sensitive habitat is not adversely affected, neighborhoods retain historical ambiance, pedestrians and drivers are not blinded by glare.

Contact AH Chair Sharon Sand at [altadenaheritage@gmail.com](mailto:altadenaheritage@gmail.com) if you would like to contribute to AH’s efforts on this issue affecting our health, safety, and culture.



**BOARD OF LIBRARY TRUSTEES  
PERSONNEL POLICIES STAFF REPORT**

**DEPARTMENT:** Administration

**MEETING DATE:** November 23, 2020

**PREPARED BY:** Nikki Winslow

**LOCATION:** Virtual Zoom Meeting

---

**TITLE:** Review the updated Personnel Policies

**BACKGROUND:**

Our current Employee Handbook was released by HR Network, our former human resources firm, in 2017 with some updates added in 2018. Since then, in navigating and enforcing policy, we have had to refer back to the former Personnel Policy manual that was created in 2008 due to many policies not being included in the Employee Handbook. During her time as Interim District Director, Cindy Cleary performed a comparison of policies that were either missing or needed to be updated. From that comparison it became clear that ALD needed to create a new version of the personnel policies that were more comprehensive and compliant with current employment law.

ALD embarked on a Classification and Compensation Study in early 2020 that included a review of the former Personnel Policies and current Employee Handbook for legal compliance by our attorneys at BBK. We received their analysis and recommendations in April 2020. Since that time, Nicole Fabry, Administrative Services Manager, and I have worked to consolidate and update our Personnel Policies. She and I both attended several workshops and classes on policy writing, while also consulting with and reviewing the policies from other libraries and special districts to see what policies we might want to include in our updates. One of the policies we identified as missing and needed was an Attendance Policy, so one was drafted as a new section and was reviewed and approved by the Board in September 2020.

Once we completed an initial draft in October, we shared the Personnel Policies with our Equity, Diversity, and Inclusion Team to review them. They provided feedback to ensure equitable, inclusive policies that promote creation of a diverse workforce and uniform application of policy. We also had BBK review them to verify legal compliance. Lastly, we sent them to all of the ALD staff to review, answer their questions and hear their feedback as well. All of the feedback and requests for change were considered and largely incorporated into this final draft of the Personnel Policies for the Board to review.

**FISCAL IMPACT**

None.

**RECOMMENDATION**

Staff recommends that the Board of Trustees review the updated Personnel Policies and provide feedback to staff. We plan to bring them back for final approval at the Regular Board Meeting in December 2020.



## **ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL**

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

### **PERSONNEL POLICY I**

#### **ADMINISTRATION OF THE PERSONNEL SYSTEM**

- 1.1 Pursuant to California Education Code Section 19647 the Board of Library Trustees (the Board) establishes the number of employees, sets their duties and power, and fixes their compensation. All officers and employees of Altadena Library District hold their positions at the pleasure of the Board.
- 1.2 The Board delegates administrative authority to the Director.
- 1.3 The Director has authority, subject to Board approval, to revise these policies.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

### PERSONNEL POLICY II

#### GENERAL STATEMENT

- 2.1 Mission: Bringing People + Ideas Together
- 2.2 Vision: An Altadena where all are learning, growing and thriving together.
- 2.3 Values: Empathy, Equity, Innovation
- 2.4 Policy.
  - 2.4.1 The District shall seek the best applicants for employment based on qualifications and provide equal opportunity for all persons who compete for employment.
  - 2.4.2 The District will not discriminate in its employment practice in regard to actual or perceived characteristic of race, color, ancestry, national origin, ethnicity, religion, sex, sexual orientation, gender, gender identity or expression, age, physical or mental disability, medical condition, marital status, citizenship status, military or veteran status, or other bases protected by state or federal law.
  - 2.4.3 The District will not discriminate in its employment practices against a qualified individual with a disability who can safely perform the essential functions of the job with reasonable accommodations.
  - 2.4.4 The tenure of an employee covered by the rules is subject to proper behavior, satisfactory work performance, and necessity for the work.
- 2.5 Applicability. Unless a policy indicates otherwise, these policies apply to all exempt and non-exempt employees.
- 2.6 No Contract. The personnel policies do not create any contract of employment, express or implied, or any rights in the nature of a contract.





## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

### PERSONNEL POLICY III

#### GLOSSARY

Unless otherwise required by the context, words used in these policies shall have the following meaning.

- 3.1 Administrative Leave. Temporary separation of an employee from the workplace with pay at the discretion of the Director. During periods of administrative leave the employee shall be available by telephone during regular working hours.
- 3.2 Appointing Authority. The Board, the Director or the person to whom their/his/her authority has been delegated.
- 3.3 At Will Employee. Those employees who are employed at the will of the appointing authority and may be removed at any time without cause or right of appeal.
- 3.4 Classification. Classification means a group of positions sufficiently similar in duties, authority, responsibilities, and minimum qualifications for employment to permit combining them under a single title and applying common standards of selection and compensation.
- 3.5 Demotion. The voluntary or involuntary reduction of an employee to a classification having a lower salary range. Any employee who receives a demotion is placed on a new introductory period.
- 3.6 Domestic Partner. An employee who meets the requirements of Family Code Section 297, et seq.
- 3.7 Exempt Employee. An employee in a job classification that is exempt from overtime under the Fair Labor Standards Act.
- 3.8 Full-Time Hourly Employee. An employee who is normally scheduled to work 40 hours per week.
- 3.9 Immediate Family. Spouse, child(ren), parent, step-parent, father-in-law, mother-in-law, grandparent, grandchild, legal dependent, domestic partner, sister, step-sister, brother, step-brother, and adopted child(ren).

**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE  
MANUAL****SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

- 
- 3.10 Introductory Employee. An employee serving an introductory period of six (6) months may be removed at any time without cause or right of appeal.
- 3.11 Introductory Period. A trial period of six (6) months of actual service during which an employee is required to demonstrate that continued employment is appropriate by satisfactory performance of the duties of the position.
- 3.12 Management Leave. Leave granted to managers at the beginning of the calendar year in compensation for extra hours worked during the year outside of their 40-hour per week schedule.
- 3.13 Non-Exempt Employee. An employee in a job classification that is subject to the minimum wage and overtime under the Fair Labor Standards Act.
- 3.14 Part-Time Hourly Employee. An employee paid at an hourly rate and scheduled to work less than 20 hours per week and does not work more than 999 hours per fiscal year unless excluded from PERS coverage.
- 3.14.1 Exemptions to this policy include those with prior agreements with the District or those who are existing members of PERS.
- 3.15 Position. A combination of duties and responsibilities assigned to a single employee.
- 3.16 Promotion. The advancement of an employee after a competitive process from a position in one class to a position in another class having a higher rate of pay.
- 3.17 Promotional Introductory Period. A trial period of six (6) months during which a promoted employee is required to demonstrate that continued employment in the position is appropriate by satisfactory performance of the duties of the position.
- 3.18 Reclassification. A significant change in duties and responsibilities through gradual accretion, which results in a change in classification, title and rate of pay.
- 3.19 Regular Employee. An employee who has successfully completed the introductory period.
- 3.20 Suspension. A temporary separation of an employee from the workplace without pay, as a result of disciplinary action.





## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 3.21 Temporary (on-call) Employee. An employee who is hired to work for a limited duration. A temporary employee may work part-time (i.e., working less than 999 hours per fiscal year), or full-time (i.e., working 40 hours per week). A temporary employee will only provide temporary services arising out of a special project, abnormal workload, an emergency, or the temporary absence of a District employee.
- 3.22 Termination. The involuntary separation of an employee from employment as a result of disciplinary action.
- 3.23 Transfer. Movement of an employee from one position in a class to another position in the same class.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

### PERSONNEL POLICY IV

#### CLASSIFICATION PLAN

- 4.1 Each position is allocated to an appropriate class on the basis of duties and responsibilities of the position.
- 4.2 Positions in a class shall be sufficiently alike to present use of a single description title for the class and the same desirable qualifications and pay range for each position.
- 4.3 Each class shall have a specification which includes a descriptive title, statement of assigned duties/responsibilities and a statement of desirable qualifications.
- 4.4 The District Director may reclassify a position upon a significant change of duties or responsibilities.
- 4.5 New classes may be created and existing classes may be revised or abolished. Please see Administrative Services Manager for most up-to-date specifications.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

### PERSONNEL POLICY V

#### RECRUITMENT AND SELECTION

- 5.1 Goal of Recruitment Process. The District's goal is to hire the most qualified employees for District positions.
- 5.2 Declaring a Vacancy. When a vacancy or new position is created, the manager who wants to fill the position must complete a Vacant Position Request form. This form should be given for review to the Business Manager. Final approval is at the discretion of the District Director.
- 5.3 Advertising and Posting. The Business Manager will be responsible for determining the method of announcing the opening and soliciting applicants. New and vacant positions will be posted on the Human Resources/Finance bulletin board in the staff area and advertised to attract external qualified candidates. The District Director must approve all advertisements for the open position, including the job announcement, employment ads and advertising sources. If the Director chooses to establish a hiring or eligibility list for a vacant position or classification, the District may utilize that list for filling future vacant positions of the same classification in lieu of utilizing the advertising, posting, and interviewing process each time a position becomes vacant. The life of such a list shall not exceed six (6) months.
- 5.4 Application. All applicants must complete an online employment application using the District's online application system. After the application date for the position closes, the applications will be forwarded to the hiring manager who along with the District Director will complete the following procedure in reviewing applications and selecting candidates:
  - 5.5 Interview/Examination.
    - 5.5.1 All applicants will be reviewed for minimum qualifications.
    - 5.5.2 All applicants who meet minimum qualifications will be considered for interview.
    - 5.5.3 The most qualified candidates will be scheduled for interview.
      - i. All interviewees for part-time positions (defined as less than 40 hours per week) will be interviewed by the hiring manager and a second manager or District Director depending upon availability.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- ii. All interviewees for full-time positions will be interviewed by a panel of external professionals well-versed in the position being filled.
  - iii. The top three candidates from the external panel will proceed to a final interview with the hiring manager and a second manager or District Director depending upon availability.
- 5.5.4 In addition to the interview an examination may be required. All interviews and/or tests will be job-related. Job-related means that any question and/or test given to the applicants will be designed to determine whether the applicant can perform the duties of the position. The District will determine the need for, method, type and number of tests and/or interviews for each available position. The District will determine the weight which is given to each test and/or interview question in determining the qualifications of candidates.
- 5.5.5 After the interview and possible examination, the best qualified applicant will be selected and made a conditional offer of employment pending a background check.
- 5.6 Termination of Process. The District may terminate any recruitment, test and/or interview at any time for any reason. The District may select one of the qualified candidates, repost the position, or leave the position unfilled.
- 5.7 Employment. Is contingent upon satisfactory completion of a background check, and verification of U. S. Citizenship or right to work in the United States.
- 5.8 Employment Forms. Once an applicant is selected to be employed the applicant must submit a W-4 form, an I-9 form, and any other form required by law or library procedure.
- 5.9 Employment of Relatives. To maintain morale and professional working relationships among employees and volunteers, relatives of employees will not be eligible for employment with the District when potential problems of supervision, safety, security, morale or actual or potential conflicts of interest exist and the potential challenges cannot be resolved by reasonable accommodation in the best interests of the District. "Relatives" are defined as an employee's parents, child (ren), spouse, domestic partner, brothers, sisters, in-laws, grandparents, grandchildren, and step relationships.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 5.9.1 If an employee becomes related to another employee through marriage or domestic partnership, or if an employee related to another employee becomes that employee's supervisor, the situation is to be immediately brought to the attention of the District Director. The District will do its best to keep its employees through mutually agreed accommodations. However, if a reasonable solution cannot be implemented and potential or actual problems exist, only one of the employees will be permitted to remain employed by the District. Both employees will be provided thirty (30) calendar days' notice to determine which employee will remain employed by the District. If no decision has been made by the end of the thirty (30) calendar days, the District will select the employee to be terminated.
- 5.9.2 Relatives of Altadena Library District Trustees will not be considered for employment.
- 5.9.3 If a Library Trustee and an employee marry, become related, or become domestic partners, the employee will be permitted to remain employed by the District if reasonable accommodation will eliminate the actual or potential problems. If the actual or potential problems cannot be eliminated by reasonable accommodation, or the resignation of the Library Trustee, the employee will be terminated.
- 5.9.4 If accommodations are made for any of the above situations, these accommodations will be documented in writing and a copy kept by the Business Manager.
- 5.10 Temporary Employees. The District may follow any process it deems appropriate to recruit, select and appoint temporary employees.
- 5.11 Physical and Drug Tests. Upon completing the selection process and accepting the District's conditional job offer, potential new employees may be required to take and pass a fitness and medical exam to determine fitness for duty per the physical demands identified in the position's job description. The exam will be scheduled and paid for by the District and may comprise of the following elements:
- physical exam
  - tuberculin test
  - drug screening



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 5.12 Completion of Background Check. Depending on the type of work being performed for the District, the District may determine that the successful candidate(s) may need to undergo a background check at the District's cost. The District may require the use of "LiveScan" technology to capture the individual's fingerprints and compared to other in the Department of Justice's database. If the District receives a "clear" report further steps to engage the candidate may be taken. If the District receives a report that is not "clear" it will communicate with the prospective employee in a timely manner to discuss the report. The District will then decide whether or not to continue with the employment process. The District's action will be communicated to the candidate in a timely manner.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

### PERSONNEL POLICY VI

#### INTRODUCTORY PERIOD

- 6.1 Purpose. A period for the employee's supervisor to determine whether continued employment is appropriate based on an assessment of the employee's performance of the duties of the position.
- 6.2 Rejection. The District can reject the employee at any time during the introductory period for any reason, without cause and without right of appeal.
- 6.3 Demotions Employees who are demoted serve a six (6) month introductory period. If the employee is unsuccessful in the demotional position, the District reserves the right to terminate employment.
- 6.4 Promotions. Employees who are promoted serve a six (6) month introductory period. If the employee is unsuccessful in the promotional position, he/she shall be returned to the position previously held, if the position remains vacant.
- 6.5 Extension. The Director may extend an employee's introductory period, not to exceed three (3) months. An extension of an employee's introductory period does not affect the District's right to reject the employee during the extended probationary period without cause or right of appeal.
- 6.6 Performance Evaluation. During the introductory period, a written performance evaluation will be submitted to the District Director three (3) months and five (5) months after the employee is hired.
- 6.7. Transfer. Although an employee may be hired for a position in a particular department or location with a specific schedule of work hours, conditions may require a change of location or work hours on a temporary or permanent basis. This may include a transfer within the same classification to a similar position in another department or location, or a demotion and reassignment of duties. The Director may initiate such- transfers or reassignments --for the benefit of the District as a whole in developing an employee's capabilities and, at the same time, achieving the objectives of the District more effectively.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

### PERSONNEL POLICY VII

#### COMPENSATION

- 7.1 Pay Plan. The pay plan shall assign each class to a salary range in an approved Schedule of Salary Ranges (Salary Schedule). Every year the District Director and/or the Administrative Services Manager shall recommend to the Board of Library Trustees an appropriate salary range for each class on the basis of salary adjustments for similar classes in competing public agencies and/or significant changes in the assignment of duties and responsibilities to one or more classes and/or recruitment and retention difficulties and other appropriate factors.
- 7.2 Classification. Each classification contains 6 steps. Classifications for employees will be reviewed as part of the annual budget preparation process and may be adjusted based on economic and market conditions, the District's financial circumstances, and/or to ensure equity with employees.
- 7.2.1 The District Director will review Management and employee salaries annually and will determine what Merit Step increases, if any, will be granted. The budgetary impact of any Merit Step increases will be incorporated into the annual budget process. Merit Step increases are not automatically granted. Merit Step increases may be granted based on:
- the employee's work performance
  - economic and market conditions for that position
  - issues of internal equity
- 7.2.2 Merit Step increases may also be granted at any time based on changes to the responsibilities of the position, as approved by the District Director.
- 7.3 Salary Placement Upon Initial Hire. An employee will be hired at or promoted to Step 1 of the appropriate classification unless the District determines that based on training, experience, and market conditions the employee should be placed above Step 1. Employees who complete the introductory period for their position to a satisfactory standard will be eligible to move to the next higher step in their classification at the discretion of the District Director.
- 7.4 Merit Increases (Step increases).





## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 7.4.1 Each employee in a full-time or part-time position shall be considered for a merit increase as part of their annual evaluation until they reach the highest step of their classification. Prior to the employee's merit increase eligibility date, his supervisor shall review his performance. Employees whose work performance successfully meets all evaluative criteria shall be considered for advancement to the next higher step (not to exceed the maximum) of the salary range.
- 7.4.2 New and promotional employees whose initial compensation in a class is at Step 1 of the class's salary range shall be considered for a merit increase upon successful completion and evaluation of their introductory period.
- 7.4.3 New and promotional employees whose initial compensation in a class is at Step 2 or higher in a class's salary range shall be considered for a merit increase one year after their hire or promotional date.
- 7.4.4 An accelerated merit increase may be granted by the District Director in recognition of exceptionally meritorious performance not to exceed two steps on a salary range.
- 7.5 Salary Upon Promotion/Demotion. A full-time Employee who is promoted to a new classification will be placed on the lowest step of the new classification that results in at least a 5% increase in monthly salary.
- 7.5.1 When an employee is reassigned to a position in the same class or another class with the same salary range, their anniversary date shall not change.
- 7.5.2 An employee demoted to a class with a lower salary range shall have their salary determined as follows:
- 7.5.2.1 An employee who is demoted for non-disciplinary reasons to a lower classification will be placed at the step within the pay range for the new classification that least reduces their pay when compared to their pay rate immediately prior to demotion.
- 7.5.2.2 An employee demoted for disciplinary reasons shall receive a two-Step reduction in salary or the top Step of the lower class, whichever is lower.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 7.5.2.3 An introductory employee reduced to a class they have not previously occupied shall receive the first Step of the salary range of the new class.
- 7.5.2.4 When an introductory employee is demoted to a class they previously occupied in good standing they shall receive the salary step and anniversary date they would have earned if they remained in the lower class.
- 7.6 Rehired Employees. A former employee who is rehired shall have their salary determined as follows:
- 7.6.1 An employee rehired to their former class within 3 years after separating may be placed at any step of the salary range equal to or below the step level at time of separation, at the discretion of the District Librarian.
- 7.6.2 An employee rehired more than 3 years after separation will be treated as a new hire.
- 7.6.3 Former employees who have retired from the District may be hired on an “as needed” basis and shall be paid the hourly rate of Step 1 of the classification they are to work.
- 7.7 Temporary Employees. Temporary employees will be paid at Step 1 of the appropriate salary range for the position.
- 7.8 Salary Upon Acting Assignment An employee who is temporarily required to serve in a higher classification shall be compensated at a higher rate of pay as set forth below:
- 7.8.1 To be eligible the employee must first work 10 consecutive days in the higher class.
- 7.8.2 To be eligible the employee must be assuming the full range of duties and responsibilities of the higher-level classification.
- 7.8.3. The employee shall receive pay at the lowest step of the range for the position assumed, which results in at least a 5% increase in salary upon the 11<sup>th</sup> day and until temporary assignment is completed.
- 7.9 Recording Time Worked



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 7.9.1 Non-exempt employees are required to record their time worked using the timekeeping software of the District. Exempt employees will only record their exceptions (vacation, sick, personal holiday, etc.).
- 7.10 Pay Period Schedule. Employees are paid on a biweekly schedule with paydays falling on every other Friday. Each pay period begins on a Sunday and ends on the second Saturday. There are 26 pay periods per year. When payday falls on a holiday or other District closure, payday will fall on the preceding workday.
- 7.11 Direct Deposit. Automatic direct deposit of paychecks is preferred but paper checks may be arranged at the employee's discretion.
- 7.12 Mileage & Expense Reimbursement. Employees shall receive mileage reimbursement consistent with that of the IRS for travel on official library business, providing the travel has been pre-approved.
  - 7.12.1 Employees are eligible for reimbursement for driving on official library business at the official IRS rate. Driving between library locations in the course of one's work is not eligible for reimbursement.
  - 7.12.2 Employees may be reimbursed for some or all expenses incurred for attendance at professional meetings, workshops, conferences, etc., on library time or on the employee's own time, providing requests for such reimbursements and/or time have been approved in advance by the District Director.
  - 7.12.3 When staff are approved to attend multi-day conferences or trainings, the District will establish a budgeted amount to cover all expenses, including: registration, travel, accommodation and meals or other incidentals.
  - 7.12.4 Request for reimbursement for any or all expenses must be documented with original receipts submitted to the business office along with appropriate expense reimbursement forms. Staff are encouraged to use procurements cards for any District-related expenses.
  - 7.12.5 Every effort will be made to allow staff members to attend appropriate professional conferences, provided that it is financially feasible and adequate staffing of the library can be maintained.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 7.12.6 The Director must approve attendance of employees at major conferences, such as the California Library Association, the American Library Association, or Public Library Association.
- 7.13 Overtime. Non-exempt employees will be paid at time and one half their regular hourly rate of pay for hours worked in excess of 40 hours in a week. Such hours must be scheduled and approved in advance by the employee's immediate supervisor.
- 7.13.1 Overtime for full-time positions is work time in excess of the position's regular work time, i.e., forty (40) hours in a seven day week.
- 7.13.2 Overtime shall be used only in emergencies or when the services required are essential to maintain efficient operations. Employee must get prior approval from their Supervisor, Administrative Services Manager or District Director.
- 7.13.3 Overtime shall not exceed eight (8) hours for an employee in any calendar month without the written approval of the District Director. Overtime will be paid at one and one-half (1.5) times the employee's regular hourly rate of pay.
- 7.13.4 Exempt employees shall not be eligible or considered for any compensation for overtime worked.
- 7.14 Compensatory Time. Employees may not earn or accumulate compensatory time off.
- 7.15 Payday and Pay Check Distribution. Employees are paid biweekly. For non-exempt employees, time cards must be completed so that paychecks will be issued timely and accurately. If a payday falls on a holiday, paychecks will be distributed on the preceding workday. Checks are distributed by the Administrative Services Manager or designee on the date assigned for payment. If the employee is absent when the paycheck is distributed, the employee may claim the paycheck from the Administrative Services Manager or designee when the employee returns.
- 7.16 Direct Deposit. Altadena Library District provides, and encourages, direct deposit of paychecks. With this option, each paycheck will be automatically deposited to your account as designated by you. Pay stubs are available online via the District's payroll portal. Employees are able to initiate or change their direct deposit at any time in the District's online payroll portal.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 7.17 Salary Deductions. Certain deductions required by law will be made from each employee's wages. These include, but are not limited to: state and federal income taxes, social security and Medicare (collectively, FICA) taxes, and state disability insurance (SDI) withholdings where applicable. Other non-statutory deductions will be made upon employee authorization, such as, but not limited to: additional health and/or life insurance options, elective tax-deferred contributions (e.g. CalPERS 457 (b) program).
- 7.18 Garnishments. If the District receives a court order for garnishment of your wages, Altadena Library District will follow these guidelines:
- i. Advise you of the court order and the date the first deduction will be made;
  - ii. (*Federal*). The garnishment may not exceed 25% of your weekly disposable earnings or the amount by which your disposable earnings for the week exceed 30 times the federal minimum hourly wage in effect at the time the earnings are payable. Disposable earnings are defined as the portion of your earnings that remains after deducting all amounts required to be withheld by law.
  - iii. (*California*). The garnishment may not exceed the maximum amount of disposable earnings subject to wage garnishment is the lesser of either 25% of the individual's disposable earnings for that week or 50% of the amount by which the individual's disposable earnings for that week exceed 40 times the state minimum hourly wage.
  - iv. If you are subject to multiple garnishments, the District will pay child support payments first; and
  - v. The District will retain a copy of the court orders in your personnel file as the legal basis for making the payroll deduction.
- 7.19 Compensation Compliance Policy. Altadena Library District complies with all laws, both state and federal, regarding pay practices. The District does not participate in any unlawful "immigration-related practices", and prohibits retaliation, discrimination, or other adverse employment action against employees who exercise their employee rights, or who make a complaint about employment rights (under the Labor Code), including but not limited to any written, or oral complaints of owed unpaid wages. This includes reports, or threats to report, employees, former employees, prospective employees, or family members to immigration authorities.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

7.19.1 In the event of an inadvertent or improper pay deduction overpayment or error, affected employees must immediately report their concern to the Finance Department. Altadena Library District will review the situation thoroughly and make any corrections to an employee's pay deemed necessary. Questions or concerns about Altadena Library District policy should also be addressed to your Manager or the Human Resource Department.

