AGENDA
1109th Regular Meeting
Board of Library Trustees
Palos Verdes Library District
Peninsula Center Library – Community Room
701 Silver Spur Road
Rolling Hills Estates, CA 90274
March 19, 2020 7:00 pm

AGENDA DESCRIPTIONS: The agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The board may take any action which it deems to be appropriate on the agenda and is not limited in any way by the notice of the recommended action.

REPORTS AND DOCUMENTATION: Reports and documentation relating to agenda items (including materials related to an item on this Agenda submitted to the Board of Library Trustees after distribution of the agenda packet) are on file in the Administrative Office and the Reference Department of the Peninsula Center Library, and are available for public inspection. A copy of the agenda packet will be available for public use during the regular board meetings. Any person having any question concerning any agenda item may call the Executive Assistant at 310-377-9584 ext. 245 to make inquiry concerning the item. “Documents pertaining to an agenda item received after the posting of the agenda are available for review in the Director's office or at the meeting at which the item will be taken up.”

PUBLIC COMMENT: Members of the public have the opportunity to speak on any item on the agenda at the time the item is addressed by the board. A person wishing to speak should give a completed speaker form to the Executive Assistant prior to the introduction of the agenda item. The board President will call on speakers based on the forms received.

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 the Executive Assistant who will arrange for the documents to be copied at a charge of 15¢ per page. Requests forms are available at the board meeting and at the District administrative offices.

AMERICANS WITH DISABILITIES COMPLIANCE: The Palos Verdes Library District complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the Executive Assistant at (310) 377-9584 ext. 245 at least 48 hours prior to the meeting.

1. CALL TO ORDER
2. ROLL CALL
3. SALUTE TO THE FLAG
4. ADOPTION OF AGENDA
   This is the opportunity for Board members to delete items from the agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).
   Recommended Action: The Board of Library Trustees hereby adopts the Agenda as presented.
5. PRESIDENT’S REMARKS AND BOARD MEMBER COMMENTS
   This is an opportunity for the President and Board Members to make announcements and comments on items of general interest to the community.
   • Board of Library Trustee meeting going paperless
   • All PVLD libraries will be closed on March 30, 2020 for all day staff training.
   • March 14, 2020 Women’s Suffrage Parade Update
   • Peninsula Center Library – closing at 3:00PM (2 hours early) on April 25 – for Friends of the Library Spring Fundraiser
6. COMMUNICATIONS AND COMMENTS FROM THE PUBLIC CONCERNING ITEMS NOT ON AGENDA
   Citizens may address the Board regarding any item of Library District business not on the agenda. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. Please complete the “Request to Address the Library Board” card by filling out your name and city of residence and returning it to the Board Secretary. Thank you.
7. **CONSENT CALENDAR**

The Consent Calendar adopting the printed Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove any item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of this Agenda under “Items Removed from the Consent Calendar.” At that time, any member of the audience may comment on any item pulled from the Consent Calendar. The entire Consent Calendar, with the exception of items removed to be discussed under “Items Removed from the Consent Calendar,” is then voted upon by roll call under one motion.

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

A. **APPROVAL OF MINUTES**

1) **REGULAR BOARD MEETING HELD ON February 20, 2020**

   **Recommended Action:** The Board of Library Trustees hereby approves the minutes of the Regular Board meeting held on January 16, 2020, as presented.

B. **STATISTICAL REPORT FOR FEBRUARY 2020 - CIRCULATION, PUBLIC USE, QUESTIONS ASKED, AND COLLECTION DATA** (Full report available on line at PVLD STATISTICAL REPORT JANUARY 2020 or PVLD.org → About Us → Board of Trustees → Packets) *

   **Recommended Action:** The Board of Library Trustees hereby approves the Statistical Report for February 2020.

C. **FINANCIAL REPORTS**

   **Recommended Action:** The Board of Library Trustees hereby receives and files the financial reports below, as submitted.

   1) **APPROVED BUDGET PERFORMANCE REPORT FOR FEBRUARY 2020**

D. **CASH DISBURSEMENTS**

   Pulled as separate agenda item for the March 2020 meeting only.

E. **PERSONNEL**

1) **SELECTIONS**

   **Recommended Action:** The Board of Library Trustees hereby approves the following selections:

<table>
<thead>
<tr>
<th>Name</th>
<th>Class.</th>
<th>Position Title</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Taylor</td>
<td>Librarian I</td>
<td>Librarian</td>
<td>PTH</td>
<td>02/03/2020</td>
</tr>
</tbody>
</table>

2) **RESIGNATIONS AND TERMINATIONS**

   **Recommended Action:** The Board of Library Trustees hereby receives and files the following resignations and terminations:

<table>
<thead>
<tr>
<th>Name</th>
<th>Class.</th>
<th>Position Title</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3) CHANGE IN STATUS (Salaried employees only) - NONE

Recommended Action: The Board of Library Trustees hereby receives and files the following resignations and terminations:

<table>
<thead>
<tr>
<th>Name</th>
<th>Class.</th>
<th>Position Title</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR
   Items removed from the Consent Calendar will be discussed individually at this time.

9. UPCOMING BOARD OF LIBRARY TRUSTEES CONFERENCES AND EVENTS (DIRECTOR ADDINGTON)
   - April 19-22, 2020 – Special District Leadership Academy Conference (governance conference for elected and appointed Directors/Trustees) – Embassy Suites, San Diego
   - April 25, 2020 - Peninsula Friends of the Library Spring Fundraiser – *Fly Me to The Moon* – Peninsula Center Library
   - May 20, 2020 - Serving With A Purpose Conference – Ontario Convention Center

10. PENINSULA TEEN ADVISORY COMMITTEE REPORT (STUDENTS)

11. CHANGE IN DOCUMENTING CASH DISBURSEMENTS* (FINANCE MANAGER LIU)

12. UPDATES TO TRUSTEE POLICIES AND PROCEDURE MANUAL* (DEPUTY DIRECTOR ROY)

13. LIBRARY RESPONSE TO CORONAVIRUS* (DIRECTOR ADDINGTON)

14. INVESTMENT STRATEGIES DISCUSSION (TRUSTEE PARKE)

15. RESPONSE TO TRUSTEE INQUIRY ON TRAFFIC AT MIRALESTE LIBRARY (DIRECTOR ADDINGTON & FACILITIES MANAGER GUTIERREZ)

16. LOCAL AGENCY FORMATION COMISSION (LAFCO) REPRESENTATIVE ELECTION* (DIRECTOR ADDINGTON)

17. DISTRICT DIRECTOR'S MONTHLY REPORT (DIRECTOR ADDINGTON) (Full report available online at [https://www.pvld.org/directorsreport](https://www.pvld.org/directorsreport)) *

18. COMMUNITY RELATIONS COMMITTEE REPORT (TRUSTEE CAMPBELL AND TRUSTEE EASTON)

19. PENINSULA FRIENDS OF THE LIBRARY LIAISON REPORT (TRUSTEE WONG)

20. GOVERNMENT RELATIONS LIAISON REPORT (TRUSTEE PARKE)

21. ITEMS FOR FUTURE AGENDAS
   *This is an opportunity for board members to publicly request that items be placed on future agendas.

22. ADJOURNMENT
1. CALL TO ORDER

President Jue called the meeting to order at 7:02 PM.

2. Roll Call

President Jue called upon Human Resources Manager Sarah Udin to take roll call.

Trustees Present: Rosa Kwon Easton, Kay Cooperman Jue, Bob Parke, Kingston Wong
Staff Present: District Director Jennifer Addington, Deputy Director Ryan Roy, Finance Manager Will Liu, Facilities Manager Daniel Gutierrez, Human Resources Manager Sarah Udin, Information Technology Manager Laszlo Latkoczy.

Human Resources Manager Sarah Udin announced that we had a quorum.

3. SALUTE TO THE FLAG

Trustee Easton led the salute to the flag.

4. ADOPTION OF AGENDA

MOTION by Trustee Parke that the Board of Library Trustees hereby adopts the agenda, as presented.

Aye: Trustee Easton, Trustee Jue, Trustee Parke, Trustee Wong
No: None
Abstain: None

Motion passed 4 to 0.

5. PRESIDENT’S REMARKS AND BOARD MEMBER COMMENTS

- Fiscal year 2019/2020 midyear budget review workshop – February 3, 2020
  - No action taken, will hear more later in the meeting
- Closed session meeting with District employment counsel – February 3, 2020
  - Board voted unanimously on a recommendation from legal counsel
    Both meetings pursuant to Government Code Section 54956
- SDRMA Spring Education Day – Sacramento – March 24, 2020
  - Trustee Wong has agreed to attend
    - The District earns credit for attendance at this workshop, ultimately lowering our premium.
- All PVLD libraries will be closed on March 30, 2020 for all day staff training.

6. COMMUNICATIONS AND COMMENTS FROM THE PUBLIC CONCERNING ITEMS NOT ON AGENDA

There were no communications or comments from the public concerning items not on the agenda.
7. **CONSENT CALENDAR**

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

Trustee Parke requested that Item 7.C be removed from the consent calendar.

Trustee Easton requested that Item 7.A (1) and 7.A (2) be removed from the consent calendar.

President Jue advised that both 7.A and 7.C be removed from the consent calendar in their entirety.

**MOTION by Trustee Easton** that the Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below, with the exception of Item No. 7.A and Item No. 7.G.

Aye: Trustee Easton, Trustee Jue, Trustee Parke, Trustee Wong
No: None
Abstain: None

Motion passed 4 to 0.

**A. APPROVAL OF MINUTES**

1) **REGULAR BOARD MEETING HELD ON JANUARY 16, 2020**

**Recommended Action:** The Board of Library Trustees hereby approves the minutes of the Regular Board meeting held on January 16, 2020, as presented.

2) **SPECIAL BOARD MEETING HELD ON JANUARY 13, 2020**

**Recommended Action:** The Board of Library Trustees hereby approves the minutes of the Special Board meeting held on January 13, 2020, as presented.

3) **SPECIAL BOARD MEETING HELD ON FEBRUARY 3, 2020**

**Recommended Action:** The Board of Library Trustees hereby approves the minutes of the Special Board meeting held on February 3, 2020, as presented.

4) **SPECIAL BOARD MEETING HELD ON FEBRUARY 3, 2020**

**Recommended Action:** The Board of Library Trustees hereby approves the minutes of the Special Board meeting held on February 3, 2020, as presented.

**B. STATISTICAL REPORT FOR JANUARY 2020 - CIRCULATION, PUBLIC USE, QUESTIONS ASKED, AND COLLECTION DATA** (Full report available on line at [PVLD STATISTICAL REPORT JANUARY 2020](#) or PVLD.org → About Us → Board of Trustees → Packets)

**Recommended Action:** The Board of Library Trustees hereby approves the Statistical Report for January 2020.

**C. FINANCIAL REPORTS**

**Recommended Action:** The Board of Library Trustees hereby receives and files the financial reports below, as submitted.

1) **APPROVED BUDGET PERFORMANCE REPORT FOR JANUARY 2020**

2) **QUARTERLY REPORTS**
   (a) COMBINED BALANCE SHEET, AT DECEMBER 31, 2019
   (b) COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE FOR PERIOD ENDING DECEMBER 31, 2019
   (c) CASH AND INVESTMENT REPORT, AT DECEMBER 31, 2019

**D. CASH DISBURSEMENTS**

**Recommended Action:** The Board of Library Trustees hereby receives and files the January 2020 cash disbursements, as follows:
E. PERSONNEL

1) SELECTIONS

Recommended Action: The Board of Library Trustees hereby approves the following selections:

<table>
<thead>
<tr>
<th>Name</th>
<th>Class.</th>
<th>Position Title</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ahmed Jalloh</td>
<td>LAII</td>
<td>Desk Clerk</td>
<td>PTH</td>
<td>01/13/2020</td>
</tr>
<tr>
<td>Yoshie Sakai</td>
<td>LAI</td>
<td>Page</td>
<td>PTH</td>
<td>01/13/2020</td>
</tr>
</tbody>
</table>

2) RESIGNATIONS AND TERMINATIONS

Recommended Action: The Board of Library Trustees hereby receives and files the following resignations and terminations:

<table>
<thead>
<tr>
<th>Name</th>
<th>Class.</th>
<th>Position Title</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mavash Mitchell-Johnson</td>
<td>LAII</td>
<td>Sr. Desk Clerk</td>
<td>PTS</td>
<td>01/04/2020</td>
</tr>
</tbody>
</table>

3) CHANGE IN STATUS (Salaried employees only) - NONE

F. 2018-2019 SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT*

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

Trustee Easton explained that she asked for Item No. 7.A (1) and 7.A (2) to be pulled from the consent calendar because Trustee Moore and Trustee Stegura’s names were listed instead of Trustee Parke and Trustee Easton’s names under the motion to adjourn at the end of both meeting minutes.

Trustee Parke explained that he asked for Item No. 7. C. to be pulled from the consent calendar because upon review he felt that there were a few financial items worthy of discussion. He referenced Item No. 7. C(1)-13 and accounts 5142 Labor Counsel and 5145 Legal Services as having been spent significantly over budget. He suggested that in the future more consideration be taken into who is hired for an investigation as other groups would charge less. Additionally, as legal counsel was present at the Special Meeting of the Board of Trustees on February 13 Trustee Parke added that to save costs in the future perhaps the Board could hear recommendations from staff in lieu of paying legal counsel to attend.

Director Addington explained that the District made the choice, at the recommendation of legal counsel, to have part of an investigation completed by a lawyer for client attorney privilege and added that we are doing all that we can to mitigate this increase in expenditure including not seeking legal counsel when it is not necessary and making cuts in other areas including travel. She adds that we have worked to negotiate reductions in cost and indicates that in some instances legal completed things at no cost, including attending the meeting on February 13, 2020. She explains that the payments to the investigator are complete but we do expect a few more payments to our own legal counsel.

Trustee Wong asked if the amount that is budgeted annually for legal counsel is set based on an assumption of a steady year without much anticipated cost. And if we have been under budget in previous years.

Director Addington explained that we budget based on what we can anticipate. This last year we had negotiations which call for an increase over years when labor negotiations are not taking place. She indicates that in years past we have ended the year under budget on these line items.
Trustee Easton asked if there is a procedure or trigger in place to indicate a need for discussion if a line of expense is going over budget.

Director Addington explained that there is not a procedure in place to indicate a need for discussion and notes that staff will provide updates when they can and explains that the mid-year budget presents a good opportunity to discuss. She adds that if we see something internally hitting excessively above what is budgeted we will speak to the manager responsible for that budget line to look at ways to prevent going over. If the expenditures are warranted and unavoidable, we look at the overall budget to investigate ways of moving funds around to stay within the means of the overall budget. If there is an emergency we would bring that to the board.

Trustee Parke concluded that this may be a topic worth exploring down the road adding that we may want to consider defining the parameters that prescribe board oversight and what can be left to the day to day management of library staff.

Trustee Parke explained that his second reason for requesting for Item No. 7. C. to be pulled from the consent calendar was to discuss budget lines that are currently significantly under budget. Most notably, the Young Readers budget and Hardware Maintenance under Information Technology. He indicates that being so under budget is concerning. He goes on to say that if the budget is not reflective of the expenditures coming in it does not help us understand how much money can be spent.

Trustee Easton asked if the funds are in fact sitting could they be invested until it is time to use them.

Director Addington explains that these are questions that will have to be looked into. She indicates that some larger contracts including maintenance ones are not typically spent until May. She suggests that this may also be the case with Young Readers. She adds that she has discussed a potential move to a quarterly check in process with Finance Manager Liu to allow for adjustments as needed throughout the year.

Finance Manager Liu explained that some payments are divided evenly over 12 months and some are not. To address Trustee Easton’s question on sitting funds he explains that funds are requested in disbursement from LA County because cash sitting with LA County earns a higher interest then cash sitting in a local bank.

Trustee Parke indicated that because we are over in our insurance carrier it may be time for a change.

Finance Manager Liu explained that he recently submitted the renewal survey to SDRMA. In his response he indicated that the District would like to look at other deductible options to lower premiums. Higher deductibles could mean better pricing. Finance Manager Liu plans to explore this.

Trustee Wong added a note of clarification to explain that the District’s ability to seek out insurance is not the same as if we were an independent business and adds that we seem to be a niche market with a niche provider.

Director Addington agreed that the District is most likely limited because we are a public agency but explains that we will look into other options and opportunities to see if there is anything else out there.

**MOTION by Trustee Easton that the Board of Library Trustees approves Item No. 7. A of the consent calendar with corrections.**

Aye: Trustee Jue, Trustee Easton, Trustee Parke, Trustee Wong
No: None
Abstain: None

MOTION passed 4 to 0.

**MOTION by Trustee Parke that the Board of Library Trustees approves Item No. 7. C of the consent calendar.**

Aye: Trustee Jue, Trustee Easton, Trustee Parke, Trustee Wong
MOTION passed 4 to 0.

9. UPCOMING BOARD OF LIBRARY TRUSTEES CONFERENCES AND EVENTS (DIRECTOR ADDINGTON)
   • March 14 – Women’s Suffrage Parade – 10:00 am.

Director Addington explained that all trustees were given a flyer for Suffrage events taking place in March including the details for the March 14 Suffrage Parade.

   • April 19-22 – Special District Leadership Academy Conference (governance conference for elected and appointed Directors/Trustees) – Embassy Suites, San Diego (early bird registration by March 19)

Director Addington explained that up to two Trustees could attend each event.

   • Not on agenda- CA Special District Legislative Days (May 19-20) - opportunity for leg. Committee to meet at State Capital. JA will go because on legislative committee.

Trustee Wong and Trustee Easton commended staff for their work on the Women’s Suffrage events taking place in March especially for their integration of other local community partners. They both encourage participation at the March 14 Women’s Suffrage Parade.

Trustee Wong encouraged newer trustees to take the opportunity to attend both the Special District Leadership Academy Conference and the CA Special District Legislative Days at some point.

Director Addington added that following the Women’s Suffrage Parade the PV Art Show will be hosting a reception.

10. MID-YEAR BUDGET FOR FISCAL YEAR 2019/2020* (FINANCE MANAGER LIU)

Finance Manager Liu explained that he expects a $132,000 net excess based on revenues being higher by $22,000 and expenses being lower $112,000 (largest variance in salary $110,000). This is a positive $129,000 compared to the original variance.

President Jue asks if we have spent the savings.

Director Addington and Finance Manager Liu indicated that the District expects to spend the savings. Director Addington added that she appreciates Trustee Parke for bringing so many ideas to the table and explains that Finance Manager Liu has found a lot of opportunities for adjustment.

No Action

11. ANNEX AD HOC COMMITTEE ASSESSMENT (PRESIDENT JUE)

President Jue provided background on when and why the Annex ad hoc committee was formed last year. The committee moved forward with obtaining necessary permits which was their ultimate goal and this item is on the agenda today to discuss continuation or disbandment and should it continue, committee membership. She recommends that moving forward with the project the entire board should be involved and adds that she feels like the recent Annex workshop (held on January 13) indicated the conclusion of the committee’s work and she recommends that the Annex ad hoc committee should be suspended for now.

Trustee Parke agreed with disbanding the ad hoc committee.
Trustee Wong explained that the ad hoc committee’s purpose was to create a streamlined vehicle of how we got to this point and, unless something changes, going forward this is not needed. He asks if a proposed contractor comes forward if this will be brought to the board.

Director Addington explained that all decisions moving forward including reviewing and accepting bids and fundraising will come to the board. She adds that she agrees that the District is beyond the point of needing the ad hoc committee at this time.

Trustee Easton indicated that she was thankful to hear about the history of the ad-hoc committee formation and the intent of the committee. She explains that she is comfortable moving forward with disbanding the committee and reminds the board that another ad hoc committee can be created with a new mission down the line if deemed essential.

