



AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – January 25, 2021 – 5:00 p.m.

IMPORTANT NOTICE REGARDING JANUARY 25, 2021 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 January 25, 2021 Meeting, please submit your comments by email to be read aloud at the meeting. If multiple comments are submitted, only the first comment will be read aloud during the meeting. Email and Electronic Comments submitted online will be accepted up to two (2) hours prior to the start of the meeting. Email comments can be submitted to hello@altadenalibrary.org. Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment.

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

If you wish to make public comment during the live meeting, you can call in to (626) 798-0833 ext. 103, 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.

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I. Call to order

II. Open Session

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

III. Consent Calendar

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

- a. Approval of Minutes – Regular Meeting held November 23, 2020 - Pages #3-7
- b. Approval of Minutes – Regular Meeting held December 14, 2020 - Pages #8-13
- c. Approval of Minutes – Board Retreat Meeting held January 8, 2021 - Pages #14-15

d. Departmental Monthly Reports – December 2020 - Pages #16-27

IV. Consideration of Items Removed from the Consent Calendar

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

V. Reports (Information)

- a. Support Groups
 - Altadena Library Foundation
 - Friends of the Altadena Library
- b. District Director's Report - Pages #28-30
 - Library Operations
 - Statistics
- c. Financial Reports – November 2020 - Pages #31-43
- d. Board of Trustees Standing Committee Reports
 - Budget Committee
 - CFD Committee - Pages #44-45
- e. Board of Trustees Ad Hoc Committee Reports
 - Facilities Committee - Pages #46-47
 - Redistricting Committee - Pages #48-50
- f. Liaison Reports - Pages #51-60
- g. Trustee Reports

VI. Unfinished Business

- a. Consider and Approve Amendment to District Director Employment Agreement **(Action)** - Page #61

VII. New Business

- a. ALD 2020 Operational Plan Review **(Information)** - Pages #62-68
- b. Amendment to 2020/2021 Master Calendar **(Action)** - Pages #69-71
- c. Approval of Borrowing Policy **(Action)** - Pages #72-75
- d. Request of Approval for Bookmobile Van **(Action)** - Pages #76-77
- e. Request of Approval for RFP for Capital Project Management **(Action)** - Pages #78-88

VIII. Governance

- a. Review of Board Evaluation
- b. Trustee Goal Setting

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 – 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>

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I. Call to order

Trustee Clark called the meeting to order at 5:05 p.m. Trustee Clark mentioned the agenda needed to be reordered to accommodate the schedule conflict of speaker.

II. Open Session

a. Roll Call

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

b. Approval/Reordering of Agenda Items

Moved by Trustee Wilkerson to reorder the agenda to take item c. Special Presentation – ALD Audit by Nigro & Nigro, PC prior to closed session.

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 Capell to adopt the agenda as amended.

Seconded by Trustee Andruess.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Kahn: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

Special presentation of ALD FY19-20 Financial Audit was provided by Paul Kaymark, Nigro & Nigro, PC.

III. Closed Session

The Board of Trustees recessed into closed session at 5:39 p.m. 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

The above closed session item was discussed, with no reportable action.

Trustees returned from closed session and began open session at 6:55 PM.

IV. Open Session (continued)

d. Public Comment on Non-Agenda Items

Public comment was given by Resident, Joe Crowley.

Written public comment received by resident, Kim Kenne, was mistakenly omitted during meeting. Full-text comment to be read aloud during next regular scheduled meeting.

V. Consent Calendar

Moved by Trustee Andruess to accept the Consent Calendar.

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

Discussion ensued.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Kahn: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

- a. Approval of Minutes – Regular Meeting held October 26, 2020
- b. Departmental Monthly Reports – October 2020

VI. Consideration of Items Removed from the Consent Calendar

None.

VII. Reports (Information)

- a. Support Groups
 - i. Altadena Library Foundation
President Bridget Brewster provided report.
 - ii. Friends of the Altadena Library
Director Winslow provided report on behalf of President Marne Brown.
Trustee Andrues provided additional information in capacity as liaison.
Trustee Kahn asked Trustee Andrues and Director Winslow to inform Friends of the Altadena Library to develop method to maintain connections virtually.
- b. District Director's Report
Director Winslow provided report.
- c. Financial Reports – September 2020
Director Winslow provided report.
- d. Board of Trustees Standing Committee Reports
 - i. Budget Committee
Trustee Andrues provided report on behalf of the committee.
- e. Board of Trustees Ad Hoc Committee Reports
 - i. California Voting Rights Act
No report.
 - ii. Public Funding
No report.
- f. Liaison Reports
Trustee Kahn provided Government Liaison report.
- g. Trustee Reports
Trustee Kahn provided report and parting words related to departure.

VIII. Unfinished Business

None.

IX. New Business

- a. Review and Approval of ALD Personnel Policy - **Action**
Director provided overview. Trustee Kahn recommended formatting edits and amendment to consistency. Trustee Wilkerson asked clarifying question. Administrative Services Manager Nicole Fabry and Director Winslow provided clarification.
Moved by Trustee Capell to approve ALD Personnel Policy with noted amendments.
Second by Trustee Andrues. Trustee Clark opened floor for discussion.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye

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

- b. District Director Compensation - **Action**
Moved by Trustee Wilkerson to table item to December meeting.
Second by Trustee Capell. Trustee Clark opened floor for discussion.
Discussion ensued.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Kahn: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye

- c. Review and Approval of 2021 Holidays and Closures – **Action**
Director Winslow provided overview.
Moved by Trustee Andrues to approve 2021 Holidays and Closures.
Second by Trustee Kahn. Trustee Clark opened floor for discussion.
Discussion ensued.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Kahn: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye

- d. Review and Approval of RFP for Facilities Janitorial Services – **Action**
Director Winslow provided overview. Trustee Capell asked cost and staffing question.
Trustee Clark asked budgetary question. Director Winslow and Facilities Manager Jonathan Arevalo provided responses.
Moved by Trustee Kahn to approve RFP for Facilities Janitorial Services.
Second by Trustee Andrues. Trustee Clark opened floor for discussion.
Discussion ensued.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Kahn: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye

- e. 2021 Pay Periods Calendar and 2021 ALD Trustee Meeting Calendar (Information)
Director Winslow provided overview.

X. Announcements & Planning

- a. Correspondence
None.

- b. Proposed Future Agenda Items
Trustee Capell recommended the formation of a CFD committee be added to the December meeting agenda.

- XI. **Adjournment**
a. Adjourn Meeting
Moved by Trustee Kahn to adjourn meeting.
Second by Trustee Capell.

Motion carried unanimously.

Meeting was adjourned at 8:30 p.m.



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom –December 14, 2020 – 5:00 p.m.

IMPORTANT NOTICE REGARDING DECEMBER 14, 2020 MEETING

This meeting was conducted utilizing teleconference and electronic means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

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

Public comment made during the live meeting, called in to (626) 316-4631, during the corresponding item of the agenda. Public comment on any non-agenda item, called at 6:00 pm.

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.

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I. **Call to order**

The meeting was called to order by Trustee Katie Clark at 5:00 p.m.

II. **Closed Session**

The Board of Trustees recessed into closed session at 5:00 p.m. 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:

*CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code section 54957.6
District designated negotiator: Katie Clark
Unrepresented employee: District Director*

The above item was discussed in closed session. Trustee Clark reported the board unanimously voted to offer the Director Nikki Winslow a five percent increase to her base compensation retroactive to her evaluation date, November 23, 2020. Director Winslow's contract to be amended to reflect the adjustment.

III. **Open Session**

Trustee Clark resumed open session at 5:43 p.m.

a. Roll Call

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

b. Approval/Reordering of Agenda Items

No adjustments were made.

c. Adoption of Agenda

Moved by Trustee Andruess to adopt the Agenda.

Second by Trustee Cervantes.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Cervantes: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

d. Public Comment on Non-Agenda Items

None.

IV. **Ceremonial Swearing-In of Board Members**

Trustee Clark administered a ceremonial oath of office to Trustee Andruess, Trustee Cervantes, and Trustee Wilkerson. Each member affirmed the oath of allegiance by stating "I do".

V. **Consent Calendar**

Trustee Clark removed item b. *Approval of Minutes – Regular Meeting held November 23, 2020* from the Consent Calendar. Trustee Clark explained that a public comment from the November 23, 2020 meeting was missed and the minutes must be adjusted to reflect the comment. Trustee Clark called for a motion to approve the remaining items in the Consent Calendar.

Moved by Trustee Capell to approve the Consent Calendar.

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

Discussion ensued.

a. Approval of Minutes – Special Meeting held November 19, 2020

b. ~~Approval of Minutes – Regular Meeting held November 23, 2020~~

c. Departmental Monthly Reports – November 2020

d. Special Presentation – Service Awards (Information)

Director Winslow recognized Christopher Kellermeyer for five years of service to the Altadena Library District.

e. Special Presentation – Bob Lucas Memorial Branch Demonstration Garden

Branch Manager, Diana Wong provided a presentation on the Bob Lucas Memorial Branch Demonstration Garden and recognized Paulina Arevalo and Levi Brewster for their volunteerism.

VI. Consideration of Items Removed from the Consent Calendar

Trustee Clark read aloud a written public comment submitted by resident, Kim Kenne on November 23, 2020.

Trustee Clark read aloud a written public comment submitted by resident, Kim Kenne.

Trustee Clark asked item b. *Approval of Minutes – Regular Meeting held November 23, 2020* from the Consent Calendar be moved to the January Consent Calendar for consideration with the necessary corrections.

VII. Reports (Information)

- a. Support Groups
 - Altadena Library Foundation (ALF)
ALF President Bridget Brewster provided a report. President Brewster virtually presented a check on behalf of the ALF to the Altadena Library District for \$32,000.
 - Friends of the Altadena Library
FOAL President Marne Brown provided a report.
- b. District Director's Report
Director Winslow provided report.
- c. Financial Reports – October 2020
Administrative Services Manager, Nicole Fabry provided a report.
- d. Board of Trustees Standing Committee Reports
No reports.
- e. Board of Trustees Ad Hoc Committee Reports
No reports.
- f. Liaison Reports
Trustee Capell provided remarks as liaison to the ALF. Trustee Andruess provided report as liaison to the FOAL.
- g. Trustee Reports
No reports.

VIII. Unfinished Business

- a. Consider and Approve Amendment to District Director Employment Agreement - **Action**
Trustee Clark called for a motion to amend Section 3.1 of Director Director's employment contract to reflect a five percent increase to base compensation of \$164,850.
Moved by Trustee Cervantes to amend the Director Director's employment contract to reflect a five percent increase.
Second by Trustee Andruess. Trustee Clark opened floor for discussion. No discussion followed.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye

**** RECESS from 6:34 p.m. - 6:46 p.m. ****

IX. New Business

a. ALD 2021 Operational Plan – **Action**

Director Winslow provide a brief overview of the plan. Trustee Clark open the floor for questions and comments.

Moved by Trustee Cervantes to approve the ALD 2021 Operational Plan. Second by Trustee Andruess. Trustee Clark opened floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Cervantes: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

b. FY 18-19 & FY 19-20 Annual Report (**Information**)

Director Winslow provided an overview of the report. Discussion followed.

c. Resolution No. 2020-12 – Resolution of the Altadena Library District Board of Trustees, Acting as the Legislative Body of the Altadena Library Community Facilities District No. 2020-1 (Facilities and Services) Declaring the Results of a Special Election in Such Community Facilities District. – **Action**

Trustee Clark provided overview of the item.

Moved by Trustee Wilkerson to adopt Resolution No. 2020-12.

Second by Trustee Capell. Trustee Clark opened floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Cervantes: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

d. Ordinance No. 2020-01 of Altadena Library District Board of Trustees, Acting as the Legislative Body of the Altadena Library Community Facilities District No. 2020-1 (Facilities and Services) Authorizing the Levy of Special Tax in Such Community Facilities District. – **Action**

Trustee Clark read aloud a public comment submitted by resident, Kim Kenne.

Trustee Clark provided clarification of the item. Mike Williams from Columbia Capital Management, LLC provided additional clarification on the item.

Moved by Trustee Andruess to adopt Ordinance No. 2020-01.

Second by Trustee Cervantes. Trustee Clark opened floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Cervantes: Aye

Trustee Wilkerson: Aye

Trustee Clark: Aye

X. Governance

a. Election of Board Officers – **Action**

Trustee Clark opened the floor for nominations for the office of Board President of the ALD Library Board of Trustees for calendar year 2021.

Trustee Wilkerson nominated Trustee Clark for the position of Board President. Trustee Clark accepted the nomination. Nomination for ALD president closed. Trustee Clark called for the vote on nominee.

Roll Call Vote:

Trustee Andruess: Yea

Trustee Capell: Yea

Trustee Cervantes: Yea

Trustee Wilkerson: Yea

Trustee Clark: Yea

Trustee Clark was elected president of the ALD Library Board of Trustees.

Trustee Clark opened the floor for nominations for the office of Board Secretary of the ALD Library Board of Trustees for calendar year 2021.

Trustee Capell self-nominated for position of Board Secretary. Nomination for Board Secretary closed. Trustee Clark called for the vote on nominee.

Roll Call Vote:

Trustee Andruess: Yea

Trustee Capell: Yea

Trustee Cervantes: Yea

Trustee Wilkerson: Yea

Trustee Clark: Yea

Trustee Capell was elected secretary of the ALD Library Board of Trustees.

b. Appointment of 2021 Board Committees

The following committees were established, and committee members appointed by the ALD Library Board of Trustees.

- Budget Committee (Standing)
 1. Chair: Trustee Cervantes
 2. Member: Trustee Wilkerson
- Community Facilities District Committee (Standing)
 1. Chair: Trustee Andruess
 2. Member: Trustee Cervantes
- Redistricting Committee (Ad-Hoc)
 1. Chair: Trustee Wilkerson
 2. Member: Trustee Clark
- Facilities Committee (Ad-Hoc)
 1. Chair: Trustee Capell
 2. Member: Trustee Clark

c. Appointment of 2021 Board Liaisons

The following liaison were appointed by the ALD Library Board of Trustees.

- Governmental Relations Liaison: Trustee Andruess
- Friends of the Altadena Library Liaison: Trustee Wilkerson
- Altadena Library Foundation Liaison: Trustee Cervantes

- d. Board Orientation and Retreat
Trustee Clark provided reminder of retreat scheduled Friday, January 8, 2021 from 9:00 a.m.-1:00 p.m. and overview of item.

XI. Announcements & Planning

- a. Correspondence
None.
- b. Proposed Future Agenda Items
None.

XII. Adjournment

- a. Adjourn Meeting

**Moved by Trustee Capell to adjourn meeting.
Second by Trustee Cervantes.**

Motion unanimously carried.

Meeting was adjourned at 8:12 p.m.



MINUTES

Board of Library Trustees Retreat | Altadena Library District
Virtual – Zoom – January 8, 2021 – 9:00 a.m.

IMPORTANT NOTICE REGARDING JANUARY 8, 2021 BOARD RETREAT

This meeting was conducted utilizing teleconference and electronic means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

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I. Call to order

Trustee Kate Clark called the meeting to order at 9:02 a.m.

II. Open Session

a. Roll Call

Trustee Clark called roll. Trustee Andruess, Trustee Capell, and Trustee Cervantes responded as present. Trustee Wilkerson joined at 9:04 a.m.

b. Approval/Reordering of Agenda Items

Trustee Clark asked items VII. a and VII. b be switched for the purpose of the conversation.

c. Adoption of Agenda

**Moved by Trustee Cervantes to adopt the Agenda.
Second by Trustee Capell.**

Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Clark: Aye

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

III. Public Service Round Table Conversation/Appreciation Activity

Trustee Clark provided an overview of the purpose of the conversation and facilitated the activity. Trustees engaged in discussion about MBA Inventory results. Discussion ensued.

IV. Presentation

- a. Introduction to Debt Issuance - Mike Williams, Managing Director, Columbia Capital Management, LLC
Mike Williams, Shannon Harris, and James Prichard from Columbia Capital Management, LLC provided a presentation to the board. Discussion ensued.

V. Break

Trustee Clark called the break from 10:54 a.m. until 11:00 a.m.

VI. Presentation

- a. Public Works Contracting - John P. Coggins, Advisor, Regional Government Services
John Coggins from Regional Government Services provided a presentation to the board. Discussion ensued.

VII. Break

Trustee Clark called the break from 11:45 a.m. until 12:00 p.m.

VIII. Governance Round-Table Discussion

- a. Brown Act Refresher
Trustee Clark facilitated a brief Brown Act activity with trustees. Discussion ensued.
- b. Review Annual Evaluation Format
Trustees reviewed Annual Evaluation form and shared results of respective evaluations. Discussion ensued.
- c. Goal setting and Commitments
Trustees discussed facilitating ongoing conversations about the goals of the board. Trustee Clark asked each trustee to identify two board specific goals for the year for further discussion.

IX. Adjournment

Trustee Clark called to adjourn the meeting. Trustee Andruess moved to adjourn the meeting. Trustee Clark called for objections. No objections to adjourn were made.

Meeting was adjourned at 12:46 p.m.



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

DEPARTMENT: Adult Services

MEETING DATE: January 25, 2021

PREPARED BY: Viktor Sjöberg

LOCATION: Virtual Meeting

Increased focus on eMaterials

When the library's curbside service was suspended, Adult Services Librarian Margaret Hatanaka and our other adult selectors shifted their focus from purchasing physical books and materials to expanding and enhancing the cloudLibrary eBook and eAudiobook collection. As it is currently uncertain when our patrons will be able to provide access to physical materials, we anticipate demand for electronic materials to increase. Our selectors have been hard at work to ensure that patrons have access to new releases and bestsellers such as Barack Obama's *A Promised Land* through the Library's cloudLibrary service. We are also expanding the breadth of our Non-Fiction eBook collection to include cookbooks and much more.

Recognizing that unfamiliarity with eBooks and the apps used to access them is a barrier for some of our community members, the library team has been developing videos that guide library patrons through the process of downloading and navigating the cloudLibrary and Hoopla apps.

