



AGENDA

Board of Library Trustees | Altadena Library District
Virtual – Zoom – September 27, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING September 27, 2022 MEETING

This meeting will be conducted in a hybrid fashion, utilizing teleconference, electronic, and in-person 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 September 27, 2022 Meeting, you may present your comments in-person during the meeting, or submit by email to be read aloud at the meeting. For emailed comments, 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. If you would like to make your comment virtually, you may also select on the form "*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, online, or attend the meeting in-person, 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, through our collection development, resources, and program offerings.

- I. Call to Order
 - a. Land Acknowledgement

- II. Consideration of Urgency items to be added to Closed Session
 - a. Approval/Reordering of Closed Session Agenda Items
 - b. Adoption of Closed Session Agenda

- III. 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.

- IV. Closed Session – 5:00 pm
 - 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:
 - i. Public Employee Performance Evaluation Pursuant to Government Code Section 54957 Title: District Director

 - ii. Conference with Labor Negotiator
Pursuant to Government Code Section 54957.6 District Designated Negotiator: Roger Crawford, Chair Unrepresented employee: District Director

 - iii. Reconvene to Open Session

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

- VI. Consent Calendar
 - a. The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:
 - b. Approval of Minutes – Regular Meeting held August 22, 2022

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

- VIII. Department Updates & Special Presentations (Informational)
 - a. Department Update Reports – August 2022 **Pages 11 - 24**

- IX. Reports (Informational)
 - a. Support Groups **Pages 25 - 26**
 - i. Altadena Library Foundation
 - ii. Friends of the Altadena Library
 - b. District Director’s Report **Pages 27 - 33**
 - c. Financial Reports – July and August 2022 **Pages 34 - 56**
 - d. Board of Trustees Standing Committee Reports
 - i. CFD Committee
 - ii. Budget Committee **Pages 57 - 58**
 - e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee **Pages 59 - 60**
 - ii. Evaluation Committee **Pages 61 - 62**
 - f. Liaison Reports
 - i. Government Liaison Report
 - g. Trustee Reports
 - i. Trustee Katie Clark **Pages 63 - 66**

- X. Unfinished Business

- XI. New Business
 - a. Review and Approval to Amend the District Director’s Employment Contract and/or Compensation **(Action)**
 - b. Review and Approval of Evaluation Facilitator Provider for District Director Annual Evaluation **(Action) Pages 67 - 73**
 - c. Review and Approval of the Bob Lucas Memorial Library Design Plans **(Action) Pages 74 - 75**
 - d. Review and Approval of RFP for Accounting and Financial Consulting Services **(Action) Pages 76 - 106**
 - e. Review and Approval of Staff Accountant Job Description **(Action) Pages 107 - 111**
 - f. Review and Approval of Resolution 2022-16 to Establish Authorized Signatures **(Action) Pages 112 - 114**
 - g. Review and Approval of Library Closure October 13 and 14, for commercial facility rental. **(Action) Pages 115 - 116**
 - h. Review and Approval of Resolution 2022-17 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 October 1, 2022 – October 31, 2022 **(Action) Pages 117 - 119**

- XII. Governance
 - a. Election Update
 - b. Upcoming Special Meeting dates (November)

- 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 – August 22, 2022 – 5:00 p.m.

IMPORTANT NOTICE REGARDING August 22, 2022 MEETING

This meeting will be conducted in a hybrid fashion, utilizing teleconference, electronic, and in-person 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
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the rich histories, vibrant communities, and culture of Gabrielino Tongva people, present and past, through our collection development, resources, and program offerings.

I. Call to order

a. Land Acknowledgment

Trustee Cervantes read the Land Acknowledgement into the record.

II. Open Session

a. Roll Call

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

b. Approval/Reordering of Agenda Items

Item VIII.A moved to VI.E.1 (Trustee Capell's Facilities Committee report) as part of the Bob Lucas Memorial Library Design Development Plans Presentation. No adjustments made

c. Adoption of Agenda

Moved by Trustee Andruess to adopt the Agenda

Seconded by Trustee Capell

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Cervantes: Aye

Motion passed

d. Public Comment on Non-Agenda Items

No public comment made

III. Consent Calendar

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

Approval of Minutes – Regular Meeting held July 25, 2022

Moved by Trustee Capell to adopt the Agenda

Seconded by Trustee Capell

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Cervantes: Aye

Motion passed

a. Approval of Minutes – Special Meeting held August 8, 2022

Moved by Trustee Clark to adopt the Agenda

Seconded by Trustee Andruess

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Cervantes: Aye

Motion passed

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 – July 2022
Department Update Reports – June 2022
Trustee Cervantes gave positive comments regarding the hand-written letter the library received in gratitude for the library services. Trustee Capell commented on the great work the library has done connecting with community groups for programming, and the outreach done with the Mobile Library, which now includes the expansion the Fab Lab. Trustee Capell also gave positive remarks concerning our teen volunteers, and expressed excitement for the grant funding awarded to the library from Califa and Bibliotheca to use technology and library systems to extend existing open hours at the Main Library.

VI. Reports (Informational)

- a. Support Groups
1. Altadena Library Foundation
Foundation President Bridget Brewster provided the report. Highlights included Taste of Dena, and a request from the Foundation that Board members attend this very important fundraising event. President Brewster also spoke about the Foundation's application for funding for the Fab Lab from Pasadena Community Foundation. Updates to come regarding this.
 2. Friends of the Altadena Library
No Report - Friends did not Meet in July
- b. District Director's Report
District Director Nikki Winslow provided the Director's report. Highlights include: The hiring of Yvonne Green, who has come on as a temporary part-time accountant to assist with district day-to-day financials, the closing of the Trustee Board elections – which included no applicants, aside from the re-filing for two four-year seats- and the upcoming Board appointment for the two-year seat the Poet's Laureate's upcoming programming, and the upcoming 55th anniversary event for the Main Library.
- c. Financial Reports – June and July 2022
District Director Winslow provided the financial report, and noted that the next month would include the previous month's financials.
- d. Board of Trustees Standing Committee Reports
No reports provided.
- e. Board of Trustees Ad Hoc Committee Reports
1. Facilities Committee
Trustee Capell introduced the report and gave an update on the bob Lucas building project. Trustee Capell noted there will be an upcoming Town Council meeting, and the Library will be present to speak about the project and answer questions from the Community. Architect Mark Schoenman was present to overview the plans that would go to the Board next month for approval. The library continues to gather community feedback regarding the design, up until the design will be submitted to the county for final approval.
- f. Liaison Reports
1. Government Liaison Report
Trustee Andruess provided the report. Highlights include the call for special districts to oppose the possible ballot initiative entitled "The Taxpayer Protection and Government Accountability Act," which would allow a minority in the state senate to overturn successful votes in the state senate in regards to taxes. CSDA has created a resolution for special districts to support opposing the initiative, should it garner

enough signatures to appear on this year's ballot. Trustee Andruess will be provided and update next month.

- g. Trustee Reports
No reports provided.

VII. Unfinished Business

VIII. New Business

- a. Review of Bob Lucas Memorial Library Design Development Plans **(Informational)**
Item moved to VI.E.1.
- b. Review and Approval of CalPERS Open Enrollment **(Action)**
District Director Winslow provided the report. It was noted that changing to another provider would not make much of a difference in cost, and considering the work that would need to go into switching, staying with CalPERS would be a better course of action for the District.
Moved by Trustee Capell to approve CalPERS Open Enrollment for the District.
Seconded by Trustee Andruess
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Cervantes: Aye
Motion passed
- c. Review and Approval of Updated ALD Volunteer Policy **(Action)**
District Director Winslow introduced the agenda item, and Administrative Assistant Catalina Quintero provided the report. District Director Winslow noted that the updated policy was a joint endeavor with Assistant District Director Ashley Watts and Administrative Assistant Catalina Quintero. An amendment was made to the policy, making minor modifications to some language, and clarifying adult volunteer background checks.
Moved by Trustee Wilkerson
Seconded by Trustee Andruess
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Cervantes: Aye
Motion passed
- d. Review and Approval of Updated ALD Art Display Policy **(Action)**
District Director Winslow introduced the agenda item.
Moved by Trustee Clark
Seconded by Trustee Wilkerson
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Cervantes: Aye
Motion passed
- e. Review and Approval of Resolution 2022-15 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 August 1, 2022 – August 31, 2022 **(Action)**

Moved by Trustee Andruess
Seconded by Trustee Capell
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Cervantes: Aye
Motion passed

- IX.** Consideration of Urgency items to be added to Closed Session
a. Approval/Reordering of Closed Session Agenda Items
No adjustments made.

Moved by Trustee Andruess
Seconded by Trustee Capell
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Cervantes: Aye
Motion passed

- b. Adoption of Closed Session Agenda

Moved by Trustee Andruess
Seconded by Trustee Capell
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Cervantes: Aye
Motion passed

- 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.
No public comment made.

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
No reportable action from the closed session.
2. Reconvene to Open Session
Open session reconvened at 7:44pm

XII. Governance

XIII. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items
Update on the Resolution regarding the possible ballot measure “The Taxpayer

Protection and Government Accountability Act.”

XIV. Adjournment

a. Adjourn Meeting

Moved by Trustee Andrues

Seconded by Trustee Capell

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Cervantes: Aye

Motion passed

The meeting adjourned at 7:46pm.



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

DEPARTMENT: Adult Services

MEETING DATE: September 27,
2022

PREPARED BY: Ashley Watts

LOCATION: Hybrid Meeting

Mobile Library

The Curiosity Connection's main duties for August were attending the Rotary's concert series at Farnsworth Park. Library staff from all departments attended this month's 4 concerts and met with 260 community members at the concerts.

Fab Lab

Fab Lab staff seized August as an opportunity to make connections and prepare for the soft launch of the reimagined Fab Lab. The highlight of the month was a field trip by Fab Lab staff to the Los Angeles Public Library's Octavia Lab. Octavia Lab is LAPL's makerspace named for Octavia Butler. The lab's librarian, Lauren Kratz, gave a tour of the space, showed off the equipment, and shared valuable insights into the practicalities of running a DIY makerspace in a library. All agreed to keep each other informed of challenges and solutions discovered in the practice of running this kind of unique library space.





Pictures of the Octavia Lab at Los Angeles Public Library

Seed Library

Our August Seed Library workshop was well attended with 50+ participants. This workshop was led by Krystal Rains and Joe Parker. They centered their workshop around eating local with native plants. Attendees got to learn the benefits of building a native plant garden and also got to sample and taste some locally grown plants.



Our *From the Garden* meeting was on hiatus for August.

Art at the Library

For the month of July & August we have the exhibit, *Touch & Go* on display. *Touch & Go* is an exhibition of art as an act of connection. Feminism, politics, motherhood, memory, and the artists' lived experience, environment, and community can be found as common thematic threads. The artists engage in tactile dialogues of these themes through the acts of making and the varied visual and physical evidence of that making.

The artists held their reception and an art talk on Saturday, August 27th with 20+ in attendance.

Altadena Main Library | July 18 - August 30, 2022
Touch & Go: An Art Exhibition

Featuring Artists Jacqueline Bell Johnson, Alison Chan, Carmen Mardonez, Ariana Page Russell, and Rebecca Potts Aguirre

Touch & Go is an exhibition of art as an act of connection. Feminism, politics, motherhood, memory, and the artists' lived experiences, environment, and community can be found as common thematic threads. The artists engage in tactile dialogues of these themes through the acts of making and the varied visual and physical evidence of that making.

Bell Johnson's spatial work discusses gendered labor, consumerism, and dichotomies of high and low art. Chen confronts the ramifications of the transformation into "mother" and the simultaneous shift in her relationship to time and mortality. For Mardonez, artistic work is a way of expressing resistance. In Page Russell's latest series, Bloom Back, impressions from facial growth stay long enough to photograph, temporarily changing the texture of the skin, mirroring what is premeditated. Creating original works using play dough and polymer clay, the work of Potts Aguirre is inspired by the intersection between ecological concerns and the female experience, especially that of motherhood and trauma.

Come view the art on display at the Main Library through August 2022.



Clockwise from top: Jacqueline Bell Johnson's "Feminist Blue"; Alison Chan's "Wigwag Around Her Fingers"; Ariana Page Russell's "Bloom Back"; Rebecca Potts Aguirre's "The Rabbit's Poking"; and Carmen Mardonez's "Burning Sculpture".



Art Curation Team

August was a busy month for the Art Curation Team as it kicked off our Artist-in-Residence programming with Linda Illumanardi. Students enrolled in the August workshop series got to explore botanical printing in our ***Down 'n Dirty Basics: The Raw Essentials of Making Good Prints***. This yearlong residency will allow Linda to offer classes – free to the community - from August 2022 through July 2023 courtesy of the Picerne Family Foundation.





Painting with Play Doh! Art Workshop for Families

The Art Curation Team invited our Guest Curator, Rebecca Potts Aguirre, to lead an art workshop for families. Rebecca is an artist, an educator, and currently creates art curriculum to support educators in the K-12 classroom setting. We had 12 families participate with a total of 25 individual artists. Rebecca did a fantastic job showing us how to take very common household art supplies and use them to produce really unique art pieces. The families loved it and asked for more art classes!





Chess Night

Chess night continued this month with a total attendance of 54 patrons!

Huntington Hospital

For this month's Huntington Health screening, the nurse came out and was able to see 5 patrons.

Displays

For this month's display, we celebrated the outdoors as a tie-in to our Summer Reading theme: Read Beyond the Beaten Path. AS staff put together a great selection of materials for our patrons to check out.

Patron Success Story

A senior patron, who had been out of the work force for many years while taking care of her mother, just expressed a thank you at the main desk. She came to us with scant resources, no phone, no email, and no resume. Now, after advice (where to find cheap flip phone for website verification; HT create a resume and email it to themselves) and weekly technical assistance boosts from AS staff, her job search finally paid off! She is employed again! A positive reminder that ALD's equity access and our work really does make a difference, every day.

Good job AS team!



**BOARD OF LIBRARY TRUSTEES
YOUTH & FAMILY SERVICES REPORT FOR AUGUST 2022**

DEPARTMENT: Youth and Family Services

MEETING DATE: September 27, 2022

PREPARED BY: Mylinh Hamlington

LOCATION: Hybrid Meeting

CHILDREN'S SERVICES

August is a programming break for Youth and Family Services. This month was focused on preparing for Fall programming and providing outreach to the community.

Outreach

- Yvette Casillas, our Youth and Family Services Librarian attended the Jackson Parent Teacher Association “Teacher Reveal” event for students and families. She interacted with over 120 people and signed up 20 new families to the library.
- We donated a few of our extra giveaway books from the Summer to Jackson Elementary’s library. Jackson does not have a large budget for new materials, so they were very thankful for the donation.
- Staff created a Back-to-School display in the Children’s area featuring books themed around the first day of school. This display was extremely popular, we continually had to restock the books throughout the month.
- The Rayuela Spanish Immersion Preschool visited and Yvette provided them with a bilingual storytime. Yvette is in talks with the school to start conducting monthly visits and storytimes at their location.

Upcoming September Programming

- Storytimes: This Fall we will restart Baby & Toddler Storytimes, Outdoor Family Storytimes (at Charles White Park), and Preschool Storytimes. PJ Storytime was planned for the Fall but was cancelled before the beginning of the programming session due to changes in staffing.
- Weekly passive programming of Board Game Nights and Chess Nights for all ages.
- Heather is presenting a bi-weekly sewing program called “Sew Fun” for tweens (ages 7-12).
- Yvette is presenting monthly bilingual storytimes called “Cuentos y Canciones!”
- Yvette and Danielle (from Bob Lucas Branch Library) are holding two Lotería Night events for all ages.
- Diana is holding monthly “Around the World Crafts” at Bob Lucas Library.
- Monthly “Family Jam Sessions” begin.

- Storyteller Barbara G. Wong will present “Cuentos del Mundo – Stories from Around the World” on October 1st to help us celebrate Hispanic Heritage Month.



TEEN SERVICES

Programming

- There were no Teen programs held this month due to the programming break. The team worked on finalizing plans and marketing for Fall programs.
- This season, Teen Services will be featuring original Altadena teen artwork in their marketing. Teen volunteer and summer Art Lab participant, Hana H., made collage artwork for Fab Lab promotional materials.



Outreach

- Teen Librarian, Isabelle Briggs, and Innovations Librarian, Aaron Kimbrell, met with Margaret Starbuck, Associate Artistic Director of Boston Court Theatre. They met to plan fall collaborations, including a potential teen night for an upcoming Boston Court workshop production. ALD would bring the Curiosity Connection, relevant collection

materials, and art activities to the teen night and will help cross promote among local teens.

Volunteers

- In the month of August, there were four new volunteer applications and two new volunteers completed orientation.
- 16 volunteers were active this month, completing a total of 78 hours across 12 events.
- The most active volunteer in August completed 10 hours total, all through work with the Artist-in-Residence program with Linda Illuminardi. This volunteer has also been an active participant in the art program and shown a lot of commitment to supporting the program.

Upcoming Programming

- Monthly Teen Leadership Council meetings.
- Weekly Art Lab open programming for teens in the Fab Lab.
- Teen Poetry and Literature Club on September 10th moderated by Darby Price of WriteGirl. This program is a trans and LGBTQ friendly space to learn and build poetry writing skills, share work, and get inspired by fellow writers.
- Bi-weekly Teen Gardening Club.
- Queer Sanctuary: ArtPunk (for Teens). This workshop is provided and facilitated by Side Street Projects and Queer Sanctuary. Visual and theatrical artist Martha Carillo will teach teens how to deconstruct and customize their own programming and turn it into “wearable art” using sewing machines.

YFS STAFF UPDATES

- Heather Honig was accepted to the UCLA Library and Information Science program. She will be starting her studies at the end of September.
- Isabelle Briggs was accepted to and attended the first meeting of the Pasadena Unified School District’s new Engagement Committee. This committee is made up of members of the district community as well as interested community members and organizations. Isabelle is the only member of the committee from a public library. According to PUSD, the work of the committee: “will be carried out in collaboration with diverse school, youth, parent, and community stakeholder groups, and PUSD staff from all levels to inspire positive, sustainable, and impactful change in family and community engagement strategies. As part of our work, we will offer recommendations to the Board of Education that align with the District’s Strategic Directions through a DEI lens.”
- Fin Lee has accepted a position as a Tween Librarian in a different library district. They will be leaving ALD September 15th.
- Mylinh Hamlington has resigned from ALD. Her last day with the district is September 9th.



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

DEPARTMENT: Bob Lucas Branch

MEETING DATE: September 27, 2022

PREPARED BY: Diana Wong

LOCATION: Hybrid Meeting

BOB LUCAS LIBRARY & LITERACY UPDATES

The summer is over, but library and literacy services continue.

Despite being on programming hiatus for the month of August, BL staff were kept busy preparing programs for the remainder of 2022. Starting in September, the community can look forward to the return of our regularly scheduled storytimes, adult crafting, and Saturday morning gardening programs. Here's a preview of our Fall offerings:

- **Family Storytime at Charles White Park** will continue weekly beginning September 6th at 10:30 and will be offered every Tuesday through the end of November.
- The ever so popular **Adult Craft at Loma Alta Park** will resume September 16th at 11am and will be offered every 3rd Friday of each month until the end of the year.
- We will start off this season's **From the Garden** program on the hot topic of seed saving. Jessica Yarger of SLOLA will be leading this event on Saturday, September 24th!
- We have a lineup of fun youth and family programming planned for the rest of the year that include:
 - Monthly *Around the World* craft program for children and families to learn about world cultures
 - A special *Dia de Los Muertos* craft program for children and families to learn and understand the history and cultural practices around the event that celebrates departed souls.
 - Celebrating Hispanic Heritage Month with a special after-hours *Loteria Night* where players will get specially designed Altadena edition game cards.
 - A special fossil-themed program to honor *National Fossil Day* in October, where children can be paleontologists for an afternoon to create prints and "excavate" fossils.
 - Blue Submarine, a traveling aquarium that will bring ocean life to west Altadena. Their marine biologist will present on marine life and the ocean environment with live animals and specimens.

- Observing September as Self-Improvement month with Tuesday evening meditation sessions with certified meditation instructor, Amy Rutledge.
 - A November writing workshop for the community, led by our very own Poet Laureate, Peter Harris, who will lead participants in creative expression through photos and the written word.
- Staff are and switching up our displays quarterly and for this next period, we are focusing on Altadena Indigenous History and an interactive garden-themed game board. Anyone who participates will get a small prize.



- On the **Adult Literacy** front, our tutoring pairs logged in 27.75 hours of tutoring and ESL 28.5 hours of instruction for the month.
- This month we have much to celebrate as one of literacy participants—Axcel Porras made it in the news— Axcel’s article was published in the September 2022 issue of the Easy English NEWS, a monthly newspaper for adults and young adult English language learners. Axcel has been a participant with our Literacy program since May 2021—his tutoring sessions focus mainly on reading comprehension, vocabulary building and conversation, which he has made steady progress on. Earlier this Spring, Axcel worked with his tutor, Marsha W. to write and submit a piece about learning English to the paper. The editors reviewed the piece and found his story uplifting, so they asked his permission to publish (see below).
- Adult Literacy Services was notified that it had been awarded \$13,000 for the 2022-23 period from California State Library to support its long-running ESL program over the next 4 years.

