



AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – March 22, 2021 – 5:00 p.m.

IMPORTANT NOTICE REGARDING MARCH 22, 2021 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>

SUBMISSION OF PUBLIC COMMENT: Public Comments at the March 22, 2021 Meeting, could be submitted by email to be read aloud at the meeting. If multiple comments were submitted, only the first comment was read aloud during the meeting. Email and Electronic Comments submitted online were accepted up to two (2) hours prior to the start of the meeting. Email comments could be submitted to hello@altadenalibrary.org. Electronic Comments could also be submitted online at www.altadenalibrary.org/publiccomment.

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) 798-0833 x 103, during the corresponding item of the agenda. Public comment on any non-agenda item, called at 5:00 p.m.

PUBLIC REQUESTS FOR DOCUMENTS: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (626) 798-0833 x 103 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

I. Call to order

II. Open Session

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

III. Consent Calendar

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

- a. Approval of Minutes – Regular Meeting held February 22, 2021- [Pages 3-7](#)
- b. Departmental Monthly Reports – February 2021- [Pages 8-16](#)

IV. Consideration of Items Removed from the Consent Calendar

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

V. Special Presentation

- a. Art Restoration Presentation - [Pages 17-26](#)

VI. Reports (Information)

- a. Support Groups
 - Altadena Library Foundation
 - Friends of the Altadena Library
- b. District Director's Report - [Pages 27-29](#)
 - Library Operations
 - Statistics
- c. Financial Reports – January 2021 - [Pages 30-42](#)
- d. Board of Trustees Standing Committee Reports
 - Budget Committee
 - CFD Committee - [Pages 43-44](#)
- e. Board of Trustees Ad Hoc Committee Reports
 - Facilities Committee - [Pages 45-46](#)
 - Redistricting Committee
- f. Liaison Reports - [Page 47](#)
- g. Trustee Reports

VII. Unfinished Business

- a. None

VIII. New Business

- a. Review and Approval of Capital Projects Management Recommendation from Ad-hoc Facilities Committee **(Action)** - [Pages 48-50](#)
- b. Review and Approval of Amendment to Board of Trustees Bylaws Section 5.1 –Government Relations Liaison. **(Action)** - [Page 51](#)
- c. Approval of Unattended Children Policy **(Action)** - [Pages 52-53](#)

IX. Governance

X. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

XI. Adjournment

- a. Adjourn Meeting



MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District
Virtual – Zoom – February 22, 2021 – 5:00 p.m.

IMPORTANT NOTICE REGARDING February 22, 2021 MEETING

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SUBMISSION OF PUBLIC COMMENT: Public Comments at the January 25, 2021 Meeting, could be submitted by email to be read aloud at the meeting. If multiple comments were submitted, only the first comment was read aloud during the meeting. Email and Electronic Comments submitted online were accepted up to two (2) hours prior to the start of the meeting. Email comments could be submitted to hello@altadenalibrary.org. Electronic Comments could also be submitted online at www.altadenalibrary.org/publiccomment.

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I. Call to order

The meeting was called to order by Trustee Katie Clark at 5:02pm.

II. Open Session

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.

Seconded by Trustee Andruess.

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
No public comment made.

III. Consent Calendar

Moved by Trustee Capell to approve the Consent Calendar.

Seconded by Trustee Cervantes.

Roll Call Vote:

Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Cervantes: Aye
Trustee Wilkerson: Aye
Trustee Clark: Aye

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 January 25, 2020
b. Departmental Monthly Reports – January 2020

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
President Bridget Brewster provided report.
 - Friends of the Altadena Library
No report.
- b. District Director's Report
District Nikki Winslow provided report.
- c. Financial Reports – December 2020
Administrative Services Manager Nicole Fabry provided report.
- d. Board of Trustees Standing Committee Reports
- Budget Committee
Trustee Cervantes provided report.
 - CFD Committee
Trustee Andruess provided report.
- e. Board of Trustees Ad Hoc Committee Reports
- Facilities Committee
Trustee Capell provided report. Trustee Clark provided additional comments.
 - Redistricting Committee
Trustee Wilkerson provided report. Trustees Clark and Andruess provided additional comments and questions.

- f. Liaison Reports
Trustee Andruess provided the Government Relations Liaison report. Discussion ensued.
Trustee Wilkerson provided a Friends of the Altadena Library report.
- g. Trustee Reports
No report.

VI. Unfinished Business
None.

VII. New Business

- a. Review and Approval of Advocacy Letter for 2021-22 State Budget: 6102 State Library California Library Services Act **(Action)**
District Director Nikki Winslow provided overview of item. Trustee Andruess noted a typo from “fun” to “fund”. Trustee Clark called for a motion to approve the Advocacy Letter for 2021-22 State Budget: 6102 State Library California Library Services Act with the corrected typo noted by Trustee Andruess.

Moved by Trustee Cervantes to approve the Advocacy Letter for 2021-22 State Budget: 6102 State Library California Library Services Act with the corrected typo noted by Trustee Andruess.

Seconded by Trustee Wilkerson. Trustee Katie 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. Recommendation Review and Appointment of CFD Committee Members **(Action)**
Trustee Andruess provided overview of item. Trustees Cervantes and Clark added additional comments. Trustee Clark called for a motion to approve the appointment of CFD Committee Members.

Moved by Trustee Capell to approve the appointment of CFD Committee Members.

Seconded by Trustee Wilkerson. Trustee Katie 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

- c. Review and Approval of RFP for Municipal Advisor **(Action)**
District Director Nikki Winslow provided overview of items VIIc and VIId. Trustees Cervantes, Andruess, and Clark added additional comments. Trustee Clark called for a motion to approve the RFP for Municipal Advisor.

Moved by Trustee Cervantes to approve the RFP for Municipal Advisor.

Seconded by Trustee Andruess. Trustee Katie 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. Review and Approval of RFP for Bond Counsel **(Action)**

Trustee Clark called for a motion to approve the RFP for Bond Counsel.

**Moved by Trustee Andruess to approve the RFP for Bond Counsel.
Seconded by Trustee Cervantes. Trustee Katie 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**

- e. Review and Approval of Revised Filming Policy **(Action)**

Administrative Assistant Natalya Romo provided overview of item. Trustees Clark and Cervantes added additional comments. Trustee Clark called for a motion to approve the Revised Filming Policy.

**Moved by Trustee Wilkerson to approve the Revised Filming Policy.
Seconded by Trustee Cervantes. Trustee Katie 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**

- f. Review and Approval of Revised Food and Drink Policy **(Action)**

District Director Nikki Winslow provided overview of item. Assistant District Director Viktor Sjöberg added additional comments. Trustee Clark called for a motion to approve the Revised Food and Drink Policy.

Moved by Trustee Andruess to approve the appointment of Revised Food and Drink Policy.

**Seconded by Trustee Capell. Trustee Katie 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**

- g. Review and Approval of Mid-Year Budget Adjustments **(Action)**

Administrative Services Manager Nicole Fabry provided overview of item. Trustees Andruess and Clark added additional comments. Trustee Clark called for a motion to approve the Mid-Year Budget Adjustments.

Moved by Trustee Andruess to approve the Mid-Year Budget Adjustments. Seconded by Trustee Cervantes. Trustee Katie 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

h. Review of Emergency Manual **(Information)**

District Director Nikki Winslow provided an overview of the item. Discussion followed.

VIII. Governance

Trustee Clark reminded that the Board should submit their reports for the next meeting by March 12, 2021.

IX. Announcements & Planning

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

X. Adjournment

- a. Adjourn Meeting
Trustee Clark called a motion to adjourn the meeting. Trustee Andruess moved to adjourn the meeting. Trustee Clark called for objections. No objections to adjourn were made.

Meeting adjourned at 6:48pm.



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

DEPARTMENT: Adult Services

MEETING DATE: March 22, 2021

PREPARED BY: Viktor Sjöberg

LOCATION: Virtual Meeting

Service Design – the Evolution of New Ideas and Opportunities

On February 18, Adult Services Librarian Margaret Hatanaka presented during the WebJunction webinar "[Envisioning Future Library Experiences: Service Design Techniques for Responsive Libraries](#)" to an audience of 246 attendees from libraries across the country. The session was the culmination of work that Altadena Library staff (Diana, Margaret, Mylinh and Viktor) had done in coordination with Margaret Sullivan Studios and Harmonic Design during two workshops in December and January. During the workshops, our team learned about techniques that can be employed to enhance and improve future library services. The sessions showed how design principles can lead to organizational collaboration, creativity, and adaptability.

The design concept that evolved as a result of the two service design workshops, which reinforced the ideas of meeting community needs and collaborative brainstorming techniques, was the “service of doing nothing”. During a time when many find themselves lacking human connection and perhaps too connected to technology, the need for self-care and honoring stillness was recognized as important for staff as well as for the community. This is also a way of acknowledging the traditional perception of libraries as quiet places and the restorative role it may play in our busy society.

To test this service design premise, the library will present [“A Quiet Space – Meditate with the Altadena Library”](#) during four Wednesdays in March: March 10, 17, 24 and 31st. Community members are invited to join library staff, who will leading by example by attending on work time.

As a result of our participation in the webinar, Margaret has been approached by the California State Library and the California Library Association to share Altadena’s experience of going through the service design process at an upcoming workshop for California libraries, presented as a part of the California Libraries Learn project early this summer. We are excited to also incorporate the implementation and evaluation of the final program into this workshop.

Transition back to Curbside Service

Staff spent time preparing for the return of Curbside Service. Adult Services staff called patrons with items that had been sitting on our hold shelf since early December and were met with declarations from patrons stating how happy they are that we are “back”. This enthusiasm was

also clearly communicated when the ability to place holds for physical materials was turned back on, generating 111 holds on the first day.

Little Free Libraries update

During our first month of nurturing the network of literacy champions that is our Little Free Libraries (LFL), books, zines and an introductory message was distributed to 28 Little Free Libraries. So far, 8 of the LFL stewards have reached back out to the library with the interest of partnering, volunteering, and receiving donated materials. With staff back in the building, curbside appointments are currently being arranged for the LFL stewards, with the long-term plan of being able to use the library's new vehicle to distribute materials directly to the LFLs.



