



MEETING AGENDA

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
June 24, 2024, 5:00 pm

IMPORTANT NOTICE REGARDING THE JUNE 24, 2024 MEETING

This meeting will be available to view in a hybrid fashion, utilizing teleconference, electronic, and in-person means to allow for a variety of public viewing and public commenting options. The public is invited to attend the meeting in-person, or livestream the meeting. 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:

In order to facilitate in-person and virtual public participation at meetings, the District will accept public comment on agenda items by email or online public comment form up to two (2) hours prior to the start of Board of Trustees meetings. You may do this by emailing hello@altadenalibrary.org or by submitting to www.altadenalibrary.org/publiccomment.

Those wishing to make their comment virtually during the live meeting may request to do so, and will be provided the zoom link for the meeting.

If you wish to make public comment in-person during the meeting on any agenda item, you must email or submit a comment form either two (2) hours before the meeting, or at the start of the meeting to the District Administrative Assistant or other District staff member using a comment card. If your comment card is not received by the start of the meeting, you may not be able to make your comment. Comment cards will be available in a prominent location at the entrance to the meeting location.

If you wish your comments to be read aloud by a staff member during the meeting, please indicate so in your email, the online public comment form, or the physical comment card available at the meeting. If you submit more than one, only the first comment received will be read aloud. The District reserves the right to summarize comments if necessary for the orderly and timely flow of the meeting. All written comments in their entirety will become part of the meeting record and will be forwarded to the legislative body.

Comments are limited to two (2) minutes and will be timed.

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
- b. Roll Call

II. Roll Call

- a. Approval/Reordering of Agenda Items
- b. Adoption of Agenda
- c. Public Comment on Non-Agenda Items

III. Consent Calendar

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

Approval of Minutes –

May 20, 2024 REGULAR MEETING

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 – May 2024 **Page 11**

V. Reports (**Informational**)

- a. Support Groups **Page 25**
 - i. Altadena Library Foundation
 - ii. Friends of the Altadena Library
- b. Administrative Update **Page 26**
- c. Financial Reports – May 2024 **Page 37**
- d. Board of Trustees Ad Hoc Committee Reports **Page 50**
 - i. Facilities Committee May 2024
- e. Liaison Reports
 - i. Government Liaison Report
- f. Trustee Reports

VI. Unfinished Business

None

VII. New Business

- a. Review and Approval of the Request for Proposals (RFP) for Bob Lucas Memorial Branch Library Furniture (**Action**) **Page 52**
- b. Review and Approval and approval of the GANN Appropriations Limit (**Action**) **Page 133**
- c. Review and Approval of Resolution 2024-02 to prepare the new Tax Roll (**Action**) **Page 135**
- d. Review and Approval of the Workplace Violence Prevention Policy (**Action**) **Page 137**
- e. Review and Approval the date change for this year's Staff Development Day
(Action) Page 157

VIII. Governance

IX. Announcements & Planning

- a. Correspondence
- b. Proposed Future Agenda Items

X. Adjournment

- a. Adjourn Meeting



MEETING MINUTES

Board of Library Trustees | Altadena Library District
Main Library Community Room
600 E. Mariposa St
Altadena, CA 91001
May 20, 2024, 5:00 pm

IMPORTANT NOTICE REGARDING THE MAY 20, 2024 MEETING

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I. Call to Order

a. Land Acknowledgement

Trustee Wilkerson read the Land Acknowledgment.

b. Roll Call

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

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

a. Approval/Reordering of Closed Session Agenda Items

Trustee Andruess moved to reorder Item IX.A. to I.C. Trustee Capell seconded.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Absent

Trustee Wilkerson: Aye.

Motion passed.

b. Adoption of Closed Session Agenda

Trustee Andruess moved to adopt the closed session agenda. Trustee Clark seconded.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Absent

**Trustee Wilkerson: Aye.
Motion passed.**

Trustee Lim arrived at 5:12pm and entered closed session with the other Trustees.

c. Support Groups

i. Altadena Library Foundation Report

Foundation president Mark Mariscal provided the report.

III. Closed Session Public Comment

This is an opportunity for members of the public to address the Board on any subject matter within the Closed Session. Please address the Board, as a whole, through the Chair. Individuals will be given two (2) minutes to address the board.

None

IV. Closed Session

a. Motion to convene to Closed Session

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

i. Conference with Legal Counsel – Anticipated Litigation (GOVT CODE § 54956.9(d)(2)) – one case

V. Reconvene to Open Session

The Board reconvened to Open Session at 6:06pm.

There was no reportable action.

VI. Roll Call

a. Approval/Reordering of Agenda Items

None.

b. Adoption of Agenda

Trustee Andruess moved to adopt the agenda. Trustee Lim seconded.

Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Aye
Trustee Wilkerson: Aye.
Motion passed.

c. Public Comment on Non-Agenda Items

None.

VII. Consent Calendar

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

Approval of Minutes –

April 25, 2024 REGULAR MEETING

Trustee Capell moved to approve the Consent Calendar. Trustee Lim seconded.

Roll Call Vote:
Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Absent
Trustee Wilkerson: Aye.
Motion passed.

VIII. Consideration of Items Removed from the Consent Calendar

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

IX. Department Updates & Special Presentations (**Informational**)

- a. Special Presentation – YSIG Reports

Youth and Family Services Librarian Yvette Casillas provided the report.

- b. Department Update Reports – April 2024

X. Reports (**Informational**)

- a. Support Groups

i. Altadena Library Foundation

ii. Friends of the Altadena Library

FOAL President Tom Ruffner provided the report.

b. Administrative Update

District Director Winslow provided the report.

c. Financial Reports – April 2024

District Director Winslow and Kristi Even of Eide Bailly provided the report.

d. Board of Trustees Ad Hoc Committee Reports

i. Facilities Committee April 2024

Trustee Clark provided the report.

e. Liaison Reports

i. Government Liaison Report

Trustee Andruess provided the report.

f. Trustee Reports

i. San Gabriel Valley CSDA Chapter Luncheon

Trustee Wilkerson provided the report.

XI. Unfinished Business

None

XII. New Business

a. Review and Approval of the Cost of Living Adjustment (COLA) for staff and Salary

Schedule for Fiscal Year 2024-2025 (**Action**)

Trustee Clark moved to table this item and item XII.B until after discussion of item XII.C. Trustee Andruess seconded.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye

Trustee Lim: Absent

Trustee Wilkerson: Aye.

Motion passed.

Trustee Clark moved to approve the Salary schedule with a 3% COLA and a 5% increase for all steps. Trustee Capell seconded.

Roll Call Vote:

Trustee Andruess: Aye

Trustee Capell: Aye

Trustee Clark: Aye
Trustee Lim: Absent
Trustee Wilkerson: Aye.
Motion passed.

- b. Review and Approval of the District Director's Cost of Living Adjustment (COLA)
for Fiscal Year 2024-2025 **(Action)**

Trustee Clark moved to approve the District Director's COLA of 3%. Trustee Andrues seconded.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Absent
Trustee Wilkerson: Aye.
Motion passed.

- c. Review and Approval of the District Budget for Fiscal Year 2024-2025 **(Action)**

Trustee Clark moved to table item XII.C. to return to a vote for item XII.A.
Trustee Capell seconded.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Absent
Trustee Wilkerson: Aye.
Motion passed.

Trustee Capell moved to approve the District Budget for Fiscal Year 2024-2025 with the amendment that the Employee Health benefits increase from \$1,200 per month to \$1,675 per month. Trustee Clark seconded.
Roll Call Vote:
Trustee Andrues: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Absent
Trustee Wilkerson: Aye.
Motion passed.

- d. Review and Approval of late opening of the Library on June 13 to accommodate
an all-staff training session **(Action)**

Trustee Lim moved to approve the late opening of the Library on June 13 to accommodate an all-staff training session. Trustee Andrues seconded.
Roll Call Vote:

Trustee Andruess: Aye
Trustee Capell: Aye
Trustee Clark: Aye
Trustee Lim: Absent
Trustee Wilkerson: Aye.
Motion passed.

XIII. Governance

None.

XIV. Announcements & Planning

a. Correspondence

None

b. Proposed Future Agenda Items

None

XV. Adjournment

a. Adjourn Meeting

The meeting adjourned at 8:12 pm.



**BOARD OF LIBRARY TRUSTEES
ADULT SERVICES REPORT FOR
MAY 2024**

DEPARTMENT: Adult Services

MEETING DATE: June 23, 2024

PREPARED BY: Danielle Guerrero

LOCATION: Main Library Community Room

New Staff Welcomed

In May, the Adult Services team welcomed several new members. Fin, the ALD Teen Librarian, transitioned to Adult Services from Youth and Family Services, bringing valuable experience and a fresh perspective to the team. Additionally, Mia and Jennifer joined as newly hired Library Assistants. Their skills and enthusiasm have already made a positive impact. These new additions are wonderful assets to the Adult Services team, enhancing the library's ability to serve the community effectively.

Fab Lab

The Fab Lab remains busy and full of active energy. Recent staffing changes have been successful, and lab members are pleased with the additional hours now available. Orientations and memberships continue to develop, with over 160 people having completed the membership process. There is growing excitement among members about potential future renovations.

In May, the Fab Lab presented two sound and music workshops led by Elijah Pouges, a local sound artist, rapper, and producer. The first workshop focused on sound, including a sound walk where participants recorded ambient sounds around the library grounds. The second workshop had participants use these recordings in electronic music productions utilizing the Fab Lab's computers and digital audio software. Audio recorders are now available for public checkout!

These recordings were also part of the Fab Lab's outreach at Boston Court Theatre, where ticket holders were invited to record memories of road trips in connection with the production of *The Body's Midnight*, a play about memory loss that takes place during a driving vacation to national parks.

Library of Things

The Library of Things team debuted several new items:

- Digital Audio Recorders: These are now available for public checkout and were also featured in the Fab Lab's outreach at Boston Court Theatre (see above!).
- State Park Hiking Backpacks: Provided by the California State Library, these backpacks include hiking poles, wildlife guides, emergency whistles, a poncho, binoculars, and a State Parks Pass.



Outreach

Outreach efforts with our mobile library, the Curiosity Connection, remained active in May. The Curiosity Connection visited the following events:

- JMHS Open House
- Two visits to Boston Court:
- Fab Lab x Boston Court on May 6th
- Fab Lab x Boston Court on May 23rd
- Jackson Elementary Family Fun Night
- Rhythms of the Village Market & Festival
- 71st Home & Garden Tour, Poppies on Meadowbrook Road

In total, these outreach events connected with 258 local library supporters.

Our teen outreach efforts in May were robust and engaging, focusing on mental health awareness, creativity, and building connections within the school communities. Here is a summary of the events we participated in:

- Wellness Wednesday @ PHS (5/8/24): Engaged with 83 students, distributed mental health kits and summer pamphlets with help from three Spring Cohort members.
- XL (5/9/24): Engaged with 78 patrons, discussed summer programming, and distributed popular cat meme stickers and pens.
- Manga Book Club @ John Muir High School (5/15/24): Final session of the school year with three students; discussed future collaborations with the school librarian.
- Wellness Wednesday @ John Muir High School (5/15/24): Staff interacted with 63 students, distributed all mental health kits.
- Friendship Bracelets @ Pasadena High School (5/21/24): 35 teens participated, made friendship bracelets, received mental health kits and Teen Summer Guide brochures, and event featured on school's Instagram.

These activities highlight our commitment to supporting teen mental health, fostering creativity, and strengthening our partnerships with local schools.



Programming

Programs for Adults

The library hosted a variety of engaging events for adults in May, highlighting specific activities for Asian American and Pacific Islander (AAPI) Heritage Month:

AAPI Month Events:

May 3: Kintsugi: The Art of Resilience

Tomomi and Yukimiyake introduced the art and philosophy of Kintsugi to 13 participants. They learned about the beauty of imperfection and acquired new skills related to this ancient practice.

May 6: Open Mic at Calisto Tea House

Community members came together for an Open Mic Night at Calisto Tea House, with 22 performers showcasing their creativity.

May 11: Makoto Taiko Drummers

In celebration of AAPI Heritage Month, 297 attendees enjoyed a performance by the Pasadena Makoto Taiko drummers.

May 11: No Guilt Book Club - AAPI Month Choices

Five attendees discussed "Happiness Falls" by Angie Kim and "The Best We Could Do: A Graphic Novel" by Thi Bui.

Other May Events:

May 6: Open Mic at Calisto Tea House

Another Open Mic Night at Calisto Tea House, with 22 performers sharing their talents.

May 15: Adult Craft at Main - Jellyfish Air Planters

Five participants created unique jellyfish air planters.

May 17: Adult Craft at Plant Material - Jellyfish Air Planters

Eight participants enjoyed a crafting session making jellyfish air planters at Plant Material.

May 17: Meet Us on the Lawn for Yoga with Merry

A yoga class designed to encourage and support healthy communities, attended by 16 people.

May 23: Forget Me Not Dementia Panel Program

A panel discussion on dementia care and resources, featuring Kat Primeau, grief doula; Mariana Reyes, Program Coordinator for the Division of Chronic Disease and Injury Prevention at the Los Angeles County Department of Public Health; and Roxy Kirakosyan, Director of Education and Outreach at Alzheimer's Los Angeles. Sixteen participants attended.

May 24: Meet Us on the Lawn for Yoga with Merry

Seven participants built on the previous yoga lesson, expanding their flexibility and balance.

May 25: Cozy Crafters at Calisto Tea House

Eight participants enjoyed crafting over tea and scones at Calisto Tea House.

May 25: Huntington Hospital Blood Drive

A successful blood drive with 34 donors, collecting 31 units of blood to help save the lives of 78 patients.

May 25: True Crime All the Time Book Club

Seven engaged readers discussed "Under the Banner of Heaven" by Jon Krakauer.

May 31: Meet Us on the Lawn for Yoga with Merry

Seven participants enjoyed a final session of relaxing, guided yoga focusing on balance.

Ongoing Programs:

Chess Night

Nine participants enjoyed a friendly and competitive atmosphere during chess night.

Second Saturday: Stone Soul

A performance by Stone Soul, an 8-piece Classic Soul & Motown tribute band, entertained 197 patrons. The band's spot-on renditions of classic hits and lively atmosphere made for an enjoyable event.

These events highlight the library's commitment to fostering community engagement and offering diverse programs for all patrons.



Programs for Teens

In May, our teen outreach efforts focused on mental health awareness, creativity, and building connections within the community. Here are the highlights:

May 3: Teens! Take Up Space! Mental Health Awareness Month

Fourteen teens participated in creating a library display, selecting books, and making positive artwork to leave around the Teen Space. They utilized the Self-Reg Corner art materials to make positive sentiments for fellow teens. Mental health resource guides were added to each bag created by the Teen Leadership Council and put on display. These bags were taken throughout the month in the teen space and at all outreach events.

May 15: Manga Book Club @ John Muir High School

Final session of the school year with three students!

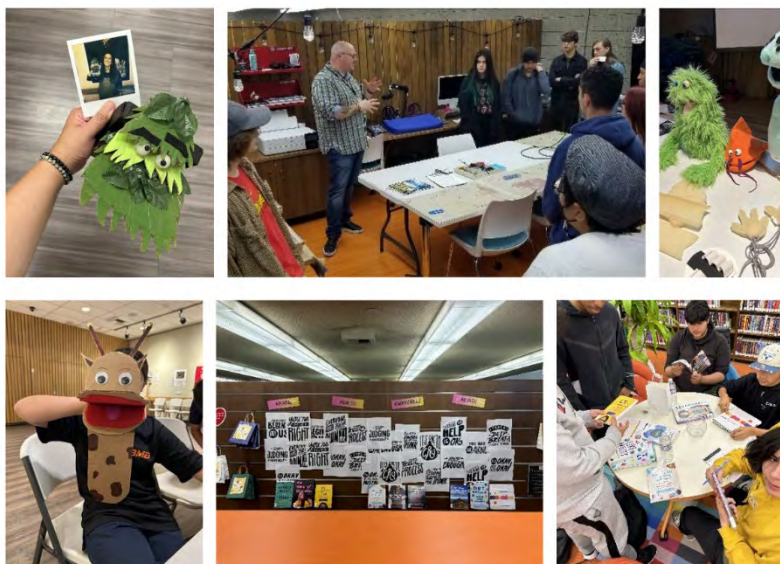
May 17: Altadena Town Council Intern Visit

Thirteen juniors and seniors from Aveson, who are also Altadena Town Council interns, visited the main library. Staff members provided an overview of library services and resources, including tours of the Teen Space and Fab Lab. The teens were also given mental health kits and had a virtual conversation with Trustee Clarke before browsing the collections.

May 21: Puppet Builder Workshop

Five teens attended a workshop led by Madison, a professional puppet builder. She shared her journey from graphic design to puppet building, discussed the process of working with clients, and facilitated a hands-on session where teens made puppet frameworks to continue working on at home.

These activities underscore our commitment to supporting teen mental health, fostering creativity, and strengthening our partnerships with local schools.



Displays

Asian American Pacific Islander Heritage Month Display

In May, we celebrated Asian American Pacific Islander (AAPI) Heritage Month with a curated selection of books by AAPI authors.

Mental Health Month Display

For Mental Health Month, we created a colorful display with the message "It's okay if you're not okay." The books offered resources for managing mental illnesses and practicing daily mindfulness. The display included a link to NAMI resources: [NAMI Mental Health Education](#).



Got Comments?

Is there a class for Spanish? (Patron is referring to the English conversation class)

No, there is not a class for Spanish. However, we will keep this idea in mind as a possibility for a future program. Thanks for bringing this idea to our attention.



**BOARD OF LIBRARY TRUSTEES
YOUTH AND FAMILY SERVICES REPORT FOR MAY 2024**

DEPARTMENT: Youth and Family Services

MEETING DATE: JUNE 24, 2024

PREPARED BY: Diana Wong

LOCATION: Main Library Community Room

Children's Services
Programs

Our YFS storytellers took a hiatus this month, but we still provided 16 programs reaching 420 community members! We offered some extraordinary programs that included a visitor from another galaxy, traditional Japanese music, enchanted fairy magic, and juggling. So many great options for our youth and families to indulge their interests, or to discover a new one!

We opened the month with Stay & Play, a program that emphasized on the important aspect of play for little ones with themes around nature and science. The culminating experience of this 3-part series was a special Nature Tails storytime led by an Eaton Canyon Docent!



May the Fourth, was family-friendly program for Star Wars fans and padawans alike. Participants made their own light sabres, were visited by Darth Vadar, and enjoyed a

costume contest. Shout out to our wonderful teen volunteers who supported this busy morning. The program garnered 138 participants for this program.



To celebrate Asian American Pacific Islander month, we hosted Kozue Matsumoto & CalArts Japanese Ensemble who performed Japanese Koto music to a full house!



We welcomed author, Judy Campbell-Smith, who read her book, *Ice Cream Everywhere: Sweet Stories from Around the World* (2024). We had a delightful, and lucky group of participants who enjoyed a frozen treat afterwards.



There were two tween programs offered this month: Enchanted Garden Workshop with Leigh Adams and Tween Zine Workshop with Rachel Curry. Parents and tweens both gave positive feedback for these programs and were very happy to see creative opportunities for ages 8-12 at the library.



Outreach

Early in the month, YFS staff attended a Spring into Wellness event where a diverse group of people of various ages, including seniors who really liked the color changing stress balls that were given out. 123 attendees enjoyed visiting our booth. Other outreach included the Equity Book Fair Outreach at Pacific Oaks, and at the Family Fun Night at Jackson Elementary. Both had fantastic turnouts, as staff interacted with nearly 200 people! The timing of these events could not have been better, especially since the summer programming guides were hot off the presses so we were able to promote the upcoming Summer Kickoff event and Lunch at the Library project.



Personnel

As part of the Lunch at the Library project, we are able to hire two Teen Interns to support the lunch service over the summer. The opportunity garnered much interest from teens, so much in fact that we received over 25 applications! We are excited to have hired Ladell Parker and Delfy Keith, and both will start June 3rd as our Teen Interns.

Our YFS Manager, Sofia Araya's last day was May 16th. She spent her remaining time training, Diana Wong, to lead the YFS team through a busy summer and beyond.

Teen Services

Programs

Teen Services offered several fun programs for teens this month! These programs included: Teen Poetry Club, a Puppet Builder Workshop, and Teens! Take Up Space! Mental Health Awareness Month. Below are some images of the programs!



We also had an Altadena Town Council Intern visit. A group of 13 juniors/seniors from Aveson who are also Altadena Town Council interns, came to visit the main library as part of their tour. ALD Staff across several departments gave them an overview of our library and our library services/resources. The tour group visited many different spaces in the library including the Teen Space and Fab Lab. The Teens were given a more thorough look at our resources, upcoming summer programs, and were gifted the last of our mental health kits created by our TLC Spring cohort. They ended the tour with a virtual conversation with Trustee Clarke and also had an opportunity to browse our collections.



Lastly, we had a total of 161 hours completed by our teen volunteers this month.

Outreach

Teen Services was extremely busy on the outreach front this month, attending to five different events and engaging with 262 teens!