Mr. Acxel Porras/Literacy 2022



Teacher's Guide, Tests, and Audio Recordings
available FREE at easyenglishnews.com

Is English your new language?
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Easy English NEWS

September 2022

Volume XXVIII Number 1

See page 10 for prices and ordering information.

English is important

In 1975 my wife and I moved to the United States. Three days later, one of my friends who lives here found a job for me.

I felt very ashamed because I couldn't communicate with my coworkers. I thought, "I have to learn English." I attended English class, but I dropped it so I could keep my job. I did learn some words at my job and in the street. I started to make my own sentences.

After 45 years, I got a second chance. My neighbor came to visit. She told me she attended English class. I asked her, where? She told me at the Bob Lucas Library in Altadena, California. I told her I'd like to go, too.

I had an interview. I was impressed that the personnel were very kind. They found teachers for me. Marsha is my reading teacher and Steve is my conversation teacher. I am very happy with them. I never had English conversation before.

The library provides me with *Easy English News*. It is a very good tool. It is easy to read and to understand. This is very important for me.

I can share the articles with my family, friends, and even in class. I think *Easy English News* is for anybody who comes from different countries. I waited 45 years for this opportunity. Keep in mind it is never too late to study English!

Acxel Porras
Altadena, California
(Guatemala)



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

DEPARTMENT: Facilities
PREPARED BY: Jonathan Arevalo

MEETING DATE: September 27, 2022
LOCATION: Hybrid Meeting

Facilities Highlights for the Month of August:

- Annual window maintenance was done at the Main Library
- A communications issue with our alarm system was resolved by the facilities and IT departments which resulted in future cost savings for the district
- A fire flow test was conducted at the Bob Lucas library in preparation for the renovations taking place at that location
- Arborist report was submitted to the facilities committee for Bob Lucas Library
- Roofing report was submitted to the facilities committee for Main Library
- Assisted with the Teen Gardening club
- Irrigation repairs and upgrades done by the facilities team at the Main Library
- Continued General maintenance of both libraries





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

DEPARTMENT: IT & Technical Services

MEETING DATE: September 27, 2022

PREPARED BY: David Zearbaugh

LOCATION: Virtual Meeting

- The Poets Laureate Hybrid Event was the first hybrid public program I am aware of the library hosting and was a success. Speakers were able to participate in person and virtually to a live audience both in person and on Altadena Library District’s YouTube channel. We continue to work with the Poets Laureate to solidify hybrid protocols and ensure the technology is in place to suit their needs.
- Altadena Poetry Review, the Altadena Poets Laureate website (<https://altadenapoetryreview.com>), hosting has been transferred to ALD’s hosting platform so that access and updates can be passed on to future appointed Poets Laureate.
- IT & TS Manager and Marketing Specialist met to develop a 6-Month Marketing Plan for ALD’s Electronic Resources in an effort to expand awareness around all of the amazing eResources offered. These resources will be marketed through our various avenues of communication including Social Media and Library Email Correspondences.

Month	Theme	Resource 1	Resource 2	Resource 3	Resource 4
September	Back to School	TumbleBooks	Brainfuse	Coursera	LinkedIn Learning
October	eBooks & eAudiobooks	CloudLibrary	Hoopla		
November	eNewspapers & eMagazines	Flipster	Press Reader		
December	Finals Prep & Essay Resources	LearningExpress	Ebsco		
January	New Start	JobNow	SkillShare		
February	AP Study Guides, Classic Books, & Reader Recommendations	enki	Novelist	Brainfuse	

- Koha, ALD’s Integrated Library System (ILS), was updated to the latest release version provided by ByWater Solutions – version 21.11 late evening Sunday, August 6th without any issue. This added many feature updates and customizations to staff modules within Koha in addition to resolving numerous system bugs.
- Assistant District Director, Facilities Manager, and IT & TS Manager met with Califa and Bibliotheca to kick off the planning phase of Open+. Another meeting has been scheduled for Monday, September 19th with the Open+ Project Manager to discuss the next steps.

- Facilities Manager and IT & TS Manager worked with American Alarms to update the alarm system's connectivity. The alarm was previously connected on cellular signal and was losing signal on occasion with no network failover. Network cable was run and terminated at the alarm controller and American Alarms technician connected and confirmed connectivity. Our alarm system now uses ALD's wired network and will failover to cellular network upon internet outage. This should significantly increase signal connectivity and uptime.
- Preparations have begun to switch to the new Xerox Copiers. Bob Lucas has transitioned to using the new Xerox copier for both staff and public use. With this transition brought new features like Scan to USB as well as a more streamlined Scan to Fax for both staff and the public.
- Network
 - The network Infrastructure has been further tightened in various aspects to limit potential avenues of attack. This included more stringent policies on wireless networks, wired networks, and switches and should help to significantly mitigate risk. We have also begun new network infrastructure planning to be implemented after renovation.
 - The existing Firewall appliances were factory reset and replaced with new units provided at no cost by Cisco Meraki. This was due to connectivity issues we had with bringing our spare unit back online after a network firmware update. There was approximately 30 minutes of downtime and all operations were back up and working well before staff were in the building. Now both the production appliance and the spare are operating as expected and will failover properly in the event of an issue.
 - Wireless Access Points were updated to their latest firmware was a part of the quarterly update schedule. These were delayed by a month due to the issues with the firewall appliances mentioned above. These updated without an issue and only caused 3 minutes of wireless internet downtime before staffed hours and operating hours.
- Email Security Audit – In August, IT Services initiated a new round of attack simulation to all ALD staff. The results are listed below:
 - Out of 33 emails sent to staff, 5 links were clicked.
 - Microsoft predicted we would have a 21% Click / Compromise Rate.
 - We had a 15% Click / 3% Compromise rate.
 - We had a 55% Report Rate.
 - While these results were not ideal, we do require staff to attend trainings for each of the clicks or “compromises” that may occur. It allows us to use this opportunity as a teaching moment of what has the potential to happen so they are more aware and cautious in the future. We also discuss the results at our All Staff Meetings in order to share information about the risks and educate our staff on what to look out for.
 - We are glad to have added new email safeguards which help to filter out similar but very real threats like the tests we send to our staff.



Bringing people, ideas and resources together through fundraising and advocacy in support of our Altadena Libraries.

TRUSTEE REPORT
September 2022

SUBMITTED BY: Bridget Brewster, *President*

Our September meeting was a productive one, with much accomplished and much left to complete . . . the ongoing saga of non-profit organizations.

UPDATES:

- We elected Natalie Orta as our newest Director. Natalie recently retired as Senior Manager for US Small Business Administration.
- We adopted our first Vision Statement:
Our Altadena Libraries fully resourced. Our community fully engaged.
- We received the formal Request for Support from the ALD in the amount of \$37,000 for the 2023 calendar year
- We elected Anita Lawler as Treasurer, her term begins October 1, 2022
- We began an in-depth discussion regarding possible pathways to pursue for our future. Having exhausted our time, we agreed to meet for a more complete discussion in October.
- Our annual Planning Retreat is scheduled for November 5



**BOARD OF LIBRARY TRUSTEES
FRIENDS OF THE ALTADENA LIBRARY REPORT FOR JUNE 2022**

DEPARTMENT: FOAL Report

MEETING DATE: September 27, 2022

PREPARED BY: Tom Ruffner

LOCATION: Hybrid Virtual Meeting

The Friends of the Altadena Library was on hiatus in August, however our book sorting staff recommended that we plan a book sale due to the incredible volume of donations we received since our May sale.

- The one day “pop-up” book sale is scheduled for Saturday, October 15.
- We will feature Fiction, Children’s and Holiday (Halloween, Thanksgiving & Christmas) books
- From 10:00am - 12:00pm members of the Friends of the Altadena Library will be admitted.
- General Admission will commence from 12:00pm - 4:00pm.
- We are partnering with District Director Nikki Winslow’s staff on publicity, logistics, table rentals and volunteers.

Three F.O.A.L. board members have volunteered to assist with Taste of ‘Dena.



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

DEPARTMENT: Administration

MEETING DATE: August 22, 2022

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

Staffing Updates:

- a) Hires/Promotions: None
- b) Appointments: None
- c) Transfers: None
- d) Resignations/Retirements/Terminations:
 - Mylinh Hamlington – Youth & Family Services Manager – September 9, 2022
 - Fin Lee – Youth & Family Services Library Assistant – September 15, 2022

Sad to see our colleagues go...

Mylinh Hamlington resigned from her position as the Youth and Family Services (YFS) Manager at ALD earlier this month. While we know this comes as sad news, we would rather take this moment to truly thank Mylinh for all of her hard work and dedication to the District. Mylinh led the YFS team through the pandemic, countless diverse and inclusive programs, a groundbreaking and detailed diversity audit of all YFS collections, and many of the policies and procedures we use today are because of her input and research.

Her last day with us was on Friday, September 9th. We wish her all the best on her future endeavors.

We did post this vacancy towards the beginning of September, with the deadline to apply at the end of the month. Please spread the word if you know of library professionals who would like to join the ALD team and lead this incredible department! Assistant Library Director Ashley Watts is overseeing the department through the recruitment process.

We also are both happy and sad to share that Fin Lee resigned their position as our full-time YFS Library Assistant. They have accepted a job as a Tween Librarian (serving ages 7 - 12!) in a different library system, putting their recently attained MLIS into action! Fin was instrumental in bringing together fantastic intergenerational programming like the Fall Frolic art series and Puppetry Month, and committed to providing exceptional service to all of our patrons. Our families will miss interacting with them and getting their great book recommendations. We know they will bring the same passion and enthusiasm to their next position, and hope you will join me in congratulating them and wishing them the best of luck in their career moving forward. Fin's last day with us was Thursday, September 15th.

We are not filling the Library Assistant position at this time as we analyze staffing needs across the District. We may do a recruitment for a part-time position or two if we feel the need exists.

Exciting News!!

I received an email from the California State Library on Monday, September 12, letting us know that we are being awarded **\$7,579,666** from the **Building Forward Infrastructure Grant** that we applied for in March 2022. We will be able to use these funds to update our roof, hazmat testing and abatement, fire and life safety, seismic upgrades, glazing replacement and accessibility modifications. We are so grateful for this additional funding for our library renovations – costs of construction are continuously rising so we are confident we will have enough to renovate our libraries the way the community deserves and sets these buildings up to thrive for decades to come!

Presenting the Bob Lucas Design Documents

We were invited to present at the Altadena Town Council Joint Census Tract Town Hall on Saturday, September 17 to provide information about the Bob Lucas Design Documents ahead of the Board voting to approve them at their September meeting. I presented with Mark Schoenman of Anderson Brulé Architects and only had one question about the timeline of both building projects.



We were also offered a table following the presentation part of the program to interact with and answer questions of community members in attendance. Thanks to Mark, Trustee Jason Capell and Facilities Manager Jonathan Arevalo for working the table, although we had very few questions.

Special Tax Rates

The Special Tax Lien will appear on Altadena property tax owners in October 2022. The Board of Trustees held a Special Meeting on Monday, August 8th to pass a Resolution that established the Special Tax Rates to Levy for the Community Facilities District that is the source of revenue for the two library renovation projects. The rates for the FY22-23 Tax Roll are:

Property Type	Per	Maximum Special Tax Rate	Approved Special Tax Rate
Single Family Residential Property	Building Square Foot	\$0.102	\$0.049
Apartment Property	Unit	117.54	56.87
Commercial Property less than 10,000 Square Feet	Assessor's Parcel	347.74	168.23
Commercial Property greater than 10,000 Square Feet	Assessor's Parcel	470.19	227.47

Single family residential properties will pay \$.049 per square foot, so a home that is 1,500 square feet will see a tax bill, that will be listed as a "Special Tax Lien", of \$73.50. All other property types will have a flat rate as listed above.

These rates were set using square footage data from L.A. County for Fiscal Year 2021-22, due to a delay in the County releasing updated data in time to establish rates by the August 10, 2022 deadline. The Board is planning to use the previous year's data moving forward so the rates can be established during the Budget Preparation process each year in May and June. This is when the Parcel Tax rates, passed by voters in 2014, are established each year as well. Those rates were approved by the Board of Trustees at their meeting on June 27, 2022 and are currently:

Parcel Tax Rates:

	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
Single Family	\$49.32	\$49.59	\$49.59	\$50.79	\$52.16	\$54.05	\$55.40	\$57.26	\$57.82	\$62.09
Apartment Unit	33.81	33.99	33.99	34.81	35.75	37.05	37.97	39.25	39.63	42.56
Commercial < 10,000 square feet	100.01	100.55	100.55	102.98	105.77	109.60	112.35	116.12	117.25	125.92
Commercial > 10,000 square feet	135.22	135.96	135.96	139.24	143.01	148.19	151.91	157.01	158.52	170.25

If residents have any questions or concerns about these taxes, please don't hesitate to reach out to me either by calling 626-798-0833, ext. 103 or emailing me at nwinslow@altadenalibrary.org.

Board of Trustees Seat Vacancy

The Board of Trustees will need to appoint a candidate to fill the vacant seat, which is a two-year unexpired term that is currently filled by Trustee Rushmore Cervantes. We are planning to post the application process on our website on the [Board Vacancy Page](#) on Monday, October 17, 2022 (it will not be available until 10/17), with the deadline to apply on **Friday, November 4, 2022 at 5:00 pm**. Applicants will be required to fill out the **Certification of Qualifications** and provide a statement of interest and resume. The deadline to submit a name to L.A. County is November 28, 2022 so there will be **Special Board Meeting** to appoint the new Trustee in mid-November.

New myLIBRO Altadena Libraries App



Although this may duplicate information from another part of the agenda package, David and I wanted to make sure everyone is aware of the new myLIBRO Altadena Libraries app that is now available. We have had many people sign up to use it – and those that have use it A LOT – so we wanted to make sure there is awareness of this resource that connects our patrons to library materials, programs and more! Please check it out!

Partnerships & Programming Update:

Annual Taste of Dena Fundraiser

Taste of Dena will have already taken place by the night of the Board meeting, but I wanted to promote it in the Board Package for those that read it when it publishes on the website. This Altadena Library Foundation event will be great fun again this year! Attendees can visit the [Foundation's website](#) to get more information, purchase tickets, become a sponsor or just donate if they so choose. There is also the Online Silent Auction again this year that has many amazing items that you can bid on — bidding started on Saturday, September 17.



Some of the items include:

- Hosted Dinner at the Historic McNally House and Private Tour
- Paso Robles Dream Getaway
- Youth Laser Tag at Main Library for 12
- Lunch and Private Tour of Honeybee Robotics Offices (Altadena)
- Much, much more!

Poets Laureate Program



The Poets Laureate launch event on August 24 was a major success! There were over 75 people in attendance at the Main Library to enjoy the readings of our current and past Poets Laureate, and the video has been viewed over 100 times.

This month's event is coming up this Wednesday, September 28 from 6-8 pm at the Main Library. Learn to write a poem for a loved one or a stranger or request your own poem. Check out our [Events page](#) for

more information. Please join us!

Recognizing Latino & Hispanic Heritage Month

September 15 – October 22 is officially Latino & Hispanic Heritage month, and the Altadena Library District is hosting events, creating displays and featuring library materials in celebration of it! The district website has a carousel of recommended children's, teen and adult books celebrating the month. Both libraries will be hosting a Lotería event — Bob Lucas on September 28 and Main on October 7, and storyteller Barbara G. Wong will share stories from around the world – Cuentos del Mundo – on October 1 in the Main Library.



Friends of the Altadena Libraries Pop-Up Book Sale

The Friends of the Altadena Library will be holding its semi-annual book sale on Saturday, October 15, from 10 a.m. to 4 p.m. Only Friends of the Library are able to shop from 10 a.m. to 12 p.m., but you can become a member on-site for \$10. The sale is open to everyone from 12 to 4 p.m. This sale will feature fiction, children's and holiday books, and thousands of books, DVDs, CDs, Blu-rays and more will be available for purchase. Come and find your favorite fall read!



Main Library's 55th Anniversary Party

We held our **55th Anniversary Celebration** on Sunday, August 28th and had over 400 people show up to recognize this milestone of our wonderful Main Library!

Congresswoman Judy Chu gave a wonderful presentation about the importance of libraries in our society, and especially for the community of Altadena. We also received recognition from **Senator Anthony Portantino**, **Assemblymember Chris Holden** and the **Altadena Town Council**.



Huge thanks to **Ashley Watts** and **Diana Wong** for planning such a large and great event for the community to enjoy. Thank you to the **Management Team, Catalina and Mikayla** for working the event, and the **Altadena Library Foundation** for staffing the Curiosity Connection. Our **teen volunteers** were wonderful as usual as well! We appreciated **Trustees Capell, Cervantes and Wilkerson** for making appearances on a somewhat toasty afternoon. Overall, what a great success!



ATC Members Arnzen, Jones and Knapp



Senator Portantino



Ann Marie Hickambottom from Assemblymember Holden's office



L to R: Jones, Knapp, Portantino, Chu, Me, Capell, Hickambottom, Arnzen and Bridget Brewster



INCA Peruvian Dance Performers



Crowd watching the Pervian Dance Performance



Staff Yvonne Green with her log planter and succulent



Teen volunteers handing out much appreciated ice cream



CTLA President Scott Wardlaw with Sen. Portantino and staff

Statistical Update
FY21-22 and FY22-23 Comparison – Page 1 of 2

System-Wide Statistics	Jul-21	Jul-22	Aug-21	Aug-22	Sep-20	Sep-21	Oct-20	Oct-21	Nov-20	Nov-21	Dec-20	Dec-21
E-Resource Checkouts	5,232	4,254	5,104	3,941	5,587	5,596	5,215	5,291	5,058	5,053	3,635	5,356
Reference Sessions	249	575	422	2,182	123	310	332	410	231	424	114	279
Live Chat Sessions	21	10	15	20	56	29	56	26	35	26	23	19
No. of Curiosity Connection Programs/Outreach	6	13	2	5		1		3		6		3
Curiosity Connection Program Attendance	281	620	110	260		50		210		106		150
Main Library Statistics												
Physical Collections Checkouts	13,427	17,193	13,069	17,780	7,111	13,394	6,467	13,133	5,543	14,012	1,234	10,129
Library of Things	22	45	53	44	30	55	21	72	40	50	22	15
New Patrons	183	311	153	378	53	160	71	181	48	187	44	119
Visitor Count	4,663	7,287	4,616	8,096		4,758	1,156	5,138	683	4,879		4,291
No. of Adult Programs/Outreach	2	14	1	19		2		4		5		7
Adult Program Attendance	61	334	9	693		19		193		75		160
Number of Youth Programs/Outreach	16	27	0	2		10		15		12		0
Youth Program Attendance	211	1,133	0	137		164		356		293		0
Number of Teen Programs/Outreach	7	12	2	0		5		8		4		3
Teen Program Attendance	42	92	17	0		103		51		36		57
Bob Lucas Statistics												
Physical Collection Checkout	862	797	707	731	622	679	603	697	786	766	101	713
Library of Things	6	1	13	2	7	13	6	13	6	14	4	5
New Patrons	22	15	9	15	0	3	0	13	0	17	0	4
Visitor Count	471	1,949	457	2,137		469	137	314	122	312		293
No. of Bob Lucas Programs/Outreach	23	18	21	19		25		9		16		0
Bob Lucas Program Attendance	104	152	88	103		104		516		104		0
Passport Services												
Passports Processed	161	131	161	131		128		104	60	83		78
Passport Photo Sessions	0	0	0	8		0		0	0	0		0
Phone Calls Received	655	531	564	591		386		371	150	425		431

Statistical Update
FY21-22 and FY22-23 Comparison – Page 2 of 2

System-Wide Statistics	Jan-21	Jan-22	Feb-21	Feb-22	Mar-21	Mar-22	Apr-21	Apr-22	May-21	May-22	Jun-21	Jun-22
E-Resource Checkouts	4,852	5,577	4,959	5,433	4,657	3,421	4,589	4,360	4,373	4,819	5,691	4,870
Reference Sessions	128	117	128	303	133	451	163	443	244	669	311	703
Live Chat Sessions	14	53	14	28	38	28	29	17	17	14	21	12
No. of Curiosity Connection Programs/Outreach				4		9		12		3		9
Curiosity Connection Program Attendance				239		334		584		237		192
Main Library Statistics												
Physical Collections Checkouts	1	9,873	1	11,141	4,891	15,734	5,348	15,104	6,173	15,136	12,040	15,851
Library of Things	0	22	0	33	40	25	88	21	78	15	64	17
New Patrons	47	89	62	178	68	208	98	222	120	231	211	280
Visitor Count		2,168		4,703		6,066	1,200	6,409	1,200	7,413	4,115	7,927
No. of Adult Programs/Outreach				21		10		11		12		10
Adult Program Attendance				82		294		480		612		673
Number of Youth Programs/Outreach				11		18		15		2		29
Youth Program Attendance				314		635		697		67		595
Number of Teen Programs/Outreach				19		6		8		10		11
Teen Program Attendance				31		118		22		39		50
Bob Lucas Statistics												
Physical Collection Checkout	101	340	1	679	207	714	676	665	1,002	698	1,062	774
Library of Things	0	2	0	10	1	2	24	2	26	2	19	2
New Patrons	0	7	0	6	0	14	7	15	13	29	20	4
Visitor Count		94		400		492	348	2,064	303	1,998	441	2,177
No. of Bob Lucas Programs/Outreach				25		27		26		21		22
Bob Lucas Program Attendance				107		210		133		173		132
Passport Services												
Passports Processed		94		122	116	183	115	146	105	165	121	129
Passport Photo Sessions		0		0	0	0	0	0	0	0	0	0
Phone Calls Received		498		521	609	1033	917	1220	945	912	823	750



**BOARD OF LIBRARY TRUSTEES
FINANCE REPORT for JULY AND AUGUST 2022**

DEPARTMENT: Administration

MEETING DATE: September 27, 2022

PREPARED BY: Nikki Winslow

LOCATION: Hybrid Meeting

TITLE: Summary Report of Financial Statements for July and August 2022

Beginning this month, staff will be presenting the financials from the month prior to the Board meeting. Up until now, we were presenting the financials from two months before the meeting date. Thanks to our accountants with Eide Bailly, we have developed a strategy to close out the books within the first two weeks of the month so the Board gets the most updated financial reporting as possible.