7.19.2 Compensation Complaint Procedure:

- i. Employees who believe their pay has been improperly calculated or questions on their exemption status should immediately contact the Administrative Services Manager and formally report their concern pursuant to this complaint procedure.
- ii. The employee will be asked to specify in writing, using the guidance above, the specific circumstances of the pay miscalculation and whether it has occurred on other occasions.
- iii. The designated representative from Administration will then investigate the claim by reviewing pay records and likely interviewing other employees, Managers or managers, as well as the payroll representatives handling the employee's pay, to determine the nature and scope of the employee's issue.
- iv. If pursuant to this review a compensation calculation is found to have been made in error, the Administrative Services Manager will correct the error as expeditiously as possible.
- v. If a compensation error is found, the designated representative will further determine if this was an isolated incident or a pattern of conduct that requires further action on the part of the District. If warranted, the Administrative Services Manager may make retroactive corrections to assure that compensation calculations are completed in compliance with both state and federal laws.
- vi. The resolution of the situation will be documented (including confirmation on the part of the employee that the situation has been resolved) and placed with the employee's records.
- vii. The Administrative Services Manager may, from time to time, establish a practice to regularly audit employee pay records.



**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE  
MANUAL**

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- viii. Employees who utilize this complaint procedure shall not be retaliated against for making use of this policy. Employees with questions concerning this policy are encouraged to contact the Administrative Services Manager.

DRAFT





## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:** September 29, 2020

---

### PERSONNEL POLICY VIII

#### ATTENDANCE

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

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

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

- 8.2 Flexibility of Hours. In order to meet the mission of the Altadena Library District, employees are expected to be willing to be flexible in work assignments and scheduled work hours so that the District can meet its obligation of service to the community.
- 8.3 Scheduled Work Hours. An employee's workweek is defined as a recurring consecutive seven-day period beginning on Sunday at 12:01 a.m. and ending Saturday at midnight. Regularly scheduled workdays and hours for employees are established according to the needs of the District. Employees are required to work their hours as assigned. Any request by staff to modify their schedule must receive prior approval by their supervisor.
- 8.4 Change of Scheduled Work Hours. Management reserves the right to adjust work schedules at any time based on the operational needs of the District. As much advanced notice as possible will be given prior to any change in work schedule.





## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:** September 29, 2020

---

8.5 Absences “Absence” is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

8.5.1 *Scheduled absence* occurs when all the following conditions are met:

- The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of the absence.
- The absence request is approved in advance by the employee’s supervisor.
- The employee has sufficient accrued leave to cover the absence.
  - If the employee does not have sufficient accrued leave to cover the absence, prior approval for an unpaid leave of absence must be given by the employee’s supervisor and the Administrative Services Manager.

8.5.2 *Unscheduled absence* occurs when any of the above conditions are not met. If it is necessary for an employee to be absent because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee’s scheduled starting time on that same day. If the employee is unable to notify him or herself, he or she must have someone make the notification. An unscheduled absence counts as one occurrence for the purposes of discipline under this policy.

8.5.3 Employees with three or more consecutive days of unscheduled absences *because of illness or injury* must give Altadena Library District proof of physician’s care and in some cases a fitness for duty release prior to returning to work.

8.5.4 Employees must take leave for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty).

8.6 Tardiness Employees are expected to report to work and return from scheduled breaks on time. If the employee is going to be more than 10 minutes late for their assigned shift, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:** September 29, 2020

---

- 8.7 Early Departures Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately. Tardiness and early departures are each one-half an occurrence for the purpose of discipline under this policy.
- 8.8 Disciplinary Action Excessive absenteeism is defined as two or more occurrences of unscheduled absence in a 30-day period and may result in disciplinary action, including attendance counseling. Eight occurrences of unscheduled absence in a 12-month period may result in disciplinary action, including attendance counseling, and progressive discipline up to and including termination.
- 8.9 Job Abandonment Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.
- 8.10 Meal Breaks. Employees classified as non-exempt must take a meal break of at least 30 minutes and up to one hour on a consistently scheduled basis. Employees working more than six hours are required to take a minimum of 30 minutes for a meal break. Employees classified as exempt are also encouraged to adhere to this policy.
- 8.10.1 Any employee that works between 5 and 6 hours in a shift may waive their right to a 30 minute meal break by signing the Meal Break Waiver Form. This form is kept in the employee's personnel file and can be rescinded if the employee so chooses.
- 8.11 Rest Breaks. Employees classified as non-exempt are entitled to a 15-minute break during each four-hour work period. If an employee is entitled to two rest breaks per shift the breaks are not to be taken consecutively. The scheduled rest break may not be used for other purposes, i.e., to make up time for tardiness, to extend meal hours, to arrive late, or to leave early. Employees classified as exempt are also encouraged to adhere to this policy.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

### PERSONNEL POLICY IX

#### HOLIDAYS, VACATION, SICK & OTHER PAID LEAVES

##### 9.1 Holidays.

9.1.1 Regular Full-Time Employees. District libraries will be closed according to the holidays and closures calendar as approved by the Board of Trustees. Full-time employees regularly scheduled to work on the day on which a holiday falls shall receive pay as if the day had been worked. If a paid holiday falls on an employee's regularly scheduled day off, the employee receives an in lieu day as scheduled by their supervisor to be taken within the same workweek.

9.1.2 Regular Part-Time Employees. Part-time employees who work less than 20 hours per week are responsible for coordinating with their supervisor to adjust their schedule if their regularly scheduled workday falls on a holiday.

##### 9.2 Vacation. Vacation time may not be used until after the employee passes their introductory period. Exceptions may be made with the Director's approval.

###### 9.2.1 Vacation Accrual:

9.2.1.1 Vacation is accrued on a monthly basis. During the first six (6) months of employment, vacation shall be accrued but may not be used. Any exceptions to this policy must be approved by the District Director.

9.2.1.2 Maximum vacation accumulation shall not exceed one and a half times the annual accrual rate based on years of service.

9.2.1.2.1 It is the District's policy that vacation shall be used annually. Should any employee not use vacation, the accrual will cease at the maximum accrual set forth above until vacation is used to bring the employee's balance below the maximum accrual.

9.2.1.2.2 If an employee is unable to take vacation to bring their balance below the maximum accrual, any vacation hours over the maximum will be cashed out during the last pay period of the year.



**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE  
MANUAL**

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

9.2.1.2.3 No vacation accrues during an unpaid leave of absence (unless substituted paid leave is used) or while collecting non-District paid wage replacement. Vacation accruals recommence when the employee returns to work.

9.2.2 Vacation Accrual Full-Time Employees. Full time employees shall accrue vacation with pay as follows, unless otherwise specified in their employment agreement, or if placed on a modified work schedule, in which case accrual will be adjusted based on percentage of hours worked:

Length of Service	Vacation Days per Year
0-5 years of full-time employment	18 days
6-9 years of full-time employment	21 days
10-14 years of full-time employment	23 days
15+ years of full-time employment	28 days

Regular Full Time Employees:

Years of Complete Service	Annual Accrual Rate	Maximum Accrual
1 through 5	144 hours 12 per month	216 hours
6 through 9	168 hours 14 per month	252 hours
10 through 14	184 hours 15.33 per month	276 hours
15+	224 hours 18.66 per pay period	336 hours

9.2.3 Vacation Accrual Part-Time Employees – Regular part-time employees working 20 hours or more hours a week.

Regular Part-Time Employees



**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE  
MANUAL**

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

Years of Complete Service	Annual Accrual Rate	Maximum Accrual
1 through 5	60 hours 5 per month	90 hours
6 through 9	80 hours 6.66 per pay period	120 hours
10+	100 hours 8.33 per pay period	150 hours

9.2.4 Vacation Accrual Part Time Employees – Regular Part-Time employees less than 20 hours per week.

Regular Part-Time Employees

Years of Complete Service	Annual Accrual Rate	Maximum Accrual
1 through 5	16 hours 1.33 per month	24 hours
6 through 9	24 hours 2 per month	36 hours
10+	32 hours 2.66 per pay period	48 hours

9.2.5 Employees may request up to 8 hours per month time off with a maximum of 40 hours per year to participate in activities of their child’s school or licensed day care facility. An employee must give the District reasonable notice before taking this time off and must provide proof of participation from the school. An employee who takes time off under this policy must utilize his or her existing leave for the absence (See section 10.9 Family-School Partnership Act in Policy Section X Unpaid Leaves of Absence for more information).



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

9.2.6 The minimum amount of Vacation time that can be requested is 0.25 hours.

9.2.7 Vacation Request. Employees are encouraged to give as much advance notice as possible when requesting vacation leave. Except in cases of emergency, employees are required to request vacation at least two weeks in advance. Any vacation request is not guaranteed until approved by your supervisor. Vacation balances will be recorded on pay stubs.

9.3 Cash Out of Vacation. Employees have the option of cashing out a portion of their accrued vacation balance two (2) times per year to a maximum 80 hours each time. Employees must leave a minimum of 40 hours in their vacation bank at the time of voluntary cash out.

Example 1: An employee's vacation balance is 60 hours. Because the employee must leave a minimum balance of at least 40 hours, the employee may elect to cash out up to 20 hours.

Example 2: An employee's vacation balance is 35 hours. Because the employee must leave a minimum balance of at least 40 hours, the employee may NOT request vacation cash out.

9.3.1 Employees who are unable to take vacation to bring their balance below the maximum accrual will have vacation hours over the maximum cashed out during the last pay period of the year (see Section 9.2.1.2.2).

9.4 Vacation Advances. An employee is not permitted to borrow on future accrual of vacation benefits, except with the approval of the Manager. In no case may vacation time be borrowed or taken before an employee becomes eligible to begin accruing vacation as described above. The District HRIS does allow for requesting based on future accruals.

9.5 Payment upon Termination. Employees terminating employment with the District will be paid for all accumulated vacation at their hourly rate of pay at the time of termination.

9.6 Religious Holidays. Employees may use vacation for religious holidays.

9.7 Sick Leave.

9.7.1 Full time employees shall accrue sick leave with pay at the rate of eight (8)



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

hours per month. No sick leave accrues during an unpaid leave of absence (unless substituted paid leave is used) or while collecting non-District paid wage replacement. Sick leave accruals recommence when the employee returns to work.

- 9.7.2 Regular part-time employees working 20 or more hours per week shall accrue sick leave on a pro-rated basis (number of hours per week).
- 9.7.3 Sick leave shall accrue with no maximum for full-time employees and part-time employees working more than 20 hours per week.
- 9.7.4 Regular part-time and temporary employees working less than 20 hours per week are granted 24 hours of sick leave on January 1<sup>st</sup> of each year. These hours do not roll over to the following year.
- 9.7.5 The minimum amount of sick leave that can be requested is 0.25 hours.
- 9.7.6 Sick leave usage:
  - 9.7.6.1 Sick leave may be used for an illness or injury of the employee.
  - 9.7.6.2 Up to 6 days per year of sick leave may be used to attend to an illness or injury of the employee's immediate family member, i.e., child(ren), adopted child(ren), stepchild(ren), parent, stepparent, spouse, or domestic partner in accordance with California Government Code Section 233.
  - 9.7.6.3 Sick leave may be used for medical and dental appointments.
- 9.7.7 Sick Leave reporting:
  - 9.7.7.1 Employees are required to notify their supervisor or administration of an unscheduled absence due to illness or injury before their scheduled start time in accordance with defined procedures.
  - 9.7.7.2 If the employee is ill more than one day, the employee must call in daily until they return to work. If the employee is unable to call their manager, they may designate another party to call the manager on their behalf.
  - 9.7.7.3 If an employee is ill for three (3) or more consecutively scheduled workdays, a medical release from a physician will be required to return to work or if modified work is needed, the restrictions necessary for the restricted duty.
  - 9.7.7.4 An employee must provide advanced notification to their manager of an anticipated extended absence due to illness.





## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 9.7.8 Sick leave may be used for illness occurring while on vacation provided the employee provides a physician's certification of such illness. The District shall be under no obligation to extend the vacation beyond the originally scheduled vacation termination date.
- 9.8 Pay in Lieu of Sick Leave. No employee will receive pay in lieu of sick leave under any circumstances, and employees will not receive pay for unused sick leave on termination of employment.
- 9.9 Enforced Sick Leave. Many common diseases/illnesses such as colds and the flu are communicable and are not otherwise protected medical or physical conditions under the law. Employees are encouraged to exercise discretion in determining if their condition is likely to affect the health of those around them in the workplace and call in sick when appropriate; accommodations to cover pending work will be made when needed. If a Manager reasonably suspects based on objective criteria that an employee may be suffering from one of these common conditions, an employee may require an employee to go home if in the Manager's opinion the individual is not only jeopardizing the individual's health, but also greatly increasing the possibility of affecting the health of other employees. Such absence will be charged against accrued sick leave, if available; if not, it may be charged to vacation leave or leave of absence without pay.
- 9.10 Bereavement Leave. The District allows full-time and part-time employees to take three (3) working days leave at the death of a child, spouse, registered domestic partner, or other immediate family members (including parents, stepparents, brothers, sisters, in-laws, grandparents or grandchildren). If additional leave is needed, employees can make arrangements with their manager.
- 9.11 Jury Duty Leave. Employees who are called for jury duty, or any related judicial proceedings, are required to provide immediate notice of any need for such leave to their manager and the Administrative Services Manager. Employees are expected to return to work each day or portion of the day that they are not selected for jury duty, or related judicial proceedings.
- 9.11.1 For all full-time employees, this leave will be paid. Jury duty pay during leave will be offset by any amounts received as witness fees or jury duty pay received from the court.
- 9.11.2 Upon completion of jury duty, the employee is responsible for providing a copy of the "Certification of Jury Service" to the Administrative Services Manager.





## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 9.12 Voting Leave The District provides all employees up to two (2) hours paid time off to vote in a statewide primary or general election if the election is held on an employee's regularly scheduled workday and/or employee does not have time to vote outside of working hours. Any additional time off shall be without pay.
- 9.12.1 The Manager must be notified two (2) days in advance when an employee intends to take voting time off. Such time should occur at the beginning or end of the employee's regular work shift, unless otherwise approved by the Manager.
- 9.13 Paid Family Leave.
- 9.13.1 Eligibility. Employees are eligible for Paid Family Leave (PFL) immediately upon employment and upon the need for leave to care for a seriously ill family member who is unable to care for themselves or to bond with a new child.
- 9.13.1.1 This benefit runs concurrently with family care but not pregnancy disability leave. (Pregnancy disability is covered under SDI not PFL). PFL does not change either law in any way and is completely separate from them. Instead, PFL provides a paid benefit to employees who suffer a wage loss when they take time off work to care for an eligible family member, or to bond with a new child.
- 9.13.2 Ineligibility. Employees are ineligible to receive Paid Family Leave while receiving State Disability Insurance (SDI), Unemployment Insurance, or Workers' Compensation benefits.
- 9.13.2.1 Employees are not eligible for Paid Family Leave for any day that another family member is able and available for the same period of time to provide care to the individual that created a need for PFL.
- 9.13.3 Permissible Uses of Paid Family Leave. Paid Family Leave may be requested to (1) care for a seriously ill child, spouse or domestic partner, parent, parent-in-law, grandparent, grandchild, sibling; (2) bond with a new child; (3) bond with a minor child in connection with the adoption or foster care placement of that child.
- 9.13.4 Amount of Leave. An employee may receive up to six (6) weeks of benefits that may be paid over a 12-month period.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

9.13.5 Effect on Benefits. During an employee's Paid Family Leave, any continuation of District benefits and insurance shall exist only to the extent the employee is eligible and covered under another applicable law or District policy.

9.13.6 Procedure for Requesting Paid Family Leave:

9.13.6.1 Notice Requirements. Employees should notify Altadena Library District of their request for PFL leave as soon as they are aware of the need for such leave. The employee is required to complete a claim form with California's Employment Development Department (EDD). PFL requires a seven (7)-day waiting period and Altadena Library District requires employees to take up to two weeks of paid vacation from the employee's available vacation accrued balance before becoming eligible for benefits.

9.13.6.2 Medical Certification. The EDD requires medical certification upon notification of the need for PFL. Please see the EDD's claim form for further information.

9.13.7 Effect on Reinstatement. Paid Family Leave **does not** create reinstatement rights for employees. Employees returning from PFL are not entitled to reinstatement to the same or comparable position unless the right exists under another applicable law or District policy.

9.14 Leave for Organ and Marrow Donation An employee who serves as an organ donor for the purpose of transplantation shall receive up to 30 business days of paid leave per year for an organ donation in any one-year period, and up to five business days of paid leave per year for a bone marrow donation. Leave may be taken in one or more periods.

9.14.1 An employee seeking leave under this law must provide written verification to the District that he or she is an organ or bone marrow donor and that there is a medical necessity for the organ or bone marrow donation. The leave will not be considered a break in continuous service for purposes of salary adjustments, sick leave or vacation, or seniority. Further, leave taken does not run concurrently with leave under the Family Medical Leave Act or California Family Rights Act.

9.14.2 The District requires that an employee take up to five days of accrued sick or vacation leave for bone marrow donations and up to two weeks of earned and unused sick or vacation leave for organ donations.



**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE  
MANUAL**

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 9.14.3 An employee returning from organ or bone marrow donation leave will be restored to the same or equivalent position held when leave began.

DRAFT



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

### PERSONNEL POLICY X

#### UNPAID LEAVES OF ABSENCE

- 10.1 Policy. Altadena Library District provides family-care and medical leave in accordance with the federal Family and Medical Leave Act (coordinated with the California Family Rights Act); pregnancy disability leave; disability leave for a workplace injury or as required to reasonably accommodate employees with a qualified disability; Paid Family leave; Family Military leave, and leave for other legally required absences as set forth below. Employees having any questions regarding this policy should contact the Administrative Services Manager.
- 10.2 California New Parent Leave Act.
- 10.2.1 Eligibility. To be eligible for new parent leave, an employee must (1) have worked for Altadena Library District for at least twelve (12) months prior to the date on which the leave is to commence; and (2) have worked at least 1,250 hours in the twelve (12) months preceding the leave; and who work at a worksite that has at least 20 employees within 75 miles.
- 10.2.2 Use of New Parent Leave. The District will provide 12 weeks of unpaid parental leave upon the request of eligible employees to bond with a new child within one year of the child's birth, adoption or foster care placement.
- 10.2.2.1 Where both parents entitled to leave under the act are both employed by the District, they are entitled to a combined total of 12 weeks of unpaid parental leave. The District may, but is not required, to grant simultaneous leave to both employees.
- 10.2.2.2 Employees may utilize any type of accrued paid time off benefits, during the parental leave.
- 10.2.3 Effect on Benefits. An employee taking new parent leave will be allowed to continue participating in the District's group health plans, retirement plans and other benefit programs (except as set forth herein), in which an employee was enrolled prior to the first day of the leave, up to a maximum of twelve (12) work weeks, and at the level and under the conditions of coverage as if an employee had continued in employment for the duration of such leave. During an employee's new parent leave, Altadena Library District shall continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 10.2.3.1 The employee is responsible for paying the District for the employee's portion of benefit plans and programs. The employee is also responsible prior to the start of any leave for making arrangements for submitting payment to the District when payroll deductions are not possible. Employees should contact the Manager for more information.
- 10.2.3.2 If the employee fails to return from the leave and the failure to return is not due to the continuation, recurrence or onset of a serious health condition, or other circumstances beyond the control of the employee, Altadena Library District can recover any health premiums paid by Altadena Library District on the employee's behalf during any unpaid periods of the leave.
- 10.2.4 Vacation. No vacation accrues during an unpaid leave of absence (unless substituted paid leave is used) or while collecting non-District paid wage replacement. Vacation accruals recommence when the employee returns to work.
- 10.2.5 Effect on Reinstatement. Employees returning from new parent leave are entitled to reinstatement to the same or comparable position consistent with applicable law.
- 10.2.6 No Retaliation/Discrimination. The District will not retaliate and/or discriminate against an individual for taking parental leave, or interfering with, restraining or denying an employee's right to leave under the act.
- 10.3 Pregnancy-Related Disability Leave or Transfer
- 10.3.1 Eligibility and Duration. Any employee who is disabled due to pregnancy, childbirth or related conditions may take up to four (4) months of pregnancy-related disability leave for prenatal care, postnatal care, loss of pregnancy, childbirth, and after pregnancy care; for each pregnancy.
- 10.3.2 Temporary Transfer before Childbirth. Any employee affected by pregnancy is entitled to transfer temporarily to a less strenuous or hazardous position or to less strenuous or hazardous duties if the transfer is medically necessary and the transfer can be reasonably accommodated.
- 10.3.3 Substitution of Paid Leave for Pregnancy-Related Disability Leave. An employee taking pregnancy-related disability leave must substitute any available sick pay for her leave and may, at her option, substitute any available accrued vacation time for her leave. The substitution of paid leave for pregnancy-related disability leave

**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL****SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

---

does not extend the total duration of the leave to which an employee is entitled. Employees will not be paid sick leave while collecting non-District-paid wage replacement.