Friendship bracelets @ Pasadena High School had 35 teens come by to work on friendship bracelets – some even took extra beads to work on them at another time. It was nice to see so many friends come by to make bracelets together. Teen Services had some last-minute mental health kits to give out (which were taken very quickly) and everyone who made a bracelet also took a Teen Summer Guide brochure with them. We were even featured on their school's instagram account!



LITERACY SERVICES

Literacy learners and tutors log 57 hours of tutoring this month. ESL classes and conversation maintains weekly meetings and we provided nearly 30 hours of instruction.

The annual Literacy Gathering took place in the Community Room at the Main branch this year with over 25 people in attendance. Similar to previous years, both learners and tutors spoke in front of the group sharing out their motivations, life experiences, and love for literacy! We are extremely proud to have had 3 learners who entered the Writer to Writer contest this year, all of whom are pictured below. One of the learners, Guadalupe Salinas was awarded 2nd runner up in the Intermediate Writers category.

As of this month, literacy participants who desire more privacy for tutoring sessions are able to make advanced reservations to use the small meeting room at the Main branch. We have several pairs utilizing the room and are appreciative for this option while they wait for the Literacy Center to reopen next year!





**BOARD OF LIBRARY TRUSTEES
I.T. & TECHNICAL SERVICES REPORT FOR MAY 2024**

DEPARTMENT: IT & Technical Services

MEETING DATE: June 24, 2024

PREPARED BY: David Zearbaugh

LOCATION: Main Library Community Room

- **Network Infrastructure**
 - We received a critical network infrastructure firmware update which required a quick turnaround due to vulnerability. This update was applied on Tuesday, 05/28 at 6:00 AM PT without any issue.
- **Fiscal Year End and Materials Budgets**
 - The last day for materials to be purchased was the last day in May. All ordering has halted until the next fiscal year.
 - ALD staff were able to fully expend funds from the Book Mobile Budget in preparation for the Mobile Library Van in May.
- **Coin & Bill Acceptor, Public Copiers, and Printing**
 - IT Services replaced the existing Coin & Bill Acceptor (CBA) with a newer upgraded model. The previous CBA was very old and had stopped accepting dollar bills.
 - Printing Services were separated from all other services to further streamline workflow. Now copying, faxing, scanning, and emailing can be done on the Bob Lucas copier while the site is closed for renovations.





**BOARD OF LIBRARY TRUSTEES
FACILITIES REPORT FOR MAY 2024**

DEPARTMENT: Facilities

MEETING DATE: June 24, 2024

PREPARED BY: Nikki Winslow & Daniel Madariaga

LOCATION: Main Library Community Room

- The recruitment for Facilities Manager concluded with interviews with the top candidates on April 30 and May 1. **Daniel Madariaga** was selected as the top candidate for the position and formally accepted following interview. He started with the District on May 20, 2024. We are so happy to have someone in the Facilities Manager role!
- The **Curiosity Connection, Volume 2**, needed additional equipment to complete its conversion to be our library branch on wheels. This included a partition to separate the driver's area from the shelving space, additional lighting, an awning that includes exterior lighting and a power source for any electrical plug needs. It was completed and returned to the ALD at the end of May and we are currently working on the wrap of the van so it can officially be put into service.
- Our new HVAC vendor, Allison Mechanical, performed our **quarterly preventative maintenance** at the Main Library and made a few minor repairs to ensure the AC system runs smoothly throughout the warm summer months.
- There was a **strange water leak** that occurred early in May. After investigating (thank you David, Gerardo and Anthony), it was discovered that it was an issue with the water heater near the Children's restrooms. Necessary parts were repaired and we are confident there should be no further problems.
- Daniel had the opportunity to meet with **Carlos Baffigo, our IT and Facilities Consultant** on May 28th. They had an extensive deep dive regarding a variety of facilities procedures and Daniel is optimistic their collaboration will help improve our Altadena Library facilities.
- After some battery issues with **Curiosity Connection, Volume 1** in the end of May, Daniel is happy to report that the van has been up and running with no issues. We continue to monitor the van's performance and service it as needed.



**BOARD OF LIBRARY TRUSTEES
FRIENDS OF THE ALTADENA LIBRARY REPORT FOR MAY 2024**

REPORT: FOAL

MEETING DATE: June 24, 2024

PREPARED BY: Tom Ruffner

LOCATION: Main Library Community Room

The Friends had a successful Summer Book Sale on May 18 & 19 and raised \$4,100 in new memberships and sales

Trustee Jason Capell, Trustee Boon Lim, and Library staff members Nikki Winslow, Ashley Watts, and Catalina Theodoros attended the Friends of the Altadena Library Annual Summer Meeting to held Tuesday, June 4 at 6:00pm when our Board Officers were elected and the Annual Donation this year of \$60,000.00 was presented to the Library.



**BOARD OF LIBRARY TRUSTEES
ADMINISTRATIVE UPDATE FOR JUNE 2024**

DEPARTMENT: Administration

MEETING DATE: June 24, 2024

PREPARED BY: Nikki Winslow, Ashley Watts
and Brin Wall

LOCATION: Main Library Community Room

Staffing Updates

a) New Hires:

- Jennifer Barrow – Library Assistant – May 28, 2024
- Delfy Keith – Teen Library Intern – June 3, 2024
- Ladell Parker – Teen Library Intern – June 3, 2024
- Nathan Ganguin – Public Services Library Intern – June 3, 2024
- Andrea Robles – Public Services Library Intern – June 3, 2024
- Regan Sakai – Marketing Library Intern – June 10, 2024

b) Promotions: None

c) Resignations/Retirements/Terminations:

- Alice Wynne – Library Clerk – May 30, 2024

After almost five years of dedicated service, **Alice Wynne** decided to move into the next chapter of her story. Her last day with ALD was May 30, 2024. One of Alice's most notable accomplishments was curating our library's zine collection. Additionally, Alice brainstormed and created our highly successful Open Mic night, which encouraged community engagement and extended our programming beyond the library's doors. We are happy for Alice as she embarks on her next adventure, and we wish her all the best in her future endeavors, which involve completing her MLIS degree and focusing on her writing.



We had a very busy month of onboarding multiple staff and interns! First we'd like to welcome Jennifer Barrow, who joined the Adult Services team as a full-time Library Assistant on May 28, 2024. She born and raised in Los Angeles County and lives in the Pasadena area. She earned her bachelor's degree in history from California State University, Northridge and just completed her first year at San Jose State University where she is getting my Masters of Library and Information Science. She began her library journey as a Library Aide I and II in Santa Clarita and she is excited to continue as a Library Assistant!

Please help us welcome Jennifer to the ALD team!

Summer Internships

It is also our pleasure to welcome FIVE new interns to the ALD! They will be working with us for 10 weeks this summer.

This is our first year of offering Lunch at the Library through a California State Library grant. We have onboarded two Teen Library Interns to assist with this program and ensure it's success in its inaugural year! Their names are Delfy Keith and Ladell Parker.



From Ladell:

This picture is from the day we had to take pictures in our caps and gowns for the yearbook. I go to Pasadena High School and I graduated this year on May 31st. Something interesting about me is I really like anime.



From Delfy:

I go to Ramona Convent in Alhambra and I'll be graduating in 2026. A few facts about me are that I've lived in Altadena my whole life, I have 3 dogs at home, and my favorite food is sushi :)!

We also welcomed three Adult Library Interns this month as well. Two of them will be working in Library Public Services, and their names are Nathan Ganguin and Andrea Robles. The third intern will be working closely with Brin on Marketing and Public Relations and her name is Regan Sakai. Here's a little more information about the three of them:



From Nathan:

Hi, my name is Nathan Ganguin (he/him). I am a Junior at the University of San Francisco. I am currently studying art history and museum studies. This past year, I was the poetry editor for the USF student-run literary magazine Ignatian. I grew up in the Pasadena area. I went to La Salle High School. I'm interested in ancient history, specifically different interpretations of the biblical eras. In addition, I also have an interest in Renaissance painters and Mughal Jewelry from the 16th to 19th centuries. My hobbies include ceramics, coffee, poetry, painting/drawing, and volleyball. I have two cats, Coquette and Cosmos. In addition, my two turtles, Louis and Loulou II, and my dog Paige.

From Andrea:

My name is Andrea Robles. I was born and raised here in beautiful Altadena. I hold a degree in philosophy from CSULB and plan to start a masters program in MLIS. During the regular school year I work at elementary school sites providing students and teachers with academic support. In my downtime I enjoy reading, crocheting, and taking my dog Chavo on walks. I am excited to join the team and intern with the Altadena Library!





From Regan:

Regan grew up in Pasadena and is now a rising junior at Washington University in St. Louis. As a Global Studies and Marketing student, she aspires to work in international marketing one day. She also loves music, making handmade cards, and running.

Please help me welcome all our amazing interns!

Recruitment Update

We posted the vacant full-time Staff Accountant position in late April and have received many qualified application packages. With help from our accountant Kristi Even, we were able to screen many of the most qualified candidates and conducted interview with the top candidates the week of June 3rd. We are grateful for Kristi's help in identifying the candidates with the right skill set and experience to serve in this very important position. We conducted final interviews on June 5th and offered the position to someone who happily accepted! We are still in the background check and onboarding process so will share their information in the next agenda package. Their first day with us is scheduled to be July 8th. Hooray!

We also posted a recruitment for Library Clerk in mid-May to fill at least one vacancy. First review of applications took place the week of June 3rd and interviews are scheduled for Monday June 17th.

Marketing Update



We continue to promote our Summer Reading program and events through social media, website, and printed collateral. Events have been well attended, including the kickoff event that had more than 350 people. Here are a few photos from the kickoff!

Marketing promoted the Friends end-of-year event, composed bullet points for the Director's remarks, and designed a "big check" for the Friends to present at the meeting.

We also helped promote the 3rd annual Altadena Pride Walkabout and wrote remarks for the library director at the event. We also ordered new library cards, recreated the artwork for the cards, created various signage for LOT, and created flyers for upcoming events.

We are working with the Poets Laureate, providing them with information about previous events and anthologies and connecting them with previous poets for the kickoff event in August.

Also in the works: an end-of-summer survey, van wrap artwork, direct mail piece for the BOT election information (will go out after LA County updates candidate handbook), and infographics for FOAL and ALF donations (waiting for end of FY for final numbers). We are planning for the annual report and upcoming building project communications.

We onboarded a summer intern for marketing, who is working on social media and website content, as well as signage.

We provided Altadena Neighbors with a list of events for the August issue. The Bob Lucas Library article didn't appear in the June issue so we're hoping they have space to print it in the July edition.

ALD Updates

Altadena Literacy Gathering

Ashley and Nikki had the pleasure of attending the annual Literacy Gathering on May 16th. It was such an inspiring and heartening event again this year! Below are photos of Adolfo, a learner who spoke so eloquently and knowledgeably; Lilian, a tutor that has chosen to give back in her retirement to help others; Maria Guadalupe, who entered the writing contest and took second place in the Intermediate level statewide; and a photo of one of the tables enjoying the food and company. Well done Diana and Modesta on your literacy and ESL efforts throughout the year!





Friends of the Altadena Libraries (FOAL) Annual Membership Meeting

The Friends of the Altadena Libraries (FOAL) held their Annual Membership Meeting, which featured guest speaker journalist Ellen Snortland. A wonderful highlight that evening was the presentation of a **\$60,000 check from FOAL**, of which \$20,000 is their contribution for Fiscal Year 24-25, and \$40,000 for naming rights to the FOAL Bookstore that will be in the newly renovated Main Library. Here is a photo of Mark Mariscal and Tom Ruffner presenting me with the giant check!



ALD Staff Training with Jennifer Coyle on June 13th

We had Jennifer Coyle from North Star Consulting at Main Library on Thursday 6/13 to provide training. The morning session, called “**Feedback as the Foundation of Professional Growth**” was attended by all staff members. That afternoon she met with the Management Team and facilitated the session called “**Mastering Feedback: Leading a Culture of Feedback at ALD**” where we dug even deeper into the process of receiving and delivering feedback and corrective input. Management emailed out a **Staff Feedback Survey** to all staff members to gather their thoughts on how the training went and what future training topics they may be interested in the future.

Programming and Partnerships

3rd Annual Altadena Pride Walkabout

Our Main Library East Lawn was again the site of the opening ceremony of the annual Altadena Pride Walkabout on Saturday, June 8th. Nikki provided some opening remarks, and was joined by Senator Anthony Portantino, LA County Assessor Jeff Prang, and LA County Supervisor Kathryn Barger, among other distinguished guests. It was such a great kickoff and it is always so inspiring to see all of the enthusiastic people participating in that celebratory day!



Our Summer 2024

Our Summer 2024 is in full swing! We kicked off our annual Summer Reading Program with a kickoff event on Saturday, June 1st and there were over 400 patrons in attendance! Guests were able to sign-up for the annual challenge of reading 500 minutes and completing fun activities from now through August 17, 2024. Activities at this event included an animal “meet and greet” with Wild Wonders, facepainting, crafts, outdoor games, and more! As of 06/14, we have 517 patrons registered, 49 challenge completions, and 62,247 minutes read. We are on our way to achieving our community reading goal of 500,000 minutes...so sign up now!

Serving With A Purpose Conference

Ashley and Teen Librarian Fin Lee attended the 11th Annual Serving With A Purpose (SWAP) Conference! It was full day conference in Ontario that didn't disappoint. CLA President Shawn Thrasher facilitated an exciting line-up of speakers, a panel on banned books, and a breakout discussion based on your role in libraries. SWAP's main purpose is to bring support groups together with staff for a day of learning and collaboration. Ashley learned a few ideas that could be useful to ALD's support groups, especially during closures. It was also great to catch up with former YFS Manager Sofia Araya.



Altadena Town Council Intern Visit

Town Councilmember Nic Arnzen arranged a library visit for an internship program he is facilitating! About 15 students received a library tour and had a chance to speak with Ashley, Trustee Clark, and other Public Services staff about our services and the value of libraries in a community. The group's leader was so astonished by his visit that he asked if we were hiring! He mentioned that he'd love to work for such a thoughtful and meaningful community organization. The interns checked out library materials and received goodie bags from staff. It was really great to collaborate with Town Council!



Building Equity Based Summers (BEBS) Update

The State Library offered libraries across the nation to apply for grant funding to support summer BEBS initiatives! Ashley and Fin applied for this grant, in hopes of providing increased opportunities to offer the BEBS programs that the community chose to see this summer. It is with great pleasure to announce that we received the funding!!! This funding will only support programs planned to happen this summer, so please be on the lookout for extra programming to occur in August. Funded events include yoga, an indigenous cooking class, innovative programs for teens, and more!

My Tribe Rise

Ashley and Brin met with My Tribe Rise Director Heavenly Hughes to discuss a future partnership! Although the Library attends MTR events, we realize the importance of connecting more with West Altadena and some of the major organizations in that area. Further discussion was about partnering with them on upcoming programs and outreach.

Rotary's Annual Pancake Breakfast

Ashley attended (and enjoyed!) Rotary's Annual Pancake Breakfast! It was held at Grocery Outlet on the same morning as the Summer Reading Kickoff event, so it helped to jumpstart the day!



On a personal note from Ashley...

My best friend Lindsey came in town from New Orleans and it's my first time seeing her in person since the start of the pandemic! We didn't take many pictures because we were too busy making memories, but here's a photo we took on our way to dinner! I'm looking forward to seeing her again next month (and convincing her to move back to L.A.).



On a personal note from Nikki...

I officially walked the stage on Sunday, June 9th at my commencement ceremony for my Master's in Public Administration from Claremont Lincoln University. It was amazing to finally meet many of my classmates in person for the first time and to truly feel like I crossed the finish line of the degree. I was also grateful to my parents for flying down from Las Vegas to attend and help me celebrate this educational milestone. Sadly Jarrad had to work that morning so was not at the ceremony but took

us all out for a celebratory dinner that evening. Thank you to the staff and everyone that encouraged me throughout those two years of school – it truly took a village to keep me going at times!



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-22	Oct-23	Nov-22	Nov-23	Dec-22	Dec-23
E-Resource Checkouts	4,254	4,785	3,941	4,566	3,748	4,771	3,521	4,616	3,866	4,624	4,061	4,520
Virtual Visits to Library Website	40,163	41,422	40,973	38,786	39,630	39,361	40,876	40,352	37,691	37,890	38,093	38,193
Public Wireless Sessions	8,347	9,252	9,700	10,479	9,588	9,708	8,985	9,731	8,327	8,671	8,643	8,593
Open Rate of Monthly E-Connect (%)	40%	38%	44%	38%	49%	38%	43%	37%	49%	39%	52%	39%
Vending Machines Usage								32		63		70
Reference Sessions	575	2,095	2,182	2,153	1,421	1,932	1,686	1,864	1,578	1,822	1,174	2,021
Live Chat Sessions	10	35	20	30	14	12	18	8	16	9	23	4
No. of Curiosity Connection Programs/Outreach	13	7	5	5	3	3	6	7	7	6	2	4
Curiosity Connection Program Attendance	620	323	260	435	12	239	246	819	158	337	205	621
Volunteer Hours (Teen, Adult & Literacy)												80
Main Library Statistics												
Physical Collections Checkouts	17,193	18,668	17,780	18,948	16,910	18,668	16,458	18,912	15,177	17,664	13,914	15,240
Library of Things	137	111	137	94	135	72	94	105	111	83	140	120
New Patrons	311	304	378	335	283	397	276	348	232	257	211	224
Visitor Count	7,287	9,715	8,096	9,810	8,145	8,846	8,202	9,446	7,926	8,869	7,260	8,423
Self-Service Extended Usage		13		15		10		16		14		10
No. of Adult Programs/Outreach	14	26	19	16	16	17	25	21	22	25	11	15
Adult Program Attendance	334	566	693	509	200	341	572	675	479	360	184	388
Number of Youth Programs/Outreach	27	29	2	5	19	21	28	32	14	33	5	6
Youth Program Attendance	1,133	1,085	137	150	325	695	778	1982	26	1367	158	282
Number of Teen Programs/Outreach	12	17	0	2	8	7	7	5	5	7	3	8
Teen Program Attendance	92	61	0	13	36	73	84	122	74	131	9	492
Bob Lucas Statistics												
Physical Collection Checkout	797	731	731	792	612	771	744	801	715	854	515	826
Library of Things	1	5	13	20	19	17	29	16	16	10	13	14
New Patrons	15	14	15	27	21	15	19	18	25	19	13	13
Visitor Count	1,949	2,055	2,137	2,037	1,871	1,899	2,183	1,950	1,867	1,933	1,747	1,503
No. of Bob Lucas Programs/Outreach	18	21	19	21	20	21	16	27	17	18	16	18
Bob Lucas Program Attendance	152	153	103	160	150	158	96	238	100	124	111	153
Passport and Notary Services												
Passports Processed	131	173	131	142	118	128	133	92	129	103	98	106
Passport Photo Sessions	0	37	8	37	16	32	46	21	52	32	45	18
Phone Calls Received	531	520	591	492	548	371	425	361	344	348	348	312
Notary Appointments		10		20		17		9	17	17	8	26

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

System-Wide Statistics	Jan-23	Jan-24	Feb-23	Feb-24	Mar-23	Mar-24	Apr-23	Apr-24	May-23	May-24	Jun-22	Jun-23
E-Resource Checkouts	3,697	5,687	4,143	5,984	4,523	5,426	4,217	5,821	4,869	5,798	4,870	5,330
Virtual Visits to Library Website	42,971	42,354	39,432	39,186	39,127	44,111	40,347	44,210	43,156	47,037	42,876	43,156
Public Wireless Sessions	8,548	8,822	8,065	8,035	9,502	8,867	8,618	8,115	9,093	7,691	7,278	9,150
Open Rate of Monthly E-Connect (%)	51%	46%	46%	39%	51%	39%	45%	37%	41%	29%	43%	42%
Vending Machines Usage		55		29		42		55		51		
Reference Sessions	1,545	2,553	1,777	2,325	2,009	2,620	1,702	3,003	1,673	1,337	703	1,763
Live Chat Sessions	32	9	29	14	39	9	27	10	33	3	12	41
No. of Curiosity Connection Programs/Outreach	0	0	0	8	4	13	7	4	3	10	9	2
Curiosity Connection Program Attendance	0	0	0	1,085	87	899	284	295	341	532	192	84
Volunteer Hours (Teen, Adult & Literacy)		503		565		610		730		692		
Main Library Statistics												
Physical Collections Checkouts	16,891	18,118	15,224	17,040	18,802	19,017	16,475	18,313	17,079	18,250	15,851	17,211
Library of Things	87	102	71	170	82	117	85	95	89	163	17	85
New Patrons	268	352	235	312	356	331	257	301	216	290	280	317
Visitor Count	8,283	10,493	8,669	9,763	10,359	10,802	8,793	11,107	9,305	11,097	7,927	9,760
Self-Service Extended Usage		16		5		18		4		12		
No. of Adult Programs/Outreach	19	22	23	26	22	21	17	20	21	21	10	26
Adult Program Attendance	505	392	682	784	391	634	561	354	869	566	673	534
Number of Youth Programs/Outreach	23	24	31	23	23	28	19	25	9	16	29	27
Youth Program Attendance	641	744	175	819	803	1201	644	815	395	420	595	851
Number of Teen Programs/Outreach	8	9	7	8	6	8	3	6	3	6	11	12
Teen Program Attendance	105	415	69	132	142	83	11	41	65	27	50	13
Bob Lucas Statistics										CLOSED		
Physical Collection Checkout	555	809	586	816	704	825	642	630	731		774	619
Library of Things	11	4	4	53	13	12	11	4	7		2	13
New Patrons	9	18	12	24	18	22	20	17	14		4	23
Visitor Count	1,775	1,717	1,866	1,693	2,130	2,072	1,875	894	2,342		2,177	1,943
No. of Bob Lucas Programs/Outreach	23	17	17	21	18	22	19	25	21		22	18
Bob Lucas Program Attendance	205	108	157	109	133	122	172	481	139		132	89
Passport and Notary Services												
Passports Processed	110	164	134	177	159	192	138	159	126	147	129	99
Passport Photo Sessions	10	14	13	5	31	1	23	3	18	2	0	23
Phone Calls Received	718	586	843	591	1058	716	952	573	723	473	750	560
Notary Appointments	6	33	5	24	10	25	13	22	14	32		12



**BOARD OF LIBRARY TRUSTEES
FINANCE REPORT FOR MAY 2024**

DEPARTMENT: Administration

MEETING DATE: June 24, 2024

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Summary Report of Financial Statements for May 2024

MAY 2024 FINANCIAL STATEMENTS

The following financial reports include unaudited statements for the month ended May 30, 2024. The District is currently at 92% of the 2023-24 budget year.