Photoshoot at the Main Library

Engineer, photographer, and mid-century architecture enthusiast Damon Jones visited the Main Library in February to document it for his mid-century Instagram account [Mad for Mid](#) with a Hasselblad 500c/m.





**BOARD OF LIBRARY TRUSTEES
CHILDREN'S SERVICES REPORT FOR FEBRUARY 2021**

DEPARTMENT: Youth and Family Services **MEETING DATE:** March 22, 2021

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

General Updates

Cindy Teyolia left the Altadena Library District (ALD) at the end of February. She recently got accepted to the University of California, Los Angeles's (UCLA) Native American Studies program and is focusing her time on her studies. We will miss having Cindy on our team, but excited for this new endeavor. Native American studies have been a passion of Cindy's and she has expressed interest in the past about possibly working in archives or tribal libraries in the future. We wish her luck!

We are also starting to plan our programming for the summer. Instead of calling our summer programming "summer reading program" we are going use the title "Our Summer (with Altadena Libraries)" which will encompass all the programming and activities that are created and facilitated by ALD staff within the months of June and July. More details about plans for children's programming to come soon.

Programming

- Our two synchronous programs did not have high attendance this month. Amanda's Tween Zone had to be canceled due to lack of participation and STEM with Dr. Ben had three repeat attendees.
- We debuted 10 videos for children and family featuring YFS staff on YouTube which received 184 total views. Qing Wei Lion & Cultural Dance Troupe recorded a short video for us with information about the traditional Lunar New Year dragon and lion dances as well as a short performance of their lion dance. This recording was viewed 280 times in the past month.
- Helen Cate debuted Altadena Library's first StoryWalk featuring the book *Thank You, Omu!* by Oge Mora. Although we are unable to get a count of how many community members visited this experience, the YouTube video was widely shared and viewed 102 times. We received feedback from multiple patrons saying how much they and their families enjoyed the experience. Some patrons shared photographs of their children reading the StoryWalk signs, these are included at the end of this board report. Amanda is preparing her Emotional Intelligence StoryWalk for the month of March, which will hopefully be as visited as *Thank You, Omu*. We are planning to continue having a new

StoryWalk each month and are thinking about the possibility of installing permanent StoryWalk displays with the construction of the new main library building.

- Helen Cate’s program “SEE YOU... Emanating Black Joy” which she created for the Adult Services team was also debuted this month and had a total of 120 views. Both Helen and Peter J. Harris, the authors who were featured, have received great feedback from people who have viewed and enjoyed the video.

Patron photographs of their children enjoying the *Thank You, Omu!* StoryWalk:





**BOARD OF LIBRARY TRUSTEES
TEEN SERVICES REPORT for FEBRUARY 2021**

DEPARTMENT: Teen Services

MEETING DATE: March 22, 2021

PREPARED BY: Isabelle Briggs

LOCATION: Virtual Meeting

HIGHLIGHTS:

Programming continued as usual this month with 7 virtual programs offered including “Radical Rest,” “Between Titles,” “AMA w/YA,” and Dungeons & Dragons. Virtual programs were attended by a total of 54 live participants and videos were viewed asynchronously a total of 214 times this month. Last month’s video interview for “Strange Avenues” with planetarium director Chrysta Ghent was uploaded to YouTube on February 1 and has been viewed 48 times this month. I heard through the teen librarian grapevine that the “Radical Rest” series has made it to Baltimore County Public Libraries and inspired teen librarians there to put up displays about emotional health and self-care!

In February, Teen Services applied to California Humanities for their Humanities for All Quick Grants. Our program proposal, developed by Aaron Kimbrell and me, is titled “Shared Landscapes: Mapping Teen Altadena” and we hope to make this program a reality with or without the grant! “Shares Landscapes” will engage the teens of Altadena in the creation of print and digital story maps that identify locations around Altadena that hold meaning to our teenage citizens. The project will begin in summer with the collection of visual, audio, and print memorials to specific Altadena places submitted by teens. In early fall, we plan to assemble a teen editorial board who will work on creating a digital map through the platform Omeka to plot and embed the submissions, as well as a printed map. The project culminates at the end of the year with the launch of the maps and an all-ages celebration of both the work and the experiences of teens in Altadena and how their emotional landscape coexists with our own. This project will focus on centering non-dominant communities and voices in Altadena through strategic engagement with diverse community partners.

Additionally, Teen Services saw progress with community partnerships and outreach as well. The Homework Helpers program which was developed in partnership with PUSD and Pacific Oaks College is officially up and running with 8 teen volunteers from PUSD high schools working with coaches from Pacific Oaks Student Success initiative to provide peer support and mentorship to low-performing middle school students. Yvette, the YFS Librarian, and I attended Science Night at Eliot Middle School this month and met with seven students and the school librarian and had a great time while sharing library resources and chatting with participants. Lastly, I met with the new librarian at John Muir High school, Micol Issa, and we are planning multiple collaborations for the coming months including teen literacy projects at Bob Lucas, visits to Muir’s curbside hours, “Shared Landscapes” support, and filming a ghost hunting expedition at the Muir library. I have optimism that 2021 will continue to provide great opportunities for creating and strengthening relationships with the community and our partners.



**BOARD OF LIBRARY TRUSTEES
BOB LUCAS BRANCH REPORT FOR FEBRUARY 2021**

DEPARTMENT: Bob Lucas Branch

MEETING DATE: March 22, 2021

PREPARED BY: Diana Wong

LOCATION: Virtual Meeting

Program Highlights

- Michelle's Adult Craft program continues to see a consistent number of participants with 8 attending the DIY bath bomb activity this month.
- 8 toddlers and caregivers socialized and played during our first Tots Virtual Playdate
- Aaron's *Between Titles* series for teens on Instagram Live received 28 views.
- Our literacy volunteers logged 77 hours this month. We currently have 14 active learners who are meeting virtually with their tutors.

Working From Home

BL Team

- We continue to work on Project READY and our discussion this month revolved around the history of race and racism in the United States.
- We brainstormed for a Literacy virtual writing workshop to take place in late-March and plan for the completed work to be displayed out in our native garden.
- In preparation to return on-site, all BL staff completed the LA County Safety Compliance Certificate Program and reviewed the Covid Prevention Plan document.

Aaron

- Aaron co-drafted a grant proposal with Isabelle Briggs for a California Humanities quick grant to support the Summer and Fall teen engagement project: Mapping Teen Altadena. The selection announcement is expected in early April.
- He is also part of the EDI team that brought the Crip Camp viewing to staff.
- Aaron dedicates time working on projects to map staff and community capacities. He continues to develop his proficiency using the Neo4j Graph Database that will be used to connect staff expertise with community needs.

Diana

- Partnered with Arlington Garden to write and submit a final project proposal to LA Compost/Cal Recycle to fund the installment of a community compost bin for the Bob Lucas library. Our hope is to educate the community about food waste diversion and create complimentary programming around the compost bin.

- Organized a Peer-Led Technology training program for our staff to develop their basic technology skills related to word processing, spreadsheets, e-book platforms and our telephone system.
- As part of our summer engagement work, I connected with Union Station Homelessness Services to learn more about the organization.
- Facilitated the Tots Virtual Playdate this month and met some new patrons, as well as, reconnected with a few who visited the BL branch for storytimes.
- On-boarded a new tutor and matched this volunteer with a learner this month. The two are quite ambitious as they are meeting 3 times weekly!

Michelle

- She connected with the Bourne Family Services as part of the summer engagement initiative. The organization aims to support a successful transition for foster youth through temporary housing and counseling. Michelle is working with Isabelle and Melissa to support their youthful clients with job training and possible placement.
- As part of the Adult programming team, Michelle is working with the team to plan for a fun, outdoor event related to the Little Libraries that are scattered around town.

Modesta

- Modesta conducts her weekly check with her students every Tuesday. During these check-ins, she spends time reviewing topics and vocabulary from the previous week's conversation class.
- She completed Sexual Harassment Preventing training offered by CSDA.
- Modesta's bilingual skills come in handy when the library needs content translated into Spanish. She spent some time this month translating content for the community conversations events that are planned for this year.
- She is now part of the Collection Access Team (CAT) and attended her first meeting with the committee earlier this month.

Native Plant Garden

A couple of months ago, I wrote about our garden being in a winter dormancy period. Well, take a look --the occasional rain shower and the plentiful southern California sunshine has resulted in these beautiful blooms! What color!





**BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT FOR FEBRUARY 2021**

DEPARTMENT: Facilities

MEETING DATE: March 22, 2021

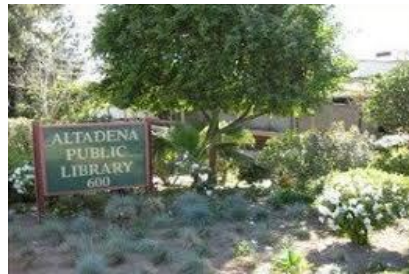
PREPARED BY: Jonathan Arevalo

LOCATION: Virtual Meeting

Facilities Highlights for the Month of February:

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

The marquee signage at the Main Library has been replaced. We would like to thank Chloe for the great design work. Bob Lucas branch library will have a sign installed between the end of March and the beginning of April. ***Pictured right.***



Seasonal tree maintenance was done at the Main Library. This will help with the health of our trees and prevent any safety issues that could occur due to the weather conditions. ***Pictured left.***

We are pleased to announce that the Altadena Library District is the first library system in the United States to become certified through the American Green Zone Alliance (AGZA)! We have already reduced airborne pollutants and lowered our operating noise by 40-70%. We have phased out the use of all two-stroke landscape maintenance equipment and will continue to maintain best practices that will help support the health and environment for the community of Altadena. ***Pictured below.***





**BOARD OF LIBRARY TRUSTEES
TECHNICAL SERVICES (T.S.) REPORT FOR FEBRUARY 2021**

DEPARTMENT: Technical Services

MEETING DATE: March 22, 2021

PREPARED BY: Christopher Kellermeyer

LOCATION: Virtual Meeting

This month, Technical Services completed the infrastructure upgrade! We now have a 10GB Internet backbone, 10 GB internal wiring, and cutting edge switching, firewalls, and servers. We currently have an internet speed of 300.1 Mbps for downloads and 290.0 Mbps for uploads. With the infrastructure upgrade completed, we will now focus our efforts on project AIO, which is to get 5G internet to all homes in Altadena.