10.3.4 Effect on Benefits Employees on a pregnancy disability leave shall maintain health insurance benefits up to four months, as long as they are medically disabled.

10.3.4.1 An employee taking pregnancy disability leave will be allowed to continue participating in the District's group health plans, retirement plans and other benefit programs (except as set forth herein), in which she was enrolled prior to the first day of the leave, up to a maximum of four months and at the level and under the conditions of coverage as if she had continued in employment for the duration of such leave. During an employee's pregnancy disability leave, Altadena Library District shall continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins.

10.3.4.2 The employee is responsible for paying the District for the employee's portion of benefit plans and programs. The employee is also responsible prior to the start of any leave for making arrangements for submitting payment to the District when payroll deductions are not possible. Employees should contact the Manager for more information.

10.3.4.3 Once pregnancy disability ends, if the employee requests and is eligible for CFRA leave, benefits will continue for up to 12 additional weeks while the employee is on a CFRA leave. If, after the disability period (and applicable CFRA leave) ends, the employee fails to reimburse the District for their benefit premiums while on leave, the employee will then be offered COBRA continuation coverage.

10.3.4.4 No vacation or sick leave accrues during an unpaid leave of absence (unless substituted paid leave is used) or while collecting non-District paid wage replacement. Vacation accruals recommence when the employee returns to work.

10.3.5 Wage Replacement while on Pregnancy Disability Leave. California State Disability Insurance (SDI) provides partial wage-replacement for California workers out of work due to a non-industrial injury, illness, or pregnancy related

**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL****SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

---

condition. The SDI programs are state-mandated, and funded through employee payroll deductions.

10.3.5.1 SDI benefits can be paid only after you meet all of the following requirements:

- You must be unable to do your regular or customary work for at least eight consecutive days.
- You must be employed at the time you become disabled.
- You must have lost wages because of your disability.
- You must have earned at least \$300 from which SDI deductions were withheld during a previous period.
- You must be under the care and treatment of a licensed doctor or accredited religious practitioner during the first eight days of your disability. (The beginning date of a claim can be adjusted to meet this requirement.) You must remain under care and treatment to continue receiving benefits.
- You must complete and mail a claim form, directly with the state Employment Development Department (EDD), within 49 days of the date you became disabled or you may lose benefits.
- Your doctor must complete the medical certification of your disability.

10.3.6 Procedure for Requesting Pregnancy Disability Leave.

10.3.6.1 Notice Requirements. Employees should notify Altadena Library District of their request for pregnancy disability leave as soon as they are aware of the need for such leave. For foreseeable events, if possible, the employee must provide thirty (30) calendar days' advance notice to Altadena Library District of the need for pregnancy disability leave. For events that are unforeseeable thirty (30) days in advance, but are not emergencies, the employee must notify Altadena Library District as soon as they learn of the need for the leave, ordinarily no later than one to two working days after the employee learns of the need for the leave. If the leave is requested in connection with a planned, non-emergency medical treatment, the employee may be requested to reschedule the treatment so as to minimize disruption of Altadena Library District's business.

10.3.6.1.1 If an employee fails to provide the requisite thirty (30)-day advance notice for foreseeable events without any reasonable excuse for the delay, Altadena Library District reserves the right to delay the taking of the leave until at



**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL****SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

---

least thirty (30) days after the date the employee provides notice of the need for pregnancy disability leave.

10.3.6.1.2 All requests for pregnancy disability leave should include the anticipated date(s) and duration of the leave. Any requests for extensions of a pregnancy disability leave must be received at least five (5) working days before the date on which the employee was originally scheduled to return to work and must include the revised anticipated date(s) and duration of the pregnancy disability leave.

10.3.6.2 Medical Certification. Any request for pregnancy disability leave must be supported by medical certification from a health-care provider. For foreseeable leaves, employees must provide the required medical certification before the leave begins. When this is not possible, employees must provide the required certification within fifteen (15) calendar days after Altadena Library Districts' request for certification unless it is not practicable under the circumstances to do so. Failure to provide the required medical certification may result in the denial of foreseeable leaves until such certification is provided. In the case of unforeseeable leaves, failure to provide the required medical certification within fifteen (15) days of being requested to do so may result in a denial of the employee's continued leave. Any request for an extension of the leave also must be supported by an updated medical certification.

10.3.6.2.1 The medical certification for pregnancy disability leave shall include (a) the date on which the leave will commence; (b) the probable duration of the leave; and (c) in the case of intermittent or reduced-schedule leave, a statement that, due to the serious health condition, the employee is unable to perform the functions of her position, the probable duration of such a schedule.

10.3.6.2.2 Medical certifications for any medically-related leave must either be provided in person to the Manager or faxed to the Manager at (626) 798.0425. If faxed (either by the employee or the Dr.'s office), it is the responsibility of the employee to verify receipt that the Dr.'s Certification has been received.



**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL****SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

---

10.3.7 Effect on Reinstatement. Employees returning from pregnancy disability leave are entitled to reinstatement to the same or comparable position consistent with applicable law. Employees will be provided written notice of reinstatement prior to or upon commencement of their leave.

10.3.7.1 Altadena Library District retains the right to deny reinstatement to an employee who would not otherwise have been employed in his/her same position at the time reinstatement is requested for legitimate business reasons unrelated to the employee taking pregnancy disability leave or transfer (such as a layoff due to a plant closure); or whose reinstatement would cause substantial and grievous economic injury to the District's operation. Should an employee's position be eliminated while on leave, the District will provide written notice to the employee of available and comparable positions within 60 days of the employee's scheduled date of reinstatement.

10.3.7.2 Before permitting employees to return to work, Altadena Library District also may require employees to provide medical certification that they are able to return to work.

10.3.8 Other Terms and Conditions of Leave. The provisions of Altadena Library District's Family-Care and Medical-Leave policy regarding the leave's effect on pay, notice requirements, medical certification requirements and reinstatement also apply to all pregnancy-related disability leaves. However, for pregnancy-related disabilities, there is no process for obtaining more than one medical opinion, and there is no reinstatement exception for key employees. For the purpose of applying those provisions, an employee's pregnancy-related disability is considered to be a serious health condition.

10.3.9 Nursing Mothers at Work. Altadena Library District will reasonably accommodate employees who wish to express breast milk at work. Employees who need to express breast milk at work should use their provided break time(s). If additional time beyond the normal paid rest break is needed, the time will be provided but will be unpaid/ and will be paid up to an additional 5 minutes. Employees may choose to use their meal period to express breast milk as well.

10.3.9.1 The District provides the use of a private place to express breast milk. Please see the Manager to make appropriate arrangements.

**10.4 Workers' Compensation Disability Leave.**

**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL****SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

---

- 10.4.1 Eligibility and Duration. An employee is eligible for a workers' compensation disability leave if an employee sustains an injury or illness that results in lost work time and the injury/illness is deemed to be job-related, arising out of employment and occurs in the course of employment.
- 10.4.2 Notification. To ensure that you receive any workers' compensation benefits to which you may be entitled, you are required to do the following if you sustain a work-related injury or illness:
- Immediately report any work-related injury or illness to your Manager.
  - Complete a written Employee's Claim Form (DWC Form 1) and return it to the Manager.
- 10.4.3 Effect on Benefits. An employee on a workers' compensation disability leave will be allowed to continue participating in the District's group health plans, retirement plans and other benefit programs, (except as set forth herein), in which an employee was enrolled prior to the first day of the leave, up to a maximum of four (4) months, and at the level and under the conditions of coverage as if an employee had continued in employment for the duration of such leave. During an employee's workers' compensation disability leave, Altadena Library District shall continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins.
- 10.4.3.1 The employee is responsible for paying the District for the employee's portion of benefit plans and programs. The employee is also responsible prior to the start of any leave for making arrangements for submitting payment to the District when payroll deduction is not possible. If prior arrangement is not possible, the employee should make payment arrangement as soon as it is feasible to do so. Employees should contact the Manager for more information.
- 10.4.3.2 If the leave extends beyond four (4) months, the employee will be responsible for the full cost of the employee's group health coverage, and will be required to reimburse the District for the full cost of plan premiums each month beyond the four (4) months.
- 10.4.3.3 If, after the four (4) month period, the employee fails to reimburse the District for their benefit premiums while on leave, the employee will be offered COBRA continuation coverage.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 10.4.3.4 If the employee fails to return from the leave for a reason other than the recurrence or continuation of the health condition that brought about the leave or other circumstances beyond the employee's control, Altadena Library District can recover any health premiums paid by Altadena Library District on the employee's behalf during any unpaid periods of the leave.
- 10.4.3.5 No vacation or sick leave accrues during an unpaid leave of absence (unless substituted paid leave is used) or while collecting non-District paid wage replacement. Vacation accruals recommence when the employee returns to work. Employees will not be paid sick leave while collecting non-District-paid wage replacement.
- 10.4.4 Effect on Reinstatement. Employees returning from workers' compensation disability leave are entitled to reinstatement to the same or comparable position consistent with applicable law and subject to any applicable defense (including but not limited to, business hardship). Additional rights to reinstatement may exist if the employee is a qualified person with a disability under the Americans with Disabilities Act (ADA) or California's Fair Employment and Housing Act (FEHA) and the employee can perform the "essential functions" of a position with or without "reasonable accommodation," unless that reinstatement would cause "undue hardship" or constitute a "direct threat" to the health and safety of coworkers or the employer.
  - 10.4.4.1 Before permitting employees to return to work, Altadena Library District also may require employees to provide medical certification that they are able to return to work.
- 10.4.5 Other Terms and Conditions of Leave. Employees who are injured in a work-related incident will be referred to Altadena Library District's medical clinic for medical treatment for up to thirty (30) days, unless prior to a work-related injury, Altadena Library District has received from the employee a written notice that the employee wishes to be treated by their own physician. In all cases, employees may seek treatment from their own physician after thirty (30) days, should they so desire.
  - 10.4.5.1 If the employee has pre-designated a physician for work-related injuries/illnesses, the employee must provide Altadena Library District with certification from his/her health care provider regarding the need for workers' compensation disability leave, as well as a return-to-work-certification upon the employee's eventual return from the leave.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

10.4.5.2 The law requires Altadena Library District to notify the workers' compensation insurance District of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may also apply.

### 10.5 Other Disability Leaves.

10.5.1 In addition to medical, pregnancy-related disability, and workplace injury leaves described above, employees may take a temporary unpaid disability leave of absence if necessary to reasonably accommodate an ADA-qualified disability.

10.5.2 Employees taking disability leave must comply with the family-care and medical-leave provisions regarding substitution of paid leaves, notice and medical certification. For the purpose of applying these provisions, a disability leave will be considered to be medical leave.

10.5.3 The duration of a leave under this section shall be consistent with applicable law, but in no event shall the leave extend past the date on which an employee becomes capable of performing the essential functions of their position, with or without reasonable accommodation. For a full explanation of leave duration and reinstatement rights, employees should contact the Manager.

10.6 Family Military Leave. Qualified employees (those working at least 20 hours a week providing services for hire, but not independent contractors) are allowed up to 10 days of unpaid leave if the employee's spouse or domestic partner is a "qualified member" on leave from deployment.

10.6.1 This leave does not bar a qualified employee from taking any other leave that the employee would otherwise be entitled to take, and an employer may not retaliate against a qualified employee for taking this leave.

10.6.2 A "qualified member" is a person who is a member of the Armed Forces of the United States who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States, or a member of the National Guard or Reserves who has been deployed during a period of military conflict. The leave must take place during a period in



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

which the qualified member is on leave from deployment. The qualified employee must submit written documentation to the employer certifying that the qualified member will be on leave from deployment during the time the leave provided for is requested.

10.7 Civil Air Patrol Leave. Employees who are voluntary members of the California Wing of the Civil Air Patrol are qualified for up to 10 days unpaid leave per year to respond to emergency operational missions. To qualify for this leave, the employee must have been employed at least 90 days immediately preceding the beginning of the leave. The employee is required to give the District advance notice (as possible) of intended leave dates.

10.7.1 Upon expiration of the leave, the employee will be restored to his/her position or a position of equivalent seniority, benefits, pay and other terms and conditions of employment, unless the employee is not restored due to conditions unrelated to the exercise of the leave rights.

10.8 Crime Victim Leave.

10.8.1 Crime Victim Defined. A crime victim is defined as any person "who suffers direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of a crime or a delinquent act," and a victim also includes the person's "spouse, parent, child, sibling or guardian."

10.8.2 Eligibility. Employees who are victims of a crime can take time off to deal with the issues arising as a result of the crime, including time off for medical or psychological treatment, including safety planning.

10.8.3 Permissible Uses of Leave.

- Leave for employees who are victims of a violent or serious felony, or a felony involving theft or embezzlement, or to attend judicial proceedings related to the crime. (Also applies if the victim is a member of the employee's immediate family or is the employee's registered domestic partner or partner's child).
- Leave for victims of a hate crime.
- Leave for a domestic violence, sexual assault victim and/or stalking victims.

10.8.4 Notice Requirements. Employees should notify Altadena Library District of their request for time off for a crime, domestic violence, sexual assault and/or stalking occurrence as soon as they are aware of the need for such leave. The District reserves the right to requests documentation certifying the unscheduled absence

**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL****SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

by a licensed medical professional, domestic violence counselor or advocate.

Employees seeking such accommodation will, at the District's request, be required to submit a written statement signed by the employee or an individual acting on the employee's behalf certifying the accommodation is related to the employee's status as a victim of domestic violence, sexual assault or stalking.

- 10.9 Family-School Partnership Act. Employees who are parents, step-parent, foster parent, or person who stands *in loco parentis* to a child, guardians, or grandparents in custody of a child enrolled in a California public or private school (kindergarten through twelfth grade) or licensed child day care facility may take off up to forty (40) hours each year (up to eight hours in any calendar month) to participate in activities at child's school or day care facility. Additionally, this leave also provides an employee time off from work to (1) find, enroll, or reenroll their child in a school or with a licensed child care provider (not only licensed child day-care facilities), and (2) to address a child care provider or school emergency. Part-time employees are allowed a proportionate number of hours of up to twenty (20) hours a year (up to four (4) hours in any calendar month).
- 10.9.1 Employees can use vacation, personal leave, or time off without pay (non-exempt) to account for the time needed to participate in a school or childcare activity. Time off without pay is permitted with approval by your Manager.
- 10.9.2 Employees must inform their Manager at least one (1) week in advance of the intent to take time off work to participate in activities at your child's school or childcare facility. If advance notice is not reasonably possible, notify your Manager as soon as possible. Each employee is required to provide written proof of having participated at your child's school or childcare facility.
- 10.10 Legally Required Non-Medical Leaves of Absence. Employees will be granted a leave of absence as required by law for the purpose of fulfilling any required legal, military obligation, or emergency rescue training including:
- Appearance as a witness in a legal proceeding
  - School visits for a suspended child
  - Military-reserve duty or National Guard
  - Performance of emergency duty by a volunteer firefighter, reserve peace officers, and emergency rescue or health care personnel
  - Volunteer civil service leave
- 10.11 Leave of Absence without Pay.





## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 10.11.1 The Director, upon the recommendation of the supervisor, may grant a leave of absence without pay to regular full-time and regular part-time employees not to exceed 12 weeks.
- 10.11.2 Written Request. Leave of absence without pay will only be considered upon written request of the employee setting forth the reason for the request.
- 10.11.3 Effect on Reinstatement. Upon conclusion of a leave of absence without pay, the employee is entitled to return to his or her former position or a comparable position unless: (1) the position has ceased to exist for a legitimate business reason; (2) the position could not be kept open or filled by a temporary employee without substantially undermining the District's ability to operate safely and efficiently, in which case, the District shall provide notice to the employee of the situation as soon as possible and where appropriate give the employee the option of returning to that position; (3) the employee has directly or indirectly indicated an intention not to return to the position; (4) the leave of absence expires and the employee does not contact his/her supervisor concerning a date to return to work, the employee will be considered to have voluntarily terminated employment; (5) the employee is no longer able to perform the essential functions of the job with or without reasonable accommodation; or (6) the employee is no longer qualified for the job.
- 10.11.5 Paid Leave Not Earned. Vacation, personal holiday and sick leave will not be earned during the leave, and holidays with pay will not be given.
- 10.11.6 Health Insurance. District contributions to monthly premium cost of health insurance will be suspended after one (1) calendar month. After one (1) month the employee must make arrangements with the Administrative Services Manager to continue to pay his or her normal monthly premium cost for insurance under COBRA provisions or lose coverage.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

### PERSONNEL POLICY XI

#### **EMPLOYEE BENEFITS**

11.1 **Notification of Life Changing Events.** The Administrative Services Manager is responsible for maintaining complete and up-to-date employment records for all current employees. Employees are responsible to notify the Manager within thirty (30) days of the occurrence of any “life changing event,” as the event may impact insurance coverage and eligibility. These events consist of:

- Change in your marital status (such as marriage, divorce, annulment or legal separation)
- Termination of your spouse’s or registered domestic partner’s full-time employment
- Loss of your spouse’s or registered domestic partner’s coverage under another employer’s benefits plan (allows you to change only the coverage lost, e.g., medical, dental)
- A change in your family status, such as gaining or losing an eligible dependent
- Spouse or registered domestic partner gaining benefits through a new employer or first offer of benefits through spouse’s or registered domestic partner’s current employer (open enrollment periods excluded)
- Employees should also promptly notify the Manager of any changes in their name, home address, telephone number, and insurance or retirement plan beneficiaries.

11.1 **Retirement.** All full-time and eligible employees are covered by the District for retirement benefits under the California Public Employees’ Retirement System (CalPERS) on the first day of employment unless appointed to a position that is excluded by contract. Benefits will be provided in accordance with the contract between CalPERS and the District. The District and any eligible employees will pay contributions according to the annual valuations established by CalPERS.

11.2 **Medical Benefits.** The District contracts with CalPERS for medical benefits. The District will share the cost of the employee’s medical coverage on a pre-determined basis, subject to annual review and possible adjustment.

11.2.1 After termination from employment with the District, employees and their eligible dependents may continue temporary insurance coverage at their own expense under the federal statute commonly called COBRA.

11.3 **Dental Insurance.** All full-time regular and eligible employees with a prior agreement with the District are entitled to enroll in the dental insurance plan offered by the





## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

District. The District's contribution to the cost of the employee shall be 100% for individual employee coverage. Typically the carrier has a 30-day waiting period from the 1<sup>st</sup> of the month after date of hire.

11.4 Vision Care Insurance. All full-time regular and eligible employees with a prior agreement with the District are entitled to enroll in the vision insurance plan offered by the District. The District's contribution to the employee shall be 100% for individual employee coverage. Typically the carrier has a 30-day waiting period from the 1<sup>st</sup> of the month after date of hire.

11.5 Life Insurance. All full-time regular employees will receive a \$15,000 life insurance benefit. All employees shall be offered the option of subscribing to additional life insurance coverage at their expense.

11.6 State Disability Insurance. The District will enroll all employees in the employee-funded State Disability Insurance (SDI) Program. SDI benefits can be used concurrently with employee's available sick leave while out on disability.

11.7 Worker's Compensation. The District provides workers compensation coverage benefits as required by law.

11.8 Continuing Education Policy. Altadena Library District encourages its employees to enhance their knowledge and further their careers by continuing their education.

11.8.1 Purpose. The purpose of this Policy is to ensure that employees wishing to improve their work and career-related knowledge, skills, and abilities have a procedure for requesting educational assistance. In order to uniformly administer this program, guidelines have been developed for determining eligibility of coursework and the amount of reimbursement.

11.8.2 Eligible Employees. All employees with satisfactory work performance will be eligible for tuition reimbursement. All employees who are new hires must have satisfactorily completed their introductory period before submitting an application.

11.8.3 Eligible Coursework. Coursework must be from an accredited 2 year or 4 year college or university, a technical school, an adult education program, or a university extension program. For coursework to be eligible for reimbursement:



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- It must relate specifically to the current employee's job duties or assist employees to prepare for promotional and/or transfer opportunities within the District or a related agency.
- The employee must receive a passing grade of "B" or better.

11.8.4 Reimbursement. The maximum amount that an employee may be reimbursed per year is as follows:

- \$2,000 per year for full-time employees
- \$1,000 per year for part-time employees
- Reimbursement will not be made for expenses for which the employee receives payment from other sources (for example scholarships, grants).
- After the coursework is completed, the employee must submit an Expense Reimbursement Form to his/her Department Manager for signature and processing in the Finance Department and attach the following:
  - ✓ Coursework documentation
  - ✓ Receipts
  - ✓ Evidence of a passing grade (B or better)
- Eligible Costs:
  - ✓ Tuition
  - ✓ Books required for the course
  - ✓ Other mandatory course materials and fees
- Ineligible Costs:
  - ✓ Tools or supplies
  - ✓ Meals, lodging, or transportation
  - ✓ Parking fees

11.8.5 Repayment of Reimbursement. If an employee terminates employment with the District within one year after receiving tuition reimbursement, he/she shall be liable for repayment of the reimbursement. Upon termination, the entire amount of repayment will be deducted from the final paycheck. If a balance exists after the final paycheck, the employee shall reimburse the District from personal funds.

11.9 Membership in Employee Organizations. Employees may join employee organizations of their own choice. Employees also have the right to refuse to join or participate in the activities of employee organizations.



**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE  
MANUAL**

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 11.9.1 Each employee has the right to represent himself/herself individually in his employment relations with the District.
- 11.9.2 Employees shall not be discriminated against, granted preferential treatment, or have equitable treatment withheld because of either membership or non-membership in an employee organization.

DRAFT



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

### PERSONNEL POLICY XII

#### STANDARDS OF CONDUCT

##### Workplace Rules and Procedures

12.1 Policy. Employees are expected to observe certain standards of job performance and professional conduct. When performance or conduct does not meet District standards, Altadena Library District will endeavor when it deems appropriate to provide the employee a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the correction, they may be subject to discipline including termination.

12.1.1 The rules set forth below are intended to provide employees with fair notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of Altadena Library District, other employees or customers may also result in disciplinary action. Nothing in these rules is intended to modify the at-will nature of your employment with the District.