Being that this is the first month we are providing more updated financial reports, we will be presenting both July and August 2022 reports. In addition to the regular reports, our accountants have also created a Monthly Variance Analysis of each month to explain those lines of the General Fund and also any significant variances that occurred in that month.

July 2022 FINANCIAL STATEMENTS

The following financial reports are for the month of July 2022. The financial statements are unaudited. Currently we are at 8% of our budget year.

As indicated on the Revenue & Expense report, actual year-to-date expenditures are \$642,162, with year-to-date revenues at \$10,689, reflecting a net income of -\$631,473. The District receives the first installment of property tax revenue in December, which will then generate a positive net income. Cash and investments are \$27,676,316 – this is due to the bond proceeds. Note these funds are considered restricted cash, liquid funds are \$3,634,616.

Total cash with the County is \$3,404,941. The total amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is \$2,045,350.

Total assets are \$29,855,944.

REVENUE HIGHLIGHTS

None

EXPENDITURE HIGHLIGHTS

Line 19 – The District made its annual Unfunded Accrued Liability (UAL) Payment to CalPERS of \$226,006. Making this payment in the first month of the fiscal year saves the District 3%, or \$6780.18, of this required payment.

Line 24 – Property, Liability and Earthquake insurance are paid in full for the fiscal year. These expenses were 30% higher than anticipated.

DONATIONS & GRANT FUND HIGHLIGHTS

None.

CAPITAL FUND HIGHLIGHTS

In July, we spent \$11,889 on permits and \$35,363 on architecture expenses. CFD Administration and Project Management were \$5,341 and \$1,201 respectively. Year to date, the Bob Lucas branch is at 1% of the budget with expenses totaling \$33,752 while the Main Library is at 1% of the budget with expenses totaling \$13,501.

August 2022 FINANCIAL STATEMENTS

The following financial reports are for the month of August 2022. The financial statements are unaudited. Currently we are at 16% of our budget year.

As indicated on the Revenue & Expense report, actual year-to-date expenditures are \$899,625, with year-to-date revenues at \$89,188, reflecting a net income of -\$810,437. The District receives the first installment of property tax revenue in December, which will then generate a positive net income. Cash and investments are \$27,424,993 – this is due to the bond proceeds. Note these funds are considered restricted cash, liquid funds are \$3,512,969.

Total cash with the County is \$3,068,064. The total amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is \$2,045,350.

Total assets are \$29,508,191.

REVENUE HIGHLIGHTS

Line 2 - The District saw an overall addition of \$76,853 in property tax income.

EXPENDITURE HIGHLIGHTS

Line 38 - \$16,947 was expended on increased accounting and financial consulting due to the Office Manager vacancy, as well as audit services being done at the beginning of the fiscal year.

DONATIONS & GRANT FUND HIGHLIGHTS

Line 3 – The District received \$15,000 from the Altadena Library Foundation, half of their annual pledge.

Line 4 – The District received \$28,000 from the Friends of the Altadena Libraries as the annual contribution from our support group. This was \$6,000 more than originally pledged due to increased book sales in May and June 2022.

CAPITAL FUND HIGHLIGHTS

None.

Revenue & Expense (Unaudited)

General Fund

For the Period Ending July 31, 2022

	A	B	C	D = B/C
	July 2022	YTD	FY 2022/23 Adopted Budget	YTD Target 8%
1 REVENUE				
2 Property Taxes & Assessments	\$ 5,524	\$ 5,524	\$ 3,955,000	0%
3 Fines & Fees	3,453	3,453	52,500	7%
4 Interest Income	2	2	5,100	0%
5 Other Revenue	1,710	1,710	59,000	3%
6 TOTAL REVENUE	10,689	10,689	4,071,600	0%
7 EXPENSES				
8 Salaries & Benefits				
9 Wages				
10 Salaried	98,372	98,372	1,282,900	8%
11 Hourly	73,515	73,515	893,300	8%
12 Total Wages	171,886	171,887	2,176,200	8%
13 Benefits, Retirement & Taxes				
14 Health Insurance - Employee	13,423	13,423	154,000	9%
15 Health Insurance - Retiree	5,524	5,524	66,700	8%
16 Other Medical Insurance	2,312	2,312	22,000	11%
17 Workers' Compensation	19,984	19,984	45,400	44%
18 CalPERS Retirement (Normal Costs)	10,921	10,921	153,400	7%
19 CalPERS UAL Minimum Payment	226,006	226,006	226,000	100%
20 Payroll Taxes (District-Paid)	12,665	12,665	172,900	7%
21 Total Benefits, Retirement & Taxes	290,835	290,835	840,400	35%
22 Total Salaries & Benefits	462,721	462,722	3,016,600	15%
23 Operating Expenses				
24 Insurance (Liability, Earthquake)	127,771	127,771	98,500	130%
25 Utilities	7,529	7,529	68,000	11%
26 County Tax Collection Fees	-	-	42,400	0%
27 Other Operating	4,748	4,748	53,700	9%
28 Facilities, Grounds & Maintenance	10,842	10,842	110,000	10%
29 Structures & Improvements	-	-	10,000	0%
30 Vehicles & Equipment Maintenance	344	344	20,000	2%
31 Staff Development, Training & Travel	2,039	2,039	20,500	10%
32 Advertising & Marketing	44	44	9,500	0%
33 Website Development	-	-	100	0%
34 Miscellaneous Expenses	122	122	2,600	5%
35 Trustee Election	-	-	75,000	0%
36 Total Operating Expenses	153,438	153,316	510,300	30%
37 Professional Services				
38 Audit & Financial Consulting	5,000	5,000	60,000	8%
39 Legal Fees	-	-	15,000	0%
40 Consultants - Other	2,551	2,551	45,000	6%
41 Total Professional Services	7,551	7,551	120,000	6%
42 Information Technology (IT)				
43 Internet Service / E-Rate	-	-	58,000	0%
44 Technology Equipment	114	114	20,000	1%

Revenue & Expense (Unaudited)

General Fund

For the Period Ending July 31, 2022

	A	B	C	D = B/C
	July 2022	YTD	FY 2022/23 Adopted Budget	YTD Target 8%
45 Technology Maintenance Fees	4,261	4,261	33,000	13%
46 Technology Consulting	-	-	1,800	0%
47 Telecommunications	1,640	1,640	8,500	19%
48 Total Information Technology (IT)	6,015	6,015	121,300	5%
49 Library Materials				
50 Books	2,604	2,604	139,300	2%
51 Downloadables	1,498	1,498	69,300	2%
52 DVDs & Videogames	1,597	1,597	12,600	13%
53 Electronic Databases / Subscriptions	2,905	2,905	29,000	10%
54 Periodicals	-	-	12,000	0%
55 Audio CD	41	41	9,100	0%
56 Purchase Suggestions	-	-	11,200	0%
57 Library of Things	48	48	6,000	1%
58 Total Library Materials	8,694	8,694	288,500	3%
59 Programs				
60 Adult Services	2,734	2,734	12,000	23%
61 Youth Services	-	-	10,000	0%
62 Teen Services	567	567	5,500	10%
63 Bob Lucas Branch Services	150	150	5,500	3%
64 Volunteer Services	-	-	200	0%
65 All Ages	50	50	-	0%
66 Total Programs	3,741	3,741	34,000	11%
67 TOTAL EXPENSES	642,162	642,162	4,090,700	16%
68 NET REVENUE / (EXPENSES)	(631,472)	(631,472)	(19,100)	
69 Use Of / (Addition To) Reserves	631,472	631,472	19,100	
70 NET BALANCE	\$ -	\$ -	\$ -	

Revenue & Expense (Unaudited)

Donations & Grants Fund

For the Period Ending July 31, 2022

	A	B	C	D	E	F = Total/E
	Altadena Library Foundation	Friends of Altadena Library	Emergency Connectivity Fund	CA Library Grants *	FY 2022/23 Adopted Budget	YTD Target 8%
1 REVENUE						
2 Donations & Grants						
3 Altadena Library Foundation	\$ 15,000	\$ -	\$ -	\$ -	\$ 35,000	43%
4 Friends of the Library	-	28,000	-	-	22,000	127%
5 CA Library Literacy Services	-	-	-	-	24,400	0%
6 Emergency Connectivity Fund	-	-	-	-	8,000	0%
7 CA Library Expanding our Footprint	-	-	-	-	200,000	0%
8 Total Donations & Grants	15,000	28,000	-	-	289,400	15%
9 TOTAL REVENUE	15,000	28,000	-	-	289,400	15%
10 EXPENSES						
11 Wages						
12 Salaried	-	-	-	-	20,400	0%
13 Total Wages	-	-	-	-	20,400	0%
14 Operating Expenses						
15 Staff Recognition	17	-	-	-	4,500	0%
16 Staff Development, Training & Travel	107	-	-	-	-	0%
17 Equipment, Furniture & Fixtures	-	-	-	-	162,500	0%
18 Facilities, Grounds & Maintenance	-	-	-	-	15,000	0%
19 Total Operating Expenses	124	-	-	-	182,000	0%
20 Programs						
21 Adult Services	-	-	-	-	18,000	0%
22 Vehicles & Equipment Maintenance	-	-	-	-	10,000	0%
23 Summer Reading	-	775	-	-	13,000	6%
24 Youth Services	-	-	-	-	1,000	0%
25 Teen Services	-	-	-	-	500	0%
26 Bob Lucas Branch Services	-	-	-	-	500	0%
27 Literacy Services	-	-	-	263	4,500	6%
28 Volunteer Services	-	-	-	240	-	0%
29 All Ages	-	-	-	-	6,000	0%
30 Total Programs	-	775	-	503	53,500	2%
31 Library Materials						
32 Mobile Library Collection	-	-	-	-	3,000	0%
33 Total Library Materials	-	-	-	-	3,000	0%
34 Information Technology (IT)						
35 Internet Service / E-Rate	-	-	-	-	2,500	0%
36 Technology Equipment	-	-	-	-	6,000	0%
37 Technology Maintenance Fees	-	-	-	-	2,000	0%
38 Website Development	-	-	-	7,000	20,000	0%
39 Total Information Technology (IT)	-	-	-	-	10,500	0%
40 TOTAL EXPENSES	124	775	-	7,503	289,400	0%
41 NET REVENUE / (EXPENSES)	\$ 14,876	\$ 27,225	\$ -	\$ (7,503)	\$ -	

* Budget reflects \$200,000 revenue received in the prior fiscal year, to be spent this fiscal year.

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Revenue & Expense (Unaudited)

Capital Fund

For the Period Ending July 31, 2022

	A	B	C	D = B/C
	July 2022	YTD	FY 2022/23 Adopted Budget	YTD Target 8%
1 REVENUE				
2 Interest Income	1,254	1,254	110,000	1%
3 Unrealized Gain/Loss	31,016	31,016	-	0%
4 TOTAL REVENUE	32,270	32,270	110,000	29%
5 EXPENSES				
6 CFD Bond				
7 CFD Administration	5,341	5,341	-	0%
8 CFD Project Management	1,201	1,201	199,000	1%
9 Contingencies	-	-	146,400	0%
10 Total CFD Bond	6,542	6,542	345,400	2%
12 Capital Project Expenses				
13 Bob Lucas Memorial Library	33,752	33,752	2,500,000	1%
14 Main Library	13,501	13,501	1,000,000	0%
15 Total Capital Project Expenses	47,252	47,252	3,500,000	1%
12 TOTAL EXPENSES	53,794	53,794	3,845,400	1%
17 NET REVENUE / (EXPENSES)	(21,524) \$	(21,524) \$	(3,735,400)	1%
18 Use Of Bond Proceeds	21,524	21,524	3,735,400	
19 NET BALANCE	\$ -	\$ -	\$ -	

Revenue & Expense (Unaudited)

Combined

For the Period Ending July 31, 2022

	A	B	D	D = B/C
	YTD General	YTD Donations & Grants	FY 2022/23 Adopted Budget	YTD Target 8%
1 REVENUE				
2 Property Taxes & Assessments	\$ 5,524	\$ -	\$ 3,955,000	0%
3 Fines & Fees	3,453	-	52,500	7%
4 Interest Income	2	-	5,100	0%
5 Other Revenue	1,710	-	59,000	3%
6 Donations & Grants	-	43,000	289,400	15%
7 TOTAL REVENUE	10,689	43,000	4,361,000	1%
8 EXPENSES				
9 Salaries & Benefits				
10 Wages				
11 Salaried	98,372	-	1,303,300	8%
12 Hourly	73,515	-	893,300	8%
13 Total Wages	171,887	-	2,196,600	8%
14 Benefits, Retirement & Taxes				
15 Health Insurance - Employee	13,423	-	154,000	9%
16 Health Insurance - Retiree	5,524	-	66,700	8%
17 Other Medical Insurance	2,312	-	22,000	11%
18 Workers' Compensation	19,984	-	45,400	44%
19 CalPERS Retirement (Normal Costs)	10,921	-	153,400	7%
20 CalPERS UAL Minimum Payment	226,006	-	226,000	100%
21 Payroll Taxes (District-Paid)	12,665	-	172,900	7%
22 Total Benefits, Retirement & Taxes	290,835	-	840,400	35%
23 Total Salaries & Benefits	462,722	-	3,037,000	15%
24 Operating Expenses				
25 Insurance (Liability, Earthquake)	127,771	-	98,500	130%
26 Utilities	7,529	-	68,000	11%
27 County Tax Collection Fees	-	-	42,400	0%
28 Other Operating	4,748	-	53,700	9%
29 Facilities, Grounds & Maintenance	10,842	-	125,000	9%
30 Structures & Improvements	-	-	10,000	0%
31 Vehicles & Equipment Maintenance	344	-	30,000	1%
32 Staff Development, Training & Travel	2,039	107	20,500	10%
33 Staff Recognition	-	17	4,500	0%
34 Equipment, Furniture & Fixtures	-	-	162,500	0%
35 Advertising & Marketing	44	-	9,500	0%
36 Miscellaneous Expenses	122	-	2,600	5%
37 Trustee Election	-	-	75,000	0%
38 Total Operating Expenses	153,438	124	702,200	22%
39 Professional Services				
40 Audit & Financial Consulting	5,000	-	60,000	8%
41 Legal Fees	-	-	15,000	0%
42 Consultants - Other	2,551	-	45,000	6%
43 Total Professional Services	7,551	-	120,000	6%
44 Information Technology (IT)				
45 Internet Service / E-Rate	-	-	60,500	0%

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Revenue & Expense (Unaudited)

Combined

For the Period Ending July 31, 2022

	A	B	D	D = B/C
	YTD General	YTD Donations & Grants	FY 2022/23 Adopted Budget	YTD Target 8%
46 Technology Equipment	114	-	26,000	0%
47 Technology Maintenance Fees	4,261	-	35,000	12%
48 Technology Consulting	-	-	1,800	0%
49 Telecommunications	1,640	-	8,500	19%
50 Website Development	-	7,000	20,100	35%
51 Total Information Technology (IT)	6,015	-	151,900	4%
52 Library Materials				
53 Books	2,604	-	139,300	2%
54 Downloadables	1,498	-	69,300	2%
55 DVDs & Videogames	1,597	-	12,600	13%
56 Electronic Databases / Subscriptions	2,905	-	29,000	10%
57 Periodicals	-	-	12,000	0%
58 Audio CD	41	-	9,100	0%
59 Purchase Suggestions	-	-	11,200	0%
60 Library of Things	48	-	6,000	1%
61 Total Library Materials	8,694	-	291,500	3%
62 Programs				
63 Adult Services	2,734	-	30,000	9%
64 Summer Reading	-	775	13,000	6%
65 Youth Services	-	-	11,000	0%
66 Teen Services	567	-	6,000	9%
67 Bob Lucas Branch Services	150	-	6,000	3%
68 Literacy Services	240	263	5,300	9%
69 Volunteer Services	-	240	200	120%
70 All Ages	50	-	6,000	1%
71 Total Programs	3,691	1,278	71,500	7%
72 TOTAL EXPENSES	642,162	8,402	4,380,100	15%
73 NET REVENUE / (EXPENSES)	(631,472)	34,598	(19,100)	
74 Use Of / (Addition To) Reserves / Fund Balance	631,472	(34,598)	19,100	
75 NET BALANCE	\$ -	\$ -	\$ -	

Balance Sheet (Unaudited)

District Total
As of July 31, 2022

1	ASSETS	
2	Cash & Investments	
3	Cash - LA County	\$ 3,404,941
4	Checking	212,321
5	Special Tax Bonds	24,041,701
6	Money Market	15,770
7	Paypal	984
8	Cash on Hand	600
9	Total Cash & Investments	27,676,316
10	Other Current Assets	
11	Prepaid Items & Deposits	22,221
12	Property Tax & Assessments Receivable	174,482
13	Interest Receivable	46,165
14	Miscellaneous Receivable	2,954
15	Total Other Current Assets	245,821
16	Long-Term Assets	
17	Fixed Assets (Net of Depreciation)	1,158,099
18	Deferred Outflows of Resources	775,707
19	Total Long-Term Assets	1,933,806
20	TOTAL ASSETS	29,855,944
21	LIABILITIES	
22	Current Liabilities	
23	Accounts Payable	114,166
24	Credit Card (UMB)	20,100
25	Payroll and Retirement Liabilities	(195)
26	Total Current Liabilities	134,071
27	Long-Term Liabilities	
28	Vacation Payable	95,837
29	Deferred Inflows of Resources	418,185
30	Net Pension Liability	2,718,477
31	Net OPEB Liability	1,001,372
32	CFD Bond	24,995,305
33	Total Long-Term Liabilities	29,229,176
34	TOTAL LIABILITIES	29,363,247
35	FUND BALANCE	
36	Fund Balance	1,111,095
37	Net Revenue / (Expenses)	(618,398)
38	TOTAL FUND BALANCE	492,698
39	TOTAL LIABILITIES & FUND BALANCE	\$ 29,855,944

Altadena Library District
Monthly Variance Analysis
July 2022 - 8% YTD

Profit & Loss

Revenue

Line 2 – Property Taxes & Assessments includes Ad Valorem tax revenue and a redevelopment tax levied by Los Angeles County in November and December. The county remits payment for collections throughout the year. This will trend behind expected budget until December, when the majority of revenue is recognized. YTD is < 1%.

Line 3 – Fines & Fees includes library fines, printing fees, video game rentals, community room fees, and passport services. YTD is slightly below budget at 7%.

Line 4 – Interest Income includes earnings from cash and investments held with the County of Los Angeles and checking and money market accounts at Pacific West Bank. YTD is < 1%.

Line 5 – Other Revenue is generated from film rentals, E-Rate reimbursement (internet, credit card rebates, and other miscellaneous revenue. YTD is 3%.

Expenses

Line 10 –Salaried includes employee wages and an annual wellness stipend of \$400 for salaried employees, less a small portion funded from donations and grants. The budget includes vacant positions for an office manager and 2 library clerks. YTD is in line with the budget at 8%.

Line 11 – Hourly includes employee wages and an annual wellness stipend of \$400 for hourly employees. YTD is in line with the budget at 8%.

Line 14 – Health Insurance - Employee includes the District’s contribution toward health benefits for full-time employees. The total contribution from the District for health and other medical insurance is \$600 per month per employee. YTD is slightly over budget at 9%.

Line 15 – Health Insurance - Retiree includes health benefits for retired employees. YTD is in line with the budget at 8%.

Line 16 – Other Medical Insurance includes the District’s contribution toward dental, vision, and life insurance for full-time employees. YTD is 11%.

Line 17 – Workers’ Compensation insurance is paid in full at the beginning of the fiscal year. YTD is 44% due to lower premiums based on reduced claims in recent years.

Line 18 – CalPERS Retirement (Normal Costs)is the District’s portion of employee retirement costs. YTD is slightly below budget at 7%.

Line 19 – CalPERS UAL Minimum Payment is the annual required payment toward the unfunded accrued liability. This is paid in full at the beginning of the fiscal year to take advantage of a 3% discount. YTD is 100%.

Altadena Library District
Monthly Variance Analysis
July 2022 - 8% YTD

Line 20 – Payroll Taxes include the District’s portion of federal and state taxes. YTD is slightly below budget at 7%.

