



AGENDA

Board of Library Trustees | Altadena Library District
600 E. Mariposa St
Altadena, CA 91001
Main Library Community Room
April 24, 2023 – 4:30 p.m.

IMPORTANT NOTICE REGARDING APRIL 24, 2023 MEETING

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the April 24, 2023 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 (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 4:30 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. 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.
- III. 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:
 - i. Pending Litigation
- IV. 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 **PAGES 4 - 8**
 - 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 March 23, 2023
- 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 – March 2023 **PAGES 9 - 34**
 - i. Adult
 - ii. YFS
 - iii. Bob Lucas
 - iv. Facilities
 - v. IT/TS
 - b. Partnership Presentation (**Informational**)
- IX. Reports
 - a. Support Groups
 - i. Altadena Library Foundation
No report this month

- ii. Friends of the Altadena Library
No report this month
- b. District Director's Report **PAGES 35 - 41**
- c. Financial Reports – March 2023 **PAGES 42 - 54**
- d. Board of Trustees Standing Committee Reports No reports this month
- e. Board of Trustees Ad Hoc Committee Reports
 - i. Redistricting Committee
 - ii. Facilities Committee **PAGES 55 - 56**
- f. Liaison Reports
 - i. Government Liaison Report **PAGES 57 - 58**
No report this month
- g. Trustee Reports
No reports this month

X. Unfinished Business

XI. PUBLIC HEARING **PAGES 59 - 66**

- a. Welcome and Purpose
 - i. NDC Redistricting Presentation and overview of published draft maps
- b. Public Hearing Procedures and Guidelines
- c. Open of the Public Hearing

XII. New Business

- a. Landscape and Gardening RFP **(Action)**
PAGES 67 - 102
- b. Habitat for Humanity Date change from 4-27-2023 to 6-29-2023 **(Action)**
PAGE 103

XIII. Governance

XIV. Correspondence **PAGES 104 - 106**

XV. Announcements and Planning

XVI. Adjournment



MINUTES

Board of Library Trustees | Altadena Library District
600 E. Mariposa St
Altadena, CA 91001
Main Library Community Room
March 27, 2023 – 5:00 p.m.

IMPORTANT NOTICE REGARDING MARCH 27, 2023 MEETING

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the Mar 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

The meeting was called to order by Trustee Capell at 5:01 PM.

- a. Land Acknowledgement
Trustee Capell read the Land Acknowledgement

II. Open Session

- a. Roll Call

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

- b. Approval/Reordering of Agenda Items
None.

- c. Adoption of Agenda

Moved by Trustee Andruess to adopt the agenda.

Seconded by Trustee Clark

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- d. Public Comment on Non-Agenda Items

Public Comment requested and made by Mark Mariscal.

Mark Mariscal offered information on two upcoming events from the Altadena Rotary Club: Saturday April 29th Altadena Rotary Semi-Annual Pancake Breakfast Benefitting Altadena Mountain Rescue Team, Altadena Heritage, and Altadena Historical Society, and the Saturday May 13th Altadena Habitat for Humanity Build.

III. Consent Calendar

Moved by Trustee Clark to approve the Consent Calendar.

Seconded by Trustee Lim

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- a. The Board of Library Trustees hereby approves the items and recommended

actions in the Consent Calendar listed below:

Approval of Minutes – Regular Meeting held February 23, 2023

- IV. Consideration of Items Removed from the Consent Calendar
Items removed from the Consent Calendar discussed individually at this time.
No items removed.

- V. Department Updates & Special Presentations (Informational)
 - a. Department Update Reports – February 2023
 - i. Adult
 - ii. YFS
 - iii. Bob Lucas
 - iv. Facilities
 - v. IT/TS

- VI. Reports (Informational)
 - a. Support Groups
 - i. Altadena Library Foundation
Foundation President Anita Lawler provided the Foundation report.

 - ii. Friends of the Altadena Library
No report

 - b. District Director’s Report
District Director Nikki Winslow provided the report

 - c. Financial Reports – February 2023
Kristi Even of Eide Bailly provided the report

 - d. Board of Trustees Standing Committee Reports

 - e. Board of Trustees Ad Hoc Committee Reports
 - i. Redistricting Committee
 - 1. Update from 3/25/2023 Special Meeting
Trustee Wilkerson provided an update.
 - ii. Facilities Committee
Trustee Clark provided the report.

 - f. Liaison Reports
 - i. Government Liaison Report
Trustee Andrues provided the report

 - g. Trustee Reports
None.

VII. Unfinished Business
None.

VIII. New Business

- a. Review and Approval of the new ALD Intern Job Description **(Action)**
Moved by Trustee Clark to approve the new ALD Intern Job Description
Seconded by Trustee Wilkerson

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- b. Authorization for District Director to add Furniture Consulting Services for the Bob Lucas Library Renovation ABA Additional Furniture and Other Services **(Action)**

Moved by Trustee Lim to Authorize the District Director to add Furniture Consulting Services for the Bob Lucas Library Renovation

Seconded by Trustee Clark

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- c. Authorization for District Director to add Furniture Consulting Services for the Main Library Renovation ABA Additional Furniture and Other Services **(Action)**

Moved by Trustee Clark to authorize the District Director to add Furniture Consulting Services for the Main Library Renovation

Seconded by Trustee Lim

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- d. Authorization for District Director to Amend the Contract for Architectural Services due to the Additions of the Community Room and Lobby Space in the Main Library Design **(Action)**

Moved by Trustee Clark to Amend the Contract for Architectural Services due to the Additions of the Community Room and Lobby Space in the Main Library Design

Seconded by Trustee Lim

Roll Call Vote:

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- e. Review and Approval to offer Vending Machine vendor contract **(Action)**

Moved by Trustee Wilkerson to offer Vending Machine vendor contract.

Seconded by Trustee Clark

Roll Call Vote:

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

IX. Special Presentation (Informational)

- a. Tina Calderon: Beyond Land Acknowledgement Special Presentation
Tina Calderon, Culture Bearer of the Gabrielino Tongva tribe, provided a presentation for the Trustees

X. Governance

XI. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

XII. Adjournment

- a. Adjourn Meeting
Trustee Capell Adjourned the meeting at 7:00pm.



**BOARD OF LIBRARY TRUSTEES
ADULT SERVICES REPORT FOR MARCH 2023**

DEPARTMENT: Adult Services

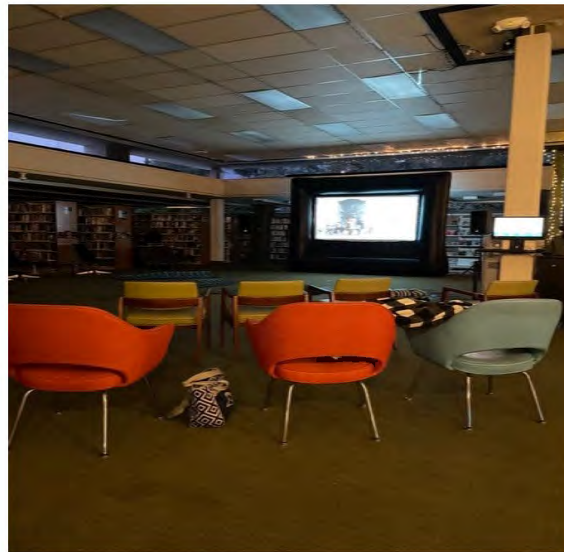
MEETING DATE: April 24, 2023

PREPARED BY: Ashley Watts

LOCATION: Main Library Community Room

Celebrating Women's History Month

To celebrate Women's History Month, we hosted an indoor movie night screening of "Black Panther: Wakanda Forever." We had 26 people come to play some giant games and use the photo booth before the movie started. And they loved it. One patron came and said, *"I was so glad to see that you were hosting a movie night for this movie. I missed seeing it in the theater! So good to see it on the big screen here at the library."*



Mobile Library

New training sessions have begun again this February to help new and existing staff feel confident and prepared for the upcoming Curiosity Connection outings. Staff are given a thorough tour of the supplies and capabilities of the Mobile Library and learn the different setup possibilities available to them during outreach events. Staff are also trained on safety and maintenance awareness for the vehicle. Staff training always ends with a test drive of the Curiosity Connection to gain confidence in handling the vehicle on outings.

Fab Lab

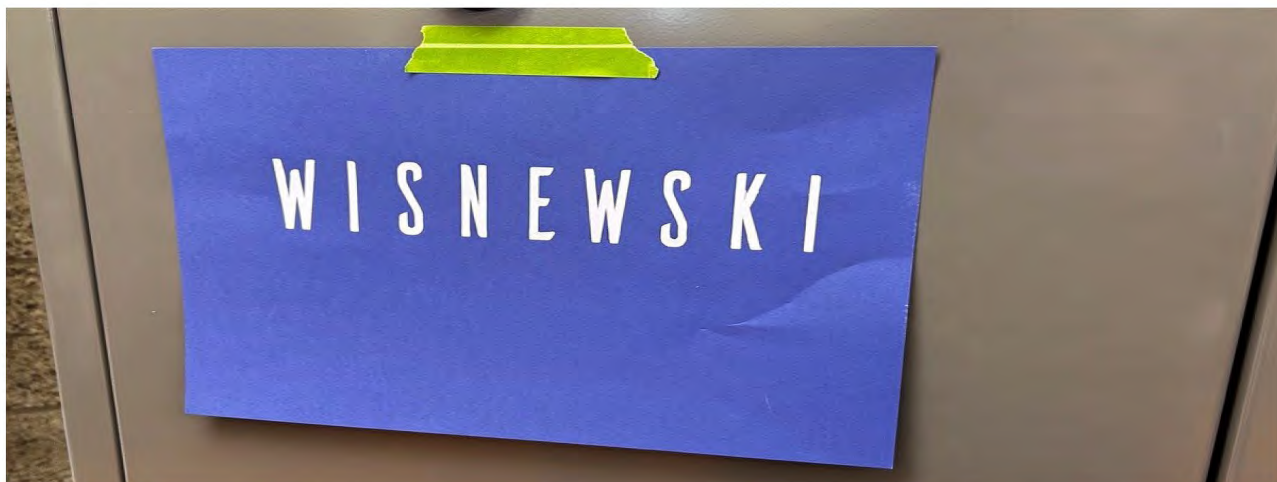
The Fab Lab had a great month in March. We added a dozen new members through our orientation process and had 30 hours of creative work take place in the space. Patrons have really embraced the Fab Lab in this first quarter of being open - only wishing for more hours and more space.



Attendees at the Fab Lab Foundations: Screen Printing session in March, 2023

The Fab Lab also hosted our first program with an outside educator in March. On the 25th, *Fab Lab Foundations: Screen Printing*, took place outside in the pocket park. The session's instructor, John Miner, is a former graphic arts professor from PCC. The attendees took full advantage of the opportunity to create custom artwork and hand-printed t-shirts. Sensing the creative energy and good times happening in the pocket park, quite a few Saturday visitors ended up checking out the program and joining in as last minute additions.

A very rewarding story to relate: One of our Fab Lab members, Lisa, is an entrepreneur in the beauty industry. She designed, prototyped, and produced a unique eyebrow-sculpting beauty tool. As a small business owner, Lisa is DIY focused and embraces creative problem-solving. She also needs to attend trade shows and present her business. Lisa discovered the Fab Lab at the info desk and quickly signed up. After her orientation she was ready to dive in to her projects. With some help from Fab Lab staff, she was able to get herself started on screen printing her own branded t-shirts with her company logo. To do so she used many of the Fab Lab's resources: screen printing station, iMacs and Adobe software, Cricut. She was able to go from digital logo to 8 printed shirts in just a few hours once getting the basics down.



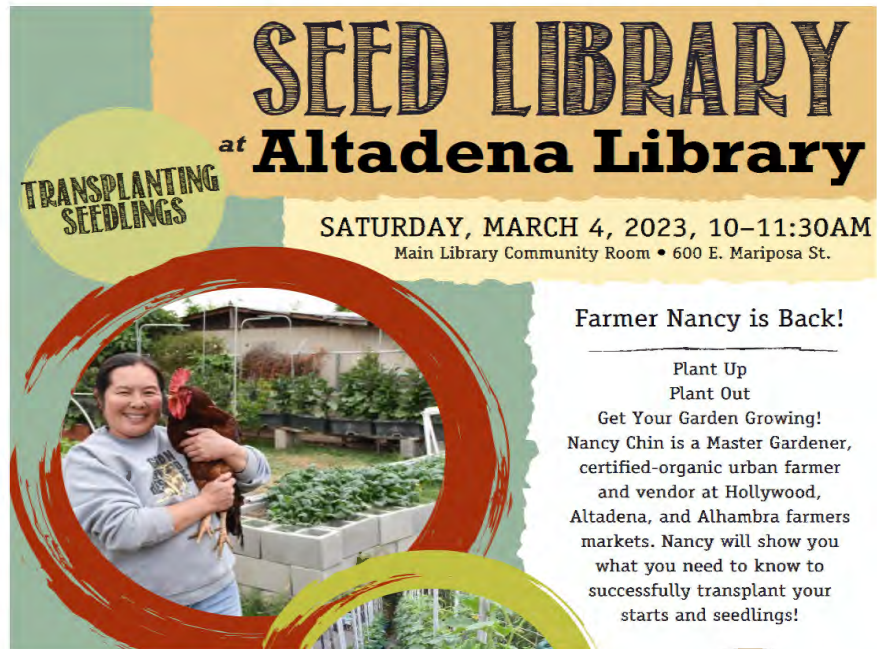
Lisa's

test print for her t-shirts

Lisa's use of the Fab Lab is a great example of how our space can support creative work, the entrepreneurial spirit, and lifelong learning.

Seed Library

Our March Seed Library featured guest presenter Farmer Nancy who covered the topic of Transplanting Seedlings. We had 40+ people in attendance. Nancy Chin is a Master Gardener, certified-organic urban farmer and vendor at Hollywood, Altadena, and Alhambra farmers markets. Nancy showed participants what they needed to know to successfully transplant their starts and seedlings.



The Altadena Library, Seed Library of Los Angeles *Altadena Branch*, and Altadena Community Garden met to discuss what our future partnerships could look like as our Seed Library branch is exploring a new leadership model. For the 2023 calendar year, our Seed Library workshops will be held at both the **Main Library** [Feb. March. June. Aug. Sept.] and at the **Altadena Community Garden** [April. May. Oct. Nov. Dec.]. Bringing programming out into the community increases partnerships, resources, and participation. This will especially be advantageous as we prepare for our renovation and look to offer more programs out in the community!

Art at the Library

March/April Art Exhibition: Amigos de los Rios

For the months of March & April we will be exhibiting Amigos de los Rios. Amigos de los Rios works to create an “Emerald Necklace”, a natural infrastructure network of green spaces, green schools, parks, and trails throughout under-served communities in the Los Angeles Basin. They are in the process of connecting the mountains to the sea, helping to provide equitable access to nature, and protecting our environment and urban communities from the threats of climate change. Amigos de los Rios is committed to designing quality public environments that revitalize urban neighborhoods within economically disadvantaged Southern California communities. Educational pieces include photos, maps, and site plans on display in the Reading Court and glass display case. Additionally, the extensive work Amigos did at Mary W. Jackson (PUSD) is on exhibit in our Community Room. Amigos de los Rios is based in Altadena and is founded and run by [Claire Robinson](#). We are so lucky to have so many great neighborhood partners!