12.2 Job Performance. Employees may be disciplined for poor job performance, including but not limited to the following:

- Unsatisfactory work quality or quantity;
- Poor attitude (for example, rudeness or lack of cooperation);
- Excessive absenteeism, tardiness, or abuse of Sick Leave or break and lunch privileges;
- Failure to follow instructions or District procedures; or
- Failure to follow established safety regulations.

12.3 Misconduct. Employees may be disciplined for misconduct, including but not limited to the following:

- Insubordination;
- Dishonesty;
- Theft;
- Discourtesy;



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- Misusing or destroying District property or the property of another on District premises;
- Violating conflict-of-interest rules;
- Disclosing or using confidential or proprietary information without authorization;
- Falsifying or altering District records, including the application for employment;
- Interfering with the work performance of others;
- Altercations;
- Harassing, including sexually harassing, employees or customers;
- Being under the influence of, manufacturing, dispensing, distributing, using, or possessing alcohol or illegal or controlled substances on District property or while conducting District business;
- Gambling on District premises or while conducting District business;
- Sleeping on the job or leaving the job without authorization;
- Possessing a firearm or other dangerous weapon on District property or while conducting District business; or
- Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of Altadena Library District, its employees, customers or property; or
- Failing to report to Altadena Library District within three days any conviction under any felony drug statute.
- Defrauding the District by making a false claim for compensation, benefits, or reimbursements, including making a false Worker's Compensation Claim against the District.
- Refusing to report on official call in an emergency.
- Working overtime without authorization.

**12.4 Business and Ethical Code of Conduct.** Altadena Library District promotes a workforce in which employees conduct themselves and perform their duties with one another, business partners and customers, and others with whom they do business in a highly professional manner. Altadena Library District employees are the face of the organization and, as a result, employee actions directly impact Altadena Library District's ability to fulfill its mission.

**12.4.1 Intent.** This policy is intended to focus Altadena Library District staff on their duties and responsibilities, provide guidance to help them recognize and deal with ethical issues, provide mechanisms to report unethical conduct, and to foster a culture of honesty and accountability. Every employee is expected to know and comply with both the letter and the spirit of this policy. Provisions contained herein should be read in conjunction with other Altadena Library



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

District policies including Conflict of Interest, Rules of Conduct, Confidential Information and Non-Disclosure.

12.4.2 Code. Altadena Library District's Business and Ethical Code of Conduct require employees to maintain the following standards in dealing with staff, business partners, customers and business associates. All Altadena Library District employees agree to:

- Always conduct themselves to the highest levels of ethics, integrity, accountability and responsibility. This includes demonstrating honesty, confidentiality, and professionalism in the workplace and when conducting any District-related business.
- Act in Altadena Library District's best interest in fulfilling its mission and take care to avoid the potential or appearance of conflict of interest. A conflict of interest is defined as any circumstance that impedes an employee's ability to act with total objectivity with regard to Altadena Library District interest (See section 12.6).
- Comply with all laws and by-laws of the U.S. and State of California.
- Enhance diversity by supporting an environment that recognizes the value and worth of all individuals, treating others with respect and courtesy, and complying with Altadena Library District's zero tolerance policy for acts of harassment, discrimination and/or intimidation.

12.5 Reporting. No code or policy can anticipate every situation that might arise. Accordingly, this Code is intended to serve as a source of guiding principle for Altadena Library District's staff. Employees are encouraged to bring questions about particular circumstances to their Manager, or to Administration for guidance or clarification and report any suspected wrongdoing, fraudulent, dishonest or improper conduct. Accordingly, any breach or violation of Altadena Library District's Rules of Conduct or Business and Ethical Code of Conduct should be reported immediately to the above individuals. Altadena Library District will treat reports seriously, investigate as required and take appropriate action to maintain a workplace based on high standards of conduct.

12.6 Conflicts of Interest. Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. They are expected to use good judgment, to adhere to high ethical standards and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of Altadena Library District. A conflict of interest exists when the employee's loyalties or



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

actions are divided between Altadena Library District's interests and those of another, such as a competitor, supplier or customer. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure if a certain transaction, activity or relationship constitutes a conflict of interest should discuss it with their immediate Manager or the Administrative Services Manager for clarification. Any exceptions to this guideline must be approved in writing by the Director.

12.6.1 While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts, from which employees should refrain, include the following:

- Accepting personal gifts or entertainment from competitors, customers, suppliers or potential suppliers in excess of \$25 in value;
- Working for a competitor, supplier or customer;
- Engaging in self-employment in competition with Altadena Library District;
- Using proprietary or confidential District information for personal gain or to Altadena Library District's detriment;
- Using District assets or labor for personal use;
- Committing Altadena Library District to give its financial or other support to any outside activity or organization.

12.6.2 If an employee or someone with whom an employee has a close relationship (a family member or close companion) has a financial or employment relationship with a competitor, customer, supplier or potential supplier, the employee must disclose this fact in writing to the Manager. Employees should be aware that if they enter into a personal relationship with a subordinate employee or with an employee of a competitor, supplier or customer, a conflict of interest may exist, which requires full disclosure to Altadena Library District.

12.6.3 Certain designated staff members will be required to complete and file a Form 700, or Statement of Economic Interest, with the Fair Political Practices Commission on an annual basis.

12.7 Security and Confidential Information. The security of employees, employee property, and District property is of vital importance to Altadena Library District. All employees share responsibility to ensure that proper security is maintained.

12.7.1 Proprietary and Confidential Information. Employees must not use or disclose any proprietary or confidential information they obtain during employment with





## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

Altadena Library District except as required by their jobs. This obligation remains even after an employee's employment relationship with Altadena Library District ends. If an employee is in a position that gives them access to particularly sensitive information, the employee might be required to sign a written nondisclosure agreement. In addition, all employees must observe good security practices. They are expected to keep proprietary and confidential information secure from outside visitors and all other persons who do not have a legitimate reason to see or use such information.

- 12.7.2 District rules regarding document control, restricted access to areas of the facility and other such procedures must be strictly observed by each employee. Failure to adhere to District policies regarding proprietary and confidential information will be considered grounds for discipline including dismissal.
- 12.7.3 Obligations on Termination. On termination of employment, whether voluntary or involuntary, all District documents, whether in hard copy or electronic format, and other tangible District property in the employee's possessions or control must be returned to Altadena Library District.
- 12.8 Injury and Illness Prevention. The District is committed to providing and maintaining a healthy and safe work environment for all employees. The Facilities Manager will facilitate, in coordination with outside vendors when appropriate, periodic inspections to find and eliminate unsafe working conditions or practices and investigate occupational injuries and illnesses.
  - 12.8.1 Each employee must immediately report any observed safety concerns or any accidents involving District-owned equipment or involving personnel on District time to Administration or the Person In Charge so that the District can take corrective action as soon as possible.
  - 12.8.2 Any damage to District-owned property or any accident involving District personnel must be documented in an incident report and submitted to Administration.
  - 12.8.3 Each employee is expected at all times to plan and carry out work assignments with regard to their own personal safety and the safety of others. Failure to report an accident may be grounds for disciplinary action, up to and including termination.





## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

12.8.4 Heat Illness Prevention. Altadena Library District follows a Heat Illness Prevention program. The program includes:

- i. Training – For all affected employees and their Managers
- ii. Water – The District encourages each employee to drink at least one (1) quart of water per hour while working in high heat conditions.
- iii. Recovery Period – The District allows and encourages outdoor employees to take a cool- down rest in the shade for a period of no less than five (5) minutes at a time when they feel the need to do so to protect themselves from overheating. Please do not wait until you feel sick to request this rest period.\*
- iv. Written Procedures – The District’s IIPP contains written procedures for implementing the Cal/OSHA Heat Illness Prevention Standard.

*\*A recovery period is paid and not included as a meal or rest period. Employees will receive an additional hour of pay at the employee’s regular rate of pay for each day that a recovery period is not provided.*

12.8.5 Seating Provisions. All employees shall be provided with suitable seats when the nature of the work reasonably permits the use of seats. For employees whose work requires standing, an adequate number of suitable seats shall be placed in reasonable proximity to the work area, which employees may use when it does not interfere with the performance of their duties.

12.8.6 Hazardous Chemicals and Your Right to Know. Altadena Library District utilizes hazardous chemicals as part of the day-to-day operation of the District. It is our intention to disclose to the employee the chemicals that may be associated with the job.

12.9 Anti-Harassment Policy. Altadena Library District is committed to providing a workplace free of sexual harassment based on race, color, creed, religion, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), national origin, ancestry, age, physical or mental disability, medical condition including genetic characteristics, or any information based on genetic background, family-care status, military and veteran status, citizenship status, immigration status, primary language, marital status, sexual orientation, gender identity or gender expression where a person’s gender-related appearance and behavior may not be stereotypically associated with the person’s assigned sex at birth, or any other consideration made



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

unlawful by federal, state, or local laws. This also includes a perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Altadena Library District has a zero-tolerance policy for any form of harassment involving staff or any individuals or entities with whom the District does business.

12.9.1 Harassment Defined. Harassment may take many forms. It need not be explicit, nor even specifically directed at the victim. Sexually harassing conduct can occur between people of the same or different gender. Harassment includes:

- Verbal Harassment, such as jokes, epithets, negative stereotyping, derogatory comments, or slurs;
- Physical Harassment, such as physical interference with normal work, impeding or blocking movement, assault or unwelcome physical contact;
- Visual Harassment, such as offensive or obscene photographs, calendars, posters, cards, cartoons, drawings, gestures, display of sexually suggestive or lewd objects, or unwelcome notes or letters; and
- Sexual Harassment, such as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, such as name calling, suggestive comments, or lewd talk and jokes.

12.9.2 Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment is carried out to sabotage, undermine, or interfere with an employee's work performance or creates an intimidating, hostile or offensive work environment. Sexually harassing conduct includes unwelcome conduct such as requests for sexual favors, conversation containing sexual comments and unwelcome sexual advances.

12.9.3 Sexually harassing conduct need not be motivated by sexual desire. Behavior is considered harassing conduct if motivated by:

- a) Showing sexual intent or desire on the harasser's part towards the victim;



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- b) Showing general hostility by the harasser towards a particular sex of which the victim is a member; or
  - c) Through comparative evidence about how the alleged harassment treated members of both sexes in a mixed-sex workplace.
- 12.9.4 Reporting. Any incident of harassment should be reported promptly to the employee's Manager and the Administrative Services Manager, who is responsible for investigating the matter. Managers who receive complaints or who observe harassing conduct must inform the Administrative Services Manager immediately. Altadena Library District emphasizes that an employee is not required to complain first to their Manager if that Manager is the individual who is harassing the employee.
- 12.9.5 Investigation. Any and all complaints of harassment will be investigated thoroughly, promptly, without prejudice and in a manner as confidential as possible. Employees or volunteers who are witnesses to or are victims of harassment may be required to provide statements during administrative investigations regarding their observations. After the investigation is completed, the District will take whatever corrective action is deemed appropriate. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including immediate termination depending upon the circumstances. With regard to acts of harassment by customers or vendors, corrective action will be taken after consultation with the appropriate management personnel.
- 12.9.6 Retaliation. Retaliation, including engaging in direct reprisals or encouraging others to do so, is strictly forbidden. No actions may be taken against any person who: (1) complies with, or encourages others to comply with, any provision of this policy; (2) files a complaint concerning any violation of this policy; (3) testifies, assists, or participates in any investigation or hearing resulting from a complaint under this policy; or (4) exercises or attempts to exercise any right conferred under this policy.
- 12.10 Policy Against Retaliation and Whistleblower Protection. In accordance with applicable law, Altadena Library District prohibits retaliation against any employee, or employed family member, because of the employee's or employee's family member complaint of or opposition to a practice the employee reasonably believes to constitute



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

unlawful business practices of any nature or because of the employee's participation in an employment investigation, proceeding or hearing. Any retaliatory adverse action because of such opposition or participation is unlawful and will not be tolerated. This policy also applies to contractors and agents of the District. Protection against whistleblowers also includes:

- Reporting or alleging a violation of a local/agency/state/federal rule or regulation
- Prohibition of retaliation against employees who report a violation to their employer
- An employee who discloses, or may disclose, information regarding alleged violations "to a person with authority over the employee or another employee who has authority to investigate, discover or correct the violation"
- An employee who opposes any of the forbidden employment practices or who has filed a complaint, testified, or assisted in connection with a complaint under that law, including request for reasonable or religious accommodation.
- Any employees who disclose, discuss, or inquire about their own or their co-workers' wages for the purpose of enforcing their rights.
- Prohibition of retaliation against an employee because the employer "believes the employee disclosed or may disclose information"

12.10.1 This policy includes protection for employees, contractors and agents who:

- Disclose the information/make the complaint as part of their job duties; o Report violations of local laws; and
- Provide information to public bodies.

12.10.2 A complaint about an employment practice constitutes protected opposition only if the employee communicates a reasonable good faith belief that the practice opposed constitutes an unlawful business practice. Opposition in a manner which disrupts the workplace, or which constitutes an unlawful activity, or engaging in badgering or threatening of employees or Managers is not protected.

12.10.3 As an employee, you have a right to redress for prohibited retaliation. In order to secure this right, provide a complaint, preferably in writing to your Manager or the Administrative Services Manager as soon as possible after any incident you feel is prohibited retaliation. Administration will initiate an investigation of the allegations. This investigation will be completed and a determination regarding the retaliation alleged will be made and communicated to you as soon as practical. Because of the seriousness of a



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

complaint of unlawful retaliation, knowingly submitting or participating in a false, deceptive or bad faith complaint will not be tolerated and may lead to disciplinary action up to and including discharge.

12.10.4 If Administration determines that prohibited retaliation has occurred, the District will take remedial action commensurate with the severity of the offense. Action will also be taken to deter any future retaliation. Whatever action is taken will be made known to you.

12.10.5 The District encourages all employees to report any incidents of retaliation forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

### 12.11 Drug and Alcohol Policy.

12.11.1 Intent. It is the intention of this policy to ensure the absence of substance abuse and its effects in the workplace by encouraging employees to confront and acknowledge any substance abuse problems in the knowledge that if they do so their employment will not be jeopardized merely by that act. This policy reiterates the District's expectation that employees be able to perform their duties safely and efficiently in the interests of other employees, the public and themselves.

12.11.1.2 Each employee is hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all buildings (including adjacent grounds) and vehicles owned by the District. District buildings and grounds are defined as property or portions of property owned, leased or occupied by the District.

12.11.2 Purpose. To provide a drug- and alcohol-free work place in order to assure the safe and efficient delivery of services to the public, to contribute to a safe work environment and to represent Altadena Library District in a professional manner.

### 12.11.3 Definitions.

12.11.3.1 *Impairment* is the emotional or physical inability of an employee to safely and effectively perform his or her job.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

12.11.3.2 *Reasonable suspicion* is a belief based on objective facts and physical indicators, sufficient to lead a reasonable, prudent person to believe that an employee is currently under the influence of, or in possession of, drugs or alcohol. Examples could include but are not limited to:

- Direct observations of abnormal conduct or erratic behavior by the employee which may render the employee unable to perform his/her duties or which may pose a threat to safety or health. The employee exhibits paranoia, slurred speech, or irrational behavior.
- A report of observed alcohol or drug use provided by a reliable and credible source.
- An on-the-job accident or occurrence where there is evidence to indicate the accident or occurrence, in whole or in part, may have been the result of the employee's use of a controlled substance or alcohol.
- Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs or alcohol while working or while on the employer's premises or operating the employer's vehicle, machinery, or equipment.
- The employee's conviction of a criminal drug or alcohol statute violation.

### 12.11.4 Policy.

12.11.4.1 Employees shall not report for duty if they are impaired due to their use of drugs or alcohol.

12.11.4.2 Employees shall not use alcohol or impairing drugs during the assigned workday/shift (including meal periods and breaks).

12.11.4.3 An employee who is off duty and is called back to work, shall decline the assignment if the employee believes that he or she is impaired due to his or her use, while off duty, of alcohol or drugs.

12.11.4.4 Possession, use, sale or distribution of illegal or impairing drugs in the workplace is prohibited. Sale or distribution of any impairing drug in the workplace is also prohibited.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 12.11.4.5 Possession, use, or sale of opened containers of alcohol is prohibited in the workplace with the exception of pre-authorized events outside normal business hours. Possession of alcoholic beverages in District vehicles is prohibited.
- 12.11.4.6 Upon reasonable suspicion that an employee is impaired by drugs or alcohol and cannot safely or effectively perform the duties of the job, the employee will be required to provide a urine and/or breath test per the Federal Register 49CFR part 40 testing procedures. A Manager will arrange and escort an employee to take any required drug or alcohol testing. The Manager must remain with the employee for the duration of testing and ensure the employee returns home safely. The purpose of these tests is to determine the presence of drugs or alcohol. Refusal to submit to testing procedures, including refusing to provide a sample, will be considered a positive test. A positive test will result in discipline up to and including termination.
- 12.11.4.7 Employees who are involved in workplace accidents that result in injury, or damage to District property, or a Worker's Compensation claim will be required to undergo immediate drug or alcohol testing.
- 12.11.4.8 Upon reasonable suspicion by two (2) or more supervisors, the District shall have the right to search District owned property, vehicles, desks, closets and lockers, to the extent allowed by law including a search warrant, for alcohol or drugs when the employee is present. If the employee has a personal lock on the locker, the employee shall remove it.

12.12 Maintaining a Current Driver's License and Insurance. Employees who are required to drive a District vehicle or drive their own vehicle to perform work for the District must have a current driver's license and be in compliance with existing District insurance requirements. An employee who uses his/her automobile for District business must maintain the minimum automobile insurance coverage required by the state of California. Written verification confirming such insurance shall be provided to the District.

12.13 District Property and Equipment.





## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 12.13.1 All tools and equipment purchased by the District are the property of the Altadena Library District and it is the responsibility of the employee to whom tools and equipment are assigned to maintain and safeguard these assets. When leaving a work area, it is required that all tools be placed back in designated storage areas or removed from the work area and secured in locked storage where available.
- 12.13.2 An inventory of tools and equipment will be made periodically. If it is determined by the District that an employee is grossly negligent in the proper storage of tools, materials, or supplies or they are misplaced or stolen due to the employee's dishonesty, willfulness or act of gross negligence, the employee will be asked to replace the same tools, materials, or supplies at fair market value or will be asked to sign a Payroll Deduction Authorization authorizing the District to deduct the fair market value of the missing or damaged tools, materials, or supplies. If the employee unreasonably fails or refuses to replace or pay for the missing or damaged property or authorize a payroll deduction, the employee may be subject to disciplinary action up to and including termination and may be subject to a civil suit for recovery of the District's property.
- 12.13.3 All District property, including desks, lockers, cabinets, closets, or other storage is subject to search at any time. Any item found in violation of District policy will result in disciplinary action up to and including termination.
- 12.13.4 Introducing or using software designed to destroy or corrupt District telecommunications or computer systems is strictly prohibited. Employees are prohibited from altering/tampering with the major configuration settings on their work-issued computers. Employees are not allowed to interfere with any of the routine maintenance processes, such as anti-virus software virus definition file updates, etc., run by the IT Manager.
- 12.13.4.1 Employees are prohibited from installing any software, including computer games and screenshots, etc., on District-owned computers. Software installation is to be performed by the IT Manager only.
- 12.13.4.2 Employees are strictly forbidden to connect their own personal laptops or desktops to the District LAN except when authorized by the IT Manager.





## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 12.13.4.3 All District policies pertaining to standards of conduct, harassment and discrimination apply to employees' use of District telecommunications and computer systems and equipment.
- 12.13.4.4 Fraudulent, harassing, threatening, discriminatory, sexually explicit, foul, offensive or obscene messages and/or materials are not to be transmitted, printed or stored using District telecommunications and computer systems and equipment.
- 12.13.4.5 District's telecommunications and computer systems and equipment must not be used to solicit for business ventures, personal social events, non-work related meetings, political or religious causes, or other matters not connected with District's legitimate operations. Chain letters, solicitations, and other forms of mass mailings are prohibited with the exception of the distribution of materials related to legitimate District business.
- 12.13.4.6 Employees are prohibited from accessing pornographic, gambling-related, or other inappropriate websites or phone lines.
- 12.13.4.7 District email address may not be used for non-work related internet purchases, promotions, on-line newsletters, listservs, newsgroups, usergroups, etc.
- 12.13.4.8 Employees who participate in listservs, newsgroups, usergroups, etc. are prohibited from attributing their opinions or comments to District.
- 12.13.4.9 Use of District telecommunications and computer systems and equipment is not private. Authorized representatives of District may monitor the use of, and information stored on, District computer systems and equipment as required to ensure that their use is consistent with District's policies and legitimate business interests.
- 12.13.4.10 Failure to comply with this policy may lead to discipline up to and including termination of employment.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

12.13.4.11 Employees will be required to sign a form acknowledging that they have read and understood this policy.

12.14 Solicitation, Distribution and Bulletin Boards. Employees may engage in solicitation on District premises only during their nonworking time. Nonworking time means time during meals or breaks and before or after work.

12.14.1 Employees may distribute or circulate non-District written materials only during nonworking time and only in non-work areas. If an employee is not certain whether an area is a work or non-work area, they should consult their immediate Manager for clarification.

12.14.2 Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited anywhere on District property at any time. Similarly, solicitation or distribution of literature for any purpose by non-employees is strictly prohibited on Altadena Library District's property at any time.

12.14.3 District bulletin boards have been placed in several locations to inform employees of special District activities, and changes in administration, personnel or benefit programs. Employees are responsible for reading and understanding any information that is posted or distributed on the bulletin board. Official notices and communications are displayed on these boards and no material may be posted without management approval.

12.14.4 The District follows the Department of Industrial Relations (DIR) requirements to post information related to wages, hours and working conditions where it may be easily read during the workday. Employees can find these postings and applicable wage orders the hallway. The California wage order covers topics related to employee's pay and working conditions, including, administrative, executive and professional exemptions; overtime wages; alternative workweeks; minimum wages; reporting time pay; records retention; cash shortage and breakage; uniforms and equipment; meals and lodging; meal periods; and rest periods.

12.15 Personal Property. Altadena Library District is not responsible for the loss, damage, or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work. For their own convenience, employees may bring personal property to the workplace. However,



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

Altadena Library District does not assume and specifically disclaims responsibility for any personal property located on its premises, or which accompanies or is carried, worn, or otherwise used by employees during the course of their work for the District. Employees who choose to bring personal property with them to work do so at their own discretion, and at their own risk.

12.16 Off Duty Use of Facilities. Employees are prohibited from remaining on Altadena Library District premises or making use of District facilities while not on duty. Employees are expressly prohibited from using District facilities, District property, or District equipment for personal use.