Line 24 – Insurance includes Property, Liability and Earthquake insurance paid in full at the beginning of the fiscal year. YTD is over budget due to higher than anticipated insurance premium renewals.

Line 25 – Utilities includes electricity, gas, and water for the main library and the Bob Lucas branch. YTD is 11%.

Line 26 – County Tax Collection Fees are paid to the County at approximately 1% of property taxes collected above in Line 2. The majority of taxes are collected in the second half of the fiscal year. There is no activity YTD.

Line 27 – Other Operating includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is slightly above budget at 9%.

Line 28 – Facilities, Grounds & Maintenance includes maintenance contracts, building maintenance and repairs, and landscaping services. A portion is also funded from donations and grants. YTD is 10%.

Line 29 – Structures & Improvements includes emergency funds for unanticipated expenses. There is no activity YTD.

Line 30 – Vehicles & Equipment Maintenance includes the cost of vehicle purchases and related maintenance. This will also include a one-time set-up/conversion fee for a new mobile library van. YTD is 2%.

Line 31 – Staff Development, Training & Travel is budgeted for staff conferences, training, and related expenses. YTD is 10%.

Line 32 – Advertising & Marketing includes general marketing for the District. There is no activity YTD.

Line 33 - Website Development includes work on the District’s website. There is no activity YTD.

Line 34 – Miscellaneous Expenses includes immaterial expenses not accounted for in other lines. YTD is 5%.

Line 35 – Trustee Election The \$75k in expenses allocated for the biannual election will be reallocated mid-year. The three open seats received no challenges, so the election was canceled.

Line 38 – Audit & Financial Consulting includes external/consulting services and annual audit services. YTD is in line with budget at 8%.

Line 39 – Legal Fees are for general District matters. There is no activity YTD.

Altadena Library District
Monthly Variance Analysis
July 2022 - 8% YTD

Line 40 - Consultants include other miscellaneous consulting services. YTD is 6%.

Line 43 - Internet Service / E-Rate includes the total cost of providing internet service to the main library and the Bob Lucas branch. The E-Rate reimbursement is recorded separately in Other Revenue. This is recorded quarterly and will trend behind expected budget in other months. There is no activity YTD.

Line 44 - Technology Equipment includes the budget for a purchase of an office copier that will replace the leased copier from previous years. A portion is also funded from donations and grants. YTD is 1%.

Line 45 - Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is at 13% due to a \$2.9K copier integration, smart kiosk hardware and software licensing and technical support renewal paid in July.

Line 46 - Technology Consulting includes miscellaneous consulting expenses for technology. There is no activity YTD.

Line 47 - Telecommunications includes phone charges for the main library and the Bob Lucas branch. YTD is 19% due to the annual wireless hotspot renewal paid in July.

Lines 49 - 58 - Library Materials include items available for library members such as: books, downloadables, DVDs, videogames, electronic databases, periodicals, audio CDs, purchase suggestions from members, and Library of Things. Total Library material expenses YTD is 3%.

Lines 59 - 67 - Programs includes program costs for adult, teen, and youth services. It also supports programs for the Bob Lucas Branch, Literacy services, and volunteer services. Total program expenses YTD is slightly above budget at 11%.

Line 70 - Net Revenue / (Expenses) is the year-to-date use of or (addition to) Operating Reserves. YTD is \$(631,472) due to Property tax revenue not recognized until December. This will fluctuate throughout the year based on the timing of revenue and expenses.

Revenue & Expense (Unaudited)

General Fund

For the Period Ending August 31, 2022

	A	B	C	D = B/C	
	August 2022	YTD	FY 2022/23 Adopted Budget	Over / (Under) Budget	YTD Target 16%
1 REVENUE					
2 Property Taxes & Assessments	\$ 71,329	\$ 76,853	\$ 3,955,000	\$ (3,878,147)	2%
3 Fines & Fees	6,653	10,107	52,500	(42,393)	19%
4 Interest Income	(4,221)	(4,219)	5,100	(9,319)	-83%
5 Other Revenue	4,737	6,447	59,000	(52,553)	11%
6 TOTAL REVENUE	78,499	89,188	4,071,600	(3,982,412)	2%
7 EXPENSES					
8 Salaries & Benefits					
9 Wages					
10 Salaried	91,159	189,532	1,282,900	(1,093,369)	15%
11 Hourly	66,855	140,370	893,300	(752,930)	16%
12 Total Wages	158,013	329,901	2,176,200	(1,846,299)	15%
13 Benefits, Retirement & Taxes					
14 Health Insurance - Employee	13,891	27,314	154,000	(126,686)	18%
15 Health Insurance - Retiree	5,524	11,047	66,700	(55,653)	17%
16 Other Medical Insurance	2,018	4,330	22,000	(17,670)	20%
17 Workers' Compensation	-	19,984	45,400	(25,416)	44%
18 CalPERS Retirement (Normal Costs)	10,939	21,860	153,400	(131,540)	14%
19 CalPERS UAL Minimum Payment	-	226,006	226,000	6	100%
20 Payroll Taxes (District-Paid)	10,026	22,690	172,900	(150,210)	13%
21 Total Benefits, Retirement & Taxes	42,397	333,232	840,400	(507,169)	40%
22 Total Salaries & Benefits	200,411	663,133	3,016,600	(2,353,467)	22%
23 Operating Expenses					
24 Insurance (Liability, Earthquake)	-	127,771	98,500	29,271	130%
25 Utilities	9,297	16,827	68,000	(51,173)	25%
26 County Tax Collection Fees	-	-	42,400	(42,400)	0%
27 Other Operating	4,900	9,648	53,700	(44,052)	18%
28 Facilities, Grounds & Maintenance	6,894	17,735	110,000	(92,265)	16%
29 Structures & Improvements	-	-	10,000	(10,000)	0%
30 Vehicles & Equipment Maintenance	181	525	20,000	(19,475)	3%
31 Staff Development, Training & Travel	1,398	3,437	20,500	(17,063)	17%
32 Advertising & Marketing	532	575	9,500	(8,925)	6%
33 Website Development	-	-	100	(100)	0%
34 Miscellaneous Expenses	126	248	2,600	(2,352)	10%
35 Trustee Election	-	-	75,000	(75,000)	0%
36 Total Operating Expenses	23,328	176,519	510,300	(256,081)	35%
37 Professional Services					
38 Audit & Financial Consulting	16,947	21,947	60,000	(38,053)	37%
39 Legal Fees	160	160	15,000	(14,840)	1%
40 Consultants - Other	2,335	4,886	45,000	(40,114)	11%
41 Total Professional Services	19,442	26,993	120,000	(93,007)	22%
42 Information Technology (IT)					
43 Internet Service / E-Rate	-	-	58,000	(58,000)	0%
44 Technology Equipment	443	557	20,000	(19,443)	3%

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Revenue & Expense (Unaudited)

General Fund

For the Period Ending August 31, 2022

	A	B	C	D = B/C	
	August 2022	YTD	FY 2022/23 Adopted Budget	Over / (Under) Budget	YTD Target 16%
45	453	4,714	33,000	(28,286)	14%
46	300	300	1,800	(1,500)	17%
47	790	2,430	8,500	(6,070)	29%
48	1,986	8,001	121,300	(113,299)	7%
49	Library Materials				
50	635	3,239	139,300	(136,061)	2%
51	5,627	7,125	69,300	(62,175)	10%
52	480	2,077	12,600	(10,523)	16%
53	695	3,600	29,000	(25,400)	12%
54	-	-	12,000	(12,000)	0%
55	1,158	1,199	9,100	(7,901)	13%
56	244	244	11,200	(10,956)	2%
57	104	152	6,000	(5,848)	3%
58	-	-	-	-	0%
59	8,942	17,636	288,500	(270,864)	6%
60	Programs				
61	500	3,234	12,000	(8,766)	27%
62	314	314	10,000	(9,686)	3%
63	446	1,013	5,500	(4,487)	18%
64	1,793	1,943	5,500	(3,557)	35%
65	-	240	800	(560)	30%
66	-	-	200	(200)	0%
67	300	350	-	350	0%
68	3,353	7,095	34,000	(26,905)	21%
69	257,463	899,625	4,090,700	(3,191,075)	22%
70	(178,965)	(810,437)	(19,100)	(791,337)	
71	178,965	810,437	19,100	791,337	
72	\$ -	\$ -	\$ -	(791,337)	

Revenue & Expense (Unaudited)

Donations & Grants Fund

For the Period Ending August 31, 2022

	A	B	C	D	E	F = Total/E
	Altadena Library Foundation	Friends of Altadena Library	Emergency Connectivity Fund	CA Library Grants *	FY 2022/23 Adopted Budget	YTD Target 16%
1 REVENUE						
2 Donations & Grants						
3 Altadena Library Foundation	\$ 15,000	\$ -	\$ -	\$ -	\$ 35,000	43%
4 Friends of the Library	-	28,000	-	-	22,000	127%
5 CA Library Literacy Services	-	-	-	-	24,400	0%
6 Emergency Connectivity Fund	-	-	-	-	8,000	0%
7 CA Library Expanding our Footprint	-	-	-	-	200,000	0%
8 Total Donations & Grants	15,000	28,000	-	-	289,400	15%
9 TOTAL REVENUE	15,000	28,000	-	-	289,400	15%
10 EXPENSES						
11 Wages						
12 Salaried	-	-	-	-	20,400	0%
13 Total Wages	-	-	-	-	20,400	0%
14 Operating Expenses						
15 Staff Recognition	1,409	-	-	-	4,500	31%
16 Staff Development, Training & Travel	204	-	-	-	-	0%
17 Equipment, Furniture & Fixtures	-	-	-	-	162,500	0%
18 Facilities, Grounds & Maintenance	-	-	-	-	15,000	0%
19 Total Operating Expenses	1,612	-	-	-	182,000	1%
20 Programs						
21 Adult Services	-	-	-	-	18,000	0%
22 Vehicles & Equipment Maintenance	-	-	-	-	10,000	0%
23 Summer Reading	-	1,007	-	-	13,000	8%
24 Youth Services	-	-	-	-	1,000	0%
25 Teen Services	-	-	-	-	500	0%
26 Bob Lucas Branch Services	-	-	-	-	500	0%
27 Literacy Services	-	-	-	263	4,500	6%
28 Volunteer Services	-	-	-	240	-	0%
29 All Ages	-	-	-	-	6,000	0%
30 Total Programs	-	1,007	-	503	53,500	3%
31 Library Materials						
32 Mobile Library Collection	-	-	-	-	3,000	0%
33 Total Library Materials	-	-	-	-	3,000	0%
34 Information Technology (IT)						
35 Internet Service / E-Rate	-	-	-	-	2,500	0%
36 Technology Equipment	-	-	-	-	6,000	0%
37 Technology Maintenance Fees	-	-	-	-	2,000	0%
38 Website Development	-	-	-	7,000	20,000	0%
39 Total Information Technology (IT)	-	-	-	-	10,500	0%
40 TOTAL EXPENSES	1,612	1,007	-	7,503	289,400	1%
41 NET REVENUE / (EXPENSES)	\$ 13,388	\$ 26,993	\$ -	\$ (7,503)	\$ -	

* Budget reflects \$200,000 revenue received in the prior fiscal year, to be spent this fiscal year.

Revenue & Expense (Unaudited)

Capital Fund

For the Period Ending August 31, 2022

	A	B	C	D = B/C
	August 2022	YTD	FY 2022/23 Adopted Budget	YTD Target 16%
1 REVENUE				
2 Interest Income	24,978	26,232	110,000	24%
3 Unrealized Gain/Loss	(78,882)	(47,865)	-	0%
4 TOTAL REVENUE	(53,904)	(21,633)	110,000	-20%
5 EXPENSES				
6 CFD Bond				
7 CFD Administration	-	5,341	-	0%
8 CFD Project Management	-	1,201	199,000	1%
9 Contingencies	-	-	146,400	0%
10 Total CFD Bond	-	6,542	345,400	2%
12 Capital Project Expenses				
13 Bob Lucas Memorial Library	-	33,752	2,500,000	1%
14 Main Library	-	13,501	1,000,000	0%
15 Total Capital Project Expenses	-	47,252	3,500,000	1%
12 TOTAL EXPENSES	-	53,794	3,845,400	1%
17 NET REVENUE / (EXPENSES)	(53,904) \$	(75,427) \$	(3,735,400)	2%
18 Use Of Bond Proceeds	53,904	75,427	3,735,400	
19 NET BALANCE	\$ -	\$ -	\$ -	

Capital Fund

For Period Ending August 31, 2022

	A		B		C= A+B
	FY22		FY23		Total
1	CFD Proceeds				
2	\$ 23,761,105	\$	-	\$	23,761,105
3	(87,968)		-		(87,968)
4	(16,947)		26,232		9,285
5	(157,458)		(47,865)		(205,323)
6	23,498,732		(21,633)		23,477,098
7	Administrative CFD Costs				
8	(26,598)		(5,341)		(31,939)
9	(12,835)		-		(12,835)
10	(295,726)		-		(295,726)
11	(335,159)		(5,341)		(340,500)
12	Direct Renovation Costs				
13	(186,042)		(1,201)		(187,242)
14	(21,723)		(11,889)		(33,612)
15	(205,092)		(35,363)		(240,456)
16	(412,857)		(48,453)		(461,310)
17	22,750,716		(75,427)		22,675,289
18	(436,822)		(4)		(436,826)
19	37,070		(34,536)		2,535
20	22,350,965				22,240,998

Revenue & Expense (Unaudited)

Combined

For the Period Ending August 31, 2022

	A	B	D	D = B/C
	YTD General	YTD Donations & Grants	FY 2022/23 Adopted Budget	YTD Target 16%
1 REVENUE				
2 Property Taxes & Assessments	\$ 76,853	\$ -	\$ 3,955,000	2%
3 Fines & Fees	10,107	-	52,500	19%
4 Interest Income	(4,219)	-	5,100	-83%
5 Other Revenue	6,447	-	59,000	11%
6 Donations & Grants	-	43,000	289,400	15%
7 TOTAL REVENUE	89,188	43,000	4,361,000	3%
8 EXPENSES				
9 Salaries & Benefits				
10 Wages				
11 Salaried	189,532	-	1,303,300	15%
12 Hourly	140,370	-	893,300	16%
13 Total Wages	329,901	-	2,196,600	15%
14 Benefits, Retirement & Taxes				
15 Health Insurance - Employee	27,314	-	154,000	18%
16 Health Insurance - Retiree	11,047	-	66,700	17%
17 Other Medical Insurance	4,330	-	22,000	20%
18 Workers' Compensation	19,984	-	45,400	44%
19 CalPERS Retirement (Normal Costs)	21,860	-	153,400	14%
20 CalPERS UAL Minimum Payment	226,006	-	226,000	100%
21 Payroll Taxes (District-Paid)	22,690	-	172,900	13%
22 Total Benefits, Retirement & Taxes	333,232	-	840,400	40%
23 Total Salaries & Benefits	663,133	-	3,037,000	22%
24 Operating Expenses				
25 Insurance (Liability, Earthquake)	127,771	-	98,500	130%
26 Utilities	16,827	-	68,000	25%
27 County Tax Collection Fees	-	-	42,400	0%
28 Other Operating	9,648	-	53,700	18%
29 Facilities, Grounds & Maintenance	17,735	-	125,000	14%
30 Structures & Improvements	-	-	10,000	0%
31 Vehicles & Equipment Maintenance	525	-	30,000	2%
32 Staff Development, Training & Travel	3,437	204	20,500	18%
33 Staff Recognition	-	1,409	4,500	31%
34 Equipment, Furniture & Fixtures	-	-	162,500	0%
35 Advertising & Marketing	575	-	9,500	6%
36 Miscellaneous Expenses	248	-	2,600	10%
37 Trustee Election	-	-	75,000	0%
38 Total Operating Expenses	176,767	1,612	702,200	25%
39 Professional Services				
40 Audit & Financial Consulting	21,947	-	60,000	37%
41 Legal Fees	160	-	15,000	1%
42 Consultants - Other	4,886	-	45,000	11%
43 Total Professional Services	26,993	-	120,000	22%
44 Information Technology (IT)				
45 Internet Service / E-Rate	-	-	60,500	0%

No assurance is provided on these financial statements. Financials do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.

Revenue & Expense (Unaudited)

Combined

For the Period Ending August 31, 2022

	A	B	D	D = B/C
	YTD General	YTD Donations & Grants	FY 2022/23 Adopted Budget	YTD Target 16%
46 Technology Equipment	557	-	26,000	2%
47 Technology Maintenance Fees	4,714	-	35,000	13%
48 Technology Consulting	300	-	1,800	17%
49 Telecommunications	2,430	-	8,500	29%
50 Website Development	-	7,000	20,100	35%
51 Total Information Technology (IT)	8,001	-	151,900	5%
52 Library Materials				
53 Books	3,239	-	139,300	2%
54 Downloadables	7,125	-	69,300	10%
55 DVDs & Videogames	2,077	-	12,600	16%
56 Electronic Databases / Subscriptions	3,600	-	29,000	12%
57 Periodicals	-	-	12,000	0%
58 Audio CD	1,199	-	9,100	13%
59 Purchase Suggestions	244	-	11,200	2%
60 Library of Things	152	-	6,000	3%
61 Total Library Materials	17,636	-	291,500	6%
62 Programs				
63 Adult Services	3,234	-	30,000	11%
64 Summer Reading	-	1,007	13,000	8%
65 Youth Services	314	-	11,000	3%
66 Teen Services	1,013	-	6,000	17%
67 Bob Lucas Branch Services	1,943	-	6,000	32%
68 Literacy Services	240	263	5,300	9%
69 Volunteer Services	-	240	200	120%
70 All Ages	350	-	6,000	6%
71 Total Programs	6,745	1,509	71,500	12%
72 TOTAL EXPENSES	899,625	10,122	4,380,100	21%
73 NET REVENUE / (EXPENSES)	(810,437)	32,878	(19,100)	
74 Use Of / (Addition To) Reserves / Fund Balance	810,437	(32,878)	19,100	
75 NET BALANCE	\$ -	\$ -	\$ -	

Balance Sheet (Unaudited)

District Total
As of August 31, 2022

1	ASSETS		
2	Cash & Investments		
3	Cash - LA County	\$ 3,068,604	
4	Checking	427,010	
5	Special Tax Bonds	23,912,024	
6	Money Market	15,772	
7	Paypal	984	
8	Cash on Hand	600	
9	Total Cash & Investments	27,424,993	
10	Other Current Assets		
11	Prepaid Items & Deposits	22,221	
12	Property Tax & Assessments Receivable	84,674	
13	Interest Receivable	39,415	
14	Miscellaneous Receivable	3,081	
15	Total Other Current Assets	149,391	
16	Long-Term Assets		
17	Fixed Assets (Net of Depreciation)	1,158,099	
18	Deferred Outflows of Resources	775,707	
19	Total Long-Term Assets	1,933,806	
20	TOTAL ASSETS	29,508,191	
21	LIABILITIES		
22	Current Liabilities		
23	Accounts Payable	10,958	
24	Credit Card (UMB)	9,956	
25	Payroll and Retirement Liabilities	99	
26	Total Current Liabilities	21,013	
27	Long-Term Liabilities		
28	Vacation Payable	95,837	
29	Deferred Inflows of Resources	418,185	
30	Net Pension Liability	2,718,477	
31	Net OPEB Liability	1,001,372	
32	CFD Bond	24,995,305	
33	Total Long-Term Liabilities	29,229,176	
34	TOTAL LIABILITIES	29,250,189	
35	FUND BALANCE		
36	Fund Balance	1,110,988	
37	Net Revenue / (Expenses)	(852,986)	
38	TOTAL FUND BALANCE	258,002	
39	TOTAL LIABILITIES & FUND BALANCE	\$ 29,508,191	

Altadena Library District

Monthly Variance Analysis

August 2022 - 16% YTD

Profit & Loss

Revenue

Line 2 – Property Taxes & Assessments includes Ad Valorem tax revenue and a redevelopment tax levied by Los Angeles County in November and December. The county remits payment for collections throughout the year. This will trend behind expected budget until December, when the majority of revenue is recognized. YTD is 2%.

Line 3 – Fines & Fees includes library fines, printing fees, video game rentals, community room fees, and passport services. YTD is 19%.

Line 4 – Interest Income includes earnings from cash and investments held with the County of Los Angeles and checking and money market accounts at Pacific West Bank. YTD interest revenues are negative due to timing of interest receipts and year-end reporting for cash held with the County of Los Angeles.

Line 5 – Other Revenue is generated from film rentals, E-Rate reimbursement (internet), credit card rebates, and other miscellaneous revenue. YTD is 11%.

Expenses

Line 10 – Salaried includes employee wages and an annual wellness stipend of \$400 for salaried employees, less a small portion funded from donations and grants. The budget includes vacant positions for an office manager and 2 library clerks. YTD is in line with the budget at 15%.

Line 11 – Hourly includes employee wages and an annual wellness stipend of \$400 for hourly employees. YTD is in line with the budget at 16%.

Line 14 – Health Insurance - Employee includes the District's contribution toward health benefits for full-time employees. The total contribution from the District for health and other medical insurance is \$600 per month per employee. YTD is in line with the budget at 18%.

Line 15 – Health Insurance - Retiree includes health benefits for retired employees. YTD is in line with the budget at 17%.