The General Fund Budget to Actual report presents \$4,586,346 of revenue and \$4,238,319 of expenses, adding \$348,027 to operating reserves to date.

The Balance Sheet presents total assets of \$35,770,196.

Total cash and investments are \$31,774,419, of which \$25,823,410 represents bond proceeds and grant funds restricted for the library renovation projects and invested with U.S. Bank and the Cooperative Liquid Assets Securities System (CLASS) fund, and \$639,372 represents special tax assessment collections held with U.S. Bank for debt service payments.

The combined total of General Funds held with CLASS, Los Angeles County, and Checking is \$5,311,636. The District reserve requirement of 50% of the operating expense budget is \$2,336,550.

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

See Variance Report for details on the expenditures.

BUILDING PROJECTS HIGHLIGHTS

None.

Budget to Actual (Unaudited)

General Fund

For the Period July 1, 2023 to April 30, 2024

	A	B	C	D = B/C
	May 2024	YTD	FY 2023/24 Adopted Budget	YTD Target 92%
1 REVENUE				
2 Property Taxes & Assessments	\$ 18,185	\$ 4,330,483	\$ 4,483,600	97%
3 Library Fees	5,270	63,273	67,000	94%
4 Grant Reimbursements	-	6,027	8,000	75%
5 Interest Income	18,045	176,570	173,000	102%
6 Other Revenue	599	9,993	41,500	24%
7 TOTAL REVENUE	42,098	4,586,346	4,773,100	96%
8 EXPENSES				
9 Salaries & Benefits				
10 Salaries				
11 Salaried	102,632	1,261,440	1,262,400	100%
12 Hourly	66,368	814,449	902,500	90%
13 Total Salaries	169,000	2,075,889	2,164,900	96%
14 Benefits, Retirement & Taxes				
15 Health and Other Medical Insurance - Employees	17,915	198,821	206,700	96%
16 Health Insurance - Retirees	6,636	70,205	76,300	92%
17 Workers' Compensation	-	15,520	15,000	103%
18 Payroll Taxes (District-Paid)	12,890	163,078	173,000	94%
19 CalPERS Retirement (Normal Costs)	17,876	176,994	193,900	91%
20 CalPERS UAL Minimum Payment	-	214,434	214,500	100%
21 CalPERS UAL Discretionary Payment	-	-	225,000	0%
22 Total Benefits, Retirement & Taxes	55,317	839,053	1,104,400	76%
23 Total Salaries & Benefits	224,317	2,914,942	3,269,300	89%
24 Operating Expenses				
25 Insurance	-	177,017	178,000	99%
26 Utilities	5,165	70,325	84,500	83%
27 County Tax Collection Fees	-	50,218	41,700	120%
28 Other Operating	6,991	72,912	79,900	91%
29 Facilities, Grounds & Maintenance	10,493	113,344	110,800	102%
30 Structures & Improvements	-	3,750	10,000	38%
31 Vehicles & Equipment Maintenance	329	4,030	5,000	81%
32 Staff Development, Training & Travel	2,949	33,506	34,700	97%
33 Advertising & Marketing	5,462	39,694	27,500	144%
34 Miscellaneous Expenses	1,799	24,483	8,000	306%
35 Equipment, Furniture & Fixtures	6,741	6,741	-	N/A
36 Total Operating Expenses	39,929	596,021	580,100	103%
37 Professional Services				
38 Audit & Financial Consulting	18,852	127,085	132,300	96%
39 Legal Fees	4,569	18,186	15,000	121%
40 Consultants - Other	2,238	62,994	90,000	70%
41 Total Professional Services	\$ 25,659	\$ 208,264	\$ 237,300	88%

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 April 30, 2024

	A	B	C	D = B/C
	May 2024	YTD	FY 2023/24 Adopted Budget	YTD Target 92%
42 Information Technology				
43 Internet Service / E-Rate	\$ 10,820	\$ 34,247	\$ 48,600	70%
44 Technology Equipment	8,967	55,733	56,000	99%
45 Technology Maintenance Fees	2,224	53,453	68,900	78%
46 Telecommunications	1,382	12,650	16,000	79%
47 Total Information Technology	23,392	156,083	189,500	82%
48 Library Materials				
49 Books	6,600	104,732	110,000	95%
50 Downloadables	10,463	83,629	84,100	99%
51 DVDs & Videogames	1,749	13,395	14,600	92%
52 Electronic Databases / Subscriptions	-	19,830	29,000	68%
53 Periodicals	-	9,203	10,000	92%
54 Audio CD	91	4,135	9,100	45%
55 Purchase Suggestions	1,318	12,781	14,000	91%
56 Library of Things	397	6,672	12,600	53%
57 Mobile Library Collection	33	33	12,500	0%
58 Total Library Materials	20,651	254,409	295,900	86%
59 Programs				
60 Adult Services	3,650	32,305	35,000	92%
61 Teen Services	132	3,743	5,500	68%
62 Youth Services	802	9,644	10,000	96%
63 Summer Reading	1,826	5,656	11,000	51%
64 Bob Lucas Branch Services	(8)	5,363	5,500	98%
65 Literacy Services	298	922	800	115%
66 Volunteer Services	-	240	200	120%
67 Outreach Services	9,712	17,049	15,000	114%
68 All Ages	300	5,660	6,000	94%
69 Total Programs	16,712	80,582	89,000	91%
70 Capital Expenditures - District Funded				
71 Building Projects Legal Fees	-	28,017	12,000	233%
72 Total Capital Expenditures - District Funded	-	28,017	12,000	233%
73 TOTAL EXPENSES	350,660	4,238,319	4,673,100	91%
74 NET REVENUE / (EXPENSES)	(308,561)	348,027	100,000	
75 Use Of / (Addition To) Reserves / Fund Balance	308,561	(348,027)	(100,000)	
76 NET BALANCE	\$ -	\$ -	\$ -	

Budget to Actual (Unaudited)

Donations / Grants Fund

For the Period July 1, 2023 to April 30, 2024

	A	B	C	D	E	F	G = E/F
	Altadena Library Foundation	Friends of Altadena Library	Califa (Stay and Play)	California Library Grants	Total	FY 2023/24 Adopted Budget	YTD Target 92%
1 REVENUE							
2 Donations & Grants							
3 Altadena Library Foundation	\$ 52,500	\$ -	\$ -	\$ -	\$ 52,500	\$ 52,500	100%
4 Friends of the Library	-	20,000	-	-	20,000	20,000	100%
5 Califa Stay and Play	-	-	5,125	-	5,125	5,125	100%
6 California State Library Literacy Services	-	-	-	50,099	50,099	37,350	134%
7 California State Library Facilities & Equipment	-	-	-	192,947	192,947	193,000	100%
8 California State Library Lunch at the Library	-	-	-	21,038	21,038	46,750	45%
9 California State Library Zip Books	-	-	-	3,087	3,087	3,100	100%
10 Total Donations & Grants	52,500	20,000	5,125	267,171	344,796	357,825	96%
11 TOTAL REVENUE	52,500	20,000	5,125	267,171	344,796	357,825	96%
12 EXPENSES							
13 Wages							
14 Salaried	-	-	-	21,834	21,834	23,600	93%
15 Hourly	-	-	-	11,030	11,030	12,000	92%
16 Total Wages	-	-	-	32,864	32,864	35,600	92%
17 Operating Expenses							
18 Staff Recognition	2,451	3,481	-	-	5,932	6,000	99%
19 Staff Development, Training & Travel	40	1,785	-	-	1,825	3,500	52%
20 Equipment, Furniture & Fixtures	-	-	-	182,638	182,638	183,100	99%
21 Vending Machine Supplies	-	-	-	2,056	2,056	1,800	114%
22 Total Operating Expenses	2,491	5,266	-	184,693	192,451	194,400	98%
23 Programs and Materials							
24 Adult Services	5,591	4,795	-	-	10,386	28,000	37%
25 Teen Services	35	465	-	-	500	1,700	29%
26 Youth Services	5,999	35	313	-	6,347	10,000	63%
27 Summer Reading	1,140	860	-	-	2,000	2,000	100%
28 Bob Lucas Branch Services	-	-	-	-	-	300	0%
29 Literacy Services	-	299	-	1,210	1,509	1,750	86%
30 All Ages	1,400	-	-	-	1,400	1,600	88%
31 Poets Laureate	2,598	2,063	-	-	4,661	5,000	93%
32 Ode to the Land	5,955	200	-	-	6,155	10,000	62%
33 Stay and Play	-	-	3,512	-	3,512	5,125	69%
34 Purchase Suggestions	-	-	-	3,087	3,087	3,100	100%
35 Lunch at the Library	-	-	-	16,023	16,023	46,750	34%
36 Library of Things	3,400	-	-	-	3,400	3,400	100%
37 Mobile Library Collection	-	-	-	-	-	1,000	0%
38 Total Programs and Materials	26,117	8,717	3,825	20,320	58,979	119,725	49%
39 Information Technology (IT)							
40 Website Development	-	-	-	7,379	7,379	8,100	91%
41 Total Information Technology (IT)	-	-	-	7,379	7,379	8,100	91%
42 TOTAL EXPENSES	28,609	13,983	3,825	245,257	291,673	357,825	82%
43 NET REVENUE / (EXPENSES)	\$ 23,891	\$ 6,017	\$ 1,300	\$ 21,915	\$ 53,123	\$ -	

Budget to Actual (Unaudited)

Combined Summary

For the Period July 1, 2023 to April 30, 2024

	A	B	C	D
	General Fund YTD	Donations/ Grants YTD	FY 2023/24 Adopted Budget	YTD Target 92%
1 REVENUE				
2 Property Taxes and Assessments	\$ 4,330,483	\$ -	\$ 4,483,600	97%
3 Donations and Grants	-	344,796	357,825	96%
4 Library Fees and Other Revenue	73,266	-	108,500	68%
5 Grant Reimbursements	6,027	-	8,000	75%
6 Interest Income	176,570	-	173,000	102%
7 TOTAL REVENUE	4,586,346	344,796	5,130,925	96%
8 EXPENSES				
9 Salaries and Benefits	2,914,942	32,864	3,304,900	89%
10 Operating Expenses	585,250	7,757	584,600	101%
11 Professional Services	208,264	-	237,300	88%
12 Information Technology	156,083	7,379	197,600	83%
13 Library Materials	254,409	6,487	303,400	86%
14 Programs	80,582	52,492	201,225	66%
15 Equipment, Furniture, and Fixtures	10,771	184,693	189,900	103%
16 Building Projects Legal Fees	28,017	-	12,000	233%
17 TOTAL EXPENSES	4,238,319	291,673	5,030,925	90%
18 NET REVENUE / (EXPENSES)	\$ 348,027	\$ 53,123	\$ 100,000	

Budget to Actual (Unaudited)

Building Projects

For the Period July 1, 2023 to April 30, 2024

	A		B		C		D = B/C
	May 2024		YTD		FY 2023/24 Adopted Budget		YTD Target 92%
1 REVENUE							
2 Interest Income	\$ 81,056	\$	477,931	\$	327,000		146%
3 TOTAL REVENUE	81,056		477,931		327,000		146%
4 EXPENSES							
5 Project Management	9,861		95,564		130,000		74%
6 Contingencies	-		-		192,000		0%
7 Bob Lucas Memorial Library	65,484		261,078		840,000		31%
8 Main Library	130,968		522,155		680,000		77%
9 TOTAL EXPENSES	206,314		878,796		1,842,000		48%
10 NET REVENUE / (EXPENSES)	(125,257)		(400,865)		(1,515,000)		26%
11 Use Of (Addition To) Building Project Proceeds	125,257		400,865		1,515,000		26%
12 NET BALANCE	\$ -	\$	-	\$	-		

Building Projects

March 1, 2022 through April 30, 2024

	A	B	C	D= A+B+C
	FY22	FY 23	FY24	Total
1 Building Projects Revenue				
2 Measure Z Bond Net Proceeds	\$ 22,940,593	\$ (11)	\$ -	\$ 22,940,582
3 Grant Proceeds		3,789,833	-	3,789,833 ¹
4 District Funding from General Fund			28,017	28,017
5 Interest Income	(16,947)	230,437	477,931	691,420
6 Net Proceeds	22,923,646	4,020,259	505,948	27,449,852
7 Administrative CFD Costs				
8 Administration	(29,189)	-	-	(29,189)
9 Salaries and Financial Consulting	(12,835)	(5,861)	(6,027)	(24,723)
10 Total Administrative Costs	(42,024)	(5,861)	(6,027)	(53,912)
11 Direct Renovation Costs				
12 Project Management	(126,330)	(89,190)	(95,564)	(311,084)
13 Plan Check / Permits	(11,889)	(26,760)	(21,649)	(60,298)
14 Studies	(86,062)	(23,528)	(63,258)	(172,848)
15 Architect and Design	(185,281)	(357,257)	(679,543)	(1,222,081)
16 Legal Fees	(703)	(1,021)	(40,773)	(42,497)
17 Total Direct Renovation Costs	(410,265)	(497,756)	(900,786)	(1,808,807)
18 Net Activity	22,471,357	3,516,642	(400,865)	25,587,133
19 Building Projects Ending Balance	\$ 22,471,357	\$ 25,987,999	\$ 25,587,133	\$ 25,587,133
20 Bond Proceeds Balance	\$ 22,471,357	\$ 22,185,577	\$ 21,727,414	\$ 21,727,414
21 Grant Proceeds Balance	\$ -	\$ 3,802,422	\$ 3,859,720	\$ 3,859,720

¹. Total grant award from California State Library of up to \$7,579,666

Balance Sheet (Unaudited)

District Total
As of April 30, 2024

1	ASSETS	
2	Cash & Investments	
3	Cash - Los Angeles County	\$ 862,455
4	Checking	156,386
5	Special Tax Bonds	22,412,993
6	CLASS - General	4,294,590
7	CLASS - CA State Library Building Forward	3,859,719
8	CLASS - Capital Projects	190,070
9	CLASS - FMV	(1,794)
10	Total Cooperative Liquid Assets Securities System Investments	8,342,585
11	Total Cash & Investments	31,774,419
12	Other Current Assets	
13	Prepaid Items and Deposits	16,724
14	Prepaid Insurance and Surety Bond	136,500
15	Property Tax and Assessments Receivable	89,038
16	Miscellaneous Receivable	49,236
17	Total Other Current Assets	291,498
18	Long-Term Assets	
19	Fixed Assets (Net of Depreciation)	1,866,825
20	Deferred Outflows of Resources	1,837,454
21	Total Long-Term Assets	3,704,279
22	TOTAL ASSETS	35,770,196
23	LIABILITIES	
24	Current Liabilities	
25	Accounts Payable	66,166
26	Credit Card Payable	50,965
27	Deferred Revenue	3,728,271
28	Total Current Liabilities	3,845,403
29	Long-Term Liabilities	
30	Vacation Payable	121,348
31	Deferred Inflows of Resources	677,610
32	Net Pension Liability	3,176,520
33	Net OPEB Liability	1,252,560
34	Community Facilities District Bond Payable	23,643,560
35	Total Long-Term Liabilities	28,871,598
36	TOTAL LIABILITIES	32,717,000
37	FUND BALANCE	
38	Fund Balance	2,422,230
39	Net Revenue / (Expenses)	630,966
40	TOTAL FUND BALANCE	3,053,196
41	TOTAL LIABILITIES & FUND BALANCE	\$ 35,770,196

Altadena Library District
Monthly Variance Analysis
May 2024 - 92% Year to Date (YTD)

General Fund Budget to Actual

Revenue

Line 2 - Property Taxes & Assessments include Ad Valorem tax revenue and a redevelopment tax levied by Los Angeles County in December. Minor adjustments will be presented throughout the year. YTD is trending over budget at 97%.

Line 3 - Library Fees include 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 trending under budget at 75%. YTD includes activity through the quarter ended March 31, 2024.

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 over budget due to higher earnings than anticipated in the budget.

Line 6 - Other Revenue is generated from film rentals, e-rate reimbursement (internet), credit card rebates, and other miscellaneous revenue. YTD is trending under budget at 24% due to e-rate revenue that will be received at the end of the fiscal year.

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 at 100% due to employee payouts for unused leave balances and new employee costs greater than anticipated in the 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 and Other Medical Insurance - Employees include 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 - Retirees include health benefits for retired employees. YTD is trending in line with budget.

Line 17 - Workers' Compensation insurance based on employee wages by risk category and is paid in full at the beginning of the fiscal year. YTD is over budget due to the year-end insurance audit/reconciliation received after the approved budget.

Line 18 - Payroll Taxes (District-Paid) includes the District's portion of federal and state taxes. YTD is trending in line with budget.

Altadena Library District
Monthly Variance Analysis
May 2024 - 92% 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 100% due to payment in the beginning of the year to utilize discount.

Line 21 - CalPERS UAL Discretionary Payment is a voluntary payment to CalPERS to reduce the unfunded accrued liability of approximately \$2.1 M. Budget performance will be analyzed at year-end to determine funding. There is no YTD activity.

Line 25 - Insurance includes property, liability, earthquake, and other types of insurance paid in full at the beginning of the fiscal year. YTD is trending over budget at 99% due to premium payments made at the beginning of the year.

Line 26 - Utilities include electricity, gas, and water for the main library and the Bob Lucas branch. YTD is trending under budget at 83% due to lower gas bills than anticipated.

Line 27 - County Tax Collection Fees are paid to the County at approximately 1% of property taxes collected in Line 2. Fees will be recorded as taxes are collected in the second half of the fiscal year. YTD is over budget pending the reallocation of fees related to the Community Facilities District special tax assessment.

Line 28 - Other Operating includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is trending in line with budget.

Line 29 - Facilities, Grounds & Maintenance includes maintenance contracts, building maintenance and repairs, and landscaping services. YTD is over budget due to unanticipated air conditioner repairs.

Line 30 - Structures & Improvements includes emergency funds for unanticipated expenses. YTD is trending under budget at 38%. YTD expenditures include roof repairs.

Line 31 - Vehicles & Equipment Maintenance includes operating costs of mobile library van, vending machine, and other equipment. Appropriate expenses include car washes, gas, fan, hot spots, vending machine internet, etc. YTD is trending under budget at 81%.

Line 32 - Staff Development, Training & Travel is budgeted for staff conferences, training, and related expenses. YTD is trending over budget due to the timing of conferences.

Line 33 - Advertising & Marketing includes general marketing for the District. YTD is over budget due to additional recruitment costs for open positions and promoting the Bob Lucas Memorial Library groundbreaking.

Line 34 - Miscellaneous Expenses includes banking, payroll processing and timekeeping, and miscellaneous expenses not accounted for in other lines. YTD is over budget due to prior year internet expenses and technology and maintenance fees not covered by anticipated grant funds.

Altadena Library District
Monthly Variance Analysis
May 2024 - 92% Year to Date (YTD)

Line 35 – Equipment, Furniture & Fixtures includes capitalized expenses. YTD activity includes additional accessories for the mobile library that were not anticipated in the budget.

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

Line 39 – Legal Fees are for general District matters. YTD is over budget due to more legal services than anticipated.

Line 40 – Consultants - Other includes consulting services for information technology (IT), human resources, and miscellaneous services. YTD is trending under budget at 70% due to less human resource services.

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 trending under budget at 70% due to the delay in quarterly invoicing. YTD includes expenses incurred through March.

Line 44 – Technology Equipment includes office computers and misc. equipment. YTD is trending over budget at 99% due to the purchase of a coin/bill acceptor.

Line 45 – Technology Maintenance Fees includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is trending under budget at 78% due to the timing of contract renewals.

Line 46 - Telecommunications include phone charges for the main library and the Bob Lucas branch. YTD is trending under budget at 79% due to lower monthly bills than anticipated.

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 86%. Mobile Library Collection expenses will be utilized at the end of the fiscal year due to the recent purchase of the mobile library van.

