



AGENDA

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
August 28, 2023 – 4:30 p.m.

IMPORTANT NOTICE REGARDING AUGUST 28, 2023 MEETING

This meeting will be conducted in a hybrid fashion, utilizing teleconference, electronic, and in-person means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic and Altadena Library District Board of Trustees' Resolution 2021-05. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL
<https://www.youtube.com/c/AltadenaLibrary>

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the August 28, 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 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 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. Consideration of Urgency items to be added to Closed Session
 - a. Approval/Reordering of Closed Session Agenda Items
 - b. Adoption of Closed Session Agenda
- III. Closed Session Public Comment – This is an opportunity for members of the public to address the Board on any subject matter within the Closed Session. Please address the Board, as a whole, through the Chair. Individuals will be given three (3) minutes to address the board.
- IV. Closed Session
 - 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. Amendment to District Director’s contract and meeting with Labor Negotiator Pursuant to Government Code Section 54957.6
 - ii. iii. Reconvene to Open Session
 - c. Roll Call
 - d. Approval/Reordering of Agenda Items
 - e. Adoption of Agenda
 - f. Public Comment on Non-Agenda Items
- V. Consent Calendar
 - a. The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

Approval of Minutes – JUNE REGULAR, JULY SPECIAL **PAGES 4 - 13**
- VI. Consideration of Items Removed from the Consent Calendar
Items removed from the Consent Calendar discussed individually at this time.
- VII. Department Updates & Special Presentations (Informational)
 - a. Department Update Reports – June 2023, July 2023 **PAGES 14 - 60**
 - b. Summer Reading Debrief (**Informational**) **PAGE 61**
- VIII. Reports (**Informational**)
 - a. Support Groups **PAGE 62**
 - i. Altadena Library Foundation
 - ii. Friends of the Altadena Library

No report

- b. District Director's Report **PAGES 63 - 72**
- c. Financial Reports – June 2023, July 2023 **PAGES 73 - 92**
- d. Board of Trustees Standing Committee Reports
- e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee **PAGES 93 - 94**
- f. Liaison Reports
 - i. Government Liaison Report **PAGES 95 - 96**
- g. Trustee Reports

No reports

IX. Unfinished Business

None

X. New Business

- a. Review and Approval of the District Director's COLA **(Action)**
- b. Operational Plan mid-Year Update **(Informational) PAGES 97 - 107**
- c. Gardening RFP Recommendation **(Action) PAGES 108 - 134**
- d. Attendance and Paid Leaves of Absence Policies **(Action) PAGES 135 - 151**
- e. Event Sales Policy Update **(Action) PAGES 152 - 154**
- f. Technology Assistance Policy **(Action) PAGES 155 - 157**
- g. Legal Services RFP **(Action) PAGES 158 - 185**
- h. Professional Development RFP **(Action) PAGES 186 - 213**
- i. Review and Approval of CalPERS Open Enrollment Open Enrollment **(Action) PAGES 214 - 216**
- j. Professional Development Day Closure Date Change to October 6, 2023 **(Action) PAGE 217**
- k. Support for San Gabriel Mountains National Monument Expansion **(Action) PAGES 218 - 219**

XI. Governance

XII. Announcements & Planning

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

XIII. Adjournment

- a. Adjourn Meeting



MINUTES

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
June 26, 2023 – 5:00 p.m.

IMPORTANT NOTICE REGARDING June 26, 2023 MEETING

This meeting will be conducted in a hybrid fashion, utilizing teleconference, electronic, and in-person means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic and Altadena Library District Board of Trustees' Resolution 2021-05. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL
<https://www.youtube.com/c/AltadenaLibrary>

SUBMISSION OF PUBLIC COMMENT: For those wishing to make Public Comments at the June 26, 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.

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Los Angeles County, Riverside County, West San Bernardino County, parts of Orange County as well as the four southern Channel Islands. Entities such as the U.S. government and non-Native settlers have subjected the Gabrielino Tongva peoples to historic and continuing injustices, including genocide, forced displacement, and cultural and linguistic erasure. Altadena Library commits to learning, educating, and informing its staff and residents of present-day Altadena about the rich histories, vibrant communities, and culture of Gabrielino Tongva people, present and past, through our collection development, resources, and program offerings.

- I. Call to Order
 - a. Land Acknowledgement
- II. Consideration of Urgency items to be added to Closed Session
 - a. Approval/Reordering of Closed Session Agenda Items
 - b. Adoption of Closed Session Agenda
 - Moved by Trustee Clark to adopt the Closed Session agenda.**
 - Seconded by Trustee Andrues**
 - Roll Call Vote:**
 - Trustee Andrues: Aye**
 - Trustee Capell: Aye**
 - Trustee Clark: Aye**
 - Trustee Lim: Aye**
 - Trustee Wilkerson: Aye**
 - Motion passed**

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

No Public Comment Made.

- IV. Closed Session – 5:00 pm
 - a. Motion to convene to Closed Session
 - b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:
 - i. Public Employee Performance Evaluation Pursuant to Government Code Section 54957 Title: District Director
 - ii. Pending litigation
- V. Open Session
 - a. Roll Call

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

- b. Approval/Reordering of Agenda Items

No items were removed or reordered

c. Adoption of Agenda

Moved by Trustee Clark to adopt the agenda.

Seconded by Trustee Wilkerson

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 provided by: Cay Shaw

“What I like about the library is the coloring pages of the Summer Reading Program.”

Public comment provided by: Mark Mariscal

“Former Trustee of the library here. Thank you Trustees for your service and volunteer work. First of all I want you to know that one of your Trustees joined the Rotary Club on Saturday doing our home build, and so Kameelah was there at 7:45am. I think you stayed all the way until the end, correct? I even left a little early to go to the concert you were sponsoring. So thank you for that. I know I came up here for public comments couple of months ago and offered you all that opportunity. The other thing – I just want to share that I think the Altadena Trustees ought to take consideration of a future resolution as an agenda item, you think you might consider supporting as legal entity in Altadena, as a government entity, the movement that is being done through Judy Chu and Alex Padilla’s office asking the president of the united states to enlarge the monument of the Angeles National Monument. They’re trying to increase it to 109,788 acres or so. That includes the Nucio properties and or nothing else the ability to add money into an earmark so that private property could be purchased. So I think it would be important if you could support that idea. I think the other thing is that you might also on a separate resolution if you can think about some kind of language so you can show you are concerned that the idea that a private parcel that is as large as almost 80 acres might go from being in a private for profit business and going to be turned over to a non-profit. I don’t know what kind of tax breaks a non-profit like a private school might have, but you know that would then take some money away from the Library District possibly if they did allow for any kind of exemptions from their property as churches do so I’m not sure on the tax law but if there was anything with the turnover of that property that could be a loss. Now mind you, losing it to public National Monument status, I think that would be great, but losing the potential property tax loss going to a private school and possibly a stadium and some other things that could be an issue. So I’m just throwing that out there if you think that’s something that you might consider throwing to a committee to talk about to see if it does affect the finances in the near long term future. So those are my public comments thank you very much.”

- VI. Consent Calendar
 - 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 May 22, 2023

Moved by Trustee Clark to adopt the Consent Calendar.

Seconded by Trustee Wilkerson

Roll Call Vote:

Trustee Andrues: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

Motion passed

- VII. Consideration of Items Removed from the Consent Calendar
 - Items removed from the Consent Calendar discussed individually at this time.*
 - Nothing was removed.

- VIII. Department Updates & Special Presentations (Informational)
 - a. Department Update Reports – May 2023
 - b. Open+ Special Presentation (**Informational**)
 - IT/TS Manager David Zearbaugh provided a presentation on Open+Plus.

- IX. Reports (Informational)

- a. Support Groups
 - i. Altadena Library Foundation

Elsa Banuelos, a director from the Foundation, provided the report in place of Foundation president Anita Lawler.

- ii. Friends of the Altadena Library

No report, Director Nikki Winslow did update that the Friends held their annual membership meeting on the first Tuesday of June, and Trustee Boon Lim gave a presentation at that meeting.

- b. District Director's Report

District Director Winslow provided the report.

- c. Financial Reports – May 2023

District Director Winslow provided the report.

- d. Board of Trustees Standing Committee Reports

None

- e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee

Trustee Clark provided the report.

- f. Liaison Reports
 - i. Government Liaison Report

Trustee Andrues provided the report.

- g. Trustee Reports

None.

X. Unfinished Business

None

XI. New Business

- a. Review and Approval of board of Trustees Master Calendar **(Action)**
Moved by Trustee Wilkerson to adopt the approve the Trustee Master Calendar with the amended that the Operational Plan review be moved to August.
Seconded by Trustee Lim.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed
- b. Review and Approval of the Author Event Policy **(Action)**
Moved by Trustee Clark to approve the Author Event Policy as-is with the Policy to be brought to the Board for the next regular meeting with amendments.
Seconded by Trustee Andrues
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed
- c. Review and approval of GANN Appropriations Limit **(Action)**

**Moved by Trustee Andrues to approve the GANN Appropriations Limit.
Seconded by Trustee Lim
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed**

- d. Review and approval of IT Assistant Job Description **(Action)**
**Moved by Trustee Wilkerson to approve the IT Specialist Job Description.
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 of Resolution 2023-05 to prepare the new Tax Roll
(Informational)
**Moved by Trustee Clark to approve the new Tax Roll
Seconded by Trustee Andrues
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed**

- f. Review and Approval of the Special District Risk Management Authority Board of Directors ballot selections **(Action)**
**Moved by Trustee Clark to vote for the incumbent Special District Risk Management Authority candidates.
Seconded by Trustee Andrues
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye
Motion passed**

XII. Governance

XIII. Announcements & Planning

- a. Correspondence
 - i. Notice of SDRMA Board of Director's Election
- b. Proposed Future Agenda Items

Trustee Andruess will bring a resolution to the next regular meeting to endorse the expansion of the Angeles National Monument.

XIV. Adjournment

- a. Adjourn Meeting

Trustee Capell adjourned the meeting at 6:44pm.



MINUTES

Board of Library Trustees | Altadena Library District
Bob Lucas Memorial Library
2659 Lincoln Ave
Altadena, CA 91001
July 31, 2023 – 5:00 p.m.

IMPORTANT NOTICE REGARDING JULY 31, 2023 SPECIAL MEETING

This meeting will be conducted in a hybrid fashion, utilizing teleconference, electronic, and in-person means consistent with the **State of California Executive Order N-29-20** dated March 17, 2020, regarding the COVID-19 pandemic and Altadena Library District Board of Trustees' Resolution 2021-05. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL
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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

Trustee Clark read the Land Acknowledgement.

II. Open Session

a. Roll Call

Trustee Clarke called roll. Trustee Lim, Trustee Wilkerson, and Trustee Clark responded as present. Quorum was confirmed.

b. Approval/Reordering of Agenda Items

None

c. Adoption of Agenda

d. Public Comment on Non-Agenda Items

Live Virtual Public comment made by: Dr. Jim Gaudino on Agenda Item III.A.

“Catalina and Board members thank you so much. I testified a couple of months ago on behalf of my mother Elizabeth Gaudino. She’s the sole owner and long time resident for 70 years of two contiguous lots impacted by measure Z. I won’t get into all the things that I said but she is basically a low income elder who is just trying to stay in their home with increasing costs. Her electric bill for example went up to \$900 dollars a month one of these months in the past. She is just holding on. She’s healthy, she wants to stay in her home if she can, but this is becoming a little bit more difficult. Last time I talked about the more personal issues that she is facing. I’ll get right to it and talk about Measure Z. I think two years of implementation is a really good time to stop and take a breath and think about who the measure is impacting and how you might improve it. Probably not your intention, but I think the property tax has turned out to be more of a regressive type of tax impacting lower income people. It’s naïve for us to think that – and I’m a close to retirement government worker that doesn’t have much income myself – and it’s naïve to think that – and I’m a renter – it’s naïve to think that property tax does not impact renters. So I want to give you a couple of statistics from the recent census. Did you know that Altadena has back in 2021 an estimated 1100 elders over 85 years old like my mother. In fact the estimated income – yes there are people that make over \$150K a year – households I mean – there’s about 37%, but on the other side, making less than \$50k a year there’s 21% of people in

Altadena that live on that income. How do they do that?”

Dr. Jim Gaudino was notified that he had run out of time to speak.

“So please think about reforming and looking into this. I really appreciate it. I’m born and raised in Altadena. I’m a vested person there. I thank you for listening, you really are impacting people, and I think you could still get the outcome that you need. Thank you so much for listening.”

III. New Business

- a. Resolution 2023-06 of the Altadena Library District Board of Trustees, Levying Special Taxes within Altadena Library District Community Facilities District No. 2020-1 (FACILITIES AND SERVICES).

Moved by Trustee Andrues to approve the amended new Tax Roll

Resolution 2023-06.

Seconded by Trustee Lim

Roll Call Vote:

Trustee Andrues: Aye

Trustee Capell: Absent

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Absent

Motion passed

IV. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

V. Adjournment

- a. Adjourn Meeting



**BOARD OF LIBRARY TRUSTEES
ADULT SERVICES REPORT FOR JUNE & JULY 2023**

DEPARTMENT: Adult Services

MEETING DATE: August 28, 2023

PREPARED BY: Ashley Watts

LOCATION: Hybrid Meeting

Our Summer 2023: ALD's Summer Reading Program

This year's program was truly a labor of love by the staff! Beginning in August 2022, staff met monthly to plan a Summer Reading Program that was fun and easy for all! More than 4,000 people attended 148 programs/outreach events. We surpassed our community reading goal of 250,000 minutes by 35% from last year, with a total of 281,470 minutes read! There was an 80% increase in the number of adults registered (196 vs last year's 109) with 72 adults completing the program. We had a BLAST this year and we hope to plan an even more successful program in 2024. Summer Reading meetings will resume on August 16, 2023 and will take place on the 3rd Wednesday of the month through May. Please enjoy a wonderful assortment of pictures to relive the fun!



Yoga with Merry Birchfield



Tai Chi with Two Dragons Martial Arts



Hula Dance @ the Library w/ Liz Espinoza

!



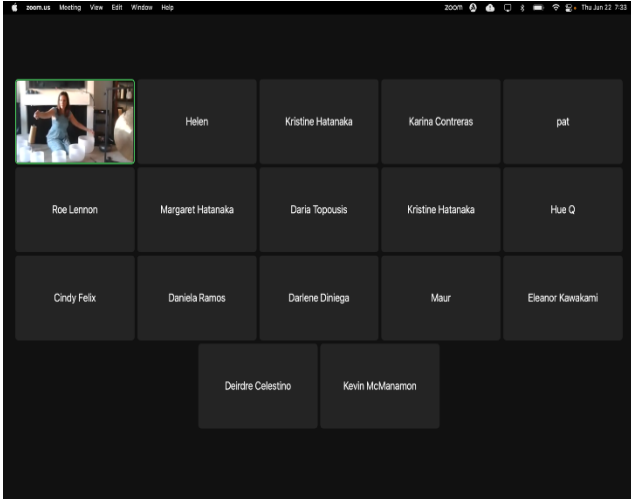
Candle Making Workshop



Wind Chimes at the Farmer's Market



Page to Table Book Club



Bliss Out Altadena! Virtual Sound Bath Experience



Stitch and Yarn workshop



Succulent Sphere workshop...Hey Boon!



Japanese Taiko Drummers (with 297 attendees!)

End of Summer Movie Night

End of Summer Movie Night included a showing of School of Rock, games, and snacks for patrons to enjoy. Those who attended seemed to have a good time and enjoyed the movie.



Altadena Pride Opening Ceremony

On June 10, we hosted the opening ceremony of Altadena Pride 2023. Town Council member Nic Arnzen coordinated with staff on this annual event, where Director Nikki Winslow and other elected officials gave a warm welcome to the crowd. Seeing the painted crosswalk was a highlight of the festivities!



Juneteenth “Liberating Words” Writing Workshop

The first “Liberating Words” Writing Workshop by Lorinda Hawkins Smith had a total of 6 participants and was held in the small meeting room. Lorinda noted that patrons seemed very engaged, and they had a productive first meeting. Patron feedback was positive, and some stated that they planned to return for her other workshops.

On July 15th, Lorinda was once again a delight to work with as she prepared for her second “Liberating Words” workshop at Altadena Library. Two participants who attended the event both spoke highly of Lorinda and what they had learned/discussed during the workshop.

July is International Zine Month!

This was celebrated by hosting zine workshops, a special zine open mic night, and an exhibit in the glass display case. Zine workshops were facilitated by well-known members of the zine community: Mark Todd and Esther Pearl Watson of Fun Chicken, Cynthia Navarro of Tiny Splendor Press, and

Daryl Gussin of Razorcake. Fun fact: We have published works by all of these creators in our collections! The Art Curation Team installed a new exhibit for the month of July called “Zines Throughout the Decades.” This exhibit features zines from two personal collections and two photocopies of historical zine covers courtesy of UCLA’s punk archive.

Mobile Library

During these summer months, the Curiosity Connection was busy. The mobile library was out 11 times during June and July. In total, library staff connected with 412 community members on these outings. The Curiosity Connection visited the Farmers’ Market, traveled to the Rotary’s Concerts in the Park series, setup at the Altadena Night Market, and also made some stops at the library’s Read Local, Shop Local partners around town.



ALD staff at the Farmers’ Market with the Curiosity Connection



ALD staff at the Night Market

Fab Lab

The Fab Lab remains very busy on Tuesday and Saturday nights. 39 workstation sessions were recorded and almost 70 hours of project time put in by our members. Screen printing and Cricut projects were some of the most popular activities in the Lab. The July Fab Lab Foundations workshops focused on developing Photoshop skills by modifying phone photos. Participants learned how to prepare phone photos for print, adjust images, and add text and other effects.



Fab Lab staff have been hard at work compiling a Fab Lab Field Guide - which is a physical and digital collection of starter projects for new and ongoing members. Each project is a lesson in developing

confidence and capability in using Fab Lab equipment and problem-solving. The Fab Lab has some serious makers visiting. Enjoy some of these creations:



Library of Things

We've added 18(!) more California State Parks Passes to the Library of Things collection. It's the season for visiting California's beautiful state parks — parks passes are available to all community members for a single 3-week checkout period.



Seed Library

Our June Seed Library was led by Yvonne Savio on *Seed Saving* with close to 40+ in attendance. "Yvonne Savio grew up and still lives on a 3/4-acre hillside city lot in Pasadena, growing fruits, vegetables, and flowers year-round in manure- and compost-amended gardens. For 15 years, she worked in the Botany and Vegetable Crops Cooperative Extension Departments at the University of California, Davis, where she conferred with Statewide Vegetable Specialists regarding cultural and postharvest handling techniques.



In July, our Seed Library was on hiatus. The *Altadena Seed Library* will be going on an **extended hiatus** beginning in September. Our last Seed Library workshop will be on Saturday, September 2nd. The Altadena Library District will still plan to offer gardening classes, in partnership with the Altadena Community Garden. More to come in the future!

Art at the Library

For the months of July & August, we are exhibiting the work of Ana Marini-Genzon [community room] and Krystle Hickman [reading court]. Argentinian-born Ana Marini - Genzon is an accomplished artist working in various visual disciplines; she is known for her lively abstract and figurative paintings and captivating sculptures. Recognized for her dynamic compositions and color sensibility, Ana explores a rich visual vocabulary of boldness and subtlety; she creates works through labor-intensive processes that can be seen explicitly as a personal search in life by applying metaphorical language.



Krystle Hickman is a TEDx Speaker, Artist, Community Scientist, National Geographic Explorer, and Photographer based in Los Angeles, California. Through artful photography, Krystle strives to increase awareness of the decline in native bee species as well as highlight their biodiverse ecosystems. Her photography has been featured in The LA Times, children's books, and scientific journals. Krystle works with gardens like the Los Angeles County Arboretum and Arlington Garden, regularly photographing and documenting their native habitats.



Art Curation Team

Artist-in-Residence

In June, we ran 3 one-day, *Printing & Natural Dyeing* workshops with 15+ households in attendance. Each household got to make 3 bundles/ prints and then donated one back to our community quilt. These workshops were only open to Altadena residents and registration required them to learn their census track number. We received a lot of positive feedback from students that they liked that we offered a workshop just for Altadena residents as this gave them more of a chance to get a spot in the class and also allowed them to get to know their immediate neighbors. Many students also expressed appreciation for being able to learn about their census tract, who their representatives are and the unique history of their neighborhood enclave.



In July, we ran 5 one-day *Printing & Natural Dyeing* workshops with 35+ households in attendance. Each household got to make 3 bundles/prints and then donated one back to our community quilt. These workshops were only open to Altadena residents and registration required them to learn their census track number. The Altadena Library District will be celebrating Linda Illumanardi's year-long artist-in-residence by holding an art exhibition during the months of March – April of 2024. This exhibit will feature our Botanical Community Quilt, Linda's mandalas, and will tell the story of the year-long artist residency and the **48 art workshops with over 288+ hours** of students' learning, creating, and connecting with their community!





Art on Display – Las Fotos Project

For the months of May & June, exhibited *Memories That Make Home • A Solo Show* by Kimberly Espinosa. This exhibit was on loan from Las Fotos Project. [Las Fotos Project](#)'s mission is to elevate the voices of teenage girls and gender-expansive youth from communities of color through photography and mentoring, empowering them to channel their creativity for the benefit of themselves, their community, and future careers.. Kimberly Espinosa (she/lebe') is a Zapotec community organizer and photojournalist from Koreatown, Los Angeles.



Art on Display (Glass Display Case) - Staff Tchotchke: The Wonderous Personal Collection of Altadena Library Staff



Tchotchke is defined as a small object that is decorative rather than strictly functional.

July/August Art Exhibition: BeeSip: Native Bee Conservation & Photography

The Fab Lab and ACT teams worked together to support Krystle Hickman in exhibiting her native bee photography for the first time ever. Krystle used the Fab Lab's printer to print her images for the exhibition. She was impressed with the quality and was excited to see her photos on physical paper!



Pop-Up Art Exhibit

In Celebration of Juneteenth: The Remarkable Work of Jean Estelle (Gray) Lanier"



For Juneteenth, we featured "In Celebration of Juneteenth: The Remarkable Work of Jean Estelle (Gray) Lanier", a memorial art exhibition celebrating the life and works of Jean Lanier. This special exhibition ran from June 1st to June 21st at the Main Branch. The exhibit featured a comprehensive collection of Jean Lanier's artwork from 1969 to 2005, showcasing the artist's evolution and mastery across various mediums, and highlighting her profound contribution to the community. A portion of the exhibition was moved to Farnsworth Park for the Altadena Historical Society's Juneteenth luncheon on June 19th, 2023 at 11:30am.

About the artist: Jean Estelle Gray was born on October 7, 1932, in East Orange, New Jersey. An artist from an early age, she studied art after high school at a vocational school in Newark. She later went on to earn her Bachelor of Arts degree after attending Pasadena City College and Cal State University Los Angeles. Prior to graduating from Cal State, Mrs. Lanier accepted a teaching position at Century High School in Alhambra, where she dedicated 26 years to teaching ceramics, drawing, and painting. Her remarkable dedication and creativity, combined with her love for her family and community, solidify her legacy as a cherished figure.

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 closed on June 30th with an exhibition run of September-October 2023.



Second Saturdays

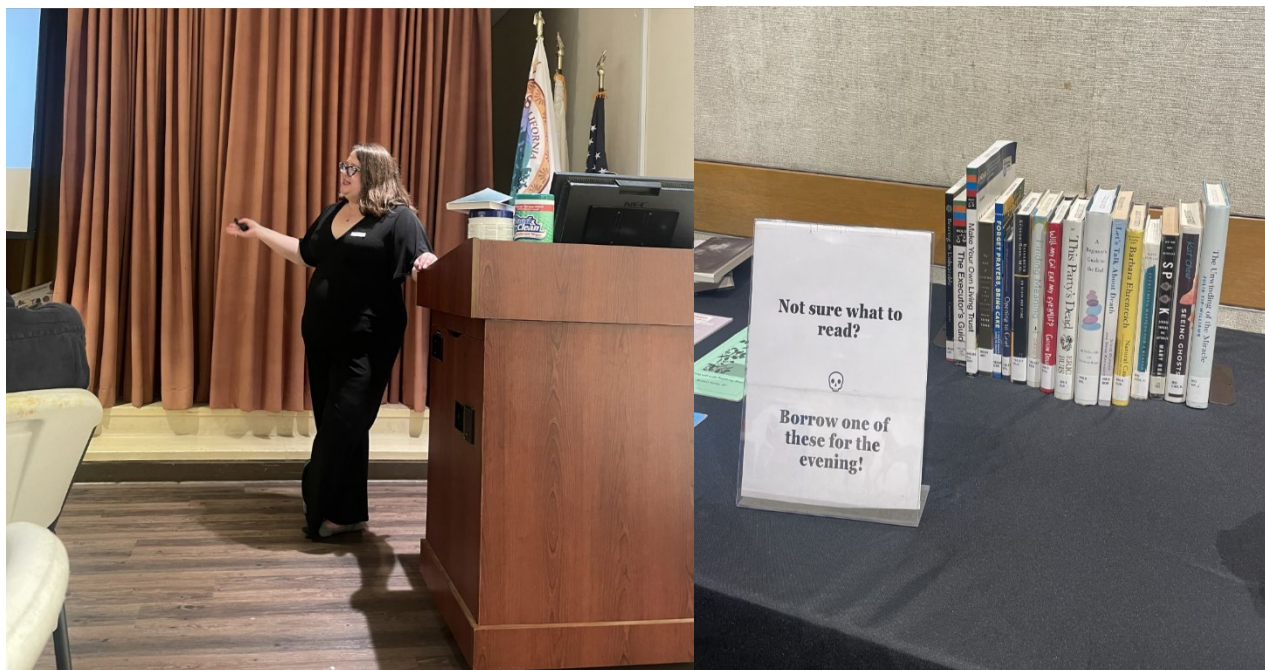
The last Second Saturday of the season was a huge success! We moved the concert inside the library due to reports of potential rain, but we still had well over 300 people in attendance. Patrons were quick to get on the dance floor and loved the performers!



Silent Book Club of Death

On Monday, July 17th we welcomed Catherine of Death Project Manager who hosts the Silent Book Club of Death around Los Angeles and worldwide – she recently hosted one in Poland! We had 9 attendees join us for various reasons. Some were currently navigating caring for a dying loved one, some were learning how to show up for friends in grief, some were curious about the topic, and some just wanted a space to read with people! Catherine started the event with a brief presentation on death

positivity, then all read silently for 45 minutes and wrapped up the evening with casual discussion about the readings.



ALDxRemainders Risograph Workshop

Akina, the facilitator of ALDxRemainders risograph workshop for the month of June taught a multi-generational class how to use a risograph machine with four colors: black, red, blue and teal. She also shared a brief history of risograph machines. Attendees of this event were new to using the machine, and all left with 25 copies of a 4-color design of their own creation.



16mm Projected Cartoon Show

Adult Services Library Assistant Mark Parsons hosted screenwriter Steve Peros (The Cat's Meow) and his 16mm Projected Cartoon Show to our library. We got about thirty patrons and guests, mainly families. The kids learned about basic projection techniques and equipment, and how older generations grew up with different viewing choices. We saw Mighty Mouse, Augie Doggie and Rikki Tikki Tavi, narrated by Orson Welles!

Fab Lab Foundation: Photoshop for Phone Photography

On July 1st and 15th, we hosted another Fab Lab Foundations workshop called Photoshop for Phone Photography. Participants learned basic photoshop skills including how to view the maximum printing size of your photo, cropping, and adjusting brightness/darkness. Participants also learned how to print from our Epson ET 8550 Inkjet printer where members can print 4 X 6, 8 X 10 and 3X19 photos.



Adult Craft

June's Adult Craft was Stained Glass Jars. We had 9 patrons attend to enjoy this fun craft!



July's Adult Craft was Sun printing. We had 7 patrons come and learn how to sun print. As always, they are thankful to the teachers and the library for putting on these kinds of programs.



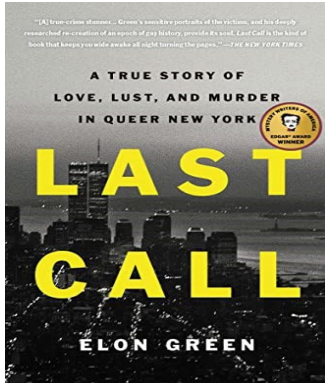
Open Mic Night

At Open Mic Night, 6 people performed and, including these performers, 11 people attended. There were 4 performers who had performed the previous month. Performances included someone singing acapella, someone singing and playing guitar, and poets. At Café de Leche, a coffee shop about 3 blocks away from the library, a barista said that he had performed at the open mic night 2 months ago and is planning on attending the next one. The local support for this event is clear!

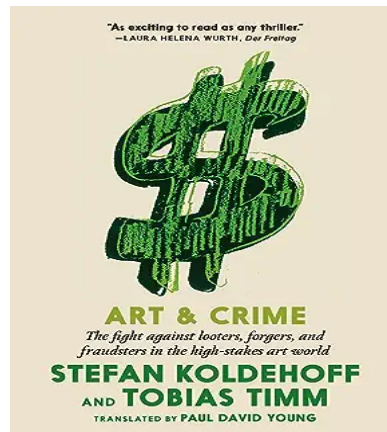
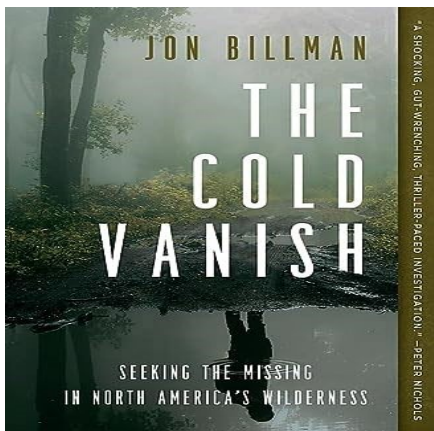


True Crime Book Club

In June, 7 members met to discuss *Last Call: A True Story of Love, Lust, and Murder in Queer New York* By Elon Green. This book title was chosen to highlight PRIDE Month. The goal was to bring awareness to the LGBTQ community and a crime perpetrated against them. We shared our experiences of the Aids crisis and how many friends, families, and coworkers it affected. We likened it to the pandemic with regard to the fear for our health until we were educated on precautions.