President Jue explained that the board did not have to vote on creating this ad hoc committee but they chose to. Since the committee started with a motion it is determined that it will disband with one too.

**MOTION by Trustee Wong that the Board of Library Trustees approves disbanding the ad-hoc committee previously formed to look into the annex permit process and history.**

Aye: Trustee Jue, Trustee Easton, Trustee Parke, Trustee Wong
No: None
Abstain: None

**MOTION passed 4 to 0.**

12. **SITE SURVEY FOR ALTERNATE ANNEX LOCATIONS AT PENINSULA CENTER LIBRARY**
   **(DIRECTOR ADDINGTON)**

Director Addington explained that staff presented the board with ideas for alternate Annex locations at a special meeting on January 13. At this meeting staff asked the board for direction to either continue to investigate on-site options for constructing a new Annex or pivoting away and seeking alternate leasing options. The board advised staff to continue looking for on-site options.

Director Addington explained that at this point the District would like to explore bringing a professional in to investigate spacing options and provide an expert site survey to find space on property for the Annex. She is recommending that an RFP be created to seek interested bids on site surveying. Though it is not necessary to seek board approval on creating RFP’s she explained that because this request involves the Annex the District would like to be mindful of community input. All responses to the RFP will be analyzed and brought back to the board before moving forward as any money spent on this process will come out of Annex funding.

Director Addington summarized to explain that she is recommending that the board approve staff moving forward with writing an RFP and analyzing the responses received.

Trustee Easton asked if the District is using the library space the best that we can and asked if we should consider broadening the scope of the mission and purpose to include a full site spatial survey/review.

Director Addington explained that this is an entirely different study and though she agrees that a large scale space survey would be a great idea it is also very expensive and out of the scope of what is being asked for.

Trustee Wong explained that one of the challenges of bringing in an outside surveyor will be to not pollute their perspective until they are able to complete their own independent survey. He asked Facilities Manager Gutierrez if was here when former Facilities Manager Crouse conducted a site survey.

Facilities Manager Gutierrez explained that the last site survey was completed before he started with PVLD, sometime around 2012. This survey focused on the library space on the third and fourth floors. He went on to explain that the District has completed the vision that was drafted during the survey all within house at a smaller cost.
Trustee Parke asked about adding the second floor/administration space to the scope of the study.

Director Addington explained that all library space would be included as part of the survey for Annex space and added that most of the suggestions/survey in 2012 focused on how best to align floor space which is a different scope than this site survey.

President Jue reminded all that the funds being used are designated to the Annex and explained the need to be careful what these funds are ultimately used for.

Information Technology Manager Latkoczy approached the microphone with an addition to the conversation. He recalled that in 2003 an architectural firm was brought in to do a utilization study of all floors and provided recommendations. One recommendation was to put the administration area on the mezzanine level and use the second level of the library/admin as additional library space.

Facilities Manager Gutierrez approached the microphone and explained that while he agrees this could be a possibility he hopes that this survey will lead from a design to build with the idea that if the District wants to move forward with the design we would also hope to move forward with that company for the build. He went on to explain that the intention is to leave the request vague enough in case working with the same company ultimately does not work out and we need to move forward with the build by another firm.

President Jue asked how this will be done and Facilities Manager Gutierrez explained that this is the first step of the process.

Trustee Easton clarified that the RFP would be put out to various competing firms and staff and the board would review and approve the budget being spent prior to agreeing to move forward.

Facilities Manager Gutierrez confirmed that this is the process we are setting out to complete and explained that by leaving the survey open and more vague the hope is that this competitive bidding process would allow us to get many or most of the designs for free with the firms hope of the district selecting their design to build and they would get the larger value build.

Trustee Parke advised that it is important to keep the Friends of the Library connected and aware of what is happening.

Trustee Wong explained that he, along with Director Addington would keep the Friends of the Library updated in monthly Friends of the Library meetings. He indicated that Director Addington had made them aware that she would be seeking the board’s approval to move forward with putting out an RFP.

Director Addington added that she meets with President Defrees often and will keep him appraised of any updates.

The board consensus was to move forward. No motion needed.

13. PURCHASE OF NEW FIRE ALARM SYSTEM FOR PENINSULA CENTER LIBRARY* (DIRECTOR ADDINGTON)

Director Addington explained that the District’s fire system was last updated in 1996 and the system itself was added on to the existing system creating continuous problems. Facilities Manager Gutierrez got an exploratory bid from a trusted firm for $355,000. The library does not have current funding to cover this cost. At the mid-year budget meeting there was some discussion on using the District’s existing “gift fund” to cover this. In accordance with Policy 7510.0(B) she is requesting that the board approve staff putting an RFP out and approve the purchase of a new fire alarm system for the Peninsula Center Library using the gift fund.

President Jue provided some background on the gift fund and explained that this is funding that people have donated directly to the library without restrictions.

Director Addington added that additional money has been added from impact fees and other revenue sources. She explained that the gift fund has served as a safety net for the district and she feels like this purchase is an emergency expense that warrants utilizing some of this fund.
Trustee Wong stated that the issue with the fire alarm system has been known since former Facilities Manager Crouse was here and he understands the need to move forward. He also went on record to assure the public that their safety has not been in jeopardy. The current system works.

President Jue confirmed that this request is to approve spending up to $360,000 and does not require staff to return to the board to review proposals before moving forward.

Director Addington confirmed and explained that the District is required to get three bids. These bids will be analyzed and reviewed by staff. This ask for approval is being brought to the board because this is an unfunded project taking funding from the gift fund.

Facilities Manager Gutierrez stated that the RFP will be listed on the DIR where every California project over $35,000 is listed and assured that the bidding process will be open to all bidders.

Trustee Parke asked that if the District receives three bids and we choose to not move forward with the lowest bid if this is within our policy. If the District does not move forward with the lowest bid he is concerned that the District opens themselves to debate.

Director Addington explained that the procurement policy states that there are a variety of reason to go with a certain vendor. Should the District not move forward with the lowest bid we would be prepared to explain the rationale as to why one vendor/bid was selected over a lower priced one.

Facilities Manager Gutierrez added that he has had a previously bad experience going with the lowest cost bid which ended up costing more in the long run. He explained that in review they will be mindful of the cost and will not explore out of budget bids unnecessarily.

Trustee Easton asked for the estimated length of the project. Facilities Manager Gutierrez explained that based on the exploratory quote he received he anticipates that this project will take 3 weeks.

Trustee Wong inquired about a performance bond and Facilities Manager Gutierrez explained that this will be part of the project when that point is reached.

**MOTION by Trustee Parke that the Board of Library Trustees authorizes funds not to exceed $360,000 and move forward with the RFP to replace the fire alarm system at Peninsula Center Library.**

Aye: Trustee Jue, Trustee Easton, Trustee Parke, Trustee Wong
No: None
Abstain: None

MOTION passed 4 to 0.

14. **UPDATES TO TRUSTEE POLICIES AND PROCEDURE MANUAL* (DEPUTY DIRECTOR ROY)**

Deputy Director Roy explained that the review of sections 1000, 2000, 3000 is complete. Changes to these sections were fairly minimal.

Trustee Wong asked about the map boundaries on Item No. 14-6 and wondered if it accurately reflects changes to land such as a former local rock quarry/horse trail. Deputy Director Roy explained that this map of boundaries is different than the census bureaus and explained that as far as we know the boundaries have not changed but he will confirm that this is the most up to date boundary depiction.

President Jue pointed out that there are multiple sections that indicate if the District Director is unavailable that questions/concerns should be taken to the Deputy Director or to the Librarian-in-charge which seems to indicate that there is no order and these two positions are equal in the chain of command. She wondered if this is the intent or if there was meant to be a chain of command.

BLT-March 19, 2020
Item No. 7.A (1)-8
Deputy Director Roy explained that the intent is to find the person in charge but agreed that the language could indicate if the District Director is unavailable that questions/concerns should be taken to the Deputy Director and if the Deputy Director is unavailable questions/concerns should be taken to the Librarian-in-charge. He indicated that sections can be approved with changes as noted.

Trustee Parke asked about Section 2020.1 Library Bill of Rights and explained that he feels that based on the way this section is written it indicates that we would support any idea. He added that the library would not support something deemed illegal and stressed that we should not assume that common sense is understood.

Director Addington explained that the Philosophy Statement is written by the American Library Association and though we would not change the Library Bill of Rights there may be an opportunity to enhance the code of conduct to include more activities deemed illegal. The code of conduct is what would be referred to for illegal or inappropriate behavior/activity.

Deputy Director Roy added that ALA understands that this philosophy statement is interpretive and agreed that the code of conduct would come into play on specifics.

Deputy Director Roy is in the process of completing review of sections 5000, 6000, and 7000 and hopes to be able to bring section 5000 to the March meeting. Deputy Director Roy noted that sections 4000, 8000, and 9000 will not be brought to the board for review as they are sections that would require further conversation.

**MOTION by Trustee Parke that the Board of Library Trustees approves the proposed revisions to 1000, 2000, and 3000 of the trustee’s policy and procedure manual with corrections to section 2000 as suggested by President Jue.**

- **Aye:** Trustee Jue, Trustee Easton, Trustee Parke, Trustee Wong
- **No:** None
- **Abstain:** None

MOTION passed 4 to 0.

15. **PAPERLESS BOARD PACKET DEMONSTRATION (IT MANAGER LATKOCZY)**

Information Technology Manager Latkoczy approached the podium and demonstration a paperless board packet using a previous board packet. The dynamic PDF included a table of contents for an easy to use search field. Latkoczy explained that trustees can add in their own notes and comments and demonstrated this feature. He indicated that he would be able to assist with training and setup.

President Jue explained that instead of picking up a board packet trustees would pick up a flash drive containing that month’s packet. They would be able to take that home, review the document, add their own notes and would bring this to the meeting. Trustees could bring in their own laptops of the library could supply them with a chrome book to access the packet. After the board meeting trustees would turn their flash drives in to Executive Assistant Bender to use for the next packet PDF. Printed meeting agendas would still be provided.

Director Addington noted that the one challenge with the chrome book is that the PDF does not function dynamically on this platform.

Trustee Wong started a discussion about using a collaborative app or a cloud share as an alternative to holding the packet on a flash drive.

Director Addington explained that comments on a collaborative document would not be private and this would be violating the Brown Act.

Trustee Wong asked what the District would save by cutting down on printing the board packet. Information Technology Manager Latkoczy indicated that he would not be surprised if this move saved $200-$300 a month.

President Jue asked when they would like to try the new paperless board packet and wondered if trustees would be interested in attending a training. When integrated into the board meeting an announcement would be
made to indicate that the District is using a paperless packet hence the laptops and devices being used by the board and library staff.

Director Addington recommended that they try the paperless board packet for the March meeting.

16. CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) CALL FOR NOMINATIONS* (DIRECTOR ADDINGTON)

Director Addington explained Item No. 16 in the packet as a call for nominations to serve on the CSDA Board of Directors. She explained that the attached memo describes commitments including the requirement to attend a certain number of meetings.

President Jue adds that if anyone is interested they would have to run a campaign.

17. DISTRICT DIRECTOR’S MONTHLY REPORT (DIRECTOR ADDINGTON) (Full report available online at [https://www.pvld.org/directorsreport](https://www.pvld.org/directorsreport))

Director Addington reported on District-wide activities for the past month, as well as upcoming events. Her comprehensive report is available on the District’s website at www.pvld.org.

Director Addington was commended on the collaboration that goes into her monthly director reports.

18. COMMUNITY RELATIONS COMMITTEE REPORT (TRUSTEE CAMPBELL AND TRUSTEE EASTON)

Trustee Easton informed the board that she was asked to speak to an 8th grade Social Studies class at Miraleste Intermediate School about being a public official. She asked if other trustees have anything they think she should share to let her know.

President Jue added that she attended the Friends Donor Wall Reception on January 24 and adds that it was a very nice event. She also attended an art reception and competition hosted at the Malaga Cove Gallery for the Artist Studio on January 31. The Friends of the Library were tasked with judging the art work and President Jue also served as one of the judges.

19. PENINSULA FRIENDS OF THE LIBRARY LIAISON REPORT (TRUSTEE WONG)

Trustee Wong reported that the Friends had a special guest at their last meeting- President Jue attended. Otherwise, the meeting revolved around preparations for various upcoming fundraising efforts.

20. GOVERNMENT RELATIONS LIAISON REPORT (TRUSTEE PARKE)

Trustee Parke reported that the preliminary state library budget has been published with noticeable adjustments to local support for libraries. He added that it does not look like there will be any new initiatives for support for the library next year. Trustee Parke also attended the annual meet the legislature meeting through the South Bay Chamber of Commerce where the main topic of conversation was affordable housing. Trustee Parke also reported that potential legislation regarding retention of emails is on the horizon and indicates that the language in the legislation is nearly identical to legislation that did not pass last year.

Director Addington explained that the last time this legislation came up the District wrote a letter expressing our feelings on the undue burden passing this legislation would mean. She adds that should similar legislation move forward the District will most likely write another letter. She adds that there is no real impact on our agency as we follow our own policy on email retention.

Trustee Parke stated that he has heard mention of increased potential brown act violations over social media and he reminded the board of the need to be careful to post cautiously avoid potential violations.

BLT-March 19, 2020
Item No. 7.A (1)-10
21. ITEMS FOR FUTURE AGENDAS
   • PTAC Report (March quarterly report)

Trustee Wong asked if they had discussed putting the PTAC report earlier in the agenda.

Director Addington explained that this had been discussed in Executive Committee and the intention is to put them earlier on the agenda.
   • Policy Updates

Director Addington discussed addition of a future agenda item being potential change to cash disbursements which would be presented by Director Addington and Finance Manager Liu.

Trustee Parke explained that the staff at Miraleste had mentioned parking and traffic issues to him when he last visited.

President Jue recommended that a staff report on the parking situation at Miraleste be added as an item on a future agenda.

22. ADJOURNMENT

MOTION by Trustee Easton that the Board of Library Trustees meeting be adjourned.

Aye:  Trustee Jue, Trustee Easton, Trustee Parke, Trustee Wong
No: None
Abstain: None

MOTION passed 4 to 0.

The meeting adjourned at 9:37 pm.

[Signature]  3/19/2020
Brian Campbell, Secretary
Board of Library Trustees

* indicates attachment
Total Library Cardholders
Last 14 Months, by Month

56,657  Current Card Holders
Library Cards Issued

Last 14 Months, by Month

603  Library Cards Issued Last Month
Door Count
Last 14 Months, by Month

57,604 Patrons Walked Through PVLD's Doors Last Month
Virtual Branch
Last 14 Months, by Month

24,648 Website Visits Last Month
Digital Circulation
Last 14 Months, by Month

9,612 Digital Circulations Last Month
PVLD Circulation By Age Group
Last 14 Months, by Month

64,549 Checkouts Last Month
PVLD Circulation By Branch

Last 14 Months, by Month

64,549 Circulations Last Month

- **Peninsula Center**
- **Miraleste**
- **Malaga Cove**
- **Annex**

![Graph showing circulation by branch over the last 14 months, with the highest and lowest months highlighted.]
Peninsula Center Circulation
Last 14 Months, by Month

47,022 Checkouts Last Month
Miraleste Circulation
Last 14 Months, by Month

5,900 Checkouts Last Month
Malaga Cove Circulation
Last 14 Months, by Month

4,181 Checkouts Last Month
AV Circulation
Last 14 Months, by Month

5,686 Checkouts Last Month
World Language Circulation By Age Group
Last 14 Months, by Month

2,314 World Language Checkouts Last Month
District Reference
Last 14 Months, by Month

5,024 Reference Questions Last Month
Reference By Branch
Last 14 Months, by Month

5,024 Reference Questions Last Month
Reference By Branch And Department

Last 14 Months, by Month

5,024 Reference Questions Last Month

Warning: Negative or zero values with log scale.
Paid Meeting Rooms: Number of Groups
Last 14 Months, by Month

70 Meeting Room Rentals Last Month
Passports, Notary & Exam Proctoring
Last 14 Months, by Month

1,122 Other Services Offered Last Month
District Programs By Department
Last 14 Months, by Month

110 Programs Last Month
Branch Programs By Age Group

Last 14 Months, by Month

110 Programs Last Month in-house

- Adult in Library
- K-12 in Library
- Preschool in Library
Offsite Programs By Age Group
Last 14 Months, by Month

19 Offsite Programs Last Month

February 2019: Preschool 4, K-5th Grade 4, 6-12th Grade 4, Adult 3
March 2019: Preschool 6, K-5th Grade 3, 6-12th Grade 3, Adult 3
April 2019: Preschool 1, K-5th Grade 3, 6-12th Grade 3, Adult 3
May 2019: Preschool 3, K-5th Grade 3, 6-12th Grade 3, Adult 3
June 2019: Preschool 4, K-5th Grade 4, 6-12th Grade 4, Adult 3
July 2019: Preschool 1, K-5th Grade 3, 6-12th Grade 3, Adult 3
August 2019: Preschool 1, K-5th Grade 1, 6-12th Grade 1, Adult 1
September 2019: Preschool 2, K-5th Grade 2, 6-12th Grade 2, Adult 2
October 2019: Preschool 1, K-5th Grade 1, 6-12th Grade 1, Adult 1
November 2019: Preschool 3, K-5th Grade 3, 6-12th Grade 3, Adult 3
December 2019: Preschool 8, K-5th Grade 8, 6-12th Grade 8, Adult 8
January 2020: Preschool 4, K-5th Grade 4, 6-12th Grade 4, Adult 4
February 2020: Preschool 6, K-5th Grade 6, 6-12th Grade 6, Adult 6
District Program Attendance by Department

Last 14 Months, by Month

3,732 Program Attendees Last Month

- Adult
- Young Reader
District Program Attendance by Branch

Last 14 Months, by Month

3,732 Program Attendees Last Month
Peninsula Center Program Attendance
Last 14 Months, by Month

1,978 Attended Programs at Peninsula Center Last Month
Malaga Cove Program Attendance Overview

Last 14 Months, by Month

766 Attended Programs at Malaga Cove Last Month
Miraleste Program Attendance Overview
Last 14 Months, by Month

490 Attended Programs at Miraleste Last Month
Offsite Program Attendance
Last 15 Months, by Month

498 Offsite Program Attendees Last Month
Interlibrary Loan
Last 14 Months, by Month

228 Interlibrary Loan Transactions last month

Graph showing the number of transactions over the last 14 months, categorized into requests, loaned ILL, and borrowed ILL.
Volunteering
Last 14 Months, by Month

2,190 Volunteer Hours Last Month
Annex

Last 14 Months, by Month

450 Visitors

Door Count
Checkouts
Wifi & Public Internet Computer Sessions

Last 14 Months, by Month

15,808 Wifi & Public Internet Computer Sessions Last Month

Warning: Negative or zero values with log scale.
Attached for your review is the 2019/2020 Approved Budget Performance Report including supporting detail, charts and other financial reports for the fiscal year to-date through February 2020. As indicated on this report, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a net shortage of ($1,205,691). Please note that this shortage is temporary until we receive all property tax installments through June 30th. Adjustments have been made to the February month budget based on the Mid-Year Budget Review.

Overall, actual fiscal year-to-date revenues as of February 29, 2020 are $4,919,269 reflecting a negative variance to the budget of $10,631. This is primarily due to timing variances in property tax revenue offset by higher passport and meeting room revenue.

Overall, actual fiscal year-to-date expenditures as of February 29, 2020 are $6,124,960 reflecting a positive variance to the budget of $77,947. This variance is primarily due to timing variances in all categories.

