



AGENDA

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
October 23, 2023 – 5:00 p.m.

IMPORTANT NOTICE REGARDING THE OCTOBER 23, 2023 MEETING

This meeting will be available to view in a hybrid fashion, utilizing teleconference, electronic, and in-person means to allow for a variety public viewing and public comment options. 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 October 23, 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 5:00 pm.

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

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (626) 798-0833 x103 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

LAND ACKNOWLEDGEMENT: The Altadena Library District acknowledges its presence on the traditional, ancestral, and unceded land of the Gabrielino Tongva peoples. Altadena is located on the stolen homelands of the Xaxaamonga (Hahamongna) tribal band. The traditional territory of the Gabrielino Tongva is referred to as Tovaangar, which includes the areas currently known as Los Angeles County, Riverside County, West San Bernardino County, parts of Orange County as well as the four southern Channel Islands. Entities such as the U.S. government and non-Native

settlers have subjected the Gabrielino Tongva peoples to historic and continuing injustices, including genocide, forced displacement, and cultural and linguistic erasure. Altadena Library commits to learning, educating, and informing its staff and residents of present-day Altadena about the rich histories, vibrant communities, and culture of Gabrielino Tongva people, present and past, through our collection development, resources, and program offerings.

- I. Call to Order
 - a. Land Acknowledgement
- II. Open Session
 - a. Roll Call
 - b. Approval/Reordering of Agenda Items
 - c. Adoption of Agenda
 - d. Public Comment on Non-Agenda Items
- III. Consent Calendar
 - b. The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:
Approval of Minutes – SEPTEMBER REGULAR MEETING **PAGES 4 - 8**
- IV. Consideration of Items Removed from the Consent Calendar
Items removed from the Consent Calendar discussed individually at this time.
- V. Department Updates & Special Presentations (Informational)
 - a. Department Update Reports – September 2023 **PAGES 9 - 33**
 - b. Staff Development Day Presentation
- VI. Reports (**Informational**)
 - a. Support Groups
 - i. Altadena Library Foundation
None
 - ii. Friends of the Altadena Library
None
 - b. District Director's Report **PAGES 34 - 39**
 - c. Financial Reports – September 2023 **PAGES 40 - 50**
 - d. Board of Trustees Standing Committee Reports
 - e. Board of Trustees Ad Hoc Committee Reports
 - i. Facilities Committee **PAGES 51 - 52**
 - f. Liaison Reports **PAGE 53**
 - g. Trustee Reports
- VII. Unfinished Business

None
- VIII. New Business
 - a. Review and Approval of recommendation for Legal Services (**Action**) **PAGES 54 – 56**
 - b. Review and Approval of recommendation for Professional Development Services

(Action) PAGES 57- 60

c. HVAC RFP **(Action) PAGES 61 – 98**

d. Measure A Parcel Tax Summary Report FY 23 – 24 **(Informational) PAGES 99 – 101**

e. CFD Annual Report FY 23-24 **(Informational) PAGES 102 - 126**

VIII. Governance

LAFCO Representative Vote **PAGE 127**

IX. Announcements & Planning

a. Correspondence

None

b. Proposed Future Agenda Items

X. Adjournment

a. Adjourn Meeting



MINUTES

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

IMPORTANT NOTICE REGARDING THE SEPTEMBER 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 September 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.

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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

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

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

a. Approval/Reordering of Closed Session Agenda Items

None

b. Adoption of Closed Session Agenda

Moved by Trustee Clark to adopt the closed session agenda. Seconded by Trustee Andruess

Roll Call Vote:

Trustee Andruess: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

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

No public comment

III. Closed Session

a. Motion to convene to Closed Session

Moved by Trustee Clark to convene the closed session agenda. Seconded by Trustee Andruess

Roll Call Vote:

Trustee Andruess: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

b. The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et.seq.) for the purposes of discussing and/or taking action on the following items:

i. Pending Litigation discussion

ii. District Director Performance Evaluation Discussion

IV. Reconvene to Open Session

a. Roll Call

There was no reportable action from Closed Session.

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

b. Approval/Reordering of Agenda Items

None

c. Adoption of Agenda

Moved by Trustee Clark to adopt the agenda. Seconded by Trustee Andruess

Roll Call Vote:

Trustee Andruess: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

d. Public Comment on Non-Agenda Items

None

V. Consent Calendar

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

Approval of Minutes – AUGUST REGULAR **PAGES 1 –**

Moved by Trustee Clark to approve August Regular Board Meeting minutes. Seconded by Trustee Andruess

Roll Call Vote:

Trustee Andruess: Aye

Trustee Clark: Aye

Trustee Lim: Aye

Trustee Wilkerson: Aye

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 – August 2022

b. Fab Lab/Library of Things Presentation by Innovations Librarian

Innovations librarian Aaron Kimbrell presented to the Board in regards to the work being done by the Fab Lab and Library of things collection.

VIII. Reports (**Informational**)

a. Support Groups **PAGES 1 -**

- i. Altadena Library Foundation
Foundation Anita Lawler was not present, but District Director Winslow provided updates in regards to: October 21 Foundation event, cancellation of Taste of Dena, and the update coming regarding the Library Naming Policy.
- ii. Friends of the Altadena Library
- iii. Friends President Tom Ruffner provided the report and highlighted the Friends Book Sale on September 23.

b. District Director's Report
District Director Winslow provided the report.

c. Financial Reports – August 2023
District Director Winslow provided the report.

d. Board of Trustees Standing Committee Reports

e. Board of Trustees Ad Hoc Committee Reports

- i. Facilities Committee
Trustee Clark provided the report

f. Liaison Reports
Trustee Andruess provided an update.

g. Trustee Reports
None.

IX. Unfinished Business

None

X. New Business

- a. Review and Approval of the Emergency Manual Update (**Action**)
Moved by Trustee Lim to approve the Updated Emergency Manual
Seconded by Trustee Clark
Roll Call Vote:
Trustee Andruess: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye

XI. Governance

None

XII. Announcements & Planning

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

c. None

XIII. Adjournment

a. Adjourn Meeting

The meeting was adjourned at 6:15pm.



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

DEPARTMENT: Adult Services

MEETING DATE: October 23, 2023

PREPARED BY: Ashley Watts

LOCATION: Hybrid Meeting

National Library Card Sign-Up Month

September is National Library Card Sign-Up Month! In honor of the month, any patron that signed up for a library card had the opportunity to take a photo with our giant sign! These photos were featured on social media! District Director Nikki Winslow was the first to model the sign on Instagram!



Mobile Library

In September the Curiosity Connection was busy. Our Mobile Library made it out to 7 events - including the last concert of the season in Farnsworth Park and the Altadena Night Market. Overall, we were able to connect with over 400 Altadenans.

The events were:

- Octavia Butler's Back to School Event on 09/07
- The final Rotary Concert (featuring the Who Experience) on 09/09
- Night Market event at Grocery Outlet on 09/16
- Callisto Tea House as part of our Read Local Shop Local initiative on 09/21
- PUSD Literacy Fair at Longfellow Elementary on 09/29 (no CC)
- Loma Alta Park event celebrating Hispanic Heritage on 09/29
- Altadena Community Garden Annual Picnic and Resource Fair on 09/30



ALD staff at the Altadena Night Market



Family enjoying coloring sheets at our table

Fab Lab

September was our second busiest month in the Fab Lab with 28 sessions and 41 hours spent at our workstations during the month. The Fab Lab saw 2 innovative programs in September.

The Design a Banned Book Cover with Photoshop workshop was presented by Fab Lab staff and covered the use of Photoshop, the ALA banned books list, and finding free to use images fairly. Together the group created a book cover for *Out of Darkness* by Ashley Hope Pérez. Discussion and collaboration were stimulating and insightful. Fab Lab staff showed numerous Photoshop skills such as using guides, cropping images, adding filters, editing text, and more. We finished the workshop by printing the file and creating a new cover!



Our artist in residence produced a workshop on making soft sculptures. Participants enthusiastically used sewing machines, fabrics, and decorative elements to create their own sculptures. Participants will be able to have their creations shared in the upcoming Artist in Residence installation in December.



On Saturday, September 23rd the Fab Lab's Artist in Residence, Rachel Curry, facilitated a lovely Cyanotype Memory Prints workshop. This was hosted in the front lawn on a gorgeous day so we even had a few patrons drop in. This was an easy activity that allowed a creative opportunity for very young patrons to older adults. Because the materials are responsive to the sun, the workshop was a bit of a science experiment! Participants helped each other out by sharing tips and figuring out the best amount of sun exposure. Each participant was invited to give Rachel one of their prints which will be used in her final installation this December.



Library of Things

The Library of Things collection added several items in September:

1. Mobile device chargers - patrons can check out a battery pack to keep their devices charged.
2. MIDI keyboards - take home a MIDI controller and make music!
3. Audio Interface - borrow the digital audio interface to record instruments or microphones.



Arturia Minifuse 4 Audio Interface

Seed Library

Our Seed Library held their last meeting in September before their extended hiatus. There was 50+ people in attendance. Neighbors came together in a roundtable where they had the opportunity to ask local Master Gardeners their most pressing gardening questions and dilemmas. Our Seed Library also distributed out the last of its collection to anyone seeking/ desiring seeds. We look forward to partnering with them again in the future as they plan out their new organizational structure. In the meantime, the Altadena Library District will be building our very own portable seed library to use during outreach events. More on this in the new year!

Art at the Library

September/October Art Exhibition

The months of September & October featured the group show “Collage” curated by local artist Toti O’Brien. Toti O’Brien is the Italian Accordionist with the Irish last name. Her paintings, mixed media, ceramics, and textiles have been exhibited in group and solo shows in Europe and the US since 1995. Her art has been featured in numerous magazines, such as Still Point, Vayavya, and New Reader, among others. She has curated group shows in sites throughout Southern California for the last 20 years.

Juxtaposing the works of four artists who use paper and glue for their creation, “Collage” highlights the variety of results that can be obtained through this “simple” technique, based on different material sources, ways to proceed, and especially visions/inspirations. Mary Torregrossa creates joyful, luscious, striking tableaux out of magazine clips. Stacy Russo combines watercolor with recycled paper into tender, whimsical narratives. Toti O’Brien incorporates textural and tactile elements to her bizarre dreamscapes. Finally, Olesya Volk uses paper and glue in order to build dioramas—miniatures theaters inhabited by fantastic characters and their mysterious stories.

[Read Colorado Boulevard's review of the exhibition](#)



Artist Reception

The Artist Reception went well! There were lots of people in attendance [50+]. There were a handful of patrons that shared with staff how special and wonderful the Poet's Laureate Open Mic Night in the Main Library was earlier that same week. Word-of-mouth and some media coverage brought in folks to the artist reception from far away, along with a few library patron walk-ins.



September Glass Display Case

In the glass display case, we shared the story of P-22 who was the famous Griffith Park mountain lion who died earlier this year. A few of the items were provided by Adult Services staff members Mel and Alice, with the remaining items donated by [#SaveLACougars](#) (which is a partnership of the National Wildlife Federation and the Santa Monica Mountains Fund to raise awareness around [The Wallis Annenberg Wildlife Crossing](#)). Memorabilia ranged from socks, stickers, a cassette tape, and LAPL's iconic P-22 edition library card. In addition to memorabilia, we collected news stories and books about P-22.



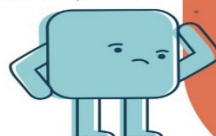
Conversations with Art: So Why is This Art?

In September, Arts enrichment facilitator Helene Rheingold came back to lead us through another fun, informative, and engaging Conversation with Art with 35+ in attendance. Helene guided us through Conversations with Art, an interactive and engaging program that is far more than an art lecture. Helene Rheingold has been getting people to talk about art — including what they see and how it makes them feel — for decades. She holds a master's in Art History, an associate's degree in design and museum management certificate and has been training other facilitators for over 30 years. She estimates that she has guided more than 30,000 people through The Metropolitan Museum of Art and other museums. She loves what she does and emphasizes that these “conversations” are far more than art lectures; she will also share interesting tidbits about the artists and their lives.

Conversations with Art: "So, Why Is This Art?"

Monday, September 25
7:00- 8:00pm
Main Library Community Room
600 E. Mariposa Street

Join us as arts enrichment facilitator Helene Rheingold helps guide us through Conversations with Art, an interactive and engaging program that is far more than an art lecture. Be prepared to share your response to the art when she poses question, "So, Why Is This Art?"



ABOUT THE PRESENTER

Helene Rheingold has been getting people to talk about art — including what they see and how it makes them feel — for decades. She estimates that she has guided more than 30,000 people through The Metropolitan Museum of Art and other museums.

Altadena Poets Laureate Present: Poetics of Location Workshop with Mike the PoeT Sonksen

This Poets Laureate workshop centered on the beauty and poetry that can be found in the world around us and emphasized the importance of being 'geographically literate' of the history, ecology, and political trajectory of our communities. PoeT Mike Sonksen led a group of 12 people through drawing maps of their neighborhoods, writing haikus and place poems, and then sharing their work with one another. Participants reported that they greatly enjoyed the workshop!

Chess Lessons

This month, we had the pleasure of having a local chess teacher come and teach two lessons about chess! The teacher taught the people who attended Core strategic principles for beginners, select topics for more experienced players, Tactical themes for beginners, and Select topics for more experienced players. We had 26 people come and attend both classes.



Adult Craft Hour

For this month's adult craft, we made cute orange slice wreaths. We had four people come out, and it was a fun time! One of the attendees said I love these crafts and look forward to the next one.



Grandparent's Day with Welbe Health

We partner with Welbe Health once a month to allow them to share their services to our 55+ community, as well as provide a fun activity. This month's theme was Grandparent's Day and patrons were able to decorate a picture frame, play Bingo, and connect with others in the community.

Huntington Health Screening

Again, we are grateful to have the Huntington Hospital come out and give out free health screening to our community. This month, 9 people came out to see the registered nurse.

Covid Tests

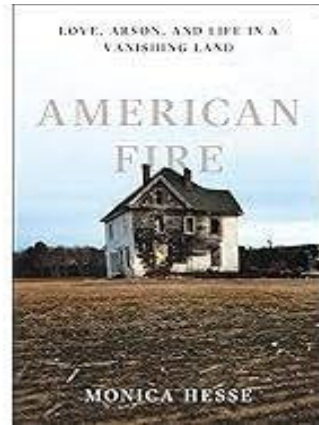
In August, we began a partnership with the LA Health Department that would allow us to begin giving out free covid test kits at both locations! Each kit contains 2 tests. Around that time, cases were surging so we were happy to meet the community's needs in trying to stay safe. In September, we handed out a little over 300 test kits (which means over 600 tests!).

Open Mic Night

Open Mic at Callisto Tea House was on Monday, September 25. Over 50 people attended, and all the slots for performing were filled. It was a popular night, so there was a waiting list for performers, and we were able to accommodate two more performers by ending after the posted end time.

True Crime Book Club

This month's book club selection was *American Fire: Love, Arson, and Life in a Vanishing Land* by Monica Hesse



Chess Night

This month, we continue our weekly chess night. This month, we had 52 people come out.

Collection Development

For the month of September, many sections of the Adult Services collection continue to be weeded and audited based on our compressed schedule to prepare for our upcoming renovations. The collections should be fully weeded by the end of October and audited by the end of November. We hope to present the audit results to the Board in December/January.

Displays

For September we displayed books by Latinx and Hispanic authors in celebration of Hispanic & Latino Heritage month.



A Little Lagniappe

We hosted the Growing Together Pasadena (GTP) network's bi-monthly meeting at the Main Library. The network wanted a tour of our library and they were impressed with its beauty, as

well as how many programs we do! We also received a batch of Early Literacy Equity kits, that will be available soon! Ah!...the joys of being a part of an awesome network!

Teen Librarian Fin Lee and I are a part of the State Library's Building Equity Based Summers (BEBS) cohort! It's so exciting to work with other librarians across the state to reimagine Summer Reading and make it a more equitable experience for all! The cohort meets for 2 hours on a bi-weekly basis. More info to come as we continue to explore the BEBS concepts.

Adult Services Library Assistant Mark Parson was pointed toward a Google Review on our library's page that gave his Dewey 100s section a shout out :

"Great late 70's vibe, lots of seating. Finding outlets is a little tricky. Book selection, especially on spiritual and occult topics is awesome."

One performer at Open Mic had attended ALD's special open mic in July, which had the theme "zines." This performer sang an amazing song about the trash man, written for his son. His zine is now in our zine library's collection. This is an example of how our library keeps patrons connected in the community and helps them share their work through our offerings.

Got Comments?

Need a few more parking spaces. Last few times have to idle car and wait for someone to leave.

I can believe it! We've been getting more visits to our library, especially during a time of a popular program! While we can't make more parking spaces available now, this is something we can consider during our renovation planning process. Thanks!

Please change your policy on use of the small meeting room. Outside is not an option with mosquitos. If no one is using, why not make it available.

The small meeting room is available on a first come, first served basis each day. Oftentimes, staff have already reserved the room since most managers do not have a private office and it's one of the only places that teams can meet. If the room is available, we do allow patron reservations. Please inquire at the info desk and someone will be sure to assist you in reserving it.

It would be wonderful to have early childhood programming. Bilingual programs would be great to have to.

Thank you for your comment. We do appreciate all feedback. We currently provide weekly storytimes at both locations with appropriate books and activities that take place. We also aim to provide one or two monthly special early learning programs. For fall, we have had a monthly Curiosity Hour program for early learners, a bi-monthly Pajama Storytime, and a monthly weekend Sensory Storytime. There is always room for improvements, so our staff will be getting extensive training on early childhood development and early learning practices for the next few months due to a recent grant that we received through the California State Library called the Stay and Play Grant. We aim to improve our practices in our early learning programs, providing more intentional learning opportunities and implementing early learning approaches to all programs for ages 0-8. We brought back bilingual storytime during the summer and aim continue more bilingual programs in 2024!"

Ukele...with how to learn/play instruction and music book.

We have 1 book on ukeleles called *"Kid's Guide to Learning the ukulele: 24 songs to learn and play"*. I'll be sure to share with the selectors for possible inclusion of more titles into the collection. I'll also keep this in mind in case we receive any program proposals from ukelele musicians.



BOARD OF LIBRARY TRUSTEES

YOUTH AND FAMILY SERVICES REPORT FOR SEPTEMBER 2023

DEPARTMENT: Youth and Family Services

MEETING DATE: October 23, 2023

PREPARED BY: Sofia Araya

LOCATION: Main Library Community Room

Children’s Services

In September, the Youth and Family Services Department returned to our storytime programming schedule. Storytimes will continue from September until the end of November, then take a break in December.

Youth and Family Services held several fun programs for caregivers and children. We continued with the Altadena Mom’s series, which will hold its last program in November. Our first Baby & Me Playtime, a weekend program, was enjoyed by families. Tweens also enjoyed the new Fall series called Radical Tween Art Club. Here are just a few pictures to showcase our programs for the month!



Pictures of attendees during the Baby & Me Playtime.





Pictures of Curiosity Hour.



Pictures of Radical Tween Art Club.

Passive Programs:

In celebration of Library Card Sign-Up Month, the Children’s area had a passive activity for patrons. We had a station on the Children’s Tables where patrons could learn to create their own origami wallet for their library cards. This was a way to promote children to get their own card.



In celebration of Hispanic & Latino Heritage Month, we hosted a reading challenge during September, through Beanstack, called “Migration Stories: A Yuyi Morales Reading Challenge”. Children were challenged to read books written by Hispanic/Latino authors and books about migration. Those that completed the challenge were entered to win a basket of books written by Mexican-American author, Yuyi Morales. A young patron, Kyle, was the lucky winner of the prize!



Migration Stories display and challenge winner.



In preparation of Clean Air Week and Walk & Roll to School Day, both Bob Lucas and the Children's Area had supplies for youth to create their own "walk to school signs". Main Library planned to be a host site for a walk to school event on October 4th, so we had supplies during the week of September 25th, leading up to the day of the event, where youth could create signs that they could display while walking to school.



School Visits:

In September we had several school visits. On September 8th, we had an unscheduled class visit that we were happy to accommodate. On September 12th and 15th, we had scheduled visits with Waldorf classes. We also had a class visit from Fair Oaks school on September 13th. We hosted a total of 65 students and school staff.

