



AGENDA

Board of Library Trustees | Altadena Library District
Virtual – Zoom – April 25, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING APRIL 25, 2022 MEETING

This meeting will be 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 and Altadena Library District Board of Trustees' Resolution 2021-05. 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 April 25, 2022 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 with the subject line: "Public Comment". Electronic Comments may also be submitted online at www.altadenalibrary.org/publiccomment. If you wish to make your public comment during the live meeting, please state so in your email or select "*Yes – I want to provide this comment in real-time and need the Zoom link*" in the online form.

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

If you are unable to submit via email or the online, 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 5:00 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.

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 x103 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

LAND ACKNOWLEDGEMENT: The Altadena Library District acknowledges its presence on the traditional, ancestral, and unceded land of the Gabrielino Tongva peoples. Altadena is located on the stolen homelands of the Xaxaamonga (Hahamongna) tribal band. The traditional territory of the Gabrielino Tongva is referred to as Tovaangar, which includes the areas currently known as Los Angeles County, Riverside County, West San Bernardino County, parts of Orange County as well as the four southern Channel Islands. Entities such as the U.S. government and non-Native settlers have subjected the Gabrielino Tongva peoples to historic and continuing injustices, including genocide, forced displacement, and cultural and linguistic erasure. Altadena Library commits to learning, educating, and informing its staff and residents of present-day Altadena about the rich histories, vibrant communities, and culture of Gabrielino Tongva people, present

and past.

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 March 28, 2022 [Pages 4 - 8](#)

IV. Consideration of Items Removed from the Consent Calendar

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

V. Department Updates & Special Presentations (Informational)

- a. 2022 Public Library Association Conference Debrief – [Pages 9 - 15](#)
- b. Department Update Reports – March 2022 [Pages 16 - 30](#)

VI. Reports (Informational)

- a. Support Groups
 - 1. Altadena Library Foundation [Page 31](#)
 - 2. Friends of the Altadena Library [Pages 32](#)
- b. District Director's Report [Pages 33 - 39](#)
- c. Financial Reports – February 2022 [Pages 40 - 46](#)
- d. Board of Trustees Standing Committee Reports
 - 1. Budget Committee
 - 2. CFD Committee
- e. Board of Trustees Ad Hoc Committee Reports
 - 1. Facilities Committee [Pages 47 - 48](#)
 - 2. Redistricting Committee
- f. Liaison Reports
 - 1. Government Liasion Report [Pages 49 - 51](#)
- g. Trustee Reports
 - 1. Jason Capell – PLA Summary [Page 52 - 53](#)

VII. Unfinished Business

VIII. New Business

- a. Review and Approval to offer a contract for Copier Services (**Action**) [Pages 54 - 119](#)
- b. Review and Approval to Invest the Bond Proceeds with LAIF (**Action**) [Pages 120 - 121](#)
- c. Review and Approval of Indefinite Suspension of Updated ALD COVID-19 Vaccination Policy, regarding COVID-19 Testing Procedure provision (**Action**) [Pages 122 - 126](#)
- d. Request for partial closure on May 17 for Staff Training (**Action**) [Pages 127](#)
- e. Review and Approval of Resolution 2022-06 to Extend the Provisions of Resolution 2021-05 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Altadena Library District for the Period of May 1, 2022 – May 31, 2022 (**Action**)

IX. Consideration of Urgency items to be added to Closed Session

- a. Approval/Reordering of Closed Session Agenda Items
- b. Adoption of Closed Session Agenda

X. Closed Session Public Comment – This is an opportunity for members of the public to address the Board on any subject matter within the Closed Session. Please address the Board, as a whole, through the Chair. Individuals will be given three (3) minutes to address the board.

XI. Closed Session

- a. Motion to convene to Closed Session
- b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:
 - 1. Public Employee Performance Evaluation
Pursuant to Government Code Section 54957
Title: District Director
 - 2. Reconvene to Open Session

XII. Governance

XIII. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

XIV. Adjournment

- a. Adjourn Meeting



MINUTES

Board of Library Trustees | Altadena Library District
Virtual – Zoom – March 28, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING MARCH 28, 2022 MEETING

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I. Call to order

The meeting was called to order by Trustee Rushmore Cervantes at 5:03 pm.

II. Open Session

a. Roll Call

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

b. Approval/Reordering of Agenda Items

No adjustments were made.

- c. Adoption of Agenda
Moved by Trustee Clark to adopt the Agenda.
Seconded by Trustee Andruess.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye
Trustee Cervantes: Aye
Motion passed
- d. Public Comment on Non-Agenda Items
No public comment made.

- III. **Consent Calendar**
Moved by Trustee Capell to adopt the Agenda.
Seconded by Trustee Clark.
Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye
Trustee Cervantes: Aye
Motion passed

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 28, 2022

- IV. **Consideration of Items Removed from the Consent Calendar**
Items removed from the Consent Calendar discussed individually at this time.

- V. **Department Updates & Special Presentations (Informational)**
 - a. Department Update Reports – February 2022
Trustees thanked staff for including photos in the reports. Other kudos provided on some of the reports.

- VI. **Reports (Informational)**
 - a. Support Groups
 - 1. Altadena Library Foundation
No report.
 - 2. Friends of the Altadena Library
No report.
 - b. District Director's Report
Assistant Library Director Ashley Watts provided report.
 - c. Financial Reports – January 2022
Office Manager Ana Villalobos provided report.
 - d. Board of Trustees Standing Committee Reports
 - 1. Budget Committee
No report.

2. CFD Committee
Trustee Andrues provided report.

e. Board of Trustees Ad Hoc Committee Reports

1. Facilities Committee
Trustee Capell provided report. Trustee Clark reminded the Trustees that if they planned to attend the Virtual Town Hall the following night that the three Trustees not on the Facilities Committee are not allowed to ask questions or make any comments.
2. Redistricting Committee
No report.

f. Liaison Reports

Trustee Andrues provided the Government Relations Liaison report.

Trustee Clark provided a brief report as the Altadena Library Foundation liaison.

g. Trustee Reports

VII. Unfinished Business

VIII. New Business

- a. Review and Approval of California Environmental Quality Act (CEQA) Services List of Qualified Consultants **(Action)**
Trustee Clark provided an overview of the CEQA RFP process and why the Facilities Committee recommends qualifying both vendors that submitted proposals for the work.

Moved by Trustee Andrues to authorize the District Director to contract with any of the selected firms for CEQA consulting services. Seconded by Trustee Capell. Trustee Cervantes opened the floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Wilkerson: Aye
Trustee Cervantes: Aye

Motion passed

- b. Review and Approval of revised ALD Computer and Internet Policy **(Action)**
Youth and Family Services Manager Mylinh Hamlington introduced the item, explaining the minor change to this policy to bring it into alignment with our Unattended Children Policy. Trustee Clark requested in the future that when updated policies are brought to the Board to do so as a redlined document so they can see what changes have been made.

Moved by Trustee Wilkerson to approve the revised ALD Computer and Internet Policy. Seconded by Trustee Clark. Trustee Cervantes opened the floor for discussion. No discussion followed.

Roll Call Vote:

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

Trustee Cervantes: Aye
Motion passed

- c. Review and Approval of Resolution 2022-04 Authorizing the Establishment of Authorized Signatures for Pacific Western Bank **(Action)**
Assistant Library Director Ashley Watts introduced this item and explained that we need to add the new Office Manager Ana Villalobos as a check signer. Trustee Clark pointed out that the Staff Report for this item listed this as “Resolution 2022-03” in two places, when the actual Resolution number on this item is “Resolution 2022-04.”
Moved by Trustee Clark to approve Resolution 2022-04 Establishing Authorized Signatures. Seconded by Trustee Wilkerson. Trustee Cervantes opened the floor for discussion. No discussion followed.

Roll Call Vote:

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

Motion passed

- d. Review and Approval of Resolution 2022-05 to Extend the Provisions of Resolution 2021-05 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Altadena Library District for the Period of April 1, 2022 – April 20, 2022 **(Action)**
Trustee Cervantes introduced the agenda item. No questions or comments from the Trustees.

Moved by Trustee Andruess to approve Resolution 2022-05. Seconded by Trustee Capell. Trustee Cervantes opened floor for discussion. No discussion followed.

Roll Call Vote:

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

Motion passed

- e. Authorize the District Director to endorse a Statement and/or an Op-Ed on “Preserving Our Freedom to Read During Unprecedented Times”**(Action)**
Assistant Library Director Ashley Watts introduced this item. She explained that a statement and/or Op-Ed is being drafted to be published for National Library Week, which is April 3-9, 2022, that opposes book banning and other censorship activities. Trustee Andruess asked if there is currently a book banning issue and Trustee Capell shared that there is an issue both in California and across the United States. He spoke to many people at the Public Library Association Conference dealing with this issue in their community.

Moved by Trustee Clark to authorize the District Director to endorse a statement and/or Op-Ed titled “Preserving Our Freedom to Read During Unprecedented Times” on behalf of the Altadena Library District. Seconded by Trustee Andruess. Trustee Cervantes opened floor for discussion. No discussion followed.

Roll Call Vote:

Trustee Andruess: Aye
Trustee Capell: Aye

Trustee Clark: Aye
Trustee Wilkerson: Aye
Trustee Cervantes: Aye
Motion passed

IX. Governance

Trustee Capell made comments about his experience at the 2022 Public Library Association Conference that he attended the week before. He will provide a more detailed report for the next Board meeting.

X. Announcements & Planning

a. Correspondence

b. Proposed Future Agenda Items

Trustee Cervantes directed staff to include a Closed Session to discuss District Director performance evaluation and goals at the next Board meeting. He also let the Trustees know they will be discussing their communication plan that him and Trustee Clark have been working on at the next Board meeting as well.

XI. Adjournment

a. Adjourn Meeting

Trustee Cervantes adjourned the meeting at 5:52 pm.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VI.A REPORT FOR APRIL 2022**

REPORT: Agenda Item VI.a

MEETING DATE: April 25, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Meeting

TITLE: Debrief of 2022 Public Library Association (PLA) Conference

Four staff members and one Trustee were able to attend the 2022 PLA Conference in Portland, OR this year. This was the first big in-person conference since the start of the global pandemic in March 2020, and it was evident by the large number of attendees ready to present, learn and network together that week.

I was fortunate to be one of the attendees and was accompanied by Youth & Family Services Librarian **Mylinh Hamlington**, Adult Services Librarian **Margaret Hatanaka**, Innovations Librarian **Aaron Kimbrell** and Trustee **Jason Capell**. We asked each attendee to write up a report of their experience in Portland so we could share that with the ALD staff and Board of Trustees. Here is some of the information they put together:

Trustee Jason Capell – please see his report under “Trustee Reports” on [page 40](#)

Mylinh Hamlington

Sessions attended:

QUEERING THE LIBRARY – Strategically Creating Space for the LGBTQ+

- Ideas for Pride month/any time queer programs including: Health and Wellness, parenting (my child just...), pride quilt, “show your pride” collage flag, Digital Gay Straight Alliance on discord

SECURITY STRATEGIES: Empowering Staff to Address Disruptive Behavior

- Learned about some elements that are missing in our current incident reporting process that we could add. Including – process for debriefing and monitoring staff wellbeing, creation of a HELP Manual with guidelines and procedures for staff to use at the desk, chart with warning/banning guidelines for code of conduct. They also had some key elements to keep in mind when approaching someone about an incident and recommended some resources for describing individuals when reporting, particularly the APA Style for Bias Free Language.

REMOVING BARRIERS FROM YOUR CATALOGING

- This was presented by a cataloger, and she was focused on changing the Dewey call numbers and moving certain 300's (social sciences) to the 900's (history). Examples of items moved were books about Slavery in the US and Black American History. I want to check our 300's collection and see if there is anything that should be moved to history – and suggest Adult Services does so as well.

FOSTERING EQUITY AND INCLUSION BY PROMOTING EMPLOYEE WELLBEING

- Denver Public Library implemented a new Culturally Responsive Wellness Model which includes wellness meetings for BIPOC, all-staff racial healing circles, affinity groups, access to “Shine” wellness app, paid time off for wellness activities (quarterly 8 hrs for those employed 30+ hours, 2 hrs for those who work less than 30 hrs a week), in library mental health resources including regular drop-in hours for a mental health consultant. They also are having managers go through training on Trauma Informed Supervision. Many of these ideas are not feasible for our much smaller number of staff, but talking about these ideas might help others be possible.

BLACK HISTORY MONTH TAXONOMY: Programming in Public Libraries

- Panel of librarians and college level researchers who created a taxonomy for Black History Month programming. The taxonomy could possibly be used to audit all programs. They provided resources for future BHM programming and suggested providing professional development for teachers and administrators in local schools, as well as partnering with Black Churches and the NAACP. I will use the resources given when planning next year's Black History Month and introduce the idea of auditing our programs – I feel like it would be a helpful task to take on.

HEAR FROM ASIAN PACIFIC AMERICAN LIBRARY LEADERS

- Hear from library leaders about the work that they have done and what has gone into that work. Key elements that I came away with were: representation matters, asking if you are affecting change, remembering that social justice work can go in cycles and tactics are needed to keep it sustainable, and that Mentors play a role in development of a leader. After the session, I briefly talked to Patty Wong and Lessa Pelayo-Lozada about being in a racial/culturally centered group when I am only part of that race. Patty Wong asked if I knew any other Black and Vietnamese Librarians and said that she could get me in touch with some in California. I have contacted her since I returned and am looking forward to the opportunity to network with librarians who have the same background as I do.

AFTER THE COLLECTION AUDIT (virtual)

- Heard from 3 libraries who have done collection audits. All only did sample audits (around 20%) of collection. They used the results of their audit to look at the circulation of diverse books, to identify gaps in collections, educate staff, promote collection, and

provide reader's advisory. They also used the audit as an opportunity to update outdated subject headings. Suggested using cataloginglab.org a website with crowdsourced headings if LCSH have not yet been updated. This session gave me additional ideas of how to use our newly completed audit – especially comparing circulation and updating subject headings.

Exhibition Hall:

- Short Edition – small boxes or kiosks that print short stories or poems onto thermal paper. Can be branded and set around the community.
- International Library Services – Their Autolend Library was my favorite book vending machine that I was able to demo at the conference. The machine was able to hold larger books and all parts are US made
- FE Technologies – I also demoed their book vending machine and did not like it as much as the ILS machine. It also cost more.

Margaret Hatanaka

Opening session: Luvvie Ajayi Jones

I enjoyed the opening session! Luvvie Ajayi Jones is the author of *Professional Troublemaker: the fear fighter manual*. She was a fantastic speaker who encouraged people to speak up and make their voices heard. If you think something is a bad idea don't let fear prevent you from speaking up – what's the worst thing that can happen – you will survive. If you think that this isn't your problem, "not my circus" you are setting up the team for failure. What you say matters and effects the entire team. If you stay silent because you think you're always speaking up – that you speak up too many times – continue to do so. Very inspirational!

Clear and Kind: Building Boundaries in Outreach Work"

Providing outreach visits are essential services for our library. As we look forward to the upcoming library renovations, I believe there will be more emphasis on working offsite and new outreach opportunities. This program was helpful in providing useful guidelines for establishing boundaries in order to keep staff and the public they serve in healthy balance.

Why are boundaries difficult?

- Idea that libraries and staff are "good" and go above and beyond for patrons at all times
- Libraries and staff are asked to do more with less. Staff have a personal responsibility to manage work stress.
- Establish boundaries to create healthier relationships and prevent burnout
- Establish formal boundaries in the form of service agreements
- Internal knowledge sharing – intranet – agreements, route, notes – open and not held by one person
- Self awareness – take care of yourself in order to have the resilience to help others.
 - o Self compassion resource <https://self-compassion.org>

Effective Security Strategies: Empowering Staff to Address Disruptive Behaviors

The information from this program affirmed that we are already implementing good security strategies, but there were a couple of items that I noted that I think would benefit our library:

- Posting Rules of Conduct in the public space
- Create a “Banning Guidelines” spreadsheet.

BCPL Banning Guidelines for Adults

(Refer to Help Manual for more specific information)

| | Rule of Conduct | Behavior Log | | | Banning Letter & Security Report | | | |
|---|-----------------|-------------------|--------------------|-------------|----------------------------------|-------------|-------------|--|
| | | Warning | 1 Day | 1 Month | 3 Months | 6 Months | 1 Year | |
| Alcohol (intoxication) | 8 | | 1st Offense | 2nd Offense | 3rd Offense | 4th Offense | | |
| Animals Brought into Building | 20 | 1st Offense | All other offenses | | | | | |
| Assault | 1, 2 | | | | | | 1st Offense | |
| Body Odor (offensive) | 2, 12 | | All Offenses | | | | | |
| Child Unattended/Unsupervised | 2, 6 | 1st & 2nd Offense | 3rd Offense | | | | | |
| Clothing and Footwear | 2, 17 | 1st Offense | All other offenses | | | | | |
| Damage to Property/Equipment (vandalism) | 1, 2, 9 | | | | | | 1st Offense | |
| Disruptive Behavior (loud) | 2, 4 | 1st & 2nd Offense | 3rd Offense | 4th Offense | | | | |
| Disruptive Behavior (abusive/obscene) | 2, 4 | | | 1st Offense | 2nd Offense | 3rd Offense | 4th Offense | |
| Disruptive Behavior (aggressive/threatening) (verbal or physical) | 2, 4 | | | | | | 1st Offense | |

- Would be helpful to staff as a visual tracking system accessible to all staff – patron’s photo if possible so new staff are aware of patrons who have violated Code of Conduct, what stage are they in being banned, etc.

Some helpful advice when communicating with a challenging customer:

- Start with respect
- Focus on the behavior and not on the customer
- Seek input from other staff – buddy system
- Demonstrate empathy and clarify
- Stay calm
 - If your attempts to deescalate a situation are not working, then consider:
 - Creating more distance between the encounter and other customers
 - Seeking assistance from a supervisor or staff in charge
 - Situating yourself in a space that provides more safety
 - Calling 911 if necessary

Removing Bias and Barriers from Your Cataloging

I was a little underwhelmed by this presentation. Basically, the presenter evaluated the adult 300s and shifted items to the 900’s for a more accurate and equitable collection. They conducted a digital audit of their 300s, where topics featuring marginalized populations were catalogued; weeded or purchased updated information; and reclassified into 900s area. For example, they moved Twelve Years a Slave from 306.362 (Slavery – United States – History) to Biographies.

Programming for Neurodiverse Adults and Others: Ten Best Practices

I went to this program because we have supervised groups of adults with special needs who come into the library and may benefit from targeted programming/interaction with library staff. If we think this may work for our library, I will reach out to the caregivers who currently frequent the Main library and see if we could implement an activity which would benefit their needs.

Takeaways:

- Include neurodiverse adults in decision-making Program design and implementation

- Build relationships with stakeholders - neurodiverse patrons, parents and caregivers; residential program staff
- Partner with advocacy groups and community organizations
 - The Arc (<http://thearc.org>) ; ASAN (Autistic Self Advocacy Network (<http://autisticadvocacy.org>))
- Offer sensory tools/spaces, visual supports, and communication options:
 - Fidgets; timers; noise cancelling headphones; ASL interpretation; visual supports

“Diversity Counts: An Audit Tool That Adds Up” and “After the Collection Diversity Audit”

I attended a couple of diversity audit related programs to see what other libraries have done for their adult collections. Most of the information that I’ve learned about with the Library Journal workshops that I’ve taken focus on evaluating children’s materials, so I wanted to see if the PLA programs offered more techniques for adult materials. While much of the information touched upon ideas and processes that I’ve been exposed to, I learned of there are a few automated tools which analyzes collections:

- Diverse BookFinder, housed at Bates College, developed the *Collection Analysis Tool*, freely assesses racial and cultural representation in picture books based on ISBN
- Follett School Solutions launched *Titlewave Diversity Analysis* in 2020; gathers catalog information across 39 areas related to EDI
- Ingram InClusive launched in 2021 to incorporate assessment at the point of purchase
- Midwest Tape has a forthcoming service that will assess audiobooks, DVDs, Blu-rays, CDs, and Hoopla as well as providing selection lists accompanying audit results

Depending on how we decide to implement our diversity audit for the adult collections at Main and the entire Bob Lucas collections, it may be worthwhile to invest in a product or software that can help staff with the evaluation of the collection. One presenter did mention that they were beta-testing a B & T product for their audit so this might be something we could investigate with our B & T account manager.

Someone from the audience of “Diversity Counts: An Audit Tool That Adds Up” expressed some frustration that staff who are conducting audits are repeating work that’s already been done by others. She wondered if there was a way that we could all share the work instead of “recreating the wheel.” This sparked an interesting conversation amongst the audience members who stayed after the presentation if there was a way to crowdsource the data.

Aaron Kimbrell

The training at PLA was varied and generally applicable to work we are performing at ALD.

Two sessions at PLA, in particular, stood out to me.

- The first of these was “Finding Joy: Library Space as for Playful Learning and Creativity”. This session was inspiring in its message that libraries, to be truly successful, must work to bring joy to library users and programming participants. The session provided guidance on creating that joy through three factors: exploring, positive experiences, and immersion in an ‘amazing story’. This is such a critical message to keep in mind, and it joins up nicely with my belief that we need to be in the business of creating a habit of using the library.
- The other impressive session that I attended was “Diversity Counts: An Audit Tool that Adds Up”. This session directly touches on our ongoing work with diversity audits. This work has been going on for a while in libraries but is still an innovative practice. It’s so innovative, in fact, that no two libraries do them in the same way. The Deschutes library in Oregon shared their practice for completing the audit. This led to a great session with

many questions and the beginnings of potential collaboration across many libraries. In our work at ALD I hope that we find a way to share our experience, learning, and acquired knowledge of best practices with the larger world of libraries. I would love for us to collaborate with some of the participants in this PLA program and help shape the future of diversity audits, particularly being able to represent smaller library districts.

There were some additional sessions that could inform present and future work here in Altadena.

- A session presented by librarians in Utah called “Digital Navigators” introduced the idea of the library being active, extremely active, in promoting advocacy for digital equity and inclusion. The Salt Lake City library hired a full-time staff member that began their work by literally going door to door in selected service areas with door hangers advertising the library’s computing device handouts and digital literacy training. While these digital navigators (the name given to the staff members working these roles) have had significant impact in their communities they are also parts of much larger library systems. Excellent information was provided on working with community partners, crafting program guidelines, and being aware of additional assistance from related non-profits like the National Digital Inclusion Alliance.
- Finally, a session from a Maryland library discussed a remodeling that incorporated a unique participatory, hands-on, makerspace. The group presented their challenges with creating such an ambitious library space and selling the idea to the community. Our own remodel will not include such a large space – their library included a full commercial kitchen – but the session was worthwhile as a reminder to stay aware of the full scope of challenges that building projects can entail.

Nikki Winslow

I have never been to Portland so was grateful it was chosen as the city to host PLA 2022. As mentioned above, it was fantastic to see and connect with so many library workers from across the United States that I haven’t seen in-person for over two years!

A few of the sessions that were impactful to me included:

- ***Find the First Amendment: A Library Puzzle***: This program provided information and resources to address First Amendment audits, complaints about what others view on computers, “Hate Speech” prohibitions and more. It was an interactive session where attendees provided thoughts and feedback on scenarios. We just had staff train on First Amendment audits so felt this was a timely session for me to attend.
- ***Doing the Work: Race, Equity, Diversity and Inclusion***: The Richland County “Let’s Talk about Race Team” presented on their initiative to host discussions with the community about race and other topics that people find difficult or controversial to discuss. They trained staff to be facilitators and have worked with hundreds of Richland County residents as a result.
- ***Librarians Lead in Times of Crisis: Stop, Drop & Roll***: In light of serving on the Altadena Catastropher Response Committee, I was curious to see how other communities, and the libraries those communities, response to emergencies. In this session, they walked us through how to address emergencies and natural disasters in terms of providing emergency preparedness, communication and health resources in advance of these disasters.
- ***The Pursuit of Happiness: Community Wellbeing as a Library Outcome***: Santa Monica Public Library Interim City Librarian Erica Cuyugan presented on her work with a

consultant to focus on community wellbeing as a measure of success. Her and the other presenters discussed how to establish a “Happiness Policy” and build projects or initiatives in libraries to promote community health and wellbeing.

In addition to programs, I also spent a good deal of time in the Exhibit Hall talking to vendors about library materials vending machines. There were only a few on display in the Exhibit Hall but I was able to get handouts about other options that were not physically there. I am working with staff to identify our best option with the hopes of getting those purchased sooner than later.

Overall, it was an educational and fun break from the norm. I really appreciate the Board's ongoing support of staff development and continued education.



**BOARD OF LIBRARY TRUSTEES
ADULT SERVICES REPORT FOR MARCH 2022**

DEPARTMENT: Adult Services

MEETING DATE: April 25, 2022

PREPARED BY: Ashley Watts

LOCATION: Virtual Meeting

MOBILE LIBRARY

Overall, in March the Curiosity Connection picked up steam and got usage from multiple departments in the library. YFS, Adult Services, and Bob Lucas staff were involved in 9 outings over the month and connected with 334 people. The Mobile Library met Altadenans and shared the building survey at Grocery Outlet early in the month, continued the Stories in Motion Series, hit up the Farmers' Market to promote the compost hub at Bob Lucas, and had a very successful storytime at Arlington Garden in Pasadena.

These events, beyond the interactions with craft and program participants, have been tremendous opportunities to connect new Altadenans with the library. Each time the Curiosity Connection stops, we meet new members of the community, make library cards, or are offered greater connections with our community. Just in March we met local authors, educators, and musicians wanting to be a part of our work in Altadena.

Here's a picture of our table at the Farmer's Market showcasing our compost tea. Staff handed out compost tea bags from LA compost. The Compost tea bags are super concentrated compost that you turn into liquid to deliver nutrients to your garden.



SEED LIBRARY

March: Garden Prep

Workshop lead by UC Master Gardener Kristin Guy

Kristin gave a [highly informative presentation](#) on how best to prepare [your garden for spring](#). We had close to 40+ people attend. Seed Library will be *on hiatus* for April and resuming *in-person* in May!

ART CURATION

March was Women's History Month

[Altadena Town Council Member and PUSD Board Member](#), Jennifer Hall Lee, curated an art exhibit for the Main library, entitled *Women's Liberation Movement*. Visitors to the library were able to explore and learn more about this unique era of American history through ephemera, posters, books, and artifacts.

HUNTINGTON HOSPITAL

In March, the ALD partnered with Huntington Hospital to offer free health screenings to the community. A registered nurse is on-site and gives blood Pressure and Blood Glucose screenings. We had a total of 5 people participate this month. They come every second Tuesday of the month from 10-12 pm.

We look forward to seeing this partnership continue to grow.

SECOND SATURDAY

Second Saturday came back on March 12th with the incredible Bracken Band.

Other than the cold, it was a great night. We had 188 people attend.

Our vendor of the night was El patron and the alehouse and usual. We also had the LA Public Health Department have a table to hand out information and pamphlets about the Lead-Free Homes Los Angeles program. You can find more info about that at [LeadfreehomesLA.com](#).



LITTLE FREE LIBRARY BOOK BOX PICKUPS

3/2 Box for Ruth Goldstein LFL pickup:

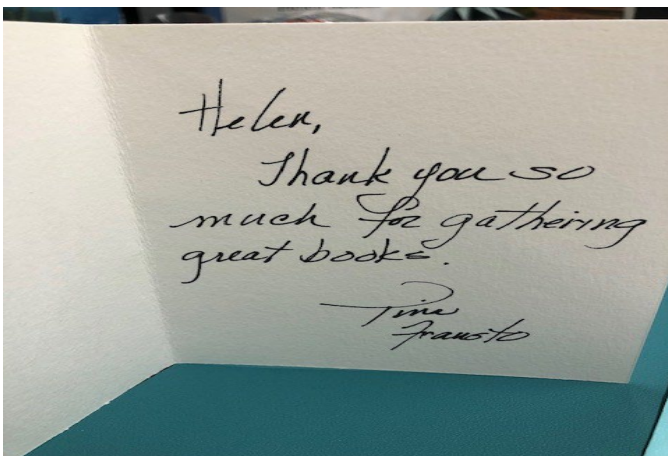


Her email: Dear Helen

I love the variety of books that you selected for me. Many thanks.

Sincerely,
Ruth

The card I received from LFL owner Tina Frausto, thanking me for her curated box. She picked up on 3/17.



BOOK CLUBS

No Guilt:

No Guilt had internet issues with Zoom, so we cancelled. Titles will be discussed at April meeting: Ghosts of Harvard and Fuzz.

True Crime:

3/26 True Crime – title: Couple Found Slain, 8 attendees at the virtual program.

AMERICAN SIGN LANGUAGE

3/30 Happy returning patrons that meet to teach each other American Sign Language.





**BOARD OF LIBRARY TRUSTEES
YOUTH AND FAMILY SERVICES REPORT
FOR MARCH 2022**

DEPARTMENT: Youth and Family Services

MEETING DATE: April 25, 2022

PREPARED BY: Ashley Watts

LOCATION: Virtual Meeting

Programs and Services

March has been a busy month with lots of programs for youth and families at the library. We hosted fourteen programs, including our inaugural Puppetry Month! Library Assistant, Fin Lee, lead the Puppetry Month programming which included: take home puppet kits, a rod puppet workshop for families, a performance by Bob Baker Marionettes, and the addition of three hand puppet book kits, one ventriloquist kit and various books about puppetry to the library's collection. All programs were funded by the Altadena Library Foundation. Family oriented puppetry month events were popular, and all registration was filled.



Young patron making his Hand Puppet with our kit!



"Let's Make a Rod Puppet" Workshop



Fin with Bob Baker Performers

Reoccurring Programs

- Baby/Toddler Storytime hosted by Heather on Monday mornings has seen an increase in attendees averaging 30 attendees weekly.
- Preschool Storytime hosted by Yvette on Thursday mornings has also been well attended. Families are really enjoying the sun after storytime.
- Bilingual Storytime hosted by Yvette on the first Wednesday of the month had an increase in attendees.

- We had our inaugural storytime at Arlington Garden hosted by Yvette and Aaron on March 26th and we had 45 attendees. Attendees received butterfly craft kits and visited the Curiosity Connection for free books provided by the Friends of the Altadena Library.
- Preschool STEAM Explorers concluded this month, this kit series was well received by families and will be revisited in summer!



Families playing and enjoying the sun after Preschool storytime.



Garden Storytime at Arlington Garden

Outreach and School Visits

The Youth and Family Services Librarians attended Aveson's Movie Night and New Family Orientation with the Curiosity Connection. We had over 100 people visit us and signed up new families for library cards. The children's room has been busy with school visits from both Pasadena Waldorf School and Fair Oaks Community School.



Curiosity Connection at Aveson Movie Night

Grants and Trainings

Youth and Family Services was awarded a grant to fund Día de los Niños programming from LSTA, we have scheduled a bilingual magician and plan to make a piñata craft kit. Our Youth and Family Services manager, Mylinh, attended the Public Library Association three day Conference. Fin completed the “Autistics in the Library: How libraries can more effectively serve patrons and employees on the spectrum” training hosted by California Libraries Learn.



Mylinh at a PLA session!

Displays

We had two displays in the Children’s Room this month honoring Women’s History Month and Puppetry Month display. We also contributed to the virtual book display on our library website.



Puppetry Month Display



Women's History Month Display!

TEEN SERVICES

- **Programming**
 - This month Teen Services hosted four programs attended by 23 participants: two meetings of the Teen Leadership Council, Social Justice Book Club, and Art & Chill: Indigo Dyeing.
 - Art & Chill was a highlight of the month! We had five teen volunteers in attendance (which was the majority of the total attendance), and they were extremely helpful and engaged and creative. It was as the program name described: a chill time making art!





- March 22 was the final date to submit for “Shared Landscapes: Mapping Teen Altadena.” The next steps in the grant project are to finalize the website galleries and maps, create a display within the Teen Space to highlight the work, and submit our final report.

- **Outreach**

- Teen Services organized two outreach events at the Altadena Farmer’s Market this month with a focus on promoting participation in “Shared Landscapes: Mapping Teen Altadena.” We had a total of 95 interactions during those events, and while those were mostly with adults we still succeeded in raising interest and awareness in the grant project. We also connected with several local authors and community partners, including the author of a picture book about foster families who also works with Bourne Family Services.