Lines 60 – 68 – 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, outreach services, and volunteer services. Total program expenses are trending in line with budget.

Line 71 – Building Projects Legal Fees includes legal fees for the building projects, not funded by bond proceeds. YTD is over budget due to higher than anticipated legal services associated with the building projects.

Line 74 - Net Revenue / (Expenses) is the year-to-date use of or (addition to) Operating Reserves. YTD is an addition to reserves of \$348,027 due to the timing of revenue and expenses throughout the year.

Altadena Library District
Monthly Variance Analysis
May 2024 - 92% Year to Date (YTD)

Donations / Grants Budget to Actual

Revenue

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

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

Line 5 - Califa Stay and Play includes support for outreach and programming for informal caregivers and the children in their care. Total funds were received.

Line 6 - California Library Literary Services include annual grant funding to support literacy programs and English as a second language services. Funds were received in advance for the following fiscal year and will be carried over to FY 25..

Line 7 - California State Libraries Facilities & Equipment includes a carryover from FY 23 for a vending machine and related expenses and website development. Total funds were received and carried over from prior years.

Line 8 - California State Library Lunch at the Library includes support for summer meals and programming for families. 45% of funds were received due to the grant extending into the next fiscal year.

Line 9 - California State Library Zip Books include support for purchase suggestions which provide patrons with books not currently available that become part of the Library collection. Total funds were received.

Expenses

Line 14 - 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 15 - 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.

Lines 18-21 - Operating Expenses include 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 over budget at 98% due to timing of expenses.

Altadena Library District
Monthly Variance Analysis
May 2024 - 92% Year to Date (YTD)

Lines 27-37 – Programs include programming for adults, teens, and youth, the summer reading program, literacy services, and various other programs. YTD is trending under budget at 49% due to the timing of programs.

Line 40 – Website Development includes website subscription funds carried over from FY 23 funding from the Expanding our footprint grant. YTD is trending in line with budget.

Line 47 Net Revenue / (Expenses) is the year-to-date balance of unused donations and grant funds. YTD is \$53,123 due to the timing of grant expenses which will be incurred throughout the fiscal year. All grant funds are anticipated to be utilized by the end of the fiscal year.



**BOARD OF LIBRARY TRUSTEES
FACILITIES AD HOC COMMITTEE REPORT FOR MAY 2024**

REPORT: Facilities Ad Hoc Committee
Report

MEETING DATE: June 24, 2024

PREPARED BY: Trustee Katie Clark

LOCATION: Main Library Community Room

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

- a. **Community Focus Group** – A meeting was held on June 17 to update the CFG on the projects and to solicit feedback on certain Main Library design options.
- b. **Offsite Facilities** – The committee is in discussions with the County of Los Angeles Parks and Recreation about the use of available facilities at Loma Alta Park. We also continue to explore other potential sites for additional storage or library space.
- c. **Coordination with County departments** – LA County Regional Planning is reviewing the Main Library Conditional Use Permit submittal.
- d. **Project Status** – Construction has begun on the Bob Lucas Library, starting with demolition and grading activities. Completion is anticipated within one year. Furniture for the Bob Lucas Library has been selected, and we are asking for Board approval for an RFP to select a furniture vendor.
The Main Library design is ongoing, and plans have been submitted to Regional Planning. Construction on the Main Library will begin no sooner than April of 2025.
- e. **Project Budget** - We recently received confirmation from the State Library that we are going to be able to use Building Forward Infrastructure grant funds on an expanded list of scope items. This means that we went from being able to spend \$4.1 million to almost the full \$7.5 million of the grant, which resolves the budget shortfall we discussed at the January board retreat.
- f. **Communications and Community Outreach** – The Communications Working Group has developed a communications plan to guide community outreach for the building projects. We have already begun sharing a series of videos, emails, and direct mail pieces to help inform the community about the building projects and library services, and more are being planned.
- g. **CEQA Services** – Since LA County Regional Planning has determined that a CUP is required for the Main Library, they will be the lead agency

responsible for the environmental review. Their first step will be an initial review to determine if the project is categorically exempt from CEQA.

- h. **Bob Lucas Historical Preservation** – Photographic documentation of the Bob Lucas mural by a murals and public art expert, in preparation for historical preservation, is complete. Once the general contractor has developed a project schedule, we will develop a timeline of mural restoration activities.
- i. **Main Library Parking Options** – According to LA County Public Works, the street parking striping needs to occur in conjunction with a pavement preservation project. That project is currently scheduled for 2028, but the county is looking for ways to accelerate the project.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VII.A REPORT FOR JUNE 2024**

REPORT: Agenda Item VII.a

MEETING DATE: June 24, 2024

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Review and Approval of the Request for Proposals (RFP) for Bob Lucas Memorial Branch Library Furniture

BACKGROUND:

The Facilities Committee has been working in coordination with our capital project manager, Jennifer Pearson, of Huckabee Inc., our architectural team from Anderson Brule Architects and our attorney, Kevin Flautt, of Kronick, Moskowitz, Tiedemann and Girard to produce the RFP to select a vendor for the furniture at the Bob Lucas Memorial Branch.

The selected furniture vendor will provide furniture, delivery, installation, and modification of existing shelving.

The RFP follows this staff report and outlines the proposal requirements, process and criteria for selection of consultants for the project. It also includes a sample agreement.

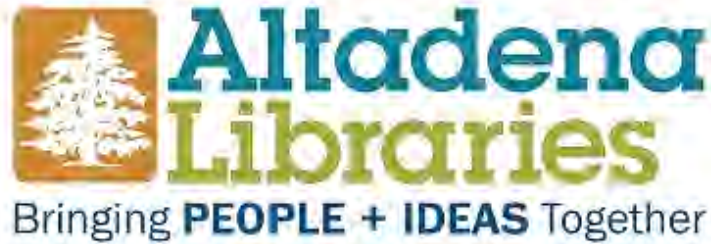
We plan to post this RFP on BidNet on June 26, 2024. The RFP will remain open for proposals to be submitted through August 23, 2024. The Facilities Committee will designate a scoring team and bring a recommendation to the Board of Trustees at their regular September 2024 meeting.

FISCAL IMPACT

The fiscal impact is unknown at this time, but the current budget for furniture is approximately \$150,000 for the Bob Lucas Branch project.

RECOMMENDATION

Staff recommends that the Board of Trustees approve the RFP for Proposals for the Bob Lucas Memorial Branch Library Furniture.



**REQUEST FOR PROPOSALS
BOB LUCAS MEMORIAL BRANCH
LIBRARY FURNITURE
Altadena Library District**

RFP ISSUE DATE June 26, 2024

CONTACT Jennifer Pearson, Capital Projects Manager
Email: jennifer.pearson@huckabee-inc.com
Phone Number: (310) 266-5144

PROPOSAL DUE August 23, 2024 by 5:00 PM

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

RFP CONTENTS

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

Exhibit A Furniture Specifications

Attachment A 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**

1.0 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Altadena Library District formed the Altadena Library District Community Facilities District No. 2020-1 in November 2020 and is currently seeking proposals from interested, highly qualified and experienced firms to provide new furniture, modification of existing furniture, and relocation of existing furniture as part of a remodeling project.

1.1 QUESTIONS REGARDING THE RFP

Any questions, interpretations or clarifications, either administrative or technical, about this RFP must be requested in writing prior to the date indicated in Section II. All pertinent questions will be answered in writing and conveyed to all Proposers. Oral statements concerning the meaning or intent of the contents of this RFP by any person is unauthorized and invalid. **All questions either technical, commercial or contractual in nature shall be directed to:** Jennifer Pearson, Capital Projects Manager at jennifer.pearson@huckabee-inc.com.

1.2 ERRORS AND OMISSIONS

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

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

1.3 Contractors are invited to attend an optional site walk-through meeting with Library staff to become familiar with the Library's existing furniture requiring modification and relocation. The meeting is scheduled for **July 23, 2024 at 2:00 pm**. The meeting will be held at 600 E. Mariposa Street, Altadena, CA. Interested parties must email jennifer.pearson@huckabee-inc.com no later than **5:00 p.m. on July 22, 2024**, to confirm attendance.

1.4 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 Reference Number. It is the Proposer's responsibility to ensure they have incorporated all addenda. Failure to acknowledge and incorporate addenda will not relieve the Proposer of the responsibility to meet all terms and conditions of the RFP and any subsequent addenda.

1.5 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 VI, Proposal Instructions and Format.

1.6 PROPOSER'S COST

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

1.7 EXCEPTIONS

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

1.8 DELIVERY OF PROPOSALS

All proposals must be submitted at: <https://www.bidnetdirect.com/california/ald> by not later than **August 23, 2024 at 5:00pm**. The Altadena Library District assumes no responsibility for delay in delivery. LATE PROPOSALS WILL NOT BE ACCEPTED.

1.9 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.

1.10 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.

1.11 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.

1.12 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.

1.13 **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 two million (\$2,000,000) per occurrence. Proposer shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Proposer's general liability policies shall be primary and shall not seek contribution from the District's coverage, and be endorsed using Insurance Services Office form CG 20 10 (or equivalent) to provide that District and its officers, officials, employees, and agents shall be additional insureds under such policies. Coverage shall state that Proposer insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. Coverage shall contain a waiver of subrogation in favor of the District.

Business Automobile Liability Insurance: Proposer shall also procure and shall maintain during the term of this order auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01 (or equivalent) with a limit of no less than one million dollars (\$1,000,000) per accident.

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 affect 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.

1.14 **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.

1.15 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 V – Evaluation and Award Criteria.

1.16 CONTRACTUAL DOCUMENTS

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

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

1.17 EXECUTION OF THE AGREEMENT

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

1.18 FAILURE TO EXECUTE THE AGREEMENT

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

1.19 NON-ENDORSEMENT

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

1.20 CONFLICT OF INTEREST

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

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

**SECTION II
SCHEDULE OF EVENTS**

Release of Request for Proposal	6/26/2024
Optional Site Walk-Through	7/23/2024
Last Day for Submission of Questions	8/2/2024
District Response to Questions	8/16/2024
Deadline for Receipt of Proposals	8/23/2024
Optional Interview if Required	TBD
Selection presented to Board of Trustees	9/23/2024
Award Bid	9/24/2023
Tentative Start Date	9/30/2024
Tentative Date of Construction Substantial Completion	5/6/2025

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

**SECTION III
PROPOSER QUALIFICATIONS**

- 3.0** In addition to meeting all other requirements of this RFP, all responding Proposers shall furnish verifiable evidence that their firm and personnel, at a minimum, meet the following qualifications.
- a.** Furniture Dealer must have a local presence within 50 miles of Altadena Main Library.

SECTION IV SCOPE OF WORK

4.0 THE COMMUNITY

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

4.1 SCOPE OF WORK

Services, although not all-inclusive, include:

- a. Furniture Dealer must be able to perform the following tasks as related to the scope of work:
 - On site assessment of existing shelving at the Altadena Main Library for reuse at Bob Lucas Memorial Library & Literacy Center.
 - If existing shelving at Altadena Main Library cannot meet the needs of shelving at Bob Lucas Memorial Library & Literacy Center Furniture Dealer must include new shelving in proposal.
 - Coordination meeting(s) with Library and Architect for removal and relocation of library materials prior to disassembly of shelving at Altadena Main Library.
 - Coordinate with Altadena Main Library for removal of existing shelving so as to create as little disruption as possible for library staff and guests.
 - Disassemble shelving, reassemble shelving, and facilitate new end panel installation at new location.
 - Furniture Dealer must provide a furniture floor plan of the Altadena Main Library indicating which shelving has been removed to be used at Bob Lucas Memorial Library & Learning Center. Plans must include details such as size, finish, height, etc. of existing shelving to be removed.
 - Furniture Dealer must coordinate a sit-test. Coordinate with Altadena Main Library and Architect to determine best location for sit-test.
 - Furniture Dealer must be able to provide appropriate anchorage details where required for shelving.
 - Furniture Dealer may suggest substitutions for furniture pieces to be reviewed by Architect. Dealer must exhibit reasons for substitution and proof that specified finishes are approved on proposed substitution. If finishes are not approved, Furniture dealer must suggest alternate finish options that meet performance and aesthetic requirements of original specified finish.
 - Architect will attend one punch walk as part of the scope of work. Any travel costs for additional meetings/site walk visits must be incurred by Furniture dealer.

b. Installation

- Installation to occur during standard construction activity timeframes
- Furniture dealer to review existing site conditions for delivery and access and any corresponding accommodations required by the dealer to allow for efficient delivery.

c. Finishes

- If any specified finishes are discontinued or not approved for use, re-specification is to happen after the bid is awarded. Coordinate with Architect for re-selection.

d. Furniture / Accessory Exclusions from Scope:

- Bulletin boards
- Trash receptacles & recycling bins
- Book trucks
- Carts/dollies
- Markerboards
- Computer equipment
- Copy/Print machines
- Storage shelving
- Clocks

4.2 SCHEDULE

Anticipated installation period: per Section II.

All materials shall be procured and delivered by the Vendor in sufficient time to begin installation on the required date. The Vendor shall assign sufficient workforce to complete the installation by the date stated above.

It is the Vendor's responsibility to initiate orders and schedule delivery with sufficient lead time to meet required dates.

**SECTION V
EVALUATION AND AWARD CRITERIA**

5.0 EVALUATION METHOD

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

5.1 EVALUATION CRITERIA

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

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

- e. **Non-Discrimination** - The Altadena Library District hereby notifies all proposers that it will affirmatively ensure that minority, women-owned and local business enterprises will be afforded full opportunity and consideration when submitting proposals in response to this invitation when reviewing the plans for award of contract. The District does not discriminate in regard to actual or perceived characteristic of race, color, ancestry, national origin, ethnicity, religion, sex, sexual orientation, gender, gender identity or expression, age, physical or mental disability, medical condition, marital status, citizenship status, military or veteran status, or other bases protected by state or federal law.

- f. **Optional Interview** - in the event the District decides that interviews are necessary, Proposers who are finalists will be notified as promptly as possible. Each interview will consist of either an in-person or virtual presentation of no longer than one (1) hour. Notice of confirmation of the interview date/time will be given by telephone or in writing.

SECTION VI PROPOSAL INSTRUCTIONS AND FORMAT

6.0 **INTRODUCTION**

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

6.1 **DELIVERY OF PROPOSALS**

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

6.2 **PREPARATION**

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

6.3 **PROPOSAL FORMAT**

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

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

6.4 **PROPOSAL CONTENT**

a. **SECTION I – EXPERIENCE**

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

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

- 2) Identify the number of years of experience in providing services similar in size and scope to that requested in the RFP.
- 3) Proposer must demonstrate proof of experience with disassembly of existing shelving to be refurbished and reinstalled.
- 4) 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.
- 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.

c. SECTION III – QUALIFICATIONS

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

d. SECTION IV – PROJECT APPROACH

Proposer shall describe the proposed approach for addressing the requested services. Proposer shall include a project schedule, indicate any proposed alternatives to the specified products, and provide details about installation, support, and warranties.

e. SECTION V – COST SECTION

Proposer is expected to provide a cost breakdown for the services identified in Section IV Scope of Work. All pricing must be inclusive, and include labor, material, and equipment necessary for all tasks listed in Exhibit A – Furniture Specifications. Include line-item pricing for all furniture in the bid package with specified finishes and fabrics, and a separate line-item for dealer design fees and/or project management fees. Provide requirements for timing of payment and payment structure.

Provision of this information assists the District in determining whether the Proposer understands the project, whether the costs are fair and reasonable in light of the services to be provided, and provides the District staff with tools to negotiate the final cost.

EXHIBIT A
FURNITURE SPECIFICATIONS

06.26.2024

Revision History:

MM.DD.YYYY (orange text)

MM.DD.YYYY (teal text)

MM.DD.YYYY (green text)

MM.DD.YYYY (purple text)

MM.DD.YYYY (red text)

FURNITURE SPECIFICATIONS

Client Name: Altadena Library District

Project Name: Bob Lucas Memorial Library & Literacy Center



Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: 06.26.2024

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Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: 06.26.2024

SEATING

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

C1
ITEM CODE

Item: Staff Task Chair

Information	Manufacturer:	Sit-On-It	Locations / QTY: See Reference Plans
	Product:	Novo Task Chair	
	Size:	26"W x 26"D x 39"H	
Specification	Arm:	Height/ Width Adjustable	
	Back:	High Back (Mesh)	
	Seat:	Upholstered	
	Feet Style:	Casters	
	Mechanisms:	Standard Synchro w/ Seat Depth Adjustment	
Finishes	Back:	Sit On It - Mesh - Nickel	
	Seat:	DesignTex - Alphabet - Iron	
	Frame:	Black	
	Lumbar Color:	Black	
	Lumbar Acc. Color:	Black	
Notes	Base Color:	Black	

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024



Item: Guest Chair

Information
Specification
Finishes
Notes

Manufacturer: Sit-On-It
Product: Movi Nester Chair
Size: 21"W x 22.75"D x 34.6"H

Locations / QTY:
See Reference Plans

Arm: With Arms
Back: Mesh
Seat: Upholstered
Feet Style: Glides

Back: Nickel
Seat: Arc Com - Ambiance - Sapphire
Frame: Black
Base: Black

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

C2.1
ITEM CODE

Item: Guest Chair

Information
Specification
Finishes
Notes

Manufacturer: Sit-On-It
Product: Movi Nester Chair
Size: 21"W x 22.75"D x 34.6"H

Locations / QTY:
See Reference Plans

Arm: With Arms
Back: Mesh
Seat: Upholstered
Feet Style: Glides

Back: Nickel
Seat: Arc Com - Ambiance - Ocean
Frame: Black
Base: Black

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

C3
ITEM CODE

Item: Guest Chair

Information
Specification
Finishes
Notes

Manufacturer: Sit-On-It
Product: Movi Nester Chair
Size: 21"W x 22.75"D x 34.6"H

Locations / QTY:
See Reference Plans

Arm: No Arms
Back: Mesh
Seat: Upholstered
Feet Style: Casters

Back: Nickel
Seat: Arc Com - Ambiance - Sapphire
Frame: Black
Base: Black

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

C3.1
ITEM CODE

Item: Guest Chair

Information

Manufacturer: Sit-On-It
Product: Movi Nester Chair
Size: 21"W x 22.75"D x 34.6"H

Locations / QTY:
See Reference Plans

Specification

Arm: No Arms
Back: Mesh
Seat: Upholstered
Feet Style: Casters

Finishes

Back: Nickel
Seat: Arc Com - Ambiance - Ocean
Frame: Black
Base: Black

Notes

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

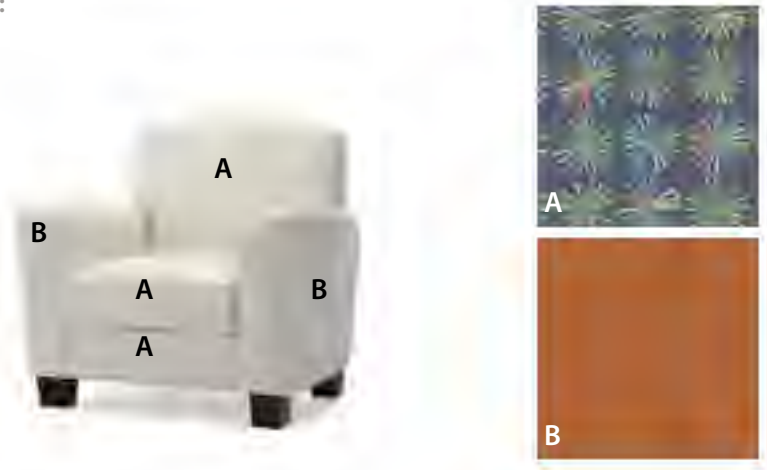
Date: x.x.2024

C4
ITEM CODE

Item: Lounge Chair

Information	Manufacturer:	Integra	Locations / QTY: See Reference Plans
	Product:	Flair Chair	
	Size:	39"W x 32"D x 33.5"H	
Specification	Arm:	Upholstered	
	Back:	Upholstered	
	Seat:	Upholstered	
	Feet:	Lockable Casters	
Finishes	Mechanisms:		
	Back:	Stinson - Flare - Carousel	
	Seat:	Stinson - Flare - Carousel	
	Arms:	Arc Com - Alphabet - Terra	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

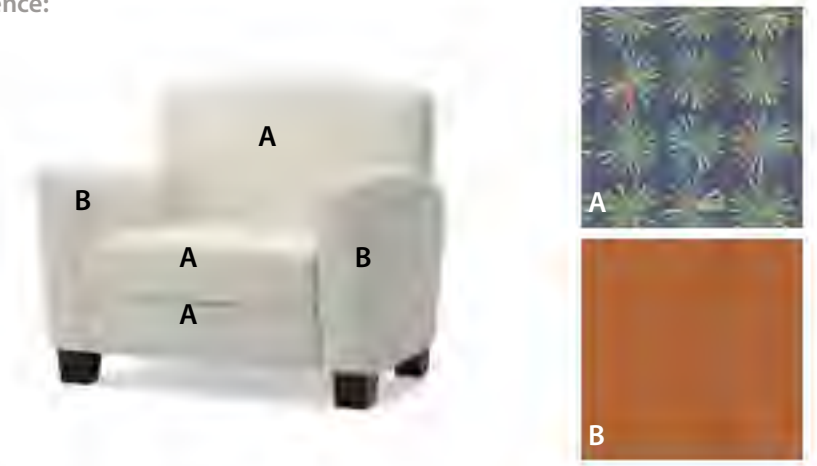
Date: x.x.2024

C5
ITEM CODE

Item: Lounge Chair

Information	Manufacturer:	Integra	Locations / QTY: See Reference Plans
	Product:	Oversized Flair Chair	
	Size:	39"W x 32"D x 33.5"H	
Specification	Arm:	Upholstered	
	Back:	Upholstered	
	Seat:	Upholstered	
	Feet:	Lockable Casters	
Finishes	Mechanisms:		
	Back:	Stinson - Flare - Carousel	
	Seat:	Stinson - Flare - Carousel	
	Arms:	Arc Com - Alphabet - Terra	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

C6
ITEM CODE

Item: Children's Lounge Seating

Information	Manufacturer:	ERG	Locations/ QTY: See Reference Plans
	Product:	Raven Jr.	