Jeff Seymour Family



Jackson STEM Dual Language Magnet Academy (PUSD)



Santa Fe Computer Science Magnet School (MUSD)

Art Curation Team

Artist-in-Residence

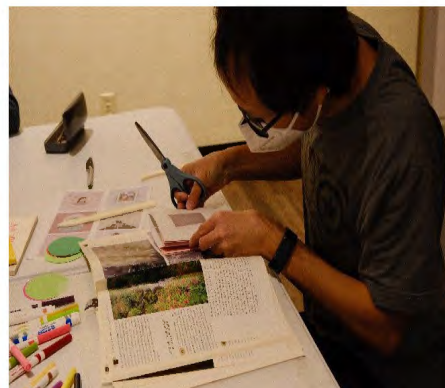
In March we ran a three-class series on **Botanical Printing** out in the community at the Arlington Garden. 6 students spent 20+ hours together in the month of March experimenting, creating, and spending time with neighbors.



3x3 Art Workshops

In March, we held our 3X3 Art Workshop on Pop-Up Tunnel Books. 10 participants created original diorama-like pop-up books using mixed media and collage techniques in this unique workshop with teaching artist, Rachel Curry. Tunnel books or "peep hole books" date back to the Victorian Era but remain a beloved structure with book artists and paper engineers today. Rachel Curry is an artist and educator from Los Angeles. She loves to foster creative communities through her workshops in printmaking, book arts, collage, and textiles. She studied Art Education at CSULB and has taught at numerous museums, schools and institutions such as the Huntington Library, Craft Contemporary, Otis

College of Art and Design and more! She believes that art is for everyone and that creativity can and should be used as a tool to promote social change.



Call for Curators

The Art Curation Team (ACT) began marketing to the public to apply to curate art for the library. Applications for Guest Curators will close on June 30th with an exhibition run of September-October 2023.

Call for Curators

Help Us Curate Local Art!

The Altadena Library District is looking for guest curators who would like to produce a show for a group of artists in September/October 2023 at the Main Library in the Community Room and Reading Court.

If you have a proposed exhibition for a group show, please submit a guest curator application no later than Friday, June 30, 2023.

Our Art Curation Team will notify the chosen curator by Friday, July 28, 2023.

Exhibition applications can be submitted through the district website at www.altadenalibrary.org/art (you can also

Second Saturdays

This month Second Saturday came in swinging! We had the fantastic band Crown City Bombers, and it was a night full of swing dancing! We had about 200 people, and they loved them!

Here is some feedback we got from some patrons that came:

- *I love the band! Please bring more swing bands!*
- *It was a great night.*
- *Love the diverse music choice!*



Mt. Lowe Chamber Players Concert

We facilitated a performance of The Mt. Lowe Chamber Players Fiato String Quartet on the floor of the Main Library. 104 were in attendance to enjoy chamber music by composers also known for their film music, including John Adams, Nino Rota, Aaron Copland, John Corigliano, and Erich Korngold. The last of the series will be the Reed Quintets...very hip, rhythmic and energetic quintets for reed instruments. This will be on Sunday, May 21.



Murder Mystery Event

We had another murder mystery night here at the library; it was a hit like always. We had a game of 8 and let me tell you, the costumes were fantastic! If you have not come to one yet, I highly encourage you to! The theme was Pistols, Pasta, and Passion, so the décor had a little Italian flair!



Adult Craft Hour

Our adult craft hour continues to grow more and more! This month's project was garden steppingstones. They could choose the kind of rock material they would use and make their design!

Here are some comments we got from the patrons that came to the event:

- *All the materials were provided, the instructors were super laid back and friendly, it was an hour to decompress/be in the zone/recharge, I learned how to do something that I previously had thought might be too difficult, and now I know how to do it and can do it on my own time/share with others! It made my day better.*
- *I loved learning a new skill at the beautiful library and making new friends :)*
- *Meeting new friends and creating something beautiful and useful.*
- *Thank you to our fine hosts for making the workshop so special.*



Huntington Health Screening and Fentanyl Talk

This month the Huntington Hospital came and did a lecture to bring awareness to the narcotic Fentanyl. We had 6 people show up and the doctors gave out Narcan Nasal Spray to everyone that attended and trained them on how to use it.

For this month's health screening, we had 12 patrons to visit our registered nurses!

Crochet Workshop

For National Crochet Month, we hosted our very first crochet workshop. We had a 4-week class with 6 students, and they loved it! They learned how to make four different crochet stitches and, by the end of the course, were able to make their hand warmers!

One student said: *Mikayla was an excellent and patient instructor, and she made the class fun. It was a nice surprise to receive all of the tools we did, and the instructions packet she created was very comprehensive.*

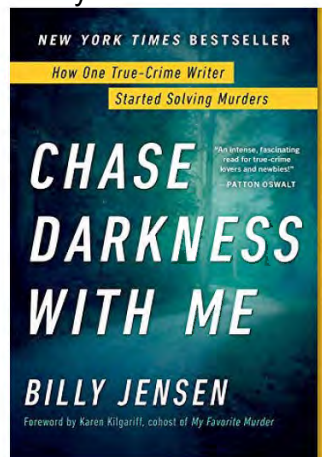


Open Mic Night

The first Open Mic of the year happened, with 2 attendees and no performers. One attendee saw the flyer, and the other attendee was not planning on going in before they heard about it that evening. We will continue to promote the event to get more performers and grow our audience! Open Mic takes place on the 1st Monday night of each month.

True Crime Book Club

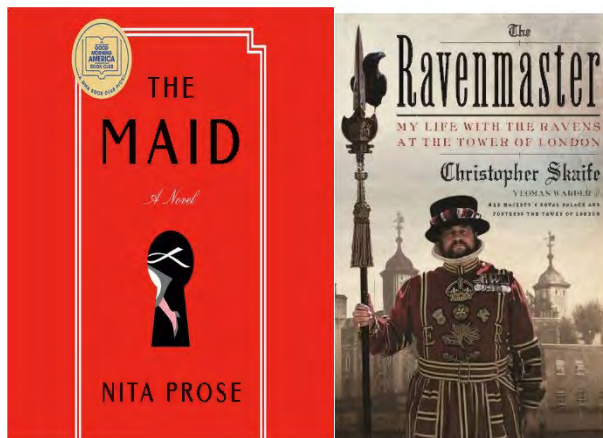
The selected book for this month was *I'll Be Gone in the Dark* by Billy Jensen. Jensen helped finish the book after his friend Michelle McNamar's death. Adult Services staff member Helen and her group thought the book was well written and it covered many cases/victims. With a lawyer as a member, the group chewed on cases and got legalese simplified for easier understanding! Current forensics, true crime online forums, and crowdsourcing were discussed with this book choice, as well as current and past cases. They also shared how/when they first became interested in true crime.



Feedback from this program: One patron said they were hurrying to get home from the area of Cedars Sinai hospital so they wouldn't miss book club! "Tell Helen I might be late, but I'm coming!" I'll be there! From another member, upon seeing the zoom link did not include future dates(because I edited them) - Hi, I hope you will consider this beyond today. I am really enjoying it and being introduced to books I never would have read otherwise. Please, please, please.... Looking forward to the discussion.

No Guilt Book Club

In No Guilt we read *The Maid* by Nita Prose and *The Ravenmaster* by Christopher Skaife. The 8 attendees agreed that *The Maid* was a very well written mystery that, upon dissection, was filled with even more mysteries than the main story. *The Ravenmaster* was a dive into British history and pageantry as Skaife told us about living with his family in the Tower of London whilst taking care of the most pampered corvids in the world. Members were so pleased with the books for March!



Little Free Libraries

Last month, we shared that a patron had received new titles to be added to her LFL. She reached out this month to request more books already! Since the sun has finally been shining lately, families have been taking more walks and visiting her library. Helen curated a new box of books for the restock!



Read Local, Shop Local

This month staff went around town to visit businesses to see if they were interested in signing up for our RLSL program, and it was a success! We had 6 more businesses to sign up! We now have 12 participating in this program and a total of 33 patrons signed up!

Free Comic Book Day is coming!

ALD always celebrates Free Comic Book Day! Adult Services staff member Mark has placed our comic book order with our partner George at Comics Factory. Be on the lookout for this event, which takes place the first Sunday in May.

Chess Night

Chess night continues, and we had 38 participants this month.

Diversity Audit

Our Adult Services Diversity Audit continues! For the month of March, we spent 14 hours auditing the Adult Collection at Main.

Displays

In this month's display, we celebrated Women's History Month! Our patrons loved it so much that two community members reached out to staff asking for the photos of all the incredible women we had on display.



Here is an email from one of the patrons about the display.

Thanks for the links regarding the Women's Month History. I received them, and I am printing them. Thanks for your help. I appreciate it. I am sure my little students will enjoy the activities. I have planned to use the posters from the links. Thanks again for your time and your kindness.

*Sincerely,
Maria Rousey*

A Little "Lagniappe":

"Lagniappe" is a New Orleans word meaning "a bonus" or "something extra". Assistant Director Ashley Watts had the pleasure of working with Trustee Wilkerson to facilitate a literacy event for her Jack and Jill group. While this was not a typical library-organized event, it was indeed a bonus treat for library staff. Students read stories, received library cards, and made buttons in the Fab Lab with Adult Services staff member Janelle. It was such a delight to work with this group!



Got Comments?

We received 1 comment card this month and it was from Maria Rousey, the patron feedback that was shared above.



**BOARD OF LIBRARY TRUSTEES
YOUTH AND FAMILY SERVICES REPORT FOR MARCH 2023**

DEPARTMENT: Youth and Family Services **MEETING DATE:** April 24, 2023

PREPARED BY: Sofia Araya

LOCATION: Main Library Community Room

Children's Services

Our story time and children's programs are as popular as ever! We had a great attendance all month long, averaging 50 attendees per story time. We had a total of 15 programs with 562 attendees.

Stitch and Sew!

The third "Stitch and Sew" program of the year, exploring fiber arts crafts, has been a hit! Attendees ages 8-12 created pencil toppers using felt. They all really enjoyed themselves!



Picture of attendees with their projects.



Picture of attendees' creations.

Play & Learn: Drawing!

In this month's Play & Learn program, children ages 2 – 5 experienced early learning opportunities through drawing! This monthly series encourages children ages 2 – 5 and their caregivers to make new friends and learn new ways they can develop their early literacy skills! This month we focused on art, with a variety of fun stations set up throughout the Community Room at the Main Library.

School Visits and Outreach

- Sofia (YFS Manager) visited Jackson Elementary as a guest reader to a kindergarten class for Read Across America week.
- MonteCedro Picture Book Deposit Library
 - Youth and Family Services Librarian, Yvette, provided volunteer readers at MonteCedro 12 picture books to be read to Pre-K to 4th grade students at Altadena Arts
- Sahag – Mestrob Armenian Christian School's sixth and seventh grade students had a class visit for the first time. Staff had a great time assisting them with finding books for their research project.
- Pasadena Waldorf School's 4th Grade class, Ms. Riley and her class of 12 students, visited the library for their monthly visit.

- Sofia and Yvette attended the Altadena Auction on March 30th for the benefit of the Altadena Eliot Arts Magnet annual fund. They connected with the school librarian and met other community members. This was also wonderful bonding time for YFS staff!



Yvette and Sofia enjoying the night at the Altadena Auction,

Partnerships

On March 30th, Assistant Director Ashley Watts and Sofia meet with members of those leading the Growing Together PASadna collaboration. Growing Together PASadena is a network of sites coordinated by the City of Pasadena's Office of the Young Child. These sites serve as locations for families with children ages zero to five to access services and the support they need to flourish, with a specific focus on school readiness. Altadena Library District is one of the sites in this network.

Ashley led a tour of the Altadena Library, and then Ashley and Sofia met with Carla Hegwood from Pasadena's Office of the Young Child attended along with two early childhood advocates from the City of Pasadena's Early Child Development & Early Learning Task Force, Susan Wood and Vera Vignes. Acting Library Director of Pasadena Public Libraries, Tim McDonald also attended.

We are proud to say that everyone was very impressed with the building and services provided by Youth and Family Services. We'd like to share an email sent from Vera after the visit:

Dear Ashley and Sofia,

Thank you so very much for hosting Susan Wood and me in visiting Altadena Library today and for the opportunity of spending time with both of you.

Congratulations to you for leading Altadena Library as a center for children and families. Your Library is such a beautiful, peaceful presence in the heart of Altadena - every single space offers elegance, beauty and the learning that goes hand in hand with

books, creativity and innovation. Susan and I left feeling it was one of the loveliest libraries that either of us has ever visited. A library in a beautiful park setting - what is better than this? And a Library with a "Fab Lab"!

It is very exciting that this Library has such a wonderful potential for becoming a Hub that is truly a neighborhood-based center for parent engagement and family supports. We appreciate your vision of the many services and supports that you recognize will best serve our youngest children and families and your willingness to lead the way in achieving these successes.

In implementing the 2022 Early Child Development Policy, the City of Pasadena as the convenor and catalyst for this initiative, the Office of the Young Child, and we as a transition team assisting in the initial implementation of the Policy, will do everything possible to create opportunities, partnerships, and trainings to assist you and your staff as you lead Altadena Library in becoming an Early Child Development Hub.

Susan is looking forward to providing a tour of the Children's Center at Cal Tech for both of you.

*Again, thank you.
Vera Vignes*

The next steps of the Growing Together PASadena collaboration will be to collect surveys at our early learning programs to find out what our community needs are in relation to early literacy, childhood development, and school readiness. We also hope to have Growing Together PASadena members present at future Library Board meetings.

Impact Sharing

Director Nikki Winslow received an email from a young community member on March 23rd that was the highlight of her week! The email stated:

*Hello Ms. Winslow,
I'm ***, a 6th grade student. I have been to your library a lot, and really adore it. I'm currently doing a banned book project at school, and I wanted to send you this email about banned books. The banned book I read was Kurt Vonnegut's : Slaughterhouse-Five or the Children's Crusade, a Duty Dance with Death. I saw that you have multiple copies of the book on your catalog website. I learned after reading this book, how important it is to not ban books. Because you deprive the human being of the knowledge the book holds, and the effort the author put into it. I hope you have some of the ban books on this list:*

<https://www.commonensemedia.org/lists/frequently-challenged-books-for-kids-and-teens>

If you don't that's fine, but could you get a few then?

Thank you very much,

Nikki responded back commending them for their advocacy of providing books, information and resources in an open and unrestricted manner! It was wonderful to hear from a young child from our community about this subject. We are also happy to say that all titles (except for one book that we will have to reorder) is a part of our library collection. Kudos to our Selectors!

Collection Development

In honor of Muslim Heritage Month becoming official, a representative of Kisa Kids Publishing Company contacted us to donate books for our collection. Their goal is to increase Muslim

representation in literature and in public libraries to have more diversity in children's books. Youth and Family Services staff were happy to receive the books, review them, and add them to our collection. Kisa Kids has donated a total of 22 books.



These are a few of the books that we received.

Teen Services

Although teen services provided a great month of services and had participation of many teen volunteers, it was a sad month because it was our Teen Librarian, Isabelle Briggs' final month with the Altadena Library District. Isabelle's last day was March 18th and it was an eventful day where she led two programs. We had an amazing turnout of 15 teens attending garden club to say goodbye to Isabelle. Isabelle will be greatly missed in our community and with staff, but we are very proud of her career growth.



The final social media post by teen librarian, Isabelle Briggs.



Isabelle with some of the teens that attended her last Teen Gardening Club program.

Teen Services offered 6 programs with 142 total attendants!

- Teen Gardening Club continued to care for all the plants inside of the library, along with our parking lot garden!
- Art & Chill returned for the third time this year. Again, participants were invited to try new art-making techniques in a laid-back setting that encouraged experimentation. This month, participants worked on chain mail art.
- Teen Leadership Council had 7 attendees! The group discussed social media marketing and future program plans.
- Dena Dishes featured Pizza of Venice and Little Red Hen Coffee Shop this month!