HIGHLIGHTS

T.S. staff are expanding their skill sets in software, databases, GIS, Koha, and O365.	Working with other departments to develop acquisition and weeding parameters for our Library of Things.
T.S. staff ramping up processing of new materials.	Evaluating 360 VR camera for multimedia.
We are polishing up configurations from the 10GB CSL Grant Upgrade.	We were not awarded the Mobile Beacon Grant.

***Restoration of
George Gardner Symons'
"Millard Canyon at Granite
Gate"***
by LA Art Labs

Nicole Fabry
Administrative Services Manager

March 22, 2021

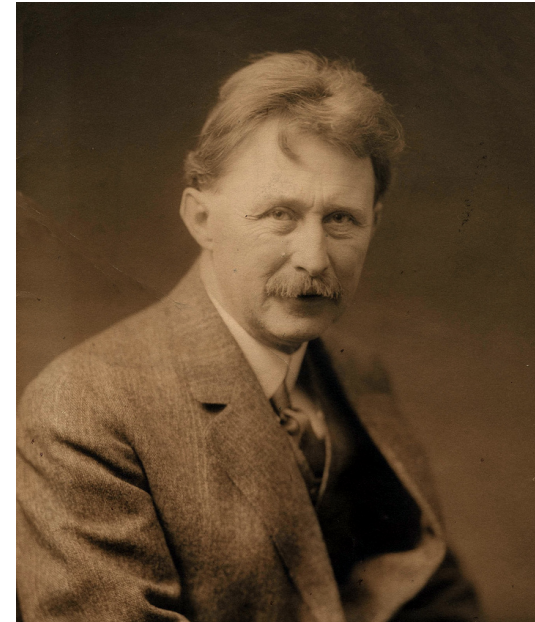


Background

George Gardner Symons was an American Impressionist plein-air painter active in the late 19th and early 20th centuries.

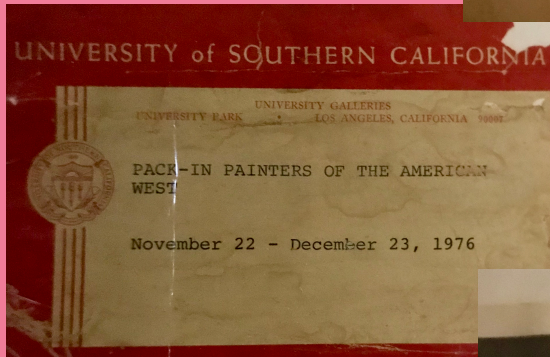
Millard Canyon at Granite Gate, a large oil painting on stretched canvas, was completed in 1896.

Clockwise from upper left: *Laguna Beach coastal*; Portrait of Symons circa 1920; *Autumnal Forest Scene*; *Grand Canyon*, 1914



Provenance

GEORGE GARDNER SYMONS
"MILLARD CANYON AT GRANITE GATE"
LENT BY ALTADENA LIBRARY
DISTRICT



LAGUNA
ART
MUSEUM
307 Cliff Drive
Laguna Beach, CA 92651-9990

exhibition: LONERS, MAVERICKS AND DREAMERS:
ART IN LOS ANGELES PRIOR TO 1900

George Gardner Symons (1861?-1930)
Millard Canyon at Granite Gate, 1896
Oil on Canvas
71 x 51 in.
Altadena Public Library, Altadena, California

MILLARD CANYON AT GRANITE GATE WAS DONATED BY OWNERS MR. AND MRS. GUY FISHER TO THE ALTADENA LIBRARY DISTRICT.

SINCE THEN, IT HAS SPENT ONE MONTH ON DISPLAY AT THE USC UNIVERSITY GALLERIES FROM NOVEMBER 22-DECEMBER 23 IN 1976 AS PART OF THE "PACK-IN PAINTERS OF THE AMERICAN WEST" EXHIBITION.

FROM NOVEMBER 26, 1993-FEBRUARY 20, 1994 IT WAS PART OF AN EXHIBITION AT THE LAGUNA ART MUSEUM TITLED "LONERS, MAVERICKS AND DREAMERS: ART IN LOS ANGELES PRIOR TO 1900".

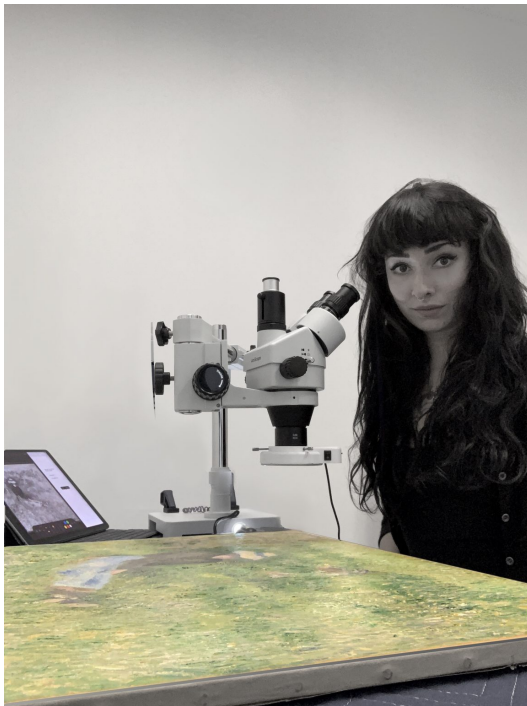
IT IS CURRENTLY DISPLAYED AT THE MAIN LIBRARY ABOVE THE FRIENDS OF THE ALTADENA LIBRARY BOOKSTORE.



Millard Canyon

Millard Falls Trail is a 2.5 mile trail located approximately 3.5 miles North of the Main Library building in the Angeles National Forest. Those who venture into Millard Canyon can enjoy views of a 50 foot tall waterfall, Millard Creek, and the abandoned Dawn Mine.

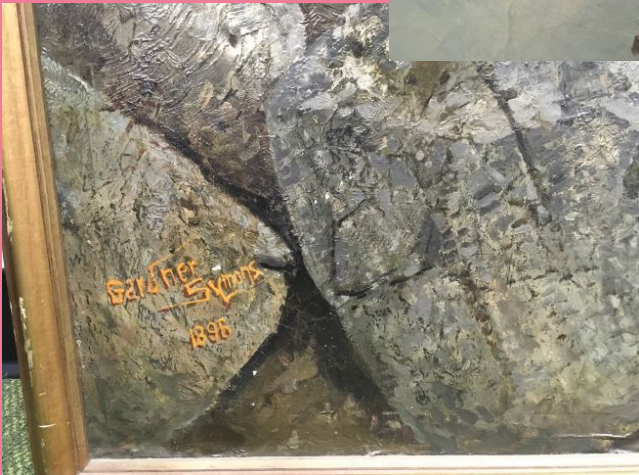
Restoration



Kamila Korbela, conservator and founder of LA Art Labs

- LA Art Labs, founded by art conservator Kamila Korbela, provides fine art conservation and restoration services.
- Their proposal to complete the restoration of *Granite Gate* was selected at our July 2020 Board meeting.
- *Granite Gate* was then hand delivered to LA Art Labs in early August 2020, where Kamila and her team began the restoration process.
- After some delays caused by COVID-19, LA Art Labs was able to complete the restoration in November 2020, and *Granite Gate* was safely delivered back to the District in January 2021.

Before Images



After Images



To see a video detailing the restoration process, please visit the Library's YouTube page at the link below.

<https://youtu.be/DuzQgdpFN-M>



Special Thanks

We would like to offer our sincerest thanks to the generous donors who made the restoration possible.

To the team at LA Art Labs for their amazing work and to Kamila especially for providing us the video of the restoration process.

To our Marketing & Community Engagement Manager for editing the footage and making it available on our YouTube channel.

Additional Information



LA ART LABS

<https://laartlabs.com/>

MILLARD CAMPGROUND

<https://www.fs.usda.gov/recarea/angeles/recarea/?recid=41706>

GRANITE GATE & GEORGE GARDNER SYMONS

<http://altadenahistoricalsociety.blogspot.com/2014/07/altadena-library-painting-by-george.html>



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

DEPARTMENT: Administration

MEETING DATE: March 22, 2020

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

Staffing Updates:

- a) Hires/Promotions: Diego Gamboa – Administrative Assistant – March 1, 2021
- b) Appointments: None
- c) Transfers: None
- d) Resignations/Terminations/Retirements: Natalya Romo – Administrative Assistant – March 3, 2021

At last month's meeting I announced the resignation of our Administrative Assistant, Natalya Romo, who accepted a position with the Board of Supervisors. She will be working in Supervisor Holly Mitchell's office and I know is going to do amazing things for LA County and in her future positions. We were very fortunate to find out that our top candidate on the eligibility list for the position from last summer was still interested in the position and agreed to start on March 1 so that he could work with Natalya during her last three days with us.



Welcome to our new Administrative Assistant Diego Gamboa!! Before joining the ALD team, he worked at the Imperial County's Public Health Department, Riverside University Health System, and the Sarah Samuels Center for Public Health Research and Evaluation. Much of his experience in the public health field has been in community engagement, public administration, and health policy. This also includes extensive work in working with boards and commissions, including agenda preparation, board coordination and development. He has a Bachelor's in Public Health from UC Berkeley and Master's in Public Administration from San Diego State University. In his free time he enjoys reading, watching tv and movies, going to amusement parks, outdoor activities and much more. He shared that he looks forward to helping the District Board of Trustees (BOT) and staff to implement the strategic plan and being a resource to the

Altadena Community. I want to add that in working with him for two weeks, he is already a valuable addition to our ALD team and I know the BOT will appreciate his professionalism, extensive knowledge and gracious demeanor.

I am also excited to announce that we have posted a position to hire an Innovations Librarian on March 8, 2021. As it was identified in our Classification and Compensation Study last year, we were encouraged to expand our Librarian Classification and have already hired an Adult Services and Youth and Family Services Librarian in the fall of 2020. This additional Librarian position will be based at the Bob Lucas branch, with a focus on expanding our reach to underserved parts of the community. They will work closely with our Marketing & Community Engagement Manager to create awareness of our materials and services, and to launch the Mobile Library Unit later this spring and

summer. There are endless possibilities to all that this person can add to ALD so we are very excited to hire this position! It closes on March 19, 2021. Interviews will be conducted in April and hope to start someone shortly thereafter!