Stay and Play Grant

The YFS Department recently applied for a California State Library Grant, Stay and Play Grant. Stay & Play is a program specifically designed to serve and support the needs of informal childcare providers, often referred to as Family, Friend, and Neighbor (FFNs). With the support of the grant, library staff would be trained on implementing intentional early learning programs, and receive \$4,000 to support Stay and Play programs. We are excited to announce that we have been awarded the grant! YFS staff will begin

taking trainings during the next coming months. With this grant, we will implement Stay and Play aspects to storytimes and continue to have more early learning programs based on what we learn from trainings. These scheduled trainings that YFS staff will participate in include:

- Foundations of Early Literacy (Library Juice Academy)
 - Nov 6, 2023 - Dec 3, 2023.
 - Yvette and Heather
- Family Service Partnerships and Outreach (Library Juice Academy)
 - Dec 4, 2023 - Dec 31, 2023
 - Yvette and Heather
- Strengths-Based Family Engagement (Brazelton Touchpoints Center)
 - Wednesdays, 2pm-3:30pm, Jan 17 through Feb 21, 2024 (skip 2/7)
 - Yvette
 - Thursdays, 10am-11:30am Jan 18 through Feb 22, 2024 (skip 2/8)
 - Heather
- Reimagining School Readiness Workshop
 - Wednesday February 7, 2024, 10am-2pm
 - Yvette and Heather are scheduled to attend.
 - Sofia is one of 5 California librarians leading the training.

Displays

This month the Children's area had two displays for Latino and Hispanic Heritage month. One display was engaging for young patrons. They could test their knowledge to see how many flags they recognized. The answer key was available, and many kids enjoyed testing their knowledge! Staffed displayed picture books, chapter books, and non-fiction books



YFS August displays.

Outreach

The Youth and Family Services department participated in several outreach opportunities. This included a Back to School event at Octavia E Butler Magnet Middle School, Pasadena Unified School District's Literacy Fair at Longfellow Elementary School, a Hispanic Heritage Month event at Loma Alta Park, ACG's Annual Picnic and Resource Fair, and lastly a community kickoff event at Madison Elementary School!



YFS staff during an outreach event.

Staffing

The Youth and Family Services department added a new Library Aide when sadly, Carrie, had to unexpectedly resign from her new position. Although we were sad to see Carrie go, we are happy to announce that Isaac Magpantay has (re)joined the team. Isaac is an Altadena Library District success story. He was one of our summer interns, so we are extremely excited to have him return with an official position at Main Library!

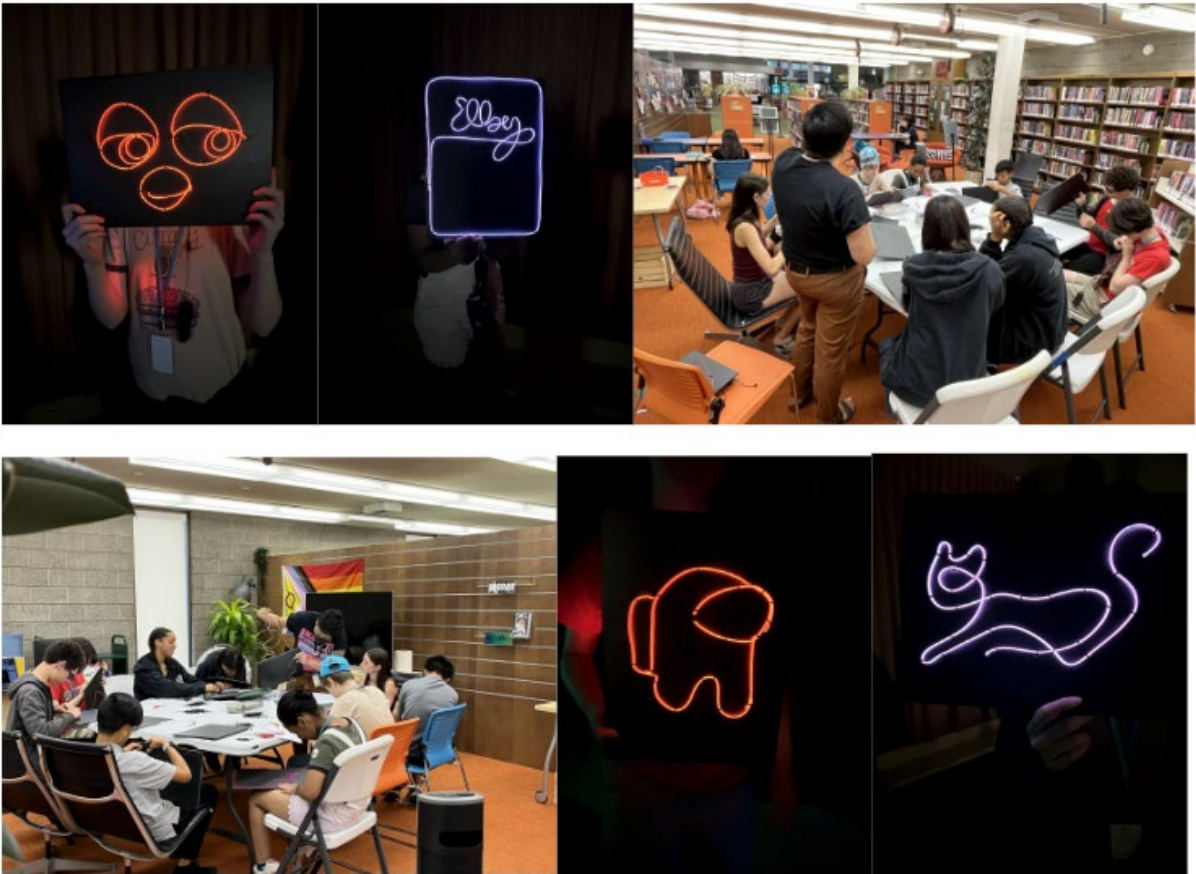


New Library Aide, Isaac Magpantay

Teen Services

Teens were invited to attend fun programs this month. This month’s Art and Chill was an extremely popular neon lights program! So many of them did not know what the outcome would look like in their neon sign creations, but it was great to see them amazed at their signs when in the dark! In this month’s Teen Gardening Club: Harvest and Feast, teens were able to pull some small tomatoes and mint to add to their snack, Mediterranean Chickpea Salad. It turned out delicious and the teens had fun cooking together after harvesting.

Three teens came to this month’s Teen Leadership Club (TLC) and made plans for December’s Holiday Party. We also had a passive giveaway for teens regarding International Self-care Awareness Month. Teens were given pins, face masks, and notebooks and a total of 59 kits were given away.



Art & Chill: Neon Lights program creations and attendees.



Teen Gardening Club's harvest and feast.

Outreach

Pasadena High School Library (9/14/23)

Teen Librarian, Fin, met with Anne Hastings, Lead Librarian at Pasadena High School to build a stronger partnership. On this day, a table was set up in the school campus with resources, free books, and sign up for library cards. We signed up **30 Youth Curiosity Library Cards**, roughly **135 interactions**, and **5 Teen Volunteer Program sign ups** that day! They took a crate of books and each one was taken! Overall, it was a great experience and Anne said she would love to have us back anytime!



Pasadena High School outreach

Displays

This month's Teen Space display was in celebration of National Wellness Month. Staff created a beautiful display on practicing self-care, with inspirational quotes and books about the theme of wellness and self-care.



September display in the Teen Space.

Volunteers

September teen volunteer statistics are as follows:

- 5 Teen Volunteer orientations were held, with 10 new volunteers
- 33 volunteers completed 46 hours across 12 events and volunteer opportunities



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

DEPARTMENT: Bob Lucas Branch

MEETING DATE: October 23, 2023

PREPARED BY: Diana Wong

LOCATION: Main Library Community Room

BOB LUCAS LIBRARY & LITERACY UPDATES

Programs

- Our Tuesday morning **Storytimes** are seeing regular faces. This weekly program introduces children to books, rhymes, and songs to aid in the development of early literacy and school- readiness skills. We include a craft activity and free playtime at the end of each program.
- Our **Seasonal Craft** program for children brought in 24 participants to learn about luminarias and then they created their own lantern with repurposed glass jars. They had a great time designing their one-of-a-kind lantern and enjoyed the little tea light we provided for each participant.



- We had 24 participants join us at Bob Lucas for a Saturday morning **Sensory Storytime** on September 16. This program is designed especially for families with children with special needs and/or sensory processing challenges. We will continue this program through November and each session will take place on the 3rd Saturday of each month.

- The **Adult Craft** program has moved to Plant Material on the corner of Altadena Dr. and Lincoln Ave. We had our second meeting there on September 15 and the attendees really enjoy the venue. We're excited to continue partnering with them for this series.
- We were able to provide the first **in-person Meditation** program with Amy Rutledge on September 12. There were quite a few participants who had been attending the virtual sessions throughout the pandemic. This was their first time meeting Amy and each other and it was a sweet moment.



- We finished off the month with the **Altadena Costume Swap** on September 30. We had 150 people come through our parking lot to get costumes for the season, make some crafts, play games, and meet our local LAFD firemen! Patrons expressed so much gratitude for the program. Leftover costumes and accessories remain up for grabs inside the library through the rest of October.

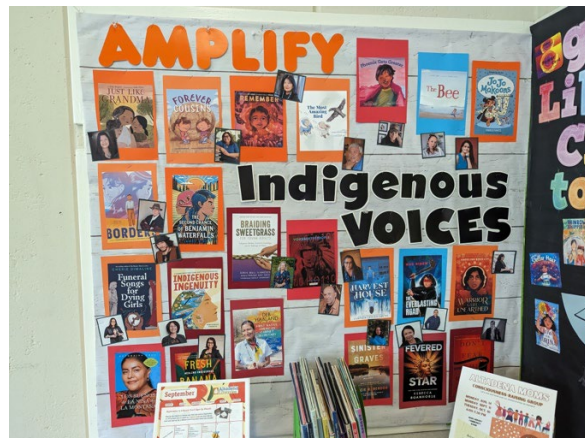


Professional Development

Our Library Assistant, Kristen Cantu, who primarily assists with youth related programs at BL took a 4-week course on the subject of Developmentally-Appropriate Media for Storytimes offered through California Libraries Learn (CALL). The course discussed the various multi-literacies of early childhood and how to incorporate them through different types of media, such as songs, movement, and interactive and social experiences. She found the course to be valuable and is excited to employ what she learned as she takes on more youth programming and storytelling at Bob Lucas.

Displays

Staff do a great job of creating colorful and displays for our community. We switch out displays every quarter and strive to promote relevant themes across several months. We also utilize our glass display case with a large monthly calendar to advertise monthly programs that take place at Bob Lucas.





Adult Literacy

- Literacy pairs logged 27 hours of tutoring this month, and the library provided 22.5 hours of ESL instruction in September.
- We hosted a **Tutor Meet-Up** to provide an opportunity for literacy volunteers to meet each other and share insights and experiences. We also talked about different tutoring resources and CLLS training opportunities. We decided together that quarterly meet-ups would be a great way to provide on-going support for tutors and make it possible for volunteers to meet each other.
- A weekly evening **English Conversation** group began this month, and we had a positive response from new patrons who attended over the past several sessions. Literacy expanded on the weekday morning ESL classes to provide a learning opportunity for those who are free in the evenings. Like our ESL class, conversation group is informal and casual, and we welcome participants of all skill levels. It was amazing to learn that our participants came from all over-- Venezuela, Peru, Madagascar, Mexico, and Pakistan.



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

DEPARTMENT: IT & Technical Services

MEETING DATE: October 23, 2023

PREPARED BY: David Zearbaugh

LOCATION: Main Library Community Room

-
- **IT Specialist** – Our new IT Specialist, Alfredo Sanchez Mendoza was scheduled to start on October 3rd. We're excited to have him joining the ALD Team!



- **Tech Laureate** – We provided training to our new Tech Laureate (and current Tech Whisperer volunteer), Alex Chen, who has now successfully run two Poets Laureate events!
- **Library Materials Vending Machine** – IT and Facilities finalized and submitted the requested implementation and setup paperwork. We scheduled the delivery, on-site setup, and training for the vending machines for Monday, 10/9 at the Main Library and Tuesday, 10/10 at Prime Pizza.
- **Phones** – We replaced phone hardware that was beyond the end of life to ensure functionality. We also made changes to our Phone Administrative system to update emergency protocol and documented the changes for staff.
- **Self-Service Extended Access (Open+) Update** – We were able to resolve the issue faced with the controller and entry panel which stopped automatic entry for Self-Service patrons. Statistics issues were also resolved as part of this fix from Bibliotheca. As of the writing of this Board Report, we have 15 fully registered and approved users for Self-Service Extended Access. We plan to advertise the service through our communications channels beginning in November.



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

DEPARTMENT: Facilities

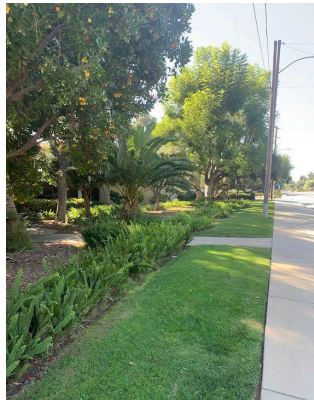
MEETING DATE: October 23, 2023

PREPARED BY: Jonathan Arevalo

LOCATION: Main Library Community Room

Facilities Highlights for the Month of September:

- Our new gardening provider which services both libraries, Four Seasons Landscaping, started in September.
- A Topography study was conducted at the Main Library to update the study that was done in 2017.
- Quarterly automotive preventative maintenance service was done on the Curiosity Connection van.
- The staff bathroom at Bob Lucas Library had a fixture replaced.
- The Christmas Tree Lane Association started their light installation process and began with the Deodar trees on our property.
- The facilities team assisted with the FOAL pop-up Book Sale.
- General maintenance conducted at both libraries.





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

DEPARTMENT: Administration

MEETING DATE: October 23, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

Staffing Updates:

- a) New Hires: **Alfredo Sanchez Mendoza** – IT Specialist – October 3, 2023;
Danielle Guerrero – Adult Services Manager – October 16, 2023
- b) Promotions: None
- c) Resignations/Retirements/Terminations: None

I am extremely happy to announce the hiring of **Alfredo Sanchez Mendoza**, who started with us on Tuesday, October 3rd! He raises our number of IT staff to TWO, which I know David is ecstatic about, as he now has help with the many IT functions and tasks that need to be carried out each and every day. Alfredo will be working a Tuesday through Saturday shift for us so we will also have consistent IT help all six days that we are open to the public.

We were also ecstatic to welcome **Danielle Guerrero** as our new Adult Services Manager to the ALD and Management Teams! We have been recruiting for this position almost the entire year and feel so fortunate that we had a skilled, passionate and knowledgeable librarians and manager like Danielle apply and accept the position! She started with us on Monday, October 16 and has really hit the ground running in getting to know the system and her Adult Services Department.

Please help me welcome both Alfredo and Danielle!

Staff Development Day October 6th

Thank you to the Board of Trustees for approving our change to the date of our SDD this year! We visited **18 library buildings** across Southern California and the Inland Empire and I have only received very positive feedback from the staff about a fun field trip of a day with their coworkers! We will be presenting three of the groups adventures to the Board at the meeting tonight 10/23 and the other three groups to the Board at their meeting on 11/27.

We appreciated the hospitality of the other library systems – most provided tours, some provided swag and other goodies and all were very welcoming. Here is a full list of the libraries we visited:

- Beverly Hills Public Library
- Billy Jean King Library (Long Beach)
- Cerritos Public Library
- Downey City Library
- Huntington Beach Library
- Los Angeles Central Library (LAPL)
- Malaga Cove Library (Palos Verdes)
- Manhattan Beach Library (LA County)
- Michelle Obama Library (Long Beach)
- Newport Beach Library
- Ovitt Family Community Library (Ontario)
- Palos Verdes Library
- Placentia Public Library
- Paul A. Biane Library (Rancho Cucamonga)
- Riverside City Library
- West Hollywood Library (LA County)
- Whittier Central Library
- Yorba Linda Library

PEP Squad (formerly the Staff Recognition Team)

Under Administrative Assistant Catalina Theodoros' leadership, the former Staff Recognition Team is now called the PEP (People Engaging People) Squad with a mission to create more opportunities for ALD staff to connect, get to know each other and have fun together. THANK YOU to YFS Librarian Yvette Casillas for creating our adorable new logo! This month we have a corkboard activity to share "You Should Try...", as well as a Halloween-themed board where staff can share photos of themselves, their kids, their pets, etc. in costume for all to enjoy!



Altadena Libraries
Pep Squad

We also started out the month with a Staff Gathering at Prime Pizza, the home of one of our new Library Materials Vending Machines (more info below). It was a beautiful evening to connect and thank you to the many staff members that were able to make it out and support this new local business! Here's a photo of all of us below...



The Vending Machines have arrived!!

The International Library System company arrived on Monday, October 9 to deliver our much anticipated two library materials vending machines! Fred Goodman and Bill McClendon were there for every step of the installation and implementation of the machines. One is located outside the sliding glass doors at Main Library, on the east side of the building, and the other is next to the entrance at Prime Pizza. I know David will be providing WAY more information next month but wanted to share my excitement about the delivery of these machines!

We will be doing a ribbon cutting and launch this coming Friday, October 20 (which is last week when the Board meeting will be happening) and hope to see some media presence about these amazing machines that are the FIRST of their kind in Southern California! Here is a photo of them guiding it down the sidewalk outside of my office that day and another one that David shared with me of the one outside the doors at Main Library...



Partnerships & Programming Update:

Growing Together PASadena

I attended my first **Growing Together PASadena (Pasadena, Altadena, Sierra Madre)** meeting that we hosted in the Main Library Community Room in the end of September. We are one of several partner organizations that is being led by the City of Pasadena's Office of the Young Child. It was great to see their **Director Tim McDonald** at the meeting and I look forward to learning more about the work that is being done through this partnership effort focused on families with children under the age of 5.

Pizza with the Sheriff

Ashley and I had the privilege to attend one of our **Captain Jabari Williams'** event to connect with the community on September 28, which was also hosted by Prime Pizza in the late afternoon. It was wonderful to see so many Altadenans supporting this new local business and also spending time with our dedicated Captain from the Altadena Sheriff's Station.

One Book One County Initiative

ALD was contacted by the directors of Los Angeles Public Libraries and Los Angeles County Libraries to participate in a county-wide initiative called **One Book, One County**. Our contact that is helping coordinate this effort is our former Teen Librarian Isabelle Briggs so it has been wonderful to reconnect with her! The systems that are going to participate had the chance to vote on one of the four titles that were selected, which I'm sure will be shared soon. The program will run in Summer 2024.

On a personal note...

I had a friend that I used to regularly play tennis with that moved to North Carolina visit back in the middle of September. She brought her almost two-year-old daughter Hannah with her on the trip and I found her completely delightful! She LOVES books and wanted me to use my librarian skills to read her a story before bed when we spent time together one night. Here is an adorable photo from the visit her mom took that I had to share...



I am also excited to share that my husband Jarrad and I are traveling to Nepal to visit a small village about six hours outside of Kathmandu from October 26-November 9 (with a two-night layover in Singapore at the tail end of that time). This village is one that has been supported by the Rotary Club of Altadena for the past several years and we plan to stay at the local school and volunteer to teach conversational English or whatever they would like us to help out with from Monday through Friday that middle week of our trip. We are so excited about this journey and we will definitely share information about our adventures in Asia!