Working from home

Several staff members have reported that while working from home they are able to do work that they would have a hard time completing in the office environment, with its interruptions and competing priorities. Staff are able to do deeper, more reflective work and devote more time to research. I was happy to learn that and I am proud to be working with such a creative, positive, and collaborative team. For example, Library Assistant Helen Milner shared that working on the Community Asset Map has been very rewarding, and a great way to collaborate while working remotely: "Revisiting past library programs and contacts is inspiring, both in terms of seeing what has been accomplished in my many years with the district and envisioning how these contacts can foster each other in future projects. I am really proud to be contributing to something that will benefit our ability to form community partnerships."

We have also made great progress in terms of developing a new Public Services Desk Manual. Thank you to Library Assistant, Mikayla Arevalo, for taking on the task of creating an inventory of our existing documents and helping us determine what we are missing, what we need to update and what is no longer relevant. Once the initial phase of the project has been completed, the rest of the Adult Services team will get involved and we will eventually invite Youth & Family Services and Bob Lucas staff to participate in the review of the manual.

Collection management

While our physical buildings are closed to the community and most of our team members are working remotely, the Adult collection at the Main Library has been thoroughly examined by staff. Collection development staff has been working remotely and in tandem with staff on site to ensure that our collection is comprised of relevant and up to date materials that support community aspirations and satisfy a diversity of tastes. This is a significant undertaking that will include an upcoming shifting of the entire collection to further improve the user experience.



BOARD OF LIBRARY TRUSTEES
CHILDREN'S SERVICES REPORT FOR December 2020

DEPARTMENT: Youth and Family Services **MEETING DATE:** January 25, 2021
PREPARED BY: Mylinh Hamlington **LOCATION:** Virtual Meeting

General Updates

- The Youth and Family Services team took some time to rest and renew ourselves while getting reacclimated to working from home this December.
- We held only one program in the month of December, a Panel to Page session for tweens (ages 10-12), due to the programming break.
- We have all been working on completing our diversity audit of the collection virtually, recording short "Storytime Snippets" videos featuring songs and rhymes that we traditionally use in Storytime, and helping to answer library phone calls and chats.

Projects and Trainings

- Amanda focused much of her December work on summarizing the work of the EDI team over the past year and preparing for work in the new year. She met with managers and presented in the all-staff meeting to update everyone on the work that we have done in the past year. Amanda also presented her plan for a new vision of EDI work at the ALD to managers and suggested that all managers read *Emergent Strategy: Shaping Change, Changing Worlds* by Adrienne Maree Brown. In addition to her active work on EDI within the library staff community, Amanda also completed an Infopeople course on EDI in libraries.
- Helen Cate finished creating 9 spoon puppet kits that will go into circulation once we return to the building and are able to catalog them. She is also preparing for her upcoming programs in February.
- Yvette has completed an assortment of trainings and webinars related to Storytimes and early literacy in public libraries including Supercharged Storytimes and Raising the Bar. She has been attending meetings and meeting as many staff as she can digitally as well as preparing for the projects that she will lead for YFS in 2021.
- Cindy has been working with Yvette on upcoming programs and an Immigrant Welcome Guide for the community.
- I attended many virtual meetings this month. In addition to preparing for 2021 and managing the Youth and Family Services team, I have been working with Viktor and Diana to write new borrowing and collection development policies and procedures. I also recommended to the management team that library staff work through [Project READY: Reimagining Equity and Access for Diverse Youth](#) as our regular EDI training for the next few months. I have worked on it and utilized the resources provided often over the past few years and think that it will be a good framework for our EDI learning as a staff.

Upcoming Programs

- Storytime Snippets videos are being released every Tuesday. Yvette has taken on the editing of these videos which we are very grateful for.
- STEM with Dr. Ben is an upcoming monthly program. My husband Ben Hamlington, who is a research scientist at JPL, has volunteered to demonstrate various science experiments and answer any science related questions that participants may have.
- Cindy and Yvette are planning a craft and program for Lunar New Year in February.
- Helen Cate is creating a Storywalk featuring the book *Thank You Omu!* by Oge Mora that will be featured outside the main library during the month of February. She is also working with Adult Services to facilitate a February program featuring author Peter J Harris and his Faces of the Black Man of Happiness campaign.
- Amanda will host monthly programs/hangouts for Tweens. The goal is that the theme of each month's program will be selected by the participants themselves.



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

DEPARTMENT: Teen Services

MEETING DATE: January 25, 2021

PREPARED BY: Isabelle Briggs

LOCATION: Virtual Meeting

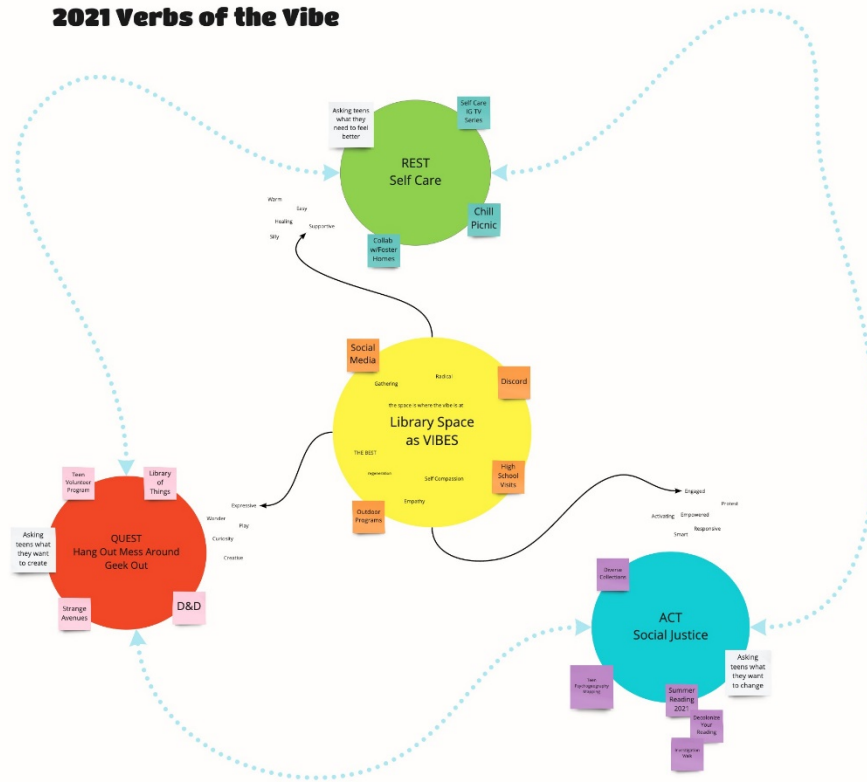
HIGHLIGHTS:

As is well known, December was spent working from home and on a (semi) programming break. This provided an opportunity to get started on a lot of new projects and planning for the upcoming year! Despite the programming break, I hosted two Dungeons and Dragons sessions this month with a total of 14 participants. We had some new members join the group who have already shown a lot of enthusiasm for working together and building new worlds.

Much of this month was spent working with my collaborator Aaron, from the Bob Lucas Branch, to build a new model of Teen Services programming for 2021. We used the software called Miro to create visualizations for brainstorming and then strategizing our mission, values, and plan for 2021 Teen Services.

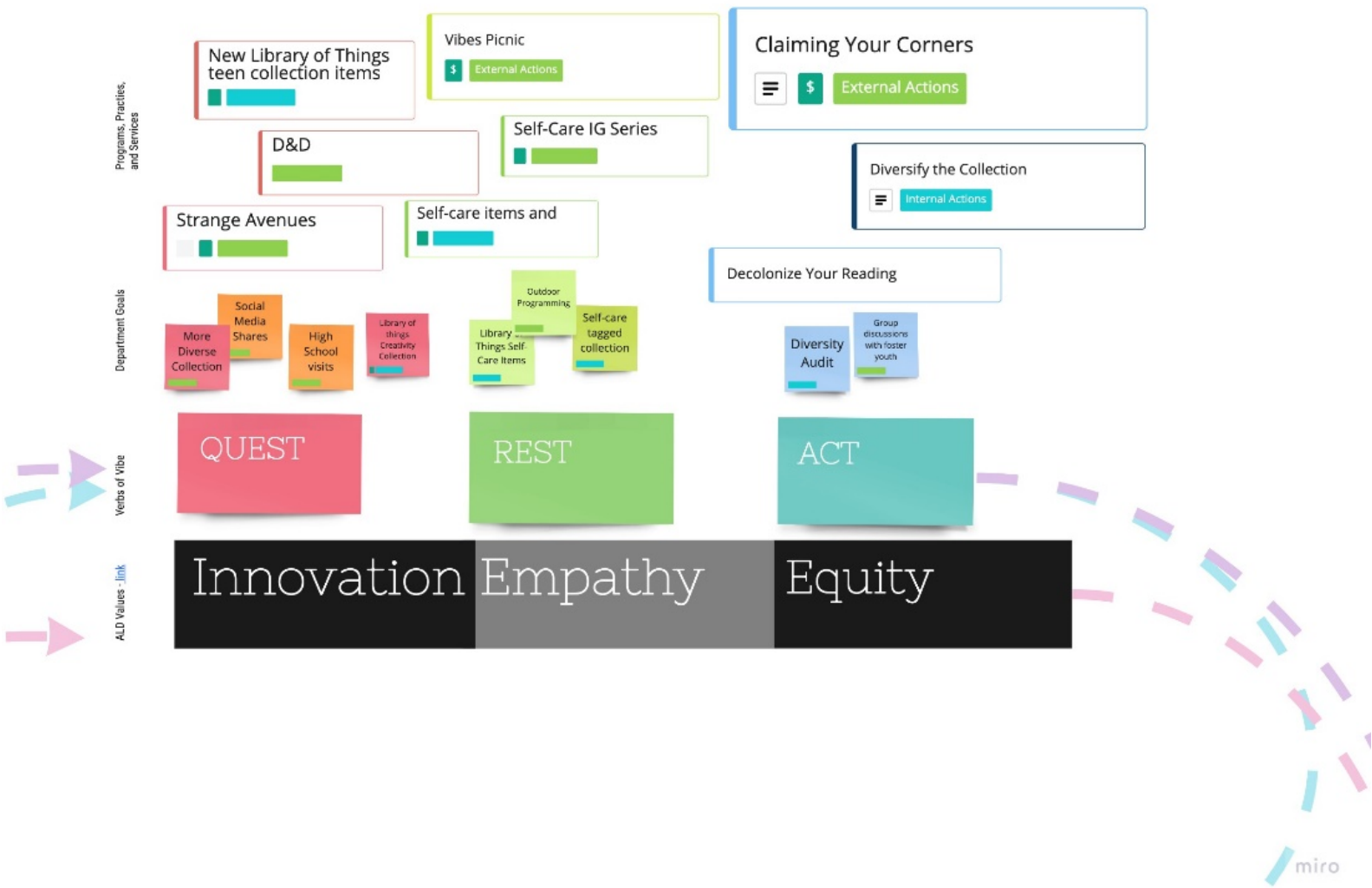
In 2021, the Teen Services Department is committed to three values represented in the verbs **rest**, **act**, and **quest**. We identified these values through a reflective process that attempted to disconnect the spirit of the library from the physical destination of the building. We came to an understanding, that the library was more committed to the emotional and social spaces we create through digital media and non-specific locales. In other words, the library is a vibe or a mood, and wherever or whenever you feel that vibe you are in the library. The values of rest, act, and quest represent the three vibes we felt were most meaningful to the relationship that we at the library are building with the teens in Altadena. These values represent not only what we perceive as the interests and needs of teens, but also correspond to dialogues we want to have with young people. Rest is about self-care and asking teens what they need to feel better. Act is about social justice and asking teens what they want to change in the world. Quest is about exploration and asking teens what they want to create. We also see these values as part of a replenishing non-linear cycle. Rest and self-care enable you to act and make change, and change is not effective if you do not have the creative vision and imagination to build new futures.

2021 Verbs of the Vibe

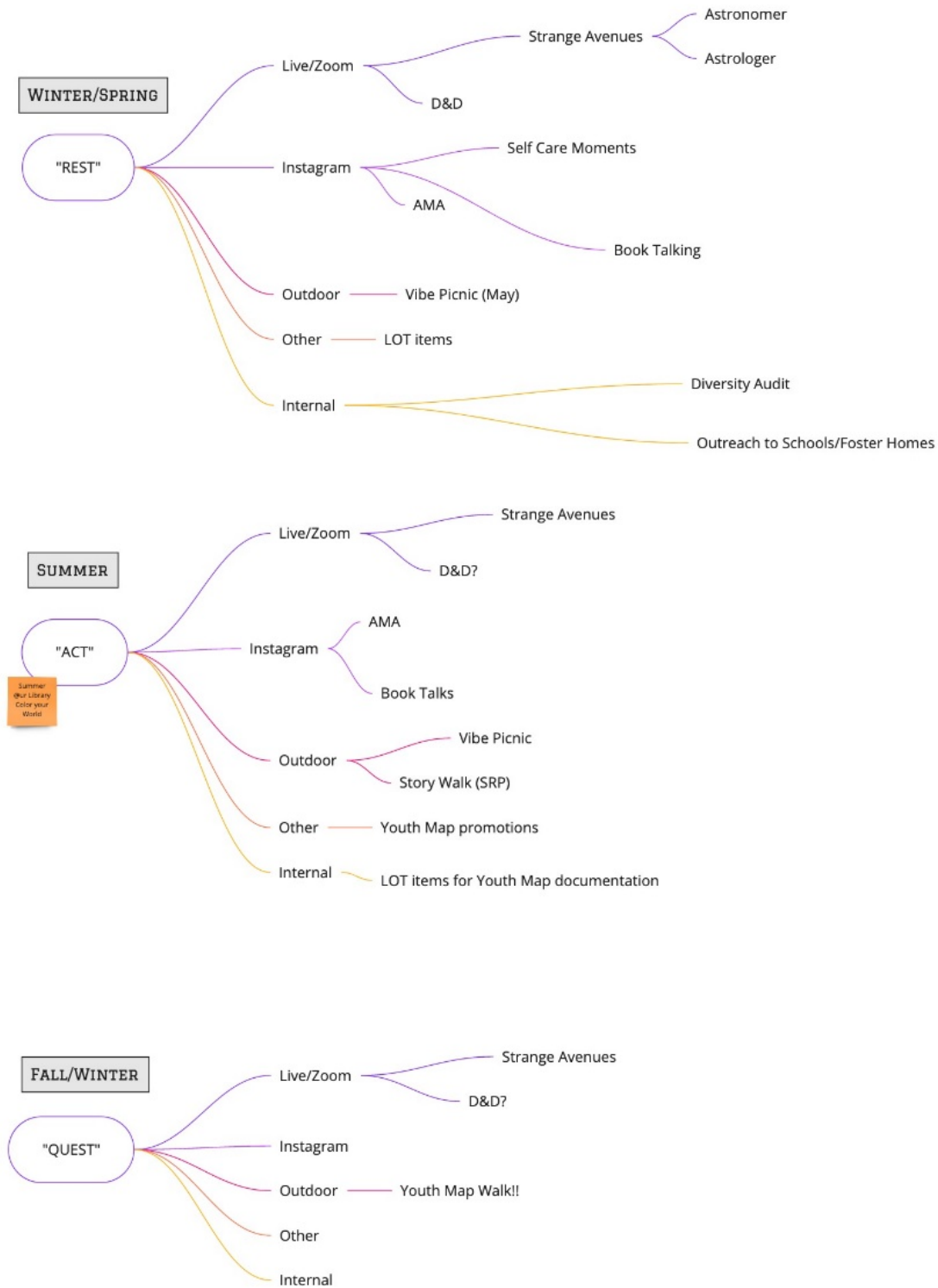


The second part of our process was aligning these values with our operational and departmental goals, and building a timeline based on this continuum of rest/act/quest. Aaron and I began to see how some of our goals and programs aligned more with certain values than others, and we felt that this created the opportunity for a broad thematic approach. We saw how certain themes aligned better with different parts of the year – how Rest would be an appropriate way to start the new year and how Act might be perfect for the summer months. We also approached internal projects in a similar way with a mindfulness for staff needs and workloads, asking questions like “What are the projects that will need the most time to prepare?” and “What are the internal projects that will thematically support public projects?” Our objective was to create a year-long strategic plan for all our projects and programs that was thematically coherent and conscientious of our values and sustainable for staff still working in a pandemic. Aaron and I both feel extremely confident that we met that objective. We now have a flexible and cohesive structure for our year that will allow us to effectively accomplish our operational and programmatic goals.

2021 Strategy Map



2021 Seasonal Project Map





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

DEPARTMENT: Bob Lucas Branch

MEETING DATE: January 25, 2021

PREPARED BY: Diana Wong

LOCATION: Virtual Meeting

Bob Lucas Highlights

- Modesta arranged for a health educator from Young & Healthy and a registered nurse with the Pasadena Public Health Department to give a virtual talk related to COVID and self-care. The virtual Spanish language health presentation was attended by 6 current and former ESL learners.
- Aaron completed his studies at Clarion University and received his MLIS this month!
- Aaron was accepted into the California Library Association's 2020-2021 cohort for "New Leaders". Aaron certainly impressed the selection committee with his application as a limited number of participants are selected each year. The program kicks-off in early January.

Working From Home

The transition to working from home the second time around was smoother and felt less rushed. Staff are keeping busy at home, sharing their adapted kitchen offices with kids, grandkids, pets, and others. We are all making it work:

- Aaron
 - He developed a set of programming goals for teen engagement with Isabelle.
 - He also researched Asset Based Community Development to prepare a staff skills and competencies inventory. To make the most of this inventory he has been training on graph databases. This tool will help us see how our individual talents and knowledge can connect with our community's needs.
- Diana
 - She continues to support the literacy learners and tutors with telephone check-ins, researching for learning materials and making visits to the post office to mail off materials.
 - As part of the management team, she has been taking time to read *Emergent Strategy* by Adrienne Maree Brown.
 - She is working with Viktor and Mylinh on drafting an updated Collection Development policy and procedure to take a larger group staffed with selectors to review the document.
 - As part of our 2021 operating goals related to Professional Development, she created and sent out a form asking staff to identify technology skills they would

like to improve on that would help with assisting patrons and/or that would increase efficiency and productivity in other areas of their work. The responses will be used to plan, design, and implement training in the coming months.