For more detail and information on variances to the budget, please refer to the Summary of Variances Report attached.
## PALOS VERDES LIBRARY DISTRICT
### F/Y 2019/2020 APPROVED BUDGET PERFORMANCE REPORT
#### GENERAL FUND

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>CURRENT MONTH FEBRUARY 2020</th>
<th>ACTUAL INCREASE (DECREASE)</th>
<th>FISCAL YEAR-TO-DATE FEBRUARY 2020</th>
<th>ACTUAL INCREASE/(DECREASE)</th>
<th>REMAINING PERCENT OF BUDGET</th>
<th>MID-YEAR 2019/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACTUAL</td>
<td>APPROVED BUDGET</td>
<td></td>
<td>APPROVED BUDGET</td>
<td>AMOUNT</td>
<td>BUDGET YEAR</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>888,717</td>
<td>865,758</td>
<td>22,959</td>
<td>4,432,384</td>
<td>(49,904)</td>
<td>49.0%</td>
</tr>
<tr>
<td>Internal Income</td>
<td>40,383</td>
<td>45,711</td>
<td>(5,328)</td>
<td>315,509</td>
<td>278,159</td>
<td>37,350</td>
</tr>
<tr>
<td>Gifts &amp; Grants</td>
<td>427</td>
<td>42</td>
<td>385</td>
<td>134,343</td>
<td>134,119</td>
<td>224</td>
</tr>
<tr>
<td>Interest Income</td>
<td>6,290</td>
<td>5,588</td>
<td>702</td>
<td>32,166</td>
<td>30,634</td>
<td>1,532</td>
</tr>
<tr>
<td>Other Income</td>
<td>0</td>
<td>4,700</td>
<td>(4,700)</td>
<td>4,767</td>
<td>4,700</td>
<td>67</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>935,796</td>
<td>921,798</td>
<td>13,998</td>
<td>4,919,269</td>
<td>4,929,900</td>
<td>(10,631)</td>
</tr>
<tr>
<td>Salary and Related</td>
<td>542,905</td>
<td>451,838</td>
<td>91,067</td>
<td>4,774,527</td>
<td>4,785,011</td>
<td>(10,484)</td>
</tr>
<tr>
<td>Building &amp; Maintenance</td>
<td>31,611</td>
<td>69,480</td>
<td>(37,869)</td>
<td>409,577</td>
<td>409,751</td>
<td>(174)</td>
</tr>
<tr>
<td>Information Technology</td>
<td>84,948</td>
<td>44,306</td>
<td>40,642</td>
<td>259,760</td>
<td>278,232</td>
<td>(18,471)</td>
</tr>
<tr>
<td>Library Expenses</td>
<td>6,524</td>
<td>18,258</td>
<td>(11,734)</td>
<td>97,943</td>
<td>108,873</td>
<td>(10,929)</td>
</tr>
<tr>
<td>Administration/Marketing</td>
<td>6,254</td>
<td>(2,941)</td>
<td>9,195</td>
<td>160,997</td>
<td>159,164</td>
<td>1,834</td>
</tr>
<tr>
<td>Library Materials</td>
<td>32,364</td>
<td>29,601</td>
<td>2,763</td>
<td>329,109</td>
<td>368,819</td>
<td>(39,710)</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>93,045</td>
<td>93,059</td>
<td>(14)</td>
</tr>
<tr>
<td>OPERATING EXPENDITURES</td>
<td>704,606</td>
<td>610,541</td>
<td>94,065</td>
<td>6,124,960</td>
<td>6,202,907</td>
<td>(77,947)</td>
</tr>
<tr>
<td>Net Excess/(Shortage)</td>
<td>231,189</td>
<td>311,257</td>
<td>(80,067)</td>
<td>(1,205,691)</td>
<td>(1,273,007)</td>
<td>67,316</td>
</tr>
<tr>
<td>Transfers In</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Transfers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Net Income</td>
<td>231,189</td>
<td>311,257</td>
<td>(80,067)</td>
<td>(1,205,691)</td>
<td>(1,273,007)</td>
<td>67,316</td>
</tr>
<tr>
<td>Fund Balance - Beginning (Audited)</td>
<td>5,915,266</td>
<td>5,915,266</td>
<td>0</td>
<td></td>
<td></td>
<td>5,915,266</td>
</tr>
<tr>
<td>Estimated Fund Balance - Ending</td>
<td>4,709,575</td>
<td>4,642,259</td>
<td>67,316</td>
<td></td>
<td></td>
<td>6,047,357</td>
</tr>
</tbody>
</table>

BLT-March 19, 2020
Item No. 7.C (1)-2
### FUND BALANCES
**FISCAL YEAR-TO-DATE FEBRUARY 2020**

<table>
<thead>
<tr>
<th>DESIGNATIONS</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINIMUM BALANCE REQUIREMENT (GVNT CODE 53646) 6 MO. EXPENSES</td>
<td>4,709,575</td>
</tr>
<tr>
<td>DESIGNATED 5% OF OPERATING REVENUE</td>
<td>0</td>
</tr>
<tr>
<td>2020/2021 CAPITAL PROJECTS</td>
<td>0</td>
</tr>
<tr>
<td>ELECTION COSTS</td>
<td>0</td>
</tr>
<tr>
<td>COMPENSATED ABSENCES</td>
<td>0</td>
</tr>
<tr>
<td>ADDITIONAL EMERGENCY RESERVE (5%)</td>
<td>0</td>
</tr>
<tr>
<td>UNDESIGNATED</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL DESIGNATIONS**  
4,709,575

**TOTAL FUND BALANCE**  
4,709,575
THE PALOS VERDES LIBRARY DISTRICT
ACTUAL VS BUDGET REVENUES
FISCAL YEAR TO DATE AS OF FEBRUARY 2020

- Property Taxes: Actual $4,432,384, Budget $4,482,288
- Internal Income: Actual $315,609, Budget $278,159
- Gifts & Grants: Actual $134,343, Budget $134,119
- Interest Income: Actual $32,166, Budget $30,634
- Other Income: Actual $4,767, Budget $4,700

BLT-March 19, 2020
Item No. 7.C (1)-4
PALOS VERDES LIBRARY DISTRICT
ACTUAL VS BUDGET EXPENDITURES
FISCAL YEAR TO DATE AS OF FEBRUARY 2020
# PALOS VERDES LIBRARY DISTRICT
## SUMMARY OF VARIANCES
### 2019/20 BUDGET PERFORMANCE REPORT GENERAL FUND
#### FISCAL YEAR-TO-DATE AS OF FEBRUARY 2020

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT (POS/NEG)</th>
<th>TIMING</th>
<th>REAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>(49,904)</td>
<td>(49,904)</td>
<td>37,450</td>
</tr>
<tr>
<td>Internal Income</td>
<td>37,450</td>
<td>-</td>
<td>37,450</td>
</tr>
<tr>
<td>Gifts &amp; Grants</td>
<td>224</td>
<td>-</td>
<td>224</td>
</tr>
<tr>
<td>Interest Income</td>
<td>1,532</td>
<td>1,532</td>
<td>-</td>
</tr>
<tr>
<td>Other Income</td>
<td>67</td>
<td>-</td>
<td>67</td>
</tr>
<tr>
<td><strong>TTL REVENUE VARIANCES</strong></td>
<td>(10,631)</td>
<td>(48,372)</td>
<td>37,741</td>
</tr>
</tbody>
</table>

| **EXPENDITURES:**         |                  |        |      |
| Salary & Related          | 10,484           | 10,484 | -    |
| Building & Maintenance    | 174              | 174    | -    |
| Information Tech/Digital Srv. | 18,471      | 18,471 | - |
| Library Expenses          | 10,929           | 10,929 | - |
| Administration            | (1,834)          | (1,834) | - |
| Library Materials         | 39,710           | 39,710 | - |
| Fixed Assets              | 14               | 14     | -    |
| **TOTAL EXPENSE VARIANCES** | 77,947            | 77,947 | - |

| VARIANCES WITH CRITERIA   | 67,316           | 29,576 | 37,741 |

| ALL OTHER ACCOUNTS        |                  |        |      |
| **TOTAL VARIANCE**        | 67,316           |        |      |

**COMMENTS ON REAL VARIANCES UNDER/OVER BUDGET $10K AND OR MORE THAN A 10% VARIANCE**

Passport revenue and meeting room fees higher than budgeted.
### TOTAL

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Actual</th>
<th>Budget</th>
<th>Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4950 Inter-Account</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>GIFTS &amp; GRANTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRIENDS FUNDING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4252-AP Adult Programming</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>4252-CP Capital Projects</td>
<td>43,636.69</td>
<td>43,637.00</td>
<td>-0.31</td>
<td>100.00 %</td>
</tr>
<tr>
<td>4252-DL Online databases and services</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>4252-GA Gaming</td>
<td>2,500.00</td>
<td>2,500.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>4252-HS High School Programming</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>4252-LM Library Materials</td>
<td>2,500.00</td>
<td>2,500.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>4252-PM Postage Meter</td>
<td>650.00</td>
<td>650.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>4252-PS Program Support</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>4252-SR YR Summer Reading</td>
<td>7,000.00</td>
<td>7,000.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>4252-SS Sunday Service Hours</td>
<td>52,000.00</td>
<td>52,000.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>4252-TV Teen Volunteer Appreciation</td>
<td>500.00</td>
<td>500.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>4252-YP Young Readers Programming</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td><strong>Total FRIENDS FUNDING</strong></td>
<td><strong>133,786.69</strong></td>
<td><strong>133,787.00</strong></td>
<td><strong>-0.31</strong></td>
<td><strong>100.00 %</strong></td>
</tr>
<tr>
<td>GIFTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4260 Gifts-Other</td>
<td>140.05</td>
<td>332.00</td>
<td>-191.94</td>
<td>42.19 %</td>
</tr>
<tr>
<td><strong>Total GIFTS</strong></td>
<td><strong>140.05</strong></td>
<td><strong>332.00</strong></td>
<td><strong>-191.94</strong></td>
<td><strong>42.19 %</strong></td>
</tr>
<tr>
<td>GRANTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4270 Grants - various</td>
<td>416.38</td>
<td>416.38</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td><strong>Total GRANTS</strong></td>
<td><strong>416.38</strong></td>
<td><strong>416.38</strong></td>
<td><strong>0.00</strong></td>
<td><strong>100.00 %</strong></td>
</tr>
<tr>
<td><strong>Total GIFTS &amp; GRANTS</strong></td>
<td><strong>134,343.13</strong></td>
<td><strong>134,119.00</strong></td>
<td><strong>224.13</strong></td>
<td><strong>100.17 %</strong></td>
</tr>
<tr>
<td>INTEREST INCOME</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4420 Interest Income-LAC</td>
<td>31,799.95</td>
<td>30,254.00</td>
<td>1,545.96</td>
<td>105.11 %</td>
</tr>
<tr>
<td>4421 Interest Income-B of A</td>
<td>97.79</td>
<td>100.00</td>
<td>-2.21</td>
<td>97.79 %</td>
</tr>
<tr>
<td>4422 Interest Income-Malaga Bank</td>
<td>268.56</td>
<td>280.00</td>
<td>-11.44</td>
<td>95.91 %</td>
</tr>
<tr>
<td><strong>Total INTEREST INCOME</strong></td>
<td><strong>32,168.31</strong></td>
<td><strong>30,634.00</strong></td>
<td><strong>1,534.31</strong></td>
<td><strong>105.00 %</strong></td>
</tr>
<tr>
<td>INTERNAL INCOME - TOTAL INTERNAL INCOME</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4206 Meeting Room Fees</td>
<td>63,906.00</td>
<td>54,000.00</td>
<td>9,906.00</td>
<td>118.34 %</td>
</tr>
<tr>
<td>4239 Book Rentals</td>
<td>1,511.35</td>
<td>1,800.00</td>
<td>-288.65</td>
<td>83.96 %</td>
</tr>
<tr>
<td>4246 ILL fees</td>
<td>391.00</td>
<td>328.00</td>
<td>63.00</td>
<td>119.21 %</td>
</tr>
<tr>
<td>4247 DVD Movie Rental Fees</td>
<td>11,468.22</td>
<td>15,164.00</td>
<td>-3,695.78</td>
<td>75.63 %</td>
</tr>
<tr>
<td>4249 Passport Service Fees</td>
<td>147,350.00</td>
<td>124,000.00</td>
<td>23,350.00</td>
<td>118.83 %</td>
</tr>
<tr>
<td>4280 Passport Photos</td>
<td>45,750.00</td>
<td>42,691.00</td>
<td>3,059.00</td>
<td>107.24 %</td>
</tr>
<tr>
<td>4281 Notary Service Fees</td>
<td>1,140.00</td>
<td>1,328.00</td>
<td>-188.00</td>
<td>85.84 %</td>
</tr>
<tr>
<td>4283 Proctor Exam Testing</td>
<td>5,095.00</td>
<td>4,600.00</td>
<td>495.00</td>
<td>110.76 %</td>
</tr>
<tr>
<td>Fines &amp; Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4240 Library Fines</td>
<td>22,805.18</td>
<td>20,000.00</td>
<td>2,805.18</td>
<td>114.03 %</td>
</tr>
<tr>
<td>4300 Over/Short Account</td>
<td>287.93</td>
<td>287.93</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
</tbody>
</table>