In July, the book of discussion was *The Cold Vanish: Seeking the Missing in North America's Wilderness* by Jon Billman. It was a very well-liked choice with much discussion about personal safety and responsibility outdoors. With 2 missing and located deceased hikers in our own community, this was a very on topic selection.



No Guilt Book Club

Fiction – *Whiskey When We're Dry* by John Larison (Wow, so much to discuss! Our group spent most of the hour chatting about the rich storytelling, language, and gender identity—in a western!)

NF – *Return of the Sea Otter: The Story of the Animal That Evaded Extinction on the Pacific Coast* (Fun facts, conservation efforts, repopulation outcomes, and more, all served up along the western coastline of the US. Informative. And they're so darn cute.)



Little Free Libraries

Adult Services Library Assistant Helen Milner curated a refill box for a Little Free Library (LFL) for one of our patrons and refilled the LFL at the McNally House.



Huntington Health Screening

For June and July's health screening, we had 20 patrons (10 at each event) to visit our registered nurse.

Chess Night

Since we moved chess night to Monday nights, it has been Poppin! In June, we had 49 attendees and in July we had a whopping 97 attendees!



Diversity Audit

In July, staff took a slight break from the diversity audit to use our updated weeding/auditing schedule to weed some of the Adult collection. Once a section is weeded, that section will be audited the following month. Staff will now be using a random 10% sample to audit. This approach is less time-consuming, as we'd like to use the results from the audit to guide future purchasing throughout this fiscal year.

Displays

For the month of June, we honored Pride Month by showcasing photos from the 1990s Los Angeles Pride Parade. The photos and historical context were provided to us by the AIDS Healthcare Foundation.



For the month of July, we created the “Follow Your Own Path” display to highlight summertime favorites such as hiking, camping, traveling, and adventure! The background was uniquely made by using a tissue color transfer process (thank you Lori Newfang from Technical Services for your help!).



A Little Lagniappe: Assistant Director’s Edition

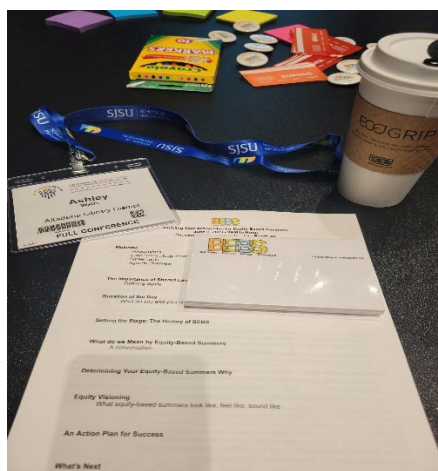
- On June 1-3, I attended the California Library Association’s (CLA’s) Annual Conference in Sacramento! I hadn’t been to a library conference in years, so it was great to get back out again! I attended so many cool sessions and learned so many great ideas that I hope to try out at ALD! I attended a session on Stay & Play I also did some networking, which has sparked my interest in Building Equity Based Summers, which is California’s new initiative that will replace Summer at Your Library. (Update since June: Teen Librarian Fin Lee and I have been chosen to represent ALD in the next cohort!!!).
- On July 19, 2023, I had the pleasure of attending the Persons of Color in Library and Information Science (POCinLIS) Summit at Loyola Marymount College! It’s by far, my most memorable event of the summer! It was great to connect with library workers and professionals of color to hear about the great things they are doing, while also hearing about their challenges/struggles. Guess what?! I PRESENTED AT THE SUMMIT!!! My session was called It’s Lonely at the Top: Views From My 1st Year in Administration. It

was so wonderful to share my experiences with a group of individuals that really needed to see an African American woman in a higher role. The presentation was well-received and I have a new group of colleagues to collaborate with. I'm looking forward to next year and I hope to present again.

- I had the pleasure of working with Carla Sameth, one of our Poets Laureate to host a beautiful, well-attended panel event on July 31st for the Latina Writers' Association, which brought out 100+ patrons. The event was called *Mujer Peligrosa: Life and Work of Tatiana de la Tierra*. Attendees enjoyed a DJ, light refreshments, and an altar while waiting for the panel to begin. Attendees joined virtually from as far as Bogota!



POCinLIS Summit



California Library Association Conference (CLA)



Mujer Peligrosa: The Life and Work of Tatiana de la Tierra



Bonus Pic! My boys and niece dancing at Second Saturday! Had to squeeze this in!

A Little Lagniappe: Staff's Edition

- Staff followed up with a patron who left a voicemail inquiring about her Hoopla access. Fortunately, everything got figured out and she expressed how thankful she was for the Hoopla app. She listens to it every day during her 3-mile walks!
- A patron visiting from southern India was raving to a staff member about our library, as well as libraries in general in the US, and how we should be proud of our facilities and resources! He was in town visiting his new grandchild and the whole family spent a few hours on the children's and adult computers.
- Staff dressed in pink to celebrate the release of the Barbie movie. Helen Milner also celebrated "Bring Your Dolls to Work Day (see mini collection).



- Mighty Love featuring ALD's own Ben Eisen on bass played at Farnsworth for the Rotary Concert. Here is part of the staff fan club:



Got Comments?

Received on 6/10: *The "A Quiet Space" program with Amy Ruthledge has been the best meditation experience I have ever had. Thank you, Helen, for sharing info about this program!*

Yay! So happy you enjoyed this program! We love working with Amy and she always provides a memorable experience for patrons (and for staff!). We hope you can attend the next one!

Received on 6/26: *It is a pleasure to interact with all of the information staff. Mikayla was very helpful on 6/26 with interlibrary loan.*

Thanks so much for this feedback! Excellent customer service is what we strive for, so I'm glad your interactions with our public service staff brought you joy!



BOARD OF LIBRARY TRUSTEES

YOUTH AND FAMILY SERVICES REPORT FOR JUNE 2023

DEPARTMENT: Youth and Family Services **MEETING DATE:** August 28, 2023

PREPARED BY: Sofia Araya

LOCATION: Hybrid

Children's Services

Summer is always the busiest, but most fulfilling time for library staff! The Youth and Family Services Department was really excited to launch new programs and to engage with patrons who tend to visit the library more often during the summer. Our Summer at Altadena Library began June 1st with the kick-off event taking place on Saturday, June 3rd, 2-4pm. This was a carnival-style launch party held in the main library's parking lot. Bob Baker Marionette's performed Something to Crow About, a musical performance. We had Love on Demand Global Typewriter Poetry, a Food Truck, and a variety of different crafts for all ages. We also had free facepainting, and library staff were at the Curiosity Connection registering patrons into the summer reading challenge! We had a great turnout.



Heather registering patrons to the Summer Reading Challenge.



Yvette placing a flower crown on a patron during the kick-off event,



Love on Demand Typewriter Poets at the Kick-off.

Weekly Storytimes:

- Mondays - Baby/Toddler Storytime and Stay & Play (for ages 0-2)
- Wednesdays – Cuenticos Bilingües (for all ages)
- Thursdays – Preschool Storytime & Craft (for ages 3-5)



Picture of attendees after Baby/Toddler Storytime in the Stay & Play portion of the program.



YFS Manager, Sofia, leading the Cuenticos Bilingües Storytime.

Pride Week:

From June 5th – 8th, all our storytimes were Pride themed. The stories read embraced different families and celebrated every person for who they are. Books and storytelling

are a wonderful way to build empathy and embrace diversity and inclusion! We also had a Pronoun Button program for teens on June 7th.

Freedom Quilt:

From June 10th – June 17, in the children’s area in the main library, patrons were welcomed to design a square for our community Freedom Quilt, made of paper and decorated by the community. The quilt was displayed through the rest of the month in celebration of Juneteenth, which observes and renews the call for freedom, justice, and equality in the African American community. Our display was a form of art, community engagement, and awareness. We also had information for historical context displayed.



Finalized Freedom Quilt displayed.

Performances

- June 3rd – Bob Baker Marionettes during the Summer Reading Kickoff Event
- June 17th - Wildlife Learning Center Animal Show at Main!



Patrons enjoyed seeing live animals during the Wildlife Learning Center show.

Additional programs for Youth:

- Water Play – June 13th
- Sew Fun – June 15th
- Curiosity Hour – June 20th
- Weekly Tween Lego Club – every Friday



Sew Fun creation.



Tween Lego Club creations.

School Visits and Outreach

- Rayuela School Visit – June 27
 - Young toddlers and preschoolers came to visit the library for a field trip. They were read a story in theme of the lesson they are learning that week in class. This was a requested bilingual storytime, led by Sofia, since they are dual-language students. They also received a tour of the library space.

Staff Trainings:

Youth and Family Services Librarian, Yvette, attended the American Library Association in Chicago, funded through ALD. Yvette shared, “I had the pleasure to attend the 2023 ALA conference. This was the largest conference I have ever been to@ It was so exciting to see all the new books that will be published, and it was so great to connect with many of the smaller publishing houses and vendors. I attended many presentations on Saturday and Sunday. Most of the presentations I attended were about banned books, fighting censorship, collection development, and Teen Volunteer/Intern programs. I also connected with two local librarians and a couple of library students and out of state YFS librarians. Overall, this was such a great learning experience!”

Impact Sharing

Youth and Family Services Staff list impact sharing moments as a part of their monthly reports. These moments are interactions they have with staff or patrons that show what an impact we make on the community.

Yvette shared:

- “Young patrons have been so excited to pick up their summer swag bags. One young patron was extra excited to hear that if she read past the 500 minutes, she could continue to contribute to the community reading goal.”

Displays

YFS staff enjoy creating engaging and relevant displays for the community. This month the Children’s area had displays for Pride month and a general Summer Reading display with information on the Summer Reading program and prizes.



Pride Month Display in the Children’s Area.



Summer Reading Display in the Children’s Area.

Teen Services

YFS staff is beyond excited to share that Fin Lee (they/them), our new Teen Librarian started in June! Fin was a previous employee at ALD, a FT Library Assistant of the YFS department over a year ago. They came in with a lot of knowledge of our community and ALD policies/procedures. Fin began during Summer, the busiest time in a public library, and they came in on a roll. They have taken over teen programs, the teen social media account, and the coordination of teen volunteers.



Our new Teen Librarian, Fin Lee, in their debut post on @altadenateens Instagram

Teen Services offered a variety of programs this summer, including:

- Teen Anime Movie Night – June 12
- Smash Tuesdays – weekly on Tuesdays
- Teen Gardening Club – 2 times a month
- Weekday Teen Gardening Club – 2 times a month
- Art & Chill – June 28th
- Teen Leadership Council – June 24th



Art & Chill supplies while teens created embroidered photos!

Teen Intern:

- Our teen intern, hired through a partnership with Pasadena High School, was selected and began mid-June. His name is Giovanni Guzman and will be a senior in high school starting this fall. His future career goals are either to become a lawyer, teacher, or have a position in a local city government. Some of his hobbies include volleyball and soccer. He also likes to play video games and go hiking.
- Giovanni was assigned to specifically work with the Youth and Family Services Department and will complete a total of 60 hours by the end of the summer. His main goal was to learn about working in a professional environment, since he had no prior work experience. He was trained in three specific tasks while interning. He shadowed the children's desk and learned how to work a service point. He was trained on shelving books and completed paging duties when assigned. He was also trained on programs and assisted on assigned programs including, storytimes, Smash Tuesdays, Water Play, and Bubble Play.



Giovani Guzman, ALD's first teen intern!

Displays

This month's Teen Space display was in celebration of Pride Month. We displayed books written by LGBTQ+ authors, or with characters!



Teen space display for June.



Teen space display with program information .

Volunteers

June teen volunteer statistics are as follows:

- 5 Teen Volunteer orientations were hosted
- 51 volunteers were active this month, completing 119 hours across events and volunteer opportunities



BOARD OF LIBRARY TRUSTEES

YOUTH AND FAMILY SERVICES REPORT FOR JULY 2023

DEPARTMENT: Youth and Family Services **MEETING DATE:** August 28, 2023

PREPARED BY: Sofia Araya

LOCATION: Main Library Community Room

Children's Services

The Youth and Family Services Department continued with a lot of programs, usually hosting 1-2 programs per day during the summer! Participation in Our Summer at Altadena Library stayed strong while children would visit the Children's Desk to collect their completion prize!

Weekly Storytimes:

- Mondays – Baby/Toddler Storytime and Stay & Play (for ages 0-2)
- Wednesdays – Cuenticos Bilingües (for all ages)
- Thursdays – Preschool Storytime & Craft (for ages 3-5)



Picture of attendees during Baby/Toddler Storytime led by Heather.



Picture of attendees during Baby/Toddler Stay and Play led by Heather.

Performances

- July 1st – The Arty Loon Show
- June 17^h – The Puppet Party Show



Picture of attendees during The Puppet Party Show.

Additional programs for Youth:

- Bubble Play – July 18th
- Sew Fun – July 13th
- Curiosity Hour – July 11th

- Summer Spa – July 22nd
- Weekly Tween Lego Club – every Friday
- Stuffed Animal Sleepover – July 28
- Stuffed Animal Breakfast – July 30



Early Learners enjoying Curiosity Hour.



Picture of attendees of the Summer Spa program.

The Stuffed Animal Sleepover was very fun and we received a lot of positive feedback!

Sofia read a story and songs, while Yvette and Natalie kept the stuffed animal registration process running smoothly. At closing, staff took pictures of the stuffed animals enjoying their night at the library. Yvette created a slide show with all the pictures, and we printed out a picture for each child of their stuffed animal the next day. Families picked up their stuffies and enjoyed breakfast too!



Sofia doing a storytime during the Stuffed Animal Sleepover.



Please scan this QR code for the slideshow of all the stuffed animals' adventures.

School Visits and Outreach

- Rayuela Class Visit – July 12th
 - Rayuela student's visited with a new group of students for a bilingual storytime, led by Yvette, and received a tour of the Children's space. The children that attended walked to the library and were 3-5 years old.

Impact Sharing

Youth and Family Services Staff list impact sharing moments as a part of their monthly reports. These moments are interactions they have with staff or patrons that show what an impact we make on the community.

Yvette shared:

- “Regular patron came to the desk to let me know that she is very impressed with the EDI work that Altadena Library is doing. She came to our Summer Kickoff Event and was glad to see that we read our Land Acknowledgement. She shared with me that she is in the EDI field. She also complimented our collection, noting that she is happy to see such good representation in the Children’s books she checks out for her daughter”.

Heather shared patron feedback from a submitted form:

- “A new storytime parent shared with me how much she enjoys the program after coming the last couple weeks. ‘You are clearly an educator because of how well you understand and tailor to this age group, and I can tell how much you enjoy it!’”

Sofia shared:

- “I was leading a Cuenticos Bilingües storytime and from a corner of my eye noticed an older woman watching the storytime alone. As soon as I finished, she approached me and praised me for my performance. She said she was an educator and said how important storytimes are for children. She stated that she loved the way I interacted with the families and my read-aloud skills! It was nice to hear feedback from a patron that wasn’t there for this program, but just happened to walk by!”

Displays

YFS staff enjoy creating engaging and relevant displays for the community. This month the Children’s area had a display on Celebrating Disabilities, and a display on themed on Travelling. Staffed displayed picture books, chapter books, and non-fiction books that match the theme of the displays and they are constantly being checked out by patrons!



Celebrate Disability display.



Summer Travel display.

Staffing

The Youth and Family Services department was happy to welcome a new Library Aide, Katelynn Flores. She recently graduated high school and plans to attend Citrus College in the Fall, while working towards an associate degree in nursing.



New Library Aide, Katelynn Flores.

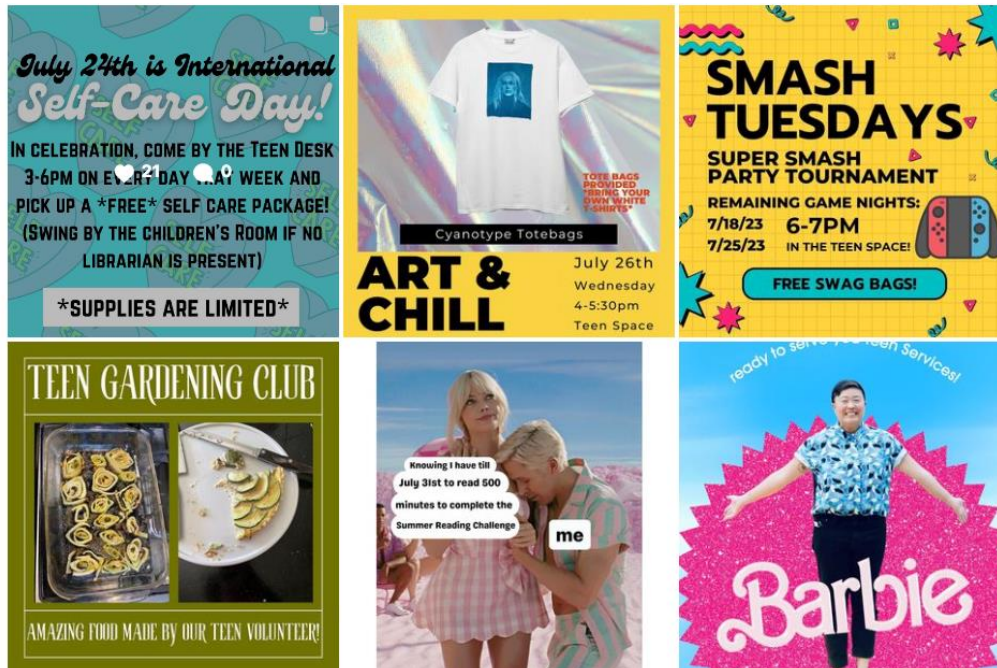
Teen Services

Our new Teen Librarian, Fin Lee, has continued to do an amazing job in taking over their librarian duties! By July, Fin has taken over the coordinating of the Teen Volunteer Program and has had wonderful engagement opportunities with teens that attend our programs. Fin's creative background has also led to a new vibe on the teen social media account on Instagram,

@altadenateens. They have created posts based on popular trends that have led to many new followers on social media!



Recent Instagram posts - @altadenateens



Recent Instagram posts - @altadenateens

Teen Services offered a variety of programs this summer, including:

- Teen Anime Movie Night – July 10
- Smash Tuesdays – weekly on Tuesdays
- Teen Gardening Club – 2 times a month
- Weekday Teen Gardening Club – 2 times a month
- Art & Chill – July 26th
- Teen Leadership Council – July 29^h



Teens enjoying Smash Tuesdays.



Zucchini's harvested by teens at Teen Gardening Club.

Displays

This month's Teen Space display was in celebration of Disability Pride Month. We displayed books written by disabled authors, or books with characters that have a disability.



Teen space display for July.

Volunteers

June teen volunteer statistics are as follows:

- 4 Teen Volunteer orientations were hosted
- 76 volunteers were active this month, completing 158 hours across 37 events and volunteer opportunities



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

DEPARTMENT: Bob Lucas Branch

MEETING DATE: August 28, 2023

PREPARED BY: Diana Wong

LOCATION: Hybrid

BOB LUCAS LIBRARY & LITERACY UPDATES

Phew! The past couple of months have been busy! Over the summer, 391 community members visited the branch to attend one or more of our 23 programs! We enjoyed meeting new faces, handing out summer reading prizes and facilitating our programs.

- Our **Storytime at Bob Lucas** was offered indoors this summer that brought in a regular group of four to five families. In addition to books and songs, we added a craft at the end of each program to further support the development of early literacy skills. Storytime will resume at Bob Lucas in September.



- The **STEAM Lab** at Bob Lucas brought young scientists to branch for a variety of fun, hands-on activities: *Making Crayons and Physical Change; Magic Wands and Electricity; Ice Cream and Chemistry; and Lava Lamps and the Interaction Between Water and Oil molecules*. All our participants were active agents in their own learning, and it was amazing to know that our little scientists were able to recall scientific terminology, like *emulsion, density, and light-emitting diode* at the end of each program.



- Bob Lucas branch hosted three wonderful **summer performers** over the summer that brought much joy and enlightenment to the west-side of Altadena! *Teresa Smith* showcased African rhythm and dance, *Christopher T. Magician* served up his version of wacky magic, and *Ben Hale of the Navajo Tribe* presented on indigenous culture and traditions. These wonderful performers and storytellers drew in both young and old to the branch.

- Our **From the Garden** series delighted the hearts of both young and old this summer. In June, we had little gardeners work in our edible garden and make their own little gnome villages to take home. In July, we were happy to welcome Lola Salgado, a local beekeeper to the branch, who brought in some wonderful specimens and led an interactive, informative talk on the topic of native bees and their relationship to the ecosystem.

- The branch hosted four programs centered around the Summer theme “Find Your Voice” – **Intro to Podcasting, Intro to Voice Acting, Intro to Storytelling, and Drawn Together: A Graphic Novel Book Club**. The four programs were hosted after hours to give adults coming home from work a chance to participate in library programs. The programs were successful and gave our community some awareness of the Bob Lucas Memorial Library, bringing in a few people through our doors for their first time.

- The District has begun a **time capsule project**! As part of the library’s planned closures for renovations, the committee is planning a variety of ways for people to answer the question, “What does it mean to be a member of the Altadena Community?” Activities are being planned for collecting items to include in the capsule and the project will culminate in the eventual burial of the time capsule.





- In an effort to better serve our community of authors, the District had its inaugural **Indie Author Night**. The event will be quarterly and features local Southern California authors reading from their published works. After the author's present on their work, the room breaks into a reception where attendees can meet the authors and mingle with each other.

- **Adult Literacy** – Over June and July, our Literacy pairs logged in 87 hours of tutoring and

the library provided 46.5 hours of ESL instruction. Over the summer, our literacy volunteer, Ralph Goldstein, led an 8-week long workshop on memoir writing for our ESL group. At the end of the workshop, our learners produced enough content to create a collection of short narratives on their lives.



- Big news! We are excited to announce Mr. Daniel Yakob as our first **Career Online High School Graduate**! Daniel started the program in September 2022 and in less than a year, he graduated with his high school diploma through the Smart Horizons online program. While he thoroughly enjoyed the learning experience, he was surprised to discover a renewed interest for many of the subjects he found to be less thrilling during his younger years. Daniel plans to continue his education and is currently looking into programs to pursue a degree in hospitality management. Congratulations and Good Luck, Daniel!





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

DEPARTMENT: IT & Technical Services

MEETING DATE: August 28, 2023

PREPARED BY: David Zearbaugh

LOCATION: Main Library Community Room

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- **PIP (Patron Initiated Purchase) / Zip Books Update** – Carlene prepared new procedures for the our revamped PIPs which will now send the requested and approved materials directly to our patron's homes. This new process has reduced request to receipt times from approximately 4 weeks now to just 1 week on average!
 - **Technical Services**
 - Koha our Integrated Library System (ILS) received an upgrade to the latest stable release, 22.11.
 - At the beginning of July, TS closed out the 22/23 Fiscal Year with no over-expenditures and started up the 23/24 Fiscal Year in Koha for purchasing. Through TS efforts, we were able to close out almost all orders to reduce carry over to the new Fiscal Year. We have also finalized electronic ordering with another library materials vendor and are currently testing to review costs and delivery times.
 - **Quarterly Selectors Meeting** – Library staff who select materials convened in July to discuss various topics such as the new fiscal year budget, weeding, automated item review emails, and new Patron Initiated Purchase (PIP) process. The next Quarterly Selectors Meeting is scheduled for early October.
 - **July - Quarterly Updates**
 - Passwords for all systems where staff login were updated.
 - Network infrastructure firmware updates were applied.
 - All onsite servers received updates and critical security patches.
 - Public Computers operating system updates were delayed due to planned device replacements.
 - **Training Tuesday** – In June, we launched a monthly staff training program called Training Tuesday where once a month we would provide staff training and record it for those who are unable to attend. These trainings are uploaded to our new training platform, Niche Academy. This is one of many ways the Altadena Library District is fulfilling its goal of providing staff with training and continued learning. In June, we trained on the use of the Xerox copiers (both staff and public). In July, we trained on the new Self-Service Extended Access for the Main Library which was soft-launched in

August. We have trainings lined up for both August and September and have asked for staff to share their skills and knowledge by providing trainings in the future.

- **Self-Service Extended Access (Open+) Update** – Everything was finalized for our Self-Service Extended Access by the end of July and set for the soft launch on August 1st. Self-Service Extended Access orientation is available on Niche Academy for patrons to review and complete or in-person on Tuesdays and Thursdays from 8:00 AM – 9:30 AM. For more information, patrons are encouraged to access <https://www.altadenalibrary.org/extendedaccess/>. Since the writing of this Board Report, we have had 5 patrons enrolled and 2 have actively used the system.
- **Staff Computer Replacements** – In July, we purchased a handful of new computers for staff to replace aging and failing hardware. Many of our staff computers to be replaced are more than 5 years old. Deployment of these replacements began at the end of July and should be completed by the end of September. We are working on a plan to standardize purchasing of replacement computers to ensure all computers (staff and public) will be replaced every 5 years.
- **Copiers** – All our Xerox copiers are online and operational as of June 27th. It took a bit of work to ensure our printing systems, coin and bill acceptor, and new copier were able to communicate with each other properly. All previously leased copiers have been returned. In addition to the previous services offered, patrons can enjoy digital faxing at both the Main Library and the Bob Lucas Library for free!

**BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT FOR JUNE AND JULY 2023**

DEPARTMENT: Facilities

MEETING DATE: August 28, 2023

PREPARED BY: Jonathan Arevalo

LOCATION: Main Library Community Room

Facilities Highlights for the Months of June and July:

- The facilities team installed stanchions at staff workstations as no entry points for extra security during Open + hours.
- Repair work was done on the HVAC units (circulation fan/refrigerant leaks) at Main library.
- RFP for gardening services was put out for bid and a proposal was submitted by a gardening and landscape vendor for those services and will be presented at the August Board meeting.
- The elevator at the main library was repaired by putting a new packing seal to prevent oil leaks. This repair along with quarterly preventative maintenance will keep the elevator functioning properly until construction begins at Main library.
- The facilities team conducted a key audit to reinventory staff keys. The team also reconfigured a majority of the libraries door locks and padlocks to be open by a grandmaster key.
- Carpet cleaning maintenance was done at the Main library.
- The facilities team assisted in various summer programs.
- General maintenance conducted at both libraries.



Summer Reading 2023

By the Numbers



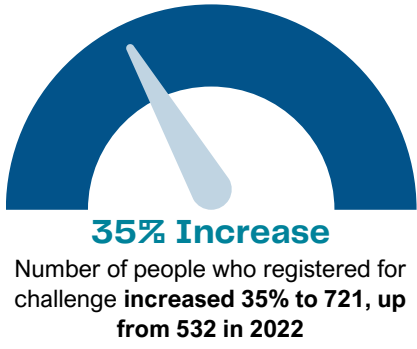
148 events, up 43% from 103 in 2022

Overall summer attendance up 70%

More than 4,000 people attended summer reading and library outreach events (not including Concerts in the Parks), up from 2,369 in 2022, an increase of 70%.



Teens had the highest individual challenge completion rate of any age group in 2023

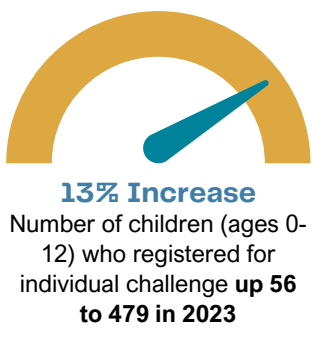
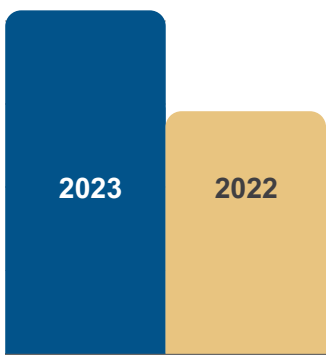


Challenge Registrations Up



41% More Active Readers

Number of active participants **increased from 291 in 2022 to 412 this year**





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

VISION: *Our Altadena Libraries fully resourced. Our community fully engaged.*

TRUSTEE REPORT
July/August 2023

SUBMITTED BY: Anita Lawler, *President*

The Altadena Library Foundation had their Board of Directors meeting on July 12th. Some highlights of our meeting are shown below.

- We completed a successful call campaign to reach out to all of our donors in gratitude for their support and cultivate relationships. Each Board member called anywhere between 10-15 donors as part of an ongoing effort to have a larger presence in the community.
- Our Gratitude Gathering was held on Sunday, June 25th at the historic McNally House. There were over 120 attendees and the event was a success. The owners of the home invited us to host future events at their space.
- We are in talks with the Pasadena Community Foundation to present ideas for planned giving and major giving. We would like to host a breakfast with them to a small group of individuals in the area.
- The Foundation is currently updating and creating procedures around administrative duties. We are also initiating a task force dedicated to creating a new job description for our Foundation Manager.