12.17 Staff Workspaces & Common Areas. All employees are expected to keep their work areas clean and organized. Staff work areas should only contain items that are business-related and personal items should be kept to a minimum. In an effort to prevent loss or theft, staff are encouraged to leave items of value at home. The District will provide a secure space for staff belongings to the extent it is able. Employees who choose to bring personal property with them to work do so at their own discretion, and at their own risk. The District is not responsible for loss, theft or damage of personal property.

12.17.1 People using common areas such as lunch rooms and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

12.18 Dress Code.

12.18.1 Policy. It is the policy of Altadena Library District that each employee's dress, grooming, and personal hygiene be appropriate to the work environment. Employees are expected at all times to present a professional image to customers, prospects, and the public. All employees are expected to wear appropriate business casual, work attire. Employees should not wear suggestive attire, shirts with potentially offensive images, ripped and worn looking jeans, athletic clothing, shorts, flip-flops, and similar items of casual attire that do not present a business-like appearance. As a precaution, employees who work with book trucks or heavy furniture are encouraged to wear closed toe shoes. Hair should be clean.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 12.18.1.1 Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of their job.
- 12.18.1.2 Staff may participate in special dress days as defined by the Library Director. This may include a more a casual appearance such as wearing shorts or ball caps on special event days.
- 12.18.1.3 The District will make reasonable accommodations for employees who have specific religious dress practices and religious grooming practices, unless it is determined that the accommodation has an undue hardship on the District.
- 12.18.1.4 Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Non-exempt employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy also may result in disciplinary action.

12.19 Workplace Violence Policy. The Altadena Library District prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed from District property and are subject to disciplinary and/or personnel action up to and including termination, consistent with District policies, and/or referral to law enforcement authorities for criminal prosecution. Complaints of harassment are covered under the District's policy against harassment.

- 12.19.1 The District, at the request of an employee, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee on District property unless necessary to transact District-related business. This policy particularly applies in cases where the employee suspects that an act of violence will result from an encounter with said individual(s).
- 12.19.2 All staff, trustees, volunteers, vendors, contractors, consultants, and others, who do business with the District, whether in a District facility or off-site location where District business is conducted, are covered by this policy.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

12.19.3 Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, the academic environment, or the District's ability to provide services to the public. Examples of workplace violence include, but are not limited to:

- Disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or waving arms and fists).
- Intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack).
- Menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively; or making oral or written statements specifically intended to frighten, coerce, or threaten) where a reasonable person would interrupt such behavior as constituting evidence of intent to cause harm to individuals or property.

12.19.4 Possessing firearms, imitation firearms, knives or other dangerous weapons, instruments or materials is strictly prohibited. No one within the District, shall have in their possession a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to District regardless of whether the individual possesses a valid permit to carry the firearm or weapon. The possession of firearms on District property may be cause for discipline up to and including immediate termination of employment. In enforcing this guideline, the District reserves the right to request inspections of any employee and their personal effects, including personal vehicles while on District premises. Any employee who refuses to allow inspection will be subject to the same disciplinary action as being found in possession of firearms.

12.19.5 Reporting. If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor or anyone else, they should notify the Manager immediately. Furthermore, employees should notify the Manager if any restraining order is in effect or if a potentially violent non-work related situation exists that could result in violence in the workplace.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

12.19.6 Investigation. All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, Altadena Library District will inform the reporting individual of the results of the investigation.

12.19.6.1 To the extent possible, Altadena Library District will maintain the confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate circumstances, for example, in order to protect individual safety.

12.19.6.2 Altadena Library District will not tolerate retaliation against any employee who reports workplace violence.

12.19.7 Corrective Action and Discipline. If Altadena Library District determines that workplace violence has occurred, Altadena Library District will take appropriate corrective action and will impose discipline on offending employees.

12.19.7.1 The appropriate discipline will depend on the particular facts, but may include written or oral warnings, probation, and re-assignment of responsibilities, suspension, or termination.

12.19.7.2 If the violent behavior is that of a non-employee, Altadena Library District will take appropriate corrective action in an attempt to ensure that such behavior is not repeated. Under certain circumstances, Altadena Library District may forego disciplinary action on the condition that the employee takes a medical leave of absence.

12.19.7.3 Altadena Library District may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

### PERSONNEL POLICY XIII

#### PERFORMANCE REVIEWS

##### 13.1 Performance Reviews.

- 13.1.1 The District's Performance Review system provides a formal periodic review throughout the year of the performance of each employee in relationship to the performance expectations of their manager.
- 13.1.2 If the evaluation manager has not supervised the employee for the entire evaluation period, the evaluation may be written in consultation with other managers who have knowledge of that employee's performance and will be identified as providing input in the evaluation.
- 13.1.3 Introductory employees will be evaluated on the basis of the merit of their performance at three months and six months. If at three months the employee receives an overall rating of "development opportunity", the evaluating manager will coordinate with Administration to coach their performance and complete the six-month evaluation prior to the end of the introductory period. The employee's immediate manager will prepare the rating and discuss it with the employee. The manager, in conjunction with the District Director, may grant regular status if employee successfully completes the introductory period or release the employee if development opportunities are not met. The employee shall be advised, in writing, of the decision.
  - 13.1.3.1 After successful completion of the introductory period, an employee will receive an annual written performance evaluation to be reviewed in person with their manager. Full-time and part-time employees shall be rated annually by their immediate manager no more than thirty (30) days following the anniversary date of completion of the most recent introductory period.
  - 13.1.3.2 The failure to properly conduct the three and six month evaluations of an introductory employee shall not otherwise prohibit the District from terminating an introductory employee's employment at its will and pleasure.



**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE  
MANUAL**

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 13.1.4 An employee has the right to submit their comments related to the performance evaluation for inclusion in the employee's personnel file. The comments must be received within three (3) business days of the evaluation date.

DRAFT





## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

### PERSONNEL POLICY XIV

#### DISCIPLINARY AND GRIEVANCE PROCEDURES

- 14.1 Grounds for Discipline. Regular employees found in violation of the Standards of Conduct (Section XII) may be disciplined, including reprimand, discharge, demotion, or suspension for cause. This section does not apply to temporary, introductory and at-will employees. Discipline will be applied for any action or non-action by an employee which impedes or disrupts the performance of the District and its organizational component units, is detrimental to employee or public safety, violates properly established rules and procedures, or adversely affects the reputation of the District, its trustees, or employees.
- 14.2 Types of Disciplinary Actions.
- 14.2.1 The District Director may suspend any employee from duty when such action is in the best interest of the District. A suspension will not exceed thirty (30) days except when an employee is awaiting trial in a court of law. In these cases, the suspension may be extended until the court has rendered a decision. A suspended employee loses all right to pay and employee benefits which might accrue during the period of suspension.
- 14.2.2 Reassignment or demotion in an employee's class and pay may be authorized by the District Director and may be temporary or permanent. The employee must be assigned duties appropriate to the new class.
- 14.2.3 The District Director may discharge employees for serious misconduct. When notice of discharge cannot be served personally upon the employee, the notice will be sent by registered letter mailed to the employee's last known address.
- 14.3 Procedure for Discipline.
- 14.3.1 Notice. The employee must receive preliminary written Notice of Intent from the Director or a designee in case of suspension, demotion or discharge, which provides the following:
- 14.3.1.1 The disciplinary action intended, the specific charges upon which the action is based and a summary of any supporting facts and documentation;



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 14.3.1.2 Notification of the employee's right to respond to the charges either orally or in writing to the appropriate authority within five (5) business days.
- 14.3.1.2 Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to the final discipline being imposed.
- 14.3.1.3 If Notice is sent by Mail: The Notice shall also contain a "statement of delivery or mailing" indicating the date on which the Notice was personally sent Certified with Return Receipt requested - in the United States Mail to the employee. Such date of delivery or mailing shall be the "date of issuance" of the Notice. As long as the Notice contains a "statement of delivery or mailing," it is conclusively presumed that the employee received the Notice.
- 14.3.2 Response. The employee has the right to respond either orally or in writing to the Director or the designee within no less than five (5) but no more than ten (10) workdays of the date of issuance of the Notice. Workdays are defined as Monday through Friday except for recognized District holidays. The employee has a right to their own representation at this level. In cases of suspension, demotion or discharge the employee's response will be considered before action is taken.
- 14.3.3 Final Notice. After the response or the expiration of the employee's time to respond to the notice of intent, the appropriate authority shall: (1) dismiss the notice of intent and take no disciplinary action against the employee or (2) modify the intended disciplinary action or (3) prepare and serve upon the employee a final notice of disciplinary action. The final notice of disciplinary action shall include the following:
  - 14.3.3.1 The disciplinary action taken and its effective date;
  - 14.3.3.2 Specific charges upon which the action is based and a summary of any supporting facts and documentation;
  - 14.3.3.3 The employee's right to appeal.

### 14.4 Appeal Process.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 14.4.1 Right of Appeal. Each employee shall have the right to appeal any personnel action taken under these Policies and Rules which they believe has been unfairly or unjustly administered. Employees shall be assured freedom from reprisal for using the appeal process.
- 14.4.1.1 Initial appeal shall be made, in writing, to the District Director within ten (10) working days from the date the employee receives notice of the action. The District Director and Administrative Services Manager shall investigate the complaint. The District Director shall have the authority to uphold, modify or rescind the appealed action and shall submit their decision to the employee and any other person involved in the action with ten (10) working days from the date the appeal was filed.
- 14.4.1.2 A regular employee who is dissatisfied with the decision from the initial appeal may seek a hearing of the appeal by the Board of Trustees. Such a request must be filed within ten (10) working days after receiving the decision on the initial appeal. The request must state the employee's reasons for objection to the disputed action and the relief desired. An introductory employee shall have this right to appeal only in those instances specified in 14.4.7 below.
- 14.4.1.3 The Board of Trustees shall convene a hearing within thirty (30) working days after the filing of the request for hearing. Interested parties shall be advised of the time and place of hearing at least five (5) days in advance.
- 14.4.1.4 If either the appealing employee or the person responsible for the disputed action requests a public hearing, a public hearing must be held. Otherwise, the Board may hear the appeal in closed session.
- 14.4.1.5 Each party has the right to call and examine witnesses, cross-examine opposing witnesses, introduce exhibits, and rebut the evidence against them. Either party may be represented by counsel.
- 14.4.1.6 The following rules of evidence apply: oral evidence will be taken only on oath or affirmation.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 14.4.1.7 The hearing need not be conducted according to technical rules of evidence. Relevant evidence will be admitted if it is the sort of evidence on which responsible persons customarily rely in the conduct of serious affairs, regardless of common law or statutory rules which may make improper the admission of such evidence over objection in civil actions.
- 14.4.1.8 The Board of Trustees shall, within five (5) days after the hearing, render a decision as follows:
- Whether or not the disputed action was taken for reasonable cause, or
  - Whether the action should be sustained, modified or rescinded.
- 14.4.1.8.1 If the Board rules that the action should be sustained, modified or rescinded, all proceedings shall end.
- 14.4.1.8.2 The Board may find that the action should be modified. In such case, the Board will determine the degree of relief which shall be granted.
- 14.4.1.8.3 If the Board finds that the action should be rescinded, the employee shall receive any pay or employee benefits they lost as a result of the action.
- 14.4.2 A introductory employee who is dissatisfied with the decision from the initial appeal shall not be entitled to a hearing, except in the case of fraud or of discrimination because of political or religious opinions, racial extraction, sex, or organized labor membership.
- 14.4.2.1 If the introductory employee files an answer which alleges fraud or discrimination because of political or religious opinions, racial extraction, sex, employee organization membership or organized labor membership and requests a hearing, the Board of Trustees will grant the request if such request sets forth facts substantiating their allegations. After such hearing, the Board of Trustees may sustain the discharge or reduction or may order such introductory employee reinstated, and unless such order otherwise provides, it shall be effective as of the date of the discharge or reduction.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

14.4.2.2 If a hearing is granted on the basis that the introductory employee has adequately alleged fraud or discrimination for one of the reasons set forth above, the introductory employee being discharged or reduced shall have the burden of proving such fraud or discrimination, and that such fraud or discrimination was the basis for the discharge or reduction. In all other aspects, the hearing shall be held pursuant to the provisions of Sections 14.4.1.1-14.4.1.8.

### 14.5 General Complaint and Grievance Procedure.

14.5.1 Open Door Policy. Altadena Library District is committed to complying with all employment regulations, guidelines and laws, both state and federal. Any employee who has concerns or complaints regarding any aspect of his/her employment may initiate a discussion with his/her Manager. Although employees may directly contact the Director at any time, the District recommends that employees maintain open lines of communication with their Managers by reviewing concerns with them first. Problems will be dealt with promptly and will involve only necessary personnel.

14.5.2 General Complaint Procedure. Before filing a formal written grievance, the employee is strongly encouraged to use the General Complaint Procedure as outlined below to resolve any complaints.

14.5.2.1 Employees who have a concern or complaint regarding any aspect of their employment should first try to resolve the issue if possible. If not possible or if the issue remains unresolved, the employee should go to their Manager or the Administrative Services Manager and formally report their concern pursuant to this complaint procedure.

14.5.2.2 The employee may be asked to, among other things, specify the specific circumstances of their concern or complaint and whether it has occurred on other occasions.

14.5.2.3 The Manager or Administrative Services Manager will then investigate the concern or complaint.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 14.5.2.4 The District will take appropriate action on the complaint in a timely manner.
- 14.5.2.5 The resolution of the situation will be documented and placed with the affected employees' personnel files when appropriate.
- 14.5.2.6 Employees who utilize this complaint procedure shall not be retaliated against for making use of it. Employees with questions concerning this policy are encouraged to contact their Manager or the Administrative Services Manager.
- 14.5.3 Formal Grievance. A grievance is a written allegation by an employee claiming violation(s) of District rules or policies.
- 14.5.4 Formal Level I
  - 14.5.4.1 Within five (5) workdays after presentation of the grievance at the "informal level," (or 15 days after the occurrence) the employee may, if the grievance is still unresolved, present their grievance in writing to their immediate supervisor.
  - 14.5.4.2 This statement shall be a clear, concise statement of the grievance setting forth the section of the District Personnel rules and/or regulations or these rules allegedly violated, the circumstances involved, the decision rendered at the informal conference, and the specific remedy sought.
  - 14.5.4.3 The Manager shall communicate their decision to the employee in writing within ten (10) workdays after receiving the grievance. If the Manager does not respond within the time limits, the employee may appeal to the next level.
  - 14.5.4.4 Within the above limits, either party may request a face-to-face meeting with the District Director or Administrative Services Manager.
- 14.5.5 Formal Level II
  - 14.5.5.1 If the employee is not satisfied with the decision at Level I, they may within five (5) workdays appeal the decision in writing to the



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

District Director. For those employees who report to the Director, proceed to Grievance Level III.

14.5.5.2 The written statement shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal.

14.5.5.3 The District Director shall communicate his/her decision to the employee in writing within ten (10) workdays after receiving the grievance. If the Director does not respond within the time limits, the employee may appeal to the Board of Trustees.

### 14.5.6 Formal Level III

14.5.6.1 If the employee is not satisfied with the decision at Level II, they may within five (5) workdays appeal the decision in writing to the Board of Trustees.

14.5.6.2 The Board will discuss the matter during closed session at their next regularly scheduled meeting.

14.5.6.3 The Board shall communicate their decision to the grievant in writing within five (5) workdays after their regularly scheduled meeting. The decision of the Board is final.

### 14.5.7 General Provisions

14.5.7.1 The employee has the right to their own representation on all grievances. The Director shall be notified of the representative, if any.

14.5.7.2 The Director shall meet with the employee at Level I if the grievance resulted from a decision, act or omission of the Director.

14.5.7.3 Time limits may be waived by the mutual consent of the employee filing a grievance and the Director.

14.5.7.4 Employees are assured freedom from reprisal for using the grievance procedures.





## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

### PERSONNEL POLICY XV

#### TECHNOLOGY USE AND PRIVACY

- 15.1 Policy. Altadena Library District provides various Technology Resources to authorized employees to assist them in performing their job duties for Altadena Library District. Each employee has a responsibility to use Altadena Library District's Technology Resources in a manner that increases productivity, enhances Altadena Library District's public image and is respectful of other employees. Failure to follow Altadena Library District's policies regarding its Technology Resources may lead to disciplinary measures up to and including termination of employment. Moreover, Altadena Library District reserves the right to advise appropriate legal authorities of any violation of law by an employee.
- 15.2 Technology-Resources Definition. Technology Resources consist of all electronic devices, software and means of electronic communication including, but not limited to the following: personal computers and workstations; laptop computers; mini and mainframe computers; computer hardware such as disk drives and tape drives; peripheral equipment such as printers, modems, fax machines and copiers; computer software applications and associated files and data, including software that grants access to external services such as the Internet; electronic mail; telephones; cellular phones; pagers; and voice mail systems.
- 15.3 Authorization. Access to Altadena Library District's Technology Resources is within the sole discretion of Altadena Library District. Generally, employees are given access to Altadena Library District's various technologies based on their job functions. Only employees whose job performance will benefit from the use of Altadena Library District's Technology Resources will be given access to the necessary technology. Additionally, employees must successfully complete District-approved training before being given access to Altadena Library District's Technology Resources. Exceeding authorized access may subject the employee to liability (*e.g. per the Computer Fraud and Abuse Act – CFAA*).
- 15.4 Use. Altadena Library District's Technology Resources are to be used by employees only for the purpose of conducting District business. Employees may, however, use Altadena Library District's Technology Resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for personal or financial gain, does not conflict with Altadena Library District's business and does not violate any District policy:





## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- To send and receive necessary and occasional personal communications;
- To prepare and store incidental personal data (such as personal calendars, personal address lists and similar incidental personal data) in a reasonable manner;
- To use the telephone system for brief and necessary personal calls; and
- To access the Internet for brief personal searches and inquiries during meal times or other breaks or outside of work hours provided that employees adhere to all other usage policies.

15.4.1 Altadena Library District assumes no liability for loss, damage, destruction, alteration, disclosure or misuse of any personal data or communications transmitted over or stored on Altadena Library District's Technology Resources. Altadena Library District accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voice mail communications or any personal data stored on any District property. Altadena Library District strongly discourages employees from storing any personal data on any of Altadena Library District's Technology Resources. Employees who store personal information on District media should have no expectation of privacy.

15.4.2 Technology Use & Section 7 Protected Communications. While the District's technology resources are for the purposes of conducting business communications, nothing in this policy shall prevent or impede collective action by employee(s) for mutual aid and protection or otherwise impair Section 7 Rights under the NLRA.

15.4.3 Improper Use.

15.4.3.1 Prohibition against Harassing, Discriminatory and Defamatory Use.

Altadena Library District is aware that employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. As set forth more fully in Altadena Library District's Policy Against Harassment, Altadena Library District does not tolerate discrimination or harassment based on race, color, creed, religion, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), national origin, ancestry, age, physical or mental disability, medical condition including genetic characteristics, or any information based on genetic background, family-care status, military and veteran status, citizenship status, immigration status, primary



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

language, marital status, sexual orientation, gender identity or gender expression where a person's gender-related appearance and behavior may not be stereotypically associated with the person's assigned sex at birth, or any other consideration made unlawful by federal, state, or local laws This also includes a perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Under no circumstances may an employee use Altadena Library District's Technology Resources to transmit, receive or store any information that is discriminatory, harassing or defamatory in any way (for example: sexually- explicit or racial messages, jokes or cartoons).

15.4.3.2 Additionally, any employee whose job is to repair, install, or otherwise service the District's technology resources, who has knowledge of or reasonably suspects child abuse or neglect based on pictures, graphics, or images that have been intentionally saved, transmitted, or organized on an electronic medium, are required to report their findings. Reported concerns should be forwarded to the Manager.

15.4.3.3 Prohibition against Violating Intellectual Property Laws. Employees must not use Altadena Library District's Technology Resources to copy, retrieve, forward or send intellectual property unless the employee has the author's permission or is accessing a single copy only for the employee's reference for business purposes.

15.4.3.4 Other Prohibited Uses. Employees may not use any of Altadena Library District's Technology Resources for any illegal purpose, violation of any District policy, in a manner contrary to the best interests of Altadena Library District, in any way that discloses confidential or proprietary information of Altadena Library District or third parties, or for personal or financial gain.

15.5 Access to Technology Resources. All messages sent and received, including personal messages, and all data and information stored on Altadena Library District's electronic-mail system, voice mail system, or computer systems are District property regardless of the content. As such, Altadena Library District reserves the right to access all of its Technology Resources including its computers, voice mail, and electronic-mail systems at any time in its sole discretion without prior notice.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 15.6 Privacy. Altadena Library District may at its discretion inspect all files or messages on its Technology Resources at any time for any reason. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on Altadena Library District's Technology Resources, including personal information or messages. Altadena Library District may also monitor its Technology Resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information or for any other business purpose.
- 15.6.1 All voicemail, email and text messages composed, sent or received through the District's computer network, e-mail system, or on a District provided cell phone is the property of Altadena Library District. Employee explicitly gives employer the right to intercept, access, view, monitor and use all such communications, whether relating to District business or employee's personal matters.
- 15.6.2 District provided technology (including internet, email, and cell phone services provided by District to employee) shall only be used to conduct business of the District, unless employee has received expressed consent from an employee's Manager to access their personal e-mail account, and personal communications. Even if the employee has consent to use technology resources for personal use, any personal communications while on District time should be kept to a minimum, and limited where possible to breaks and non-work time.
- 15.7 Passwords. Employees are expected to maintain their passwords as confidential. Employees must not share passwords and must not access coworkers' systems without express authorization.
- 15.8 Data Collection. The best way to guarantee the privacy of personal information is not to store or transmit it on Altadena Library District's Technology Resources. To ensure that employees understand the extent to which information is collected and stored, below are examples of information currently maintained by Altadena Library District. Altadena Library District may, however, in its sole discretion and at any time alter the amount and type of information that it retains.
- 15.8.1 Telephone Use and Voicemail. Records are kept of all calls made from and to a given telephone extension. Although voicemail is password protected, an authorized administrator can reset the password and listen to voice mail messages.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 15.8.2 Electronic Mail. Electronic mail is backed up and archived. Although electronic mail is password protected, an authorized administrator can reset the password and read electronic mail.
- 15.8.3 Desktop Facsimile Use. Copies of all facsimile transmissions sent and received are maintained in the facsimile server.
- 15.8.4 Document Use. Each document stored on District computers has a history, which shows which users have accessed the document for any purpose.
- 15.8.5 Internet Use. Internet sites visited, the number of times visited and the total time connected to each site is recorded and periodically monitored.
- 15.9 Deleted Information. Any information kept on Altadena Library District's Technology Resources may be electronically recalled or recreated regardless of whether it may have been deleted or erased by an employee. Because Altadena Library District periodically backs up all files and messages, and because of the way in which computers reuse file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential.
- 15.9.1 According to the District's Records Retention Policy, all emails are subject to erasure after two years. It is the responsibility of staff to archive any pertinent emails.
- 15.10 The Internet and Online Services. Altadena Library District provides authorized employees access to online services such as the Internet. Altadena Library District expects that employees will use these services in a responsible way and for business-related purposes only. The access, contribution or downloading from sites of a sexually explicit nature, sites containing illegal or illicit content, and those for gaming and gambling is strictly prohibited.
- 15.11 Monitoring. Altadena Library District reserves the right to monitor both the amount of time spent using online services and the sites visited by individual employees. Altadena Library District reserves the right to limit such access by any means available to it, including revoking access altogether.
- 15.12 Software Use.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 15.12.1 License Restrictions. All software in use on Altadena Library District's Technology Resources is officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is being put. No employee may load any software on Altadena Library District's computers by any means of transmission unless authorized in advance. Authorization for loading software onto Altadena Library District's computers should not be given until the software to be loaded has been thoroughly scanned for viruses.
- 15.12.2 Software for Home Use. Altadena Library District endeavors to license its software so that it may be used on portable computers and home computers in addition to office computers. Before transferring or copying any software from a District Technology Resource to another computer, employees must request permission and receive written authorization from the IT Manager.
- 15.12.3 Security. Altadena Library District has installed a variety of programs and devices to ensure the safety and security of Altadena Library District's Technology Resources. Any employee found tampering or disabling any of Altadena Library District's security devices will be subject to discipline up to and including termination.
- 15.13 Audits. Altadena Library District may perform auditing activity or monitoring to determine compliance with these policies. Audits of software and data stored on Altadena Library District's Technology Resources may be conducted without warning at any time.
- 15.14 Social Media Policy. The Social Media Policy covers all publicly accessible communications via the Internet relating to Altadena Library District. This includes, but is not limited to: blogs, on-line social networks, discussion forums, newsgroups, and e-mail distribution lists.
- 15.14.1 Overview. If you choose to identify yourself as an Altadena Library District employee or to discuss matters related to our business on a website or social media platform, bear in mind that, although you may intend to present the opinions as your own, some readers may misunderstand you to be speaking on behalf of the District.