Accrual Basis Wednesday, March 4, 2020 08:47 AM GMT-08:00

BLT-March 19, 2020
Item No. 7.C (1)-9
<table>
<thead>
<tr>
<th>Description</th>
<th>Actual</th>
<th>Budget</th>
<th>Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fines &amp; Fees</td>
<td>23,093.11</td>
<td>20,000.00</td>
<td>3,093.11</td>
<td>115.47%</td>
</tr>
<tr>
<td>Total INTERNAL INCOME</td>
<td>299,704.68</td>
<td>263,881.00</td>
<td>35,823.68</td>
<td>113.58%</td>
</tr>
<tr>
<td>RENTALS &amp; COMMISSIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4234 Printers-In House</td>
<td>6,730.35</td>
<td>5,280.00</td>
<td>1,450.35</td>
<td>27.47%</td>
</tr>
<tr>
<td>4235 Copier-In House</td>
<td>3,446.91</td>
<td>3,320.00</td>
<td>126.91</td>
<td>3.82%</td>
</tr>
<tr>
<td>4282 Vending Machines</td>
<td>524.45</td>
<td>750.00</td>
<td>-225.55</td>
<td>69.93%</td>
</tr>
<tr>
<td>4360 Art Proceeds/Commissions</td>
<td>4,700.07</td>
<td>4,000.00</td>
<td>700.07</td>
<td>17.50%</td>
</tr>
<tr>
<td>4400 Misc Income</td>
<td>440.87</td>
<td>664.00</td>
<td>-223.13</td>
<td>66.40%</td>
</tr>
<tr>
<td>4410 Amazon.com</td>
<td>61.74</td>
<td>264.00</td>
<td>-202.26</td>
<td>23.39%</td>
</tr>
<tr>
<td>Total RENTALS &amp; COMMISSIONS</td>
<td>15,904.39</td>
<td>14,278.00</td>
<td>1,626.39</td>
<td>11.39%</td>
</tr>
<tr>
<td>Total INTERNAL INCOME - TOTAL</td>
<td>315,609.07</td>
<td>278,159.00</td>
<td>37,450.07</td>
<td>11.36%</td>
</tr>
<tr>
<td>OTHER INCOME</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4401 Other Income</td>
<td>4,766.62</td>
<td>4,700.00</td>
<td>66.62</td>
<td>1.42%</td>
</tr>
<tr>
<td>Total OTHER INCOME</td>
<td>4,766.62</td>
<td>4,700.00</td>
<td>66.62</td>
<td>1.42%</td>
</tr>
<tr>
<td>PROPERTY TAXES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4301 Current Secured</td>
<td>4,198,561.80</td>
<td>4,198,562.00</td>
<td>-0.20</td>
<td>100.00%</td>
</tr>
<tr>
<td>4302 Current Unsecured</td>
<td>275,649.66</td>
<td>262,000.00</td>
<td>13,649.66</td>
<td>105.21%</td>
</tr>
<tr>
<td>4303 Prior Secured</td>
<td>-45,594.27</td>
<td>-45,594.27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4304 Prior Unsecured</td>
<td>-29,961.10</td>
<td>-29,961.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4305 Supplemental Roll</td>
<td>11,406.81</td>
<td>0.00</td>
<td>11,406.81</td>
<td></td>
</tr>
<tr>
<td>4350 Refunds</td>
<td>-25,457.70</td>
<td>-25,457.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4360 Redemption/Penalties/Interest</td>
<td>9,701.41</td>
<td>9,701.41</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4370 Penalties Int &amp; Costs</td>
<td>16,351.03</td>
<td>16,351.03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4185 Homeowners Exemption</td>
<td>21,726.27</td>
<td>21,726.00</td>
<td>0.27</td>
<td>100.00%</td>
</tr>
<tr>
<td>Total PROPERTY TAXES</td>
<td>4,432,383.91</td>
<td>4,482,288.00</td>
<td>-49,904.09</td>
<td>98.89%</td>
</tr>
<tr>
<td>Total Income</td>
<td>$4,919,269.04</td>
<td>$4,929,900.00</td>
<td>-10,630.96</td>
<td>99.78%</td>
</tr>
<tr>
<td>GROSS PROFIT</td>
<td>$4,919,269.04</td>
<td>$4,929,900.00</td>
<td>-10,630.96</td>
<td>99.78%</td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATIVE/MARKETING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATIVE EXPENSES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5440 Staff Memberships</td>
<td>5,033.50</td>
<td>4,452.00</td>
<td>581.50</td>
<td>13.06%</td>
</tr>
<tr>
<td>5441 District Membership-SCLC/CDSA</td>
<td>12,711.00</td>
<td>12,500.00</td>
<td>211.00</td>
<td>1.69%</td>
</tr>
<tr>
<td>5442 Travel/Workshops/Conf (Board)</td>
<td>601.50</td>
<td>640.00</td>
<td>-38.50</td>
<td>9.43%</td>
</tr>
<tr>
<td>5443 Travel/Workshops/Conf (Staff)</td>
<td>7,894.58</td>
<td>9,600.00</td>
<td>-1,705.42</td>
<td>82.24%</td>
</tr>
<tr>
<td>5444 Classified Adv/Recruit'g</td>
<td>430.00</td>
<td>450.00</td>
<td>-20.00</td>
<td>95.56%</td>
</tr>
<tr>
<td>5446 Continuing Education</td>
<td>563.55</td>
<td>565.00</td>
<td>-1.45</td>
<td>99.74%</td>
</tr>
<tr>
<td>5449 Board Meeting Expenses</td>
<td>1,099.56</td>
<td>1,073.00</td>
<td>26.56</td>
<td>102.46%</td>
</tr>
<tr>
<td>5461 Administration Supplies</td>
<td>11,866.73</td>
<td>10,331.00</td>
<td>1,535.73</td>
<td>114.87%</td>
</tr>
<tr>
<td>5470 Tax Collect Fee</td>
<td>97,218.39</td>
<td>97,220.00</td>
<td>-1.61</td>
<td>100.00%</td>
</tr>
<tr>
<td>5478 HR Materials</td>
<td>1,169.67</td>
<td>1,148.00</td>
<td>21.67</td>
<td>101.69%</td>
</tr>
<tr>
<td>5479-01 Bank Fees - Merchant fees</td>
<td>6,863.13</td>
<td>6,052.00</td>
<td>811.13</td>
<td>113.40%</td>
</tr>
<tr>
<td>5479-02 Bank Service Charges</td>
<td>233.51</td>
<td>277.50</td>
<td>-44.00</td>
<td>84.29%</td>
</tr>
<tr>
<td>Total 5479-01 Bank Fees - Merchant fees</td>
<td>7,097.04</td>
<td>6,329.50</td>
<td>767.54</td>
<td>112.13%</td>
</tr>
<tr>
<td>5480 LAFCO Fee</td>
<td>3,037.45</td>
<td>2,700.00</td>
<td>337.45</td>
<td>112.50%</td>
</tr>
<tr>
<td>5481 Environmental Fee</td>
<td>599.00</td>
<td>600.00</td>
<td>-1.00</td>
<td>99.83%</td>
</tr>
<tr>
<td>5485 Election Expense</td>
<td>69.58</td>
<td>100.00</td>
<td>-30.42</td>
<td>69.58%</td>
</tr>
<tr>
<td>5551 Program Support/Misc exp PFL</td>
<td>2,507.02</td>
<td>2,455.00</td>
<td>52.02</td>
<td>102.12%</td>
</tr>
<tr>
<td></td>
<td>ACTUAL</td>
<td>BUDGET</td>
<td>OVER BUDGET</td>
<td>% OF BUDGET</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------</td>
<td>------------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Total ADMINISTRATIVE EXPENSES</strong></td>
<td>151,898.47</td>
<td>150,163.50</td>
<td>1,734.97</td>
<td>101.16 %</td>
</tr>
<tr>
<td>MARKETING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5466 MARKETING-Gen'l</td>
<td>9,098.98</td>
<td>9,000.00</td>
<td>98.98</td>
<td>101.10 %</td>
</tr>
<tr>
<td><strong>Total MARKETING</strong></td>
<td>9,098.98</td>
<td>9,000.00</td>
<td>98.98</td>
<td>101.10 %</td>
</tr>
<tr>
<td><strong>Total ADMINISTRATIVE/MARKETING</strong></td>
<td>160,997.45</td>
<td>159,163.50</td>
<td>1,833.95</td>
<td>101.15 %</td>
</tr>
<tr>
<td>BUILDING &amp; MAINTENANCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5225 Insurance</td>
<td>80,335.11</td>
<td>79,000.00</td>
<td>1,335.11</td>
<td>101.69 %</td>
</tr>
<tr>
<td>5225-04 Insurance-Youth Annex</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00 %</td>
</tr>
<tr>
<td>5226 Casualty Loss/Deductibles</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00 %</td>
</tr>
<tr>
<td>5227 Emergency Disaster Supplies</td>
<td>500.00</td>
<td>500.00</td>
<td>-500.00</td>
<td>0.00 %</td>
</tr>
<tr>
<td>5229 Equipment Maintenance-Other</td>
<td>1,299.00</td>
<td>2,000.00</td>
<td>-701.00</td>
<td>64.95 %</td>
</tr>
<tr>
<td>5231 Copier Maintenance</td>
<td>25,087.40</td>
<td>24,215.50</td>
<td>881.95</td>
<td>103.64 %</td>
</tr>
<tr>
<td>5242 Building Cameras-Lease/Maint</td>
<td>800.00</td>
<td>800.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td><strong>Total ADMINISTRATION/CONTRACTS</strong></td>
<td>106,731.57</td>
<td>106,515.50</td>
<td>216.07</td>
<td>100.20 %</td>
</tr>
<tr>
<td>BUILDING CONTRACTS/MAINTENANCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5219 Cleaning/Maint Supplies</td>
<td>14,076.16</td>
<td>14,640.00</td>
<td>-563.84</td>
<td>96.15 %</td>
</tr>
<tr>
<td>5221 Window Cleaning</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00 %</td>
</tr>
<tr>
<td>5222 Carpet/Upholstery Cleaning</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00 %</td>
</tr>
<tr>
<td>5223 Pest Control-PC</td>
<td>510.00</td>
<td>595.00</td>
<td>-85.00</td>
<td>85.71 %</td>
</tr>
<tr>
<td>5223-01 Pest Control-MC</td>
<td>420.00</td>
<td>420.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>5223-02 Pest Control-MIR</td>
<td>385.00</td>
<td>385.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>5224 Lights</td>
<td>1,672.04</td>
<td>1,700.00</td>
<td>-27.96</td>
<td>98.36 %</td>
</tr>
<tr>
<td>5232 Fire/Burg Alarm/Monitor-PC</td>
<td>4,372.04</td>
<td>5,488.00</td>
<td>-1,115.96</td>
<td>79.67 %</td>
</tr>
<tr>
<td>5232-01 Fire/Burg Alarm/Monitor-MC</td>
<td>920.00</td>
<td>920.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>5232-02 Fire/Burg Alarm/Monitor-MIR</td>
<td>920.00</td>
<td>920.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>5233 Fire Extinguishers-All Sites</td>
<td>1,504.03</td>
<td>1,500.00</td>
<td>4.03</td>
<td>100.27 %</td>
</tr>
<tr>
<td>5234 Boiler - Annual Maintenance</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>5235 Maintenance, Bldgs &amp; Grounds</td>
<td>42,424.70</td>
<td>26,640.00</td>
<td>15,784.70</td>
<td>159.25 %</td>
</tr>
<tr>
<td>5236 Landscape Maintenance</td>
<td>18,662.85</td>
<td>18,100.00</td>
<td>562.85</td>
<td>103.11 %</td>
</tr>
<tr>
<td>5236-01 Landscape Maintenance-MC</td>
<td>4,080.00</td>
<td>5,950.00</td>
<td>-1,870.00</td>
<td>68.57 %</td>
</tr>
<tr>
<td>5236-02 Landscape Maintenance-MIR</td>
<td>4,825.25</td>
<td>5,950.00</td>
<td>-1,124.75</td>
<td>81.10 %</td>
</tr>
<tr>
<td>5237 Elevator Maintenance</td>
<td>5,330.53</td>
<td>10,000.00</td>
<td>-4,669.47</td>
<td>53.31 %</td>
</tr>
<tr>
<td>5238 Signage</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>5239 Air Cond Maint</td>
<td>14,399.24</td>
<td>21,132.00</td>
<td>-6,732.76</td>
<td>68.14 %</td>
</tr>
<tr>
<td>5240 Maint Uniforms</td>
<td>1,952.95</td>
<td>2,000.00</td>
<td>-47.05</td>
<td>97.65 %</td>
</tr>
<tr>
<td>5250 Transportation</td>
<td>5,578.48</td>
<td>4,328.00</td>
<td>1,250.48</td>
<td>128.89 %</td>
</tr>
<tr>
<td>5270 Trash Pick-Up</td>
<td>610.24</td>
<td>399.00</td>
<td>211.24</td>
<td>152.94 %</td>
</tr>
<tr>
<td>5270-01 Trash Pick-Up - MC</td>
<td>4,346.83</td>
<td>2,669.00</td>
<td>1,677.83</td>
<td>162.88 %</td>
</tr>
<tr>
<td>5270-02 Trash Pick-Up - MIR</td>
<td>2,441.30</td>
<td>2,161.00</td>
<td>280.30</td>
<td>112.97 %</td>
</tr>
<tr>
<td><strong>Total BUILDING CONTRACTS/MAINTENANCE</strong></td>
<td>129,431.64</td>
<td>125,897.00</td>
<td>3,534.64</td>
<td>102.61 %</td>
</tr>
<tr>
<td>RENT EXPENSE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5281 Youth Annex - rent</td>
<td>25,831.36</td>
<td>25,831.20</td>
<td>0.16</td>
<td>100.00 %</td>
</tr>
<tr>
<td><strong>Total RENT EXPENSE</strong></td>
<td>25,831.36</td>
<td>25,831.20</td>
<td>0.16</td>
<td>100.00 %</td>
</tr>
<tr>
<td>SPECIAL PROJECTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5280 Major Maint &amp; Special Projects</td>
<td>8,208.85</td>
<td>8,210.00</td>
<td>-1.15</td>
<td>99.99 %</td>
</tr>
<tr>
<td><strong>Total SPECIAL PROJECTS</strong></td>
<td>8,208.85</td>
<td>8,210.00</td>
<td>-1.15</td>
<td>99.99 %</td>
</tr>
<tr>
<td>UTILITIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>ACTUAL</td>
<td>BUDGET</td>
<td>OVER BUDGET</td>
<td>% OF BUDGET</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>--------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>5261 CA Water Service Co.</td>
<td>4,422.90</td>
<td>3,262.00</td>
<td>1,160.90</td>
<td>135.59 %</td>
</tr>
<tr>
<td>5261-01 CA Water Service Co.-MC</td>
<td>2,627.44</td>
<td>1,605.00</td>
<td>1,022.44</td>
<td>163.70 %</td>
</tr>
<tr>
<td>5261-02 CA Water Service Co.-MR</td>
<td>4,029.21</td>
<td>3,340.00</td>
<td>689.21</td>
<td>20.64 %</td>
</tr>
<tr>
<td>5262 So Cal Edison</td>
<td>110,232.30</td>
<td>115,600.00</td>
<td>-5,367.70</td>
<td>95.36 %</td>
</tr>
<tr>
<td>5262-01 So Cal Edison-MC</td>
<td>3,805.45</td>
<td>4,550.00</td>
<td>-744.55</td>
<td>83.64 %</td>
</tr>
<tr>
<td>5262-02 So Cal Edison-MR</td>
<td>7,531.90</td>
<td>9,200.00</td>
<td>-1,668.10</td>
<td>81.87 %</td>
</tr>
<tr>
<td>5263 So Cal Gas Co.</td>
<td>5,418.11</td>
<td>3,950.00</td>
<td>1,468.11</td>
<td>137.17 %</td>
</tr>
<tr>
<td>5263-01 So Cal Gas Co-MC</td>
<td>697.00</td>
<td>1,260.00</td>
<td>-563.00</td>
<td>55.32 %</td>
</tr>
<tr>
<td>5263-02 So Cal Gas Co-MR</td>
<td>609.43</td>
<td>530.00</td>
<td>79.43</td>
<td>14.99 %</td>
</tr>
<tr>
<td><strong>Total UTILITIES</strong></td>
<td><strong>139,373.74</strong></td>
<td><strong>143,297.00</strong></td>
<td><strong>-3,923.26</strong></td>
<td><strong>97.26 %</strong></td>
</tr>
<tr>
<td><strong>Total BUILDING &amp; MAINTENANCE</strong></td>
<td><strong>409,577.16</strong></td>
<td><strong>409,750.70</strong></td>
<td><strong>-173.54</strong></td>
<td><strong>99.96 %</strong></td>
</tr>
<tr>
<td><strong>FIXED ASSET</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6450 Office/Equipment/Software</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6450-51 Hardware Servers</td>
<td>48,044.52</td>
<td>48,059.00</td>
<td>-14.48</td>
<td>99.97 %</td>
</tr>
<tr>
<td>6450-58 Software - Facilities &amp; Equipment</td>
<td>25,000.00</td>
<td>25,000.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td><strong>Total 6450 Office/Equipment/Software</strong></td>
<td><strong>73,044.52</strong></td>
<td><strong>73,059.00</strong></td>
<td><strong>-14.48</strong></td>
<td><strong>99.98 %</strong></td>
</tr>
<tr>
<td>6460 Construction in Progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6460-61 Elevator Repair</td>
<td>20,000.00</td>
<td>20,000.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td><strong>Total 6460 Construction in Progress</strong></td>
<td><strong>20,000.00</strong></td>
<td><strong>20,000.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>100.00 %</strong></td>
</tr>
<tr>
<td><strong>Total FIXED ASSET</strong></td>
<td><strong>93,044.52</strong></td>
<td><strong>93,059.00</strong></td>
<td><strong>-14.48</strong></td>
<td><strong>99.98 %</strong></td>
</tr>
<tr>
<td><strong>INFORMATION TECH/DIGITAL SERV.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5315 Digital Library Services</td>
<td>34,834.84</td>
<td>23,607.00</td>
<td>11,227.84</td>
<td>147.56 %</td>
</tr>
<tr>
<td><strong>Total DIGITAL LIBRARY SERVICES</strong></td>
<td><strong>34,834.84</strong></td>
<td><strong>23,607.00</strong></td>
<td><strong>11,227.84</strong></td>
<td><strong>147.56 %</strong></td>
</tr>
<tr>
<td><strong>INFORMATION TECHNOLOGY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5300 Data Line</td>
<td>35,428.37</td>
<td>52,375.00</td>
<td>-16,946.63</td>
<td>67.64 %</td>
</tr>
<tr>
<td>5303 IT Supplies/Repairs</td>
<td>19,158.51</td>
<td>19,664.00</td>
<td>-505.49</td>
<td>97.43 %</td>
</tr>
<tr>
<td>5305 Hardware Maintenance</td>
<td>13,677.74</td>
<td>26,054.00</td>
<td>-12,376.26</td>
<td>52.50 %</td>
</tr>
<tr>
<td>5306 Software Maintenance</td>
<td>61,701.96</td>
<td>61,700.00</td>
<td>1.96</td>
<td>100.00 %</td>
</tr>
<tr>
<td>5311 Small Equipment/Software</td>
<td>20,804.58</td>
<td>22,331.50</td>
<td>-1,526.92</td>
<td>93.16 %</td>
</tr>
<tr>
<td>5311-IT Equipment/software - Capital Plan</td>
<td>74,154.21</td>
<td>72,500.00</td>
<td>1,654.21</td>
<td>102.28 %</td>
</tr>
<tr>
<td><strong>Total INFORMATION TECHNOLOGY</strong></td>
<td><strong>224,925.37</strong></td>
<td><strong>254,624.50</strong></td>
<td><strong>-29,699.13</strong></td>
<td><strong>88.34 %</strong></td>
</tr>
<tr>
<td><strong>Total INFORMATION TECH/DIGITAL SERV.</strong></td>
<td><strong>259,760.21</strong></td>
<td><strong>278,231.50</strong></td>
<td><strong>-18,471.29</strong></td>
<td><strong>93.36 %</strong></td>
</tr>
<tr>
<td><strong>LIBRARY EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5450 Small Office Equipment</td>
<td>468.00</td>
<td>470.00</td>
<td>-2.00</td>
<td>99.57 %</td>
</tr>
<tr>
<td>6456 Authority Control Cleanup</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5462 Art Commission Expense</td>
<td>2,092.00</td>
<td>2,000.00</td>
<td>92.00</td>
<td>104.60 %</td>
</tr>
<tr>
<td>5463 Postage</td>
<td>12,679.50</td>
<td>7,000.00</td>
<td>5,679.50</td>
<td>181.14 %</td>
</tr>
<tr>
<td>5463-PP Passport Postage</td>
<td>4,639.28</td>
<td>6,600.00</td>
<td>-1,960.72</td>
<td>82.84 %</td>
</tr>
<tr>
<td>5464 T/S Processing &amp; Supplies</td>
<td>7,549.19</td>
<td>10,000.00</td>
<td>-2,450.81</td>
<td>75.49 %</td>
</tr>
<tr>
<td>5468 Circulation Expenses</td>
<td>4,714.52</td>
<td>4,655.00</td>
<td>59.52</td>
<td>101.28 %</td>
</tr>
<tr>
<td>5471 Adult Programs PC</td>
<td>14,109.15</td>
<td>13,332.00</td>
<td>777.15</td>
<td>105.83 %</td>
</tr>
<tr>
<td>5472 YR Programs PC</td>
<td>2,557.72</td>
<td>5,664.00</td>
<td>-3,106.28</td>
<td>45.16 %</td>
</tr>
<tr>
<td>5472-03 YR Programs SRP</td>
<td>5,396.14</td>
<td>9,332.00</td>
<td>-3,935.86</td>
<td>57.82 %</td>
</tr>
<tr>
<td>5472-04 Programming-Young Adult</td>
<td>1,874.18</td>
<td>5,332.00</td>
<td>-3,457.82</td>
<td>35.15 %</td>
</tr>
<tr>
<td>5473 PV Local History Collection</td>
<td>497.82</td>
<td>500.00</td>
<td>-2.18</td>
<td>99.56 %</td>
</tr>
<tr>
<td>5488 T/S ILL/OCLC/ACCESS</td>
<td>80.00</td>
<td>80.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
</tbody>
</table>

Accrual Basis Wednesday, March 4, 2020 08:47 AM GMT-08:00

BLT-March 19, 2020
Item No. 7.C (1)-12
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Actual</th>
<th>Budget</th>
<th>Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>5489</td>
<td>T/S OCLC Activity</td>
<td>7,410.44</td>
<td>8,664.00</td>
<td>-1,253.56</td>
<td>85.53 %</td>
</tr>
<tr>
<td>5490</td>
<td>ILL Activity/OCLC</td>
<td>7,510.61</td>
<td>8,532.00</td>
<td>-1,021.39</td>
<td>88.03 %</td>
</tr>
<tr>
<td>5491</td>
<td>Collection HQ</td>
<td>14,415.00</td>
<td>14,000.00</td>
<td>415.00</td>
<td>102.96 %</td>
</tr>
<tr>
<td>5492</td>
<td>OCLC First Search</td>
<td>2,571.00</td>
<td>2,500.00</td>
<td>71.00</td>
<td>102.84 %</td>
</tr>
<tr>
<td>5550</td>
<td>Misc. Expense</td>
<td>9,458.83</td>
<td>10,000.00</td>
<td>-541.17</td>
<td>94.59 %</td>
</tr>
<tr>
<td><strong>Total LIBRARY EXPENSES</strong></td>
<td></td>
<td><strong>97,943.38</strong></td>
<td><strong>108,872.50</strong></td>
<td><strong>-10,929.12</strong></td>
<td><strong>89.96 %</strong></td>
</tr>
<tr>
<td></td>
<td><strong>LIBRARY MATERIALS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>ADULT LIBRARY MATERIALS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5340</td>
<td>Adult Books</td>
<td>63,345.68</td>
<td>86,000.00</td>
<td>-22,654.12</td>
<td>73.66 %</td>
</tr>
<tr>
<td>5341</td>
<td>Standing Orders</td>
<td>13,660.73</td>
<td>16,000.00</td>
<td>-2,339.27</td>
<td>85.38 %</td>
</tr>
<tr>
<td>5342</td>
<td>Rental Books</td>
<td>4,254.15</td>
<td>2,664.00</td>
<td>1,590.15</td>
<td>159.69 %</td>
</tr>
<tr>
<td>5343</td>
<td>Adult Serials</td>
<td>1,746.60</td>
<td>4,727.00</td>
<td>-2,980.20</td>
<td>36.95 %</td>
</tr>
<tr>
<td></td>
<td><strong>Total ADULT LIBRARY MATERIALS</strong></td>
<td><strong>290,816.28</strong></td>
<td><strong>305,035.00</strong></td>
<td><strong>-14,218.72</strong></td>
<td><strong>95.34 %</strong></td>
</tr>
<tr>
<td></td>
<td><strong>YOUNG READER MATERIALS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5355</td>
<td>YR Books</td>
<td>27,168.67</td>
<td>35,000.00</td>
<td>-7,831.33</td>
<td>77.62 %</td>
</tr>
<tr>
<td>5356</td>
<td>YR Paperbacks</td>
<td>1,081.45</td>
<td>2,864.00</td>
<td>-1,782.15</td>
<td>37.77 %</td>
</tr>
<tr>
<td>5358</td>
<td>Young Adult Books</td>
<td>2,786.67</td>
<td>4,928.00</td>
<td>-2,141.33</td>
<td>56.55 %</td>
</tr>
<tr>
<td>5358-04</td>
<td>YA Materials-Youth Annex</td>
<td>742.16</td>
<td>4,064.00</td>
<td>-3,321.84</td>
<td>18.26 %</td>
</tr>
<tr>
<td>5359</td>
<td>YR Serials - PC</td>
<td>806.50</td>
<td>800.00</td>
<td>-6.50</td>
<td>100.00 %</td>
</tr>
<tr>
<td>5361</td>
<td>YR Books On Cassette</td>
<td>52.63</td>
<td>4,000.00</td>
<td>-3,947.37</td>
<td>1.32 %</td>
</tr>
<tr>
<td>5362</td>
<td>YR Compact Discs</td>
<td>34.99</td>
<td>332.00</td>
<td>-297.01</td>
<td>10.54 %</td>
</tr>
<tr>
<td>5365</td>
<td>YR Videos/DVDs - PC</td>
<td>131.32</td>
<td>1,000.00</td>
<td>-868.68</td>
<td>13.13 %</td>
</tr>
<tr>
<td>5367</td>
<td>YR Foreign Language</td>
<td>494.19</td>
<td>1,600.00</td>
<td>-1,105.90</td>
<td>30.88 %</td>
</tr>
<tr>
<td>5369</td>
<td>YA Compact Discs - PC</td>
<td>664.00</td>
<td>664.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>5370</td>
<td>YA Paperbacks - PC</td>
<td>100.38</td>
<td>1,200.00</td>
<td>-1,099.62</td>
<td>8.37 %</td>
</tr>
<tr>
<td>5372</td>
<td>YR Ebooks</td>
<td>5,700.42</td>
<td>7,332.00</td>
<td>-1,631.58</td>
<td>77.75 %</td>
</tr>
<tr>
<td><strong>Total YOUNG READER MATERIALS</strong></td>
<td></td>
<td><strong>38,283.19</strong></td>
<td><strong>63,784.00</strong></td>
<td><strong>-25,490.81</strong></td>
<td><strong>60.04 %</strong></td>
</tr>
<tr>
<td><strong>Total LIBRARY MATERIALS</strong></td>
<td></td>
<td><strong>329,109.47</strong></td>
<td><strong>368,819.00</strong></td>
<td><strong>-39,709.53</strong></td>
<td><strong>89.23 %</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Purchases</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>5142 Labor Counsel</strong></td>
<td>18,357.40</td>
<td>18,400.00</td>
<td>-42.60</td>
<td>99.77 %</td>
</tr>
<tr>
<td></td>
<td><strong>5145 Legal Services</strong></td>
<td>51,559.74</td>
<td>51,500.00</td>
<td>59.74</td>
<td>100.11 %</td>
</tr>
<tr>
<td></td>
<td><strong>5146 Audit Services</strong></td>
<td>11,175.00</td>
<td>11,180.00</td>
<td>-5.00</td>
<td>99.96 %</td>
</tr>
<tr>
<td></td>
<td><strong>5151 Employment Background Checks</strong></td>
<td>1,267.00</td>
<td>1,270.00</td>
<td>-3.00</td>
<td>99.76 %</td>
</tr>
<tr>
<td></td>
<td><strong>5157 Technical Services</strong></td>
<td>25,972.19</td>
<td>43,750.00</td>
<td>-17,777.81</td>
<td>59.37 %</td>
</tr>
<tr>
<td></td>
<td><strong>5160 Actuarial Reporting Fees</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td><strong>5161 Collection Agency</strong></td>
<td>716.70</td>
<td>664.00</td>
<td>52.70</td>
<td>107.94 %</td>
</tr>
<tr>
<td></td>
<td><strong>5479 Bank Fees - Paylocity</strong></td>
<td>12,172.37</td>
<td>11,328.00</td>
<td>844.37</td>
<td>107.45 %</td>
</tr>
</tbody>
</table>