- **Volunteers**

- There were 9 new volunteer applications in March.
- March was a record month for the Teen Volunteer Program! A total of 24 teens volunteered in March, logging a record high of 100 hours across 7 different events.
- Our most active volunteer this month logged 10 hours and has been with the library since Fall 2020. They were our first virtual volunteer and led our Virtual Homework Helpers for several months. It's great to see them keep coming back to the library!



**BOARD OF LIBRARY TRUSTEES
BOB LUCAS BRANCH REPORT FOR MARCH 2022**

DEPARTMENT: Bob Lucas Branch

MEETING DATE: April 25, 2022

PREPARED BY: Diana Wong

LOCATION: Virtual Meeting

BOB LUCAS LIBRARY UPDATES

PROGRAMMING

- Despite the recent high winds, rainy wet days and fickle weather patterns, *Storytime in Motion* at Charles White Park has built a core group of children and their caregivers this season. A total of 65 attended the program this month.
- Our popular virtual meditation series *A Quiet Space* was attended by 108 participants this month and over its 2-month run, the program reached 186 people. Based on the positive feedback regarding the program and its facilitator, we will bring back the virtual program this May, in time for Mental Health Awareness month.
- Margaret led her first *Adult Craft* program at Loma Alta park and welcomed a handful of participants who skillfully used buttons and hot glue guns to create works of art. Based on the photos, it looks like they all had pleasant Friday morning. The program will run through the year.
- Our *From the Garden* series brought in Master Gardener Brienna McWade to lead an interactive talk on managing local climate gardens. Our edible garden was poised to take the spotlight and Brienna led the participants all through our green spaces, pruning, harvesting and teaching along the way. Participants went home with beets, kale, herbs and flowers! They also started seeds in pots so that they can be planted in our garden during the April session (right in time for Earth Day 2022).
- Our first Compost 101 event, facilitated by Gina Vollono (LA Compost) was attended by over 22 people who learned the basics of composting and of the importance of soil health. Afterwards, each participant had the opportunity to take a pitchfork and help turn the compost matter. Naturally, staff from Arlington Gardens were also in attendance to support our first public program around the compost program, as we worked together to apply for the grant.

ADULT LITERACY

- On the Adult Literacy front, Diana and the 2 literacy participants attended the Writer to Writer luncheon that was held in the Buena Park Holiday Inn earlier this month. It was a wonderful gathering of southern California literacy programs and participants who

shared an afternoon celebrating those who participated in the annual writing contest for Adult Literacy learners. Winners from the past 2 years read aloud their essays and brought the room to a standstill with their powerful and inspiring essays. We hope that more of our literacy learners will participate in this opportunity in the future.

- Tutoring hours remain steady with participants logging in 77.5 hours this month.

OUTREACH

- On the outreach front, Modesta Nava and Diana Wong visited Sacred Heart Church this month to pass out fliers and talk to church members after Sunday service. Our goal was to raise awareness on the Next Chapter project and promote March's Town Hall meeting to the Spanish speaking community. Several ALD staff are currently planning that reach out to the Spanish speaking community.

PROFESSIONAL DEVELOPMENT

- Margaret, Aaron and Diana started and completed a 3-week course offered by Library Journal on "How to Build Diverse Collections". Staff will take information from this course to help develop a plan for conducting a diversity audit for the Main (Adult) and Bob Lucas collections.

NEW BL TEAM MEMBER

- After two rounds of interviews to fill the BL Library Assistant vacancy, we are excited to announce Danielle Galván Gomez has accepted the position and will start at the Bob Lucas branch in early May.

ADULT CRAFT at Loma Alta Park



COMPOST and GARDENING





**BOARD OF LIBRARY TRUSTEES
I.T. & TECHNICAL SERVICES REPORT FOR MARCH 2022**

DEPARTMENT: Technical Services

MEETING DATE: April 25, 2022

PREPARED BY: David Zearbaugh

LOCATION: Virtual Meeting

- Critical network firmware upgrades were scheduled and completed overnight in order to patch network security loopholes in the equipment. The updates were completed successfully on 3/10 with no major issue and no impact on operations.
- ALD submitted a grant application to the State Library's Building Forward: Library Infrastructure Grant Program on March 21st in an effort to gain additional funding for the renovation project. The grant submission request was for approximately \$9.4 Million in hopes to help with funding key infrastructure and accessibility components which are seeing rising costs. Thanks to Nikki, Mylinh, Jonathan and Jennifer Pearson from Rachlin for their efforts to get this grant submitted. The announcement of who has been awarded funding is slated for late spring/early summer.
- The Copier Services RFP was approved by the Board of Trustees and posted on March 1st. Questions were reviewed and answered by close of March 15th and a total of six (6) bids were received by the March 31st deadline. ALD formed a team to review and rate the submitted bids and came to a consensus on which vendor should be selected for the contract. Selection information to follow in the action items.



**BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT FOR MARCH 2022**

DEPARTMENT: Facilities
PREPARED BY: Jonathan Arevalo

MEETING DATE: April 25, 2022
LOCATION: Virtual Meeting

Facilities Highlights for the Month of March:



The trees at the Main Library have had identification tags placed on them which will assist us with maintenance issues, removal or relocation of our trees now and during our future renovation project. We have hired the services of Rebecca Latta Consulting to be our arborist for the district. She will also be putting identification tags on our trees at the Bob Lucas branch once we receive the drawings from our topographical survey. Her assistance will be very beneficial in protecting the interest of the library's landscape during the renovation process.

Other facilities projects in the month of March:

- Preventative maintenance was done on the main sewer line - Main Library
- Pipe repaired to prevent leak in water heater closet - Main Library
- Utility survey done for renovation project – Main Library
- Met with Moving and Inventory Team (MIT) to discuss tagging of library assets, storage and moving procedures
- Set up account with Department of Industrial Relations (DIR) to become an awarding agency that will process Public Works Contracts (PWC100) to contractors who will be working on our renovations at both library's
- Continued general maintenance of both facilities



**BOARD OF LIBRARY TRUSTEES
ALTADENA LIBRARY FOUNDATION REPORT FOR APRIL 2022**

REPORT: Altadena Library Foundation

MEETING DATE: April 25, 2022

PREPARED BY: Bridget Brewster, *President*

LOCATION: Virtual Meeting

Since our full board meeting in March, we have been following up on plans and making new ones.

- Two of our directors participated in National Library Week by reading to young'uns at Bob Lucas and Main. The Foundation will cover the cost for free books and craft kits as part of our commitment for 2022
- We met with Pasadena Community Foundation to discuss how we will engage with our neighbors as we introduce our Endowed Fund
- We are working on plans for our Annual Donor Appreciation Day (Sunday, June 12 at 2:30 in the library)
- Work continues for Taste of 'Dena, involving several community members
- We mailed postcards to 2000 Altadenans whose names were in our database, but have never given . . . hoping to pique interest in supporting our libraries
- We will be working with the Friends in support of Movie Night (Saturday, April 23) and providing funding for snacks
- Two directors will be attending Serving with a Purpose conference in Ontario (May 19)

We are seeking an Altadena neighbor with a financial background to round out our diversly skilled board, so if you know someone who wants to dedicate time in service to our library, please let us know.

Please mark your calendars for these two important events:

Donor Appreciation Day – Sunday, June 12 at 2:30pm

Taste of 'Dena – Saturday, September 24 at 5:30pm



**BOARD OF LIBRARY TRUSTEES
THE FRIENDS OF ALTADENA LIBRARY (FOAL) REPORT FOR APRIL 2022**

REPORT: FOAL Report

MEETING DATE: April 25, 2022

PREPARED BY: Sallie Cruise, *FOAL President* **LOCATION:** Virtual Meeting

Good evening everyone,

This month the Friends and the Foundation were involved with National Library Week where we had some of our Board Members read to pre-kindergarten and kindergarten aged kids at both the Main Library and at the Bob Lucas Branch. It was delightful, to say the least. Dianne Moore and Jannette Allen were the participants from the Friends.

Our other participation this month was to introduce the Second Saturday Band, Las Chikas, and to tout the Friends and upcoming activities at the Library.

By the time of tonight's meeting we will have partnered with the Foundation again for Movie Night on April 23rd.

We are looking forward to our next event on April 30th with Keni Arts. Keni will be demonstrating his method of painting, Plein Air, which is capturing everyday outdoor scenes. Keni mainly paints scenes from the two "Dena's, as he puts it, and he also loves the Libraries and has painted scenes from both branches.

Also, in the morning on April 30th, we will be attending the Changing of the Poet Laureates via Zoom. This was an initiative created by Pauli Dutton in 2004 after starting the program "Poetry and Cookies" in 2003 and the Friends have always supported it.

We hope you will all join us on both these occasions.

Thank you for your time.

Sallie Cruise

President FOAL



**BOARD OF LIBRARY TRUSTEES
DIRECTOR'S REPORT for APRIL 2022**

DEPARTMENT: Administration

MEETING DATE: April 25, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

Staffing Updates:

- a) Hires/Promotions: Catalina Quintero – Administrative Assistant – April 11, 2022
- b) Appointments: None
- c) Transfers: None
- d) Resignations/Retirements/Terminations: None



Introducing our new Administrative Assistant Catalina Quintero!

Catalina's first day with us was **Monday, April 11, 2022**. Her and I met on her first day and I bombarded her with information about working with the Board, the Brown Act, Board committees and other activities and much, much more. She came back the next day so thankfully I didn't scare her off – quite the opposite in the great amount of work her and I have done since she started.

Catalina has over 10 years of experience working in higher education, and 6 years of experience working in a public library. She came from an administrative specialist role, where she provided manager support in budget and operations for the California Promise grant, and Mt. San Antonio College's High School Outreach department. She received her Bachelor's Degree from Cal Poly Pomona in Sociology, and will be starting work on her Master's in Library and Information Science at San Jose State in Fall 2022.

Outside of work, she enjoys communing with nature and traveling (mostly within California—the state has much to offer!). She tries to make a trip out to Big Sur at least once a year. She also enjoys embroidery and reading, and spending time with her animals. She is excited to meet and work with everyone in the Altadena Library District team for what she hopes is many years to come!

Please help me in welcoming Catalina to the ALD Team!

Hiring Update

- Bob Lucas Library Assistant: We did our first review of applications the first week of March. We had a good number of candidates apply for the position. We held interviews with an

external panel for this position on Friday, March 18. The next round of interviews will take place after publication of this report. We hope to have someone hired and starting at the Bob Lucas Memorial Library and Literacy Center sometime in April.

- **Administrative Assistant:** We also did the first review of applications the first week of March. This recruitment drew in a large number of applicants so we had a good pool of candidates to draw from. We held interviews with the top candidates on March 14 and were able to offer the position to someone later that week who accepted. They will be starting in early April – very excited to bring them on Board and will introduce them next month to the Board.

Special Tax Mailer

I worked with our CFD Administration firm NBS to draft a letter that was mailed out this month to all Altadena property owners, letting them know about the Special Tax Lien they will see on their tax bills in the 2022-2023 fiscal year. The letter will include instructions on how to file for a very low-income exemption from the tax and the income levels that will qualify. Concurrently, we are updating the appropriate ALD webpage(s) to provide similar information.

National Library Week

We celebrated National Library Week from April 3-9, 2022. It was a fun week of activities and events throughout the community. Here is a schedule of events:

A big thanks to Assistant Director Ashley Watts for coordinating with our Friends and Foundation support groups to offer storytime at both of our locations. The readers that week included Dianne Moore and Janette Allen from the Friends, and Renee Hines and Lola Bryant from the Foundation. Everyone had such a fun time!



from the Foundation. Everyone had such a fun time!



All Week Stop by our libraries for a fun children's craft and book giveaway all week! Available while supplies last.

Wednesday
APRIL 6 Curiosity Connection @Altadena Ale House
2329 N. Fair Oaks Avenue
6:00-8:00PM

Thursday
APRIL 7 Storytime with the Library Foundation and Friends of the Library
Bob Lucas Library | 10:30AM

Children attending either storytime will receive a dragon craft kit & book (while supplies last).

Friday
APRIL 8 Storytime with the Library Foundation and Friends of the Library
Main Library Children's Room | 10:30AM

Made possible by Altadena Library Foundation

Friday
APRIL 8 Curiosity Connection @Café de Leche
2477 N. Lake Avenue
1:00-3:00PM

Statistical Update
FY20-21 and FY21-22 Comparison – Page 1 of 2

| System-Wide Statistics | Jul-20 | Jul-21 | Aug-20 | Aug-21 | Sep-20 | Sep-21 | Oct-20 | Oct-21 | Nov-20 | Nov-21 | Dec-20 | Dec-21 |
|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| E-Resource Checkouts | 6313 | 5,232 | 5,897 | 5,104 | 5,587 | 5,596 | 5,215 | 5,291 | 5,058 | 5,053 | 3,635 | 5,356 |
| Reference Sessions | 60 | 249 | 123 | 422 | 123 | 310 | 332 | 410 | 231 | 424 | 114 | 279 |
| Live Chat Sessions | 52 | 21 | 61 | 15 | 56 | 29 | 56 | 26 | 35 | 26 | 23 | 19 |
| No. of Curiosity Connection Programs/Outreach | | 6 | | 2 | | 1 | | 3 | | 6 | | 3 |
| Curiosity Connection Program Attendance | | 281 | | 110 | | 50 | | 210 | | 106 | | 150 |
| | | | | | | | | | | | | |
| Main Library Statistics | | | | | | | | | | | | |
| Physical Collections Checkouts | 3263 | 13,427 | 4,650 | 13,069 | 7,111 | 13,394 | 6,467 | 13,133 | 5,543 | 14,012 | 1,234 | 10,129 |
| Library of Things | 22 | 22 | 34 | 53 | 30 | 55 | 21 | 72 | 40 | 50 | 22 | 15 |
| New Patrons | 73 | 183 | 59 | 153 | 53 | 160 | 71 | 181 | 48 | 187 | 44 | 119 |
| Visitor Count | | 4,663 | | 4,616 | | 4,758 | 1,156 | 5,138 | 683 | 4,879 | | 4,291 |
| No. of Adult Programs/Outreach | | 2 | | 1 | | 2 | | 4 | | 5 | | 7 |
| Adult Program Attendance | | 61 | | 9 | | 19 | | 193 | | 75 | | 160 |
| Number of Youth Programs/Outreach | | 16 | | 0 | | 10 | | 15 | | 12 | | 0 |
| Youth Program Attendance | | 211 | | 0 | | 164 | | 356 | | 293 | | 0 |
| Number of Teen Programs/Outreach | | 7 | | 2 | | 5 | | 8 | | 4 | | 3 |
| Teen Program Attendance | | 42 | | 17 | | 103 | | 51 | | 36 | | 57 |
| | | | | | | | | | | | | |
| Bob Lucas Statistics | | | | | | | | | | | | |
| Physical Collection Checkout | 186 | 862 | 382 | 707 | 622 | 679 | 603 | 697 | 786 | 766 | 101 | 713 |
| Library of Things | 6 | 6 | 10 | 13 | 7 | 13 | 6 | 13 | 6 | 14 | 4 | 5 |
| New Patrons | 0 | 22 | 0 | 9 | 0 | 3 | 0 | 13 | 0 | 17 | 0 | 4 |
| Visitor Count | | 471 | | 457 | | 469 | 137 | 314 | 122 | 312 | | 293 |
| No. of Bob Lucas Programs/Outreach | | 23 | | 21 | | 25 | | 9 | | 16 | | 0 |
| Bob Lucas Program Attendance | | 104 | | 88 | | 104 | | 516 | | 104 | | 0 |
| | | | | | | | | | | | | |
| Passport Services | | | | | | | | | | | | |
| Passports Processed | | 161 | | 161 | | 128 | | 104 | 60 | 83 | | 78 |
| Passport Photo Sessions | | 0 | | 0 | | 0 | | 0 | 0 | 0 | | 0 |
| Phone Calls Received | | 655 | | 564 | | 386 | | 371 | 150 | 425 | | 431 |

Statistical Update
FY20-21 and FY21-22 Comparison – Page 2 of 2

| System-Wide Statistics | Jan-21 | Jan-22 | Feb-21 | Feb-22 | Mar-21 | Mar-22 | Apr-21 | May-21 | Jun-21 |
|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| E-Resource Checkouts | 4,852 | 5,577 | 4,959 | 5,433 | 4,657 | 3,421 | 4,589 | 4,373 | 5,691 |
| Reference Sessions | 128 | 117 | 128 | 303 | 133 | 451 | 163 | 244 | 311 |
| Live Chat Sessions | 14 | 53 | 14 | 28 | 38 | 28 | 29 | 17 | 21 |
| No. of Curiosity Connection Programs/Outreach | | | | 4 | | 9 | | | |
| Curiosity Connection Program Attendance | | | | 239 | | 334 | | | |
| | | | | | | | | | |
| Main Library Statistics | | | | | | | | | |
| Physical Collections Checkouts | 1 | 9,873 | 1 | 11,141 | 4,891 | 15,734 | 5,348 | 6,173 | 12,040 |
| Library of Things | 0 | 22 | 0 | 33 | 40 | 25 | 88 | 78 | 64 |
| New Patrons | 47 | 89 | 62 | 178 | 68 | 208 | 98 | 120 | 211 |
| Visitor Count | | 2,168 | | 4,703 | | 6,066 | 1,200 | 1,200 | 4,115 |
| No. of Adult Programs/Outreach | | | | 21 | | 10 | | | |
| Adult Program Attendance | | | | 82 | | 294 | | | |
| Number of Youth Programs/Outreach | | | | 11 | | 18 | | | |
| Youth Program Attendance | | | | 314 | | 635 | | | |
| Number of Teen Programs/Outreach | | | | 19 | | 6 | | | |
| Teen Program Attendance | | | | 31 | | 118 | | | |
| | | | | | | | | | |
| Bob Lucas Statistics | | | | | | | | | |
| Physical Collection Checkout | 101 | 340 | 1 | 679 | 207 | 714 | 676 | 1,002 | 1,062 |
| Library of Things | 0 | 2 | 0 | 10 | 1 | 2 | 24 | 26 | 19 |
| New Patrons | 0 | 7 | 0 | 6 | 0 | 14 | 7 | 13 | 20 |
| Visitor Count | | 94 | | 400 | | 492 | 348 | 303 | 441 |
| No. of Bob Lucas Programs/Outreach | | | | 25 | | 27 | | | |
| Bob Lucas Program Attendance | | | | 107 | | 210 | | | |
| | | | | | | | | | |
| Passport Services | | | | | | | | | |
| Passports Processed | | 94 | | 122 | 116 | 183 | 115 | 105 | 121 |
| Passport Photo Sessions | | 0 | | 0 | 0 | 0 | 0 | 0 | 0 |
| Phone Calls Received | | 498 | | 521 | 609 | 1033 | 917 | 945 | 823 |

Partnerships & Programming Update:

Altadena Library District Celebrates its AMAZING Volunteers!

April is National Volunteer month so we recognized the MANY wonderful volunteers that help us do the impactful work for the community. Without their support and passion, we would not be able to achieve so many things.

- The first week of April we spotlighted our generous and caring literacy volunteers that offer one-on-one tutoring to our adult literacy students. Thank you to Diana Wong and Modesta Nava for scheduling and coordinating these sessions and classes and making literacy a priority for our community.



- The second week we recognized our wonderful support groups, the Altadena Library Foundation and Friends of the Altadena Libraries, for their tireless advocacy and resources they provide to fund programming and more. Thank you to the membership and donors of both groups as well!



- The third week we recognized our dedicated Board of Trustees for the amazing amount of time and talent they give to the District every month. We are so lucky have such driven and knowledgeable Trustees that volunteer their time for the betterment of ALD and the community.



- Lastly, but not least of course, we will be recognizing our army of fantastic teen volunteers the last week of April that make all of our events possible with their help. Big thanks to our Teen Librarian Isabelle Briggs for her recruiting, training and scheduling of the many teens serving their community! Below are the volunteers at our recent Teen Art & Chill program (left) and our Teen Display Committee busy creating the cool displays in the department.



Poets Laureate to be announced on April 30th at Poetry & Cookies!

Our Poets Laureate 2020-2022 Khadija Anderson and Jessica Abughattas worked with several of the previous Poets Laureate to review applications, conduct interviews and select our Poets Laureate for 2022-2024. They will be passing on the laurels to these two at our annual **Poetry & Cookies virtual event**, sponsored by the Friends of the Altadena Libraries on Saturday, April 30th at 10:30am. Follow [this link](#) for more information and to register for this amazing event!

Mt. Lowe Chamber Series

Another event sponsored by the Friends of the Altadena Libraries is our upcoming Mt. Lowe Chamber Series Concert on **Sunday, May 1st from 3-5pm** in the Main Library Parking Lot.

The Mount Lowe Chamber Players will present a program that includes "Wind Quintet" by Carl Nielson, "Sea Shanties" by Malcolm Arnold, "3 Pièces brèves" by Jacques Ibert, "Piccola offerta musicale" by Nino Rota, and "Three Brazilian Choros (arr by Frank Morelli). Musicians include Larry Kaplan (flute), Michele Forrest (oboe), Jim Foschia (clarinet), Phoebe Ray (bassoon) and John Mason (horn).

Please join us in this breath-taking concert in a beautiful outdoor setting!

Second Saturday was a hit!



Las Chikas, a highly talented multicultural all female band, set the stage at the Main Library on fire on April 9th! This was our first concert held back inside the Main Library on the main floor since February 2020 and there were SO MANY people dancing and having a great time! Thanks to Sallie Cruise, FOAL President, for introducing the band for us! Here are a few photos from the event.



Please join us for the **JazzZone** on **Saturday, May 14th at 7pm**, our next Second Saturday event.



**BOARD OF LIBRARY TRUSTEES
FINANCE REPORT for FEBRUARY 2022**

DEPARTMENT: Administration

MEETING DATE: April 25, 2022

PREPARED BY: Ana Villalobos

LOCATION: Virtual Meeting

TITLE: Summary Report of Financial Statements for February 2022

FEBRUARY 2022 FINANCIAL STATEMENTS

The following financial reports are for the month of February 2022. The financial statements are unaudited. Currently we are at 67% of our budget year.

As indicated on this Revenue & Expense report, actual year-to-date expenditures are \$2,539,864, with year-to-date revenues at \$3,847,605, reflecting a net income of \$1,307,741. Cash and investments are \$3,256,663.

Total cash with the County is \$2,951,925. The total amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is \$1,941,850.

ALD total assets equal \$6,875,502.

REVENUE HIGHLIGHTS

In closing February we're at 99% of target revenues – one percent higher than last month. Line 2 Property Taxes & Assessments took in \$3,092 – most of these YTD funds were received in December. Line 3 Fines & Fees contributed \$4,556 primarily coming from Passport Services this is more than 2 times the passport fees collected in January.

GENERAL FUND EXPENSES

Line 20 for CalPERS Retirement contribution expense is a little high in February due to a timing difference – January's last payroll contribution cleared ALD's bank account in February. This will level out as January reported a low figure, \$5,600. Line 37 for Audit and Financial Consulting saw a 10% decrease from January. As a reminder should see this figure decrease effective April 2022 with securing a full-time Office Manager. Line 57 in Library Materials is at 70% of projected spending. We anticipate exhausting the budgeted cost of materials by end of fiscal year.

CAPITAL FUND EXPENSES

Capital Fund expenditures combined to be \$16,532 all related to the building projects. This included payments to Rachlin Partners, \$14,055 for project management services, Chicago Title for preliminary title reports of both branches totaling to \$2,000, and \$477 to Eide Bailly for accounting support specific to the capital funds. Bond funds ALD received will be reflected in the next board meeting when we review March financials.

FUNDING FROM SUPPORT ORGANIZATIONS

None to report.

Revenue & Expense (Unaudited)

General Fund

February 2022

| | A | B | C | D = B/C |
|--|----------------|------------------|---------------------------------|----------------------|
| | February 2022 | YTD | FY 2021/22 Adopted Budget | YTD Target 67% |
| 1 REVENUES | | | | |
| 2 Property Taxes & Assessments | \$ 3,092 | \$ 3,797,845 | \$ 3,788,800 | 100% |
| 3 Fines & Fees | 4,556 | 35,157 | 54,000 | 65% |
| 4 Interest Income | 588 | 3,891 | 4,400 | 88% |
| 5 Other Revenues | - | 10,711 | 57,000 | 19% |
| 6 TOTAL REVENUES | 8,235 | 3,847,605 | 3,904,200 | 99% |
| 7 EXPENSES | | | | |
| 8 Salaries & Benefits | | | | |
| 9 Wages | | | | |
| 10 Salaried | 90,585 | 607,939 | 1,045,000 | 58% |
| 11 Hourly | 70,831 | 624,253 | 975,000 | 64% |
| 12 Total Wages | 161,416 | 1,232,192 | 2,020,000 | 61% |
| 13 Benefits, Retirement & Taxes | | | | |
| 14 Health Insurance - Employee | 12,446 | 89,692 | 155,000 | 58% |
| 15 Health Insurance - Retiree | 5,524 | 46,639 | 77,000 | 61% |
| 16 Dental Insurance | 1,178 | 8,924 | 14,500 | 62% |
| 17 Vision Insurance | 411 | 3,459 | 5,500 | 63% |
| 18 Life Insurance | 124 | 931 | 1,500 | 62% |
| 19 Workers' Compensation | - | 42,354 | 42,400 | 100% |
| 20 CalPERS Retirement (Normal Costs) | 16,264 | 87,912 | 142,000 | 62% |
| 21 CalPERS UAL Minimum Payment | - | 197,825 | 197,900 | 100% |
| 22 Payroll Taxes (District-Paid) | 17,241 | 98,566 | 160,000 | 62% |
| 23 Total Benefits, Retirement & Taxes | 53,187 | 576,301 | 795,800 | 72% |
| 24 Total Salaries & Benefits | 214,603 | 1,808,494 | 2,815,800 | 64% |
| 25 Operating Expenses | | | | |
| 26 Insurance (Liability, Earthquake) | - | 96,571 | 96,550 | 100% |
| 27 Utilities | 8,415 | 47,278 | 68,000 | 70% |
| 28 Fees | 1,361 | 52,047 | 66,300 | 79% |
| 29 Other Operating | 4,205 | 58,701 | 84,600 | 69% |
| 30 Facilities, Grounds & Maintenance | 5,683 | 58,098 | 98,500 | 59% |
| 31 Structures & Improvements | - | 7,509 | 10,000 | 75% |
| 32 Staff Development, Training & Travel | 896 | 10,576 | 19,100 | 55% |
| 33 Advertising & Marketing | 1,112 | 5,577 | 10,500 | 53% |
| 34 Miscellaneous Expense | 51 | 301 | 500 | 60% |
| 35 Total Operating Expenses | 21,723 | 336,658 | 454,050 | 74% |
| 36 Professional Services | | | | |
| 37 Audit and Financial Consulting | 9,926 | 89,947 | 90,000 | 100% |
| 38 Legal Fees | - | 8,577 | 20,000 | 43% |
| 39 Consultants - Other | 250 | 13,175 | 32,000 | 41% |
| 40 Total Professional Services | 10,176 | 111,699 | 142,000 | 79% |
| 41 Information Technology (IT) | | | | |
| 42 Internet Service / E-Rate | - | 26,051 | 58,000 | 45% |
| 43 Technology Equipment | - | 18,680 | 25,000 | 75% |



Revenue & Expense (Unaudited)

General Fund

February 2022

| | A | B | C | D = B/C |
|---|------------------|------------------|---------------------------------|----------------------|
| | February 2022 | YTD | FY 2021/22 Adopted Budget | YTD Target 67% |
| 44 Technology Maintenance Fees | 701 | 19,462 | 25,000 | 78% |
| 45 Telecommunications | 722 | 5,852 | 9,500 | 62% |
| 46 Website Development | - | 52 | 500 | 10% |
| 47 Total Information Technology (IT) | 1,424 | 70,098 | 118,000 | 59% |
| 48 Library Materials | | | | |
| 49 Books | 11,561 | 84,994 | 135,000 | 63% |
| 50 Downloadables | 5,106 | 53,454 | 69,000 | 77% |
| 51 DVD's & Videogames | 848 | 8,566 | 21,500 | 40% |
| 52 Electronic Databases / Subscriptions | - | 26,756 | 26,500 | 101% |
| 53 Periodicals | 8,740 | 13,143 | 13,500 | 97% |
| 54 Audio CD | 1,448 | 6,547 | 8,000 | 82% |
| 55 Purchase Suggestions | 866 | 5,960 | 9,000 | 66% |
| 56 Library of Things | 186 | 2,176 | 6,000 | 36% |
| 57 Total Library Materials | 28,755 | 201,597 | 288,500 | 70% |
| 58 Programs | | | | |
| 59 Adult Services | 1,046 | 1,202 | 15,000 | 8% |
| 60 Youth Services | 441 | 4,191 | 11,000 | 38% |
| 61 Teen Services | 132 | 2,674 | 6,000 | 45% |
| 62 Bob Lucas Branch Services | 145 | 3,041 | 5,700 | 53% |
| 63 Volunteer Services | - | 210 | 500 | 42% |
| 64 Total Programs | 1,764 | 11,319 | 38,200 | 30% |
| 65 TOTAL EXPENSES | 278,445 | 2,539,864 | 3,856,550 | 66% |
| 66 NET REVENUES / (EXPENSES) | (270,209) | 1,307,741 | 47,650 | |
| 67 Use Of / (Addition To) Reserves | 270,209 | (1,307,741) | (47,650) | |
| 68 NET BALANCE | - | - | - | |



Revenue & Expense (Unaudited)

Donations & Grants Fund

February 2022 YTD

| | A | B | C | D | E | F = Total/E |
|---|-----------------------------------|-----------------------------------|-----------------------------------|----------------------|---------------------------------|----------------------|
| | Altadena Library Foundation | Friends of Altadena Library | Emergency Connectivity Fund | CA Library Grants | FY 2021/22 Adopted Budget | YTD Target 67% |
| 1 REVENUES | | | | | | |
| 2 Donations & Grants | | | | | | |
| 3 Altadena Library Foundation | \$ 30,000 | \$ - | \$ - | \$ - | \$ 34,000 | 88% |
| 4 Friends of the Library | - | 15,000 | - | - | 15,000 | 100% |
| 5 CA Library Literacy Services | - | - | - | 21,648 | 20,000 | 108% |
| 6 ECF | - | - | 25,712 | - | 25,800 | 100% |
| 7 Expanding our Footprint | - | - | - | - | 250,000 | 0% |
| 8 Total Donations & Grants | 30,000 | 15,000 | 25,712 | 21,648 | 94,800 | 97% |
| 9 TOTAL REVENUES | 30,000 | 15,000 | 25,712 | 21,648 | 344,800 | 27% |
| 10 EXPENSES | | | | | | |
| 11 Wages | | | | | | |
| 12 Salaried | - | - | - | 15,000 | 15,000 | 100% |
| 13 Total Wages | - | - | - | 15,000 | 15,000 | 100% |
| 14 Operating Expenses | | | | | | |
| 15 Staff Recognition | 3,504 | - | - | - | 5,000 | 70% |
| 16 Equipment, Furniture & Fixtures | - | - | - | - | 212,500 | 0% |
| 17 Facilities, Grounds & Maintenance | - | - | - | - | 15,000 | 0% |
| 18 Total Operating Expenses | 3,504 | - | - | - | 217,500 | 2% |
| 19 Programs | | | | | | |
| 20 Adult Services | 10,000 | - | - | - | 10,000 | 100% |
| 21 Mobile Library | 7,324 | - | - | - | 12,000 | 61% |
| 22 Summer Reading | - | 2,705 | - | - | 15,000 | 18% |
| 23 Youth Services | 4,000 | - | - | - | 4,000 | 100% |
| 24 Literacy Services | - | - | - | 3,505 | 5,000 | 70% |
| 25 Total Programs | 21,324 | 2,705 | - | 3,505 | 46,000 | 60% |
| 26 Library Materials | | | | | | |
| 27 Mobile Library Collection | - | - | - | - | 3,000 | 0% |
| 28 Total Library Materials | - | - | - | - | 3,000 | 0% |
| 29 Information Technology (IT) | | | | | | |
| 30 Internet Service / E-Rate | - | - | - | - | 2,500 | 0% |
| 31 Technology Consulting | - | - | 1,800 | - | 1,800 | 100% |
| 32 Technology Equipment | - | - | 19,628 | - | 19,600 | 100% |
| 33 Technology Maintenance Fees | - | - | 4,284 | - | 4,400 | 97% |
| 34 Website Development | - | - | - | - | 20,000 | 0% |
| 35 Total Information Technology (IT) | - | - | 25,712 | - | 48,300 | 53% |
| 36 TOTAL EXPENSES | 24,828 | 2,705 | 25,712 | 18,505 | 344,800 | 21% |
| 37 NET REVENUES / (EXPENSES) | \$ 5,172 | \$ 12,295 | \$ - | \$ 3,143 | \$ - | |