Outreach

Wellness Wednesday

Isabelle participated in Pasadena High School's Wellness Wednesday event. This event takes place during the lunch period at PHS on the first Wednesday of the month, and it features local partner organizations promoting youth wellness. Many teens returned to library table to say hello and also enjoyed taking pictures with the polaroid camera.

Octavia E. Butler Magnet School's Science Night

Three library staff (Sofia, Lauren, and Mel) attended Science Night, an event led by the school's library! Staff engaged with many tweens and teens! The Curiosity Connection vehicle was used and library staff provided activities, free books, and library cards for anyone that wanted to register.



Library staff, Lauren and Mel, assisting tweens on their Star Wars themed craft.

Volunteers

March teen volunteer statistics are as follows:

- 4 new volunteers completed orientation.
- 70 volunteers were active this month, completing 151 hours across events.



**BOARD OF LIBRARY TRUSTEES
BOB LUCAS BRANCH REPORT FOR MARCH 2023**

DEPARTMENT: Bob Lucas Branch

MEETING DATE: April 24, 2023

PREPARED BY: Diana Wong

LOCATION: Main Library Community Room

BOB LUCAS LIBRARY & LITERACY UPDATES

Bob Lucas branch offered 9 programs this month that included a special visit with creepy, crawly friends from the Wild Life Learning Center.

- **Outdoor Family Storytime** was brought inside to the Bob Lucas library a couple times again this month due to all these rains! Nevertheless, we have a small group of folks attending each session. Big thanks to Ms. Yvette for stepping in to lead a storytime session at the park!
- **Around the World Craft Program** took children to Ghana this month to learn about Adinkra fabric printing, a traditional cloth printed or stamped with west African symbols. Afterwards, they used foam stamps to create their own fabric pouches. We welcomed a great crowd with 24 folks attending our program.



- **Wildlife Learning Center** and their slithery friends visited the Bob Lucas library mid-month for a special reptile presentation. This was a very well attended event, with folks taking up all available spaces and corners of the library to get glimpses of snakes,

tortoises, and lizards. We definitely look forward to inviting back Wildlife Learning Center when our space is renovated!



- **Adult Craft** had 8 attendees making and taking home garden stepping stones. We saw some regulars and new faces participating this month, all of whom were insanely creative. Check out that amazing mosaic chicken!



- Master Gardener, Brienna McWade , returned to facilitate another youth session for the **From the Garden** series. March is a good time to work in the garden to plant warm weather veggies and flowers. In addition to working in the dirt, children and families made and took home wildflower seed bombs.



- **Adult Literacy Services** –We are ending this report on a really high note—The Writer-to-Writer Awards luncheon was held last Saturday, March 11th at the lovely Doubletree Inn in Buena Park, California. The event celebrates all those who participated in the Writer-to-Writer challenge, which is an annual writing contest open to adult learners enrolled in a California Library Literacy Services program. This year was particularly special, as one of our very own literacy learners took the top award in the Advanced Writing category.



Young Hwa Choi, a literacy learner since 2021, was there to accept first prize for her written piece on the book *Trouble Maker* by John Cho. Over one hundred learners, tutors and literacy staff from libraries across southern California were in attendance that afternoon to celebrate everyone who participated in the Writer-to-Writer challenge.

It was definitely a proud and exciting moment for her tutor, Ralph Goldstein, to see Young receive recognition for her determination, hard work and achievement. The highlight of the event was when each of the four winners read their winning submissions out loud to everyone in the room. It was a great reading by Young, who beamed with confidence and spoke with such fluency.

We are so incredibly proud of Young for all that she has accomplished. Congratulations, Young!

There will be an article in the May issue of the Altadena Neighbors Magazine about Young's award as well - keep an eye out for that!





**BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT FOR MARCH 2023**

DEPARTMENT: Facilities

MEETING DATE: April 24, 2023

PREPARED BY: Jonathan Arevalo

LOCATION: Main Library Community Room

Facilities Highlights for the Month of March:

- Irrigation repairs continue at the main library. Water valves and piping were changed out due to age of the equipment.
- Hardware has been installed for the Open + system. Testing on the system will be done in the month of April. System should be fully operational by the end of April beginning of May.
- The second van for the library has been purchased. Modifications to the new van to make it into a mobile library will be taking place in the next few months.
- CTLA took down the lights from the main libraries Deodar trees.
- Continued General maintenance of both libraries.





**BOARD OF LIBRARY TRUSTEES
I.T. & TECHNICAL SERVICES REPORT FOR March 2023**

DEPARTMENT: IT & Technical Services

MEETING DATE: April 24, 2023

PREPARED BY: David Zearbaugh

LOCATION: Main Library Community Room

-
- **Library Materials Vending Machine Update** – Following the previous Board of Trustees meeting, the ALD Professional Services Agreement was finalized and shared with International Library Service. This should be completed soon.
 - **IT Assessment** – IT & TS Manager met with Carlos Baffigo for initial IT Assessment where they discussed things like best practices, management of the Technical Services Team and operations, and IT policy and procedure.
 - **Open+ Update** – Installation of the entry panel and the wiring from the entry panel and the door to the controller has been completed. The next steps include testing the Open+ system in its entirety to confirm everything works as intended, finalizing policy and procedure, and writing and review of liability and use agreements.
 - **Copiers** – All Xerox units have been delivered and configured. Installation has been completed and 3 out of the 4 are being used currently. The public copier has proved difficult to connect to the coin and bill acceptor due to many cables and connections and the IT & TS Manager is working with Xerox to finalize installation. The equipment that was replaced was picked up and returned to CBE. The last remaining unit will be sent back to CBE once the public copier installation has been completed.



**BOARD OF LIBRARY TRUSTEES
DIRECTOR'S REPORT FOR APRIL 2023**

DEPARTMENT: Administration

MEETING DATE: April 24, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library and Zoom

Staffing Updates:

- a) New Hires: **Kristen Cantu** – Bob Lucas Library Assistant – April 3, 2023; **Natalie Del Castillo** – Youth & Family Services Library Clerk – April 19, 2023
- b) Promotions: **Shawnee Downing** – Adult Services Library Clerk – April 3, 2023
- c) Appointments: None
- d) Transfers: None
- e) Resignations/Retirements/Terminations: None

I have the great pleasure of announcing the promotion of our very own **Shawnee Downing** into an **Adult Services Library Clerk** position! This is a new clerk assignment, where her primary focus will be in assisting with programs and events for any department, as well as assisting at our service points.

Shawnee has been working at ALD since April 2021 and has been a rockstar Library Aide! She consistently steps up when there are staffing shortages and is an all-around pleasure to work with. Shawnee completed an associate degree in Anthropology and Social and Behavioral Sciences from Pasadena City College and is pursuing a bachelor's degree in Anthropology from California State University, Los Angeles. She is currently pursuing the Library Technician Certification from PCC. It is such great news to share when we promote from within our system so please join me in celebrating Shawnee! We are so lucky to have her on our team!



We are so excited to introduce **Kristen Cantu**, who joined us at the Bob Lucas branch as a Library Assistant back on April 3, 2023.

Before joining the Altadena Library District, she was a high school English teacher for several years and an itinerant teacher librarian serving three school sites within the Long Beach Unified School District for the past two years. As an educator and librarian, she fostered student learning, discovery, creativity, autonomy, and multiliteracies development and strived to meet students at their varying language and technological proficiency levels and work to ensure they develop the 21st-century skills necessary to navigate the global information landscape. She is a UC Santa Cruz graduate majoring in art history and of San Jose State University, where she earned her MLIS degree focusing on information technology and digital curation to prepare students for success in our digital world. She currently lives in Alhambra with my fiancé. When she is not in the classroom or the library, she enjoys visiting the library and her local parks, reading, watching Kdrama, and drinking tea. Please join me in welcoming Kristen to the ALD team!

We are also welcoming a new Youth & Family Services Library Clerk **Natalie Del Castillo** to that dynamic department! Natalie was born and raised in Pasadena, leaving only to attend UC Santa Cruz to graduate with a B.A. in Studio Art. She has spent many summers at the top of Fair Oaks Ave and shared that she has always admired Altadena. She describes herself as a patient and persistent artist, using photography, cyanotype, crochet, and knit as my mediums.



She is currently working towards an Archives and Digital Collection Library Assistant Certification through Pasadena City College and is ecstatic to enter a library position and learn through experience. She finds great joy in mentoring and reciprocally being mentored by youth through new experiences, be that in a formal classroom, in the great outdoors, in a museum, really anywhere she gets to interact with youth! She also shared that she is currently obsessed with Octavia Butler and would appreciate any conversations surrounding her and her legacies. Natalie's first day with us is April 19, 2023 – please help me in welcoming her to the ALD as well!

Hiring Update

We held external interviews for the vacant **Adult Services Manager** position on March 20th and then second round interviews with the top three candidates on April 5th. Unfortunately, we did not select one of these candidates to fill the position and have re-posted the vacancy on our website the week of April 10th. Please share this opportunity with those you may know interested in joining our ALD Management Team.

We posted our vacant **Teen Services Librarian** position in mid-March. We had over 20 applicants for this exciting position and have the external interview panel scheduled for April 20th. Once they select the top candidates, we will schedule the second round of interviews in the end of April. Hopefully we will have a new Teen Services Librarian in place sometime in May!

With us promoting Shawnee Downing into a Library Clerk position, we are recruiting for her **Library Aide** vacancy. This position was posted the week of April 10th. This 12-hour-a-week position is an excellent entry-level opportunity for local high school or colleges students.

In addition to Library Aide, we have also posted the **paid Internship Positions** on our Employment page as well. The Board of Trustees approved this job description last month, with the intention of hiring 2 to 3 interns that are looking to gain experience in Marketing, IT, Technical Services, Facilities Maintenance or Library Public Services.

Please spread the word about ALL these amazing ways to join the ALD staff team!

Human Resources Services Consultant

Our HR Consultant Patty Francisco has been coming to the Main Library every Thursday morning in April to conduct Staff Focus Group meetings with staff that volunteered to serve throughout the month. This is in response to the ALD Staff Feedback Survey conducted earlier this year. The first thing they are focusing on is updating the Attendance Policy, with a goal of providing their feedback and suggested edits to share with the Management Team. We are hopeful we'll bring an updated Attendance Policy to the Board in the next few months. Once that work is completed, the next Focus Group task will be looking at our annual performance evaluation process with hopes of customizing it to the various classifications and positions. We are so glad to have Patty on board and have already made some progress in addressing staff concerns.

ALD Staff Individual Development Plans

I debriefed with Jennifer Coyle regarding the Individual Development Plan (IDP) Training with District staff on 3/31. Staff have been provided direction on how to begin drafting their IDPs. Unlike evaluations, which are manager-directed and drafted, IDPs give staff the opportunity to evaluate areas of growth and create self-directed goals. Managers do not evaluate IDPs, rather, they assist staff in tracking these goals and provide feedback on progression of the IDPs. Staff will need to have connected with their managers by the end of May for an initial IDP meeting and discussion.

Habitat for Humanity ALD Service Day!

Due to the heavy rains the past few months, the Habitat for Humanity build taking place in Altadena had to be postponed. As a result, we plan to move our closure for this community service day with the ALD staff to **Thursday, June 29th** with Board approval. We will be open on Thursday, April 27th, the original date we had been scheduled for our build day.

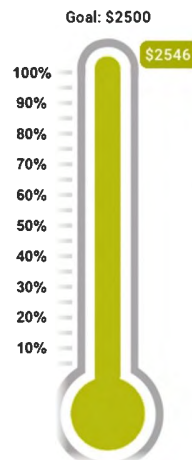
I am excited to share that we did fulfill our fundraising goal by our original deadline of March 30th! The ALD staff had to raise \$2500 and am proud that we actually fundraised just over \$3500 as a staff! We also had an anonymous donor offer to match up to \$2500 if staff raised that amount **so we are donating just over \$6000 to this worthy cause!**

Someone also donated a one-year membership to the Huntington Library for the staff member that fundraised the most and am happy to share that **Lori Newfang**, our part-time Library Technician in Technical Services, won the membership. **Congratulations to Lori** on her fundraising efforts!

Public Library Directors Forum

Each year the California State Library hosts the **Public Library Directors Forum**. Prior to the pandemic, this was conducted as a one day in-person workshop, usually held right before the annual CLA Conference. The last four years have been done virtually and are split into three two-hour sessions in one week.

The topics covered this year included **Strategic Leadership**, facilitated by the fabulous Maureen Sullivan, a former ALA President and leadership consultant I have worked with in the past. The second session put the directors into breakout rooms to discuss the **grant programs offered by CSL** and provided feedback and suggestions of improvement. The final session focused on **copyright**, with four directors from CA public library systems presenting issues they have dealt with copyright in some capacity. Overall, it was great to connect with so many other directors from across the state, although I would love to attend it in person so hopefully that will take place in a future year.



+ \$500 pledge donation!



**We are at 121%
of our goal!**



Partnerships & Programming Update:

At Home with the Altadena Library Foundation



The Altadena Library Foundation Directors have committed to hosting “At Home with the ALF” events at their or other local homes to invite their neighbors and friends to meet each other and hear about the amazing work of the ALF. The first one was held on the afternoon of Saturday, April 15th in the beautiful backyard of David and Eleanor Fields. In addition to the ALF Manager and a few of the other Directors, we were joined by David’s friends and neighbors.

The best part was the round of introductions of each person in attendance and hearing their inspiring stories about how the Altadena libraries have impacted their lives. It really makes you see how important our libraries are and have been in the lives of so many Altadena residents! I look forward to more of these “At Home with the ALF” events in the future!



Bridget Brewster & Meredith Miller



Hosts David & Eleanor Fields



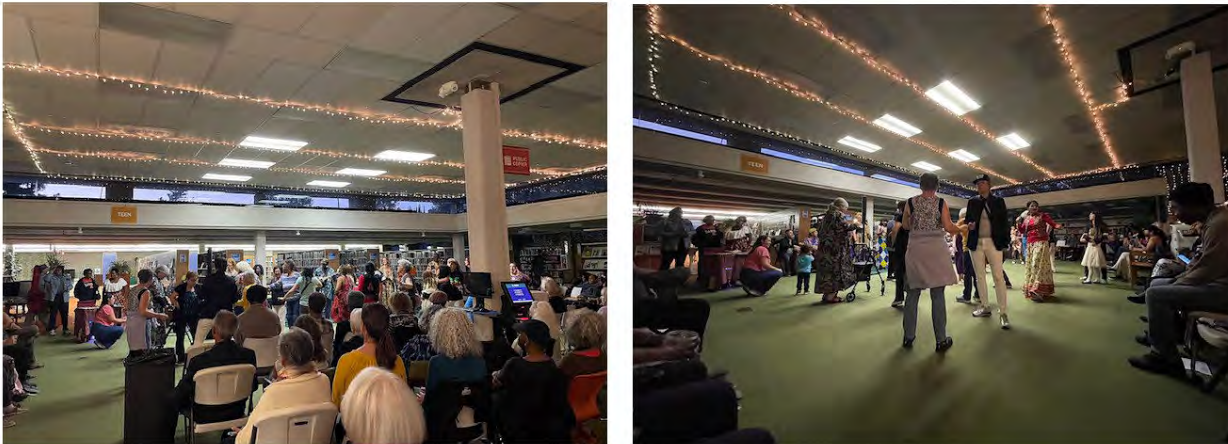
Me providing an update

Rhythm of the Village was a hit at Second Saturday!!

One of our local favorite bands performed as part of our Second Saturday Concert Series on April 8th. Rhythms of the Village band is led by Baba Onochie Chukwurah who traveled to America on tour with Fela Kuti in 1969. Baba Onochie was the bass player on the famous la session album. Baba Onochie is a master storyteller & has traveled all over Southern California sharing African folktales. We play Nigerian Highlife Fusion music, comprised of traditional rhythms that inspired reggae, calypso, and Afro beat.