Accrual Basis Wednesday, March 4, 2020 08:47 AM GMT-00:00

5/6
BLT-March 19, 2020
Item No. 7.C (1)-13
<table>
<thead>
<tr>
<th></th>
<th>ACTUAL</th>
<th>BUDGET</th>
<th>OVER BUDGET</th>
<th>% OF BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total PROFESSIONAL SERVICES</td>
<td>121,219.40</td>
<td>138,092.00</td>
<td>-16,872.60</td>
<td>87.78 %</td>
</tr>
<tr>
<td><strong>SALARIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5100 Salaries &amp; Related</td>
<td>3,301,850.28</td>
<td>3,303,500.00</td>
<td>-1,649.72</td>
<td>99.95 %</td>
</tr>
<tr>
<td>5100-04 Salaries-Youth Annex</td>
<td>46,236.06</td>
<td>46,500.00</td>
<td>-263.94</td>
<td>99.43 %</td>
</tr>
<tr>
<td>5105 FICA/Medicare</td>
<td>236,356.45</td>
<td>236,489.50</td>
<td>-133.05</td>
<td>99.94 %</td>
</tr>
<tr>
<td>5105-04 FICA/Medicare-Annex</td>
<td>3,537.09</td>
<td>3,789.50</td>
<td>-252.41</td>
<td>93.34 %</td>
</tr>
<tr>
<td>5106 State Unemployment</td>
<td>2,206.90</td>
<td>1,500.00</td>
<td>706.90</td>
<td>147.13 %</td>
</tr>
<tr>
<td>5109-CL PERS - Employer (Classic)</td>
<td>184,788.22</td>
<td>179,600.00</td>
<td>5,188.22</td>
<td>102.89 %</td>
</tr>
<tr>
<td>5109-PE PERS - Employer (Pepra)</td>
<td>62,129.99</td>
<td>60,640.00</td>
<td>1,489.99</td>
<td>102.46 %</td>
</tr>
<tr>
<td>5110 Group Insurance</td>
<td>326,491.09</td>
<td>326,000.00</td>
<td>491.09</td>
<td>100.15 %</td>
</tr>
<tr>
<td>5111 Workers Comp</td>
<td>85,810.85</td>
<td>85,000.00</td>
<td>810.85</td>
<td>100.95 %</td>
</tr>
<tr>
<td>5112 CALPERS - Unfunded Liability</td>
<td>303,901.00</td>
<td>303,900.00</td>
<td>1.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td>5113 CALPERS - Long Term Unfunded Liability</td>
<td>100,000.00</td>
<td>100,000.00</td>
<td>0.00</td>
<td>100.00 %</td>
</tr>
<tr>
<td><strong>Total SALARIES</strong></td>
<td>4,653,307.93</td>
<td>4,646,919.00</td>
<td>6,388.93</td>
<td>100.14 %</td>
</tr>
<tr>
<td><strong>Total SALARIES &amp; PROFESSIONAL SERVICE</strong></td>
<td>4,774,527.33</td>
<td>4,785,011.00</td>
<td>-10,483.67</td>
<td>99.76 %</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$6,124,959.92</td>
<td>$6,202,907.20</td>
<td>-$77,947.28</td>
<td>98.74 %</td>
</tr>
<tr>
<td><strong>NET OPERATING INCOME</strong></td>
<td>$-1,205,690.88</td>
<td>$-1,273,007.20</td>
<td>$67,316.32</td>
<td>94.71 %</td>
</tr>
<tr>
<td><strong>NET INCOME</strong></td>
<td>$-1,205,690.88</td>
<td>$-1,273,007.20</td>
<td>$67,316.32</td>
<td>94.71 %</td>
</tr>
</tbody>
</table>
Memo

To: Board of Library Trustees
From: Ryan Roy, Deputy Director RR
Date: March 11, 2020
Re: Updates to the Trustee Policies and Procedures Manual

Background

Pursuant to discussions at prior meetings of the Board of Library Trustees, staff is undertaking a review of the Trustee Policies and Procedures Manual. The goal of this review is to update information for accuracy where needed, remove any information that is obsolete, and suggest operational changes that benefit the District or achieve consistency with current trends in the library profession.

At the March meeting of the Board of Library Trustees, staff are presenting for consideration proposed updates to Section 5000 (Library Operations). The proposed changes are as follows:

- **Section 5010.0**: Annex Hours have been added to the list of open hours for District facilities.
- **Section 5020.2 C-F**: These items list miscellaneous costs and fees. They have been consolidated into a chart, and the fees for missing barcodes, cases, and artwork (which were not mentioned in the Manual previously) have been added.
- **Section 5020.2 H**: The word “maximum” has been changed to “original” to more clearly express the intent of the loan period extension.
- **Section 5020.2 K**: Homeschooling has been added to the language expressing who is eligible to apply for a teacher loan card.
- **Section 5020.3**: The amount that a patron must owe before his or her library privileges are suspended has been raised from $10.00 to $25.00.
- **Section 5020.4**: The Code of Conduct has been amended to address alcoholic beverages.
- **Section 5020.4**: The Code of Conduct has been amended to address illegal activity.
- **Section 5032.2**: A typo in the section number has been corrected; Section 5032.2 was clearly intended to be Section 5030.2, as it falls between 5030.1 and 5030.3.
- **Section 5032.2**: The hyperlink for the order form no longer functions, so the language has been changed to remove the link from the Manual.
- **Section 5040.0**: Section 5040 is repeated twice. This is a typo. The section regarding “Library Charges” should be 5050, as follows Section 5040, “Policies Regarding Library Materials.”

The full, redlined revision suggestions for this section follow this memo.

Recommended Action:

The Board of Library Trustees hereby approves the proposed revisions to Section 5000 of the Trustee Policies and Procedures Manual.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000.0</td>
<td>LIBRARY OPERATIONS</td>
<td>3</td>
</tr>
<tr>
<td>5010.0</td>
<td>HOURS</td>
<td>3</td>
</tr>
<tr>
<td>5015.0</td>
<td>NATIONAL DAYS OF MOURNING</td>
<td>3</td>
</tr>
<tr>
<td>5020.0</td>
<td>LIBRARY USE</td>
<td>3</td>
</tr>
<tr>
<td>5021.0</td>
<td>Eligibility</td>
<td>3</td>
</tr>
<tr>
<td>5022.0</td>
<td>Borrowing Policies</td>
<td>4</td>
</tr>
<tr>
<td>5023.0</td>
<td>Withdrawal of Library Privileges</td>
<td>5</td>
</tr>
<tr>
<td>5024.0</td>
<td>Behavior</td>
<td>6</td>
</tr>
<tr>
<td>5025.0</td>
<td>Unattended Children</td>
<td>8</td>
</tr>
<tr>
<td>5026.0</td>
<td>Peninsula Center Library Study Rooms</td>
<td>8</td>
</tr>
<tr>
<td>5027.0</td>
<td>Copyright Regulations</td>
<td>8</td>
</tr>
<tr>
<td>5028.0</td>
<td>Computer and Internet Use</td>
<td>9</td>
</tr>
<tr>
<td>5030.0</td>
<td>REPRODUCTION AND USE OF DIGITAL PHOTOGRAPHS</td>
<td>12</td>
</tr>
<tr>
<td>5031.0</td>
<td>Overview</td>
<td>12</td>
</tr>
<tr>
<td>5032.0</td>
<td>Fees</td>
<td>12</td>
</tr>
<tr>
<td>5033.0</td>
<td>Acceptable Use</td>
<td>13</td>
</tr>
<tr>
<td>5040.0</td>
<td>POLICIES REGARDING LIBRARY MATERIALS</td>
<td>12</td>
</tr>
<tr>
<td>5041.0</td>
<td>Selection of Materials</td>
<td>12</td>
</tr>
<tr>
<td>5042.0</td>
<td>Disposal of Library Materials</td>
<td>14</td>
</tr>
<tr>
<td>5043.0</td>
<td>Patron Concerns</td>
<td>13</td>
</tr>
<tr>
<td>5050.0</td>
<td>LIBRARY CHARGES</td>
<td>14</td>
</tr>
<tr>
<td>5051.0</td>
<td>Replacement Charges for Lost or Damaged Materials</td>
<td>14</td>
</tr>
<tr>
<td>5052.0</td>
<td>Additional Charges</td>
<td>14</td>
</tr>
<tr>
<td>5053.0</td>
<td>Use of Collection Agency Services</td>
<td>15</td>
</tr>
<tr>
<td>5054.0</td>
<td>Refund Policy for Paid Material Returned</td>
<td>15</td>
</tr>
<tr>
<td>5060.0</td>
<td>GIFT ACCEPTANCE</td>
<td>16</td>
</tr>
<tr>
<td>5061.0</td>
<td>Purpose and Scope</td>
<td>16</td>
</tr>
<tr>
<td>5062.0</td>
<td>Acceptance of Gifts, Grants, and Bequests - General</td>
<td>16</td>
</tr>
<tr>
<td>5063.0</td>
<td>Types of Gifts</td>
<td>17</td>
</tr>
<tr>
<td>5070.0</td>
<td>VOLUNTEER SERVICES</td>
<td>18</td>
</tr>
<tr>
<td>5080.0</td>
<td>KEY POLICY</td>
<td>20</td>
</tr>
<tr>
<td>5081.0</td>
<td>Purpose</td>
<td>20</td>
</tr>
<tr>
<td>5082.0</td>
<td>Types of Keys and Authorization Levels</td>
<td>20</td>
</tr>
<tr>
<td>5083.0</td>
<td>Key Records</td>
<td>21</td>
</tr>
<tr>
<td>5084.0</td>
<td>Key Signature Form</td>
<td>21</td>
</tr>
<tr>
<td>5085.0</td>
<td>Procedure for Key Issuance</td>
<td>21</td>
</tr>
<tr>
<td>5086.0</td>
<td>Key Loaning or Transferring</td>
<td>21</td>
</tr>
<tr>
<td>5087.0</td>
<td>Duplicating Keys</td>
<td>21</td>
</tr>
<tr>
<td>5088.0</td>
<td>Broken/Worn Keys</td>
<td>22</td>
</tr>
<tr>
<td>5089.0</td>
<td>Lost/Stolen Keys</td>
<td>22</td>
</tr>
<tr>
<td>50810.0</td>
<td>Found Keys</td>
<td>22</td>
</tr>
<tr>
<td>50811.0</td>
<td>Returning Keys</td>
<td>22</td>
</tr>
<tr>
<td>50812.0</td>
<td>Key Inventory List</td>
<td>22</td>
</tr>
<tr>
<td>50813.0</td>
<td>After Hour Access</td>
<td>23</td>
</tr>
<tr>
<td>50814.0</td>
<td>Equipment/Information Technology/Custodial Rooms</td>
<td>23</td>
</tr>
</tbody>
</table>
5000.0 LIBRARY OPERATIONS

5010.0 Hours

Peninsula Center Library
- Monday through Thursday: 9:00 a.m. - 8:00 p.m.
- Friday: 9:00 a.m. - 6:00 p.m.
- Saturday: 10:00 a.m. - 5:00 p.m.
- Sunday: 1:00 p.m. - 5:00 p.m.

Malaga Cove Library
- Monday: 10:00 a.m. - 5:00 p.m.
- Tuesday: 10:00 a.m. - 5:00 p.m.
- Wednesday: 10:00 a.m. - 5:00 p.m.
- Thursday: 10:00 a.m. - 5:00 p.m.
- Friday: 10:00 a.m. - 5:00 p.m.
- Saturday: 10:00 a.m. - 5:00 p.m.
- Sunday: Closed

Miraleste Library
- Monday: 11:00 a.m. - 6:00 p.m.
- Tuesday: 10:00 a.m. - 6:00 p.m.
- Wednesday: 10:00 a.m. - 6:00 p.m.
- Thursday: 11:00 a.m. - 6:00 p.m.
- Friday: 11:00 a.m. - 6:00 p.m.
- Saturday: 10:00 a.m. - 5:00 p.m.
- Sunday: Closed

The Annex (School Year Hours)
- Monday – Friday: 3:00 p.m. – 7:00 p.m.
- Saturday – Sunday: Closed

The Annex (Summer Hours)
- Monday – Friday: 1:00 p.m. – 5:00 p.m.
- Saturday – Sunday: Closed

Revised May 12, 1988; Revised November 1, 1991; Revised July 16, 1993; Revised November 10, 1994; Revised March 9, 1995; Revised April 13, 1995; Revised August 5, 1995; Revised January 11, 1996; Revised June 13, 1996; Revised April 10, 1997; Revised December 11, 1997; Revised February 1999; Reviewed January 1999; Revised May 1, 1999; Reviewed June 8, 2000; Reviewed September 8, 2000; Revised May 10, 2007; Revised February 19, 2009; Revised June 11, 2009; Revised June 20, 2013; Revised July 16, 2015; Reviewed September 17, 2015

5015.0 National Days of Mourning

The Board of Library Trustees authorizes the District Director, in the event that the President of the United States declares a national day of mourning, to close library facilities on that day.

Adopted January 13, 1973; Revised December 12, 1991; Revised June 11, 2009; Reviewed September 17, 2015

5020.0 Library Use

5020.1 Eligibility
A. WHEREAS the Board of Library Trustees supports the concept that all people of the state have free and convenient access to all library resources and services;

BE IT RESOLVED that the Palos Verdes Library District will extend to all residents of the State of California the same borrowing privileges available to the residents of the Palos Verdes Library District.

Out-of-state visitors may be issued with a temporary Visitor’s Card provided they are able to meet the identification requirements listed below. Visitors Cards will be valid for no more than three months.

Adopted January 9, 1969; Revised July 9, 1987; Revised December 13, 2007; Revised June 11, 2009; Reviewed September 17, 2015

B. Identification Requirements

1. Patrons age 14 and older must show photo identification and proof of current address. Acceptable identification includes any of the following:

   a) Government-issued photo identification showing current address (such as a Driver’s license or state identification card) OR

   b) Photo identification that does not show current address and additional proof of current address (such as a current utility bill, bank statement, or credit card bill showing name and current address).

2. Minors (under 14 years of age): parent or legal guardian must be present to show identification required (described above) and to sign the library card application form.

   Exceptions to the above:

   a) Minors visiting the library on a supervised class trip may obtain a library card if the teacher or scout leader in charge of the group has obtained a completed library card application form from the parents or legal guardians prior to the library visit.

   b) Library card applications received via the enrollment process for any school located within the Palos Verdes Library District service boundaries, will be deemed to have the consent of the parent or legal guardian.

3. California residents may apply for a library card via Palos Verdes Library District’s website. Such cardholders will not be allowed to borrow library materials unless they meet the identification requirements in section 5020.1.B above.

Adopted January 9, 1969; Revised July 9, 1992; Revised September 8, 1994; Revised April 11, 1996; Revised June 13, 1996; Revised July 13, 2000; Revised April 11, 2002; Revised December 13, 2007; Reviewed June 11, 2009; Revised September 17, 2015; Revised June 15, 2017

5020.2 Borrowing Policies

A. Loan Periods and Fees for Library Materials

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Loan Period</th>
<th>Loan Fee</th>
<th>Number of Renewals</th>
<th>Hold Allowed</th>
<th>Overdue Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Movies</td>
<td>2 days</td>
<td>$2</td>
<td>1</td>
<td>yes, 3 max</td>
<td>$1 per day</td>
</tr>
<tr>
<td>Material Type</td>
<td>Loan Period</td>
<td>Loan Fee</td>
<td>Number of Renewals</td>
<td>Hold Allowed</td>
<td>Overdue Fee</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------</td>
<td>----------</td>
<td>--------------------</td>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>&quot;Non-new&quot; Movies</td>
<td>1 to 4 weeks</td>
<td>$1 per week</td>
<td>30</td>
<td>yes, 20 max</td>
<td>$1 per day</td>
</tr>
<tr>
<td>Rental Books</td>
<td>1 to 4 weeks</td>
<td>$2 per week</td>
<td>1</td>
<td>no</td>
<td>$.30 per day</td>
</tr>
<tr>
<td>New Books</td>
<td>2 weeks</td>
<td>free</td>
<td>30</td>
<td>yes, 20 max</td>
<td>$1 per day</td>
</tr>
<tr>
<td>Magazines</td>
<td>1 week</td>
<td>free</td>
<td>1</td>
<td>no</td>
<td>$.30 per day</td>
</tr>
<tr>
<td>Video Games</td>
<td>2 weeks</td>
<td>free</td>
<td>1</td>
<td>yes, 3 max</td>
<td>$1 per day</td>
</tr>
<tr>
<td>Textbooks</td>
<td>2 hours</td>
<td>free</td>
<td>1</td>
<td>no</td>
<td>$5 per hour</td>
</tr>
<tr>
<td>All Other Adult Materials</td>
<td>3 weeks</td>
<td>free</td>
<td>30</td>
<td>yes, 20 max</td>
<td>$.30 per day</td>
</tr>
<tr>
<td>All Children’s Materials</td>
<td>3 weeks</td>
<td>free</td>
<td>30</td>
<td>yes, 20 max</td>
<td>none</td>
</tr>
</tbody>
</table>

B. Loan Periods and Fees for Library Technology & Equipment Rentals

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Loan Period</th>
<th>Loan Fee</th>
<th>Number of Renewals</th>
<th>Hold Allowed</th>
<th>Overdue Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>2 hours</td>
<td>free</td>
<td>1</td>
<td>yes</td>
<td>$5 per hour</td>
</tr>
<tr>
<td>Tier 2</td>
<td>1 week</td>
<td>free</td>
<td>1</td>
<td>yes</td>
<td>$10 per day</td>
</tr>
<tr>
<td>Tier 3</td>
<td>3 weeks</td>
<td>free</td>
<td>1</td>
<td>yes</td>
<td>$10 per day</td>
</tr>
</tbody>
</table>

Technology and equipment rentals require a borrowing agreement.