Staff Have Returned to the Buildings!

It was wonderful to return to the two libraries on March 1 after **3 months** of most of us working from home. We did assign most full-time staff to two teams, with half working in the building one week and half working from home to limit the number of staff in the libraries at any given time to abide by LA County guidance. Since returning we have opened up:

- **Curbside Service**

We opened up the library catalog on the website to places holds on Wednesday 2/24 and had an overwhelming number placed within the first 24 hours. Once patrons were notified their holds were ready, staff started scheduling appointments for the following week. Curbside was launched on Tuesday 3/2 with **98 pickups** in the first day! We are offering the service at Main Library Monday-Saturday 11a-1p, 4-5:45p and at Bob Lucas Monday-Friday 10a-5p. Thanks to the staff for implementing this popular service so quickly!



- **Passport Services**

Due to very high demand, Passport Services opened for appointments on March 1. During their first two weeks of operating, they have already had **37 appointments**, processed **49 passport applications** and are receiving an average of **25-40 calls per day** to schedule. Our two Passport Services staff, Toni Aguilar and Natalie Herrera, have done a great job of managing the volume of calls, ensuring safety protocols and social distancing guidelines are met and are extremely knowledgeable and friendly during their

appointments. Many of their customers refer others to them on a regular basis. They have let me know that there are people driving from as far as Lancaster because of how highly recommended our Passport Services and staff are!

- **Expanding Services**

As LA County is nearing the Red Tier and potentially opening up more, the Management Team is already discussing when we will expand services to again include limited browsing, copying and printing, and public computer access. In addition to that, we have also started working on a plan that would expand access to more areas of the Main Library. Thankfully Facilities Manager Jonathan Arevalo bought plexiglass that is mobile so we could shift services from the Community Room to other service desks. In addition to that, we continue to purchase PPE to ensure staff and patrons will staff safe during their visits and work shifts.

Equity, Diversity & Inclusion (EDI) Update:

In addition to the Project READY curriculum that all staff are working on, the EDI Team offered optional training in February on Disability & Ableism. They organized two screenings of the documentary *Crip Camp: A Disability Revolution*, both of which were followed by a discussion with staff attending around these topics and their takeaways from the film. I attended the one they did on February 23 and learned so much about the struggle to get the ADA passed and the implications

this had on so many people for so long. Staff also had a very insightful discussion around these topics. I am so grateful to the EDI Team for their dedication to sharing resources and information to our staff to help inform the work that we do, including programming, services and materials.

Statistical Update:

System-Wide Statistics	July	August	September	October	November	December	January	February
E-Resource Checkouts	5790	5396	5381	6790	7031	4601	5578	4959
3-D Printouts	41	24	20	20	0	0	0	0
Reference Sessions	60	108	123	332	231	114	125	114
Live Chat Sessions	52	37	61	56	35	23	14	34
Main Library Statistics								
Physical Collections Checkouts	3263	2234	7111	6467	5543	1234	0	0
Library of Things	22	34	30	21	40	22	0	0
Print from Home Transactions	0	0	0	0	1	0	0	0
New Patrons	73	59	53	71	48	44	47	62
Bob Lucas Statistics								
Physical Collections Checkouts	186	164	622	603	786	101	0	0
Library of Things	6	10	7	6	6	4	0	0
Print from Home Transactions	0	0	0	0	1	0	0	0
New Patrons	1	3	2	4	1	1	1	1

I am looking forward to sharing next month’s statistics that will reflect the number of physical items being checked out through our Curbside Service. I’m grateful that we have been able to expose so many of our patrons to the many outstanding E-Resources that are available to them 24/7 and anticipate usage of these to continue to be a steady source of circulation.

A Win for Libraries

CliffordMoss, the political consulting firm we worked with prior to filing the ballot measure in 2020, emailed out an amazing story about their work both prior to and during the campaign. Please follow this [link](#) to check it out! Thanks to Laura and Bonnie and the entire CliffordMoss team!

Programs & Partnerships

Pasadena Literary Alliance Returns

To get the ball rolling for spring and early summer programming, we are back to working with the Pasadena Literary Alliance (PLA) to produce a limited series of Open Book On Location videos. The first episode of the new series went live in early March, and it features author Ben H. Winters in conversation with the 2020 National Book Award winner Charles Yu about his winning novel **Interior Chinatown**. Already recorded is an interview with authors Cara Black and Ariel Lawhon, moderated by Les Klinger. A highlight of the series will be an Earth Day special featuring Barbara Kingsolver and Kim Stanley Robinson, which will go live in April, all about their work in science-fiction and climate change. All videos will be available on the Altadena Library YouTube page, adding to the robust collection of the previous 9 videos from our first series with PLA.





**BOARD OF LIBRARY TRUSTEES
FINANCE REPORT for January 2021**

DEPARTMENT: Administration

MEETING DATE: March 22, 2021

PREPARED BY: Nicole Fabry

LOCATION: Virtual Meeting

TITLE: Summary Report of Financial Statements for January 2021

JANUARY 2021 FINANCIAL STATEMENTS

The following financial reports are for the month of January 2021. The financial statements are unaudited. Currently we are at 58.3% of our budget year.

As indicated on the Balance Sheet, actual year-to-date revenue exceeds actual year-to-date expenditures reflecting a net income of \$1,824,466.72. District cash and cash equivalents are \$3,797,851.48.

Total cash with the County is \$3,304,738.79. 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 \$7,292,150.90.

All Midyear Budget adjustments have been incorporated and are reflected in these financial statements.

REVENUE HIGHLIGHTS

Accounts 4010, 4050, 4070, 4200 – The District received an additional \$36,499.31 in combined revenue from Current-Year Secured, Homeowners Exemption, Supplemental Current, and Interest Income in January.

EXPENDITURE HIGHLIGHTS

Account 6620 – \$7,253.00 was paid to CSDA for the District's annual membership.

PAYMENTS FROM SUPPORT ORGANIZATIONS

None to report.

Altadena Library District
Balance Sheet
As of January 31, 2021

	Jan 31, 21
ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
Cash in Banks	
1001 · Pacific West - Checking	476,044.63
1002 · Pacific West - MMA	15,763.71
1046 · PayPal	454.35
Total Cash in Banks	492,262.69
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	3,295,281.10
1013 · FMV - COLA Funds	9,457.69
Total Cash with County	3,304,738.79
Total Cash & Cash Equivalents	3,797,851.48
Total Checking/Savings	3,797,851.48
Other Current Assets	
Property Tax Receivables (COLA)	
1400 · PT Receivable-Current Secured	1,352,433.40
1410 · PT Receivable-Current Unsecured	6,533.31
Total Property Tax Receivables (COLA)	1,358,966.71
1430 · Parcel Assessment Receivable	441,322.62
Total Other Current Assets	1,800,289.33
Total Current Assets	5,598,140.81
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

03/15/21

As of January 31, 2021

Accrual Basis

	Jan 31, 21
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	7,292,150.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	63,558.80
Total Accounts Payable	63,558.80
Credit Cards	
2009 · UMB Credit Card	52,597.12
Total Credit Cards	52,597.12
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)	2,352.89
2100.04 · CalPers PEPRA (EE Ded)	13,041.80
2100.07 · CalPers 457 (EE Contribution)	811.96
2100.09 · Disability Insurance	-169.12
Total 2100 · Payroll Payable	28,853.52
Total Other Current Liabilities	141,100.39
Total Current Liabilities	257,256.31
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	4,342,981.31
Equity	
3300 · Retained Earnings	1,124,702.87
Net Income	1,824,466.72
Total Equity	2,949,169.59
TOTAL LIABILITIES & EQUITY	7,292,150.90

Altadena Library District
Profit & Loss
 January 2021

	Jan 21
Ordinary Income/Expense	
Income	
INTEREST INCOME & ADJUSTMENTS	
4210 · Interest Income (Savings)	0.27
Total INTEREST INCOME & ADJUSTMENTS	0.27
PROPERTY TAXES	
4010 · Current-Year Secured	21,173.63
4030 · Prior-Year Secured	
4030.05 · Secured Tax Refunds	(481.75)
Total 4030 · Prior-Year Secured	(481.75)
4050 · Homeowners Exemption	4,498.39
4060 · Special Assessment	
4060.01 · Per Parcel Benefit Assessment	
Total 4060 · Special Assessment	
4070 · Supplemental Current	
4010.03 · SB 813 Supplemental	9,811.79
Total 4070 · Supplemental Current	9,811.79
4080 · Penalties, Interest & Costs-Ref	(0.11)
4200 · Interest Income - County of LA	1,497.09
Total PROPERTY TAXES	36,499.04
Total Income	36,499.31
Expense	
FACILITIES, GROUNDS & MAINT.	
7205 · Maintenance Contracts	1,197.00
7220 · Landscape	15.00
Total FACILITIES, GROUNDS & MAINT.	1,212.00
LIBRARY MATERIALS	
6120 · Books	5,565.59
6125 · Audio CD	5,664.46
6130 · DVD's & Videogames	14,572.90
6150 · Downloadables	11,259.24
6155 · Library of Things	56.69
Total LIBRARY MATERIALS	37,118.88
OPERATING EXPENSES	
ADVERTISING & MARKETING	
6627 · Advertising / Marketing	449.15
Total ADVERTISING & MARKETING	449.15
FEES	
6746 · Payroll Fees	750.00
7530 · County Tax Collection Fees	
Total FEES	750.00
STAFF COSTS & PROF. DEVELOPMENT	
6625 · Training & Education	15.31
6710 · Meetings & Travel	115.44
Total STAFF COSTS & PROF. DEVELOPMENT	130.75
UTILITIES	
6920 · Electricity	2,340.16
Total UTILITIES	2,340.16