There were 220 attendees that night and everyone had a fabulous time with this engaging and fun music!



We also decided to send out a promotional postcard about the last three bands of this Second Saturday Concert Series to try to reach even more of our Altadena neighbors! Here is an image of the front of the postcard – thanks to Brin Wall, our Marketing Specialist for doing such a great job!



We are hoping to keep doing quarterly direct mailings to the community moving forward highlighting various ALD programs, projects and initiatives.

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

System-Wide Statistics	Jul-21	Jul-22	Aug-21	Aug-22	Sep-21	Sep-22	Oct-21	Oct-22	Nov-21	Nov-22	Dec-21	Dec-22
E-Resource Checkouts	5,232	4,254	5,104	3,941	5,596	3,748	5,291	3,521	5,053	3,866	5,356	4,061
Virtual Visits to Library Website	37,874	40,163	37,082	40,973	36,776	39,630	29,318	40,876	27,126	37,691	27,105	38,093
Public Wireless Sessions	5,113	8,347	4,659	9,700	6,841	9,588	6,952	8,985	6,401	8,327	5,975	8,643
Open Rate of Monthly E-Connect (%)	27%	40%		44%	21%	49%	32%	43%	33%	49%	33%	52%
Reference Sessions	249	575	422	2,182	310	1,421	410	1,686	424	1,578	279	1,174
Live Chat Sessions	21	10	15	20	29	14	26	18	26	16	19	23
No. of Curiosity Connection Programs/Outreach	6	13	2	5	1	3	3	6	6	7	3	2
Curiosity Connection Program Attendance	281	620	110	260	50	12	210	246	106	158	150	205
Main Library Statistics												
Physical Collections Checkouts	13,427	17,193	13,069	17,780	13,394	16,910	13,133	16,458	14,012	15,177	10,129	13,914
Library of Things	22	137	53	137	55	135	72	94	50	111	15	140
New Patrons	183	311	153	378	160	283	181	276	187	232	119	211
Visitor Count	4,663	7,287	4,616	8,096	4,758	8,145	5,138	8,202	4,879	7,926	4,291	7,260
No. of Adult Programs/Outreach	2	14	1	19	2	16	4	25	5	22	7	11
Adult Program Attendance	61	334	9	693	19	200	193	572	75	479	160	184
Number of Youth Programs/Outreach	16	27	0	2	10	19	15	28	12	14	0	5
Youth Program Attendance	211	1,133	0	137	164	325	356	778	293	26	0	158
Number of Teen Programs/Outreach	7	12	2	0	5	8	8	7	4	5	3	3
Teen Program Attendance	42	92	17	0	103	36	51	84	36	74	57	9
Bob Lucas Statistics												
Physical Collection Checkout	862	797	707	731	679	612	697	744	766	715	713	515
Library of Things	6	1	13	13	13	19	13	29	14	16	5	13
New Patrons	22	15	9	15	3	21	13	19	17	25	4	13
Visitor Count	471	1,949	457	2,137	469	1,871	314	2,183	312	1,867	293	1,747
No. of Bob Lucas Programs/Outreach	23	18	21	19	25	20	9	16	16	17	0	16
Bob Lucas Program Attendance	104	152	88	103	104	150	516	96	104	100	0	111
Passport and Notary Services												
Passports Processed	161	131	161	131	128	118	104	133	83	129	78	98
Passport Photo Sessions	0	0	0	8	0	16	0	46	0	52	0	45
Phone Calls Received	655	531	564	591	386	548	371	425	425	344	431	348
Notary Appointments										17		8

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

System-Wide Statistics	Jan-22	Jan-23	Feb-22	Feb-23	Mar-22	Mar-23	Apr-21	Apr-22	May-21	May-22	Jun-21	Jun-22
E-Resource Checkouts	5,577	3,697	5,433	4,143	3,421	4,523	4,589	4,360	4,373	4,819	5,691	4,870
Virtual Visits to Library Website	26,948	42,971	27,153	39,432	32,639	39,127	10,960	33,598	26,498	41,653	36,258	42,876
Public Wireless Sessions	4,754	8,548	6,030	8,065	6,451	9,502	182	6,794	4,623	7,092	5,316	7,278
Open Rate of Monthly E-Connect (%)		51%	39%	46%	45%	51%	19%	41%	26%	49%	19%	43%
Reference Sessions	117	1,545	303	1,777	451	2,009	163	443	244	669	311	703
Live Chat Sessions	53	32	28	29	28	39	29	17	17	14	21	12
No. of Curiosity Connection Programs/Outreach		0	4	0	9	4		12		3		9
Curiosity Connection Program Attendance		0	239	0	334	87		584		237		192
Main Library Statistics												
Physical Collections Checkouts	9,873	16,891	11,141	15,224	15,734	18,802	5,348	15,104	6,173	15,136	12,040	15,851
Library of Things	22	87	33	71	25	250	88	21	78	15	64	17
New Patrons	89	268	178	235	208	356	98	222	120	231	211	280
Visitor Count	2,168	8,283	4,703	8,669	6,066	10,359	1,200	6,409	1,200	7,413	4,115	7,927
No. of Adult Programs/Outreach		19	21	23	10	22		11		12		10
Adult Program Attendance		505	82	682	294	391		480		612		673
Number of Youth Programs/Outreach		23	11	31	18	23		15		2		29
Youth Program Attendance		641	314	175	635	803		697		67		595
Number of Teen Programs/Outreach		8	19	7	6	6		8		10		11
Teen Program Attendance		105	31	69	118	142		22		39		50
Bob Lucas Statistics												
Physical Collection Checkout	340	555	679	586	714	704	676	665	1,002	698	1,062	774
Library of Things	2	11	10	4	2	41	24	2	26	2	19	2
New Patrons	7	9	6	12	14	18	7	15	13	29	20	4
Visitor Count	94	1,775	400	1,666	492	2,130	348	2,064	303	1,998	441	2,177
No. of Bob Lucas Programs/Outreach		23	25	17	27	18		26		21		22
Bob Lucas Program Attendance		205	107	157	210	133		133		173		132
Passport and Notary Services												
Passports Processed	94	110	122	134	183	159	115	146	105	165	121	129
Passport Photo Sessions	0	10	0	13	0	31	0	0	0	0	0	0
Phone Calls Received	498	718	521	843	1033	1058	917	1220	945	912	823	750
Notary Appointments		5		5		10						



**BOARD OF LIBRARY TRUSTEES
FINANCE REPORT for MARCH 2023**

DEPARTMENT: Administration

MEETING DATE: April 24, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Summary Report of Financial Statements for March 2023

MARCH 2023 FINANCIAL STATEMENTS

The following financial reports are for the month of March 2023. The financial statements are unaudited. Currently we are at 75% of our budget year.

As indicated on the Budget to Actual report, actual year-to-date revenue is \$4,286,476, with year-to-date expenses at \$2,909,660, resulting in net income of \$1,376,816. The District received the full assessment of property tax revenue in January and Interest Income continues to grow due to higher rates from investing in the Cooperative Liquid Assets Securities System (CLASS) fund.

As indicated on the Balance Sheet, cash and investments are \$30,339,230, of which \$26,010,605 is restricted for the library renovation project. \$22,195,594 is bond proceeds invested with US Bank and \$3,815,011 is the California State Library Grant invested with the Cooperative Liquid Assets Securities System (CLASS) fund. In addition, \$162,092 represents the special tax assessment collections held with US Bank to make future debt service payments.

The combined total of General Funds held with CLASS, Los Angeles County, and Checking is \$4,164,950. The amount required to satisfy District policy of six months' (50%) operating expenses held in reserves is \$2,046,050.

Total assets are \$34,972,407.

REVENUE HIGHLIGHTS

See Variance Report for details on the expenditures

GENERAL FUND EXPENSES

See Variance Report for details on the expenditures.

DONATIONS & GRANT FUND HIGHLIGHTS

None

CAPITAL FUND HIGHLIGHTS

None.

Budget to Actual (Unaudited)

General Fund

For the Period July 1, 2022 to March 31, 2023

	A	B	C	D = B/C
	March 2023	YTD	FY 2022/23 Adopted Budget	YTD Target 75%
1 REVENUE				
2 Property Taxes & Assessments	\$ 12,115	\$ 4,113,930	\$ 4,080,000	101%
3 Library Fees	6,604	46,565	60,000	78%
4 Interest Income	22,551	53,629	20,000	268%
5 Other Revenue	-	16,865	65,000	26%
6 Unrealized Gain/(Loss)	55,487	55,487	-	N/A
7 TOTAL REVENUE	96,757	4,286,476	4,225,000	101%
8 EXPENSES				
9 Salaries & Benefits				
10 Wages				
11 Salaried	100,536	835,447	1,226,400	68%
12 Hourly	61,772	606,790	890,000	68%
13 Total Wages	162,306	1,442,237	2,116,400	68%
14 Benefits, Retirement & Taxes				
15 Health Insurance - Employee	12,421	116,073	145,700	80%
16 Health Insurance - Retiree	5,751	50,895	66,700	76%
17 Other Medical Insurance	1,766	13,775	21,000	66%
18 Workers' Compensation	-	19,984	20,000	100%
19 CalPERS Retirement (Normal Costs)	10,519	93,172	146,000	64%
20 CalPERS Unfunded Accrued Liability	-	226,006	226,000	100%
21 Payroll Taxes (District-Paid)	13,085	113,402	169,400	67%
22 Total Benefits, Retirement & Taxes	43,543	633,308	794,800	80%
23 Total Salaries & Benefits	205,849	2,075,545	2,911,200	71%
24 Operating Expenses				
25 Insurance	-	127,771	127,800	100%
26 Utilities	6,290	60,733	88,000	69%
27 County Tax Collection Fees	-	40,914	42,400	96%
28 Other Operating	6,175	62,452	78,000	80%
29 Facilities, Grounds & Maintenance	5,924	84,959	110,000	77%
30 Structures & Improvements	-	1,580	10,000	16%
31 Vehicles & Equipment Maintenance	110	2,188	10,000	22%
32 Staff Development, Training & Travel	1,157	13,744	20,500	67%
33 Advertising & Marketing	740	11,540	16,600	70%
34 Miscellaneous Expenses	113	1,945	2,600	75%
35 Total Operating Expenses	\$ 20,509	\$ 407,826	\$ 505,900	81%

Budget to Actual (Unaudited)

General Fund

For the Period July 1, 2022 to March 31, 2023

	A	B	C	D = B/C
	March 2023	YTD	FY 2022/23 Adopted Budget	YTD Target 75%
36 Professional Services				
37 Audit & Financial Consulting	\$ 5,778	\$ 75,879	\$ 100,000	76%
38 Legal Fees	24	18,739	22,500	83%
39 Consultants - Other	6,541	49,126	65,000	76%
40 Total Professional Services	12,344	143,744	187,500	77%
41 Information Technology (IT)				
42 Internet Service / E-Rate	13,369	26,739	58,000	46%
43 Technology Equipment	97	25,544	50,600	50%
44 Technology Maintenance Fees	454	34,592	39,000	89%
45 Telecommunications	798	9,866	12,500	79%
46 Total Information Technology (IT)	14,718	96,741	160,100	60%
47 Library Materials				
48 Books	1,417	69,661	134,300	52%
49 Downloadables	5,604	45,007	72,300	62%
50 DVDs & Videogames	312	8,507	14,600	58%
51 Electronic Databases / Subscriptions	900	15,442	29,000	53%
52 Periodicals	-	8,943	10,000	89%
53 Audio CD	-	3,342	9,100	37%
54 Purchase Suggestions	1,125	5,638	11,200	50%
55 Library of Things	1,106	2,478	6,000	41%
56 Total Library Materials	10,464	159,018	286,500	56%
57 Programs				
58 Adult Services	1,882	12,607	15,000	84%
59 Youth Services	27	3,151	10,000	32%
60 Teen Services	965	4,263	5,500	78%
61 Bob Lucas Branch Services	604	4,398	5,500	80%
62 Literacy Services	50	290	800	36%
63 Volunteer Services	-	240	200	120%
64 All Ages	1,039	1,837	3,900	47%
65 Total Programs	4,567	26,786	40,900	65%
66 TOTAL EXPENSES	268,452	2,909,660	4,092,100	71%
67 NET REVENUE / (EXPENSES)	(171,695)	1,376,816	132,900	
68 Use Of / (Addition To) Reserves / Fund Balance	171,695	(1,376,816)	(132,900)	
69 NET BALANCE	\$ -	\$ -	\$ -	

Budget to Actual (Unaudited)

Donations / Grants Fund

For the Period July 1, 2022 to March 31, 2023

	A	B	C	D	E	F	G = E/F
	Altadena Library Foundation	Friends of Altadena Library	Emergency Connectivity Fund	California Library Grants	Total	FY 2022/23 Adopted Budget	YTD Target 75%
1 REVENUE							
2 Donations & Grants							
3 Altadena Library Foundation	\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000	\$ 55,000	100%
4 Friends of the Library	-	28,000	-	-	28,000	28,000	100%
5 California State Library Literacy Services	-	-	-	34,982	34,982	35,000	100%
6 Emergency Connectivity Fund	-	-	-	-	-	9,600	0%
7 California State Library Facilities & Equipment	-	-	-	250,000	250,000	255,000	98%
8 Total Donations & Grants	55,000	28,000	-	284,982	367,982	382,600	96%
9 TOTAL REVENUE	55,000	28,000	-	284,982	367,982	382,600	96%
10 EXPENSES							
11 Wages							
12 Salaried	-	-	-	14,915	14,915	20,400	73%
13 Hourly	-	-	-	8,780	8,780	12,000	73%
14 Total Wages	-	-	-	23,695	23,695	32,400	73%
15 Operating Expenses							
16 Staff Recognition	2,864	58	-	-	2,921	4,500	65%
17 Staff Development, Training & Travel	1,398	583	-	-	1,981	2,500	79%
18 Equipment, Furniture & Fixtures	-	-	-	46,450	46,450	212,500	22%
19 Structures & Improvements	-	-	-	2,354	2,354	2,500	94%
20 Facilities, Grounds & Maintenance	-	-	-	-	-	15,000	0%
21 Fab Lab	20,000	-	-	-	20,000	20,000	100%
22 Total Operating Expenses	24,262	641	-	48,804	73,706	257,000	29%
23 Programs							
24 Adult Services	6,522	6,282	-	-	12,804	18,000	71%
25 Mobile Library Maintenance	464	-	-	-	464	10,000	5%
26 Summer Reading	-	1,007	-	-	1,007	13,000	8%
27 Youth Services	-	-	-	-	-	1,000	0%
28 Teen Services	-	-	-	-	-	500	0%
29 Bob Lucas Branch Services	-	-	-	-	-	500	0%
30 Literacy Services	-	-	-	811	811	5,500	15%
31 All Ages	-	-	-	-	-	2,100	0%
32 Poets Laureate	-	3,925	-	-	3,925	5,000	79%
33 Total Programs	6,986	11,213	-	811	19,010	55,600	34%
34 Library Materials							
35 Mobile Library Collection	-	-	-	-	-	3,000	0%
36 Total Library Materials	-	-	-	-	-	3,000	0%
37 Information Technology (IT)							
38 Internet Service / E-Rate	-	-	-	-	-	2,500	0%
39 Technology Equipment	-	-	6,000	-	6,000	7,000	86%
40 Technology Maintenance Fees	-	-	3,428	-	3,428	5,100	67%
41 Website Development	-	-	-	7,770	7,770	20,000	39%
42 Total Information Technology (IT)	-	-	9,428	7,770	17,198	34,600	50%
43 TOTAL EXPENSES	31,247	11,854	9,428	81,080	133,609	382,600	35%
44 NET REVENUE / (EXPENSES)	\$ 23,753	\$ 16,146	\$ (9,428)	\$ 203,902	\$ 234,373	\$ -	