**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE  
MANUAL****SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

- 
- 15.14.2 If an employee has a grievance or concern, employees are encouraged to first express any concerns to their Manager, Administrative Services Manager, or any other member of the management team, instead of taking them online.
- 15.14.3 Policy Standards.
- i. Public communications concerning the District must not violate any guidelines set forth in the personnel policies, whether or not you specifically mention your employee status.
  - ii. You should clearly identify that you are not acting on behalf of the District and the opinions expressed here are your own personal opinions.
  - iii. You may not personally harass or attack fellow employees, authors, customers, vendors, or shareholders. Further detail on prohibited conduct is provided in the Policy Against Harassment and Prohibition against Harassing, Discriminatory and Defamatory Use of Technology sections of the personnel policies for more information.
  - iv. You may not disclose any sensitive, proprietary, confidential, or financial information about the District, its employees, or its customers. This includes any information not publicly available through the District's official website.
  - v. You may not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or any other person or entity.
  - vi. DO NOT make comments or otherwise communicate about customers, coworkers, Managers, the District, or Altadena Library District vendors or suppliers in a manner that is vulgar, obscene, threatening, intimidating, harassing, libelous, or discriminatory on the basis of age race, religion, sex, sexual orientation, gender identity or expressions, genetic information, disability, national origin, ethnicity, citizenship, immigration status, primary language, marital status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinance.
- 15.4.4 Prior to taking adverse action against an employee under the Social Media Policy, the District will conduct a prompt and thorough investigation of an employee's posting or communication, including objective and thorough documentation. Any employee found to be in violation of this policy is subject to discipline, up to and including termination.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 15.15 Electronic Recording Policy. California requires the consent of all parties to the communication to lawfully intercept communication. Employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded.
- 15.15.1 Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates individuals, including employees, customers, vendors, and visitors, or violates local, state, or federal law.
- 15.15.2 Any employee who violates this policy will be subject to discipline, up to and including termination. Additionally, secret recordings are considered unlawful in California and employees may face fines and penalties if prosecuted.
- 15.16 Monitoring and Video Surveillance. Due to the nature of work conducted by Altadena Library District, it is necessary to monitor aspects of employees' jobs, specifically telephones, computer terminals, electronic and voice mail, and employees' use of the Internet. The use of monitoring serves the following purposes:
- To ensure the safety of employees and the entire facility,
  - To investigate possible misconduct, criminal activity or breaches of security,
  - To ensure compliance with District policies,
  - To monitor or document employees' work,
  - To investigate and respond to internal complaints, charges or governmental investigations,
  - To investigate, prosecute or defend threatened or actual lawsuits, or
  - Any other legitimate business reasons
- 15.6.1 This policy serves as notification to employees that monitoring will be conducted during the course of their employment. Monitoring at Altadena Library District is conducted within the guidelines of the law and employees should not have any reasonable expectation of privacy with regard to use of the Company's property and systems, specifically telephones, computer terminals, electronic and voice mail, and employees' use of the Internet.

**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE  
MANUAL****SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

- 15.16.2 Video surveillance is also conducted as part of Altadena Library District's standard operations. Surveillance cameras are located throughout the facility. The video surveillance system consists of cameras placed in both outdoor and indoor locations, where Administration can monitor employee activity as it takes place. No cameras have been placed in area where employees have the right to expect privacy, such as bathrooms and changing areas.
- 15.17 HIPAA Statement of Privacy Laws. It is the legal and ethical responsibility of all management and staff employees of Altadena Library District to use, protect, and preserve personal and confidential employee and business information, including medical information (referred to herein collectively as "confidential information"), in accordance with state and federal laws and District policy.
- 15.17.1 Laws controlling the privacy of, access to, and maintenance of confidential information include, but are not limited to, the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), the California Information Practices Act (IPA), the California Confidentiality of Medical Information Act (CMIA), and the Lanterman-Petris-Short Act (LPS). These and other laws apply whether the information is held in electronic or any other format, and whether the information is used or disclosed orally, in writing or electronically.
- 15.17.2 Business and employee information includes information that identifies or describes an individual, the disclosure of which would constitute an unwarranted invasion of personal privacy. Examples of confidential employee and business information include home address and telephone number; medical information; birth date; citizenship; social security number; spouse/partner/relative's names; income tax withholding data; performance evaluations; proprietary/trade secret information; and peer review/risk management information and activities.
- 15.17.3 Medical information includes the following (no matter where it is stored and no matter the format): medical and psychiatric records, photos, videotapes, diagnostic and therapeutic reports, x-rays, scans, laboratory and pathology samples, patient business records, such as bills for service or insurance information, visual observation of patients receiving medical care or accessing services, and verbal information provided by or about a patient. Medical information, including Protected Health Information (PHI), is maintained to





## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

serve the patient, health care providers, health care research and to conform to regulatory requirements.

- 15.17.4 The HIPAA privacy law sets limits on how health providers and plans may use individually identifiable health information. Under the HIPAA law, health providers and plans may only use individual health information for necessary treatment, payment, or healthcare operations without obtaining the employee's permission. PHI may generally not be used for purposes "not related" to health care. The release of PHI must be limited to the minimum necessary designated for the purpose of the disclosure.
- 15.17.5 Unauthorized use, disclosure, or viewing of, or access to, confidential information in violation of state and/or federal laws may result in personal fines, civil liability, licensure sanctions and/or criminal sanctions, in addition to District disciplinary actions.
- 15.17.6 If you believe your privacy rights have been violated, you may file a complaint with Altadena Library District's designated Privacy Officer who is the Administrative Services Manager, and/or with the Secretary of the DHHS (U.S. Department of Health and Human Services). To file a complaint with Altadena Library District's designated Privacy Officer, please submit a written complaint to the attention of: Privacy Officer, Altadena Library District, 600 E. Mariposa St. Altadena, CA 91001. Employees who utilize this complaint procedure shall not be retaliated against.
- 15.17.7 If you have any questions about the District's HIPAA Privacy Policy or would like further information about HIPAA, please contact the Administrative Services Manager.

### 15.18 Cellular Phone Use

- 15.18.1 Personal Cell Phone Use at Work. Employees who have personal cellular phones must refrain from excessive personal phone calls or texting while at work. Excessive personal phone calls interfere with productivity and can be distracting to others. Employees are therefore encouraged to use cellular phones for personal use only during break times, meal periods, or in emergency situations.

**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE  
MANUAL****SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

15.18.2 District-Issued Cell Phone Use. Altadena Library District may issue cell phones to certain employees in order to stay in contact with clients and co-workers while out in the field or out of the office. The District encourages its employees to remember safety when using their cellular phones for business purposes. For the safety of themselves and others, Altadena Library District employees who are issued a cell phone or use a personal phone for business use are **prohibited** from using their phone while driving, including reading, writing or sending a text message. If your job requires that you keep your cell phone turned on while you are driving, you **must** use a mounted hands-free device **that can be activated or deactivated with a single swipe or tap**, and are encouraged to safely pull off the road before conducting District business. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for any liability resulting from such action. District issued cell phones are District property. Employees should have no expectation of privacy either with District issued cell phones or with respect to use or content of personal cell phones used for District business.

15.18.2.1 Use Agreement. All employees who are issued an ALD cellular phone must sign a Cellular Phone Use Agreement. By signing this plan the employee agrees to the following terms:

- The ALD issued phone will be used for business calls. Personal calls shall be for emergency use only. The ALD issued cellular phone is not to replace the employee's personal cellular phone. The phone shall not be used for any illegal use or activity, threats, slander/libel, defamation, obscene, suggestive or offensive messages or communications, political endorsements or activities, or for outside employment purposes.
- If the cellular phone is damaged due to the negligence of the employee, it may be repaired or replaced at the employee's expense. If the damage was not the fault of the employee, consideration will be given and the phone may be repaired or replaced.
- If an employee is issued an ALD cell phone and does not agree to these terms or does not reimburse the ALD for the cost of the calls and/or repairs, cellular phone privileges may be revoked and the employee subject to disciplinary action, up to and including termination.



**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE  
MANUAL**

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- At the time of separation all amounts due to the District must be paid and the equipment returned. The cost of reimbursements and/or the cost of the phone may be withheld from the amounts otherwise due the employee upon separation.

DRAFT



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

### PERSONNEL POLICY XVI

#### OUTSIDE EMPLOYMENT POLICY

16.1 Policy. Employees may hold an outside job as long as the performance standards of the job at the Altadena Library District are met. If Altadena Library District determines that outside work interferes with performance or the ability to meet the requirements of Altadena Library District as they are modified from time to time, employment may be terminated.

16.1.1 The following activities are prohibited while an employee with the Altadena Library District:

- Outside employment that constitutes a conflict of interest, is incompatible with the position, interferes with assigned job duties or work hours, or that could bring discredit upon the District.
- Income or material gain from individuals outside the District for materials produced or services rendered while performing a job at the District.
- Use of District equipment, resources or materials for outside employment or business activity.

16.1.2 Full-time employees who engage in outside employment must disclose such employment and get written approval in advance from their immediate Manager and the District Director. Failure to adhere to this guideline (including failure to disclose any conflicts or to seek an exception) may result in disciplinary action up to and including termination.

**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL****SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:****PERSONNEL POLICY XVII****TELEWORKING**

- 17.1 **Policy.** Teleworking, or telecommuting, is the concept of working remotely from home or another location on a full or part-time basis. Teleworking is not an automatic employee entitlement. Rather, it is an alternative method of meeting the needs of the Altadena Library District (ALD). Employees may request the opportunity to telework on a situational, case by case basis. ALD has the right to refuse a request to telework and to terminate a teleworking arrangement at any time, for any reason.
- 17.1.1 This policy includes situational telework only. Routine or ongoing telework is not allowed under this policy and will be addressed on a case by case basis if an employee submits a proposed telework plan.
- 17.1.2 Situational telework is requested on a case by case basis and should only be used rarely. Situational telework may be occasionally used to promote staff and resource efficiency, particularly for offsite meetings or appointments where telework would increase staff efficiency.
- 17.2 **Eligibility.** Eligibility to participate in the telework program is subject at all times to the needs of the ALD and may be modified as necessary. This policy shall be applicable to selected employees who meet specific work standards and the employees' job duties are appropriate for teleworking. Meeting one or more of the eligibility requirements does not guarantee approval of teleworking. The ALD holds the final determination of an employee's position being appropriate for teleworking and if the employee meets the specific work standards. Minimum work standard eligibility requirements include, but are not limited to:
- 17.2.1 Regular status full time employees who have worked at the ALD for a minimum of one (1) year;
- 17.2.2 Prior annual job performance evaluation and/or job performance that meets or exceeds standards across all listed performance measures and demonstrates employee ability to work independently;
- 17.2.3 Employee is self-motivated and demonstrates high dependability;

**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL****SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

- 
- 17.2.4 Job duties and requirements allow the employee to be away from the ALD's worksite for a period of time during the work week.
- 17.2.5 Teleworking does not impede other employees or work groups from performing their job duties, impact the ALD's business needs, or diminish the operations of the ALD;
- 17.2.6 Teleworking does not reduce service to internal or external customers; and
- 17.2.7 Their manager is able to supervise the work of the employee.
- 17.3 Guidelines.
- 17.3.1 Telework is discretionary. Remote work is not permanent and may be discontinued at any time without prior notice.
- 17.3.2 Telework is a privilege, not a right. A manager may determine that some positions and/or individuals are not well suited for remote work.
- 17.3.3 Any employee working remotely must be available during the core hours of 9:00 a.m. to 6:00 p.m. to answer calls, respond to email, attend meetings, etc. unless an agreed upon flexible schedule is approved by the employee's supervisor.
- 17.3.4 The duties, obligations, responsibilities, and conditions of an ALD employee are not changed due to telecommuting.
- 17.3.5 An employee working remotely remains obligated to comply with all ALD rules, policies, practices and procedures. Violations may result in preclusion from teleworking and/or disciplinary action, up to and including termination of employment. The ALD's worker's compensation liability for job related accidents will continue to apply during the employee's teleworking hours.
- 17.3.6 Work hours, overtime compensation, and vacation schedules will conform to District policies and practices, Fair Labor Standards Act (FLSA), and to any other terms agreed upon by employee supervisor, except that, those terms may not violate the laws and provisions stated above.
- 17.3.7 Telework is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care

**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL****SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

---

needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective teleworkers are encouraged to discuss expectations of working from home with family members prior to beginning telework.

**17.4 Equipment.**

- 17.4.1 ALD provided equipment is not an entitlement for teleworkers. The ALD may provide equipment, but are not obligated to do so. Office supplies needed by the employee will be provided by the ALD. All requests must be pre-approved by the responsible supervisor. The ALD retains ownership of all equipment and/or licenses provided and any equipment and/or licenses provided must be returned to the ALD upon request.
- 17.4.2 Use of ALD equipment and supplies is limited to authorized persons for purposes relating to library business.
- 17.4.3 If employee uses their own equipment for teleworking, employee is responsible for maintenance and repair of equipment.
- 17.4.4 The ALD is not responsible for the payment of utilities (heat, electricity, gas, internet, phone, etc.) or home maintenance costs.
- 17.4.5 In the event of delay in repair or replacement of equipment or any other circumstance under which it would be ineffective for the employee to telework, the employee will return to the ALD work place.
- 17.4.6 The employee must have internet service with sufficient speed/capacity to do their job.
- 17.4.7 An employee working remotely agrees to abide by the ALD's Technology Use and Privacy policy.

**17.5 Remote Work Location**

- 17.5.1 Employee must designate a work space at home or another location that is maintained in a safe condition, free from hazards. Teleworker is responsible for completing a work space safety review. Any accident must be brought to the immediate attention of their manager. Teleworker remains solely liable for injuries

**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL****SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

---

to third persons and/or members of employee's family on employee's premises. The ALD is not liable for damage to the employee's real or personal property.

17.5.2 As part of teleworking responsibilities, the teleworker will ensure that safety and ergonomic standards are met in the designated work space. Although the work space does not have to be a separate room, it must have adequate lighting, ventilation, and furniture that is ergonomically comfortable and safe to use.

17.5.3 Teleworker will take all reasonable precautions necessary to secure ALD information and equipment in their work space, prevent unauthorized access to any ALD system or information. Data and information used by teleworkers must be treated with the same caution and respect that confidential material is given in the office.

#### 17.6 Request for a Teleworking Schedule

17.6.1 Employees requesting planned situational telework must submit a telework request to their immediate supervisor for approval. The employee's manager and the District Director must approve a request for teleworking schedule. This request will be held in the employee's personnel file.

17.6.2 In the case of unplanned or emergency situational telework requests, the employee must submit a request to their manager. Management must reply back with their approval or denial, before the employee can telework that day(s).



**ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL****SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:****PERSONNEL POLICY XVIII****KEY POLICY**

- 18.1 **Purpose.** To establish and implement an effective lock and key management policy; establish responsibility and accountability among key users; provide legitimate work access for all employees/volunteers/contractors; to establish lock and key request and issuance procedures; to establish procedures for return of keys due to resignation, termination, retirement, etc.
- 18.2 **Responsibility.** The Facilities Manager is responsible for the overall administration of the lock and key system.
- 18.3 **Types of Keys and Authorization Levels.** Keys are the property of the Altadena Library District and must be returned to the Facilities Manager upon request.
- 18.4 **Key Records.** A complete, official, computerized key record will be maintained for each key by the Facilities Manager.
- 18.5 **Key Signature Form.** Each Altadena Library District employee/volunteer/contractor that is issued a key will be required to sign a key signature form. Keys are issued to individuals, and each individual assumes responsibility for protecting assigned keys from unauthorized or inappropriate use of the assigned key(s).
- 18.6 **Keys Loaning or Transferring.** To protect the integrity of assigned areas, no issued key may be loaned or transferred to anyone without first notifying the Facilities Manager, who has the authorization to decline such request.
- 18.7 **Duplicating Keys.** It is against the Altadena Library District key policy to have any key duplicated by anyone other than the Building Facilities Manager. If it is discovered that a key has been illegally duplicated, disciplinary action up to and including termination of employment or service could result.
- 18.8 **Lost/Stolen Keys.** Lost/stolen keys must be reported immediately to the Department Manager and the Facilities Manager on a "Lost/Stolen Key" form. A replacement key will not be issued without a copy of this form. Employee is responsible for the cost of key and any potential rekeying or lock replacement.



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT:** Administration of the Personnel System

**SECTION:** Personnel

**BOARD APPROVED:**

---

- 18.9 Key Inventory List. Once a year, an annual key inventory review will be conducted by the Building Facilities Manager. This annual report will be reviewed for the accuracy of the volunteer roster and their current key requirements.
- 18.10 After Hours Access. It is the responsibility of each employee/volunteer to secure the Altadena Library District facilities. Employees/volunteers cannot access the facilities after hours unless there is prior approval by their Department Manager.
- 18.11 Equipment/Information Technology/Custodial Rooms. Access to equipment, information technology (IT) and custodial rooms will be restricted to facilities and IT personnel unless authorized by the IT or Facilities Manager.

DRAFT



## HOLIDAYS AND CLOSURES FOR 2021

New Year's Day	Saturday	January 1
Martin Luther King Jr. Day	Monday	January 18
Presidents' Day	Monday	February 15
Memorial Day	Monday	May 31
Independence Day	Monday	July 5
Labor Day	Monday	September 6
Columbus/Indigenous Peoples Day (Professional Development Day)	Monday	October 11
Veterans Day	Thursday	November 11
Thanksgiving Day	Thursday	November 25
Day After Thanksgiving	Friday	November 26
Christmas Eve Holiday	Friday	December 24
Christmas Day Holiday	Saturday	December 25
Flexible Holiday	Friday	December 31

### Early Closure

Thanksgiving Eve	Wednesday 6 pm	November 24
Christmas Tree Lane Lighting	Saturday 2 pm	December 11

**REQUEST FOR  
PROPOSALS (RFP)  
FACILITIES JANITORIAL  
SERVICES**



**Deadline for submissions:  
Friday, December 18, 2020  
5:00 PM**

**Altadena Library District  
600 East Mariposa Avenue  
Altadena, CA 91001  
(626) 798-0833**

## **The Altadena Library District**

The Altadena Library District is an independent special district that was formed in December 1926 under the provision of Sections 19600-19734 of the California Education Code. It encompasses the approximate 8 square miles of Altadena, which is an unincorporated area of Los Angeles County.

The purpose of forming the special library district was to permit residents of unincorporated towns and villages to create for themselves an independent, locally controlled library district supported by property taxes and governed by a locally elected Board of Library Trustees responsive directly to the service needs of the community. The District contracted with the County of Los Angeles for library services until 1955, when it became independent, providing its own building, collection, personnel, and services for the District.

Currently, the District provides library services to a population of approximately 53,641 people according to the May 2011 estimate for cities and counties from the Demographic Research Unit, State Department of Finance.

The Main Library located at 600 E. Mariposa St. was built in 1967. A park-like setting surrounds the 25,000 square foot building, which was designed by architect Boyd Georgi. The Branch Library, known as the Bob Lucas Memorial Branch Library in which the District Literacy Services are housed, was dedicated on the current site on Lincoln Avenue in 1957.

## 1. INTRODUCTION

The Altadena Library District is seeking proposals from qualified firms to provide Facility Janitorial Services. The required services and performance conditions are described in the Scope of Work (or Services).

## 2. ATTACHMENTS

The attachments below are included with this Request for Proposals (RFP) for your review and submittal (see asterisk):

- Attachment A – Proposer’s Information Form\*
- Attachment B – Scope of Work
- Attachment C – Supplemental General Conditions
- Attachment D – Cleaning Specifications
- Attachment E – Cost Proposal Bid Form
- Attachment F – Sample Agreement for Professional Services
- Attachment G – Sample Table, Qualifications of Firm Relative to District’s Needs
- Attachment H – Insurance Requirement

The items identified with an asterisk (\*) shall be filled out, signed by the appropriate representative of the company, and returned with submittal.

## 3. INSTRUCTIONS TO PROPOSERS

### 3.1 Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Proposer that they:

- 3.1.1 Have carefully read and fully understand the information that was provided by the District to serve as the basis for submission of this proposal. Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- 3.1.2 Represent that all information contained in the proposal is true and correct.
- 3.1.3 Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.
- 3.1.4 Acknowledge that the District has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the District permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed to any fact or condition.