- Michelle
 - She spent the early part of the month working on signage for the garden and preparing for a staff presentation.
 - She was busy planning the Winter/Spring line up for the very popular Adult craft program that she hosts monthly. There is a plan to incorporate a mini-informal community conversation activity into program to capture participant feedback. More to come!
- Modesta
 - She continues with ESL instruction despite the library closure. She assigns her students with independent work and reading and reviews the assignments over the phone with them individually.
 - She also spent time this month preparing for the Conversation component of ESL and met with the volunteer who will be running the weekly virtual session that is scheduled to begin late-January.
- All BL Team
 - We continue to meet weekly over Zoom going over the operational goals and spent the month reading over the assigned EDI materials and discussing and reflecting its relevance to our work.

Demonstration Garden

Reaching out to a native language specialist to get the remaining Tongva names for the plants in our garden, we learned that some of our current translations are not Tongva, but a far better documented language known as Luiseño. More attempts will be made to find translations. If anything, we are looking forward to the bloom of plants and trees that will be coming out of winter dormancy in the coming months.



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

DEPARTMENT: Facilities

MEETING DATE: January 25, 2021

PREPARED BY: Jonathan Arevalo

LOCATION: Virtual Meeting

Facilities Highlights for the Month of December:

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

- Plumbing upgrades were done at the Main Library in the form of a new water faucet in the maintenance room and new water heater for the building.
- The glass of the outdoor lighted sign at the Main Library has been replaced. New signage will be installed by the end of January 2021.
- A floodlight fixture was installed at the southeast corner of the Main Library to better display our banners at night. We would like to thank the Christmas Tree Lane Association (CTLA) for the donation and installation of the floodlight.
- The landscape lighting project at the Bob Lucas Library was completed.
- An RFP for janitorial services that will assist the facilities team in the cleaning and maintenance of the Main Library was posted in the month of December. The RFP deadline was extended to January 8, 2021 due to no responses by the December 18, 2020 deadline.

On behalf of the facilities team, we would like to thank everyone who has worked alongside us, in one capacity or another, to assist in the maintaining of the buildings of the Altadena Library District this year. It has been a very trying year with all the changes we have had to implement for the protection of all, but we thank you for your understanding and perseverance during this time. We as a team could not have accomplished all that was done this year without you.

I would also like to thank the team I work with. Without the daily assistance of Gerardo Avila, Anthony Green, and Ricardo Loza, the daily maintenance and security of the library buildings would be a difficult task to undertake. Thank you for all your hard work and looking forward to working with you all in the coming year.



**BOARD OF LIBRARY TRUSTEES
I.T. and T.S. REPORT for December 2020**

DEPARTMENT: Technical Services

MEETING DATE: January 25, 2021

PREPARED BY: Christopher Kellermeyer

LOCATION: Virtual Meeting

During the closure, 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. We have obtained sample data and will cross examine the rating system to determine ESP's viability. More information can be found here: https://www.baker-taylor.com/viewnews.cfm?press_id=365&typ=c
2. T.S. continues to work with Baker and Taylor to setup the buyback program. In the interim, weeded materials are going to Better World Books.
3. The wiring component of the 10 GB backbone and infrastructure upgrade has been scheduled to start on January 11th. The Main and Bob Lucas 10 GB circuits have been installed by AT&T but will not go live until all infrastructure hardware and wiring is installed and configured.
4. After a high-level meeting with CSL representatives, it is clear we will need to shift gears on the strategy to establish universal highspeed access via 5G technologies. We will be exploring partnerships with providers that are ramping up their 5G infrastructure.

Applied for Mobile Beacon grant and expected decision early Jan., 2021	Working with other departments to develop acquisition and weeding parameters for our Library of Things.
T.S. staff are tidying up catalog records.	Evaluating 360 VR camera for multimedia.
Purchased Mavic Air 2 drone for multimedia.	T.S. staff are expanding their skill sets in software, databases, GIS, Koha, and O365.



**BOARD OF LIBRARY TRUSTEES
DIRECTOR'S REPORT for January 2021**

DEPARTMENT: Administration

MEETING DATE: January 25, 2021

PREPARED BY: Nikki Winslow

LOCATION: Virtual Meeting

Staffing Updates:

- a) Hires/Promotions: None
- b) Appointments: None
- c) Transfers: None
- d) Resignations/Terminations/Retirements: None

Staff Continue to Work-At-Home:

The majority of our staff are now working from home due to the surge in Coronavirus cases across LA County. Currently we do not plan to bring staff back to the building and reinstating Curbside and Passport Services until at least February 1. Nicole Fabry and I continue to receive updates to the County health orders and follow the daily number of cases. I also discuss this with Trustee Clark during our weekly phone calls to ensure that the Board is consulted and updated with these decisions.

I am very proud of the immense amount of work that is being done remotely by the staff. We do a Morning Huddle on Zoom each day to check in with each other and briefly discuss what we will be working on that day. We continue to answer calls that come and live chat sessions Monday through Saturday 10:00am – 6:00pm. We are all hopeful that we will be back in the library in February so we can expand services again and have the chance to see one another in person!

Library Services Extend Beyond Our Building Walls

The ***Altadena Library website*** is our online library branch... and it is open 24/7! With your Altadena Library card, you can continue to access digital reading platforms and databases anytime, including the following examples:

- ***cloudLibrary***: Access to over 140,000 ebooks and audiobooks
- ***hoopla***: Movies, music, audiobooks, ebooks, comics and TV shows to enjoy on your computer, tablet, or phone – and even your TV!
- ***Tumblebooks***: An online collection of existing picture books with animation, sound, music and narration which you can read or have read to you
- ***The New York Times Online***: Courtesy of the California State Library, a daily access code to give you full digital access to The New York Times.
- ***A to Z World Foods***: Thousands of international recipes, hundreds of culture and ingredient articles to take your culinary skills to the next level

We encourage members of the community to continue to utilize our limitless resources through the website as well as our YouTube page at www.youtube.com/c/altadenalibrary.

Statistical Update:

System-Wide Statistics	July	August	September	October	November	December
E-Resource Checkouts	5790	5396	5381	6790	7031	4601
3-D Printouts	41	24	20	20	0	0
Reference Sessions	60	108	123	332	231	114
Live Chat Sessions	52	37	61	56	35	23

Main Library Statistics						
Physical Collections Checkouts	3263	2234	7111	6467	5543	1234
Library of Things	22	34	30	21	40	22
Print from Home Transactions	0	0	0	0	1	0
New Patrons	73	59	53	71	48	44

Bob Lucas Statistics						
Physical Collections Checkouts	186	164	622	603	786	101
Library of Things	6	10	7	6	6	4
Print from Home Transactions	0	0	0	0	1	0
New Patrons	1	3	2	4	1	1

Similar to previous months in 2020, we are seeing a dramatic decline in circulation numbers with us suspending Curbside services starting on December 7. I do want to commend staff that worked the few days before we sent everyone to work from home for calling all patrons that had items on hold and setting up Curbside appointments before they could no longer do so. They had around a hundred appointments on Friday 12/4 and Saturday 12/5 – what an amazing display of teamwork from everyone to make that happen!

Programs & Partnerships

Virtual Events Relaunch!

The time working at home has been invaluable for our staff planning virtual programs for the year ahead. Our calendar of events is populated again after our brief planning hiatus, offering regular storytime videos, opportunities for engagement on the @AltadenaTeens Instagram, virtual book clubs and more, as described in the following pages of departmental reports.

Little Free Libraries = A Network of Literacy Champions

Plans are underway, thanks to Library Assistant Helen Milner, to connect with all owners of Little Free Libraries to formalize the District’s support of these touch points throughout our community. The Friends of the Altadena Library have generously offered up surplus books from their storage to allow library staff to keep LFLs around Altadena stocked. We hope to use the bookmobile in the future for these stops and to bring related activities to neighborhoods with LFLs.

Altadena Library Foundation Retreat

I worked with Bridget in November and December to come up with a plan for the annual retreat of the Foundation. This included connecting her with a former colleague of mine in Las Vegas. Danielle Milam, Development Director for the Las Vegas-Clark County Library District (LVCCLD), helped found the LVCCLD Foundation back in the late 2000s, and has grown it to be a strong fundraising arm for the District. Danielle, Bridget and I discussed the development and training needs of the Foundation Board and created an agenda to work through topics virtually. They held their first half of the retreat last Wednesday, January 13 from 5:00-7:30pm, which included meeting their FOUR new Directors on the Board. Chloé and I presented on our Strategic Plan and also our Operational Plans from last and this year to help guide their work. The second half of the retreat will be on Wednesday, January 27th at 5:00pm. A big thank you to our Board Liaison, Rushmore, for attending with such short notice!

PUSD Homework Helpers

This month, Isabelle, Chloé, and Natalya worked diligently to forge a partnership with Pasadena Unified School District (PUSD) in the form of the Homework Helper program. The Homework Helper program will provide an opportunity for PUSD seniors to earn community service hours as they provide homework peer support and mentorship for fellow Altadena, Pasadena, and Sierra Madre students in grades 5-12. The online application was made available this month and the deadline for application submissions is January 29th at 5:00pm. Any interested PUSD senior can apply now at

<https://www.altadenalibrary.org/volunteer/>. I am excited about this partnership and look forward to more opportunities to collaborate with PUSD.



The poster features the Altadena Libraries logo at the top left. A diagonal banner in the top right corner reads "EARN COMMUNITY SERVICE HOURS & MAKE A DIFFERENCE!". The main headline is "Volunteers Needed!" in large blue letters. Below it, the text says "HOMEWORK PEER SUPPORT for PASADENA, ALTADENA, and SIERRA MADRE STUDENTS". The central image shows a young girl looking at a laptop screen displaying a woman's face, with a speech bubble saying "This could be you!". Two orange callout boxes state "COMMITMENT OF 3-5 HOURS A WEEK" and "ACCEPTING APPLICATIONS FROM PUSD SENIORS ONLY". The bottom section includes a paragraph about seeking seniors in Pasadena Unified School District, the Pasadena Unified School District logo and tagline "Our Children. Learning Today. Leading Tomorrow.", and the application deadline "APPLY ONLINE BY JANUARY 29: WWW.ALTADENALIBRARY.ORG/VOLUNTEER".



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

DEPARTMENT: Administration

MEETING DATE: January 25, 2021

PREPARED BY: Nicole Fabry

LOCATION: Virtual Meeting

TITLE: Summary Report of Financial Statements for November 2020

NOVEMBER 2020 FINANCIAL STATEMENTS

The following financial reports are for the month of November 2020. The financial statements are unaudited. Currently we are at 41.6% 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 -\$1,171,017.29. ALD cash and cash equivalents are \$2,554,164.92.

Total cash with the County is \$2,004,053.79. The total amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is \$1,977,025.

ALD total assets equal \$4,254,708.32.

REVENUE HIGHLIGHTS

Account 4740 – In November 2020 we received \$21,219.00 in grant income from California State Library (CSL) for Literacy funds.

Account 4340 – Passport Services was able to earn \$1,015.00 in income from checks for the very limited time they were open. Similar income from credit card payments will appear on next month's financial statements.

EXPENDITURE HIGHLIGHTS

Account 7320 – Over \$66,000 was paid to NIC Partners, Inc to begin work on CSL Grant funded internet upgrades.

Account 6150 – \$5,000 was received in credits from Southern California Library Cooperative (SCLC) for the increased purchase of e-materials due to Covid-19.

Account 7125 – A combined total of \$11,000.35 was paid to Columbia Capital and Eide Bailly for financial services related to the audit and CFD formation in November 2020.

Account 6220 – A combined total of \$1,136.47 was spent in Adult Services for presenters and materials on tarot reading, seed library, and Zine workshops.

PAYMENTS FROM SUPPORT ORGANIZATIONS

None to report.

Altadena Library District
Balance Sheet
As of November 30, 2020

	Nov 30, 20
ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
Cash in Banks	
1001 · Pacific West - Checking	533,103.11
1002 · Pacific West - MMA	15,762.91
1046 · PayPal	395.11
Total Cash in Banks	549,261.13
Cash on Hand	
1080 · Petty Cash	500.00
1081 · Cash Register - Main	150.00
1082 · Petty Cash - Branch	100.00
1083 · Cash Register - Branch	100.00
Total Cash on Hand	850.00
Cash with County	
1010.00 · Cash in County Treasury	1,994,596.10
1013 · FMV - COLA Funds	9,457.69
Total Cash with County	2,004,053.79
Total Cash & Cash Equivalents	2,554,164.92
Total Checking/Savings	2,554,164.92
Other Current Assets	
Property Tax Receivables (COLA)	
1410 · PT Receivable-Current Unsecured	6,533.31
Total Property Tax Receivables (COLA)	6,533.31
Total Other Current Assets	6,533.31
Total Current Assets	2,560,698.23
Fixed Assets	
Capital Assets	
Accumulated Depreciation	
1800 · Accum Depr (S & I)	(1,163,680.68)
1900 · Accum Depr (FF & E)	(109,838.88)
Total Accumulated Depreciation	(1,273,519.56)
Depreciable Assets	
1550 · Structures & Improvements	1,722,477.96
1700 · Furniture, Fixtures & Equipment	202,498.41
Total Depreciable Assets	1,924,976.37
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	179,780.28
Total Capital Assets	831,237.09
Total Fixed Assets	831,237.09

Altadena Library District
Balance Sheet
As of November 30, 2020

	Nov 30, 20
Other Assets	
Deferred Outflows of Resources	
1990 · DOR - Pension Contributions	255,705.00
1991 · DOR - Pension Related	360,027.00
1992 · DOR - OPEB Contributions	128,120.00
1993 · DOR - OPEB Related	118,921.00
Total Deferred Outflows of Resources	862,773.00
Total Other Assets	862,773.00
TOTAL ASSETS	4,254,708.32
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	68,773.29
Total Accounts Payable	68,773.29
Credit Cards	
2009 · UMB Credit Card	9,129.14
Total Credit Cards	9,129.14
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)	2,358.09
2100.04 · CalPers PEPRA (EE Ded)	9,541.16
2100.07 · CalPers 457 (EE Contribution)	445.98
2100.08 · CalPers 457 (EE Loan Repayment)	240.82
2100.09 · Disability Insurance	(253.60)
Total 2100 · Payroll Payable	25,148.44
Total Other Current Liabilities	137,395.31
Total Current Liabilities	215,297.74
Long Term Liabilities	
Deferred Inflows of Resources	
2601 · DIR - Pension Related	216,988.00
2602 · DIR - OPEB Related	340,616.00
Total Deferred Inflows of Resources	557,604.00
2700 · Net Pension Liability	2,504,038.00
2701 · Net OPEB Liability	1,024,083.00
Total Long Term Liabilities	4,085,725.00
Total Liabilities	4,301,022.74
Equity	
3300 · Retained Earnings	1,124,702.87
Net Income	(1,171,017.29)
Total Equity	(46,314.42)
TOTAL LIABILITIES & EQUITY	4,254,708.32

Altadena Library District

Profit & Loss

November 2020

	Nov 20
Ordinary Income/Expense	
Income	
DONATIONS AND GRANTS	
4730 · Undesignated	50.00
4740 · CA Library Literacy Services	21,219.00
Total DONATIONS AND GRANTS	21,269.00
FINES & FEES	
4305 · Fees	111.92
4310 · MFM / Printer Revenue	0.60
4340 · Passport Services Fees	1,015.00
Total FINES & FEES	1,127.52
PROPERTY TAXES	
4030 · Prior-Year Secured	
4030.00 · Prior Secured	25,318.45
4030.05 · Secured Tax Refunds	(2,179.62)
Total 4030 · Prior-Year Secured	23,138.83
4060 · Special Assessment	
4060.01 · Per Parcel Benefit Assessment	8,791.96
Total 4060 · Special Assessment	8,791.96
4070 · Supplemental Current	
4010.03 · SB 813 Supplemental	11,165.02
Total 4070 · Supplemental Current	11,165.02
4075 · Supplemental Prior	
4030.03 · SB 813 Redemption	3,202.22
Total 4075 · Supplemental Prior	3,202.22
4080 · Penalties, Interest & Costs-Ref	7,185.66
4200 · Interest Income - County of LA	1,184.81
Total PROPERTY TAXES	54,668.50
Total Income	77,065.02
Expense	
CAPITAL EXPENSE	
7320 · Structures & Improvements	68,340.42
Total CAPITAL EXPENSE	68,340.42
FACILITIES, GROUNDS & MAINT.	
7205 · Maintenance Contracts	84.50
7210 · Building Maint & Repairs	731.57
7220 · Landscape	2,708.15
Total FACILITIES, GROUNDS & MAINT.	3,524.22
LIBRARY MATERIALS	
6115 · Electronic Databases & Subscrip	199.33
6120 · Books	1,570.91
6140 · Periodicals	8,896.04
6150 · Downloadables	(5,000.00)
Total LIBRARY MATERIALS	5,666.28
OPERATING EXPENSES	
ADVERTISING & MARKETING	
6618 · Recruitment	45.00
6627 · Advertising / Marketing	321.55
Total ADVERTISING & MARKETING	366.55