Budget to Actual (Unaudited)

Capital Fund

For the Period July 1, 2022 to March 31, 2023

	A		B		C		D = B/C
	March 2023		YTD		FY 2022/23 Adopted Budget		YTD Target 75%
1 REVENUE							
2 Interest Income	\$ 16,614	\$	121,143	\$	110,000		110%
3 Unrealized Gain/(Loss)	110,835		51,573		-		N/A
4 TOTAL REVENUE	127,449		172,716		110,000		
5 EXPENSES							
6 CFD Bond							
7 Community Facilities District Administration	-		9,391		20,000		47%
8 Community Facilities District Project Management	720		21,878		100,000		22%
9 Contingencies	-		-		50,000		0%
10 Total CFD Bond	720		31,269		170,000		18%
11 Capital Project Expenses							
13 Bob Lucas Memorial Library	18,688		82,618		200,000		41%
14 Main Library	37,376		165,235		400,000		41%
15 Total Capital Project Expenses	56,064		247,853		600,000		41%
16 TOTAL EXPENSES	56,784		279,122		770,000		36%
17 NET REVENUE / (EXPENSES)	70,665	\$	(106,405)	\$	(660,000)		16%
18 Use Of Bond Proceeds	(70,665)		106,405		660,000		
19 NET BALANCE	\$ -	\$	-	\$	-		

Capital Fund Proceeds

March 1, 2022 through March 31, 2023

	A	B	C	D	E= A+B+C+D
	FY22	FY 23 Q1	FY 23 Q2	FY 23 Q3	Total
1 Capital Revenue					
2 Measure Z Bond Net Proceeds	\$ 22,940,593	\$ -	\$ -	\$ -	\$ 22,940,582
3 Grant Proceeds				3,789,833	3,789,833
4 Interest Income	(16,947)	44,488	24,701	77,132	129,373
5 Unrealized Gain/(Loss)	(157,458)	(165,655)	66,711	150,517	(105,884)
6 Net Proceeds	22,766,188	(121,167)	91,412	4,017,472	26,753,904
7 Administrative CFD Costs					
8 Administration	(26,598)	(5,878)	(3,189)	-	(35,664)
9 Salaries and Financial Consulting	(12,835)	-	(325)	(711)	(13,871)
10 Total Administrative Costs	(39,432)	(5,878)	(3,514)	(711)	(49,535)
11 Direct Renovation Costs					
12 Project Management	(186,042)	(1,201)	(19,957)	(720)	(207,919)
13 Contractor Fees	(21,723)	(11,889)	(1,650)	(14,021)	(49,283)
14 Architect and Design	(205,092)	(39,881)	(46,060)	(133,031)	(424,065)
15 Legal Fees		-	-	(1,320)	(1,320)
16 Total Direct Renovation Costs	(412,857)	(52,971)	(67,668)	(149,092)	(682,588)
17 Net Activity	22,313,899	(180,016)	20,231	3,867,668	26,021,781
18 Capital Fund Ending Balance	\$ 22,313,899	\$ 22,133,884	\$ 22,154,114	\$ 26,021,771	\$ 26,021,781
19 Bond Proceeds Balance					22,207,483
20 Grant Proceeds Balance					3,814,298

Budget to Actual (Unaudited)

Community Facilities District (CFD)

For the Period July 1, 2022 to March 31, 2023

	A	B	C	D = B/C
	March 2023	YTD	FY 2021/22 Adopted Budget	YTD Target 75%
1 REVENUE				
2 Community Facilities District 2020-1 Special Assessment	\$ -	\$ 1,258,609	\$ 1,247,500	101%
3 TOTAL REVENUE	-	1,258,609	1,247,500	101%
4 EXPENSES				
5 Debt Service Principal	-	-	-	0%
6 Debt Service Interest	441,725	592,931	878,500	67%
7 Administration Expenses	9,511	26,544	-	0%
8 TOTAL EXPENSES	451,236	619,475	878,500	71%
9 NET REVENUE / (EXPENSES)	\$ (451,236)	\$ 639,134	\$ 369,000	
10 Use Of / (Addition To) Tax Assessment Fund	451,236	(639,134)	(369,000)	
11 NET BALANCE	\$ -	\$ -	\$ -	



Budget to Actual (Unaudited)
California State Library - Building Forward Grant
For the Period July 1, 2022 to March 31, 2023

	A	B	C	D = B/C
	March 2023	YTD	Project Budget	YTD Realization
1 REVENUE				
2 Grant Revenue	\$ -	\$ 3,789,833	\$ 3,789,833	100%
3 Interest Income	15,377	25,178	-	N/A
4 TOTAL REVENUE	15,377	3,815,011	3,789,833	
5 EXPENSES				
6 Salaries and Benefits	274	711	60,294	1%
7 Consultant and Contractor Fees	-	-	2,797,154	0%
8 Supplies, Materials, and Equipment	-	-	932,385	0%
9 TOTAL EXPENSES	274	711	3,789,833	0%
10 NET REVENUE / (EXPENSES)	\$ 15,103	\$ 3,814,299	\$ -	100%

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.

Balance Sheet (Unaudited)

District Total
As of March 31, 2023

1	ASSETS	
2	Cash & Investments	
3	Cash - Los Angeles County	\$ 87,200
4	Checking	254,490
5	Special Tax Bonds	22,195,594
6	Special Tax Assessment	162,092
7	CLASS - General	3,823,260
8	CLASS - CA State Library Building Forward	3,815,011
9	Total Cooperative Liquid Assets Securities System Investments	7,638,271
10	Paypal	984
11	Cash on Hand	600
12	Total Cash & Investments	30,339,230
13	Other Current Assets	
14	Prepaid Items & Deposits	18,481
15	Prepaid Insurance & Surety	141,180
16	Property Tax & Assessments Receivable	2,252,078
17	Miscellaneous Receivable	2,178
18	Total Other Current Assets	2,413,917
19	Long-Term Assets	
20	Fixed Assets (Net of Depreciation)	1,431,945
21	Deferred Outflows of Resources	787,315
22	Total Long-Term Assets	2,219,260
23	TOTAL ASSETS	34,972,407
24	LIABILITIES	
25	Current Liabilities	
26	Accounts Payable	32,540
27	Credit Card	12,763
28	Payroll and Retirement Liabilities	34,650
29	Total Current Liabilities	79,954
30	Long-Term Liabilities	
31	Vacation Payable	92,537
32	Deferred Inflows of Resources	2,166,188
33	Net Pension Liability	1,737,243
34	Net OPEB Liability	871,885
35	Community Facilities District Bond	23,731,400
36	Total Long-Term Liabilities	28,599,253
37	TOTAL LIABILITIES	28,679,206
38	FUND BALANCE	
39	Fund Balance	334,984
40	Net Revenue / (Expenses)	5,958,216
41	TOTAL FUND BALANCE	6,293,201
42	TOTAL LIABILITIES & FUND BALANCE	\$ 34,972,407

Altadena Library District
Monthly Variance Analysis
March 2023 - 75% Year to Date (YTD)

General Fund Budget to Actual

Revenue

Line 2 – Property Taxes & Assessments includes Ad Valorem tax revenue and a redevelopment tax levied by Los Angeles County in December. YTD is over budget due to supplemental assessments levied throughout the year.

Line 3 – Library Fees includes printing fees, video game rentals, community room fees, and passport services. YTD is trending in line with budget.

Line 4 – Interest Income includes earnings from cash and investments held with the County of Los Angeles, a checking account at Pacific West Bank, and the addition of the California Cooperative Liquid Assets Securities System investment account (CLASS). YTD is over budget due to conservative budgeting and higher interest rates for the CLASS investments.

Line 5 – Other Revenue is generated from film rentals, E-Rate reimbursement (internet), credit card rebates, and other miscellaneous revenue. YTD is trending under budget at 26% due to the timing of the e-rate revenue received at fiscal year-end.

Line 6 – Unrealized Gain/Loss includes the reversal of the annual adjustment to reflect the market value of the funds invested with the County. The District intends to maintain a cash balance less than \$90,000 which will make the adjustment less significant. The market value adjustment will be recorded at fiscal year-end.

Expenses

Line 11 – Salaried includes employee wages and an annual wellness stipend of \$400, less a small portion funded from donations and grants. YTD is trending under budget at 68% due to position vacancies throughout the year.

Line 12 – Hourly includes employee wages and an annual wellness stipend of \$400 for hourly employees. YTD is trending under budget at 68% due to position vacancies throughout the year.

Line 15 – 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 \$650 per month per employee. YTD is trending over budget at 80% due to an increase in medical insurance rates in January.

Line 16 – Health Insurance - Retiree includes health benefits for retired employees. YTD is trending in line with budget.

Line 17 – Other Medical Insurance includes the District’s contribution toward dental, vision, and life insurance for full-time employees. YTD is trending under budget at 66% due to position vacancies throughout the year.

Altadena Library District
Monthly Variance Analysis
March 2023 - 75% Year to Date (YTD)

Line 18 – Workers’ Compensation insurance is paid in full at the beginning of the fiscal year. YTD is 100%.

Line 19 – CalPERS Retirement (Normal Costs) is the District’s portion of employee retirement costs. YTD is trending under budget at 64% due to position vacancies throughout the year.

Line 20 – 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 21 – Payroll Taxes include the District’s portion of federal and state taxes. YTD is trending under budget at 67% due to position vacancies throughout the year.

Line 25 – Insurance includes property, liability and earthquake insurance paid in full at the beginning of the year. YTD is 100%.

Line 26 – Utilities includes electricity, gas, and water for the main library and the Bob Lucas branch. YTD is trending under budget at 69% due to a mid-year adjustment to account for rising gas and electricity costs for the remainder of the year

Line 27 – County Tax Collection Fees are paid to the County at approximately 1% of property taxes collected in Line 2. YTD is trending over budget at 96% because the County assessed the majority of fees in December when the property tax revenues were recorded.

Line 28 – Other Operating includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is trending over budget at 80% due to temporary month- to month equipment leases that will continue until newly purchased equipment is delivered.

Line 29 – Facilities, Grounds & Maintenance includes maintenance contracts, building maintenance and repairs, and landscaping services. A portion is also funded from donations and grants. YTD is trending in line with budget.

Line 30 – Structures & Improvements includes emergency funds for unanticipated expenses. YTD is trending under budget at 16%.

Line 31 – Vehicles & Equipment Maintenance includes the cost of vehicle purchases and related maintenance. The budget also includes a one-time set-up/conversion fee for a new mobile library van which was delivered in March and will be put into use before year-end.. YTD is trending under budget at 22%.

Line 32 – Staff Development, Training & Travel is budgeted for staff conferences, training, and related expenses. YTD is trending under budget at 67%.

Line 33 – Advertising & Marketing includes general marketing for the District. YTD is trending under budget at 70%.

Altadena Library District
Monthly Variance Analysis
March 2023 - 75% Year to Date (YTD)

Line 34 – Miscellaneous Expenses includes immaterial expenses not accounted for in other lines. YTD is trending in line with budget.

Line 37 – Audit & Financial Consulting includes external consulting services and annual audit services. YTD is trending in line with budget.

Line 38 – Legal Fees are for general District matters. YTD is trending over budget at 83% due to additional legal services at the beginning of the year.

Line 39 – Consultants-Other includes other miscellaneous consulting services. YTD is trending in line with budget.

Line 42 – 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. YTD is trending under budget at 46% due to the timing of these costs at fiscal year-end.

Line 43 – Technology Equipment includes the purchase of an office copier that replaces the leased copier from previous years. A portion is also funded from donations and grants. YTD is trending under budget at 50%.

Line 44 – Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is trending over budget at 89% due to various subscriptions and warranties expensed through fiscal year-end.

Line 45 - Telecommunications includes phone charges for the main library and the Bob Lucas branch. YTD is trending over budget at 79% due to annual contracts expensed in their entirety at the beginning of the fiscal year.

Lines 48 - 55 – 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 are trending under budget at 56%.

Lines 58 – 64 – 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 are trending under budget at 65%.

Line 67 - Net Revenue / (Expenses) is the year-to-date use of or (addition to) Operating Reserves. YTD is an addition of \$1,376,816. This will fluctuate throughout the year based on the timing of revenue and expenses.

Altadena Library District
Monthly Variance Analysis
March 2023 - 75% Year to Date (YTD)

Donations / Grants Budget to Actual

Revenue

Line 3 - Altadena Library Foundation includes a grant to support operating and program services. In addition, a gift-in-kind of equipment and supplies was received for the Fab Lab.

Line 4 - Friends of the Library includes a grant to support operating and program services.

Line 5 - California Library Literary Services includes annual grant funding and an additional grant to support English as a second language services.

Line 6 - Emergency Connectivity Fund is a reimbursable grant for the purchase of hot spots and related maintenance in Lines. It is anticipated that the entire amount will be reimbursed by the grant.

Line 7 - California State Libraries Facilities & Equipment includes a vending machine, website development, a mobile library van, and a reimbursable grant for a new door and technology to support "open plus" which will allow patrons access to the Library during non-operating hours.

Expenses

Line 12 - Salaried includes a portion of salaries at the Bob Lucas Branch paid for by the California Library Literary Services grant. YTD is in trending in line with budget.

Line 13 - Hourly corresponds to the \$13K in increased funding for the California Library Literary Services grant for English as a second language services. YTD is trending in line with budget

Line 22 - Total Operating Expenses are trending under budget at 29% due to the delay in purchasing a vending machine and structural and facilities improvements scheduled at year-end.

Line 33 - Total Programs is trending under budget at 34% due to the timing of programs.

Line 36 - Total Library Materials has no activity year to date.

Line 42 - Total Information Technology is trending under budget at 50% due to the timing of internet service and website development projects planned for year-end.

Line 44 Net Revenue / (Expenses) is the year-to-date balance of unused donations and grant funds. YTD is \$234,373 which will be expensed by fiscal year-end.



**BOARD OF LIBRARY TRUSTEES
FACILITIES COMMITTEE AGENDA ITEM IX.E.II. FOR APRIL 2023**

REPORT: Agenda Item IX.e.ii.

MEETING DATE: April 24, 2023

PREPARED BY: Trustee Clark

LOCATION: Main Library Community Room

Facilities Ad Hoc Committee Report

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

- a. Community Focus Group – Future meetings will be scheduled as needed to obtain feedback on design updates.
- b. Offsite Facilities – The committee met with Franklin Elementary School administration to advance discussions of leasing a portion the site to house library services during construction. We will meet with the PUSD Facilities Committee on April 18 to present our proposed plan for use of the site.
- c. Architectural Services – Design work and coordination with Regional Planning continues for the Bob Lucas Branch. Schematic Design is nearing completion on the Main Library.
- d. Coordination with County departments – The Bob Lucas CUP is still in process with Regional Planning. A planning application for the Main Library project has been submitted for early review of certain issues. The planner assigned to the projects is no longer with the County and we are awaiting reassignment to a new planner.
- e. Communications and Community Outreach – The design team provided updates on both library projects at the ACONA meeting on March 28. Updated informational boards have been posted at the libraries for public feedback.
- f. CEQA Services – Chambers Group has begun work on CEQA services for the Main Library and will assist in documentation required by Regional Planning.
- g. Bob Lucas Historical Preservation: The committee has met with the Armory Center for the Arts, who have expressed interest in being involved with the project and provided guidance for next steps.
- h. Main Library parking options: The committee is expecting to meet with the County in late April to continue discussions around potential diagonal street parking along Mariposa in front of the Main Library. The committee is also continuing discussions with the Senior Center regarding the feasibility of a parking agreement for use of the Senior Center parking lot for after-hours event parking.
- i. Building Forward Grant Round 2 – The State Library of California has opened up Round 2 of the Building Forward Grant program, which expands the eligible costs beyond the critical infrastructure needs of the Round 1 grant to include energy efficiency, sustainability, and other items that were previously ineligible. The

committee is developing a list of scope items that may qualify and is working toward submitting applications for both library projects to supplement the current funding.