Altadena Library District

Profit & Loss

03/15/21

January 2021

Accrual Basis

	<u>Jan 21</u>
6620 · Membership Dues & Subscriptions	7,653.31
6740 · Postage & Delivery	7.75
6750 · Printing & Reproduction	500.00
6755 · Small Equipment	1,050.11
6765 · Janitorial Supplies	433.61
6770 · Operating Supplies	210.21
6775 · Technical Services Supplies	76.86
6780 · Operating Software	359.88
6970 · Equipment Lease & Rental	1,792.88
Total OPERATING EXPENSES	15,754.67
PERSONNEL RELATED EXPENSES	
5000 · SALARIES & WAGES	
5010 · Salaried	57,897.90
5020 · Hourly	83,168.01
Total 5000 · SALARIES & WAGES	141,065.91
5100 · Employer-Portion Taxes/Benefits	
5120 · Payroll Taxes (ER)	
5250 · FUTA	18.85
5120 · Payroll Taxes (ER) - Other	15,656.11
Total 5120 · Payroll Taxes (ER)	15,674.96
Total 5100 · Employer-Portion Taxes/Benefits	15,674.96
5200 · Insurance	
5220 · Health Insurance	10,984.03
5221 · Health Insurance - Retirees	6,332.09
5230 · Dental Insurance	(186.98)
5240 · Vision Insurance	(68.42)
5260 · Life Insurance	(1.48)
Total 5200 · Insurance	17,059.24
Total PERSONNEL RELATED EXPENSES	173,800.11
PROFESSIONAL & TECHNICAL	
INFORMATION TECHNOLOGY (IT)	
7170 · Telecommunications	872.83
7180 · Technology Equipment	1,887.35
7185 · Technology Maintenance Fees	405.20
7190 · Website Development	154.65
Total INFORMATION TECHNOLOGY (IT)	3,320.03
PROFESSIONAL SERVICES	
7125 · Audit and Financial Consulting	5,309.50
7130 · Legal Fees	10,714.45
Total PROFESSIONAL SERVICES	16,023.95
Total PROFESSIONAL & TECHNICAL	19,343.98
PROGRAMS	
6200 · Youth Services	101.04
6210 · Teen Services	150.00
6220 · Adult Services	618.53
6230 · Bob Lucas Branch Services	733.68
6240 · Literacy Services	177.90
Total PROGRAMS	1,781.15
Total Expense	249,010.79
Net Ordinary Income	(212,511.48)
Net Income	(212,511.48)

Altadena Library District
Profit & Loss Budget vs. Actual
July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4705 · Altadena Library Foundation	32,000.00	32,000.00		100.0%
4710 · Friends of the Library	28,000.00	28,000.00		100.0%
4730 · Undesignated	50.00		50.00	100.0%
4735 · Designated	346,634.77	346,000.00	634.77	100.2%
4740 · CA Library Literacy Services	21,219.00	21,000.00	219.00	101.0%
Total DONATIONS AND GRANTS	427,903.77	427,000.00	903.77	100.2%
FINES & FEES				
4305 · Fees	567.04	1,000.00	(432.96)	56.7%
4310 · MFM / Printer Revenue	34.45	1,000.00	(965.55)	3.4%
4340 · Passport Services Fees	2,100.00	25,000.00	(22,900.00)	8.4%
4350 · Sales of Products		1,000.00	(1,000.00)	
Total FINES & FEES	2,701.49	28,000.00	(25,298.51)	9.6%
INTEREST INCOME & ADJUSTMENTS				
4210 · Interest Income (Savings)	1.77		1.77	100.0%
Total INTEREST INCOME & ADJUSTMENTS	1.77		1.77	100.0%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	227.00			
4915 · Film Rental Revenue	7,142.80	7,000.00	142.80	102.0%
4930 · E-Rate Revenue		36,000.00	(36,000.00)	
4940 · Transfer in from Reserves		25,950.00	(25,950.00)	
4999 · Credit Card Rebates		10,000.00	(10,000.00)	
Total OTHER REVENUE & ADJUSTMENT	7,369.80	78,950.00	(71,580.20)	9.3%
PROPERTY TAXES				
4010 · Current-Year Secured				
4010.00 · Current Secured		2,704,000.00	(2,704,000.00)	
4010 · Current-Year Secured - Other	2,726,040.40			
Total 4010 · Current-Year Secured	2,726,040.40	2,704,000.00	22,040.40	100.8%
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	(4,674.12)			
Total 4030 · Prior-Year Secured	(34,877.03)			
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(14,502.00)			
Total 4040 · Prior-Year Unsecured	(14,502.00)			
4050 · Homeowners Exemption	6,426.27	15,300.00	(8,873.73)	42.0%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	875,978.98			
4060 · Special Assessment - Other		875,400.00	(875,400.00)	
Total 4060 · Special Assessment	875,978.98	875,400.00	578.98	100.1%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	(1,837.50)			
Total 4070 · Supplemental Current	(1,837.50)			

Altadena Library District
Profit & Loss Budget vs. Actual
July 2020 through January 2021

	Jul '20 - Jan 21	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	9,268.81	10,000.00	(731.19)	92.7%
4200 · Interest Income - County of LA	4,632.64	6,000.00	(1,367.36)	77.2%
Total PROPERTY TAXES	3,663,589.96	3,697,600.00	(34,010.04)	99.1%
Total Income	4,101,566.79	4,231,550.00	(129,983.21)	96.9%
Expense				
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures	23,972.02	76,000.00	(52,027.98)	31.5%
7320 · Structures & Improvements	133,375.85	385,000.00	(251,624.15)	34.6%
Total CAPITAL EXPENSE	157,347.87	461,000.00	(303,652.13)	34.1%
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	6,954.28	14,000.00	(7,045.72)	49.7%
7210 · Building Maint & Repairs	6,841.86	20,000.00	(13,158.14)	34.2%
7220 · Landscape	11,305.82	24,000.00	(12,694.18)	47.1%
Total FACILITIES, GROUNDS & MAINT.	25,101.96	58,000.00	(32,898.04)	43.3%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	3,388.01	6,000.00	(2,611.99)	56.5%
6115 · Electronic Databases & Subscrip	14,370.61	28,000.00	(13,629.39)	51.3%
6120 · Books	61,253.32	135,000.00	(73,746.68)	45.4%
6125 · Audio CD	6,940.30	10,000.00	(3,059.70)	69.4%
6130 · DVD's & Videogames	15,493.33	45,000.00	(29,506.67)	34.4%
6140 · Periodicals	11,594.60	15,000.00	(3,405.40)	77.3%
6150 · Downloadables	27,304.01	44,000.00	(16,695.99)	62.1%
6155 · Library of Things	983.97	4,000.00	(3,016.03)	24.6%
Total LIBRARY MATERIALS	141,328.15	287,000.00	(145,671.85)	49.2%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	400.00			
7540 · Trustee Election		120,000.00	(120,000.00)	
Total MISCELLANEOUS EXPENSE	400.00	120,000.00	(119,600.00)	0.3%
OPERATING EXPENSES				
ADVERTISING & MARKETING				
6618 · Recruitment	318.50	1,500.00	(1,181.50)	21.2%
6627 · Advertising / Marketing	2,619.65	7,000.00	(4,380.35)	37.4%
Total ADVERTISING & MARKETING	2,938.15	8,500.00	(5,561.85)	34.6%
FEES				
6745 · Banking & Service Fees	301.52	1,000.00	(698.48)	30.2%
6746 · Payroll Fees	5,250.00	10,200.00	(4,950.00)	51.5%
7530 · County Tax Collection Fees	35,365.90	36,400.00	(1,034.10)	97.2%
Total FEES	40,917.42	47,600.00	(6,682.58)	86.0%
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 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
STAFF COSTS & PROF. DEVELOPMENT				
6623 · Trustee Prof. Development	46.70	500.00	(453.30)	9.3%
6625 · Training & Education	2,367.99	5,000.00	(2,632.01)	47.4%
6626 · Staff Recognition	1,258.23	2,000.00	(741.77)	62.9%
6710 · Meetings & Travel	1,462.01	3,000.00	(1,537.99)	48.7%
6730 · Mileage & Parking Reimbursement	1,000.00	1,000.00	(1,000.00)	
Total STAFF COSTS & PROF. DEVELOPMENT	5,134.93	11,500.00	(6,365.07)	44.7%
UTILITIES				
6920 · Electricity	25,953.06	42,000.00	(16,046.94)	61.8%
6930 · Natural Gas	722.05	2,000.00	(1,277.95)	36.1%
6940 · Water & Sewage	4,243.14	8,000.00	(3,756.86)	53.0%
6950 · Refuse	3,259.24	7,000.00	(3,740.76)	46.6%
Total UTILITIES	34,177.49	59,000.00	(24,822.51)	57.9%
6620 · Membership Dues & Subscriptions	17,111.25	14,000.00	3,111.25	122.2%
6740 · Postage & Delivery	366.43	2,000.00	(1,633.57)	18.3%
6750 · Printing & Reproduction	3,410.00	6,000.00	(2,590.00)	56.8%
6755 · Small Equipment	3,046.87	4,000.00	(953.13)	76.2%
6765 · Janitorial Supplies	2,485.43	9,000.00	(6,514.57)	27.6%
6770 · Operating Supplies	9,289.77	19,000.00	(9,710.23)	48.9%
6775 · Technical Services Supplies	1,337.93	3,500.00	(2,162.07)	38.2%
6780 · Operating Software	359.88	359.88	359.88	100.0%
6960 · Sales of Products	200.00	200.00	(200.00)	
6970 · Equipment Lease & Rental	12,417.47	20,000.00	(7,582.53)	62.1%
Total OPERATING EXPENSES	215,123.05	286,200.00	(71,076.95)	75.2%
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	450,546.62	783,300.00	(332,753.38)	57.5%
5020 · Hourly	644,379.05	1,099,100.00	(454,720.95)	58.6%
Total 5000 · SALARIES & WAGES	1,094,925.67	1,882,400.00	(787,474.33)	58.2%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA	102.71			
5120 · Payroll Taxes (ER) - Other	87,552.01	155,600.00	(68,047.99)	56.3%
Total 5120 · Payroll Taxes (ER)	87,654.72	155,600.00	(67,945.28)	56.3%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	10,901.12	25,300.00	(14,398.88)	43.1%
5210.02 · CalPers PEPPRA (ER Contr)	41,633.78	99,300.00	(57,666.22)	41.9%
5218 · PERS Unfunded	168,617.00	168,700.00	(83.00)	100.0%
Total 5210 · PERS Retirement	221,151.90	293,300.00	(72,148.10)	75.4%
5222 · OPEB Contribution	60,000.00	60,000.00	(60,000.00)	
Total 5100 · Employer-Portion Taxes/Benefits	308,806.62	508,900.00	(200,093.38)	60.7%
5200 · Insurance				
5220 · Health Insurance	65,417.43	132,000.00	(66,582.57)	49.6%
5221 · Health Insurance - Retirees	42,421.05	71,700.00	(29,278.95)	59.2%
5230 · Dental Insurance	5,144.32	13,200.00	(8,055.68)	39.0%
5240 · Vision Insurance	2,077.66	3,900.00	(1,822.34)	53.3%
5260 · Life Insurance	691.87	1,400.00	(708.13)	49.4%
5270 · Workers' Compensation	49,825.96	49,850.00	(24.04)	100.0%
Total 5200 · Insurance	165,578.29	272,050.00	(106,471.71)	60.9%
Total PERSONNEL RELATED EXPENSES	1,569,310.58	2,663,350.00	(1,094,039.42)	58.9%