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

System-Wide Statistics	Jul-22	Jul-23	Aug-22	Aug-23	Sep-22	Sep-23	Oct-21	Oct-22	Nov-21	Nov-22	Dec-21	Dec-22
E-Resource Checkouts	4,254	4,785	3,941	4,566	3,748	4,771	5,291	3,521	5,053	3,866	5,356	4,061
Virtual Visits to Library Website	40,163	41,422	40,973	38,786	39,630	39,361	29,318	40,876	27,126	37,691	27,105	38,093
Public Wireless Sessions	8,347	9,252	9,700	10,479	9,588	9,708	6,952	8,985	6,401	8,327	5,975	8,643
Open Rate of Monthly E-Connect (%)	40%	38%	44%	38%	49%	38%	32%	43%	33%	49%	33%	52%
Reference Sessions	575	2,095	2,182	2,153	1,421	1,932	410	1,686	424	1,578	279	1,174
Live Chat Sessions	10	35	20	30	14	12	26	18	26	16	19	23
No. of Curiosity Connection Programs/Outreach	13	7	5	5	3	3	3	6	6	7	3	2
Curiosity Connection Program Attendance	620	323	260	435	12	239	210	246	106	158	150	205
Main Library Statistics												
Physical Collections Checkouts	17,193	18,668	17,780	18,948	16,910	18,668	13,133	16,458	14,012	15,177	10,129	13,914
Library of Things	137	111	137	94	135	72	72	94	50	111	15	140
New Patrons	311	304	378	335	283	397	181	276	187	232	119	211
Visitor Count	7,287	9,715	8,096	9,810	8,145	8,846	5,138	8,202	4,879	7,926	4,291	7,260
No. of Adult Programs/Outreach	14	26	19	16	16	17	4	25	5	22	7	11
Adult Program Attendance	334	566	693	509	200	341	193	572	75	479	160	184
Number of Youth Programs/Outreach	27	29	2	5	19	21	15	28	12	14	0	5
Youth Program Attendance	1,133	1,085	137	150	325	695	356	778	293	26	0	158
Number of Teen Programs/Outreach	12	17	0	2	8	7	8	7	4	5	3	3
Teen Program Attendance	92	61	0	13	36	73	51	84	36	74	57	9
Bob Lucas Statistics												
Physical Collection Checkout	797	731	731	792	612	771	697	744	766	715	713	515
Library of Things	1	5	13	20	19	17	13	29	14	16	5	13
New Patrons	15	14	15	27	21	15	13	19	17	25	4	13
Visitor Count	1,949	2,055	2,137	2,037	1,871	1,899	314	2,183	312	1,867	293	1,747
No. of Bob Lucas Programs/Outreach	18	21	19	21	20	21	9	16	16	17	0	16
Bob Lucas Program Attendance	152	153	103	160	150	158	516	96	104	100	0	111
Passport and Notary Services												
Passports Processed	131	173	131	142	118	128	104	133	83	129	78	98
Passport Photo Sessions	0	37	8	37	16	32	0	46	0	52	0	45
Phone Calls Received	531	520	591	492	548	371	371	425	425	344	431	348
Notary Appointments		10		20		17				17		8

Statistical Update
FY22-23 and FY23-24 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 SEPTEMBER 2023**

DEPARTMENT: Administration

MEETING DATE: October 23, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Summary Report of Financial Statements for September 2023

SEPTEMBER 2023 FINANCIAL STATEMENTS

The following financial reports include unaudited statements for the month ended September 30, 2023. The District is currently at 25% of the 2023-24 budget year.

The Budget to Actual report presents \$73,588 of revenue and \$1,321,322 of expenses, utilizing \$1,247,734 of operating reserves to date. The District will continue to operate from its reserves until property taxes are apportioned by the County in December.

The Balances presents total assets of \$33,300,544.

Total cash and investments are \$29,643,064, of which \$25,937,348 is restricted for the library renovation project. Bond proceeds of \$22,082,365 are invested with US Bank and the California State Library Grant funds of \$3,854,983 are invested in the Cooperative Liquid Assets Securities System (CLASS) fund.

The combined total of General Funds held with CLASS, Los Angeles County, and Checking is \$3,706,910. The District reserve requirement of 50% of the operating expense budget is \$2,277,850.

REVENUE HIGHLIGHTS

See Variance Report for details on the revenue.

GENERAL FUND EXPENSES

See Variance Report for details on the expenditures.

DONATIONS & GRANT FUND HIGHLIGHTS

None

CAPITAL FUND HIGHLIGHTS

None.

Budget to Actual (Unaudited)

General Fund

For the Period July 1, 2023 to September 30, 2023

	A	B	C	D = B/C
	September 2023	YTD	FY 2023/24 Adopted Budget	YTD Target 25%
1 REVENUE				
2 Property Taxes & Assessments	\$ (73,883)	\$ 4,071	\$ 4,302,900	0%
3 Library Fees	5,124	17,986	66,500	27%
4 Grant Reimbursements	2,330	2,330	-	N/A
5 Interest Income	16,407	48,579	128,000	38%
6 Other Revenue	121	621	64,900	1%
7 TOTAL REVENUE	(49,901)	73,588	4,562,300	2%
8 EXPENSES				
9 Salaries & Benefits				
10 Wages				
11 Salaried	100,270	297,772	1,262,400	24%
12 Hourly	72,409	224,642	902,500	25%
13 Total Wages	172,679	522,414	2,164,900	24%
14 Benefits, Retirement & Taxes				
15 Health Insurance - Employee	14,924	44,033	188,900	23%
16 Health Insurance - Retiree	6,171	18,514	72,300	26%
17 Other Medical Insurance	1,928	6,209	17,800	35%
18 Workers' Compensation	-	14,980	15,500	97%
19 CalPERS Retirement (Normal Costs)	11,654	34,634	150,900	23%
20 CalPERS UAL Minimum Payment	-	214,434	220,600	97%
21 CalPERS UAL Discretionary Payment	-	-	225,000	0%
22 Payroll Taxes (District-Paid)	13,298	40,579	173,000	23%
23 Total Benefits, Retirement & Taxes	47,976	373,382	1,064,000	35%
24 Total Salaries & Benefits	220,655	895,797	3,228,900	28%
25 Operating Expenses				
26 Insurance	1,328	152,415	144,600	105%
27 Utilities	5,142	23,140	95,000	24%
28 County Tax Collection Fees	-	-	41,700	0%
29 Other Operating	6,956	28,167	81,300	35%
30 Facilities, Grounds & Maintenance	6,674	30,931	118,800	26%
31 Structures & Improvements	-	-	10,000	0%
32 Vehicles & Equipment Maintenance	7,796	8,142	20,000	41%
33 Staff Development, Training & Travel	1,773	2,917	27,800	10%
34 Advertising & Marketing	573	2,580	38,600	7%
35 Miscellaneous Expenses	472	1,714	8,200	21%
36 Total Operating Expenses	\$ 30,714	\$ 250,006	\$ 586,000	43%

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)

General Fund

For the Period July 1, 2023 to September 30, 2023

	A	B	C	D = B/C
	September 2023	YTD	FY 2023/24 Adopted Budget	YTD Target 25%
37 Professional Services				
38 Audit & Financial Consulting	\$ 16,985	\$ 33,428	\$ 108,300	31%
39 Legal Fees	96	442	25,000	2%
40 Consultants - Other	8,895	17,025	100,000	17%
41 Total Professional Services	25,976	50,895	233,300	22%
42 Information Technology (IT)				
43 Internet Service / E-Rate	-	220	54,600	0%
44 Technology Equipment	3,621	30,069	50,000	60%
45 Technology Maintenance Fees	1,343	23,913	46,100	52%
46 Telecommunications	709	3,124	22,500	14%
47 Total Information Technology (IT)	5,673	57,326	173,200	33%
48 Library Materials				
49 Books	9,556	16,530	110,000	15%
50 Downloadables	4,493	12,712	84,100	15%
51 DVDs & Videogames	944	3,228	14,600	22%
52 Electronic Databases / Subscriptions	-	7,817	29,000	27%
53 Periodicals	176	6,838	10,000	68%
54 Audio CD	23	333	9,100	4%
55 Purchase Suggestions	1,586	4,352	14,000	31%
56 Library of Things	197	1,551	6,000	26%
57 Mobile Library Collection	-	-	12,500	0%
58 Total Library Materials	16,974	53,359	289,300	18%
59 Programs				
60 Adult Services	2,776	7,464	12,000	62%
61 Teen Services	21	505	5,500	9%
62 Youth Services	741	2,181	10,000	22%
63 Summer Reading	-	2,195	11,000	20%
64 Bob Lucas Branch Services	306	1,355	5,500	25%
65 Literacy Services	-	-	800	0%
66 Volunteer Services	-	240	200	120%
67 Total Programs	3,845	13,939	45,000	31%
68 TOTAL EXPENSES	303,836	1,321,322	4,555,700	29%
69 NET REVENUE / (EXPENSES)	(353,736)	(1,247,734)	6,600	
70 Use Of / (Addition To) Reserves / Fund Balance	353,736	1,247,734	(6,600)	
71 NET BALANCE	\$ -	\$ -	\$ -	

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)

Donations / Grants Fund

For the Period July 1, 2023 to September 30, 2023

	A	B	C	D	E	F=D/E
	Altadena Library Foundation	Friends of Altadena Library	California Library Grants	Total	FY 2023/24 Adopted Budget	YTD Target 25%
1 REVENUE						
2 Donations & Grants						
3 Altadena Library Foundation	\$ -	\$ -	\$ -	\$ -	\$ 37,500	0%
4 Friends of the Library	-	20,000	-	20,000	20,000	100%
5 California State Library Literacy Services	-	-	15,837	15,837	37,500	42%
6 California State Library Facilities & Equipment	-	-	192,947	192,947	174,000	111%
7 Total Donations & Grants	-	20,000	208,784	228,784	269,000	85%
8 TOTAL REVENUE	-	20,000	208,784	228,784	269,000	85%
9 EXPENSES						
10 Wages						
11 Salaried	-	-	5,700	5,700	24,500	23%
12 Hourly	-	-	2,800	2,800	12,000	23%
13 Total Wages	-	-	8,500	8,500	36,500	23%
14 Operating Expenses						
15 Staff Recognition	1,138	-	-	1,138	1,500	76%
16 Staff Development, Training & Travel	138	231	-	369	5,000	7%
17 Equipment, Furniture & Fixtures	-	-	-	-	181,500	0%
18 Total Operating Expenses	1,276	231	-	1,507	188,000	1%
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	-	-	539	539	1,000	54%
26 All Ages	-	-	-	-	8,000	0%
27 Poets Laureate	907	1,150	-	2,057	5,000	41%
28 Ode to the Land	400	-	-	400	-	N/A
29 Total Programs	1,307	1,539	539	3,385	35,500	10%
30 Library Materials						
31 Mobile Library Collection	-	-	-	-	1,000	0%
32 Total Library Materials	-	-	-	-	1,000	0%
33 Information Technology (IT)						
34 Website Development	-	-	7,379	7,379	8,000	92%
35 Total Information Technology (IT)	-	-	7,379	7,379	8,000	92%
36 TOTAL EXPENSES	2,583	1,770	16,418	20,771	269,000	8%
37 NET REVENUE / (EXPENSES)	\$ (2,583)	\$ 18,230	\$ 192,366	\$ 208,013	\$ -	

Budget to Actual (Unaudited)

Capital Fund

For the Period July 1, 2023 to September 30, 2023

	A		B		C		D = B/C
	September 2023		YTD		FY 2023/24 Adopted Budget		YTD Target 25%
1 REVENUE							
2 Grant Reimbursements	\$ 36,214	\$	36,214	\$	-		N/A
3 Interest Income	44		23,236		295,000		8%
4 Unrealized Gain/(Loss)	31,921		113,813		-		N/A
5 TOTAL REVENUE	68,179		173,263		295,000		59%
6 EXPENSES							
7 CFD Bond							
8 Community Facilities District Project Management	(850)		170		192,000		0%
9 Contingencies	-		-		192,000		0%
10 Total CFD Bond	(850)		170		384,000		0%
11 Capital Project Expenses							
12 Bob Lucas Memorial Library	28,387		61,114		1,238,500		5%
13 Main Library	56,773		122,227		2,477,100		5%
14 Total Capital Project Expenses	85,160		183,341		3,715,600		5%
15 TOTAL EXPENSES	84,310		183,511		4,099,600		4%
16 NET REVENUE / (EXPENSES)	(16,131)	\$	(10,248)	\$	(3,804,600)		0%
17 Use Of Bond Proceeds	16,131		10,248		3,804,600		0%
18 NET BALANCE	\$ -	\$	-	\$	-		

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.

Capital Fund Proceeds

March 1, 2022 through September 30, 2023

	A		B		C		D= A+B+C
	FY22		FY 23		FY24		Total
1 Capital Revenue							
2 Measure Z Bond Net Proceeds	\$ 22,940,593	\$	(11)	\$	-		22,940,582
3 Grant Proceeds			3,789,833		-		3,789,833
4 Interest Income	(16,947)		230,437		75,797		289,286
5 Unrealized Gain/(Loss)	(157,458)		100,705		113,813		57,060
6 Net Proceeds	22,766,188		4,120,963		189,610		27,076,762
7 Administrative CFD Costs							
8 Administration	(26,598)		-		-		(26,598)
9 Salaries and Financial Consulting	(12,835)		(5,861)		(2,330)		(21,026)
10 Total Administrative Costs	(39,432)		(5,861)		(2,330)		(47,624)
11 Direct Renovation Costs							
12 Project Management	(186,042)		(21,878)		(1,020)		(208,939)
13 Contractor Fees	(21,723)		(27,560)		(30,570)		(79,853)
14 Architect and Design	(205,092)		(446,447)		(152,315)		(803,854)
15 Legal Fees			(1,021)		(456)		(1,477)
16 Total Direct Renovation Costs	(412,857)		(496,906)		(184,361)		(1,094,124)
17 Net Activity	22,313,899		3,618,196		2,919		25,935,013
18 Capital Fund Ending Balance	\$ 22,313,899	\$	25,932,095	\$	25,935,014	\$	25,935,013
19 Bond Proceeds Balance	22,313,899		22,129,673		22,082,365		22,082,365
20 Grant Proceeds Balance	-		3,802,422		3,852,652		3,852,652

Balance Sheet (Unaudited)

District Total

As of September 30, 2023

1	ASSETS	
2	Cash & Investments	
3	Cash - Los Angeles County	\$ 92,469
4	Checking	282,775
5	Cash on Hand	600
6	Special Tax Bonds	22,082,365
7	CLASS - General	3,331,666
8	CLASS - CA State Library Building Forward	3,854,983
9	CLASS - FMV	(1,794)
10	Total Cooperative Liquid Assets Securities System Investments	7,184,855
11	Total Cash & Investments	29,643,064
12	Other Current Assets	
13	Prepaid Items & Deposits	2,273
14	Prepaid Insurance & Surety	136,500
15	Property Tax & Assessments Receivable	20,169
16	Miscellaneous Receivable	61,560
17	Total Other Current Assets	220,502
18	Long-Term Assets	
19	Fixed Assets (Net of Depreciation)	1,866,825
20	Deferred Outflows of Resources	1,631,789
21	Total Long-Term Assets	3,498,614
22	TOTAL ASSETS	33,362,180
23	LIABILITIES	
24	Current Liabilities	
25	Accounts Payable	41,568
26	Credit Card Payable	14,561
27	Payroll and Retirement Liabilities	50,083
28	Total Current Liabilities	106,212
29	Long-Term Liabilities	
30	Vacation Payable	121,348
31	Deferred Inflows of Resources	819,624
32	Net Pension Liability	3,176,520
33	Net OPEB Liability	871,885
34	Community Facilities District Bond Payable	23,643,560
35	Total Long-Term Liabilities	28,632,937
36	TOTAL LIABILITIES	28,739,149
37	FUND BALANCE	
38	Fund Balance	2,455,226
39	Net Revenue / (Expenses)	2,167,805
40	TOTAL FUND BALANCE	4,623,031
41	TOTAL LIABILITIES & FUND BALANCE	\$ 33,362,180

Altadena Library District
Monthly Variance Analysis
September 2023 - 25% 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. Minor adjustments will be presented throughout the year until December when the majority of revenue will be recognized. Year to date activity through September is less than year to date activity through August due to adjustments for prior year tax assessments.

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 - Grant Reimbursements includes funding from the California State Library Building Forward grant for salaries and benefits. YTD is \$2,330.

Line 5 - Interest Income includes earnings from cash and investments held with the County of Los Angeles and the California Cooperative Liquid Assets Securities System investment account (CLASS). YTD is trending over budget at 38% 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 6 - Other Revenue is generated from film rentals, e-rate reimbursement (internet), credit card rebates, and other miscellaneous revenue. The majority of revenue is recorded quarterly. YTD is \$621.

Expenses

Line 11 - Salaried includes employee wages and an annual wellness stipend for salaried employees, less a small portion funded from donations and grants. YTD is trending in line with budget.

Line 12 - Hourly includes employee wages and an annual wellness stipend for hourly employees, less a small portion funded for donations and grants. YTD is trending in line with budget.

Line 15 - Health Insurance - Employee includes the District's contribution toward health benefits for full-time employees. The total contribution from the District for health and other medical insurance is \$1,100 per month per full-time employee. YTD is trending in line with budget.

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

Line 17 - Other Medical Insurance includes the District's contribution toward dental, vision, and life insurance for full-time employees. YTD is trending over budget at 35% due to some insurance premiums paid in advance and insurance premiums being higher than anticipated.

Line 18 - 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% of budget.

Altadena Library District

Monthly Variance Analysis

September 2023 - 25% Year to Date (YTD)

Line 19 – CalPERS Retirement (Normal Costs) is the District’s portion of employee retirement costs. YTD is trending in line with budget.

Line 20 – CalPERS UAL Minimum Payment is the annual required payment toward the unfunded accrued liability. This is paid in full at the beginning of the fiscal year to take advantage of a 3% discount. YTD is 97% of budget.

Line 21 – 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 22 – Payroll Taxes include the District’s portion of federal and state taxes. YTD is trending in line with budget.

Line 26 – Insurance includes property, liability, earthquake and other types of insurance paid in full at the beginning of the fiscal year. YTD is over budget due to a higher Library valuation after the established budget.

Line 27 – Utilities includes electricity, gas, and water for the main library and the Bob Lucas branch. YTD is trending in line with budget.

Line 28 – 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. There is no YTD activity.

Line 29 – Other Operating includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is trending over budget at 35% due to LAFCO dues and the CSDA membership paid in full at the beginning of the fiscal year.

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

Line 31 – Structures & Improvements includes emergency funds for unanticipated expenses. YTD has no activity.

Line 32 – Vehicles & Equipment Maintenance includes the cost of vehicle purchases and related maintenance. YTD is trending over budget at 41% due to shelving purchased for the mobile library and a deposit for outfitting of the second Curiosity Van for the mobile library.

Line 33 – Staff Development, Training & Travel is budgeted for staff conferences, training, and related expenses. YTD is trending under budget at 10%.

Line 34 – Advertising & Marketing includes general marketing for the District. YTD is trending under budget at 7%.

Line 35 – Miscellaneous Expenses includes banking, payroll processing and timekeeping, and miscellaneous expenses not accounted for in other lines. YTD is trending under budget at 21%.

Altadena Library District

Monthly Variance Analysis

September 2023 - 25% Year to Date (YTD)

Line 38 – Audit & Financial Consulting includes external consulting services and annual audit services. YTD is trending over budget at 31% due to the timing of audit fieldwork and GASB fees.

Line 39 – Legal Fees are for general District matters. YTD is trending under budget at 2%.

Line 40 – Consultants - Other includes consulting services for information technology (IT), human resources, and miscellaneous services. YTD is trending under budget at 17%.

Line 43 – Internet Service / E-Rate includes the total cost of providing internet service to the main library and the Bob Lucas branch. The majority of expenses are recorded quarterly and the e-rate reimbursement is recorded separately in Other Revenue. YTD is \$220.

Line 44 – Technology Equipment includes office computers and misc. equipment. YTD is trending over budget at 60% due to the purchases of replacement computers at the beginning of the fiscal year.

Line 45 – Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is trending over budget at 52% due to annual contract renewals paid at the beginning of the fiscal year.

Line 46 - Telecommunications includes phone charges for the main library and the Bob Lucas branch. YTD is trending under budget at 14%.

Lines 49 - 57 – 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 under budget at 18%.

Lines 60 – 66 – 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 over budget at 31% due to timing of the Adult Services and events.

Line 69 - Net Revenue / (Expenses) is the year-to-date use of or (addition to) Operating Reserves. YTD is \$1,247,734 use of reserves. This will fluctuate throughout the year based on the timing of revenue and expenses.

Altadena Library District
Monthly Variance Analysis
September 2023 - 25% Year to Date (YTD)

Donations / Grants Budget to Actual

Revenue

Line 3 – Altadena Library Foundation includes a grant to support operating and program services. Funds will be received during the year.

Line 4 – Friends of the Library includes a grant to support operating and program services. Total funds have been received.

Line 5 – California Library Literary Services includes annual grant funding to support literacy programs and English as a second language services. A portion of funds have been received.

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. YTD is trending under budget due to the vending machine purchase that will occur later in the year.

Line 28 – Total Programs includes programming for adults, teens, youth, and all ages, the summer reading program, literacy services, and the Poet’s Laureate. YTD is trending under budget due to program timing.