We write to express our strong support of AB 41, the the Digital Equity in Video Franchising Act of 2023 (DEVFA), which advances long overdue reforms to the 2006 California franchise law, known as DIVCA.

AB41 addresses critical issues with equitable access to services offered by holders of state franchises, creates a transparent and fair process for once-a-decade franchise renewals, and establishes a mechanism for California customers to make the commission aware of service quality issues.

DIVCA was passed in 2006 to encourage competition in the cable market with the intent of benefiting consumers with lower prices, better services - video and broadband that is offered over the same wires - and expanded access to broadband. More than 15 years later, DIVCA has fallen well short of its promises:

- **Competition has decreased in the years since DIVCA went into effect.** Over the last decade the percentage of California households with access to two or more providers has plunged from 80% to 65%.
- **Prices for California cable service have increased since the advent of DIVCA,** in the case of at least one franchise holder by more than 150%.
- **Hundreds of thousands of families across California lack access to service, most of them within the service areas of state franchise holders.**

DIVCA’s outdated anti-discrimination provisions and lack of equal access policy have led to a persistent and troubling gap in broadband connectivity across the state - responsible for a large part of what we refer to as the “digital divide.” In fact, the gap in access between wealthy and low-income Californians has been largely unchanged over the past two decades.

The digital divide affects all kinds of California communities, rural, suburban, and urban alike. AB41 makes equal access the official policy of the states only franchising authority, defines anti-discrimination in clear and actionable ways, and creates an open and transparent process for franchising that allows for public engagement.

We represent a broad and deep coalition of equity advocates working across the state and across issues. We are educators, health care providers, economic opportunity engines, community leaders, and above all, service providers and advocates for Californians that have too often been left behind. We have seen and experienced first-hand the urgent need to close the digital divide in our communities.

Together, we educate and advocate for fast, reliable, and affordable broadband for everyone, and we enthusiastically support AB 41.

We thank you for your leadership on this critical statewide issue.

Sincerely,

- Patrick Messac, Project Director, #OaklandUndivided
- Sean Taketa McLaughlin, Executive Director, Access Humboldt
- Davis Diaz, MPH, Executive Director, Active San Gabriel Valley
- Vanessa Aramayo, Executive Director, Alliance for a Better Community
- Sue Buske, Board of Directors, Alliance for Community Media, Western Region
- Terry Andruess, Trustee, Altadena Library District
- Ricky Abilez, Director of Policy & Advocacy, Arts for LA
- Berenice Nuñez Constant, Senior Vice President, Government Relations and Civic Engagement, AltaMed Health Services
- Shayna Englin, Director, Digital Equity Initiative, California Community Foundation
- Lead- Maria Villamil, California Native Vote Project
- Dr. Alicia Montgomery, CEO, Center for Powerful Public Schools
- Kami Peer, State Policy Associate, Common Sense Media
- Paola Schenkelberg, External Affairs Director, Communities In Schools of Los Angeles (CISLA)
- Joanne Preece, Director of Government & External Affairs, Community Clinic Association of Los Angeles County (CCALAC)
- Eric Ohlsen, Executive Director, Community Coalition of the Antelope Valley
- Jason Foster, President & COO, Destination Crenshaw, Destination Crenshaw
- Claudia Oliveira, DTLA Chamber of Commerce
- Chao Jun Liu, Legislative Associate, Electronic Frontier Foundation
- Norma E. Fernandez, CEO, EveryoenOn
- Dr. Ana Ponce, Executive Director, GPSN
- Jorge Rivera, Executive Co-Director, Healing and Justice Center
- Bianca Blomquist, Small Business Majority
- Henry Perez, Executive Director, InnerCity Struggle
- Hannah Gravette, Regional Vice President, Innovate Public Schools
- Christopher Mitchell, Program Director, Community Broadband Networks Initiative, Institute for Local Self-Reliance (ILSR)
- Kimberly Fabian, Program Manager, Kid City Hope Place
- Eddie Martinez, Executive Director, Latino Equality Alliance
- Joni Angel, Executive Director, Los Angeles Coalition for Excellent Public Schools
- Patrick Gittisriboongul, Asst. Superintendent Technology & Innovation, Lynwood Unified School District
- Tracy Rosenberg, Executive Director, Media Alliance
- Brandon Forester, Organizer, MediaJustice
- Geoffrey Baum, Executive Director, Michelson Center for Public Policy
- Arnold Sowell, Executive Director, NextGen Policy
- Evelyn Aleman, Founder, Our Voice: Communities for Quality Education
- Veronica Padilla, Executive Director, Pacoima Beautiful
- Drew Furedi, President and CEO, Para Los Niños
- Emma Hernandez, Chief Executive Officer, Southeast Community Development Corporation
- Maddie Ribble, Policy Director, Social Drivers of Health, The Children's Partnership
- Amy Cortinas, Senior Vice President, Strategic Partnerships, UNITE LA
- Larry Fondation, Executive Director, United Parents and Students, United Parents and Students
- Mario Valenzuela, Senior Vice President of Equity, Inclusion, & Social Impact, YMCA of Metropolitan LA



**ALTADENA LIBRARY DISTRICT
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN THAT ON APRIL 24, 2023 THE ALTADENA LIBRARY DISTRICT BOARD OF TRUSTEES WILL HOLD A PUBLIC HEARING TO CONSIDER THE FOLLOWING:

Review of the three draft maps proposed to complete the Altadena Library Districting redistricting process. To ensure more fair and representative elections, the Altadena Library District committed in 2019 to establishing Library Board of Trustee districts in Altadena rather than seats being At-Large. Under this commitment — which is in adherence with the California Voting Rights Act (CVRA) — the Altadena Library District will be divided into five trustee areas, and one governing board member will be elected by the registered voters in that particular area. Voters can decide only between candidates that live in their own area, and each area elects only one trustee.

Three draft maps were shared on the District website on March 15, 2023. The public is invited to provide their comments and feedback in regards to the three maps.

NOTICE IS FURTHER GIVEN that at the hearing the testimony of all interested persons will be heard.

SAID PUBLIC HEARING WILL BE HELD BY THE BOARD on April 24, 2023 at 5:00 pm at a regular Board of Trustees Meeting.

The members of the Board shall participate in this meeting in-person at the Library Community Room at 600 E. Mariposa st. The public are invited to attend in-person or virtually. Virtual attendance can be accessed via the Town Hall Zoom link here: https://us06web.zoom.us/meeting/register/tZ0lf-CorTIsHdZCy_qFK_VSj7-bqXmmGMuz The live stream of the meeting may be viewed by visiting the Library District's YouTube channel at the following URL: <https://www.youtube.com/c/AltadenaLibrary>

Any person who would like to make public comment during the public hearing can call in to (626) 798-0833 x103.

Any written comments or petitions to be submitted to the Board must be received by the Library District not less than two (2) hours prior to the public hearing. Written comments or petitions may be submitted by email to hello@altadenalibrary.org or online at www.altadenalibrary.org/publiccomment. Any person who would like to make public comment during the public hearing can call in to (626) 798-0833 x103.

If you wish to challenge the Library District's action on these matters in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Library District at or prior to the public hearing.

LEGAL PUBLISHING ON: April 14, 2023

Kameelah Wilkerson

Kameelah Wilkerson
Board Secretary, Altadena Library District

Altadena Library District Public Hearing on Trustee Areas



April 24, 2023

Kristen Parks, Consultant
National Demographics Corporation⁶⁰

Project Timeline

Schedule	Description
<p>Public Hearings January 23, 2023 (Board Meeting) February 13, 2023 (Special Meeting)</p>	<p>Conducted to solicit input on neighborhoods, communities of interest, and other factors in the composition of Trustee Areas</p>
<p>Draft Maps Released <i>By March 18, 2023</i></p>	<p>Draft Trustee Area maps posted at least 7 days prior to 3rd hearing</p>
<p>Public Hearings March 25, 2023 (Saturday Town Hall) April 24, 2023 (Board Meeting)</p>	<p>Conducted to discuss and revise the draft maps and to discuss the election sequence</p>
<p>Map Adoption</p>	<p>Final Trustee Area map posted at least 7 days prior to adoption</p>
<p>Election Day November 5, 2024</p>	<p>First “By-Trustee Area” elections held</p>

Summary of Draft Maps (5)

Draft maps presented 3/25

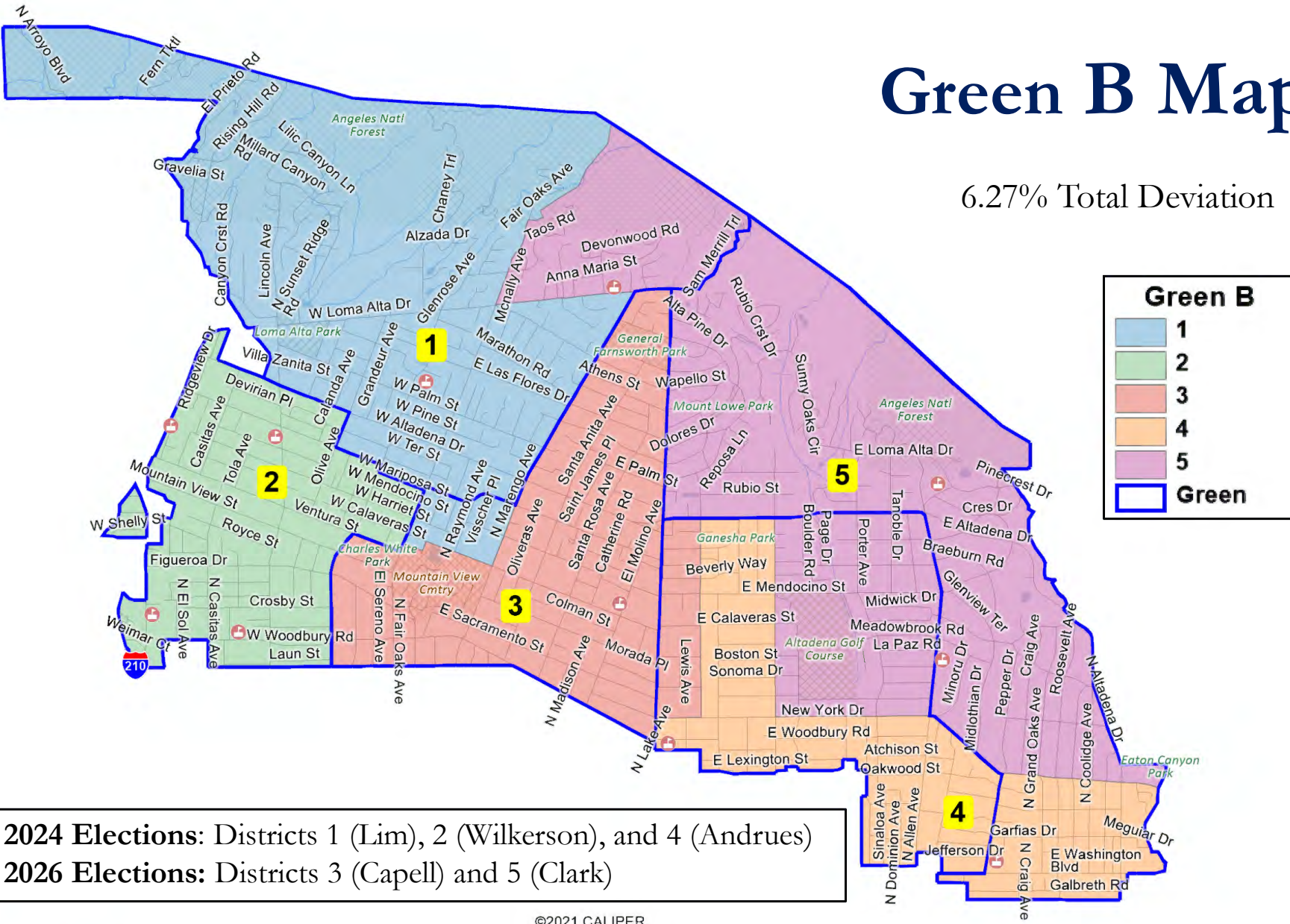
- Green *“Focus map”*
- Purple *“Focus map”*
- Orange

New maps for consideration

- Green C
- Green B

Green B Map

6.27% Total Deviation

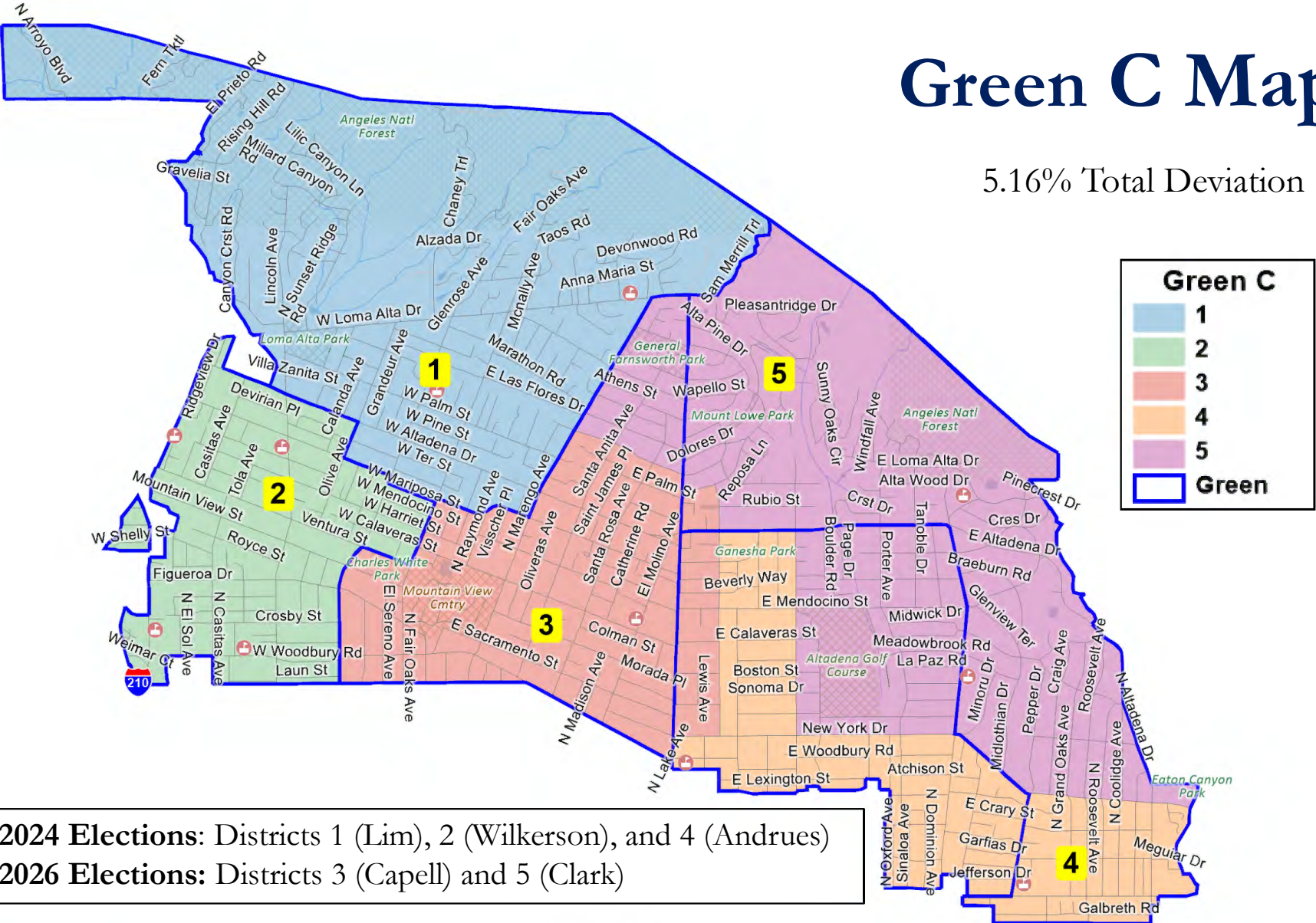


2024 Elections: Districts 1 (Lim), 2 (Wilkerson), and 4 (Andrues)
2026 Elections: Districts 3 (Capell) and 5 (Clark)

©2021 CALIPER

Green C Map

5.16% Total Deviation



2024 Elections: Districts 1 (Lim), 2 (Wilkerson), and 4 (Andrues)
2026 Elections: Districts 3 (Capell) and 5 (Clark)

©2021 CALIPER

View Maps Online

The screenshot shows the website's navigation menu with links for ABOUT, EVENTS, RESOURCES, USING THE LIBRARY, and SUPPORT. The main heading is "Redistricting Committee". Below this are three buttons: "WHAT IS CVRA?", "INTERACTIVE MAP PAGE", and "BOARD RESOLUTION 2019-03".