Altadena Library District

Profit & Loss

November 2020

	Nov 20
FEES	
6745 · Banking & Service Fees	5.34
6746 · Payroll Fees	750.00
7530 · County Tax Collection Fees	921.36
Total FEES	1,676.70
STAFF COSTS & PROF. DEVELOPMENT	
6710 · Meetings & Travel	1.02
Total STAFF COSTS & PROF. DEVELOPMENT	1.02
UTILITIES	
6920 · Electricity	4,420.17
6940 · Water & Sewage	50.15
6950 · Refuse	504.24
Total UTILITIES	4,974.56
6750 · Printing & Reproduction	500.00
6755 · Small Equipment	794.90
6765 · Janitorial Supplies	581.59
6770 · Operating Supplies	440.45
6775 · Technical Services Supplies	
6970 · Equipment Lease & Rental	2,019.43
Total OPERATING EXPENSES	11,355.20
PERSONNEL RELATED EXPENSES	
5000 · SALARIES & WAGES	
5010 · Salaried	57,596.36
5020 · Hourly	79,586.56
Total 5000 · SALARIES & WAGES	137,182.92
5100 · Employer-Portion Taxes/Benefits	
5120 · Payroll Taxes (ER)	10,435.00
5210 · PERS Retirement	
5210.01 · CalPers CLASSIC (ER Contr)	1,864.47
5210.02 · CalPers PEPRA (ER Contr)	7,418.92
Total 5210 · PERS Retirement	9,283.39
Total 5100 · Employer-Portion Taxes/Benefits	19,718.39
5200 · Insurance	
5220 · Health Insurance	(3,461.52)
5230 · Dental Insurance	(186.98)
5240 · Vision Insurance	(68.42)
5260 · Life Insurance	(1.48)
Total 5200 · Insurance	(3,718.40)
Total PERSONNEL RELATED EXPENSES	153,182.91
PROFESSIONAL & TECHNICAL	
INFORMATION TECHNOLOGY (IT)	
7170 · Telecommunications	746.45
7180 · Technology Equipment	404.77
7185 · Technology Maintenance Fees	549.98
7190 · Website Development	143.28
Total INFORMATION TECHNOLOGY (IT)	1,844.48

Altadena Library District

01/15/21

Profit & Loss

Accrual Basis

November 2020

	<u>Nov 20</u>
PROFESSIONAL SERVICES	
7125 · Audit and Financial Consulting	1,000.35
7130 · Legal Fees	692.00
7155 · Consultants - Other	10,000.00
	<hr/>
Total PROFESSIONAL SERVICES	11,692.35
	<hr/>
Total PROFESSIONAL & TECHNICAL	13,536.83
PROGRAMS	
6200 · Youth Services	23.77
6210 · Teen Services	45.87
6220 · Adult Services	1,136.47
6240 · Literacy Services	3.33
6250 · Volunteer Services	246.76
	<hr/>
Total PROGRAMS	1,456.20
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Total Expense	257,062.06
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Net Ordinary Income	(179,997.04)
	<hr/>
Net Income	(179,997.04)
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Altadena Library District
Profit & Loss Budget vs. Actual
July through November 2020

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4705 · Altadena Library Foundation		10,000.00	(10,000.00)	
4710 · Friends of the Library	28,000.00	25,000.00	3,000.00	112.0%
4730 · Undesignated	50.00		50.00	100.0%
4735 · Designated	346,334.77			
4740 · CA Library Literacy Services	21,219.00	18,000.00	3,219.00	117.9%
Total DONATIONS AND GRANTS	395,603.77	53,000.00	342,603.77	746.4%
FINES & FEES				
4305 · Fees	419.77	4,000.00	(3,580.23)	10.5%
4310 · MFM / Printer Revenue	7.95	8,000.00	(7,992.05)	0.1%
4340 · Passport Services Fees	1,015.00	90,000.00	(88,985.00)	1.1%
4350 · Sales of Products		1,500.00	(1,500.00)	
Total FINES & FEES	1,442.72	103,500.00	(102,057.28)	1.4%
INTEREST INCOME & ADJUSTMENTS				
4210 · Interest Income (Savings)	0.97	400.00	(399.03)	0.2%
Total INTEREST INCOME & ADJUSTMENTS	0.97	400.00	(399.03)	0.2%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	27.00			
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)	
Total OTHER REVENUE & ADJUSTMENT	7,169.80	241,550.00	(234,380.20)	3.0%
PROPERTY TAXES				
4010 · Current-Year Secured				
4010.00 · Current Secured		2,576,000.00	(2,576,000.00)	
Total 4010 · Current-Year Secured		2,576,000.00	(2,576,000.00)	
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	88,920.24			
4020 · Current-Year Unsecured - Other		86,900.00	(86,900.00)	
Total 4020 · Current-Year Unsecured	88,920.24	86,900.00	2,020.24	102.3%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(30,202.91)			
4030.05 · Secured Tax Refunds	(3,146.42)			
Total 4030 · Prior-Year Secured	(33,349.33)			
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(14,502.00)			
Total 4040 · Prior-Year Unsecured	(14,502.00)			
4050 · Homeowners Exemption		15,300.00	(15,300.00)	
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	(6,666.24)			
4060 · Special Assessment - Other		846,400.00	(846,400.00)	
Total 4060 · Special Assessment	(6,666.24)	846,400.00	(853,066.24)	(0.8)%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	(13,410.00)			
Total 4070 · Supplemental Current	(13,410.00)			

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

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
4075 · Supplemental Prior				
4030.03 · SB 813 Redemption	3,539.15			
Total 4075 · Supplemental Prior	3,539.15			
4080 · Penalties, Interest & Costs-Ref	9,270.86	10,000.00	(729.14)	92.7%
4200 · Interest Income - County of LA	901.72	21,000.00	(20,098.28)	4.3%
Total PROPERTY TAXES	34,704.40	3,555,600.00	(3,520,895.60)	1.0%
Total Income	438,921.66	3,954,050.00	(3,515,128.34)	11.1%
Expense				
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures	23,972.02	50,000.00	(26,027.98)	47.9%
7320 · Structures & Improvements	86,346.42	70,000.00	16,346.42	123.4%
Total CAPITAL EXPENSE	110,318.44	120,000.00	(9,681.56)	91.9%
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	5,672.78	12,000.00	(6,327.22)	47.3%
7210 · Building Maint & Repairs	4,180.69	30,000.00	(25,819.31)	13.9%
7220 · Landscape	11,078.09	19,000.00	(7,921.91)	58.3%
Total FACILITIES, GROUNDS & MAINT.	20,931.56	61,000.00	(40,068.44)	34.3%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	3,388.01	22,000.00	(18,611.99)	15.4%
6115 · Electronic Databases & Subscrip	13,971.95	30,000.00	(16,028.05)	46.6%
6120 · Books	51,979.58	130,000.00	(78,020.42)	40.0%
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	11,594.60	15,000.00	(3,405.40)	77.3%
6150 · Downloadables	8,991.22	43,000.00	(34,008.78)	20.9%
6155 · Library of Things	804.68	2,000.00	(1,195.32)	40.2%
Total LIBRARY MATERIALS	92,117.43	297,000.00	(204,882.57)	31.0%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	400.00			
7540 · Trustee Election		70,000.00	(70,000.00)	
Total MISCELLANEOUS EXPENSE	400.00	70,000.00	(69,600.00)	0.6%
OPERATING EXPENSES				
ADVERTISING & MARKETING				
6618 · Recruitment	241.25	2,500.00	(2,258.75)	9.7%
6627 · Advertising / Marketing	2,170.50	7,000.00	(4,829.50)	31.0%
Total ADVERTISING & MARKETING	2,411.75	9,500.00	(7,088.25)	25.4%
FEES				
6745 · Banking & Service Fees	(49.89)	2,000.00	(2,049.89)	(2.5)%
6746 · Payroll Fees	3,750.00	10,200.00	(6,450.00)	36.8%
7530 · County Tax Collection Fees	921.36	33,700.00	(32,778.64)	2.7%
Total FEES	4,621.47	45,900.00	(41,278.53)	10.1%
INSURANCE				
6430 · Insurance-Gen, Prop, Liab, Eq	49,027.78	48,800.00	227.78	100.5%
6432 · Earthquake Insurance	33,102.25	33,100.00	2.25	100.0%
Total INSURANCE	82,130.03	81,900.00	230.03	100.3%

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

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
STAFF COSTS & PROF. DEVELOPMENT				
6623 · Trustee Prof. Development	15.00	3,000.00	(2,985.00)	0.5%
6625 · Training & Education	2,285.21	15,000.00	(12,714.79)	15.2%
6626 · Staff Recognition	418.36	2,000.00	(1,581.64)	20.9%
6710 · Meetings & Travel	1,341.79	10,000.00	(8,658.21)	13.4%
6730 · Mileage & Parking Reimbursement		2,000.00	(2,000.00)	
Total STAFF COSTS & PROF. DEVELOPMENT	4,060.36	32,000.00	(27,939.64)	12.7%
UTILITIES				
6920 · Electricity	20,762.10	40,000.00	(19,237.90)	51.9%
6930 · Natural Gas	112.22	4,000.00	(3,887.78)	2.8%
6940 · Water & Sewage	2,730.30	8,000.00	(5,269.70)	34.1%
6950 · Refuse	2,663.44	7,000.00	(4,336.56)	38.0%
Total UTILITIES	26,268.06	59,000.00	(32,731.94)	44.5%
6620 · Membership Dues & Subscriptions	9,457.94	14,000.00	(4,542.06)	67.6%
6740 · Postage & Delivery	313.13	7,000.00	(6,686.87)	4.5%
6750 · Printing & Reproduction	2,410.00	5,000.00	(2,590.00)	48.2%
6755 · Small Equipment	1,847.99	7,000.00	(5,152.01)	26.4%
6765 · Janitorial Supplies	2,051.82	6,000.00	(3,948.18)	34.2%
6770 · Operating Supplies	8,770.31	15,000.00	(6,229.69)	58.5%
6775 · Technical Services Supplies	773.66	5,000.00	(4,226.34)	15.5%
6780 · Operating Software		1,500.00	(1,500.00)	
6960 · Sales of Products		200.00	(200.00)	
6970 · Equipment Lease & Rental	8,890.38	20,000.00	(11,109.62)	44.5%
Total OPERATING EXPENSES	154,006.90	309,000.00	(154,993.10)	49.8%
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	306,254.18	908,300.00	(602,045.82)	33.7%
5020 · Hourly	431,005.24	974,100.00	(543,094.76)	44.2%
Total 5000 · SALARIES & WAGES	737,259.42	1,882,400.00	(1,145,140.58)	39.2%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA	83.86			
5120 · Payroll Taxes (ER) - Other	55,900.45	155,600.00	(99,699.55)	35.9%
Total 5120 · Payroll Taxes (ER)	55,984.31	155,600.00	(99,615.69)	36.0%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	6,314.67	20,300.00	(13,985.33)	31.1%
5210.02 · CalPers PEPR (ER Contr)	28,753.34	104,300.00	(75,546.66)	27.6%
5218 · PERS Unfunded	168,617.00	168,700.00	(83.00)	100.0%
Total 5210 · PERS Retirement	203,685.01	293,300.00	(89,614.99)	69.4%
5222 · OPEB Contribution		60,000.00	(60,000.00)	
Total 5100 · Employer-Portion Taxes/Benefits	259,669.32	508,900.00	(249,230.68)	51.0%
5200 · Insurance				
5220 · Health Insurance	34,441.13	132,000.00	(97,558.87)	26.1%
5221 · Health Insurance - Retirees	23,424.12	71,700.00	(48,275.88)	32.7%
5230 · Dental Insurance	2,956.89	13,200.00	(10,243.11)	22.4%
5240 · Vision Insurance	1,818.99	3,900.00	(2,081.01)	46.6%
5260 · Life Insurance	464.94	1,400.00	(935.06)	33.2%
5270 · Workers' Compensation	49,825.96	47,050.00	2,775.96	105.9%
Total 5200 · Insurance	112,932.03	269,250.00	(156,317.97)	41.9%
Total PERSONNEL RELATED EXPENSES	1,109,860.77	2,660,550.00	(1,550,689.23)	41.7%

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

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
PROFESSIONAL & TECHNICAL				
INFORMATION TECHNOLOGY (IT)				
7135 · Technology Consulting		7,000.00	(7,000.00)	
7170 · Telecommunications	3,841.31	10,000.00	(6,158.69)	38.4%
7175 · Internet Service / E-Rate		53,000.00	(53,000.00)	
7180 · Technology Equipment	7,192.67	15,000.00	(7,807.33)	48.0%
7185 · Technology Maintenance Fees	14,947.20	18,000.00	(3,052.80)	83.0%
7190 · Website Development	162.27	500.00	(337.73)	32.5%
Total INFORMATION TECHNOLOGY (IT)	26,143.45	103,500.00	(77,356.55)	25.3%
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	37,087.95	60,000.00	(22,912.05)	61.8%
7130 · Legal Fees	18,844.47	60,000.00	(41,155.53)	31.4%
7140 · Architectural & Engineering		50,000.00	(50,000.00)	
7155 · Consultants - Other	27,073.00	100,000.00	(72,927.00)	27.1%
Total PROFESSIONAL SERVICES	83,005.42	270,000.00	(186,994.58)	30.7%
Total PROFESSIONAL & TECHNICAL	109,148.87	373,500.00	(264,351.13)	29.2%
PROGRAMS				
6200 · Youth Services	1,471.59	11,000.00	(9,528.41)	13.4%
6210 · Teen Services	3,386.40	5,500.00	(2,113.60)	61.6%
6220 · Adult Services	1,932.09	25,000.00	(23,067.91)	7.7%
6230 · Bob Lucas Branch Services	3,539.39	4,500.00	(960.61)	78.7%
6240 · Literacy Services	1,448.57	5,000.00	(3,551.43)	29.0%
6250 · Volunteer Services	276.30	2,000.00	(1,723.70)	13.8%
6260 · Summer Reading	1,100.64	10,000.00	(8,899.36)	11.0%
Total PROGRAMS	13,154.98	63,000.00	(49,845.02)	20.9%
Total Expense	1,609,938.95	3,954,050.00	(2,344,111.05)	40.7%
Net Ordinary Income	(1,171,017.29)		(1,171,017.29)	100.0%
Net Income	(1,171,017.29)		(1,171,017.29)	100.0%

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

	Jul - Nov 20	Jul - Nov 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4710 · Friends of the Library	28,000.00	29,800.00	(1,800.00)	(6.0)%
4730 · Undesignated	50.00	1.00	49.00	4,900.0%
4735 · Designated	346,334.77		346,334.77	100.0%
4740 · CA Library Literacy Services	21,219.00	18,000.00	3,219.00	17.9%
Total DONATIONS AND GRANTS	395,603.77	47,801.00	347,802.77	727.6%
FINES & FEES				
4305 · Fees	419.77	2,137.46	(1,717.69)	(80.4)%
4310 · MFM / Printer Revenue	7.95	2,539.35	(2,531.40)	(99.7)%
4340 · Passport Services Fees	1,015.00	51,425.00	(50,410.00)	(98.0)%
4350 · Sales of Products		540.00	(540.00)	(100.0)%
Total FINES & FEES	1,442.72	56,641.81	(55,199.09)	(97.5)%
INTEREST INCOME & ADJUSTMENTS				
4210 · Interest Income (Savings)	0.97	16.59	(15.62)	(94.2)%
Total INTEREST INCOME & ADJUSTMENTS	0.97	16.59	(15.62)	(94.2)%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	27.00	5,850.41	(5,823.41)	(99.5)%
4915 · Film Rental Revenue	7,142.80		7,142.80	100.0%
4930 · E-Rate Revenue				
Total OTHER REVENUE & ADJUSTMENT	7,169.80	5,850.41	1,319.39	22.6%
PROPERTY TAXES				
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	88,920.24	86,918.20	2,002.04	2.3%
Total 4020 · Current-Year Unsecured	88,920.24	86,918.20	2,002.04	2.3%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(30,202.91)	(14,942.21)	(15,260.70)	(102.1)%
4030.05 · Secured Tax Refunds	(3,146.42)	(6,488.26)	3,341.84	51.5%
Total 4030 · Prior-Year Secured	(33,349.33)	(21,430.47)	(11,918.86)	(55.6)%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(14,502.00)	(9,103.53)	(5,398.47)	(59.3)%
Total 4040 · Prior-Year Unsecured	(14,502.00)	(9,103.53)	(5,398.47)	(59.3)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	(6,666.24)	(7,388.58)	722.34	9.8%
4060.02 · Direct Assessments		402.45	(402.45)	(100.0)%
Total 4060 · Special Assessment	(6,666.24)	(6,986.13)	319.89	4.6%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	(13,410.00)	(5,167.54)	(8,242.46)	(159.5)%
Total 4070 · Supplemental Current	(13,410.00)	(5,167.54)	(8,242.46)	(159.5)%
4075 · Supplemental Prior				
4030.03 · SB 813 Redemption	3,539.15	2,974.44	564.71	19.0%
Total 4075 · Supplemental Prior	3,539.15	2,974.44	564.71	19.0%
4080 · Penalties, Interest & Costs-Ref	9,270.86	6,805.70	2,465.16	36.2%
4200 · Interest Income - County of LA	901.72	6,788.11	(5,886.39)	(86.7)%
Total PROPERTY TAXES	34,704.40	60,798.78	(26,094.38)	(42.9)%
Total Income	438,921.66	171,108.59	267,813.07	156.5%
Expense				
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures	23,972.02	4,939.50	19,032.52	385.3%
7320 · Structures & Improvements	86,346.42	6,381.00	79,965.42	1,253.2%
Total CAPITAL EXPENSE	110,318.44	11,320.50	98,997.94	874.5%