Revenue & Expense (Unaudited)

Capital Fund

February 2022

| | A | B | C | D = B/C |
|--|--------------------|---------------------|---------------------------------|----------------------|
| | February 2022 | YTD | FY 2021/22 Adopted Budget | YTD Target 67% |
| 1 EXPENSES | | | | |
| 2 Professional Services | | | | |
| 3 Audit and Financial Consulting | 477 | 12,167 | 15,000 | 81% |
| 4 Total Professional Services | 477 | 12,167 | 15,000 | 81% |
| 5 CFD Bond | | | | |
| 6 CFD Bond Issuance Consulting | - | 14,225 | 102,000 | 14% |
| 7 CFD Administration | - | 5,622 | 15,000 | 37% |
| 8 CFD Banking Fees | - | - | 7,000 | 0% |
| 9 CFD Project Management | 16,055 | 172,365 | 196,000 | 88% |
| 10 Total CFD Bond | 16,055 | 192,211 | 320,000 | 60% |
| 11 TOTAL EXPENSES | 16,532 | 204,378 | 335,000 | 61% |
| 12 NET REVENUES / (EXPENSES) | (16,532) \$ | (204,378) \$ | (335,000) | |
| 13 Use Of / (Addition To) Reserves | 16,532 | 204,378 | 335,000 | |
| 14 NET BALANCE | \$ - | \$ - | \$ - | |



Shared Expense (Unaudited)

District Total

February 2022

| | A | B | C | D | E | F = D/E |
|---|------------------|------------------------------|---------------------|------------------|---------------------------------|----------------------|
| | YTD General | YTD Donations & Grants | YTD Capital Fund | YTD Combined | FY 2021/22 Adopted Budget | YTD Target 67% |
| 1 EXPENSE (Shared) | | | | | | |
| 2 Wages | | | | | | |
| 3 Salaried | 607,939 | 15,000 | - | 622,939 | 1,060,000 | 59% |
| 4 Hourly | 624,253 | - | - | 624,253 | 975,000 | 64% |
| 5 Total Wages | 1,232,192 | 15,000 | - | 1,247,192 | 2,035,000 | 61% |
| 6 Operating Expenses | | | | | | |
| 7 Staff Recognition | - | 3,504 | - | 3,504 | 5,000 | 70% |
| 8 Other Operating | 58,701 | - | - | 58,701 | 84,600 | 69% |
| 9 Total Operating Expenses | 58,701 | 3,504 | - | 62,204 | 89,600 | 69% |
| 10 Professional Services | | | | | | |
| 11 Audit and Financial Consulting | 89,947 | - | 12,167 | 102,114 | 105,000 | 97% |
| 12 Legal Fees | 8,577 | - | - | 8,577 | 20,000 | 43% |
| 13 Total Professional Services | 98,524 | - | 12,167 | 110,691 | 125,000 | 89% |
| 14 Library Materials | | | | | | |
| 15 Books | 84,994 | - | - | 84,994 | 135,000 | 63% |
| 16 Downloadables | 53,454 | - | - | 53,454 | 69,000 | 77% |
| 17 DVD's & Videogames | 8,566 | - | - | 8,566 | 21,500 | 40% |
| 18 Electronic Databases / Subscriptions | 26,756 | - | - | 26,756 | 26,500 | 101% |
| 19 Periodicals | 13,143 | - | - | 13,143 | 13,500 | 97% |
| 20 Audio CD | 6,547 | - | - | 6,547 | 8,000 | 82% |
| 21 Purchase Suggestions | 5,960 | - | - | 5,960 | 9,000 | 66% |
| 22 Library of Things | 2,176 | - | - | 2,176 | 6,000 | 36% |
| 23 Mobile Library Collection | - | - | - | - | 3,000 | 0% |
| 24 Total Library Materials | 201,597 | - | - | 201,596 | 291,500 | 69% |
| 25 Programs | | | | | | |
| 26 Adult Services | 1,202 | 10,000 | - | 11,202 | 25,000 | 45% |
| 27 Mobile Library | - | 7,324 | - | 7,324 | 12,000 | 61% |
| 28 Summer Reading | - | 2,705 | - | 2,705 | 15,000 | 18% |
| 29 Youth Services | 4,191 | 4,000 | - | 8,191 | 15,000 | 55% |
| 30 Teen Services | 2,674 | - | - | 2,674 | 6,000 | 45% |
| 31 Bob Lucas Branch Services | 3,041 | - | - | 3,041 | 5,700 | 53% |
| 32 Literacy Services | - | 3,505 | - | 3,505 | 5,000 | 70% |
| 33 Volunteer Services | 210 | - | - | 210 | 500 | 42% |
| 34 Total Programs | 11,319 | 27,535 | - | 38,853 | 84,200 | 46% |
| 35 Information Technology (IT) | | | | | | |
| 36 Internet Service / E-Rate | 26,051 | - | - | 26,051 | 60,500 | 43% |
| 37 Technology Equipment | 18,680 | 19,628 | - | 38,308 | 44,600 | 86% |
| 38 Technology Maintenance Fees | 19,462 | 4,284 | - | 23,746 | 29,400 | 81% |
| 39 Technology Consulting | - | 1,800 | - | 1,800 | 1,800 | 100% |
| 40 Telecommunications | 5,852 | - | - | 5,852 | 9,500 | 62% |
| 41 Website Development | 52 | - | - | 52 | 20,500 | 0% |
| 42 Total Information Technology (IT) | 70,098 | 25,712 | - | 95,810 | 166,300 | 58% |
| 43 TOTAL EXPENSE (Shared) | 1,672,430 | 71,749 | 12,167 | 1,756,346 | 2,791,600 | 63% |

Balance Sheet (Unaudited)

District Total

February 2022

| | | | |
|-----------|---|---------------------|--|
| 1 | ASSETS | | |
| 2 | Cash & Investments | | |
| 3 | Cash - LA County (Operating Reserve) | \$ 1,928,275 | |
| 4 | Cash - LA County | 1,023,650 | |
| 5 | Checking | 287,527 | |
| 6 | Money Market | 15,767 | |
| 7 | Paypal | 843 | |
| 8 | Cash on Hand | 600 | |
| 9 | Total Cash & Investments | 3,256,663 | |
| 10 | Other Current Assets | | |
| 11 | Prepaid Items & Deposits | 15,652 | |
| 12 | Property Tax & Assessments Receivable | 1,652,685 | |
| 13 | Miscellaneous Receivable | 26,208 | |
| 14 | Total Other Current Assets | 1,694,546 | |
| 15 | Long-Term Assets | | |
| 16 | Fixed Assets (Net of Depreciation) | 1,148,586 | |
| 17 | Deferred Outflows of Resources | 775,707 | |
| 18 | Total Long-Term Assets | 1,924,293 | |
| 19 | TOTAL ASSETS | 6,875,502 | |
| 20 | LIABILITIES | | |
| 21 | Current Liabilities | | |
| 22 | Accounts Payable | 73,278 | |
| 23 | Credit Card (UMB) | 8,000 | |
| 24 | Payroll and Retirement Liabilities | 467 | |
| 25 | Total Current Liabilities | 81,744 | |
| 26 | Long-Term Liabilities | | |
| 27 | Vacation Payable | 95,837 | |
| 28 | Deferred Inflows of Resources | 418,185 | |
| 29 | Net Pension Liability | 2,718,477 | |
| 30 | Net OPEB Liability | 1,001,372 | |
| 31 | Total Long-Term Liabilities | 4,233,871 | |
| 32 | TOTAL LIABILITIES | 4,315,615 | |
| 33 | FUND BALANCE | | |
| 34 | Retained Earnings | 1,435,914 | |
| 35 | Net Revenues / (Expenses) | 1,123,973 | |
| 36 | TOTAL FUND BALANCE | 2,559,887 | |
| 37 | TOTAL LIABILITIES & FUND BALANCE | \$ 6,875,502 | |



**BOARD OF LIBRARY TRUSTEES
AD HOC FACILITIES COMMITTEE REPORT FOR APRIL 2022**

REPORT: Ad Hoc Facilities Committee

MEETING DATE: April 25, 2022

PREPARED BY: Jennifer Pearson

LOCATION: Virtual Meeting

Ad Hoc Facilities Committee Report

Since our last board meeting the team has continued our weekly Monday meetings with a focus on the following:

- a. Build Forward Grant – On March 21, the ALD submitted a grant application for the State Library’s Building Forward Library Infrastructure Program, requesting \$9,402,568 for use on the Main Library. The State expects to notify grant recipients in late spring or early summer. The committee has decided to put the design of the Main Library on hold until a determination has been made regarding the grant, as receiving these funds would allow us to expand the scope of the project.
- b. Community Focus Group – The next meeting to review the Bob Lucas Memorial Branch will be prior to Board approval of the Design Development plans. Meetings for the Main Library are on hold pending a decision from the State regarding the Build Forward grant (see above).
- c. Offsite Facilities – Doug Colliflower continues to explore options for offsite facilities.
- d. Architectural Services – Schematic design has been completed for the Bob Lucas Branch, and Design Development is underway.
- e. Coordination with County departments – The County has shared three street parking/road diet options that had previously been under consideration for Mariposa Street. These will be discussed with the Community Focus Group when the schematic design for the Main Library is presented.
ABA has held an initial meeting with the LA County Planning Department to review the Bob Lucas schematic design, as part of our due diligence to avoid any future challenges that would force us to change the design plans. The meeting went really well, with no identified problems, and our ABA team was able to confirm the initial parking plans will EXCEED the required number of spaces.
- f. Universal Design – ABA has provided the committee with additional background on their expertise and approach to inclusive design. The committee remains committed to keeping inclusive design at the forefront as the projects are developed, and is planning additional outreach to the community in an effort to identify underserved groups, as well as to better serve the current library users.
- g. Site surveys – Joseph C. Truxaw and Associates has completed the land survey at the Bob Lucas Branch. AirX Surveyors has completed the underground utility

survey for the Main Library. A similar survey for the Bob Lucas Branch is scheduled to be completed this month.

- h. Communications and Community Outreach – A Town Hall meeting for the Bob Lucas Branch was held on March 29. The schematic design was presented, and attendees from the community provided valuable feedback. The Town Hall for the Main Library, which was originally scheduled for May 10, will be postponed due to the pause in schematic design pending a determination on the State Library grant.
- i. Geotechnical Investigations – Byer Geotechnical, Inc. has declined to move forward with the geotechnical work for the Bob Lucas Branch, so the firm with the next lowest proposal – TGR Geotechnical, Inc. – has been offered the project.
- j. CEQA Services – The committee has received fee proposals from both the approved firms for CEQA services related to the Bob Lucas Branch. The committee is evaluating the proposals and is expected to award the project by the end of April.



**BOARD OF LIBRARY TRUSTEES
GOVERNMENT LIASON REPORT FOR APRIL 2022**

REPORT: Government Liaison Report

MEETING DATE: April 25, 2022

PREPARED BY: Terry Andruess, *Trustee*

LOCATION: Virtual Meeting

(Some excerpts from the LA Times, 4/19/22)

On 4/18/22 Los Angeles County officials recommended a \$38.5-billion budget for the next fiscal year, a modest increase over last year's proposal, reflecting a rosier economic outlook tempered by inflation fears and global conflict. On April 19, the Board of Supervisors will vote to advance this Recommended Budget to a public hearing phase by May 11.

The spending proposal is more than \$2 billion larger the 2021-22 proposal submitted a year after the pandemic began. That budget was ultimately adopted at \$39.4 billion.

The plan for 2022-23, which begins July 1, calls for 500 new positions. The county, with a total proposed workforce of 111,551, has 1,500 fewer jobs than in the 2019-20 fiscal year, the last budget adopted before the pandemic. The 2020-21 budget eliminated more than 2,580 positions.

"The decrease in COVID-19 community transmission has led to the easing of public health restrictions, and as a result, we expect sustained moderate growth in our economic outlook," L.A. County Chief Executive Officer Fesia Davenport said in her proposal to the Board of Supervisors.

This year's Recommended Budget reflects a generally positive economic outlook, with projected increases of \$381 million in property tax revenue and \$70 million in sales tax revenues. However, despite some optimism as public health restrictions are eased, the budget also reflects fiscal caution because of substantial challenges, including an unsettled geopolitical climate that has created volatility in both financial and energy markets; the emergence of new coronavirus variants; pending litigation; inflationary pressures; and the rising costs of labor and benefits.

The Recommended Budget is the first step in the County's multi-part budget process, which includes Public Hearings in May; deliberations leading to the approval of the Adopted Budget in

June; and the Supplemental Budget culminating with the approval of the Final Adopted Budget in the fall. A link to the proposed budget is included here:

<http://file.lacounty.gov/SDSInter/bos/supdocs/168239.pdf>

Of particular interest is the LA County Library proposed budget on pages 36.1-36.10. The Recommended Budget of \$218.5M is \$11.4M lower than the 2021-22 budget. The stated needs and goals of the LA County Library system are similar to those of our own Special District, as shown by information presented in their mission statement and other documents:

Mission Statement

To provide diverse communities with easy access to information and knowledge they need to nurture cultural exploration and lifelong learning.

Critical/Strategic Planning Initiatives

The LA County Library's strategic plan establishes prudent approaches to a safe reopening and recovery with a roadmap for sustaining quality library services and support for the Department as a 21st century library. The Library continues to meet the challenges brought by the COVID-19 pandemic, while delivering innovation and creativity to its constituents, and providing support to working families, school children, and vulnerable populations in the community. The Library reinforces its role as a civic and cultural center, a hub for public information and services, a civil servant to the County's diverse communities, and an institution of literacy, innovation, and lifelong learning.

The Department will continue to progress in its efforts to navigate unprecedented challenges and take the Library to the next level. These efforts include:

- Bridge the digital divide through the continuity of the Laptop and Hotspot Loan program and extending free interactive virtual services and Wi-Fi connectivity.
- Expand opportunities to leverage corporate, philanthropic, and community-based organization collaborations as well as partnerships with other County agencies to provide free programs for skill development and learning support.
- Provide infrastructure upgrades of public computers and software to support future hybrid learning environments.
- Provide Science, Technology, Engineering, Art, and Math (STEAM) opportunities to underserved communities.
- Promote the County's Anti-Racism, Diversity, and Inclusion (ARDI) Initiative through continuance of Library's iCount and Library Equity Action Plans (LEAPs). These programs are designed to address the needs of diverse communities. They focus on removing barriers and providing equitable access to services to support LGBTQI+, people of color, girl empowerment, transitional aged youth, older adults, and non-English speakers.
- Increase participation in countywide initiatives supporting homelessness prevention, immigration, and civic engagement.
- Mitigate the financial impact of the pandemic, by focusing on fiscal sustainability, improved service models, and new ways to achieve greater organizational efficiencies.
- Manage its highly complex deferred maintenance and capital projects to allow for library locations to be renovated. Renovations will include sustainable features with robust and

emerging technologies in order to deliver a wide range of comprehensive services to over 3.5 million County residents.



**BOARD OF LIBRARY TRUSTEES
TRUSTEE REPORT FOR APRIL 2022**

REPORT: Trustee

MEETING DATE: April 25, 2022

PREPARED BY: Jason Capell

LOCATION: Virtual Meeting

TITLE: Summary of 2022 Public Library Association (PLA) Conference, Trustee Capell

First of all I would like to thank the Altadena Library District for covering registration costs for my attendance to the 2022 Public Library Association bi-annual conference that was held in Portland, OR March 23-25. My main motivation for attending this year was the broad range of panels focused on various issues we are tackling in our building projects thanks to the passage of Measure Z.

What I didn't expect was to also have amazing opportunities to attend panels highlighting the amazing work that library staff around the country, and Canada, are doing every day. Thanks to the pandemic it's been far too easy to get caught in bubbles of negativity but I definitely left #PLA2022 with renewed energy and inspiration.

Below is a summary of the panels I attended. Please let me know if anyone would like the power point presentations or other related handouts for any of these.

Community-Driven Approaches to Neighborhood History, from Analog to Digital

- This presentation was focused on effective ways that libraries can be a part of, and a resource for, efforts to preserve community history
- The presentation was given by members of the Boston Public Library as a case study of their work to preserve the history of the Harriet Tubman House which had housed one of the nation's oldest non-profits serving Boston's historically black communities on the south side
- They spoke about the partnership they've created with Northeastern University that was initially formed out of efforts to preserve the history of Boston's Chinatown and shared what they learned from that early experience that made the work in South Boston a success
- My main takeaway, although it seems obvious in hindsight, is to always approach the community you want to work with early on and allow their needs to dictate the details of the project
- Additional resources: Columbia University oral history guidelines and William Proctor oral history guidelines
- <https://bostonresearchcenter.org/boston-research-center-launches-harriet-tubman-house-memory-project/>

Programming for Neurodiverse adults and others: Ten Best Practices

- This panel was led by Carrie Banks, an amazing woman who has overcome a host of her own mobility and learning challenges to become a supervising librarian, author, and community activist that sits on multiple New York City advisory bodies
- Again, and this was a recurring theme for the conference, my main takeaway was the need to include members of this community in a real way when assessing community needs and developing plans to address those needs
- She advocated for focusing related work on a Social Model vs a Medical Model
- Tools and resources for this community should be readily accessible vs. having to be asked for; if they're needed they'll be used. Examples include figits, timers, and noise canceling headphones
- Other Resources: All the Weight of our Dreams (book) and SNAILS (a group of Illinois based librarians focused on developing programming for this community)
- And one story she shared of programming efforts in Brooklyn that most people would probably never think about was a joint effort with Planned Parenthood to provide sex health education to neurodiverse adults in the community

Digital Navigators: Supporting Patrons by Meeting Them Where They Are

- This was a case study on the work done during the pandemic by the staff of the Salt Lake City public library to support underserved and communities of color that were hit the hardest by the economic impacts of the pandemic
- Digital Navigator: we're already doing it! Think less Apple Genius Bar and more reference librarian/social worker
- The discussion mostly reinforced that we're on the right track here in Altadena and have some pretty aggressive goals: for a city the size of SLC their goal was to only reach 450 community members
- Additional Resources: National Digital Inclusion Alliance and Urban Libraries Council (great partner for PR/communication)

A Library's Journey Towards Building a 21st – Century Inclusive Community

- This presentation absolutely blew me away and provided so much motivation and inspiration as the case study of a rural North Carolina library district rebuilding community after two devastating hurricanes and little to no government resources or programs
- Through their efforts to bring STEM programming directly into the community they were able to reinvigorate the entire community and establish a foundation to move towards a far more inclusive and supportive community that has already taken their annual Juneteenth celebration from a paltry 50 participants to more than 1300
- Creative ideas they used:
 - Do live demonstrations of available resources, ie apps, tech, etc, in high traffic areas of your libraries and community to draw people in
 - Utilize VR programming to expand opportunities; they developed one to bring the black community's historical Green Book to life but others exist for a whole host of experiences including the Anne Frank House and Home After War about Faluja, Iraq
- Additional Resources; Azusa City Library's Neighborhood Connections Toolkit



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.A. REPORT FOR APRIL 2022**

REPORT: Agenda Item VIII.a.

MEETING DATE: April 25, 2022

PREPARED BY: David Zearbaugh

LOCATION: Virtual Zoom Meeting

TITLE: Authorization for District Director to contract a Copier Services vendor

BACKGROUND:

As the Board was informed of at their February 28, 2022 Board Meeting, the Altadena Library District signed a 5-year contract with copier services provider CBE Office Solutions that is set to expire in June 2022. This copier services contract with CBE was a lease contract which included 4 copiers – 2 for public use and 2 for staff use, supplies (except for paper), and service and maintenance. The current fiscal year allocations are approximately \$20,000 to cover the lease contract costs.

While CBE has provided adequate service to us during the life of the lease contract, it is important that the ALD evaluate the current and future copier service needs for staff and patron and elicit bids from multiple vendors in an effort to ensure we are getting the best value for the resources provided in the new contract. We asked vendors to provide options to either purchase or lease in order to evaluate the best model for procuring copiers for the next 5 years. A Request for Proposals was written to allow for these different options and then reviewed and approved by the Board of Trustees at their February 28, 2022 regular meeting. The RFP was posted on BidNet.com on March 1, 2022 with a closing deadline of March 31, 2022.

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

- American Business Machines (ABM)
- Canon Solutions America
- CBE Office Solutions
- Konica Minolta Business Solutions Inc
- Pacific Office Automation
- Xerox

Prior to the deadline, the selection team 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 all four members of the selection team. A few of the biggest factors that were considered in the scoring was pricing, how inclusive and transparent the pricing was, as well as local presence and ability to deliver on this contract by the June 1, 2022 deadline.

The Copier Services Selection Team met on April 7, 2022 to review and compare scoring on the proposals received for the Request for Proposals (RFPs) for Copier Services. This selection team was composed of District Director Nikki Winslow, IT & Technical Services Manager David Zearbaugh, Office Manager Ana Villalobos and Innovations Librarian Aaron Kimbrell.

After careful consideration, all four members of the selection team rated Xerox the number one vendor (see scoring following this staff report).

Upon review of the costs for both purchase and lease, the Copier Services Selection Team decided that it would be more beneficial to purchase the equipment rather than lease. The purchase costs over the length of the proposed contracts were found to be less. The total costs proposed by Xerox in the RFP include consumable supplies such as toner, quarterly preventative maintenance visits, support and service for issues, and on-site installation, setup and training for IT and Library Staff.

FISCAL IMPACT

Xerox's bid proposal for purchase totals \$63,595 plus tax for the life of the 5 year contract. This would reduce the contracted copier costs approximately 30% over the contract life. Beyond the 5 year contract, ALD could negotiate costs for additional equipment support and maintenance. Keeping the units beyond 5 years would further reduce long term costs to ALD.

RECOMMENDATION

The Copier Services Selection Team recommends that the Board of Trustees authorize the District Director to contract with **Xerox** for Copier Services and purchase the copier equipment outlined in the professional services agreement and RFP for a five-year contract period.



COPIER SERVICES RFP PROPOSAL SCORING

| For this round, please score each proposal out of the total possible points. | | | Firm: ABM | Firm: CANON | Firm: CBE | Firm: KONIKA | Firm: PACIFIC | Firm: XEROX |
|---|-----------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| CRITERIA | TOTAL POINTS POSSIBLE | SCORING CONSIDERATIONS | TOTAL POINTS AWARDED | TOTAL POINTS AWARDED | TOTAL POINTS AWARDED | TOTAL POINTS AWARDED | TOTAL POINTS AWARDED | TOTAL POINTS AWARDED |
| Complete proposal package | Yes No | A no means disqualified | Y | Y | Y | Y | Y | Y |
| Experience in copier services | 60 | Length of time performing copier services; government agency contracts desired | 60 | 60 | 45 | 60 | 60 | 60 |
| Presented both lease and purchase print options | 40 | | 40 | 40 | 40 | 40 | 40 | 40 |
| Pricing schedule is transparent, responsive and reasonable | 80 | | 63 | 62 | 64 | 69 | 72 | 70 |
| Proposed equipment has demonstrated high industry rating | 40 | Review of customer rating and feedback information is positive and shows longevity | 40 | 40 | 40 | 40 | 40 | 40 |
| Does the proposal present a grasp of District priorities, project scope, and ability to install equipment by proposed deadline? | 40 | | 34 | 24 | 28 | 33 | 31 | 38 |
| Ability and capacity to perform the work (including key personnel committed to project and local presence) | 80 | Vendor has local offices with staff available for service during regular business hours; includes information about average service call response times | 66 | 58 | 52 | 65 | 66 | 77 |
| Proposal has demonstrated a likelihood of success as District's Copier Services | 60 | | 47 | 48 | 37 | 48 | 45 | 60 |
| TOTAL POINTS | 400 | | 350 | 332 | 306 | 355 | 354 | 385 |
| | FINAL RANKINGS | | 4 | 5 | 6 | 2 | 3 | 1 |

Request for Proposals Copier Equipment

Altadena Library District
Prepared by Martin Norton, Account Executive
March 31, 2022





March 31, 2022

David Zearbaugh
Information Technology Manager
600 E. Mariposa Street
Altadena, California 91001



Martin Norton
Account Executive
Public Sector & Education

MRC
5700 Warland Drive
Cypress, CA 90630

Martin.Norton@xerox.com
Cell 562-417-6772
Fax 562.342.7308

Dear Mr. David Zearbaugh:

On behalf of the MRC Smart Technology Solutions team (MRC), thank you for the opportunity to provide the services described in your Request for Proposal (RFP) for Copier Equipment. We have thoroughly reviewed your requirements, as well as addenda #1, and are proposing a comprehensive technology and services solution to help you achieve your goals.

We understand that managing print assets across your enterprise can be challenging. Diverse, aging, and out-of-date devices within your environment have resulted in growing user frustration, increased maintenance and support costs, and an autonomous and unmanaged procurement structure that adds complexity to your business landscape. Bringing structure and control to your environment will drive efficiency, cost savings, and improved performance.

To that end, we are proposing to refresh and standardize Altadena Library District's device fleet and provide a common support model for the main and branch library. Our proposal provides the latest Xerox has to offer in networked digital devices, along with a single process to manage them.

MRC is a wholly owned subsidiary of Xerox Corporation, an \$11 billion USD American company that invented the photocopier and pioneered this industry. This ensures we have the **credibility** of a worldwide corporation and **reliability** of a locally owned company. We specifically have over 25 years of experience locally providing technologies and services to numerous business and entities throughout the state of California. In 2019, MRC and SoCal Office Technologies joined forces to create one of the largest office technology companies in Southern California. Together, we serve over 15,000 customers in the region, and employ over 500 in-house employees.

"Xerox is helping us achieve our desired state of a networked environment with productive multifunction devices that provide benchmark document/output solutions, enabling a business model that creates overwhelming value for all our constituents."

Fred Damiano
Chief Information Officer
Hobart and William Smith
Colleges

Xerox is a **technology leader** that innovates the way the world **communicates, connects,** and **works**. They understand what's at the heart of sharing information—and all the forms it can take. Xerox also understand that organizations need flexibility to get work done from wherever your employees are, and when they're in the office, that work needs to get done safely. From enabling a productive, seamless work experience to touch-less technologies, we have the tools and services to help you balance safety, productivity, and ease with Xerox Solutions & Services for the "New Normal" Workplace.

The benefits of doing business with us includes:

- **Efficient Workplace:** An optimized print infrastructure means that you can control costs, improve sustainability metrics, and maximize ROI. We can assess how much is printed, by whom, and when. That enables us to make sure the right printers with the right capabilities are at the right places, usually reducing the number of printers in a workplace and saving money.
- **Productive Employees:** User-friendly, automated processes help employees be more productive and improve their user experiences. Scanning provides an on-ramp for adding paper-based information directly into business applications, such as a scanned receipt automatically entering the expense report stream. It creates searchable digital files that eliminate the labor required when users hunt for information manually, and can even convert to standard office file formats, like PDF or Microsoft Word.
- **Secure Environment:** We can ensure the security of your print, your devices, and your data. For example, it can hold documents in a secure server until users authenticate at the printer, so documents are never left unattended in an output tray. And this can be achieved wherever and whenever the employee decides to print the document.

A project team with the credentials, experience, and professional qualifications. Your MRC team contact person will be Martin Norton. Martin's dedication to customer satisfaction, combined with his years of experience, guarantee that he will work closely with you to ensure a smooth transition during implementation and provide continued support for the duration of the contract. Russ can be reached by phone 562-417-6772 or email Martin.Norton@xerox.com.

MRC has read and agree to an all-inclusive agreement with a firm offer valid for a 90-day period. We acknowledge that the company will comply with all terms and conditions set forth in the RFP with the sole exception of the 14 days cancellation notice; our standard policy is a minimum of 30-days. We understand that the period of performance for this solicitation shall be 60 months or purchase.

Thank you for your consideration and confidence in MRC. We look forward to the next steps in your procurement process and becoming your trusted partner for Copier Equipment and Services.

Sincerely,



Douglas MacPhee
Vice President of Sales
Doug.MacPhee@xerox.com

45+
YEARS

10+
LOCATIONS

600+
EMPLOYEES

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Section I – Experience

This section shall contain a general overview of the proposer’s qualifications and shall include, but not be limited to, the following information:

1) Company name, address, telephone number, and authorized representative(s).

Company Name: MRC Smart Technology Solutions

Address: 5700 Warland Drive, Cypress, CA 90630

Authorized Representative: Martin Norton (Account Executive) and Ivan Ibarra (Sales Manager)

2) Identify the number of years of experience in providing copier equipment, similar in size and scope to that requested in the RFP.

MRC Smart Technology Solutions is an office output and technology company providing a broad range of professional and technical services. We assist our clients evaluate, select, implement, and manage their office solutions. MRC is a wholly owned subsidiary of Xerox, an \$11 billion-dollar American company that invented the photocopier and pioneered this industry. As a leader in providing innovative document management solutions, we are a technology partner with a long-term strategy to ensure you get the most out of your investment.

Our mission is to address a need with expertise, optimize the effective use of solutions, and work with end users to ensure success. We have been in the document output technology business since 1994 and a leader in developing and remaining current with new hardware and software trends for over 25 years. One area of specialization of our business is multi-function devices which we have excelled in for 27 years, primarily in the public sector. To give you an example of our ability to manage large customers locally, Saddleback Valley Unified School District had been an MRC customer for nearly 10 (ten) years. We implemented over 180 MFPs in their environment. More importantly, Saddleback Valley was impressed with our devices and services that they opted to refresh with us. Further details on our experience are as follows:

- Over 10,000 customers
- Services for more than 170 million impressions per month
- Our technicians average 8 years of experience



3) Proposer References: Provide five (5) client references for which the proposer has provided similar services. References shall include date and description of service, project location, completion dates, organization’s name, contact person, title, address, and telephone number.

Please see below tables for our five (5) references with similar services.

REMOVED PER THE REQUEST OF XEROX

REMOVED PER THE REQUEST OF XEROX

REMOVED PER THE REQUEST OF XEROX

4) Proposer shall describe the role of the copier equipment department in the firm and attach a copy of the firm's relevant filings, licenses or certifications as needed.

MRC will coordinate all delivery and installation of our newly proposed hardware and software. We have successfully implemented technology solutions for hundreds of Districts, and we will leverage our best practices to deliver our products and services with minimal disruption to day-to-day business. As your dedicated MRC Project Manager, Martin will work collaboratively with you to co-create a comprehensive Project Implementation Plan that ensures all products and installed on schedule and on budget in each location.

We believe in strong partnerships with our customers and the foundation of a strong partnership is two-way communication. To ensure that we can stay on schedule and within your scope, we will need the following items from you:

- Certify the correct electrical is installed prior to delivery.
- Confirm network drops are up and running.
- Provide us with a point of contact for gathering and providing network information in a timely manner.
- Provide us with a point of contact for deliveries.
- Provide a point of contact for delivery day network requirements.
- Notify staff of training schedule.