Altadena Library Redistricting Process

To ensure more fair and representative elections, the Altadena Library District committed in 2019 to establishing Library Board of Trustee districts in Altadena rather than seats being At-Large. Under this commitment – which is in adherence with the California Voting Rights Act (CVRA) – the Altadena Library District will be divided into five trustee areas, and one governing board member will be elected by the registered voters in that particular area. Voters can decide only between candidates that live in their own area, and each area elects only one trustee.

The District is in the process of creating a district map of the five trustee areas. Three draft Trustee Area maps – Green, Purple, and Orange (shown below) – are being proposed. You can also see the draft maps on the interactive map page.

Consultants

National Demographics Corporation
Redistricting Services

The bottom of the page features three draft maps: "Green Map" (March 1 map, 2019 Drawing), "Purple Map" (March 1 map, 2019 Drawing), and "Orange Map" (March 1 map, 2019 Drawing). Each map has a "Click for large map" button. To the left of these maps is a "Click for interactive map" button with a red arrow pointing to a map thumbnail.

altadenalibrary.org/redistricting

Public Hearing & Discussion

- ❑ Q & A
- ❑ Public hearing on draft maps
- ❑ Next steps
 - Members identify preferred map
 - Board may request revisions to the preferred map or introduce resolution to adopt
 - Public hearing on adoption of preferred map



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM XII.A. REPORT FOR APRIL 2023**

REPORT: Agenda Item XII.a.

MEETING DATE: April 24, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: RFP for Landscape and Gardening Services at the Main and Bob Lucas Libraries.

BACKGROUND:

Continued upkeep of the landscape and gardens at both the Main and Bob Lucas libraries ensures those spaces are viable for patrons and the community at large. Carlos Baffigo, the District's consultant with Building Basics for Libraries, was central in drafting an updated RFP for services. Keeping in mind future upgrades to the facilities, as well as focusing on the ongoing scope of work that has been necessary, the following was drafted to seek outside gardening service for the future sustainability of District facilities.

An RFP has been created to help us meet current and future needs. The scope of work that is needed at both locations consists of the following:

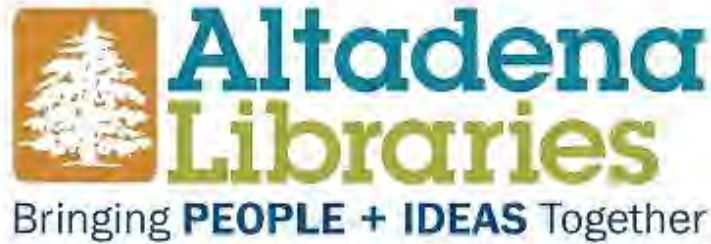
- Removal of weeds and weed control
- Trimming of hedges
- Lawn maintenance (Mowing, etc. at Main Library only)
- Pruning and trimming
- Leaf and debris removal
- Mulching
- Fertilization
- Irrigation repair and operations (when needed)
- **Mandatory use electric gardening equipment** (no 2-cycle gas equipment, lawn mower is exception)
- Clean up, trash, and debris removal
- Use of pesticide(s), herbicide(s), and/or rodenticide(s)
- Inform Facilities Manager of any minor or major gardening maintenance needs (including supplies) at both facilities

FISCAL IMPACT:

Anticipated proposal amounts are expected between \$2500 to \$3000 per month. The amounts may vary depending on proposals received. The funding will come out of our Maintenance Contracts account number 7205.

RECOMMENDATION:

That the Board of Trustees approve the use of an RFP to solicit bids for Landscaping and Gardening services to maintain our landscape areas at both the Main and Bob Lucas Library's



**REQUEST FOR PROPOSALS
LANDSCAPING & GARDENING
SERVICES
Altadena Library District**

RFP ISSUE DATE **April 25, 2023**

CONTACT **Altadena Library District**
Jonathan Arevalo, Facilities Manager
Email: jarevalo@altadenalibrary.org
Phone Number: 626-798-0833, ext.110

PROPOSAL DUE **May 23, 2023 by 5:00 PM**

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

CONTENTS

Section I	Purpose of Request for Proposals and General Terms and Conditions
Section II	Schedule of Events
Section III	Scope of Work
Section IV	Evaluation and Award Criteria
Section V	Proposal Instructions, Format, and Submittal Requirements
Section VI	Cost Sheet
Attachment A	Professional Services Agreement Sample

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

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

1. PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Altadena Library District (ALD) is currently seeking proposals from interested, highly qualified and experienced Landscape & Gardening Services firms to provide professional gardening maintenance services, including landscape maintenance; emergency repair; non-emergency routine preventative maintenance as well as scheduled repairs; new equipment upgrade and installation work; and ad hoc landscaping work billed on a time and materials basis.

ALD is responsible for landscape maintenance at two (2) locations:

1. Altadena Main Library, located at 600 E. Mariposa Street, Altadena, California has approximately 35,000 sq ft of landscape area. *
2. Bob Lucas Memorial Library, located at 2659 Lincoln Ave, Altadena, California has approximately 2,700 sq ft of landscape area. *

Beginning in Fall 2023, the Main Library and the Bob Lucas Memorial Library will undergo renovation construction. Contracted services for Landscape Gardening Services provided under this RFP may be adjusted for scheduling and scope during construction and beyond.

** Proposers will be responsible for verifying and inspecting all sites prior to submitting a proposal and will assume full responsibility for assessing locality and conditions that may in any manner affect the work to be done at those locations. Submission of a proposal shall be prima facie evidence that the Proposer has made such examination and is satisfied as to the conditions to be encountered in performing the Work and as to the requirements of this RFP.*

2. 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:** Jonathan Arevalo, Facilities Manager at jarevalo@altadenalibrary.org.

3. 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.

4. **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. 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.
5. **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 IV, Proposal Instructions and Format.
6. **PROPOSER'S COST**
Costs for developing proposals are entirely the responsibility of the Proposer and shall not be chargeable to the Altadena Library District.
7. **EXCEPTIONS**
If a Proposer 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.
8. **DELIVERY OF PROPOSALS**
All proposals must be submitted at: <https://www.bidnetdirect.com/california/ald> by not later than **May 23, 2023, at 5:00 pm**. The Altadena Library District assumes no responsibility for delay in delivery. **LATE PROPOSALS WILL NOT BE ACCEPTED.**
9. **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.
10. **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.
11. **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.

12. **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.

13. **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.

14. **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.

15. 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 IV – Evaluation and Award Criteria.

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

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.

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.

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.

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	Tuesday, April 25, 2023
<u>Mandatory</u> Pre-Proposal Meeting	Wednesday, May 3, 2023
Last Day for Submission of Questions	Tuesday, May 9, 2023
District Response to Questions	Friday, May 12, 2023
DEADLINE FOR RECEIPT OF PROPOSALS	TUESDAY, May 23, 2023 @ 4PM
Evaluation and Optional Interview if Required	May 31-June 2, 2023
Selection made and award of contract	Monday, June 26, 2023
Tentative Start Date	Monday, July 10, 2023

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

SECTION III SCOPE OF WORK

1. 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.

The Altadena Library District takes great pride in the overall look, health and general condition of the landscaping in the Altadena Library facilities. As such, great care must be given to managing, maintaining and inspecting sites, identifying areas in need of care; having proper knowledge of irrigation systems maintenance and water conservation, scheduling maintenance activities, and execution and implementation of those schedules. The proposal should specifically describe the professional qualifications the firm may have in providing these types of services as indicated in this RFP.

Contractor will be required to have qualified staff that have demonstrated experience with landscaping work. The firm's assigned personnel should also have the ability to troubleshoot and diagnose problems with the Library's irrigation operation systems.

ALD expects Contractor to provide sufficient staff as necessary to provide regular and preventative maintenance, and to respond to unscheduled/emergency work ("Extra Work") after regular working hours (10:00 AM to 8:00 PM, Monday and Tuesday - 10:00AM to 6:00PM, Wednesday thru Friday - 10:00AM to 4:00PM, Saturday).

2. TERMS

The Library's Landscape and Gardening Services contract will be for the period of three (3) years; from July 1, 2023 – July 1, 2026 with three (3) options for one (1) year extensions.

3. LICENSES

1) A valid, current, and in good standing State of California Contractor's License, Class C-27 Landscaping Contractor license issued by the California State Contractor Licensing Board. A copy of the contractor's license number and date of expiration shall be included in the submitted Proposal. Failure to produce and possess the specified license will render the Proposal as non-responsive.

2) A Pesticide License issued by State of California Department of Pesticide Regulation Enforcement Branch for pesticide operations to be performed. Copies of said licenses required of bidder must be presented at the time of bid submission to be eligible for the award of contract, and must be maintained in good standing

throughout the term of the contract. If contractor plans to utilize the services of a subcontractor to provide pesticide operations, said subcontractor must be identified in bid proposal on the form provided. This shall include all subcontractors; PCA (Pest Control Advisor), and QAC (Qualified Applicator Certificate), or QAL (Qualified Applicator License). Failure to possess the specified license shall render the bid as non-responsive. No contract will be awarded other than to a contractor properly licensed in accordance with the provisions of Chapter 9, Division 3, of the Business and Professions Code of the State of California, cited as the Contractor's State License Law. Each bidder shall submit a photographic copy of its active contractor's license and pesticide license with the bid documents. ALD shall, before awarding a bid, verify that a contractor was properly licensed when the contractor submitted the bid. In the event of a dispute as to the classification of license required the opinion of the California Contractors' State License Board shall prevail.

4. MANDATORY PRE-PROPOSAL MEETING

A mandatory Pre-Proposal meeting will be held on Wednesday, May 3, 2023 at 7:30 AM at 600 E. Mariposa Street, Altadena, California and at 9AM at the Bob Lucas Memorial Library, located at 2659 Lincoln Ave, Altadena, California. **Attendance is mandatory.** Allow approximately two (2) hours. RFP Document(s) must be obtained in advance as they will not be provided at the pre-proposal meeting.

5. SCOPE OF WORK

The scope of work is to provide gardening services for both libraries. Services, although not all-inclusive, may include:

I. MATERIALS TO BE PROVIDED BY THE CONTRACTOR

The Contractor, at contractor's sole expense, shall furnish all necessary equipment, supplies, and materials of good quality and in the amounts necessary to fulfill these specifications and to accomplish an acceptable and professional level of maintenance, as determined by ALD. These supplies and materials shall include, but not be limited to:

1. All necessary equipment, machinery, batteries, chargers, parts, etc.
2. All necessary horticultural supplies and landscape tools.
3. All parts necessary for the repair and proper maintenance of all irrigation systems.
4. All materials are to be new and identical to existing materials model and make, unless directed otherwise by the Facility Manager.
5. Upon approval, all necessary pesticides including herbicides, insecticides, fungicides and rodenticides and all necessary licenses.
6. Upon approval, all necessary fertilizers and soil amendments.

II. USE OF ELECTRIC GARDENING EQUIPMENT ONLY

Contractor must **only** use cordless electric powered gardening equipment. All electric equipment, including but not limited to battery packs, battery chargers, etc. shall be furnished by Contractor, and be well-maintained and in good working order when in use. Contractor shall have sufficient equipment to perform contract without delay or disruption of service.

USE OF GAS POWERED GARDENING EQUIPMENT SUCH AS LAWNMOWERS, HEDGERS, TRIMMERS, CHAINSAWS, ETC. IS STRICTLY NOT ALLOWED UNDER THIS CONTRACT. USE OF GAS POWERED EQUIPMENT WILL VIOLATE THE TERMS OF THIS CONTRACT.

III. REMOVAL OF WEEDS AND WEED CONTROL

Weeds must be removed manually upon appearance. Chemical weed control shall **only** be permitted with prior approval by the Facility Manager.

Maintenance areas shall remain weed free. Weeds, grasses and invasive plant species, as determined by the Facility Manager, shall be removed from all areas weekly, or more frequently if needed, as a regular service requirement of this Contract.

Weeds shall be removed manually unless the Contractor has received prior approval to utilize alternative means of weed control by the Facility Manager. Upon approval, Contractor shall post notice 24 hours prior to any fertilizing or pesticide operation in affected area. The posting of intent of any chemical application will include the date and time of application, the product being applied and re-entry time, according to product label.

Ic. TRIMMING OF HEDGES

Hedge trimming frequency shall be one (1) time per week or as directed by Facility Manager. All cutting equipment shall be maintained and sharpened to provide a smooth, even cut without tearing branches.

c. LAWN MAINTENANCE

Mowing frequency shall be one (1) time per week or as directed by Facility Manager. Electric mowers shall be equipped with clipping collection device, unless otherwise directed by Facility Manager. All cutting equipment shall be maintained and sharpened to provide a smooth, even cut without tearing of the leaf blade.

Avoid damage to trees and other obstacles located within the turf areas, such as electrical boxes or fixtures.

Do not mow areas where the soil is over-saturated. Alternate mowing patterns whenever possible to prevent wheel ruts. If ruts are made, contractor will make repairs to the facility at their expense.

Curbs, gutters, walkways and all hardscape areas shall be cleaned free of accumulated grass clippings upon completion of each mowing operation. Grass clippings shall not be left on any area overnight.

Edging frequency shall be one time per week and/or as directed by Facility Manager.

All, turf edges, including designed edges in flowerbeds, shall be kept neatly edged and all grass invasions must be eliminated.

All turf edges, including but not limited to; sidewalks, patios, drives, curbs, shrub beds, flowerbeds, groundcover beds, around tree bases, and ponds shall be edged to a neat and uniform line.

ϷI. **PRUNING AND TRIMMING**

Plants, shrubs, and hedges shall be pruned and trimmed in order to maintain aesthetic qualities, promote healthy growth, and prevent intrusion into walkways, stairs, property borders, etc., which may cause hazardous conditions. Pruning shall be performed as necessary to repair injury, remove dead or damaged branches, maintain plant's natural appearance, and/or stimulate new growth or seasonal bloom.

All cutting equipment shall be maintained and sharpened to provide a smooth, even cut without tearing branches.

ϷII. **MULCHING**

Contractor shall furnish and install composite shredded bark mulch two (2) times per year in the months of March and November, at a minimum depth of two inches on all existing beds, at the base of trees and other mulched areas. Mulch must be at least two inches away from the base of the tree and not mounded to the trunk. Contractor is also required to fluff mulch areas once a month.