2023 UPCOMING MEETINGS

- * September 13, 2023
- * November 15, 2023



**BOARD OF LIBRARY TRUSTEES
DIRECTOR'S REPORT for AUGUST 2023**

DEPARTMENT: Administration

MEETING DATE: August 28, 2023

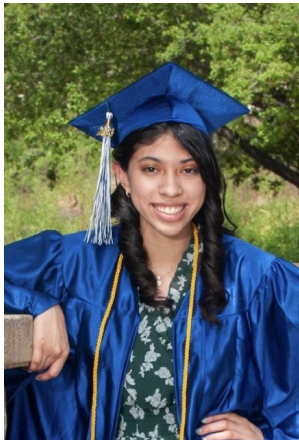
PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

Staffing Updates:

- a) New Hires: **Katelynn Flores** – Library Aide – July 11, 2023;
Anna Kalinka – Library Aide – July 24, 2023
Carrie Hawthorne – Library Aide – August 8, 2023
- b) Promotions: None
- c) Resignations/Retirements/Terminations: **Gabriella Ortiz** – Library Aide – July 21, 2023; **Isaac Magpantay** – Public Library Services Intern – August 16, 2023; **Derek Nowak** – Facilities Maintenance Intern – August 25, 2023

It has been a busy time for recruiting Library Aides! With the vacancy that happened in June, we decided to add an additional Library Aide to the District, since these entry-level positions are only a 12-hour a week commitment. I'm very happy to report that we have onboarded three new Aides in the last month and a half! Here are brief descriptions of our newest team members:



Welcome to **Katelynn Flores**! She started with ALD on July 11, 2023. She just graduated from high school and hopes to attend Citrus College in the fall. She wants to work towards an associate's degree in nursing, as well as work on another associate's degree to become a licensed midwife and then attain her bachelor's and master's degrees in the future. My dream is to travel both for vacation and service trips. After that I would like to receive my master's degree in nursing.

Katelynn loves to read and spend time with my dog. I would also like to mention that she has been a teen volunteer for ALD in the past so love that we have promoted a volunteer into a library staff member! Katelynn has been a great addition to the team and has hit the ground running, which has been so needed during the very busy summer reading program months. Please help me welcome Katelynn!

Next I would like to introduce **Anna Kalinka**! She started working for us on July 24, 2023. Anna is an avid library patron and was also the winner of our Summer Reading Poster contest.

As a child in Michigan, a student at Cal State Fullerton and a professional graphic designer in Los Angeles, Anna Kalinka has always loved libraries. For her, the library offers enchantment, refuge, solace, discovery and community. Anna moved to Altadena in 2002 as a newly married mother. The very first place she visited was the Altadena library.

At this place she found a home among the stacks and staff, not only for herself, but for her growing family. During this time, she paused her career as a graphic designer to focus on her family.

Once her children were older, she worked as a library aide at their school. She was able to re-imagine what a school library was due to the progressive ideas at Altadena library. Anna now has a student entering college this fall at the University of Oregon and one going into her senior year of high school.

She is absolutely delighted to be a part of the support staff at Altadena library and has also been a wonderful addition to the ALD team!



I would also like to welcome Carrie Lynn Hawthorne, who became a Library Aide on August 8, 2023. Carrie and her son are avid library patrons, and we are so happy to have her join our team!

Carrie Lynn Hawthorne is a writer and mother from Pasadena, CA. She is currently an MFA candidate at Antioch University. Her work has appeared in numerous literary magazines and anthologies.

We feel so lucky to have these three dedicated Library Aides working for the District – again please help me warmly welcome them to the team!

We also sadly said farewell to **Gabriella Ortiz**, one of our Library Aides, who had to resign to have time to complete her studies as a radiology technician. She had just hit her one-year anniversary with us! Unfortunately (since we will miss her!), school came first but she did promise to come in to study and say hello. On the same day we also wished **Giovani Guzman**, our PUSD High School Senior Intern well, as it was his last day on July 21 as well. He worked with us for five weeks through the PUSD program and was an absolute delight to get to know.

It seems like as quickly as our two summer Library Interns started, they are also already leaving us – so sad! As I mentioned in my report in June, **Isaac Magpantay** and **Derek Nowak** started their 10-week internships with us in June so both as finished and heading back to college this fall.

Isaac completed his internship on Public Library Service, working all of our service desks, assisting with outreach and programming and whatever else was asked of him. He will truly be missed and we wish him well!

Derek worked closely with Facilities Manager Jonathan Arevalo for his ten weeks of completing a Facilities Maintenance internship. They worked together on several projects, including an important key inventory to ensure we all have the correct key and that they work on the doors that they should. We are grateful to Derek for his service – and know we'll continue to see him as a regular volunteer for us and the Christmas Tree Lane Association.

We had a little farewell event for the two interns on August 16 – here are a few photos from that (Derek is on the left and Isaac is on the right):



Hiring Update

We have our first Information Technology Specialist position vacancy that was posted in the end of June with the first review of applications on July 21. The first round of interviews with the external panel took place on August 14, who identified the top candidates to move forward for a second/final interview. Those interviews took place the week of August 21 and ...

We also continue to recruit for our vacant Adult Services Manager position. There have been additional applicants in July and August and interviews have been held the past few weeks. We are hopeful we will be able to offer the position to someone soon and have them join us sometime in September.

Staff Recognition Team

The team continues to find ways to engage and inspire the staff with their monthly activities and opportunities to help us get to know each other better, enjoy food together and more! Here is an amazing graphic summarizing June, put together by our SRT member and YFS Librarian Yvette Casillas, who has amazing graphic design skills

The SRT also organized the **ALD Habitat for Humanity Build Day** that took place on Thursday, June 29th with 28 ALD staff members! Thank you so much to the Board of Trustees for supporting this effort and closing the two libraries that day so we could participate in the staff and community building event! The day started in the Main Library Parking Lot with staff enjoying some donuts and coffee and then carpooling over to the build site on Olive Avenue.

July
Altadena Libraries
STAFF RECOGNITION TEAM

UPCOMING STAFF EVENTS

ENJOY A SWEET TREAT EACH WEEK IN JULY:

- JUL 05** ICE CREAM SANDWICHES
- JUL 11** MOCHI
- JUL 20** POPSICLES
- JUL 28** POTLUCK & SUNDAE BAR!

JULY BIRTHDAYS
MARK 7/5
ALICE 7/8
SOFIA 7/24

END OF SRP POTLUCK
JUL 28
A sign up sheet will be going around the third week of July. SRT will provide a full service sundae bar for dessert!

HABITAT REFLECTIONS
SRT will be collecting your takeaways from our Habitat for Humanity Build. Look out for an email July 5th.

We got a safety briefing and then immediately got assigned to many different tasks throughout the worksite. I spent most of the day on the roof (which I LOVED) alongside Diana, Catalina, Jonathan

and Mark. I'm happy to say that we finished the roof that day and assisted with taking the scaffolding off of the roof so it's completely done! It was also interesting to watch staff hang siding, run lines for the water throughout the house, caulk windows and much more! What an amazing team effort!

See some photos below and also check out our two videos from the day on our Instagram account – thanks to Janelle for her choreographed YMCA video and to Brin for her thorough overview of the day!



Look at all of us! 28 strong!



Diana, Mark, Catalina and Jonathan on the roof



Nikki and Diana taking down scaffolding



Nikki and Diana representing ALD!



Helen in action!



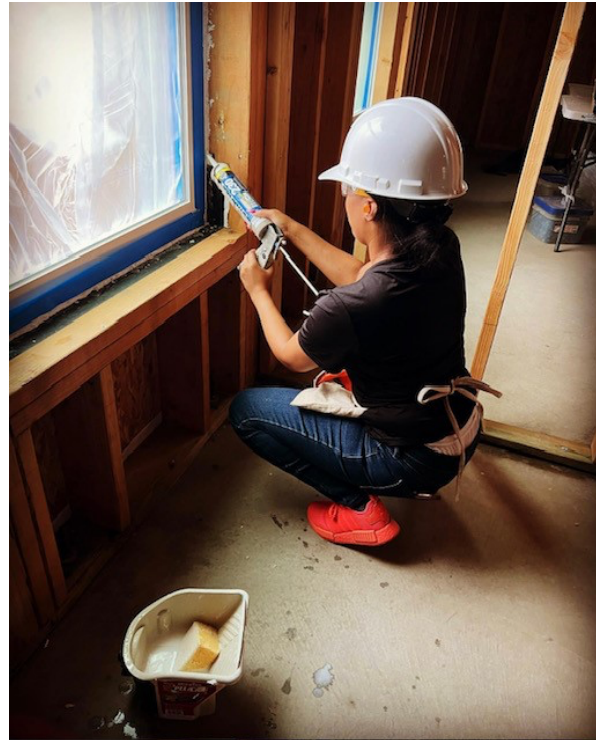
Aaron and Vicky unraveling water lines



David, Fin & Vicky installing those water lines



Janelle and Heather installing siding



Ashley caulking the windows

Partnerships & Programming Update:

ALTA Arts Collective Mixer

My husband Jarrad and I attended the first ever **ALTA Arts Collective Mixer** at the Main Library on Friday, August 11th and it was **AMAZING!** There were close to 150 people in attendance, including Trustee Dr. Boon Lim and his wife. So many local artists and other enthusiasts were there to see this new organization launch. **Silverlake Wines and Mashup Ice Cream** were there handing out wine and delicious ice cream – what an amazing community building event! Here are a few photos showing how many people were there:



Farnsworth Parks Concerts

Thank you to the staff for representing the District at the fun and well-attended Summer Concerts organized by the Rotary Club of Altadena. We are a gold level sponsor so kudos to Brin for all her work creating posters, programs, handouts and more to promote these popular events. I have enjoyed several of the concerts this summer - and our former employee Ben Eisen's band **Mighty Love** was **AMAZING** on 7/22! It was awesome to see so many staff there in support of Ben, including Shawnee, Catalina, Carlene, Mikayla, Vicky, and Helen.

Below are photos of Derek, Mikayla, Natalie and me on 7/15 and then another one from last Saturday 7/22 with Fin, Mel and me, as well as one where I was posed reading LOL!



I also attended the Rotary Sponsor Dinner on 7/29 where the club thanked and recognized the many sponsors that help make this successful concert series happen. Below are photos of the current Rotary President Dawn Smith and I, as well as a group of us members donating backpacks to a back to school event the next week.



Repair Cafe Returns – with a visit from Assemblymember Holden!

We were so excited to host the WIDELY popular Repair Cafe in the Main Library Community Room and parking lot this past Saturday, 8/19 from 10am-1pm. I got word earlier that week that our library supporter and friend Assemblymember Chris Holden was planning to visit the café that morning so wanted to make sure to be there and appreciate his visit so much! He was joined by Ann Marie Hickambottom, his Field Representative, and Repair Café enthusiast, who both introduced themselves to the many volunteers that pride themselves on repairing and restoring, as well as recycling, so many items in the couple of hours they spend at the library. It was a truly inspiring event and one I would recommend that everyone save their lightly damaged or broken items to have repaired the next time they make an appearance at our libraries! It was also great to connect with Trustee Terry Andrues who also made an appearance. Here are a few photos from that visit...



Statistical Totals for FY22-23

As we have concluded another fiscal year at the Altadena Library District, I thought it would be useful for the Trustees and members of the community to have a cumulative total of the statistics for the past year, in addition to the statistics that are provided year over year each month in my Director's report. In bold are the numbers from FY 22-23, with the numbers from FY 21-22 to the right for comparison. We have substantially increased statistics in almost all areas, especially as it relates to people coming back into the libraries to check out materials and attend programs and events. Kudos to the ALD staff for their hard work and creativity this past year!

FY22-23 / FY 21-22

Circulation:

Physical Collections Checkouts: 206,856 / 168,247

Library of Things Checkouts: 1,422 / 320

E-Resource Checkouts: 50,170 / 61,123

Door Counts and Patrons Helped:

Main Library Visitor Count: 102,085 / 63,031

Bob Lucas Library Visitor Count: 23,486 / 9,541

Reference Sessions: 12,640 / 4,780

Live Chat Sessions: 302 / 285

New Library Cards Issued: 3,544 / 2,330

Technology Connections:

Virtual Visits to the Website: 442,459 / 400,148

Public Wireless Sessions: 106,565 / 73,340

Annual Uses of Public Internet Computers: 8,666 / 6,141

Average E-Connect Open Rate: 46% / 36%

Programming:

Total Curiosity Connection Outreach Visits: 45 / 75

Total Curiosity Connection Interactions: 1,895 / 2,674

Total Adult Programs: 458 / 305

Total Adult Program Attendance: 7,512 / 3,369

Total Youth Programs: 231 / 173

Total Youth Program Attendance: 7,178 / 3,981

Total Teen Programs: 75 / 81

Total Teen Program Attendance: 806 / 704

Total Number of Programs: 809 / 634

Total Number of Attendees: 17,391 / 10,728

Other Services:

Total Passports Processed: 1,506 / 1,554

Total Passport Photos Taken: 285 / 0

Total Notary Appointments: 84 / NA

Statistical Update
FY22-23 and FY23-24 Comparison – Page 1 of 2

System-Wide Statistics	Jul-22	Jul-23	Aug-21	Aug-22	Sep-21	Sep-22	Oct-21	Oct-22	Nov-21	Nov-22	Dec-21	Dec-22
E-Resource Checkouts	4,254	4,785	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	40,163	41,422	37,082	40,973	36,776	39,630	29,318	40,876	27,126	37,691	27,105	38,093
Public Wireless Sessions	8,347	9,252	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 (%)	40%	38%		44%	21%	49%	32%	43%	33%	49%	33%	52%
Reference Sessions	575	2,095	422	2,182	310	1,421	410	1,686	424	1,578	279	1,174
Live Chat Sessions	10	35	15	20	29	14	26	18	26	16	19	23
No. of Curiosity Connection Programs/Outreach	13	7	2	5	1	3	3	6	6	7	3	2
Curiosity Connection Program Attendance	620	323	110	260	50	12	210	246	106	158	150	205
Main Library Statistics												
Physical Collections Checkouts	17,193	18,668	13,069	17,780	13,394	16,910	13,133	16,458	14,012	15,177	10,129	13,914
Library of Things	137	111	53	137	55	135	72	94	50	111	15	140
New Patrons	311	304	153	378	160	283	181	276	187	232	119	211
Visitor Count	7,287	9,715	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	14	26	1	19	2	16	4	25	5	22	7	11
Adult Program Attendance	334	566	9	693	19	200	193	572	75	479	160	184
Number of Youth Programs/Outreach	27	29	0	2	10	19	15	28	12	14	0	5
Youth Program Attendance	1,133	1,085	0	137	164	325	356	778	293	26	0	158
Number of Teen Programs/Outreach	12	17	2	0	5	8	8	7	4	5	3	3
Teen Program Attendance	92	61	17	0	103	36	51	84	36	74	57	9
Bob Lucas Statistics												
Physical Collection Checkout	797	731	707	731	679	612	697	744	766	715	713	515
Library of Things	1	5	13	13	13	19	13	29	14	16	5	13
New Patrons	15	14	9	15	3	21	13	19	17	25	4	13
Visitor Count	1,949	2,055	457	2,137	469	1,871	314	2,183	312	1,867	293	1,747
No. of Bob Lucas Programs/Outreach	18	21	21	19	25	20	9	16	16	17	0	16
Bob Lucas Program Attendance	152	153	88	103	104	150	516	96	104	100	0	111
Passport and Notary Services												
Passports Processed	131	173	161	131	128	118	104	133	83	129	78	98
Passport Photo Sessions	0	37	0	8	0	16	0	46	0	52	0	45
Phone Calls Received	531	520	564	591	386	548	371	425	425	344	431	348
Notary Appointments		10								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-22	Apr-23	May-22	May-23	Jun-22	Jun-23
E-Resource Checkouts	5,577	3,697	5,433	4,143	3,421	4,523	4,360	4,217	4,819	4,869	4,870	5,330
Virtual Visits to Library Website	26,948	42,971	27,153	39,432	32,639	39,127	33,598	40,347	41,653	43,156	42,876	43,156
Public Wireless Sessions	4,754	8,548	6,030	8,065	6,451	9,502	6,794	8,618	7,092	9,093	7,278	9,150
Open Rate of Monthly E-Connect (%)		51%	39%	46%	45%	51%	41%	45%	49%	41%	43%	42%
Reference Sessions	117	1,545	303	1,777	451	2,009	443	1,702	669	1,673	703	1,763
Live Chat Sessions	53	32	28	29	28	39	17	27	14	33	12	41
No. of Curiosity Connection Programs/Outreach		0	4	0	9	4	12	7	3	3	9	2
Curiosity Connection Program Attendance		0	239	0	334	87	584	284	237	341	192	84
Main Library Statistics												
Physical Collections Checkouts	9,873	16,891	11,141	15,224	15,734	18,802	15,104	16,475	15,136	17,079	15,851	17,211
Library of Things	22	87	33	71	25	82	21	85	15	89	17	85
New Patrons	89	268	178	235	208	356	222	257	231	216	280	317
Visitor Count	2,168	8,283	4,703	8,669	6,066	10,359	6,409	8,793	7,413	9,305	7,927	9,760
No. of Adult Programs/Outreach		19	21	23	10	22	11	17	12	21	10	26
Adult Program Attendance		505	82	682	294	391	480	561	612	869	673	534
Number of Youth Programs/Outreach		23	11	31	18	23	15	19	2	9	29	27
Youth Program Attendance		641	314	175	635	803	697	644	67	395	595	851
Number of Teen Programs/Outreach		8	19	7	6	6	8	3	10	3	11	12
Teen Program Attendance		105	31	69	118	142	22	11	39	65	50	13
Bob Lucas Statistics												
Physical Collection Checkout	340	555	679	586	714	704	665	642	698	731	774	619
Library of Things	2	11	10	4	2	13	2	11	2	7	2	13
New Patrons	7	9	6	12	14	18	15	20	29	14	4	23
Visitor Count	94	1,775	400	1,666	492	2,130	2,064	1,876	1,998	2,342	2,177	1,943
No. of Bob Lucas Programs/Outreach		23	25	17	27	18	26	19	21	21	22	18
Bob Lucas Program Attendance		205	107	157	210	133	133	172	173	139	132	89
Passport and Notary Services												
Passports Processed	94	110	122	134	183	159	146	138	165	126	129	99
Passport Photo Sessions	0	10	0	13	0	31	0	23	0	18	0	23
Phone Calls Received	498	718	521	843	1033	1058	1220	952	912	723	750	560
Notary Appointments		5		5		10		13		14		12



**BOARD OF LIBRARY TRUSTEES
FINANCE REPORT for JUNE PRELIMINARY AND JULY 2023**

DEPARTMENT: Administration

MEETING DATE: August 28, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Summary Report of Financial Statements for May 2023

JUNE PRELIMINARY 2023 FINANCIAL STATEMENTS

The following financial reports are preliminary and unaudited for the fiscal year ended June 30, 2023.

As indicated on the Budget to Actual report, actual year-to-date revenue is \$4,458,697 with year-to-date expenses of 3,930,250, resulting in net income and a projected addition to operating reserves of \$528,447. The District received greater than anticipated property tax revenue and increased interest revenue due to investments in the Cooperative Liquid Assets Securities System (CLASS) fund. Total expenses were under budget at 96%.

As indicated on the Balance Sheet, cash and investments are \$31,457,423, of which \$25,924,268 is restricted for the library renovation project. Bond proceeds of \$22,060,284 are invested with US Bank and the California State Library Grant funds of \$3,863,984 are invested in the Cooperative Liquid Assets Securities System (CLASS) fund. In addition, \$778,740 represents the special tax assessment collections held with US Bank to make the upcoming debt service payment.

The combined total of General Funds held with CLASS, Los Angeles County, and Checking is \$4,754,415. The District reserve requirement of 50% of the operating expense budget is \$2,046,050.

Total assets are \$34,027,587

JULY 2023 FINANCIAL STATEMENTS

The following financial reports include unaudited statements for the month ended July 31, 2023. The District is currently at 8% of the 2023-24 budget year.

The Budget to Actual report presents \$36,262 of revenue and \$747,775 of expenses, utilizing \$711,513 of operating reserves to date. The District will continue to operate from its reserves until property taxes are apportioned by the County in December.

As indicated on the Balance Sheet, cash and investments are \$30,900,222, of which \$25,956,591 is restricted for the library renovation project. Bond proceeds of \$22,075,240 are invested with US Bank and the California State Library Grant funds of \$3,881,351 are invested in the Cooperative Liquid Assets Securities System (CLASS) fund. In addition, \$778,743 represents the special tax assessment collections held with US Bank to make the upcoming debt service payment.

The combined total of General Funds held with CLASS, Los Angeles County, and Checking is \$4,164,288. The District reserve requirement of 50% of the operating expense budget is \$2,277,850.

Total assets are \$33,367,207.

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) Preliminary

General Fund

For the Period July 1, 2022 to June 30, 2023

	A	B	C	D = B/C
	June 2023	YTD	FY 2022/23 Adopted Budget	YTD Target 100%
1 REVENUE				
2 Property Taxes & Assessments	\$ 8,109	\$ 4,151,397	\$ 4,080,000	102%
3 Library Fees	4,167	61,597	60,000	103%
4 Grant Reimbursements	1,522	5,536	-	N/A
5 Interest Income	21,518	115,429	20,000	577%
6 Other Revenue	52,385	69,250	65,000	107%
7 Unrealized Gain/(Loss)	-	55,487	-	N/A
8 TOTAL REVENUE	87,702	4,458,697	4,225,000	106%
9 EXPENSES				
10 Salaries & Benefits				
11 Wages				
12 Salaried	111,016	1,144,968	1,226,400	93%
13 Hourly	87,505	847,878	890,000	95%
14 Total Wages	198,520	1,992,846	2,116,400	94%
15 Benefits, Retirement & Taxes				
16 Health Insurance - Employee	14,137	148,678	145,700	102%
17 Health Insurance - Retiree	6,171	73,408	66,700	110%
18 Other Medical Insurance	1,117	17,415	21,000	83%
19 Workers' Compensation	-	19,984	20,000	100%
20 CalPERS Retirement (Normal Costs)	13,398	129,625	146,000	89%
21 CalPERS Unfunded Accrued Liability	-	226,006	226,000	100%
22 Payroll Taxes (District-Paid)	15,418	156,084	169,400	92%
23 Total Benefits, Retirement & Taxes	50,240	771,201	794,800	97%
24 Total Salaries & Benefits	248,760	2,764,047	2,911,200	95%
25 Operating Expenses				
26 Insurance	-	127,771	127,800	100%
27 Utilities	9,145	77,468	88,000	88%
28 County Tax Collection Fees	-	47,762	42,400	113%
29 Other Operating	4,254	80,398	78,000	103%
30 Facilities, Grounds & Maintenance	5,408	107,174	110,000	97%
31 Structures & Improvements	-	2,185	10,000	22%
32 Vehicles & Equipment Maintenance	-	1,256	10,000	13%
33 Staff Development, Training & Travel	3,032	22,874	20,500	112%
34 Advertising & Marketing	242	23,354	16,600	141%
35 Miscellaneous Expenses	189	2,384	2,000	119%
36 Total Operating Expenses	\$ 22,271	\$ 492,627	\$ 505,300	97%



Budget to Actual (Unaudited) Preliminary

General Fund

For the Period July 1, 2022 to June 30, 2023

	A	B	C	D = B/C
	June 2023	YTD	FY 2022/23 Adopted Budget	YTD Target 100%
37 Professional Services				
38 Audit & Financial Consulting	\$ 6,323	\$ 94,254	\$ 100,000	94%
39 Legal Fees	1,948	27,367	22,500	122%
40 Consultants - Other	8,829	99,910	65,600	152%
41 Total Professional Services	17,099	221,531	188,100	118%
42 Information Technology (IT)				
43 Internet Service / E-Rate	25,346	52,084	58,000	90%
44 Technology Equipment	-	48,319	50,600	95%
45 Technology Maintenance Fees	528	42,029	39,000	108%
46 Telecommunications	758	10,665	12,500	85%
47 Total Information Technology (IT)	26,631	153,097	160,100	96%
48 Library Materials				
49 Books	14,943	124,332	134,300	93%
50 Downloadables	12,287	67,945	72,300	94%
51 DVDs & Videogames	312	15,590	14,600	107%
52 Electronic Databases / Subscriptions	-	15,442	29,000	53%
53 Periodicals	-	10,037	10,000	100%
54 Audio CD	4,620	10,654	9,100	117%
55 Purchase Suggestions	4,658	14,650	11,200	131%
56 Library of Things	166	5,380	6,000	90%
57 Total Library Materials	36,987	264,030	286,500	92%
58 Programs				
59 Adult Services	1,465	13,903	15,000	93%
60 Youth Services	1,826	8,620	10,000	86%
61 Teen Services	257	6,048	5,500	110%
62 Bob Lucas Branch Services	746	4,793	5,500	87%
63 Literacy Services	-	-	800	0%
64 Volunteer Services	-	240	200	120%
65 All Ages	350	1,315	3,900	34%
66 Total Programs	4,644	34,918	40,900	85%
67 TOTAL EXPENSES	356,392	3,930,250	4,092,100	96%
68 NET REVENUE / (EXPENSES)	(268,690)	528,447	132,900	
69 Use Of / (Addition To) Reserves / Fund Balance	268,690	(528,447)	(132,900)	
70 NET BALANCE	\$ -	\$ -	\$ -	



Budget to Actual (Unaudited) Preliminary

Donations / Grants Fund

For the Period July 1, 2022 to June 30, 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 100%
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	-	-	-	37,424	37,424	35,000	107%
6 Emergency Connectivity Fund	-	-	9,476	-	9,476	9,600	99%
7 California State Library Facilities & Equipment	-	-	-	255,000	255,000	255,000	100%
8 Total Donations & Grants	55,000	28,000	9,476	292,424	384,900	382,600	101%
9 TOTAL REVENUE	55,000	28,000	9,476	292,424	384,900	382,600	101%
10 EXPENSES							
11 Wages							
12 Salaried	-	-	-	22,227	22,227	20,400	109%
13 Hourly	-	-	-	12,630	12,630	12,000	105%
14 Total Wages	-	-	-	34,857	34,857	32,400	108%
15 Operating Expenses							
16 Staff Recognition	4,746	58	-	-	4,804	4,500	107%
17 Staff Development, Training & Travel	2,278	583	-	-	2,861	2,500	114%
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	27,024	641	-	48,804	76,468	257,000	30%
23 Programs							
24 Adult Services	10,664	7,700	-	-	18,364	18,000	102%
25 Mobile Library Maintenance	13,090	-	-	-	13,090	10,000	131%
26 Summer Reading	863	12,787	-	-	13,650	13,000	105%
27 Youth Services	-	2,008	-	-	2,008	1,000	201%
28 Teen Services	496	-	-	-	496	500	99%
29 Bob Lucas Branch Services	500	-	-	-	500	500	100%
30 Literacy Services	-	236	-	2,567	2,803	5,500	51%
31 All Ages	1,603	429	-	-	2,031	2,100	97%
32 Poets Laureate	-	4,200	-	-	4,200	5,000	84%
33 Total Programs	27,216	27,359	-	2,567	57,142	55,600	103%
34 Library Materials							
35 Mobile Library Collection	760	-	-	-	760	3,000	25%
36 Total Library Materials	760	-	-	-	760	3,000	25%
37 Information Technology (IT)							
38 Internet Service / E-Rate	-	-	-	-	-	2,500	0%
39 Technology Equipment	-	-	-	4,808	4,808	7,000	69%
40 Technology Maintenance Fees	-	-	9,476	-	9,476	5,100	186%
41 Website Development	-	-	-	8,441	8,441	20,000	42%
42 Total Information Technology (IT)	-	-	9,476	13,249	22,725	34,600	66%
43 TOTAL EXPENSES	55,000	28,000	9,476	99,477	191,952	382,600	50%
44 NET REVENUE / (EXPENSES)	\$ -	\$ -	\$ -	\$ 192,947	\$ 192,947	\$ -	

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.



Budget to Actual (Unaudited) Preliminary

Capital Fund

For the Period July 1, 2022 to June 30, 2023

	A	B	C	D = B/C
	June 2023	YTD	FY 2022/23 Adopted Budget	YTD Target 100%
1 REVENUE				
2 Interest Income	\$ 11,520	\$ 156,286	\$ 110,000	142%
3 Unrealized Gain/(Loss)	27,303	100,705	-	N/A
4 Grant Reimbursements	43,384	56,026	-	N/A
5 TOTAL REVENUE	82,207	313,016	313,016	100%
6 EXPENSES				
7 CFD Bond				
8 Community Facilities District Administration	-	325	20,000	2%
9 Community Facilities District Project Management	-	21,878	100,000	22%
10 Contingencies	-	-	50,000	0%
11 Total CFD Bond	-	22,203	170,000	13%
12 Capital Project Expenses				
13 Bob Lucas Memorial Library	23,111	158,343	200,000	79%
14 Main Library	46,222	316,686	400,000	79%
15 Total Capital Project Expenses	69,333	475,028	600,000	79%
16 TOTAL EXPENSES	69,333	497,231	770,000	65%
17 NET REVENUE / (EXPENSES)	12,874	(184,215)	(456,984)	40%
18 Transfer Out - CFD	-	(151,206)	-	N/A
19 Use Of Bond Proceeds	(12,874)	335,421	456,984	73%
20 NET BALANCE	\$ -	\$ -	\$ -	

Balance Sheet (Unaudited) Preliminary

District Total
As of June 30, 2023

1	ASSETS	
2	Cash & Investments	
3	Cash - Los Angeles County	\$ 91,573
4	Checking	440,912
5	Special Tax Bonds	22,060,284
6	Special Tax Assessment	778,740
7	CLASS - General	4,221,930
8	CLASS - CA State Library Building Forward	3,863,984
9	Total Cooperative Liquid Assets Securities System Investments	<u>8,085,914</u>
10	Total Cash & Investments	31,457,423
11	Other Current Assets	
12	Prepaid Items & Deposits	88,520
13	Prepaid Insurance & Surety	141,180
14	Property Tax & Assessments Receivable	121,205
15	Total Other Current Assets	<u>350,904</u>
16	Long-Term Assets	
17	Fixed Assets (Net of Depreciation)	1,431,945
18	Deferred Outflows of Resources	787,315
19	Total Long-Term Assets	<u>2,219,260</u>
20	TOTAL ASSETS	<u><u>34,027,587</u></u>
21		
22	LIABILITIES	
23	Current Liabilities	
24	Accounts Payable	53,385
25	Credit Card Payable	19,650
26	Payroll and Retirement Liabilities	50,041
27	Bond Interest Payable	290,482
28	Total Current Liabilities	<u>413,557</u>
29	Long-Term Liabilities	
30	Vacation Payable	92,537
31	Deferred Inflows of Resources	2,166,188
32	Net Pension Liability	1,737,243
33	Net OPEB Liability	871,885
34	Community Facilities District Bond	23,643,560
35	Total Long-Term Liabilities	<u>28,511,413</u>
36	TOTAL LIABILITIES	<u>28,924,970</u>
37	FUND BALANCE	
38	Fund Balance	334,984
39	Net Revenue / (Expenses)	4,767,633
40	TOTAL FUND BALANCE	<u>5,102,617</u>
41	TOTAL LIABILITIES & FUND BALANCE	<u><u>\$ 34,027,587</u></u>

Altadena Library District
Monthly Variance Analysis
June 2023 - 100% Year to Date (YTD)
Preliminary and Unaudited

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 over budget due to more printer revenue and passport service fees collected than anticipated.