Wherever possible, tasks have been planned in parallel to compress the project schedule in an effort to shorten the project duration as much as possible. The table on this and next page lists a typical schedule of all the tasks to accomplish our implementation process based on current assumptions.

| Project Milestones | Owner(s) |
|--|-----------------|
| Project Start-Up (After Contract Award) | |
| Contract Award | Library |
| Finalize the implementation requirements Conduct beta testing – gain compliance approvals | Library and MRC |
| Develop communications plan for District and MRC employees | Library and MRC |
| Communicate MRC Project Team responsibilities | MRC |
| Define and communicate MRC Services to team | MRC |
| Locations | |

| Project Milestones | Owner(s) |
|---|-----------------|
| Project Start-Up (After Contract Award) | |
| Confirm individual locations | Library and MRC |
| Identify Principals and Key Contacts | Library |
| Identify key users | Library and MRC |
| Identify MFD requirements and configurations | MRC |
| Introduce Local Project Team Members | MRC |
| Define and document unique requirements | Library |
| Project Start Up Phase Complete | |
| Installation | |
| Plan and Design | MRC |
| Validate fleet equipment recommendations and location | Library & MRC |
| Allocate space for equipment removal (if required) | Library |
| Confirm delivery requirements | MRC |
| Provide access to loading dock required for Installation Team | Library |
| Validate network drop and power requirements | MRC |
| Provide a communication plan of 'who to call' | MRC |
| Check electric, power, install network drops, fax lines as required | MRC |
| Conduct final Inspection and check to ensure compliance | MRC |
| Order MRC equipment and software | MRC |
| Deliver MRC equipment and software | MRC |
| Deploy MRC equipment and software | MRC |
| Deliver Customer Welcome Kit (if applicable) | MRC |
| Remove existing equipment (if traded) | MRC |
| Install MRC equipment (delivery carrier or CSE) | MRC |
| Connect MRC equipment to LAN | Library & MRC |
| Test equipment and confirm install | Library & MRC |
| Test network devices | Library & MRC |
| Create Print Queues on customer's server | Library & MRC |
| Install MRC Print Drivers on customer's PCs | Library & MRC |
| Change Print Default to closest MRC device | Library & MRC |
| Training | |
| Identify and clarify training requirements for each Location | Library |
| Schedule and arrange training – by location | MRC |
| Communicate training schedule to customer staff | Library |

| Project Milestones | Owner(s) |
|--|---------------|
| Project Start-Up (After Contract Award) | |
| Engage training staff, coordinate training | MRC |
| Schedule on-site, “walk-up” training to work groups | MRC |
| Schedule print driver training | MRC |
| Identify additional special training requirements | Library |
| Supplies | |
| Place Initial MRC supply order | MRC |
| Order back-up Smart Kits for new devices | MRC |
| Provide supplies reorder list to customer employees | MRC |
| MRC supplies received and validated | MRC |
| Business Processes | |
| Finalize and communicate billing and reporting process | MRC |
| Develop Invoice Template | MRC |
| Account Management Strategy Developed | MRC |
| Schedule follow-up installation meeting | MRC |
| Develop account review schedule | MRC |
| Develop, test, and train Reporting Processes | Library & MRC |

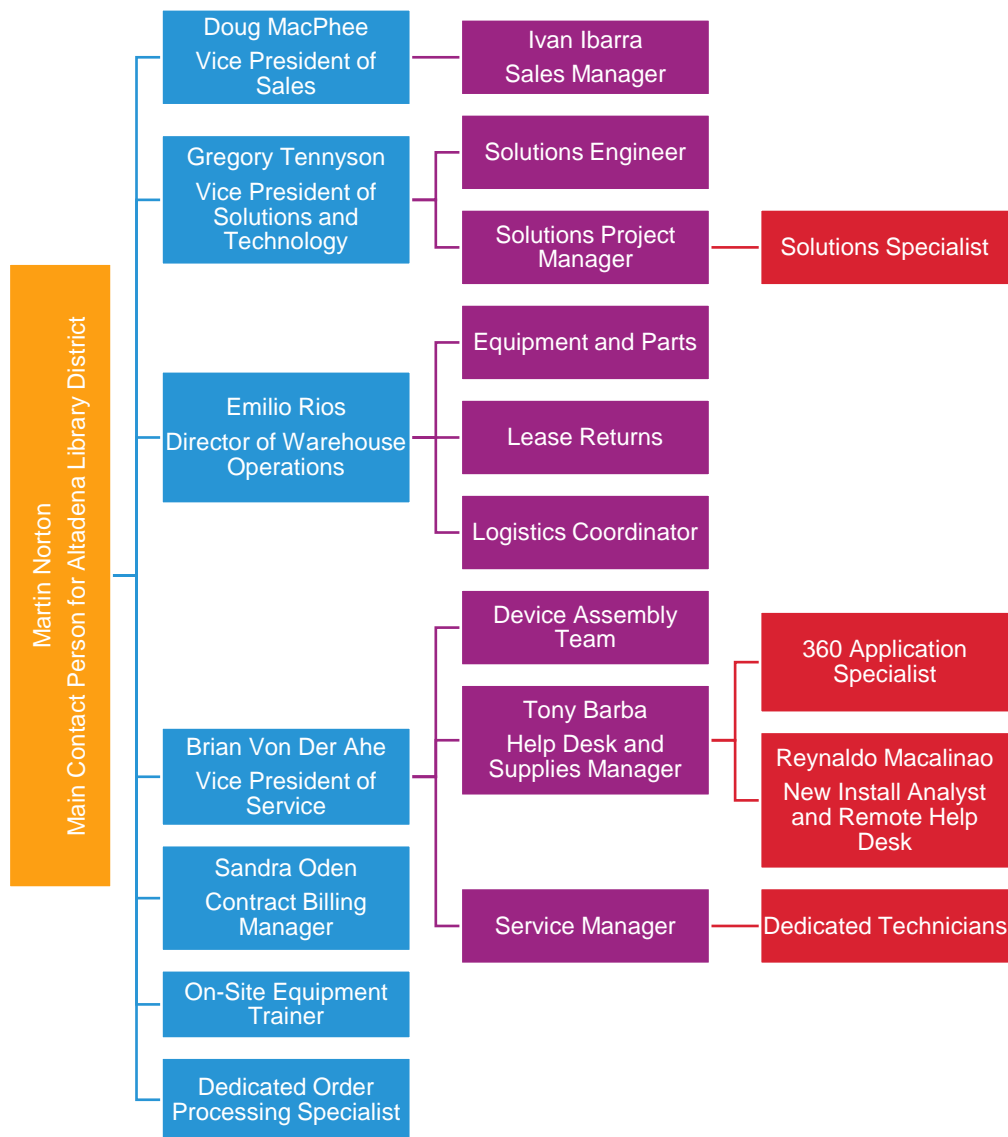
5) List all disciplinary actions, administrative proceedings, malpractice claims or other like proceedings against your firm or any of its personnel relating to your firm’s services as a copier equipment vendor, whether current, pending, or occurring in the last five (5) years. Please indicate disposition of each claim.

MRC Smart Technology Solutions does not have disciplinary actions, administrative proceedings, malpractice claims or other like proceedings against our firm or any of our personnel relating to the firm’s services as a copier equipment vendor within the last five (5) years.

Section II – Personnel

Proposer shall provide the names, proposed roles, background and experience, office location and availability of personnel that would work on the District’s account, and specifically identify the primary person(s) who will be responsible for managing the relationship with the District. Identify who will provide any computer financial analysis services.

MRC recognizes that a large part of success of any project is the team carrying out the work. Your project will be carried out by a team of technical professionals, including an experienced Project Manager and seasoned technology specialists. The skills and experience of our team will allow us to provide the same extraordinary results for you as we have done for all of our clients over the last 25+ years. The following pages provide an organizational chart and team bios of our key staff.



| Project Team Member | Contact Information |
|--|--|
| <p>Martin Norton <i>Account Executive</i></p> <p>Martin has 28 years in sales and account management as well as a degree from Fullerton College. His role, as main contact, is to be a regular source of communication, assistant for any escalation requirements, helping maximize service effectiveness and informing Altadena Library District of new products and technologies.</p> | <p>Phone: 562-417-6772 Email: Martin.Norton@xerox.com</p> |
| <p>Ivan Ibarra <i>Sales Manager</i></p> <p>Ivan is one of our top-ranked sales managers with a 20+ year history of sales success with a bachelor's degree from Southern California University. He has been recognized multiple times for recurring and new account development from both a sales rep and sales manager perspective in our LA/OC/IE offices. Due to his background, Ivan has an in-depth understanding of the sales cycle process and remains focused on customer satisfaction throughout all stages.</p> | <p>Phone: 626-347-2622 Email: Ivan.Ibarra@xerox.com</p> |
| <p>Tony Barba <i>Customer Care Manager</i></p> <p>Tony has 33 years in the copier service industry, with 6 years in the US Navy as Aviation Electronics Technician and is Net+ certified. He also has certifications on Kodak, Canon, Konica, Sharp and Xerox copiers. Tony is responsible for maintaining excellent customer service to all clients. He ensures integration of your helpdesk with Xerox Office Customer Care team and initiates remote support for end-users through defined escalation procedures. He works with Xerox Office on print server consolidation, software installation and co-authoring SOWs.</p> | <p>Phone: 562-342-7300 x3248 Email: Tony.Barba@xerox.com</p> |
| <p>Douglas MacPhee <i>Vice President of Sales</i></p> <p>Doug has 17 years' experience with Public Sector Marketplace and over 14 years with Xerox. He earned a double major bachelor's degree in Marketing and E-Commerce (St. John Brunswick, Canada). Doug is Xerox 360° Assessment Certified and has expertise in onsite print management assessments and implementation strategy. He is responsible for proposing new plans and strategies to benefit the company as well as the customer. Doug is also responsible for developing a sales team that can deliver optimal results for key clients.</p> | <p>Phone: 562-977-7464 Email: Doug.MacPhee@xerox.com</p> |
| <p>Sandra Oden <i>Contract Billing Manager</i></p> <p>Sandra has been with Xerox Business Solutions for 5 years and has 6 years of industry experience. She is responsible for overseeing the Contract Billing department to confirm that all policies and procedures are met. Sandra is also responsible for maintaining all contractual records and documents and changes</p> | <p>Phone: 562-342-7300 x2561 Email: Sandra.Oden@xerox.com</p> |

| Project Team Member | Contact Information |
|--|--|
| <p>that may occur throughout the contract. She handles all major accounts such as: Live Nation, Southern California Edison, Prospect Mortgage, and Dunn Edwards. In 2012 Sandra won the Medallion Award and successfully completed LDP training in 2013.</p> | |
| <p>Brian von Der Ahe <i>Vice President of Service Operations</i> Brian von Der Ahe is the Vice President of Service Operations at MRC, where he oversees our service team. Brian has been working with Xerox for 31 years in total with the most recent 6 years here at MRC. Brian graduated from Coleman College with a Computer Electronics Degree and joined Xerox as a Customer Service Engineer in 1987. Brian continued his education at the Rochester University during his career at Xerox and he obtained both an Associate and Bachelor of Science in Applied Arts and Sciences. Brian worked in about 9 different positions during his 25 years with Xerox giving him expansive knowledge of the industry. As a result, he has been able to transform the service operations at MRC.</p> | <p>Phone: 858-573-6300 x6339 Email: Brian.Vonderahe@xerox.com</p> |

Section III – Qualifications

Proposer shall provide a clear understanding of the services required by the District in response to Section IV - Scope of Work. Does the Proposer have the character, integrity, reputation, judgment, experience, and efficiency required by the contract? Has the Proposer performed satisfactorily in previous contracts of similar size and scope, or otherwise demonstrated its capability to perform the contract the District seeks to establish through this RFP?

Proposed Devices and Software

MRC is recommending our award-winning portfolio of digital devices and software to offer you the best in speed, security, functionality, and flexibility in every environment. We will deliver, install, support and service these devices to keep your fleet operating at peak performance and meet or exceed your service level expectations. Upon award, we will replace your devices, installing the model below to accommodate all user needs in small, medium, and large-sized workgroups.

- **Hardware: Xerox® AltaLink Color C8170, Xerox® VersaLink Monochrome B405, and Xerox® VersaLink Color C7130**
- **Software: 360 App (Free)**

We have included specification sheets of the equipment offered at the end of the proposal per your RFP requirement. This includes electrical and space requirements, with dimensions of the copiers with their recommended features (thereby providing accurate footprint widths).

Training

Our proposal includes the training necessary to ensure that end-users leverage the features of your new Xerox technology for maximum efficiency, productivity, and device uptime. Training will be delivered to key operators to help them become proficient with basic tasks like:

- Device operation
- Troubleshooting
- Consumable replenishment
- Clearing paper jams
- Installing Customer Replaceable Units (CRUs): toner cartridges, staples, etc.

On-site training will be conducted on the device in small groups and provides an opportunity for users to ask questions and program jobs. End-users will be able to access the training online at any time and from a location that is convenient for them.

All of our Customer Experience Professionals are certified to train customers on Xerox Multi-Function devices and are proven to provide excellent customer service in their training programs. We have the most complete multi-tiered training program available to maximize your return on investment. Our training program includes:

- Notification to end-user of upcoming training.
- “In-service” training that allows customers to shadow the installation team to provide on-site, hands-on demonstrations of new devices and procedures for contacting the Customer Care/Supplies team.
- Follow-up training on-site for all users, including advance features.
- Workflow application training.

- Onsite and webinar training for Managers and Accounts Payable department on usage report generation.
- Helpdesk training on call escalation procedures and Xerox Business Solutions knowledge base.
- Administration training on online portal usage.

We can work with you to support any unique training requirements. If you would like a combination of our training offerings, we will work to satisfy your needs by creating a customized training plan for your organization. Please contact your Account Manager or Executive to discuss any special training requirements.

Our Customer Experience Professionals understand that each training plan is different, and they will accommodate your needs and requirements. We provide initial training, on-going training, and annual refreshers. Xerox training is flexible and ready to meet the needs of your diverse population. Remote training gives you access to training on-the-go and be customized to suit your organization's needs.

Xerox training is flexible and ready to meet the needs of your diverse population. Remote training gives you access to training on-the-go and be customized to suit your organization's needs. What we can train you on via remote training:

- | | | |
|----------------------------------|-------------------------|----------------------------------|
| • Powering on and off the device | • Print driver features | • OneDrive |
| • Device overview | • Copy and ID card copy | • Google drive |
| • Control panel overview | • Email | • Office 365 |
| • Touch screen details | • Address book | • Printing |
| • Device authentication | • File format | • Secure print |
| • Device and Job apps | • Fax | • Delay print |
| • Job list | • Delayed send | • Save job |
| • Secure print Jobs | • Confirmation reports | • Print driver features |
| • Document feeder | • Scanning options | • Replacing consumables |
| • Document glass | • Workflow Scanning | • Cleaning your device |
| • Paper trays | • Scan to USB | • Troubleshooting and paper jams |

Online Office Device Training: For our customers who prefer on-demand training we offer flexibility to engage in training when and where it is convenient for the user. Internet training sessions are available 24/7 through Xerox.com and is accessible using personal computers as well as other industry standard devices such as tablets, Smartphones, and other mobile devices. Training sessions are arranged into modules which will allow for easy access for refresher training on specific product features and functionality.

Supplies and Service

Our warranty program includes a full service and supply agreement. Given that we are a wholly owned subsidiary of Xerox Corporation, all our service technicians are factory certified. We also

believe in raising the bar. While having local employees, parts dispatch, and inventory warehousing is important to how we serve you, equally important to your business and productivity is how we respond to your needs. Our complete warranty statement is provided below:

Maintenance – Full-coverage maintenance includes all parts, service calls, and scheduled preventive maintenance on newly installed equipment and existing assets. While completing a service call, our Field Service Technicians will also perform preventative maintenance.

Supplies - All supplies required for image creation, including staples, toner, drums, and maintenance kits are provided free of charge. The only exclusion is paper.

Service Loaner - If the mainframe is deemed inoperable and we are unable to correct the problem, we will provide a loaner of similar or upgraded features at no additional cost until your mainframe is repaired.

Uptime Guarantee - We designed our maintenance procedures to average up to 98% uptime, but in the event the mainframe provided is not operational (excluding preventive maintenance and operator preventable calls) during any 60-day period, we will provide a loaner of similar and upgraded features at no additional cost until your mainframe is repaired.

As great as it is, servicing and supporting your solutions and equipment is only part of the story. We also take a unique approach to account management. We truly value our customers as being so much more than a one-time transaction. Our professional account managers will meet with you on a regularly scheduled basis throughout the term of your agreement to provide you with a variety of benefits.

Xerox has part depots throughout California. Technicians can order and receive parts the same or next day. Parts may be sourced the same day from peers, onsite inventory locations, or the local parts depot. In some cities, parts may also be couriered the same day to a machine site. These items may also be ordered then delivered the next day by parcel mail. Parts used from a technician's service vehicle or customer onsite location are replenished weekly.

Placing a Supply Order

You can call, email, or go online to place a supply order or a service call. Our service center is open Monday–Friday from 8:00 am–5:00 pm. You can also go online or email 24 hours per day / 7 days per week:

- Phone: 888-330-5291 #1
- Email: MRC-MRCSUPPLIES@xerox.com (for supplies)
- Website: <https://www.mrc360.com/service-support/order-supplies/>

Supply orders are typically received by the customer within 3-5 business days. Our warehouse is in Cypress, Orange County, California. In case of an immediate need, we have “will call” and a courier service.



Placing a Service Call

You can call, email, or go online to place a supply order or a service call. Our service center is open Monday–Friday from 8:00 am–5:00 pm. You can also go online or email 24 hours per day / 7 days per week:

- Phone: 888-330-5291 #2

- Email: MRC-mrccallcenter@xerox.com (for service)
- Website: <https://www.mrc360.com/service-support/service-call>

To place a service call, please follow these steps:

1. When you call our Customer Care Department, a Customer Care Representative will request that you provide the equipment ID number as well as a contact name and phone number. Once the information is provided, they will then make an assessment to see if the issue can be resolved over the phone through Remote Assistance. Through remote assistance we can clear over 20% of the service calls. This enables you to get your device back up and running without waiting for the technician to arrive.
2. If the issue cannot be resolved through Remote Assistance, the Customer Care Representative will then place a service ticket into the Field Service Technician designated to your area to notify him/ her that your account needs service.
3. Once a service call has been placed, the Field Service Technician should contact the contact name stated on the initial call with an ETA to be on site. If the Technician has not called with an ETA for when he will be on site within two hours, please call the Field Service Manager. If the Field Service Technician calls and does not make the ETA he gave and/or does not call and revise his/her ETA, please call the Field Service Manager.
 - a. If the Field Service Manager responds and does not have a plan of action to resolve the issue by the EOB, please contact the Director of Service.
 - b. If you have not received a response from the Field Service Manager within an hour, please contact the Director of Service and the Senior Account Executive (Optional contact the Director of Sales).
 - c. If the Service Director does not respond or fails to lay out a plan for resolution by End of Business (EOB), then please contact the VP of Service.

MRC Performance Guarantee

If you exceed 2% downtime in a month, MRC will reimburse you for any additional downtime. MRC promises that your equipment will perform at all manufacturer specifications. If we are unable to maintain factory specifications or are unable to repair the equipment, MRC will replace your unit with a like for like unit at no cost to you. This guarantee is in effect for the term of your lease or three (3) years for cash purchases. Our response time guarantee is 1-4-24 (1-hour response time / 4-hour onsite / 24-hour resolution).

98% uptime guarantee is broken down to 4 hours of downtime in a business month, based on 9AM to 5PM workweek (5 business days) – weekend not included in calculation. If you exceed that in downtime, MRC will credit the service base rate or average click charge for that period of downtime. You can request a check, a credit against your account or an extension of your service contract for that amount. A down machine is a machine that cannot make a copy, or scan and/or print if the system is networked. In the event a service loaner is provided, the time the loaner is present is considered uptime.

Replacement Guarantee: If it is determined that despite repeated attempts at fixing an issue, the equipment will not respond to repairs the customer may request an equipment exchange. Requests must be made in writing to the VP of Service or the President of the company. If MRC

cannot fix the system to the customer's satisfaction within 2 weeks from notification, the equipment will be replaced with a like for like system or an upgraded system.

Guarantees are contingent upon:

1. Customers must use supplies and service provided solely by MRC or its authorized delegates, i.e., a GISX sister company or a Xerox direct channel location.
2. Equipment must be covered by an MRC maintenance agreement.
3. Equipment that is misused, neglected, or abused is not eligible for Service Guarantees.
4. Service issues caused by external sources (such as natural disasters) will not be eligible for guarantees.

MRC will not be liable for any special or consequential damages, or loss of income or profit related to the performance of the equipment.

Escalation Process

We believe in making business easier—while having local dedicated employees, parts dispatch, and inventory warehousing is important to how we serve you, equally important to your business and productivity is how we respond. Our normal service hours are Monday- Friday 8:00am - 5:00 pm (PST), and below is our standard service escalation procedure:

1. Depending on the issue, our Service Tech has several options regarding escalation: By default, the service technician can contact his/her manager for further instruction. If the issue is related to parts, and they don't have the part, the tech can easily contact the Parts Department. If the issue is related to software, scanning or connectivity, we have two dedicated network engineers in our Customer Care center who can be engaged to provide further technical assistance.
2. If a technician visits a unit on two consecutive occasions for the same issue, the call will be scheduled for a supervisor to assess the problem(s).
3. If the supervisor is unable to resolve the issue in the field, the supervisor will call the Regional Service Manager and arrange for a loaner to be placed at the customer's location and their unit brought into the shop for repair. Back in our shop, the supervisor will enlist the help of our Xerox experts for further repair options.
4. If the unit is deemed unrepairable and we have met all troubleshooting guidelines set forth by Xerox Business Solutions, we will initiate the replacement process as part of our "Total Satisfaction Guarantee" clause.
5. The unit will be handled as a brand-new install and scheduled accordingly for redelivery.

It is our commitment to place a service loaner of equal or better quality in the customer's location as soon as possible to minimize any potential loss of productivity the customer may experience. For more clarification on our chain of command for problem resolution, please see the following table.

Character, Integrity, and Reputation

As MRC, we have twice been presented with BBB's Torch Award for Ethics. This award annually recognizes organizations who are committed to the highest standard of leadership, character, ethics, and ethical enterprising. In 2020, Xerox once again was recognized as one of the "Best Places to Work



for LGBTQ Equality” in its annual 2020 Corporate Equality Index (CEI) with a 100 percent score for the 18th year in a row.

Giving back is also one of our core values. Each year our employees participate and volunteer in community events that are important to them. Combined we have actively donated and/or volunteered with over eighteen organizations within the past few years.



We have a vast body of work collectively spanning 60+ years for many small and large cities (e.g., Los Angeles, San Diego, San Francisco, Sacramento); numerous counties (e.g., Los Angeles, Orange, Alameda, Riverside, San Bernardino, Ventura); multiple California agencies (e.g., California Department of General Services, Metropolitan Water District of Southern California) and commercial businesses (e.g., Live Nation, Red Bull, Marvel, PayPal, and ServiceNow).

For the last 16 years, we have been delivering Quarterly Business Review meetings to keep us in touch with our customers and ensure that we are performing at the highest possible level of support. These reviews document fleet performance, adherence to the Service Level Agreement (SLA), recommendations for improvement, and a review of new technology.

Section IV – Cost Section

Proposer is expected to quote a firm, fixed, flat rate for the services identified in Section IV Scope of Work. All costs associated with the services of this contract must be identified on the Cost Sheet (Section VII). The hourly rate will include travel to and from the off-site workplace to the on-site workplace. Projected hours for completion of the project shall also be included. Additionally, include a fee schedule for possible additional services. The completed Cost Sheet shall be signed and submitted.

Proposer should present two separate cost sheets – one which outlines proposed costs for leasing equipment and all that ensues as broken down below and one which outlines proposed costs for purchasing equipment outright and all that ensues and broken down below. The Altadena Library District will review cost sheets and choose whether to purchase or lease based on provided proposals.

1. Lease Cost - The proposal should include the cost of leasing all copiers, support, and maintenance of the machines, along with all operating supplies. (i.e., all toner, developer, fuser oil, etc. with the only exception to this being paper and staples). The proposal and costs should be for a contract life of 5 years broken down annually.
 - Quarterly maintenance schedule for life of the contract
 - Warranty and Support for the life of the contract
 - Costs to extend warranty and support past life of contract.
 - Supply refill schedule for life of contract
 - Cost breakdown
 - By Device
 - B&W/Color Impression cost per page
 - Specify if costs differ per paper size
 - Total Impression Allowance for all devices as follows:
 - B&W - 9,500
 - Color - 13,000
 - Specification Sheets for all proposed devices
2. Purchase Cost - The proposal would include the cost of purchasing all copiers outright.
 - Cost breakdown
 - By Device
 - Warranty and Support for 5 years
 - Costs to extend warranty and support past life of contract.
 - Specification Sheets for all proposed devices

Per your RFP requirements, please see the following pages for completion of Altadena Library District's Section IV – Cost Sheet.

**SECTION VI
COST SHEET**

6.0 INTRODUCTION

Proposer shall complete cost sheet to include all costs in accordance with the Scope of Work defined in Section IV. Proposer will submit detailed cost sheets on reimbursable costs, as back up to this summary page; however, total costs must be reflected on this summary page.

Proposer shall also include a Fee Schedule for additional services that may be requested.

6.1 COST FOR SCOPE OF WORK, SECTION IV

See Exhibit A for current copier make and model information.

a. Fee Schedule For Lease Copier equipment For Term Of Contract

| 2 x Public Copier/Printer/Scanner/Fax | Proposed Make/Model # |
|--|--------------------------------------|
| Printing Speed - minimum of 30 ppm | Xerox C7130; 30 color & mono ppm |
| Minimum 2 x 550-sheet paper trays letter/legal | Total paper capacity is 1,140 |
| Minimum 600 dpi resolution | 1200 x 2400 print; 600 x 600 scan |
| Scanning speed - minimum of 200 ipm | 80 ipm |
| Page sizes: 8 1/2" x 11" & 8 1/2" x 14" | 5.5 x 8.5 in. to 11 x 17 in. |
| | 3.5 x 3.87 in. to 11.69 x 17 in |
| Special Setup | |
| Connector to Coin & Bill Acceptor | Yes, foreign interface kit installed |
| Price Includes | |
| Delivery and Setup | \$0; included |
| IT and Staff Training | \$0; included |
| Quarterly Maintenance | \$0; included |
| Supply Refills (except paper) | \$0; included |

| 1 x Production Staff Copier/Printer/Scanner/Fax | Proposed Make/Model # |
|--|--|
| Printing Speed - minimum of 65 ppm | Xerox C8170; 70 color & mono ppm |
| Minimum 3 x 550-sheet paper trays letter/legal/tabloid | Total paper capacity is 3,140 |
| Minimum 600 dpi resolution | 1200 x 2400 print; 600 x 600 scan |
| Scanning speed - minimum of 200 ipm | 270 ipm |
| Page sizes: 8 1/2" x 11", 8 1/2" x 14", & 11" x 17" | 3.5 x 3.9 to 12.6 x 52 in |
| | 5.5 x 7.2 in. to 11.7 x 17 in |
| Finishing | |
| Stapling | 50 sheets stapled, 2-position stapling |
| 3 Hole Punch | 2/3 Hole Punch |
| | |

| | |
|---|---------------|
| Price Includes | |
| Delivery and Setup | \$0; included |
| IT and Staff Training | \$0; included |
| Quarterly Maintenance | \$0; included |
| Supply Refills (except paper and staples) | \$0; included |

| | |
|--|-----------------------------------|
| 1 x Standard Staff Copier/Printer/Scanner/Fax | Proposed Make/Model # |
| Printing Speed - minimum of 40 ppm | Xerox B405; 40 mono ppm |
| Minimum 2 x 500-sheet paper trays letter/legal | Total paper capacity is 1,250 |
| Minimum 200 dpi resolution | 1200 x 1200 print; 600 x 600 scan |
| Scanning speed - minimum of 50 ipm | 55 ipm |
| Page sizes: 8 1/2" x 11" & 8 1/2" x 14" | Adjustable up to 8.5"x14" |
| | |
| Price Includes | |
| Delivery and Setup | \$0; included |
| IT and Staff Training | \$0; included |
| Quarterly Maintenance | \$0; included |
| Supply Refills (except paper) | \$0; included |

*Optional OneDrive is \$349.99 for all units annually \$5,088.24 + tax (if applicable)
Total Yearly Lease Cost \$8,700 + tax (if applicable) for service
Total Contract Cost \$68,941.2 for 5-years + tax (if applicable)
Cost per page – Black/White* Includes 9,500 BW monthly allowance; overage at 0.005 fixed
Cost per page – Color* Includes 13,000 color monthly allowance; overage at 0.05 fixed
Guaranteed turnaround time for service request 1 hr. for phone, 4 hr. on-site, 24-hour resolution

Guarantee delivery by June 1, 2022

***Indicate if cost differs by page size**

b. Fee Schedule For Purchase Copier equipment For Term Of Contract

| | |
|--|---|
| 2 x Public Copier/Printer/Scanner/Fax | Proposed Make/Model # |
| Printing Speed - minimum of 30 ppm | Xerox C7130; 30 color & mono ppm |
| Minimum 2 x 550-sheet paper trays letter/legal | Total paper capacity is 1,140 |
| Minimum 600 dpi resolution | 1200 x 2400 print; 600 x 600 scan |
| Scanning speed - minimum of 200 ipm | 80 ipm |
| Page sizes: 8 1/2" x 11" & 8 1/2" x 14" | 5.5 x 8.5 in. to 11 x 17 in. |
| | 3.5 x 3.87 in. to 11.69 x 17 in |
| Special Setup | |
| Connector to Coin & Bill Acceptor | Yes, foreign interface kit may be installed |
| | |
| Price Includes | |
| Delivery and Setup | \$0; included |
| IT and Staff Training | \$0; included |
| Warranty and Support | \$0; included |

| | |
|--|------------------------------|
| 1 x Production Staff Copier/Printer/Scanner/Fax | Proposed Make/Model # |
|--|------------------------------|

| | |
|-------------------------------------|---|
| Printing Speed - minimum of 30 ppm | Xerox C8170; 70 color & mono ppm |
| 550-sheet paper drawer letter/legal | Total paper capacity is 3,140 |
| Minimum 600 dpi resolution | 1200 x 2400 print; 600 x 600 scan |
| Internet Fax capability | Yes |
| Scanning speed - minimum of 200 ipm | 270 ipm |
| Connector to Coin & Bill Acceptor | 5.5 x 8.5 in. to 11 x 17 in. |
| | 5.5 x 7.2 in. to 11.7 x 17 in |
| Price Includes | Yes, foreign interface kit may be installed |
| Delivery and Setup | \$0; included |
| IT and Staff Training | \$0; included |
| Warranty and Support | \$0; included |

| | |
|--|---|
| 1 x Standard Staff Copier/Printer/Scanner/Fax | Proposed Make/Model # |
| Printing Speed - minimum of 30 ppm | Xerox B405; 40 mono ppm |
| 550-sheet paper drawer letter/legal | Total paper capacity is 1,250 |
| Minimum 600 dpi resolution | 1200 x 1200 print; 600 x 600 scan |
| Internet Fax capability | Yes |
| Scanning speed - minimum of 200 ipm | 55 ipm |
| Connector to Coin & Bill Acceptor | Yes, foreign interface kit may be installed |
| | |
| Price Includes | |
| Delivery and Setup | \$0; included |
| IT and Staff Training | \$0; included |
| Warranty and Support | \$0; included |

*Optional OneDrive is \$1,380 for all units for 5-years

\$20,095 + tax (if applicable)

Total Purchase Cost \$43,500 + tax for service (5-years)

Guaranteed turnaround time for warranty/service request 1 hr. for phone, 4 hr. on-site, 24-hour resolution

Guarantee delivery by June 1, 2022

This proposal submitted by: MRC Smart Technology Solutions
Company Name

Address: 5700 Warland Drive, Cypress, CA 90630

Telephone Number: 562-342-7300

Fax Number: 562-342-7308

Business License Number: This will be furnished upon award

Contact Name: Martin Norton, 562-417-6772

Authorized Signature: *Doug MacPhee*

Xerox® AltaLink® Color Multifunction Printers



C8130/C8135/C8145/C8155/C8170



Xerox® AltaLink® C8100 Series Color Multifunction Printers are built on Xerox® ConnectKey® Technology. For more information, go to www.ConnectKey.com.