ϷIII. **I IRRIGATION:**

Irrigation/Operation and Maintenance: All turf areas shall be irrigated as required to maintain adequate growth and appearance. Irrigation shall be accomplished in accordance with current local Water Authority guidelines and/or the following time frames:

- A. Automatic Irrigation (adjust according to season): 10:00PM - 5:00 AM
- B. Manual Irrigation: 9:00AM - 6:00PM

Irrigation maintenance shall include but not be limited to operation of the system, adjustments, repairs, modifications, improvements, testing, and other work as required.

Contractor shall provide personnel fully trained in all phases of landscaping and irrigation systems operation, maintenance, adjustment, and repair; in all types of components to include irrigation control clocks, valves and sprinkler heads; and with all brands and models of irrigation equipment.

All damage resulting from the Contractor's operations shall be repaired or replaced prior to the end of the workday at the Contractor's expense.

Repairs to the irrigation system shall be completed within 12 hours after approval by Facility Manager on major component damage such as broken irrigation lines, defective or broken valves and sprinkler heads, sprinkler head relocations and other modifications as necessary.

All replacements shall be with original type and model materials unless a substitute is approved by the Facility Manager.

Contractor shall implement repairs in accordance with all effective warranties and no separate payment will be made for repairs on equipment covered by warranty.

Operation/Repair: The entire irrigation system, to include all components from connection at meters, shall be maintained in an operational state at all times. This coverage shall include, but not limited to the following: all controllers and remote control valves, gate valves and backflow devices, main and lateral lines, sprinkler heads, moisture-sensing devices, and all related equipment. Contractor responsibility for main lines shall consist of continual monitoring and any necessary repairs. Contractor is required to notify Facilities Manager of repairs within twenty-four (24) hours of occurrence.

Testing/Adjustments/Repairs: All irrigation systems shall be tested and inspected a minimum of once per week.

All systems shall be adjusted in order to: provide adequate coverage of all landscape areas; Prevent excessive runoff and/or erosion; Prevent watering roadways, facilities such as walkways, trails, fences and private property; Limit hazardous conditions; and Prevent "flood irrigation," over irrigating one area to account for coverage deficiency in another area.

All system malfunctions, damage, and obstructions shall be recorded and timely corrective action taken.

In addition to weekly testing, all irrigation systems shall be tested and inspected as necessary when damage is suspected, observed or reported; daily, if necessary.

Repair malfunctioning controllers, quick couplers, manual or automatic valves and sprinkler heads within twelve (12) hours of receipt of verbal or written notice.

Correct deficient irrigation systems and equipment as necessary following verbal notification from the Facility Manager.

Watering: The Contractor shall turn off irrigation system immediately as directed during periods of rainfall and times when suspension of irrigation is desirable to conserve water while remaining within the guidelines of good horticulturally acceptable maintenance practices.

Once the Facility Manager acknowledges the necessity to turn on the water once again, all controllers shall be activated within twelve (12) hours.

IX. CLEAN UP, TRASH, AND DEBRIS REMOVAL

Cleanup of the work site prior to operations shall be the responsibility of the contractor and will be required before starting any work. Cleanup shall include removal of all litter, animal feces, leaf matter, or other debris that has accumulated on the work site. Contractor shall remove all debris and dispose of it at the Facility Manager's direction.

At no time will it be allowed to blow grass cuttings/debris into public streets or gutters without being swept or vacuumed clean. Debris generated from adjacent maintained landscape areas shall be the responsibility of the Contractor to remove, (i.e., sidewalks, streets, gutters).

Contractor shall remove all debris resulting from the maintenance operations and dispose of it at the time of occurrence.

All debris resulting from any of the Contractor's operations shall be removed and disposed of as directed. No debris will be allowed to remain at the end of the workday.

Ⓔ. FERTILIZATION

Fertilization shall be applied in accordance with generally accepted application methods, **only** when/as directed by Facility Manager.

The contractor shall post notice 24 hours prior to any fertilizing or pesticide operation in affected area. The posting of intent of any chemical application will include the date and time of application, the product being applied and re-entry time, according to product label.

Ⓕ. USE OF PESTICIDE(S), HERBICIDE(S), AND/OR RODENTCIDE(S)

Inspection of landscaped areas shall be made weekly for evidence of disease, harmful insects, and/or rodents. If evidence of disease, harmful insects, and/or rodents is found, Contractor shall immediately report findings to Facility Manager and recommend appropriate method of eradication or extermination.

Pesticide(s), herbicide(s), and/or rodenticide(s) shall be applied in accordance with California Department of Pesticide Regulation's (DPR) approved application methods, **only** when/as directed by Facility Manager. **Contractor shall hold a current, valid, and in good standing Pesticide License issued by State of California Department of Pesticide Regulation Enforcement Branch.**

The contractor shall post notice 24 hours prior to any fertilizing or pesticide operation in affected area. The posting of intent of any chemical application will include the date and time of application, the product being applied and re-entry time, according to product label.

Ⓖ. REPORTING AND COMMUNICATION

Contractor shall communicate weekly with Facilities Manager to report current status of gardening services, including but not limited to health of plant material, dangerous/hazardous conditions, scheduling of services, maintenance operations, repairs, recommended use of pesticide(s), herbicide(s), or rodenticide(s), vandalism, property damage, etc. Additionally, Contractor shall report any anticipated shortages of supplies or equipment.

Contractor shall designate a Project Manager who will remain as the principal-in-charge of managing the daily operations and implementation of the defined activities, and who will be present at all routine and emergency interactions with the ALD as the main point of contact.

Contractor and/or crew supervisor shall be available to meet with the Facility Manager or designee on a weekly basis to review each week's maintenance activities. No additional, or separate, compensation shall be paid for attending meetings, which shall be considered as included in the compensation paid for all the various services provided hereunder.

6. 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. All other expenses shall be approved by the District before they are incurred.

SECTION IV EVALUATION AND AWARD CRITERIA

1. **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 Management and staff. Award will be made in the best interest of the Altadena Library District.

2. **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. 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 V
PROPOSAL INSTRUCTIONS AND FORMAT**

1. 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.

2. DELIVERY OF PROPOSALS

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

3. 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.

4. 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.

5. **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 janitorial 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 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, 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 III - 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 hourly rate (or flat rate depending on the scope of work) for the services identified in Section III Scope of Work. All costs associated with the services of this contract must be identified on the Cost Sheet (Section VI). Projected hours for completion of the project shall also be included. Additionally, include a fee schedule for possible additional services. The completed Cost Sheet shall be signed and submitted.

**SECTION VI
COST SHEET**

1. 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 III. 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.

2. COST FOR SCOPE OF WORK. SECTION III

a. Fee Schedule for Gardening Services for Term of Contract (not included in the Scope of Work)

Position	Hourly Rate	
	Unscheduled/ Emergency hours	Emergency debris hauling

b. Identify costs cap as not to exceed.

This proposal submitted by: _____

C
o
m
p
a
n
y
N
a

m
e

Address: _____

Telephone Number: _____

Fax Number: _____

Business License Number: _____

Contact Name: _____

Authorized Signature: _____

SAMPLE

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is made and entered into this **XX** day of _____ 202_, (the “Effective Date”) by and between the Altadena Library District, a California Special 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**, 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 three (3) years, with an option for two one-year extensions, 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 One Million Dollars (\$1,000,000) per claim and One Million Dollars (\$1,000,000) 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:

FILL IN WITH CONTACT INFORMATION

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 XII.C. FOR APRIL 2023**

REPORT: Agenda Item XII.c.

MEETING DATE: April 24, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

BACKGROUND: In the spirit of strengthening library relations with the community, interested Library Staff were given the opportunity to participate in a volunteer sponsorship for a Habitat for Humanity build in Altadena. Staff exceeded donations and were cleared to participate. Unfortunately, the previously approved April 26th Build Day was cancelled by Habitat for Humanity, in light of the unusual amount of rain California has experienced this winter and spring season. The new proposed Build Day for Altadena Library District Staff is **Thursday, June 29th from 7:45am – 3:45am.**

Just as before:

- We hope to close the library so all Staff can participate in the build on that day.
- The cost of the sponsorship was \$2500. This cost was met by donations from staff. Participation and donations was completely voluntary. Staff who choose not to participate will have the option of using leave if normally assigned to work on June 29th.
- Community partners, including the group of Library Staff, are given the option to be publicized by San Gabriel Valley (SGV) Habitat.
- This particular SGV Habitat build will be the first ever in Altadena.

This volunteer opportunity will not only serve as a valuable team-building experience resulting in tangible impact on those in need, but also an extension of gratitude for groups like Habitat for Humanity, who actively seek to improve the lives of Altadena residents.

RECCOMENDATION: Staff recommends the Board approve closure of the Library on June 29, 2023, so that Library Staff may participate in the Habitat for Humanity build.



Voting Members

- Donald Dear
Chair

- Gerald McCallum
1st Vice-Chair

- Margaret Finlay
2nd Vice-Chair

- Kathryn Barger
John Lee
Robert Lewis
John Mirisch
Holly Mitchell
Francine Oschin

Alternate Members

- Anthony Bell
Michael Davitt
Mel Matthews
Hilda Solis
Vacant
(City of Los Angeles)
Vacant
(Public Member)

Staff

- Paul Novak
Executive Officer

- Adriana Romo
Deputy Executive Officer

- Amber De La Torre
Doug Dorado
Adriana Flores
Taylor Morris
Alisha O'Brien

80 South Lake Avenue
Suite 870
Pasadena, CA 91101
Phone: 626.204.6500
Fax: 626.204.6507

www.lalafco.org

MEMORANDUM

TO: Los Angeles County Board of Supervisors
Cities in Los Angeles County
Independent Special Districts in Los Angeles County

COPY TO: Arlene Barrera, Los Angeles County Auditor-Controller

FROM: Paul A. Novak, AICP; Executive Officer

RE: Adopted Final Budget for Fiscal Year 2023-24.

DATE: April 17, 2023

On March 13, 2023, LAFCO's Proposed Draft Budget for Fiscal Year 2023-24 was transmitted to you by email. At the April 12, 2023, LAFCO Meeting, the Commission (LAFCO) approved a Final Budget for FY 2023-24 (there were no changes from the draft budget previously sent to you).

The Final Budget for FY 2023-24, enclosed, is being distributed to local agencies pursuant to Government Code § 56381.

Should you have any questions or concerns, please do not hesitate to contact me, or Adriana Romo, Deputy Executive Officer.

ADOPTED FINAL BUDGET FOR FISCAL YEAR 2023-24

ACCT. #	ACCOUNT NAME	ADOPTED FINAL BUDGET FY 2022-23	PROPOSED DRAFT BUDGET FY 2023-24	ADOPTED FINAL BUDGET FY 2023-24	% Variance From FY 2022-23 Budget to Rec Final FY 2023-24
		<small>*Adopted 4/13/22</small>	<small>*Approved 3/8/23</small>	<small>*Adopted 4/12/23</small>	
EXPENSES					
50000	Salaries and Employee Benefits				
50001	Employee Salaries	\$ 787,300	\$ 870,000	\$ 870,000	10.5%
50015	Employer Paid Pension Contribution	186,600	208,200	208,200	11.6%
50016	Accrued vacation and sick cashout	13,000	13,000	13,000	0.0%
50017	Commissioner Stipends	20,000	20,000	20,000	0.0%
50018	Worker's Compensation Insurance	10,500	11,000	11,000	4.8%
50019	Insurance (Health, Disability, Life)	139,000	148,683	148,682	7.0%
50020	Payroll Taxes	17,000	17,000	17,000	0.0%
50022	OPEB - Existing Retirees	21,000	21,000	21,000	0.0%
	Total Salaries & Employee Benefits	\$ 1,194,400	\$ 1,308,883	\$ 1,308,882	9.6%
50000A	Office Expense				
50025	Rent	\$ 138,182	\$ 133,500	\$ 133,500	-3.4%
50026	Communications	10,000	10,000	10,000	0.0%
50027	Supplies	8,000	6,000	6,000	-25.0%
50029	Computer Software	6,200	8,000	8,000	29.0%
50030	Equipment lease	5,000	5,500	5,500	10.0%
50031	Employee & Guest Parking Fees	8,000	8,600	8,600	7.5%
50032	Property/Liability Insurance	20,000	22,500	22,500	12.5%
50033	Agency Membership Dues	14,156	15,200	15,200	7.4%
50040	Information Technology/Programming	9,000	10,000	10,000	11.1%
50052	Legal Notices	4,000	3,000	3,000	-25.0%
50054	Postage	4,000	3,000	3,000	-25.0%
50056	Printing/Copy Charges	4,400	3,000	3,000	-31.8%
50057	Conferences/Travel - Commissioners	10,000	10,000	10,000	0.0%
50058	Conference/Travel - Staff	10,000	10,000	10,000	0.0%
50060	Auto Reimbursement	7,000	7,000	7,000	0.0%
50061	Various Vendors	11,000	11,000	11,000	0.0%
50065	Miscellaneous - Other	7,500	7,500	7,500	0.0%
50067	Computer-Copier-Misc Equipment	2,000	2,000	2,000	0.0%
	Total Office Expenses	\$ 278,438	\$ 275,800	\$ 275,800	-0.9%
50000C	Professional Services				
50076	Legal services	80,000	80,000	80,000	0.0%
50077	Accounting & Bookkeeping	20,000	20,000	20,000	0.0%
50077.2	Audit/Financial Statements	8,005	8,160	8,160	1.9%
50077.1	Payroll Service	6,000	9,000	9,000	50.0%
50078	Contract Services	5,000	5,000	5,000	0.0%
50081	Municipal Service Reviews	160,000	70,000	70,000	-56.3%
	Total Professional Services	\$ 279,005	\$ 192,160	\$ 192,160	-31.1%
	TOTAL EXPENDITURES	\$ 1,751,843	\$ 1,776,843	\$ 1,776,842	1.43%
20020	OPEB Liability - Reserves	\$ -			
	Total Contingencies and Reserves Set Aside	\$ -	\$ -	\$ -	
	Total Appropriations	\$ 1,751,843	\$ 1,776,843	\$ 1,776,842	1.4%

ADOPTED FINAL BUDGET FOR FISCAL YEAR 2023-24

ACCT. #	ACCOUNT NAME	ADOPTED FINAL BUDGET FY 2022-23	PROPOSED DRAFT BUDGET FY 2023-24	ADOPTED FINAL BUDGET FY 2023-24	% Variance From FY 2022-23 Budget to Rec Final FY 2023-24
		*Adopted 4/13/22	*Approved 3/8/23	*Adopted 4/12/23	
40000	REVENUES				
40005	Filing Fees	\$ 100,000	\$ 120,000	\$ 120,000	20.0%
40006	Processing Fees	-	-	-	-
40007	Interest Income	10,000	15,000	15,000	50.0%
40008	Other Income	-	-	-	-
	Total Revenues	\$ 110,000	\$ 135,000	\$ 135,000	22.7%
	NET OPERATING COSTS	\$ 1,641,843	\$ 1,641,843	\$ 1,641,842	0.0%
	Local Agency Apportionment				
		FY 2022-23 Final Budget Estimates*			
40001	City of Los Angeles	252,595	252,595	252,595	0.0%
40002	County of Los Angeles	631,479	631,479	631,479	0.0%
40003	Other Cities (87)	378,884	378,884	378,884	0.0%
40004	Special Districts	378,884	378,884	378,884	0.0%
	Total Local Agency Apportionment	\$ 1,641,843	\$ 1,641,843	\$ 1,641,842	0.0%

*Estimates based on FY 2021-22 Billing. Invoices for FY 2022-23 are generated by the County Auditor Controller's Office.