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

	Jul - Nov 20	Jul - Nov 19	\$ Change	% Change
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	5,672.78	5,262.56	410.22	7.8%
7210 · Building Maint & Repairs	4,180.69	15,787.96	(11,607.27)	(73.5)%
7220 · Landscape	11,078.09	12,015.29	(937.20)	(7.8)%
Total FACILITIES, GROUNDS & MAINT.	20,931.56	33,065.81	(12,134.25)	(36.7)%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	3,388.01	10,375.21	(6,987.20)	(67.4)%
6115 · Electronic Databases & Subscrip	13,971.95	20,532.92	(6,560.97)	(32.0)%
6120 · Books	51,979.58	43,266.01	8,713.57	20.1%
6125 · Audio CD	694.64	1,384.57	(689.93)	(49.8)%
6130 · DVD's & Videogames	692.75	18,828.51	(18,135.76)	(96.3)%
6135 · Processing of Materials		19,606.57	(19,606.57)	(100.0)%
6140 · Periodicals	11,594.60	12,280.08	(685.48)	(5.6)%
6150 · Downloadables	8,991.22	6,820.48	2,170.74	31.8%
6155 · Library of Things	804.68	804.68	804.68	100.0%
Total LIBRARY MATERIALS	92,117.43	133,094.35	(40,976.92)	(30.8)%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	400.00	414.30	(14.30)	(3.5)%
Total MISCELLANEOUS EXPENSE	400.00	414.30	(14.30)	(3.5)%
OPERATING EXPENSES				
ADVERTISING & MARKETING				
6618 · Recruitment	241.25	1,763.94	(1,522.69)	(86.3)%
6627 · Advertising / Marketing	2,170.50	1,415.59	754.91	53.3%
Total ADVERTISING & MARKETING	2,411.75	3,179.53	(767.78)	(24.2)%
FEES				
6745 · Banking & Service Fees	(49.89)	1,020.34	(1,070.23)	(104.9)%
6746 · Payroll Fees	3,750.00	3,950.00	(200.00)	(5.1)%
7530 · County Tax Collection Fees	921.36	911.92	9.44	1.0%
Total FEES	4,621.47	5,882.26	(1,260.79)	(21.4)%
INSURANCE				
6430 · Insurance-Gen, Prop, Liab, Eq	49,027.78	33,011.34	16,016.44	48.5%
6432 · Earthquake Insurance	33,102.25	30,370.00	2,732.25	9.0%
Total INSURANCE	82,130.03	63,381.34	18,748.69	29.6%
STAFF COSTS & PROF. DEVELOPMENT				
6623 · Trustee Prof. Development	15.00	240.00	(225.00)	(93.8)%
6625 · Training & Education	2,285.21	10,194.94	(7,909.73)	(77.6)%
6626 · Staff Recognition	418.36	418.82	(0.46)	(0.1)%
6710 · Meetings & Travel	1,341.79	6,117.38	(4,775.59)	(78.1)%
6730 · Mileage & Parking Reimbursement		1,163.64	(1,163.64)	(100.0)%
Total STAFF COSTS & PROF. DEVELOPMENT	4,060.36	18,134.78	(14,074.42)	(77.6)%
UTILITIES				
6920 · Electricity	20,762.10	18,072.15	2,689.95	14.9%
6930 · Natural Gas	112.22	152.23	(40.01)	(26.3)%
6940 · Water & Sewage	2,730.30	2,744.57	(14.27)	(0.5)%
6950 · Refuse	2,663.44	2,919.35	(255.91)	(8.8)%
Total UTILITIES	26,268.06	23,888.30	2,379.76	10.0%
6620 · Membership Dues & Subscriptions	9,457.94	9,619.46	(161.52)	(1.7)%
6740 · Postage & Delivery	313.13	2,327.96	(2,014.83)	(86.6)%
6750 · Printing & Reproduction	2,410.00	2,209.77	200.23	9.1%
6755 · Small Equipment	1,847.99	2,051.13	(203.14)	(9.9)%
6765 · Janitorial Supplies	2,051.82	2,902.30	(850.48)	(29.3)%
6770 · Operating Supplies	8,770.31	7,205.47	1,564.84	21.7%
6775 · Technical Services Supplies	773.66	2,358.39	(1,584.73)	(67.2)%
6780 · Operating Software		492.85	(492.85)	(100.0)%
6960 · Sales of Products		50.00	(50.00)	(100.0)%
6970 · Equipment Lease & Rental	8,890.38	6,613.02	2,277.36	34.4%
Total OPERATING EXPENSES	154,006.90	150,296.56	3,710.34	2.5%

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

	Jul - Nov 20	Jul - Nov 19	\$ Change	% Change
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	306,254.18	117,445.91	188,808.27	160.8%
5020 · Hourly	431,005.24	576,060.58	(145,055.34)	(25.2)%
Total 5000 · SALARIES & WAGES	737,259.42	693,506.49	43,752.93	6.3%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA	83.86		83.86	100.0%
5120 · Payroll Taxes (ER) - Other	55,900.45	53,186.53	2,713.92	5.1%
Total 5120 · Payroll Taxes (ER)	55,984.31	53,186.53	2,797.78	5.3%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	6,314.67	9,838.75	(3,524.08)	(35.8)%
5210.02 · CalPers PEPRRA (ER Contr)	28,753.34	29,403.28	(649.94)	(2.2)%
5218 · PERS Unfunded	168,617.00	147,894.00	20,723.00	14.0%
Total 5210 · PERS Retirement	203,685.01	187,136.03	16,548.98	8.8%
Total 5100 · Employer-Portion Taxes/Benefits	259,669.32	240,322.56	19,346.76	8.1%
5200 · Insurance				
5220 · Health Insurance	34,441.13	45,979.90	(11,538.77)	(25.1)%
5221 · Health Insurance - Retirees	23,424.12	27,547.22	(4,123.10)	(15.0)%
5230 · Dental Insurance	2,956.89	3,036.13	(79.24)	(2.6)%
5240 · Vision Insurance	1,818.99	1,264.65	554.34	43.8%
5260 · Life Insurance	464.94	593.69	(128.75)	(21.7)%
5270 · Workers' Compensation	49,825.96	31,233.41	18,592.55	59.5%
Total 5200 · Insurance	112,932.03	109,655.00	3,277.03	3.0%
Total PERSONNEL RELATED EXPENSES	1,109,860.77	1,043,484.05	66,376.72	6.4%
PROFESSIONAL & TECHNICAL				
INFORMATION TECHNOLOGY (IT)				
7170 · Telecommunications	3,841.31	4,041.27	(199.96)	(5.0)%
7175 · Internet Service / E-Rate		10,338.21	(10,338.21)	(100.0)%
7180 · Technology Equipment	7,192.67	6,659.29	533.38	8.0%
7185 · Technology Maintenance Fees	14,947.20	12,882.65	2,064.55	16.0%
7190 · Website Development	162.27	330.45	(168.18)	(50.9)%
Total INFORMATION TECHNOLOGY (IT)	26,143.45	34,251.87	(8,108.42)	(23.7)%
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	37,087.95	9,321.33	27,766.62	297.9%
7130 · Legal Fees	18,844.47	30,909.38	(12,064.91)	(39.0)%
7145 · Collection Agency		1,297.75	(1,297.75)	(100.0)%
7155 · Consultants - Other	27,073.00	14,687.51	12,385.49	84.3%
Total PROFESSIONAL SERVICES	83,005.42	56,215.97	26,789.45	47.7%
Total PROFESSIONAL & TECHNICAL	109,148.87	90,467.84	18,681.03	20.7%
PROGRAMS				
6200 · Youth Services	1,471.59	548.78	922.81	168.2%
6210 · Teen Services	3,386.40	350.96	3,035.44	864.9%
6220 · Adult Services	1,932.09	6,584.75	(4,652.66)	(70.7)%
6230 · Bob Lucas Branch Services	3,539.39	1,782.99	1,756.40	98.5%
6240 · Literacy Services	1,448.57	2,295.62	(847.05)	(36.9)%
6250 · Volunteer Services	276.30	721.37	(445.07)	(61.7)%
6260 · Summer Reading	1,100.64	2,992.26	(1,891.62)	(63.2)%
Total PROGRAMS	13,154.98	15,276.73	(2,121.75)	(13.9)%
Total Expense	1,609,938.95	1,477,420.14	132,518.81	9.0%
Net Ordinary Income	(1,171,017.29)	(1,306,311.55)	135,294.26	10.4%
Net Income	<u>(1,171,017.29)</u>	<u>(1,306,311.55)</u>	<u>135,294.26</u>	<u>10.4%</u>



**BOARD OF LIBRARY TRUSTEES
STANDING COMMITTEE REPORT**

COMMITTEE: Community Facilities District

MEETING DATE: January 25, 2021

PREPARED BY: Trustee Terry Andrues

LOCATION: Virtual Meeting

Community Facilities District Committee Meeting

The Community Facilities District (CFD) Committee convened via ZOOM at 3:02 p.m. on January 7, 2021.

Committee Chair Trustee Terry Andrues and Committee member Trustee Rushmore Cervantes were in attendance. Also attending were Library Director Nikki Winslow, Administrative Services Manager, Nicole Fabry and Administrative Assistant, Natalya Romo.

Trustee Andrues opened the meeting with a brief description of the CFD Committee structure and commented on the scope and duties of the CFD Committee as it moves forward with the execution of the CFD functions.

Since this was the inaugural meeting, Trustee Andrues reminded the CFD Committee members and supporting staff that-- as a standing committee-- it is subject to the Brown Act and serves an important fiduciary function for the library. As such, the CFD Committee should understand both its responsibility and its accountability, striving for transparency as it helps to oversee the use of taxpayer funds.

Trustee Andrues asked for a discussion about adding Committee members to establish an odd number of seats for voting purposes. The members discussed whether to add 1 or 3 members, settling on one as an appropriate expansion for the Committee at this time. According to Board Policy, there can be only 2 Trustees on a standing committee. Adding an Altadena resident was favored over a library staff member to avoid any perceived conflicts. Adding a resident will also provide an outside-the-library perspective regarding the activities of the CFD.

Library Director Nikki Winslow recommended a public recruitment process for the addition like that used for open Board seats. This would include posting the opening on the Library website, followed candidate interviews and selection by Committee members. The Committee will present this plan for discussion on the February 22 Board Meeting agenda.

The members and staff agreed that a monthly meeting schedule is appropriate for the CFD Committee. Meetings will be held at 3 pm on the second Wednesday of each month. The next meeting will be held on February 10. The frequency of meetings may be changed as the CFD activities become more routine. A meeting calendar that runs through December 2021 was approved by vote.

A discussion about the formation of the CFD working group followed. General agreement was that the CFD financial activities should be handled by outside consultants. Based on her preliminary research, Nikki proposed that RFP's should be created and distributed soon for services, including:

- CFD Administration and Bond Consulting
- Registered Municipal Advisor services
- Bond Counsel
- Capital Project Manager
- Bond Underwriter

Nikki to create RFP models for Committee review at the February 10 CFD meeting. The Committee will make its candidate recommendations at the 2/22 Board meeting. It is hoped that vendor award recommendations can occur at the April 26 Board meeting. The meeting received one public comment about the importance of bond underwriting for CFD's.

The meeting was adjourned at 3:55 p.m.



**BOARD OF LIBRARY TRUSTEES
AD HOC COMMITTEE REPORT**

COMMITTEE: Facilities

MEETING DATE: January 25, 2021

PREPARED BY: Trustee Jason Capell

LOCATION: Virtual Meeting

Facilities Ad-Hoc Committee Meeting

The newly established Facilities Ad-Hoc committee held its first meeting on Wednesday, January 13, 2021. In attendance were Trustees Jason Capell and Katie Clark as well as Altadena Library Director Nikki Winslow.

The focus of the first meeting was to establish some initial guiding principles for the committee and discuss the most immediate actions that need to be taken to address the serious facilities maintenance, repair, and accessibility issues for the District.

Initial Guiding Principles:

1. We are committed to using any taxpayer funds in the most cost-effective, responsible, and equitable way possible.
2. We are committed to preserving the historic nature, unique architecture, and special character of our library buildings.
3. We are committed to an open and transparent process, and to actively seeking community input and feedback at every step.
4. We are committed to developing a long-range plan that takes into account the current needs of the community as well as the realistic life-span of our facilities, and has comprehensive repair, maintenance, and replacement planning built in

Other areas of discussion:

- The committee decided that hiring a Capital Project Manager to oversee the complex and multi-year capital projects is a critical immediate step, especially for an organization of our size, and recommends full board approval of an RFP as such to be issued.
- We discussed the different roles and responsibilities of the Facilities Committee vs the Community Facilities District, as well as the limits of staff bandwidth.
- In the last iteration of an Ad-Hoc Facilities Committee, many different approaches to capital improvement projects were discussed and we are seeking expert input on the best options to scope, estimate, and schedule our multiple projects (such as hiring a single design/build firm vs a series of separate project RFPs).
- We had some follow-up discussion regarding the concepts presented during the Board retreat around Job Order Contracting and joining the CUPCCA and ultimately decided

not to make any recommendations to the Board at this time, but to keep those options in mind for future needs especially as regards building maintenance.

- Recognizing that this process will affect all of our community, our immediate next steps include establishing a roundtable of community stakeholders, from our many community partners and from Altadena at large, so that we can begin the process of continuing ongoing dialogue.



**BOARD OF LIBRARY TRUSTEES
AD HOC COMMITTEE REPORT**

COMMITTEE: Redistricting

MEETING DATE: January 25, 2021

PREPARED BY: Trustee Kameelah Wilkerson

LOCATION: Virtual Meeting

Redistricting Committee Meeting

Welcome and Introductions

Present: Trustee Kameelah Wilkerson, Trustee Katie Clark, District Director Nikki Winslow and Douglas Johnson of NDC.

Introductions

Doug Johnson of National Demographic Corporation (NDC) introduced himself and his firm to the Committee. NDC has been in business since 1979, working on voting rights, districting and redistricting work in California. He has been with the company since 2001, has been President since 2006, and has been involved in over 300 of these types of processes across the state. ALD entered into an agreement with NDC to handle our transition from at-large to by-district elections in 2020, and this meeting served as an update to check in on the process, as it relies on 2020 Census Data.

Review of Scope:

Trustee Wilkerson reviewed current committee/project scope and status of Resolution No. 2019-03. This scope includes:

- Ensuring compliance with the CVRA within ALD's jurisdictional boundaries;
- Transitioning from an at-large election system to a district-based election system, which would have five divisions within the District boundary and one elected Trustee for each;
- Holding a series of community meetings and public hearings to seek public feedback and input on boundary lines and districts to ensure the most equitable and reasonable division.

The scope of the ad-hoc Redistricting Committee this year is to oversee the redistricting process with the help of National Demographics Corporation (NDC), with the goal of transitioning fully in advance of the deadlines for the 2022 election cycle (e.g., April of 2022).

Original timeline:

Trustee Clark offered a summary of the original timeline for redistricting, which had anticipated 2020 Census data being available in early spring of 2021, with a process to commence in April of 2021 and conclude by summer of this year. Of course, there are barriers that have arisen due to Census collection during a pandemic, so the committee asked Doug Johnson to update us on timelines based on census data availability, and to make his best recommendations for a revised timeline.

Updates on census data availability:

Although specific dates are not yet available, it seems clear that the Census data will be delayed in its availability - Mr. Johnson believes that he will have a better sense of what a realistic timeline would be closer to the end of January. His estimate is a range of April (best case) to August (worst case) of 2021. Since NDC handles a great deal of redistricting work for our region, as well as up and down the state, the committee discussed a reasonable timeline for completion that would allow the most time for public engagement and feedback, realizing that the pressure on families and Altadena residents is likely to continue to be difficult throughout the coming months.

Impact of pandemic on process:

As long as data is released by May of 2021, ALD could begin a process of redistricting this coming summer. Mr. Johnson has provided a Rough Districting Timeline, including mandated public hearings and recommended community engagement workshops (see next page). Mr. Johnson reminded the committee that the entire redistricting process must be completed by April of 2022 at the very latest in order to meet LA County Registrar/Recorder deadlines for elections in November of that year. The late spring/early summer meetings serve to inform the community of the process and gather feedback; the early fall meetings are the presentation of draft maps (which take into account all the community feedback, draft maps submitted by residents, and demographic and population balancing to ensure fair and equal districts). At that point, the public and the Board will have an opportunity to react to those maps, and either accept them and conclude the process, or continue to make adjustments until a satisfactory set of maps is reached. Mr. Johnson laid out both a condensed timeline, wherein the process would conclude by October of 2021, as well as an expanded timeline, which envisions a conclusion at the beginning of 2022, still well in advance of the April deadline (and sufficient to give any interested candidates more than sufficient time to organize, file, and mount a successful campaign).

Next steps and adjusted timeline

Mr. Johnson and Director Winslow will touch base in late January (or as soon as more accurate timelines for Census data availability emerge), and Director Winslow will open conversations with the Altadena Town Council to apprise them of the process and seek their participation. The committee will continue to compile a list of other community stakeholders and groups whose involvement can be sought ahead of time to ensure the most robust possible public engagement. The next likely meeting will be in April, pending more information from the US Census Bureau.

Director Winslow will confer with staff to ascertain the fiscal impact of the adjusted timeline, but it seems likely to be minimal at this point given that the entire process was already budgeted for this fiscal year.

Adjourn



January 19, 2021

Rough Districting Timeline for Altadena Library District

The districting process has the following meeting / hearing requirements:

1. 2 hearings or forums prior to drawing any draft maps.
2. 2 hearings held to discuss the draft maps and select a final map.
3. Finish the process by April 15th, 2022.

Three types of meetings can be held:

1. A formal public hearing during a regular board meeting
2. A formal public hearing at a special meeting
3. An informal workshop / town hall (with or without Board members present)

The initial pre-draft meetings can be either formal Board hearings or informal workshop / town hall meetings.

The two hearings to consider draft maps and adopt a final map have to be formal Board hearings, but an informal workshop / town hall is often very valuable as an additional meeting during this stage of the process.

There is considerable flexibility, but given what we know at this point NDC would suggest the following:

Early/mid-June	One workshop / town hall
June regular Board meeting	2 nd pre-draft-maps hearing
Early / Mid-September	Workshop / town hall to review and discuss draft maps
September Board meeting (or special Board meeting)	Board hearing to discuss and provide direction on draft maps
October Board meeting (or special Board meeting)	Board hearing and possible adoption of final map
Nov. – Dec.	Pause for holidays
January / February	Additional workshops or Board hearings if needed



**BOARD OF LIBRARY TRUSTEES
LIAISON REPORT**

REPORT: Government

MEETING DATE: January 25, 2021

PREPARED BY: Trustee Terry Andrues

LOCATION: Virtual Meeting

MEMORANDUM (via e-mail)

To: General Managers, Independent Special Districts in L.A. County

From: Paul Novak, Executive Officer

Re: Redevelopment Oversight Board Appointments – County of Los Angeles

Date: January 14, 2021

State law designates the Independent Special District Selection Committee (ISDSC) as the appointing authority for special district representation on each of five (5) new RDA Oversight Boards consolidated by law and effective July 1, 2018. As the Executive Officer of LAFCO, I am tasked with conducting the elections for special district representative to serve on the five (5) Redevelopment Agency Oversight Boards (“RDA Oversight Boards” or “Boards”) in Los Angeles County, pursuant to Health and Safety Code § 34179 and Government Code § 56332. As you may recall, LAFCO conducted said elections in late 2017 and made the corresponding appointments (one voting member on each of the five RDA Oversight Boards).