Specification	Mechanism:	Ganging Brackets
	Back:	Upholstered
	Seat:	Upholstered
	Legs:	Lockable Casters
	Power:	No

ITEM A

Specification	Product:	Two Seat Straight Seat w/ back
	Model:	8402
	Quantity:	1

Finishes	Leg:	Casters
	Seat:	Arc Com - Alphabet - Apple
	Back:	DesignTex
		Beguiled by the Wild - Parakeet



ITEM B

Specifications	Product:	60 Degree Curve In w/ back
	Model:	8412
	Quantity:	1

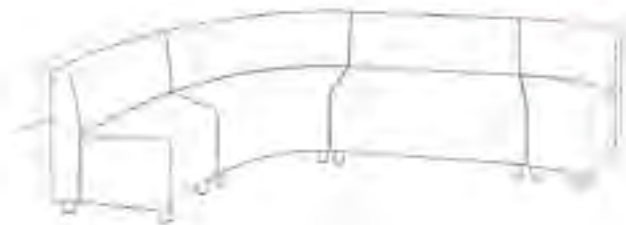
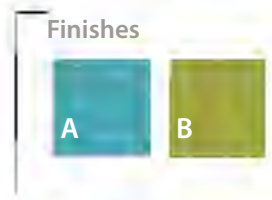
Finishes	Leg:	Casters
	Seat:	Arc Com - Alphabet - Apple
	Back:	DesignTex
		Beguiled by the Wild - Parakeet



ITEM C

Specifications	Product:	30 Degree Curve In w/ back
	Model:	8408
	Quantity:	2

Finishes	Leg:	Casters
	Seat:	Arc Com - Alphabet - Apple
	Back:	DesignTex
		Beguiled by the Wild - Parakeet



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

C7
ITEM CODE

Item: Ottoman

Information	Manufacturer:	ERG	Locations / QTY: See Reference Plans
	Product:	Raven Round Ottoman	
	Size:	30"	
Specification	Body:	Upholstered	
	Feet:	Casters	
	Accessory:	n/a	
Finishes	Body:	DesignTex - Beguiled by the Wild - Parakeet	
	Top:	DesignTex - Beguiled by the Wild - Parakeet	
	Accessory:	None	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

C8
ITEM CODE

Item: Ottoman

Information	Manufacturer:	ERG	Locations / QTY: See Reference Plans
	Product:	Raven Jr.	
	Size:	18" round x 16" high	
Specification	Body:	Upholstered	
	Feet:	Casters	
	Accessory:	n/a	
Finishes	Body:	Arc Com - Ambiance - Sapphire	
	Top:	Arc Com - Ambiance - Sapphire	
	Accessory:	None	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

C8.1
ITEM CODE

Item: Ottoman

Information	Manufacturer:	ERG	Locations / QTY: See Reference Plans
	Product:	Raven	
	Size:	18" round x 18" high	
Specification	Body:	Upholstered	
	Feet:	Casters	
	Accessory:	n/a	
Finishes	Body:	Arc Com - Ambiance - Sapphire	
	Top:	Arc Com - Ambiance - Sapphire	
	Accessory:	n/a	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

C9
ITEM CODE

Item: Ottoman

Information	Manufacturer:	ERG	Locations / QTY: See Reference Plans
	Product:	Raven Round Ottoman	
	Size:	24" round x 16" high	
Specification	Body:	Upholstered	
	Feet:	Casters	
	Accessory:	n/a	
Finishes	Body:	Pallas - Jaunt - High Tide	
	Top:	Pallas - Jaunt - High Tide	
	Accessory:	n/a	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

C10
ITEM CODE

Item: Children's Chair

Information

Manufacturer: ERG
Product: Quince Chair
Size: 14" height

Locations / QTY:
See Reference Plans

Specification

Body: Wood shell
Legs: Wood
Back: Horizon
Shell Art: n/a

Finishes

Body: Leland - Carribean
Legs: Leland - Natural Maple

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

OC1
ITEM CODE

Item: OUTDOOR CHAIR

Information	Manufacturer:	Fermob	Locations / QTY: See Reference Plans
	Product:	Luxembourg Side Chair	
	Size:		
Specification	Body:	Aluminum Frame	
	Feet:	Silence pads	
	Cushion:	Outdoor Cushion (1) - color mix	
	Accessory:	Clear Stacking Pads	
Finishes	Frame:	Acapulco Blue	
	Cushion:	Night Blue	
	Accessory:	n/a	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

OC2
ITEM CODE

Item: OUTDOOR CHAIR

Information	Manufacturer:	Fermob	Locations / QTY: See Reference Plans
	Product:	Luxembourg Arm Chair	
	Size:		
Specification	Body:	Aluminum Frame	
	Feet:	Silence pads	
	Cushion:	Outdoor Cushion (1) - color mix	
	Accessory:	Clear Stacking pads	
Finishes	Frame:	Acapulco Blue	
	Cushion:	Night Blue	
	Accessory:	n/a	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

OC3
ITEM CODE

Item: OUTDOOR CHAIR

Information	Manufacturer:	Fermob	Locations / QTY: See Reference Plans
	Product:	Luxembourg Lounge Chair (armless)	
	Size:		
Specification	Body:	Aluminum Frame	
	Feet:	Silence pads	
	Cushion:	Outdoor Cushion (2) - color mix	
	Accessory:	Clear Stacking Pads	
Finishes	Frame:	Deep Blue	
	Cushion:	Night Blue	
	Accessory:	n/a	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

OC4
ITEM CODE

Item: OUTDOOR CHAIR

Information	Manufacturer:	Fermob	Locations / QTY: See Reference Plans
	Product:	Luxembourg Lounge Armchair	
	Size:		
Specification	Body:	Aluminum Frame	
	Feet:	Silence pads	
	Cushion:	Outdoor Cushion (2) - color mix	
	Accessory:	Clear Stacking Pads	
Finishes	Frame:	Deep Blue	
	Cushion:	Night Blue	
	Accessory:	n/a	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024



Item: OUTDOOR CHAIR

Information	Manufacturer:	Fermob	Locations / QTY: See Reference Plans
	Product:	Luxembourg Low Armchair	
	Size:		
Specification	Body:	Aluminum Frame	
	Feet:	Silence pads	
	Cushion:	Outdoor Cushion (2) - color mix	
	Accessory:	Clear Stacking Pads	
Finishes	Frame:	Basil	
	Cushion:	Night Blue	
	Accessory:	n/a	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

OC6
ITEM CODE

Item: OUTDOOR CHAIR

Information
Specification
Finishes
Notes

Manufacturer: Fermob
Product: Luxembourg Rocking Chair
Size:

Locations / QTY:
See Reference Plans

Body: Aluminum Frame
Feet: Silence pads
Cushion: n/a
Accessory: n/a

Frame: Capucine
Cushion: n/a
Accessory: n/a

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

OC7
ITEM CODE

Item: OUTDOOR CHAIR

Information	Manufacturer:	Fermob	Locations / QTY: See Reference Plans
	Product:	Luxembourg Kid Chair	
	Size:		
Specification	Body:	Aluminum Frame	
	Feet:	Silence pads	
	Accessory:	Clear stacking pads	
Finishes	Frame:	Capucine	
	Cushion:	n/a	
	Accessory:	n/a	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024



Item: OUTDOOR CHAIR

Information
Specification
Finishes
Notes

Manufacturer: Smith Systems
Product: Flow Form Outdoor Ottoman
Size: 25.5" round x 15.5" high

Locations / QTY:
See Reference Plans

Body: Outdoor fabric
Feet: n/a
Accessory: n/a

Sides: Sunbrella - Canvas - Color TBD
Top: Color TBD
Accessory: n/a

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024



Item: OUTDOOR SEAT CUSHIONS

Information	Manufacturer:	HABA	Locations / QTY: See Reference Plans
	Product:	Pro Outdoor seat Cushions "Sit-Upons"	
	Size:	14" round x 1" high	
	Model No:	1206387	
Specification	Body:	Outdoor fabric	
	Feet:	n/a	
	Accessory:	Include (1) Pro Outdoor Trolley	
Finishes	Sides:	Fabric	
	Top:	Fabric	
	Accessory:	n/a	
Notes	Each set includes four cushions - two green and two blue. Six sets = 24 cushions The outdoor storage trolley should fit 24 cushions		

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: 06.26.2024

TABLES

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

T1
ITEM CODE

Item: Study Table

Information
Specification
Finishes
Notes

Manufacturer: Stylex
Product: Free Address Table
Size: 45"W x 45"D x 29"H

Locations / QTY:
See Reference Plans

Power/ Data: Power at Surface - Undermount
Top Style: Laminate
Feet: Carpet casters
Base Style: Powder Coat Metal
Accessories: Bag Hook, wire management channel

Top: Wilsonart - Walnut Heights
Edge: Wilsonart - Walnut Heights
Base: Metallic Silver
Bag Hook: Metallic Silver

No wire snake

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

T1.1
ITEM CODE

Item: Study Table

Information
Specification
Finishes
Notes

Manufacturer: Stylex
Product: Free Address Table
Size: 30"W x 30"D x 29"H

Locations / QTY:
See Reference Plans

Power/ Data: Power at Surface - Undermount
Top Style: Laminate
Feet: Carpet casters
Base Style: Powder Coat Metal
Accessories: Bag Hook, wire management channel

Top Wilsonart - Walnut Heights
Edge Wilsonart - Walnut Heights
Base Metallic Silver
Bag Hook: Metallic Silver

No wire snake

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

T2
ITEM CODE

Item: Study Table

Information	Manufacturer:	Watson	Locations / QTY: See Reference Plans
	Product:	Seven	
	Size:	35"W x 35"D x 29.5"H	
Specification	Power/ Data:	n/a	
	Top Style:	Laminate	
	Feet:	X base	
	Base Style:	Powder Coat Metal	
Finishes	Edge:	90 trim	
	Top	Fawn Cypress	
	Edge	Fawn Cypress	
Base	Metallic Silver		
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

T3
ITEM CODE

Item: Study Table

Information	Manufacturer:	Watson	Locations / QTY: See Reference Plans
	Product:	Seven	
	Size:	29"W x 29"D x 29.5"H	
Specification	Power/ Data:	n/a	
	Top Style:	Laminate	
	Feet:	X base	
	Base Style:	Powder Coat Metal	
Finishes	Edge:	90 trim	
	Top	Fawn Cypress	
	Edge	Fawn Cypress	
Notes	Base	Metallic Silver	

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

T4
ITEM CODE

Item: Computer Station

Information	Manufacturer:	Makr	Locations / QTY: See Reference Plans
	Product:	Custsom Moment Computer Table w/ four stations	
	Size:	7'-0" x 54"	
Specification	Power/ Data	Yes, undermount at each station	
	Top Style	Laminate	
	Edge Style	Laminate	
	Base Style	Wood	
	Partition Screens:	Fabric	
Finishes	Top:	Wilsonart - Walnut Heights	
	Edge:	Wilsonart - Walnut Heights	
	Base:	Carbon Ash	
	Screens:	Guilford of Maine - Green Apple	
	Power:	n/a	
Notes	Coordinate with Joe Nunez at Linked Reps as needed https://linkedreps.com/		
	Center mount grommet at each station		

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)



Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

T5
ITEM CODE

Item: Children's Table

Information	Manufacturer:	Leland	Locations / QTY: See Reference Plans
	Product:	Quince Children's Table	
	Size:	36" round x 22" high	
Specification	Power/ Data	N/A	
	Top Style	Horizon	
	Edge Style	W2	
	Base Style	Veneer Wood Legs	
Finishes	Top	Natural Maple	
	Edge	Plywood	
	Base	Natural Maple	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

T6
ITEM CODE

Item: Coffee Table

Information	Manufacturer:	ERG	Locations / QTY: See Reference Plans
	Product:	Vella Occasional Table	
	Size:	24"x42"	
Specification	Power/ Data	N/A	
	Top Style	Laminate	
	Edge Style	Laminate	
	Base Style	Upholstered	
Finishes	Top	Laminart - Oro Noce	
	Edge	Laminart - Oro Noce	
	Base	DesignTex - Grenoble - Calypso	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

T7
ITEM CODE

Item: Side Table

Information	Manufacturer:	ERG	Locations / QTY: See Reference Plans
	Product:	Vella Occasional Table	
	Size:	20"x17"	
Specification	Power/ Data	N/A	
	Top Style	Laminate	
	Edge Style	Laminate	
	Base Style	Upholstered	
Finishes	Top	Laminart - Oro Noce	
	Edge	Laminart - Oro Noce	
	Base	DesignTex - Grenoble - Calypso	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

OT1
ITEM CODE

Item: Outdoor Table

Information	Manufacturer:	Fermob	Locations / QTY: See Reference Plans
	Product:	Luxembourg Four Leg Table	
	Size:	80cm x 80cm	
Specification	Power/ Data	N/A	
	Top Style	Aluminum	
	Edge Style	n/a	
	Base Style	Four Leg	
Finishes	Top	Capucine	
	Edge	n/a	
	Base	Capucine	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

OT2
ITEM CODE

Item: Outdoor Table

Information	Manufacturer:	Fermob	Locations / QTY: See Reference Plans
	Product:	Luxembourg Small Low Table / footrest	
	Size:	44cm x 42cm	
Specification	Power/ Data	N/A	
	Top Style	Aluminum	
	Edge Style	n/a	
	Base Style	Four Leg	
Finishes	Top	Deep Blue	
	Edge	Deep Blue	
	Base	Deep Blue	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

OT3
ITEM CODE

Item: Outdoor Table

Information	Manufacturer:	Fermob	Locations / QTY: See Reference Plans
	Product:	Luxembourg Kid Table	
	Size:	57cm x 57cm	
Specification	Power/ Data	N/A	
	Top Style	Aluminum	
	Edge Style	n/a	
	Base Style	Four Leg	
Finishes	Top	Acapulco Blue	
	Edge	Acapulco Blue	
	Base	Acapulco Blue	
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: 06.26.2024

DESKS

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

D1
ITEM CODE

Item: Desk

Information

Manufacturer: Watson
Product: Seven - Rectangle - Height Adjustable
Size: 24"W x 72"D

Locations / QTY:
See Reference Plans

Specification

Power/ Data: N/A
Top Style: Laminate
Edge Style: 90 Trim
Base Style: Powdercoat
Legs: Height Adjustable

Finishes

Top: Fawn Cypress
Edge: Fawn Cypress
Base: Powdercoat - silver
Power: N/A

Notes

Include grommet and cable management tray

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

D2
ITEM CODE

Item: Desk

Information

Manufacturer: Watson
Product: Seven - Rectangle - Height Adjustable
Size: 24"W x 48"D

Locations / QTY:
See Reference Plans

Specification

Power/ Data: N/A
Top Style: Laminate
Edge Style: 90 Trim
Base Style: Powdercoat
Legs: Height Adjustable

Finishes

Top: Fawn Cypress
Edge: Fawn Cypress
Base: Powdercoat - silver
Power: N/A

Notes

Include grommet and cable management tray

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: 06.26.2024

ACCESSORIES / STORAGE

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

A1
ITEM CODE

Item: Book Cart

Information	Manufacturer:	Kingsley	Locations / QTY: See Reference Plans
	Product:	Duralight undercounter cushion drop cart	
	Size:	25 7/16"W x 28 5/8"D x 31 9/16"H	
	Model #:	K-UC40QD 40	
Specification	Base Style:	Casters	
	Surface:	Aluminum	
Finishes	Panel:		
	Frame:		
	Caster:		
Notes			

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: x.x.2024

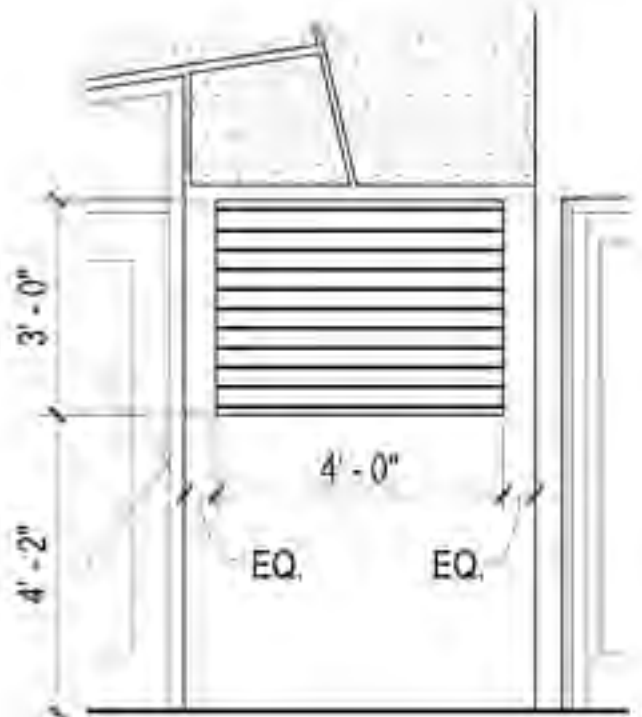
A2
ITEM CODE

Item: Slatwall

Information	Manufacturer:	TBD
	Product:	Slatwall
	Size:	TBD
Specification	Material:	Plastic Laminate
	Rails:	Aluminum
Finishes	Panel:	Wilsonarat - Fawn Cypress
	Frame:	Wilsonarat - Fawn Cypress
Notes		

Locations / QTY:
See Reference Plans

Reference:



(Image is for reference only. It may not accurately represent the specified piece or finishes.)