| System Specification | AltaLink® C8130 | AltaLink® C8135 | AltaLink® C8145 | AltaLink® C8155 | AltaLink® C8170 |
|--|--|---------------------|---|---|---|
| Speed¹ | | | | | |
| Color/Black-and-White | Up to 30/30 ppm | Up to 35/35 ppm | Up to 45/45 ppm | Up to 55/55 ppm | Up to 70/70 ppm |
| Monthly Duty Cycle² | Up to 90,000 pages | Up to 110,000 pages | Up to 200,000 pages | Up to 300,000 pages | Up to 300,000 pages |
| Hard Drive/Processor/Memory | Minimum 128 GB SSD/ Optional: 500 GB HDD/Intel Atom® Quad Core 1.91 GHz/4 GB system memory (8 GB system memory AltaLink® C8170) | | | | |
| Connectivity | Ethernet 10/100/1000 Base-T, High-speed USB 2.0 direct print, NFC, Optional: WiFi/WiFi Direct with Xerox® Dual Band Wireless Kit, Bluetooth (iBeacon) | | | | |
| Controller Features | Unified Address Book, Remote Control Panel, Configuration Cloning, Fleet Orchestrator, Configuration Watchdog | | | | |
| Optional Controller | Xerox® EX-c C8100 Print Server Powered by Fiery® | | | | |
| Copy and Print | | | | | |
| Copy and Print Resolution | Copy: Up to 600 x 600 dpi; Print: Up to 1200 x 2400 dpi | | | | |
| First-Print-Out Time (as fast as) | 5.7 seconds color/4.2 seconds black-and-white | | 4.9 seconds color/3.8 seconds black-and-white | 4.5 seconds color/3.2 seconds black-and-white | 3.8 seconds color/3.0 seconds black-and-white |
| First-Copy-Out Time (as fast as) (from platen/ warmed-up state) | 6.1 seconds color/4.5 seconds black-and-white | | 5.5 seconds color/4.4 seconds black-and-white | 4.7 seconds color/3.7 seconds black-and-white | 4.0 seconds color/3.2 seconds black-and-white |
| Page Description Language | Adobe® PostScript® 3™, Adobe® PDF, PCL® 5c/PCL® 6 | | | | |
| Print Features | Print from USB, Print from Cloud Repositories (Dropbox, OneDrive, and Google Drive), Encrypted Secure Print, Xerox® Earth Smart Driver Settings, Job Identification, Booklet Layout, Store and Recall Driver Settings, Bi-directional Real-time Status, Scaling, Job Monitoring, Application Defaults, Two-sided Printing (as default), Hold All Jobs, Long Sheet (Banner) Printing, Print Around, Print on Alternate Paper; Imaging Security with AltaLink's proprietary marking and infrared detection technology; Optional: Print from and Scan to Xerox® DocuShare® Go content management | | | | |
| Mobile and Cloud Ready | | | | | |
| Mobile Connectivity | Near Field Communication (NFC); Optional: Wi-Fi Direct, Wi-Fi (802.11 b/g/n/ac), AirPrint (iOS) including iBeacon (Bluetooth) | | | | |
| Mobile Printing | Mopria® Scan, Apple AirPrint™, Xerox® Print Service (Android), @PrintByXerox App; Optional: Xerox® Workplace Mobile App (iOS/Android), AirPrint™ (iOS) including iBeacon (Bluetooth) | | | | |
| Mobile Scanning | Mopria® Scan, Apple AirPrint™, Optional: Xerox® Workplace Mobile App (iOS/Android) | | | | |
| Mobile Apps and Xerox App Gallery | Automate everyday processes with apps that translate, redact, eSign, personalize, print, convert, route, collaborate, and communicate. Visit xerox.com/WorkplaceApps to find apps by industry or workflow. Software and services: Xerox® DocuShare® (xerox.com/ecm), XMPie® (xerox.com/XMPie), Xerox® Workplace Solutions (xerox.com/WorkplaceSolutions) | | | | |
| Xerox® Workplace Central Platform | One-platform consistency for seamless productivity across computers, mobile devices and printers. With Workflow Central's ever-expanding suite of cloud-based workflows you can change documents into audio files for easy listening, convert PDF or image files to popular Microsoft formats for shareability with a wider audience, turn handwriting into legible, editable and shareable text, translate to/from over 40 different languages, and automatically redact Personal Identifiable Information using set words or phrases | | | | |

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

| | |
|--|--|
| Xerox® Workplace Suite and Xerox® Workplace Cloud | Optional: Xerox® Workplace Suite is a modular set of workflows designed to save customers time and money by providing effective control over their print fleet, while enabling worker productivity and mobility through a set of robust workflows. Xerox enables ultimate customer flexibility by offering these capabilities in both an on-premises server version (Workplace Suite) and with a cloud based-version (Workplace Cloud) of this solution |
| Cloud Identity Provider (IdP) Integration | Use your desktop, laptop, or mobile login credentials to log in to your AltaLink® MFPs with direct connections to popular cloud identity providers Okta, Ping Identity, and Microsoft® Azure |
| Scan | |
| Standard Features | Destinations: Scan to USB/Email/Network (FTP/SMB), HTTP, HTTPS, SFTP destinations; File Formats: PDF, PDF/A, JPEG, TIFF; Convenience Features: Scan Preview, Scan to Home, Searchable PDF, Single/Multi-Page PDF/TIFF, Password-protected PDF, Unified Address Book, Optical Character Recognition (OCR), Scan to Folder, 1-Touch Apps, TWAIN Support, Touchless Workflow Accelerators, Imaging Security with AltaLink's proprietary marking and infrared detection technology |
| Optional Features | Scan to Cloud Repositories (Dropbox, OneDrive, and Google Drive). Xerox® Scanning App for DocuShare®, other solutions available through various Xerox® Business Innovation Partners at xerox.com/Software-Solutions , Print from and Scan to Xerox® DocuShare® Go content management |
| Fax | |
| Standard Features | Internet Fax, Fax Build Job, Network Server Fax Enablement, Fax Build Job |
| Optional Features | Walk-up Fax (one-line and two-line options available, includes LAN Fax, Direct Fax, Fax Forward to Email, or SMB Share |
| Security | |
| Standard Features | 802.1x, IPsec, HTTPS, SFTP and Encrypted Email, McAfee® Embedded Control Whitelisting, Firmware Verification, McAfee® ePolicy Orchestrator®, McAfee Enterprise Security Manager, LogRhythm SIEM, Splunk SIEM, Network Authentication, SNMPv3, SHA-256 Hash Message Authentication, TLS1.1/1.2/1.3, Security Certificates utilizing ECDSA, Automatic Self-signed Certificate, Cisco® Identity Services Engine (ISE) integration, automated threat response through McAfee® DXL/Cisco® pxGrid integration, Local Authentication (Internal Database), FIPS 140-2>User Access and Internal Firewall, Port/IP/Domain Filtering, Audit Log, Access Control, User Permissions, Configuration Watchdog, TPM, Trusted Boot, Encrypted Storage Drive (AES 256-bit, FIPS 140-2), Job Level Encryption via HTTPS and Drivers, Signed Email, Common Criteria Certification (ISO 15408), Encrypted Secure Print, Imaging Security (copy, print, scan, email) with AltaLink's proprietary marking and infrared detection technology |
| Optional Features | McAfee® Integrity Control, Smart Card Enablement Kit (CAC/PIV/.NET)³, Xerox® Integrated RFID Card Reader, Encrypted Hard Disk (AES 256-bit, FIPS 140-2) with multi-pass Image Overwrite⁹, Xerox® Workplace Cloud/Suite Print Management and Content Security; learn more at xerox.com/WorkplaceSolutions |
| Print Management | |
| Standard Features | Xerox® Standard Accounting (Copy, Print, Scan, Fax, Email), Network Accounting Enablement |
| Optional Features | Xerox® Workplace Cloud/Suite, other network accounting solutions available through various Xerox® Business Innovation Partners. Xerox® Virtual Print Management Service; learn more at xerox.com/PrintManagement |

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

Features and Accessories



Single-Pass Duplex Automatic Document Feeder (DADF)

saves time by simultaneously scanning both sides of a document with up to 270 impressions per minute (ipm).

USER INTERFACE



Intuitive Tablet-like 10.1-inch Color Touchscreen is customizable and lets you perform tasks in just a few taps. Try it out at xerox.com/AltaLink8100UI.

PAPER INPUT⁴

Two 520-sheet Adjustable Trays (common with all configurations). Tray 1 handles media sizes up to 11.7 x 17 in./A3 and Tray 2 handles media sizes up to 12 x 18 in./SRA3.



Envelope Kit (optional — replaces Tray 1) provides feeding of up to 60 envelopes.



INNOVATIVE TECHNOLOGIES



Xerox® Integrated RFID Card Reader (optional) adds card-based authentication with support for over 90 access cards.



Near Field Communication (NFC) Tap-to-Pair allows users to tap their mobile devices to the AltaLink® C8100 Series user panel and quickly connect with the MFP.



Smart Proximity Sensor detects when users are nearby. It conserves energy during inactive periods and automatically activates the device when a user approaches.

High Capacity Tandem Tray Configuration holds a total paper capacity of up to 3,140 sheets.

Four Tray Module Configuration (available for C8130/C8135) holds a total of up to 2,180 sheets.

Bypass Tray handles up to 100 sheets; Custom sizes: 3.5 x 3.9 in. to 12.6 x 52 in./89 x 98 mm to 320 x 1,320 mm.



High Capacity Feeder (optional) holds 3,000 sheets of letter/A4 paper, increasing the maximum paper capacity to 6,140 sheets.



PAPER OUTPUT/FINISHERS⁴



Office Finisher (optional) provides advanced finishing functions, optional crease/score and saddle-stitch booklet, capable of 60-page booklets (2 to 15 sheets).



Business Ready (BR) Finisher (optional) gives you advanced finishing functions at a great value.



C-Fold/Z-Fold Unit (optional) adds C-fold, Z-fold and Z-half-fold capability to the BR Finisher or BR Booklet Maker Finisher.



BR Booklet Maker Finisher (optional) creates 64-page saddle-stitched booklets (2 to 16 sheets).

LONG SHEET PRINTING

Long Sheet Feed Kit (optional) provides the ability to print up to 12.6 x 52 in./320 x 1,320 mm media.



Dual Offset Catch Tray (available when no finishers are installed; Single Offset Catch Tray with finishers).



Integrated Office Finisher (optional with C8130/C8135/ C8145/C8155) provides 500-sheet stacking and 50-sheet, 2-position stapling.



Convenience Stapler (optional) staples up to 50-sheets of 20 lb./75 gsm media.

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

| Device Specification | | | | | |
|--------------------------------|---|------------------------|------------------------|------------------------|--|
| Control Panel Languages | US English, International English, International French, Italian, German, International Spanish, Dutch, Brazilian Portuguese, Swedish, Norwegian, Danish, Finnish, Turkish, Greek, Russian, Czech, Polish, Hungarian, Romanian, Catalan, Arabic | | | | |
| Accessories | | | | | |
| Optional | BR (Business Ready) Finisher (requires Horizontal Transport Kit) BR Booklet Maker Finisher (requires Horizontal Transport Kit) C-fold/Z-fold Unit for BR Finisher or BR Booklet Maker Finisher Booklet Maker for Office Finisher Bluetooth Kit Convenience Stapler (includes Work Surface ²) Envelope Tray (Replaces Tray 1) Foreign Device Interface (Also known as Auxiliary Access Device) Interface for third-party access control devices, such as coin machines and card readers High Capacity Feeder 3000 A4/Letter Hole Punch (2/3, 2/4, Swedish) Horizontal Transport Kit Integrated Office Finisher (Available with AltaLink® C8130, C8135, C8145, C8155) Long Sheet Feed Kit (banner printing) McAfee® Integrity Control Enablement Kit Multi-feed Detection Kit (AltaLink® C8170 only) Office Finisher Smart Card Enablement Kit ³ Scan To Cloud Enablement Kit USB Keyboard/Shelf Kit Unicode Font Kit Walk-up Fax (One- or Two-line options, includes LAN Fax) Wi-Fi/Wi-Fi Direct with Dual Band Wireless Kit Xerox® EX-c C8100 Print Server Powered by Fiery® Xerox® Integrated RFID Card Reader Kit 500GB HDD | | | | |
| Electrical Requirements | AltaLink® C8130 | AltaLink® C8135 | AltaLink® C8145 | AltaLink® C8155 | AltaLink® C8170 |
| North America | Voltage: 110-127 VAC +/- 10 % Frequency: 50/60 Hz +/- 3 %, 15 A | | | | Voltage: 110-127 VAC +/- 10 % Frequency: 50/60 Hz +/- 3 %, 20 A |
| Europe | Voltage: 220-240 VAC +/- 10 % Frequency: 50/60 Hz +/- 3 %, 10 A | | | | Voltage: 220-240 VAC +/- 10 % Frequency: 50/60 Hz +/- 3 %, 10 A |

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

| Device Specification (continued) | | | | | |
|---|---|--|--|--|---|
| Power Consumption | AltaLink® C8130 | AltaLink® C8135 | AltaLink® C8145 | AltaLink® C8155 | AltaLink® C8170 |
| Running (Average) | 115V: 576 watts 230V: 586 watts | 115V: 600.3 watts 230V: 595.8 watts | 115V: 717 watts 230V: 674 watts | 115V: 806 watts 230V: 760 watts | 115V: 929 watts 230V: 908 watts |
| Standby Mode | 115V: 67 watts 230V: 71 watts | 115V: 64 watts 230V: 70 watts | 115V: 71 watts 230V: 71 watts | 115V: 72 watts 230V: 70.3 watts | 115V: 91.1 watts 230V: 79 watts |
| Auto Off/Sleep Mode | 115V: 0.69 watts 230V: 0.71 watts (Default time to sleep mode = 0 minutes) | 115V: 0.69 watts 230V: 0.72 watts (Default time to sleep mode = 0 minutes) | 115V: 0.67 watts 230V: 0.71 watts (Default time to sleep mode = 0 minutes) | 115V: 0.67 watts 230V: 0.71 watts (Default time to sleep mode = 0 minutes) | 115V: 0.68 watts 230V: 0.75 watts (Default time to sleep mode = 0 minutes) |
| Warm-up (from Off) | As fast as 8.5 seconds | | | | |
| Recovery from Sleep | As fast as 4.5 seconds | | | | |
| Operating Environment | | | | | |
| Required Temperature Range | 50 to 82° F/10 to 28° C | | | | |
| Required Relative Humidity | 15% to 85% | | | | |
| Sound Power Levels | Operating: 63.7/64.2 dB(A) Standby: 4.0/4.0 dB(A) | | Operating: 65.2/67.3 dB(A) Standby: 4.3/4.3 dB(A) | | Operating: 70.4 dB(A) Standby: 4.3 dB(A) |
| Dimensions and Weight | | | | | |
| Base Configuration | Width: 24.4 in./620 mm Depth: 28.5 in./723 mm Height: 44.5 in./1,130 mm Weight: 316 lb./143.1 kg | | | | Width: 24.4 in./620 mm Depth: 31.2 in./793 mm Height: 46 in./1,169 mm Weight: 352.1 lb./159.7 kg |
| With Integrated Office Finisher (C8130, C8135, C8145, C8155) | Width: 32.2 in./819 mm Depth: 28.5 in./723 mm Height: 44.55 in./1,130 mm Weight: 340 lb./154.2 kg | | | | N/A |
| With Office Finisher (with Booklet Maker) | Width: 47.5 in./1,207 mm Depth: 28.5 in./723 mm Height: 44.5 in./1,130 mm Weight: 402.3 lb./182.5 kg | | | | Width: 47.5 in./1,207 mm Depth: 31.2 in./793 mm Height: 46 in./1,169 mm Weight: 439 lb./199 kg |
| Base Configuration with Business Ready (BR) Finisher | Width: 55 in./1,395 mm Depth: 28.5 in./723 mm Height: 44.5 in./1,130 mm Weight: 412.3 lb./187 kg | | | | Width: 55 in./1,395 mm Depth: 31.2 in./793 mm Height: 46 in./1,169 mm Weight: 448.4 lb./203.4 kg |
| Base Configuration with BR Booklet Maker Finisher | Width: 59 in./1,496.3 mm Depth: 28.5 in./723 mm Height: 44.5 in./1,130 mm Weight: 449.7 lb./204 kg | | | | Width: 59 in./1,496.3 mm Depth: 31.2 in./793 mm Height: 46 in./1,169 mm Weight: 486.3 lb./220.6 kg |
| Base Configuration with BR Booklet Maker Finisher and C-fold/Z-fold Unit | Width: 64.3 in./1,632 mm Depth: 28.5 in./723 mm Height: 44.5 in./1,130 mm Weight: 560.6 lb./254.3 kg | | | | Width: 64.3 in./1,632 mm Depth: 31.2 in./793 mm Height: 46 in./1,169 mm Weight: 597.2 lb./270.9 kg |
| Base Configuration with BR Booklet Maker Finisher, C-fold/Z-fold Unit and High Capacity Feeder | Width: 93 in./2,361 mm Depth: 28.5 in./723 mm Height: 44.5 in./1,130 mm Weight: 628.8 lb./285.2 kg | | | | Width: 93 in./2,361 mm Depth: 31.2 in./793 mm Height: 46 in./1,169 mm Weight: 665.8 lb./302 kg |
| System Certifications/Regulatory Compliance | | | | | |
| Certifications | To view the latest list of certifications, go to xerox.com/OfficeCertifications | | | | |

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

| Paper Handling | AltaLink® C8130 | AltaLink® C8135 | AltaLink® C8145 | AltaLink® C8155 | AltaLink® C8170 |
|--|--|-----------------|-----------------|-----------------|---|
| Single-Pass Duplex Automatic Document Feeder (DADF) | | | | | |
| Capacity⁴ | 130 sheets | | | | 250 sheets |
| Speed (Up to) | 82 ppm black-and-white and color (simplex) 141 ipm black-and-white and color (duplex) | | | | 135 ppm black-and-white and color (simplex) 270 ipm black-and-white and color (duplex) |
| Paper Sizes Sensed | 3.4 x 4.9 in. to 11.7 x 17 in./85 x 125 mm to 297 x 432 mm | | | | |
| Weights | 16 to 32 lb. bond/60 to 128 gsm | | | | |
| Bypass Tray (Standard) | | | | | |
| Capacity⁴ | 100 sheets | | | | |
| Sizes | Custom Sizes: 3.5 x 3.9 in. to 12.6 x 52 in./89 x 98 mm to 320 x 1320 mm (SEF); Optional: Long Sheet Feed Kit (Banner Printing) | | | | |
| Weights | 16 lb. bond to 110 lb. cover/52 to 300 gsm, Long sheets/banners (>19 in./483 mm): 28lb Bond - 120lb Index/106 - 220 gsm | | | | |
| Media Types | Bond Card Stock Card Stock Reloaded Custom Envelopes Glossy Card Stock Glossy Card Stock Reloaded Heavyweight Card Stock Heavyweight Card Stock Reloaded Heavyweight Glossy Card Stock Heavyweight Glossy Card Stock Reloaded Hole Punched Labels Letterhead Lightweight Lightweight Card Stock Lightweight Card Stock Reloaded Lightweight Glossy Card Stock Lightweight Glossy Card Stock Reloaded Plain Plain-Reloaded Preprinted Recycled Transparencies Long Sheets/Banners: Card Stock Card Stock Reloaded Lightweight Card Stock Lightweight Card Stock Reloaded | | | | |
| Trays 1 and 2 (Standard) | | | | | |
| Capacity⁴ | 520 sheets each | | | | |
| Sizes | Tray 1: Custom Sizes: 5.5 x 7.2 in. to 11.7 x 17 in./140 x 182 mm to 297 x 432 mm (SEF) Tray 2: Custom Sizes: 5.5 x 7.2 in. to 12 x 18 in./140 x 182 mm to SRA3 (SEF) | | | | |
| Weights | 16 lb. bond to 110 lb. cover/52 to 300 gsm | | | | |
| Media Types | Bond Card Stock Card Stock Reloaded Custom Envelopes Glossy Card Stock Glossy Card Stock Reloaded Heavyweight Card Stock Heavyweight Card Stock Reloaded Heavyweight Glossy Card Stock Heavyweight Glossy Card Stock Reloaded Hole Punched Labels Letterhead Lightweight Lightweight Card Stock Lightweight Card Stock Reloaded Lightweight Glossy Card Stock Lightweight Glossy Card Stock Reloaded Plain Plain-Reloaded Preprinted Recycled Transparencies | | | | |

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

| Paper Handling (continued) | AltaLink® C8130 | AltaLink® C8135 | AltaLink® C8145 | AltaLink® C8155 | AltaLink® C8170 |
|--|---|-----------------|-----------------|-----------------|-----------------|
| Four Tray Module (Trays 3 and 4) (Available on C8130/C8135) | | | | | |
| Capacity⁴ | Tray 3: 520 sheets Tray 4: 520 sheets | | | | |
| Sizes | Trays 3 and 4: 5.5 x 7.2 in. to 12 x 18 in./140 x 182 mm to SRA3 mm (SEF) | | | | |
| Weights | 16 lb. bond to 110 lb. cover/52 to 300 gsm | | | | |
| Media Types | Bond Card Stock Card Stock Reloaded Custom Envelopes Glossy Card Stock Glossy Card Stock Reloaded Heavyweight Card Stock Heavyweight Card Stock Reloaded Heavyweight Glossy Card Stock Heavyweight Glossy Card Stock Reloaded Hole Punched Labels Letterhead Lightweight Lightweight Card Stock Lightweight Card Stock Reloaded Lightweight Glossy Card Stock Lightweight Glossy Card Stock Reloaded Plain Plain-Reloaded Preprinted Recycled Transparencies | | | | |
| High Capacity Tandem Tray (Available with all models) | | | | | |
| Capacity⁴ | Tray 3: 867 sheets Tray 4: 1,133 sheets | | | | |
| Sizes | 8.5 x 11 in./A4, JIS B5, Executive (7.25 x 10.5 in) LEF | | | | |
| Weights | 16 lb. bond to 110 lb. cover/52 to 300 gsm | | | | |
| Media Types | Bond Card Stock Custom Glossy Card Stock Hole Punched Labels Letterhead Lightweight Card Stock Lightweight Glossy Card Stock Plain Preprinted | | | | |
| Envelope Tray (Optional - Replaces Tray 1) | | | | | |
| Capacity⁴ | Up to 60 envelopes | | | | |
| Sizes | #10 Commercial (9.25 x 4.125 in.)/Monarch, DL, C5 Custom Sizes: 3.9 x 5.8 in. to 6.4 x 9.5 in./98 x 148 mm to 162 x 241 mm | | | | |
| Weights | 20 lb. to 24 lb. bond/75 to 90 gsm | | | | |
| High Capacity Feeder (HCF) (Optional with all models) | | | | | |
| Capacity⁴ | 3,000 sheets | | | | |
| Sizes | Standard Sizes: 8.5 x 11 in. or 7.25 x 10.5 in./A4 or B5 LEF | | | | |
| Weights | 16 lb. bond to 110 lb. cover/52 to 300 gsm | | | | |
| Total Capacity | | | | | |
| Device Total Capacity⁴ | Four Tray Module: 2,180 sheets Four Tray Module with High Capacity Feeder: 5,180 sheets High Capacity Tandem Tray Module: 3,140 sheets High Capacity Tandem Tray Module with High Capacity Feeder: 6,140 sheets | | | | |

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

| Finishing | AltaLink® C8130 | AltaLink® C8135 | AltaLink® C8145 | AltaLink® C8155 | AltaLink® C8170 |
|---|---|-----------------|-----------------|-----------------|-----------------|
| Output Trays (Standard) (Dual Offset Catch Trays not available with Integrated Office Finisher and limited to one with Office Finisher and BR Finishers) | | | | | |
| Stacking Tray Capacity⁴ | Dual Offset Catch Tray: Up to 250 sheets each Left Side Face up Tray: Up to 100 sheets | | | | |
| Integrated Office Finisher (Optional with AltaLink® C8130/C8135/C8145/C8155) | | | | | |
| Stacking Tray Capacity⁴ | 500 sheets of 20 lb. bond/80 gsm – 8.5 x 11 in./A4 or 250 sheets of 20 lb. bond/80 gsm – 11 x 17 in./A3 | | | | |
| Sizes | 3.5 x 3.9 in. to 11.7 x 17 in./89 x 98 mm to 297 x 432 mm | | | | |
| Weights | 16 lb. bond to 110 lb. cover/52 to 300 gsm | | | | |
| Stapling | Single/Dual Position Auto-Stapling: 50 sheets maximum: Letter/A4/B5 size sheets (less than 90 gsm or (2) 220 gsm covers) 30 sheets maximum: Legal/Tabloid/A3/B4 size sheets (less than 90 gsm or (2) 220 gsm covers) | | | | |
| Office Finisher (Optional) | | | | | |
| Stacking Tray Capacity⁴ | 2,000 sheets unstapled or 1,000 sheets single stapled or 750 sheets dual stapled (8.5 x 11 in./A4) | | | | |
| Stacking Tray Sizes | 8.3 x 7.2 in. to 11.7 x 17 in./210 x 182 mm to 297 x 432 mm | | | | |
| Weights | 16 lb. bond to 110 lb. cover/52 to 300 gsm | | | | |
| Multiposition Stapling | 50 sheets maximum: Letter/A4/B5 size sheets (less than 90 gsm or (2) 220 gsm covers) 30 sheets maximum: Legal/Tabloid/A3/B4 size sheets (less than 90 gsm or (2) 220 gsm covers) | | | | |
| Hole Punch (Optional) | North America: 2/3-hole punch Europe: 2/4-hole punch Optional: 4-hole "Swedish" punch | | | | |
| Booklet Maker for Office Finisher (Score/Crease, Saddle-stitch Staple) (Optional) | | | | | |
| Top Tray Capacity⁴ | 40 booklets (2-15 sheets per booklet – 20 lb./80 gsm or less) | | | | |
| Sizes | Letter – 8.5 x 11 in./A4 SEF Legal – 8.5 x 14 in./B4 SEF Tabloid – 11 x 17 in./A3 SEF | | | | |
| Saddle-Stitch Stapling | 2-15 sheets/8-60 page booklet 16 lb. bond to 67 lb. bond/60 to 256 gsm | | | | |
| Score/Crease | 1-15 sheets/unstapled 18 lb. bond to 28 lb. bond/60 to 105 gsm | | | | |
| Business Ready (BR) Finisher (Optional) (Requires Horizontal Transport Kit) | | | | | |
| Capacity⁴ | Offsetting Top Tray: 500 sheets Stacking Stapling Tray: 3,000 sheets unstapled or 100 sets (dual or 4-position stapling) 11 x 17 in., 8.5 x 14 in./A3 or 200 sets (single-position staple) 8.5 x 11 in./A4 | | | | |
| Sizes | 3.9 x 5.8 in to 12.6 x 19.2 in./100 x 148 mm x 320 x 488 mm for top tray 7.25 x 10.5 in. to 12.6 x 19 in./182 x 203 mm to 320 x 488 mm for stacking 7.25 x 10.5 in. to 11 x 17 in./B5 to A3 for stapling | | | | |
| Weights | 16 lb. bond to 110 lb. cover/52 to 300 gsm | | | | |
| Stapling | Single and multiposition stapling Auto stapling (50 sheets maximum) – 24 lb./90 gsm Letter, Legal, Tabloid, A3, A4, B4, and B5 sizes supported | | | | |
| Hole Punch | North America: 2/3-hole punch Europe: 2/4-hole punch Optional: 4-hole "Swedish" punch | | | | |
| BR Booklet Maker Finisher (Optional) (Requires Horizontal Transport Kit) | | | | | |
| Capacity⁴ | Offsetting Top Tray: 500 sheets of 8.5 x 11 in./A4 unstapled Stacking Stapling Tray: 1,500 sheets of 8.5 x 11 in./11 x 17 in./A4/A3 unstapled or 200 stapled sets of 8.5 x 11 in./A4 (single-position stapling or dual or 4-position stapling) or 100 stapled sets of 11 x 17 in./A3 | | | | |
| Sizes | 3.9 x 5.8 in to 12.6 x 19.2 in./100 x 148 mm x 320 x 488 mm for top tray 7.25 x 10.5 in. to 12.6 x 19 in./182 x 203 mm to 320 x 488 mm for stacking 7.25 x 10.5 in. to 11 x 17 in./B5 to A3 for stapling | | | | |
| Weights | 16 lb. bond to 110 lb. cover/52 to 300 gsm | | | | |
| Stapling | Single and multiposition stapling Auto stapling (50 sheets maximum) – 24 lb./90 gsm Letter, Legal, Tabloid, A3, A4, B4, and B5 sizes supported | | | | |
| Hole Punch | North America: 2/3-hole punch Europe: 2/4-hole punch Optional: 4-hole "Swedish" punch | | | | |
| Booklet Maker | Saddle-stitch 2 to 16 sheets (7 sheets at 106 to 176 gsm coated or 5 sheets at 177 to 220 gsm coated) Bi-fold up to 5 sheets Letter, Legal, Tabloid, A3, A4 supported | | | | |

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

| Finishing (continued) | AltaLink® C8130 | AltaLink® C8135 | AltaLink® C8145 | AltaLink® C8155 | AltaLink® C8170 |
|---|---|-----------------|---|---|---|
| C-fold/Z-fold Unit (Optional with BR Finisher and BR Booklet Maker Finisher) | | | | | |
| Types | C-fold, Z-fold, and Z-half-fold | | | | |
| Capacity⁴ | 40 sheets | | | | |
| Sizes | C-fold and Z-fold: Letter – 8.5 x 11 in./A4 SEF only Z-half-fold: Tabloid – 11 x 17 in./A3 only | | | | |
| Weights | 16 lb. to 24 lb. bond/64 to 90 gsm | | | | |
| Output Trays | Envelope Tray: C-fold, Z-fold, and Tri-fold Stacker Tray or Top Tray: Z-half-fold | | | | |
| Convenience Stapler (Optional - Includes Work Surface⁵) | | | | | |
| Capacity⁴ | 50-sheet stapling 5,000 staples Requires separate power outlet | | | | |
| Copy | AltaLink® C8130 | AltaLink® C8135 | AltaLink® C8145 | AltaLink® C8155 | AltaLink® C8170 |
| First-Copy-Out Time (from platen/warmed up Color/Black-and-White) | As fast as 6.1 seconds/ As fast as 4.5 seconds | | As fast as 5.5 seconds/ As fast as 4.4 seconds | As fast as 4.7 seconds/ As fast as 3.7 seconds | As fast as 4.0 seconds/ As fast as 3.2 seconds |
| Sides (input-output) | 1-1, 1-2, 2-2, 2-1 | | | | |
| Quantity | 1 to 9,999 | | | | |
| Resolution (max) | Up to 600 x 600 dpi | | | | |
| Reduction/Enlargement | Variable zoom from 25 % to 400 % in 1 % increments | | | | |
| Concurrency | Program-ahead to allow job to be queued while initial job is processed (Copy, Print, Fax, and Scan) | | | | |
| Copy Features | Annotation and Bates™ stamping (with color capability and font size adjustment) Authentication for Services (i.e., Color Copy) Auto Paper Select Auto Reduction & Enlargement (to fit selected paper size) Auto Tray Switching Automatic 2-sided/Duplex Booklet Creation Build Job (Enables page-level programming and also lets you proof each section or delete last section as the job is built) Collation Covers (Front only, front and back, back only, printed inside and out: Blank or Printed) Dividers (blank) Edge Erase Features Help (Intuitive text and graphic descriptions) ID Card Copy Image Quality Adjustments Image Shift (with Auto Center option) Imaging Security Invert Image (negative or mirror image) Large Job Interrupt Multi-up (up to 15 columns by 15 rows) Sample Set Save Job Settings Single Color Stapling Touchless Workflow Accelerators Transparencies | | | | |