Representatives of the Los Angeles County Auditor-Controller (who staff the RDA Oversight Boards) have informed **there are vacancies for the independent special district representative on the Los Angeles County Supervisorial District Nos. 2, 4, and 5 RDA Oversight Boards. Pursuant to my conversations with representatives of the Auditor-Controller’s Office, I am starting the process to conduct elections to fill these three (3) vacancies.**

In the absence of an appointment by the ISDSC, and an election conducted by the LAFCO Executive Officer, the appointment is left to the discretion of the Governor. The boundaries of the five (5) Los Angeles County Supervisorial Districts

define the boundaries of the five (5) RDA Oversight Boards in Los Angeles County. Appointments of a special district representative to each of the three (3) boards will be by majority vote of the special districts which have territory within the boundaries of each district, as designated on Exhibits “A” and “B” (enclosed). Some special districts are located entirely within one (1) supervisorial district, and will, therefore, participate in only one (1) election. For example, the La Habra Heights County Water District is entirely within the 4th Supervisorial District, and will participate in the election for RDA Oversight Board No. 4. Other districts have territory which falls in more than one supervisorial district, and will, therefore, participate in multiple elections. For example, the Compton Creek Mosquito Abatement District has territory in the 2nd and 4th Supervisorial Districts, and will participate in the election for RDA Oversight Board No. 2 and RDA Oversight Board No. 4.

For each board, I will conduct an election for one (1) voting member. Individuals eligible for these positions must be “members of the legislative body of an independent special district . . . but shall not be members of the legislative body of a city or county.” More specifically, a candidate must be a member of a legislative body of an independent special district with territory within the boundary of the particular RDA Oversight Board to which the individual seeks appointment.

Given Pursuant to the provisions of the County of Los Angeles “Safer at Home Order for Control of COVID-19,” I plan to conduct the nomination and election by e-mail, pursuant to the following schedule:

Thursday, January 14, 2021 **Start of Nomination Period** (Request for nominations e-mailed to all independent special district general managers, and posted on LAFCO’s website)

Friday, February 12, 2021 **End of Nomination Period** (Nominations must be received (e-mail) by LAFCO by 5:00 p.m.)
at 5:00 p.m.

Tuesday, February 16, 2021¹ **Start of Voting Period** (Ballots e-mailed to all independent special district general managers)

Wednesday, March 17, 2021¹ **End of Voting Period** (Ballots must be received by LAFCO by 5:00 p.m.)
at 5:00 p.m.

Thursday, March 18, 2021¹ **Ballots Counted**
Results Announced (e-mailed to all special district general managers and candidates, and posted on LAFCO’s website)

¹NOTE: For any individual vacancy, if there is only one nominee/candidate, no election is required. Should that occur, I will forego the election(s) and immediately announce the appointment. (In the 2017 elections, there was only one candidate for each position, and no elections were required.)

Should you have any questions or concerns, please do not hesitate to contact Alisha O'Brien (aobrien@lalafco.org) or me (pnovak@lalafco.org).

Thank you.

Attachments:

Attachment "A": List of RDA Oversight Boards (by Independent Special District)

Attachment "B": List of RDA Oversight Boards (by Board No.)

Attachment "A"
List of RDA Oversight Boards (by Independent Special District)

<u>Special District</u>	<u>RDA Oversight Board</u>
Altadena Library District	5
Antelope Valley Cemetery District	5
Antelope Valley-East Kern Water Agency	5
Antelope Valley Health Care District	5
Antelope Valley Mosquito and Vector Control District	5
Antelope Valley Resource Conservation District	5
Artesia Cemetery District	4
Beach Cities Health Care District	4

Bradbury Community Services District	5
Central Basin Municipal Water District	2 and 4
Compton Creek Mosquito Abatement District	2 and 4
Crescenta Valley County Water District	5
Downey Cemetery District	4
Foothill Municipal Water District	5
Golden Valley Municipal Water District	5
Greater Los Angeles County Vector Control District	2, 4, and 5
Green Valley County Water District	5
Kinneloa Irrigation District	5
La Canada Irrigation District	5
La Habra Heights County Water District	4
Las Virgenes Municipal Water District	5
Little Lake Cemetery District	4
Littlerock Creek Irrigation District	5
Los Angeles County West Vector Control District	2 and 4
Los Angeles Harbor Area Cemetery District	4
Miraleste Recreation and Park District	4
Orchard Dale County Water District	4
Palm Ranch Irrigation District	5
Palmdale Water District	5
Palos Verdes Library District	4
Pasadena Glen Community Services District	5

Quartz Hill Water District	5
Resource Conservation District for the Santa Monica Mountains	4 and 5
Ridgecrest Ranchos Recreation and Park District	4
Rowland Water District	4
Santa Clarita Valley Water Agency	5
San Gabriel County Water District	5
San Gabriel Valley Mosquito & Vector Control District	5
San Gabriel Valley Municipal Water District	5
Three Valleys Municipal Water District	4 and 5
Upper San Gabriel Valley Municipal Water District	4 and 5
Walnut Valley Water District	4
Water Replenishment District of Southern California	2 and 4
West Basin Municipal Water District	2 and 4
West Valley County Water District	5
Westfield Recreation and Park District	4
Wrightwood Community Services District	5

**Attachment “B”
List of RDA Oversight Boards (by Board No.)**

RDA Oversight Board No. 2 (2nd Supervisorial District, Supervisor Holly Mitchell)

Six (6) Agencies:

- Central Basin Municipal Water District
- Compton Creek Mosquito Abatement District
- Greater Los Angeles County Vector Control District
- Los Angeles County West Vector Control District
- Water Replenishment District of Southern California

West Basin Municipal Water District

RDA Oversight Board No. 4 (4th Supervisorial District, Supervisor Janice Hahn)

Twenty-Two (22) Agencies:

Artesia Cemetery District
Beach Cities Health Care District
Central Basin Municipal Water District
Compton Creek Mosquito Abatement District
Downey Cemetery District
Greater Los Angeles County Vector Control District
La Habra Heights County Water District
Little Lake Cemetery District
Los Angeles County West Vector Control District
Los Angeles Harbor Area Cemetery District
Miraleste Recreation and Park District
Orchard Dale County Water District
Palos Verdes Library District
Resource Conservation District for the Santa Monica Mountains
Ridgecrest Ranchos Recreation and Park District
Rowland Water District
Three Valleys Municipal Water District
Upper San Gabriel Valley Municipal Water District
Walnut Valley Water District
Water Replenishment District of Southern California
West Basin Municipal Water District
Westfield Recreation and Park District

RDA Oversight Board No. 5 (5th Supervisorial District, Supervisor Kathryn Barger)

Twenty-nine (29) Agencies:

Altadena Library District
Antelope Valley Cemetery District
Antelope Valley-East Kern Water Agency
Antelope Valley Health Care District
Antelope Valley Mosquito and Vector Control District
Antelope Valley Resource Conservation District
Bradbury Community Services District
Crescenta Valley County Water District
Foothill Municipal Water District
Golden Valley Municipal Water District
Greater Los Angeles County Vector Control District
Green Valley County Water District
Kinneloa Irrigation District
La Canada Irrigation District

Las Virgenes Municipal Water District
Littlerock Creek Irrigation District
Palm Ranch Irrigation District
Palmdale Water District
Pasadena Glen Community Services District
Quartz Hill Water District
Resource Conservation District for the Santa Monica Mountains
Santa Clarita Valley Water Agency
San Gabriel County Water District
San Gabriel Valley Mosquito & Vector Control District
San Gabriel Valley Municipal Water District
Three Valleys Municipal Water District
Upper San Gabriel Valley Municipal Water District
West Valley County Water District
Wrightwood Community Services District

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon and Christina DiCaro, CLA Lobbyists

RE: **News From the Capitol**

GOVERNOR NEWSOM'S 2021-22 BUDGET: LIBRARY FUNDING PROPOSED
Senate and Assembly Conduct Overview Hearings

Last Friday, Governor Gavin Newsom released his January 2021-22 State Budget, which featured almost \$10 million in proposed new funds for popular public library programs. On Friday, you may have received a notice from the State Librarian, highlighting the good news from the Governor's plan. Here is the specific detail from the Governor's Budget:

- **Zip Books:** “An increase in **\$1 million ongoing** General Fund to support the online purchase and delivery of library books through the Zip Books Program. This no-cost service is an alternative to traditional interlibrary loan and enables library patrons to more efficiently request and receive books not available at their local library.”
- **Lunch at the Library:** “An increase of **\$800,000 ongoing** General Fund for library districts to develop summer meal programs for students in low-income communities.”
- **Community Outreach Vehicles and Bookmobiles:** “An increase of **\$3 million one-time** General Fund to provide grants to underserved local libraries for the purchase of a bookmobile or community outreach vehicle.”
- **Early Learning and After School Programs:** “An increase of **\$5 million one-time** General Fund to provide grants to local libraries to support early learning and after-school programs.”

It is important to note that in the case of the Zip Books and Lunch at the Library proposed appropriations, the Governor is suggesting that those dollars be “ongoing” in nature – meaning that the funding would be continuous, year-to-year unless adjusted by a future Budget action. “Ongoing” funds would give public libraries a better opportunity to make plans and assumptions about programs. The other two programs – Community Outreach Vehicles and Bookmobiles and Early Learning and After School Programs – are proposed for “one-time” funding, meaning that the dollars must be spent in fiscal year 2021-22 and the funds are not continuous. You may have read in media reports that that state is experiencing a higher than anticipated amount of revenues, which have materialized in the form of a one-time surplus of \$15 billion. The Governor is reluctant to commit too much in the way of ongoing funding to programs due to a projected downturn in the state's revenues, anticipated to be as much as an \$11 billion Budget deficit by 2023-24. Thus, the use of one-time funds allows the Governor to make investments in programs without the long-term commitment.

On Monday, the Assembly Budget Committee met to hear a presentation on the Governor's Budget from representatives from the Department of Finance, as well as a high-level analysis of

the Governor’s proposal from the state’s Legislative Analyst’s Office. The Legislative Analyst called the Governor’s proposed budget “overall, a reasonable mix of one-time and ongoing funds.” However, he noted that the Administration’s Budget was developed prior to the federal CARES Act adoption, and those components would need to be woven into the larger discussion regarding the state’s fiscal picture. The Senate Budget Committee held a similar overview today, with Chairwoman Nancy Skinner announcing that the budget subcommittees (that hear the various subject matter segments of the proposed Budget) “will begin meeting earlier than normal.” The Chair indicated that hearings would be accelerated in order to assist the Governor with his goal of pushing forward some of his “immediate need” proposals and to help the Senate juggle its ongoing challenge of lack of available hearing rooms that are of sufficient size to allow Senators and staff to safely distance. The Budget Subcommittees on Education Finance (where issues related to public libraries and the State Library are heard) in both the Senate and Assembly will begin meeting next week. The Assembly Budget Subcommittee will hear the State Library/public library-related proposals on March 16.

As mentioned, the Governor has highlighted several issues that he would like the Legislature to address more quickly than the traditional Budget process allows. The typical Budget deliberation process runs January through June 15th, with most of the Budget subcommittees commencing hearings in February or March with adoption of Budget subcommittee recommendations by late May. This year, the Governor has asked the Legislature to take early action on a \$2 billion package to allow schools to safely reopen, a \$600 tax refund for low income households, \$575 million in small business grants, \$2.6 billion to address the eviction moratorium and federal funds, etc. CLA is going to be asking the legislature to consider accelerating the \$800,000 proposal for the “Lunch at the Library” program in order to put those dollars to work as soon as possible this year for children in need of meals.

We will keep you posted as details continue to unfold.

Yolande Wilburn

City Librarian

Torrance Public Library | 3301 Torrance Boulevard | Torrance CA 90503 | 310.618.5953 Voice | 310.755.9392 Mobile

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EXECUTIVE OFFICE



BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

NEW COMMISSIONER VIRTUAL WORKSHOP

Hosted via WEBEX

Thursday, January 28, 2021

1:00 p.m.

Join the webinar virtually from your computer or smart phone

Click [New Commissioner Virtual Workshop](#) to register now.

Join the webinar and listen only:

Call **(415) 655-0001** access code: **145 650 4937**

Please submit any questions pertaining to the topics in the workshop by

5:00 p.m. on Wednesday, January 27, 2021

to committeebook@bos.lacounty.gov

Topics will include

- Commission Overview
- County Legislative Process
- The Brown Act and Robert's Rules of Order



**BOARD OF LIBRARY TRUSTEES
DIRECTOR EMPLOYMENT AGREEMENT AMENDMENT STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: January 25, 2020

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Amend Director Winslow's Employment Agreement with updated Change of Compensation Date

BACKGROUND:

The Board of Trustees conducted Director Winslow's annual evaluation in closed session on November 23, 2020. There was not a discussion or decision regarding an increase to compensation at that time, so it was added to the agenda to discuss in closed session at the next scheduled Board meeting on December 14, 2020.

Following the closed session discussion and negotiation on December 14, 2020, the Board of Trustees made a motion amend Director Winslow's contract to increase her compensation by 5% and make it retroactive to the annual evaluation date on November 23, 2020.

District policy has salary increases tied to anniversary dates, not the date of evaluation. Director Winslow started with ALD on November 4, 2019, so the compensation increase should be based on that date, in alignment with ALD Personnel Policies.

FISCAL IMPACT

A retroactive payment in the amount of \$1,146.08 will be issued for the date range from November 4, 2020 to December 27, 2020.

RECOMMENDATION

Staff recommends that the Board of Trustees move to amend Director Winslow's employment agreement to have her increase in compensation based on her anniversary date of November 4, 2020.



**BOARD OF LIBRARY TRUSTEES
STAFF MEMO – 2020 OPERATIONAL PLAN YEAR-END UPDATE**

DEPARTMENT: Administration

MEETING DATE: January 25, 2021

PREPARED BY: Management Team

LOCATION: Zoom

TITLE: 2020 Operational Plan – Year-End Update

BACKGROUND:

The 2020 Operational Plan was formed soon after the publication of the Strategic Plan that identified the following strategic priorities:

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

Approved at the January 2020 Board of Trustees meeting, this plan set a course for early steps toward our strategic priorities. 2020, however, was a year of adaptation. The 2020 Operational Plan was conceived months before a global pandemic would shake our collective stability and force us sporadically into remote work, shifting our entire service model at multiple points throughout the year. In response to the obligations of the pandemic as well as some structural changes amongst staff, there were certain tasks that had to be modified and some that needs to be re-envisioned entirely. The following report highlights all that was accomplished from the original plan and its mid-year update and shares notes about objectives that will need to be either carried forward into 2021 as incorporated in the 2021 Operational Plan or set aside.

It is important to note that this high-level report forms a mere snapshot of what has been accomplished throughout this, at times, challenging year. The department reports presented to the Board of Trustees each month capture in more detail all that this resilient staff have developed amidst a pandemic and a year of adaptation.

RECOMMENDED ACTION: none; informational



ALTADENA LIBRARY DISTRICT

SUBJECT: 2020 Operational Plan – End-of-Year Update

SECTION: All Departments

COMPLETED OBJECTIVES AS OF DECEMBER 31, 2020

We are *CURIOUS*

☆ Staff Empowerment

- Train all staff on identified skills/competencies, including, but not limited to:
 - *SuperCharged Storytimes for Children's staff*
 - *Raising the Bar Training for Children's staff*
 - *Equity, Diversity, and Inclusion Trainings now distributed monthly*
 - *Trauma-Informed Care training*
 - *Mental Health training*
- Integrate staff feedback from surveys to inform training priorities.
- Establish regular process for documented communication between supervisors and direct reports.

☆ Administrative Enhancements

- Update and optimize policies, procedures, manuals, and other administrative documents.
 - *Personnel Policies, Borrowing Policy, Animals in the Library Policy, Food and Drink Policy, Copyright Regulations Policy, Key Policy, Teleworking Policy, and Volunteer Policy have been created/updated*
 - *Technical Services function de-centralized and returned to several selectors and will continue to develop through cross-training*
- Perform a comparative review of similar libraries and districts to evaluate remaining policies needed at the Altadena Library District and implement new policies as necessary.
 - *An ongoing part of the development process of all policies includes comparative research of similar districts and systems.*
- Complete Classification and Compensation Study with Koff & Associates.
 - *Updated job descriptions and salary schedule based on results from the Classification and Compensation Study.*

☆ Engaging & Inclusive Programs

- Develop more consistent programs that showcase ALD's technology and offer our community opportunities to expand digital literacy.
 - *Introduction of Library of Things (virtual reality, telescopes, laptops) were met with great enthusiasm from community and opened the door for even more engagement moving forward when technology programs can continue in person.*
- Expand program offerings at Bob Lucas Branch to foster curiosity through story times, sensory activities, the arts, and crafts.
 - *The monthly Adult Crafting Hour program has regular attendance and was able to thrive during COVID thanks to pick-up kits with materials.*

☆ Space Layout Redesign

- Develop a multi-phased plan to address accessibility and space planning issues at the Main Library and Bob Lucas Branch.
 - *Collected community feedback through interactive Town Hall Meetings.*
 - *Finalized design recommendations with Architectural Resources Group (ARG), including estimated costs associated with carrying architectural projects forward.*
 - *Developed a strategy for fundraising with support groups and Board of Trustees.*
- Evaluate layout of all staff work areas to maximize use of space.
- Optimize use of Teen Space to be more inviting and engaging for local teens and teen programming.
- Create intentional outdoor spaces around both libraries that inspire curiosity and highlight water conservation efforts and native plants.