Furniture Specifications

Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: 06.26.2024

SHELVING

See Shelving Plan

FURNITURE SHEET NOTES

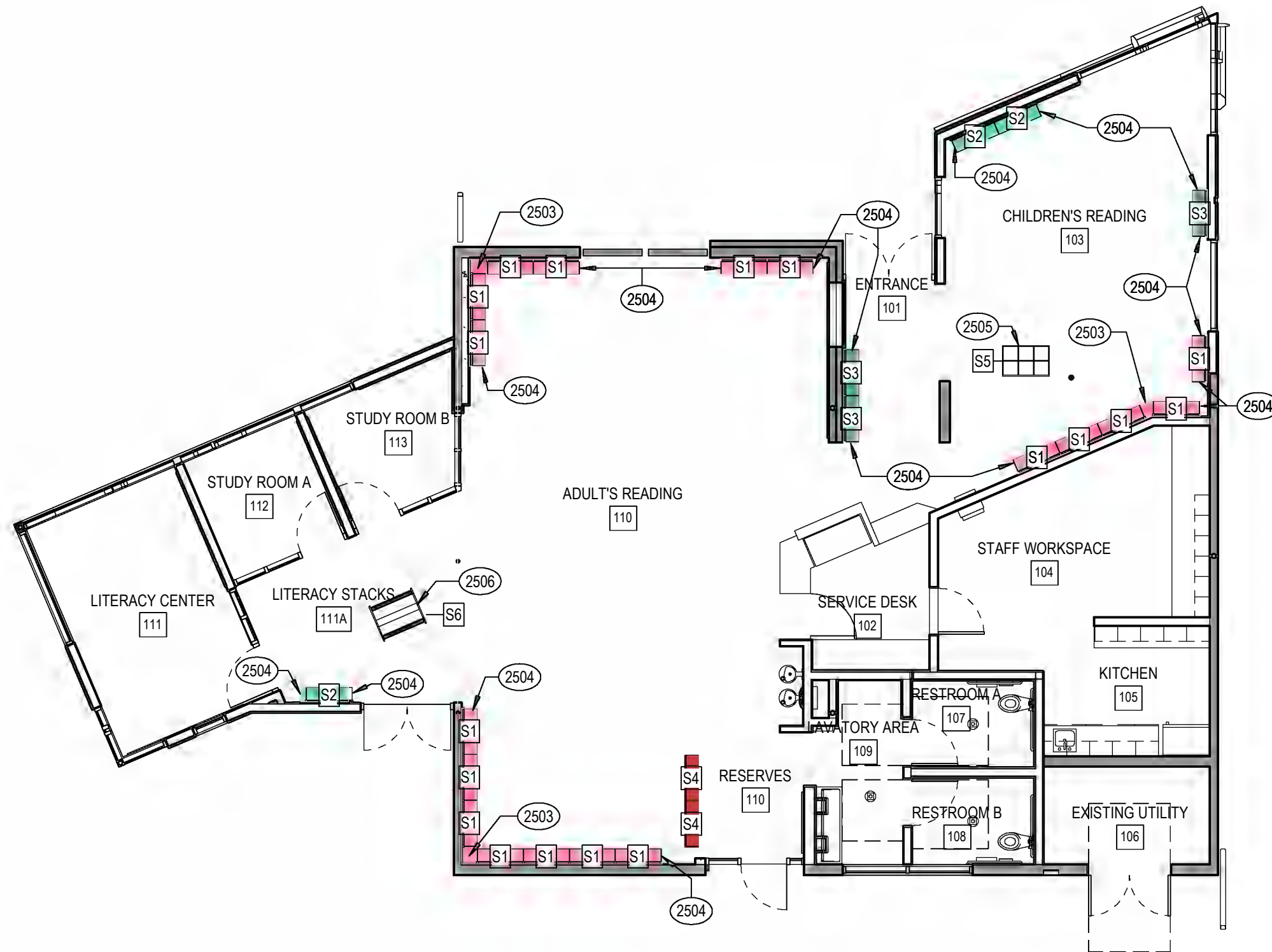
- A. SHELVING TO BE REUSED FROM MAIN LIBRARY IF UNITS ARE AVAILABLE IN THE SAME CONFIGURATION AND NEW END CAPS INSTALLED
- B. IF NEW SHELVING IS REQUIRED, COORDINATE WITH ARCHITECT
- C. ALL SHELVING REPURPOSED FROM MAIN LIBRARY MUST HAVE THE SAME METAL SHELF COLOR/FINISH AND ANY NEW SHELVING PURCHASED MUST ALSO MATCH
- D. SEE PROPOSER QUALIFICATIONS IN RFP FOR ADDITIONAL REQUIREMENTS

FURNITURE PLAN - KEYNOTES

- 2503 NEW SHELVING INFILL TO MATCH NEW END CAPS
- 2504 NEW P-LAM END PANEL, WILSONART - FAWN CYPRESS
- 2505 REUSE TMC FURNITURE BROWSING BIN FROM MAIN LIBRARY - REPAIR/REFINISH AS REQUIRED, COORDINATE WITH ARCHITECT FOR REFINISH REQUIREMENTS
- 2506 REUSE EXISTING GONDOLA FROM MAIN LIBRARY. REPAIR/REFINISH AS REQUIRED, COORDINATE WITH ARCHITECT FOR REFINISH REQUIREMENTS

METAL SHELVING LEGEND

- S1 - 84" HIGH SINGLE SIDED SHELVING
- S2 - 42" HIGH SINGLE SIDED SHELVING
- S3 - 72" HIGH SINGLE SIDED SHELVING
- S4 - 72" HIGH SINGLE SIDED SHELVING WITH BACK TO MATCH END PANELS



Furniture Specifications

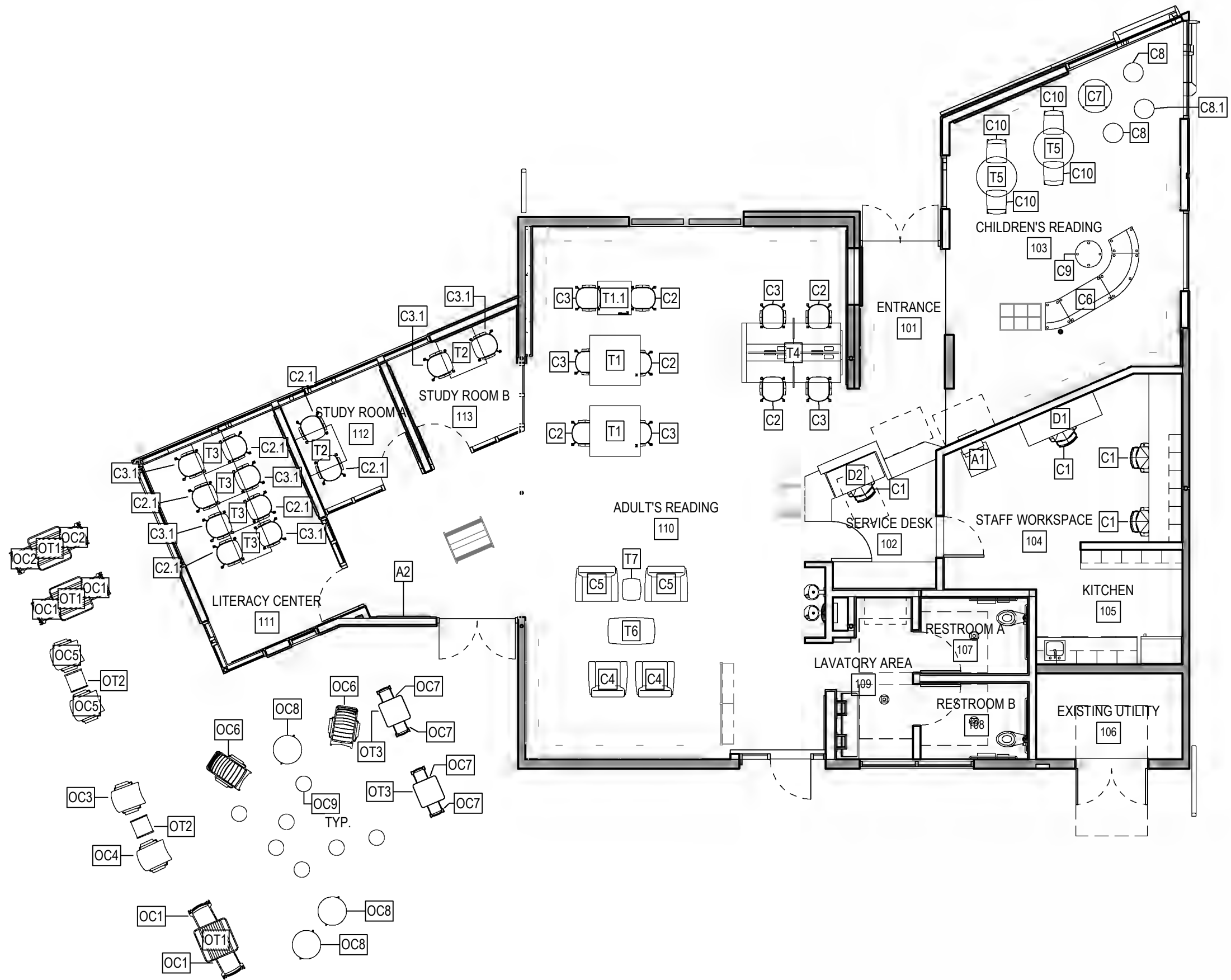
Project Name: Bob Lucas Memorial Library & Literacy Center

Project Address: 2659 Lincoln Ave. Altadena Ca 91001

Date: 06.26.2024

REFERENCE DOCUMENTS

Furniture Plan



Bob Lucas Memorial Library & Literacy Center Renovations - Furniture Plan

06/03/24 SCALE: 1/8" = 1'-0" 2111020

A205



ATTACHMENT A
SAMPLE AGREEMENT

ALTADENA LIBRARY DISTRICT

**SUPPLIER SERVICES AGREEMENT FOR BOB LUCAS MEMORIAL
BRANCH FURNITURE AND FURNISHINGS**

THIS SUPPLIER SERVICES AGREEMENT FOR BOB LUCAS MEMORIAL BRANCH FURNITURE AND FURNISHINGS ("Agreement") is made and entered into this [REDACTED] day of [REDACTED], 2024 ("Effective Date") by and between the ALTADENA LIBRARY DISTRICT (hereinafter referred to as "District") and [REDACTED] (hereinafter referred to as "Supplier"). District and Supplier are referred to herein individually as "Party" and collectively as "Parties."

RECITALS

WHEREAS, the District desires to enter into this Agreement for services and goods related to the provision of certain furniture and furnishings for the Bob Lucas Memorial Branch and Literacy Center, 2659 Lincoln Avenue, Altadena, California 91001 ("Bob Lucas Branch"); and

WHEREAS, the District issued a request for proposals on [REDACTED], 2024 for the provision of furniture and furnishings for the Bob Lucas Branch, which outlined the scope of services and goods sought and the general terms, conditions, and specifications under which the District sought such (collectively, "Scope of Services"); and

WHEREAS, the District received proposals and, using objective criteria, staff determined that Supplier is the best suited responsive proposer to complete the Scope of Services due to its proposal, qualifications, applicable training and licensing, experience, availability, and cost proposal; and

WHEREAS, District desires to retain Supplier to provide the Scope of Services by reason of its proposal, qualifications, applicable training and licensing, experience, availability, and cost proposal for performing such services and goods, and Supplier has offered to provide the required services and goods on the terms and in the manner set forth herein.

NOW, THEREFORE, in consideration of their mutual covenants, Parties hereto agree as follows:

AGREEMENT

1. INCORPORATION OF RECITALS. The recitals set forth above, and all defined terms set forth in such recitals and in the introductory paragraph preceding the recitals, are hereby incorporated into this Agreement as if set forth herein in full.

2. DEFINITIONS.

a. The term "District Manager" shall mean the duly appointed District Manager of the District or his/her designated representative.

b. The term "District Attorney" shall mean the duly appointed District Attorney of the Altadena Library District or his/her designated representative.

c. The term "District Clerk" shall mean the duly appointed District Clerk of the District or his/her designated representative.

3. PROJECT COORDINATION.

a. District. The District Manager shall be representative of District for all purposes under this Agreement. The District Manager or designee is hereby designated as the Project Manager. The Project Manager shall supervise the progress and execution of this Agreement.

b. Supplier. The Supplier shall assign a single Project Director to have overall responsibility for the progress and execution of this Agreement for Supplier. [REDACTED] is designated as the Project Director for Supplier. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute Project Director for any reason, the Supplier shall immediately notify Project Manager of the name of the new Project Director.

4. SCOPE AND PERFORMANCE OF SERVICES.

a. Services and Goods to be Furnished. Subject to such policy direction and approvals as the District through its staff may determine from time to time, Supplier shall perform the work set forth in the Scope of Services, as set out in the request for proposals, a copy of which is attached hereto as **EXHIBIT A** and incorporated herein by reference. Supplier shall devote such services pursuant to this Agreement as may be reasonably necessary for satisfactory performance of Supplier's obligations pursuant to this Agreement. Supplier shall adhere to the Schedule of Activities as attached hereto as **EXHIBIT B** and incorporated herein by reference.

b. Delivery. Supplier shall deliver the goods and services contemplated by this Agreement in accordance with the Schedule of Activities outlined in **EXHIBIT B**, or at a time mutually agreed upon in writing by Parties. Delivery and installation of all goods and services shall be made at the Bob Lucas Branch, unless otherwise mutually agreed to by Parties. Supplier shall coordinate with the District regarding the logistics of the Supplier's delivery and installation obligations at the Branch.

c. Acceptance.

(i) District may conduct a preliminary inspection of all services and goods delivered pursuant to this Agreement within seven (7) business days after its delivery for the purpose of verifying the delivery, quantities, and quality. Preliminary inspections shall not constitute acceptance of, taking charge over, or taking control of, such services or goods. The District shall report to the Supplier any defects, damage, deficiencies, or nonconformity observed during the preliminary inspection.

(ii) When Supplier considers the Scope of Services, or a portion thereof which the District agrees to accept separately, to be complete, Supplier shall notify District. Supplier shall allow the District a reasonable amount of time to inspect the services or goods to determine, based on conformance with the Agreement, if it is accepted or rejected in whole or in part. Based on the District's inspection, if any, the Owner shall accept or reject the services or goods in whole or in part by giving written notice of such.

(iii) If District rejects any of the services or goods, the District shall notify in writing the Supplier within seven (7) days of the date of inspection, specifying the basis for such

rejection. Upon rejection, Supplier shall provide a remedy at its sole cost and expense and evidence of arrangements to accomplish such remedy. District shall allow Supplier a reasonable amount of time to remedy the rejected services or goods. When the Supplier considers the remedied services or goods to be complete, the Parties shall follow the procedures set forth immediately above to gain acceptance.

(iv) Services and goods not inspected in accordance with this section, or not rejected in accordance with this section, shall be deemed accepted.

(v) District's acceptance under this provision cannot be revoked; however, the provisions of this section do not preclude recovery of damages as provided by law. The District's acceptance, or failure to discover Supplier's breach after acceptance, shall not bar the District from making claims in accordance with this Agreement or from remedies and damages due to the Supplier's breach of this Agreement, including the Supplier's breach of warranties.

d. Standard of Quality. All work performed and goods delivered by Supplier under this Agreement shall be in accordance with all applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Supplier's field of expertise.

e. Compliance with Laws. Supplier shall comply with all applicable federal, state, and local laws, codes, ordinances, regulations, orders, and decrees. In the event that Supplier believes that there is a conflict between existing and applicable federal, state and/or local law, codes, ordinances, regulations, orders and decrees, that would preclude Supplier from complying with the requirements set forth in this paragraph, Supplier shall notify District in writing, and meet and confer with District to determine an appropriate course of action. Supplier represents and warrants to District that it has all licenses, permits, qualifications, insurance, and approvals of whatsoever nature, which are legally required for Supplier to practice its profession. Supplier represents and warrants to District that Supplier shall, at its own cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, insurance and approvals which are legally required for Supplier to practice its profession or are necessary and incident to the due and lawful execution of the services it performs under this Agreement. Supplier shall at all times during the term of this Agreement, and for one year thereafter, provide written proof of such licenses, permits, insurance, and approvals upon request by the District. The District is not responsible or liable for Supplier's failure to comply with any or all of the requirements contained in this paragraph.

f. Warranty. Supplier expressly warrants to the District that the services and goods furnished under this Agreement will be new and of good quality in accordance with industry standards and Parties' understandings in executing this Agreement. Supplier specifically warrants that all goods and services delivered within the Scope of Services contemplated by this Agreement shall be free of defects and in a good and workman like quality in line with industry standards. Services or goods not conforming to these requirements may be considered defective. Should Supplier fail to deliver such goods or services, Supplier shall, at its own cost and expense, fully replace. Supplier's warranty excludes remedy for damage or defect caused by abuse, alterations to the services or goods not executed by the Supplier, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. Supplier shall provide District with available manufacturer's warranty documents, product data, and material safety data sheets.

g. Safety Precautions and Programs. Supplier shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Agreement. Supplier shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to:

(i) Employees on the Scope of Work and other persons who may be affected thereby;

(ii) The efficient execution and delivery of the services and goods contemplated by this Agreement, whether in storage on or off the District premises, under care, custody, or control of the Supplier or subconsultants; and

(iii) Other property at the District premises or adjacent thereto.

The Supplier shall comply with, and give notices required by, applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons and property and their protection from damage, injury, or loss. The Supplier shall promptly remedy damage and loss to any property caused in whole or in part by the Supplier, subconsultants, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Supplier is responsible under this Agreement.

5. COMPENSATION. For the full delivery of the services and goods described herein by Supplier, District shall pay Supplier an amount not to exceed [REDACTED] dollars (\$ [REDACTED]). The method and timing of payment to Supplier shall be as set forth in the request for proposals for this Scope of Services, copied here as **EXHIBIT C** and incorporated herein by reference.

6. ADDITIONAL SERVICES. Supplier shall not commence any work exceeding the Scope of Services without prior written authorization from District. Supplier agrees to perform such work only if requested in writing by District and shall bill for such services in a separate agreement.

7. TERM. This Agreement shall be effective on the Effective Date first written above and shall remain in effect for [REDACTED] ([REDACTED]) years, or until terminated as provided herein.

8. SUSPENSIONS; TERMINATION; EXTENSIONS.

a. Right to Suspend or Terminate. The District Manager may suspend or terminate this Agreement for any reason by giving ten (10) days' written notice to Supplier. Upon receipt of such notice, Supplier shall immediately discontinue its performance under this Agreement. Supplier may suspend or terminate this Agreement for any reason by giving thirty (30) days' written notice to District. Supplier shall not discontinue its performance under this Agreement until such notice period has expired.

b. Termination for Cause. Should Supplier fail within three (3) working days from receipt of District's written notice to correct any deficiencies related to failure to perform the Scope of Services in accordance with this Agreement including its Exhibits; failure to comply with the directions of District; or failure to pay its creditors, District may terminate this Agreement. Following a termination for default, District shall have the right to take whatever steps it deems necessary to correct and complete the Scope of Services and charge the cost thereof to Supplier, who shall be liable for the full cost of District's corrective action, including reasonable overhead, profit, and attorneys' fees.

c. Extension of Time. Supplier may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the District in writing and shall be incorporated in written amendments to this Contract.

d. Delay. The Supplier shall at all times employ such force, plant, materials, and tools as will be sufficient, in the opinion of the District Engineer, to prosecute the Scope of Services at not less than the rates fixed under the terms of the Agreement and to complete the Scope of Services thereof within the time limits fixed therein. If the Supplier refuses or fails to prosecute the Scope of Services, or any separable part thereof, with such diligence as will ensure the completion within the time specified in the Contract, or any extension thereof, or fails to complete said work within such time, District may exercise the termination provisions set forth herein.

e. Excusable Delay. Excusable delays shall be delays in the controlling operation of the Supplier's work due to strikes, lockouts by others, fire, earthquake, unusual delay in transportation, unavoidable casualties, adverse weather conditions which could not have been reasonably anticipated, epidemic or pandemic, or any other act(s) of God beyond the Supplier's control, or by delay authorized by the District, or by any cause which District shall decide to justify the delay. Except as provided below, in the event of an excusable delay, the time of completion shall be extended for such reasonable time as District may decide. The Supplier's right to an extension of time for an excusable delay is expressly subject to Supplier's giving written notice of such claim within fifteen (15) days as set forth below following the date the Supplier knew or should have known of the delay. Such notice shall include all of the following and be made in the following manner in order to be valid:

1. written documentation as to the asserted cause of the delay, including identification of parties (individuals, private entities or public entities) asserted to be responsible, with such parties' contact information and an explanation as to why such party is asserted to be causing a delay, and any written evidence of the delay asserted to be caused by such party;

2. a detailed description of mitigation efforts undertaken by the Supplier, or reasons why such mitigation efforts are not practical;

3. an estimate as to the anticipated length of delay and monetary impact caused by the delay in dollars;

4. if the asserted cause for delay involves government orders, directives or legal proceedings, a copy of all applicable orders and identification by court case number of any such legal proceeding with a general description as to why such orders or legal proceedings are asserted to be causing a delay; and notice must be submitted in writing to the District Engineer at the District before 5:00 p.m. on the fifteenth (15th) day following the date the Supplier knew or should have known of the delay. Failure to give such notice shall be construed as a waiver of such right. It is understood and agreed that extensions of time shall be the Supplier's sole and exclusive remedy for excusable delays.

f. Payment. Upon such suspension or termination, Supplier shall be paid for all services or goods actually delivered to District to the date of such suspension or termination.

g. Rights and Remedies. The rights and remedies of the District provided in this Section are in addition to any of the rights and remedies provided by the law or under this Agreement.

9. **CLAIMS.** If any dispute shall arise between District and Supplier regarding performance of the Scope of Services contemplated by this Agreement, or any alleged change in the work, Supplier shall timely perform the disputed work and shall give written notice of a claim for additional compensation for the work to District within ten (10) days after commencement of the disputed work. Supplier's failure to give written notice within the ten (10) day period constitutes an agreement by Supplier that it will receive no extra compensation for the disputed work.

10. **INSPECTION.** Supplier shall furnish District with every reasonable opportunity for District to ascertain that the services of Supplier are being performed in accordance with the requirements and intentions of this Agreement. All work done and all materials furnished, if any, shall be subject to the Project Manager's inspection and approval. The inspection of such work shall not relieve Supplier of any of its obligations to fulfill its agreement as prescribed. Any materials created by Supplier shall become the property of District upon delivery. Supplier shall not be held liable for any reuse of the District-owned materials for purposes outside this Agreement.

11. **INDEPENDENT JUDGMENT.** Failure of District to agree with Supplier's independent findings, conclusions or recommendations, if the same are called for in this Agreement, on the basis of differences in matters of judgment shall not be construed as a failure on the part of the Supplier to meet the requirements of this Agreement.

12. **ASSIGNMENT; SUBCONSULTANTS; EMPLOYEES.**

a. **Assignment.** Supplier shall not assign, delegate, transfer, or convey its duties, responsibilities, or interests in this Agreement or any right, title, obligation or interest in or to the same or any part thereof without the District's prior written consent. Any assignment without such approval shall be void and, at District's option, shall terminate this Agreement and any license or privilege granted herein.

b. **Subconsultants; Employees.** Supplier shall be responsible for employing or engaging all persons necessary to deliver the services and goods of Supplier hereunder. No subconsultant of Supplier will be recognized by District as such; rather, all subconsultants are deemed to be employees of Supplier, and Supplier agrees to be responsible for their performance. Supplier shall give its personal attention to the fulfillment of the provisions of this Agreement by all of its employees and subconsultants, if any, and shall keep the work under its control. If any employee or subconsultant of Supplier fails or refuses to carry out the provisions of this Agreement or appears to be incompetent or to act in a disorderly or improper manner, he or she shall be discharged immediately from the work under this Agreement on demand of the Project Manager.