C. Miscellaneous Costs and Fees

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Overdue Fee for Adult Items</td>
<td>$10</td>
</tr>
<tr>
<td>Replacement Cost for Lost or Damaged Items</td>
<td>cost + $5 processing fee</td>
</tr>
<tr>
<td>Missing Disc</td>
<td>$6</td>
</tr>
<tr>
<td>Missing Library Material Inserts</td>
<td>$5</td>
</tr>
<tr>
<td>Missing Case</td>
<td>$5</td>
</tr>
<tr>
<td>Missing Barcode</td>
<td>$1</td>
</tr>
<tr>
<td>Hold not collected or not canceled</td>
<td>$1</td>
</tr>
</tbody>
</table>
D. Items on which holds have been placed by another patron may not be renewed.

E. Borrowers may request an extended “vacation loan” for any item, provided the extended loan does not exceed the original loan period for that item, and provided there are no holds on the item.

F. All materials labeled “Reference” must be used in the library. Reference materials shelved behind the Reference Desk may be borrowed for in-library use by leaving valid identification at the reference desk. Unauthorized removal of any reference materials from the library may be considered theft under the California State Penal Code, Section 490.5, and offenders may be subject to prosecution.

G. An Interlibrary Loan (ILL) request may be made for material NOT found in the Palos Verdes Library District’s collections. A non-refundable fee of $2 per ILL request is assessed when the request is placed. This fee is for the ILL search only, and is assessed regardless of whether or not the material is available. A $5 fee is assessed for materials ordered and received, but not picked up. Overdue fines for ILL materials are $3 per day per item.

H. Teachers who provide proof of current employment in a teaching position at a school (including pre-schools and homeschooling), college or university may apply for a teacher loan card.

1. This card must be updated annually.
2. Teachers with an up to date teacher loan card may borrow juvenile and adult print materials for a period of six weeks. Limits on high demand items and formats may apply.
3. Items borrowed on a teacher loan card may be renewed one time for a period of 6 weeks. Items on which holds have been placed by another patron may not be renewed.
4. Movies borrowed on a teacher loan card are exempt from video fees for one loan period. Movies borrowed on a teacher loan card have the standard PVLD loan period of two days or seven days. For movies with a seven-day loan period, additional weeks may be added at checkout for the regular $1.00 per week fee. Movies may be renewed one time for the regular fee.
5. All other usual fees apply to items checked out on teacher loan cards.
6. The teacher, not the school, is responsible for all items and fees borrowed on a teacher loan card.

Adopted October 20, 1965; Revised January 30, 1986; Revised June 11, 1992; Revised May 12, 1994; Revised October 9, 1997; Revised April 11, 2002; Revised November 13, 2003; Revised May 13, 2004; Revised February 10, 2005; Revised April 14, 2005; Revised August 9, 2007; Revised August 14, 2008; Reviewed June 11, 2009; Last Revised April 18, 2013; Revised August 15, 2013; Revised January 21, 2016; Revised February 18, 2016; Revised September 17, 2015; Revised April 20, 2017; Revised June 21, 2018

5020.3 Withdrawal of Library Privileges

If an individual owes $25.00 or more in fees, his or her library privileges will be suspended until the account balance falls below $25.00.

Adopted October 20, 1965; Revised January 30, 1986; Revised June 11, 1992; Revised May 12, 1994; Revised October 9, 1997; Revised April 11, 2002; Revised November 13, 2003; Revised May 13, 2004; Revised February 10, 2005; Revised April 14, 2005; Revised August 9, 2007; Revised August 14, 2008; Reviewed June 11, 2009; Last Revised April 18, 2013; Revised August 15, 2013; Revised January 21, 2016; Revised February 18, 2016; Revised September 17, 2015; Revised April 20, 2017; Revised June 21, 2018

5020.4 Behavior

A. Code of Conduct

The Palos Verdes Library District and its staff are committed to providing a safe, comfortable, and pleasant atmosphere on its premises for all persons. Patrons shall observe the following Code of Conduct:
1. All interactions with people in the library must be conducted in a courteous and respectful manner. Verbal and physical harassment of anyone is not permitted.

2. Patrons must comply with all Palos Verdes Library District policies and posted guidelines.

3. Behavior that interferes with others’ use of the library, that creates a visual or auditory nuisance, or that is unsafe is not allowed. Roughhousing and intimate displays of affection are not permitted.

4. No smoking or vaping inside the library or within 20 feet of entrances, exits, and operable windows. Smoking refers to the use of traditional tobacco products and marijuana. Vaping refers to the use of electronic smoking devices. The use of any other device that produces smoke, fumes or vapors is prohibited.

5. Noise should be minimized and kept to an appropriate level so that it does not interfere with the use of the library by others. Talking, whispering, or making noise that is audible to others is prohibited in any designated quiet zone. Cellular phones may be used except in designated quiet zones.

6. Beverages (non-alcoholic) in covered containers and food may be consumed in the library unless otherwise posted. Exceptions are at the computer workstations where only beverages in covered containers are allowed, and in the Local History Room where no food or beverages are allowed. Patrons are expected to clean up after themselves and to dispose of their trash in the appropriate receptacles.

7. Roller skates, rollerblades, skateboards hover boards and scooters may not be used in the library or on library premises.

8. Personal property may not be placed in aisles, walkways or seating areas so as not to create a hazard or an obstruction to the pathways or seating of others.

9. Any person responsible for an odor that disturbs a reasonable person and which impairs the ability of others to use the library shall be required to leave the building.

10. No animals shall be permitted in the building except for service animals or animals used in library programs.

11. Weapons are not permitted in the library or on library premises.

12. The library is not responsible for the care of unattended children. Children aged nine or under must be adequately supervised by a responsible person in accordance with Palos Verdes Library District’s Policy on Unattended Children (5020.5).

13. Selling, panhandling, or soliciting, or any combination of these activities, are not allowed inside Palos Verdes Library District facilities or within 25 feet of building entrances except in accordance with Palos Verdes Library District Policy No. 6080.0 (Sale of Items on Palos Verdes Library District Premises) and Policy No. 6090.0 (Uses Related to Political Issues).

14. Alcoholic beverages are not permitted on Palos Verdes Library District property unless by consent of the District Director.

15. Illegal activity is expressly prohibited.

B. Enforcement

Any individual or group who violates the Palos Verdes Library District’s Code of Conduct may be asked for identification. Repeated or serious violations are grounds for immediate removal from Palos Verdes Library
District premises at the discretion of staff and may result in the suspension of library privileges.

Patrons whose library privileges have been suspended are entitled to appeal the suspension at a hearing conducted by the District Director or his/her designee.

C. Monitors

The hiring of monitors (security officers) has been approved by the Board of Library Trustees. Monitors may be hired at the discretion of the District Director as necessary.

Adopted December 9, 1982; Revised December 10, 1987; Revised June 11, 1992; Revised June 11, 2009; Revised January 16, 2014; Revised September 17, 2015; Revised December 17, 2015; Revised December 15, 2016

5020.5 Unattended Children

The Palos Verdes Library District as a public institution is devoted to serving the needs of patrons of all ages. The library staff, however, cannot assume responsibility for the safety, custody and conduct of children left unattended. Parents are advised that:

A. Children age nine and under shall be attended and adequately supervised by a responsible person (parent, guardian, other caregiver, or mature adolescent, age fourteen or older). The responsible person must remain in the immediate vicinity of the child at all times and is responsible for the child’s activity and behavior during their entire visit.

B. If a child is found unattended, library staff will attempt to locate the parent/caregiver and inform him/her of the policy and may, but is not required to, ask the child to wait in a monitored location within the library until the parent/caregiver is located.

C. At library closing time, children ages 12 and under who do not have transportation home will be asked for names and phone numbers of people who can pick them up at the library. If no responsible adult is reached, the child may be allowed, but is not required, to wait in a monitored area on library property until picked up by the parent/guardian or other designated adult.

D. In any situations where a child’s safety or welfare is believed to be at risk, law enforcement may be contacted.

E. Repeated or egregious instances of a child being left unattended either during or outside library open hours may result in loss of library privileges for the child and/or parent or guardian.

F. Young people ages thirteen through seventeen are treated as adult users. However, they are still legally the responsibility of their parents or guardians and should have emergency contact information available.

Adopted July 9, 1987; Revised November 13, 2003; Revised June 11, 2009; Revised April 8, 2010, Revised April 19, 2012; Revised September 17, 2015

5020.6 Peninsula Center Library Study Rooms

The library has 12 study rooms for up to three people and six study rooms for up to eight people.

Study rooms may be checked out by anyone with a valid Palos Verdes Library District library card in accordance with the following policies:

A. Study rooms are checked out using the library’s reservation system.

B. Study rooms are checked out for specific sessions that are established by staff to reflect library open hours and usage patterns and may change from time to time.

C. Study room sessions may be checked out on the day of use only..
D. Only one study room session may be checked out at a time.

E. Use of study rooms must begin within 10 minutes of the session time or the session will be forfeited to the next user.

F. Study rooms are not locked. The Palos Verdes Library District is not responsible for belongings left in the rooms.

G. The library cardholder to whom a study room is checked out is responsible for the condition and use of the study room.

H. Disruptive or excessive noise will result in expulsion from the library and suspension of study room checkout privileges.

I. Vandalism, defacing, abusing or misusing study rooms will result in expulsion from the library and suspension of study room checkout privileges. The library cardholder will be responsible for the cost of labor and materials to repair any damage.

J. Damage, vandalism, excessive food waste, or other problems with the condition of a study room must be reported to library staff within 10 minutes of the start of a study room session or the current library cardholder will be considered responsible.

Violation of this policy will result in suspension of study room checkout privileges and may result in suspension of library privileges at the discretion of the District Director.

Adopted March 9, 2006; Revised October 12, 2006; Revised August 9, 2007; Revised November 8, 2007; Revised June 11, 2009; Revised August 10, 2009; Revised September 19, 2013; Reviewed September 17, 2015; Revised May 19, 2016

5020.7 Copyright Regulations

Copying of any library material owned by Palos Verdes Library District, including books, periodicals, newspapers, phonodiscs, audiotapes, videotapes and information in any form is governed by United States copyright law. The following notice is to be posted in all Palos Verdes Library District libraries:

NOTICE
WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Adopted July 12, 1990; Revised June 11, 1992; Revised December 13, 2007; Revised June 11, 2009; Reviewed September 17, 2015

5020.8 Computer and Internet Use

A. General

In accordance with its Vision and Mission, the Palos Verdes Library District is committed to providing our diverse community with access to educational, informational, recreational, and cultural resources. This
includes access to computer workstations and to the vast array of electronic resources available through the Internet.

All computer users will be required to consent to Palos Verdes Library District’s Computer and Internet Use Policy. Parents or guardians of minor children will be required to accept responsibility for their children’s compliance with this policy.

A valid Palos Verdes Library District library card should be used to access Palos Verdes Library District’s public computer workstations other than workstations dedicated to the library catalog and subscription databases. Computer access for those without a valid Palos Verdes Library District library card (e.g. a visitor to the area) can be arranged upon request.

Users may reserve one computer session per day. Reservations must be made in the library and may only be made on a “same day” basis. Users may be allowed additional computer time if available. Session lengths will be established by staff to reflect demand and usage patterns for Palos Verdes Library District’s branches and departments and are subject to change.

Computer privileges may be suspended in accordance with the provisions of Policy No. 5020.4 (Withdrawal of Library Privileges) or as a result of failure to comply with the provisions of this policy.

The library’s computer workstations are set up for use by a single individual. In limited circumstances, such as a parent/guardian with children or two people working on a project or assignment, two or more people will be allowed to work together at a single workstation. If an individual or group creates a disturbance or interferes with the use of the library by others they will be asked to correct the behavior or to leave the computer area.

In addition to offering computers for public use, Palos Verdes Library District also provides wireless Internet (WiFi) for use by the public at no charge at all of its locations. In connecting their personal devices to Palos Verdes Library District’s WiFi network users are deemed to have consented to Palos Verdes Library District’s Computer and Internet Use Policy.

B. Internet Access

The Internet is a vast and unregulated medium. Palos Verdes Library District has limited control over the information, images, and commentary available through the Internet and is not responsible for the accuracy, authority, or timeliness of the content. Further, Palos Verdes Library District cannot protect users from images or information that they might find offensive or disturbing.

Palos Verdes Library District uses commercially available filtering technology on all library computers with Internet access and its WiFi network. Filtering is intended to prevent access to illegal visual materials of an obscene or sexually explicit nature, including material considered harmful to minors under the California Penal Code (section 313.3) or prohibited under the Children’s Internet Protection Act (CIPA) (Sec. 1701-1741 of Title XVIII of the United States Code).

Filtering technology is imperfect. No filtering software can block 100% of potentially illegal sites and legitimate sites may be blocked. Adults aged 17 or older may request that a blocked website be unblocked for lawful purposes by completing the “Request to Unblock a Website” form and returning it to the reference or circulation desk at any of our libraries. Parents or legal guardians must complete the form on behalf of children aged 16 or under. Completed forms will be forwarded to Palos Verdes Library District management for review. Every effort will be made to unblock sites deemed to be appropriate for unblocking within 72 hours of receipt of the form.

Parents and legal guardians have the responsibility to oversee their child’s exposure to and use of the Internet. Parents and children are encouraged seek guidance from library staff.
Palos Verdes Library District reminds users that the library is a public space shared by people of all ages and backgrounds. Users of computers or other devices, whether owned by Palos Verdes Library District or by library patrons) must be considerate and respectful of other library users, and especially mindful of children in the library, particularly when accessing information or images that others may find offensive.

Library and computer user information is kept confidential in accordance with Palos Verdes Library District’s policy on Confidentiality of Library Records (2020.5).

C. User Responsibility

All computer and WiFi users are expected to use these resources in a manner consistent with the purposes for which it is provided and in accordance with the policies, procedures, and guidelines established by Palos Verdes Library District. Responsible use of Palos Verdes Library District’s computers and the Internet includes:

1. Refraining from illegal or unethical use, including violation of federal, state, or local laws and regulations.

2. Respecting intellectual property rights, copyright laws, and software licensing agreements by making only authorized copies of copyrighted or licensed software or data.

3. Respecting the privacy of others.

4. Not representing oneself as another user.

5. Not attempting to modify or gain access to files, passwords, or data belonging to others.

6. Not seeking disallowed access to any computer system (“hacking”) via the Internet.

7. Refraining from damaging or altering the configuration of the equipment or any software or data residing on that equipment or on the Internet.

8. Refraining from the deliberate propagation of destructive processes such as computer “worms,” “viruses,” and “trojan horses”.

Repeated or serious violations of this policy are grounds for immediate loss of computer privileges and may result in removal from Palos Verdes Library District premises or suspension of library privileges at the discretion of staff.

Adopted March 8, 2006; Revised October 9, 2008; Revised April 8, 2010; Revised September 17, 2015

C. Website Privacy Statement

1. General information

Individual visits to electronic services are logged automatically by servers and software programs are used to summarize data from those visits. The data summaries do not identify individual visitors by name. Server logs and statistical summaries are reviewed to learn how to improve website content, online services, and better manage network traffic and troubleshoot server problems.

2. Personal information

Patrons may submit their names, email addresses, postal addresses or telephone numbers in order to receive library services, such as email updates regarding your account, registering for library cards,
ordering materials, email newsletters and receiving personal responses to questions. The library does not distribute information to outside companies or organizations unless legally required to do so. Members of the public may be mentioned by name on the website, for example, in public meeting agendas and minutes, library event descriptions or photos, as bidders on public projects or as contributors to web page content.

3. Cookies

Cookies are small text files placed on user computers by a website to enable customization of individual visits. Some library electronic services, such as the Library Catalog and remote databases, place temporary cookies for current sessions. These cookies do not capture personal information or compromise visitor privacy, and are deleted when sessions are ended. Visitors can refuse the cookie by using instructions provided in browsers, which may result in an inability to access some library services from computers outside the library.

4. Security

The Palos Verdes Library District has taken reasonable steps to safeguard the integrity of its data and prevent unauthorized access to information it maintains, including but not limited to authentication, monitoring, and auditing. Security measures have been integrated into the design, implementation and day-to-day practices of the entire operating environment as part of its continuing commitment to risk management. These measures are intended to prevent corruption of data, block unknown or unauthorized access to our systems and information, and to provide reasonable protection of private information in our possession.

5. Outside Websites

The library's website includes selected links to outside sites. Those sites may have different privacy statements and the library's notice does not apply. The library is not responsible for protecting personal information gathered by outside websites.

Adopted July 13, 2006; Reviewed June 11, 2009; Revised May 23, 2013; Revised September 17, 2015

---

5030.0 Reproduction and Use of Digital Photographs

5030.1 Overview

The Palos Verdes Library District holds a collection of historic photographs which have been digitized and are available through the Palos Verdes Library District website. Higher resolution commercial quality TIFF files are available for download in accordance with the requirements of this policy.

Revised September 17, 2015

5030.2 Fees

Individual Use:
- $10 per image for individual resident (90274, 90275 zip codes)
- $25 per image for individual non-resident

Commercial Use: (For-profit or non-profit)
- $50 per image for local business or organization (90274, 90275 zip codes)
- $75 per image for non-local business or organization

[Note: Fees may be modified only with approval of the District Director.]
All orders are to be pre-paid. An order form can be found online or can be provided upon request by contacting library staff.

5030.3 Acceptable Use

The photo collection is intended for personal research, scholarly or educational use. Permission is granted for a one-time use only. Any further reproduction, redistribution, publication, exhibit or other use without prior written permission from the Palos Verdes Library District is prohibited.

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. In compliance with that law, Palos Verdes Library District makes its historic photographs available to the public for “private study, scholarship, or research.” Using a reproduction for purposes in excess of “fair use” may be considered an infringement of copyright law.

Palos Verdes Library District is considered the owner but may not be the copyright holder for all of its photos. The user must assume responsibility for identifying and satisfying the requirements of copyright holders before publishing the material. The library assumes no responsibility for improper use of images from its collection.

If used in publication, a credit note such as “Palos Verdes Library Local History Collection” must be used.

Adopted October 13, 2011; Revised September 17, 2015

5040.0 Policies Regarding Library Materials

5040.1 Selection of Materials

The Board of Library Trustees, recognizing the pluralistic nature of this community with the varied backgrounds and needs of all its patrons, hereby adopts the following principles and practices as the Library Materials Selection Policy.