☆ **Collection Organization and Streamlining**

- Conduct an inventory of the entire collection and create a schedule for future inventories.
- Evaluate collections at both libraries, perform system-wide weeding, and fill gaps as necessary with content on subjects by diverse authors and creators that meets, as closely as possible, the needs, interests, and abilities of all people our libraries serve.
 - *Started developing a new Collection Development Policy to be completed in 2021*
- Perform ongoing collection maintenance to ensure library materials are presented in excellent condition.

☆ **Listening**

- Create a community asset map specific to West Altadena to identify potential local partnerships.
 - *With data captured through marketing and community engagement efforts as well as targeted research by Adult Services staff, a growing Community Asset Map is in development.*
- Create an ongoing survey for community requests for items to be purchased for the Library of Things.
 - *Patrons can now suggest items for the Library of Things in the catalog.*
- Utilize recent magazine survey results in the purchasing of new magazine subscriptions and renewals.

We are CONNECTORS

☆ **Reciprocal Partnerships**

- In celebration of Christmas Tree Lane Association's Centennial in 2020, create relevant displays and programs on Altadena history.
 - *In lieu of in-person programs and displays, the Libraries produced a series of videos about CTLA history in partnership with CTLA and Altadena Historical Society to great success; views on all videos exceed*

☆ **Digital Information Centralized**

- Increase engagement and reach on library website and social media platforms using streamlined layouts, engaging graphics and videos, and innovative content development to more clearly highlight all library services, resources, and staff.
 - *The libraries' digital presence became the primary vehicle for patron engagement during building closures, leading to thousands of views on*

YouTube channels, increased use of digital resources, and opportunities for library staff to experiment with digital tools with positive response from patrons, despite virtual burnout late in quarantine.

- Partner with community groups to develop a centralized, digital hub for Altadena news, events, information, and local history, including the Hidden Histories project, powered through the library website.
 - *Through Altadena Connections effort, Hidden Histories planning, and This is Altadena podcast, resource development is well underway for future expansion of projects.*
- Upgrade to Wi-Fi 6 to support faster connection for patrons and staff.
 - *IT Manager acquired sizeable grant that will pay for Wi-Fi upgrade as well as overhaul of IT infrastructure throughout District.*
- Implement a digitization project of library scrapbooks and photographs.

☆ Outreach

- Provide three programs in partnership with Growing Together PASadena sites (ie. Story times, parenting workshops, etc.).
 - *Young & Healthy Mindfulness programs in June*
 - *Summer Reading Kits for Pasadena Children's and Family Services*
- Offer at least one off-site Children's program per quarter in West Altadena.
 - *Visit to Loma Alta Park summer program and virtual story times to children in Parks & Rec Department programs*
- Identify and implement strategies to spread awareness and increase participation in story times and other programming at Bob Lucas Branch.
 - *Census outreach increased presence and relationships on west side of Altadena. This priority continues inherent in our work.*

☆ Sustainable Funding

- Support the implementation of efficient internal processes and outreach planning for Friends of the Altadena Library and Altadena Library Foundation to build a stronger fundraising and advocacy network.
- Research alternate sources of funding for capital projects.

We are NEIGHBORS

☆ Community-Driven Programs

- Establish a network of community-led Reading Groups, launching with the Read-a-Dena initiative, that meet annually in the Spring and Fall with library-developed curriculum and materials.
- Partner with community groups to form recurring panels hosted at the Library around civic engagement and related topics in the community.

☆ Community Hub

- Compile information and generate collateral as needed to connect our community with the resources they need.
- Enhance outdoor space around both libraries with more seating areas and easier walkability for the community.
 - *Received grant for installation of demonstration garden and outdoor seating at Bob Lucas Branch*
 - *Conducted socially distanced interactive workshops to complete new garden and offer opportunities for connection*
 - *Finished garden was unveiled in November 2020 and staff began program planning for year ahead that would incorporate maintenance of*

the garden as well as learning opportunities about regenerative practices

- *Installed exterior lighting at Main Library to prepare for installation of pathways and outdoor seating/tables on north side of the building*

☆ **Sustainability**

- Upgrade the Main Library's HVAC thermostats to have better control over interior climate to be an effective Cooling Center in the community.
- Repair damages at Main Library to keep building insulated and promote energy-efficiency.
- Launch a composting site and program in partnership with local experts at the Main Library.
 - i. *Relationships formed through Bob Lucas Branch demonstration garden now leading to grant program for composting at the Branch as well to be implemented in 2021*

OBJECTIVES MODIFIED OR IN PROGRESS

We are CURIOUS

☆ **Administrative Enhancements**

- In coordination with Emergency Action and Safety Team (EAST), update Emergency Evacuation Procedures and establish regularly scheduled drills for both sites.
 - *Made significant progress focusing on reopening contingency procedures for COVID-19 and will continue to build the document to include all emergency contingencies in 2021*
- Review, digitize, or dispose of ALD documents being stored based on the approved Records Retention policy.
 - *Have digitized several years of historical Board materials; progress will continue as ongoing project*

☆ **Engaging & Inclusive Programs**

- Prioritize development of programs targeting underserved demographic groups, including teens, young adults, millennials, veterans, BIPOC, and recent immigrants.
- Identify community members interested in leading the organization of community-driven programs and, through staff support and resources, empower those individuals to implement events and programs.
 - *Began this effort with engagement of community volunteers to lead implementation of Demonstration Garden; will continue into 2021*

☆ **Space Layout Redesign**

- Re-envision, revamp, and rebrand the FabLab in reflection of community needs and aspirations.

☆ **Collection Organization and Streamlining**

- Perform classification projects to make collection easier to navigate for patrons.
 - *Collection reconfiguration project to begin in 2021 under Assistant Director*
- Develop strategies to increase circulation and new cardholders at the Bob Lucas Branch.

- *Bob Lucas Branch is more integrated in all departments' plans in 2021 Operational Plan to support increased circulation and cardholders*

☆ **Listening**

- Develop a system for community surveys and data gathering that captures a significant, representative sample of the Altadena community.
 - *Data of representative samples have been pulled for effort to be carried forward in 2021 through the Community Conversations initiative*
- Partner with established committees and Reading Group network formed through Read-a-Dena initiative to engage in semi-annual Community Conversations to capture updated community priorities.
 - *Read-a-Dena initiative was heavily modified due to timing of COVID-19; reading groups were formed but not followed up with to conduct community conversations → to be carried forward in 2021 through renewed Community Conversations project*
- Form library-supported, community-driven work groups to meet regularly around addressing community needs through collaboration and development of relevant library programs.
 - *Following further research, the groups staff initially thought to pursue had existing efforts in the community thus shifting focus to connecting with and support the existing groups*

We are CONNECTORS

☆ **Reciprocal Partnerships**

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

☆ **Outreach**

- Schedule recurring, innovative outreach events at locations outside the library, prioritizing initiatives reaching underserved community groups.
 - *Had full schedule of innovative programming scheduled through Read-a-Dena and beyond that had to be canceled; this priority will continue into new year with assistance of bookmobile*
- Establish three new deposit libraries in Altadena with children's materials. Implement a schedule of regular deliveries to the Little Free Libraries in Altadena.
 - *Ball is rolling in 2021 to address this initiative*

We are NEIGHBORS

☆ **Volunteerism**

- In coordination with Volunteer Coordinator and Branch staff, recruit new literacy volunteers to eliminate matching wait time for learners.
- Create a robust teen internship/volunteer program that introduces participants to public service and the librarian profession.
 - *Carried into 2021 Operational Plan*

☆ **Community-Driven Programs**

- Create an Art Curation Team, made up of staff and community members, to develop an engaging schedule of art and interactive installations in our public spaces.
 - Carried into 2021 Operational Plan*

☆ **Community Hub**

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



**BOARD OF LIBRARY TRUSTEES
AMENDED BOARD OF TRUSTEES CALENDAR 2020/21 STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: January 25, 2020

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Approve the Amended Board of Trustees Calendar 2020/21

BACKGROUND:

The Board of Trustees approved the Board of Trustees Calendar 2020/21 at their Special Meeting on July 16, 2020. This calendar provides guidance on the regular items that come before the Board on an annual or bi-annual basis.

Based on changes to the Calendar that were identified by Director Winslow and Administrative Assistant Natalya Romo, the Calendar needed to be amended for the sake of accuracy to include the following updates:

- “Filing for Trustees Election – Even Year” was moved from July to August.
- “Mid-Year Operating Plan Review” was moved from January to July.
- “Employee Service Awards” was moved from August to December.
- “New Trustees Swearing-In Ceremony” was added to December.
- “Board Calendar for Upcoming Year” was moved from November to December.
- “Annual Report for Previous Fiscal Year (Internal and External)” was moved from October to December.
- Operational Plan for Upcoming Calendar Year was added to December.
- “Board Retreat” was added to January.
- “Mid-Year Budget Review of Current budget” was moved from January to February.
- “Review of Circulation Policies including Fee Schedule”, “Annual Review of Strategic Plan” and “Preliminary Review of Operating Plan for Upcoming Year” were removed from March.
- “Preliminary Budget Review of Proposed Budget for forthcoming fiscal year” and “Quarterly Budget Review of current budget” was removed from April.
- “Proposed Budget Review for Forthcoming Fiscal Year” was added to May.
- “Presentation: Summer Reading Program” was moved to May.
- “Final Review of Operating Plan Objectives for the Coming Fiscal Year” was removed from June.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board of Trustees approve the amended Board of Trustees Calendar 2020/21.



BOARD OF LIBRARY TRUSTEES CALENDAR – 2020/2021
(AMENDED)

JULY	Publicity for Trustees Election – Even Year Mid-Year Operational Plan Review
AUGUST	Filing Deadline for Trustees Election - Even Year
SEPTEMBER	Review CalPERS Benefits/ Open Enrollment
OCTOBER	Health Care Premiums – Resolution – as needed Audit Report for Previous Fiscal Year
NOVEMBER	Trustees Election – Even Year Annual CLA Conference Report Holiday Closure Schedule for Upcoming Year
DECEMBER	New Trustees Swearing-In Ceremony – Even Year Election of Officers Appointment of ALD Board Liaisons and Committee Assignments Employee Service Awards Operational Plan for Upcoming Calendar Year Annual Report for Previous Fiscal Year (Internal and External) Board Calendar for Upcoming Year
JANUARY	Bank Signature Cards – as needed Board Retreat Final Review of Previous Year Operational Plan
FEBRUARY	Investment Policy Review Mid-Year Budget Review of Current Budget
MARCH	Conflict of Interest Forms
APRIL	Auditor bids – every three years or as needed National Library Week Volunteer Recognition Event
MAY	Proposed Budget Review for Forthcoming Fiscal Year Presentation: Summer Reading Program Review Property and Earthquake Insurance
JUNE	Adoption of Final Budget for Upcoming Fiscal Year <ul style="list-style-type: none">• Salary Schedule Approve Master Calendar for Board of Library Trustees for Following Fiscal Year Event: Friends Annual Meeting Review Gann Appropriations Limit Resolution to ask Auditor/Controller of Los Angeles County to Prepare New tax roll for Account No. 57.12



**BOARD OF LIBRARY TRUSTEES
BORROWING POLICY**

DEPARTMENT: Administration

MEETING DATE: January 25, 2021

PREPARED BY: Viktor Sjöberg

LOCATION: Virtual Zoom Meeting

TITLE: Review and Approve the updated Borrowing Policy

BACKGROUND:

The Borrowing Policy was last updated and approved by the Board of Trustees on April 24, 2017. As our library policies are continually reviewed to ensure that they are meeting the needs of the community and reflecting our current operations, our Public Services Policy Team is presenting a revised version of the Borrowing Policy. Please note the identifying information in the header of the document will be included in the complete formatting process of multiple policy documents.

Some of the substantial changes to the updated policy include:

- Expanded definition of acceptable forms of identification needed for a full service library card
- Adding expiration dates to library cards to maintain a current patron database
- Introducing the Curiosity Card to provide library materials access for Non-California residents and/or those without address verification, including minors
- Introducing the Digital Card
- Introducing the “Good Neighbor” status, which allows patrons to borrow items from the recently introduced Library of Things collection

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board of Trustees review and approve the updated Borrowing Policy.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT:

SECTION:

BOARD APPROVED: April 24, 2017

Borrowing Policy

The Altadena Library District does not restrict access to library materials based on age, origin, background, or views. With an Altadena Library account, community members have access to a wide collection of books, audio materials, visual materials, and other resources. All community members are responsible for the care and return of items checked out to their account.

Both residents of California and visitors to the area are eligible to apply for an Altadena Library Card. To obtain an Altadena Library Card, applicants are asked to complete a library card application and to provide photo ID and address verification. Community members without this information are invited to obtain a Digital Card to access our online resources.

Library Card ACCOUNTS

- Community Card
 - FOR: California residents
 - All ages (additional adult signature needed for patrons ages 0 through 13)
 - Requirements: Government issued photo identification with current CA address, or other government, school or work issued photo identification along with address verification for CA
 - Acceptable forms of address verification for residence or P.O. box:
 - Current Vehicle Registration
 - Current Utility Bill issued within the last 60 days
 - Mortgage / Lease agreement
 - Paystub
 - United States postmarked mail
 - Expiration: Three years of no usage
- Curiosity Card
 - FOR: Non-California residents and/or those without address verification, including minors.
 - Requirements: Official photo identification or verification (work, government, school)
 - Expiration: One year of no usage
- Teacher Card
 - FOR: Teachers and Homeschooling Facilitators
 - Requirements: Official school identification or private school affidavit
 - Checkout Duration (books only): 42 days + standard renewal time
 - Expiration: Annual (August 1)



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT:

SECTION:

BOARD APPROVED: April 24, 2017

- Digital Card
 - FOR: Everyone
 - Requirements: None – sign up online
 - Limits: Online resources only, including eBooks & eAudiobooks
 - Expiration: One year of no usage; or when replaced with a Community Card or Curiosity Card

Borrowing Limits for Library Accounts

	Online Resource Access	Audio Material & Magazines	Binge Boxes	Visual Material & Video Games	Books	Library of Things	Overall Limit
Community Card	yes	10	2	2	50	5*	50
Curiosity Card	yes	5	2	2	5	0	5
Teacher Card	yes	10	2	2	75	5	75
Digital Card	yes	0	0	0	0	0	0

*Community Cardholders who are fine free, have held a library account for at least 21 days, and demonstrate a history of returning items will be automatically upgraded to Good Neighbor status, which allows them to borrow items from the Library of Things collection.

Holds

The number of holds for each borrower is equal to the borrowing limits for each material type. Holds are available for pickup up to 7 days after notification.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT:

SECTION:

BOARD APPROVED: April 24, 2017

Checkout and Renewal Periods

- Automatic renewal happens two days prior to the due date of the item, provided there is not a hold on the item. Items without holds will be automatically renewed up to two times.

Material Type	Loan Period	Renewals Allowed *	Automatic Renewal *
Books, Binge Boxes, Magazines, Music, Kits, Audiobooks, WiFi Hot Spots	21 Days	2	Yes
Visual Material, Video Games	7	2	Yes
Library of Things	7	2	Yes
Interlibrary loan	Dependent on lending agency	Dependent on lending agency	No

*Items that have holds are not renewable

Fees

- The library does not charge overdue fines for late materials; however, library patrons will receive notification of overdue items and will be charged for replacement of an item when it is 30 days overdue.
- Patrons may receive a charge on their account if staff deems that an item has been damaged while in the patron's care. The library cannot accept items brought in by a patron as a replacement for lost or damaged materials.
- Returned checks will be subject to a bank service charge.
- Interlibrary Loan: The lending library may charge fees. Patron will be asked to agree to these fees prior to initiating the Interlibrary Loan.
- Borrowing privileges are suspended when a patron has over \$10.00 in fees on their account. Privileges will be reinstated once missing items are returned or the Altadena Library District is compensated for lost or damaged materials.



**BOARD OF LIBRARY TRUSTEES
MOBILE LIBRARY STAFF MEMO**

DEPT: TS, MARKETING, BLDG SERVICES

MEETING DATE: 1-25-2021

LOCATION: Zoom

PREPARED BY: Christopher Kellermeyer, Chloe Cavalier, & Jonathan Arevalo

TITLE: Altadena Library District Mobile Library Van Purchase

RECOMMENDATION: Vote yes to approve purchase of van for the Mobile Library up to \$40,000.00, covering van, tax, title, and warranty.

BACKGROUND:

This document represents the formal request to Altadena Library District (ALD) Board of Trustees to approve of ALD Building Services to expend up to \$40,000.00 on a van, including tax, title, and warranty. This document contains a synopsis of the Mobile Library project and a distillation of the decision-making criteria on van type.

Mobile Library Synopsis

A successful mobile library program would include a robust schedule of outreach events across all Census Tracts in our community, prioritizing opportunities on the west side of Altadena. Equipped with technology and materials in the vehicle, these events would build cohesion between community members around engaging activities in their neighborhoods, offer regular hours for Wi-Fi access in areas in need, increase library card signups and circulation of educational materials through mobile check-outs, and facilitate a spirit of service through volunteer opportunities, all operated out of a modified 2020 Ford Transit cargo van.

Project Timeline



WE ARE HERE

Pending approval of purchase of the vehicle, the project is on track with the original timeline to have the van modification begin upon arrival of the purchased van in late January/early February and then testing and continued modification throughout the following month to prepare for a launch in mid-spring to support the promotion of summer reading. Launch of in-person programs for the bookmobile is dependent on COVID-19 restrictions; early implementation may be limited to activities like material drop-offs at Little Free Libraries and deposit libraries, building to in-person activities when gatherings are deemed safe by local public health officials.