Line 4 - Grant Reimbursements includes reimbursements from the CSL Building Forward grant for salaries and benefits. YTD includes \$5,536 for expenses incurred through fiscal year-end.

Line 5 - 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 6 - Other Revenue is generated from film rentals, e-rate reimbursement (internet), credit card rebates, and other miscellaneous revenue. YTD is over budget due to its unpredictable nature.

Line 7 - 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 \$100,000 which will make the adjustment less significant. The market value adjustment will be adjusted when the County closes the fiscal year.

Expenses

Line 12 - Salaried includes employee wages and an annual wellness stipend of \$400, less a small portion funded from donations and grants. YTD is under budget at 93% due to position vacancies throughout the year and additional grant funding for Literacy Services salaries.

Line 13 - Hourly includes employee wages and an annual wellness stipend of \$400 for hourly employees. YTD is under budget at 95% due to position vacancies throughout the year and additional grant funding for Literacy Services salaries.

Line 16 - 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 in line with budget.

Line 17 - Health Insurance - Retiree includes health benefits for retired employees. YTD is over budget due to an additional retiree not anticipated in the budget.

Altadena Library District
Monthly Variance Analysis
June 2023 – 100% Year to Date (YTD)
Preliminary and Unaudited

Line 18 – Other Medical Insurance includes the District’s contribution toward dental, vision, and life insurance for full-time employees. YTD is under budget at 83% due to position vacancies throughout the year.

Line 19 – Workers’ Compensation includes District insurance. YTD is in line with budget.

Line 20 – CalPERS Retirement (Normal Costs) is the District’s portion of employee retirement costs. YTD is under budget at 89% due to position vacancies throughout the year.

Line 21 – CalPERS UAL Minimum Payment is the annual required payment toward the unfunded accrued liability. YTD is in line with budget.

Line 22 – Payroll Taxes include the District’s portion of federal and state taxes. YTD is under budget at 92% due to position vacancies throughout the year.

Line 26 – Insurance includes property, liability and earthquake insurance. YTD is in line with budget.

Line 27 – Utilities includes electricity, gas, and water for the main library and the Bob Lucas branch. YTD is under budget at 88% due to lower than anticipated costs.

Line 28 – County Tax Collection Fees are paid to the County at approximately 1% of property taxes collected in Line 2. YTD is over budget due to additional property tax revenue assessed in April.

Line 29 – Other Operating includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is in line with budget.

Line 30 – Facilities, Grounds & Maintenance includes maintenance contracts, building maintenance and repairs, and landscaping services. YTD is in line with budget.

Line 31 – Structures & Improvements includes emergency funds for unanticipated expenses. YTD is under budget at 22%.

Line 32 – Vehicles & Equipment Maintenance includes the cost of vehicle purchases and related maintenance. The budget included a one-time set-up/conversion fee for a new mobile library van. YTD is under budget at 13% due to additional grant funding.

Line 33 – Staff Development, Training & Travel is budgeted for staff conferences, training, and related expenses. YTD is over budget due to more staff training than anticipated.

Line 34 – Advertising & Marketing includes general marketing for the District. YTD is over budget due to recruitment and interview costs, additional direct mail, and programs and magazines for the Summer Reading Program.

Line 35 – Miscellaneous Expenses includes banking fees and other immaterial expenses not accounted for in other lines. YTD is over budget due to the unpredictable nature of these expenses.

Altadena Library District
Monthly Variance Analysis
June 2023 - 100% Year to Date (YTD)
Preliminary and Unaudited

Line 38 - Audit & Financial Consulting includes external consulting services and annual audit services. YTD is under budget at 94%.

Line 39 - Legal Fees are for general District matters. YTD is over budget due additional services not anticipated in the budget.

Line 40 - Consultants - Other includes other miscellaneous consulting services. YTD is over budget due to professional development, director evaluation, and IT & Facilities assessment services greater than anticipated in the budget.

Line 43 - Internet Service / E-Rate includes the total cost of providing internet service to the main library and the Bob Lucas branch. The e-rate reimbursement is recorded separately in Other Revenue. YTD is under budget at 90% due to less than anticipated rate increases.

Line 44 - Technology Equipment includes the purchase of an office copier that replaced the leased copier from previous years. YTD is under budget at 95% due to additional grant funding.

Line 45 - Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is over budget due to software maintenance fees originally budgeted under Library Materials - electronic databases.

Line 46 - Telecommunications includes phone charges for the main library and the Bob Lucas branch. YTD is under budget at 85% due to additional grant funding.

Lines 49 - 56 - 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 under budget at 92% due to software maintenance fees moved to the Technology Maintenance line.

Lines 59 - 65 - 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 under budget at 85% due to additional grant funding.

Line 68 - Net Revenue / (Expenses) is the year-to-date use of or (addition to) Operating Reserves. YTD is an addition of \$528,447.

Altadena Library District
Monthly Variance Analysis
June 2023 – 100% Year to Date (YTD)
Preliminary and Unaudited

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 additional grants to support English as a second language services.

Line 6 - Emergency Connectivity Fund is a reimbursable grant for the purchase of hot spot maintenance in Line 40

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 14 – Total Wages includes a portion of salaries at the Bob Lucas Branch paid for by the California Library Literary Services grant for English as a second language services. YTD is over budget due to additional grant funding not anticipated in the budget.

Line 22 – Total Operating Expenses is under budget at 30% due to the purchase of a vending machine and related maintenance which has been rescheduled for FY 24.

Line 33 – Total Programs is over budget due to more youth services and mobile library maintenance than anticipated.

Line 36 – Total Library Materials includes purchases for the Mobile Library Collection. YTD is under budget at 25% due to the redirection of funds to programming expenses for the mobile library.

Line 42 – Total Information Technology includes internet service, technology equipment and maintenance, and website development. YTD is under budget at 66% and will be used to cover additional development services in FY 24.

Line 44 Net Revenue / (Expenses) is the year-to-date balance of unused donations and grant funds. YTD is \$192,947 which includes the unspent funds for a vending machine, related internet and maintenance costs, and website development.

Budget to Actual (Unaudited)

General Fund

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

	A	B	C	D = B/C
	July 2023	YTD	FY 2023/24 Adopted Budget	YTD Target 8%
1 REVENUE				
2 Property Taxes & Assessments	\$ 7,886	\$ 7,886	\$ 4,302,900	0%
3 Library Fees	5,996	5,996	66,500	9%
4 Interest Income	21,881	21,881	128,000	17%
5 Other Revenue	500	500	64,900	1%
6 TOTAL REVENUE	36,262	36,262	4,562,300	1%
7 EXPENSES				
8 Salaries & Benefits				
9 Wages				
10 Salaried	99,086	99,086	1,262,400	8%
11 Hourly	81,680	81,680	902,500	9%
12 Total Wages	180,766	180,766	2,164,900	8%
13 Benefits, Retirement & Taxes				
14 Health Insurance - Employee	14,217	14,217	188,900	8%
15 Health Insurance - Retiree	6,171	6,171	72,300	9%
16 Other Medical Insurance	2,257	2,257	17,800	13%
17 Workers' Compensation	14,980	14,980	15,500	97%
18 CalPERS Retirement (Normal Costs)	11,525	11,525	150,900	8%
19 CalPERS UAL Minimum Payment	214,434	214,434	220,600	97%
20 CalPERS UAL Discretionary Payment	-	-	225,000	0%
21 Payroll Taxes (District-Paid)	14,130	14,130	173,000	8%
22 Total Benefits, Retirement & Taxes	277,714	277,714	1,064,000	26%
23 Total Salaries & Benefits	458,480	458,480	3,228,900	14%
24 Operating Expenses				
25 Insurance	151,087	151,087	144,600	104%
26 Utilities	8,455	8,455	95,000	9%
27 County Tax Collection Fees	-	-	41,700	0%
28 Other Operating	12,848	12,848	81,300	16%
29 Facilities, Grounds & Maintenance	15,872	15,872	118,800	13%
30 Structures & Improvements	-	-	10,000	0%
31 Vehicles & Equipment Maintenance	72	72	20,000	0%
32 Staff Development, Training & Travel	2,644	2,644	27,800	10%
33 Advertising & Marketing	1,620	1,620	38,600	4%
34 Miscellaneous Expenses	550	550	8,200	7%
35 Total Operating Expenses	\$ 193,148	\$ 193,148	\$ 586,000	33%

Budget to Actual (Unaudited)

General Fund

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

	A	B	C	D = B/C
	July 2023	YTD	FY 2023/24 Adopted Budget	YTD Target 8%
36 Professional Services				
37 Audit & Financial Consulting	\$ 9,410	\$ 9,410	\$ 108,300	9%
38 Legal Fees	102	102	25,000	0%
39 Consultants - Other	6,949	6,949	100,000	7%
40 Total Professional Services	16,462	16,462	233,300	7%
41 Information Technology (IT)				
42 Internet Service / E-Rate	-	-	54,600	0%
43 Technology Equipment	25,510	25,510	50,000	51%
44 Technology Maintenance Fees	22,215	22,215	46,100	48%
45 Telecommunications	1,706	1,706	22,500	8%
46 Total Information Technology (IT)	49,431	49,431	173,200	29%
47 Library Materials				
48 Books	8,944	8,944	110,000	8%
49 Downloadables	2,486	2,486	84,100	3%
50 DVDs & Videogames	2,062	2,062	14,600	14%
51 Electronic Databases / Subscriptions	3,317	3,317	29,000	11%
52 Periodicals	6,662	6,662	10,000	67%
53 Audio CD	222	222	9,100	2%
54 Purchase Suggestions	1,560	1,560	14,000	11%
55 Library of Things	24	24	6,000	0%
56 Mobile Library Collection	-	-	12,500	0%
57 Total Library Materials	25,277	25,277	289,300	9%
58 Programs				
59 Adult Services	723	723	12,000	6%
60 Teen Services	218	218	5,500	4%
61 Youth Services	1,218	1,218	10,000	12%
62 Summer Reading	2,335	2,335	11,000	21%
63 Bob Lucas Branch Services	245	245	5,500	4%
64 Literacy Services	-	-	800	0%
65 Volunteer Services	240	240	200	120%
66 Total Programs	4,977	4,977	45,000	11%
67 TOTAL EXPENSES	747,775	747,775	4,555,700	16%
68 NET REVENUE / (EXPENSES)	(711,513)	(711,513)	6,600	
69 Use Of / (Addition To) Reserves / Fund Balance	711,513	711,513	(6,600)	
70 NET BALANCE	\$ -	\$ -	\$ -	

Budget to Actual (Unaudited)

Donations / Grants Fund

For the Period July 1, 2023 to July 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 2023/24 Adopted Budget	YTD Target 8%
1 REVENUE							
2 Donations & Grants							
3 Altadena Library Foundation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,500	0%
4 Friends of the Library	-	-	-	-	-	20,000	0%
5 California State Library Literacy Services	-	-	-	-	-	37,500	0%
6 California State Library Facilities & Equipment	-	-	-	-	-	174,000	0%
7 Total Donations & Grants	-	-	-	-	-	269,000	0%
8 TOTAL REVENUE	-	-	-	-	-	269,000	0%
9 EXPENSES							
10 Wages							
11 Salaried	-	-	-	1,940	1,940	24,500	8%
12 Hourly	-	-	-	960	960	12,000	8%
13 Total Wages	-	-	-	2,900	2,900	36,500	8%
14 Operating Expenses							
15 Staff Recognition	533	-	-	-	533	1,500	36%
16 Staff Development, Training & Travel	102	-	-	-	102	5,000	2%
17 Equipment, Furniture & Fixtures	-	-	-	-	-	181,500	0%
18 Total Operating Expenses	635	-	-	-	635	188,000	0%
19 Programs							
20 Adult Services	-	-	-	-	-	10,500	0%
21 Teen Services	-	-	-	-	-	1,700	0%
22 Youth Services	-	-	-	-	-	7,000	0%
23 Summer Reading	-	389	-	-	389	2,000	19%
24 Bob Lucas Branch Services	-	-	-	-	-	300	0%
25 Literacy Services	-	-	-	240	240	1,000	24%
26 All Ages	-	-	-	-	-	8,000	0%
27 Poets Laureate	-	-	-	-	-	5,000	0%
28 Total Programs	-	389	-	240	629	35,500	2%
29 Library Materials							
30 Mobile Library Collection	-	-	-	-	-	1,000	0%
31 Total Library Materials	-	-	-	-	-	1,000	0%
32 Information Technology (IT)							
33 Website Development	-	-	-	7,379	7,379	8,000	92%
34 Total Information Technology (IT)	-	-	-	7,379	7,379	8,000	92%
35 TOTAL EXPENSES	635	389	-	10,519	11,544	269,000	4%
36 NET REVENUE / (EXPENSES)	\$ (635)	\$ (389)	\$ -	\$ (10,519)	\$ (11,544)	\$ -	

Budget to Actual (Unaudited)

Capital Fund

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

	A		B		C		D = B/C
	July 2023		YTD		FY 2023/24 Adopted Budget		YTD Target 8%
1 REVENUE							
2 Interest Income	\$ 11,021	\$	11,021		295,000		4%
2 Unrealized Gain/(Loss)	42,326		42,326		-		N/A
3 TOTAL REVENUE	53,347		53,347		295,000		18%
4 EXPENSES							
5 CFD Bond							
7 Community Facilities District Project Management	-		-		192,000		0%
7 Contingencies	-		-		192,000		0%
8 Total CFD Bond	-		-		384,000		0%
9 Capital Project Expenses							
10 Bob Lucas Memorial Library	6,883		6,883		1,238,500		1%
11 Main Library	13,766		13,766		2,477,100		1%
12 Total Capital Project Expenses	20,649		20,649		3,715,600		1%
13 TOTAL EXPENSES	20,649		20,649		4,099,600		1%
14 NET REVENUE / (EXPENSES)	32,698	\$	32,698	\$	(3,804,600)		-1%
15 Transfer Out - CFD	-	\$	-	\$	-		N/A
16 Use Of Bond Proceeds	(32,698)		(32,698)		3,804,600		-1%
17 NET BALANCE	\$ -	\$	-	\$	-		

Balance Sheet (Unaudited)

District Total
As of July 31, 2023

1	ASSETS	
2	Cash & Investments	
3	Cash - Los Angeles County	\$ 181,071
4	Checking	208,439
5	Special Tax Bonds	22,075,240
6	Special Tax Assessment	778,743
7	CLASS - General	3,774,778
8	CLASS - CA State Library Building Forward	3,881,351
9	Total Cooperative Liquid Assets Securities System Investments	7,656,129
10	Cash on Hand	600
11	Total Cash & Investments	30,900,222
12	Other Current Assets	
13	Prepaid Items & Deposits	1,273
14	Prepaid Insurance & Surety	141,180
15	Property Tax & Assessments Receivable	43,621
16	Miscellaneous Receivable	61,650
17	Total Other Current Assets	247,724
18	Long-Term Assets	
19	Fixed Assets (Net of Depreciation)	1,431,945
20	Deferred Outflows of Resources	787,315
21	Total Long-Term Assets	2,219,260
22	TOTAL ASSETS	33,367,207
23	LIABILITIES	
24	Current Liabilities	
25	Accounts Payable	49,512
26	Credit Card	39,627
27	Payroll and Retirement Liabilities	49,673
28	Total Current Liabilities	138,812
29	Long-Term Liabilities	
30	Vacation Payable	92,537
31	Deferred Inflows of Resources	2,166,188
32	Net Pension Liability	1,737,243
33	Net OPEB Liability	871,885
34	Community Facilities District Bond	23,934,042
35	Total Long-Term Liabilities	28,801,895
36	TOTAL LIABILITIES	28,940,706
37	FUND BALANCE	
38	Fund Balance	5,102,617
39	Net Revenue / (Expenses)	(676,117)
40	TOTAL FUND BALANCE	4,426,500
41	TOTAL LIABILITIES & FUND BALANCE	\$ 33,367,207

Altadena Library District
Monthly Variance Analysis
July 2023 – 8% 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. Only minor adjustments will be presented until then.

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 California Cooperative Liquid Assets Securities System investment account (CLASS). YTD is trending over budget at 17% due to a larger investment balance at the beginning of the fiscal year. This balance will be drawn down to cover District expenses until the property tax assessments are recorded in December.

Line 5 – Other Revenue is generated from film rentals, e-rate reimbursement (internet), credit card rebates, and other miscellaneous revenue. The majority of this revenue is recorded quarterly.

Expenses

Line 10 - Salaried includes employee wages and an annual wellness stipend of \$400, less a small portion funded from donations and grants. YTD is trending in line with budget.

Line 11 – Hourly includes employee wages and an annual wellness stipend of \$400 for hourly employees, less a small portion funded for donations and grants. YTD is trending in line with budget.

Line 14 – Health Insurance - Employee includes the District’s contribution toward health benefits for full-time employees. The total contribution from the District for health and other medical insurance is \$1,100 per month per full-time employee. YTD is trending in line with budget.

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

Line 16 – Other Medical Insurance includes the District’s contribution toward dental, vision, and life insurance for full-time employees. YTD is trending over budget at 13% due to some insurance premiums paid in advance.

Line 17 – Workers’ Compensation insurance based on employee wages by risk category and is paid in full at the beginning of the fiscal year. YTD is 97%.

Line 18 – CalPERS Retirement (Normal Costs) is the District’s portion of employee retirement costs. YTD is trending in line with budget.

Line 19 – CalPERS UAL Minimum Payment is the annual required payment toward the unfunded accrued liability. This is paid in full at the beginning of the fiscal year to take advantage of a 3% discount. YTD is 97%.

Altadena Library District
Monthly Variance Analysis
July 2023 – 8% Year to Date (YTD)

Line 20 – CalPERS UAL Discretionary Payment is a voluntary payment to CalPERS to reduce the unfunded accrued liability of approximately \$2.1 M. There is no YTD activity.

Line 21 – Payroll Taxes include the District’s portion of federal and state taxes. YTD is trending in line with budget.

Line 25 – Insurance includes property, liability and earthquake insurance paid in full at the beginning of the fiscal year. YTD is trending over budget due to a higher Library valuation after the established budget.

Line 26 – Utilities includes electricity, gas, and water for the main library and the Bob Lucas branch. YTD is trending in line with budget.

Line 27 – County Tax Collection Fees are paid to the County at approximately 1% of property taxes collected in Line 2. Fees will be recorded as taxes are collected in the second half of the fiscal year.

Line 28 – Other Operating includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is trending over budget at 16% due to the LAFCO dues and CSDA membership paid in full at the beginning of the fiscal year.

Line 29 – Facilities, Grounds & Maintenance includes maintenance contracts, building maintenance and repairs, and landscaping services. YTD is trending over budget at 13% due to \$7K for air conditioner repairs.

Line 30 – Structures & Improvements includes emergency funds for unanticipated expenses. There is no YTD activity.

Line 31 – Vehicles & Equipment Maintenance includes the cost of vehicle purchases and related maintenance. YTD is trending under budget.

Line 32 – Staff Development, Training & Travel is budgeted for staff conferences, training, and related expenses. YTD is trending in line with budget.

Line 33 – Advertising & Marketing includes general marketing for the District. YTD is trending under budget at 4% due to timing.

Line 34 – Miscellaneous Expenses includes banking, payroll processing and timekeeping, and miscellaneous 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. There is no YTD activity.

Line 39 – Consultants - Other includes consulting services for information technology (IT), human resources, and miscellaneous services . YTD is trending in line with budget.

Altadena Library District
Monthly Variance Analysis
July 2023 - 8% Year to Date (YTD)

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. There is no YTD activity.

Line 43 - Technology Equipment includes office computers and misc. equipment. YTD is trending over budget at 51% due to the purchases of replacement computers at the beginning of the fiscal year.

Line 44 - Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is trending over budget at 35% due to annual renewal contracts paid at the beginning of the fiscal year.

Line 45 - Telecommunications includes phone charges for the main library and the Bob Lucas branch. YTD is trending in line with budget.

Lines 48 - 56 - Library Materials include items available for library members such as: books, downloadables, DVDs, videogames, electronic databases, periodicals, audio CDs, purchase suggestions from members, Library of Things, and the mobile library collection - seed library. Total Library material expenses are trending in line with budget.

Lines 59 - 65 - Programs includes program costs for adult, teen, and youth services. It also supports the Summer Reading program, programs for the Bob Lucas Branch, literacy services, and volunteer services. Total program expenses are trending in line with budget.

Line 71 - Net Revenue / (Expenses) is the year-to-date use of or (addition to) Operating Reserves. YTD is \$711,513 use of reserves. This will fluctuate throughout the year based on the timing of revenue and expenses.

Altadena Library District
Monthly Variance Analysis
July 2023 - 8% Year to Date (YTD)

Donations / Grants Budget to Actual

Revenue

Line 3 - Altadena Library Foundation includes a grant to support operating and program services.

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 to support literacy programs and English as a second language services.

Line 6 - California State Libraries Facilities & Equipment includes a carryover from FY 23 for a vending machine and related expenses and website development.

Expenses

Line 11 - Salaried includes a portion of salaries at the Bob Lucas Branch paid for by the California Library Literary Services grant. YTD is trending in line with budget.

Line 12 - Hourly includes a portion of hourly wages at the Bob Lucas Branch funded by the California Library Literary Services grant for English as a second language services. YTD is trending in line with budget.

Line 18 - Total Operating Expenses includes staff recognition, development and training, and miscellaneous furniture and equipment funded by the Altadena Library Foundation and Friends of the Altadena Library. It also includes the purchase of a vending machine and related expenses carried over from FY 23 funding from the Expanding our Footprint grant.

Line 28 - Total Programs includes programming for adults, teens, youth, and all ages, the summer reading program, literacy services, and the Poet's Laureate.

Line 31 - Total Library Materials includes the Mobile Library Collection - Seed Library. There is no YTD activity.

Line 34 - Total Information Technology includes website development carried over from FY 23 funding from the Expanding our footprint grant. YTD is trending over budget at 92% due to an annual subscription paid at the beginning of the fiscal year.

Line 36 Net Revenue / (Expenses) is the year-to-date balance of unused donations and grant funds. YTD is (\$11,544) due to the timing of grant commitments which will be received throughout the fiscal year.



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

DEPARTMENT: Facilities Ad Hoc Committee **MEETING DATE:** August 28, 2023

PREPARED BY: Trustee Katie Clark

LOCATION: Main Library Community Room

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 are being planned for the Design Development Phase of the Main Library project.
- b. Offsite Facilities – The committee is reviewing proposals for a facilities assessment of the Franklin site to assess the condition and potential repair/upgrade needs for library occupancy.
- c. Architectural Services –The Bob Lucas Branch plans are being reviewed by Regional Planning, Building & Safety, and other departments. Design Development continues for the Main Library.
- d. Coordination with County departments – The Bob Lucas CUP is still in process with Regional Planning. The design team has responded to new comments provided by the planner, and the expectation is that the plans will now be distributed to other County departments for a 30-day consultation period. Once comments from those departments have been resolved and the planner has prepared his recommendations, there will be a 30-day notice period before the CUP hearing. Meanwhile, the design team is working through comments from Building and Safety, and submitting for various other approvals (i.e. grading, electrical, mechanical, plumbing), with the intent that once the CUP is granted, the plans will be approved and ready for bidding.
- e. Communications and Community Outreach – A Communications Working Group has been formed to plan and manage communications and community outreach for the building projects. We are coordinating with the Altadena Town Council to schedule a presentation on the Bob Lucas project to the Land Use Committee.
- f. CEQA Services – The Committee is currently reviewing a draft Project Description for the Main Library prepared by Chambers Group.
- 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. The committee is working to schedule a follow-up meeting with the artist who led the original mural project.
- h. Main Library parking options: Julian Garcia and Daniel Quintana from L.A. County Traffic, Safety, and Mobility attend the July 31 committee meeting to provide an update on progress on the street parking plan. Two options were presented, both of which include angled parking and a bike lane. These options have also been presented to the Altadena Town Council. The Traffic, Safety and Mobility department will continue outreach on the subject.

- i. Building Forward Grant Round 2: Grant awards have not been announced, but we are expecting to hear sometime in September.



BOARD OF LIBRARY TRUSTEES
GOVERNMENT LIAISON REPORT

DEPARTMENT: Government Liaison Report **MEETING DATE:** August 28, 2023

PREPARED BY: Trustee Terry Andrues **LOCATION:** Main Library Community Room

On August 5, I attended the 24th Annual Community Resource Fair and Block Party that was sponsored by District 41 Assemblyman Chris Holden. It took place on beautiful Jackson Street in Pasadena's Orange Heights historical district. There were well over a dozen booths set up to provide information on local agencies providing public services. Turnout was very good, especially considering temperatures that reached the high 90's.

Assemblyman Holden spoke to the crowd and expressed his appreciation for their support. He will not run for the 41st Assembly District seat again because of term limit rules. Previously, he had announced his candidacy for LA County's Fifth Supervisorial District seat, currently held by Kathryn Barger.

U.S. Rep. Judy Chu was also at the event and spoke to the crowd. She noted the large size of the Street Fair and praised Assemblyman Holden for growing the annual event from a small gathering years ago to a large multi-block resource Fair for the community.

I spoke to Assemblyman Holden about AB41, a bill he authored that would improve access to broadband technology throughout California. AB41 would reform the Digital Infrastructure & Video Competition Act (DIVCA), making cable operators more accountable and less discriminatory in providing service. Since better access to quality cable service helps our library meet its goals to serve patrons, the Altadena Library District submitted a letter of support for AB41 on March 2, 2023.

However, there was an unusual bit of drama surrounding the bill after it passed the Assembly and went to the Senate for markup and approval last month. Two of the bill's sponsors felt that it had been diluted too broadly in the Senate markup, losing its effectiveness as a reforming tool for digital equity. The sponsors sent a letter recommending that supporters—like ALD-- should change their position to: Oppose, as amended.

Assemblyman Holden acknowledged the Senate changes but did not recommend withdrawing support. This position was echoed by a legislative staff member, who added that the bill--while not perfect--would provide about 60% of what it intended to accomplish.

At this writing, the bill is in the Senate Appropriations Committee and will proceed to a vote before returning to the Assembly for final approval. If passed, it will go to Governor Newsom's desk in the Fall.

I also spoke with Rep. Judy Chu regarding her joint letter with Sen. Alex Padilla to enlarge the San Gabriel Mountains National Monument. A link with background information is pasted below.

<https://www.latimes.com/environment/story/2023-06-26/a-plan-to-expand-san-gabriel-mountains-national-monument>

Their request was made in a joint letter to President Biden asking for the addition of 109,167 acres to the monument's present boundaries. I told Rep. Chu that, pending Board approval, the ALD would like to write a letter of Support for this request. She enthusiastically approved this offer and had her staff forward the methods and formatting we should use for the submission. The letter is an action item later in this packet.



**BOARD OF LIBRARY TRUSTEES
ITEM X.B. STAFF REPORT FOR AUGUST 2023**

REPORT: Agenda Item XI.b.

MEETING DATE: August 28, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: ALD 2023 Operational Plan Mid-Year Update

BACKGROUND: ALD embarked on a Strategic Planning process in the middle of 2019, which was also reviewed by an outside consultant in late-2022. The review demonstrated the continued relevance of the ALD Strategic Plan, which still has the three following Strategic Priorities:

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

The Management Team presented our ALD 2023 Operational Plan to the Board for their review and approval at their January 23, 2023 meeting. This year we maintained a similar format to the 2022 Operational Plan that includes evaluation methods and evidence of success for all of the identified objectives throughout. We identified 2-3 larger goals for each Strategic Priority and then the individual objectives to achieve those goals.

We have updated the plan for the Board's review to reflect the status of each of these objectives. As you can see in the following pages, the ALD continues to achieve the objectives being set by the managers and their staff throughout the year.

Please see the following pages for this updated information.

2023 OPERATIONAL PLAN & GOALS

We are CURIOUS.

Goal #1: Evaluate current and future resource and collection needs and changes through a renovation lens.					
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	MID-YEAR UPDATE
Create a collection evaluation plan that considers needs during renovations	January 2023	Ongoing	Use of circulation data and review of community need to determine which materials should remain available	Good physical and digital circulation numbers during renovations relative to amount of collection available for circulation	MIT (Moving and Inventory Team) has formulated a collection review strategy (Project Schedule) which includes what materials will be brought from BL to Main and what will be brought to temporary housing. Commencement of the plan began in July.
Establishment of new vendor Electronic Data Interchange (EDI) setup with remaining vendors	January 2023	June 2023	Successful electronic ordering, processing, and receipt of materials from newly established vendor.	Access to ordering from multiple vendors to ensure diverse material selection and prioritize processing accuracy and delivery efficiency.	We have completed electronic ordering setup with Ingram and Midwest and are evaluating costs, accuracy, and delivery efficiency of the new vendors versus existing.
Evaluate digital resources and provide devices to those who may not have them (and how)	January 2023	End of renovations	Circulation data for Hotspots and Laptops (total circulation and amount checked out)	Distribution/Checkout of current in-house and circulating laptops and hotspots during renovation.	Ordered additional 5G Hotspots to replace older 4G Hotspots but due to popular demand, we've retained the 4G devices which continue to be popular and checked out.