A. The Philosophy Statements contained in Section 2020.0 of this Policy & Procedure Manual are fundamental to this policy.

B. The library is considered a resource of thought, opinion and expression of humankind, and as such, materials in its collection are inclusive rather than exclusive.

C. Library materials are primarily chosen for values of interest, proven or potential, information and enlightenment of all people in our community. Secondary considerations include availability, cost, the amount of similar materials already in the collection and the extent to which the materials may be available elsewhere in the community or via inter-library loan.

D. Library materials selection shall be vested in the District Director and under his or her direction such members of the staff who are qualified by reason of education or training. Any library materials so selected shall be held to be selected by the Board of Library Trustees.

E. Discriminating use of library materials is purely an individual matter, and while everyone is free to reject for themselves materials which they do not approve, they shall not be allowed to impose their personal taste in restricting the freedom to access of library materials for others.

F. As an institution devoted to the dissemination of the knowledge of humankind and adhering to the right of all patrons to free access of library materials, the library does not wish to be placed in the position of interfering with the right of parents or guardians to determine their children's selection of materials. Any restriction to access of library materials shall be the sole responsibility of a child's parent or guardian.

G. The library does not place materials on "closed shelves" to protect the public from the content of the material. Other than reference materials, the only items of limited access are those which themselves
need protection because of cost, frequency of use, susceptibility to loss or damage, and fragility or physical format unsuited to heavy use.

H. Gifts of library materials or funds to enrich the library's collection are welcome. The principles and practices set forth here are applied to all materials proffered. The library reserves the right to accept or refuse any conditions placed upon gifts of materials or funds.

Adopted August 9, 1990; Revised June 11, 2009; Revised September 17, 2015

5040.2 Disposal of Library Materials

Disposal of library materials is a normal and on-going part of library operations. Library materials are items in the collection for use by the public including, but not limited to, books, periodicals, videocassettes, compact discs and audiocassettes. Although the District Director or his/her designee make the ultimate decision regarding disposal/retention of library materials, consideration needs to be given to:

- suitability of item(s) to other locations;
- availability of item(s) at other locations; and
- the necessity of repurchasing the item(s) now or in the future.

All deselected library materials are considered for sale by the Peninsula Friends of the Library.

Adopted June 8, 2000; Revised June 11, 2009; Reviewed September 17, 2015

5040.3 Patron Concerns

Patrons raising questions regarding library materials are given the opportunity to complete either the "Request for Reconsideration of an Item in the Collection" form (Exhibit A) or the "Request for Reconsideration of an Item Not in the Collection" (Exhibit B) form together with copies of the Library Materials Selection Policy, the Mission and Goals of the Palos Verdes Library District, and the Library Bill of Rights.

Adopted December 13, 1990; Revised June 11, 2009; Revised September 17, 2015

5050.0 Library Charges

5050.1 Replacement Charges for Lost or Damaged Material

The price of each item in the library’s collection is listed in the bibliographic record of the database. The price is determined by the vendor of the product or the cataloging librarian.

5050.2 Additional Charges:

- Computer Printouts: $.15 per page for black and white, $.75 per page for color
- Printouts on Public Photocopiers: $.15 per page for black and white, $.75 per page for color
- Copying on Public Photocopiers: $.15 per page for black and white, $.75 per page for color
- Scanning on public photocopiers: no charge
- Faxing on public photocopiers: no charge
- Microform Photocopiers: $.25 per image
Photocopies made by Palos Verdes Library District personnel for any type of documents other than photocopies made pursuant to the Public Records Act: $.50 per page for black and white and $1 per page for color

Photocopies made pursuant to the Public Records Act: $1 for first page, $.10 per additional page

Faxing Services (sending or receiving): $1.50 for Local Services, $1 for each additional page; $2.50 for Long-Distance Services, $5.00 for out of the country; $1.50 for each additional page

All other scanning services: $5 flat fee plus $.25 per page, burn to disc $10

Returned Checks: $25 per check

Meeting Rooms: Refer to Policy No. 6020.0 (Meeting Room Policies and Procedures)

Display Cases/Exhibits: No charge for display; $25 removal fee if not removed in accordance with Policy No. 6040.0 (Display Case Policies and Procedures)

Notary Service: As provided by Government Code Section 8211 (Fees)

Exam Proctoring Service: $50 per exam, maximum four (4) hours

Passport Acceptance Service Fee - As provided under Title 22 of the code of Federal Regulations, Part 51, Section 51.61(b) of 22 CFR

Passport Photos - $15

Revised January 12, 2006; Revised March 9, 2006; Revised February 8, 2007; Revised March 8, 2007; Revised December 13, 2007; Revised June 12, 2008; Revised August 14, 2008; Revised June 11, 2009; Revised January 14, 2010; Revised October 13, 2011; Revised September 17, 2015; Revised March 17, 2016; Revised June 21, 2018

5050.3 Use of Collection Agency Services

Recognizing that it is in the best interest of Palos Verdes Library District and community to assure that library materials are returned promptly so that others may benefit from their use and that costs are associated with the notification and collection of overdue materials, Palos Verdes Library District utilizes the services of a collection agency in its efforts to assure the return of materials and collection of fees. All contracts entered into for purposes of collection must be approved by the Board of Library Trustees. Delinquent accounts with a balance exceeding $75.00 will be sent to the collection agency. An additional $15.00 processing fee will be added to the patron record each time an account is sent to the collection agency.

Adopted August 11, 1994; Revised July 10, 1997; Revised April 11, 2002; Revised December 13, 2007; Revised June 11, 2009; Reviewed September 17, 2015; Revised June 21, 2018

5050.4 Refund Policy for Paid Material Returned

Palos Verdes Library District will not refund the cost of an item or processing fees related to the item.

Adopted August 9, 1990; Revised November 14, 1991; Revised November 12, 1992; Revised June 10, 1993; April 14, 1994; Revised May 12, 1994; Revised June 9, 1994; Revised November 10, 1994; Revised May 11, 1995; Revised December 12, 1996; Revised October 9, 1997; Revised January 1999; Revised August 12, 1999; Revised June 8, 2000; Revised August 9, 2001; Revised April 11, 2002; Revised November 10, 2005; Revised January 12, 2006; Revised December 13, 2007; Revised February 14, 2008; Revised June 11, 2009; Revised September 17, 2015
5060.0 Gift Acceptance

5060.1 Purpose and Scope

The Palos Verdes Library District solicits and accepts gifts from individuals, businesses, corporations, and foundations to support Palos Verdes Library District’s Vision and Mission and to enhance its programs, services, collections, and facilities. This policy governs the acceptance of such gifts by Palos Verdes Library District and provides guidance to prospective donors. The provisions of this policy shall apply to all gifts received by the Palos Verdes Library District.

5060.2 Acceptance of Gifts, Grants, and Bequests - General

The Board of Library Trustees may accept any bequest or gift of money or property on behalf of the Palos Verdes Library District for the purpose of enhancing its programs, services, collections, and facilities. Palos Verdes Library District reserves the right to accept/reject any proposed gift or donation or to accept/reject any conditions placed upon gifts or donations.

Donors will be recognized in accordance with Policy No. 7031.0 (Donor Recognition Opportunities).

To be acceptable, a gift must satisfy all of the following criteria:

1. has a purpose consistent with, or is useful to, Palos Verdes Library District’s vision and mission;
2. does not begin a program or service which the Board of Library Trustees would be unwilling to continue when the donated funds are exhausted;
3. grants Palos Verdes Library District exclusive and unconditional ownership of the gift;
4. does not impose unacceptable restrictions, conditions, or obligations;
5. does not imply endorsement of any business or product or of any specific religious or political point of view;
6. does not conflict with any provisions of Palos Verdes Library District policy or local, state or federal laws; and
7. does not result in unreasonable additional staff workload or costs (such as installation or maintenance costs).

Provided the above criteria are met Palos Verdes Library District will, whenever possible, honor the preference of the donor regarding the designated use of a gift.

Gifts offered with specific restrictions must be approved by the Board of Library Trustees before they are accepted. The donor must put all restrictions in writing, and if any excess is anticipated after the donor’s initial restriction is satisfied, limitations on the use of the excess, if any, should be included. If it becomes unfeasible or impractical to meet the restriction of any gift, Palos Verdes Library District will attempt to negotiate the removal of the restriction. If this cannot be achieved Palos Verdes Library District may either return any residual funds to the donor or, if this is not feasible, remove the restriction in accordance with California Probate Code Section 18507.

Palos Verdes Library District reserves the right to dispose of gifts deemed no longer needed or suitable.

Palos Verdes Library District will not assess or suggest a value for non-monetary gifts for tax or other purposes and will not supply itemized lists of donated items. Donor(s) should make their own arrangements for valuation or appraisal of donated items and maintain their own itemized lists.
In addition to the general gift acceptance provisions outlined above, there are specific provisions applying to specific types of gifts as follows:

A. Monetary Gifts

Monetary gifts given without restriction may be accepted by the District Director and will be used as the Board of Library Trustees and/or District Director deems appropriate.

Monetary gifts include bequests and the proceeds of life insurance policies, retirement plans, or charitable trusts where Palos Verdes Library District is the designated beneficiary.

Monetary gifts may be deposited into either the General Fund or the Gift fund in accordance with Policy No. 7030.0 (Funding Sources – General Fund).

B. Securities, Financial Instruments, and Tangible Property

Gifts of financial instruments such as securities or of tangible property will only be accepted if they can be readily converted to cash. Such gifts will be sold as soon as practical and the proceeds treated as a monetary gift.

C. Books, Periodicals, Audiovisual Materials, Equipment and Other Library Resources

Donations of library books, periodicals, and audiovisual materials will be reviewed for possible inclusion in Palos Verdes Library District’s library collections. Materials added to library collections must meet Palos Verdes Library District’s selection policies and guidelines, fill a need in the collection, and be in good physical condition.

Donated equipment will be reviewed and may be placed into service if it meets Palos Verdes Library District’s quality, performance, and safety standards.

The decision as to whether donated materials or equipment will be added to the library collections or otherwise placed into service will be made by the District Director.

Donations of material or equipment not used by Palos Verdes Library District, or used and later removed from the collection or taken out of service, may be sold to raise funds for library services and programs, recycled, or otherwise disposed of at the discretion of the District Director.

D. Works of Art

Gifts of works of art will be considered by the Board of Library Trustees on an individual basis.

In considering whether or not to accept a gift of art, the Board of Library Trustees may require that the donor provide (at the donor’s expense) information such as a current appraisal of value, evidence of bona fide artistic merit, or evidence of provenance.

Gifts of works of art will be accepted only if accompanied by a completed Palos Verdes Library District Deed of Gift form transferring sole and exclusive ownership to Palos Verdes Library District.

The Board of Library Trustees reserves the right to determine whether to display art work, and the location of any display. The Board of Library Trustees also reserves the right to sell or otherwise dispose of donated art work at its sole discretion.

Art work that is selected for disposal may be sold to raise funds for library services and programs.
sale is not appropriate the art work may be donated to another community organization or institution such as a museum, school, or government agency.

E. Intellectual Property

Palos Verdes Library District may accept or decline gifts of intellectual property such as the rights to use works of art, music, or literature or personal historical information such as an oral history, genealogy, or autobiography.
All such gifts must be accompanied by a completed Palos Verdes Library District Deed of Gift form specifying any limitations on the use of the intellectual property.

F. Sponsorships

Palos Verdes Library District welcomes sponsorship of programs, projects, and events from individuals and groups including, but not limited to, business and service organizations.

Sponsorships must be approved by the District Director or the Board of Library Trustees taking into consideration the public image of the sponsor, its line of business, and all of its products or services. Sponsorships will only be approved if the District Director or Board of Library Trustees determines that an association between the potential sponsor and Palos Verdes Library District is suitable and will favorably affect the public image that Palos Verdes Library District has established in the community.

5070.0 Volunteer Services

A. Purpose Statement

The Palos Verdes Library District encourages volunteerism as one way to involve members of the community in the activities of Palos Verdes Library District. The volunteer program enhances library service by supplementing library staff with volunteers. Volunteers extend library service, provide community involvement and give support to the Palos Verdes Library District. Volunteers do not displace existing staff and are not the sole resource for providing public library service. The relationship of volunteers and staff is one of partnership and the purpose of the partnership is to better serve the general public.

The benefits from a strong volunteer program are many. Volunteers help Palos Verdes Library District to:

1. continue, improve and expand its levels of service and increase efficiency;
2. receive new and creative ideas and community input;
3. enhance its image and relationship with the community, and
4. communicate the vital role and resources of the libraries in the community.

B. Program Responsibility

The program is headed by the Coordinator of Volunteer Services who works closely with the District Director in implementation. The volunteer program is supported by the Peninsula Friends of the Library by authority of the Board of Library Trustees.

C. Qualifications and Placement
Palos Verdes Library District encourages volunteers who are committed, enthusiastic people who are eager to use their time, energy and talent for the advancement of Palos Verdes Library District's service to the community. Volunteers are required to maintain borrowing privileges in accordance with Policy No. 5020.2 (Borrowing Privileges). Volunteer selection is based on his/her qualifications, interests, and ability to perform specific duties as outlined in the volunteer job descriptions and availability of jobs. Details such as duties, qualifications, time commitment, and training requirements for the various volunteer opportunities are included in the Volunteer Handbook and are available from the Coordinator of Volunteer Services.

Palos Verdes Library District reserves the right to make volunteer appointments based upon the applicant's ability to perform required tasks, and upon the needs of the specific library facility. Each volunteer is interviewed by the Coordinator of Volunteer Services and/or appropriate task supervisor. Some applicants may not be placed. Every effort is made to match volunteer applicants with duties that best complement their skills and interests. Any volunteer who does not follow volunteer policy and procedures or is unable to meet the needs of the library will be asked to terminate the volunteer relationship.

Palos Verdes Library District has adopted a nepotism policy which also applies to volunteers and can be found in Policy No. 4090.0 (Employment of Relatives) of the Trustee Policies and Procedures Manual.

D. Workplace Policies and Procedures

1. Appearance and Behavior. The library is a public service organization. Volunteers, like staff, are a reflection of Palos Verdes Library District. Volunteers and staff are asked to speak quietly and act in a business-like manner.

   Library volunteers must wear their name tags at all times while volunteering. The name tags are provided by the Peninsula Friends of the Library and stored in the volunteer work areas when not in use.

   Dress should be neat and appropriate to the tasks. Aprons are available for anyone who may wish to shield clothing from dirty jobs.

2. Work Schedules. Some tasks require a set work schedule. The volunteer and the task supervisor establish mutually agreed-upon time schedules. It is important that volunteers follow the agreed-upon schedules and that volunteers report to work on time. If changes in schedules are necessary, they should be discussed with the supervisor in advance. In case of an emergency requiring a change in schedule, the supervisor should be notified by telephone as soon as possible.

3. Time Keeping. It is important to keep track of the volunteer hours. This is essential for workers' compensation coverage. It is also helpful to the Board of Library Trustees to know how much the service levels have been enhanced through the commitment and time provided by volunteers.

4. Telephone Calls, Visitors, and Children. The library is a place of business. The telephones are for business calls or emergencies only.

   Friends and family will be interested in what volunteers do at the library. However, volunteers are asked not to bring visitors or children to work or to spend time with them while they are working as a volunteer.

   Volunteers are asked to refrain from lengthy conversations with staff. Staff and volunteers are both at the library to do their jobs.
5. **Confidentiality.** The uses that people make of the library or what they choose to check out -- books, magazines, videos, etc. are considered confidential and should not be discussed with anyone. The information that people seek from a librarian and the personal information kept in the Palos Verdes Library District's patron database are also considered confidential.

6. **Patron Questions and Comments.** Volunteers should refer patron questions to Palos Verdes Library District staff.

   If a patron wishes to make a complaint, the volunteer should direct him/her to the appropriate staff. Volunteers do not state, argue or defend Palos Verdes Library District policy or position.

7. **Non-Public Areas and Facilities.** Non-public areas such as staff work areas, break rooms, staff restrooms, storage areas, etc., may be used by volunteers only during volunteer hours and when performing specific volunteer tasks.

8. **Emergency Procedures.** The on-site coordinator will review the emergency and evacuation information of the specific facility during the orientation and tour. Volunteers are to follow the instructions of the librarian in charge in an actual emergency. The safety of patrons, volunteers, and staff is a number one priority.

9. **Safe and Healthful Working Conditions.** Palos Verdes Library District is committed to providing safe and healthful working conditions. The personal safety and health of each volunteer and staff member is of primary importance. (Any injuries are to be reported immediately to the Coordinator of Volunteer Services or the staff person in charge. Duly authorized volunteers are covered by workers' compensation. In all cases, an Incident Report is to be completed and submitted to the Administrative Office at Peninsula Center Library within 24 hours.

   There is no smoking permitted in any Palos Verdes Library District facility.

10. **Policy Against Harassment.** Palos Verdes Library District is committed to providing a work environment that is free of unlawful and improper harassment of volunteers as well as staff. Any such incidents should be reported immediately to the Coordinator of Volunteer Services and the District Director. Palos Verdes Library District will take steps to correct the situation and to prevent future incidents.

Adopted December 13, 1990; Revised July 26, 1995; Revised July 10, 1997; Revised June 8, 2000; Revised June 14, 2001; Revised March 13, 2008; Revised June 11, 2009; Revised September 17, 2015

---

### 5080.0 Key Policy

5080.1 Purpose

To establish and implement an effective lock and key management policy; establish responsibility and accountability among key users; provide legitimate work access for all employees/volunteers/contractors; to establish lock and key request and issuance procedures; to establish procedures for return of keys due to resignation, termination, retirement, etc.

The Facilities Manager is responsible for the overall administration of the lock and key system.

5080.2 Types of Keys and Authorization Levels

Keys are the property of the Palos Verdes Library District.

Master Keys (MK) and Sub-Master Keys (SMK) are hard keys which allow access to a full building or broad area of a
building and are restricted to a selected few Palos Verdes Library District employees with a legitimate work need for this access. MK and SMK will only be issued with the written authorization of the Facilities Manager and District Director.

Electronic Keys (EK), which allow access to defined spaces/areas/rooms, are assigned as needed to provide legitimate work access. EK may also restrict access to defined times. EK are issued in accordance with a building access plan that assigns access by position and is authorized by the District Director.

Individual Keys (IK) are hard keys which allow access to a specific room, within a department or area in a single building, and are issued only with a legitimate work need and proper written authorization from the Department Manager in whose work the room is located and from the Facilities Manager.

Temporary Keys (TK) allow outside contractors, etc, temporary access to the area they are working when approved by the Facilities Manager.

Replacement Key (RK) is defined as any key to replace a lost, stolen, or broken/work key.

5080.3 Key Records

A complete, official, computerized key record will be maintained for each key by the Facilities Manager.

5080.4 Key Signature Form

Each Palos Verdes Library District employee/volunteer/contractor that is issued a key will be required to sign a key signature form. Keys are issued to individuals, and each individual assumes responsibility for protecting assigned keys from unauthorized or inappropriate use and for the cost of key replacement or any re-keying arising from unauthorized or inappropriate use of the assigned key(s).

5080.5 Procedure for Key Issuance

The Department Manager is responsible for filling out the “Request for Key” form and forwarding it to the Facilities Manager.

The Facilities Manager is responsible for ensuring key issuance and has the authorizations specified in Section 5090.2 (above) and for distributing keys to the employee/volunteer/contractor. Keys of all types will be issued only for legitimate work needs for the locations indicated on the “Request for Key” form. If the Facilities Manager has any questions or concerns, he/she will speak with the Department Manager for clarification. If the Facilities Manager feels that the “Request for Key” is inappropriate, he/she will seek guidance from the District Director who has final authority for accepting or declining the request.