Line 30 – Total Library Materials includes the Mobile Library Collection - Seed Library. There is no YTD activity.

Line 35 – 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 \$208,013 due to the timing of grant expenses which will be incurred throughout the fiscal year.



**BOARD OF LIBRARY TRUSTEES
AD HOC FACILITIES COMMITTEE REPORT FOR OCTOBER 2023**

REPORT: Facilities Committee Report

MEETING DATE: October 23, 2023

PREPARED BY: 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 – Pasadena Unified has informed the committee that the Franklin site will not be available as an alternate site for the library. However, we continue to communicate with PUSD staff to determine if any other sites may be available. We also continue to look for other site options within Altadena, with the help of Doug Colliflower.
- 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 current target date for approval is December 5. As part of that process, we expect the Bob Lucas project will be presented to the Altadena Town Council Land Use Committee in November. Meanwhile, the design team is working through comments from Building and Safety. The CUP submittal for the Main Library is scheduled for this month.
- e. Project Schedule - Due to delays in the County CUP, permitting, and plan check process for Bob Lucas that are entirely beyond our control (e.g. staff turnover, planner reassignments, etc.), the Bob Lucas construction schedule has been delayed. However, the Main Library construction – which was originally planned to follow the Bob Lucas construction – cannot be delayed if we are to remain compliant with bond funding and grant funding expenditure deadlines and requirements. Since it is imperative that at least one library facility remain fully open and operational at all times, and the delays in the BLMB process would have meant a substantial (6-12 month) overlap in construction projects, we have determined that a change in the construction timeline is necessary. The plan is to issue a Request for Proposals for both projects during Q3 2024 (likely July), to construct the Main Library project first, and to complete the Bob Lucas construction project second. This was not our preferred order, but is the best solution to continue providing library services and acting as responsible fiduciaries of taxpayer funds.
- f. Communications and Community Outreach – The Communications Working Group has developed a communications plan to guide community outreach for the building projects.
- g. CEQA Services – Chambers Group is updating the project description and starting the Initial Study checklist.



- h. 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.
- i. 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.
- j. Building Forward Grant Round 2: Unfortunately, we were not awarded any funds in the second round.



**BOARD OF LIBRARY TRUSTEES
GOVERNMENT LIAISON REPORT FOR OCTOBER 2023**

REPORT: Government Liaison

MEETING DATE: October 23, 2023

PREPARED BY: Terry Andruess

LOCATION: Main Library Community Room

It's time again to vote for the LA LAFCO (Los Angeles Local Agency Formation Commission) Special District Alternate member.

LAFCO is an independent public agency with county-wide jurisdiction over the boundaries of cities and certain special districts. LAFCO's jurisdiction involves proposed boundary changes to local government boundaries involving the formation, dissolution, and expansion of cities and special districts. LAFCO is composed of 9 members and 6 alternates.

The purpose of the Los Angeles LAFCO is to:

- Encourage orderly growth
- Promote the logical formation and determination of local agency boundaries
- Discourage urban sprawl
- Preserve open space and prime agricultural lands

When an alternate member seat opens, it is filled by a vote of the special district members in the county.

The winning candidate attends all LAFCO meetings but may vote on agency business only in the absence of the Special District Voting Member.

This year, as per our board handbook, I voted on behalf of the ALD Library Board of trustees. There were 5 candidates, all of whom demonstrated good experience and credentials. We voted for Micah Ali whose resume is attached here. With his broad experience in education and government, I believe he is a good fit for this position.

More information about LAFCO can be found at www.LALAFCO.org .



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VII.A. REPORT FOR OCTOBER 2023**

REPORT: Agenda Item VII.a.

MEETING DATE: October 23, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Authorization for District Director to contract with a Legal Services firm

BACKGROUND:

The Board of Trustees approved a Request for Proposals (RFPs) for Legal Services at their August 28, 2023 meeting. The RFP was posted BidNet on August 29, 2023 with a closing deadline of September 26, 2023.

The Legal Services scoring team reviewed and compared scoring of the proposals received for the RFP. The selection team was composed of District Director Nikki Winslow, IT & Technical Services Manager David Zearbaugh, Administrative Assistant Catalina Theodoros and Nicholas Rodriguez, who is the Assistant City Manager for Pasadena. Prior to this, he served as Pasadena's Senior Assistant City Attorney as well as City Attorney for the City of Vernon.

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

- Best, Best & Krieger
- Jones Mayer Law
- Kronick, Moskovitz, Tiedemann & Girard

Each proposal was reviewed carefully by all four members of the selection team. None of the three firms scored so much higher than the other two so we decided to schedule interviews with the three firms to further assess their qualifications and fit to serve as general counsel for ALD. The cumulative scores of the three firms can be found following this staff report. Their proposals can be reviewed on the [Board of Trustees Meeting Materials page](#).

Interviews were conducted on October 10 and 12 by Nikki, David and Catalina. Unfortunately, Nick Rodriguez was not able to sit in on the interviews. Five questions were asked of each firm to get a better understand of their responsiveness, familiarity with special districts and experience with labor and employment law. After scoring the answers to the interview questions, the scoring team unanimously agreed that the top choice to perform Legal Services for ALD was **Kronick, Moskovitz, Tiedemann & Girard**. Cumulative Scores from Interviews were:

- Best, Best & Krieger: 62 / 75
- Jones Mayer Law: 43 / 75
- Kronick, Moskovitz, Tiedemann & Girard: **73 / 75**

FISCAL IMPACT

Kronick, Moskovitz, Tiedemann & Girard are proposing a rate of \$310-325 per hour for their range of Legal Services for their first year. Being that this work will be done in an on-demand basis, we must speculate how many hours of service the District will be paying for these services. Our best guess estimate would be approximately 10 hours per month, which at \$325 per hour, would be \$40,000 for the first year of service. This does not include legal advice in regard to our bond proceeds or building project finances, as we currently have a Professional Services Agreement with Bond & Disclosure Counsel with Best, Best & Krieger. We will explore maintaining or moving those services in the future. These services will be paid out of Line 39: Legal Services. Adjustments to this line will be made as needed during the Mid-Year Budget review.

RECOMMENDATION

The Legal Services Selection Team recommends that the Board of Trustees authorize the District Director to contract with **Kronick, Moscovitz, Tiedemann & Gerard** for Legal Services.



LEGAL SERVICES RFP PROPOSAL SCORING

For this round, please score each proposal out of the total possible points.			Firm: BBK	Firm: Jones Mayer	Firm: Kronick
CRITERIA	TOTAL POINTS POSSIBLE	SCORING CONSIDERATIONS	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED
Complete proposal package	Yes No	A no means disqualified	Yes	Yes	Yes
Licensed to practice law in California	Yes No	A no means disqualified	Yes	Yes	Yes
Provided five (5) external client references	Yes No	A no means disqualified	Yes	Yes	Yes
Pricing schedule is transparent, responsive, and reasonable	40	Demonstrate how billing would look and the scope of work tht would be included with cost	23	40	31
Does the proposal present a grasp of District priorities, upcoming challenges due to building projects, and knowledge of District size and needs	60	Mention of ALD Strategic Plan and Operational Plan; mention of upcoming library renovations; understands our special district needs without in-house legal help; will be able to represent the District in a knowledgeable and professional manner;	45	29	30
Ability and capacity to perform the work (including key personnel committed to project and local presence)	80	who will be the point person that we will work directly to assign our legal requests; sufficient experience in working with government agencies, especially special districts, to provide necessary guidance and leadership; availability to Director and staff; local and similar client base.	51	62	60
Understanding of California laws and requirements by special district and government agencies	80	Understanding of the Brown Act, including open vs. closed session requirements; Public Records Act; how the firm stays on top of updates to the laws that govern the District's work	76	62	74
Five or more similar contracts within the last five (5) years, especially work with special districts and/or library systems	60	Property tax focused special districts would be more relevant; library bond issuances experience preferred	60	50	60
Proposal has demonstrated a likelihood of success as District's Bond and Disclosure Counsel	80	Attention to detail in the proposal; ability to identify issues or challenges upfront and strategies to address those	64	55	60
TOTAL POINTS	400	0	319	298	315
	FINAL RANKINGS				

**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VII.B. REPORT FOR OCTOBER 2023**

REPORT: Agenda Item VII.b.

MEETING DATE: October 23, 2023

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Authorization for District Director to contract with a Professional Development Consultation Services firm

BACKGROUND:

The Board of Trustees approved a Request for Proposals (RFPs) for Professional Development Consultation Services at their August 28, 2023 meeting. The RFP was posted BidNet on August 29, 2023 with a closing deadline of September 26, 2023.

The Professional Development Consultation Services scoring team reviewed and compared scoring of the proposals received for the RFP. The selection team was composed of District Director Nikki Winslow, Assistant Library Director Ashley Watts, Trustee Katie Clark and Trustee Kameelah Wilkerson.

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

- CCS Learning Academy
- CPS HR Consulting
- Infusion Enterprises LLC
- MCG & Associates
- North Star Consulting, Inc.
- Pugsley Consulting, LLC

Each proposal was reviewed carefully by all four members of the selection team. The scoring team shared their scores and agreed that the three highest scoring firms should be invited to participate in an interview. These top three firms were CPS HR Consulting, MCG & Associates and North Star Consulting, Inc. Their proposals can be reviewed on the [Board of Trustees Meeting Materials page](#). The cumulative scores of the proposals of the six firms can be found following this staff report.

Interviews were conducted on October 11 by Nikki, Ashley and Katie. Unfortunately, Kameelah was not able to sit in on the interviews. Seven questions were asked of each firm to get a better understanding of their familiarity and experience working with special districts or other public service employees, ability to assess areas of growths with their clients and background in performance evaluation systems and individual development plan implementations. Cumulative Scores from Interviews were:

- CPS HR Consulting: 76 / 105
- MCG & Associates: 75 / 105
- North Star Consulting, Inc.: **98 / 105**

After scoring the answers to the interview questions, the scoring team unanimously agreed that the top choice to perform Professional Development Consultation Services for ALD is **North Star Consulting, Inc.**

FISCAL IMPACT

North Star Consulting Inc. is proposing an hourly rate of \$300 per hour for their range of Professional Development Consultation Services for their first year. They also provided a more detailed list of specific types of training, workshops or projects and the rates that would be charged for those (provided below). Based on the District's need to develop a customized performance evaluation system, ongoing coaching and individual development plan training, we agree with the estimated year one cost of services at \$45,000. These services will be paid out of Line 40: Consultants – Other. Adjustments to this line will be made as needed during the Mid-Year Budget review.

RECOMMENDATION

The Professional Development Consultation Services Selection Team recommends that the Board of Trustees authorize the District Director to contract with **North Star Consulting, Inc.** to provide Professional Development Consultation Services.



PROFESSIONAL DEVELOPMENT CONSULTATION SERVICES RFP PROPOSAL SCORING

For this round, please score each proposal out of the total possible points.			Firm: CCS LA	Firm: CPS HR	Firm: Infusion
CRITERIA	TOTAL POINTS POSSIBLE	SCORING CONSIDERATIONS	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED
Complete proposal package	Yes No	A no disqualifies	Yes	Yes	Yes
Described experience with identifying and meeting training objectives with clients	60	Outline of variety of topics and teams that training has been provided to; mention of different methods or tools utilized in training;	47	50	19
Described experience with performance management systems, including appraisals and individual development plans	60	Examples of performance	40	51	17
Pricing schedule is transparent, responsive, and reasonable	40	Who will be the assigned point person and what is their hourly rate or flat fee that is proposed.	26	24	15
Proposer has a minimum of five years of experience providing comparable services; additional points awarded for comparable recent projects (particularly for a special district and/or library system)	40	Emphasis on working with systems that do not have Human Resources staff in house	26	39	20
Does the proposal present a grasp of District priorities, project scope, intent, and timeline?	60	Mention of ALD Strategic Plan, knowledge of special districts	7	29	4
Ability and capacity to perform the work (including key personnel committed to project and local presence)	80	Who will be the point person that we will work directly to lead the process as the expert? Do they have sufficient experience to provide necessary guidance and leadership? Availability to staff? Preference for someone local or who can be on-site at multiple points throughout the year without incurring additional costs.	45	57	17
Proposal has demonstrated a likelihood of success as District's Professional Development Consultation Firm	60	Attention to detail throughout the proposal	35	50	15
TOTAL POINTS	400		226	300	107
	FINAL RANKINGS		4	2	6



PROFESSIONAL DEVELOPMENT CONSULTATION SERVICES RFP PROPOSAL SCORING

For this round, please score each proposal out of the total possible points.			Firm: MCG	Firm: NorthStar	Firm: Pugsley
CRITERIA	TOTAL POINTS POSSIBLE	SCORING CONSIDERATIONS	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED
Complete proposal package	Yes No	A no disqualifies	Yes	Yes	Yes
Described experience with identifying and meeting training objectives with clients	60	Outline of variety of topics and teams that training has been provided to; mention of different methods or tools utilized in training;	45	50	35
Described experience with performance management systems, including appraisals and individual development plans	60	Examples of performance	37	54	15
Pricing schedule is transparent, responsive, and reasonable	40	Who will be the assigned point person and what is their hourly rate or flat fee that is proposed.	31	33	24
Proposer has a minimum of five years of experience providing comparable services; additional points awarded for comparable recent projects (particularly for a special district and/or library system)	40	Emphasis on working with systems that do not have Human Resources staff in house	20	35	10
Does the proposal present a grasp of District priorities, project scope, intent, and timeline?	60	Mention of ALD Strategic Plan, knowledge of special districts	25	51	17
Ability and capacity to perform the work (including key personnel committed to project and local presence)	80	Who will be the point person that we will work directly to lead the process as the expert? Do they have sufficient experience to provide necessary guidance and leadership? Availability to staff? Preference for someone local or who can be on-site at multiple points throughout the year without incurring additional costs.	68	70	17
Proposal has demonstrated a likelihood of success as District's Professional Development Consultation Firm	60	Attention to detail throughout the proposal	35	51	13
TOTAL POINTS	400		261	344	131
	FINAL RANKINGS		3	1	5



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VII.C. 2023**

REPORT: Agenda Item VII.C

MEETING DATE: October 23, 2023

PREPARED BY: Jonathan Arevalo

LOCATION: Main Library Community Room

TITLE: RFP for Heating, Ventilation and Air Conditioning (HVAC) Preventative Maintenance and Repair Services at both the Main and Bob Lucas Libraries.

BACKGROUND:

Continued upkeep of our HVAC systems at both the Main and Bob Lucas libraries ensures those spaces are viable for both patrons and the community at large. Our HVAC systems are currently serviced and repaired by Air Conditioning Solutions.

In keeping with fiscal responsibility and transparency, the district would like to submit a RFP for HVAC preventative maintenance and repair services since it has been over five years with the same vendor. This will ensure competitive pricing and services.

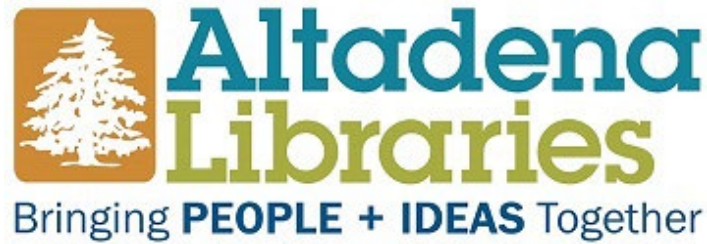
The following RFP has been created to assist us in our search for a contractor that will meet our current and future HVAC needs and outlines the scope of work and qualifications needed to fulfill those duties. Our plan is to post this RFP for HVAC preventive maintenance and repair services on Bidnet by October 25, go through the scoring and selection process the first week of December, and to bring a recommendation of the selected contractor to the Board of Trustees at their December 18, 2023 meeting.

FISCAL IMPACT:

Anticipated proposal amounts may vary between \$10,000 to \$25,000 annually for preventative maintenance and repairs on our HVAC systems at both libraries.

RECOMMENDATION:

That the Board of Trustees approve the use of an RFP to solicit bids from HVAC Contractors to maintain our HVAC Systems for preventative maintenance and repairs at both the Main and Bob Lucas Library's.



**REQUEST FOR PROPOSALS
HEATING, VENTILATION AND AIR CONDITIONING (HVAC)
PREVENTATIVE MAINTENANCE AND REPAIR SERVICES
Altadena Library District**

RFP ISSUE DATE **October 25, 2023**

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

PROPOSAL DUE **November 30, 2023 by 5:00 PM**

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

CONTENTS

Section I	Purpose of Request for Proposals and General Terms and Conditions
Section II	Schedule of Events
Section III	Scope of Services
Section IV	Evaluation and Award Criteria
Section V	Proposal Instructions, Format, and Submittal Requirements
Section VI	Cost Sheet
Attachment A	Rate Schedule for Heating and Air Conditioning (HVAC) Preventative Maintenance and Repair Services (Optional)
Attachment B	Professional Services Agreement Sample

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

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

1. PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Altadena Library District (ALD) is currently seeking proposals from interested, highly qualified and experienced Heating, Ventilation and Air Conditioning firms to provide professional Heating, Ventilation and Air Conditioning (HVAC) Preventative Maintenance and Repair Services for the District. This includes but not limited to emergency repairs, non-emergency routine preventative maintenance as well as scheduled repairs.

ALD has two (2) locations which require HVAC Preventative Maintenance and Repair services:

1. Altadena Main Library, located at 600 E. Mariposa Street, Altadena, California has three (3) package units, one (1) split unit, and one (1) Siemens Jace N4 Controller.
2. Bob Lucas Memorial Library, located at 2659 Lincoln Ave, Altadena, California has One (1) package unit.

Beginning in the Fall of 2024, the Main Library and the Bob Lucas Memorial Library will undergo renovation construction. Contracted services for HVAC Preventative Maintenance and Repair Services provided under this RFP may be adjusted for scheduling and scope during construction and beyond.

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

2. QUESTIONS REGARDING THE RFP

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

3. ERRORS AND OMISSIONS

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

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

4. **ADDENDA**
The Altadena Library District may modify this RFP, any of its key action dates, or any of its attachments. Addenda will be numbered consecutively as a suffix to the RFP. It is the Proposer's responsibility to ensure they have incorporated all addenda. Failure to acknowledge and incorporate addenda will not relieve the Proposer of the responsibility to meet all terms and conditions of the RFP and any subsequent addenda.
5. **SUBMISSION OF PROPOSAL**
Proposals will be accepted on or before the date and time indicated in the Schedule of Events, Section II, in accordance with Section IV, Proposal Instructions and Format.
6. **PROPOSER'S COST**
Costs for developing proposals are entirely the responsibility of the Proposer and shall not be chargeable to the Altadena Library District.
7. **EXCEPTIONS**
If a Proposer takes exception to any part of these specifications as written, or as amended by any addenda subsequently issued, or the Agreement, they must do so in writing. Said exceptions must be submitted with the proposal. Failure to do so will be construed as acceptance of all items of the specification and the Agreement.
8. **DELIVERY OF PROPOSALS**
All proposals must be submitted at: <https://www.bidnetdirect.com/california/ald> by no later than **November 30, 2023, at 5:00 pm**. The Altadena Library District assumes no responsibility for delay in delivery. **LATE PROPOSALS WILL NOT BE ACCEPTED.**
9. **PROPOSALS BECOME THE PROPERTY OF ALTADENA LIBRARY DISTRICT**
Proposals become the property of Altadena Library District and information contained therein shall become public property subject to disclosure laws after Notice of Intent to Award. Altadena Library District reserves the right to make use of any information or ideas contained in the proposal.
10. **CONFIDENTIAL MATERIAL**
Proposer must notify Altadena Library District in advance of any proprietary or confidential material contained in the proposal and provide justification for not making such material public. Altadena Library District shall have sole discretion to disclose or not disclose such material subject to any protective order which Proposer may obtain.
11. **REJECTION OF PROPOSALS**
Altadena Library District may reject any or all proposals and may waive any deviation in a proposal. Altadena Library District's waiver of a defect shall in no way modify the RFP documents or excuse the Proposer from full compliance with the specifications if they are awarded the contract. Proposals referring to terms and conditions other than Altadena Library District's terms and conditions may be rejected as being non-responsive.

Altadena Library District may make investigations as deemed necessary to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to Altadena Library District all such information and data for this purpose as requested by Altadena Library District. Altadena Library District reserves the

right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy Altadena Library District that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work specified.