Line 16 – Other Medical Insurance includes the District's contribution toward dental, vision, and life insurance for full-time employees. YTD is 20%.

Line 17 – Workers' Compensation insurance is paid in full at the beginning of the fiscal year. YTD is 44% due to lower premiums based on reduced claims in recent years.

Line 18 – CalPERS Retirement (Normal Costs) is the District's portion of employee retirement costs. YTD is slightly below budget at 14%.

Altadena Library District
Monthly Variance Analysis
August 2022 - 16% YTD

Line 19 – CalPERS UAL Minimum Payment is the annual required payment toward the unfunded accrued liability. This is paid in full at the beginning of the fiscal year to take advantage of a 3% discount. YTD is 100%.

Line 20 – Payroll Taxes include the District’s portion of federal and state taxes. YTD is slightly below budget at 13%.

Line 24 – Insurance includes Property, Liability and Earthquake insurance paid in full at the beginning of the fiscal year. YTD is over budget due to higher than anticipated insurance premium renewals.

Line 25 – Utilities includes electricity, gas, and water for the main library and the Bob Lucas branch. YTD is 25% due to higher usage during summer months.

Line 26 – County Tax Collection Fees are paid to the County at approximately 1% of property taxes collected above in Line 2. The majority of taxes are collected in the second half of the fiscal year. There is no activity YTD.

Line 27 – Other Operating includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is slightly above budget at 18%.

Line 28 – Facilities, Grounds & Maintenance includes maintenance contracts, building maintenance and repairs, and landscaping services. A portion is also funded from donations and grants. YTD is in line with budget at 16%.

Line 29 – Structures & Improvements includes emergency funds for unanticipated expenses. There is no activity YTD.

Line 30 – Vehicles & Equipment Maintenance includes the cost of vehicle purchases and related maintenance. This will also include a one-time set-up/conversion fee for a new mobile library van. YTD is 3%.

Line 31 – Staff Development, Training & Travel is budgeted for staff conferences, training, and related expenses. YTD is in line with budget at 17%.

Line 32 – Advertising & Marketing includes general marketing for the District. YTD is 6%.

Line 33 - Website Development includes work on the District’s website. There is no activity YTD.

Line 34 – Miscellaneous Expenses includes immaterial expenses not accounted for in other lines. YTD is 10%.

Line 35 – Trustee Election The \$75k in expenses allocated for the biannual election will be reallocated mid-year. The three open seats received no challenges, so the election was canceled.

Line 38 – Audit & Financial Consulting includes external/consulting services and annual audit services. YTD is at 37% due to audit services being done at the beginning of the fiscal year.

Altadena Library District
Monthly Variance Analysis
August 2022 - 16% YTD

Line 39 – Legal Fees are for general District matters. YTD is 1%.

Line 40 – Consultants include other miscellaneous consulting services. YTD is 11%.

Line 43 – Internet Service / E-Rate includes the total cost of providing internet service to the main library and the Bob Lucas branch. The E-Rate reimbursement is recorded separately in Other Revenue. This is recorded quarterly and will trend behind expected budget in other months. There is no activity YTD.

Line 44 – Technology Equipment includes the budget for a purchase of an office copier that will replace the leased copier from previous years. A portion is also funded from donations and grants. YTD is 3%.

Line 45 – Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is at 14%.

Line 46 – Technology Consulting includes miscellaneous consulting expenses for technology. YTD is in line with budget at 17%.

Line 47 - Telecommunications includes phone charges for the main library and the Bob Lucas branch. YTD is 29% due to the annual wireless hotspot renewal paid in July.

Lines 49 - 58 – Library Materials include items available for library members such as: books, downloadables, DVDs, videogames, electronic databases, periodicals, audio CDs, purchase suggestions from members, and Library of Things. Total Library material expenses YTD is 6%.

Lines 59 – 67 – Programs includes program costs for adult, teen, and youth services. It also supports programs for the Bob Lucas Branch, Literacy services, and volunteer services. Total program expenses YTD is at 21%.

Line 70 - Net Revenue / (Expenses) is the year-to-date use of or (addition to) Operating Reserves. YTD is \$(810,437) due to property tax revenue that will not be received until December and April. This will fluctuate throughout the year based on the timing of revenue and expenses.



**BOARD OF LIBRARY TRUSTEES
BUDGET COMMITTEE REPORT FOR SEPTEMBER 2022**

REPORT: Budget Committee

MEETING DATE: 9/16/22

PREPARED BY: Katie Clark

LOCATION: Virtual Meeting

SUMMARY:

The Budget Committee convened for its regular quarterly meeting on Friday, 9/16/22. In attendance were Trustees Wilkerson and Clark and District Director Winslow. We also welcomed Jasper Jacobs as a special presenter from CalPERS. The agenda can be found online, and action items were as follows (broken out with a brief discussion of each):

1. Update on CalPERS CERBT account and recommendations on establishing a CEPPT Program for the District

The Budget Committee heard a presentation by Jasper Jacobs from CalPERS about a new tool available to California public agencies called CEPPT - California Employers' Pension Prefunding Trust. Essentially this is an additional tool for the District to use in order to proactively manage its unfunded accrued liability (UAL) that would allow us to move money into a trust where it would be invested and generate a return, and could then be applied to paying down the UAL costs in line with our adopted policy. The recommendation at this point is simply that the Board vote to establish the trust (but not fund it yet), a step which costs the District nothing. After that step has been taken, the next stage of the process would be to explore and suggest potential funding strategies on a go-forward basis at a future Budget Committee meeting (either November or February).

2. Review of the Staff Accountant Job Description;

As the Board is aware, filling this role has been a long-standing challenge for the District. Following a discussion around expectations and roles, the Committee agrees that this job description and approach is a reasonable and prudent next step that will meet the District's needs, and recommends the Board's approval.

3. Review of the RFP for District Accounting and Financial Services

As part of the regular review process for outside vendors, the District is due to re-issue an RFP for Accounting and Financial Services; this call for proposals was developed by the Director in consultation with the District's Municipal Advisor and represents an expanded and more accurate scope of services. The term of the agreement sought is a three-year contract with two possible one year extensions (for a maximum contract

length of five years). The Committee agreed that this RFP was well-constructed and, with the minimal addition of some clarifying language about the term of service, unanimously approved it. The Committee recommends that the Board likewise approve this RFP.

RECOMMENDATION:

The Budget Committee unanimously recommends to the Board for its approval the following action items:

- 1. The establishment of a CEPPT Program and Account for the District;**
- 2. The approval the job description for a Staff Accountant; and**
- 3. The approval of the RFP for District Accounting and Financial Services.**



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

REPORT: Facilities Committee

MEETING DATE: September 27, 2022

PREPARED BY: Jennifer Pearson, Rachlin Partners **LOCATION:** Hybrid Meeting

SUMMARY:

September 27th ALD Board of Trustees
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. Building Forward Infrastructure Grant – On September 12, the California State Library notified the District of its intent to award \$7,579,666 for the Main Library project. This grant will fund roof replacement, hazardous material testing and abatement, fire and life safety upgrades, seismic upgrades, glazing replacement, and accessibility upgrades. Such great news!!
- b. Community Focus Group – Now that the Building Forward Infrastructure Grant amount for the Main Library project is known, the committee and design team are moving forward with planning a series of meetings with the Community Focus Group during the design phase of the project.
- c. Offsite Facilities – The committee continues to explore options for offsite facilities, and is in contact with Pasadena Unified School District to explore any space they may have available. The committee is also exploring any space the Senior Center may be able to provide.
- d. Architectural Services – Design Development for the Bob Lucas Branch is complete. The 100% Design Development documents were included in the August Board package; ABA presented the documents and responded to questions asked by Board members. Review and approval of these design documents are on the Board Agenda for September. Design efforts for the Main Library are resuming now that the Building Forward Infrastructure Grant amount is known and the project can be scoped.
- e. Coordination with County departments – ABA has submitted the Bob Lucas Memorial Branch project to the County Planning Department for review. The County has indicated that a Conditional Use Permit (CUP) will be required due to the extent of expansion from the original library area. The typical timeline for a CUP is 6-12 months.

- 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. Communications and Community Outreach – Committee members and ABA attended an Altadena Town Council Joint Census Tract Town Hall meeting on September 17th, where they presented the Bob Lucas Branch Library design, responded to questions, and collected feedback.
- h. CEQA Services – Chambers Group is working on the Initial Study for the Bob Lucas Memorial Library, as well as a historic resource study of the Main Library. Additional CEQA studies for the Main Library will be started after the project scope has been defined.



**BOARD OF LIBRARY TRUSTEES
EVALUATION COMMITTEE REPORT FOR SEPTEMBER 2022**

REPORT: Ad-Hoc Evaluation Committee

MEETING DATE: September 27, 2022

PREPARED BY: Katie Clark

LOCATION: Hybrid meeting

SUMMARY:

The District Director's Ad-Hoc Evaluation Committee (composed of Trustees Clark and Cervantes) was established by the Board and tasked with reviewing and improving the annual evaluation process for the District Director. To that end, the Committee has met on multiple occasions over the past year with Jennifer Coyle of North Star Consulting, who currently provides professional development and leadership training to the District. One observation that she made early on was that, due to the nature of the ALD as independent special district, our Director position is not entirely typical of Library Director positions in city or county districts, and encompasses additional important responsibilities and aspects. For those reasons, one of the closest analogues for the District Director is that of a city manager (although obviously this is not a 1:1 alignment). To that end, the Committee has reviewed multiple evaluation processes for similar leadership positions in both library director and city manager roles, and has reached several conclusions:

1. That while the categories of evaluation used are useful and information overall, the evaluation process itself would benefit from additional input beyond that of just Trustees;
2. That a 360° model incorporating the feedback of direct reports, Trustees, and community stakeholders would provide valuable context in rendering a helpful evaluation;
3. That the evaluation process should be designed in such a way that it leads to real, measurable, and achievable goals for the Director individually as well as for the District as a whole.

With those conclusions in mind, the Committee investigated the options around facilitated evaluation as a path forward. In a facilitated evaluation - a more common practice for city managers - a independent third party manages the evaluation process, acts as a neutral party to gather data from elected officials and other stakeholders, analyzes the data to elicit themes and areas of interest, and presents the findings to the manager and their elected board in a way that encourages growth.

The Committee reached out to multiple sources to elicit proposals, and both that were received came back under the \$10k mark, indicating that a formal RFP process was not

required in this situation. Nevertheless, the Committee is presenting both proposals to the Board for their review and input, since this is a matter of great importance and one of the central responsibilities of the Board.

On 9/8/22, the Committee met (virtually) with Dan Keen of Management Partners, an organization recommended by Trustee Clark, to discuss their facilitated evaluation process. Mr. Keen is himself a retired city manager, as are all their evaluators; this is a key differentiator and one that adds a unique value, as the evaluator has a firsthand experience of the role of a public agency executive positioned between a staff and an elected board. On 9/9/22, the Committee also met (virtually) with Laura Hansen of Cliffhouse Consulting, a consultant recommended by BB&K. Ms. Hansen's experience and expertise lies in the world of coaching and professional development, and she directly addressed the goal-setting portion of the evaluation process.

While the Committee appreciated the time and expertise of both facilitation providers, we felt unanimously that the public agency experience and robust process proposed by Management Partners would yield far more value to the District. Their cost is higher, but the Committee felt that was reflected in the value of services proposed. Additionally, the evaluator who would conduct the process for MP (assisted by Dan Keen) is Steve Mermell, the recently-retired City Manager for the City of Pasadena, who has useful contextual knowledge of both the community and a peer library system.

The two proposals can be reviewed for approval under Agenda Item XI.D. of this Board package on pages 67 - 73

FISCAL IMPACT:

The proposed cost of the Management Partners facilitated evaluation process is \$9,400.

RECOMMENDATION:

The Committee unanimously recommends that the Board authorize the Director to enter into an agreement for services with Management Partners for facilitated evaluation in order to begin a facilitated evaluation process that will conclude with the District Director's annual evaluation at the November regular meeting of the Board of Trustees.



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

REPORT: Trustee Report

MEETING DATE: September 27, 2022

PREPARED BY: Katie Clark

LOCATION: Hybrid Meeting

SUMMARY:

It's been some time since I filed a written Trustee Report, so this is likely a long-overdue update! But it felt important to let the Board and the community know about some recent efforts around freedom to read that I've been involved with, as well as some personal developments that I'm learning to adapt to in my role as a Trustee.

BOOK BANS AND FREEDOM TO READ:

Many of us have watched with great dismay the growing tide of book banning and censorship efforts across the nation. A vast majority of Americans (70%+) oppose book bans and censorship, but a loud and well-funded minority are continuing to drive this process, which shows no signs of slowing.

School districts and library districts in many states have been besieged by challenges and demands for book removal, challenges which overwhelmingly target books with LGBTQ+ content and/or that feature characters or are written by Black and brown authors. In some cases, library staff and managers have been personally attacked (see [what's happened in Amanda Jones' situation in Louisiana](#)) while in others, libraries have closed as funding has been removed by voters.

(If you'd like a run down of how we got here, what's happening, and what steps can be taken against book bans, I'd recommend [this slide deck from Kelly Jensen of BookRiot](#) which walks through all of that in good detail.)

I'd like to thank District Director Nikki Winslow and Assistant Director Ashley Watts for making time to talk with me about ALD's challenge policies and what we're seeing locally. Fortunately, in Altadena, we're not in the same situation as a lot of other communities, and our policies and procedures seem to be working well. There will always be challenges or concerns about library materials, and that's completely fine and normal. What's concerning is the organized effort to marginalize and remove stories about people of color and LGBTQ+ folks, as well as efforts by elected officials to undermine the intellectual freedom and professional qualifications of library staff.

I've been involved in this conversation at the national level with other library advocates, and have had the opportunity recently to engage in some advocacy that I wanted to share with you.

- I [developed an infographic](#) on how to help school or public libraries that's been shared thousands of times and included on multiple resource lists (see attached for the most recent version!)
- At the invitation of [Dr Lucy Santos Green](#) from University of South Carolina, I spoke as part of a panel for Penguin RandomHouse employees moderated by [Skip Dye](#) on what folks can do locally to help their public libraries (filmed on 9/8/22 and PRH internal release date during Banned Books Week, 9/18-9/24)
- At the invitation of [Dr Jason Alston](#) from the University of Missouri-Kansas City, I spoke as part of a panel of public and academic librarians about library neutrality and the role of elected officials in public libraries (9/14/2022) along with Chris Fleming (Lower Richland Library Manager, Richland SC), Dr Monica Colon-Aguirre (LIS Professor, University of South Carolina), Billy Allen (Branch Manager, Whitney Library, Las Vegas Clark County Library District), Desmond London (Former Branch Manager, Harris County Public Library; founder of [theblklibrarian.com](#)), and Dustin Fife (College Librarian, Colorado College)

If you'd like to know more or follow this conversation as it develops in real time, here are some resources I've found essential in developing my own understanding (note: a lot of this is happening quickly, and so Twitter is a really helpful place to keep track of what's going on):

Resources/Voices on Book Banning and Censorship:

- [BookRiot.com](#) and [BookRiot editor Kelly Jensen](#)
- [GetReadyStayReady](#), an anti-censorship community action toolkit from the University of South Carolina (a project helmed by [Dr Lucy Santos Green](#))
- [Dr Tasslyn Magnusson](#) (partnering with EveryLibrary on their censorship tracking efforts)
- [EveryLibrary.org](#), which is providing on the ground support, funding, and resources to communities and libraries facing censorship efforts
- [PENAmerica's Book Bans issue page](#) and reporting feature
- [#FREedom Fighters](#), a group organizing parents and communities
- [Unite Against Book Bans](#), the ALA's anti-censorship effort (sadly, the ALA has mounted what I can only characterize as a profoundly underwhelming and pathetic response to this onslaught of bans, but they do collate some helpful information here)

PERSONAL NEWS:

This is a bit of a departure for a Trustee Report, but I wanted to share some personal news that feels important to say on the record to my colleagues and neighbors.

As some of you already know, I have been dealing with the effects of long COVID since early January of 2022 (having gotten sick along with many others over the holiday period last winter). Like many others who have had a COVID infection despite all the vaccinations and precautions, I continue to experience challenging symptoms and aftereffects. The CDC reports that nearly one in five (19%) of people who have had COVID experience long COVID symptoms, and I find myself firmly in that category.

Over the past nine months, I've learned to live with substantially reduced lung function, heart palpitations, difficulty breathing, near-constant fatigue and headaches, a brand-new case of asthma, and unpredictable flares of fever, congestion, allergic responses, and pain. It has impacted my day-to-day life substantially and, of course, has impacted the ways in which I show up as a Trustee. Just this month, for example, I had to skip a tour of the Whittier Library with the Facilities Committee - a tour that I was really looking forward to! - because I knew I wouldn't be able to walk more than twenty feet without breaking into a cold sweat, having a hard time breathing, feeling my heart race, and getting lightheaded. It sucks. (Can I say "sucks" in a trustee report?! It's happening.)

I'm including this in my Trustee report because this physical reality means that I can't show up in some of the ways that I used to. It's difficult for me to commit to attend in-person events because I don't know how my body will hold up on any given day. It's hard for me to stand for long periods of time (and these days, "long periods" seems to be more than half an hour). This new set of circumstances also means that I have to be super-vigilant about masking, since even a cold now impacts my whole immune system in a far more destructive and damaging way. I am sad and frustrated and disappointed, because I'd like to be at community events, and I'd like to be out supporting the District and the staff in person, and I'd like to be showing up for our partners and neighbors and collaborators in ways that I just can't right now.

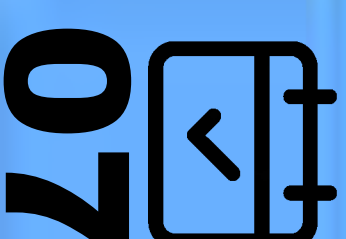
Nobody really knows how long this all lasts, or what it will look like in future. My doctors say that the fact that we've seen some marginal improvement bodes well for the future, which I think is hopeful. In the meantime, it's my goal to figure out how to show up and serve the District and the community in the best way I can. That will, of necessity, look different than it has before, but I'm committed to giving the best that I have, and I appreciate your understanding and patience as I navigate through this new reality.



TEN EFFECTIVE WAYS YOU CAN HELP YOUR LOCAL SCHOOL OR PUBLIC LIBRARY

SHOW UP TO PUBLIC LIBRARY PROGRAMS

Actively attend programs that your library is putting on, and bring a friend (or five). Branch out and try new options - many libraries depend on meeting attendance goals to maintain diverse programming.



GET (AND USE!) YOUR LIBRARY CARD

Actively using your library card to borrow books, ebooks, graphic novels, media, and other resources is critical to helping libraries maintain and expand their annual public funding sources.



REQUEST MATERIALS YOU WANT TO SEE

Most libraries accept - and indeed welcome! - patron requests for books or other media, and will buy those materials for the community. If you want to see a more diverse collection, submit a request!



VOTE IN YOUR LOCAL ELECTIONS

Find out what elected body oversees your library - is it a city council, a library board, or some other group? Support, vote for, and advocate for elected officials who will support public libraries.



JOIN A LIBRARY SUPPORT GROUP

Most libraries have a Friends of the Library group or a foundation that helps support the library. Join other library lovers to help volunteer, fundraise, and get the word out to your neighbors!



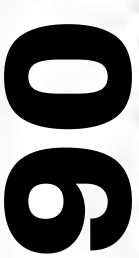
SPEAK UP AT PUBLIC MEETINGS

Once you know who the decision makers are, attend public meetings and make public comments on the record. Not sure what your library needs? Get to know your director and staff, and ask them.



SPREAD THE WORD ABOUT LIBRARIES

Libraries work tirelessly to get the word out about programs and services - and you can help! Tell your friends and neighbors about what's happening at your local library and all it has to offer.



FIGHT CENSORSHIP AND BOOK BANS

Speak up locally for the freedom to access and read diverse materials - fight back against book bans and censorship. For more, visit GetReadyStayReady.info to learn about strategies and find resources.



DONATE TO SUPPORT GROUPS OR EFFORTS

Public funding rarely meets all the needs of a library - if you are able to give money, donate to support programs and services that matter to you.



RUN FOR LOCAL ELECTED OFFICE

Become a decision maker! Run for your local library board, town council, or city government to pass policies and budgets that support and protect libraries.





September 12, 2022

Ms. Katie Clark, Trustee
Mr. Rushmore Cervantes, Trustee
Altadena Library District
600 E. Mariposa Street
Altadena, CA 91001

Dear Ms. Clark and Mr. Cervantes:

Thank you for the opportunity to provide this proposal to facilitate the performance evaluation process for your District Director. Steve Mermell, Special Advisor, who has extensive experience working with city managers, mayors, and councils, will serve as facilitator for this engagement. He will be assisted by Dan Keen, Partner.

We understand the value to the Board and District Director of conducting a productive process to communicate about performance and goals. A performance evaluation process provides an opportunity for Board members and the District Director to strengthen their partnership in carrying out their respective roles. This process can be further enhanced with 360° feedback from the District Director's direct reports and key community stakeholders. Effective organizational leadership and support requires a shared vision of the future, goals, agreement on roles, and accountability for achieving expectations. An effective performance evaluation process provides for a two-way discussion between the governing body and the executive. It also provides for a self-assessment from the District Director.