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

| Print | AltaLink® C8130 | AltaLink® C8135 | AltaLink® C8145 | AltaLink® C8155 | AltaLink® C8170 |
|--|---|-----------------|-----------------|-----------------|-----------------|
| Resolution (up to) | 1200 x 2400 dpi | | | | |
| Print Features | Application Defaults Banner Sheet Enable/Disable Booklet Layout Cover Selection Custom Color Options (Color By Words) Bi-directional Real-time Status Delay Print (specific time) User Permissions Finishing Fit to New Paper Size Hold All Jobs Image Options (Toner Saver, Resolution (Standard, Enhanced, High)) Imaging Security Job Identification (Print ID or Banner, Print ID in margins on first page only or all pages) LAN Fax (requires optional Fax Kit) Layout/Watermark Long Sheet/Banner N-up (up to 16 pages per sheet) Paper Selection by Attribute Sample Set Print From Cloud Repositories (Dropbox, OneDrive, and Google Drive) Saved Job (color jobs can be printed as monochrome) Secure Print with Timed Deletion Special Pages (exception page programming: covers, inserts, exception pages) Store and Recall Driver Settings Sustainability Features (Xerox® Earth Smart Settings, Duplex, N-up, Turn-off Banner and Print ID, Smart Sample Set, Hold All Jobs) Two-sided Printing (as default) | | | | |
| Print from USB | Allows walk-up printing from Type A USB port on front panel Supports direct printing from computer via Type B USB port Supported file formats: PDF, JPEG, TIFF, PS, PCL Color jobs can be printed as black-and-white | | | | |
| Operating Systems | Windows Server 2008 SP2 (32- and 64-bit) Windows Server 2008 R2 (64-bit) Windows Server 2012 and R2 (64-bit) Windows Server 2016 (64-bit) Windows Server 2019 (64-bit) Windows 7 (32- and 64-bit) Windows 8 (32- and 64-bit) Windows 8.1 (32- and 64-bit) Windows 10 (32- and 64-bit) Mac OS 10.13, 10.14, 10.15 Fedora® Core Ubuntu® | | | | |
| Network Protocols | TCP/IP: HTTP/HTTPS, Internet Printing Protocol, LPR/LPD, Raw Socket Printing/Port 9100, IPv4/IPv6, WSD Microsoft Windows Networking over IP Bonjour®/AirPrint™ IPv6 Most protocols not in use can be disabled | | | | |
| Font Capability | PCL: 93 scalable fonts, line printer, and bitmap font (including Cyrillic font support) PostScript 3: 173 Type 1 fonts, 2 Multiple Master fonts | | | | |
| Xerox® Global Print Driver® | A truly universal print driver that lets IT administrators install, upgrade, and manage Xerox® Devices and non-Xerox devices from a single driver. It provides a consistent, easy-to-use interface for end-users, reducing the number of support calls and simplifying print services management. Support for Microsoft Universal Print | | | | |
| Xerox® Pull Print Driver | Makes it easy for IT managers to qualify, deploy, and manage all print devices using a single driver in a Pull Print environment. Uses a single queue and single driver. The Xerox® Pull Print Driver extends convenience across a broad range of printing assets. IT administrators no longer need to manage and configure multiple drivers. Used in conjunction with Equitrac Office®, Ysoft® SafeQ®, Pharos®, and others | | | | |
| Unified Address Book for Fax, Internet Fax, Email, and Scan to... | | | | | |
| Features | Services supported: Fax, Internet Fax, Email, Scan to Maximum contacts: 5,000 Contacts: Supports 1 or more destinations Favorites for quick access of all services supported | | | | |

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

| Scan | AltaLink® C8130 | AltaLink® C8135 | AltaLink® C8145 | AltaLink® C8155 | AltaLink® C8170 |
|--|--|-----------------|-----------------|---|-----------------|
| Concurrency | Scan while the system is printing, copying, or while it is transferring scan to network or fax jobs (priority is for return of scanned originals and printing concurrent jobs) | | | | |
| Input Speed (up to) | 82 ppm black-and-white and color (simplex) 141 ipm black-and-white and color (duplex) | | | 135 ppm black-and-white and color (simplex) 270 ipm black-and-white and color (duplex) | |
| Resolution | 72 x 72 dpi to 600 x 600 dpi | | | | |
| Bit Depth | 1-bit (black-and-white), 8-bit (grayscale), 24-bit (color) | | | | |
| Maximum Scan Area | 11 x 17 in./A3 | | | | |
| Scan Template Management | Support 250 scan templates Create Xerox® CentreWare® IS scan templates and share via device cloning to other multifunction printers' confirmation sheet options | | | | |
| Network Protocols | SFTP, FTP, SMB, HTTP, HTTPS | | | | |
| File Compression | Color TIFF (TIFF 6.0 or TTN2 with JPEG, LZW) Black-and-white TIFF (G3MH, G4 MMR compression – single or multiple pages) Searchable PDF/OCR and PDF/A-1b (MRC, JPEG, G3 MH, G4 MMR, JBIG 2 Huffman, JBIG Arithmetic Compression, Deflate (for black-and-white and within MRC)) Linearized PDF/PDF/A | | | | |
| Document Management Fields (Metadata) | Features only available in Network Scan to File Templates: <ul style="list-style-type: none"> • 1 to 6 user programmable metadata fields per network scan to file templates and unlimited fields within the template – Metadata field consists of field name, default value, and other configurations • Customized fields viewed on user interface for variable data input | | | | |
| Scan Features | Auto Background and Shadow Suppression Bound Originals Compression Quality/File Size Control Edge Erase Imaging Security Mixed Size Originals Scan Build Job Original Type (Photo and Text, Photo, Text, Map, Newspaper/Magazine) Reduction/Enlargement Scan Preview Single Touch Scan buttons (up to 10) Size for Size (for mixed size originals) Touchless Workflow Accelerators TWAIN Support/WIA 2.0 Support | | | | |
| Scan to Email (Standard) | | | | | |
| Scan Features | <ul style="list-style-type: none"> • Auto send to self • Email signatures (6 lines each of 128 character max), email message body (user configurable), email Embedded Web Server confirmation sheet options • Email signing (requires Smart Card option) • Scan to Email S/MIME Encryption • Touchless Workflow Accelerators | | | | |
| Directory Access | Address list via LDAP (Windows Active Directory, Exchange, Notes, Domino), Device Address Book | | | | |
| Scan To | | | | | |
| Standard Features | Scan to Email Scan to Home Scan to Mailbox Scan to Network (using Secure FTP/HTTP/HTTPS) Scan to Network Folder (using Secure FTP/HTTP/HTTPS) Scan to PC/Server Client (SMB or FTP) Scan to USB | | | | |
| Optional Features | Native Scan to Cloud Repositories (Dropbox, OneDrive, and Google Drive) ³ | | | | |
| Workflow Scanning (Optional features) | | | | | |
| Scanning Software | Autostore v7 eCopy ScanStation v5.2 ecopy ShareScan v5.2 | | | | |
| Scanning Apps and Xerox App Gallery | Scan to: Dropbox, Google Drive, Microsoft OneDrive, Microsoft Office 365, Box, Xerox® Workplace Mobile App (iOS/Android) See the full list of apps available in the Xerox App Gallery: xerox.com/AppGallery | | | | |

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

| Security | AltaLink® C8130 | AltaLink® C8135 | AltaLink® C8145 | AltaLink® C8155 | AltaLink® C8170 |
|--|--|-----------------|-----------------|-----------------|-----------------|
| Features | <ul style="list-style-type: none"> • Audit Log • Cisco® Identity Services Engine (ISE) compatible • Configuration Watchdog (Monitors and remediates 75 security settings in the following areas): <ul style="list-style-type: none"> - 802.1x - Admin Password Reset - Audit Log - Automatic Software Upgrade - Email Alerts - FIPS 140-2 - Hold All Jobs - Immediate Job Overwrite⁹ - Installation Policies - McAfee® Embedded Control - PII - Login Name - PostScript Passwords - Remote Services Enablement - Remote Start (Mopria(R) or AirPrint™) - Remote Start (TWAIN) - Reprint Saved Jobs - Scan to Mailbox (Internal storage) - Scheduled Disk Overwrite⁹ - Secure Passcode Length - Secure Print Device Policies - SIEM - SNMP - System Timeout - USB (Print from USB) - USB (Scan to USB) - USB Port Management - User Data Encryption • Expanded Authentication <ul style="list-style-type: none"> - Digitally signed PDF (when using Smart Card authentication) - Encrypted and authentication to SMTP server for Scan to Email - Encrypted/Password Protected PDF (when using Email and Network Scan Templates only) - FIPS 140-2 256 bit Hard Disk Encryption, TLS 1.1/1.2/1.3, IPPS, HTTPS, SFTP, SNMPv3 - Immediate Image Overwrite/Securely delete jobs using approved algorithms⁹ - Local Authentication (internal database) - Network authentication to access device and/or device services via Kerberos (UNIX/Windows Server 2008), SMB (Windows Server 2008, Windows server 2012), NDS, LDAP authentication - On Demand Image Overwrite (Scheduled, Manual), includes sanitation of unused area of disk⁹ - Smart Card authentication – 144k CAC/PIV Card Support (2048 bit certificate key)/.NET - Secure Data - Secure Print (up to 10 digit PIN or Network Authentication) • Expanded Authorization <ul style="list-style-type: none"> - Authorization per user per service - SA access based on network credentials - Secure Network Access - User Permissions required to access Print and Print Features (e.g., color access, or time restrictions) reflects in the print driver • Full System Common Criteria certified by NIAP under HD Protection Profile for Hardcopy Devices v1.0 (HCD-PP v1.0) • Hide Print Job Names • Imaging Security • IP Filter, IPsec, IPv6, TLS V1.0, V1.2, V1.3, SNMP V1/V2/V3, HTTPs, 802.1X, SFTP • McAfee® Embedded Control (whitelisting), McAfee® Integrity Control (optional) • Port disablement including USB ports • Security Information and Event Management (SIEM) support for McAfee® Enterprise Security Manager, LogRhythm, and Splunk | | | | |
| Xerox® Integrated RFID Card Reader (Optional Kit) | Integrated support for most industry security cards providing additional security; with embedded multifunction printer card readers in the multifunction printer panel | | | | |

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

| Fax | AltaLink® C8130 | AltaLink® C8135 | AltaLink® C8145 | AltaLink® C8155 | AltaLink® C8170 |
|--|---|-----------------|-----------------|-----------------|-----------------|
| Network Server Fax Features | | | | | |
| Compatibility | ITU (CCITT) group 3; Various Xerox® Business Innovation Partner Solutions | | | | |
| Maximum Scan Area | 11 x 17 in./A3 | | | | |
| Fax Send Features | One- or Two-sided Scanning (up to 11 x 17 in./A3) Add to Send List (200 numbers maximum) Build Job, Favorites, Delay Send (specific time) Original Type (photo, text or photo and text) | | | | |
| Fax Print Features | One- or Two-sided Printing, Staple, Secure Print | | | | |
| Transmission Resolution | Superfine: 400 x 200 dpi (Scan at 600 x 600 dpi) Fine: 200 x 200 dpi Standard: 200 x 100 dpi | | | | |
| Internet Fax Features | | | | | |
| Compatibility | Direct print-ready document transmission to remote Internet Fax machines or email clients (SMTP) Reception and automatic printout of documents sent via email from remote Internet Fax machines or email clients | | | | |
| Directory Access | Utilizes the Unified Address Book | | | | |
| Send/Receive | Send: Multi-page TIFF, PDF, PDF/A Receive: TIFF, MTIFF, PDF, PDF/A, PS, text, PCL, PRN, JPEG | | | | |
| Resolution | 72 x 72 dpi to 600 x 600 dpi Bit Depth: 1-bit (black-and-white) | | | | |
| Network Protocols | SMTP (send), POP3 (receive) | | | | |
| Compliance | ITU-T T.37 compliant | | | | |
| Walk-up Fax Features (Optional; Customer-Installable – 1 and 2 lines) | | | | | |
| Compatibility | ITU (CCITT) Group 3 | | | | |
| Speed/Modems | One or Two V.34 modems: 33,600 bps. Less than 4 seconds per page transmission time | | | | |
| Compression/Speed | MH/G3, MR/G3, MMR/SG3, JBIG/SG3 | | | | |
| Resolution | Walkup Send: Standard: 200 x 100 dpi Fine: 200 x 200 dpi Superfine: 600 x 600 dpi Receive: Accepts all sizes | | | | |
| Fax Send Features | LAN Fax (fax from print driver) Auto Fax Transmission Reduction Page-by-page Job Status at the Machine Delay Start, Build Job, Favorites Automatic Memory Resend Automatic Cover Sheets PSTN Fax Batch Send (up to memory capacity) Device Address Book (up to 5,000 contacts) Touchless Workflow Accelerators | | | | |
| Fax Receive Features | One- or Two-sided Printing Stapled or Unstapled Receive Print Mode – Manual (size, margin, stock, header)/Auto Output Tray Selection Up to 200 Password-protected Mailboxes Secure Receive Receive Timestamp Auto Answer Delay | | | | |
| Fax Forward | Forward to Email or SMB Location Fax Forward on Receive Only | | | | |
| Fax Reports | Activity, Dial Directory, Group Directory, Transmission Confirmation, Pending Fax, Options Report, On Demand Overwrite ⁹ Report, Mailbox Report, Broadcast Report | | | | |
| Directory Access | Utilizes the Unified Address Book Group fax available | | | | |
| Auto Redial | Up to 14 attempts (per country requirements) 1 to 25 minute intervals | | | | |
| Auto Resend | Up to 5 attempts | | | | |

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

| Device Management | |
|---|---|
| Administrative Protocols | DHCP, BOOTP, SNMP, SLP® v2, HTTP, HTTPS, DHCP Autonet, TLS, NTP, DNS, SMB, SMTP/POP3, WSD, LDAP, Multicast DNS |
| Management Support | SNMP Version 1, SNMP Version 2c and SNMP Version 3 trap over TCP/IP and IP MIB access (IETF-MIBII RFC 1213) Host Resources MIB RFC 2790, Printer MIB RFC 3805, PWG-Imaging-System-Power MIB, Fleet Orchestrator, Configuration Watchdog |
| Xerox® CentreWare® Web | A Web-based server application for network administrators that permits Web browser-based device management from any workstation, whether running on Windows, UNIX, or any other operating system: <ul style="list-style-type: none"> • Works with any SNMP-managed printer from any manufacturer • Remote configuration of SNMP v3 • Provides help with device discovery and installation, health checks and troubleshooting, and device upgrades, as well as basic accounting and asset management • Requires Windows 7 and Internet Explorer 6.0 and higher • Auto-detect Xerox® CentreWare® Web server and download configurations files for touchless remote install |
| Xerox® Device Manager | Xerox® Device Manager collects and manages the data that drives fact-based decisions for your enterprise device management environment. It is a single tool to install print queues and configure, manage, monitor, and report on both networked and locally connected devices – regardless of vendor – across your enterprise. Xerox® Device Manager provides: <ul style="list-style-type: none"> • Device monitoring and troubleshooting • Remote configuration of SNMP v3 • Extensive reporting and discovery of new devices • Usage collection, chargeback, and billing capabilities • Auto-detect Xerox® Device Manager server and download configurations files for touchless remote install |
| Xerox® Workplace Cloud | Remote management to set and audit device configuration data with Xerox® Workplace Cloud, eliminating the need for an on-site server |
| Fleet Orchestrator | Fleet Orchestrator feature offers the ability to create a group of devices that share information with each other via a secure peer-to-peer connection. The following data can be shared: Software update files, clone files, and 1-Touch App files. Auto-assembly feature allows a new AltaLink® to automatically set itself on the network and configure |
| Novell NDPS/NEPS | Server gateway application: centralized management tool |
| Xerox® Device Types for SAP Environment | Xerox, together with SAP through our Gold-level membership in the SAP Printer Vendor Program, provides seamless connectivity between SAP systems and your Xerox® Printers and Multifunction Printers. As an SAP customer, you benefit from having SAP-certified Xerox® Device types available right from SAP's online delivery model. SAP-certified device types for Xerox® Printers and Multifunction Printers are available to download. office.xerox.com/Software-Solutions |
| Xerox® Device Types for SAP R/3 Intelligent Barcode Utility (optional) | Provides built-in process intelligence that allows the printing of barcodes on any appropriately configured PostScript printer in specific versions of SAP environment and within Latin-1 (ISO8859-1) SAP system code pages only. Used in conjunction with Xerox® PostScript Device Types for SAP environment and Xerox® Font Center Barcode Fonts. Information available at office.xerox.com/Software-Solutions |
| Xerox® Embedded Web Server – Integrated Device Web Pages Provided by the Device | |
| Device Status | Web server embedded in Network Controller: <ul style="list-style-type: none"> • Tray status/contents • Consumables status • Alerts • Remote Control Panel |
| Job Submission | Print-ready files: PS, PCL, TIFF, PDF, JPG, TXT, PRN Output feature selection (2-sided, output color, collate, orientation, staple, hole punch, folding, output destination) Delivery options (Immediate, sample set, delay and secure, Save job or reprint) |
| Device Administration | Allows simple, remote installation setting of configuration options and management of the device, Fleet Orchestrator |
| Browsers | Internet Explorer 10.x, 11.x Safari 10.x, 11.x Mozilla Firefox 45.x through 53.x Opera 25.x through 53.x Chrome 48.x through 72.x |
| Support | Install print/scan drivers and online support available via support.xerox.com |
| Languages Supported | International English, International French, Italian, German, International Spanish, Dutch, Brazilian Portuguese, Swedish, Norwegian, Danish, Finnish, Russian, Simplified Chinese, Korean, Japanese, Arabic |
| Remote Services | |
| Xerox® Automatic Meter Readings (AMR) | Automates the process of collecting and submitting meter reads for tracking and billing of Xerox® Device usage. Eliminates the need for time-consuming end-user involvement and ensures that meter reads are submitted to Xerox on time |
| Xerox® Automatic Supplies Replenishment (ASR) | Automatically orders supplies for Xerox® Devices based on actual usage, eliminating the need to manually manage supplies inventory |

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

| Accounting | |
|--|---|
| Xerox® Standard Accounting (Standard) | |
| Tracking | Copy, Print, Fax, Scan, and Email usage |
| Accounting | Up to 2,497 User Accounts (User ID) Up to 500 General Accounts (Client) Up to 498 Group Accounts (Department) |
| Features | <ul style="list-style-type: none"> Administrator can manage the feature via the Web User Interface or device control panel in tools Administrator has the ability to import or export User Accounts, Group Accounts, General Accounts, and User Limits via an industry standard CSV file |
| Accounting Options – Network Accounting (Allows central server to manage all accounting) | |
| | <ul style="list-style-type: none"> Enhanced network accounting with up-to-the-minute data on how the system is being used Comprehensive management and enterprise-scale tracking and reporting of device usage of copy, print, scan, and server fax Numerous solutions are available through Xerox Alliance Partners. For details, visit www.xerox.com Security enhancements with the addition of HTTPS protocol support Device requests account authentication from third-party server enabling larger databases of users and accounts Accept Authentication Login at control panel and pass to third-party Networking Account Interface with third-party accounting terminal for accounting user interface |
| Xerox® EX-c C8100 Print Server Powered by Fiery® (Optional) | |
| Processor | AMD® GX-424CC processor, 2.4 GHz, Quad-Core, 2M cache |
| Memory (ESS) | 2 GB |
| System Disk | 500 GB HDD |
| Page Description Language | PostScript v 3020 |
| Features | Access Controls Automatic two-sided printing Booklet Maker – booklet wizard to create booklets Calibration Digitally Signed Software Updates Expert Color Settings: Profile, Rendering, and Simulation Encryption of critical information Fiery API Fiery Command WorkStation for Mac and Windows clients (customer provided) Fiery drivers for Mac and Windows Fiery FreeForm Create to create personalized files for free Image Enhance IP Filtering Integrates with common cost accounting software, Xerox® Standard Accounting, Xerox® App Gallery Apps, and more Job Preview Job Presets N-up PANTONE® Color Enabled Print from USB flash drive PostScript Security Port Blocking Secure Erase Secure Printing Spool-RIP-Print simultaneously Standard support for long sheet banners User Authentication Watermarks |
| Connectivity | 10Base-T/100Base-TX/1000Base-T Ethernet |
| Optional | Fiery Options Bundle (Fiery Spot-On, Auto Trapping, Hot Folders, Virtual Printers), Fiery Hot Folders/Virtual Printers, Fiery Spot-On, Fiery Color Profiler Suite w/EFI ES-2000 Spectrophotometer, Network Switch to connect both printer and Fiery Server to network |

Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170 Color Multifunction Printer

| Supplies | Description | Yield |
|--|--|--|
| Toner Cartridge⁶ | Black Cyan Magenta Yellow | 59,000 pages 28,000 pages 28,000 pages 28,000 pages |
| Transfer Belt Cleaner | 1 Assembly | 160,000 pages |
| Second Bias Transfer Roll | 1 Assembly | 200,000 pages |
| Staple Cartridges | For BR Finisher, Integrated Office Finisher, Office Finisher, and Convenience Stapler (1 cartridge per carton) | 5,000 each cartridge |
| | For BR Booklet Maker (1 cartridge per carton) | 5,000 each cartridge |
| | For Office Finisher Booklet Maker (8 cartridges per carton) | 2,000 each cartridge |
| Staple Refills | For Integrated Office Finisher, Office Finisher, BR Finisher, and Convenience Stapler (3 refills per carton) | 5,000 each refill |
| Fan Filter | 1 Assembly (AltaLink® C8170) | 500,000 pages |
| Xerox® Smart Kit⁹ | | |
| Drum Cartridge⁷ | 1 Cartridge per Color | 180,000 pages |
| Waste Toner Container w/o Suction Filter⁸ | 1 Cartridge (AltaLink® C8130/35/45/55) | 69,000 pages |
| Waste Toner Container with Suction Filter⁹ | 1 Cartridge (AltaLink® C8170) | 69,000 pages |

¹ Declared in accordance with ISO/IEC 24734.

² Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

³ Not available in all geographies.

⁴ Paper capacities are based on 20 lb./75 gsm stock; capacities will vary with different weight stocks.

⁵ Sold separately in some geographies.

⁶ Average standard pages. Declared in accordance with ISO/IEC 19798. Toner yield can vary due to many factors, including but not limited to, image area coverage, image content, media size, media orientation, run mode, application types, monthly print volumes, and image quality set-points.

⁷ Average drum yield is based on a run length of 5 pages of 8.5 x 11 in./A4 LEF pages, with split of 35% color/65% black-and-white pages.

⁸ Waste Toner Container yield will vary depending on type of image, area coverage %, and Job run length.

⁹ With optional hard drive.

Return spent imaging supplies through the Xerox® Green World Alliance® collection/reuse/recycling program. For more information, visit www.xerox.com/About-Xerox/Recycling.

For more information, visit us at www.xerox.com/Office.

Xerox® VersaLink® B405 Multifunction Printer

VersaLink® B405 Multifunction Printers are built on Xerox® ConnectKey® Technology. For more information, go to www.ConnectKey.com.



| SYSTEM SPECIFICATIONS | VERSALINK® B405 |
|--|--|
| One-sided Speed¹ 8.5 x 11 in. A4 / 210 x 297 mm 8.5 x 14 in. / 216 x 356 mm | Up to 47 ppm black-and-white Up to 45 ppm black-and-white Up to 38 ppm black-and-white |
| Two-sided Speed¹ 8.5 x 11 in. A4 / 210 x 297 mm 8.5 x 14 in. / 216 x 356 mm | Up to 29 ppm black-and-white Up to 28 ppm black-and-white Up to 25 ppm black-and-white |
| Monthly Duty Cycle² | Up to 150,000 pages / month |
| Recommended Average Monthly Print Volume³ | Up to 15,000 pages |
| Processor | 1.05 GHz ARM Dual Core |
| Memory | 2 GB |
| Connectivity | Ethernet 10/100/1000 Base-T, High-speed USB 3.0, Wi-Fi 802.11n and Wi-Fi Direct with optional Wi-Fi Kit (concurrent wired and wireless connections supported), NFC Tap-to-Pair |
| Controller Features | Unified Address Book, Configuration Cloning, Scan Preview, Xerox Extensible Interface Platform®, Xerox® App Gallery App, Xerox® Standard Accounting Tool, Network Accounting Enabled, Role Based Permissions, Convenience Authentication Enabled, Online Support |
| User Interface Languages | English, French, Italian, German, Spanish, Brazilian Portuguese, Russian, Dutch, Swedish, Danish, Finnish, Norwegian, Greek, Turkish, Polish, Czech, Hungarian, Romanian, Catalan, Ukrainian, Croatian |

Xerox® VersaLink® B405 Multifunction

| DEVICE SPECIFICATIONS | | | | |
|---|---|-------------------|-------------------|--------------------|
| ELECTRICAL REQUIREMENTS | | | | |
| North America | Voltage: 110-127 VAC Frequency: 50/60 Hz 11 A | | | |
| Europe and Other Geographies | Voltage: 220-240 VAC Frequency: 50/60 Hz 6 A | | | |
| POWER CONSUMPTION | | | | |
| Continuous Printing ⁴ | 620 watts or less | | | |
| Ready (Standby) Mode ⁴ | 60 watts or less | | | |
| Energy Saver (Sleep Mode) ⁴ | 4 watts or less | | | |
| OPERATING ENVIRONMENT | | | | |
| Required Temperature Range (Storage) | 32 to 95° F / 0 to 35° C | | | |
| Required Temperature Range (Operating) | 50 to 90° F / 10 to 32° C | | | |
| Required Relative Humidity | 10%to 85% | | | |
| Sound Power Levels Running Standby | 7.5 B(A) or less 5.3 B(A) or less | | | |
| Sound Pressure Levels Running Standby | 56 dB(A) or less 30 dB(A) or less | | | |
| Boot Time (from Off to UI Ready) | As fast as 60 seconds | | | |
| Warm-up Time (from Sleep to UI Ready) | As fast as 5 seconds | | | |
| DIMENSIONS AND WEIGHT (UNPACKAGED) | WIDTH | DEPTH | HEIGHT | WEIGHT |
| VersaLink® B405 | 19.5 in. / 495 mm | 19.5 in. / 495 mm | 21.7 in. / 551 mm | 48 lb. / 22 kg |
| 550-sheet Paper Tray | 17 in. / 432 mm | 18.3 in. / 465 mm | 3.7 in. / 94 mm | 7.7 lb. / 3.5 kg |
| DIMENSIONS AND WEIGHT (PACKAGED) | WIDTH | DEPTH | HEIGHT | WEIGHT |
| VersaLink® B405 | 24.3 in. / 618 mm | 24.6 in. / 626 mm | 28.1 in. / 713 mm | 59.7 lb. / 27.1 kg |
| 550-sheet Paper Tray | 21.1 in. / 535 mm | 29.7 in. / 754 mm | 9.2 in. / 234 mm | 11.5 lb. / 5 kg |
| SYSTEM CERTIFICATION / REGULATORY COMPLIANCE | | | | |
| Certifications | To view the latest list of certifications, go to www.xerox.com/OfficeCertifications . | | | |

Xerox® VersaLink® B405 Multifunction

| PRINT | |
|-----------------------------------|--|
| First-Print-Out Time | As fast as 5.1 seconds |
| Print Resolution | Up to 1200 x 1200 dpi (enhanced) |
| Page Description Languages | PCL® 5e, 6 PDF XPS TIFF JPEG HP-GL Adobe® PostScript® 3™ |
| Maximum Print Area | 4 mm from edge of paper |
| Print Features | <ul style="list-style-type: none"> Application Defaults Banner Pages Enable / Disable Bi-directional Real-time Status Booklet Layout Draft Mode Fit to New Paper Size Job Identification (Print ID or Banner, Print ID in margins on first page only or all pages) Job Monitoring (Client or Local User Interface) LAN Fax (requires Fax Kit) N-up Page Layout (up to 16 pages per sheet) Paper Selection by Attribute Personal Print Print Around Enable / Disable Print from USB Sample Set Saved Job Scaling Secure Print Skip Blank Pages Special Pages (exception page programming: covers, inserts, exceptions pages) Store and Recall Driver Settings Stored Jobs Deletion Two-sided Printing (as default) Watermark (predefined and custom) Earth Smart Driver Settings |
| Print from USB | <ul style="list-style-type: none"> Allows walk-up printing from Type A USB port Supports direct printing from computer via Type B USB port Supported file formats: PDF, JPEG, TIFF, XPS, PDF/A |
| Operating Systems | <ul style="list-style-type: none"> Windows® 7, 8, 8.1, 10 Windows Server 2008 SP2, Server 2008 R2 SP1, Server 2012, Server 2012 R2, Server 2016 macOS® 10.11, 10.12, 10.13 Citrix® Redhat® Enterprise Linux® Fedora Core IBM® AIX® HP-UX® Oracle® Solaris SUSE® SAP® <p>Note: For information about supported versions for the above operating systems, please visit our Drivers & Downloads page and specify your device at www.support.xerox.com</p> |
| Fonts | <ul style="list-style-type: none"> PostScript fonts: 136 PCL fonts: 83 |

Xerox® VersaLink® B405 Multifunction

| | |
|------------------------------------|--|
| Xerox® Global Print Driver® | A truly universal print driver that lets IT administrators install, upgrade and manage Xerox® and non-Xerox® devices from a single driver. It provides a consistent, easy-to-use interface for end-users, reducing the number of support calls, and simplifying print services management. |
| Xerox® Pull Print Driver | Makes it easy for IT managers to qualify, deploy and manage all print devices using a single driver in a Pull Print environment. Uses a single queue and single driver. The Xerox® Pull Print Driver extends convenience across a broad range of printing assets. IT administrators no longer need to manage and configure multiple drivers. Used in conjunction with Equitrac Office®, Ysoft® SafeQ®, Pharos® and others. |
| COPY | |
| Document Scanner | 60-sheet Reversing Automatic Document Feeder (RADF) |
| Maximum Scan Area | Platen: Up to 8.5 x 14 in. / 216 mm x 356 mm RADF: Up to 8.5 x 14 in. / 216 mm x 356 mm |
| Simplex Speed | Up to 47 cpm (copies per minute) 8.5 x 11 in. Up to 45 cpm A4 / 210 x 297 mm |
| Duplex Speed | Up to 29 cpm (copies per minute) 8.5 x 11 in. Up to 28 cpm A4 / 210 x 297 mm |
| First-Copy-Out Time | As fast as 6.2 seconds from the platen |
| Sides (input: output) | 1:1, 1:2, 2:2 and 2:1 |
| Quantity | 1 to 999 |
| Resolution (max.) | Up to 600 x 600 dpi |
| Reduction / Enlargement | Variable zoom from 25% to 400% in 1% increments |
| Concurrency | Concurrent scanning and printing |
| COPY FEATURES | <p>Annotation (Page Numbers, Comments, Date Stamp, Bates Stamping) including font format and style options*</p> <p>Automatic Background Suppression</p> <p>Book Copying with Center Erase</p> <p>Booklet Copying*</p> <p>Collation</p> <p>Darkness Control</p> <p>Edge Erase</p> <p>Front Cover</p> <p>ID Card Copy</p> <p>Image Enhancement</p> <p>Image Shift</p> <p>Lighten/Darken</p> <p>N-up</p> <p>Original Orientation</p> <p>Original Size</p> <p>Original Type</p> <p>Page Layout</p> <p>Reduce / Enlarge 25% to 400%</p> <p>Sample Copy</p> <p>Saturation</p> <p>Sharpness</p> <p>*Requires SSD/Productivity Kit</p> |

Xerox® VersaLink® B405 Multifunction

| SCAN | |
|--|---|
| Capability | Black-and-white and color scanning |
| Concurrency | Scan while the system is printing copy or network print jobs, or while it is transferring scan to network or fax jobs |
| Simplex Input Speed | Black-and-white: Scan up to 55 ipm – 8.5 x 11 in. / 53 ipm A4 / 210 x 297 mm Color: Scan up to 29 ipm – 8.5 x 11 in. / 28 ipm A4 / 210 x 297 mm |
| Duplex Input Speed | Black-and-white: Scan up to 26 ipm – 8.5 x 11 in. / 25 ipm A4 / 210 x 297 mm Color: Scan up to 14 ipm – 8.5 x 11 in. / 14 ipm A4 / 210 x 297 mm |
| Resolution | Optical – 600 x 600 dpi, up to 9600 dpi interpolated |
| Bit Depth | 24-bit color / 8-bit grayscale |
| Maximum Scan Area | Platen: Up to 8.5 x 14 in. / 216 x 356 mm Document Feeder: Up to 8.5 x 14 in. / 216 x 356 mm |
| Network Filing Protocols | FTP SMTP SMB sFTP |
| File Formats | JPG TIFF (single and multi-page) XPS (single and multi-page) PDF (single and multi-page) Searchable PDF via Optical Character Recognition (OCR) Password-protected PDF Linearized PDF (set via embedded web server) and PDF/A |
| Scan Driver Compatibility | WIA TWAIN |
| Supported Scan Destinations | Scan to Home Scan to USB Scan to Email Scan to Network (FTP or Browse SMB) |
| NETWORK SCANNING – SOFTWARE SOLUTIONS | |
| Xerox® ConnectKey Apps (Found at the Xerox App Gallery) | Increase user productivity by simplifying and shortening everyday tasks. Unlike traditional software, ConnectKey Apps do not require a dedicated server, PC or IT resource. Instead, simply download these lightweight, serverless ConnectKey Apps to the ConnectKey Technology-enabled device. |
| FAX⁵ | |
| Fax Speed | 33.6 Kbps |
| Memory | 4 MB |
| Resolution | Standard 200x100 dpi, Fine 200x200 dpi, Super Fine 300x300, 400x400, 600x600 dpi |
| Compression | MH/MR/MMR/JBIG |
| Fax Features | Walk-up Fax, LAN Fax, Direct Fax, Server Fax Enablement, Fax Forward to Email Fax dialing via Unified Address Book (up to 2,000 contacts) |
| MOBILE SOLUTIONS AND MOBILE DEVICE APPS | |
| Xerox® Global Print Driver® | A truly universal print driver that lets IT administrators install, upgrade and manage Xerox® and non-Xerox® devices from a single driver. It provides a consistent, easy-to-use interface for end-users, reducing the number of support calls, and simplifying print services management. |
| Apple® AirPrint® | Print email, photos and important office documents directly from an Apple iPhone® or iPad® with no drivers to install and no cables to connect. With AirPrint, an iPhone or iPad automatically locates and connects to the AirPrint-enabled device over the office Wi-Fi network. |