12. CANCELLATION

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

13. INSURANCE REQUIREMENTS

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

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

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

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

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

14. DISPUTES/PROTESTS

The Altadena Library District encourages Proposers to resolve issues regarding the requirements or the procurement process through written correspondence and discussions during the period in which clarifying addenda may be issued. The

Altadena Library District wishes to foster cooperative relationships and to reach a fair agreement in a timely manner.

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

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

15. AWARD CRITERIA

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

16. CONTRACTUAL DOCUMENTS

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

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

17. EXECUTION OF THE AGREEMENT

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

18. FAILURE TO EXECUTE THE AGREEMENT

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

19. NON-ENDORSEMENT

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

20. CONFLICT OF INTEREST

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

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

**SECTION II
SCHEDULE OF EVENTS**

Release of Request for Proposal	Wednesday, October 25, 2023
Pre-Proposal Meeting (Attendance is Mandatory)	Wednesday, November 1, 2023
Last Day for Submission of Questions	Friday, November 10, 2023
District Response to Questions	Wednesday, November 15, 2023
DEADLINE FOR RECEIPT OF PROPOSALS	THURSDAY, November 30, 2023 @ 5PM
Evaluation and Optional Interview if Required	December 01-06, 2023
Selection made and award of contract	Monday, December 19, 2023
Tentative Start Date	Monday, January 8, 2024

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

SECTION III SCOPE OF WORK

1. THE COMMUNITY

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

The District is currently seeking qualified Contractors to provide HVAC preventative maintenance and repair services at both our library locations. The proposal should specifically describe the professional qualifications the firm may have in providing these types of services as indicated in this RFP.

Contractor will be required to have qualified staff that have demonstrated experience and the ability to troubleshoot and diagnose problems with the Library's HVAC systems.

2. TERMS

The Library's HVAC Preventative Maintenance and Repair Services contract will be for the period of three (3) years; from January X, 2024 – January X, 2027, with two (2) options for one (1) year extensions.

3. LICENSES

A valid, current, and in good standing State of California Contractor's License, Class C-20 Warm-Air HVAC Contractors license issued by the California State Contractor Licensing Board. A copy of the contractor's license number and date of expiration shall be included in the submitted Proposal. **Failure to produce and possess the specified license will render the Proposal as non-responsive.**

4. DEPARTMENT OF INDUSTRIAL RELATIONS (DIR) COMPLIANCE AND PREVAILING WAGE REQUIREMENTS ON PUBLIC WORKS PROJECTS

Effective January 1, 2015, no Service Provider or Subservice Provider may be listed on a bid proposal for a public works project (submitted after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5 (with the limited exceptions from this requirement for bid purposed only under Labor code Section 1771.1(a)). Register at <https://efiling.dir.ca.gov/PWCR>

No Service Provider or Sub-Service Provider may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

The Prime Service Provider is required to post job site notices prescribed by regulations. See 8 Calif. Code Regulation §16451(d).

Effective April 1, 2015, All Service Providers and Sub-Service Providers must furnish electronic certified payroll records directly to the Labor Commissioner at: <https://apps.dir.ca.gov/ecpr/das/altlogin>

5. **SAFETY**

The Contractor will be solely and completely responsible for conditions of all vehicles owned or operated by the Contractor, including the safety of all persons and property during performance of the services and tasks under this Agreement. This requirement will apply continuously and not be limited to normal working hours. In addition, Provider will comply with all safety provisions in conformance with U.S. Department of Labor Occupational Safety and Health Act, any equivalent state law, and all other applicable federal, state, county and local laws, ordinances, codes, and any regulations that may be detailed in other parts of the Agreement. Where any of these are in conflict, the more stringent requirements will be followed. The Provider's failure to thoroughly familiarize itself with the aforementioned safety provisions will not relieve it from compliance with the obligations and penalties set forth herein.

The Contractor will immediately notify the District within 24 hours of any incident of death, serious personal injury or substantial property damage that occurs in connection with the performance of this Agreement. The Provider will promptly submit to the District a written report of all incidents that occur in connection with this Agreement. This report must include the following information: (i) name and address of injured or deceased person(s); (ii) name and address of Provider's employee(s) involved in the incident; (iii) name and address of Provider's liability insurance carrier; (iv) a detailed description of the incident; and (v) a police report.

The contractor will also follow the safety guidelines set forth by the District which are describe in the Safety Manual and Policies and Procedures.

6. **PERMITS**

The Contractor shall attain all necessary permits required from the perspective agencies.

7. **PRE-PROPOSAL MEETING**

An attendance mandatory Pre-Proposal meeting will be held on Wednesday, November 1, 2023, at 8AM at 600 E. Mariposa Street, Altadena, California and at 9AM at the Bob Lucas Memorial Library, located at 2659 Lincoln Ave, Altadena, California. Allow approximately two (2) hours. **RFP Document(s) must be obtained in advance as they will not be provided at the pre-proposal meeting.**

8. **SCOPE OF SERVICES**

The following scope of services is intended to provide the District with a fully functional, properly maintained and optimal HVAC System. Services shall include but not limited to:

TOOLS AND EQUIPMENT

The Contractor shall furnish and maintain all equipment necessary for properly maintaining HVAC systems at the Districts facilities. The District reserves the right to inspect equipment to be used to perform services under this contract. Any equipment determined to be in poor condition must be replaced immediately, at the contractor's expense. Failure to provide suitable equipment for carrying out all requirements of this contract may be grounds for termination.

LIBRARY SCHEDULE WORK HOURS

Scheduled maintenance and repairs shall occur before normal business hours to prevent system downtime at the Districts locations during normal operating hours for the benefit of the community and staff. If maintenance or repairs are required to go into normal business hours, the Contractor must get approval from the Districts representative prior to proceeding with the project. **The operating hours for the main library are Monday-Tuesday 10:00AM to 8:00PM, Wednesday-Friday 10:00AM to 6:00PM, Saturday 10:00AM to 5:00PM. The Main Library is closed on Sundays. The operating hours for the Bob Lucas library are Monday – Friday 10:00AM to 6:00PM. The Bob Lucas library is closed on Saturday and Sunday. There may be times that the libraries may be open on the designated days they are closed due to special programs.**

AFTER AND EMERGENCY SERVICE HOURS

Contractor shall also provide 24-hour emergency service as needed in all aspects of HVAC emergency repair for the Districts facilities. **After hours service for the Main Library shall be Monday-Tuesday 8:00PM to 6:00AM, Wednesday-Friday 6:00PM to 6:00AM, Saturday after 5PM to Monday 6:00AM and Twenty-Four (24) hours on Holidays. The Bob Lucas Library after hours are Monday - Friday 6:00PM to 6:00AM and Twenty-Four (24) hours on weekends and holidays.** Contractor shall have working personnel on-site within 1 hour of the call-out or respond by telephone to the Districts Representative within 1/2 hour if the problem is capable of being corrected through alternative methods.

HEATING-VENTILATION-AIR CONDITIONING (HVAC) MAINTENANCE AND MONITORING

- Contractor shall respond to indoor temperature complaints and provide expeditious correction and record complaints and corrections at all Districts facilities.
- Contractor shall inspect all HVAC systems at least twice each year, with seasonal start-up and run inspections performed and documented.
- Contractor shall provide oversight and documentation of Seasonal Preventive Maintenance on all HVAC systems and provide that data to the Districts representative at the first of every month.
- Contractor shall inspect all support structures and provide documentation of maintenance and repairs to the Districts Representative.
- Contractor shall inspect all moving parts or components, investigate noises: belts; bearings; drives; and fans, and lubricate and adjust as recommended per manufacturers specifications.

- Contractor shall perform air-handling unit maintenance which includes but is not limited to; all services recommended by manufacturer; replacing air filters at least quarterly, at all Districts facilities.
 - Contractor shall inspect, provide oversight and documentation that all District owned facilities under contract with Proposer are receiving required work.
 - Contractor shall perform monthly walkthroughs of HVAC systems for preventative maintenance work requests to Proposer.
-
- Proposer will perform scheduled annual preventive maintenance in accordance with a program of standard routines as determined by your experience, equipment application, and equipment operating hours that are recommended by each equipment manufacturer and location. This service is designed to optimize the reliability and efficiency of the equipment, extend the useful life of the Districts equipment, and provide proactive indications of excessive wear and damage to HVAC systems before a catastrophic failure occurs during the next operating season. Proposer will also provide recommendations for additional service(s) that will better enhance equipment performance.
 - HVAC Air Filter Changing Schedule: This service will maintain indoor air quality by changing filters quarterly and minimizing dust and particles from collecting on ductwork. This service will ensure proper flow through cooling and heating coils, thus preventing restrictions in airflow, leading to higher system and energy efficiency. In the event the air filter material or cleaning requires different frequencies than indicated (due to experience or changes in operating conditions), recommendations will be made for approval by the City Representative to adjust the frequencies and any associated price.
 - Air Cooled Condenser Coil Cleaning: This service will improve airflow across condenser coils, improve heat transfer and extend the life of the compressors. Coil cleaning consists of cleaning the outside surface of the condensing unit coils to remove any airborne particles, dirt build-up by using a brush, high pressure air, chemical with low pressure wash or chemical with high pressure wash based on the condition of outside environment and coil accessibility.
 - Evaporator Coil and Cleaning: Proposer will clean air handling unit evaporator coils that will help improve air circulation in the air distribution system and reduce dust and dirt that is in the system. Coils will be cleaned at a time that is mutually agreeable between the proposer and the Districts Representative. Coil cleaning consists of cleaning the surface of the evaporator coil to remove dust and dirt particles that have collected on the evaporator coil. Coils will be cleaned using a vacuum cleaner and or other devices that allow the proper cleaning of the coil.
 - Operating Inspection: Proposer will provide this service to assure that mechanical equipment continues to operate efficiently with little operating disruptions during the operating season. Proposer will provide routine operating inspection(s) to check system performance in accordance with a program of standard routines as determined by our experience, the equipment manufacturer's published recommendations, equipment application, and location.
 - Operating Inspection – Heating: This service will help to assure mechanical equipment continues to operate efficiently, safely and with little operating disruptions during the operating season. Proposer will provide routine operating inspection(s) to check system performance in accordance with a program of standard routines as determined by our experience, the equipment manufacturer's published recommendations, equipment application, and location.

- Operating Inspection – Cooling: This service will help to assure mechanical equipment continues to operate efficiently, safely and with little operating disruptions during the operating season. Proposer will provide routine operating inspection(s) to check system performance in accordance with a program of standard routines as determined by our experience, the equipment manufacturer’s published recommendations, equipment application, and location.

a. PREVENTATIVE MAINTENANCE SERVICE

The Contractor shall provide a program of routine preventative maintenance designed to eliminate or reduce the incidents of malfunction and extend the useful life of the equipment. Along with following the manufactures preventative maintenance recommendations, service shall include but not be limited to:

1. Test and inspect equipment to determine its operating condition and efficiency. Tests include but are not limited to, excessive vibration, refrigerant charge, oil levels, safety controls, worn or failed parts, leaks.
2. Inspect, clean and replace air filters and/or frames.
3. Preventative maintenance including but not limited to clean, align, calibrate, tighten, adjust, lubricate, and paint equipment to extend and ensure proper operating conditions. All components, parts and supplies required to keep the equipment operating properly and efficiently are to be supplied by CONTRACTOR.
4. Repair and replace any broken, worn, or doubtful components or parts.
5. Respond to trouble calls including unscheduled work resulting from abnormal conditions. Service personnel shall be available within 24 hours of service request by District.

Preventative Maintenance Scope of Work will also include:

Air Handler Service:

- Check supply and return fan motors for proper operation.
- Check unit for abnormal vibration or broken supports.
- Check wiring for burnt or chafed conductors.
- Check belts, bearings, sheaves for wear, damage, and alignment.
- Check contactors and relays for pitting, wear, or damage.
- Check and tighten electrical connections.
- Check heating coils for leaks, lint, and dirt condition.
- Check and clean coil drain pans.
- Check and adjust air dampers (outside, mixed, and return).
- General lubrication and cleaning.
- Lubricate supply fan motor bearings.
- Check for particulate accumulation on filters, clean or replace if accumulation.
- Result in pressure drop or airflow outside operating limits.
- Check air filter and housing integrity.
- Check UV lamp, if equipped.

- Check P-trap, prime as needed to ensure proper operation.
- Check for proper operation of cooling or heating coil.
- Check drive alignment, wear, seating and operation.

Exhaust Fan Service:

- Check fan motors for proper operation.
- Check fan for abnormal vibration or broken supports.
- Check wiring for burnt or chafed conductors.
- Check belts, bearings, and sheaves for wear or damage.

Fan Coil Service:

- Check tubing for chafing, abnormal vibration or broken supports.
- Check wiring for burnt or chafed conductors.
- Check belts, bearings, and sheaves for wear or damage.
- Check contactors and relays for pitting, wear, or damage.
- General cleaning and lubrication.
- Check cooling coils for leaks, lint, and dirt condition.
- Check and clean coil drain pans.
- Check operation of heating and cooling.
- Check operation of dampers and actuators.

Rooftop Package Unit Service:

- Check compressors and fan motors for proper operation.
- Check refrigerant tubing for chafing, vibration, or broken supports.
- Check wiring for burnt or chafed conductors.
- Check refrigerant system for proper charge and operation.
- Check belts, bearings, and sheaves for wear or damage.
- Check contactors and relays for pitting, wear, damage, tension, and alignment.
- General cleaning and lubrication.

Clean Coils Service:

- Clean Coils.

Change Filters Service:

- Change Filters

Calibration:

- Safety controls
- Temperature and pressure controls, pneumatic and DDC

Clean Up:

- The successful bidder will remove all debris, garbage, and broken parts from the work areas on each visit.

- Contractor shall dispose of any components containing hazardous materials and recycle any unused equipment or waste resulting from their work.

Safe Conditions:

- Contractor is responsible for keeping a safe, clean, and tidy work area while performing work under this contract, especially while working in public or staff areas. Work site and surrounding areas to be left clean and free of any debris or other unsuitable materials at the end of each working day or project.

b. HVAC EQUIPMENT

The following is a list of the current HVAC equipment located at both library facilities but does not represent future equipment that will be installed during the renovations that will be done to both facilities in late 2024 through 2026:

MAIN LIBRARY EQUIPMENT

- (ML) SEASONS FOUR PACKAGE UNIT (MN: 6MZE23-0192-DN4.5-09/SN: 3532-0893309) **FILTER SIZE: KOCH 16 X 30 X 2**
- (ML) SEASONS FOUR PACKAGE UNIT (MN: 6MJE22-00202-DN4.5-09/SN: A6636-0600AC-2) **FILTER SIZE: KOCH 16 X 30 X 2**
- (ML) LENNOX (GAS PACKAGE) **FILTER SIZE: KOCH 16 X 20 X 2**
- (ML) CARRIER 3.5 TON VRF CONDENSER (MN: 38NGQ48-3/MN: 40MAQB18B **FILTER SIZE: KOCH 16 X 20 X 2**
- (ML) SIEMENS JACE N4 CONTROLLER

BOB LUCAS LIBRARY EQUIPMENT

- (BL) CARRIER (MN: 24AAA660A300/ SN:3317E13730)

c. CONTRACTORS ACCESS

- The District will designate access routes, entrance gates or doors, parking, and storage areas, etc. for use by the Contractor and impose time limitations on the Contractor's access of City facilities in the performance of the services in accordance with the Contract. The Contractor must conduct its operations in strict observation of the designated access routes and areas described above. Under no circumstances may the Contractor's employees enter or move upon any area not authorized by the District Representative for access by the Contractor.
- The District will give the Contractor's employees reasonable access to District facilities to the extent necessary or appropriate for the Contractor's performance of the services under the Contract, subject to the District's safety rules and regulations. The District will arrange for access to City buildings, including the provision of keys or access cards, as required for the Contractor's performance of the services.

d. ADDITIONAL SERVICES

EXTRA SCOPE OF WORK DETAILS

At times, it will be necessary for the Contractor to perform additional services above and beyond the routine and extraordinary maintenance services specified by this Scope of Service. The Contractor shall supply a scope of service and a cost estimate to the Districts Facilities Manager, or designee thereof, for services to be performed in these cases. Prior to commencement of extra work, Contractor must receive written authorization from the Districts Director. Billing for such additional services shall reflect the labor rates, actual hours worked, equipment, and materials supplied. The Contractor's invoice for additional services shall indicate:

1. Invoice order number, person giving authorization and date of services.
2. Contractor's invoiced material.
3. Contractor's labor charge.
4. Contractor's equipment charge.
5. Description of services completed and location of work; and
6. Salvage credit (if none, so state).

The Contractor shall be available to assist with inspection of new installations when requested by the District on a per hour rate for Contractor's personnel present at the inspection.

Additional services include items not listed in this Scope of Service, may include items such as, but not limited to, the following:

1. Furnish and install replacement package units.
2. Furnish and install replacement control systems and panels.
3. Furnish and install replacement thermostats.
4. Furnish and install replacement electrical breaker panels.
5. Furnish and install replacement pumps, motors, compressors, evaporator coils, and valves.
6. Emergency call-out response; and
7. Furnish and install other HVAC equipment as requested by the Altadena Library District or designee thereof.

Additional services, except for emergency repairs as provided for in this Scope of Service shall require prior written authorization from the Districts Director or designee thereof. In situations requiring immediate response, verbal authorization from the Districts Director or designee thereof is sufficient; followed by written authorization.

Upon receipt of an itemized invoice within thirty (30) days of completion of services, the District shall compensate the Contractor for additional services, including labor, material, equipment, and markup(s). The material markup for the Contractor shall not exceed fifteen percent (15%) of the supplier's invoice price (cost). In the event a negotiated price cannot be reached, the District reserves the right to repair and/or solicit quotations or invite bids and award services to any contractor to perform such additional services.

e. WARRANTY SERVICES

The Contractor shall guarantee all services against defective material or workmanship for a period of one (1) year from date of completion of the services. Damage due to accidents, acts of nature, and service power surges, including those from sabotage and/or vandalism, are exempt from the guarantee.

When defective material and/or workmanship is discovered which require repairs to be made under the guarantee, all such work shall be done by the Contractor at its own expense within five (5) calendar days after written notice of such defects has been given to Contractor by the District. Should the Contractor fail to repair such defective material and/or workmanship within five (5) calendar days thereafter, the District may cause the necessary repairs to be made and charge the Contractor with the actual cost of all labor and materials required. In emergencies demanding immediate attention, if the Contractor is unable to respond, the District shall have the right to repair the defect and charge the Contractor with the actual cost of all labor and material required. Any repair work performed as herein specified shall be done under the provisions of the Contract specifications.

During the warranty period, the Contractor is expected to coordinate warranty repairs with the appropriate manufacturer or installing contractor. The Contractor shall notify the District of any undue delays by the manufacturer or installing contractor in responding to warranty requests and provide a detailed summary of the nature and reason for said warranty requests.

f. REPORTING AND COMMUNICATION

The Contractor shall communicate with the Facilities Manager the current status of the HVAC systems, including but not limited to health of Air handler units (AHU's) scheduling of services, maintenance operations, repairs, recommended upgrades, vandalism, and property damage during routine preventative maintenance services. Additionally, Contractor shall report any anticipated shortages of supplies or equipment necessary to complete the task.

Contractor shall designate a Team Lead/Foreman who will be present at all routine and emergency interactions with the ALD as the main point of contact.

Contractor and/or Team Lead/Foreman shall be available to meet with the Facility Manager or designee to review maintenance activities when services are required. No additional, or separate, compensation shall be paid for attending meetings, which shall be considered as included in the compensation paid for all the various services provided hereunder.

9. PAYMENT OF INVOICE

Payment shall be made monthly upon the receipt and acceptance of an invoice and a detailed time log of work performed. The time log shall indicate the on-site and off-site service hours performed by date, deliverable, and the name of the individual performing the services. All other expenses shall be approved by the District before they are incurred.

10. PREVAING WAGE AND WAGES PAID TO CONTRACTORS WORKERS

The selected Service Provider will be required to pay the prevailing wage rates in effect on the date this RFPs was first published, pursuant to California law, including California Labor Code sections 1720 through 1861. General prevailing wage rates in Los Angeles County are on file with the Department of Industrial Relations.