The result of the performance evaluation process should be a collective Board view about the District Director's performance along with goals for her to achieve in the coming year. Before we describe our approach, we would like to share some brief information about our firm.

About Management Partners

Management Partners is a professional management consulting firm specializing in helping local government leaders. The firm is staffed with 100 professionals who are experienced public service managers as well as qualified management consultants. Our consultants carry out a full range of projects for local government leaders including executive performance evaluations, teambuilding, strategic planning, organization reviews, executive coaching, performance management, and development process reviews. Each assignment we undertake receives careful, professional attention and we take pride in the quality of our work.

Approach

The performance evaluation process involves three essential activities: gathering information for the evaluation, facilitating a discussion between the Board and District Director, and preparing a report. Our plan of work anticipated for the engagement is described below. It is amenable to modification as needed.

Activity 1 – Gather Information

Steve will begin by talking with the District Director and you, if desired, to review the activities and schedule. Steve will finalize the process based on that discussion.

- **Create evaluation questions.** Steve will provide two sets of draft evaluation questions for review by the District Director and you. He will finalize them based on feedback. The questions for the Board interviews are tailored specifically for this engagement and generally fall in the following categories:
 - Board/director relationship and overall communications,
 - Management and leadership skills, including communication of goals,
 - Strengths and opportunities for improvement, and
 - Goal achievement and goals for the coming year.

The questions for the 360° interviews will also be customized for this engagement, and will typically cover the following areas:

- Management and leadership skills, including communication of goals,
- Anticipating and resolving problems and addressing unexpected issues,
- Appointing and developing competent staff,
- Effectively engaging with community stakeholders, and
- Supporting department heads' success in delivering effective services.

We recognize that the Board has previously utilized a form-based process for the District Director's performance evaluations, and the Board desires that we incorporate the evaluation categories from this form into our questions. We have reviewed this form, and believe that we can address most, if not all, of the evaluation categories in our questions.

- **Advise about self-assessment.** Steve will provide advice to the District Director about preparing a self-assessment. This will be a report that she will prepare in advance of Steve's interviews with Board members. It is an opportunity for the District Director to summarize her accomplishments, goals for the coming year, and other issues that will be helpful to discuss with the Board as part of the performance evaluation process.
- **Conduct Board and Staff/Stakeholder interviews.** Steve will conduct individual interviews via videoconference with each Board member and six direct reports and two community stakeholders to seek feedback about the District Director's performance.
- **Prepare report.** After Steve has interviewed Board members, he will summarize the results in a written confidential report.

Activity 2 – Facilitate Closed Session Discussion

In advance of the closed session, Steve will review the confidential evaluation report with the District Director so she can be prepared for a productive discussion. She will be present during the closed session since the Board/ Manager partnership is critical and requires an open dialogue about what is going well, what can be improved, and agreement on goals for the coming year. During the closed session, Steve will present his confidential report in a PowerPoint format for ease of discussion.

The closed session will also be an opportunity for the District Director to highlight her self-assessment, including accomplishments, proposed goals, and other items that will be helpful to discuss. The closed session will be facilitated such that there is an open and productive discussion by all Board members and the District Director, so the results are mutually beneficial. The outcomes of the closed session will be a consensus about expectations and goals for the next year.



We are proposing that one Board closed session be held for the evaluation, and our fees are based on that assumption. If additional closed sessions are required, we will charge a fee for them.

After the closed session, Steve will prepare a memorandum that summarizes the results of the performance evaluation.

Facilitator

Steve Mermell will serve as the facilitator for the District Director's performance evaluation, assisted by Dan Keen, Partner. Their brief qualifications are shown below.

Steve Mermell, Special Advisor

- More than 30 years of local government experience, including service as **city manager, assistant city manager, finance director**, as well as a variety of other management positions.
- Expert in **local government financial management**; developed and implemented strategies to address structural budget deficits. Developed a funding plan to address a \$150 million unfunded pension liability. During the 2009 financial crisis, managed the refinancing of \$270 million in auction-rate certificates.
- Successfully obtained **voter approval** for measures related to an increase in local sales tax, cannabis regulation and taxation, a special tax to support library operations, and continuation of annual transfers from power utility fund to the city's general fund.
- As assistant city manager **restructured the Pasadena Public Health Department**; eliminated millions of dollars of annual losses by shifting clinical programs to non-profit partners while improving service delivery. As city manager **oversaw departments' responses to the COVID-19 pandemic**.



Dan Keen, Partner

- **Former city manager** for 22 years in five diverse communities across the State of California: La Palma, Seaside, Novato, Concord and Vallejo.
- Facilitates city manager and other governing body appointees' **performance evaluation processes**.
- Facilitator for the annual CCMF New and Future City Managers Seminar; **frequent presenter on the city manager hiring and evaluation process**.
- Developed a reputation for strong, ethical leadership with an emphasis on **assisting cities in crisis** including Vallejo, which had just emerged from bankruptcy, and Seaside, which had dismissed its previous city manager and had no full-time department heads.
- Extensive experience **working with mayors, city council members and other elected officials**. As city manager, worked successfully with many "divided" councils where difficult interpersonal relationships among council members was common.
- **Senior advisor for the League of California Cities** and the International City-County Management Association, a volunteer position providing ongoing personal and professional advice to over 23 city and county managers in the northern coastal counties of California from Sonoma County to the Oregon border.
- **Past president** of the League of California Cities' City Managers Department; former board member of the California City Management Foundation (CCMF).



- ICMA-Credentialed Manager; held American Institute of Certified Planners Certification for 30 years; Masters of Public Administration and Masters of Planning.

References

We are happy to provide contact information for any former client and have selected three to highlight. The list below shows some of the California jurisdictions for whom we have facilitated performance evaluations in the past three years.

- | | | |
|-----------------|--|----------------|
| ▪ Atherton | ▪ Hayward Area Recreation District | ▪ Pacifica |
| ▪ Benicia | ▪ Hayward | ▪ Pinole |
| ▪ Brentwood | ▪ Indian Wells | ▪ Redwood City |
| ▪ Clayton | ▪ Martinez | ▪ Roseville |
| ▪ Concord | ▪ Modesto | ▪ Santa Cruz |
| ▪ Cupertino | ▪ Monterey County Water Resources Agency | ▪ Saratoga |
| ▪ Del Mar | ▪ Novato | ▪ Seal Beach |
| ▪ Dublin | | ▪ Sonoma |
| ▪ Half Moon Bay | | |

City of Martinez, California ⇒ City Manager/City Attorney Performance Reviews 2020 and City Manager Performance Review 2021

Management Partners was engaged to facilitate the performance evaluation of the City Manager and City Attorney. Our process involved providing advice to both individuals about their self-assessment/ accomplishments reports to the Council, conducting interviews with the Mayor and Council members, preparing a summary of the interviews and facilitating closed session for both appointees. Following both evaluation sessions, we prepared summary reports of the outcomes.

Contact: Mr. Eric Figueroa, City Manager
525 Henrietta Street, Martinez, CA 94553
(925) 372-3505

efigueroa@cityofmartinez.org

The Honorable Rob Schroder, Mayor
525 Henrietta Street, Martinez, CA 94553
(925) 372-3501

rschroder@cityofmartinez.org

City of Dublin, California ⇒ City Manager Performance Reviews 2017 through 2022

Management Partners was engaged to facilitate the annual performance evaluation process for the city manager several times between 2017 and 2022. Each year, we prepared questions, conducted individual interviews with each council member, prepared an evaluation report, facilitated a closed session for a dialogue with the council and city manager, and prepared a wrap up memorandum documenting the results of the closed session. The result of each evaluation process was a consensus on expectations and goals for the city manager, and a productive conversation between the council and city manager.

Contact: Ms. Linda Smith, City Manager
100 Civic Plaza Dublin, CA 94568
(925) 833-6650

linda.smith@dublin.ca.gov



City of Pacifica, California ⇒ City Manager Performance Evaluation 2020 and 2021

Management Partners was engaged to facilitate the City Manager’s performance evaluations in 2020 and 2021, which included compensation surveys. The process included interviews with all Council members, preparation of a confidential report, and facilitation of a closed session with the Council. A survey of total compensation, comparing the manager’s salary and benefits to city managers in eight other communities, was prepared. Management Partners worked with a City Council subcommittee to present the results of this survey and prepare additional analysis in response to Council questions. Following the session, we prepared a final evaluation summary.

Contact: Mr. Kevin Woodhouse, City Manager
170 Santa Maria Avenue, Pacifica, CA 94044
(650) 738-7409
woodhousek@ci.pacifica.ca.us

The Honorable Sue Beckmeyer
170 Santa Maria Avenue, Pacifica, CA 94044
(650) 738-7301
beckmeyers@ci.pacifica.ca.us

Project Cost

Management Partners will carry out the plan of work described above for \$9,400 which includes all fees and expenses.

Conclusion

We would enjoy working with the Altadena Library District on this important evaluation. Please feel free to contact Dan Keen at (415) 328-3187 if you have any questions.

Sincerely,



Jerry Newfarmer
President and CEO

Accepted for the Altadena Library District by:

Name: _____

Title: _____

Date: _____



**Laura Hansen, PCC
Cliffhouse Consulting**

**Proposal for Altadena Library District
for 360 Assessment of Library District Director**

September 9, 2022

Service to be provided:

- Professional Coaching is a relationship between a client who has leadership responsibility in an organization and a professional coach who uses a variety of techniques to assist the client with their professional development. The objective is to achieve positive, measurable, long-term change in professional/leadership competencies and behavior in the context of the client's organizational responsibilities.
- Fourteen interviews will be conducted for a 360 assessment (with 5 direct reports, 3 indirect reports, 3 community stakeholders, and 3 Trustees) and a report will be presented to client and Board of Trustees.

Process:

1. Interview questions will be formulated together with the client and Board of Trustees (and based on the evaluation categories in the District Director's Performance Evaluation)
2. Fourteen interviews will be conducted for a 360 assessment (with 5 direct reports, 3 indirect reports, 3 community stakeholders, and 3 Trustees) and a report will be presented to client and Board of Trustees no later than November 21, 2022.
3. All interviews are confidential, and all rater responses are aggregated into the report to maintain confidentiality.
4. All compliance regulations that govern the Library District and Board of Trustees will be followed.
5. Debrief session with client (and Board if requested) to review the report no later than November 21, 2022.
6. Closure and next step planning session with client to sustain the client's professional development going forward.
7. Coach's availability for email and phone support for client and Board during the process at no additional charge as a courtesy to the client.
8. Cancellation of scheduled sessions requires 24 hours' notice, or the client will be billed for the time.

Fees:

The interview 360 assessment process engagement is \$7,200 which includes the 360 assessment interviews and report, debrief session with client, next steps goal planning session with client, and support in between sessions. Additional interviews beyond those covered in the contract may be added for an additional fee of \$250 per interview.

Upon agreement of contract, an invoice will be sent for the full engagement.

Client signature:

_____ Date: _____

Cliffhouse Consulting
4560 Ladera Street
San Diego, CA 92107
laura@hansencoaching.com
Phone (619) 223-9600



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.C. REPORT FOR SEPTEMBER 2022**

REPORT: Agenda Item XI.c.

MEETING DATE: September 27, 2022

PREPARED BY: Nikki Winslow

LOCATION: Hybrid Meeting

TITLE: Review of Bob Lucas Memorial Library Design Development Plans

BACKGROUND:

The renovations and additions for the Bob Lucas Memorial Branch have reached the next milestone in the design process. Having completed schematic design last March, we are bringing forth the next level of information for approval so we may submit said plans to the County of Los Angeles Planning Department to acquire a Conditional Use Permit, (CUP), which is required to obtain building permits.

The Design Development plans include information beyond the aesthetics and functions of the building, including systems design, (structural, mechanical, plumbing, and electrical), as well as furthering the civil and landscape plans.

Those design plans, which were shared with the Board in the August 22, 2022 Agenda Package, can be found by visiting the following link (pages 59-140):
<https://www.altadenalibrary.org/wp-content/uploads/2022/08/08.22.2022-August-Board-Package.pdf>

The District has made a concerted effort to include the community's input in the initial and ongoing planning of the Bob Lucas renovation. Individual and organizational stakeholders have been able to provide that input though virtual, in-person, and passive means. Some recent efforts are listed below:

- District Director Winslow presented the Bob Lucas Design Documents to the community at the Altadena Town Council Joint Census Tract Meeting on September 17th. Also presenting, and responding to questions regarding the project, were Architect Mark Schoenman, Trustee Jason Capell, and Facilities Manager Jonathan Arevalo. Project surveys were provided, and the community was encouraged to continue to submit their feedback regarding the project.
- Staff have promoted the Bob Lucas Design while the Curiosity Connection van is on location at outreach events. Staff have been able to showcase the design plans on a poster board. The community is encouraged to take flyers and participate in the survey at these outreach events.

- Large poster board display stations have been situated at the entrances to Bob Lucas and the Main library. Survey flyers and project information are available to patrons at each of these display stations.
- The survey, along with project updates, are also accessible on the District website.

FISCAL IMPACT:

As construction costs continue to rise, the cost of the Bob Lucas Building project will also continue to rise. Submitting the Design Documents as soon as possible can mitigate further increases in the amount of funds put forth into the project. The District will be able to save an indeterminate but likely significant amount in construction cost, should the Design Documents be approved.

RECOMMENDATION:

Staff recommends that the Board approve the Bob Lucas Design Documents for submittal to Los Angeles County Planning, and approve moving the Design Documents into Construction Documents.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.D. REPORT FOR SEPTEMBER 2022**

REPORT: Agenda Item XI.d.

MEETING DATE: September 27, 2022

PREPARED BY: Nikki Winslow

LOCATION: Hybrid Meeting

TITLE: RFP for Accounting and Financial Consulting Services

BACKGROUND:

During the summer of 2019 under Interim Director Cindy Cleary, the Business Manager position was drafted and approved by the Board of Trustees. This integrated the finance duties that the Staff Accountant had been performing with the human resources responsibilities that had been outsourced to an outside firm at the time. An internal candidate was promoted into the position in that summer as well. ALD did a Classification & Compensation Study in the spring of 2020 and the position was retitled Administrative Services Manager and placed in the appropriate salary range based on the market study of the position.

The staff member in that position resigned in June 2021. A recruitment was done to fill the position, and someone was hired in September 2021 as the Administrative Services Manager. Unfortunately, they did not work out and resigned in October 2021. At this time, a local CPA was hired to come in once a week to help pay bills and cut checks as needed. The District also expanded the work that our accounting firm performed to include journal entries, bank and account reconciliations, preparation of the financial statements, and other accounting duties formerly done by the Administrative Services Manager.

Director Winslow worked to create a new job description for an Office Manager, that the Board approved in November 2021, that reduced the scope of work to not include human resources duties, except timekeeping and payroll processing. The recruitment was posted in December 2021 and a candidate was identified and hired in March 2022. This staff member also resigned after four months with the District in July 2022.

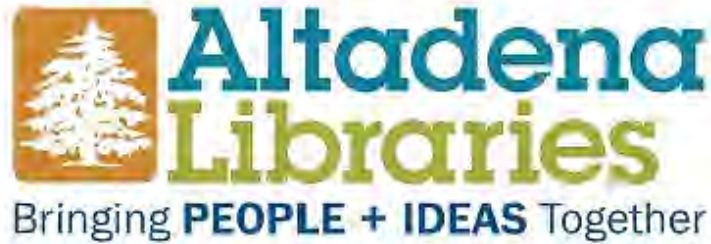
Director Winslow brought an agenda item to the Board of Trustees at their July 25, 2022 meeting to expand the scope of services of the current accounting firm. The Board approved expanding services with our current firm for six months and also directed staff to bring a Request for Proposals for Accounting and Financial Consulting Services back to the Board as soon as possible. This completed RFP was presented at a special Budget Committee meeting held on September 16, 2022. The Budget Committee voted to recommend the Board of Trustees review for their approval the attached RFP.

FISCAL IMPACT:

None

RECOMMENDATION:

Staff recommends the Board of Trustees approve the Request for Proposals for Accounting and Financial Consulting Services.



**REQUEST FOR PROPOSALS
ACCOUNTING AND FINANCIAL
CONSULTING SERVICES
Altadena Library District**

RFP ISSUE DATE **September 28, 2022**

CONTACT Nikki Winslow, District Director
Email: nwinslow@altadenalibrary.org
Phone Number: 626-798-0833 x 103

PROPOSAL DUE **October 26, 2022 by 5:00 PM**

All proposals must be submitted at: <https://www.bidnetdirect.com/california/ald>.

BID CONTENTS

- Section I Purpose of Request for Proposals and General Terms and Conditions
- Section II Schedule of Events
- Section III Proposer Qualifications
- Section IV Scope of Work
- Section V Evaluation and Award Criteria
- Section VI Proposal Instructions, Format, and Submittal Requirements
- Section VII Cost Sheet

Attachment A Professional Services Agreement Sample

Note: This bid does not constitute an order for the goods or services specified.

**SECTION I
PURPOSE OF REQUEST FOR PROPOSAL
AND GENERAL TERMS AND CONDITIONS**

1.0 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Altadena Library District is seeking to establish a contract with one qualified vendor who will provide accounting and financial consulting services as described throughout this RFP. Our intent is to receive proposals from qualified vendors demonstrating the capability to provide the full scope of services to support the District's accounting, bookkeeping and financial reporting needs.

1.1 QUESTIONS REGARDING THE RFP

Any questions, interpretations or clarifications, either administrative or technical, about this RFP must be requested in writing prior to the date indicated in Section II. All pertinent questions will be answered in writing and conveyed to all Proposers. Oral statements concerning the meaning or intent of the contents of this RFP by any person is unauthorized and invalid. **All questions either technical, commercial or contractual in nature shall be directed to: Nikki Winslow, Altadena Library District Director at nwinslow@altadenalibrary.org.**

1.2 ERRORS AND OMISSIONS

If a Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its attachments, they shall immediately notify Altadena Library District of such error in writing and request modification or clarification of the document. Modifications will be made by addenda. Clarifications will be given by written notice to all parties who have been furnished or who have requested an RFP for proposing purposes, without divulging the source of the request for same.

If a Proposer fails to notify Altadena Library District prior to the date fixed for submission of proposals of an error in the RFP known to them, or an error that reasonably should have been known to them, and if awarded the contract, the Proposer will not be entitled to additional compensation or time by reason of the error or its later correction.

1.3 ADDENDA

The Altadena Library District may modify this RFP, any of its key action dates, or any of its attachments. Addenda will be numbered consecutively as a suffix to the RFP Reference Number. It is the Proposer's responsibility to ensure they have incorporated all addenda. Failure to acknowledge and incorporate addenda will not relieve the Proposer of the responsibility to meet all terms and conditions of the RFP and any subsequent addenda.

1.4 SUBMISSION OF PROPOSAL

Proposals will be accepted on or before the date and time indicated in the Schedule of Events, Section II, in accordance with Section VI, Proposal Instructions and Format.

1.5 PROPOSER'S COST

Costs for developing proposals are entirely the responsibility of the Proposer and shall not be chargeable to the Altadena Library District.

1.6 EXCEPTIONS

If a Bidder takes exception to any part of these specifications as written, or as amended by any addenda subsequently issued, or the Agreement, they must do so in writing. Said exceptions must be submitted with the proposal. Failure to do so will be construed as acceptance of all items of the specification and the Agreement.

1.7 DELIVERY OF PROPOSALS

All proposals must be submitted at: <https://www.bidnetdirect.com/california/ald> by not later than **October 26, 2022 at 5:00pm**. The Altadena Library District assumes no responsibility for delay in delivery. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

1.8 PROPOSALS BECOME THE PROPERTY OF ALTADENA LIBRARY DISTRICT

Proposals become the property of Altadena Library District and information contained therein shall become public property subject to disclosure laws after Notice of Intent to Award. Altadena Library District reserves the right to make use of any information or ideas contained in the proposal.

1.9 CONFIDENTIAL MATERIAL

Proposer must notify Altadena Library District in advance of any proprietary or confidential material contained in the proposal and provide justification for not making such material public. Altadena Library District shall have sole discretion to disclose or not disclose such material subject to any protective order which Proposer may obtain.

1.10 REJECTION OF PROPOSALS

Altadena Library District may reject any or all proposals and may waive any deviation in a proposal. Altadena Library District's waiver of a defect shall in no way modify the RFP documents or excuse the Proposer from full compliance with the specifications if they are awarded the contract. Proposals referring to terms and conditions other than Altadena Library District's terms and conditions may be rejected as being non-responsive.

Altadena Library District may make investigations as deemed necessary to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to Altadena Library District all such information and data for this purpose as requested by Altadena Library District. Altadena Library District reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy Altadena Library District that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work specified.

1.11 CANCELLATION

This solicitation does not obligate the Altadena Library District to enter into an agreement. Altadena Library District retains the right to cancel this RFP at any time. No obligation, either expressed or implied, exists on the part of the Altadena Library District to make an award or to pay any cost incurred in the preparation or submission of a proposal.

1.12 **INSURANCE REQUIREMENTS**

The Altadena Library District requires a certificate of insurance prior to commencement of any work. An underwriter's endorsement is also required with additional insured verbiage.