Xerox® VersaLink® B405 Multifunction

| | |
|---|--|
| Mopria® Certified | ConnectKey Technology-enabled print devices are Mopria® certified. Mopria® certification ensures you can print wirelessly from your Mopria® supported (Android) smart phone, tablet and other mobile devices instantly and easily. |
| Xerox® @printbyXerox App | @printbyXerox App is a free service that allows secure printing from any email-enabled device (computer, phone, tablet, iOS, Android™, Google® Chromebook™ and more) to a Xerox® printer or MFP using a single email address with no IT intervention. No training is needed. End-users simply send attachments to the email address, and release them at the MFP panel. |
| Xerox® Print Services plug-in for Android™ | The Xerox® Print Services plug-in for Android KitKat (4.4 or greater) devices streamlines mobile printing without third-party apps or additional print drivers. You can easily print photos, web pages and documents when your mobile device is connected to multifunction printers using a wireless network. A robust print option set includes two-sided printing, stapling and secure code release. A free download is available from the Google Play™ store. |
| Xerox® Mobile Link App (Free at Google Play™ Store and Apple® App Store) | The Xerox® Mobile Link App allows you to scan, email and fax from your phone or tablet by connecting with our multifunction printers and send data to and print data from cloud storage. It is easy to create Mobile Link One-Touch Workflows between a mobile device and a multifunction printer. Using a manual address or QR code identification for pairing, automatic device discovery makes it easy to find and pair a mobile device with a nearby Xerox® multifunction printer. |
| Xerox® Workplace Suite and Xerox® Workplace Cloud | Xerox® Workplace Suite is a modular set of workflows designed to save customers time and money by providing effective control over their print fleet, while enabling worker productivity and mobility through a set of robust workflows. Xerox enables ultimate customer flexibility by offering these capabilities in both an on-premises server version (Workplace Suite) and with a cloud based-version (Workplace Cloud) of this solution. |

SECURITY

| | |
|--------------------------|--|
| Security Features | <ul style="list-style-type: none"> Access Controls AES 256-bit Encryption Audit Log Certificate Path Validation Certificate Revocation List (CRL)/Status Protocol (OCSP) Detection of external program falsification (XCP Plug-in) Cisco® Identity Services Engine (ISE) Integration Domain Filtering FIPS 140-2 Firmware Verification IP Address Filtering IPsec Network Authentication Port Filtering Pre-installed Self-Signed Certificates Role Based Permissions Secure Email Secure Fax Secure Print Secure Scanning via SFTP Security Certificate Management Smart Card Enablement (CAC/PIV/.NET) SNMPv3 Status Protocol (OCSP) TLS/SSL Trusted Platform Module (TPM) |
|--------------------------|--|

Xerox® VersaLink® B405 Multifunction

| ACCOUNTING | |
|---|--|
| XEROX® STANDARD ACCOUNTING TOOL / NETWORK ACCOUNTING (STANDARD) | |
| Tracking | Copy, Print, Fax, Scan and Email usage |
| Accounting | <p>Xerox® Standard Accounting Tool Up to 1,000 User Accounts without SSD Up to 9,999 User Accounts with SSD Up to 500 General Accounts</p> <p>Network Accounting (Job Based Accounting) Up to 1,000 User IDs; Up to 1,000 Account IDs without SSD Up to 60,000 User IDs; Up to 60,000 Account IDs with SSD Up to 14,000 Accounting Records (transactions)</p> |
| Features | Administrator can manage the feature via the Embedded Web Server. |
| ACCOUNTING OPTIONS – NETWORK ACCOUNTING (ALLOWS CENTRAL SERVER TO MANAGE ALL ACCOUNTING) | |
| | <ul style="list-style-type: none"> • Enhanced network accounting with up to the minute data on how the system is being used • Comprehensive management and enterprise scale tracking and reporting of device usage of copy, print, scan and server fax • Numerous solutions are available through Xerox Alliance Partners. For details visit www.xerox.com • Security enhancements include simultaneous support for HTTP/HTTPS protocols • Device requests account authentication from third party server enabling larger databases of users and accounts • Accept Authentication Login at control panel and pass to third party Networking Account • Interface with third party accounting terminal for accounting user interface |
| PAPER HANDLING | |
| DOCUMENT FEEDER | |
| Capacity⁶ | Reversing Automatic Document Feeder (RADF): 60 sheets |
| Sizes | Custom Sizes: 5.5 x 5.5 in. to 8.5 x 14 in. / 139.7 x 139.7 mm to 216 x 356 mm |
| Weights One-sided: Two-sided: | 13 to 32 lb. bond / 50 to 125 gsm 16 to 32 lb. bond / 60 to 125 gsm |
| BYPASS TRAY | |
| Capacity⁶ | 150 sheets |
| Sizes | 3 x 5 in. to 8.5 x 14 in. / 76.2 x 127 mm to 216 x 356 mm |
| Weights One-sided: Two-sided: | 16 lb. bond to 80 lb. cover / 60 to 220 gsm 16 lb. bond to 60 lb. cover / 60 to 163 gsm |
| Media Types | Bond Plain Paper Cardstock Custom Envelopes Hole Punched Labels Letterhead Lightweight Cardstock Pre-Printed Recycled |
| TRAY 1 | |
| Capacity⁶ | 550 sheets |

Xerox® VersaLink® B405 Multifunction

| | |
|--------------|---|
| Sizes | 3 x 5 in. to 8.5 x 14 in. / 76.2 x 127 mm to 216 x 356 mm |
|--------------|---|

Xerox® VersaLink® B405 Multifunction

| | |
|---|---|
| Weights One-sided: Two-sided: | 16 lb. bond to 80 lb. cover / 60 to 220 gsm 16 lb. bond to 60 lb. cover / 60 to 163 gsm |
| Media Types | Bond Plain Paper Cardstock Custom Hole Punched Labels Letterhead Lightweight Cardstock Pre-Printed Recycled |
| OPTIONAL TRAY 2 | |
| Capacity⁶ | 550 sheets |
| Sizes | Custom Sizes: 5.5 x 8.3 in. to 8.5 x 14 in. / 139.7 x 210 mm to 216 x 356 mm |
| Weights One-sided: Two-sided: | 16 lb. bond to 80 lb. cover / 60 to 220 gsm 16 lb. bond to 60 lb. cover / 60 to 163 gsm |
| Media Types | Bond Plain Paper Cardstock Custom Hole Punched Labels Letterhead Lightweight Cardstock Pre-Printed Recycled |
| TOTAL CAPACITY | |
| Device Standard Capacity⁶ | 700 sheets |
| Device Total Capacity⁶ | 2,350 sheets |
| PAPER OUTPUT | |
| OUTPUT TRAY | |
| Output Capacity⁶ | 250 sheets |
| Automatic Two-sided Printing | Standard |
| DEVICE MANAGEMENT | |
| Network Protocols | TCP/IP: HTTP/HTTPS, Internet Printing Protocol, LPR/LPD, Raw Socket Printing/Port 9100, IPv4/IPv6, WSD LDAP Bonjour® / AirPrint® FTP Most protocols not in use can be disabled |
| Administrative Protocols | DHCP, SNMP, WINS, HTTP, HTTPS, TLS, SNTP, MDNS |
| REMOTE CONTROL PANEL | |
| | <ul style="list-style-type: none"> • Enables faster, more convenient technical support and user training • IT administrators and other authorized users can control the device remotely from a web page on any device • Remote user experience is identical to performing tasks directly at the device |

Xerox® VersaLink® B405 Multifunction

| XEROX® CENTREWARE® WEB | |
|---|--|
| | <ul style="list-style-type: none"> • A web-based server application for network administrators that permits web browser-based device management from any workstation, whether running Windows or UNIX or any other operating system • Works with any SNMP-managed printer from any manufacturer • Provides help with device discovery and installations, health checks and troubleshooting, and device upgrades, as well as basic accounting and asset management |
| EMBEDDED WEB SERVER – INTEGRATED DEVICE WEB PAGE | |
| Device Status | <ul style="list-style-type: none"> • Tray Status/Contents • Consumables Status • Billing/Usage • Quick Links • Online Support |
| Print Queue Viewing | Job print queue management — view and delete |
| Job Submission | Print-ready files (PS, PCL, PDF, XPS, JPEG) |
| Device Administration | Allows simple, remote installation setting of configuration options and management of the device |
| Browsers | Microsoft® Internet Explorer® Microsoft Edge™ Mozilla™ Firefox® Apple® Safari® Google Chrome™ |
| REMOTE SERVICES | |
| Automated Meter Readings (AMR) | Automates the process of collecting and submitting meter reads for tracking and billing of Xerox® device usage. Eliminates the need for time-consuming end-user involvement and ensures that meter reads are submitted to Xerox on time. |
| Automatic Supplies Replenishment (ASR) | Automatically orders supplies for Xerox® output devices based on actual usage, eliminating the need to manually manage supplies inventory. |
| WHAT COMES IN THE BOX | |
| | VersaLink® B405 Multifunction Printer Standard Capacity Toner Cartridge: 5,900 print capacity ⁷ Software and Documentation CD (Safety, Regulatory, Recycling and Disposal Guides, Print Drivers, and Warranty Statement) Installation Guide Quick Use Guides Power Cord Fax Cord |

Xerox® VersaLink® B405 Multifunction

| SUPPLIES AND ACCESSORIES | QUANTITY | PART NUMBER |
|--|------------------------------------|-------------|
| SUPPLIES | | |
| Standard Capacity Toner Cartridges | 5,900 standard pages ⁷ | 106R03580 |
| High Capacity Toner Cartridges | 13,900 standard pages ⁷ | 106R03582 |
| Extra-High Capacity Toner Cartridges | 24,600 standard pages ⁷ | 106R03584 |
| Drum Cartridge | 65,000 standard pages ⁸ | 101R00554 |
| ACCESSORIES / OPTIONS | | |
| 550-sheet Paper Tray | | 497K13630 |
| Productivity Kit with 16 GB Solid State Drive | | 097S04913 |
| Stand | | 497K13660 |
| Wireless Network Adapter Kit | | 497K16750 |
| Internal Card Reader/RFID Kit | | 497K18120 |

¹ Declared print speed in accordance with ISO/IEC 24734.

² Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

³ Recommended average throughput is not a minimum, but is intended to cover a range of volumes for different environments.

⁴ Power states defined per ENERGY STAR® Program requirements for Imaging Equipment.

⁵ Requires analog phone line.

⁶ Paper capacities are based on 20 lb. / 75 gsm stock; capacities will vary with different weight stocks.

⁷ Average standard pages. Declared Yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and print mode.

⁸ Approximate pages. Declared yield will vary depending on job run length, media size/orientation and machine speed. For more information visit: <https://www.office.xerox.com/latest/SUPGL-01.pdf>.

Return spent imaging supplies through the Xerox Green World Alliance collection/reuse/recycling program.

For more information, visit www.xerox.com/About-Xerox/Recycling.

For more information, visit us at www.xerox.com/Office.

Configurations vary by geography.

Xerox® VersaLink® B405 Multifunction

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Xerox® VersaLink® C7120/C7125/C7130

Color Multifunction Printer



Xerox® VersaLink® C7100 Series Color Multifunction Printers are built on Xerox® ConnectKey® Technology. For more information, go to www.connectkey.com.

| System Specifications | VersaLink® C7120 | VersaLink® C7125 | VersaLink® C7130 |
|--|--|---|--|
| One-sided Speed¹ 8.5 x 11 in./A4/210 x 297 mm | Up to 20 ppm (pages per minute) long edge feed (LEF) | Up to 25 ppm LEF | Up to 30 ppm LEF |
| 8.5 x 14 in./216 x 356 mm 11 x 17 in./A3/297 x 420 mm | Up to 13 ppm Up to 11 ppm | Up to 16 ppm Up to 14 ppm | Up to 20 ppm Up to 17 ppm |
| Two-sided Speed¹ 8.5 x 11 in./A4/210 x 297 mm 8.5 x 14 in./216 x 356 mm 11 x 17 in./A3/297 x 420 mm | Up to 20 ppm LEF Up to 9 ppm Up to 8 ppm | Up to 25 ppm LEF Up to 10 ppm Up to 9 ppm | Up to 30 ppm LEF Up to 12 ppm Up to 11 ppm |
| Monthly Duty Cycle² | Up to 87,000 pages/month ² | Up to 107,000 pages/month ² | Up to 129,000 pages/month ² |
| Recommended Average Monthly Print Volume³ | Up to 5,500 pages | Up to 6,250 pages | Up to 7,000 pages |
| Hard Drive | 320 GB HDD (Optional on Desktop/Base Unit) | | |
| Processor | 1.05 GHz Dual-Core | | |
| Memory | 4 GB | | |
| Connectivity | Ethernet 10/100/1000 Base-T, High-speed USB 3.0, Wi-Fi 802.11n/g/b/a and Wi-Fi Direct with optional Wi-Fi Kit (concurrent wired and wireless connections supported), NFC Tap-to-Pair | | |
| Controller Features | Embedded Security and Integrity Control, TLS1.3 Support, NIST800-171r1 Compliance Print on Available Media, Mopria, Remote Install Wizard - Secure Fax Remote Enable/Disable, Air Print | | |
| User Interface Languages | English, French, Italian, German, Spanish, Brazilian Portuguese, Russian, Dutch, Swedish, Danish, Finnish, Norwegian, Greek, Turkish, Polish, Arabic, Czech, Hungarian, Romanian, Catalan, Ukrainian, Croatian | | |

Xerox® VersaLink® C7120/C7125/C7130 Color Multifunction Printer

| Device Specifications | | | | |
|---|---|--------------------|---------------------|---------------------|
| Electrical Requirements | | | | |
| North America | Voltage: 110-127 V -10%/+6% Frequency: 50/60 Hz +/-3%, 12A | | | |
| Europe and Other Geographies | Voltage: 220-240 V +/-10% Frequency: 50 Hz +/-3%, 8A | | | |
| Power Consumption | | | | |
| Printing ⁶ | For 110 V and 220 V: 20 ppm = 0.3 kWh or less; 25 ppm = 0.4 kWh or less; 30 ppm = 0.52 kWh or less | | | |
| Standby Mode ⁶ | 94 Watts or less | | | |
| Sleep Mode ⁶ | 0.4 Watts or less | | | |
| Operating Environment | | | | |
| Required Temperature Range (Storage) | 32 to 95°F (0 to 35°C) | | | |
| Required Temperature Range (Operating) | 50 to 90°F (10 to 32°C) | | | |
| Required Relative Humidity | 10% to 85% | | | |
| Sound Power Levels | Printing: 6.9 B(A) or less • 20 ppm = 6.45 B(A); 25 ppm = 6.50 B(A); 30 ppm = 6.9 B(A) Standby: 4.10 B(A) or less • 20 ppm = 4.10 B(A); 25 ppm = 4.10 B(A); 30 ppm = 4.10 B(A) Full System (including Finisher and HCF) Printing: 20 ppm = 7.15 B(A); 25 ppm = 7.18 B(A); 30 ppm = 7.35 B(A) Standby: 20 ppm = 4.10 B(A); 25 ppm = 4.10 B(A); 30 ppm = 4.10 B(A) | | | |
| Boot Time (from Off to UI Ready) | As fast as 60 seconds | | | |
| Warm-up Time (from Sleep to UI Ready) | As fast as 12 seconds | | | |
| Dimensions and Weight (Unpackaged) | Width | Depth | Height | Weight |
| Base Unit (Desktop Model) | 23.23 in./590 mm | 26.41 in./670.8 mm | 30.18 in./766.5 mm | 137.9 lbs./62.5 kg |
| Base Unit with Single Tray with Stand Module | 24.24 in./615.7 mm | 26.41 in./670.8 mm | 44.04 in./1117.2 mm | 196 lbs./88.9 kg |
| Base Unit with High Capacity Tandem Tray Module | 24.24 in./615.7 mm | 26.41 in./670.8 mm | 44.04 in./1117.2 mm | 220.5 lbs./100 kg |
| Base Unit with Three Tray Module | 24.24 in./615.7 mm | 26.41 in./670.8 mm | 44.04 in./1117.2 mm | 200.4 lbs./90.9 kg |
| Base Unit with Three Tray Module and Office Finisher (with Booklet Maker) | 44.69 in./1135.2 mm | 26.71 in./678.6 mm | 44.04 in./1117.2 mm | 277.5 lbs./125.9 kg |
| Base Unit with Three Tray Module and Integrated Office Finisher | 25.98 in./659.9 mm | 26.41 in./670.8 mm | 44.04 in./1117.2 mm | 224.9 lbs./102 kg |
| Base Unit with Three Tray Module, Office Finisher, Booklet Maker, and High Capacity Feeder | 57.1 in./1451.4 mm | 26.71 in./678.6 mm | 44.04 in./1117.2 mm | 346 lbs./156.9 kg |
| Base Unit with High Capacity Tandem Tray Module and Integrated Office Finisher | 26.3 in./668.0 mm | 26.41 in./670.8 mm | 44.04 in./1117.2 mm | 244.9 lbs./111.1 kg |
| Base Unit with High Capacity Tandem Tray Module, Office Finisher, Booklet Maker, and High Capacity Feeder | 57.1 in./1451.4 mm | 26.71 in./678.6 mm | 44.04 in./1117.2 mm | 366 lbs./166 kg |
| Certifications | | | | |
| To view the latest list of certifications, go to www.xerox.com/OfficeCertifications . | | | | |

Xerox® VersaLink® C7120/C7125/C7130 Color Multifunction Printer Configuration



130-sheet⁵ Single-pass Duplex Automatic Document Feeder (DADF) saves time by simultaneously scanning both sides of two-sided documents with up to 80 impressions per minute (ipm). High paper capacity drives productivity, especially for tasks that require large batches of scanned or copied documents.

The 100-sheet Bypass Tray handles media sizes from 3.5 x 3.87 in. to 11.69 x 17 in./88.9 x 98.4 mm to 297 x 431.8 mm.

User interface is an intuitive, tablet-like, 7-inch, tiltable touch screen that allows you to complete tasks in just a few effortless taps and lets you personalize your experience. Gain access to 100+ productivity apps through the **Xerox App Gallery**. Try it out at xerox.com/VersaLink7100U.


The standard 520-sheet⁵ Tray 1 handles media sizes from 5.5 x 7.17 in. to 11.69 x 17 in./139.7 x 182 mm to 297 x 431.8 mm.




Card Reader Bay and embedded USB port.⁹

MAXIMIZE PAPER CAPACITY WITH ONE OF THESE FEEDING OPTIONS⁵


The Single Tray Module (optional with desktop model) increases total paper capacity to 1,140 sheets (includes Bypass Tray).




The Stand Module offers total paper capacity of 1,140 sheets (includes Bypass Tray) and provides storage for toner cartridges and other supplies




The Three Tray Module (optional with desktop model) increases total paper capacity to 2,180 sheets (includes Bypass Tray).




The Tandem Tray Module allows for total paper capacity of up to 3,140 sheets (includes Bypass Tray).



The High Capacity Feeder holds 2,000 sheets of Letter/A4 paper, increasing the maximum paper capacity to 5,140 sheets.



The Envelope Tray can replace Tray 1 to provide feeding of up to 60 envelopes.



INCREASE VERSATILITY WITH FINISHING OPTIONS⁵



The Office Finisher provides advanced finishing functions, 500-sheet stacker, 3-position stapling, and optional hole punch.



The Office Finisher with Booklet Maker simplifies booklet making, including score and saddle-stitch. Use it to create 64-page saddle-stitched booklets (2 to 16 sheets).



The Work Surface and Convenience Stapler staples up to 50 sheets and provides plenty of elbow room to sort documents.



The Dual Off-set Catch Trays¹⁰ stack up to 250 sheets each.



The Integrated Office Finisher provides 500-sheet stacking and 50-sheet, dual position stapling.

⁵Paper capacities are based on 20 lb/75 gsm stock; capacities will vary with different weight stocks.
⁹USB ports can be disabled.
¹⁰HDD and Dual Off-set Catch Trays are optional on Desktop model.

Xerox® VersaLink® C7120/C7125/C7130 Color Multifunction Printer

| Print | VersaLink® C7120 | VersaLink® C7125 | VersaLink® C7130 |
|------------------------------------|---|------------------------------|------------------------------|
| First-Print-Out Time | As fast as 8.8 seconds color | As fast as 8.8 seconds color | As fast as 7.0 seconds color |
| | As fast as 6.9 seconds black | As fast as 6.7 seconds black | As fast as 5.4 seconds black |
| Print Resolution | Up to 1200 x 2400 dpi | | |
| Page Description Languages | PCL® 5e, 6 PDF TIFF JPEG HP-GL Adobe® PostScript® 3™ (Optional) | | |
| Maximum Print Area | 4 mm from Lead edge of paper, 2 mm from Side and Trail edges of paper | | |
| Print Features | <ul style="list-style-type: none"> Application Defaults Banner Pages Enable/Disable Bi-directional Real-time Status Booklet Layout Color Adjustments (lightness, contrast, saturation, color balance) Color Correction Draft Mode Finishing (requires finishing) Fit to New Paper Size Job Identification (Print ID or Banner, Print ID in margins on first page only or all pages) Job Monitoring (Client or Local User Interface) LAN Fax (requires Fax Kit) N-up Page Layout (up to 16 pages per sheet) Paper Selection by Attribute Personal Print Print Around Enable/Disable Print from USB Sample Set Saved Job Scaling Secure Print Skip Blank Pages Special Pages (exception page programming: covers, inserts, exceptions pages) Store and Recall Driver Settings Stored Jobs Deletion Two-sided Printing (as default) Watermark (predefined and custom) Xerox® Earth Smart Driver Settings | | |
| Print from USB | <ul style="list-style-type: none"> Allows walk-up printing from Type A USB port Supports direct printing from computer via Type B USB port Supported file formats: PDF, JPEG, TIFF, PDF/A | | |
| Operating Systems | <ul style="list-style-type: none"> Windows®, 7, 8, 8.1, 10, 11 Windows Server 2008 SP2, Server 2008 R2 SP1, Server 2012, Server 2012 R2, Server 2016 Mac OS® version 10.12, 10.13, 10.14, 10.15, 11, 12 Citrix® Redhat® Enterprise Linux® Fedora Core SUSE® SAP® IBM® AIX® HP-UX® Oracle® Solaris <p>Note: For information about supported versions for the above operating systems, please visit our Drivers & Downloads page and specify your device at www.support.xerox.com.</p> | | |
| Fonts | <ul style="list-style-type: none"> PostScript fonts: 136 PCL fonts: 83 | | |
| Xerox® Global Print Driver® | A truly universal print driver that lets IT administrators install, upgrade, and manage non-Xerox and Xerox® Devices from a single driver. It provides a consistent, easy-to-use interface for end-users, reducing the number of support calls and simplifying print services management | | |
| Xerox® Pull Print Driver | Makes it easy for IT managers to qualify, deploy, and manage all print devices using a single driver in a Pull Print environment. Uses a single queue and driver. The Xerox® Pull Print Driver extends convenience across a broad range of printing assets. IT administrators no longer need to manage and configure multiple drivers. Used in conjunction with Equitrac Office®, Ysoft® SafeQ®, Pharos®, and others | | |

Xerox® VersaLink® C7120/C7125/C7130 Color Multifunction Printer

| Copy | VersaLink® C7120 | VersaLink® C7125 | VersaLink® C7130 |
|---------------------------------|---|--|--|
| Document Scanner | 130-sheet Single-pass Duplex Automatic Document Feeder (DADF) | | |
| Document Scanner Size | Platen: Up to 11.7 x 17 in./297 x 431.8 mm DADF: Up to 11.7 x 17 in./297 x 431.8 mm | | |
| Simplex Copy Speed | Up to 20 cpm (copies per minute) 8.5 x 11 in. Up to 20 cpm A4 (210 x 297 mm) | Up to 25 cpm (copies per minute) 8.5 x 11 in. Up to 25 cpm A4 (210 x 297 mm) | Up to 30 cpm (copies per minute) 8.5 x 11 in. Up to 30 cpm A4 (210 x 297 mm) |
| Duplex Copy Speed | Up to 20 cpm (copies per minute) 8.5 x 11 in. Up to 20 cpm A4 (210 x 297 mm) | Up to 25 cpm (copies per minute) 8.5 x 11 in. Up to 25 cpm A4 (210 x 297 mm) | Up to 30 cpm (copies per minute) 8.5 x 11 in. Up to 30 cpm A4 (210 x 297 mm) |
| First-Copy-Out Time | As fast as 8.1 seconds color | As fast as 8.1 seconds color | As fast as 6.7 seconds color |
| | As fast as 5.7 seconds black | As fast as 5.7 seconds black | As fast as 4.4 seconds black |
| Sides (input:output) | 1:1, 1:2, 2:2, and 2:1 | | |
| Quantity | 1 to 999 | | |
| Resolution (max.) | Up to 600 x 600 dpi | | |
| Reduction/Enlargement | Variable zoom from 25% to 400% in 1% increments | | |
| Concurrency | Concurrent scanning and printing | | |
| Copy Features | Annotation (Page Numbers, Comments, Date Stamp, Bates Stamping)* Auto-color Sensing Automatic Background Suppression Book Copying with Center Erase Booklet Copying* Collation Color Balance Color Effects Darkness Control Edge Erase Front Cover ID Card Copy Image Enhancement Image Shift Lighten/Darken N-up Original Orientation Original Size Original Type Page Layout Reduce/Enlarge 25% to 400% Sample Copy Saturation Sharpness *Requires HDD/Productivity Kit | | |
| Scan | | | |
| Capability | Black-and-white and color scanning | | |
| Concurrency | Scan while the system is printing copy or network print jobs, or while it is transferring scan to network or fax jobs | | |
| Simplex Input Speed | Black-and-white: Scan up to 80 ipm – 8.5 x 11 in./A4 (210 x 297 mm) Color: Scan up to 80 ipm – 8.5 x 11 in./80 ipm A4 (210 x 297 mm) | | |
| Duplex Input Speed | Black-and-white: Scan up to 80 ipm – 8.5 x 11 in./A4 (210 x 297 mm) Color: Scan up to 80 ipm – 8.5 x 11 in./80 ipm A4 (210 x 297 mm) | | |
| Resolution | Optical – 600 x 600 dpi | | |
| Bit Depth | 24-bit color/8-bit grayscale | | |
| Maximum Scan Area | Platen: 11.7 x 17 in./297 x 431.8 mm Document Feeder: 11.7 x 17 in./297 x 431.8 mm | | |
| Network Filing Protocols | FTP SMTP SMB | | |

Xerox® VersaLink® C7120/C7125/C7130 Color Multifunction Printer

| Scan | |
|---|---|
| File Formats | JPG TIFF (single and multi-page) PDF (single and multi-page) Searchable PDF via Optical Character Recognition (OCR) Password-protected PDF Linearized PDF (set via embedded web server) and PDF/A |
| Scan Driver Compatibility (Network Only) | WIA TWAIN |
| Supported Scan Destinations | Scan to Home Scan to USB Scan to Email Scan to Network (Browse FTP or Browse SMB) |
| Workflow Scanning (Optional Features) | |
| Scanning Apps and Xerox App Gallery | Scan to: DocuShare Go, Dropbox, Google Drive, Microsoft OneDrive, Microsoft 365, Box, Xerox® Workplace Mobile App (iOS/Android). See the full list of apps available in the Xerox App Gallery: xerox.com/AppGallery |
| PSTN One-Line or Three-Line Fax (Optional) Fax ⁴ | |
| Fax Speed | 33.6 Kbps |
| Resolution | Standard 200 x 100 dpi, Fine 200 x 200 dpi, Super Fine 300 x 300, 400 x 400, 600 x 600 dpi |
| Compression | MH, MR, MMR, JBIG |
| Fax Features | Walk-up Fax, includes LAN Fax, Direct Fax, Fax Forward to Email, Fax dialing via Unified Address Book (up to 2,000 contacts) |
| Fax Over IP (Optional) | |
| Compliance | T.38 compliant IP/SIP |
| Resolution | Standard 200 x 100 dpi, Fine 200 x 200 dpi, Super Fine 300 x 300, 400 x 400, 600 x 600 dpi |
| Compression | MH, MR, MMR, JBIG |
| Fax Features | Walk-up Fax, includes LAN Fax, Direct Fax, Fax Forward to Email, Fax dialing via Unified Address Book (up to 2,000 contacts) |
| Mobile and Cloud Ready | |
| Mobile Connectivity | Near Field Communication (NFC); Optional: Wi-Fi Direct, Wi-Fi (802.11 b/g/n/ac) |
| Mobile Printing | Mopria® Scan, Apple AirPrint™, Xerox® Print Service (Android), @PrintByXerox App; Optional: Xerox® Workplace Mobile App (iOS/Android) |
| Mobile Scanning | Mopria® Scan, Apple AirPrint™, Optional: Xerox® Workplace Mobile App (iOS/Android) |
| Mobile Apps and Xerox App Gallery | Automate everyday processes with apps that translate, redact, eSign, personalize, print, convert, route, collaborate, and communicate. Visit xerox.com/WorkplaceApps to find apps by industry or workflow. Software and services: Xerox® DocuShare® Content Management Platform (xerox.com/ecm), XMPie® (xerox.com/XMPie), Xerox® Workplace Solutions (xerox.com/WorkplaceSolutions) |
| Xerox® Workplace Central Platform | One-platform consistency for seamless productivity across computers, mobile devices, and printers. With the Workflow Central platform's ever-expanding suite of cloud-based workflows, you can change documents into audio files for easy listening, convert PDF or image files to popular Microsoft formats for shareability with a wider audience, turn handwriting into legible, editable, and shareable text, translate to/from over 40 different languages, and automatically redact Personal Identifiable Information using set words or phrases |
| Xerox® Workplace Suite and Xerox® Workplace Cloud | Optional: Xerox® Workplace Suite is a modular set of workflows designed to save customer's time and money by providing effective control over their print fleet, while enabling worker productivity and mobility through a set of robust workflows. Xerox enables ultimate customer flexibility by offering these capabilities in both an on-premises server version (Workplace Suite) and a cloud based-version (Workplace Cloud) of this solution |