Contractor acknowledges that any contract resulting from this Request for Proposal will utilize public funds and may be considered under law to be a public works contract requiring payment of prevailing wages. Accordingly, Contractor agrees it shall comply with Labor Code Section 1720 through 1861 and pay at least prevailing wages as determined by the California Department of Industrial Relations.

11. TAXES

The proposal price shall include all applicable federal, state and local taxes.

SECTION IV EVALUATION AND AWARD CRITERIA

1. **EVALUATION METHOD**

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

2. **EVALUATION CRITERIA**

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

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

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

SECTION V PROPOSAL INSTRUCTIONS AND FORMAT

1. **INTRODUCTION**

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

2. **DELIVERY OF PROPOSALS**

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

3. **PREPARATION**

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

4. **PROPOSAL FORMAT**

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

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

5. **PROPOSAL CONTENT**

a. **SECTION I – EXPERIENCE**

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

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

b. **SECTION II – PERSONNEL**

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

c. **SECTION III – QUALIFICATIONS**

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

d. **SECTION IV – COST SECTION**

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

**SECTION VI
COST SHEET**

1. INTRODUCTION

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

2. COST FOR SCOPE OF WORK, SECTION III

a. Fee Schedule for emergency HVAC Preventative Maintenance and Repair Services for Term of Contract (not included in the scope of work)

Position	Hourly Rate	
	After Hours	Emergency Hours

b. Identify costs cap as not to exceed:

This proposal submitted by: _____
Company name

Address: _____

Telephone Number: _____

Fax Number: _____

Business License Number: _____

Contact Name: _____

Authorized Signature: _____

ATTACHMENT A



RATE SCHEDULE FOR HVAC PREVENTATIVE MAINTENANCE AND REPAIR SERVICES (OPTIONAL)

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

Position	Title	Job Description	Rate

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

ATTACHMENT B

PROFESSIONAL SERVICES AGREEMENT **SAMPLE**

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is made and entered into this day of _____, (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 One Million Dollars (\$1,000,000) per claim and One Million Dollars (\$1,000,000) for each occurrence.

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

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

D. **Errors and Omissions Liability.** Consultant shall carry errors and omissions liability insurance in the amount of no less than One Million Dollars (\$1,000,000.00) per occurrence or greater if appropriate for the Consultant's profession. Architects and engineers' coverage is to be endorsed to include contractual liability. Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either the insurer shall reduce or eliminate such deductibles or

self-insured retentions with respect to the District, elected and appointed councils, commissions, directors, officers, employees, agents, and representatives (“District’s Agents”); or the Consultant shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claims administration and defense expenses.

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

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

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

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

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

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

If to District:

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

If to Consultant:

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

ALTADENA LIBRARY DISTRICT

Fiscal Year 2023/24 Final Levy Summary Report For:

MEASURE A PARCEL TAX

October 2023

Prepared by:



Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

FISCAL YEAR 2023/24 LEVY SUMMARY

In November 2014, voters within the boundary of Altadena Library District (the “District”) approved Measure A Parcel Tax (the “Parcel Tax”), authorizing the levy of the Parcel Tax upon parcels within the District for ten years beginning with Fiscal Year 2015/16. The Parcel Tax expires at the end Fiscal Year 2024/25, and will be the final year levy.

The Parcel Tax was approved to replace library funding lost due to the elimination of state funding.

The following table provides a summary of the Fiscal Year 2023/24 final levy amount.

Property Type	Parcel Count	FY 2023/24 Levy
Single Family Residence	12,580	\$820,970.80
Apartment ⁽¹⁾	971	137,992.05
Commercial less than 10,000 sq. ft.	317	41,951.78
Commercial 10,000 sq. ft. or greater	39	6,978.27
Totals:	13,907	\$1,007,892.90

(1) Apartment parcels are levied based on 3,085 apartment units.

NBS

Charmane Custodio, Administrator
 Darrylanne Zarate, Project Manager
 Sara Mares Client Services Director

SB 165: LOCAL AGENCY SPECIAL TAX AND BOND ACCOUNTABILITY ACT

Senate Bill 165, filed with the Secretary of State on September 19, 2000, enacted the Local Agency Special Tax and Bond Accountability Act (the “Act”). This Act requires that any local special tax or local bond measure subject to voter approval contain a statement indicating the specific purposes of the special tax, require that the proceeds of the special tax be applied to those purposes, require the creation of an account into which the proceeds shall be deposited, and require an annual report containing specified information concerning the use of the proceeds. The Act only applies to any local special tax measure or local bond measure adopted on or after January 1, 2001, in accordance with Section 50075.1 of the California Government Code.

Some of the requirements of the Act are handled at the formation of the special tax district and others are handled through annual reports. This section of this report intends to comply with Section 50075.3 of the California Government Code that states:

“The chief fiscal officer of the issuing local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The annual report shall contain both of the following:

1. The amount of funds collected and expended.
2. The status of any project required or authorized to be funded as identified in subdivision (a) of Section 50075.1.”

The requirements of the Act apply to the funds for the following:

Altadena Library District
Measure A Parcel Tax
November 4, 2014

Purpose of Special Tax

The Measure A Parcel Tax funds will assist in providing important programs, services, and resources; up-to-date materials; Library days and hours; and support, education, events and activities for families, children, teens, and seniors.

Collections and Expenditures

Fund Name	06/30/2022 Balance	Amount Collected ⁽¹⁾	Amount Expended	6/30/2023 Balance
Special Tax Fund	\$0.00	\$960,473.26	\$960,473.26	\$0.00

(1) Reflects amount enrolled to Fiscal Year 2022/23 County tax roll, not accounting for levy rejections or delinquencies, if any.

ALTADENA LIBRARY DISTRICT

Fiscal Year 2023/24 Annual Report for:

**COMMUNITY FACILITIES DISTRICT NO. 2020-1
(FACILITIES AND SERVICES)**

October 2023

Prepared by:



Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

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DISTRICT SUMMARY

In August 2020, the Altadena Library District (the “District”) established Altadena Library District Community Facilities District No. 2020-1 (Facilities and Services) (the “CFD No. 2020-1”) and in March 2022, issued the 2022 Special Tax Bonds (the “Series 2022 Bonds”) to finance authorized facilities and services related to equipping and maintaining public libraries within the boundaries of the District. The Series 2022 Bonds are scheduled to mature with the September 1, 2052 debt service payment.

The special tax shall be levied and collected, as needed to fund the special tax requirement, in perpetuity. However, no portion of the special tax shall be levied for authorized facilities after Fiscal Year 2055/56, which shall be the last Fiscal Year in which the Transition Event may occur: provided, however, that a special tax that was lawfully levied for authorized facilities on or before Fiscal Year 2055/56 and that remains delinquent may be collected in subsequent years. The Transition Event is defined as the earlier of (i) Fiscal Year 2055/56 or (ii) the Fiscal Year when the CFD Administrator determines that both of the following events have occurred: (a) all bonds secured by the levy and collection of the special tax in CFD No. 2020-1 have been fully repaid and the Library District determines that no additional bonds are to be issued, and (b) all administrative expenses from prior fiscal years have been paid or reimbursed to the District.

Levy

The following table provides a summary of the Fiscal Year 2023/24 final levy amount.

District	Parcel Count	FY 2023/24 Levy
Community Facilities District No. 2020-1	13,425	\$1,299,255.59
Totals:	13,425	\$1,299,255.59

Funds

As of June 30, 2023, the Special Tax Fund had a balance of \$778,729. The September 1, 2023, debt service payment and administrative expenses were paid from the Special Tax Fund with assistance from the General Fund. Following receipt of the Fiscal Year 2023/24 apportionment of funds from Los Angeles County, the District should repay the General Fund.

As of June 30, 2023, the Reserve Requirement is met and funded by a Municipal Bond Insurance Policy (the “Policy”) issued by Assured Guaranty Municipal Corp (“AGM”). The Policy guarantees the scheduled payment of principal and interest on the Series 2022 Bonds when due.

Delinquencies

As of June 30, 2023, the Fiscal Year 2022/23 delinquency rate for the District is 1.41%, totaling \$17,738. Please refer to Appendix D for detailed information. NBS will continue to monitor the delinquencies and recommend the appropriate delinquency management actions to the District as needed.

NBS

Charmane Custodio, Administrator
 Darrylanne Zarate, Project Manager
 Sara Mares, Client Services Director



1. SB 165: LOCAL AGENCY SPECIAL TAX AND BOND ACCOUNTABILITY ACT

Senate Bill 165, filed with the Secretary of State on September 19, 2000, enacted the Local Agency Special Tax and Bond Accountability Act (the “Act”). This Act requires that any local special tax or local bond measure subject to voter approval contain a statement indicating the specific purposes of the special tax, require that the proceeds of the special tax be applied to those purposes, require the creation of an account into which the proceeds shall be deposited, and require an annual report containing specified information concerning the use of the proceeds. The Act only applies to any local special tax measure or local bond measure adopted on or after January 1, 2001, in accordance with Section 50075.1 of the California Government Code.

Some of the requirements of the Act are handled at the formation of the Special Tax District and others are handled through annual reports. This Section of this report intends to comply with Sections 50075.3 of the California Government Code that states:

“The chief fiscal officer of the issuing local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The annual report shall contain both of the following:

1. The amount of funds collected and expended.
2. The status of any project required or authorized to be funded as identified in subdivision (a) of Section 50075.1.”

The requirements of the Act apply to the Funds for the following:

Altadena Library District
Community Facilities District No. 2020-1 (Facilities and Services)
February 17, 2022

Purpose of Special Tax

The special tax provides funding for authorized facilities and services related to equipping and maintaining public libraries within the boundaries of the District.

Collections and Expenditures

Fund Name	06/30/2022 Balance	Amount Collected ⁽¹⁾	Amount Expended	06/30/2023 Balance
Special Tax Fund	\$0.00	\$1,241,152.41	\$462,423.22	\$778,729.19

(1) Reflects the Special Tax Levy amount paid as of June 30, 2023.

Fund Name	Initial Deposit	6/30/2023 Balance	Amount Expended	Status
Costs of Issuance Fund	\$297,033.45	\$0.00	\$297,033.45	Closed
Reserve Fund ⁽¹⁾	1,234,200.00	1,234,200.00	0.00	Ongoing
Project Fund	22,939,286.00	22,060,284.37	879,001.63	Ongoing
Capitalized Interest Account	436,816.94	10.91	436,806.03	Ongoing

(1) The Policy issued by AGM guarantees the scheduled payment of principal and interest on the Series 2022 Bonds.

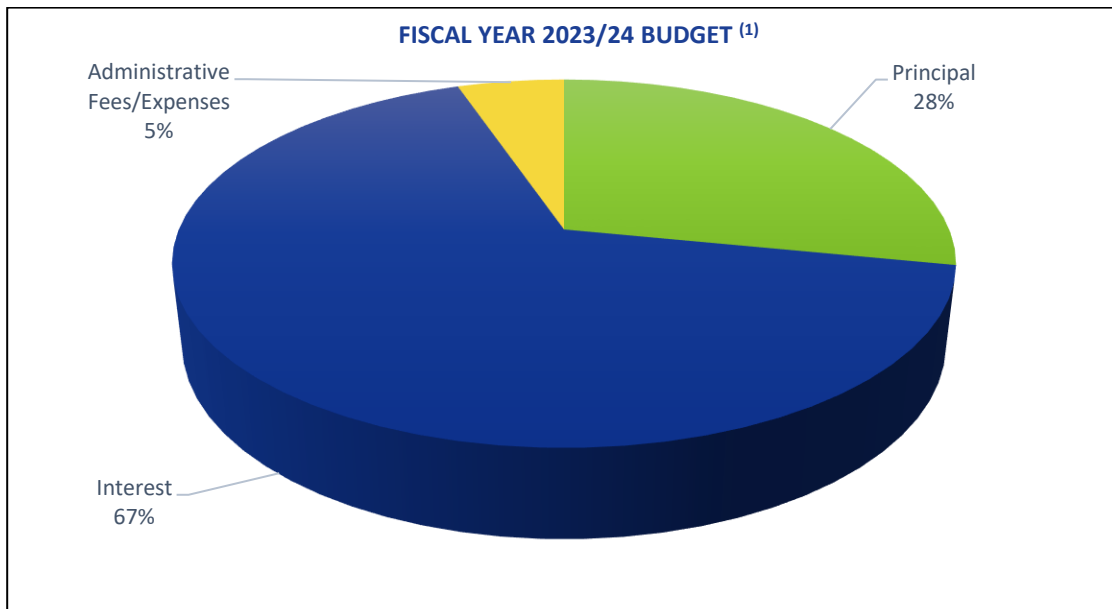
2. SPECIAL TAX ANALYSIS

2.1 Levy Summary

A summary of the levy for Fiscal Year 2023/24 is shown in the table and chart below.

Description	Amount
Principal	\$365,000.00
Interest	865,950.00
Administrative Fees/Expenses ⁽¹⁾	68,305.59
Total Special Tax Levy Amount:	\$1,299,255.59
Levied Parcel Count	13,425

(1) Includes County collection fees, delinquency management fees, and installment rounding for tax roll purposes.



(1) No services were levied for Fiscal Year 2023/24. The Altadena Library District Measure A Parcel Tax levied \$1,007,892.90 for services.

2.2 Special Tax Rates

The Fiscal Year 2023/24 applied rates and special tax levy are shown in the table below.

Property Type	Parcel Count	Rate Per	FY 2023/24 Maximum Tax Rate	FY 2023/24 Applied Tax Rate	Total FY 2023/24 Special Tax Levy
Apartment	969	Unit ⁽¹⁾	\$119.89	\$58.37	\$178,574.58
Commercial < 10,000 sq ft	251	Assessor's Parcel	354.69	172.70	43,347.70
Commercial > 10,000 sq ft	37	Assessor's Parcel	479.59	233.52	8,640.23
Single Family	12,168	Building Square Foot ⁽²⁾	0.104	0.050	1,068,693.08
Totals:	13,425				\$1,299,255.59

(1) Apartment parcels are levied based on 3,059 apartment units.

(2) Single Family parcels are levied based on 21,096,990 building square feet.

2.3 Annual Special Tax Rate Increase

The maximum special tax for future years is authorized to automatically increase by an amount equal to two percent (2%) of the amount in effect for the previous Fiscal Year.

2.4 Special Tax Rate Comparison

The Fiscal Year 2023/24 maximum tax rates and applied tax rates compared to the prior year are shown below.

Property Type	Building Square Feet (BSF)	Rate Per	FY 2022/23			FY 2023/24			% Change in Applied Tax Rate
			Maximum Tax Rate ⁽¹⁾	Applied Tax Rate	% of Maximum	Maximum Tax Rate ⁽¹⁾	Applied Tax Rate	% of Maximum	
Apartment	NA	Unit	\$117.54	\$56.86	48.4%	\$119.89	\$58.37	48.7%	2.7%
Commercial < 10,000 sq ft	NA	Assessor's Parcel	347.73	168.23	48.4%	354.69	172.70	48.7%	2.7%
Commercial > 10,000 sq ft	NA	Assessor's Parcel	470.18	227.47	48.4%	479.59	233.52	48.7%	2.7%
Single Family ⁽²⁾	21,095,990	BSF	0.102	0.049	48.4%	0.104	0.050	48.7%	2.7%

(1) Maximum Tax Rate increases by an amount equal to two percent (2%) of the amount in effect for the previous Fiscal Year.

(2) Amounts shown for Maximum Tax Rate and Applied Tax Rate are truncated for purposes of this report. Calculating the % of Maximum based on truncated amounts may result in percentages slightly less than what is shown in the table.

3. FINANCIAL STATUS

3.1 Fund Balances

Fund	6/30/2023 Balance
Project Fund	\$22,060,284
Capital Interest Fund	11
Special Tax Fund	778,729
Reserve Fund ⁽¹⁾	1,234,200

(1) The Policy issued by AGM guarantees the scheduled payment of principal and interest on the Series 2022 Bonds.

3.2 Special Tax Fund

Description	Amount
Special Tax Fund Balance 6/30/2023	\$778,729
Additional Funds ⁽¹⁾	47,149
9/1/2023 Debt Service	(791,725)
Estimated Administrative Expenses ⁽²⁾	(34,153)
Estimated Redemption Fund Balance 12/2023	\$0

(1) May include additional apportionments received from Los Angeles County and assistance from the General Fund.

(2) Represents six months of administrative expenses.

3.3 Reserve Fund

Description	Amount
Reserve Fund Balance 6/30/2023 ⁽¹⁾	\$1,234,200
Reserve Requirement ⁽²⁾	1,234,200
Estimated Reserve Fund Surplus	\$0

(1) The Policy issued by AGM guarantees the scheduled payment of principal and interest on the Series 2022 Bonds.

(2) Reserve Requirement is defined as of any date of calculation, an amount equal to the least of (a) 10% of the issue price of the Bonds, (b) maximum annual debt service, or (c) 125% of the average annual debt service of the outstanding Bonds.

3.4 Assessed Value to Debt Ratio

Description	Amount
Assessed Value ⁽¹⁾	\$8,348,268,776
Principal of Debt Outstanding ⁽²⁾	20,775,000
Assessed Value to Debt Ratio	401.84:1

(1) Land value plus improvement value of levied parcels within CFD No. 2020-1, as of January 1, 2023.

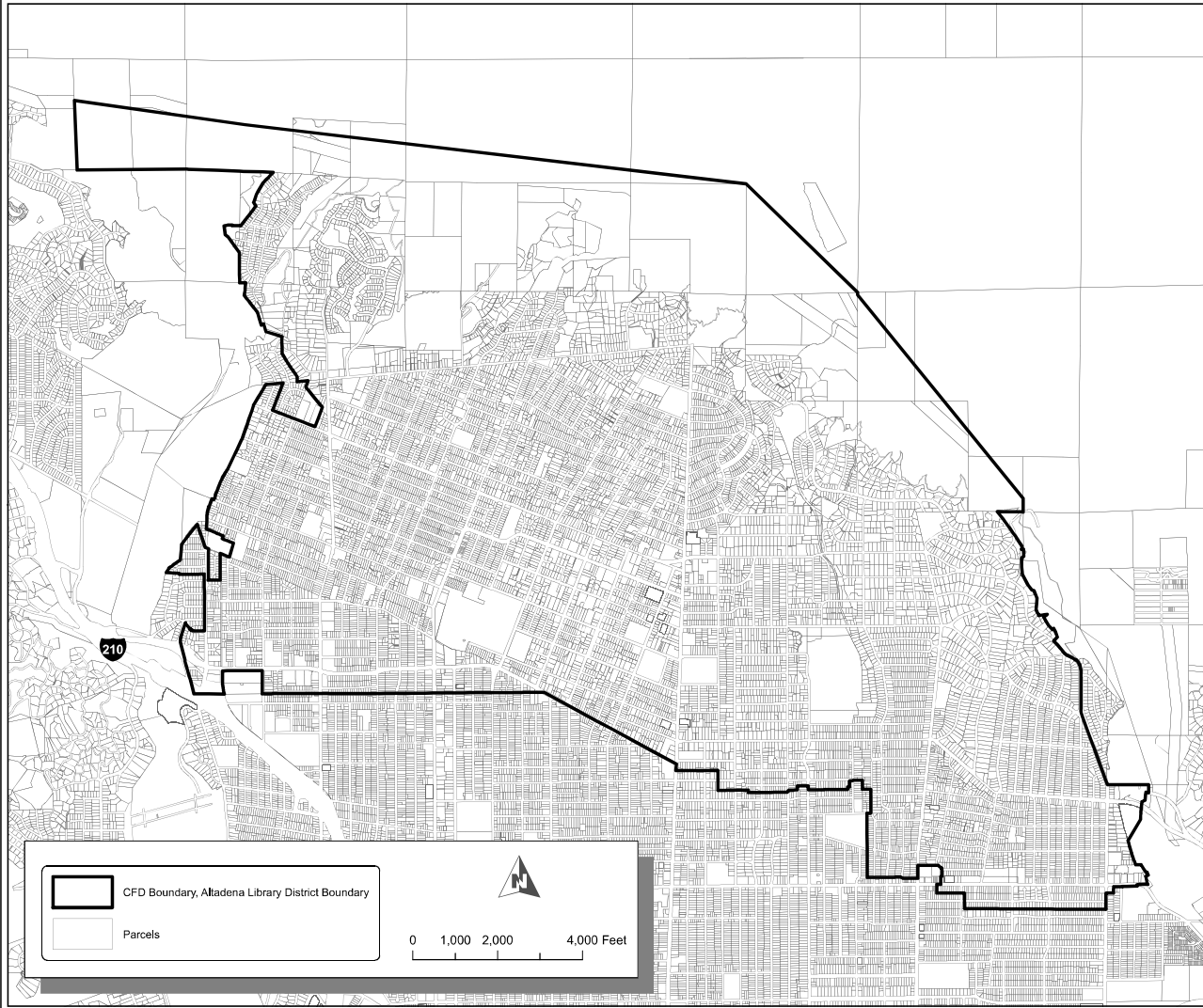
(2) Debt outstanding after the September 2, 2023 debt service payment.