Complete our district-wide diversity audits and implement procedures for collection analysis and improvement, inclusive collection development training for all selectors	January 2022	Ongoing	Use diversity audit to compare Youth & Family Services (YFS) collection purchased through FY 20/21 to items purchased FY 21/22; Use audit results from Adult Services (AS) and Bob to develop strategies for continued selection.	Completed audit comparison and analysis of YFS collections; Completed audit of BL and AS collection; All Selectors complete inclusive collection development training Technical Services Team has developed a plan and updated out-of-date and inappropriate Subject Headings	Assessed efficacy of existing auditing strategy and determined a need to modify approach to audit a 10% sample of collections. Redesigned audit tool to streamline process and limit diversity markers being audited.
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Goal #2: Enhance available training and development opportunities for staff

OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	MID-YEAR UPDATE
Customize annual evaluation forms by job classification	Feb 2023	June 2023	Work with MRG to update annual evaluations with competencies needed by position	Each job classification has a performance evaluation tailored to the essential functions and skills of that position.	Planning to do a Professional Development Services RFP this fall and will coordinate with this consultant to customize our performance evaluations as their first project with us.
Establish Individual Development Plans	Feb 2023	Ongoing	Individual meetings with staff, their managers and MRG to establish a 2023 IDP	IDPs are drafted and being discussed at monthly workplan meetings	All employees have discussed their IDP with their manager and are checking in monthly.
Continue development of onboarding and offboarding procedures for new, promoted or departing staff members	April 2023	October 2023	Work with MRG on best practices in on and offboarding so there is a clear and sustainable process in place.	Both onboarding and offboarding steps and procedures are clearly defined and outlined for future use.	We have created new onboarding and offboarding checklists for all new or departing employees to standardize the process.

Deploy Niche Academy and first training	January 2023	April 2023	Management Team using Niche to track progress and completion	All ALD staff have completed the PCI Training in Niche Academy	All Staff have completed the PCI Training and it is part of an onboarding training checklist.
Implement Training Tuesday	March 2023	Ongoing	Amount of trainings developed and completed	Development of 15 staff trainings including PCI and customer service and making them available via Niche Academy.	As of August, there are 4 staff created trainings and 27 meetings for staff review. Since July, we are hosting monthly trainings and uploading into Niche.
Continue Project READY and other EDI training	Ongoing	December 2023	All staff continue to work through Project READY and hold small group discussions after each module; Research and select appropriate trainings on all-abilities programming and service training	Completion of Project READY modules depending on start date of existing and new employees.	Modules continue to be completed in cohorts. New cohorts are developing to incorporate incoming staff members and to create smaller, more intimate group conversation. In May, we signed up for Digging Deeper in Antiracist Library Cultures webinars offered by Library Journal.

Goal #3: Ensure programming meets community needs and incorporates EDI Standards

OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	MID-YEAR UPDATE
Create an audit tool to evaluate the diversity of library programs and to develop EDI programming standards.	January 2023	Ongoing	Audit tool development and staff training	Completed audit tool and its implementation across public service departments to begin the process of collecting data for program analysis.	The audit tool is still in its development stage. Staff will use the existing program evaluation form as the tool. Our intern from the Denver MLIS program did an initial audit of our partners and programs for 2022, as a starting point.

Measuring and Collecting Feedback/ User Experiences / Measuring Success	January 2023	Ongoing	Program survey data	Consistently offering the program evaluation survey and using data from it to define/measure successful programs.	Offering program evaluation surveys at most ALD events and programs to gather feedback. Attendee feedback is generally very positive.
Develop and provide special needs programming for patrons of all ages	January 2023	Ongoing	Increased engagement with special needs patrons; Increased feedback by participants and partner organization	At least 2 programs hosted at the Main or BL branch; At least 1 program hosted by a partner organization	YFS has committed to planning a program for the winter season. BL has committed to planning a weekend program for the Fall season.

We are CONNECTORS.

Goal #4: Utilize targeted marketing strategies to increase awareness of library programming and services					
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	MID-YEAR UPDATE
Development of personalized marketing strategy to target patron specific needs	January 2023	Ongoing	Review of use statistics and email views and click throughs in Patron Point marketing emails. Deployment of additional targeted email campaigns	Increased use of digital assets such as library's electronic resources, website, and app., and increased program attendance and growth of social channels, including Teen Instagram page	In the testing phase of using Patron Point for automated emails (holds, overdues, etc.) More engaging content (links to events, catalog and digital reading) have been added to the automated emails. IN PROGRESS: in the process of building a welcome email campaign (3-4 emails) to onboard new patrons with library services, materials, and programs.

Board of Trustee Membership and elections/redistricting	January 2023	Ongoing	Ongoing	Launch of page on ALD site; promotion of community engagement in social channels	Launched redistricting process webpage in January 2023. Promoted schedule of public meetings on website home page, posted multiple times in social channels (IG/FB/ND) during process, as well as in community FB groups. Webpage updated with final decision/map.
Expanded merchandising of library branded items	January 2023	Ongoing	Collaboration with support groups to strategize distribution; Sales data collected from website	E-commerce site in partnership with support group and ALD branded collection by November 2023; creation of physical merchandise displays in Main Library and BL; profit from sales	Planning for this process is ongoing.
Grow bilingual marketing for programs and services	January 2023	Ongoing	Evaluate process for translation service for efficiency; continue to focus limited resources on long-term marketing materials (brochures/ongoing programs and events; observe and report on usage of bilingual marketing materials	By July 2023: Monthly eConnect and all long-term marketing materials available in both English and Spanish; increased attendance from Spanish speaking patrons	Youth and Family monthly calendar flyers are printed in both English and Spanish. Flyers for larger community events (book sale, summer reading kickoff) translated into both English and Spanish. Currently laying out the new patron trifold brochure in Spanish to be ready for fall. Starting to work with wider group of staff who are bilingual for translation.

Goal #5: Maintain and expand partnerships and connections with the community of Altadena.

OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	MID-YEAR UPDATE
Assessment of Read Local Shop Local (RLSL) Program participation and potential updates.	January 2023	December 2023	Conversations with current businesses and potential new partners; Koha statistics reports	Positive feedback from current RLSL partners; Multi-year plan for program going forward; Successful RLSL Market event.	RLSL relaunched in February 2023 with new incentives and businesses. Each month, 1-2 businesses receive a spotlight in our Altadena Connections newsletter, as well as an in-house display feature in the Main Library. Businesses are thankful for the advertisement! We currently have 12 business enrolled and 3 of them have deposit libraries. There are 49 Patrons enrolled.
Provide early literacy and community resources for Parents and Educators	May 2023	December 2023	Statistics on page navigation; feedback from parents and educators; use of early literacy handout	Awareness of webpage and utilization of resources; Creation of an early literacy handout for patrons; Research into potential early literacy strategies; Connection with an early literacy consultant; Creation of early literacy kits and handouts	We officially became a hub site in the Growing Together Pasadena network, which will allow us access to early literacy and community resources. We are also featured in the new "Getting Ready for K" campaign, which is sponsored by the Pasadena Public Health Department.

We are NEIGHBORS.

Goal #6: Maintaining library services during closures due to renovation by providing resources and programming outside of existing facilities.					
OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	MID-YEAR UPDATE
Further extend library materials access beyond traditional library locations	January 2023	December 2023	Circulation of materials in library materials vending machines	Deployment and patron use of library materials vending machine(s) in key locations in the community	Two (2) Library Materials Vending Machines have been ordered and will be delivered by the end of September.
New curiosity connection conversion and launch	January 2023	June 2023	Identify service design for second vehicle; purchase under budget and add modifications where needed	Successful launch of second vehicle and regular usage by staff	The second vehicle was purchased in February and officially named "Volume 2". Security system, camera system, and back up beeper have been installed. A mobile library collection has been purchased and continues to expand. Wrapping of vehicle and shelving options are the next steps.
Optimize/update ALD website (including ADA compliance)	January 2023	Ongoing	Survey patrons and staff on ease of use, mobile friendliness, search capabilities, and ability to find what they are looking for. Review Google analytics (bounce rate) for issue areas/landing pages	Website will be updated/optimized in incremental stages; Data collected from survey after major updates and ongoing anecdotal feedback from patrons and staff; Faster load time, ease of discoverability compared to previous website iteration. Implement feedback form on site for patron issues with site.	The website is currently undergoing multiple updates, including the addition of a community request form, new webpage for new Extended Access service, revamping of YFS pages, and restructuring of database page to include Niche videos. Once website updates are complete, optimization efforts will commence.

Goal #7: Bringing resources and services to patrons where they are.

OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	MID-YEAR UPDATE
Identify locations throughout the community for pop-up and other programming	January 2023	December 2023	Research and identify locations in the community to visit. Establish a consistent schedule of visits.	Increased number of outreach visits. Successfully implementing a schedule of visitation	Outreach has increased! We have attended new community events (Shop on the Hill, Chap Care's Back to School event, etc.), while still attending existing ones. RLSL visits occur on the 3 rd Thursdays of the month and all 6 deposit libraries are visited bi-monthly. We will be adding Little Free Library visits to our schedule by the end of the year.
Strengthen relationships with local Transitional Age Youth Residential Programs	January 2023	Ongoing	Evaluations or anecdotal feedback from visits; consistency/frequency of communication; statistics from interactions and deposit libraries	Scheduled regular visits; establishing and maintaining deposit libraries; ongoing communication	YFS staff are attending quarterly Regional Community Alliance Meetings led by the Pasadena DCSF office where we are increasing communication with local organizations that specifically work with transitional age youth. YFS staff have also maintained communication with staff at Five Acres in Altadena.

Develop a Homebound Services strategy	Summer 2023	Ongoing	Number of registrations; circulation, number of trips; use of marketing materials; conversations with possible partners to increase reach	Successful implementation of Homebound Services with a documented workflow process; Active participation by community	A strategy has been developed for the initial stages of this service! Eligibility requirements have been established and a webpage is in development.
Develop a public map of the Little Free Libraries and Deposit Libraries to create a consistent plan for visits. Develop process for new installations	January 2023	August 2023	Feedback from our support group; number of requests to receive a LFL; Increased usage of LFL and Deposit Libraries.	Completion of a public map; Scheduled regular visits; Successful process for new installations; Increased number of Deposit Libraries	Deposit Libraries are being visited bi-monthly. A consistent schedule of visits for the LFL is in development, as well as the process for new installations. The map containing both has been created and Marketing is in the process of uploading it onto the website.

Goal #8: Move building renovation process forward for both library sites including community feedback and buy in.

OBJECTIVES	START	END	EVALUATION METHOD	EVIDENCE OF SUCCESS	MID-YEAR UPDATE
Provide District transparency in the renovation process. Encourage community participation through Town Halls and other open meetings to inform the library design process.	March 2022	Ongoing	Feedback and input built into the design work by our architectural firm, especially as it relates to the historical significance of both library buildings	Positive input concerning the library designs. Overall satisfaction from community members and groups about the proposed designs.	Provide building project updates at each monthly Town Council meeting. Also held a Community Focus Group meeting in June 2023. Established a Communications Working Group to plan a messaging strategy that is meeting monthly.

<p>Continue Work with Capital Project Management (CPM) Firm and Architectural team to create design for both libraries</p>	<p>January 2022</p>	<p>Ongoing</p>	<p>Schedule regular meetings with the CPM and ABA to develop design plans; meet with the Community Focus Group and other public-facing town hall meetings in the community to gather feedback and input on design process</p>	<p>Designs incorporate feedback and input provided by staff, stakeholders and community members in an open and transparent way; building plans reflect universal and inclusive design</p>	<p>Management continues to participate on the Facilities Committee and its weekly meetings. Going through a Conditional Use Permit process for both libraries, which includes submitting Design Documents for review. We also applied for a second round of grant funding through the California State Library that we are hopeful we will hear back about in the fall 2023.</p>
<p>Preparing buildings for closure, remodel, and reopening</p>	<p>January 2022</p>	<p>Completion of design process per building</p>	<p>Analyze items to keep, store, and dispose of and evaluate size needed to store items kept; Identify alternate sites and/or storage locations</p>	<p>Appropriate space found for temporary service locations and/or needed storage; Costs for storage kept as low as possible</p>	<p>The MIT (Moving and Inventory Team) has been meeting monthly to prepare for renovations. So far, this team has inventoried equipment/furniture and developed a plan for weeding/transitioning materials from Bob Lucas. A project schedule is in place.</p>



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM X.C. FOR AUGUST 2023**

REPORT: Agenda Item X.c.

MEETING DATE: August 28, 2023

PREPARED BY: Jonathan Arevalo

LOCATION: Main Library Community Room

TITLE: Review and approval of landscaping and gardening services for both the Main and Bob Lucas Libraries.

BACKGROUND: At the April 2023 Board of Trustees meeting, a RFP was submitted for the continued upkeep of both the Main and Bob Lucas library gardens and landscape spaces. From that RFP, only one company responded with a bid, and the company's pricing exceeded our budget amount.

After some discussions with District Director Nikki Winslow, it was decided to resubmit the RFP in the hope of receiving more bids for the required services and submit the winning proposal to the Board of Trustees at the August meeting. The decision was fruitful, and we received two bid proposals. The winning proposal is from Four Seasons Landscaping.

Four Seasons Landscaping met all the requirements that were described in our RFP, including insurances, licenses and permits, battery operated gardening equipment, weed control, hedge and lawn maintenance, mulching, irrigation maintenance and repair, and prevailing wage. In addition, they will provide as needed tree maintenance, and emergency gardening services if required. The Facilities Department also checked references submitted by Four Seasons Landscaping regarding their past, and present work at other facilities and the responses were positive.

Four Seasons Landscaping will be dedicating 4.5 hours of work once a week between both libraries (3.5 hrs.at Main/ 1 hr. at Bob Lucas). Once construction starts at Bob Lucas library and if there is no possibility to do any gardening work at that location, the remaining time will be concentrated at the Main library.

FISCAL IMPACT: The contracted amount for gardening and landscaping services to be provided at both libraries will be \$2000 monthly/\$24,000 annually. Funding for the services will come out of our Landscape Maintenance account number 7220.

STAFF RECOMMENDATION: That the Board of Trustees approve the recommended proposal from Four Seasons Landscaping company in the amount of \$2000 monthly/\$24,000 annually for the Altadena Library District gardening and landscaping services.



SGD ENTERPRISES
FOUR SEASONS LANDSCAPING
14937 DELANO STREET, VAN NUYS, CA 91411
(323) 658-1047 CSBL#662720

July 20, 2023

Altadena Library District
600 E. Mariposa St.
Altadena, CA
Attn: Jonathan Arevalo
Deliver By Bidnet

Subject: Proposal for Landscaping and Gardening Services

To the Altadena Library District,

SGD Enterprises DBA Four Seasons Landscaping is proud to present this bid package in response to the RFP for landscaping and gardening services. We have thoroughly reviewed the entire RFP and believe that we are uniquely qualified to handle such a project and can ably offer our unique skilled services to the Altadena Library District.

We understand that we will be responsible for performance of all landscape maintenance requirements.

This bid proposal will be valid from 7/20/2023 and thereon for 120 days.

This project will be managed from our office located at 14937 Delano Street, Van Nuys, CA 91411. Eytan Darrison (Tel:323-658-1047 Email: darrison@sgdent.com) will be the contact person.

We will not have any subcontractors on this job. All information submitted in this proposal is true and correct. Four Seasons accepts all terms of this RFP and conditions in the document and maintenance agreement. No exceptions taken. We acknowledge addendum 1.

SGD Enterprises is in full good standing with the CSBL, DIR and any other applicable agency. We are not debarred, suspended or ineligible to contract by any federal, state or local public agencies.

Thank you for your consideration of our proposal. We look forward to having the opportunity to continue our work with the Altadena Library District.

Sincerely,

Stephen Darrison

Stephen Darrison
President and Owner

SECTION 1: FIRM EXPERIENCE AND REFERENCES

SGD Enterprises DBA Four Seasons Landscaping is a family run business that was started in the late 1980's by Stephen Darrison. We service all aspects of landscaping including maintenance, tree trimming, irrigation, and landscaping upgrades. Our primary focus is landscaping for municipalities, apartment complexes, high-end residential, cemeteries, schools, HOA's, commercial spaces and city-owned property. We work throughout the state of California with over 75 employees from San Diego to San Francisco. We are well equipped to do any type of landscaping job as we have been in the industry for over 35 years and have all the necessary experience, personnel, and equipment to handle anything landscaping-related. With over 30 vans in our fleet (including maintenance trucks, irrigation trucks, aerial trucks, and dump trucks), we can approach any situation correctly and safely. We have experienced diverse foremen and office staff who have been in the landscaping industry for over 30 years who have vast knowledge of maintenance, irrigation systems, installations, and tree trimming. A job such as Altadena Library District's landscaping Services would be right up our alley. We annually do over 10 million dollars of business and have formed many long-term relationships with our clients.

We believe that Four Seasons Landscaping is uniquely able to handle a contract of this scope. We are a family business that has been in existence for over 35 years. We give individual attention to all our clients and treat them like our own family. Employees in our company love to work for us and turnover is rare. We create an environment that is warm and a great place to work. If awarded the contract, we will treat the job as if it is in own backyard or neighborhood and we will give everything we have towards it.

Four Seasons Landscaping is very involved in giving back to the community. Stephen and Eytan Darrison have donated millions of dollars to their communities. Whether its Houses of Worship, schools and/or nonprofit organizations, no one is ever turned away. Both Darrisons have served on the boards of many organizations and have given not just money but also time to help those in need and to better serve the community. We have dedicated our time and efforts in order to make this world a better place. We fully intend to continue our philanthropic efforts in the Los Angeles area.

We understand the importance of having sufficient financial resources to fulfill contractual obligations. Four Seasons has a strong financial foundation, enabling us to undertake projects of varying scales and complexities. We have a solid track record of meeting financial commitments on past contracts, and we possess the resources to ensure smooth project execution. Financially, Four Seasons Landscaping is very healthy and strong. We have amazing relationships with banks, brokers, and sureties. We have a strong bonding capacity. We hold over \$3 million in capital. We have not been involved in any litigation nor been fired from any job. We are in great standing to undertake this job.

Our company recognizes the significance of meeting project deadlines. We have a proven track record of delivering projects within the required or proposed delivery schedule, considering our

existing business commitments. We employ effective project management strategies, including efficient resource allocation and proactive scheduling, to ensure timely completion of all tasks. We are uniquely able to handle contracts of all sizes.

Throughout our history, Four Seasons has always been a business filled with integrity. We have always been in good standing with any and every agency that we have worked with. We have never been involved in any litigation, arbitration etc. We have never been assessed any liquidated damages and we have always finished every contract in a timely manner.

Due to our robust amount of working capital, we can invest in our company including our employees, equipment, and vehicles. We comply with all applicable laws and regulations, ensuring that we are eligible to receive an award. We possess the necessary licenses, permits, and certifications required for landscape maintenance, tree trimming and removal services. Our team consists of qualified and experienced landscapers who possess the necessary organizational structure, technical skills, and operational controls to effectively execute the proposed contract.

SGD Enterprises is in good standing with the California Secretary of State's Office. We are also in full good standing with the CSBL, DIR and all other agencies. We are not debarred, suspended or ineligible to contract by any federal, state, or local public agencies.

We can take on a local or a statewide contract and ensure that it is fulfilled correctly and efficiently. We have completed scopes of all sizing ranging from \$500 to \$5 million. We have the equipment, vehicles, and manpower to ensure success. We have worked with many public work agencies throughout the state which demonstrates our experience. Listed below are some of our highlightable projects from the last several years, showing all phases of landscaping.

Equipment

Four Seasons Landscaping understands that library district is requiring a fully operational and high-quality equipment fleet. We understand this requirement and are fully prepared and able to accommodate this. Four Seasons Landscaping has a full fleet of new vehicles including transits, F250's, F550's Chipper Trucks, Chippers, Aerial trucks, Stump grinders, Bobcat, Dingos, mowers of all sizes, trimmers etc. and various other construction equipment. Our equipment undergoes regular maintenance and inspections to guarantee optimal functionality, and we can scale our resources based on project requirements.

Satisfactory Record of Performance

Our past performance speaks to our commitment to excellence. We have successfully completed a multitude of projects, including landscape and property maintenance services, to the satisfaction of our clients. We invite you to review our references and project portfolio, which demonstrates our ability to consistently deliver high-quality services while adhering to safety and industry standards.

Four Seasons Landscaping has completed jobs in all aspects of landscaping. We have done jobs for countless cities, agencies, and departments. We have worked in all departments including maintenance, irrigation, tree trimming and planting enhancements. As can be seen below, the following are similar jobs that we have completed recently or are still ongoing. All of these can be reached out to for a reference.

1. Housing Authority of Los Angeles: Laquina Lebron, 2600 Wilshire Blvd Los Angeles, CA 90057 213-252-4280 laquina.lebron@hacla.org Job: IFB HA-2020-42 Tree Trimming and Removal Services. Four Seasons Landscaping was hired on 7/1/2020 to perform tree trimming and removal services for 14 HACLA locations throughout Los Angeles County. Work includes trimming, removals, emergency services etc. Contract was from 7/1/2020-7/1/2021 and has already been renewed for 2 additional years. Contract amount is approximately \$350,000 per year.
2. Arcadia Unified School District: Melinda Williams 150 S. 3rd Ave Arcadia, CA 91006 626-506-8585 mwilliams@ausd.net Job: Bid No. 500:22-23, LANDSCAPING SERVICES FOR DISTRICT SITES. Four Seasons Landscaping was awarded a contract for \$401,000. Work includes full maintenance services and tree trimming at 14 school locations throughout Arcadia, CA. Contract is from 7/1/2022-6/30/2023. Extension year one was already renewed.
3. Forest Lawn Cemeteries: Refugio Gil 1712 S. Glendale Ave Glendale, CA 91205. 714-484-2075 rgil@forestlawn.com. We are responsible for doing the tree trimming and tablet trimming at all 5 of the Forest Lawn Cemeteries throughout California. We have 28 workers onsite daily doing full landscape maintenance and ensuring that their parks look as beautiful as possible. In addition, we have done tree trimming for them for over 20 years and done millions of dollars in sales for them. When we were first approached to do business with them, we went to all the cemeteries and look at their current tree conditions and assessed how long it would take to trim all their tablets.
4. City of Newport Beach: Jim Houlihan 100 Civic Center Drive Newport Beach, CA 92658 949-644-3311 JHoulihan@newportbeachca.gov. Job: Peninsula Encroachment Removal Project Contract No. 8814-1. Four Seasons Landscaping was awarded a contract for \$588,024 to remove all encroachments on city property encompassing 2.2 acres. We were responsible for full removal of all vegetation, grading, tree removals, hydroseeding, installing fencing, planting shrubs and groundcover. Project was from 9/1/2022-3/30/2023.
5. Anaheim Hills Golf Course Removals Orange County Fire Authority: Scott Hatch 1 Fire Authority Rd. Irvine, CA 949-308-3426. We were responsible for removing approximately 70 trees throughout a golf course on difficult terrain in a short amount of time. Dates 7/1/2022-9/1/2023 Project amount \$255,000.

6. City of Pasadena- Darnell Bailey 100 N. Garfield Ave. Pasadena, CA 91109 626-744-7311. We were hired by the city to remove approximately 400 trees annually including stumps. The project term is from 4/1/2023-4/1/2027. \$425,000/YR
7. Medea Creek Removals Rancho Simi Recreation and Park District- Jonathan Schwartz 4201 Guardian Street Simi Valley, CA 93063 jonathan@rsrpd.us. We were hired by the city to remove approximately 50 Palm trees in a creek bed in Simi Valley, CA. The contract is from 5/1/2023-12/31/2023. \$89,000
8. Oak Canyon Removals Orange County Fire Authority: Scott Hatch 1 Fire Authority Rd. Irvine, CA 949-308-3426. We were responsible for removing approximately 50 trees in a nature center on difficult terrain in a short amount of time. Dates 6/1/2022-7/1/2023 Project amount \$175,000
9. City of Ontario: Tim Masot 1425 S. Bonview Ave Ontario, CA 91761 909-395-2610 TMasot@ontarioca.gov Job: Mission Landscape Renovation PM 2122-8. Four Seasons Landscaping was awarded a contract for \$626,292 to renovate the medians on Mission Ave. from Benson to Mountain. We also renovated the parkway on G Street from Benson to Mission Weain line, valves, planting including trees, shrubs and groundcover. Project was from 7/1/2022-2/1/2023.
10. Riverside National Cemetery. Adam Lowery 22495 Van Buren Boulevard, Riverside CA 92518 503-789-8929 adam@valleyscapes.net. We were hired as a subcontractor to mow all the lawn areas around the tablets and do weed abatement of over 290 acres of property daily. We worked there for over 3 years every single day. We had a large operation out there with all different types of mowers in order to complete the process. When we were approached for the contract, we went out to the cemetery daily for over two weeks to scout out the area and get a better understanding of how we would approach the contract.
11. City of Santa Barbara: Chelsea Swanson 630 Garden St. Santa Barbara, CA 805-897-2599 cswanson@santabarbara.gov We helped redesign State St. which is a famous promenade in Santa Barbara by installing over 80 large pots with plants to help the city beautify itself during covid. We provided maintenance service for all the pots on the promenade for a year. When we decided to bid on the project, we researched how much all of our costs would be and went to the promenade in order to understand the difficulties of working in a very active place with pedestrians always around. We worked here for a year.

SECTION 2: PERSONNEL

STEPHEN DARRISON

PRESIDENT & OWNER

SGD Enterprises dba Four Seasons Landscaping

<p>EDUCATION</p> <p>Yeshiva University New York, NY BS, Finance</p> <p>LANGUAGES</p> <p>English Spanish</p> <p>SKILLS & KNOWLEDGE</p> <ul style="list-style-type: none"> ▪ Comprehensive understanding of landscaping, tree maintenance and arboricultural practices ▪ Strong business acumen and strategic planning abilities ▪ Excellent leadership and team management skills ▪ Proficient in project management and resource allocation ▪ Dedicated to safety, compliance and quality assurance ▪ Strong client relationship management capabilities 	<p>Stephen Darrison is a highly skilled and knowledgeable professional with over 35 years of experience in the landscaping and tree maintenance industry. As the founder, president and owner of SGD Enterprises, he has played the leading role in establishing and expanding the company. He possesses a strong background in arboriculture, business management, and client relations. He is committed to delivering outstanding service, ensuring safety, and maintaining the highest standards of quality.</p> <p>PROFESSIONAL EXPERIENCE</p> <p>SGD Enterprises dba Four Seasons Landscaping Van Nuys, CA 1986 - Present <i>Founder, President & Owner</i></p> <ul style="list-style-type: none"> • Oversees all aspects of company operations, including strategic planning, business development, and project management. • Oversees financial management, budgeting and resource allocation. • Provides leadership and guidance to a team of arborists and support staff, fostering a culture of excellence, safety and professionalism. • Develops and maintains relationships with clients, ensuring exceptional customer service and satisfaction. • Drives business growth through effective marketing strategies and client acquisition initiatives • Ensures compliance with industry standards, applicable regulations and safety protocols. • Maintains up-to-date knowledge of advancements in arboriculture, tree care practices and industry trends.
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EYTAN DARRISON

VICE PRESIDENT

SGD Enterprises dba Four Seasons Landscaping

<p>EDUCATION</p> <p>Yeshiva University New York, NY BS, Finance</p> <p>LANGUAGES</p> <p>English Conversational Spanish</p> <p>SKILLS & KNOWLEDGE</p> <ul style="list-style-type: none"> ▪ Comprehensive understanding of landscaping, tree maintenance and arboricultural practices ▪ Strong business acumen and strategic planning abilities ▪ Excellent leadership and team management skills ▪ Proficient in project management and resource allocation ▪ Dedicated to safety, compliance and quality assurance ▪ Strong client relationship management capabilities 	<p>Eytan Darrison is a dynamic and results-driven leader with extensive experience in tree maintenance and arboriculture. As the Vice President of SGD Enterprises, he plays a critical role in the strategic development and operational management of the organization. He has a strong background in arboriculture, business development and client relations. His commitment to excellence, safety and customer satisfaction is key to the company's success.</p> <p>PROFESSIONAL EXPERIENCE</p> <p>SGD Enterprises dba Four Seasons Landscaping Van Nuys, CA 2018-Present <i>Vice President</i></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Collaborate with the executive team to develop and implement strategic initiatives, business plans and growth strategies. • Oversee the day-to-day operations of the company, ensuring efficient workflow, quality control and adherence to industry standards. • Lead and manage a team of professionals, providing guidance, training and support to foster a culture of collaboration, achievement and excellence. • Cultivate and maintain relationships with key clients, partners and stakeholders, ensuring outstanding customer service and satisfaction. • Drive business development efforts, including identifying new opportunities, cultivating leads and securing contracts. • Ensure compliance with safety regulations, industry standards and environmental guidelines. • Stay up-to-date with industry trends, advancements and best practices, incorporating all into company operations. • Collaborate with cross-functional teams to optimize resource allocation, enhance operational efficiency and achieve organizational goals.
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Key Staff

Luis Rangel (Head Supervisor): Head foreman. Luis has been with Four Seasons for over 20 years. He is responsible for overseeing all of the landscaping operations and assisting with training and quality assurance. He has full knowledge of landscape maintenance operations and planting. Address is 14937 Delano Street Van Nuys, CA 91411. Telephone number is 323-658-1047. His email is sgd@sgdent.com.