### 3.2 Addenda/Clarifications

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the District no later than **5:00 p.m., December 18, 2020**. Correspondence shall be addressed to Facilities Manager, Jonathan Arevalo [jarevalo@altadenalibrary.org](mailto:jarevalo@altadenalibrary.org). Responses from the District will be communicated in writing or email to all recipients of this RFP. Inquiries received after the date and time stated will not be accepted and will be returned to senders without response. All addenda shall become a part of this RFP and shall be acknowledged on the Proposer's Form.

The District shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by the District or its representatives.

### 3.3 Submission of Proposals

All proposals shall be submitted to:

Altadena Library District  
Attn: Facilities Manager  
600 E. Mariposa Street  
Altadena, CA 91001

Proposals must be delivered no later than **5:00 p.m. on Friday, December 18, 2020**. All proposals received after that time will be returned to the Proposer unopened.

The Proposer shall submit one (1) copy of its proposal in a sealed envelope, addressed as noted above, bearing the Proposer's name and address clearly marked, "RFP for ALD Facilities Janitorial Services". The use of double-sided paper with a minimum 30% post-consumer recycled content is strongly encouraged. Please do not submit proposals in plastic binders.

### 3.4 Withdrawal of Proposals

A Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of, the Proposer.

### 3.5 Rights of the Altadena Library District

This RFP does not commit the District to enter into a contract, nor does it obligate the District to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The District reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;

- Issue subsequent Requests for Proposals;
- Postpone opening for its own convenience;
- Remedy technical errors in the Request for Proposals process;
- Negotiate with any, all or none of the Proposers;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Proposals and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the District.

An agreement shall not be binding or valid with the District unless and until it is executed by authorized representatives of the District and of the Proposer.

**4. PROPOSED TENTATIVE TIMELINE**

The tentative RFP timeline is as follows:

RFP Issued	November 24, 2020
Deadline for questions, clarifications	December 4, 2020, 5:00 PM
Answers provided to questions	December 9, 2020
Proposals Due	December 18, 2020, 5:00 PM
Proposals Reviewed	January 4, 2021
Contract awarded	January 25, 2021
Work commences	February 1, 2021

**5. INFORMATION TO BE SUBMITTED (to be submitted in this order only)**

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer’s understanding of the District’s requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFP and proposal, e.g. brochures, marketing material, etc. will not be considered in the evaluation.

All proposals shall address the following items in the order listed below and shall be numbered 1 through 8 in the proposal document.

5.1 Chapter 1 – Proposal Summary

This Chapter shall discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them. Limit this Chapter to a total of three (3) pages.

5.2 Chapter 2 – Profile on the Proposing Firm(s)



This Chapter shall include a brief description of the Prime Proposer's firm size as well as the proposed local organization structure. Include a discussion of the Prime Proposer firm's financial stability, capacity and resources. Include all other firms participating in the Proposal, including similar information about the firms.

Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five years.

### 5.3 Chapter 3 – Work Plan or Schedule

This Chapter shall present a well-conceived service plan. Include a full description of major tasks and subtasks. This section of the proposal shall establish that the Proposer understands the District's objectives and work requirements and Proposer's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services and the firm's ability to meet the District's schedule, outlining the approach that would be undertaken in providing the requested services.

### 5.4 Chapter 4 – Proposed Innovations

The Proposer may also suggest technical or procedural innovations that have been used successfully on other engagements and which may provide the District with better service delivery. In this Chapter discuss any ideas, innovative approaches, or specific new concepts included in the Proposal that would provide benefit to the District.

### 5.5 Chapter 5 – Project Staffing

This Chapter shall discuss how the Proposer would propose to staff this project. Key project team members shall be identified by name, title and specific responsibilities on the project.

### 5.6 Chapter 6 – Proposal Exceptions

This Chapter shall discuss any exceptions or requested changes that Proposer has to the District's RFP conditions, requirements and sample contract. If there are no exceptions noted, it is assumed the Proposer will accept all conditions and requirements identified in the Attachment C – "Sample Agreement for Services." Items not excepted will not be open to later negotiation.

### 5.7 Chapter 7 – Cost Proposal Bid Form

The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. Provision of this information

assists the District in determining the firm's understanding of the project, and provides staff with tools to negotiate the cost, provide in a table (See Table, Attachment E).

This Chapter shall include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the District.

PLEASE NOTE: The Altadena Library District does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

## **6. CONTRACT TYPE AND METHOD OF PAYMENT**

It is anticipated that the agreement resulting from this solicitation, if awarded, will be a *fixed fee* form of contract. A Sample Agreement of Services is provided as Attachment C. The method of payment to the successful Proposer shall be on a *fixed fee* basis with a maximum "not to exceed" fee as set by the Proposer in the proposal or as negotiated between the Proposer and the District as being the maximum cost to perform all work. This figure shall include direct costs and overhead, such as, but limited to, transportation, communications, subsistence and materials. Payments will be based on Monthly Invoices.

Proposers shall be prepared to accept the terms and conditions of the Agreement, including Insurance Requirements in Attachment F. If a Proposer desires to take exception to the Agreement, Proposer shall provide the following information in Chapter 7 of their submittal package. Please include the following:

- Proposer shall clearly identify each proposed change to the Agreement, including all relevant Attachments.
- Proposer shall furnish the reasons for, as well as specific recommendations, for alternative language.

The above factors will be taken into account in evaluating proposals. Proposals that take substantial exceptions to the proposed Agreement may be determined by the District, at its sole discretion, to be unacceptable and no longer considered for award.

### Insurance Requirements

The selected Proposer(s), at Proposer's sole cost and expense and for the full term of the Agreement or any extension thereof, shall obtain and maintain, at a minimum, all of the insurance requirements outlined in Attachment F.

All policies, endorsements, certificates and/or binders shall be subject to the approval of the Administrative Services Manager of the Altadena Library District as to form and content. These requirements are subject to amendment or waiver if so, approved in writing by the Administrative Services Manager. The selected Proposer agrees to provide the District with a copy of said policies, certificates and/or endorsement upon award of contract.

## 7. REVIEW AND SELECTION PROCESS

District staff will evaluate the proposals provided based on the following criteria:

- 7.1 Quality and completeness of proposal;
- 7.2 Quality, performance and effectiveness of the solution, goods and/or services to be provided by the Proposer;
- 7.3 Proposer's experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity;
- 7.4 Cost to the District;
- 7.5 Proposer's financial stability;
- 7.6 Proposer's ability to perform the work within the time specified;
- 7.7 Proposer's prior record of performance with District or others;
- 7.8 Proposer's compliance with applicable laws, regulations, policies (including District council policies), guidelines and orders governing prior or existing contracts performed by the contractor.

The selection committee will make a recommendation to the awarding authority. The acceptance of the proposal will be evidenced by written Notice of Award from the District to the successful Proposer.

## 8. PUBLIC NATURE OF MATERIALS

Responses to this RFP become the exclusive property of the Altadena Library District. At such time, all proposals received in response to this RFP becomes a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Proposer as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary". The District shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the Altadena Library District may not accept or approve that the information that a Proposer submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the District shall provide the Proposer who submitted the information with reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction.

### • COLLUSION

By submitting a proposal, each Proposer represents and warrants that its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting

a proposal; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

## **9. DISQUALIFICATION**

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- 10.1 Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms or conditions of this proposal;
- 10.2 Any attempt to improperly influence any member of the evaluation team;
- 10.3 Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and the District;
- 10.4 Evidence of incorrect information submitted as part of the proposal;
- 10.5 Evidence of Proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- 10.6 Proposer's default under any previous agreement with the District, which results in termination of the Agreement.

## **10. NON-CONFORMING PROPOSAL**

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non- acceptance of the proposal, at the sole discretion of the District.

## **11. GRATUITIES**

No person shall offer, give or agree to give any District employee any gratuity, discount or offer of employment in connection with the award of contract by the District. No District employee shall solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a District contract.

**- End of Section -**

## Attachment A Proposer's Information Form

PROPOSER (please print):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact person, title, email, telephone, and email: \_\_\_\_\_

Proposer, if selected, intends to carry on the business as (check one):

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Individual    | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Joint Venture | <input type="checkbox"/> Corporation |

When incorporated? \_\_\_\_\_

In what state? \_\_\_\_\_

When authorized to do business in California? \_\_\_\_\_

Other (explain): \_\_\_\_\_

### ADDENDA

To assure that all Proposers have received each addendum, check the appropriate box(es) below. Failure to acknowledge receipt of an addendum/addenda may be considered an irregularity in the Proposal:

Addendum number(s) received:

- #1
- #2
- #3

**Or,**  \_\_\_\_\_ None  
Addendum/Addenda (check and initial).  
Were Received

**PROPOSER’S SIGNATURE**

No proposal shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

1. If Proposer is **INDIVIDUAL**, sign

here: Date: \_\_\_\_\_

Proposer’s Signature: \_\_\_\_\_

Proposer’s typed name and title: \_\_\_\_\_

2. If Proposer is **PARTNERSHIP** or **JOINT VENTURE**; at least two (2) Partners shall sign here:

\_\_\_\_\_  
Partnership or Joint Venture Name (type or print)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Member of the Partnership or Joint Venture  
signature

\_\_\_\_\_  
Member of the Partnership or Joint Venture  
signature

3. If Proposer is a **CORPORATION**, the duly authorized officer shall sign as

follows: The undersigned certify that he/she is respectively:

\_\_\_\_\_ and

\_\_\_\_\_  
Signature Title

Of the corporation named below; that they are designated to sign the Proposal Cost Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to its authenticity or Secretary’s certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

\_\_\_\_\_  
Corporation Name (type or print)

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Attachment B – Scope of Work  
Altadena Library District  
Facilities Janitorial Services  
Request for Proposals**

**PROJECT  
DESCRIPTION**

The Altadena Library District is requesting qualified Service Providers to submit proposals including a pricing schedule and a summary of qualifications for providing janitorial services according to the District's specifications and all other terms and conditions. The requested services consist of furnishing all labor, materials, supplies and equipment to perform Facilities Janitorial Services in the Altadena Library District, in accordance with the specifications and conditions specified in the Request for Proposal issued by the Altadena Library District. Request for Proposal documents are available at 600 E Mariposa Street in Altadena, CA 91001. Sealed proposals shall be delivered to the Altadena Library District at the above indicated address on or before **5:00 P.M, Friday, December 18, 2020.**

**SCOPE OF WORK**

**GENERAL CONDITIONS**

These General Conditions make additions, deletions, or revisions, as indicated herein. All provisions which are not added, deleted, or revised, remain in full force and effect. Terms used have the same meanings assigned in the Request for Proposal documents.

**DEFINITIONS**

The following respective supplemental definitions shall apply:

**DISTRICT REPRESENTATIVE(S)**

The District's representative(s) shall be any person(s) designated by the District in writing to the Service Provider. The District's Representative(s) shall be the only person(s) through whom all communication between the District and the Service Provider shall be directed.

**LOCATION OF THE WORK**

Notice is hereby given that the Altadena Library District, "District", in Los Angeles County, California will receive bids for the furnishing of Janitorial Services, "Service Provider", for the ALD facilities as listed below. The bid is for service and supplies. Following is a list of each building location to be included in this Request for Proposal and Qualifications:

**Altadena Library - Main Branch**

**600 E. Mariposa Street**

## **WORK SCHEDULE**

The Service Provider employees shall complete all the work required under the Request for Proposal documents as specified in the contract documents.

**Altadena Library - Main Branch:** Cleaning is required 3 nights per week, Monday, Wednesday, and Friday after 6:00 p.m.

Service Provider shall provide the District with an annual schedule for each building's non-daily services. The term daily refers to all days that the Service Provider is required to clean. All personnel will adhere to an agreed upon work schedule for security reasons i.e. exact hours and exact number of personnel in any one building at any given time. Employees will wear identification badges and company uniforms.

All employees must be at least eighteen (18) years of age and thoroughly trained and qualified in the work assigned to them. All employees must be able to follow directions. All employees working on site must not have been convicted of a felony. Employees must also be physically capable of the duties assigned to them, including lifting/moving heavy items, climbing ladders, etc.

Only authorized employees of the Service Provider may perform any services. In the event of the absence of an employee, for any reason, only an authorized employee of the Service Provider may act as a substitute. The use of unauthorized personnel on the part of the Service Provider may result in immediate cancellation without notice.

Service Provider(s) and Service Provider Employees may not allow on District premises any person who is not an employee or principal with the company, and currently on duty. All paperwork, documents, magnetic media, and any other media at District offices are considered to be confidential and privileged. Service Provider's employees are not authorized to read or make use of any paperwork on or in any desks or offices.

## **LEGAL ADDRESS OF THE DISTRICT**

The official address of the District shall be Altadena Library District, 600 E Mariposa, Altadena, CA 91001. All correspondence sent to the Service Provider shall be deemed to have been given when mailed via certified mail or delivered to the address specified in the Agreement. Notice to the Altadena Library District shall be mailed via certified mail or delivered to the legal address of the District.

## **INSURANCE**

Service Provider shall furnish the District with original insurance certificates and endorsements affecting coverage. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the District. Insurance requirements are described in Sample Agreement in Appendix A.

## **LAWS AND REGULATIONS**

The work is located in the Altadena Library District, in the County of Los Angeles, State of California. The Service Provider shall comply with all ordinances, regulations, and other lawful



requirements of said District, County, State, and Federal governing the work on public property.

## **SUPERVISION**

Work performed by employees within the scope of the Service Provider's employees shall be directly employed and supervised by the Service Provider. The Service Provider shall perform management and technical supervision required to complete the work according to the specifications provided by the District. Employee(s) assigned to supervise the work shall be readily available, responsive to the District's representative(s) and capable of speaking and understanding the English language and have the authority to make decisions related to the management of the activities performed by the Contractor's employees.

## **SUPPLIES**

The Service provider shall furnish, as part of this agreement, all necessary cleaning supplies and equipment to clean and maintain the use of the facility, including but not limited to carts, containers, baskets, maintenance products, cleaning powders and products, detergents, disinfectants, polishes, vacuum cleaners, mops, brushes, etc., specific brands may be indicated. Service Provider shall maintain Janitor Closet and equipment in a safe and clean condition.

The District shall furnish, as part of this contract, all paper products such as toilet paper, hand towels, seat protectors, sanitary napkins, and including trash liners and all soap products necessary for the public to utilize the facilities in a proper manner. All soap dispensers shall be maintained by the Service Provider.

## **CONTRACT TERM**

The term of this Agreement shall be for nine (9) months. The Agreement may be extended for two (2) additional one-year terms by the mutual written agreement of the parties. The cost of services shall remain firm for the term of agreement.

## **CONTRACT TERMINATION**

The District may terminate this Agreement at any time before the expiration of the original term, or any extension thereof. Services may be terminated by the District upon thirty (30) days written notice. Services may be terminated by Service Provider upon ninety (90) days written notice. The District shall compensate Service Provider for all services provided before the actual date of termination. Upon receipt of Notice of Termination from the Altadena Library District, the Service Provider shall immediately commence discontinuing any and all services provided under this Agreement.

## **PAYMENTS TO THE SERVICE PROVIDER**

The District shall pay the Service Provider in current funds for the performance of the work, subject to additions and deductions based upon monthly determination by the District and the acceptability of the work performed computed in accordance with the Service Provider's accepted proposal and price schedule. Payment shall be made within thirty (30) days after receipt of an invoice sent to the District by the Service Provider. The Service Provider shall not invoice the District for services prior to thirty (30) days following execution of an Agreement with the District and not more frequent than once every four (4) weeks. The District may withhold payment for any unacceptable service if the Service Provider has been given notice of the

deficiency and has not resolved the service deficiency within five (5) working days after receipt of a notification from the District. District has the right to request additional reports and supporting information from Service Provider as deemed reasonably necessary by District to audit Service Provider's performance under this Agreement. Service Provider shall provide all additional reports and information requested by District within ten (10) days of a written request.

### **EXTRA WORK**

Extra Work must be authorized by the District and shall be shown as a separate item on the invoice submitted to the District. The invoice for Extra Work shall show the exact location of the work, including the name and location of the facility. The invoice shall include any supplies used with their unit price and total cost, the amount of time required to do the job and the cost for labor, providing that labor is chargeable to this Extra Work.

### **INSPECTIONS**

All of the Service Areas will be inspected regularly by the District. The District may require the Service Provider, or the local authorized representative, to accompany District staff during inspections, if the District is not satisfied with the Service Provider's work. The Service Provider or the local authorized representative is expected to be capable of understanding the deficiencies and authorized to take remedial action in a manner consistent with the contract requirements and specifications.

### **UNACCEPTABLE SERVICE**

If the District, upon routine inspection, determines that any facility has not been serviced according to the specifications, a notice outlining the deficiencies will be e-mailed to the company representative or faxed to the Service Provider's local office. Payment will not be made for any services not provided by Service Provider. All notices of deficiencies will specify the date when the specified work must be completed. The date of completion will be less than five (5) days from the date the notice is issued. Failure to complete the work to the satisfaction of the District by the date specified will result in no payments being made to the contractor for the missed work.

Prior to re-submitting a request for payment, the Service Provider must request a re-inspection. A re-inspection request should be completed in writing to the District and either faxed or e-mailed to the District. If the work is deemed satisfactory upon re-inspection, the District will accept a request for payment, minus a one hundred-dollar (\$100) charge for re-inspection. Any time an additional inspection is required as a result of inadequate performance, the one hundred-dollar (\$100) re-inspection charge will be assessed for each inspection completed by the District until the specified work is completed.

## **END OF SCOPE OF WORK CONDITIONS**

## **Attachment C – Supplemental General Conditions**

### **Altadena Library District Facilities Janitorial Services Request for Proposals**

#### **INTENT**

It is the intent of these Supplemental General Conditions to describe minimum quality, quantity, and scope of activity and they are not intended to be restrictive to any Service Provider.

The term “cleans”; shall mean “free from soil/dirt”. It is intended that all equipment and building surfaces shall be clean in all areas, whether specifically mentioned or not. The term “all areas” means all surface areas in the building.

The Service provider shall furnish, as part of this agreement, all necessary cleaning supplies and equipment to clean and maintain building, including but not limited to carts, containers, baskets, maintenance products, cleaning powders and products, detergents, disinfectants, polishes, vacuum cleaners, mops, brushes, etc., specific brands may be indicated. Service Provider shall maintain Janitor Closet and equipment in a safe and clean condition.

The District shall furnish, as part of this contract, all paper products such as toilet tissue, hand towels, seat protectors, sanitary napkins, and including trash can liners and all soap products necessary for the public to utilize the facilities in a proper manner. All soap dispensers shall be maintained by the Service Provider.

#### **OFFICE**

The Service Provider shall maintain an office with a competent company representative that can be reached Monday through Friday from 8:00 a.m. to 5:00 p.m. to discuss matters pertaining to this agreement with the Agreement Manager. An office is one that has a maximum response time of forty (40) minutes.

#### **SUBCONTRACTORS**

Service Provider shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

#### **ASSIGNMENT OF CONTRACT**

Service Provider shall not assign the agreement or any right or interest hereunder, without the prior consent in writing of the District.

The District reserves the right to add or delete buildings and/or facilities at any time during the life of the contract or resulting extensions, with thirty (30) days written notice to the Service Provider. Additions shall be added at a negotiated rate that has the mutual agreement of the District and Service Provider and the means of negotiation shall utilize comparable facilities under existing service agreement. If the request for additional work begins during a billing cycle, the payment shall be prorated for the month in which work commenced.

The District reserves the right to change the work hours and work/shift schedule. The Service Provider shall be notified at least one (1) full week prior to such changes.

### **RESPONSIBILITY FOR WORK**

The Service Provider employees shall be responsible for all damages to people and/or property that shall occur as a result of the fault or negligence of said Service Provider.

### **PERSONNEL**

The Service Provider shall furnish sufficient supervisory and working personnel capable of promptly accomplishing to the satisfaction of the District's Designee, and on schedule. All such personnel shall be physically able to do their assigned work.

Adequate and competent supervision shall be provided for all work done by the Service Provider's employees to ensure accomplishment of high-quality work that will be acceptable to the District's Designee. In addition, a non-working supervisor shall inspect all areas under the contract a minimum of once month. The District's Designee will perform contract compliance inspections only and will not act as a supervisor for the Service Provider.

Service Provider's personnel shall not be allowed to make personal calls while at the District work sites. Service Provider shall be liable for all expenses for any and all non-authorized phone calls. **Only employees on the payroll are to be on the work site.**

### **HAZARDOUS CONDITIONS**

The Service Provider shall maintain all work sites free of hazards to persons and/or property resulting from his operations. Any hazardous conditions noted by the Service Provider, which is not a result of his operations, shall immediately be reported to the District's Designee.

### **ON-SITE STORAGE**

Except for those locations having designated custodial closets, no tools or equipment are to be stored on the premises. It is the Service Provider's responsibility to properly and safely store materials and supplies in the designated closets (i.e. safe distance from water heaters or other heat sources, properly stacking materials. Flammables are not to be stored near ignition sources). No materials are to be stored within 18 inches of ceilings.

### **SAFETY TRAINING/PROCEDURES**

Service Provider must provide a copy of its safety training programs that include, but are not limited to, training your staff on hazardous material, safety procedures, and safe work practices.