Fiscal Impact

The Altadena Library Foundation has graciously donated \$20,000 from Taste of Dena revenue towards the cost of the Mobile Library Van. An additional \$16,000 is being reallocated from Cataloging Expenses (Account 6110) as the result of a contract and services amendment with

vendor OCLC. Other contract and services amendments in the Technical Services department make up the additional \$4,000 needed to meet the budgetary requirement for purchase of the van. Thus, the purchase of a new Ford Transit van will result in zero fiscal impact to the budget.

Decision-Making Criteria for Vehicle Choice

- New vs. Used: A new van will have fewer mechanical issues and a warranty.
- Height & Accessibility: Staff will potentially need to operate inside the van to access collection and other materials. Full height has less clearance and could be too tall for shorter staff to load/unload equipment and modified shelving.
- Maneuverability: Standard length is suitable for parking and maneuverability. Longer models would not be ideal for tight maneuvering in some of Altadena's smaller hillside streets. Ease of finding suitable parking at venues and pop-up locations is critical.
- Size and Capacity: The van must fit at our facilities, house enough materials appropriate to the size of our community, and be maneuverable within our community's streets, as well as have space for potential facilities equipment to be carted between library locations during capital building projects and for regular maintenance projects.

Ford Transit Cargo Van

PROS

- Maintenance accessibility - serviced more easily in various locations
- Ford Transit is less expensive and more maneuverable than RAM and Mercedes Benz Sprinter vans.
 - Comparable RAM ProMaster starts at \$36,995
 - Comparable Mercedes Benz Sprinter starts at \$37,270
- As of 2020, available in AWD (just gas model) and Diesel (longevity).
- Vehicle parts are easy to find and much more reasonably priced.



CONS

- Lower gas mileage, with most models getting MPG in the mid-teens, effect of which will be negligible because of size of Altadena and thus low mileage use

Dimensions

220-264"Lx81"W x 84-109"H

MSRP

From \$35,460

Payload

3,301 to 4,085 lbs.

Towing capacity

5,000 to 5,800 lbs.

Curb weight

4,985 to 5,769 lbs.



**BOARD OF LIBRARY TRUSTEES
CAPITAL PROJECT MANAGEMENT RFP STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: January 25, 2020

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Review and Approval of RFP for Capital Project Management

BACKGROUND:

The Ad-Hoc Facilities Committee met on January 13, 2021 to discuss the next steps in the two library buildings renovations. These projects will be funded out of the Community Facilities District that was formed by the ALD in 2020.

The committee agreed that it was necessary to put a Request for Proposals out to hire a consultant to oversee the life of both building projects. This includes initial timelines, community engagement and feedback, contracting with architectural and construction vendors and more. All of this is outlined in the RFP for review. A key part of this work is getting cost estimates of both projects to inform how much funding will need to be cashed out through bonds.

This RFP was drafted and revised by several ALD staff and also reviewed by the City of Glendale Assistant Director of Public Works for feedback and revisions, as well as both Trustees Capell and Clark who serve on the Facilities Committee.

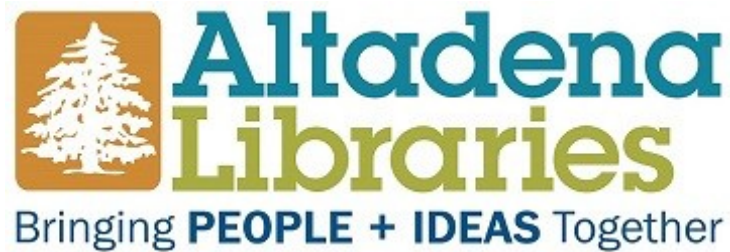
If approved, the RFP will be posted on January 26, 2021, with a closing date of March 1, 2021. We plan to bring back a recommendation to hire a consultant at the Regular Board Meeting on March 22, 2021. It is our goal to ensure we exemplify fiscal responsibility and hire locally whenever possible throughout this process.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board of Trustees review and approve the Request for Proposals to hire a Capital Project Management consultant.



ALTADENA LIBRARY DISTRICT

REQUEST FOR PROPOSALS

Capital Projects Management

Responders to this Request for Proposals (RFP) must deliver one signed original and one electronic copy of the proposal.

Proposal Submission Deadline: March 1, 2021 at 5:00pm

Submit Proposal to: **Altadena Library District**
Attn: Nikki Winslow, District Director
600 E. Mariposa St.
Altadena, CA 91001
nwinslow@altadenalibrary.org

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REQUEST FOR PROPOSALS

Capital Projects Management

SECTION 1 — INTRODUCTION

The Altadena Library District (ALD) is soliciting proposals from Consultants to provide professional services to manage two capital improvement projects. In general, the work will consist of all work required to successfully manage the renovation of our two library facilities from community engagement and library programming discussion, to preliminary engineering and environmental through construction. The agreement will be for a three-year term, or until conclusion of both capital projects.

ALD will use a “Qualifications Based Selection” process in determining which Consultant to select for the contract. The process will include an evaluation and ranking of Consultants based on set evaluation criteria. Top ranking Consultants may be asked to participate in an oral interview.

ALD will open and review the proposal of the top ranked consultant. If for any reason an acceptable contract cannot be negotiated with the top ranked consultant, negotiations will commence with the next-ranked firm.

ALD reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

Proposals submitted will be evaluated by individuals from ALD, including its Ad-Hoc Facilities Committee and its Board of Trustees. During the evaluation process, ALD reserves the right, where it may serve ALD’s best interest, to request additional information from proposers, or to allow corrections of errors of omission.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between ALD and the firm selected. ALD reserves the right, without prejudice, to reject any or all proposals.

1.1 General Description of RFP

This RFP describes the general Scope of Services, necessary RFP components, consultant selection process, and required format of the RFP.

1.2 RFP Schedule

Advertisement of RFP	January 26, 2021
Virtual Conference and Q & A session	February 10, 2021 by scheduled appointment
Deadline for Questions	February 16, 2021
Response to Questions	February 19, 2021
Deadline for RFP Submittal	No later than 5:00 PM, March 1, 2021
Consultation Selection Interviews	March 10, 2021 by scheduled appointment
Final Consultant Selection	Anticipated March 22, 2021

1.3 General Selection Process

ALD intends to select a Consultant based on demonstrated competence and qualifications for the types of services to be performed at a fair and reasonable price to the public. ALD will review all proposals and evaluate them according to the following criteria:

- Qualifications of Team
- Project Understanding and Innovation
- Work Plan / Scope of Work
- Project Schedule
- Similar Experience / References

Consultant may be either selected based on information included in the proposal or the Consultant may be requested to interview prior to final selection.

SECTION 2 — SCOPE OF SERVICES

The Consultant shall provide professional project management services to manage two capital improvement projects for ALD, a summary of which can be found in two reports found here: www.altadenalibrary.org/measurez. Both projects are estimated to cost between \$20-24 million dollars. In general, the work will consist of all work required to successfully manage the capital improvement projects from community engagement and library programming discussions, preliminary engineering and environmental through construction. Scope of services will include preparing and ensuring compliance with detailed project scopes, schedules, and budgets. Activities will include all tasks required to deliver a completed capital improvement project, including preparing requests for proposals for engineering design and other professional services, issuing the construction bid documents, and managing the construction bid process.

The agreement will be for a three-year term, or until completion of the renovation of the Bob Lucas Memorial Library and Literacy Center and the Altadena Main Library.

A typical scope is anticipated to include the following tasks for each capital improvement project:

Task 1: Project Management and Coordination

The consultant shall be responsible for providing all contract management and quality control

services throughout the duration of the projects including managing of all RFIs, submittals, schedules, communications, change management, payments, PRR, as-builts, project directories, amendments, addendums, material selections, cost estimating, and site health and safety. The consultant shall deliver a high-quality product within budget and on schedule. The consultant shall meet weekly with ALD to discuss the project, present options, review alternatives, etc. These meetings may be either through video conferencing, by phone or in person. ALD will provide desk space and computer equipment at the ALD office which will be available to the consultant during ALD business hours. The consultant shall provide monthly schedule updates in conjunction with submittals of invoices.

Deliverables:

- Project Schedule and updates
- Meeting agendas and minutes for all project related meetings
- Project documentation including daily reports, photos, etc.

Task 2: Community Engagement and Library Programming Discussion

The consultant will work in coordination with the District Director and Marketing & Community Engagement Manager and to conduct meetings with community members and organizations to gather feedback on both building projects and participate in providing reports to the full Board. These discussions will guide the consultant's preparation of RFPs for the design and construction work.

Task 3: Preliminary Engineering and Environmental

The consultant shall be responsible for refining the scope of each capital improvement project, preparing the RFPs for engineering design services, managing the engineering design services selection process to select an engineering design firm. The consultant shall be responsible for managing the engineering design firm through final design and preparation of bid documents. All design documents shall be prepared in preliminary and final draft stages for ALD review and shall incorporate any comments made during the preliminary document review. The consultant shall be responsible for assembling the design documents into bid documents and managing the construction bid process.

The consultant shall be responsible for managing the preparation, submittal, and acquisition of all required permits and environmental review documentation required by State, local, and jurisdictional agencies needed to ensure this project is cleared for construction. The consultant shall ensure preparation of all appropriate California Environmental Quality Act (CEQA) documents and any associated technical studies that are required to clear the project for construction. If detailed environmental work is required, the consultant shall prepare the required RFP and manage the selection process. The consultant shall prepare a schedule of permits with the required timelines to ensure each permit is obtained prior to the start of construction. All environmental documents shall be prepared in preliminary and final draft stages for ALD review and shall incorporate any comments made during the preliminary document review.

Task 4: Final Bid Phase and Bid Phase Support

The consultant shall attend the pre-bid meeting (if deemed necessary by ALD) and respond to questions concerning the plans, specifications, and estimates prior to bid opening and prepare contract addenda, if required. The consultant shall review construction bids received and make a recommendation to ALD for award of construction contract. Consultant will prepare the staff report for award of the construction contract by the Board of Trustees.

Deliverables:

- Prepare contract addenda, if required, for distribution by ALD, including answers to bidder's questions
- Prepare staff report for the award of the construction contract by Board of Trustees

Task 5: Construction Support Services

The consultant shall attend regularly scheduled construction meetings, including the preconstruction meeting, to respond to questions concerning the plans, specifications and estimates. For cost estimation, weekly meetings may be assumed. These meetings will be independent of those discussed under separate tasks identified elsewhere in this RFP. The consultant shall be available to be called to the site in response to questions arising from the progress of the work. The consultant shall review all material submittals and shop drawings as required by the Special Provisions. The consultant shall respond to Request for Information (RFIs) from the contractor when called for by ALD and prepare modifications or revisions that are related to the project's original scope and character. ALD shall not be billed for nor shall they pay for any revisions to the plans and specifications that are required due to errors or omissions in the original contract documents due to negligence or lack of attention to detail stemming from poor design or field work. The consultant shall assist ALD in preparation of contract change orders, if necessary. The consultant shall participate in the final walk through of the constructed project and assist in the preparation of "punch list" items in need of work. The consultant shall prepare record drawings following construction from mark ups by the contractor and the resident engineer.

Deliverables:

- Attend weekly meetings during construction, which includes the pre-con meeting with contractor
- Response to RFIs, material submittals, and shop drawings from the contractor
- Plan revisions that are related to the project original scope and character
- Review contract change orders

Task 6: Future Master Facilities Maintenance Plan

The consultant shall provide guidance on future preventative maintenance and associated costs for both building projects. This will include a list of all warranted aspects of each project, timeline of required preventative maintenance and associated costs for one, five and ten years after completion of each project, and expected life spans of each project where applicable.

Deliverable:

- Comprehensive list of future preventative maintenance projects with estimated costs.

SECTION 3 — RFP SUBMITTAL REQUIREMENTS

The intent of these requirements is to assist proposers in the preparation of their proposal and to simplify the review process for ALD. One signed original and one electronic copy of the proposal must be received, and date stamped by ALD no later than **March 1, 2021 at 5:00 PM**. If a proposal is sent by mail or other delivery system, the sender is totally responsible for the mail or delivery system delivering the proposal to ALD on or before the deadline. Proposals shall be clearly marked “Request for Proposals for Capital Improvement Project Management,” and submitted to:

**Altadena Library District
Attn: Nikki Winslow, District Director
600 E. Mariposa St.
Altadena, CA 91001**

Note: Late submittals or submittals delivered to the wrong location will be rejected.

ALD requires the proposer to submit a concise proposal clearly addressing all the requirements outlined in this RFP. The proposal must be signed by proposer’s representative authorized to execute a contract between ALD and proposer. The proposal must include, at a minimum, the following sections; however, the proposer is encouraged to expand on the scope as needed:

A. Cover Letter

- List the name, address, and telephone number of the firm.
- Signed by an authorized representative of the consultant. The Consultant shall furnish documentation that the person signing the proposal is empowered with signatory authority for the Consultant. The form could be a Corporate Resolution.
- State the proposal is firm for a 90-day period from the proposal submission deadline.
- Provide the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the Consultant selection process.
- Provide the location of the Consultant’s headquarters. In addition, provide the location of any local support offices, which will provide service to ALD.
- Acknowledge that the Consultant will provide any insurance and indemnification required.

B. Project Team Information

Consultant must provide the names and positions of all staff proposed including staff for proposed sub-consultants. The proposal should also designate who will be the project manager in charge of the project, and who will be ALD’s contact throughout the project. It is allowable for a single individual to fulfill multiple roles by the Consultant’s staff.

C. Project Understanding and Innovation

Include visions or concepts for performing the services.

D. Work Plan / Scope of Work

Include a work plan/scope of work meeting the minimum requirements of the projects listed in the Scope of Services. Consultant is encouraged to modify or expand the minimum Scope of Services if they believe it is necessary to achieve the goals. Please also include information on what tools, i.e. Microsoft Project, Primavera, etc, will be used to manage the work.

E. Project Schedule

Schedule needs to be adequate and reasonable to ensure timely completion of the tasks listed in the Work Plan / Scope of Work. Emphasis should be placed on realistic timelines.

F. Sub-consultant & Work by Others

Identify any and all sub-consultant proposed to serve on the project, with background information for each and particular experience of key personnel, including project descriptions and resumes.

This section should describe all work not included in the proposal. Any work that is needed to complete the project that is not listed in the “Work Done by Others” will be considered part of the work provided by the Consultant and included in the proposal. Please include a list of tasks which the Consultant expects ALD staff to perform, information the Consultant expects ALD to provide, and an estimated amount of ALD staff time required for each task of the scope of work.

G. Relevant Experience and References

The Consultant must state the qualifications and experience of the proposed team, emphasizing the specific qualifications and experience acquired while providing services similar to those being sought by ALD, particularly for the Project Manager and other key project staff members assigned to the project. Except under circumstances beyond the Consultant’s control, ALD will not accept substitutions of key members of the team put forth as part of the winning proposal.

For all staff members, describe their role giving not only their title but also the specific services they will perform and illustrate clearly the applicability of the individual’s background, education, and experience to his or her assigned role.

Provide a brief description of at least three similar projects for which the Consultant has provided services during the past five years. For all referenced projects list the:

- Client (contact person, address and phone number)
- Project description and location
- Description of services by Consultant

- Total value of services provided by Consultant
- Consultant's project manager
- Key personnel involved
- Sub consultant employed

H. Rate Schedule

A rate schedule capital project management services must be submitted and will be the basis for which the Consultant will be compensated. The rates quoted will remain in effect for the duration of the Agreement, unless amendments are approved by ALD. Rates shall be included for all employment categories necessary to perform the work outlined in this RFP.

Failure to provide a fee schedule can be grounds for ALD, at its sole discretion, to determine the submittal to be non-responsive and the proposal may be rejected.

SECTION 4 — SELECTION PROCESS AND EVALUATION CATEGORIES

Proposals submitted will be evaluated by individuals from ALD, including members of the Facilities Committee and Board of Trustees. During the evaluation process, ALD reserves the right, where it may serve ALD's best interest, to request additional information from proposers, or to allow corrections of errors of omission.

4.1 Selection Criteria

ALD intends to select a Consultant based on demonstrated competence and qualifications for the types of services to be performed at a fair and reasonable price to the public. ALD will review all proposals and evaluate them according to the following criteria:

- Qualifications of team
- Project Understanding and Innovation
- Similar Experience / References
- Work Plan / Scope of Work
- Project Schedule

ALD will conduct interviews with the top scored Consultants on **March 10, 2021** as scheduled.

Consultant will be selected based on information included in the proposal and scored interviews.

SECTION 5 — GENERAL TERMS AND CONDITIONS

5.1 Limitation

This RFP does not commit ALD to award a contract, to pay any cost incurred in the preparation of the Consultant's RFP response, or to procure or contract for services or supplies. ALD is not responsible for proposals that are delinquent, lost, mismarked, and

sent to an address other than that given above, or sent by mail or courier service. ALD reserves the right to accept or reject any or all RFP responses received because of this request or to cancel all or part of this RFP.

5.2 Public Records

All proposals shall become the property of ALD and will become public records and, as such, may be subject to public review.

5.3 Contract Agreement

Once a proposed contract agreement is accepted, the Consultant will be required to sign the Agreement for Consultant Services and submit all other required certifications and documentation within ten (10) calendar days of the Notice of Selection from ALD.

The contents of the submitted proposal will be relied upon and incorporated into the awarded contract and shall become a contractual obligation. Failure of the Consultant to agree to include the proposal as part of the contractual agreement will result in the cancellation of the award. ALD reserves the right to reject those parts that do not meet with the approval of ALD, or to modify the Scope of Services, as agreed by Consultant, in the final negotiated contract.

The Consultant selected will be required to sign a Professional Services Agreement. ALD will require the selected Consultant to provide the indemnification and insurance required per that Agreement. Consultant is advised to pay close attention to the indemnification and insurance requirements. Execution of an agreement does not guarantee Consultant will receive any assignments. Assignment of work under this Agreement will be by task order as approved by the District Director.

SECTION 6 — QUESTIONS

If you have any questions regarding this RFP, prior to February 16, 2021, please email:

Nikki Winslow, ALD District Director
Email: nwinslow@altadenalibrary.org