Ela Fernandez (Accounting): Oversees all financial activity for the company. Ela is responsible for all payroll processing reports, generating accounts receivable and payables, and focusing on prevailing wage requirements. Address is 14937 Delano Street Van Nuys, CA 91411. Telephone number is 323-658-1047. Her email is sgd@sgdent.com.

Jonathan Rosenberg (PEST Control and QAL): Jonathan holds the qualified applicator license and oversees all pest control. Address is 14937 Delano Street Van Nuys, CA 91411. Telephone number is 323-658-1047. His email is jrosenberg@sgdent.com.

Brian Peck (ISA Certified Arborist): Brian holds the arborist license and oversees all tree work. Address is 14937 Delano Street Van Nuys, CA 91411. Telephone number is 323-658-1047. His email is sgd@sgdent.com.

Andres Rivera (Irrigator): Head irrigator. Andres has been with Four Seasons for over 5 Years. He is responsible for overseeing all of the irrigation and assisting with training and quality assurance. He has extensive knowledge of maintenance, irrigation, tree trimming and planting. Address is 14937 Delano Street Van Nuys, CA 91411. Telephone number is 323-658-1047. His email is sgd@sgdent.com.

Minimum Staffing/ Crews

As mentioned previously, the minimum staffing that we feel is necessary is 4 individuals devoted to this contract. We believe that this is the only way to properly give the city the service that it needs. We have broken it down into categories for each crew in terms of their responsibilities. We will have 1 crew of 3, and 1 supervisor who will oversee the entire project. The following is a brief discussion of how we anticipate our crews will operate:

Crew 1: This crew will be responsible for mowing of all the areas. They will follow all the correct provisions of mowing required by this contract with the required mowers. We will use mulching mowers when possible. All blades will be sharpened every quarter to ensure the highest level of cutting. All grass clippings will be mulched. All warm turfgrasses will be cut at 2". Hybrid Bermuda will be cut at ¾". Cool season turfgrasses will be cut at 2" throughout the year. All mowers will be thoroughly cleaned prior to arrival on site. A big priority is to prevent weeds at all costs. This crew will be responsible for all maintenance related activities. All areas will be properly mowed,

trimmed, pruned, edged, and weeded. Additionally, all hard surfaces will be inspected and maintained in clean condition. We will dispose of all trash or unwanted material. We will make sure the plants thrive and receive the proper amount of irrigation. All trees under 10 feet will be properly pruned according to ANSI 9000 standards. We will make sure no tree interferes with any right of way and gives all the proper clearances to pedestrians and vehicles. All turf will be carefully and neatly mowed. Additionally, all planter areas will be trimmed to maintain the most natural and healthy look while maintaining the neatness of the area. Weed control is a top priority. We implement all necessary steps of herbicide application to get rid of unwanted weeds throughout the year. We also will remove human/animal waste, glass, or any other objects that could be harmful to human life. Drainage will also be kept free of any obstruction and debris. These crews will make sure to adhere to all safety protocols by wearing safety vests when working in the right of way. We will follow all provisions of mowing and turf renovation to ensure the grass is always kept at a good height. We will report any issues to the city when and if needed.

Supervisor: We will have one supervisor who will oversee the entire process. He/she will make their rounds throughout the properties visiting the locations to ensure the maintenance is exceeding expectations. He/she will work with the crew leader of each crew on training and safety. The supervisors will also work with the city representative in order to ensure that they are fully satisfied with the work being done. He/she will also prepare all daily and monthly reports and facilitate appropriate levels of communication.

Additionally, the President and Owner of the company will come out to the contract on an almost weekly basis to make sure that everything is run smoothly.

Please note that if Four Seasons receives this contract award, we will be looking to add individuals to our team who are from the Altadena area. We would love to work with individuals who want to take pride in helping their city look the best it can be. We will specifically try to hire individuals who have suffered job loss due to the pandemic or other recent problems.

SECTION III: QUALIFICATIONS

SGD Enterprises DBA Four Seasons Landscaping has reviewed the entire RFP to ensure that we have the proper knowledge to properly handle this size contract. Four Seasons Landscaping understands the high level of quality that the city of Altadena is requesting. The City of Altadena has around 8.5 square miles of land. There is an approximate population of 43,000 residents. These residents deserve to have their city looking beautiful at all given times as the high level of maintenance was one of the decisions that residents considered when moving to the city. Altadena is a city full of Arts, Libraries, Theatre and Retail. Additionally, the city offers a high level of police, fire, animal control, medical aid, building and safety, street lighting, zoning, housing and community development, street improvements and recreational programs.

In putting this RFP out to bid, the city is understandably looking to pair with a contractor that can ensure the highest level of service to maintain and exceed the already high-quality landscape maintenance.

Four Seasons Landscaping has a clear understanding of the scope of work to be done. It will include but will not be limited to maintenance services for two libraries.

In order to properly complete the scope of work, we believe we will need to have a minimum staff of 4 employees devoted to this contract. This will include 1 supervisor.

Four Seasons Landscaping understands that, under the contract, they will be responsible for ensuring that their staff is fully knowledgeable and trained for all aspects of this contract. Additionally, Four Seasons Landscaping will be paying their staff the appropriate prevailing wages as per the California Code Article 2 Section 1770 through 1780 inclusive Article 5 Section 1810 through 1861 inclusive. Four Seasons Landscaping has bookkeepers fully trained in public works who understand all the required laws and responsibilities that are related to prevailing wages.

Four Seasons Landscaping's number one priority is safety. Our foremen and supervisors meet with their respective teams daily to ensure that everyone is following a strong code of safety. This includes all PPE and any related equipment. We train our employees how to handle all weather conditions and specifically the high heat conditions which are prevalent in Southern California. We hold training sessions with all employees who will be handling and using any type of machinery so they will be properly trained to use it safely. All employees assigned to the project will always wear company uniforms with the company name and the name of the individual employee.

As part of the performance of the work to be performed, Four Seasons Landscaping we will be operating out of a local office in Van Nuys. Our office is located at 14937 Delano St. Van Nuys, CA 91411. Our office representative will have full authorization to handle all calls during both normal hours and after hours and will have the resources to deal with the specific type of call. By having an office location in the county, we will be able to handle all calls and all situations in a

very timely and efficient manner. We will ensure that we have a quick response time in the event of any notice of emergency. Our representatives will be available 24/7. We will also have representatives ready to perform an inspection with any city representative within notice.

Four Seasons maintains all permits and licenses necessary in order to perform this contract. We have the following licenses in good standing: C27/D49/C61. We also have all necessary qualified applicator licenses and all necessary pest control licenses. We also have arborists on staff who belong to the ISA.

We understand that this contract is extremely detailed and requires great attention to detail. Therefore, we will have appropriate and ample staff working to ensure this happens. We will have schedules written on a daily and monthly basis or more frequently if desired.

We want to keep the library district as clean as possible. Additionally, we will adhere to cleaning in compliance with every noise ordinance in place. Our goal is to contribute to making these libraries a beautiful place to visit. We will aim to cause the least amount of disturbance while providing the highest level of service.

Rain or shine, Four Seasons Landscaping works. We know how to get the job done regardless of the elements and we will work with the weather conditions as they are.

As mentioned previously, our goal is to provide the highest level of service. Our specific levels of maintenance include turf, shrub, groundcover areas, drainage structures and hard surface areas. We include mowing, pruning/trimming of turf, shrubs, and groundcover. Weed control is a top priority. We implement all necessary steps of herbicide application to get rid of unwanted weeds throughout the year. We also will remove human and/or animal wastes, glass, or any other objects that could be harmful to human life. Drainage will be kept free of any obstruction and debris. In regards to weed and pesticide control, we will submit a list of all herbicides and pesticides we plan on using for the contract to the city. We will adhere to all labels and instructions of any chemical. Our biggest priority is to value the health and safety of the inhabitants of the city. All chemicals will be applied only at the specific and appropriate times. All spraying will be done by the applicator with Q.A.L.

Four Seasons Landscaping is well equipped to deal with all irrigation issues. We are knowledgeable about dealing with all types of sprinklers, rotors, hunters, valves, lateral lines, main lines, timers, meters, and backflows. We have irrigators who have been trained to fix any type of break in the system in a timely and efficient manner. Our irrigators will also be responsible for all irrigation management for this contract including but not limited to inspecting all the systems on a routine basis. Due to our reputation in the industry, we have made many valuable relationships with wholesale irrigation distributors and can get parts at discounted prices. Our biggest priority will also be water conservation. We want to make sure ABSOLUTELY NO WATER IS WASTED. Any breaks in the system will be quickly reported.

All turfs will be carefully and neatly mowed. Additionally, all planter areas will be trimmed to maintain the most natural and healthy look while maintaining the neatness of the area. We will mow and prune all according to the necessary schedules outlined in the RFP. We will make sure no tree interferes with any right of way and provides all proper clearances for pedestrians and vehicles. In the appropriate seasons, we will add the proper fertilizer to all planter and grass areas. We will complete turf renovation when necessary.

We appreciate the libraries emphasis on the implementation and interpretation of delivering the highest product possible. We assure you that our team is well-equipped to deliver the quality results you require. At Four Seasons, we take great pride in adhering to industry standards and best practices. Our experienced landscapers are skilled and trained, ensuring that they possess the necessary knowledge and expertise to effectively implement and interpret the necessary work to be done. We are confident that our commitment to professionalism, adherence to industry standards, and dedication to customer satisfaction make us the ideal partner for your landscape work requirements.

In regards to customer service and quality control, we understand the importance of maintaining open lines of communication with our clients. We are committed to working closely with the city to develop a customized management plan that meets your specific needs. Our team will provide regular updates on the landscaping and irrigation under our care and recommend appropriate actions to preserve the beauty of your landscape and the condition of your irrigation infrastructure.

Our safety protocol extends beyond the use of specific equipment. It encompasses comprehensive risk assessment, ongoing safety training, regular equipment maintenance, and adherence to local, state, and federal safety regulations. We promote a safety culture within our organization, emphasizing the importance of situational awareness, communication, and the empowerment of our team members to identify and mitigate potential hazards. Additionally, we carry comprehensive liability insurance coverage, including workers' compensation, to protect our employees, clients, and properties in the unlikely event of an incident. The safety of our team, your property, and the community is our utmost priority. By implementing rigorous safety protocols and maintaining a strong commitment to safety, we ensure a smooth and secure tree care process.

We prioritize customer satisfaction and aim to address any concerns or issues promptly and professionally.

1. Complaint Handling:

- We understand that complaints can arise from various sources, including the public. We have established a dedicated customer service department to effectively handle complaints.
- When a complaint is received, our customer service team diligently listens to the concerns, documenting all relevant details. We strive to respond promptly, usually within 24 hours, acknowledging the complaint and providing an estimated timeframe for resolution.

- We investigate the complaint thoroughly, working closely with the complainant to gather all necessary information. This may involve site visits, discussions with our team members involved in the project, and reviewing any supporting documentation or evidence.
- Once we have gathered all the facts, we take appropriate actions to address the complaint. This may include remedial measures, corrective actions, or communication to clarify any misunderstandings. We maintain open lines of communication with the complainant throughout the process, providing regular updates until the complaint is resolved to their satisfaction.

2. Damage Claim Handling

- While we take all necessary precautions to minimize the occurrence of damages, we understand that incidents can happen. If we receive a damage claim from a member of the public, we handle it with utmost care and professionalism.
- Upon receiving a damage claim, we promptly initiate an investigation to assess the validity of the claim. Our team gathers relevant information, including photographs, documentation, and witness statements, to determine the cause and extent of the alleged damage.
- We work closely with the claimant, maintaining open lines of communication and addressing any concerns they may have. We may also involve our insurance provider, if necessary, to ensure proper coverage and timely resolution.
- Once the investigation is complete, we provide a detailed response to the claimant, outlining our findings and proposed resolution. If the claim is determined to be valid, we take full responsibility and initiate the necessary actions to rectify the damage promptly and fairly.
- Throughout the process, we strive to maintain transparency, professionalism, and empathy when dealing with damage claims. Our goal is to reach a satisfactory resolution that addresses the concerns of the claimant and preserves our commitment to quality service.

We view complaints and damage claims as opportunities to learn and improve. We value feedback from the public and are committed to continuous improvement in our processes, training, and operations. By actively listening, investigating diligently, and responding appropriately, we aim to uphold our reputation for exceptional customer service.

We have a strong company landscaping and irrigation training program, as well as a safety training program, resources utilized plan, initial training plan, and continuing training plan. We recognize the importance of investing in the professional development of our team members to ensure their expertise, competence, and commitment to safety.

(1) Internal Landscaping and Irrigation Program:

- Our company places a strong emphasis on maintaining a highly skilled workforce. We have developed an internal landscape maintenance and irrigation training program to continually enhance the knowledge and skills of our team members.

- Our training program covers a wide range of topics, including mowing, pruning techniques, proper tree care practice, irrigation repairs, pest and disease management, and industry best practices.
- We have dedicated trainers who are experienced arborists themselves, providing comprehensive training sessions that blend theoretical knowledge with practical hands-on exercises.
- The training program includes both classroom-style sessions and field training, allowing our team members to gain practical experience in various tree care scenarios.
- We regularly review and update our training materials and curriculum to incorporate the latest research findings, industry advancements, and changes in regulations and safety standards.
- Our training program aims to foster a culture of continuous learning and professional growth, empowering our team members to deliver exceptional landscape maintenance services based on the most up-to-date practices in landscaping.

(2) Safety Training Program

- Safety is a fundamental pillar of our operations. We have developed a comprehensive safety training program to ensure that our team members are equipped with the knowledge and skills necessary to work safely in diverse environments.
- Our safety training program covers a wide range of topics, including hazard identification, proper use and maintenance of equipment, fall protection, electrical safety, personal protective equipment (PPE) usage, emergency response procedures, and traffic control measures.
- We utilize a combination of internal training resources, external safety training programs, and industry-specific safety guidelines and regulations to develop a robust training curriculum.
- Our initial training plan involves an intensive onboarding process for new team members, which includes comprehensive safety training specific to their roles and responsibilities. This ensures that they are well-prepared to work safely and effectively from the outset.
- We conduct regular safety training sessions and refreshers to reinforce safety protocols, provide updates on new safety practices, and address any emerging safety concerns or regulations.
- Our safety training program includes opportunities for hands-on practice, simulations, and scenario-based exercises to enhance practical skills and decision-making abilities in real-world situations.
- We maintain a record of all safety training completed by our team members, ensuring compliance with applicable regulations and demonstrating our commitment to ongoing safety education.

We view training and safety as a continuous process. We are committed to providing ongoing professional development opportunities to our team members, including participation in industry conferences, workshops, and specialized training courses. Our goal is to ensure that our team members are equipped with the latest knowledge, skills, and safety practices to deliver exceptional services while prioritizing their well-being and the safety of our clients and the public.

Four Seasons Landscaping carefully examined the entire RFP to ensure that we are capable of performing the contract at the highest level of performance and customer satisfaction. We believe we have a plan, a methodology, the resources and the people and we will be able to achieve our goal of giving the library district superior service.

SECTION IV: Costs

As mentioned in the RFP, Four Seasons believes that we will need to spend approximately 1 day (4 hours per visit) per week to complete both Libraries maintenance tasks. This will include 52 maintenance visits. This does not include special tasks like irrigation, tree trimming or mulching.

We will be charging \$2,000 per month to complete these tasks. More specific pricing would be \$1850 for the Altadena Main Library and \$150 per month for the Bob Lucas Library. This pricing would reflect a cost of \$24,000 per year to complete the maintenance tasks.

If the agency is asking for specific hourly prices, that would breakdown to \$38.45/Hr. per guy. As mentioned, we plan on needing a 3-man crew weekly. This includes all equipment, vehicles and materials to complete the full scope.

**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 emergency Gardening Services for Term of Contract (not included in the scope of work)

Position	Hourly Rate	
	Unscheduled/ Emergency hours	Emergency debris hauling
Landscape Maintenance Laborer	45	50
Landscape Irrigation Laborer	75	75

b. Identify costs cap as not to exceed.

\$30,000

This proposal submitted by: SGD Enterprises DBA Four Seasons Landscaping
Company name

Address: 14937 Delano St. Van Nuys, CA 91411

Telephone Number: 323-658-1047

Fax Number: _____

Business License Number: 662720

Contact Name: Eytan Darrison

Authorized Signature: 

ATTACHMENT A



RATE SCHEDULE FOR GARDENING SERVICES (OPTIONAL)

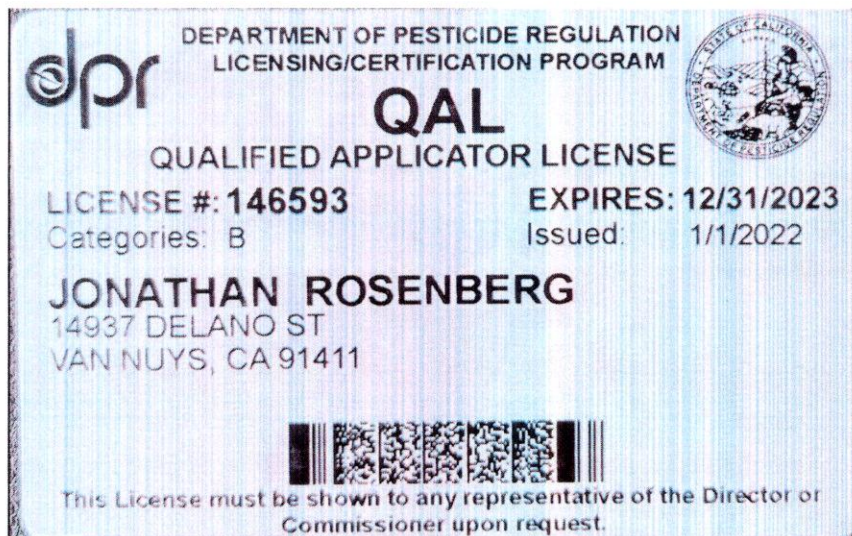
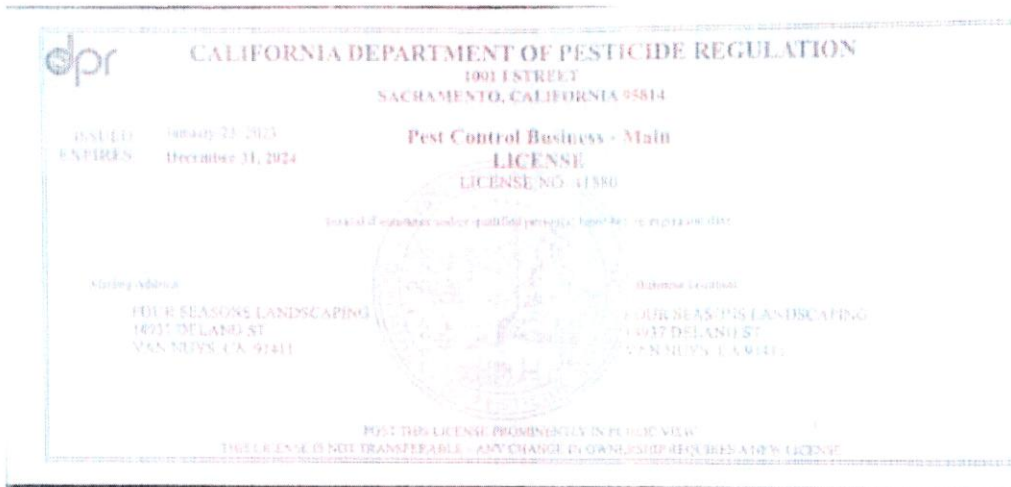
Please complete the optional form for employees who are expected to be on site during services.

Position	Title	Job Description	Rate
Landscaper	Landscape Maintenance Laborer	Landscaper	38.45 /HR
Irrigator	Landscape Maintenance Laborer	Irrigation Tech	55/ Hr

(If more employees are required, please add to the list.)

SGD ENTERPRISES dba Four Seasons Landscaping
RFP for Landscaping and Gardening Services Altadena Library District
7/20/23

ADDITIONAL INFORMATION: LICENSES



SGD ENTERPRISES dba Four Seasons Landscaping
RFP for Landscaping and Gardening Services Altadena Library District
7/20/23

OCB

OFFICE OF THE
STATE LICENSE BOARD
A. V. HICKMAN



662720

CORP

SGD ENTERPRISES DBA FOUR
SEASONS LANDSCAPING

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2025

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The International Society of Arboriculture

Hereby Announces That



Brian D. Peck

Has Earned the Credential

ISA Tree Risk Assessment Qualification®

By successfully meeting ISA Tree Risk Assessment Qualification certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council



Carly Polihun

Carly Polihun
CEO & Executive Director

22 September 2022

22 September 2027

Issue Date

Expiration Date



The International Society of Arboriculture

Hereby Announces That



Brian D. Peck

Has Earned the Credential

ISA Certified Arborist®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council



Carly Polihun

Carly Polihun
CEO & Executive Director

22 January 2015

30 June 2024

WE-10644A

Issue Date

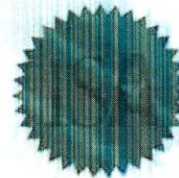
Expiration Date

Certification Number



ANAB
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CERTIFIED ARBORISTS

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CALIFORNIA FLEET AUTO INSURANCE IDENTIFICATION CARD			
COMPANY NUMBER 19682	COMPANY NAME AND ADDRESS Hartford Fire Insurance Company One Hartford Plaza Hartford, CT 06155-0001		
POLICY NUMBER 72UENOL9604			
EFFECTIVE DATE 06/12/2023	EXPIRATION DATE 06/12/2024		
THIS POLICY MEETS THE REQUIREMENTS OF § 16056 OR § 16500.5 OF THE CALIFORNIA VEHICLE CODE AND IS A COMMERCIAL OR FLEET POLICY			
YEAR 2015	MAKE/MODEL Ford E-15 LD	VEHICLE IDENTIFICATION NUMBER 1FTEW1CF6FFC07279	
AGENCY/COMPANY ISSUING CARD NFP Property & Casualty Services, Inc. 2450 Tapo Street Simi Valley, CA 93063			
INSURED <input type="checkbox"/> SGD Enterprises, DBA: Four Seasons Landscaping 14937 Delano Street Van Nuys, CA 91411			
SEE IMPORTANT NOTICE ON REVERSE SIDE			

THIS CARD MUST BE KEPT IN THE INSURED VEHICLE AND PRESENTED UPON DEMAND	
IN CASE OF ACCIDENT: Report all accidents to your Agent/Company as soon as possible. Obtain the following information:	
<ol style="list-style-type: none">1. Name and address of each driver, passenger and witness.2. Name of Insurance Company and policy number for each vehicle involved.	
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Questions & Answers - 1

Solicitation 18 - Landscaping and Gardening Services
Buying Organization Altadena Library District

No	Question/Answer	Question Date
Q1	<p>Question: Computer Financial Analysis Services Under Section V, b, Section II - Personnel in the RFP, it states for the contractor to "identify who will provide any computer financial analysis services." Could you please clarify what financial analysis services you are looking for and any specific qualifications you want from this individual?</p> <p>Answer: To clarify, what we are asking is if we have any questions concerning billing or the breakdown of the invoice, we would like to know if we are reaching out to your in-house accountant or CPA.</p>	06/23/2023
Q2	<p>Question: Incumbent Info Who is the current landscape maintenance contractor?</p> <p>Answer: The company that is taking care of our current landscape needs is Re-Earth.</p>	06/23/2023
Q3	<p>Question: Current Annual Contract What is the annual value of the current landscape maintenance contract?</p> <p>Answer: The current contract amount does not apply here. The new landscape maintenance contract that you are bidding on has a larger scope of work and more services required than the previous contract.</p>	06/23/2023
Q4	<p>Question: Irrigation How many controllers are there in the irrigation system?</p> <p>Answer: There is one irrigation controller at each site. The main library has approximately Twenty-two (22) valves and the Bob Lucas branch library has two (2) valves.</p>	07/05/2023
Q5	<p>Question: Irrigation Will the job require backflow testing? If so, how many times per year?</p> <p>Answer: Both library locations do not have backflows.</p>	07/05/2023
Q6	<p>Question: Prior Contract Amount Would you please let me know the prior annual award amount for this landscape maintenance contract. (Vendor Question)</p> <p>Answer: The current contract amount does not apply here. The new landscape maintenance contract that you are bidding on has a larger scope of work and more services required than the previous contract.</p>	07/07/2023
Q7	<p>Question: Removal of Weeds and Weed Control Are chemical weed killers allowed such as Glyphosate. (Vendor Question)</p> <p>Answer: Manual removal of weeds is preferred. Use of specific chemical alternatives and types will need to be discussed with facilities manager first.</p>	07/07/2023

No	Question/Answer	Question Date
Q8	<p>Question: Pathway and Walkway obstructions Do you want pathways and walkways to be cleared of obstructions? (Vendor Questions)</p> <p>Answer: All pathways and walkways should have a minimum 48 inches of clearance from side to side and a minimum of 8 feet head clearance from the pathway or walkway to the bottom of the lowest tree limb.</p>	07/07/2023
Q9	<p>Question: New Contract Amount What is the budgeted amount for the new contract? (Vendor Question)</p> <p>Answer: The budgeted amount for the new gardening and landscaping services contract is between \$20,000 - \$25,000.</p>	07/07/2023

EW 7/20/23



SGD ENTERPRISES

FOUR SEASONS LANDSCAPING

14937 DELANO STREET, VAN NUYS, CA 91411

(323) 658-1047 CSBL # 662720

To the Altadena Library District,

Four Seasons will use all electric powered equipment for this contract. Also, we will supply all-natural tree trimming mulch and spread it with our manpower.

Thanks,

Ethan Darrison



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM X.D. REPORT FOR AUGUST 2023**

REPORT: Agenda Item X.d.

MEETING DATE: August 28, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Review and Approve the Updated Attendance and Paid of Leaves of Absence Policies

BACKGROUND:

ALD reviewed and approved the Attendance Policy in September 2020. Until that time, there was no Attendance Policy built into the Personnel Policies. The Paid Leaves of Absence Policy, previous called the Holidays, Vacation, Sick & Other Paid Leaves of Absence Policy, was most recently reviewed and approved in October 2021.

ALD hired Management Resources Group (MRG) as a Human Resources consultant in the beginning of 2023. One of their tasks was to assist with reviewing and updating the Personnel Policies. The Attendance and Paid Leaves of Absence policies were identified by staff members as top priorities to update, and we wanted to make sure their feedback was built into the process.

Our MRG consultant Patty Francisco suggested a Staff Focus Group that would meet, discuss, and provide their suggested changes to the Management Team. The Staff Focus Group, which was composed of non-management staff from all departments, began meeting on April 6. They met approximately 8-10 times and Patty provided updated drafts of the policies to the Management Team between their meetings to get feedback from the managers as well. MRG also created a spreadsheet that outlined the policies from other benchmark agencies as a basis of comparison to our policies. A finalized version of the policies was shared with the Staff Focus Group by Patty and Director Winslow on August 10 where attendees could ask questions and provide any last-minute suggested changes.

Director Winslow emailed this finalized version of the policies to all the ALD employees on Friday, August 11 and gave them a week to review and provide their feedback or suggested changes by Friday, August 18.

Some of the significant changes to the Attendance Policy includes:

- Allowing employees to request 8 or less hours of leave within 48 hours of the scheduled absence, which had previously been a two week advance notice requirement (8.5.1)
- Requiring a medical note for absences due to illness when an employee is out for more than three days, which had previously been three or more days (8.5.3)

Some of the significant changes to the Paid Leaves of Absence Policy include:

- Staff may request leave up to six months in advance (9.2.7)
- Employees must email the Person-In-Charge email list as the method for alerting the District they will not be in for the day (9.8.6.1)
- Employees that request sick leave either before or after a scheduled holiday or vacation may be required to provide proof of illness, and if the requested proof is not provided, the employee may be required to take unpaid leave for that requested sick leave (9.8.9)
- Creating a sick leave incentive that will allow employees that have at least 140 hours of sick leave accrued on December 1 of each year to transfer up to 40 hours of that leave into their vacation leave bank (9.11)
- Based on CA Assembly Bill 1949 that went into effect on January 1, 2023, employees are entitled to five (5) days of bereavement leave. The District pays for three of those days and staff members may choose to take leave for the additional two days. Employees must have been employed for at least 30 days to be eligible for bereavement leave (9.12.1-3)
- The District will pay for up to ten (10) reporting days of jury duty for full-time employees, which previously had no cap on the amount of time the District would pay (9.13.1)
- Employees that work less than four hours on a reporting day to jury duty are required to finish their work shift for the District, and are required to provide a weekly summary of hours when put on a jury that lasts more than one week (9.13.2-3)

FISCAL IMPACT

In addition to the staff and management time to attend and discuss these policies over the past five months, the District has spent roughly \$7500 with MRG to update these policies.

RECOMMENDATION

Staff recommends that the Board of Trustees review and approve the updated Attendance and Paid Leaves of Absence Policies.

ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL**SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:****PERSONNEL POLICY VIII****ATTENDANCE**

- 8.1 Policy This policy is to set forth Altadena Library District's policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

Punctual and regular attendance is an essential responsibility of each employee at Altadena Library District. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Unscheduled late arrivals, early departures or other absences from regularly scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the [California Family Rights Act \(CFRA\)](#), ~~Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA).~~ ~~These exceptions are described in separate policies.~~

- 8.2 Flexibility of Hours. In order to meet the mission of the Altadena Library District, employees are expected to be willing to be flexible in work assignments and scheduled work hours so that the District can meet its obligation of service to the community.
- 8.3 Scheduled Work Hours. An employee's workweek is defined as a recurring consecutive seven-day period beginning on Sunday at 12:01 a.m. and ending Saturday at midnight. Regularly scheduled workdays and hours for employees are established according to the needs of the District. Employees are required to work their hours as assigned. Any request by staff to modify their schedule must receive prior approval by their ~~managers~~ supervisor.
- 8.4 Change of Scheduled Work Hours. Management reserves the right to adjust work schedules at any time based on the operational needs of the District. As much advanced notice as possible will be given prior to any change in work schedule.
- 8.5 Absences "Absence" is defined as the failure of an employee to report for work when ~~he or she is~~ scheduled to work. The two types of absences are defined below:

ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL**SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

- 8.5.1 *Scheduled absence* occurs when all the following conditions are met:
- The employee provides sufficient notice to ~~their manager~~his or her supervisor sufficient notice at least 48 hours in advance of the absence to take either sick leave or vacation leave of no more than eight (8) hours. Leave requested of eight (8) hours or less will only be approved based on staff coverage and availability (see Section 9.2.7 for more information).
 - The absence request is approved in advance by the employee's ~~manager~~supervisor.
 - The employee has sufficient accrued leave to cover the absence.
 - If the employee does not have sufficient accrued leave to cover the absence, prior approval for an unpaid leave of absence must be given by the employee's manager and administration supervisor and the Administrative Services Manager.
- 8.5.2 *Unscheduled absence* occurs when any of the above conditions are not met. If it is necessary for an employee to be absent because of an illness or an emergency, the employee must notify ~~their manager~~his or her supervisor no later than the employee's scheduled starting time on that same day, although are encouraged to provide as much advance notice to their manager or Person-In-Charge (PIC) as possible. If the employee is unable to notify their manager directly him or herself, they he or she must have someone notify their manager on the employee's behalf make the notification. An unscheduled absence counts as one occurrence for the purposes of discipline under this policy.
- 8.5.3 Employees with more than ~~three or more~~ consecutive days of unscheduled absences because of illness or injury must give ~~the Altadena Library~~ District proof of physician's care and in some cases a fitness for duty release prior to returning to work. Employees will submit these medical documents to administration.
- 8.5.4 Employees must take leave for every absence unless otherwise allowed by ~~District~~company policy (e.g., leave of absence, bereavement, jury duty).
- 8.6 **Tardiness** Employees are expected to report to work and return from scheduled breaks on time. If the employee is going to be more than 10 minutes late for their

ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL**SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

-
- assigned shift, they must notify their ~~managersupervisor~~ no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary. Tardiness is one-half an occurrence for the purpose of discipline under this policy.
- 8.7 Early Departures Employees who must leave work before the end of their scheduled shift must notify a ~~managersupervisor~~ immediately. ~~Tardiness and e~~Early departures are each one-half an occurrence for the purpose of discipline under this policy.
- 8.8 Disciplinary Action Excessive absenteeism is defined as two or more occurrences of unscheduled absence in a 30-day period and may result in disciplinary action, including attendance counseling. Eight occurrences of unscheduled absence in a rolling 12-month period may result in disciplinary action, including attendance counseling, and progressive discipline up to and including termination.
- 8.9 Job Abandonment Any employee who fails to report to work for a period of three days or more without notifying ~~their managerhis or her supervisor~~ will be considered to have abandoned the job and voluntarily terminated the employment relationship.
- 8.10 Meal Breaks. Employees classified as non-exempt must take a meal break of at least 30 minutes and up to one hour on a consistently scheduled basis. Employees working more than six hours are required to take a minimum of 30 minutes for a meal break. Employees classified as exempt are also encouraged to adhere to this policy.
- 8.10.1 Any employee that works between 5 and 6 hours in a shift may waive their right to a 30 minute meal break by signing the Meal Break Waiver Form. This form is kept in the employee's personnel file and can be rescinded if the employee so chooses.
- 8.11 Rest Breaks. Employees classified as non-exempt are entitled to a 15-minute break during each four-hour work period. If an employee is entitled to two rest breaks per shift the breaks are not to be taken consecutively. The scheduled rest break may not be used for other purposes, i.e., to make up time for tardiness, to extend meal hours, to arrive late, or to leave early. Employees classified as exempt are also encouraged to adhere to this policy

ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL**SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

PERSONNEL POLICY IX**HOLIDAYS, VACATION, SICK & OTHER PAID LEAVES OF ABSENCE****9.1 Holidays.**

9.1.1 Regular Full-Time Employees. District libraries will be closed according to the holidays and closures calendar as approved by the Board of Trustees. Full-time employees regularly scheduled to work on the day on which a holiday falls shall receive pay as if the day had been worked. If a paid holiday falls on an employee's regularly scheduled day off, the employee receives an in-lieu day as scheduled by their ~~managersupervisor~~ to be taken within the same workweek.

9.1.2 Regular Part-Time Employees. Part-time employees who work less than 20 hours per week are responsible for coordinating with their ~~managersupervisor~~ to adjust their schedule if their regularly scheduled workday falls on a holiday.

9.2 Vacation. Vacation time may not be used until after the first six months of employment with the District. Exceptions may be made with the Director's approval.

9.2.1 Vacation Accrual:

9.2.1.1 Vacation is accrued on a monthly basis. During the first six (6) months of employment, vacation shall be accrued but may not be used. Any exceptions to this policy must be approved by the District Director.

9.2.1.2 Vacation accumulation shall not exceed three hundred thirty-six (336) hours, i.e. 28 days.

9.2.1.2.1 It is the District's policy that vacation shall be used annually. Should any employee not use vacation, the accrual will cease at the maximum accrual set forth ~~above~~ in the table below until vacation is used to bring the employee's balance below the maximum accrual.

~~9.2.1.2.2 If an employee is unable to take vacation to bring their balance below the maximum accrual any vacation hours over the maximum will be cashed out during the last pay period of the year.~~

ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

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SECTION: Personnel

BOARD APPROVED:

9.2.1.2.3 No vacation accrues during an unpaid leave of absence-
~~(unless substituted paid leave is used)~~ or while collecting
 non-District paid wage replacement. Vacation accruals
 recommence when the employee returns to work.

9.2.2 Vacation Accrual Full-Time Employees. Full time employees shall accrue
 vacation with pay as follows, unless otherwise specified in their employment
 agreement, or if placed on a modified work schedule, in which case accrual
 will be adjusted based on percentage of hours worked:

Length of Service	Vacation Days per Year
0-5 years of full-time employment	18 days
6-9 years of full-time employment	21 days
10-14 years of full-time employment	23 days
15+ years of full-time employment	28 days

Regular Full Time Employees:

Years of Complete Service	Annual Accrual Rate	Maximum Accrual
1 through 5	144 hours 12 per month <u>(18 days)</u>	216 hours
6 through 9	168 hours 14 per month <u>(21 days)</u>	252 hours
10 through 14	184 hours 15.33 per month <u>(23 days)</u>	276 hours
15+	184 hours 15.33 per month <u>(23 days)</u>	336 hours

ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL
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	224 hours 18.66 per <u>month pay</u> <u>period (28</u> <u>days)</u>	
--	---	--

9.2.2.1 The maximum number of days of vacation an employee may accrue in any one year is 28 days.

9.2.3 Vacation Accrual Part-Time Employees – Regular part-time employees working 20 hours or more hours a week.

Regular Part-Time Employees

Years of Complete Service	Annual Accrual Rate	Maximum Accrual
1 through 5	60 hours 5 per month <u>(7.5 days)</u>	90 hours
6 through 9	80 hours 6.66 per <u>month pay</u> <u>period (10 days)</u>	120 hours
10+	100 hours 8.33 per <u>month pay</u> <u>period (12.5 days)</u>	150 hours

9.2.4 Vacation Accrual Part Time Employees – Regular Part-Time employees less than 20 hours per week.

Regular Part-Time Employees

Years of Complete Service	Annual Accrual Rate	Maximum Accrual

ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL
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SECTION: Personnel

BOARD APPROVED:

1 through 5	16 hours 1.33 per month <u>(2 days)</u>	24 hours
6 through 9	24 hours 2 per month <u>(3 days)</u>	36 hours
10+	32 hours 2.66 per <u>month pay-period (4 days)</u>	48 hours

9.2.5 Employees may request up to 8 hours per month time off with a maximum of 40 hours per year to participate in activities of their child’s school or day care facility. An employee must give the District reasonable notice at least 48 hours in advance before taking this time off and ~~must be required to~~ provide proof of participation from the school. An employee who takes time off under this policy must utilize their existing leave for the absence (See section 10.9 Family-School Partnership Act in Policy Section X Unpaid Leaves of Absence for more information).

9.2.7 Vacation Request. Employees are encouraged to give as much advance notice as possible when requesting vacation leave. Except in cases of emergency, employees are required to request vacation at least two weeks in advance, but no more than six months ahead of any leave request date(s). An employee may request vacation of eight (8) or less hours provided the employee requests a scheduled absence with at least 48 hours advance notice. Any vacation request is not guaranteed until approved by their manager your supervisor and based on operational and staffing needs of the District. Amendments and exceptions to vacation requests may be made by the District Director. ~~Vacation balances will be recorded on pay stubs.~~

9.2.7.1 The minimum amount of Vacation time that can be requested is 0.25 hours.

9.3 Vacation Cash Out. Employees have the option of cashing out a portion of their accrued vacation balance two (2) times per year to a maximum of 80 hours each time. Employees must leave a minimum of 40 hours in their vacation bank at the time of voluntary cash out.

ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL
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BOARD APPROVED:

Example 1: An employee’s vacation balance is 60 hours. Because the employee must leave a minimum balance of at least 40 hours, the employee may elect to cash out up to 20 hours.

Example 2: An employee’s vacation balance is 35 hours. Because the employee must leave a minimum balance of at least 40 hours, the employee may NOT request vacation cash out.

9.4 Vacation Advances. An employee is not permitted to borrow on future accrual of vacation benefits, except with the approval of the District Director/Manager. In no case may vacation time be borrowed or taken before an employee becomes eligible to begin accruing vacation as described above. The District 's timekeeping system- HRIS does allow for requesting based on future accruals.

9.5 Payment upon Termination. Employees terminating employment with the District will be paid for all unused, accrued vacation.

9.6 Religious Holidays. Employees may use vacation for religious holidays.

9.7 Management Leave. Staff classified as “Manager” or higher on the District salary schedule are eligible for Management Leave according to the matrix below.

Position	Annual Hours of Leave
District Director	100 hours <u>(12.5 days)</u>
Assistant Library Director	80 hours (10 days)
IT Manager	60 hours (7.5 days)
All other Managers	40 hours (5 days)

9.7.1 Accrual. Management Leave hours are granted January 1 of each year. These hours do not roll over and must be used within the same calendar year.

9.7.2 Requests. Management Leave is to be requested in the same manner as Vacation. The minimum amount of Management Leave that can be requested is 0.25 hours

9.7.3 Cash-out. Management Leave is not eligible for cash-out.

9.8 Sick Leave.

ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL**SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

- 9.8.1 Full time employees shall accrue sick leave with pay at the rate of eight (8) hours per month. No sick leave accrues during an unpaid leave of absence-~~(unless substituted paid leave is used)~~ or while collecting non-District paid wage replacement. Sick leave accruals recommence when the employee returns to work.
- 9.8.2 Regular part-time employees working 20 or more hours per week shall accrue sick leave on a pro-rated basis (number of hours per week).
- 9.8.2.1 Sick leave shall accrue with no maximum for full-time employees and part-time employees working more than 20 hours per week.
- 9.8.3 Regular part-time and temporary employees working less than 20 hours per week are granted 24 hours of sick leave on January 1st of each year. These hours do not roll over to the following year.
- 9.8.4 The minimum amount of sick leave that can be requested is 0.25 hours.
- 9.8.5 Sick leave usage:
- 9.8.5.1 Sick leave may be used for an illness or injury of the employee.
- 9.8.5.2 Up to ~~48 hours~~6 days per year of sick leave may be used to attend to an illness or injury of the employee's immediate family member, i.e., child(ren), adopted child(ren), stepchild(ren), parent, stepparent, spouse, or domestic partner in accordance with California Government Code Section 233.
- 9.8.5.3 Sick leave may be used for medical and dental appointments.
- 9.8.6 Sick Leave reporting:
- 9.8.6.1 Employees are required to notify ~~the Person-In-Charge~~~~their supervisor or administration~~ of an unscheduled absence due to illness or injury before their scheduled start time in accordance with defined procedures.
- ~~9.8.6.1~~9.8.6.2 Notification Procedure: Staff must email the Person-In-Charge (PIC) at pic@altadenalibrary.org to notify the District of their absence. Medical information should not be divulged in this communication consistent with the Privacy Rule within the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL**SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

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- ~~9.8.6.29.8.6.3~~ 9.8.6.3 If the employee is ill more than one day, the employee must **email the pic@altadenalibrary.org** daily until they return to work. If the employee is unable to **email the PIC email their manager**, they may designate another party to **call the manager on their behalf notify the District of their absence.**
- ~~9.8.6.39.8.6.4~~ 9.8.6.4 If an employee is ill for **more than** three (3) ~~or more~~ consecutively scheduled workdays, a medical release from a physician **is may be** required to return to work to prevent spread of symptoms or abuse of sick leave. A note is required if modified work is needed, including the restrictions necessary for the restricted duty.
- 9.8.7.4 An employee must provide advanced notification to their **supervisor manager** of an anticipated extended absence due to **their own illness or to care for a family member or designated person as defined in the CFRA.**
- 9.8.8 Sick leave may be used for illness occurring while on vacation provided the employee provides a physician's certification of such illness. The District shall be under no obligation to **approve extend** the vacation beyond the originally scheduled vacation termination date.
- 9.8.9 Employees may be required to provide proof of illness when sick leave is requested before or after a scheduled holiday or vacation. If proof of illness is not provided, the employee may be required to take unpaid leave for the sick leave requested.
- 9.9 Pay in Lieu of Sick Leave. No employee will receive pay in lieu of sick leave under any circumstances, and employees will not receive pay for unused sick leave on termination of employment.
- 9.10 Enforced Sick Leave. Many common diseases/illnesses such as colds and the flu are communicable and are not otherwise protected medical or physical conditions under the law. Employees are encouraged to exercise discretion in determining if their condition is likely to affect the health of those around them in the workplace and call in sick when appropriate; accommodations to cover pending work will be made when needed. If a Manager reasonably suspects based on objective criteria that an employee may be suffering from one of these common conditions, a Manager may require an employee to go home if in the Manager's opinion the individual is not only jeopardizing the individual's health, but also greatly increasing the possibility of affecting the health of

ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL**SUBJECT:** Administration of the Personnel System**SECTION:** Personnel**BOARD APPROVED:**

other employees. Such absence will be charged against accrued sick leave, if available; if not, it may be charged to vacation leave or leave of absence without pay.

9.109.11 Sick Leave Incentive. On December 1 of each year, employees may elect to convert 40 hours of sick leave to vacation leave provided they maintain an accrued sick leave balance of 140 hours or more.

9.12 Bereavement Leave.

~~9.11~~ 9.12.1 The District ~~provides~~ allows full-time and part-time employees ~~three (3) paid days of bereavement leave in the event of to take three (3) working days leave~~ of the death of a ~~child, spouse, registered~~ domestic partner, or other immediate family members (including parents, stepparents, brothers, sisters, in-laws, grandparents or grandchildren). If additional leave is needed, employees can make arrangements with their manager.

9.12.2 To be eligible for bereavement leave, an employee must have been employed for at least 30 days before taking the leave. This leave does not have to be taken consecutively but must be used within three months after the death of the person for whom the leave is being taken, as per California Assembly Bill 1949

9.12.3 Effective January 1, 2023, employees are guaranteed five (5) days of bereavement leave based on California Assembly Bill 1949. If employees choose to take the two additional days of bereavement leave, they will be required to use vacation leave for this additional time off.

~~9.129.13~~ 9.129.13 Jury Duty Leave. Employees who are called for jury duty, or any related judicial proceedings, are required to provide immediate notice of any need for such leave to their manager and ~~administration~~ the Administrative Services Manager. ~~Employees are expected to return to work each day or portion of the day that they are not selected for jury duty, or related judicial proceedings.~~

~~9.12.19.13.1~~ 9.12.19.13.1 For all full-time employees, this leave will be paid for up to ten (10) reporting days. ~~Jury duty pay during leave will be offset by any~~ Any amounts compensation received as witness fees or jury duty pay ~~received from the court.~~ should be returned to the court.

9.13.2 Employees that serve four (4) or less reporting hours of jury duty must report to work to complete the remainder of their eight (8) hour work shift or take leave to cover the rest of their work shift. This can include their drive time to the library.

9.13.3 Employees that serve more than a week of jury duty are also required to send their manager a weekly summary of the hours they worked each day in service to the jury.

~~9.12.29.13.4~~ 9.12.29.13.4 Upon completion of jury duty, the employee is responsible for providing a copy of the "Certification of Jury Service" to ~~the Administrative~~

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~~Services-Manageradministration.~~

9.139.14 Voting Leave. The District provides all employees up to two (2) hours paid time off to vote in a statewide primary or general election if the election is held on an employee's regularly scheduled workday and/or employee does not have time to vote

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outside of working hours. Any additional time off shall be without pay.

~~9.13.19.14.1~~ 9.14.15.1 The Manager must be notified two (2) days in advance when an employee intends to take voting time off. Such time should occur at the beginning or end of the employee's regular work shift, unless otherwise approved by the Manager.

9.14.15 Paid Family Leave.

9.14.19.15.1 Eligibility. Employees are eligible for Paid Family Leave (PFL) immediately upon employment and upon the need for leave to care for a seriously ill family member who is unable to care for themselves or to bond with a new child.

9.14.1.19.15.1.1 This benefit runs concurrently with family care but not pregnancy disability leave. (Pregnancy disability is covered under SDI not PFL). PFL does not change either law in any way and is completely separate from them. Instead, PFL provides a paid benefit to employees who suffer a wage loss when they take time off work to care for an eligible family member, or to bond with a new child.

9.14.29.15.2 Ineligibility. Employees are ineligible to receive Paid Family Leave while receiving State Disability Insurance (SDI), Unemployment Insurance, or Workers' Compensation benefits.

9.14.2.19.15.2.1 Employees are not eligible for Paid Family Leave for any day that another family member is able and available for the same period of time to provide care to the individual that created a need for PFL.

9.14.39.15.3 Permissible Uses of Paid Family Leave. Paid Family Leave may be requested to (1) care for a seriously ill child, spouse or domestic partner, parent, parent-in-law, grandparent, grandchild, sibling; (2) bond with a new child; (3) bond with a minor child in connection with the adoption or foster care placement of that child.

9.14.49.15.4 Amount of Leave. An employee may receive up to six (6) weeks of paid leave benefits that may be paid over a 12-month period.

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9.14.59.15.5 **Effect on Benefits.** During an employee's Paid Family Leave, any continuation of District benefits and insurance shall exist only to the extent the employee is eligible and covered under another applicable law or District policy.

9.14.69.15.6 **Procedure for Requesting Paid Family Leave:**

9.14.6.19.15.6.1 **Notice Requirements.** Employees should notify ~~theAltadena Library~~ District of their request for PFL leave as soon as they are aware of the need for such leave. The employee is required to complete a claim form with California's Employment Development Department (EDD). PFL requires a seven (7)-day waiting period and ~~theAltadena Library~~ District requires employees to take up to two weeks of paid vacation from the employee's available vacation accrued balance before becoming eligible for benefits.

9.14.6.29.15.6.2 **Medical Certification.** The EDD requires medical certification upon notification of the need for PFL. Please see the EDD's claim form for further information.

9.14.79.15.7 **Effect on Reinstatement.** Paid Family Leave does not create reinstatement rights for employees. Employees returning from PFL are not entitled to reinstatement to the same or comparable position unless the right exists under another applicable law or District policy.

9.159.16 **Leave for Organ and Marrow Donation.** An employee who serves as an organ donor for the purpose of transplantation shall receive up to 30 business days of paid leave per year for an organ donation in any one-year period, and up to five business days of paid leave per year for a bone marrow donation. Leave may be taken in one or more periods.

9.15.19.16.1 An employee seeking leave under this law must provide written verification to the District that he or she is an organ or bone marrow donor and that there is a medical necessity for the organ or bone marrow donation. The leave will not be considered a break in continuous service for purposes of salary adjustments, sick leave or vacation, or seniority. Further, leave taken does not run concurrently with leave under the Family Medical Leave Act or California Family Rights Act.

9.15.29.16.2 The District requires that an employee take up to five days of accrued sick or vacation leave for bone marrow donations and up to two weeks of earned and unused sick or vacation leave for organ donations.

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~~9.15.39.16.3~~ An employee returning from organ or bone marrow donation leave will be restored to the same or equivalent position held when leave began.

~~9.169.17~~ **Catastrophic Leave.** Catastrophic Leave will be considered on a case-by-case basis to assist employees who have exhausted their leave due to a serious or catastrophic illness, injury or condition of the employee or their extended family. With approval of the District Director, other employees will be allowed to make grants of time to that employee so that they can remain in a paid status for a longer period of time, thus partially ameliorating the financial impact of the illness, injury or condition.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM X.E REPORT FOR AUGUST 2023**

REPORT: Agenda Item X.E.

MEETING DATE: August 28, 2023

PREPARED BY: Diana Wong

LOCATION: Main Library Community Room

TITLE: Updated Event Sales Policy

BACKGROUND: We are submitting an updated version of the Event Sales Policy that was approved at the June 26, 2023 Board of Library Trustees meeting.

Based on Board recommendations, we updated the policy to include language prohibiting the sale of services and stating that the responsibility for the collection and remittance of relevant sales tax belong to sellers.

FISCAL IMPACT: None

RECOMMENDATION: Staff recommends that the Board review and approve the updated version of the Event Sales Policy.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURAL MANUAL

SUBJECT: EVENT SALES POLICY

SECTION: ADMINISTRATION

BOARD APPROVED: [INSERT]

POLICY OBJECTIVE:

The Altadena Library District seeks to provide access to educational, informational, and cultural resources to the community. As part of that belief, the library encourages artistic and cultural interests of the community by providing a space for sellers to present their work. A seller is a person or organization who is exchanging money for merchandise during library events.

STATEMENT OF POLICY:

The Altadena Library District allows sellers to work with a Library Representative to present events where their work may be shared with the public. The Library Representative will work with the seller to arrange the event date, time, location, and program structure. The Library Representative will submit events, as agreed upon with the seller, into the library's schedule of programs.

APPLICATION PROCESS AND WAIVER OF LIABILITY:

The Altadena Library District is not responsible for any damage to merchandise that may occur at the event. Sellers interested in participating in events held by the library should submit an application through the advised form to the Altadena Library District. Forms can be found online at www.altadenalibrary.org.

FEES:

The Altadena Library District does not charge fees to sellers for merchandise sold at events held in partnership between Altadena Library staff and seller.

RIGHT OF REFUSAL:

The Altadena Library District reserves the right to decide what is appropriate for public programming and display. The Library reserves the right to decline partnerships with sellers whose work does not align with the mission of the Library. The presentation of any merchandise does not imply an endorsement by the Altadena Library District, its Trustees, or its staff.

SALES:

Seller may only sell merchandise approved during the application process. Services are not approved and may not be advertised or sold. Sale of merchandise is solely between the seller and the buyer. The seller is responsible for including, collecting, and remitting any relevant taxes related to the sale of merchandise. The Library District is not liable for such transactions.

DONATED MATERIALS:

All donated materials are subject to the same selection, evaluation and disposal criteria outlined in the Collection Policy. Donated items become the property of Altadena Library District and cannot be returned to the donor for any reason.

DRAFT



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM X.F. REPORT FOR AUGUST 2023**

REPORT: Agenda Item X.F.

MEETING DATE: 08/28/2023

PREPARED BY: Diana Wong

LOCATION: Main Library Community Room

TITLE: Technology Assistance Policy [New Policy]

BACKGROUND: Since the return of in-person library services following COVID-19 closures, library staff have observed a need for basic technology assistance for our patrons. Coinciding with plans for the return of our general adult volunteer program, staff formed a team to focus our adult volunteer recruitment efforts on volunteers with technical skills. In July 2023, our first Technology Assistance volunteers, called Tech Whisperers, began assisting patrons at the Main library. This specialized volunteer program is currently a drop-in only, but there are plans to expand the service to include individualized one-on-one sessions, as well as scheduled workshops covering a wide range of technology topics. Currently, assistance is tracked by our volunteers, so staff can continue to meet the needs of our patrons and address their expressed needs.

To ensure a consistency of service with clear goals and purpose, the staff team overseeing these volunteers created an onboarding and orientation process, as well as drafted a policy. That policy follows this report.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends that the Board approve the new Technology Assistance policy.



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURAL MANUAL

SUBJECT: TECHNOLOGY ASSISTANCE POLICY

SECTION: ADMINISTRATION

BOARD APPROVED: 8/28/2023

Purpose

In support of our vision to ensure all are learning, growing, and thriving together, the Altadena Library is pleased to offer our patrons drop-in technology assistance.

Assistance Availability

Designated volunteers have been trained to assist patrons with various technology questions and concerns. Volunteer availability will vary depending on weekly schedules, and patrons are encouraged to inquire with staff regarding scheduled hours of service. Assistance with a volunteer is generally limited to 15 minutes, depending on demand and availability of help.

Volunteers assist patrons with a variety of technology tasks, to the extent of their knowledge or capacity of the systems or software. Volunteers can assist patrons with technology questions such as:

- Accessing computer programs
- Scanning, copying, printing, and faxing at the public copier
- Computer Basics (using a keyboard, mouse, navigating windows, etc)
- Setting up email accounts
- Internet navigation
- Finding and saving computer files and folders
- Saving to USB flash drives
- Setting up Social Media accounts (Facebook/Twitter/Instagram)
- Microsoft Suite programs basics (Word, Excel, PowerPoint, etc.).
- Smartphone Basics
- Tablet Basics
- Navigating library e-resources, such as e-books and free online courses.

Limitations of Volunteer and Staff Assistance

- Volunteers cannot repair damaged equipment.

- Volunteers cannot create passwords or security responses for accounts (such as but not limited to email accounts, Google Accounts, Social Media accounts, etc)
- Volunteers cannot directly fill out forms and applications, type documents, or format materials such as flyers, invitations, or business correspondence.
- Volunteers will not assist with activities that appear to be unethical, illegal, or that violate copyright laws.
- Volunteers are explicitly prohibited from performing commercial transactions for patrons, contacting third parties, or filling out personal forms on a patron's behalf.

Library volunteers will not be held liable for any accidental harm to your device or online accounts. All patrons seeking assistance for their personal devices will be required to sign the *Altadena Library Personal Device Release of Risk Acknowledgement*.

All patrons seeking assistance from our volunteers must abide by the Library's Code of Conduct.

Special guidelines if assisting with patrons personal devices

Library volunteers cannot assist with:

- Computer viruses
- Performance issues or general computer maintenance/repair
- Hardware maintenance
- Running diagnostics
- Troubleshooting (unless it is related to library databases).
- Installing software unrelated to library services

It is the patron's responsibility to bring any needed logins/passwords or equipment. The library will not be able to provide computer accessories for your device.

Standards regarding patron privacy protection

- Library volunteers are prohibited from providing medical, legal, tax, or other professional services or advice. Library volunteers may only assist patrons with locating information about those services and providers, and may not recommend specific services or providers.
- Patrons are cautioned against sharing personal, private, or financial information with library volunteers . Library volunteers will make conscious efforts to maintain patron privacy by avoiding situations in which such information is viewable or shared.
- Exceptions to this policy may be made to assist patrons with temporary or permanent disabilities.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM X.G. REPORT FOR AUGUST 2023**

REPORT: Agenda Item X.G.

MEETING DATE: August 28, 2023

PREPARED BY: Nikki Winslow

LOCATION: Virtual Zoom Meeting

TITLE: Review and Approval of the Request for Proposals (RFP) for Legal Services

BACKGROUND:

The Board of Trustees approved a contract to hire Best, Best & Krieger after an RFP process in May 2018. They have been the District's General Counsel for the past five years, advising the District Director and Board of Trustees on any legal questions that have arisen in that time.

As a matter of fiscal responsibility and transparency, the District would like to conduct an RFP for Legal Services being that the contract with Best, Best & Krieger is more than five years old to ensure competitive pricing and services.

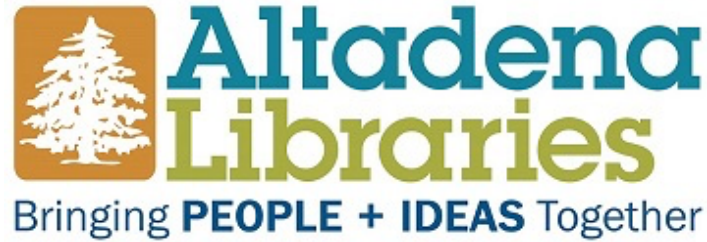
Following this report is the RFP outlining the scope of work and qualifications the District is seeking in its General Counsel. Research was done into other special district RFPs for Legal Services. We plan to post this RFP for Legal Services on BidNet on August 29, and will review and score proposals at the end of September. We would like to include at least one attorney on the scoring team that has a background in practicing law with government agencies, preferably with special districts if possible. We plan to bring a recommendation of the selected firm to the Board of Trustees at their October 23, 2023 meeting.

FISCAL IMPACT

Any consulting fees paid to attorneys that serve on the scoring team for this RFP, in hopes of not exceeding \$2000.

RECOMMENDATION

Staff recommends that the Board of Trustees review and approve the RFP for Legal Services.



**REQUEST FOR PROPOSALS
LEGAL SERVICES
Altadena Library District**

REP ISSUE DATE **AUGUST 29, 2023**

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

PROPOSAL DUE **SEPTEMBER 26, 2023 by 5:00 PM**

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

BID CONTENTS

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

Attachment A Professional Services Agreement Sample

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

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

1.0 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Altadena Library District is currently seeking proposals from law firms or attorneys interested serving as counsel in connection with litigation, various transactions and other legal advisory services as needed by the District.