13. **INTEREST OF CONSULTANT.**

a. **No Conflict of Interest.** Supplier (including principals, associates and professional employees) covenants and represents that it presently has no investment or interest, and shall not acquire any investment or interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. Supplier further covenants and represents that it does not now have and shall not acquire any source of income, business entity, interest in real property or investment which would be affected in any manner or degree by the performance of Supplier's services hereunder. Supplier further covenants and represents that no person having any such investment or interest shall perform any services under this Agreement.

b. Independent Contractor. It is expressly agreed that, in the performance of the services hereunder, Supplier shall at all times be deemed an independent contractor and not an agent or employee of District. Supplier, its officers, employees, agents, and subconsultants shall have no power to bind or commit the District to any decision or course of action, and shall not represent to any person that they have such power.

c. Financial Records. Supplier shall retain all financial records, including, but not limited to, documents, reports, books, and accounting records that pertain to any work or transaction performed pursuant to this Agreement for four (4) years after the expiration of this Agreement. Supplier or any of its duly authorized representatives shall, with reasonable notice, have access to and the right to examine, audit, and copy such records.

14. INDEMNITY.

a. Promptly upon execution of the Agreement, and to the fullest extent permitted by law, Supplier specifically obligates itself and hereby agrees to protect, hold free and harmless, defend and indemnify District, the Project Manager and its consultants, and each of their officers, employees and agents, from any and all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including attorney's fees, which arise out of or are in any way connected with the Supplier's, or Supplier's subconsultants', performance of services or delivery of goods under this Agreement, or failure to comply with any of the obligations contained in the Agreement. This indemnity shall imply no reciprocal right of the Supplier in any action on the contract pursuant to California Civil Code section 1717 or section 1717.5. To the fullest extent legally permissible, this indemnity, defense and hold harmless agreement by the Supplier shall apply to any and all acts or omissions, whether active or passive, on the part of the Supplier or its agents, employees, representatives, or subconsultants' agents, employees and representatives, resulting in claim or liability, irrespective of whether or not any acts or omissions of the Parties to be indemnified hereunder may also have been a contributing factor to the liability, except such loss or damage which was caused by the active negligence, the sole negligence, or the willful misconduct of the District. The Supplier's obligations under this section shall apply to claims arising from the Supplier's mistake, error, or neglect in preparing its proposal for this project. The Supplier's obligations under this section shall apply to claims arising from the Supplier's mistake, error, or neglect in preparing its proposal for this project.

b. In any and all claims against the District, the Project Manager and each of their consultants, officers, employees and agents by any employee of the Supplier, any subconsultant, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this section shall not be limited in way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Supplier or any subconsultant under Workers' Compensation statutes, disability benefit statutes or other employee benefit statutes..

c. The provisions of this Section shall survive termination or suspension of this Agreement and no other provision of this Agreement or any attachment thereto shall reduce the indemnification obligations imposed under this Section.

15. WORKERS' COMPENSATION.

a. Covenant to Provide. Supplier certifies that it is aware of the provisions of the Labor Code of the State of California which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that

code, and it certifies that it will comply with such provisions before commencing the performance of the work of this Agreement by executing **EXHIBIT D**, attached hereto and incorporated herein by reference.

b. Waiver of Subrogation. Supplier and Supplier's insurance company agree to waive all rights of subrogation against the District, its elected or appointed officials, agents, and employees for losses paid under Supplier's workers' compensation insurance policy which arise from the work performed by Supplier for District.

c. Coverage. Supplier shall obtain workers' compensation insurance in the amounts and form outlined in this Agreement.

d. Prevailing Wage. To the extent that the work contemplated under this Contract is a public work for the purposes of Labor Code section 1720, and is subject to the payment of prevailing wages, the Supplier shall separately sign the "Certificate of Compliance with Labor Code § 3700" which is attached hereto and incorporated herein as **EXHIBIT D**. Supplier shall also comply with the provisions of the "Labor Compliance Requirements" which are attached hereto and incorporated herein as **EXHIBIT E**.

16. INSURANCE

a. Supplier shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Contract, the policies of insurance specified in this Section. Such insurance must have the approval of the District as to limit, form, and amount, and shall be placed with insurers with a current A.M. Best's rating of no less than A VII (an NR rating is acceptable for Worker's Compensation insurance written with the State Compensation Insurance Fund of California).

b. Prior to execution of this Contract and prior to commencement of any work, the Supplier shall furnish the District with certificates of insurance and copies of endorsements providing evidence of coverage for all policies required by the Contract. The Supplier and its contractors and subcontractors shall, at their expense, maintain in effect at all times during the performance of work under the Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy satisfactory to the District. The maintenance by Supplier and its contractors and subcontractors of the following coverage and limits of insurance is a material element of this Contract. The failure of Supplier or of any of its contractors or subcontractors to maintain or renew coverage or to provide evidence of renewal may be treated by the District as a material breach of this Contract. Approval of the insurance by the District shall not relieve or decrease any liability of Supplier.

1. Commercial General Liability Insurance.

(i) Supplier shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Supplier's general liability policies shall be primary and shall not seek contribution from the District's coverage, and be endorsed using Insurance Services Office form CG 20 10 (or equivalent) to provide that District and its officers, officials, employees, and agents shall be additional insureds under such

policies. For construction projects, an endorsement providing completed operations coverage for the additional insured, ISO form CG 20 37 (or equivalent), is also required.

(ii) Any failure to comply with reporting provisions of the policies by Supplier shall not affect coverage provided the District.

(iii) Coverage shall state that Supplier insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(iv) Coverage shall contain a waiver of subrogation in favor of the District.

2. Business Automobile Liability. Supplier shall provide auto liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01 (or equivalent) with a limit of no less than one million dollars (\$1,000,000) per accident.

3. Workers' Compensation and Employers' Liability. Supplier shall maintain Workers' Compensation Insurance and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). Supplier shall submit to District, along with the certificate of insurance, a waiver of subrogation endorsement in favor of District, its officers, agents, employees, and volunteers.

4. All Coverages.

(i) Each insurance policy required by this Agreement shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in limits except after thirty (30) days' prior written notice has been given to the District, except that ten (10) days' prior written notice shall apply in the event of cancellation for nonpayment of premium.

(ii) All self-insurance, self-insured retentions, and deductibles must be declared and approved by the District.

(iii) Evidence of Insurance - Prior to commencement of work, the Supplier shall furnish the District with certificates, additional insured endorsements, and waivers of subrogation evidencing compliance with the insurance requirements above. The Supplier must agree to provide complete, certified copies of all required insurance policies if requested by the District.

(iv) Acceptability of Insurers - Insurance shall be placed with insurers admitted in the State of California and with an A.M. Best rating of A- VII or higher.

(v) Subcontractors and Suppliers - A category of risk and the applicable insurance requirements will be determined on a "per subcontractor" or "per consultant" basis, considering the particular work to be done by the subcontractor or consultant and the interrelationship of that work to other work being conducted by the Supplier.

5. No other provision of this Agreement or any attachment thereto shall reduce the insurance obligations imposed under this Section

c. In addition to any other remedy the District may have, if Supplier fails to maintain the insurance coverage as required in this Section, the District may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as is required herein, and the District may deduct the cost of such insurance from any amounts due or which may become due Supplier under this Contract.

d. No policy required by this Contract shall be suspended, cancelled, terminated by either party, or reduced in coverage or in limits unless Supplier has provided thirty (30) days' prior written notice by certified mail, return receipt requested, to the District.

e. Any deductibles or self-insured retentions in excess of \$10,000 must be declared to, and approved by, the District.

The requirement as to types, limits, and the District's approval of insurance coverage to be maintained by Supplier are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Supplier under the Contract.

17. NOTICE. Any notices or other communications to be given to either party under this Agreement shall be in writing, shall be delivered to the addresses set forth below, and shall be effective, as follows. Whenever possible, Parties shall also give courtesy notice via email.

a. By personal delivery, effective upon receipt by the addressee;

b. By facsimile, effective upon receipt by the addressee, so long as a copy is provided by certified U.S. mail, return receipt requested, postmarked the same day as the facsimile;

c. By certified U.S. mail, return receipt requested, effective 72 hours after deposit in the mail.

District: **NAME**
 ADDRESS
 EMAIL

Supplier: **NAME**
 ADDRESS
 EMAIL

Either Party may change its address for notices by complying with the notice procedures in this Section.

18. AGREEMENT BINDING. The terms, covenants, and conditions of this Agreement shall apply to, and shall bind, the heirs, successors, executors, administrators, assigns and subconsultants of both parties.

19. WAIVERS. The waiver by either party of any breach or violation of any term, covenant, or condition of this Agreement or of any provisions, ordinance, or law shall not be deemed to be a waiver of such term, covenant, condition, ordinance, or law or of any other term, covenant, condition, ordinance, or law. The subsequent acceptance by either party of which may become due hereunder shall not be deemed to be a waiver of any preceding breach or violation by the

other party of any term, covenant, or condition of this Agreement or of any applicable law or ordinance.

20. COSTS AND ATTORNEYS' FEES. If either party commences any legal action against the other party arising out of this Agreement or the performance thereof, the prevailing party in such action may recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

21. NONDISCRIMINATION. No discrimination shall be made in the employment of any person under this Agreement on the basis of race, color, national origin, ancestry, religion, age, sex, sexual orientation, marital status, disability, or place of birth.

22. VENUE. Any action arising out of this Contract shall be brought in Solano County, California, regardless of where else venue may lie.

23. TIME OF ESSENCE. Supplier understands and agrees that time is of the essence in the completion of the work and services described in the Scope of Services.

24. AGREEMENT CONTAINS ALL UNDERSTANDINGS. This document represents the entire and integrated agreement between District and Supplier and supersedes all prior negotiations, representations, or agreements, either written or oral. This document may be amended only by written instrument, signed by both District and Supplier. All provisions of this Agreement are expressly made conditions. This Agreement shall be governed by the laws of the State of California and interpreted as if written by both parties.

[Signatures on Following Page]

IN WITNESS WHEREOF, District and Supplier have executed this Agreement the Effective Date first above written.

ALTADENA LIBRARY DISTRICT

District Manager

Date: _____

ATTEST:

District Clerk

Date: _____

APPROVED AS TO FORM:

District Attorney

Date: _____

CONSULTANT:

[NAME AND POSITION]

Date: _____

EXHIBIT A
(Scope of Services)

EXHIBIT B
(Schedule of Activities)

EXHIBIT C

(Method and Timing of Payment)

EXHIBIT D

**CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700
[Labor Code § 1861]**

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this agreement.

Supplier

By: _____
[Title]

EXHIBIT E

LABOR COMPLIANCE REQUIREMENTS

1. PREVAILING WAGE

(a) The services contemplated herein constitutes a public work within the meaning of Labor Code sections 1720 and 1771. It shall be mandatory upon the Supplier and upon any Subcontractor, to pay not less than the said specified prevailing rates of wages to all workers employed by them under the Contract in accordance with Labor Code section 1774. The Director of the Department of Industrial Relations ("DIR") of the State of California has determined the general prevailing rate of wages of per diem wages in the locality in which the work is to be performed for each craft or type of worker needed to execute the Contract. The Supplier acknowledges that it has examined the prevailing rate of per diem wages as established by the DIR. Copies of the current schedules for prevailing wages are on file at District Hall, and the contents of those schedules are incorporated herein as if set forth in full. The Supplier shall post a copy of the applicable prevailing wage determinations at each job site, along with any other work place posters required by law.

(b) The District will not recognize any claims for additional compensation because of the payment of prevailing wages. The possibility of wage increases is one of the elements to be considered by the Supplier in determining its proposal, and will not under any circumstances be considered as the basis of a claim against the District.

(c) By executing this Contract Supplier warrants that it has registered with the Department of Industrial Relations in accordance with Labor Code section 1725.5.

2. PREVAILING WAGE RECORDS

(a) The Supplier and each subcontractor shall keep an accurate payroll record which shows the name, address, social security number, correct work classification (in accordance with the wage decision), both straight and overtime worked each day and week, and hourly rate of pay, gross wages earned, deductions made and net wages paid to each journeyman, apprentice, worker or other employee paid by the Supplier /subcontractor in connection with the services. These payroll records shall be certified and shall be made available at Supplier's principal office. These records shall be maintained during the course of the Scope of Services. The Supplier and all subcontractors shall make the certified payroll records available for inspection by District representatives upon request and shall permit such representatives to interview employees during the work hours on the job site.

(b) The District shall notify the Supplier in writing of any discrepancies or violations that are discovered during such inspections. Written notification pursuant to this Section shall include the actions that will be necessary to resolve the discrepancies and/or violations. The Supplier shall be held entirely responsible for the prompt resolution of all non-compliances with the prevailing wage laws, including those pertaining to all subcontractors and any lower-tier subcontractors. The Supplier shall forfeit as penalty to the District the amount specified by law for each calendar day or portion thereof for each worker (whether employed by the Supplier or any subcontractor) paid less than the stipulated prevailing rates for any work done under the Contract in violation of the provisions of the Labor Code and in particular, Section 1775.

(c) To the extent applicable, Supplier and subcontractors shall maintain and furnish to the Department of Industrial Relations ("DIR"), a certified copy of each weekly payroll (but no less

often than monthly), with a statement of compliance signed under penalty of perjury. Such certified payroll reports shall be transmitted electronically to the DIR.

(d) The District will not recognize any claims for additional compensation because of the payment of the prevailing wages. The possibility of wage increases is one of the elements to be considered by the Supplier in entering into the Contract, and will not under any circumstances, other than those caused by the District, or the District's agents, be considered as the basis of a claim against the District.

3. Labor Discrimination

Attention is directed to Section 1735 of the Labor Code, which reads as follows:

“No discrimination shall be made in the employment of persons upon public works because of their race, color, national origin or ancestry, physical handicap, mental condition, marital status, or sex of such person, except as provided in Section 12940 of the Government Code, and every General Contractor for public works violating this section is subject to all the penalties imposed for a violation of this chapter.”

4 Eight-Hour Day Limitation

(a) In accordance with the provisions of the Labor Code, and in particular, Sections 1810 to 1815 thereof, inclusive, incorporated herein by reference, eight hours labor shall constitute a day's work, and no worker in the employ of Supplier, or any Subcontractor, doing or contracting to do any part of the work contemplated by the Contract, shall be required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of those provisions; provided that subject to Labor Code Section 1815, a worker may perform work in excess of either eight (8) hours per day or forty (40) hours during any one week upon compensation for all hours worked in excess of eight (8) hours per day or forty (40) hours during any one week at not less than one and one-half times the basic rate of pay.

(b) The Supplier and each Subcontractor shall also keep an accurate record showing the names and actual hours worked of all workers employed by them in connection with the Contract. This record shall be open at all reasonable hours to the inspection of the District. It is hereby further agreed that, except as provided in (a) above, the Supplier shall forfeit as a penalty to the District the sum of twenty-five dollars (\$25) for each worker employed in the performance of the Contract by the Supplier or by any of its Subcontractors for each calendar day during which such worker is required or permitted to labor more than eight (8) hours in and one calendar day and forty (40) hours in any one calendar week in violation of Sections 1810 through 1815.

5. Compliance with State Requirements for Employment of Apprentices

(a) The Supplier's attention is directed to Section 1777.5 of the Labor Code. Provisions of said Section pertaining to employment of registered apprentices are hereby incorporated by reference into this Contract. As applicable, the Supplier or any Subcontractor employed by the Supplier in the performance of this Contract shall take such actions as necessary to comply with the provisions of Section 1777.5.



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VII.B. REPORT FOR JUNE 2024**

REPORT: Agenda Item Vii.b.

MEETING DATE: June 24, 2024

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

Title: Gann Appropriation Limit, FY 2024-2025

Summary:

The Library District’s appropriations may increase annually by a factor comprised of the change in population with the change in California per capita personal income.

In 1980, California voters adopted Article XIII B of the California State Constitution, commonly referred to as the Gann Initiative or Gann Appropriations Limit, placing limits on the amount of tax proceeds that State and local agencies can appropriate each year. The District’s limit is adjusted each year for inflation, population and other factors.

The calculation of the District’s FY 2024-25 Gann Appropriations Limit was computed by using factors provided by the State Department of Finance:

Per Capita Change =	1.0362
Population Change =	1.0017
Calculation Factor =	$1.0362 \times 1.0017 = 1.0380$
2024-25 Gann Limit	\$ 4,897,562

The District’s projected budgeted tax proceeds subject to the FY 2024-25 Gann limit equal \$4,608,100. The GANN limit applies to “all taxes levied by and for” a government entity; other sources of revenue, including certain types of debt service, are excluded. Therefore, the District is within the Gann limitation by \$289,462 and in compliance with state law. The Gann limit worksheet and Department of Finance documentation is attached.

Recommendation: The Board of Library Trustees review and accept the appropriation limit for FY 2024-25.



**ALTADENA LIBRARY DISTRICT
APPROPRIATIONS LIMIT WORKSHEET
FY2023-24**

A. LAST YEAR'S LIMIT **AMOUNT**
\$4,718,443

B. ADJUSTMENT FACTORS

1. Population Change %	0.17
2. Inflation - Per Capita Personal Income %	3.62

Per Capital Cost of Living Change = (0.23)%
Population Change = 0.95

C. CALCULATIONS

Per Capita Cost of Living converted to a ratio: $\frac{3.62 + 100}{100} = 1.0362$

Population Converted to a ratio: $\frac{0.17 + 100}{100} = 1.0017$

Calculation of factor for FY 2023/2024: $1.0362 \times 1.0017 = 1.0380$

Total Adjustment % 3.80%

C. ANNUAL ADJUSTMENT \$

D. TOTAL ADJUSTMENTS \$179,119*

E. CURRENT YEAR LIMIT \$4,897,562*

Population converted to ratio	1.0017
Inflation converted to ratio	1.0362

ALTADENA LIBRARY DISTRICT
CALCULATION OF PARCEL TAX
FISCAL YEAR 2024/25

February 2024 CPI:	328.232
February 2023 CPI:	317.571
Change in Index:	<u>10.661</u>

Calculation (% Change in Index): **0.03357**

Rate Increase: **3.36%**

Parcel Tax Rates:

	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
Single Family	\$50.79	\$52.16	\$54.05	\$55.40	\$57.26	\$57.82	\$62.09	\$65.26	\$67.45
Apartment Unit	34.81	35.75	37.05	37.97	39.25	39.63	42.56	44.73	46.23
Commercial < 10,000 square feet	102.98	105.77	109.60	112.35	116.12	117.25	125.92	132.34	136.78
Commercial > 10,000 square feet	139.24	143.01	148.19	151.91	157.01	158.52	170.25	178.93	184.94



**RESOLUTION OF THE BOARD OF TRUSTEES NO. 2024-01
OF THE ALTADENA LIBRARY DISTRICT
TO ASK AUDITOR/CONTROLLER OF LOS ANGELES COUNTY
TO PREPARE NEW TAX ROLL FOR ACCOUNT #57.12
ALTADENA LIBRARY DISTRICT TAX**

WHEREAS, The Altadena Library District had undergone severe revenue reductions requiring cuts in staff, services, hours, and materials purchases, and

WHEREAS, The State of California eliminated the Special District Augmentation Fund in June 1993, and the Altadena Library District relied on those funds for one-third of its budget, and

WHEREAS, The State of California transferred ten percent of the Altadena Library District's property tax revenue to the schools of California for fiscal years 1992-1993 and 1993-1994, and

WHEREAS, There was a need to replace lost revenue to maintain good library service, and

WHEREAS, The Altadena Library District called for a Per Parcel Election to tax owners of real property in the Altadena Library District for library services, November 4, 2014, and

WHEREAS, The Altadena Library District has complied with all laws pertaining to the per parcel levy, and

WHEREAS, The election was won with 10,113 voters voting YES and 1,712 voters voting NO representing a 85.52% YES vote, and

WHEREAS, There is a cost of living clause after the 2016-2017 fiscal year

RESOLVED, That the Altadena Library District asks the Los Angeles County Auditor/Controller to prepare the new tax roll for account #57.12 – Altadena Library Tax for billing of direct charges for **Fiscal Year 2024-2025 and to increase each parcel by 3.36%**

DATED: June 24, 2024

BOARD OF LIBRARY TRUSTEES

Kameelah Wilkerson, President

Boon Lim, Secretary



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VII.D. FOR JUNE 24, 2024**

AGENDA ITEM: Vii.d.

MEETING DATE: June 24, 2024

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: Review and Approval of the District Workplace Violence and Prevention Plan

BACKGROUND:

California [Senate Bill 553](#) requires employers with 10 or more employees to develop a Workplace Violence Prevention Plan (WVPP), and have an implemented plan no later than July, 2024. The plan must be in writing and easily accessible to employees, as well as available upon request for examination and copying to our employees, and the Division of Occupational Safety and Health (better known as [Cal/OSHA](#)).

The plan:

- Addresses violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior by any employee, appointed or elected official, volunteer, contractor, partner, or visitor of the District.
- Defines the four types of workplace violence.
- Identifies plan administrators, and the roles of management and employees in handling and reporting workplace violence incidents.
- Overviews the steps the District will take in investigating and addressing workplace violence incidents.
- Outlines the communication and training of the Workplace Violence Prevention Plan.
- Includes an appendix of the logs and materials used when workplace violence incidents occur.