Commercial General Liability (CGL): Insurance written on an occurrence basis to protect Proposer and the Altadena Library District against liability or claims of liability which may arise out of this order in the amount of One million (\$1,000,000) per occurrence and subject to an annual aggregate of One million (\$1,000,000). There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability. All defense costs shall be outside the limits of the policy.

Vehicle Liability Insurance: Proposer shall also procure and shall maintain during the term of this order vehicle liability insurance in an amount not less than \$1,000,000 for injuries, including accidental death, to any one person, and subject to the same minimum for each person, in an amount not less than \$1,000,000 for each accident, and property damage insurance in an amount of not less than \$1,000,000.

Workers' Compensation Insurance: For all of Proposer's employees who are subject to this order and to the extent required by applicable state or federal law, Proposer's shall keep in full force and effect a Workers' Compensation policy. That policy shall provide a minimum of One million (\$1,000,000) of employers' liability coverage, and Proposer shall provide an endorsement that the insurer waives the right of subrogation against the Altadena Library District and its respective elected officials, officers, employees, agents and representatives. In the event a claim under the provisions of the California Workers' Compensation Act is filed against the Altadena Library District by a bona fide employee of Proposer participating under this Agreement, Proposer agrees to defend and indemnify the Altadena Library District from such claim.

Professional Liability: For all of Proposer's employees who are subject to this order, Proposer shall keep in full force and effect Professional Liability coverage for professional liability with a limit of One Million (\$1,000,000) per claim and One Million (\$1,000,000) annual aggregate. Proposer shall ensure both that: (1) the policy retroactive date is on or before the date of commencement of the services under the Agreement; and (2) the policy will be maintained in force for a period of time defined above, there will be no changes or endorsements to the policy that increase the District's exposure to loss.

1.13 **DISPUTES/PROTESTS**

The Altadena Library District encourages Proposers to resolve issues regarding the requirements or the procurement process through written correspondence and discussions during the period in which clarifying addenda may be issued. The Altadena Library District wishes to foster cooperative relationships and to reach a fair agreement in a timely manner.

Proposers filing a protest must do so within five (5) calendar days after Notice of Intent to Award. The protesting Proposer shall submit a full and complete written statement detailing the facts in support of the protest. Protest must be sent by certified or registered mail or delivered in person to the District Director, or designee.

The Altadena Library District will provide a decision on the matter. The decision must be in writing and sent by certified or registered mail, faxed, or delivered in person to the protesting Proposer. The decision of Altadena Library District is final.

1.14 AWARD CRITERIA

Award, if any, will be to the Proposer whose proposal, in the sole discretion of the Altadena Library District, will best meet the needs of the Altadena Library District. Evaluation methodology and basis for award are described in Section V – Evaluation and Award Criteria.

1.15 TERM OF THE AGREEMENT

The period of services shall be three years with the option to renew for two additional, one year periods. Annual renewals shall be automatic and based on satisfactory performance of service and unless terminated by either party with thirty (30) days written notice prior to the expiration of each annual renewal. In addition, the District shall have the right to terminate for convenience upon (90) days written notice.

1.16 CONTRACTUAL DOCUMENTS

In the event of a conflict between documents the following order of precedence shall apply:

1. Altadena Library District Agreement
2. Altadena Library District Request for Proposal
3. Proposer's Proposal

1.17 EXECUTION OF THE AGREEMENT

The Agreement shall be signed by the Proposer and returned, along with the required attachments to the Altadena Library District within 10 working days. The period for execution may be changed by mutual agreement of the parties. Agreements are not effective until approved by the appropriate Altadena Library District officials. Any work performed prior to receipt of a fully executed Agreement shall be at Proposer's own risk.

1.18 FAILURE TO EXECUTE THE AGREEMENT

Failure to execute the Agreement within the time frame identified above shall be sufficient cause for voiding the award. Failure to comply with other requirements within the set time shall constitute failure to execute the Agreement. If the successful Proposer refuses or fails to execute the Agreement, the Altadena Library District may award the Agreement to another Proposer.

1.19 NON-ENDORSEMENT

If a proposal is accepted, the Proposer shall not issue any news releases or other statements pertaining to the award or servicing of the agreement which state or imply Altadena Library District endorsement of Proposer's services.

1.20 CONFLICT OF INTEREST

The District may require a Statement of Economic Interests (Form 700) to be filed by any proposer who is involved in the making, or participation in the making, of decisions which may foreseeably have a material effect on any District financial interest [reference Government Code § 82019].

The District reserves the right to prohibit participation by the proposer in submitting a proposal for or providing services, goods or supplies, or any other related action, which is required, suggested or otherwise deemed appropriate in the end product of this contract.

**SECTION II
SCHEDULE OF EVENTS**

Release of Request for Proposal	September 28, 2022
Last Day for Submission of Questions	October 12, 2022 by 5:00pm
District Response to Questions	October 14, 2022
Deadline for Receipt of Proposals	October 26, 2022 by 5:00pm
Evaluation	October 31-November 4, 2022
Optional Interview if Required	November 8, 2022
Selection presented to Board of Trustees	November 28, 2022
Tentative Start Date	December 1, 2022

*NOTE: The dates subsequent to receipt of proposal may be adjusted without further notice.

**SECTION III
PROPOSER QUALIFICATIONS**

- 3.0** In addition to meeting all other requirements of this RFP, all responding Proposers shall furnish verifiable evidence that their firm and personnel, at a minimum, meet the following qualifications.
- a.** Proposer must have at least one Certified Public Accountant with an active California Board of Accountancy license.
 - b.** Proposer must provide a list of other governmental agencies in California for which the firm is presently providing similar services. The District reserves the right to contact any or all of the listed agencies regarding the accounting and financial consulting services performed by Proposer.
 - c.** Proposer must have a Certified Payroll Provider with knowledge of the Internal Revenue Services Taxation laws and California Employment Development Department laws.
 - d.** Proposer must have experience implementing Government Accounting Standards Board (GASB) pronouncements and compliance.
 - e.** Proposer must have experience reporting both employee retirement and health information to the California Public Employee Retirement System (CalPERS).

SECTION IV SCOPE OF WORK

4.0 THE COMMUNITY

Altadena Library District (the District) is a small public agency organized under the Education Code of the State of California. A California Special District, The District is a public library system that operates two libraries serving the approximately 43,000 residents of Altadena. The District collaborates with its community to create environments for learning and inspiration, serves as a community center, and brings residents together to share the unique history of Altadena and the San Gabriel Valley.

4.1 SCOPE OF WORK

The scope of services is to provide accounting and finance consulting services in an ongoing basis. Services, although not all-inclusive, may include:

- a. Preparation of the annual budget, including meetings with District staff and Board of Directors that may be required by the District.
- b. Preparation of 10 years cash flow projections during each budget cycle.
- c. Assistance with mid-year budget review if requested, including meetings with District staff and the Board of Directors that may be required by the District.
- d. Year-end closing of the District's accounting books and records in accordance with Generally Accepted Accounting Principles to prepare for the annual audit.
- e. Preparation of year-end and/or interim schedules that may be required by the District's independent auditors.
- f. Coordinate annual financial statement audit and interim fieldwork.
- g. Presence at the District's offices while the District's independent auditors are performing on-site year-end field work.
- h. Monthly analysis and reconciliation of the District's General Ledger balance sheet accounts and bank accounts to ensure up-to-date and accurate accounting records are reported to District Management.
- i. Prepare journal entries needed to close the District books each month, including, but not limited to payroll entries, cash debit and credit entries, accruals, and reclassifications.
- j. Track spending of the CFD bond proceeds and reconcile to US Bank each month. Provide separate accounting for management review.
- k. Create separate classes for grants and other cost centers and reconcile back to supporting documents.
- l. Preparation of monthly financial statements (Budget to Actual, Balance Sheet).
- m. Review the W-9s and prepare 1099s in January each year.
- n. Prepare the State Government Compensation in California Report on an annual basis.
- o. Prepare the OPEB trust reporting reports as needed.
- p. Review of the State Financial Transactions Report and Audited Financial

Statements (prepared by the auditor) on an annual basis.

- q. Periodic implementation, review and monitoring of the District's internal controls and accounting/financial control structure.
- r. Attendance at any Finance Committee or Board meetings as needed.
- s. Advisory and implementation of best practices based on vast experience with other government agencies.
- t. Train staff as needed on financial/accounting related processes.
- u. Assist staff with payroll, employment taxation, and PERS reporting as needed.

4.2 **MEETINGS**

Consultant will attend meetings requested by and or approved by the District on an hourly basis with an estimated ten (10) hours at the principal rate.

4.3 PAYMENT OF INVOICE

Payment shall be made monthly upon the receipt and acceptance of an invoice and a detailed time log of work performed. The time log shall indicate the on-site and off-site service hours performed by date, deliverable and the name of the individual performing the services. The Proposer shall not be reimbursed for any travel or per diem expenses. All other expenses shall be approved by the District before they are incurred.

SECTION V EVALUATION AND AWARD CRITERIA

5.0 **EVALUATION METHOD**

All proposals shall be reviewed to verify that the Proposer has met the minimum requirements. Proposals that have not complied with requirements, do not meet minimum content and quality standards, or take unacceptable exceptions to the General Terms and Conditions, may be eliminated from further consideration. Proposals will be reviewed and evaluated by an evaluation committee comprised of Altadena Library District personnel. Award will be made in the best interest of the Altadena Library District.

5.1 **EVALUATION CRITERIA**

Evaluation and award will be based on factors that are not limited to acquisition cost. These factors may include, but are not limited to:

- a. Experience/Past Performance/References** - Consideration will be given based upon the firm's experience, years in business, past and current client references; technical expertise and professional competence in areas directly related to this RFP; number of years of experience in performing similar work in performing accounting and financial consulting services. Proposer shall include five (5) external client references from clients who received similar services to those proposed for this solicitation.
- b. Personnel** - Proposer shall submit resumes of all primary professional staff members who will be performing services under the contract. Proposer should demonstrate that all key personnel have been successfully involved with projects of similar scope and magnitude.
- c. Proposer Qualifications** - This category will evaluate the proposer's ability to take upon itself the responsibilities set forth in the Scope of Work and produce the required outcome in a timely manner. Consideration will be given for the overall quality of the proposal, including a demonstrated understanding of the purpose, scope and objective of the services to be performed. It is the intention of the Altadena Library District to award a contract to the Proposer who furnishes satisfactory evidence that the Proposer has the requisite experience and ability to enable the Proposer to execute the work successfully and properly, and to complete services in a timely manner. To determine the degree of responsibility to be credited to the Proposer, the Altadena Library District will weigh the evidence that the Proposer has performed satisfactorily other contracts of like nature, magnitude and comparable difficulty and comparable rates of progress.
- d. Total Cost** - As reflected herein, contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the District. After evaluating the proposals and discussing them further with the finalists or the tentatively selected Proposer, the District reserves the right to further negotiate the proposed work and/or method and amount of compensation.

- e. Non-Discrimination** - The Altadena Library District hereby notifies all proposers that it will affirmatively ensure that minority, women-owned and local business enterprises will be afforded full opportunity and consideration when submitting proposals in response to this invitation when reviewing the plans for award of contract. The District does not discriminate in regard to actual or perceived characteristic of race, color, ancestry, national origin, ethnicity, religion, sex, sexual orientation, gender, gender identity or expression, age, physical or mental disability, medical condition, marital status, citizenship status, military or veteran status, or other bases protected by state or federal law.
- f. Optional Interview** - in the event the District decides that interviews are necessary, Proposers who are finalists will be notified as promptly as possible. Each interview will consist of either an in-person or virtual presentation of no longer than one (1) hour. Notice of confirmation of the interview date/time will be given by telephone or in writing.

**SECTION VI
PROPOSAL INSTRUCTIONS AND FORMAT**

6.0 INTRODUCTION

To be considered responsive to this RFP, Proposer must submit proposals in the format identified in this section. All requirements and questions in the RFP must be addressed and all requested data must be supplied. The Altadena Library District reserves the right to request additional information that, in District's opinion, is necessary to assure that the Proposer's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to contract.

6.1 DELIVERY OF PROPOSALS

The Proposer must submit their proposal through the online portal at: <https://www.bidnetdirect.com/california/ald> by the established deadline.

6.2 PREPARATION

Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the Proposer's demonstrated capability to perform work of this type.

6.3 PROPOSAL FORMAT

Proposals shall adhere to the following format for organization and content. Proposals must be divided into the individual sections listed below, indexed, and tabbed.

- a. Cover Letter** - The cover letter shall include a statement of intent to perform the services and confirm that all elements of the RFP have been reviewed and understood. The letter should include a brief summary of Proposers' qualifications and Proposers' willingness to enter into a contract under the terms and conditions prescribed by the Altadena Library District Professional Services Agreement. Any and all exceptions to the RFP must be listed on an item by- item basis and cross-referenced with the RFP document. If there are no exceptions, Proposer must expressly state that no exceptions are taken. The letter should be signed by an individual who can bind the Proposer contractually.
- b. Table of Contents** - The table of contents shall identify the contents of the proposal in a format consistent with the proposal requirements and format set forth herein.

6.4 PROPOSAL CONTENT

a. 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).
- 2) Identify the number of years of experience in providing accounting and financial consulting services, similar in size and scope to that requested in the RFP.
- 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.
- 4) Proposer shall describe the role of the accounting and financial consulting services department in the firm and attach a copy of the firm's relevant filings, licenses or certifications as needed.
- 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 accounting and financial consulting services, whether current, pending, or occurring in the last five (5) years. Please indicate disposition of each claim.

b. 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.

c. 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?

d. SECTION IV – COST SECTION

Proposer is expected to quote a firm, fixed, fully-loaded monthly 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 monthly rate will include travel to and from the off-site workplace to the on-site workplace. Additionally, include a fee schedule for possible additional services. The completed Cost Sheet shall be signed and submitted.

**SECTION VII
COST SHEET**

7.0 INTRODUCTION

Proposer shall complete cost sheet to include all costs, including travel and per diem 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.

7.1 COST FOR SCOPE OF WORK, SECTION IV

a. Monthly Fee Schedule For Project/Service For Term Of Contract

1 st Year	2 nd Year	3 rd Year

b. Identify hourly rates for key personnel for additional services, including a not to exceed cap.

This proposal submitted by: _____
Company Name

Address: _____

Telephone Number: _____

Fax Number: _____

Business License Number: _____

Contact Name: _____

Authorized Signature: _____

ATTACHMENT A

PROFESSIONAL SERVICES AGREEMENT **SAMPLE**

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is made and entered into this day of _____ 202_, (the “Effective Date”) by and between the Altadena Library District, a California Public Utilities District (“District”), and _____ (“Consultant”). District and Consultant may herein be referred to individually as a “Party” and collectively as the “Parties.”

RECITALS

- A. District has determined that consultant services are required _____ for _____ (the “Project”).
- B. Consultant has submitted a proposal to District that includes a scope of proposed consultant services, attached hereto and incorporated herein by this reference, and described more fully in **Exhibit A** (“Services”).
- C. Consultant represents that it is qualified, willing and able to provide the Services to District, and that it will perform Services related to the Project according to the rate schedule included in the scope of proposed consultant services attached hereto and incorporated herein as **Exhibit B** (the “Rates”).

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth below, the sufficiency of which is mutually acknowledged, the Parties agree as follows:

AGREEMENT

1. Recitals. The recitals set forth above (“Recitals”) are true and correct and are hereby incorporated into and made part of this Agreement by this reference. In the event of any inconsistency between the Recitals and Sections 1 through 20 of this Agreement, Section 1 through 20 shall prevail.

2. Consulting Services. Consultant agrees, during the term of this Agreement, to perform the Services for District in connection with the Project. Any request for services in addition to the Services described in **Exhibit A** will be considered a request for additional consulting services and not compensated unless the Parties otherwise agree in writing. No subcontract shall be awarded or an outside consultant engaged by Consultant unless prior written approval is obtained from District.

3. Compensation. District shall pay Consultant according to the fee schedule set forth in **Exhibit B** for a time and materials cost not to exceed _____, as full remuneration for the performance of the Services. Consultant agrees to maintain a log of time spent in connection with performing the Services. On a monthly basis, Consultant shall provide District, in reasonable and understandable detail, a description of the Services rendered pursuant to the Agreement and in accordance with the Rates. If the work is satisfactorily completed, District shall pay such invoice within thirty (30) days of its receipt. If District disputes any portion of any invoice, District shall pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.

4. Additional Work and Compensation. Any additional services approved and performed pursuant to this Agreement shall be designated as “Additional Services” and shall identify the number of the authorized change order, where applicable, on all invoices. If changes in the work seem merited by Consultant or the District, and informal consultations with the other Party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the District by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the District and executed by both Parties before performance of such services, or the District will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

5. Term. This Agreement shall become effective on the Effective Date and will continue in effect for five (5) years, unless terminated earlier as provided in Section 6 or 7 below (the “Term”).

6. Termination. District may terminate this Agreement prior to the expiration of the Term (“Termination”), without cause or reason, by providing Consultant fourteen (14) days’ notice in writing of District’s desire to terminate this Agreement (the “Termination Notice”). Upon receipt of a Termination Notice, Consultant shall immediately cease performing the Services. Consultant will be entitled to compensation, as of the date Consultant receives the Termination Notice, only for Services actually performed.

7. Termination for Cause. Notwithstanding Section 6 above, this Agreement may be terminated by District for cause based on the loss or suspension of any licenses, permits or registrations required for the continued provision of the Services, or Consultant’s malfeasance. Termination of the Agreement for cause as set forth in this Section shall relieve District from compensating Consultant.

8. Confidential Information. Consultant understands and agrees that, in the performance of Services under this Agreement or in the contemplation thereof, Consultant may have access to private or confidential information that may be owned or controlled by District and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to District (“Confidential Information”).

Consultant shall not, unless required by law, either during or after the Term, disclose to any third party any Confidential Information without the prior written consent of District. If District gives Consultant written authorization to make any such disclosure, Consultant shall do so only within the limits and to the extent of that authorization. Such authorization does not guarantee that the District will grant any further disclosure of Confidential Information. Consultant may be directed or advised by the District’s General Counsel on various matters relating to the performance of the Services on the Project or on other matters pertaining to the Project, and in such event, Consultant agrees that it will treat all communications between the District’s General Counsel and itself, its employees and its subcontractors as Confidential Information and subject to the restrictions of this Section.

9. Performance by Key Employee. Consultant has represented to District that _____ (“Key Employee”) will be the person primarily responsible for the performance of the Services and all communications related to the Services. District has entered into this

Agreement in reliance on that representation by Consultant. The Key Employee shall not be removed from the Project or reassigned without the prior written consent of the District.

10. Property of District. The following will be considered and will remain the property of District:

A. **Documents.** All reports, drawings, graphics, working papers and Confidential Information furnished by District in connection with the Services (“Documents”).

Nothing herein shall be interpreted as prohibiting or limiting District’s right to assign all or some of District’s interests in the Documents.

B. **Data.** All data collected by Consultant and produced in connection with the Services including, but not limited to, drawings, plans, specifications, models, flow diagrams, visual aids, calculations, and other materials (“Data”). Nothing herein shall be interpreted as prohibiting or limiting District’s right to assign all or some of District’s interests in the Data.

C. **Delivery of Documents and Data.** Consultant agrees, at its expense and in a timely manner, to return to District all Documents and Data upon the conclusion of the Term or in the event of Termination.

11. Work Product and Intellectual Property Rights. Consultant agrees, warrants and represents to District as follows:

A. That upon termination of this Agreement, Consultant assigns to District all intellectual property rights which may arise or have arisen from Consultant’s performance of services to District. In addition, Consultant grants District a perpetual, irrevocable, royalty-free license to the intellectual property Consultant has been contracted to create, compose, write, sketch, draw or design for District.

B. In exchange for the compensation paid under this Agreement, all works created, composed, written, sketched, drawn, or designed by Consultant under this Agreement (hereafter “Work Product”) or in previous services to District shall be owned by District.

C. Consultant will relinquish to District all original or derivative materials in all media created by Consultant pursuant to Consultant’s service to District and agrees that the fee paid includes the intellectual property and other rights to the materials as specified in this subsection.

D. All Work Product produced by Consultant pursuant to this Agreement, except documents which are required to be filed with public agencies or which have been made available without copyright in the public domain by District, shall be deemed solely the property of District. Consultant will take such steps as are necessary to perfect or protect the ownership interest of District in such Work Product. Upon completion, expiration, or termination of this Agreement, Consultant shall turn over to District all such original Work Product in Consultant’s possession or control.

E. Consultant shall be entitled to rely upon the accuracy and completeness of the information provided by District and its agents.

F. Consultant will be entitled to use documentation or representations of work undertaken for District for Consultant's own business purposes, including publication or marketing.

12. Duties of District. In order to permit Consultant to render the Services required hereunder, District shall, at its expense and in a timely manner:

A. Provide such information as Consultant may reasonably require to undertake or perform the Services;

B. Promptly review any and all documents and materials submitted to District by Consultant in order to avoid unreasonable delays in Consultant's performance of the Services; and

C. Promptly notify Consultant of any fault or defect in the performance of Consultant's Services hereunder.

13. Representations of Consultant. District relies upon the following representations by Consultant in entering into this Agreement:

A. **Qualifications.** Consultant represents that it is qualified to perform the Services and that it possesses the necessary licenses, permits and registrations required to perform the Services or will obtain such licenses or permits prior to the time such licenses or permits are required. Consultant represents and warrants to District that Consultant shall, at Consultant's sole cost and expense, keep in effect or obtain at all times during the Term of this Agreement, any licenses, permits, and registrations that are legally required for Consultant to practice Consultant's profession at the time the Services are rendered.