## **END OF SUPPLEMENTAL GENERAL CONDITIONS**

**Attachment D – Specifications  
Altadena Library District  
Facilities Janitorial Services Request for Proposals**

<b>CLEANING SPECIFICATIONS FOR ALL SITES</b>			
<b><u>FACILITY GENERAL CLEANING</u></b>	<b>ONCE A MONTH</b>	<b>ONCE A WEEK</b>	<b>EACH TIME</b>
VACUUM CARPETS - OFFICES		X	
VACUUM CARPETS - CUBICLES			X
VACUUM CARPETS - CONFERENCE ROOMS			X
VACUUM CARPETS - COUNTER AREA & HALLWAYS			X
VACUUM MATS AT ENTRANCES / EXITS			X
SPOT CLEAN CARPETS		X	
BRUSH / CLEAN UPHOLSTERY		X	
DUST MOP TILE FLOORS			X
DAMP MOP TILE FLOORS			X
DUST / CLEAN OFFICES, COMPUTERS, ETC.			X
DUST HIGH AREAS		X	
DUST LIGHT FIXTURES, LAMPS, PICTURES		X	
DUST FILING CABINETS		X	
DUST PARTITIONS & LEGDES		X	
DUST AIR VENTS / GRILLS		X	
DUST BLINDS		X	
DUST WINDOWSILLS		X	
DUST FLOOR LENGTH WINDOWSILLS		X	
DUST / CLEAN DISPLAY CASE		X	

REMOVE SPIDER WEBS FROM WALL & WINDOWS		X	
EMPTY WASTE BASKETS AND RECYCLED BASKETS			X
SPOT CLEAN KICK PLATES & BASEBOARDS			X
SPOT CLEAN PARTITIONS & DOORS			X
SPOT CLEAN WALLS (TO 5FT)			X
SWEEP & CLEAN ENTRANCE WAYS			X
CLEAN & SANITIZE DOOR HANDLES & PUSH PLATES			X
CLEAN INTERIOR & EXTERIOR OF GLASS DOORS		X	
CLEAN KITCHEN AREA AND SINK			X
CLEAN & SANITIZE THE WATER COOLER / DRIP PAN	X		
EMPTY TRASH AND RECYCLING RECEPTACLES AND REPLACE LINERS			X

<b><u>FACILITY RESTROOM CLEANING AND SANITIZING</u></b>	<b>ONCE A MONTH</b>	<b>ONCE A WEEK</b>	<b>EACH TIME</b>
DUST MOP TILE FLOORS			X
CLEAN MIRRORS & BRIGHTWORK			X
CLEAN & SANITIZE SINKS			X
CLEAN & SANITIZE TOILETS, TOILET SEATS, AND URINALS			X
CLEAN & SANITIZE DISPENSERS			X
EMPTY SANITARY NAPKIN DISPENSERS			X
EMPTY TRASH RECEPTACLES AND REPLACE LINERS			X

FILL SANITARY NAPKIN DISPENSERS			X
FILL SOAP DISPENSERS		X	
FILL TOILET PAPER DISPENSERS		X	
FILL TOWEL DISPENSERS		X	
REPLACE DEODORANT BLOCKS		X	
SANITIZE & MOP RESTROOMS			X
SANITIZE & SPOT CLEAN WALLS (TO 5FT)			X
SPOT CLEAN RESTROOM PARTITIONS		X	

<u>FACILITY CLOSING INSTRUCTIONS</u>	ONCE A MONTH	ONCE A WEEK	EACH TIME
ARRANGE CHAIRS			X
MAINTAIN JANITOR CLOSET			X
TURN ON NIGHT LIGHTS			X
CLOSE OFFICE AND HALLWAY DOORS			X
SECURE ENTRY DOORS AND WINDOWS			X
ACTIVATE ALARM SYSTEM			X

**SPECIFICALLY EXCLUDED FROM THIS CONTRACT ARE PLANT CARE, AND REPLACEMENT OF LIGHT BULBS, LAMPS, ETC.**

**END CLEANING SPECIFICATIONS**

**Attachment E – Cost Proposal Bid  
Form Altadena Library District  
Facilities Janitorial Services Request for  
Proposals**

<u>LOCATION</u>	<u>MONTHLY SERVICE PRICE</u>	<u>TOTAL YEARLY PRICE</u>
ALTADENA LIBRARY - MAIN		
		<u>PROPOSAL TOTAL</u>



**Attachment F - SAMPLE  
PROFESSIONAL SERVICES  
AGREEMENT**

THIS AGREEMENT for Professional Services (“Agreement”) is made this \_\_\_\_\_ day of \_\_\_\_\_ 2017 (“Effective Date”) by and between the (“District”) and \_\_\_\_\_ (“Consultant”) (together sometimes referred to the “Parties”).

**Section 1. SERVICES.** Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to District the services described in the Scope of Work attached as **Exhibit A**, and incorporated here. Such work shall be provided at the time and place and in the manner specified in Exhibit A. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, this Agreement shall prevail. The terms and conditions of this Agreement shall apply to all subcontractors and sub-consultants.

**101 Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on the date of completion specified in Exhibit A. Consultant shall complete the work described in Exhibit A prior to that date, unless the term of the Agreement is otherwise terminated or extended as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the District's right to terminate the Agreement, as provided for in Section 8.

**102 Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession and to the sole satisfaction of the Contract Administrator.

**103 Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to Agreement. In the event that District, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from District of such desire of District, reassign such person or persons.

**104 Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to satisfy Consultant's obligations hereunder.

**105 Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

**Section 2. COMPENSATION.** District hereby agrees to pay Consultant a sum not to exceed \$ \_\_\_\_\_, notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement, including but not limited to any and all costs of subcontractors or sub-consultants. In the event of a conflict between this Agreement and **Exhibit A**, regarding the amount of compensation, this Agreement shall prevail. District shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from District to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to District in the manner specified herein. Except as specifically authorized in advance by District, Altadena Library District Page | 24 RFP – Facilities Janitorial Services

Consultant shall not bill District for duplicate services performed by more than one person.

- 2.1 Invoices.** Consultant shall submit invoices monthly during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:
- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.,
  - The beginning and ending dates of the billing period;
  - A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
  - At District's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
  - The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder necessary to complete the work described in Exhibit A;
  - Receipts for expenses to be reimbursed;
  - The Consultant's signature.
- 2.2 Monthly Payment.** District shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. District shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.
- 2.3 Final Payment.** District shall pay the last 10% of the total sum due pursuant to this Agreement within sixty (60) days after completion of the services and submittal to District of a final invoice, if all services required have been satisfactorily performed.
- 2.4 Total Payment.** District shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. District shall make no payment for any extra, further, or additional service pursuant to this Agreement.
- In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified in writing prior to the submission of such an invoice.
- 2.5 Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the fee schedule included with Exhibit A.
- 2.6 Reimbursable Expenses.** Reimbursable expenses are included within the maximum amount of the contract.
- 2.7 Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any federal or state taxes.

- 2.8 **Payment upon Termination.** In the event that the District or Consultant terminates this Agreement pursuant to Section 8, the District shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs incurred to that date.

**Section 3. FACILITIES AND EQUIPMENT.** Except as otherwise provided, Consultant shall, at its sole cost and expense, provide all facilities and equipment necessary to perform the services required by this Agreement. District shall make available to Consultant only physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with District employees and reviewing records and the information in possession of the District. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of District. In no event shall District be required to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

**Section 4. INSURANCE REQUIREMENTS.** Before beginning any work under this Agreement, Consultant, at its own cost and expense, shall procure the types and amounts of insurance checked below and provide Certificates of Insurance, indicating that Consultant has obtained or currently maintains insurance that meets the requirements of this section and which is satisfactory, in all respects, to the District. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's compensation. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to District. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution.

- 4.1 **Workers' Compensation.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the Contract Administrator. The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the District and its officers, officials, employees, and authorized volunteers for loss arising from work performed under this Agreement.

4.2 **Commercial General Automobile Liability Insurance.**

- 4.2.1 **General requirements.** Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage, for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply

separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non- owned automobiles.

**422 Minimum scope of coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 or GL 0002 (most recent editions) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 8 and 9. No endorsement shall be attached limiting the coverage.

**423 Additional requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. Any failure of Consultant to comply with reporting provisions of the policy shall not affect coverage provided to District and its officers, employees, agents, and volunteers. Professional Liability Insurance.

**424 General requirements.** Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed \$150,000 per claim.

**425 Claims-made limitations.** The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five years after completion of the Agreement or the work. The District shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.

- d. A copy of the claim reporting requirements must be submitted to the District prior to the commencement of any work under this Agreement.

**43 All Policies Requirements.**

**431 Acceptability of insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A: VII.

**432 Verification of coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish District with Certificates of Insurance, and upon request, complete certified copies of all policies, including complete certified copies of all endorsements. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf.

**433 Notice of Reduction in or Cancellation of Coverage.** A certified endorsement shall be attached to all insurance obtained pursuant to this Agreement stating that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified, mail, return receipt requested, has been given to the District. In the event that any coverage required by this section is reduced, limited, cancelled, or materially affected in any other manner, Consultant shall provide written notice to District at Consultant's earliest possible opportunity and in no case later than ten (10) working days after Consultant is notified of the change in coverage.

**434 Additional insured; primary insurance.** District and its officers, employees, agents, and authorized volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant, as applicable; premises owned, occupied, or used by Consultant; and automobiles owned, leased, or used by the Consultant in the course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to District or its officers, employees, agents, or authorized volunteers.

A certified endorsement must be attached to all policies stating that coverage is primary insurance with respect to the District and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by the District shall be called upon to contribute to a loss under the coverage.

**435 Deductibles and Self-insured Retentions.** Consultant shall disclose to and obtain the approval of District for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement.

During the period covered by this Agreement, only upon the prior express written authorization of Contract Administrator, Consultant may increase such deductibles or self-insured retentions with respect to District, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a

requirement that Consultant procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

**436** **Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**437** **Variation.** Contract Administrator may approve in writing a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that the District's interests are otherwise fully protected.

**4.4** **Remedies.** In addition to any other remedies District may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, District may, at its sole option, exercise any of the following remedies, which are alternatives to other remedies District may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

## **Section 5. INDEMNIFICATION**

Consultant shall indemnify, defend with counsel selected by the District and hold harmless the District and its officials, officers, employees, agents and authorized volunteers from and against any and all losses, liability, claims, suits, actions, damages and causes of action arising out of any personal injury, bodily injury, loss of life or damage to property, or any violation of any federal, state or municipal law, regulation or ordinance, to the extent caused, in whole or in part, by the willful misconduct or negligent acts or omissions of Consultant or its employees, subcontractors or agents, by acts for which they could be held strictly liable, or by the quality or character of their work. The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property or violation of law arises wholly from the negligence or willful misconduct of the District or its officers, employees, agents or authorized volunteers and (2) the actions of Consultant or its employees, subcontractors or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by District of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

## **Section 6. STATUS OF CONSULTANT.**

- 6.1 **Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of District. District shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise District shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other District, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to any compensation, benefit, or any incident of employment by District, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of District and entitlement to any contribution to be paid by District for employer contributions and/or employee contributions for PERS benefits.

**Section 7. LEGAL REQUIREMENTS.**

- 7.1 **Governing Law.** The laws of the State of California shall govern this agreement.
- 7.2 **Compliance with Applicable Laws.** Consultant and any subcontractor shall comply with all applicable local, state and federal laws and regulations applicable to the performance of the work hereunder.
- 7.3 **Licenses and Permits.** Consultant represents and warrants to District that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to District that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term or this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from District.

**Section 8. TERMINATION AND MODIFICATION.**

- 8.1 **Termination.** District may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement upon 30 days' written notice to District and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; District, however, may condition payment of such compensation upon Consultant delivering to District any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the District in connection with this Agreement.

- 8.2 **Extension.** District may, in its sole and exclusive discretion, extend the end date of this





Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the District. Consultant hereby agrees to deliver those documents to the District upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the District and are not necessarily suitable for any future or other use. District and Consultant agree that, until final approval by District, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties unless required by law.

**92** **Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the District under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

**93** **Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of, the District. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds Ten Thousand Dollars (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of District or as part of any audit of the District, for a period of three (3) years after final payment under the Agreement.

**Section 10. MISCELLANEOUS PROVISIONS.**

**10.1** **Attorneys' Fees.** If either party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

**10.2** **Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in Los Angeles County.

**10.3** **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

**10.4** **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.

**10.5** **Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.

**10.6 Consultant Representative.** All matters under this Agreement shall be handled for Consultant by designated representative.

**10.7 District Contract Administration.** This Agreement shall be administered by a Jonathan Arevalo, Facilities Manager, Altadena Library District ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

**10.8 Notices.** Any written notice to Consultant shall be sent to: ABC

Janitorial  
12345 Mariposa Street  
Altadena, CA 91001  
626-555-1234  
[ABC@janitorial.com](mailto:ABC@janitorial.com)

Any written notice to District shall be sent to the Contract:

Jonathan Arevalo, Facilities Manager  
Altadena Library District  
600 E. Mariposa Ave.,  
Altadena, CA 91001  
(626) 798-0833 ext. 110

**10.9 Integration.** This Agreement, including the scope of work attached hereto and incorporated herein as Exhibit A, represents the entire and integrated agreement between District and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

**10.11 Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

The authorized Parties have executed this Agreement as of the Effective Date.

ALTADENA LIBRARY DISTRICT

CONSULTANT

\_\_\_\_\_  
Nikki Winslow, District Director

\_\_\_\_\_  
Service Provider

**Attachment G**

**SAMPLE TABLE FORMAT QUALIFICATIONS OF FIRM RELATIVE TO DISTRICT'S NEEDS**

Project Name	Client	Description of work	Total Project Cost	Percentage of work	Period work was	Client contact information*
<p>Did your firm meet the project schedule (Circle one) : Yes No</p> <p>Give a brief statement of the firm's adherence to the schedule and budget for the project:</p>						
<p>Did your firm meet the project schedule (Circle one) : Yes No</p> <p>Give a brief statement of the firm's adherence to the schedule and budget for the project:</p>						
<p>Did your firm meet the project schedule (Circle one) : Yes No</p> <p>Give a brief statement of the firm's adherence to the schedule and budget for the project:</p>						
<p>Did your firm meet the project schedule (Circle one) : Yes No</p> <p>Give a brief statement of the firm's adherence to the schedule and budget for the project:</p>						

\*Include name, title and phone number

**Attachment H**

**INSURANCE REQUIREMENTS**

CONTRACTORS TO THE ALTADENA LIBRARY DISTRICT (DISTRICT), AT THEIR SOLE EXPENSE, SHALL FOR THE TERM OF THE CONTRACT OBTAIN AND MAINTAIN INSURANCE IN THE AMOUNTS FOR THE COVERAGE SPECIFIED BELOW, **AFFORDED BY COMPANIES WITH AM BEST'S KEY RATING OF A-VII, OR HIGHER, LICENSED OR AUTHORIZED TO TRANSACT INSURANCE BUSINESS IN THE STATE OF CALIFORNIA.**

AWARD IS CONTINGENT ON COMPLIANCE WITH DISTRICT'S INSURANCE REQUIREMENTS, AS SPECIFIED, BELOW:

REQUIRED	TYPE OF COVERAGE	REQUIREMENT	MINIMUM LIMITS	
			EACH OCCURRENCE	AGGREGATE
YES	WORKER'S COMPENSATION	STATUTORY		
	EMPLOYER'S LIABILITY	STATUTORY		
YES	GENERAL LIABILITY, INCLUDING PERSONAL INJURY, BROAD FORM PROPERTY DAMAGE BLANKET CONTRACTUAL, AND FIRE LEGAL LIABILITY	BODILY INJURY	\$1,000,000	\$1,000,000
		PROPERTY DAMAGE	\$1,000,000	\$1,000,000
		BODILY INJURY & PROPERTY DAMAGE COMBINED.	\$1,000,000	\$1,000,000
YES	AUTOMOBILE LIABILITY, INCLUDING ALL OWNED, HIRED, NON-OWNED	BODILY INJURY	\$1,000,000	\$1,000,000
		- EACH PERSON	\$1,000,000	\$1,000,000
		- EACH OCCURRENCE	\$1,000,000	\$1,000,000
		PROPERTY DAMAGE		
		BODILY INJURY AND PROPERTY DAMAGE, COMBINED	\$1,000,000	\$1,000,000
YES	PROFESSIONAL LIABILITY, INCLUDING, ERRORS AND OMISSIONS, MALPRACTICE (WHEN APPLICABLE), AND NEGLIGENT PERFORMANCE	ALL DAMAGES		\$1,000,000
		ALL DAMAGES		\$1,000,000
YES	THE ALTADENA LIBRARY DISTRICT IS TO BE NAMED AS AN ADDITIONAL INSURED: <b>CONTRACTOR, AT ITS SOLE COST AND EXPENSE, SHALL OBTAIN AND MAINTAIN, IN FULL FORCE AND EFFECT THROUGHOUT THE ENTIRE TERM OF ANY RESULTANT AGREEMENT, THE INSURANCE COVERAGE HEREIN DESCRIBED, INSURING NOT ONLY CONTRACTOR AND ITS SUBCONSULTANTS, IF ANY, BUT ALSO, WITH THE EXCEPTION OF WORKERS' COMPENSATION, EMPLOYER'S LIABILITY AND PROFESSIONAL INSURANCE, NAMING AS ADDITIONAL INSURED DISTRICT, ITS COUNCIL MEMBERS, OFFICERS, AGENTS, AND EMPLOYEES.</b>			

IV. INSURANCE COVERAGE MUST INCLUDE:

- D. A PROVISION FOR A WRITTEN THIRTY DAY ADVANCE NOTICE TO DISTRICT OF CHANGE IN COVERAGE OR OF COVERAGE CANCELLATION; AND
- E. A CONTRACTUAL LIABILITY ENDORSEMENT PROVIDING INSURANCE COVERAGE FOR CONTRACTOR'S AGREEMENT TO INDEMNIFY DISTRICT.
- F. DEDUCTIBLE AMOUNTS IN EXCESS OF \$5,000 REQUIRE DISTRICT'S PRIOR APPROVAL.

II. CONTACTOR MUST SUBMIT CERTIFICATES(S) OF INSURANCE EVIDENCING REQUIRED COVERAGE.

III. ENDORSEMENT PROVISIONS, WITH RESPECT TO THE INSURANCE AFFORDED TO  
“ADDITIONAL INSURED”

D. PRIMARY COVERAGE

WITH RESPECT TO CLAIMS ARISING OUT OF THE OPERATIONS OF THE NAMED INSURED, INSURANCE AS AFFORDED BY THIS POLICY IS PRIMARY AND IS NOT ADDITIONAL TO OR CONTRIBUTING WITH ANY OTHER INSURANCE CARRIED BY OR FOR THE BENEFIT OF THE ADDITIONAL INSURED.

E. CROSS LIABILITY

THE NAMING OF MORE THAN ONE PERSON, FIRM, OR CORPORATION AS INSURED UNDER THE POLICY SHALL NOT, FOR THAT REASON ALONE, EXTINGUISH ANY RIGHTS OF THE INSURED AGAINST ANOTHER, BUT THIS ENDORSEMENT, AND THE NAMING OF MULTIPLE INSURED, SHALL NOT INCREASE THE TOTAL LIABILITY OF THE COMPANY UNDER THIS POLICY.

F. NOTICE OF CANCELLATION

3. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR ANY REASON OTHER THAN THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE DISTRICT AT LEAST A THIRTY (30) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.

4. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE DISTRICT AT LEAST A TEN (10) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.

**NOTICES SHALL BE MAILED TO:**

**ADMINISTRATIVE SERVICES MANAGER  
ALTADENA LIBRARY DISTRICT  
600 E. MARIPOSA AVENUE  
ALTADENA, CA 91001**



# PAYROLL PERIODS, DEADLINES & PAYDAYS

2021

## JANUARY

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

JAN 1: 12/13 - 12/26 PAYDAY  
 JAN 12: 12/27 - 1/9 PAYROLL  
 JAN 15: 12/27 - 1/9 PAYDAY  
 JAN 26: 1/10 - 1/23 PAYROLL  
 JAN 29: 1/10 - 1/23 PAYDAY

## FEBRUARY

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

FEB 9: 1/24 - 2/6 PAYROLL  
 FEB 12: 1/24 - 2/6 PAYDAY  
 FEB 23: 2/7 - 2/20 PAYROLL  
 FEB 26: 2/7 - 2/20 PAYDAY

## MARCH

S	M	T	W	T	F	S
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

MAR 9: 2/21 - 3/6 PAYROLL  
 MAR 12: 2/21 - 3/6 PAYDAY  
 MAR 23: 3/7 - 3/20 PAYROLL  
 MAR 26: 3/7 - 3/20 PAYDAY

## APRIL

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

APR 6: 3/21 - 4/3 PAYROLL  
 APR 9: 3/21 - 4/3 PAYDAY  
 APR 20: 4/4 - 4/17 PAYROLL  
 APR 23: 4/4 - 4/17 PAYDAY

## MAY

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

MAY 4: 4/18 - 5/1 PAYROLL  
 MAY 7: 4/18 - 5/1 PAYDAY  
 MAY 18: 5/2 - 5/15 PAYROLL  
 MAY 21: 5/2 - 5/15 PAYDAY

## JUNE

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

JUN 1: 5/16 - 5/29 PAYROLL  
 JUN 4: 5/16 - 5/29 PAYDAY  
 JUN 15: 5/30 - 6/12 PAYROLL  
 JUN 18: 5/30 - 6/12 PAYDAY  
 JUN 29: 6/13 - 6/26 PAYROLL

## JULY

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

JUL 2: 6/13 - 6/26 PAYDAY  
 JUL 13: 6/27 - 7/10 PAYROLL  
 JUL 16: 6/27 - 7/10 PAYDAY  
 JUL 27: 7/11 - 7/24 PAYROLL  
 JUL 30: 7/11 - 7/24 PAYDAY

## AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

AUG 10: 7/25 - 8/7 PAYROLL  
 AUG 13: 7/25 - 8/7 PAYDAY  
 AUG 24: 8/8 - 8/21 PAYROLL  
 AUG 27: 8/8 - 8/21 PAYDAY

## SEPTEMBER

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

SEP 7: 8/22 - 9/4 PAYROLL  
 SEP 10: 8/22 - 9/4 PAYDAY  
 SEP 21: 9/5 - 9/18 PAYROLL  
 SEP 24: 9/5 - 9/18 PAYDAY

## OCTOBER

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

OCT 5: 9/19 - 10/2 PAYROLL  
 OCT 8: 9/19 - 10/2 PAYDAY  
 OCT 19: 10/3 - 10/16 PAYROLL  
 OCT 22: 10/3 - 10/16 PAYDAY

## NOVEMBER

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

NOV 2: 10/17 - 10/30 PAYROLL  
 NOV 5: 10/17 - 10/30 PAYDAY  
 NOV 16: 10/31 - 11/13 PAYROLL  
 NOV 19: 10/31 - 11/13 PAYDAY

## DECEMBER

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

DEC 3: 11/14 - 11/27 PAYDAY  
 DEC 14: 11/28 - 12/11 PAYROLL  
 DEC 17: 11/28 - 12/11 PAYDAY  
 DEC 28: 12/12 - 12/25 PAYROLL  
 DEC 31: 12/12 - 12/25 PAYDAY



## **Board of Library Trustees**

Meetings are held the fourth Monday of the  
Month (unless otherwise noted)

Location: Altadena Library District Barbara J. Pearson Community  
Room Time: 5:00 p.m. (unless otherwise noted)

Agendas are posted 72 hours prior to the  
meetings.

### Meeting Dates for 2021

**January 25, 2021**

**February 22, 2021**

**March 22, 2021**

**April 26, 2021**

**May 24, 2021**

**June 28, 2021**

**July 26, 2021**

**August 23, 2021**

**September 27, 2021**

**October 25, 2021**

**November 22, 2021**

**December 20, 2021  
(Third Monday due to Christmas Holiday)**