Altadena Library District
Profit & Loss Budget vs. Actual
July 2020 through January 2021

	Jul '20 - Jan 21	Budget	\$ Over Budget	% of Budget
PROFESSIONAL & TECHNICAL				
INFORMATION TECHNOLOGY (IT)				
7170 · Telecommunications	5,562.41	9,500.00	(3,937.59)	58.6%
7175 · Internet Service / E-Rate	10,211.83	53,000.00	(42,788.17)	19.3%
7180 · Technology Equipment	13,823.81	25,000.00	(11,176.19)	55.3%
7185 · Technology Maintenance Fees	15,432.38	18,500.00	(3,067.62)	83.4%
7190 · Website Development	316.92	500.00	(183.08)	63.4%
Total INFORMATION TECHNOLOGY (IT)	45,347.35	106,500.00	(61,152.65)	42.6%
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	50,573.41	90,000.00	(39,426.59)	56.2%
7130 · Legal Fees	29,558.92	45,000.00	(15,441.08)	65.7%
7155 · Consultants - Other	27,273.00	70,000.00	(42,727.00)	39.0%
Total PROFESSIONAL SERVICES	107,405.33	205,000.00	(97,594.67)	52.4%
Total PROFESSIONAL & TECHNICAL	152,752.68	311,500.00	(158,747.32)	49.0%
PROGRAMS				
6200 · Youth Services	1,592.21	4,600.00	(3,007.79)	34.6%
6210 · Teen Services	3,579.72	5,500.00	(1,920.28)	65.1%
6220 · Adult Services	2,550.62	10,000.00	(7,449.38)	25.5%
6230 · Bob Lucas Branch Services	4,880.30	6,400.00	(1,519.70)	76.3%
6240 · Literacy Services	1,655.99	4,250.00	(2,594.01)	39.0%
6250 · Volunteer Services	376.30	1,000.00	(623.70)	37.6%
6260 · Summer Reading	1,100.64	10,000.00	(8,899.36)	11.0%
6270 · Mobile Library		2,750.00	(2,750.00)	
Total PROGRAMS	15,735.78	44,500.00	(28,764.22)	35.4%
Total Expense	2,277,100.07	4,231,550.00	(1,954,449.93)	53.8%
Net Ordinary Income	1,824,466.72		1,824,466.72	100.0%
Net Income	1,824,466.72		1,824,466.72	100.0%

Altadena Library District
Profit & Loss Prev Year Comparison
 July 2020 through January 2021

	Jul '20 - Jan 21	Jul '19 - Jan 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4705 · Altadena Library Foundation	32,000.00	500.00	31,500.00	6,300.0%
4710 · Friends of the Library	28,000.00	33,000.00	(5,000.00)	(15.2)%
4730 · Undesignated	50.00	1.00	49.00	4,900.0%
4735 · Designated	346,634.77		346,634.77	100.0%
4740 · CA Library Literacy Services	21,219.00	18,000.00	3,219.00	17.9%
Total DONATIONS AND GRANTS	427,903.77	51,501.00	376,402.77	730.9%
FINES & FEES				
4305 · Fees	567.04	2,853.28	(2,286.24)	(80.1)%
4310 · MFM / Printer Revenue	34.45	4,292.75	(4,258.30)	(99.2)%
4340 · Passport Services Fees	2,100.00	67,550.00	(65,450.00)	(96.9)%
4350 · Sales of Products		1,179.00	(1,179.00)	(100.0)%
Total FINES & FEES	2,701.49	75,875.03	(73,173.54)	(96.4)%
INTEREST INCOME & ADJUSTMENTS				
4210 · Interest Income (Savings)	1.77	26.99	(25.22)	(93.4)%
Total INTEREST INCOME & ADJUSTMENTS	1.77	26.99	(25.22)	(93.4)%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income	227.00	5,850.43	(5,623.43)	(96.1)%
4915 · Film Rental Revenue	7,142.80		7,142.80	100.0%
4930 · E-Rate Revenue				
4999 · Credit Card Rebates		5,000.00	(5,000.00)	(100.0)%
Total OTHER REVENUE & ADJUSTMENT	7,369.80	10,850.43	(3,480.63)	(32.1)%
PROPERTY TAXES				
4010 · Current-Year Secured				
4010.00 · Current Secured		2,575,557.59	(2,575,557.59)	(100.0)%
4010 · Current-Year Secured - Other	2,726,040.40		2,726,040.40	100.0%
Total 4010 · Current-Year Secured	2,726,040.40	2,575,557.59	150,482.81	5.8%
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	(4,674.12)	(7,891.11)	3,216.99	40.8%
Total 4030 · Prior-Year Secured	(34,877.03)	(22,833.32)	(12,043.71)	(52.8)%
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)%
4050 · Homeowners Exemption	6,426.27	6,635.78	(209.51)	(3.2)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	875,978.98	846,030.80	29,948.18	3.5%
4060.02 · Direct Assessments		402.45	(402.45)	(100.0)%
Total 4060 · Special Assessment	875,978.98	846,433.25	29,545.73	3.5%
4070 · Supplemental Current				
4010.03 · SB 813 Supplemental	(1,837.50)	3,708.75	(5,546.25)	(149.5)%
Total 4070 · Supplemental Current	(1,837.50)	3,708.75	(5,546.25)	(149.5)%
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%

Altadena Library District
Profit & Loss Prev Year Comparison
 July 2020 through January 2021

	Jul '20 - Jan 21	Jul '19 - Jan 20	\$ Change	% Change
4080 · Penalties, Interest & Costs-Ref	9,268.81	6,804.97	2,463.84	36.2%
4200 · Interest Income - County of LA	4,632.64	13,476.97	(8,844.33)	(65.6)%
Total PROPERTY TAXES	3,663,589.96	3,510,573.10	153,016.86	4.4%
Total Income	4,101,566.79	3,648,826.55	452,740.24	12.4%
Expense				
CAPITAL EXPENSE				
7310 · Equipment, Furniture & Fixtures	23,972.02	4,939.50	19,032.52	385.3%
7320 · Structures & Improvements	133,375.85	21,837.73	111,538.12	510.8%
Total CAPITAL EXPENSE	157,347.87	26,777.23	130,570.64	487.6%
FACILITIES, GROUNDS & MAINT.				
7205 · Maintenance Contracts	6,954.28	9,506.72	(2,552.44)	(26.9)%
7210 · Building Maint & Repairs	6,841.86	17,353.27	(10,511.41)	(60.6)%
7220 · Landscape	11,305.82	12,112.83	(807.01)	(6.7)%
Total FACILITIES, GROUNDS & MAINT.	25,101.96	38,972.82	(13,870.86)	(35.6)%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	3,388.01	10,375.21	(6,987.20)	(67.4)%
6115 · Electronic Databases & Subscrip	14,370.61	20,532.92	(6,162.31)	(30.0)%
6120 · Books	61,253.32	44,418.35	16,834.97	37.9%
6125 · Audio CD	6,940.30	1,384.57	5,555.73	401.3%
6130 · DVD's & Videogames	15,493.33	22,005.68	(6,512.35)	(29.6)%
6135 · Processing of Materials	11,594.60	19,606.57	(19,606.57)	(100.0)%
6140 · Periodicals	27,304.01	7,820.48	19,483.53	249.1%
6150 · Downloadables	983.97	9.84	974.13	9,899.7%
Total LIBRARY MATERIALS	141,328.15	138,433.70	2,894.45	2.1%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense	400.00	436.30	(36.30)	(8.3)%
Total MISCELLANEOUS EXPENSE	400.00	436.30	(36.30)	(8.3)%
OPERATING EXPENSES				
ADVERTISING & MARKETING				
6618 · Recruitment	318.50	1,924.19	(1,605.69)	(83.5)%
6627 · Advertising / Marketing	2,619.65	1,716.27	903.38	52.6%
Total ADVERTISING & MARKETING	2,938.15	3,640.46	(702.31)	(19.3)%
FEEES				
6745 · Banking & Service Fees	301.52	1,316.20	(1,014.68)	(77.1)%
6746 · Payroll Fees	5,250.00	5,530.00	(280.00)	(5.1)%
7530 · County Tax Collection Fees	35,365.90	33,273.39	2,092.51	6.3%
Total FEEES	40,917.42	40,119.59	797.83	2.0%
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	46.70	240.00	(193.30)	(80.5)%
6625 · Training & Education	2,367.99	11,509.94	(9,141.95)	(79.4)%
6626 · Staff Recognition	1,258.23	2,520.34	(1,262.11)	(50.1)%
6710 · Meetings & Travel	1,462.01	9,710.73	(8,248.72)	(84.9)%
6730 · Mileage & Parking Reimbursement	1,462.01	1,678.94	(1,678.94)	(100.0)%
Total STAFF COSTS & PROF. DEVELOPMENT	5,134.93	25,659.95	(20,525.02)	(80.0)%

Altadena Library District
Profit & Loss Prev Year Comparison
 July 2020 through January 2021