B. **Consultant Performance.** Consultant represents and warrants that all Services under this Agreement shall be performed in a professional manner and shall conform to the customs and standards of practice observed on similar, successfully completed projects by specialists in the Services to be provided. Consultant shall adhere to accepted professional standards as set forth by relevant professional associations and shall perform all Services required under this Agreement in a manner consistent with generally accepted professional customs, procedures and standards for such Services. All work or products completed by Consultant shall be completed using the best practices available for the profession and shall be free from any defects. Consultant agrees that, if a Service is not so performed, in addition to all of its obligations under this Agreement and at law, Consultant shall re-perform or replace unsatisfactory Service at no additional expense to District.

14. Compliance with Laws and Standards. Consultant shall insure compliance with all applicable federal, state, and local laws, ordinances, regulations and permits, including but not limited to federal, state, and county safety and health regulations. Consultant shall perform all work according to generally accepted standards within the industry. Consultant shall comply with

all ordinances, laws, orders, rules, and regulations, including the administrative policies and guidelines of District pertaining to the work.

15. Independent Contractor; Subcontracting. Consultant will employ, at its own expense, all personnel reasonably necessary to perform the Services. All acts of Consultant, its agents, officers, employees and all others acting on behalf of Consultant relating to this Agreement will be performed as independent contractors. Consultant, its agents and employees will represent and conduct themselves as independent contractors and not as employees of District. Consultant has no authority to bind or incur any obligation on behalf of District. Except as District may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of District in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind District to any obligation whatsoever. Consultant is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is expressly approved by District in writing.

16. Insurance. Consultant and all of Consultant's contractors and subcontractors shall obtain and maintain insurance of the types and in the amounts described in this paragraph and its subparagraphs with carriers reasonably satisfactory to District.

A. **General Liability Insurance.** Consultant shall maintain occurrence version commercial general liability insurance or an equivalent form with a limit of not less than Two Million Dollars (\$2,000,000) per claim and Two Million Dollars (\$2,000,000) for each occurrence.

B. **Workers' Compensation Insurance.** Consultant shall carry workers' compensation insurance as required by the State of California under the Labor Code. Consultant shall also carry employer's liability insurance in the amount of One Million Dollars (\$1,000,000.00) per accident, with a One Million Dollar (\$1,000,000.00) policy limit for bodily injury by disease, and a One Million Dollar (\$1,000,000.00) limit for each employee's bodily injury by disease.

C. **Automobile Insurance.** Consultant shall carry automobile insurance for the vehicle(s) Consultant uses in connection with the performance of this Agreement in the amount of One Million Dollars (\$1,000,000.00) per occurrence for bodily injury and property damage.

D. **Errors and Omissions Liability.** Consultant shall carry errors and omissions liability insurance in the amount of no less than One Million Dollars (\$1,000,000.00) per occurrence or greater if appropriate for the Consultant's profession. Architects and engineers' coverage is to be endorsed to include contractual liability. Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the District, elected and appointed councils, commissions, directors, officers, employees, agents, and representatives ("District's Agents"); or the Consultant shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claims administration and defense expenses.

E. **Other Insurance Requirements.** Within five (5) days of the Effective Date, Consultant shall provide District with certificates of insurance for all of the policies required under this Agreement (“Certificates”), excluding the required worker’s compensation insurance. Such Certificates shall be kept current for the Term of the Agreement and Consultant shall be responsible for providing updated copies and notifying District if a policy is cancelled, suspended, reduced, or voided. With the exception of the worker’s compensation insurance, all of the insurance policies required in this Agreement shall: (a) provide that the policy will not be cancelled, allowed to expire, or materially reduced in coverage without at least thirty (30) days’ prior written notice to District of such cancellation, expiration, or reduction and each policy shall be endorsed to state such; (b) name District, and District’s Agents as additional insureds with respect to liability arising out of Services, work or operations performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied, or used by the Consultant, or automobiles owned, leased, or hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the District; (c) be primary with respect to any insurance or self-insurance programs covering District or District’s Agents and any insurance or self-insurance maintained by District or District’s Agents shall be in excess of Consultant’s insurance and shall not contribute to it; (d) contain standard separation of insured provisions; and (e) state that any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect the coverage provided to the District.

17. Indemnification. To the fullest extent permitted by law, Consultant shall defend (with counsel reasonably approved by the District), indemnify and hold the District, its elected and appointed officials, officers, employees, agents, and authorized volunteers free and harmless from any and all claims, demands, causes of action, suits, actions, proceedings, costs, expenses, liability, judgments, awards, decrees, settlements, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, (collectively, “Claims”) in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant’s Services, the Project, or this Agreement, including without limitation the payment of all damages, expert witness fees, attorneys’ fees and other related costs and expenses. This indemnification clause excludes Claims arising from the sole negligence or willful misconduct of the District. Consultant’s obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, the Board of Trustees, members of the Board of Trustees, its employees, or authorized volunteers. Consultant’s indemnification obligation shall survive the expiration or earlier termination of this Agreement.

If Consultant’s obligation to defend, indemnify, and/or hold harmless arises out of Consultant’s performance as a “design professional” (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant’s indemnification obligation shall be limited to the extent which the Claims arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant in the performance of the services or this Agreement, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant’s liability for such claim, including the cost to defend, shall not exceed the Consultant’s proportionate percentage of fault.

18. Consequential Damages. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

19. Litigation. In the event that either Party brings an action under this Agreement for the breach or enforcement hereof, or must incur any collection expenses for any amounts due hereunder the prevailing Party in such action shall be entitled to its costs including reasonable attorney's fees, whether or not such action is prosecuted to judgment.

20. Notices. Any notice or communication required hereunder between District or Consultant must be in writing, and may be given either personally, by registered or certified mail (return receipt requested), or by Federal Express, UPS or other similar couriers providing overnight delivery. If personally delivered, a notice shall be deemed to have been given when delivered to the Party to whom it is addressed. Notices given by registered or certified mail shall be deemed to have been given and received on the first to occur of (a) actual receipt by any of the addressees designated below as the party to whom notices are to be sent, (b) on the date delivered as shown on a receipt issued by the courier, or (c) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered as shown on a receipt issued by the courier. Any Party hereto may at any time, by giving ten (10) days written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at the addresses in this paragraph set forth below:

If to District:

Altadena Library District
600 E Mariposa Street
Altadena, CA 91001
Attention: District Director

If to Consultant:

Attention:

21. Time of Performance. Consultant shall perform its Services in a prompt and timely manner and shall commence performance upon receipt of written notice from the District to proceed. Consultant shall complete the Services required hereunder within Term.

22. Delays in Performance.

A. Neither District nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing Party. For purposes of this Agreement, such circumstances include a Force Majeure Event. A Force Majeure Event shall mean an event that materially affects the Consultant's performance and is one or more of the following: (1) Acts of God or other natural disasters occurring at the project site; (2) terrorism or other acts of a public enemy; (3) orders of

governmental authorities (including, without limitation, unreasonable and unforeseeable delay in the issuance of permits or approvals by governmental authorities that are required for the Services); and (4) pandemics, epidemics or quarantine restrictions. For purposes of this section, "orders of governmental authorities," includes ordinances, emergency proclamations and orders, rules to protect the public health, welfare and safety.

B. Should a Force Majeure Event occur, the non-performing Party shall, within a reasonable time of being prevented from performing, give written notice to the other Party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Delays shall not entitle Consultant to any additional compensation regardless of the Party responsible for the delay.

C. Notwithstanding the foregoing, the District may still terminate this Agreement in accordance with the termination provisions of this Agreement.

23. Conflicts of Interest. During the term of this Agreement, Consultant shall at all times maintain a duty of loyalty and a fiduciary duty to the District and shall not accept payment from or employment with any person or entity which will constitute a conflict of interest with the District.

24. California Labor Code Requirements. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, Consultant agrees to fully comply with such Prevailing Wage Laws, if applicable. Consultant shall defend, indemnify and hold the District, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subcontractors to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). If the Services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such Services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements.

25. Verification of Employment Eligibility. By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration

Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

26. Prohibited Employment. Consultant shall not employ any current employee of District to perform the work under this Agreement while this Agreement is in effect.

27. Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

28. General Provisions.

A. **Modification.** No alteration, modification, or termination of this Agreement shall be valid unless made in writing and executed by all Parties.

B. **Waiver.** The waiver by any Party of a breach of any provision hereof shall be in writing and shall not operate or be construed as a waiver of any other or subsequent breach hereof unless specifically stated in writing.

C. **Assignment.** No Party shall assign, transfer, or otherwise dispose of this Agreement in whole or in part to any individual, firm, or corporation without the prior written consent of the other Party. Subject to the forgoing provisions, this Agreement shall be binding upon, and inure to the benefit of, the respective successors and assigns of the Parties.

D. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the state of California.

E. **Venue.** Venue for all legal proceedings shall be in the Superior Court of California for the County of Los Angeles.

F. **Partial Invalidity.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

G. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall be deemed a single agreement.

H. **Severability.** If any term, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall remain in effect.

I. **Audit.** District shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify

Consultant's charges to District under this Agreement. Records of Consultant's Services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to District for inspection and/or audit at mutually convenient times for a period of four (4) years from the Effective Date. Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the Agreement Term and for four (4) years from the date of final payment under the Agreement for inspection by District.

J. **Entire Agreement.** This Agreement sets forth the entire understanding between the Parties as to the subject matter of this Agreement and merges all prior discussions, negotiations, proposal letters or other promises, whether oral or in writing.

K. **Headings Not Controlling.** Headings used in this Agreement are for reference purposes only and shall not be considered in construing this Agreement.

L. **Time is of the Essence.** Time is of the essence in this Agreement for each covenant and term of a condition herein.

M. **Drafting and Ambiguities.** Any rule of construction that ambiguities are to be resolved against the drafting party does not apply in interpreting this Agreement as each Party was involved in the drafting of this Agreement.

N. **District's Right to Employ Other Consultants.** District reserves its right to employ other consultants, including but not limited to engineers, in connection with this Project or other projects.

O. **Prohibited Interests.** Consultant maintains and warrants that it has neither employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no official, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

P. **Third Party Rights.** Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the District and the Consultant.

Q. **Authority.** The persons executing this Agreement on behalf of the Parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said Parties and that by doing so, the Parties hereto are formally bound to the provisions of this Agreement.

R. **Electronic Signatures.** The Parties hereto hereby agree that electronic signatures are acceptable and that they shall have the same force and effect as original wet signatures.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the last day and date below written.

DISTRICT:
ALTADENA LIBRARY DISTRICT

CONSULTANT:

By: Nikki Winslow, District Director

By: _____

Name: _____

Date: _____

Date: _____

APPROVED AS TO FORM:

Richard Egger, General Counsel

EXHIBIT A
Services

EXHIBIT B
Rates



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.E. REPORT FOR SEPTEMBER 2022**

REPORT: Agenda Item XI.e.

MEETING DATE: September 27, 2022

PREPARED BY: Nikki Winslow

LOCATION: Hybrid Meeting

TITLE: Staff Accountant Job Description

BACKGROUND

In the presently constricted job market, special districts have found that the cost of outsourcing accounting and finance functions is often less than the cost of a fully burdened staff member. The District seeks to hire a part-time staff accountant who would have a scope of work with an emphasis on payroll processing, CalPERS reporting, and performance of weekly accounts payable duties. Attached is the Staff Accountant job description that will need approval from the Board of Trustees before the District can post and fill the position.

FISCAL IMPACT

The cost of hiring the part-time Staff Accountant would be approximately \$40,000.00

RECOMMENDATION

Staff recommends that the Board of Trustees approve the new Staff Accountant Job Description.

Staff Accountant**DEFINITION**

Under general direction of the District Director, performs District payroll processing, CalPERS reporting, and assists with performance of weekly accounts payable duties. Performs a wide variety of complex analytical and administrative tasks; ensures compliance with relevant laws, standards, and District rules and regulations; provides complex and responsible support to the District Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Director.

CLASS CHARACTERISTICS

This is a fully qualified journey-level classification responsible for independently performing professional duties in support of the District's budgeting, financial, and accounting functions as well as administration of payroll. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Assists with the collection and disbursement of revenues, petty cash and cash related transactions, refunds, bank deposits, bank transfers, and receipts; assists in reviewing, verifying, and processing District expenditures, including invoices, credit card bills, and procurement documents; assists in preparing, processing, printing, and forwarding payments to vendors; assists with researching and resolving vendor billing issues and payment discrepancies.
- Performs a variety of tasks in support of the District's accounting programs including accounts payable, accounts receivable, grant funding, compliance, and reporting, and general accounting; may originate and record journal entries; assists in maintaining general ledger; assists in maintaining a variety of financial schedules, records, and files; prepares supporting documentation and assists with independent annual audits.
- Alerts the District Director of any potential fiscal problem areas.
- Assists with administration of employee benefit programs, including insurance, paid leave, retirement, Social Security, open enrollments, Family and Medical Leave (FMLA) requests, and deferred compensation programs; assists in communication with benefit brokers regarding benefit products and insurance premiums;

Assists in processing payments for insurance, retirement, and deferred compensation benefits.

- Assists with administration of District payroll, which includes input and submission of payroll data into database, and disbursing paychecks. May record payroll entries into District's accounting system.
- Greets and assists internal and external customers in a friendly, prompt, and accessible manner; creates positive experiences for library patrons by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance while performing duties in both public and staff areas.
- Interprets complex rules, regulations, contracts, policies, and procedures; applies such interpretation in the performance of assigned responsibilities.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including budgeting, general accounting, auditing, financial reporting, and their application to District operations.
- Principles, practices, and procedures for processing payroll and purchasing functions.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Complex mathematical and statistical techniques.
- Principles and practices of research, analysis, reporting methods, and data collection.
- Effective practices in evaluation and outcomes measurement.
- Principles and procedures of record keeping, document processing, and filing systems.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed (ex: Quickbooks).

Ability to:

- Perform a variety of professional finance, accounting, and payroll duties such as reviewing, analyzing, recording, and documenting a diverse range of financial transactions and verifying the accuracy of financial data.

- Maintain confidentiality of sensitive personal information of current and former employees and other matters affecting District financial and human resources administration.
- Prepare clear, complete, and concise statements and reports.
- Understand and analyze accounting, budgeting, and financial statements and reports.
- Prepare, review, and examine budget documents and reports; audit, reconcile, and balance bank statements.
- Analyze, post, balance, and reconcile financial ledgers, reports, and accounts; ensure proper authorization and documentation for disbursements and other financial transactions.
- Commit to the principles of intellectual freedom and equal access.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business administration, public administration, accounting, finance, or a related field.

Experience:

- One (1) year of professional experience in finance administration, accounting, or a related field.

Licenses and Certifications:

➤ None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may encounter challenging interpersonal situations in the course of their work.

WORKING CONDITIONS

Occasional evening and weekend work may be required as job duties demand.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.F. REPORT FOR SEPTEMBER 2022**

REPORT: Agenda Item XI.f.

MEETING DATE: September 27, 2022

PREPARED BY: Nikki Winslow

LOCATION: Hybrid Meeting

TITLE: Report for Resolution 2022-16 Authorizing the Establishment of Authorized Signatures for Pacific Western Bank

BACKGROUND:

The District's bank, Pacific Western Bank, requires a resolution from the governing body of the Altadena Library District listing authorized signers on all bank accounts and safe deposit boxes whenever a change occurs. Former Office Manager Ana Villalobos will be removed and Assistant Library Director Ashley Watts will be added to our account as another check signer.

To ensure the District's fiscal operations continue without delays, the Pacific Western Bank requires the Board Secretary to sign their Resolution by Legal Entity Customer (Exhibit A).

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Board of Trustees approve Resolution 2022-16 Establishing Authorized Signatures.

RESOLUTION NO. 2022-16

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT ESTABLISHING AUTHORIZED SIGNATURES.

WHEREAS, the Pacific Western Bank requires a resolution from the governing body of the Altadena Library District listing authorized signers on all bank accounts and safe deposit boxes whenever a change occurs, and

WHEREAS, an essential job function of the Altadena Library District’s Assistant District Director requires they be authorized to represent and sign on behalf of the Altadena Library District, and

WHEREAS, the Altadena Library District Board of Trustees has acquired new membership and requires changing authorized signers to reflect current Board of Trustees composition, and

WHEREAS, the changes will supersede Pacific Western Bank’s Certified Corporate Resolution approved by the Altadena Library District Board of Trustees at their regular meeting on March 28, 2022.

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. Establishment of Authorized Signatures. The Pacific Western Bank is authorized to pay out funds from the following accounts with any signature of the individuals whose names and titles are listed below on behalf of the Altadena Library District:

	<u>Account Type</u>	<u>Account Number</u>
1.	Business Checking	On file
2.	Business Savings	On file

	<u>Authorized Representatives</u>	<u>Title</u>
1.	Nikki Winslow	District Director
2.	Ashley Watts	Assistant District Director

	<u>Authorized Signers</u>	<u>Title</u>
1.	Nikki Winslow	District Director
2.	Ashley Watts	Assistant District Director
3.	Katie Clark	Trustee
4.	Terry Andruess	Trustee

Section 3. Completion and Signing of Pacific Western Bank's Master Account Agreement. The Altadena Library District Director and Board Secretary are authorized to complete, sign, and submit the Master Account Agreement provided by Pacific Western Bank.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the Board of Trustees adopts a resolution superseding or amending this resolution.

PASSED AND ADOPTED by the Board of Trustees of the Altadena Library District, this 27th day of September 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Kameelah Wilkerson, Board Secretary

Rushmore Cervantes, Board President

APPROVED AS TO FORM:

Richard Egger, General Counsel



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XI.G. REPORT FOR SEPTEMBER 2022**

REPORT: Agenda Item XI.g.

MEETING DATE: September 27, 2022

PREPARED BY: Nikki Winslow

LOCATION: Hybrid Meeting

TITLE: Review and Approval of Library Closure October 13 and 14, 2022, for commercial facility rental.

BACKGROUND:

The Main Library received an inquiry from a location scout regarding use of the library for the filming of an upcoming television series. The scout expressed a preference for the week of October 10, and staff determined the requested two-day closure would be best on Thursday, October 13 and Friday, October 14. The Main Library is open 10am to 6pm both days. Bob Lucas Library is also open both days from 10am to 6pm.

It should also be noted that the Main Library is currently closed that week on Monday, October 10 through Board approval to conduct our annual Staff Development Day.

The production company is willing to pay for the full cost of the facility rental as outlined in our current policy. The library would gain a profit of \$20,000 for the two-day closure, with the potential for additional profit, should the production company exceed filming beyond 8 hours each day. A screenshot below of our current rates:

<i>Interior & Exterior</i>	Open Hours Requires Closure	\$5,000 Minimum of 8hours	\$625 for each additional hour plus \$5,000 premium to close library *Subject to additional fees for daily cleaning cost, daily lost revenue of library, and on-site staff
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The profit gained from the rental would go toward a few expenses not budgeted for in the 2022-2023 fiscal year.

- The District’s HVAC system at the main library has gone through significant strain, especially during the recent heatwave. The system went down more than once during this period, and many areas of the library were affected, during operating hours and before the library opened to the public. Because of cost, repairs had previously not been

completed due to the upcoming Main Library renovations, and temporary fixes to the system have been planned. The HVAC vendor we use determined that one of the units needs a new compressor and gave an estimated quote of \$13,000. With this opportunity for unexpected revenue, the library could forego temporary solutions to the problem, and address the full repair of the HVAC system. This is a significant repair, considering the predictions by many experts that our region will continue to experience future unprecedented heatwaves during the summer months.

- As the library continues to expand its Library of Things with the funding that was designated for this purpose, one item that had not been considered in the past is a second sound system. This additional system could be checked out by patrons or our community partner groups that often ask to borrow our system for their programs or events. Our current sound system, purchased back in 2020, cost \$8,000. Due to inflation, we anticipate a new system ranging from \$8,000 to \$10,000 depending on quality and components included.

If the Main Library does close for these two days, staff would given the option of taking leave if scheduled to work, or assigned to work at the Bob Lucas branch or telework if their workload permits it. We are also working with the scout to ensure that Passport Services will remain open both days to take appointments.

FISCAL IMPACT:

The library would not need to make mid-year budget adjustments to designate the cost of the compressor, approximately \$13,000, for the unexpected HVAC repairs. The library will also gain revenue to put toward an additional sound system for the Library of Things, which could be loaned to partnering organizations when the library has concurrent events, the cost of which can be anywhere from \$3,000 to \$10,000 dependent on system quality. The sound system can also be rented, with guidelines for this rental process to ensure once the sound system purchase is approved.

RECOMMENATION:

Staff recommends that the Board of Trustees discuss the proposed two-day closure on October 13-14, 2022 for the filming of an upcoming television series and vote to approve or reject this proposed closure.

RESOLUTION NO. 2022-17

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 OCTOBER 1, 2022 – OCTOBER 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) October 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 27th day of September, 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