1.1 QUESTIONS REGARDING THE RFP

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

1.2 ERRORS AND OMISSIONS

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

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

1.3 ADDENDA

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

1.4 SUBMISSION OF PROPOSAL

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

1.5 PROPOSER'S COST

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

1.6 EXCEPTIONS

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

1.7 DELIVERY OF PROPOSALS

All proposals must be submitted at: <https://www.bidnetdirect.com/california/ald> by not later than **September 26, 2023 at 5:00pm**. The Altadena Library District assumes no responsibility for delay in delivery. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

1.8 PROPOSALS BECOME THE PROPERTY OF ALTADENA LIBRARY DISTRICT

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

1.9 CONFIDENTIAL MATERIAL

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

1.10 REJECTION OF PROPOSALS

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

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

1.11 CANCELLATION

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

1.12 INSURANCE REQUIREMENTS

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

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

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

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

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

1.13 DISPUTES/PROTESTS

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

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

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

1.14 AWARD CRITERIA

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

1.15 TERM OF THE AGREEMENT

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

1.16 CONTRACTUAL DOCUMENTS

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

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

1.17 EXECUTION OF THE AGREEMENT

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

1.18 FAILURE TO EXECUTE THE AGREEMENT

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

1.19 NON-ENDORSEMENT

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

1.20 CONFLICT OF INTEREST

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

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

**SECTION II
SCHEDULE OF EVENTS**

Release of Request for Proposal	August 29, 2023
Last Day for Submission of Questions	September 8, 2023
District Response to Questions	September 12, 2023
Deadline for Receipt of Proposals	September 26, 2023
Evaluation	September 27-October 3, 2023
Optional Interview if Required	October 4-6, 2023
Selection presented to Board of Trustees	October 23, 2023
Tentative Start Date	November 1, 2023

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

SECTION III PROPOSER QUALIFICATIONS

- 3.0** In addition to meeting all other requirements of this RFP, all responding Proposers shall furnish verifiable evidence that their firm and personnel, at a minimum, meet the following qualifications.
- a. All attorneys performing services for the Agency on behalf of the firm must be admitted to practice in the State of California and be members in good standing with the State Bar of California.
 - b. The firm member with primary responsibility for the services provided to the Agency shall have at least 10 years' experience or comparable providing general counsel legal services for special districts, municipalities, or other local public agencies.
 - c. The firm shall have demonstrated legal expertise in the following areas:
 - 1. Laws and regulations governing California Special Districts, including the California Government Code, Ralph M. Brown Act, Public Records Act, Political Reform Act, and General Public Sector Law.
 - 2. Experience and knowledge of Public Contracting Code, Labor Code and other California statutes governing the procurement process including bidding, awarding, contracting for and construction of public works and improvements.
 - 3. Environmental law including: the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).
 - 4. Contracts, including risk transfer provisions.
 - 5. Preparation, review and adoption of ordinances and resolutions.
 - 6. Real estate law, easements, rights-of-way, encroachments, permits, and other related agreements and negotiations.
 - 7. Experience with the California Voting Rights Act is preferred.
 - 8. Experience and knowledge of Public Contracting Code, Labor Code and other California statutes governing the procurement process including bidding, awarding, contracting and construction of public works and improvements.
 - 9. Understanding of Federal and State Budgeting process whereby various funds are authorized and appropriated.
 - d. The Firm shall procure and maintain the insurance required, for the duration of the contract, to insure against claims for injuries to persons or damages to Agency property arising from or in connection with the performance of the work performed as set forth in Sample Agreement.
 - e. The Firm must be able to demonstrate their ability to provide the necessary legal services using a combination of online, video conference, telephone, and/or in-person methods to provide legal assistance to the Agency.

SECTION IV SCOPE OF WORK

4.0 THE COMMUNITY

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

4.1 SCOPE OF WORK

The scope of services is to provide Legal Services on an as-needed basis, and may include services related to the preparation, review, advise and provide representation to the District in all legal matters. Services, although not all-inclusive, may include:

- a. The review of agendas and related consultation with District staff and members of the Board of Trustees regarding the proper placement and/or description of business items on agendas;
- b. Attendance, in-person, to meetings of the District and their duly appointed committees, for which attendance is requested by the District Director/Board President, unless excused by the District Director/Board President;
- c. Preparation and approval as to legal form all resolutions, ordinances, and any other legal documents or matters which are referred for advice, review, or handling during the terms of this Agreement;
- d. Preparation of all legal advice on behalf of the District to Board members, District Director, and other designated departmental heads or personnel as directed by the District Director;
- e. Collaborate and coordinate with District Director or their designee for the efficiency of creating, editing, revising and managing the 's Contracts, MOUs, Engagement Letters, Requests for Proposal (RFP), etc.
- f. Review and evaluation of the need as well as the engagement, coordination, and supervision of activities of any special counsel retained by the District as requested. This will include financial management, including cost containment strategies; and administration of contracts that the District may execute with special legal counsel. Such administration shall include oversight services such as review of attorney invoices, coordination of special legal counsel's activities, and direction to special legal counsel regarding strategies and communication;
- g. Providing conflict of interest assistance to the Board of Trustees and District Director on behalf of the District, and assist Board members and staff in seeking advice from the Fair Political Practices Commission;
- h. Time spent reviewing, analyzing, redacting and/or developing a written response to any single California Public Records Act request (Gov. Code section 6250 et seq.);

- i. Providing advice as it pertains to the general powers and duties assigned to the Agency and ensuring its operational compliance with all applicable federal, state, and local legislation, statutes, codes, and procedures. This includes, monitoring and applicability of pending state and federal legislation and regulations, and new case law, as appropriate; including and not limited to:
 - 1. Ralph M. Brown Act;
 - 2. Public Records Act;
 - 3. Political Reform Act;
 - 4. General Municipal Law.
- j. Perform other related legal services as may be requested and provide recommendations and advice when requested by the District Director and Board of Trustees.
- k. Make written or oral reports to the Board as necessary regarding the status of any legal actions in which the District may be involved.
- l. Provide analysis of proposed and enacted legislation, published legal opinions and other matters that may have an impact on the operations of the District.
- m. Represent the District in legal proceedings.
- n. Respond to inquiries from the District within 24 hours of the initial contact and maintain reasonable availability to respond to events of an emergent nature that expose the District to serious potential legal liability.
- o. Firm shall provide a monthly detail accounting of its efforts that describes the time, attorney and a brief description of the work performed with a summary page of the key areas reflecting the overall time and dollar.

4.2 PAYMENT OF INVOICE

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

SECTION V EVALUATION AND AWARD CRITERIA

5.0 **EVALUATION METHOD**

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

5.1 **EVALUATION CRITERIA**

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

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

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

**SECTION VI
PROPOSAL INSTRUCTIONS AND FORMAT**

6.0 INTRODUCTION

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

6.1 DELIVERY OF PROPOSALS

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

6.2 PREPARATION

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

6.3 PROPOSAL FORMAT

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

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

6.4 **PROPOSAL CONTENT**

a. SECTION I – EXPERIENCE

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

- 1) Company name, address, telephone number, and authorized representative(s).
- 2) Identify the number of years of experience in providing legal services, similar in size and scope to that requested in the RFP.
- 3) Proposer References: Provide five (5) client references for which the proposer has provided similar services. References shall include date and description of service, project location, completion dates, organization's name, contact person, title, address, and telephone number.
- 4) Proposer shall describe the role of the legal services department in the firm and attach a copy of the firm's relevant filings, licenses or certifications as needed.
- 5) List all disciplinary actions, administrative proceedings, malpractice claims or other like proceedings against your firm or any of its personnel relating to your firm's services as legal services, whether current, pending, or occurring in the last five (5) years. Please indicate disposition of each claim.

b. SECTION II – PERSONNEL

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

c. SECTION III – QUALIFICATIONS

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

d. SECTION IV – COST SECTION

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

**SECTION VII
COST SHEET**

7.0 INTRODUCTION

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

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

7.1 COST FOR SCOPE OF WORK, SECTION IV

a. Fee Schedule For Legal Services For Term Of Contract

Position	Hourly Rate				
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year

b. Identify costs cap as necessary.

This proposal submitted by: _____
Company Name

Address: _____

Telephone Number: _____

Fax Number: _____

Business License Number: _____

Contact Name: _____

Authorized Signature: _____

ATTACHMENT A

PROFESSIONAL SERVICES AGREEMENT **SAMPLE**

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

RECITALS

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

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

AGREEMENT

- 1. Recitals.** The recitals set forth above (“Recitals”) are true and correct and are hereby incorporated into and made part of this Agreement by this reference. In the event of any inconsistency between the Recitals and Sections 1 through 20 of this Agreement, Section 1 through 20 shall prevail.
- 2. Consulting Services.** Consultant agrees, during the term of this Agreement, to perform the Services for District in connection with the Project. Any request for services in addition to the Services described in **Exhibit A** will be considered a request for additional consulting services and not compensated unless the Parties otherwise agree in writing. No subcontract shall be awarded or an outside consultant engaged by Consultant unless prior written approval is obtained from District.
- 3. Compensation.** District shall pay Consultant according to the fee schedule set forth in **Exhibit B** for a time and materials cost not to exceed _____, as full remuneration for the performance of the Services. Consultant agrees to maintain a log of time spent in connection with performing the Services. On a monthly basis, Consultant shall provide District, in reasonable and understandable detail, a description of the Services rendered pursuant to the Agreement and in accordance with the Rates. If the work is satisfactorily completed, District shall pay such invoice within thirty (30) days of its receipt. If District disputes any portion of any invoice, District shall pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

If to District:

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

If to Consultant:

Attention:

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

22. Delays in Performance.

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

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

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

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

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

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

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

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

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

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

28. General Provisions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DISTRICT:
ALTADENA LIBRARY DISTRICT

CONSULTANT:

By: Nikki Winslow, District Director

By: _____

Name: _____

Date: _____

Date: _____

APPROVED AS TO FORM:

Richard Egger, General Counsel

EXHIBIT A
Services

EXHIBIT B
Rates



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM X.H. REPORT FOR AUGUST 2023**

REPORT: Agenda Item X.h.

MEETING DATE: August 28, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Review and Approval of the Request for Proposals (RFP) for Professional Development Consultation Services

BACKGROUND:

Professional development was identified as a priority during our Strategic Planning in 2019 and been incorporated our annual Operational Plans in 2020-2023. We have held at least one Staff Development Day each year since 2019, as well as leadership development training with the Management Team, customer service training with all ALD staff, as well as an Individual Development Plan program and implementation (and more!) as part of our commitment to staff development and growth.

The District was connected with North Star Consulting based on work the firm had done with a previous manager in the summer of 2021. An agenda item was presented to the Board on July 26, 2021 to engage North Star Consulting in a contract to focus on organizational health and leadership development. The District Director asked the Board to extend the contract with North Star Consulting at their meeting on October 24, 2022 to continue the professional development work with both the staff and managers in the District. At that meeting, the Trustees asked the District Director to bring an RFP within the next year to do a competitive bidding process to contract with a Professional Development consulting firm.

Following this report is the RFP for Professional Development Consultation Services. Research was done on similar RFPs used by other government agencies to outline the qualifications and scope of work needed in the firm we hire. It was also reviewed by Trustee Katie Clark based on her background and experience in similar consultation work, and her suggested edits were incorporated into the RFP being presented with this agenda item.

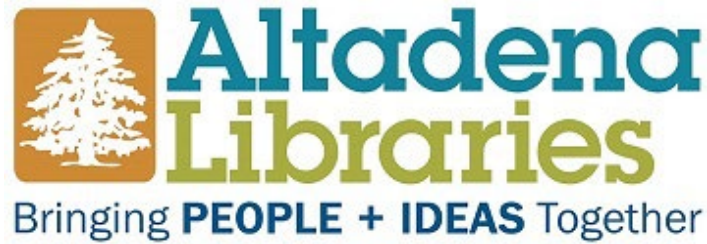
We will plan to post this RFP on BidNet on August 29, will review and score proposals in late September and then bring a recommended firm to hire to the Board meeting on October 23.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the Board of Trustees review and approve the RFP for Professional Development Consultation Services.



**REQUEST FOR PROPOSALS
PROFESSIONAL DEVELOPMENT CONSULTATION SERVICES
Altadena Library District**

REP ISSUE DATE **AUGUST 29, 2023**

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

PROPOSAL DUE **SEPTEMBER 19, 2023 by 5:00 PM**

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

BID CONTENTS

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

Attachment A Professional Services Agreement Sample

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

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

1.0 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Altadena Library is currently seeking proposals from interested, highly qualified and experienced firms to provide Professional Development Consultation Services to the Altadena Library District in order to cultivate an environment of resiliency and growth among staff, foster service-oriented goals within the District, and maintain high-quality professional development framework that fulfills the mission and vision of the library through the work of its employees.

1.1 QUESTIONS REGARDING THE RFP

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

1.2 ERRORS AND OMISSIONS

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

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

1.3 ADDENDA

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

1.4 SUBMISSION OF PROPOSAL

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

1.5 PROPOSER'S COST

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

1.6 EXCEPTIONS

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

1.7 DELIVERY OF PROPOSALS

All proposals must be submitted at: <https://www.bidnetdirect.com/california/ald> by not later than **September 19, 2023 at 5:00pm**. The Altadena Library District assumes no responsibility for delay in delivery. LATE PROPOSALS WILL NOT BE ACCEPTED.

1.8 PROPOSALS BECOME THE PROPERTY OF ALTADENA LIBRARY DISTRICT

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

1.9 CONFIDENTIAL MATERIAL

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

1.10 REJECTION OF PROPOSALS

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

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

1.11 CANCELLATION

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

1.12 INSURANCE REQUIREMENTS

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

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

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

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

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

1.13 DISPUTES/PROTESTS

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

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

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

1.14 AWARD CRITERIA

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

1.15 TERM OF THE AGREEMENT

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

1.16 CONTRACTUAL DOCUMENTS

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

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

1.17 EXECUTION OF THE AGREEMENT

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

1.18 FAILURE TO EXECUTE THE AGREEMENT

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

1.19 NON-ENDORSEMENT

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

1.20 CONFLICT OF INTEREST

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

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

**SECTION II
SCHEDULE OF EVENTS**

Release of Request for Proposal	August 29, 2023
Last Day for Submission of Questions	September 8, 2023
District Response to Questions	September 12, 2023
Deadline for Receipt of Proposals	September 19, 2023
Evaluation	September 20-25, 2023
Optional Interview if Required	September 27-29, 2023
Selection presented to Board of Trustees	October 23, 2023
Tentative Start Date	November 1, 2023

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

**SECTION III
PROPOSER QUALIFICATIONS**

- 3.0** In addition to meeting all other requirements of this RFP, all responding Proposers shall furnish verifiable evidence that their firm and personnel, at a minimum, meet the following qualifications.
- a.** Has the resources and commitment to complete all components of the project in a timely manner, including but not limited to: attending review meetings, if necessary; advising staff on matters specific to the employee and management development program; preparing all necessary documents; and assisting with the development of the in-house training program.
 - b.** Is not currently involved in or affiliated with any entity or other consultants that might present a conflict of interest.
 - c.** Is not in litigation adverse to the District or in other litigation, which may have significant and adverse impact on the ability to perform services for the District.
 - d.** Has a minimum of five (5) years of experience in providing consulting services related to, but not limited to, employee training and development and curriculum development with agencies comparable to the District.

SECTION IV SCOPE OF WORK

4.0 THE COMMUNITY

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

4.1 SCOPE OF WORK

The scope of services is to provide Professional Development Consultation Services on an as-needed basis, and may include services related to the coaching and development of District employees, managers and trustees. Services, although not all-inclusive, may include:

- a. Identify and meet training objectives that accommodate a range of trainings for both individuals and groups such as: technological, supervisory, leadership, personal, and professional/career development.
- b. Program content should include: clarifying work performance expectations, importance of communicating clearly, addressing difficult conversations, and performing leadership assessments and coaching.
- c. Implement instructional design methods to ensure transfer of learning.
- d. Develop a strong coaching program that provides the necessary tools and assists the managers and District Director to maximize their leadership effectiveness.
- e. Enhance the District's Individual Professional Development program, which has already been implemented for all District employees, by equipping participants with skills, tools, and ideas to support their professional development.
- f. Provide train-the-trainer course training, where appropriate, for designated District staff.
- g. Coordinate with District leadership to create a customized performance evaluation process for all job classifications.

As needed, assist the District with the following additional services:

- h. Developing classroom-style and e-learning customized training modules on specific topics such as: leadership development, effective communication (written and verbal), coaching and mentoring, human resources management, quality customer service, safety and risk management, succession planning, conflict resolution, problem solving/decision making, stress management, team building, and career and professional development.
- i. Develop course curricula and training materials to accompany each training course.

4.2 PAYMENT OF INVOICE

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

SECTION V EVALUATION AND AWARD CRITERIA

5.0 **EVALUATION METHOD**

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

5.1 **EVALUATION CRITERIA**

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

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

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

SECTION VI PROPOSAL INSTRUCTIONS AND FORMAT

6.0 **INTRODUCTION**

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

6.1 **DELIVERY OF PROPOSALS**

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

6.2 **PREPARATION**

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

6.3 **PROPOSAL FORMAT**

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

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

6.4 PROPOSAL CONTENT

a. SECTION I – EXPERIENCE

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

- 1) Company name, address, telephone number, and authorized representative(s).
- 2) Identify the number of years of experience in providing Professional Development Services, similar in size and scope to that requested in the RFP.
- 3) Proposer References: Provide five (5) client references for which the proposer has provided similar services. References shall include date and description of service, project location, completion dates, organization's name, contact person, title, address, and telephone number.
- 4) Proposer shall describe the role of the Professional Development department in their firm and attach a copy of the firm's relevant filings, licenses or certifications as needed.
- 5) List all disciplinary actions, administrative proceedings, malpractice claims or other like proceedings against your firm or any of its personnel relating to your firm's services as Professional Development Services, whether current, pending, or occurring in the last five (5) years. Please indicate disposition of each claim.

b. SECTION II – PERSONNEL

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

c. SECTION III – QUALIFICATIONS

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

d. SECTION IV – COST SECTION

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

**SECTION VII
COST SHEET**

7.0 INTRODUCTION

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

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

7.1 COST FOR SCOPE OF WORK, SECTION IV

a. Fee Schedule For Professional Development Services For Term Of Contract

Position	Hourly Rate		
	1 st Year	2 nd Year	3 rd Year

b. Identify costs cap as necessary.

This proposal submitted by: _____
Company Name

Address: _____

Telephone Number: _____

Fax Number: _____

Business License Number: _____

Contact Name: _____

Authorized Signature: _____

ATTACHMENT A

PROFESSIONAL SERVICES AGREEMENT **SAMPLE**

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

RECITALS

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

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

AGREEMENT

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

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

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

4. Additional Work and Compensation. Any additional services approved and performed pursuant to this Agreement shall be designated as “Additional Services” and shall

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

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

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

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

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

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

9. Performance by Key Employee. Consultant has represented to District that _____ (“Key Employee”) will be the person primarily responsible for the performance of the Services and all communications related to the Services. District has entered into this Agreement in reliance on that representation by Consultant. The Key Employee shall not be removed from the Project or reassigned without the prior written consent of the District.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

E. Other Insurance Requirements. Within five (5) days of the Effective Date, Consultant shall provide District with certificates of insurance for all of the policies required under this Agreement ("Certificates"), excluding the required worker's compensation insurance.

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

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

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

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

or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

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

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

If to District:

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

If to Consultant:

Attention:

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

22. Delays in Performance.

A. Neither District nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing Party. For purposes of this Agreement, such circumstances include a Force Majeure Event. A Force Majeure Event shall mean an event that materially affects the Consultant's performance and is one or more of the following: (1) Acts of God or other natural disasters occurring at the project site; (2) terrorism or other acts of a public enemy; (3) orders of governmental authorities (including, without limitation, unreasonable and unforeseeable delay in the issuance of permits or approvals by governmental authorities that are required for the Services); and (4) pandemics, epidemics or quarantine restrictions. For purposes of this section, "orders of

governmental authorities,” includes ordinances, emergency proclamations and orders, rules to protect the public health, welfare and safety.

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

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

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

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

25. Verification of Employment Eligibility. By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

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

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

28. General Provisions.

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

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

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

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

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

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

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

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

I. **Audit.** District shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify Consultant's charges to District under this Agreement. Records of Consultant's Services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to District for inspection and/or audit at mutually convenient

times for a period of four (4) years from the Effective Date. Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the Agreement Term and for four (4) years from the date of final payment under the Agreement for inspection by District.

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

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

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

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

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

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

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

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

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

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

DISTRICT:
ALTADENA LIBRARY DISTRICT

CONSULTANT:

By: Nikki Winslow, District Director

By: _____

Name: _____

Date: _____

Date: _____

APPROVED AS TO FORM:

Richard Egger, General Counsel

EXHIBIT A
Services

EXHIBIT B
Rates



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM X.I. REPORT FOR AUGUST 2023**

REPORT: Agenda Item X.I.

MEETING DATE: August 28, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Review of CalPERS 2024 Monthly Premiums for Contracting Agencies Los Angeles Area Region, effective January 1, 2024 through December 31, 2024.

BACKGROUND:

Beginning September 18 through October 13, 2023, Altadena Library employees will have the opportunity to change Health Plans during Open Enrollment. This year during the budget preparation process for FY23-24, the District increased the monthly health benefit allowance of each full-time employee to be up to \$1100 per month. Last year the District covered the least expensive individual health plan, which was the PERS GOLD PPO, at \$680.37, and the employee’s individual dental and vision coverage, covering approximately \$740 per person. This additional allowance provide up to \$360 per person to use towards their medical plan election.

Attached is the CalPERS 2024 Monthly Premiums for Contracting Agencies Los Angeles Area Region rates for Actives and Annuitants. Below is a chart indicating the percentage increase in premiums from 2023 to 2024, which the weighted average of increase is **+10.35%**.

Basic Plans	% Premium Change
Anthem Blue Cross Select HMO	2.40
Anthem Blue Cross Traditional HMO	7.28
Blue Shield Access+ HMO and EPO	5.92
Blue Shield Trio HMO	6.51
Health Net Salud y Más HMO	3.97
Kaiser Permanente HMO	13.07
Kaiser Permanente HMO Out-of-State	13.59
PERS Gold PPO	12.17
PERS Platinum PPO	12.18
Sharp Performance Plus HMO	8.93
UnitedHealthcare Alliance HMO	4.90
UnitedHealthcare Harmony HMO	5.73
Western Health Advantage HMO	6.19
Total Basic Weighted Average Change	10.95

FISCAL IMPACT:

District contribution toward employee health, dental, and vision insurance premiums has been increased to \$1,100 per month for current full-time employees. Given current coverage elections, with 21 staff enrolled in CalPERS Health plans, dental and vision plans, this is approximately a \$40,000 increase in expenses. Total health and other medical insurance expenses were \$166,100 for FY 23. \$206,700 is budgeted for FY 24.

Rates for dental and vision coverage have not been released yet so may increase slightly. Renewals for those carriers are typically available in late September so not reflected in these rates below.

Retired staff will continue to receive up to \$500 a month toward their monthly premiums. Additional increases in premium will fall on retired Altadena Library District employees.

RECOMMENDATION:

Staff recommends that the Board review and file the attached "CalPERS 2024 Monthly Premiums for Contracting Agencies Los Angeles Area Region rates for Actives and Annuitants.

Employee Contributions	Premium per Month	Employee Cost MONTHLY	Employee Cost BI-WEEKLY
ANTHEM BLUE CROSS TRADITIONAL HMO			
Employee Only	\$1,012.67	\$0.00	\$0.00
Employee + 1 dependent	\$2,025.34	\$925.34	\$427.08
Employee + 2 or more dependents	\$2,632.94	\$1,532.94	\$707.51
ANTHEM BLUE CROSS SELECT HMO			
Employee Only	\$841.13	\$0.00	\$0.00
Employee + 1 dependent	\$1,682.26	\$582.26	\$268.74
Employee + 2 or more dependents	\$2,186.94	\$1,086.94	\$501.66
BLUE SHIELD ACCESS+ HMO			
Employee Only	\$756.65	\$0.00	\$0.00
Employee + 1 dependent	\$1,513.30	\$413.30	\$190.75
Employee + 2 or more dependents	\$1,967.29	\$867.29	\$400.29
BLUE SHIELD TRIO HMO			
Employee Only	\$704.69	\$0.00	\$0.00
Employee + 1 dependent	\$1,409.38	\$309.38	\$142.79
Employee + 2 or more dependents	\$1,832.19	\$732.19	\$337.93
HEALTH NET SMARTCARE HMO			
Employee Only	<i>Not offered 2024</i>		
Employee + 1 dependent	<i>Not offered 2024</i>		
Employee + 2 or more dependents	<i>Not offered 2024</i>		
HEALTH NET SALUD Y MAS HMO			
Employee Only	\$630.13	\$0.00	\$0.00
Employee + 1 dependent	\$1,260.26	\$160.26	\$73.97
Employee + 2 or more dependents	\$1,638.34	\$538.34	\$248.46
KAISER PERMANENTE HMO			
Employee Only	\$865.41	\$0.00	\$0.00
Employee + 1 dependent	\$1,730.82	\$630.82	\$291.15
Employee + 2 or more dependents	\$2,250.07	\$1,150.07	\$530.80
UNITED HEALTHCARE SIGNATUREVALUE ALLIANCE HMO			
Employee Only	\$826.44	\$0.00	\$0.00
Employee + 1 dependent	\$1,652.88	\$552.88	\$255.18
Employee + 2 or more dependents	\$2,148.74	\$1,048.74	\$484.03
PERS PLATINUM PPO			
Employee Only	\$1,131.48	\$31.48	\$14.53
Employee + 1 dependent	\$2,262.94	\$1,162.94	\$536.74
Employee + 2 or more dependents	\$2,941.82	\$1,841.82	\$850.07
PERS GOLD PPO			
Employee Only	\$785.28	\$0.00	\$0.00
Employee + 1 dependent	\$1,570.56	\$470.56	\$217.18
Employee + 2 or more dependents	\$2,041.73	\$941.73	\$434.64
DELTA DENTAL PPO PLAN			
Employee Only	\$48.12	\$48.12	\$22.21
Employee + 1 dependent	\$95.14	\$95.14	\$43.91
Employee + 2 or more dependents	\$147.47	\$147.47	\$68.06
VSP VISION PLAN			
Employee Only	\$15.26	\$15.26	\$7.04
Employee + dependent(s)	\$34.06	\$34.06	\$15.72



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM X.J. REPORT FOR AUGUST 2023**

REPORT: Agenda Item X.J.

MEETING DATE: 08/28/2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Professional Development Day Closure Date Change

BACKGROUND: The Altadena Library District holds a yearly professional development day for staff, historically held in October. In planning for the upcoming Professional Development Day activities, management is proposing to change the date from October 9, 2023 to Friday October 6, 2023, to accommodate more staff attendance and planned offsite activities.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends that the Board approve the Professional Development Day Closure Date Change from October 9, 2023 to October 6, 2023.



Altadena Libraries

BOARD OF TRUSTEES

Terry Andruess

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ADMINISTRATION

Nikki Winslow
District Director

Ashley Watts
*Assistant District
Director*

MISSION

The Altadena Library District is dedicated to providing free and equal access to information, ideas, technology, and the joy of reading to educate and empower our diverse community.

MAIN LIBRARY

600 E. Mariposa Street
Altadena, CA 91001

BOB LUCAS BRANCH

2659 Lincoln Avenue
Altadena, CA 91001

August 28, 2023

The Honorable Joe Biden
President of the United States
The White House
1600 Pennsylvania Avenue, N.W.
Washington, DC 20500

RE: Support for the expansion of the San Gabriel Mountains National Monument

Dear Mr. President,

The Altadena Library District would like to join Rep. Judy Chu (CA-28) and Senator Alex Padilla (D-Calif.) in urging the Biden-Harris Administration to add 109,167 acres to the San Gabriel Mountains National Monument. This could be done by issuing a presidential proclamation under the Antiquities Act of 1906.

Altadena is a city in northern Los Angeles County that shares a common border with the beautiful San Gabriel range. The mountains rise suddenly and steeply in our back yard, creating a scenic beacon for millions of residents who live in the LA basin, just a day trip away.

The additional acreage would increase the monument's area by one third, adding a large swath of recreational greenspace for underserved communities throughout southern California. This larger footprint would also ease stress on wildlife, helping to protect 22 rare and endangered species.

Sacred and historic places would also benefit if boundaries were extended. The Tongva indigenous peoples revere parts of the San Gabriels as their ancestral land and still practice their ceremonies in the shadow of the mountains. Historic sites include the Mt. Lowe railway and the Echo Mountain House, both of which were amazing technical achievements that drew thousands of tourists to the San Gabriels more than a century ago. The ruins of these engineering marvels can still be seen today and would be included within an expanded national monument.

Trail recreation abounds in the front range of the San Gabriels, but some of the more popular trails and campgrounds lie outside the current boundaries of the monument. An expansion would absorb these popular places, which feature graceful waterfalls and chiseled paths once used for mule train deliveries.

On any given day hikers, cyclists and backpackers experience the wild places that exist only in the San Gabriel range. Adding acreage to this inspiring landscape will provide the U.S. with a natural treasure for generations to come.

John Muir, the conservationist known as the “Father of National Parks,” explored the range and respected its rugged character. During a visit here he wrote:

“The San Gabriel Mountains were in sight, advertising themselves grandly along the northern sky, and I was eager to make my way into their midst.”

The San Gabriels inspire us. Please preserve that inspiration by expanding the San Gabriel Mountains National Monument.

Sincerely,

Trustee Terry Andruess, Government Liaison
The Altadena Library District Board of Trustees
CC: The Honorable Kamala Harris, Vice President of the United States
The Honorable Alex Padilla, U.S. Senator
The Honorable Judy Chu, U.S. Representative