	Jul '20 - Jan 21	Jul '19 - Jan 20	\$ Change	% Change
UTILITIES				
6920 · Electricity	25,953.06	23,075.18	2,877.88	12.5%
6930 · Natural Gas	722.05	1,588.32	(866.27)	(54.5)%
6940 · Water & Sewage	4,243.14	4,398.67	(155.53)	(3.5)%
6950 · Refuse	3,259.24	4,087.09	(827.85)	(20.3)%
Total UTILITIES	34,177.49	33,149.26	1,028.23	3.1%
6620 · Membership Dues & Subscriptions	17,111.25	9,984.61	7,126.64	71.4%
6740 · Postage & Delivery	366.43	3,255.14	(2,888.71)	(88.7)%
6750 · Printing & Reproduction	3,410.00	2,209.77	1,200.23	54.3%
6755 · Small Equipment	3,046.87	1,969.07	1,077.80	54.7%
6765 · Janitorial Supplies	2,485.43	3,709.50	(1,224.07)	(33.0)%
6770 · Operating Supplies	9,289.77	10,409.11	(1,119.34)	(10.8)%
6775 · Technical Services Supplies	1,337.93	2,372.83	(1,034.90)	(43.6)%
6780 · Operating Software	359.88	1,077.54	(717.66)	(66.6)%
6960 · Sales of Products		86.78	(86.78)	(100.0)%
6970 · Equipment Lease & Rental	12,417.47	11,286.90	1,130.57	10.0%
Total OPERATING EXPENSES	215,123.05	212,311.85	2,811.20	1.3%
PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	450,546.62	184,890.50	265,656.12	143.7%
5020 · Hourly	644,379.05	803,259.31	(158,880.26)	(19.8)%
Total 5000 · SALARIES & WAGES	1,094,925.67	988,149.81	106,775.86	10.8%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA	102.71		102.71	100.0%
5120 · Payroll Taxes (ER) - Other	87,552.01	81,745.20	5,806.81	7.1%
Total 5120 · Payroll Taxes (ER)	87,654.72	81,745.20	5,909.52	7.2%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	10,901.12	12,631.77	(1,730.65)	(13.7)%
5210.02 · CalPers PEPR (ER Contr)	41,633.78	38,676.98	2,956.80	7.6%
5218 · PERS Unfunded	168,617.00	147,894.00	20,723.00	14.0%
Total 5210 · PERS Retirement	221,151.90	199,202.75	21,949.15	11.0%
Total 5100 · Employer-Portion Taxes/Benefits	308,806.62	280,947.95	27,858.67	9.9%
5200 · Insurance				
5220 · Health Insurance	65,417.43	66,923.76	(1,506.33)	(2.3)%
5221 · Health Insurance - Retirees	42,421.05	38,467.19	3,953.86	10.3%
5230 · Dental Insurance	5,144.32	6,866.83	(1,722.51)	(25.1)%
5240 · Vision Insurance	2,077.66	2,051.89	25.77	1.3%
5260 · Life Insurance	691.87	854.57	(162.70)	(19.0)%
5270 · Workers' Compensation	49,825.96	31,233.41	18,592.55	59.5%
Total 5200 · Insurance	165,578.29	146,397.65	19,180.64	13.1%
Total PERSONNEL RELATED EXPENSES	1,569,310.58	1,415,495.41	153,815.17	10.9%
PROFESSIONAL & TECHNICAL INFORMATION TECHNOLOGY (IT)				
7135 · Technology Consulting		3,500.00	(3,500.00)	(100.0)%
7170 · Telecommunications	5,562.41	5,494.64	67.77	1.2%
7175 · Internet Service / E-Rate	10,211.83	10,338.21	(126.38)	(1.2)%
7180 · Technology Equipment	13,823.81	7,749.87	6,073.94	78.4%
7185 · Technology Maintenance Fees	15,432.38	12,882.65	2,549.73	19.8%
7190 · Website Development	316.92	361.45	(44.53)	(12.3)%
Total INFORMATION TECHNOLOGY (IT)	45,347.35	40,326.82	5,020.53	12.5%

Altadena Library District
Profit & Loss Prev Year Comparison
 July 2020 through January 2021

	Jul '20 - Jan 21	Jul '19 - Jan 20	\$ Change	% Change
PROFESSIONAL SERVICES				
7125 · Audit and Financial Consulting	50,573.41	21,318.61	29,254.80	137.2%
7130 · Legal Fees	29,558.92	44,484.14	(14,925.22)	(33.6)%
7140 · Architectural & Engineering		24,997.50	(24,997.50)	(100.0)%
7145 · Collection Agency		2,004.80	(2,004.80)	(100.0)%
7155 · Consultants - Other	27,273.00	14,977.51	12,295.49	82.1%
Total PROFESSIONAL SERVICES	107,405.33	107,782.56	(377.23)	(0.4)%
Total PROFESSIONAL & TECHNICAL	152,752.68	148,109.38	4,643.30	3.1%
PROGRAMS				
6200 · Youth Services	1,592.21	1,849.92	(257.71)	(13.9)%
6210 · Teen Services	3,579.72	499.95	3,079.77	616.0%
6220 · Adult Services	2,550.62	11,103.76	(8,553.14)	(77.0)%
6230 · Bob Lucas Branch Services	4,880.30	2,107.69	2,772.61	131.6%
6240 · Literacy Services	1,655.99	2,381.62	(725.63)	(30.5)%
6250 · Volunteer Services	376.30	742.79	(366.49)	(49.3)%
6260 · Summer Reading	1,100.64	2,992.26	(1,891.62)	(63.2)%
Total PROGRAMS	15,735.78	21,677.99	(5,942.21)	(27.4)%
Total Expense	2,277,100.07	2,002,214.68	274,885.39	13.7%
Net Ordinary Income	1,824,466.72	1,646,611.87	177,854.85	10.8%
Net Income	1,824,466.72	1,646,611.87	177,854.85	10.8%



**BOARD OF LIBRARY TRUSTEES
STANDING COMMITTEE REPORT FOR MARCH 2021**

COMMITTEE: Community Facilities District **MEETING DATE:** March 10, 2021

PREPARED BY: Trustee Terry Andrues **LOCATION:** Virtual Meeting

The Community Facilities District (CFD) Committee convened via ZOOM at 3:07 pm on February 10, 2021.

This was the first meeting to include the recently appointed citizen committee members. The full membership is now:

- Terry Andrues (Chair)
- Rushmore Cervantes
- Amy Lyford
- Kim Kenne
- Jim Vitale

Also in attendance were District Director Nikki Winslow and Administrative Assistant Diego Gamboa. Diego presented an overview of the Brown Act which included an excellent description of proper rules of communications for the members. He described the differences between standing and ad hoc committee structure and the importance of performing all CFD committee deliberations in the public domain.

Based on questions and comments from the new members, it is apparent that they possess the experience, skills and energy to be valuable leaders in the formation and oversight of the CFD.

The committee had a free-flowing, inclusive discussion regarding a wide range of procedural and structural elements of the CFD. All members expressed a desire to define the precise role of the CFD committee and how intersects with the activities of the Facilities Committee.

The agenda turned toward the subject of evaluating and recommending two of the most important consulting positions of the CFD:

- Municipal Advisory Services
- Bond and Disclosure Counsel

Rushmore Cervantes recommended a work group approach that would include one, but preferably two, CFD Committee members to review the proposals. Amy Lyford suggested the CFD Committee develop an evaluation matrix for judging each set of proposals once the deadline has passed on April 1. Nikki Winslow suggested a special meeting of the CFD Committee prior to its scheduled April meeting to review and provide feedback on the evaluation documents with the full Committee and finalize the method for screening of the most qualified applicants. A primary goal is to finalize a recommendation for each position to the entire board

by the April or May general Board meeting. A secondary goal is to make the process as transparent as possible. Terry asked Nikki to develop the work group model and create assignments for staff/Committee members to discuss at the special meeting (probably late March--TBD).

The meeting was adjourned at 4:55 pm



**BOARD OF LIBRARY TRUSTEES
AD HOC COMMITTEE REPORT FOR FEBRUARY 2021**

REPORT: Facilities

MEETING DATE: March 22, 2021

PREPARED BY: Trustee Jason Capell

LOCATION: Virtual Meeting

The Facilities Ad Hoc committee has spent a great deal of time discussing and establishing assessment tools to analyze submissions for the Capital Project Manager Request For Proposals (RFPs) in order to have an equitable and fair process that is reflective of the needs, priorities, and goals of the Altadena Library District. To that end we created a scoring tool to evaluate the initial responses that was focused on ensuring that submitted proposals were fully responsive to the RFP and the District's priorities to create a short list of candidates to interview. Committee members spent several hours each evaluating at least 4 of the proposals on their own before meeting on March 3rd as a full committee to share our thoughts and tabulate final scores. After a robust and thorough discussion of our evaluations and scoring we had three clear front runners that we wanted to interview: **Citadel CPM Inc, Griffin Structures** and **Rachlin Partners**.

In addition to the initial review of proposals at our March 3rd meeting, we also finalized our scoring process and interview questions that would be used for evaluations to recommend a finalist for full Board approval. In this final round of scoring, it was important to the committee that the scores be weighted to clearly reflect what we believed to be the most important categories. Our in-depth discussion of this approach was also informed by insights gained by reaching out to other library professionals and municipal project and construction managers who have worked on similar projects. This led us to prioritize two categories: individual experience (are we confident in the ability of the person we'll be working with to get the job done and be accessible to the ALD team) and project experience (do they and their firm have relevant experience especially with historical restoration and mid-century modern architecture)? Our initial review of the proposals also allowed us to weigh certain things less than we had initially anticipated. For instance, after seeing that all proposed costs were relatively the same, we decided to give that less weight since it didn't reveal any meaningful differentiation between the firms.

On March 10th we held interviews allowing each firm 45 minutes to answer the 8 weighted questions we had created as well as a final closing statement. We gave the committee 15 minutes in between each interview for members to share initial thoughts and reactions. At the end of the three interviews, each committee member shared their ranked preferences and their scoring, and held a more in depth discussion of each member's thoughts and reactions, as well as some review of the firms' written proposals. All members of the committee unanimously expressed a strong preference for **Rachlin Partners**, with a substantial margin between the that firm and the next closest option. Staff proceeded to call references and investigate recent projects, and the feedback from other clients who had worked with that firm were unilaterally very positive. In the end the committee felt there was one candidate that was likely to meet the

specific needs of the District and add substantial value to the process, and we are therefore recommending the full Altadena Library District Board of Trustees award the contract to Rachlin Partners. The Facilities Ad Hoc Committee would like to thank all of the firms that participated in the Q&A, submitted formal proposals, and especially the three firms that participated in the interview process.