Xerox® VersaLink® C7120/C7125/C7130 Color Multifunction Printer

| Security | |
|--|--|
| Security Features | Access Controls AES 256-bit Encryption Audit Log Certificate Path Validation Certificate Revocation List (CRL)/Status Protocol (OCSP) Detection of External Program Falsification (XCP Plug-in) Cisco® Identity Services Engine (ISE) Integration Domain Filtering FIPS 140-2 Firmware Verification Immediate Disk Overwrite* IP Address Filtering IPsec Network Authentication NIST800-171r1 Compliance Port Filtering Pre-installed Self-Signed Certificates Role-based Permissions Secure Email Secure Fax Secure Print Security Certificate Management Smart Card Enablement (CAC/PIV/.NET) SNMPv3 Status Protocol (OCSP) TLS1.3/SSL Support McAfee® – Embedded Control and Integrity Control Whitelisting *Requires HDD/Productivity Kit |
| Accounting | |
| Xerox® Standard Accounting/Network Accounting (Standard) | |
| Tracking | Copy, Print, Fax, Scan, and Email usage |
| Accounting | Xerox® Standard Accounting Feature Up to 1,000 User Accounts without HDD Up to 9,999 User Accounts with HDD Up to 500 General Accounts Network Accounting (Job-based Accounting) Up to 1,000 User IDs; Up to 1,000 Account IDs without HDD Up to 60,000 User IDs; Up to 60,000 Account IDs with HDD Up to 14,000 Accounting Records (transactions) |
| Features | Administrator can manage the feature via the Embedded Web Server |
| Accounting Options – Network Accounting (Allows central server to manage all accounting) | |
| | <ul style="list-style-type: none"> Enhanced network accounting with up to the minute data on how the system is being used Comprehensive management and enterprise-scale tracking and reporting of device usage of copy, print, scan, and fax Numerous solutions are available through Xerox Alliance Partners. For details, visit www.xerox.com Security enhancements include simultaneous support for HTTP/HTTPS protocols Device requests account authentication from third party server enabling larger databases of users and accounts Accept Authentication Login at control panel and pass to third party Networking Account |

Xerox® VersaLink® C7120/C7125/C7130 Color Multifunction Printer

| Paper Handling | |
|--|---|
| Document Feeder | |
| Capacity⁵ | Single-pass Duplex Automatic Document Feeder (DADF): 130 sheets |
| Sizes | Custom sizes: 1.93 x 3.35 in. to 11.69 x 17 in./ 49 x 85 mm to 297 x 431.8 mm |
| Weights One-sided: Two-sided: | 11 to 34 lb. bond/38 to 128 gsm 13 to 34 lb. bond/50 to 128 gsm |
| Bypass Tray | |
| Capacity⁵ | 100 sheets |
| Sizes | Custom sizes: 3.5 x 3.87 in. to 11.69 x 17 in./88.9 x 98.4 mm to 297 x 431.8 mm |
| Weights | 16 lb. bond to 80 lb. cover/60 to 216 gsm |
| Types | Bond Cardstock Custom Envelopes Glossy Cardstock Glossy Cardstock Reload Heavyweight Labels Hole Punched Labels Letterhead Lightweight Cardstock Lightweight Glossy Cardstock Lightweight Glossy Cardstock Reload Plain Paper Pre-printed Recycled |
| Tray 1 | |
| Capacity⁵ | 520 sheets |
| Sizes | Custom sizes: 5.5 x 7.17 in. to 11.69 x 17 in./139.7 x 182.0 mm to 297.0 x 431.8 mm |
| Weights One-sided: Two-sided: | 16 lb. bond to 95 lb. cover/60 to 256 gsm 16 lb. bond to 60 lb. cover/60 to 169 gsm |
| Types | Bond Cardstock Custom Extra Heavyweight Labels Glossy Cardstock Glossy Cardstock Reload Heavyweight Cardstock Heavyweight Cardstock Reload Heavyweight Glossy Cardstock Heavyweight Glossy Cardstock Reload Heavyweight Labels Hole Punched Labels Letterhead Lightweight Cardstock Lightweight Glossy Cardstock Lightweight Glossy Cardstock Reload Plain Paper Pre-printed Recycled |

Xerox® VersaLink® C7120/C7125/C7130 Color Multifunction Printer

| Single Tray Module (Optional – Base Model Only) | |
|---|--|
| Capacity⁵ | 520 sheets |
| Sizes | Custom sizes: 5.5 x 7.17 in. to 11.69 x 17 in./139.7 x 182.0 mm to 297.0 x 431.8 mm |
| Weights One-sided: Two-sided: | 16 lb. bond to 95 lb. cover/60 to 256 gsm 16 lb. bond to 60 lb. cover/60 to 169 gsm |
| Types | Bond Cardstock Custom Envelopes Glossy Cardstock Glossy Cardstock Reload Heavyweight Cardstock Reload Heavyweight Glossy Cardstock Heavyweight Glossy Cardstock Reload Heavyweight Labels Hole Punched Labels Letterhead Lightweight Cardstock Lightweight Glossy Cardstock Lightweight Glossy Cardstock Reload Plain Paper Pre-printed Recycled |
| Single Tray Module with Stand (Optional) | |
| Capacity⁵ | 520 sheets |
| Sizes | Custom sizes: 5.5 x 7.17 in. to 11.69 x 17 in./139.7 x 182.0 mm to 297.0 x 431.8 mm |
| Weights One-sided: Two-sided: | 16 lb. bond to 95 lb. cover/60 to 256 gsm 16 lb. bond to 60 lb. cover/60 to 169 gsm |
| Types | Bond Cardstock Custom Envelopes Glossy Cardstock Glossy Cardstock Reload Heavyweight Cardstock Reload Heavyweight Glossy Cardstock Heavyweight Glossy Cardstock Reload Heavyweight Labels Hole Punched Labels Letterhead Lightweight Cardstock Lightweight Glossy Cardstock Lightweight Glossy Cardstock Reload Plain Paper Pre-printed Recycled |

Xerox® VersaLink® C7120/C7125/C7130 Color Multifunction Printer

| Three Tray Module (Optional) | |
|---|--|
| Capacity⁵ | Tray 2: 520 sheets Tray 3: 520 sheets Tray 4: 520 sheets |
| Sizes | Custom sizes: 5.5 x 7.17 in. to 11.69 x 17 in./139.7 x 182.0 mm to 297.0 x 431.8 mm |
| Weights One-sided: Two-sided: | 16 lb. bond to 95 lb. cover/60 to 256 gsm 16 lb. bond to 60 lb. cover/60 to 169 gsm |
| Types | Bond Cardstock Custom Glossy Cardstock Glossy Cardstock Reload Heavyweight Cardstock Heavyweight Cardstock Reload Heavyweight Glossy Cardstock Heavyweight Glossy Cardstock Reload Heavyweight Labels Heavyweight Labels Extra Hole Punched Labels Letterhead Lightweight Cardstock Lightweight Glossy Cardstock Lightweight Glossy Cardstock Reload Plain Paper Pre-printed Recycled |
| High Capacity Tandem Tray Module (Optional) | |
| Capacity⁵ | Tray 2: 520 sheets Tray 3: 870 sheets Tray 4: 1,130 sheets |
| Sizes | Tray 2: Custom Sizes: 5.5 x 7.17 in. to 11.69 x 17 in./139.7 x 182.0 mm to 297.0 x 431.8 mm Tray 3: Standard Sizes: 8.5 x 11 in. and 7.25 x 10.5 in./A4 or B5 Tray 4: Standard Sizes: 8.5 x 11 in. and 7.25 x 10.5 in./A4 or B5 |
| Weights One-sided: Two-sided: | 16 lb. bond to 95 lb. cover/60 to 256 gsm 16 lb. bond to 60 lb. cover/60 to 169 gsm |
| Types | Bond Cardstock Custom Glossy Cardstock Glossy Cardstock Reload Heavyweight Cardstock Heavyweight Cardstock Reload Heavyweight Glossy Cardstock Heavyweight Glossy Cardstock Reload Heavyweight Labels Heavyweight Labels Extra Hole Punched Labels Letterhead Lightweight Cardstock Lightweight Glossy Cardstock Lightweight Glossy Cardstock Reload Plain Paper Pre-printed Recycled |

Xerox® VersaLink® C7120/C7125/C7130 Color Multifunction Printer

| Envelope Tray – Replaces Tray 1 (Optional) | |
|---|--|
| Capacity⁵ | Up to 60 envelopes |
| Sizes | #10 commercial, Monarch, DL, C5 Custom sizes: 3.9 x 5.8 in. to 6.4 x 9.5 in./98 x 148 mm to 162 x 241 mm |
| Weights | 20 to 25 lb. bond/75 to 90 gsm |
| High Capacity Feeder (Optional) | |
| Capacity⁵ | 2,000 sheets |
| Sizes | Standard Sizes: 8.5 x 11 in. and 7.25 x 10.5 in./A4 or B5 |
| Weights One-sided: Two-sided: | 16 lb. bond to 80 lb. cover/60 to 216 gsm 16 lb. bond to 60 lb. cover/60 to 169 gsm |
| Total Capacity | |
| Base Unit Capacity⁵ | 620 sheets |
| Single Tray Module Capacity⁵ | 1,140 sheets |
| Single Tray Module with Stand Capacity⁵ | 1,140 sheets |
| Three Tray Module Capacity⁵ | 2,180 sheets |
| High-Capacity Tandem Tray Capacity⁵ | 3,140 sheets |
| Finishing | |
| Finishing Output Trays (Optional on Base Model) | |
| Dual Off-set Catch Trays⁵ | 250 sheets each; Lower tray offsets |
| Integrated Office Finisher (Optional) | |
| Stacking Tray | 500 sheets of 20 lb. bond/80 gsm – 8.5 x 11 in./A4 or 250 sheets of 20 lb. bond/80 gsm – 11 x 17 in./A3 |
| Sizes | 3.5 x 3.9 in. to 11.7 x 17 in./89 x 98 mm to 297 x 432 mm |
| Weights | 16 lb. bond to 80 lb. cover/60 to 256 gsm |
| Stapling | Dual Auto Stapling 50 sheets maximum: Letter/A4/B5-size sheets (less than 90 gsm or (2) 220 gsm covers) 30 sheets maximum: Legal/Tabloid/A3/B4-size sheets (less than 90 gsm or (2) 220 gsm covers) |
| Office Finisher (Optional) | |
| Capacity⁵ | Stacking Tray: 2,000 sheets unstapled or 1,000 sheets single stapled or 750 sheets dual stapled (8.5 x 11 in./A4) |
| Sizes | 5.8 x 5.8 in. to 11.7 x 17 in./148 x 148 mm to 297 x 432 mm |
| Weights | 16 lb. bond to 80 lb. cover/60 to 220 gsm/Office Finisher GB up to 256 gsm |
| Multiposition Stapling | 50 sheets of 24 lb. bond/90 gsm |
| Hole Punch (Optional) North America: Europe: | 2-3 Hole Punch 2-4 Hole Punch |
| Booklet Maker for Office Finisher (Score/Crease, Saddle-Stitch Staple) (Optional) | |
| Capacity⁵ | 40 booklets (2-15 sheets per booklet – 20 lb./80 gsm or less) |
| Sizes | Letter – 8.5 x 11 in./A4 SEF Legal – 8.5 x 14 in./B4 SEF Ledger – 11 x 17 in./A3 SEF |
| Saddle-stitch Stapling | 2-15 sheets/8-60 page booklet 16 lb. bond to 80 lb. cover/64 to 220 gsm |
| Score/Crease | 1-15 sheets/unstapled/52-105 gsm |
| Convenience Stapler and Work Surface (Optional) | |
| Capacity⁵ | 50-sheet stapling 5,000 staples Requires a separate outlet |

Xerox® VersaLink® C7120/C7125/C7130 Color Multifunction Printer

| Device Management | |
|--|--|
| Network Protocols | TCP/IP: HTTP/HTTPS, Internet Printing Protocol, LPR/LPD, Raw Socket Printing/Port 9100, IPv4/IPv6, WSD LDAP Bonjour®/AirPrint™ FTP Most protocols not in use can be disabled |
| Administrative Protocols | DHCP, SNMP, WINS, HTTP, HTTPS, TLS, SNTP, MDNS |
| Xerox® CentreWare® Web Software | |
| | <ul style="list-style-type: none"> • A web-based server application for network administrators that permits web browser-based device management from any workstation, running Windows, UNIX, or any other operating system • Works with any SNMP-managed printer from any manufacturer • Provides help with device discovery and installations, health checks and troubleshooting, and device upgrades, as well as basic accounting and asset management |
| Embedded Web Server – Integrated Device Web Page | |
| Device Status | <ul style="list-style-type: none"> • Tray Status/Contents • Consumables Status • Billing/Usage • Quick Links • Online Support |
| Print Queue Viewing | Job print queue management — view and delete |
| Job Submission | Print-ready files (PS (with optional PostScript option), PCL, PDF, JPEG) |
| Device Administration | Allows simple, remote installation setting of configuration options and management of the device |
| Xerox® Device Manager | <p>Xerox® Device Manager collects and manages the data that drives fact-based decisions for your enterprise device management environment. It is a single tool to install print queues and configure, manage, monitor, and report on both networked and locally connected devices – regardless of vendor – across your enterprise. Xerox® Device Manager provides:</p> <ul style="list-style-type: none"> • Device monitoring and troubleshooting • Remote configuration of SNMP v3 • Extensive reporting and discovery of new devices • Usage collection, chargeback, and billing capabilities • Auto-detect Xerox® Device Manager server and download configurations files for touchless remote install |
| Xerox® Workplace Cloud | Remote management to set and audit device configuration data with Xerox® Workplace Cloud, eliminating the need for an on-site server |
| Browsers | Microsoft® Internet Explorer® Microsoft Edge™ Mozilla™ Firefox® Apple® Safari® Google Chrome™ |
| Remote Services | |
| Automatic Meter Readings (AMR) | Automates the process of collecting and submitting meter reads for the tracking and billing of Xerox® Device usage. Eliminates the need for time-consuming end-user involvement and ensures that meter reads are submitted to Xerox on time |
| Automatic Supplies Replenishment (ASR) | Automatically orders supplies for output devices from Xerox based on actual usage, eliminating the need to manually manage supplies inventory |

Xerox® VersaLink® C7120/C7125/C7130 Color Multifunction Printer

| Supplies | Description | Yield |
|--|------------------------------------|--|
| Sold Toner Cartridges | Cyan Magenta Yellow Black | 18,500 standard pages ⁷ 18,500 standard pages ⁷ 18,500 standard pages ⁷ 31,300 standard pages ⁷ |
| Metered Toner Cartridges | Cyan Magenta Yellow Black | 20,300 standard pages 20,300 standard pages 20,300 standard pages 31,300 standard pages |
| Drum Cartridge | Black Cyan, Magenta, Yellow | 109,000 standard pages ⁸ 87,000 standard pages ⁸ |
| Waste Toner Bottle | 1 Cartridge | 30,000 pages |
| Booklet Maker Cartridge (8 cartridges per carton) | 1 Cartridge Carton | 16,000 staples (2,000 each cartridge) |
| Staple Refills for Finishers (3 refills per carton) | 1 Refill Carton | 15,000 staples (5,000 each refill) |
| Staple Cartridge for Finishers (1 cartridge per carton) | 1 Cartridge | 5,000 staples |

¹ Declared print speed in accordance with ISO/IEC 24734.

² Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

³ Recommended average throughput is not a minimum, but is intended to cover a range of volumes for different environments.

⁴ Requires analog phone line.

⁵ Paper capacities are based on 20 lb./75 gsm stock; capacities will vary with different weight stocks.

⁶ Power states defined per ENERGY STAR® Program requirements for Imaging Equipment.

⁷ Average standard pages. Declared yield in accordance with ISO/IEC 19798. Toner yield can vary due to many factors including, but not limited to, image area coverage, image content, media size, run mode, application types, monthly print volumes, and image quality set-points.

⁸ Approximate pages. Declared yield will vary depending on job run length, media size/orientation, and machine speed.

For more information, visit: <https://www.office.xerox.com/latest/SUPGL-01U.pdf>.

⁹ USB ports can be disabled.

¹⁰ HDD and Dual Off-set Catch Trays are optional on Desktop model.

Return spent imaging supplies through the Xerox® Green World Alliance® collection/reuse/recycling program.

For more information, visit www.xerox.com/About-Xerox/Recycling.

For more information, visit us at www.xerox.com/Office.

Configurations vary by geography.



**BOARD OF LIBRARY TRUSTEES – CFD COMMITTEE
ITEM VIII.B. REPORT FOR APRIL 2022**

REPORT: Agenda Item VIII.b.

MEETING DATE: April 25, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Review and Approval of CFD Committee’s Recommendation to Invest Bond Proceeds

BACKGROUND:

The District’s 2022 Special Tax Bond issue closed on March 3, 2022, with net bond proceeds deposited into the Project Fund in the amount of \$22,939,286. The Project Fund, which is held by the Trustee bank (U.S. Bank Trust Company), is currently invested in the Trustee’s money market funds, with a current annual earnings rate of less than 0.1%.

The Fiscal Agent Agreement between the District and the Trustee provides the terms and conditions for funds held by the Trustee, and includes language which dictates the type of investments that such funds may be invested in. The “Permitted Investment” language in the Fiscal Agent Agreement is fairly restrictive, with an emphasis on the safety and liquidity of amounts held by the Trustee.

The Permitted Investment section allows for Investment Agreements with approved investment providers, but limits the approved providers to companies which have a rating of AA or higher by Standard & Poor’s Corp. At this time, there are no AA rated providers available that are willing to provide an Investment Agreement for the District’s Project Fund.

Another allowable investment for the Project Fund is U.S. Treasury securities. Currently, the annual yield (earnings rate) on the 1 yr. Treasury is approximately 1.29%, and the yield on the 2 yr. Treasury is approximately 1.90%. As a reminder, the District has pledged to expend at least 85% of the Project Fund within 3 years from the closing date of the bonds.

Although an initial estimated drawdown schedule of the Project Fund has been provided to staff by Rachlin Partners, it is subject to change and therefore should not be relied on to make investment decisions for specific term dates and dollar amounts. Once the estimated drawdown schedule has been revised based on more refined project cost and time estimates, U.S. Treasury securities may be a viable investment.

An additional Permitted Investment is the Local Agency Investment Fund (“LAIF”) which is administered by the State Treasurer’s office. Although an estimated Project Fund drawdown schedule will need to be provided to LAIF prior to any investment, once the funds are invested with LAIF the District may withdraw any amount (up to the full amount deposited) once every 30 days. The LAIF annual earnings rate is currently 0.3%, but is expected to increase based on recent interest rate movements.

FISCAL IMPACT:

To be determined, based on amount and term of investments. For example, based on the current LAIF earnings rate of 0.3%, the Project Fund balance of \$22,939,286 would generate \$68,818 over a 12-month period, assuming no change in the earnings rate.

RECOMMENDATION:

The CFD Committee recommends that the Board of Library Trustees authorize the District Director to work with the District's Municipal Advisor (Urban Futures, Inc.) and the Bond Trustee bank (U.S. Bank) to invest the balance of the Project Fund with LAIF based on the discussion and recommendation from the CFD Committee at their meeting on March 21, 2022. It is also recommended that such investment direction be reviewed periodically and updated based on a more refined drawdown schedule of the Project Fund, when available.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.C. FOR APRIL 2022**

REPORT: Agenda Item VIII.c.

MEETING DATE: April 25, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Meeting

TITLE: Review and Approval of the Indefinite Suspension of the ALD COVID-19 Vaccination Policy, regarding the weekly COVID-19 Testing Procedure provision.

BACKGROUND:

Following public comment and discussion during the September 27, 2021 Board meeting, the Trustees approved the COVID-19 Testing Procedure provision to the ALD COVID-19 Vaccination policy. The provision requires current, unvaccinated ALD staff to be tested for COVID-19 on a weekly basis to continue working. Staff who are not compliant with the provision are put on unpaid administrative leave. The Vaccination Policy and Testing Procedure Provision are attached.

Due to recent developments in the ongoing COVID-19 health crisis, which includes stabilized case numbers in Los Angeles County, updated Los Angeles County and state health guidelines, and repeal of weekly testing guidelines by both state and local governments, staff would like to indefinitely suspend the Testing Procedure Provision, to be invoked again if deemed necessary to protect the health and welfare of both employees and patrons.

Referenced below is a short summary of factors contributing to staff's recommendation to suspend the Testing Procedure Provision:

- Los Angeles County is currently in a [post surge stage](#), and on March 4, 2022, the Los Angeles County Department of Public Health lifted the indoor mask mandate for most indoor settings.
- [80% of Los Angeles County residents have received at least one dose of a COVID-19 Vaccine, and 71.9% of residents are fully vaccinated.](#)
- Employers within Los Angeles County are required to follow The County Health Officer Orders, and Cal/OSHA Emergency Temporary Standards, neither of which currently require that employers conduct weekly testing for unvaccinated employees. Cases and test positivity rates, as well as hospitalizations, have [declined since January 2022.](#)

Additionally, the District Director surveyed other Southern California Library Cooperative (SCLC) member agencies who had also implemented weekly COVID-19 testing for unvaccinated employees prior to and during the COVID-19 surge in Los Angeles county, and many responded that they have suspended or repealed such policies. A list of those agencies include:

- The City of Alhambra
- The City of Pasadena
- The City of Glendora
- The City of Pomona
- The City of Monrovia
- The City of Redondo Beach
- The City of Palmdale

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the Board review and approve the immediate, indefinite suspension of the ALD COVID-19 Vaccination Policy, specifically the requirement of weekly testing for unvaccinated employees.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: COVID-19 VACCINATION POLICY

SECTION: GENERAL ADMINISTRATION

BOARD APPROVED: September 7, 2021

COVID-19 Vaccination Policy

1. Purpose

The purpose of this policy is to provide a safe work environment and protect the health and safety of the Altadena Library District (ALD) employees, and the public we serve. As a public library, many of our patrons are children under the age of 12, as well as those in the community who are high-risk and medically vulnerable, both of which are not eligible to be vaccinated at this time. Guidance from the State of California and Los Angeles County Department of Public Health reasonably determined that there was an imminent and proximate threat of the introduction of a contagious, infectious, or communicable disease in Los Angeles County and a threat to the public health of Altadena residents. This led to the implementation of a COVID Prevention Plan that has been adhered to by staff and community members visiting the library buildings since February 2021.

Recent updates supporting this information includes:

- The World Health Organization declared the COVID-19 outbreak a "public health emergency of international concern," on January 30, 2020;
- The US Department of Health and Human Services declared a "public health emergency" for the United States on January 31, 2020;
- The US Centers for Disease Control and Prevention (CDC) issued guidance to local health departments, including the Los Angeles County Department of Public Health, that requires the Altadena Library District to make extraordinary efforts to monitor and manage ongoing COVID-19 risk including monitoring individuals who may have been exposed to COVID-19.

The ALD COVID Prevention Plan continues to remain in place and will remain in place until the local health emergency is terminated.

Since June 15, 2021, when most restrictions from the state were lifted, the average daily incident case rate of COVID-19 in Altadena has increased, reaching the "High Transmission" level of the U.S. Centers for Disease Control and Prevention's (CDC) Indicators for Level of Community Transmission. Testing positivity, hospitalizations, and deaths have all increased across LA County, largely due to the significantly more transmissible Delta variant.

The Delta variant of the SARS-CoV-2 virus has become the predominant strain in the US as well as in Los Angeles County and has been detected in specimens collected from Altadena



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: COVID-19 VACCINATION POLICY

SECTION: GENERAL ADMINISTRATION

BOARD APPROVED: September 7, 2021

residents with laboratory-confirmed COVID-19, from multiple unrelated households. Research and field evidence indicates that authorized vaccines are highly protective against hospitalization and death from infection with the Delta variant (as well as other current known strains of SARS-CoV-2), and also indicates that people who are fully vaccinated are less likely to be contagious or to transmit the virus to someone else.

A continued increase in the vaccination rate is paramount to stem this rapid increase in COVID-19 transmission. Currently authorized vaccines have proven effective at preventing severe outcomes from the virus causing COVID-19, including the Delta variant. COVID-19 vaccines are free, safe, and widely available. Getting vaccinated is one of the most important ways to help stop COVID-19 spread. The State of California released an order effective August 12, requiring all school workers statewide to be vaccinated to prevent spread. School districts must be in compliance by no later than October 15. Similarly, on July 26, implementing a first-in-the-nation standard to require all state workers and workers in health care and high-risk congregate settings to either show proof of full vaccination or be tested at least once per week, and has encouraged all local government and other employers to adopt a similar protocol. Like school workers, library staff also work closely with children 12 and under, their caretakers and other at-risk populations.

Currently, 76% of Altadenans have received at least one dose of a COVID-19 vaccine and 87% of the Altadena Library District Staff are fully vaccinated.

2. Vaccination Requirement

To ensure that the ALD fulfills its primary function of protecting the health and safety of the Altadena community while also meeting its obligation to provide a safe and healthy workplace for employees, all ALD employees must be fully vaccinated for COVID-19 as a condition of employment no later than Monday, September 27, 2021. If for some reason an extension to this deadline is required, a two-week extension may be granted at the discretion of the District Director. ("Fully vaccinated" does not presently include recommended booster vaccination shots as recommended by the CDC and Los Angeles County Department of Public Health but this policy may be revised in future to include them as official guidance changes).

3. Reporting Vaccination Status and Documentation

- a. All ALD employees must report their vaccination status to the District Director no later than 5:00 p.m. on September 27, 2021. Employees will certify that they are:
 - i. Fully or partially vaccinated for COVID-19 by providing any of the following documents:



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: COVID-19 VACCINATION POLICY

SECTION: GENERAL ADMINISTRATION

BOARD APPROVED: September 7, 2021

- a. A screen shot of the digital vaccination record, which is available free and instantly from the state of California, <https://myvaccinerecord.cdph.ca.gov/>.
- b. A photo of the CDC COVID-19 vaccination record card
- c. Documentation by the employee's healthcare provider

Employees will certify that the information they provide regarding vaccination status is true and accurate.

4. Weekly COVID-19 Testing and Face Masking Requirement for Unvaccinated Employees

As of September 28, 2021, all employees who are not fully vaccinated (meaning those partially vaccinated or unvaccinated) are required as a condition of employment to be tested weekly for COVID-19 and must wear a face mask covering nose and mouth indoors and when in a shared vehicle. COVID-19 testing will be provided to employees at no cost during their work hours following a process and timeline determined by the ALD. Failure to comply with this weekly testing schedule will result in the employee being put on unpaid administrative leave. Employees will not be allowed to return to work until a negative COVID-19 is presented and weekly testing is resumed. Request for accommodations must be submitted to the District Director.

Definitions

- a. COVID-19 Vaccine: A COVID-19 vaccine satisfies the requirement of this policy if the U.S. Food and Drug Administration (FDA) has issued Emergency Use Authorization (EUA) or full Licensure for the vaccine. Vaccines that currently meet this requirement include Moderna or Pfizer-BioNTech/Comirnaty (two-dose mRNA COVID-19 vaccine series) and Johnson & Johnson/Janssen (a single-dose COVID-19 vaccine).
- b. "Fully Vaccinated": To be fully vaccinated, 14 days or more must have passed from the date the employee received the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer- BioNTech) or a single-dose COVID-19 vaccine (Johnson & Johnson/Janssen).
- c. "Partially Vaccinated": Employees who have received at least one dose of a COVID-19 vaccine but do not meet the definition of fully vaccinated as of the stated deadlines.
- d. "Unvaccinated": An employee who has not received any doses of COVID-19 vaccine or whose status is unknown.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.D. FOR APRIL 2022**

DEPARTMENT: Item VIII.d.
PREPARED BY: Nikki Winslow

MEETING DATE: April 25, 2022
LOCATION: Virtual Meeting

TITLE: Review and Approval of partial closure of the Main Library and Bob Lucas Library on May 17, 2022 for a Staff Professional Development Workshop

BACKGROUND:

Library administration seeks approval for a partial closure at the Main Library and Bob Lucas Library to conduct a Staff Professional Development workshop on May 17, 2022 from 9:00am – 1:00 pm at the Main Library. The recommended closure is Tuesday, May 17 from 10:00 a.m. to 2:00 p.m. at both sites. Training would be conducted until 1:00pm and staff will have from 1:00-2:00pm to take a lunch break before we open at 2:00pm. Tuesday hours at Main Library are normally 10:00 a.m. to 8:00 p.m. Bob Lucas hours are 10:00 a.m. to 6:00 p.m. The workshop will be facilitated by Jennifer Coyle of NorthStar Consulting as a continuation of development on Organizational Health as a system-wide effort.

FISCAL IMPACT:

A negligible reduction in the potential collection of fees from patron copier and print use during the proposed closure hours.

STAFF RECOMMENDATION:

Staff recommends the Board review and approve of partial closure of the Main Library and Bob Lucas Library on May 17, 2022 from 10:00am to 2:00pm for a Staff Professional Development Workshop.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VIII.E. REPORT FOR April 2022**

REPORT: Agenda Item VIII.e.

MEETING DATE: April 25, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Meeting

TITLE: Review and Approval of Resolution 2022-06 to Extend the Provisions of Resolutions 2021-05 Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Altadena Library District for the Period of May 1, 2022 – May 31, 2022

BACKGROUND:

Governor Newsom passed the [State of California Executive Order N-29-20](#) on March 17, 2020 that has allowed governing boards to conduct meetings utilizing teleconference and electronic means due to the COVID-19 global pandemic. This order remained in effect throughout the last year and a half and was set to expire on September 30, 2021.

The California State Assembly passed [AB 361](#) and Governor Newsom approved it on September 16, 2021. This bill extends the flexibilities provided in the Governor's prior executive order to local and state bodies to hold public meetings electronically beyond the executive order's September 30, 2021 expiration date. The only significant change to this bill, as compared to the previous executive order, is that governing bodies cannot enforce public comment be submitted ahead of the meeting, and must allow for live public comment even in a virtual setting. Since starting our virtual open meetings in April 2020, we have always had an option for members of the public to call in during the meeting and give live public comment so are in compliance with AB 361.

AB 361 also does not expire until January 1, 2024, and is able to be utilized when there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing. The bill requires a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures.

We have drafted Resolution 2022-05 that re-authorizes the ALD Board of Trustees to continue conducting their meetings virtually as long as there is a continued state of emergency. This resolution will need to be voted on at each regular Board meeting to extend this virtual option for all open meetings.

For more background and information, CSDA has released a [AB 361 Implementation Guide](#).

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends that the Board review and approve Resolution 2022-06 that authorizes the Board to continue meeting virtually for the next 30 days.

RESOLUTION NO. 2022-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT RE-MAKING FINDINGS RELATING TO A DECLARED STATE OF EMERGENCY AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE ALTADENA LIBRARY DISTRICT FOR THE PERIOD OF MAY 1, 2022 – MAY 31, 2022 PURSUANT TO GOVERNMENT CODE SECTION 54953(E).

WHEREAS, the Altadena Library District is committed to preserving and nurturing public access and participation in meetings of the Board of Trustees; and

WHEREAS, all meetings of the Altadena Library District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Trustees previously adopted Resolution 2021-05 on September 27, 2021 finding that the requisite conditions exist for the legislative bodies of Altadena Library District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, such conditions still exist in the District, specifically, an ongoing state of emergency has been proclaimed due to the persistence of the COVID-19 pandemic; and

WHEREAS, California State health officials as well as those in Los Angeles County continue to characterize Los Angeles County as a region of high transmission, meaning that the risk to the health and safety of participants and attendees remains serious, and State and LA County health officials continue to recommend social distancing measures under certain circumstances to reduce the risk of transmission of COVID-19; and

WHEREAS, the Board of Trustees does hereby find that the COVID-19 pandemic has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and finds that there continues to be state of emergency declared by the Governor of the State of California, and desires to remain consistent with recommendations from State and LA County public health officials; and

WHEREAS, as a consequence of the local emergency, the Board of Trustees does hereby find that the legislative bodies of Altadena Library District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, members of the public are encouraged to watch a livestream of all public meetings via YouTube, and are invited to make public comment on any agendized or non-agendized topic via a variety of fashions, both written and oral, including live options as described in each publicly-posted agenda.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Finding of Governor's Proclamation of a State of Emergency and Recommended Social Distancing Measures; Further Findings. The Board hereby finds that the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020, remains in effect, and that State and LA County health officials continue to recommend social distancing measures under certain circumstances. The Board further finds and determines that holding meetings in person at this time would pose an imminent risk to the health, safety, and well-being of participants by requiring participants to gather in an enclosed space where there is a risk of COVID-19 transmission.

Section 3. Remote Teleconference Meetings. The Directors, staff, and legislative bodies of the Altadena Library District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) May 31, 2022, or such time the Board of Trustees adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Altadena Library District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Trustees of the Altadena Library District, this 25th day of April, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Kameelah Waheed Wilkerson, Board Secretary

Rushmore Cervantes, Board President

APPROVED AS TO FORM:

Richard Egger, General Counsel