APPENDIX A. DISTRICT BOUNDARY

The following page shows the District Boundary for CFD No. 2020-1.

PROPOSED BOUNDARIES OF ALTADENA LIBRARY DISTRICT COMMUNITY FACILITIES DISTRICT NO. 2020-1 (FACILITIES AND SERVICES)

ALTADENA LIBRARY DISTRICT
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA



FILED IN THE OFFICE OF THE BOARD SECRETARY OF THE ALTADENA LIBRARY DISTRICT BOARD OF TRUSTEES
THIS ____ DAY OF _____, 20__.

BOARD SECRETARY
ALTADENA LIBRARY DISTRICT

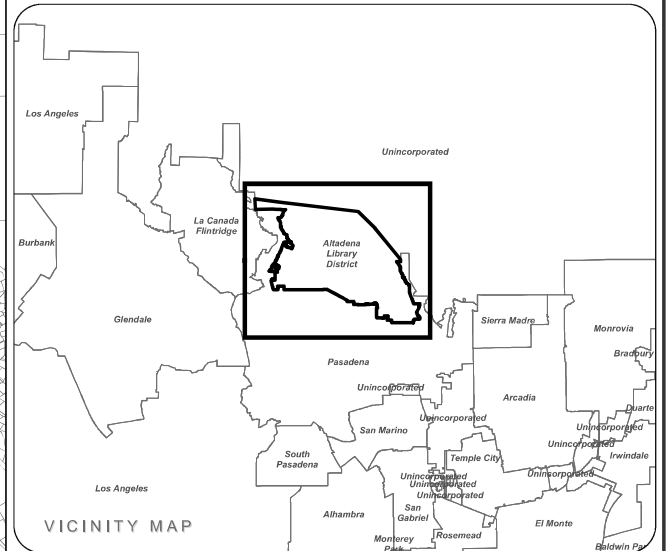
I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED BOUNDARIES OF ALTADENA LIBRARY DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 2020-1 (FACILITIES AND SERVICES), ALTADENA LIBRARY DISTRICT, COUNTY
OF LOS ANGELES, STATE OF CALIFORNIA, WAS APPROVED BY THE ALTADENA LIBRARY DISTRICT BOARD OF
TRUSTEES AT A REGULAR MEETING THEREOF, HELD ON THE 22ND DAY OF JUNE, 2020, BY ITS RESOLUTION NO.
_____.

BOARD SECRETARY
ALTADENA LIBRARY DISTRICT

FILED THIS ____ DAY OF _____, 20__, AT THE HOUR OF ____ O'CLOCK __M. IN BOOK _____ OF MAPS OF
ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE _____ IN THE OFFICE OF THE COUNTY
RECORDER IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA.

COUNTY RECORDER
COUNTY OF LOS ANGELES, CALIFORNIA

FOR PARTICULARS OF THE LINES AND DIMENSIONS OF ASSESSOR PARCELS, REFERENCE IS MADE TO THE MAPS
OF THE ASSESSOR, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA.



Source: Los Angeles County GIS
Geographic Coordinate Reference: GCS North American 1983
Projection: NAD 1983 StatePlane California V FIPS 0405 Feet



APPENDIX B. RATE AND METHOD OF APPORTIONMENT

The following pages show the Rate and Method of Apportionment of the Special Tax.

**RATE AND METHOD OF APPORTIONMENT FOR
ALTADENA LIBRARY DISTRICT
COMMUNITY FACILITIES DISTRICT NO. 2020-1
(FACILITIES AND SERVICES)**

A Special Tax, as hereinafter defined, shall be levied on all Assessor's Parcels in the Altadena Library District (the "District") Community Facilities District No. 2020-1 (Facilities and Services) ("CFD No. 2020-1") and collected each Fiscal Year commencing in Fiscal Year 2021/22, in an amount determined by the District or its designee, through the application of the Rate and Method of Apportionment as described below. All real property in CFD No. 2020-1, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent and in the manner herein provided.

A. DEFINITIONS

The terms hereinafter set forth have the following meanings:

"Accessory Dwelling Unit" means a secondary residential unit of limited size, as defined in California Government Code Section 65852.1 as that may be amended from time to time, that is accessory to a single-unit dwelling located on an Assessor's Parcel.

"Act" means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State.

"Administrative Expenses" means the following actual or reasonably estimated costs directly related to the administration of CFD No. 2020-1: the costs of any paying agents/fiscal agents/trustees related to Bond payments (including the fees and expenses of its counsel), banking and management; the costs of computing the Special Tax Requirement, the Special Taxes and of preparing the collection schedules for the Special Taxes; the costs of collecting the Special Taxes, including any charges levied by the County Auditor's Office, Tax Collector's Office or Treasurer's Office; the costs of the District or designee in complying with the disclosure requirements of California law (including the Act) and the federal securities laws; costs of responding to public inquiries regarding the Special Taxes; the costs of the District or designee related to an appeal of the Special Taxes or interpretation of the Rate and Method of Apportionment; amounts needed to pay rebate to the federal government related to Bonds; and the costs of commencing and pursuing to completion any foreclosure action arising from delinquent Special Taxes in the District. Administrative Expenses shall also include an allocable share of the salaries of District staff and an allocable portion of District overhead costs relating to the foregoing, or costs of the District in any way related to the establishment or administration of the District. Administrative Expenses shall also include amounts estimated or advanced by the District or CFD No. 2020-1 for any other administrative purposes of CFD No. 2020-1.

"Apartment Property" means all Assessor's Parcels of Developed Property that consist of Units available for lease or rent in a multi-unit building. Typical County Use Codes include, but are not limited to: 0200, 0201, 0300, 0301, 0400, 0401, 0500, and 0501.

“Assessor’s Data” means the property characteristic data compiled and maintained by the County Assessor for each Assessor’s Parcel, including, but not limited to, Assessor’s Parcel Number, Use Code, Building Square Footage, and Units.

“Assessor’s Parcel” means a lot or parcel shown in an Assessor’s Parcel Map with an assigned Assessor’s Parcel Number.

“Assessor’s Parcel Map” means an official map of the County Assessor of the County designating parcels by Assessor’s Parcel Number.

“Assessor’s Parcel Number” or “APN” means, with respect to an Assessor’s Parcel, that number assigned to such Assessor’s Parcel by the County for purposes of identification.

“Authorized Facilities” means the public facilities authorized to be financed, in whole or in part, by CFD No. 2020-1, including by the proceeds of any CFD No. 2020-1 Bonds. The Special Tax to fund Authorized Facilities may only be levied prior to the Transition Year.

“Authorized Services” means the services authorized to be funded, in whole or in part, by CFD No. 2020-1.

“Board of Trustees” means the District Board of Trustees, acting as the legislative body of CFD No. 2020-1.

“Bonds” means bonds or other debt (as defined in the Act), whether in one or more series, issued or assumed by or on behalf of CFD No. 2020-1 under the Act. Bonds also includes any bonds issued to refinance a previous bond issue.

“Building Square Footage” or “Building Square Feet” or, singularly, **“Building Square Foot”** means the building square footage assigned to each Assessor’s Parcel, which may be determined by (i) referencing Assessor’s Data, (ii) site surveys, and/or (iii) other research by the CFD Administrator.

“CFD Administrator” means an official of the District, or designee thereof, responsible for determining the Special Tax Requirement, and providing for the levy and collection of the Special Taxes.

“CFD No. 2020-1” means Altadena Library District Community Facilities District No. 2020-1 (Facilities and Services).

“Commercial Property – Greater than 10,000 Square Feet” means all Assessor’s Parcels of Developed Property used for non-residential purposes, such as commercial or industrial uses, and contain a structure with 10,000 or more Building Square Feet. Possessory interests are not included in this definition. Typical County Use Codes include, but are not limited to: 1010, 1100, 1101, 1200, 1210, 1400, 1420, 1500, 1700, 1702, 1720, 1900, 1910, 1920, 1922, 2100, 2101, 2110, 2120, 2300, 2302, 2400, 2500, 250L, 2600, 2670, 2900, 3000, 3100, 3300, 3310, 3340, 6400, 6510, 6710, 6800, 7100, 7200, 7202, 7410, 7500, and 7700.

“Commercial Property – Less than 10,000 Square Feet” means all Assessor’s Parcels of Developed Property used for non-residential purposes, such as commercial or industrial uses, and contain a structure with less than 10,000 Building Square Feet. Possessory interests are not included in this definition. Typical County Use Codes include, but are not limited to: 1010, 1100, 1101, 1200, 1210, 1400, 1420, 1500, 1700,

1702, 1720, 1900, 1910, 1920, 1922, 2100, 2101, 2110, 2120, 2300, 2302, 2400, 2500, 250L, 2600, 2670, 2900, 3000, 3100, 3300, 3310, 3340, 6400, 6510, 6710, 6800, 7100, 7200, 7202, 7410, 7500, and 7700.

"County" means the County of Los Angeles.

"Debt Service" means for each Debt Year, the total amount of principal and interest due for any Bonds of CFD No. 2020-1.

"Debt Year" means each 12-month period designated as such, or by a similar term, in the Indenture for each series of Bonds.

"Developed Property" means for each Fiscal Year, all Taxable Property, exclusive of Taxable Contingent Property, for which the County has assigned a Use Code indicating residential or non-residential use and which are not vacant.

"District" means the Altadena Library District.

"Fiscal Year" means the period starting July 1 and ending on the following June 30.

"GIS" or **"Geographic Information System"** means a system designed to capture, store, manipulate, analyze, manage, and present spatial or geographic data.

"Indenture" means the indenture, fiscal agent agreement, resolution, or other instrument pursuant to which Bonds for CFD No. 2020-1 are issued, as modified, amended, and/or supplemented from time to time, and any instrument replacing or supplementing the same.

"Maximum Special Tax" means the Maximum Special Tax determined in accordance with Section C below, that can be levied in any Fiscal Year on any Assessor's Parcel of Taxable Property.

"Outstanding Bonds" means all Bonds that are outstanding under and in accordance with the provisions of the Indenture.

"Property Owner Association Property" means, for each Fiscal Year, any property within the boundaries of CFD No. 2020-1 that is owned by a property owner association, including any master or sub-association, as of January 1 of the prior Fiscal Year.

"Property Type" means either Single Family Residential Property, Apartment Property, Commercial Property – Less than 10,000 Square Feet, Commercial Property – Greater than 10,000 Square Feet, Taxable Contingent Property, or Tax-Exempt Property.

"Proportionately" means for Developed Property that the ratio of the Special Tax levy to the Maximum Special Tax is equal for all Assessors' Parcels of Developed Property within CFD No. 2020-1. For Taxable Contingent Property, "Proportionately" means that the ratio of the actual Special Tax levy to the Maximum Special Tax is equal for all Assessor's Parcels of Taxable Contingent Property within CFD No. 2020-1.

"Public Property" means property within the boundaries of CFD No. 2020-1 owned by, irrevocably offered or dedicated to, or for which an easement for purposes of public right-of-way has been granted to the federal government, the State, the County, the District, or any local government or other public agency,

provided that any property leased by a public agency to a private entity and subject to taxation under Section 53340.1 of the Act shall be taxed and classified according to its use.

“Single Family Residential Property” means all Assessor’s Parcels of Developed Property with a residential structure intended for a single Unit. Typical County Use Codes include, but are not limited to: 0100, 0101, 0102, 0103, 0104, 0106, 0108, 0109, 010C, 010D, 010E, 010H, 0113, 0133, 0800, and 0801.

"Special Tax(es)" means the special tax to be levied in each Fiscal Year on each Assessor’s Parcel of Taxable Property within CFD No. 2020-1 to fund the Special Tax Requirement.

"Special Tax Requirement" means that amount required in any Fiscal Year for CFD No. 2020-1:

Before the Transition Year, to (1) pay Debt Service on all Outstanding Bonds which is due in such Fiscal Year; (2) pay for Authorized Services; (3) pay Administrative Expenses; (4) provide any amount required to establish or replenish a reserve fund in connection with any Bonds; (5) provide any amount required to establish or replenish any operating reserve held by the District for Authorized Services and/or Administrative Expenses; (6) provide an amount equal to reasonably anticipated Special Tax delinquencies based on the delinquency rate for Special Taxes levied in the previous Fiscal Year as determined by the CFD Administrator, as limited by the Act, and without duplicating any amounts described in clauses (4) or (5). The amounts referred to in clauses (1) through (6) of the preceding sentence may be reduced in any Fiscal Year (in the District's sole discretion) by (i) interest earnings on or surplus balances in funds and accounts for Bonds to the extent that such earnings or balances are available to apply against Debt Service pursuant to the Indenture, (ii) proceeds from the collection of penalties associated with delinquent Special Tax, and (iii) any other revenues available to pay Debt Service on the Outstanding Bonds or other indebtedness as determined by the CFD Administrator.

Beginning in the Transition Year, to (1) pay for Authorized Services; (2) pay Administrative Expenses; (3) provide any amount required to establish or replenish any operating reserve held by the District for Authorized Services and/or Administrative Expenses; (4) provide an amount equal to reasonably anticipated Special Tax delinquencies based on the delinquency rate for Special Taxes levied in the previous Fiscal Year as determined by the CFD Administrator, as limited by the Act; less (5) a credit for funds available, if any, to reduce the Special Tax levy.

"State" means the State of California.

“Tax-Exempt Property” means all Assessor’s Parcels within the boundaries of CFD No. 2020-1 which are exempt from the Special Tax pursuant to the Act or Section E below.

“Taxable Contingent Property” means any Assessor’s Parcel that was previously classified and levied as Taxable Property, but has changed ownership or use such that it would subsequently be classified as Property Owner Association Property or Public Property, or other property, as Tax-Exempt Property pursuant to the provisions of Section E.

"Taxable Property" means all Assessor’s Parcels within the boundaries of CFD No. 2020-1 which are not exempt from the Special Tax pursuant to the Act or Section E below.

“Transition Event” means the earlier of (i) Fiscal Year 2055/56 or (ii) the Fiscal Year when the CFD Administrator determines that both of the following events have occurred: (a) all Bonds secured by the levy and collection of the Special Tax in CFD No. 2020-1 have been fully repaid and the District determines that no additional Bonds are to be issued, and (b) all Administrative Expenses from prior Fiscal Years have been paid or reimbursed to the District.

“Transition Year” means the first year in which the CFD Administrator determines that the Transition Event occurred in the prior Fiscal Year.

“Trustee” means the trustee or fiscal agent under the Indenture.

“Undeveloped Property” means all Assessor’s Parcels of used for residential or non-residential purposes, but do not contain any Building Square Footage. Typical County Use Codes include, but are not limited to: 010V, 010X, 100V, 300V, and 770V.

“Unit” means an individual residential living space. The number of Units assigned to each Assessor’s Parcel may be determined by (i) referencing Assessor’s Data, (ii) site surveys and physical unit counts, and/or (iii) other research by the CFD Administrator. An Accessory Dwelling Unit shall not be considered a Unit for the purposes of the Special Tax.

“Use Code” means that code assigned by the County for the purpose of identifying the primary activity for which an Assessor’s Parcel is being used.

“Welfare Exempt Property” means all Assessor’s Parcels within the boundaries of CFD No. 2020-1 that have been granted a welfare exemption pursuant to Section 53340 (c) under the Act under subdivision (g) of Section 214 of the Revenue and Taxation Code by the County.

“Very Low-Income Exemption Form” means a form made available by the District or the CFD Administrator and submitted to the District or CFD Administrator by the owner of an Assessor’s Parcel no later than June 30 each year that, if accepted and approved by the District or the CFD Administrator, shall cause the Assessor’s Parcel owned by the submitter to be designated as Tax-Exempt Property in the following Fiscal Year. The Very Low-Income Exemption Form shall require the applicant to provide (i) the Assessor’s Parcel to which the exemption shall apply, (ii) proof that household income for the calendar year preceding the Fiscal Year for which the form is being filed was less than or equal to the Very Low-Income Limits for the Los Angeles-Long Beach-Glendale, CA HUD Metro FMR Area, or similar Income Limit Area if the Los Angeles-Long Beach-Glendale, CA HUD Metro FMR Area no longer exists in the future, as published by the U.S. Department of Housing and Urban Development, and (iii) an attestation that the owner occupies the Assessor’s Parcel for which the form is being submitted. Proof of household income shall be confirmed by review of the prior years' tax return of individuals living in the household; copies of all such tax returns must be attached to the Very Low-Income Exemption Form in order for the District or the CFD Administrator to verify household income. A Very Low-Income Exemption Form must be submitted to the District or the CFD Administrator no later than June 30 each year for the Assessor’s Parcel to continue to be eligible for an exemption in the following Fiscal Year.

“Very Low-Income Property” means, in any Fiscal Year, all Assessor’s Parcels within CFD No. 2020-1 for which a Very Low-Income Exemption Form was submitted to the District or the CFD Administrator on or

prior to June 30 of the previous Fiscal Year and has been accepted as valid by the District or the CFD Administrator. All Assessor's Parcels with an approved Very Low-Income Exemption Form shall be classified as Tax-Exempt Property, with the following exception: if, in any Fiscal Year, the aggregate total exemptions related to Very Low-Income Property would exceed \$187,000 (stated in Fiscal Year 2021/22 dollars, and increasing by 2% each July 1 thereafter), the CFD Administrator shall proportionately reduce the amount of the discount from 100% to each Assessor's Parcel of Very Low-Income Property until the aggregate discount equals \$187,000 (stated in Fiscal Year 2021/22 dollars, and increasing by 2% each July 1 thereafter). The Board of Trustees may elect to allow the aggregate total exemptions related to Very Low-Income Property to exceed \$187,000 (stated in Fiscal Year 2021/22 dollars, and increasing by 2% each July 1 thereafter) beginning in the Transition Year and any subsequent Fiscal Year or if funds from another source are made available to the CFD by the District or other party to fund additional exemptions.

B. ASSIGNMENT TO LAND USE CATEGORIES

Each Fiscal Year, the CFD Administrator shall determine the valid Assessor's Parcel Numbers for all Taxable Property within CFD No. 2020-1. If any Assessor's Parcel Numbers are no longer valid from the previous Fiscal Year, the CFD Administrator shall determine the new Assessor's Parcel Number(s) that are in effect for the current Fiscal Year. To the extent Assessor's Parcels of Taxable Property are subdivided, consolidated, or otherwise reconfigured, the Special Tax rates shall be assigned to the new Assessor's Parcel(s) pursuant to Section C.

Each Fiscal Year, all Assessor's Parcels within CFD No. 2020-1 shall be classified as follows:

1. Each Assessor's Parcel shall be determined to be Taxable Property or Tax-Exempt Property.
2. Each Assessor's Parcel of Taxable Property shall be further classified as Developed Property or Taxable Contingent Property. Taxable Property shall be subject to Special Taxes in accordance with the rate and method of apportionment determined pursuant to Sections C and D below.
3. Each Assessor's Parcel of Developed Property and Taxable Contingent Property shall be further classified as Single Family Residential Property, Apartment Property, Commercial Property – Less than 10,000 Square Feet or Commercial Property – Greater than 10,000 Square Feet. For Single Family Residential Property, Commercial Property – Less than 10,000 Square Feet, and Commercial Property – Greater than 10,000 Square Feet, the Building Square Footage for each Assessor's Parcel shall be determined. For Apartment Property, the number of Units for each Assessor's Parcel shall be determined.

C. MAXIMUM SPECIAL TAX RATES

Notwithstanding the below, under no circumstances will the Special Tax levied in any Fiscal Year against any Assessor's Parcel for which an occupancy permit for private residential use has been issued be increased by more than ten percent above the amount that would have been levied in that Fiscal Year had there never been any such delinquency or default by the owner(s) of any other Assessor's Parcel within CFD No. 2020-1.