**BOARD OF LIBRARY TRUSTEES
FRIENDS OF THE ALTADENA LIBRARY (FOAL) REPORT FOR FEBRUARY 2021**

REPORT: Friends of the Altadena Library **MEETING DATE:** March 22, 2021

PREPARED BY: Trustee Kameelah Wilkerson **LOCATION:** Virtual Meeting

On Friday March 5th, some of the FOAL leadership (Marne, Jeannette, Claire and Sallie), ALD staff (Nikki and Chloé) and myself met to discuss how the library and the FOAL can collaborate and align efforts around community engagement and events. There was a consensus on the following:

- The FOAL would utilize a program proposal form developed by the Programming and Engagement team for any programming proposed by the Friends with the goal being alignment of library and FOAL efforts.
- ALD would provide the FOAL with access to programs planned in order to keep the Friends in the loop about the focus of future programming.
- The library's Community Conversations were discussed and it was agreed that the FOAL would identify ways in which the organization could support this effort. There were three suggestions offered by ALD- Hosting Community Conversations, connecting groups or individuals that would be interested in hosting Community Conversations and lastly interviewing friends and neighbors to gather feedback.

The Friends met for their monthly meeting on Saturday March 6 and reviewed this information with those present. There was a consensus that the FOAL would utilize their membership to support the Community Conversations efforts. The FOAL is also planning an event for their upcoming annual meeting (date not set). The FOAL plan to invite a speaker(s) to discuss a specific topic which has not yet been finalized.



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

DEPARTMENT: Administration

MEETING DATE: March 22, 2020

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Authorization for District Director to contract with a Capital Project Management Firm

BACKGROUND:

The Ad-Hoc Facilities Committee met on January 13, 2021 to discuss the next steps in the two library buildings renovations. This committee is composed of Trustee Jason Capell (Chair), Trustee Katie Clark, District Director Nikki Winslow, Administrative Services Manager Nicole Fabry, and Facilities Manager Jonathan Arevalo. These building projects will be funded out of the Community Facilities District that was formed by the ALD in 2020. The committee agreed to the need to post a Request for Proposals (RFP) to hire a Capital Project Management consultant to oversee the life of both building projects.

The RFP was reviewed and approved by the Ad-Hoc Facilities Committee on January 13, 2021 and then taken to the full Board of Trustees for final approval at their January 25, 2021 regular meeting. The RFP was posted on January 26, 2021 with a closing deadline of March 1, 2021.

Ten proposals were received by the deadline. These firms included:

- Balfour Beatty Construction
- Citadel CPM
- Cumming Management Group
- Extended Resources
- Griffin Structures
- Knowland Construction Services
- Ledesma & Meyer Construction Co.
- Rachlin Partners
- Simpson & Simpson Management Consulting
- Telacu Construction Management

Prior to the deadline, the Ad-Hoc Facilities Committee met to review the drafted evaluation criteria based on the requirements in the RFP and came to agreement on the method for scoring the proposals on our initial review. Each proposal was reviewed carefully by two members of the Facilities Committee, which met on March 3, 2021 to review the proposal scoring. The firms who scored above 90% in the initial round of evaluation were invited to interview for final selection. At this same meeting the committee developed the eight weighted questions that would be asked.

The three firms that scored above the 90% were **Citadel CPM, Griffin Structures, and Rachlin Partners**. They were interviewed by the five Ad-Hoc Facilities Committee members on March

10, 2021. Each was given 45 minutes to answer the eight weighted questions, with the committee then deliberating following each interview. At the conclusion the interviews, the committee shared their scores based on completeness of their answers. **Rachlin Partners** was scored the highest firm by all five committee members. Aggregate scoring from these interviews can be found in the page after this staff report.

FISCAL IMPACT

Rachlin Partner's hourly billing rates are included on p. 35 of their proposal and will remain in effect for the duration of the contract. The fiscal impact is anticipated to be approximately 5% of the total capital project costs.

RECOMMENDATION

Staff recommends that the Board of Trustees authorize the District Director to contract with **Rachlin Partners** for Capital Project Management services (to include both project management and construction management, as outlined in the professional services agreement and RPF) for a three year-term or until the conclusion of both library building renovations.



CAPITAL PROJECT MANAGEMENT RFP FINAL ROUND ASSESSMENT WITH FIVE RATERS' SCORES

CRITERIA	QUESTIONS	Top Score	Citadel CPM, Inc.	Griffin Structures	Rachlin Partners
1 Proposer's capital project management experience, including proposer/main point of contact, firm, mandatory design consultants, and mandatory subcontractors	Who is our main point of contact, and can you describe his/her day to day interactions with, and availability to, the ALD team?	90 possible points	73	64	82
2 Experience with similar projects	Can you describe your experience with updating or refurbishing historic buildings?	70 possible points	36	64	65
3 Ability and capacity to perform the work (including key personnel committed to project and local presence)	Can you briefly walk us through the kind of hours invested in each phase of the project, and by whom - who's on-site, and when, and how would you handle emergencies or short-notice needs?	60 possible points	38	44	52
4 Management approach for project requirements (including community engagement, quality control, document control, scheduling software, and supervision)	You've outlined your approaches in your proposal to managing the project; what do you expect from the District on a weekly basis throughout the life of the project?	60 possible points	32	43	53
5 Grasp of project requirements, including scope, intent, quality, and ALD priorities	Do you have some actual examples of community engagement processes that you've undertaken or been involved in? Follow up: ADA	60 possible points	34	33	50
6 Time schedule planned for the project, including availability, scheduling, and staffing	How would you recommend staging the two major projects to maintain operations and library services throughout the life of the project?	60 possible points	37	41	56
7 Use of consultants, subcontractors, or other vendors (either in-house or outside resources) for completion of project	Apart from anyone detailed in your proposal, what other consultants or outside experts do you envision hiring for this project, and in what order?	50 possible points	29	22	42
8 Price	In previous projects you've worked on, what percentage of the total cost did your services represent? Follow ups: Any not to exceed limit? Do you anticipate any rate increases year over year? Containing/avoiding change orders? Impact of COVID on pricing?	50 possible points	39	34	43
9 Closing question	Is there anything else you'd like to share that we haven't covered today?	0	0	0	0
		500	318	345	443



**BOARD OF LIBRARY TRUSTEES
ITEM VIII.B. STAFF REPORT**

REPORT: Agenda Item VIII.b.

MEETING DATE: March 22, 2021

PREPARED BY: Diego Gamboa

LOCATION: Virtual Meeting

BACKGROUND:

The Board of Trustees (BOT) current Government Relations Liaison, Trustee Terry Andruess, is responsible for monitoring current legislative activity that may impact the Altadena Library District, serving as a policy advocate, and representing the BOT in Sacramento for legislative days. The current Altadena Library District Board of Trustees Bylaws do not allow the Government Relations Liaison to vote on the BOT's behalf, requiring prior BOT approval for participation. To ensure expedient and efficient BOT representation, the Government Relations Liaison should be allowed to speak, decide, and vote on behalf of the BOT. Examples of this include, but are not limited to: voting in elections held by LAFCO (Local Agency Formation Commission), submitting emergent public comment or letters of support for local, state, or federal consideration, and participating in CSDA meetings. By nature of the position, the BOT has already entrusted the Government Relations Liaison to represent them and their interests in public and governmental settings. The addition of this responsibility in the BOT Bylaws will provide the Government Relations Liaison the bandwidth to effectively do so.

FISCAL IMPACT:

None.

RECOMMENDATION:

Staff recommends that the BOT review and approve the amendment to the Section 5.1 – Government Relations Liaison of the bylaws to:

The Government Relations Liaison shall:

- A. Monitor current legislative activity at city, county, state, and federal levels that would impact the Altadena Library District;
- B. Provide information to the Board of Trustees regarding legislative issues and their impact on the Altadena Library District;
- C. After consultation with the Board, contact legislators, as appropriate, to advocate for the Altadena Library District's position on individual legislative issues; ~~and~~
- D. Attend legislative days in Sacramento representing the Altadena Library District; ~~and~~
- E. ~~Speak, decide, and vote on the Board's behalf when representing Altadena Library District and/or the Board of Trustees at meetings, conferences, collaboratives or other convenings within the liaison's jurisdiction.~~



**BOARD OF LIBRARY TRUSTEES
UNATTENDED CHILDREN POLICY**

DEPARTMENT: Administration

MEETING DATE: March 22, 2021

PREPARED BY: Viktor Sjöberg

LOCATION: Virtual Zoom Meeting

TITLE: Review and Approve the New Unattended Children Policy

BACKGROUND:

The Altadena Library District does not currently have an Unattended Children policy and as such lacks a documented method of handling situations involving unaccompanied young children visiting the libraries. As this relates directly to the safety of children, it is of utmost importance that library staff take a proactive and consistent approach to managing these situations. This policy clearly outlines the guidelines both for staff as well as for community members with children.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board of Trustees review and approve the Unattended Children Policy.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: UNATTENDED CHILDREN POLICY

SECTION: GENERAL ADMINISTRATION

BOARD APPROVED:

Unattended Children Policy

While the Altadena Library District strives to foster a safe environment for everyone, parents and guardians are responsible for ensuring the safety of their children as well as for monitoring and regulating their behavior.

- Children under the age of 10 may not be left unattended on library premises. Unattended children under the age of 10 will be asked to call a parent or guardian for pick-up. If unable to reach a parent or guardian, the L.A. County Sheriff's Department will be contacted.
- Anyone 10 or older who is at the library on their own will be held responsible for their actions and behaviors and are expected to adhere to library policy. If warranted, a child over age 10 at the library on their own may be asked to contact their parent or guardian and leave the library for the day.
- For the safety and comfort of children, a responsible adult or caregiver over the age of 14 must remain with any child under 10 years old while they use the library. Depending upon the program, children may be allowed to participate in some library programs without a parent or caregiver; however, the parent or caregiver must remain inside the library and be easily accessible should the child need assistance.
- When necessary, two staff members will remain with an unattended child up to 15 minutes past closing before contacting the L.A. County Sheriff's Department. Under no circumstances will staff transport unattended children.