Managers worked together to develop the plan, and solicited staff review and feedback for the draft. The plan was additionally reviewed by both our HR and legal consultants for compliance with the law.

FISCAL IMPACT:

None.

RECOMMENDATION: Staff recommends that the Board approve the proposed Workplace Violence and Prevention Plan for the District.

ALTADENA LIBRARY DISTRICT

SUBJECT: Workplace Violence Prevention Plan

BOARD APPROVED: June 22, 2024

- ~~1.1 Workplace Violence Policy. The District strives to maintain a safe and secure workplace for all employees and visitors. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed from District property and are subject to disciplinary and/or personnel action up to and including termination, consistent with District policies, and/or referral to law enforcement authorities for criminal prosecution. Complaints of harassment are covered under the District's policy against harassment.~~
- ~~1.1.1 The District, at the request of an employee, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee on District property unless necessary to transact District-related business. This policy particularly applies in cases where the employee suspects that an act of violence will result from an encounter with said individual(s).~~
- ~~1.1.2 All staff, trustees, volunteers, vendors, contractors, consultants, and others, who do business with the District, whether in a District facility or off-site location where District business is conducted, are covered by this policy.~~
- ~~1.1.3 Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, the academic environment, or the District's ability to provide services to the public. Examples of workplace violence include, but are not limited to:~~
- ~~• Disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or waving arms and fists).~~
 - ~~• Intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack).~~
 - ~~• Menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively; or making oral or written statements specifically intended to frighten, coerce, or threaten) where a reasonable person would interrupt such behavior as constituting evidence of intent to cause harm to individuals or property.~~
- ~~1.1.4 Possessing firearms, imitation firearms, knives or other dangerous weapons, instruments or materials is strictly prohibited. No one within the District, shall have in their possession a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to District regardless of whether the individual possesses a valid permit to carry the firearm or weapon. The possession of firearms on District property may be cause for discipline up to and including immediate termination of employment. In enforcing this policy, the District reserves the right to request inspections of any employee and their personal effects, including personal~~

~~vehicles while on District premises. Any employee who refuses to allow inspection will be subject to the same disciplinary action as being found in possession of firearms.~~

~~1.1.5 Reporting. If any employee observes or becomes aware of any of the above listed actions or behavior by an employee, customer, consultant, visitor or anyone else, they should notify the Manager immediately. Furthermore, employees should notify the Manager and Administration if any restraining order is in effect or if a potentially violent non-work related situation exists that could result in violence in the workplace.~~

~~1.1.6 Investigation. All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation.~~

~~(a) To the extent possible, the District will maintain the confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate circumstances, for example, in order to protect individual safety.~~

~~(b) The District will not tolerate retaliation against any employee who reports workplace violence.~~

~~1.1.7 Corrective Action and Discipline. If the District determines that workplace violence has occurred, the District will take appropriate corrective action and will impose discipline on offending employees.~~

~~(a) The appropriate discipline will depend on the particular facts, but may include written or oral warnings, probation, and re-assignment of responsibilities, suspension, or termination.~~

~~(b) If the violent behavior is that of a non-employee, the District will take appropriate corrective action in an attempt to ensure that such behavior is not repeated. Under certain circumstances, the District may forego disciplinary action on the condition that the employee takes a medical leave of absence.~~

~~(c) The District may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.~~

PURPOSE: To establish, implement, and maintain an effective Workplace Violence Prevention Plan (WVPP) as required by SB 553 for the purpose of protecting employees and other personnel from aggressive and violent behavior in the workplace.

POLICY:

The District strives to maintain a safe and secure environment for all employees, appointed or elected officials, volunteers, contractors, partners, and visitors. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior by any employee, appointed or elected official, volunteer, contractor, partner, or visitor will not be tolerated. Individuals who violate this policy may be removed from District property and are subject to disciplinary and/or personnel action up to and including termination, consistent with District policies, and/or referral to law enforcement authorities for criminal prosecution. Complaints of harassment are covered under the District's [Anti-Harassment policy \(Section 12.9\)](#) against harassment.

California Senate Bill 553 requires the Workplace Violence Prevention Plan (WVPP) be in writing and easily accessible at all times. The District Workplace Violence Prevention Plan shall be available upon request for examination and copying to our employees, and the Division of Occupational Safety and Health (better known as Cal/OSHA).

DEFINITIONS

Emergency - Unanticipated circumstances that ~~can~~ could be life threatening or pose a risk of ~~significant serious injury~~ies to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence – any act of violence or threat of violence that occurs in a place of employment. Workplace Violence does not include lawful acts of self-defense.

Workplace Violence includes, but is not limited to:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- There following are four types of workplace violence:
 - **Type 1: Violence by Strangers:** workplace violence committed by a person who has no legitimate business at the ~~worksite~~workplace, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.

Example: Employee assaulted by a stranger while conducting an inspection.

- **Type 2: Violence by Customers/Clients:** workplace violence directed at employees by customers, clients, students, or visitors.

Example: Customer Service Representative being assaulted by a customer.

- **Type 3: Violence by Current or Past Co-workers:** workplace violence against an employee by a ~~present~~current or former employee, supervisor, or manager.

Example: Co-worker violence. Disgruntled employee returning to worksite to do harm.

- **Type 4: Violence by Ssomeone with a Personal Relationship with an Employee:** workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Example: Domestic abuse situations where partner comes to worksite to do harm.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

Prohibited Activities

Possessing personal firearms, imitation firearms, knives or other dangerous weapons, instruments or materials is strictly prohibited. No one within the District, shall have in their possession a personal firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to District property regardless of whether the individual possesses a valid permit to carry the firearm or weapon. The possession of personal firearms on District property may be cause for discipline up to and including immediate termination of employment. In enforcing this policy, the District reserves the right to request inspections of any employee and District property. Searches of personal effects, including vehicles, while on District premises will be conducted by law enforcement. Any employee who refuses to allow inspection will be subject to the same disciplinary action as being found in possession of firearms.

In addition to the requirements of SB 553, the District, at the request of an employee, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee on District property unless necessary to transact District-related business. This policy particularly applies in cases where the employee suspects that an act of violence will result from an encounter with said individual(s).

WORKPLACE VIOLENCE AND PREVENTION PLAN (WVPP) ADMINISTRATORS

The designated WVP Plan Administrator (Administrator) has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The Administrator will also be able to answer employee questions concerning this plan.

The Administrator or an assigned designee shall solicit feedback and input from employees in developing and implementing the WVPP. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The District's designated Workplace Violence Administrator and designees are:

- Facilities Manager (Administrator)
- District Director (designee)
- Assistant District Director (designee)
- IT & Technical Services Manager (designee)

WORKPLACE VIOLENCE AND PREVENTION PLAN (WVPP) RESPONSIBILITIES

Managers and Supervisors

Responsibilities of managers and supervisors include:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports;
- Recommending appropriate corrective measures; and
- Answering employee questions about the plan.

Employees

Responsibilities of employees include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training; and
- Following all directives, policies, and procedures

COMPLIANCE

All employees will be trained on the WVPP when newly hired or assigned, and annually thereafter. This training

shall be clear, understandable, and effective. The WVPP Administrator is responsible for ensuring the plan is clearly communicated and understood by all employees. Additionally, provide proper notification to appointed or elected officials, volunteer, contractor, client, and/or visitor.

To ensure compliance with the plan:

- Employees will be informed of the plan during new employee orientation training and ongoing workplace violence prevention training;
- All employees, including managers, will receive training on this plan;
- Managers will receive comprehensive workplace violence prevention training concerning their roles and responsibilities for plan implementation;
- Employees will be evaluated to ensure their compliance with the plan;
- Employees, appointed or elected officials, and volunteers who engage in threats of violence or violent behaviors will be disciplined up to and including dismissal; and
- Training of this plan is conducted annually.

COMMUNICATION AND TRAINING

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violence Incident Log (Attachment A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their manager, the manager will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the District's responsibility in complying with hazard correction measures outlined in the WVPP.

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- How to report incidents to law enforcement

Employees assigned to respond to alerts or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;

Training will occur:

- When the plan is first established;
- At time of hire or transfer;
- Annually for employees assigned to respond to internal alerts, alarms, or systems;

- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified

Employees who receive training in a form other than live will have the opportunity to meet with a person knowledgeable on the plan within a reasonable time frame.

Procedures

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, Administration will alert employees of the presence, location, and nature of the workplace violence through one or more of the following methods:

- Notifying the Sheriff
- Notifying the Fire Department
- Notifying Staff directly, via Microsoft Teams, and through email. The most efficient method of these at the time will be utilized first.

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify Administration, PICs and /or law enforcement as needed. (Law enforcement?)

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees can obtain help from Administration, Managers and PICs, and (Facilities worker???): (please refer to the most updated ALD phone list Contact number). If no security personnel are located at the worksite, employees shall call 911 to report the incident and request assistance from law enforcement.

REPORTING:

If any employee observes or becomes aware of any actions or behavior by an employee, customer, consultant, visitor or anyone else that constitute workplace violence, they should notify their mManager immediately.

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience threats of violence or workplace violence can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

Restraining Orders

Employees who have an active restraining order that includes the workplace issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

INVESTIGATION: All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the WVPP Administrator will inform the reporting individual of the results of the investigation.

To the extent possible, the District will maintain the confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect

individual safety.

Corrective Action and Discipline. If the District determines that workplace violence has occurred, the District will take appropriate corrective action and will impose discipline on offending employees.

- The appropriate discipline will depend on the particular facts, but may include written or oral warnings, probation, and re-assignment of responsibilities, suspension, or termination.
- Under certain circumstances, the District may forego disciplinary action on the condition that the employee takes a medical leave of absence.
- The District may request that the employee participate in counseling, either voluntarily or as a condition of continued employment. If the violent behavior is ~~that conducted by~~ someone who is a not an n-employee, the District will take appropriate corrective action in an attempt to ensure that such behavior is not repeated. This may include the involvement of local law enforcement.
- The District will additionally facilitate the filing of restraining orders against the offending individual.

The District will seek a temporary restraining order (TRO) and an order after hearing on behalf of the employee and other employees at the workplace for employees that have suffered unlawful violence or a credible threat of violence in the workplace

- An employee's request to not be named in the TRO would not prohibit the District from seeking a TRO on behalf of other employees at the workplace, and, if appropriate, other employees at other workplaces of the employer.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Attachment B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

Post Incident Response and Investigation

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;

- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the ~~District's incident reporting procedure~~ Workplace Violence Incident Log – Appendix A.. ~~Workplace Violent Incident Log.~~

Recordkeeping

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for five years in accordance with the recordkeeping requirements of SB 553.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum one year.
- The Human Resources Department will maintain records of violent incidents (Workplace Violent Incident Log) for at least five years.

Annual Review

The District's Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees

RETALIATION AND FALSE REPORTING

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures. An employee who, in bad faith makes a false report, is also subject to disciplinary action.

APPENDIX A – Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred]a.m./p.m.

<u>Location(s) of Incident</u>	<u>Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)</u>
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)]

Circle which of the following describes the type(s) of incident, and explain in detail:

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

Workplace violence committed by: [For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]

Circumstances at the time of the incident: [write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

Consequences of the incident, including, but not limited to: (1) Whether security or law enforcement was contacted and their response. (2) Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident. [Include information on what the consequences of the incident were.]

o Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries

_____]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log] _____ [Date of completion]

Attachment A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

<u>Incident ID #*:</u>	<u>Date and Time of Incident:</u>	<u>Department:</u>
<u>Specific Location of Incident:</u>		

* Do not identify employees by name, employee #, or SSI. The Incident ID must not reflect the employee 's identity)

Describe the Incident (Include additional pages if needed):

Assailant information:

- | | | |
|---|--|--|
| <input type="checkbox"/> <u>Patient</u> | <input type="checkbox"/> <u>Client</u> | <input type="checkbox"/> <u>Customer</u> |
| <input type="checkbox"/> <u>Family or Friend of the Patient</u> | <input type="checkbox"/> <u>Family or Friend of Client</u> | <input type="checkbox"/> <u>Family or Friend of Customer</u> |
| <input type="checkbox"/> <u>Partner/Spouse of Victim</u> | <input type="checkbox"/> <u>Parent/Relative of Victim</u> | <input type="checkbox"/> <u>Co-Worker/Supervisor/Manager</u> |
| <input type="checkbox"/> <u>Former Partner/Spouse of Victim</u> | <input type="checkbox"/> <u>Animal</u> | <input type="checkbox"/> <u>Person In Custody</u> |
| <input type="checkbox"/> <u>Robber/Burglar</u> | <input type="checkbox"/> <u>Passenger</u> | <input type="checkbox"/> <u>Stranger</u> |
| <input type="checkbox"/> <u>Student</u> | <input type="checkbox"/> <u>Other:</u> | |

Circumstances at the time of incident:

- | | | |
|---|--|--|
| <input type="checkbox"/> <u>Employee Performing Normal Duties</u> | <input type="checkbox"/> <u>Poor Lighting</u> | <input type="checkbox"/> <u>Employee Rushed</u> |
| <input type="checkbox"/> <u>Employee Isolated or Alone</u> | <input type="checkbox"/> <u>High Crime Area</u> | <input type="checkbox"/> <u>Low Staffing Level</u> |
| <input type="checkbox"/> <u>Unable to Get Help or Assistance</u> | <input type="checkbox"/> <u>Working in a Community Setting</u> | <input type="checkbox"/> <u>Unfamiliar or New Location</u> |
| <input type="checkbox"/> <u>Other:</u> | | |

Location of Incident:

- | | | |
|--|--|---|
| <input type="checkbox"/> <u>Patient or Client Room</u> | <input type="checkbox"/> <u>Emergency or Urgent Care</u> | <input type="checkbox"/> <u>Hallway</u> |
| <input type="checkbox"/> <u>Waiting Room</u> | <input type="checkbox"/> <u>Restroom or Bathroom</u> | <input type="checkbox"/> <u>Parking Lot or Outside Building</u> |
| <input type="checkbox"/> <u>Personal Residence</u> | <input type="checkbox"/> <u>Breakroom</u> | <input type="checkbox"/> <u>Cafeteria</u> |
| <input type="checkbox"/> <u>Other:</u> | | |

Type of Incident (check as many apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> <u>Robbery</u> | <input type="checkbox"/> <u>Grabbed</u> | <input type="checkbox"/> <u>Pushed</u> |
| <input type="checkbox"/> <u>Verbal Threat or Harassment</u> | <input type="checkbox"/> <u>Kicked</u> | <input type="checkbox"/> <u>Scratched</u> |
| <input type="checkbox"/> <u>Sexual Threat, Harassment, or Assault</u> | <input type="checkbox"/> <u>Hit with an Object</u> | <input type="checkbox"/> <u>Bitten</u> |
| <input type="checkbox"/> <u>Animal Attack</u> | <input type="checkbox"/> <u>Shot (or Attempted)</u> | <input type="checkbox"/> <u>Slapped</u> |
| <input type="checkbox"/> <u>Threat of Physical Force</u> | <input type="checkbox"/> <u>Bomb Threat</u> | <input type="checkbox"/> <u>Hit with Fist</u> |
| <input type="checkbox"/> <u>Threat of Use of Weapon or Object</u> | <input type="checkbox"/> <u>Vandalism (of Victim's Property)</u> | <input type="checkbox"/> <u>Knifed (or Attempted)</u> |
| <input type="checkbox"/> <u>Assault With A Weapon or Object</u> | <input type="checkbox"/> <u>Vandalism (of Employer's Property)</u> | <input type="checkbox"/> <u>Arson</u> |
| <input type="checkbox"/> <u>Robbery</u> | <input type="checkbox"/> <u>Other:</u> | |

Consequences of the incident:

<u>Medical care provided?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Law enforcement called?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Security contacted?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Did anyone provide assistance to conclude the event?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No		<u>Days lost from work (if any)</u>
<u>Actions taken by employer to protect employees from a continuing threat?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No		

Completed by:

<u>Name:</u>	<u>Title:</u>	<u>Date:</u>
<u>Telephone:</u>	<u>Email:</u>	
<u>Signature:</u>	<u>Telephone:</u>	

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WORKPLACE VIOLENCE PREVENTION
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST

<u>Assessed by:</u>	<u>Title:</u>
<u>Location(s) Assessed:</u>	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase ~~ALD~~ the District's vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.

Step 3: Develop a corrective action plan with measurable goals and target dates.

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		<u>Does staffDo employees have contact with the public?</u>	
		<u>Does staffDo employees exchange money with the public?</u>	
		<u>Does staffany employees work alone?</u>	
		<u>Is the workplace often understaffed?</u>	
		<u>Is the workplace located in an area with a high crime rate?</u>	
		<u>Do employeesDoes staff enter areas with high crime rates?frequently access areas that isolate them from the public/other staff/or from security cameras?</u>	
		<u>Do employeesDoes staff have mobile workplaces?</u>	
		<u>Does staffDo employees perform public safety functions that might put them in conflict with others?</u>	
		<u>Do employeesDoes staff perform duties that may upset people?</u>	
		<u>Does staffDo employees work with people known or suspected to have a history of violence?</u>	

	<u>Do any employees have a history of threats of violence?</u>	
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STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		<u>Are employee ID badges required?</u>	
		<u>Are employees notified of past workplace violence events?</u>	
		<u>Are trained security personnel or staff accessible to employees?</u>	
		<u>Are bullet resistant windows or similar barriers used when money is exchanged with the public?</u>	
		<u>Are areas where money is exchanged visible to others?</u>	
		<u>Is a limited amount of cash kept on hand with appropriate signage?</u>	
		<u>Could someone hear an employee who called for help?</u>	
		<u>Do employees have a clear line of sight of visitors in waiting areas?</u>	
		<u>Do areas used for client or visitor interviews allow co-employees to observe problems?</u>	
		<u>Are waiting and work areas free of objects that could be used as weapons?</u>	
		<u>Is furniture in waiting and work areas arranged to prevent employee entrapment?</u>	
		<u>Are clients and visitors clearly informed how to use the department services so they will not become frustrated?</u>	
		<u>Are private, locked restrooms available for employees?</u>	
		<u>Do employees have a secure place to store personal belongings?</u>	

Building Exterior

Yes	No	Building Exterior	Comments
		<u>Do employees feel safe walking to and from the workplace?</u>	
		<u>Are the entrances to the building clearly visible from the street?</u>	
		<u>Is the area surrounding the building free of bushes or other hiding places?</u>	
		<u>Are security personnel provided outside the building?</u>	
		<u>Is video surveillance provided outside the building?</u>	
		<u>Is there enough lighting to see clearly?</u>	
		<u>Are all exterior walkways visible to security personnel?</u>	

Parking Area

Yes	No	Parking Area	Comments:
		<u>Is there a nearby parking lot reserved for staff?</u>	
		<u>Is the parking lot attended and secure?</u>	
		<u>Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?</u>	
		<u>Is there enough lighting to see clearly?</u>	
		<u>Are security escorts available?</u>	

Security Measures

Yes	No	Security Measures	Comments
		<u>Is there a response plan for workplace violence emergencies?</u>	
		<u>Are there physical barriers? (between staff and patrons)</u>	
		<u>Are there security cameras?</u>	
		<u>Are there panic buttons?</u>	
		<u>Are there alarm systems?</u>	
		<u>Do doors properly lock?</u>	
		<u>Does internal telephone system activate emergency assistance?</u>	
		<u>Are telephones with an outside line programed for 911?</u>	
		<u>Are there two-way radios, pagers, or cell phones?</u>	
		<u>Are there security mirrors?</u>	
		<u>Is there a secured entry?</u>	
		<u>Are there personal alarm devices?</u>	
		<u>Are there “drop safes” to limit available cash?</u>	
		<u>Is there a system to alert staff of the presence, location, and nature of a security threat?</u>	
		<u>Is there a system in place for testing security measures?</u>	

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: BI - Building Interior, BE - Building Exterior, PA - Parking Area, SM - Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments



**BOARD OF LIBRARY TRUSTEES
AGENDA ITEM VII.E. FOR JUNE 24, 2024**

AGENDA ITEM: VII.e.

MEETING DATE: June 24, 2024

PREPARED BY: Nikki Winslow

LOCATION: Main Library Community Room

TITLE: 2024 Staff Professional Development Day Date Change and Library Closure

BACKGROUND:

The Altadena Library District holds a yearly Professional Development Day for staff, historically held in October. In planning for the upcoming Professional Development Day activities, management is proposing to reschedule the date from October 14, 2024 to October 18, 2024, so staff may attend the California Library Association Conference (CLA). The conference takes place this year in our area at the Pasadena Convention Center, a conveniently nearby venue. Attending CLA will give staff a unique opportunity to participate in a library conference with their entire team. Staff will be able to select from diverse and enriching programming relevant to their areas in library service, and have the opportunity to connect with peers in the numerous other library systems of California, encouraging ongoing growth and innovation within the District.

FISCAL IMPACT:

\$6,000.00 cost includes registration for the conference and staff meals.

RECOMMENDATION: Staff recommends that the Board approve the Professional Development Day Closure Date Change from October 14, 2024 to October 18, 2024.