PRIOR TO THE TRANSITION EVENT

1. Developed Property

The Maximum Special Tax for each Assessor’s Parcel of Developed Property is shown in Table 1.

**TABLE 1
MAXIMUM SPECIAL TAX FOR DEVELOPED PROPERTY
FISCAL YEAR 2021/22**

Property Type	Maximum Special Tax	Per
Single Family Residential Property	\$0.10	Building Square Foot
Apartment Property	115.24	Unit
Commercial Property – Less than 10,000 Square Feet	340.92	Assessor’s Parcel
Commercial Property – Greater than 10,000 Square Feet	460.97	Assessor’s Parcel

On each July 1, commencing on July 1, 2022, the Maximum Special Tax for Developed Property shall be increased by an amount equal to two percent (2%) of the amount in effect for the previous Fiscal Year.

2. Taxable Contingent Property

Maximum Special Tax

The Maximum Special Tax for each Assessor’s Parcel of Taxable Contingent Property shall be assigned as shown in Table 1 according to the previous Taxable Property type and use.

Increase in the Maximum Special Tax

On each July 1, commencing on July 1, 2022, the Maximum Special Tax for Taxable Contingent Property shall be increased by an amount equal to two percent (2%) of the amount in effect for the previous Fiscal Year.

AFTER THE TRANSITION EVENT

The Maximum Special Tax for each Assessor’s Parcel that may be levied in any Fiscal Year after the Transition Event is determined as, an amount equal to 100% of the Maximum Special Tax in the Fiscal Year prior to the Transition Year.

On each July 1 after the Transition Event, the Maximum Special Tax for Developed Property and the Maximum Special Tax for Taxable Contingent Property shall be increased by an amount equal to two percent (2%) of the amount in effect for the previous Fiscal Year.

D. METHOD OF APPORTIONMENT OF THE SPECIAL TAXES

Commencing with Fiscal Year 2021/22 and for each following Fiscal Year, the CFD Administrator shall determine the Special Tax Requirement, and shall levy the Special Tax until the amount of the Special Tax equals the Special Tax Requirement. The Special Tax shall be levied each Fiscal Year as follows:

First: The Special Tax shall be levied Proportionately on each Assessor's Parcel of Developed Property at a

rate up to 100% of the applicable Maximum Special Tax for Developed Property to satisfy the Special Tax Requirement.

Second: If additional monies are needed to satisfy the Special Tax Requirement after the first step has been completed, the Special Tax shall be levied Proportionately on all Taxable Contingent Property at a rate up to 100% of the Maximum Special Tax for Taxable Contingent Property.

E. EXEMPTIONS

No Special Tax shall be levied on Public Property, Property Owner Association Property, Undeveloped Property, or any other property which would not normally receive a property tax bill from the County due to the very-low or zero assessed value of such property. No Special Tax shall be levied on Very Low-Income Property up to a total of \$187,000 (stated in Fiscal Year 2021/22 dollars and increasing by 2% each July 1 thereafter). If the total Special Tax on all Very Low-Income Property exceeds \$187,000 (stated in Fiscal Year 2021/22 dollars, and increasing by 2% each July 1 thereafter), the CFD Administrator shall proportionately reduce the amount of the discount from 100% to each Assessor's Parcel of Very Low-Income Property until the aggregate discount equals \$187,000 (stated in Fiscal Year 2021/22 dollars and increasing by 2% each July 1 thereafter). The Board of Trustees may elect to allow the aggregate total exemptions related to Very Low-Income Property to exceed \$187,000 (stated in Fiscal Year 2021/22 dollars and increasing by 2% each July 1 thereafter) beginning in the Transition Year and any subsequent Fiscal Year or if funds from another source are made available to the CFD by the District or other party to fund additional exemptions. However, should an Assessor's Parcel no longer be classified as Public Property, Property Owner Association Property, Undeveloped Property, Very Low-Income Property, or any other property which would not normally receive a property tax bill from the County due to the very-low or zero assessed value of such property, its tax-exempt status will be revoked. In the case of Public Property and pursuant to Section 53317.3 of the Act, if property not otherwise exempt from the Special Tax levied pursuant to this chapter is acquired by a public entity through a negotiated transaction, or by gift or devise, the special tax shall, notwithstanding Section 53340, continue to be levied on the property acquired and shall be enforceable against the public entity that acquired the property.

Taxable Contingent Property shall be subject to the levy of the Special Tax, assigned to a Property Type in accordance with the use of the property, and shall be taxed Proportionately as part of the second step in Section D above, at up to 100% of the applicable Maximum Special Tax.

As may be required pursuant to the Act, Welfare Exempt Property may be classified as Exempt Property or may be reimbursed for Special Tax levied and paid. In order to receive reimbursement, the property owner must provide documentation of the exemption to the CFD Administrator within one calendar year after having paid the Special Taxes for which an exemption has been granted. A refund of the amount of Special Taxes paid for the Fiscal Year the exemption has been granted will be provided to the property owner of Welfare Exempt Property who was granted the exemption.

F. APPEALS

Any property owner may file a written appeal of the Special Taxes with the CFD Administrator claiming that the amount or application of the Special Taxes is not correct. The appeal must be filed not later than one calendar year after having paid the Special Taxes that are disputed, and the appellant must be current

in all payments of Special Taxes. In addition, during the term of the appeal process, all Special Taxes levied must be paid on or before the payment date established when the levy was made.

The appeal must specify the reasons why the appellant claims the Special Taxes are in error. The CFD Administrator shall review the appeal, meet with the appellant if the CFD Administrator deems necessary, and advise the appellant of its determination.

If the property owner disagrees with the CFD Administrator's decision relative to the appeal, the owner may then file a written appeal with the Board of Trustees whose subsequent decision shall be final and binding on all interested parties. If the decision of the CFD Administrator or subsequent decision by the Board of Trustees requires the Special Taxes to be modified or changed in favor of the property owner, the CFD Administrator shall determine if sufficient Special Tax revenue is available to make a cash refund. If a cash refund cannot be made, then an adjustment shall be made to credit future Special Taxes.

This procedure shall be exclusive and its exhaustion by any property owner shall be a condition precedent to filing any legal action by such owner.

G. INTERPRETATIONS

The Board of Trustees may, by resolution or ordinance, interpret, clarify and/or revise this Rate and Method of Apportionment to correct any inconsistency, vagueness, or ambiguity as it relates to the Special Taxes, method of apportionment, classification of Assessor's Parcels, or any definition used herein, as long as such correction does not materially affect the levy and collection of Special Taxes. In addition, the interpretation and application of any section of this document shall be at the District's discretion.

H. MANNER OF COLLECTION

The Special Taxes shall be collected in the same manner and at the same time as ordinary *ad valorem* property taxes; provided, however, that the CFD Administrator may, at the sole discretion of the District, directly bill the Special Tax, may collect the Special Tax at a different time or in a different manner as necessary to meet its financial obligations, and may covenant to foreclose and may actually foreclose on Assessor's Parcels of Taxable Property that are delinquent in the payment of the Special Tax.

I. PREPAYMENT OF SPECIAL TAX

The Special Tax may not be prepaid.

J. TERM

The Special Tax shall be levied and collected, as needed to fund the Special Tax Requirement, in perpetuity. However, no portion of the Special Tax shall be levied for Authorized Facilities after Fiscal Year 2055/56, which shall be the last Fiscal Year in which the Transition Event may occur: provided, however, that a Special Tax that was lawfully levied for Authorized Facilities in or before Fiscal Year 2055/56 and that remains delinquent may be collected in subsequent years.

APPENDIX C. CURRENT DEBT SERVICE SCHEDULE

The following pages show the Current Debt Service Schedule.

Altadena Library District
Altadena Library Community Facilities District No 2020-1 (Facilities and Services)
Current Debt Service Schedule

Bonds Dated: 03/03/2022
 Bonds Issued: \$21,125,000.00

Payment Date	CUSIP	Interest Rate	Balance	Principal	Interest	Payment Total	Annual Total	Call Premium	Status
09/01/2022		5.0000%	\$21,125,000.00	\$0.00	\$436,816.94	\$436,816.94	\$436,816.94	0.0000%	Paid
03/01/2023		5.0000	21,125,000.00	.00	441,725.00	441,725.00	.00	0.0000	Paid
09/01/2023		5.0000	21,125,000.00	350,000.00	441,725.00	791,725.00	1,233,450.00	0.0000	Paid
03/01/2024		5.0000	20,775,000.00	.00	432,975.00	432,975.00	.00	0.0000	Unpaid
09/01/2024		5.0000	20,775,000.00	365,000.00	432,975.00	797,975.00	1,230,950.00	0.0000	Unpaid
03/01/2025		5.0000	20,410,000.00	.00	423,850.00	423,850.00	.00	0.0000	Unpaid
09/01/2025		5.0000	20,410,000.00	385,000.00	423,850.00	808,850.00	1,232,700.00	0.0000	Unpaid
03/01/2026		5.0000	20,025,000.00	.00	414,225.00	414,225.00	.00	0.0000	Unpaid
09/01/2026		5.0000	20,025,000.00	405,000.00	414,225.00	819,225.00	1,233,450.00	0.0000	Unpaid
03/01/2027		5.0000	19,620,000.00	.00	404,100.00	404,100.00	.00	0.0000	Unpaid
09/01/2027		5.0000	19,620,000.00	425,000.00	404,100.00	829,100.00	1,233,200.00	0.0000	Unpaid
03/01/2028		5.0000	19,195,000.00	.00	393,475.00	393,475.00	.00	0.0000	Unpaid
09/01/2028		5.0000	19,195,000.00	445,000.00	393,475.00	838,475.00	1,231,950.00	0.0000	Unpaid
03/01/2029		5.0000	18,750,000.00	.00	382,350.00	382,350.00	.00	0.0000	Unpaid
09/01/2029		5.0000	18,750,000.00	465,000.00	382,350.00	847,350.00	1,229,700.00	0.0000	Unpaid
03/01/2030		5.0000	18,285,000.00	.00	370,725.00	370,725.00	.00	0.0000	Unpaid
09/01/2030		5.0000	18,285,000.00	490,000.00	370,725.00	860,725.00	1,231,450.00	0.0000	Unpaid
03/01/2031		5.0000	17,795,000.00	.00	358,475.00	358,475.00	.00	0.0000	Unpaid
09/01/2031		5.0000	17,795,000.00	515,000.00	358,475.00	873,475.00	1,231,950.00	0.0000	Unpaid
03/01/2032		4.0000	17,280,000.00	.00	345,600.00	345,600.00	.00	0.0000	Unpaid
09/01/2032		4.0000	17,280,000.00	540,000.00	345,600.00	885,600.00	1,231,200.00	0.0000	Unpaid
03/01/2033		4.0000	16,740,000.00	.00	334,800.00	334,800.00	.00	0.0000	Unpaid
09/01/2033		4.0000	16,740,000.00	560,000.00	334,800.00	894,800.00	1,229,600.00	0.0000	Unpaid
03/01/2034		4.0000	16,180,000.00	.00	323,600.00	323,600.00	.00	0.0000	Unpaid
09/01/2034		4.0000	16,180,000.00	585,000.00	323,600.00	908,600.00	1,232,200.00	0.0000	Unpaid
03/01/2035		4.0000	15,595,000.00	.00	311,900.00	311,900.00	.00	0.0000	Unpaid
09/01/2035		4.0000	15,595,000.00	610,000.00	311,900.00	921,900.00	1,233,800.00	0.0000	Unpaid
03/01/2036		4.0000	14,985,000.00	.00	299,700.00	299,700.00	.00	0.0000	Unpaid
09/01/2036		4.0000	14,985,000.00	630,000.00	299,700.00	929,700.00	1,229,400.00	0.0000	Unpaid
03/01/2037		4.0000	14,355,000.00	.00	287,100.00	287,100.00	.00	0.0000	Unpaid
09/01/2037		4.0000	14,355,000.00	660,000.00	287,100.00	947,100.00	1,234,200.00	0.0000	Unpaid
03/01/2038		4.0000	13,695,000.00	.00	273,900.00	273,900.00	.00	0.0000	Unpaid
09/01/2038		4.0000	13,695,000.00	685,000.00	273,900.00	958,900.00	1,232,800.00	0.0000	Unpaid
03/01/2039		4.0000	13,010,000.00	.00	260,200.00	260,200.00	.00	0.0000	Unpaid
09/01/2039		4.0000	13,010,000.00	710,000.00	260,200.00	970,200.00	1,230,400.00	0.0000	Unpaid
03/01/2040		4.0000	12,300,000.00	.00	246,000.00	246,000.00	.00	0.0000	Unpaid
09/01/2040		4.0000	12,300,000.00	740,000.00	246,000.00	986,000.00	1,232,000.00	0.0000	Unpaid
03/01/2041		4.0000	11,560,000.00	.00	231,200.00	231,200.00	.00	0.0000	Unpaid
09/01/2041		4.0000	11,560,000.00	770,000.00	231,200.00	1,001,200.00	1,232,400.00	0.0000	Unpaid
03/01/2042		4.0000	10,790,000.00	.00	215,800.00	215,800.00	.00	0.0000	Unpaid
09/01/2042		4.0000	10,790,000.00	800,000.00	215,800.00	1,015,800.00	1,231,600.00	0.0000	Unpaid
03/01/2043		4.0000	9,990,000.00	.00	199,800.00	199,800.00	.00	0.0000	Unpaid
09/01/2043		4.0000	9,990,000.00	830,000.00	199,800.00	1,029,800.00	1,229,600.00	0.0000	Unpaid
03/01/2044		4.0000	9,160,000.00	.00	183,200.00	183,200.00	.00	0.0000	Unpaid
09/01/2044		4.0000	9,160,000.00	865,000.00	183,200.00	1,048,200.00	1,231,400.00	0.0000	Unpaid

Altadena Library District
Altadena Library Community Facilities District No 2020-1 (Facilities and Services)
Current Debt Service Schedule

Bonds Dated: 03/03/2022
Bonds Issued: \$21,125,000.00

Payment Date	CUSIP	Interest Rate	Balance	Principal	Interest	Payment Total	Annual Total	Call Premium	Status
03/01/2045		4.0000	8,295,000.00	.00	165,900.00	165,900.00	.00	0.0000	Unpaid
09/01/2045		4.0000	8,295,000.00	900,000.00	165,900.00	1,065,900.00	1,231,800.00	0.0000	Unpaid
03/01/2046		4.0000	7,395,000.00	.00	147,900.00	147,900.00	.00	0.0000	Unpaid
09/01/2046		4.0000	7,395,000.00	935,000.00	147,900.00	1,082,900.00	1,230,800.00	0.0000	Unpaid
03/01/2047		4.0000	6,460,000.00	.00	129,200.00	129,200.00	.00	0.0000	Unpaid
09/01/2047		4.0000	6,460,000.00	975,000.00	129,200.00	1,104,200.00	1,233,400.00	0.0000	Unpaid
03/01/2048		4.0000	5,485,000.00	.00	109,700.00	109,700.00	.00	0.0000	Unpaid
09/01/2048		4.0000	5,485,000.00	1,010,000.00	109,700.00	1,119,700.00	1,229,400.00	0.0000	Unpaid
03/01/2049		4.0000	4,475,000.00	.00	89,500.00	89,500.00	.00	0.0000	Unpaid
09/01/2049		4.0000	4,475,000.00	1,055,000.00	89,500.00	1,144,500.00	1,234,000.00	0.0000	Unpaid
03/01/2050		4.0000	3,420,000.00	.00	68,400.00	68,400.00	.00	0.0000	Unpaid
09/01/2050		4.0000	3,420,000.00	1,095,000.00	68,400.00	1,163,400.00	1,231,800.00	0.0000	Unpaid
03/01/2051		4.0000	2,325,000.00	.00	46,500.00	46,500.00	.00	0.0000	Unpaid
09/01/2051		4.0000	2,325,000.00	1,140,000.00	46,500.00	1,186,500.00	1,233,000.00	0.0000	Unpaid
03/01/2052		4.0000	1,185,000.00	.00	23,700.00	23,700.00	.00	0.0000	Unpaid
09/01/2052		4.0000	1,185,000.00	1,185,000.00	23,700.00	1,208,700.00	1,232,400.00	0.0000	Unpaid
Grand Total:			\$21,125,000.00	\$16,267,816.94	\$37,392,816.94	\$37,392,816.94			

APPENDIX D. DELINQUENCY SUMMARY REPORT

The following page shows the current Delinquency Summary Report.

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Altadena Library District Delinquency Summary Report

As of: 06/30/2023

District	Due Date	Billed Amount	Paid Amount	Delinquent Amount	Delinquent Amount %	Billed Installments	Paid Installments	Delinquent Installments	Delinquent Installments %
Altadena CFD 2020-1 - Altadena Library Community Facilities District No 2020-1 (Facilities and Services)									
08/01/2022 Billing:									
	12/10/2022	\$629,449.03	\$624,066.37	\$5,382.66	0.86%	13,818	13,265	126	0.91%
	04/10/2023	\$629,441.15	\$617,086.04	\$12,355.11	1.96%	13,818	13,125	266	1.93%
	Subtotal:	\$1,258,890.18	\$1,241,152.41	\$17,737.77	1.41%	27,636	26,390	392	1.42%
Altadena CFD 2020- 1	Total:	\$1,258,890.18	\$1,241,152.41	\$17,737.77	1.41%	27,636	26,390	392	1.42%
Agency Grand Total:		\$1,258,890.18	\$1,241,152.41	\$17,737.77	1.41%	27,636	26,390	392	1.42%



Micah Ali

Strategist, Consultant, Public Sector And Governance Expert

Experienced strategist, catalyst for innovation and organizational effectiveness. Regarded as a pioneer in public affairs/government relations and board governance for clients in public education, public health and economic development spheres. Catalyzes private/public partnerships, coalition building and broad based initiatives intended to achieve impact in areas often deemed resistant to change. Co-author of the California Association of Black School Educators' Blueprint for Education Equity

EXPERIENCE AND ACCOMPLISHMENTS

Founder, Managing Director

Synergistic Solutions Consulting
November 2004-Present

Strategy consultancy providing expertise in organizational culture, politics, and effective practices of School Boards and School District leadership, as well as other governmental and global organizations seeking to achieve next level results, sustainable change and improving overall organizational performance.

CONSULTING AREAS

Government Affairs and Crisis Management.
Land Use and Development Consulting
High-stakes and Large Project Negotiation
Community Development

Director

Los Angeles County Education Foundation
July 2012 - January 2014

Expanded supports for public schools across Los Angeles County in the area by way of innovation in health and education policy, including large-dollar investment projects, public education and achievement initiatives for districts across Los Angeles County, and innovated policy efforts.

Project Manager

Raytheon Space and Airborne Systems
October 2008 - June 2012

Oversee and ensure the successful completion of complex projects across several divisions of the global technology and aerospace organization.

Special Assistant, Government Relations

California State Legislature, Assemblymember Merv Dymally
August 2006 - November 2008

Established and maintained relationships with strategic community leaders, legislators, legislative aides, local elected officials, business trade leaders, public health agencies and organizations, charitable organizations, school districts, health care industry leaders and grassroots constituency groups.

OTHER POSITIONS HELD

Project Coordinator

Boeing Satellite Systems
July 2003- October 2004

Project Manager, Policy and Governmental Affairs

Community Redevelopment Agency
August 2002 - July 2003

Council Liaison Officer, Government Relations

City of Compton
August 1998 - August 2002

SKILLS

High-Stakes Negotiation

Board Effectiveness

Gov't/Private Partnerships

National/State Policy

EDUCATION

Loyola Marymount University
Masters of Arts in Education
School Administration

California State University, Dominguez Hills
Bachelor of Science
Public Administration

CIVIC & COMMUNITY INVOLVEMENT

Chair-elect
National Black Council of School Board Members

Chair Emeritus,
Council of Urban Boards of Education

Founder and President Emeritus
California Association of Black School Educators

President
Compton Unified School District Board of Trustees

President Emeritus
Los Angeles County School Trustees Association

President
Compton Creek Mosquito Abatement District
Board of Trustees

Emeritus Member
National School Boards Association

Emeritus Member
California School Boards Association

Immediate Past Member
California Racial and Identity Profiling Advisory Board

Alternate
South Coast Air Quality Management District
Hearing Board

INTERESTS

Education Innovation

Environmentalism

Land Use and Improvement Projects

Community Development

K-12 Education Systems