The lowest level of key will be issued to provide the level of access needed. Where possible electronic keys will be issued in preference to hard keys.

5080.6 Key Loaning or Transferring

To protect the integrity of assigned areas, no issued key may be loaned or transferred to anyone without first notifying the Facilities Manager, who has the authorization to decline such request.

5080.7 Duplicating Keys

It is against the Palos Verdes Library District key policy to have any key duplicated by anyone other than the Facilities Manager.

If a key has been illegally duplicated by an employee/volunteer/contractor, the key along with any other keys, will be collected and that employee/volunteer will be subject to disciplinary action up to and including termination of
employment or service. The employee/volunteer/contractor may also be required to bear the cost of re-keying Palos Verdes Library District facilities.

5080.8 Broken/Worn Keys

Broken/worn keys must be brought to the Facilities Manager in person. Replacement of broken/worn keys will be at no cost. The employee/volunteer should fill out a “Key Replacement Request” form, signed by the employee/volunteer and the Department Manager and forward to the Facilities Manager.

The Facilities Manager will issue a replacement key within two working days after receiving the “Key Replacement Request” form.

5080.9 Lost/Stolen Keys

Lost/stolen keys must be reported immediately to the Department Manager and the Facilities Manager on a “Lost/Stolen Key” form. A replacement key will not be issued without a copy of this form.

In order to have a lost/stolen key replaced, a “Replacement Key Request” form must be completed and signed by the employee/volunteer, and the Department Manager. The Facilities Manager will issue a replacement key within two working days after receiving the “Key Replacement Request” form.

A $25.00 charge per hard key (MK, SK, IK) will apply to those individuals who request a replacement key.

A $5.00 charge per electronic key will apply to those individuals who request a replacement key for reasons other than normal wear and tear.

If the loss or theft arises from the employee’s negligence or failure to comply with Palos Verdes Library District policy the employee will be subject to disciplinary action and/or also be held responsible for the cost of re-keying the affected Palos Verdes Library District facilities.

5080.10 Found Keys

Any found keys must be returned to the Facilities Manager immediately.

5080.11 Returning Keys

It is the responsibility of each employee/volunteer to see that each key issued to them is returned to the Facilities Manager upon transfer to a new position or termination of employment. The Facilities Manager will pull that employee/volunteer’s key form, and sign and date that the individual returned the appropriate keys. Any keys required by the employee’s new position must be requested in accordance with the procedure outlined above.

Employees/volunteers who fail to return their keys before leaving (resigning, termination and/or retirement) or transferring to another department may be assessed the appropriate charge per key. In the case of employees who fail to return their keys upon termination of employment, the cost of replacing the key and/or re-keying affected areas of the facility may be withheld from their last paycheck.

Contractors must have proper authorization and sign a “Key Issue Agreement” form and will be required to return their keys at the end of each work day to the contract supervisor. Failure to return keys at the end of the work day at the Palos Verdes Library District may result in a hold being placed on the project’s final payment, next invoice or deposit.

5080.12 Key Inventory List

Once a year, an annual key inventory review will be conducted by the Facilities Manager and the Coordinator of Volunteer Services. This annual report will be reviewed for the accuracy of the volunteer roster and their current key requirements.

It is the responsibility of every volunteer to return their keys as soon as possible if they will no longer be volunteering.
5080.13  After Hour Access

It is the responsibility of each employee/volunteer to secure the Palos Verdes Library District facilities. It is recommended that employees/volunteers not access the facilities after hours unless it is absolutely required.

5080.14  Equipment/Information Technology/Custodial Rooms

Access to equipment, information technology (IT) and custodial rooms will be restricted to facilities and IT personnel unless authorized by the IT or Facilities Manager.

Adopted November 21, 2013; Revised September 17, 2015
**EXHIBIT A**

**PALOS VERDES LIBRARY DISTRICT**  
REQUEST FOR RECONSIDERATION OF AN ITEM IN THE MATERIALS COLLECTION

<table>
<thead>
<tr>
<th>NAME OF PATRON</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AUTHOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

We will appreciate receiving your written comments regarding the item of concern to you in the library's collection. If more space is needed, please use reverse side.
EXHIBIT B

PALOS VERDES LIBRARY DISTRICT
REQUEST FOR RECONSIDERATION OF AN ITEM NOT IN THE MATERIALS COLLECTION

<table>
<thead>
<tr>
<th>NAME OF PATRON</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AUTHOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

We will appreciate receiving your written comments regarding the item you wish added to the library's collection. If more space is needed, please use reverse side.
DATE: March 10, 2020
TO: Board of Library Trustees
FROM: Will Liu, Finance Manager
VIA: Office of the Director
RE: Change in Methodology to Calculate Cash Disbursements

We propose changing the calculation of cash disbursements reported in the monthly agenda to include, among other smaller expense items, employee benefit payments such as CalPERS, medical/dental/vision, 457 plan disbursements, life insurance and long term disability. These items were previously not included in the monthly cash disbursement figures. The impact of this change will result in higher reported monthly cash disbursements of $125k - $150k per month for most months.

In addition, LA County tax collection / administration fees of approximately $100k per year will be included in the cash disbursements figure going forward. This fee, most of which is expensed in January, is not “disbursed” out of our operating bank account. However, it is deducted from our property tax revenue and impacts our cash balance maintained with the Los Angeles County Pooled Surplus Investment Fund.

Incorporating these changes would more accurately reflect the amount of cash disbursed each month. The table below compares the cash disbursements for the month of February using the old and new methodologies:

<table>
<thead>
<tr>
<th>February 2020</th>
<th>Old Methodology</th>
<th>New Methodology</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$570,951.66</td>
<td>$707,203.99</td>
<td>$136,252.33</td>
</tr>
<tr>
<td>Gift Fund</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Asset Replacement Fund</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$570,951.66</strong></td>
<td><strong>$707,203.99</strong></td>
<td><strong>$136,252.33</strong></td>
</tr>
</tbody>
</table>

**RECOMMENDED ACTION:**

The Board of Library Trustees approves the proposed change in methodology for the Cash Disbursements calculation.
Memo

To: Board of Library Trustees
From: Ryan Roy, Deputy Director
Date: March 11, 2020
Re: Updates to the Trustee Policies and Procedures Manual

Background

Pursuant to discussions at prior meetings of the Board of Library Trustees, staff is undertaking a review of the Trustee Policies and Procedures Manual. The goal of this review is to update information for accuracy where needed, remove any information that is obsolete, and suggest operational changes that benefit the District or achieve consistency with current trends in the library profession.

At the March meeting of the Board of Library Trustees, staff are presenting for consideration proposed updates to Section 5000 (Library Operations). The proposed changes are as follows:

- **Section 5010.0:** Annex Hours have been added to the list of open hours for District facilities.
- **Section 5020.2 C-F:** These items list miscellaneous costs and fees. They have been consolidated into a chart, and the fees for missing barcodes, cases, and artwork (which were not mentioned in the Manual previously) have been added.
- **Section 5020.2 H:** The word “maximum” has been changed to “original” to more clearly express the intent of the loan period extension.
- **Section 5020.2 K:** Homeschooling has been added to the language expressing who is eligible to apply for a teacher loan card.
- **Section 5020.3:** The amount that a patron must owe before his or her library privileges are suspended has been raised from $10.00 to $25.00.
- **Section 5020.4:** The Code of Conduct has been amended to address alcoholic beverages.
- **Section 5020.4:** The Code of Conduct has been amended to address illegal activity.
- **Section 5032.2:** A typo in the section number has been corrected; Section 5032.2 was clearly intended to be Section 5030.2, as it falls between 5030.1 and 5030.3.
- **Section 5032.2:** The hyperlink for the order form no longer functions, so the language has been changed to remove the link from the Manual.
- **Section 5040.0:** Section 5040 is repeated twice. This is a typo. The section regarding “Library Charges” should be 5050, as follows Section 5040, “Policies Regarding Library Materials.”

The full, redlined revision suggestions for this section follow this memo.

**Recommended Action:**

The Board of Library Trustees hereby approves the proposed revisions to Section 5000 of the Trustee Policies and Procedures Manual.
Memorandum

To: All Staff

From: Sarah Udin, Human Resources Manager

Date: March 6, 2020

Re: Health and Safety Notice

Dear Staff,

We understand the concern regarding recent reports by Los Angeles County of coronavirus (COVID-19) and we are closely monitoring the situation. The health and safety of our staff, patrons, and volunteers is our number one priority and we are continuing to work diligently to ensure everyone is in a safe and healthy environment.

At this time, the immediate risk to the general public in Los Angeles County is low and no special precautions are required. With the heightened alert, and because we are still facing the height of flu season, our facilities team is taking extra steps to ensure that all properties are thoroughly cleaned, high touch areas are disinfected, and restrooms and hand sanitizer stations are stocked. We also encourage all staff to continue to practice good hygiene and personal preventative actions.

Recommended personal prevention actions to protect yourself and to stop the spread of germs:

- Stay home when you are sick. Stay home for at least 24 hours after you no longer have a fever or symptoms of a fever without the use of fever-reducing medicines.
- Wash your hands often with soap and water for at least 20 seconds (which is roughly the time it takes to sing “Happy Birthday” twice) and use alcohol-based hand sanitizer when soap and water are not available.
- Cover your coughs and sneezes with a tissue, and then throw that tissue away and wash your hands. If you do not have a tissue, use your sleeve (not your hands).
- Avoid touching your eyes, nose, and mouth.
- Limit close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces especially those in shared workspaces.
- Get a flu shot.

Additional information can be obtained through these reliable and up to date sources:

- California Department of Public Health (CDPH, State)
- Center for Disease Control and Prevention (CDC, National)
- Los Angeles County Department of Public Health (LACDPH, County)- To speak to someone on the 24/7 LA County Information line call 2-1-1
- World Health Organization (WHO, International)

Should you have any questions please don’t hesitate to ask. Thank you for your cooperation and for your efforts in keeping PVLD safe and healthy!
Memorandum

To: PVLD Volunteers

From: Sarah Udin, Human Resources Manager

Date: March 6, 2020

Re: Health and Safety Notice

Dear Volunteers,

We understand the concern regarding recent reports by Los Angeles County of coronavirus (COVID-19) and we are closely monitoring the situation. The health and safety of our volunteers, staff, and patrons is our number one priority and we are continuing to work diligently to ensure everyone is in a safe and healthy environment.

At this time, the immediate risk to the general public in Los Angeles County is low and no special precautions are required. With the heightened alert, and because we are still facing the height of flu season, our facilities team is taking extra steps to ensure that all properties are thoroughly cleaned, high touch areas are disinfected, and restrooms and hand sanitizer stations are stocked. We also encourage all volunteers to continue to practice good hygiene and personal preventative actions.

Recommended personal prevention actions to protect yourself and to stop the spread of germs:

- Stay home when you are sick. Stay home for at least 24 hours after you no longer have a fever or symptoms of a fever without the use of fever-reducing medicines.
- Wash your hands often with soap and water for at least 20 seconds (which is roughly the time it takes to sing “Happy Birthday” twice) and use alcohol-based hand sanitizer when soap and water are not available.
- Cover your coughs and sneezes with a tissue, and then throw that tissue away and wash your hands. If you do not have a tissue, use your sleeve (not your hands).
- Avoid touching your eyes, nose, and mouth.
- Limit close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces especially those in shared workspaces.
- Get a flu shot.

Additional information can be obtained through these reliable and up to date sources:

- California Department of Public Health (CDPH, State)
- Center for Disease Control and Prevention (CDC, National)
- Los Angeles County Department of Public Health (LACDPH, County)- To speak to someone on the 24/7 LA County Information line call 2-1-1
- World Health Organization (WHO, International)

Should you have any questions please don’t hesitate to ask. Thank you for your cooperation and for your efforts in keeping PVLD safe and healthy!
1. What is a coronavirus?

Coronaviruses are a large family of viruses. Many of them infect animals, but some coronaviruses from animals can evolve (change) into a new human coronavirus that can spread from person-to-person. This is what happened with the new coronavirus known as SARS-CoV-2, which causes the disease known as COVID-19. Diseases from coronaviruses in people typically cause mild to moderate illness, like the common cold. Some, like the SARS or MERS viruses cause serious infections like pneumonia.

2. How are coronaviruses spread?

Like other respiratory illnesses, such as influenza, human coronaviruses most commonly spread to others from an infected person who has symptoms through:
- Droplets produced through coughing and sneezing
- Close personal contact, such as caring for an infected person
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands

We are learning more each day about how easily the new coronavirus spreads and how long it takes for people to become sick. As information becomes available, we will keep you informed.

Do not assume that someone of a race or nationality is likely to have COVID-19; this new virus has infected people of many different races and nationalities across the entire world.

3. What are the symptoms of COVID-19?

Reported illnesses have ranged from people with mild symptoms to people becoming severely ill, requiring admission to the hospital, and dying.

Symptoms include:
- Fever
- Cough
- Difficulty breathing
- Severe illness

Key Points

- Coronaviruses can spread through close personal contact or by touching an object or surface with the virus on it.
- Steps to prevent other respiratory infections will help to prevent Novel Coronavirus.
- Public Health is working hard to prevent the spread of novel coronavirus in LA County.
- Call 211 if you have additional questions

For more information:

Los Angeles County Department of Public Health
Call 2-1-1
http://publichealth.lacounty.gov/media/Coronavirus/

Centers for Disease Control and Prevention (CDC)

World Health Organization
https://www.who.int/health-topics/coronavirus
4. What should I do if I have these symptoms and recently traveled to an affected country?

Evidence from other countries suggest that like the flu, most people will have mild symptoms and should stay home until 24 hours after fever. Certain people should call their doctor early, including the elderly, pregnant women, those with compromised immune systems or underlying medical problems. If you are having difficulty breathing or keeping fluids down, go to an emergency room or call 911, otherwise it is better to call your doctor before going in to seek care.

You should also call a doctor if you have had close contact with a person who has COVID-19. Visit the Center for Disease Control (CDC) website for an up to date list of countries most affected by COVID-19 https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html

5. Can I get tested for the coronavirus?

Testing is not helpful if you do not have symptoms. However, most people will get better with rest so there is no need to see a doctor if you have mild symptoms. If you develop difficulty breathing or cannot keep fluids down, see a doctor or call 911. Certain patients such as the elderly, those that are immune compromised or have underlying medical conditions should call their doctor earlier. If you have mild symptoms, there may be no need to go to a medical facility to see a doctor. If you have questions, please call the clinic or your doctor before going in.

6. How is novel coronavirus treated?

There is no specific treatment for illness caused by the novel coronavirus. However, many of the symptoms can be treated. Treatment is based on the patient’s condition.

There is currently no vaccine to prevent novel coronavirus. Be aware of scam products for sale that make false claims to prevent or treat this new infection.

7. Is the Coronavirus spreading in the United States?

There have been several cases identified in the United States that have not had travel to affected country. This does suggest there is community spread in the United States and that spread may continue.

8. How can I protect myself when I travel?

At this time, the Centers for Disease Control and Prevention (CDC) recommends that people avoid all nonessential travel to countries that are most affected by COVID-19. Check the CDC COVID-19 Information for Travel webpage https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html for up-to-date recommendations. Taking steps to prevent the spread of respiratory infections, like the flu, will also help to prevent coronaviruses. Talk with your doctor before travel to make sure you have received the recommended vaccines and medications specific to your destination to protect your health.
9. What actions are being taken by the Federal Government regarding travelers from mainland China and Iran?

Because of the COVID-19 outbreak in mainland China and Iran, there are White House travel directives in place:

- Restricting all foreign nationals who have traveled or been in mainland China and Iran in the past 14 days from entering the US. This order can be renewed by the President every 14 days.
- Requiring all US citizens and their close family members returning from mainland China to enter through one of eleven airports in the US (including LAX), where they will be screened by US Customs and Border Protection agents.
  - If travelers are showing signs of respiratory illness, they will be sent for additional testing to a health care facility.
  - If travelers were in the Hubei Province at any time in the past 14 days, they will be quarantined at a secure location and monitored for illness for 14 days from their last exposure.
  - If travelers are returning from other places in mainland China and have been in close contact with a confirmed case of novel coronavirus, they may also be subject to quarantine for 14 days from last exposure.
  - If travelers are returning from all other parts of mainland China and they have not been in close contact with a confirmed case of novel coronavirus, they will be allowed to travel to their final destination where they will be monitored by their local public health department and asked to remain in their homes and avoid public places for 14 days from last exposure.

10. What actions are being taken by the Federal Government regarding travelers from other affected countries?

The CDC is recommending that any traveler from other countries with outbreaks of COVID-19 who may have fever, cough, or difficulty breathing, within 14 days after leaving should call their doctor and self-isolate (Avoid contact with others and not travel on public transportation while sick.)

11. How will Public Health monitor travelers who are self-Isolated?

With the new travel guidance, Public Health will regularly monitor potential cases to see if they develop any symptoms or fever. This is the same process we use with other communicable diseases, such as measles. Public Health will also monitor contacts for 14 days after the time of their last exposure, after which time they are free of the risk of developing COVID-19.
12. What can I do to protect myself and others from respiratory infections like 2019-nCoV?
As with other respiratory illnesses, there are steps that everyone can take daily to reduce the risk of getting sick or infecting others with circulating viruses.

You should:

- **Stay home when you are sick.**
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Limit close contact, like kissing and sharing cups or utensils, with people who are sick.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If you do not have a tissue, use your sleeve (not your hands).
- Get a flu shot to prevent influenza if you have not done so this season.

13. Should I wear a facemask?

It is not recommended that people who are well wear a mask to protect themselves from COVID-19 unless a healthcare professional advises it. A facemask should be used by people with COVID-19 who have symptoms to protect others from getting infected. Health workers and other people who are taking care of someone infected with COVID-19 in a close setting should wear a mask.

14. Could there be school or business closures?

If COVID-19 is spreading widely through a community it may be necessary to recommend that schools or business close to help prevent the spread of disease. Public health is encouraging organizations and schools to review and update their emergency plans and consider ways to continue critical services if on-site operations must be reduced temporarily. Speak with your children’s school or daycare center to learn about their emergency operation plan and prepare ahead for possible alternate childcare arrangements. Also speak with employers and learn about what you might be asked to do if there are closures or reduced operations at your worksite.
15. What can I do if I get stressed about COVID-19?

When you hear, read, or watch news about an outbreak of an infectious disease, it is normal to feel anxious and show signs of stress—even when the outbreak affects people far from where you live and you are at low risk of getting sick. It is important to care for your own physical and mental health. For tips on what you can do to help cope, read "Coping with Stress During Infectious Disease Outbreaks" on the Public Health website. For help, call the Los Angeles County Department of Mental Health Access Center 24/7 Helpline at (800) 854-7771 or call 2-1-1.

16. What else can I do?

- Find a healthcare provider if you don’t already have one.
- Update your emergency kits with food, water and supplies to last a few days in case there is a need for quarantine. Although this is unlikely, it is important to be prepared as you would for any other emergency.
- Continue to encourage welcoming environments for ALL members of our community.
- Always check with reliable sources for the up-to-date, accurate information about novel coronavirus.
  - Los Angeles County Department of Public Health (LACDPH, County)
    - http://publichealth.lacounty.gov/media/Coronavirus/
  - California Department of Public Health (CDPH, State)
    - https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx
  - Centers for Disease Control and Prevention (CDC, National)
  - World Health Organization (WHO, International)
    - https://www.who.int/health-topics/coronavirus

If you have questions, and would like to speak to someone, call 2-1-1
Stop the spread of germs and keep yourself and others from getting sick.

1. Wet your hands with warm water.

2. Lather up with soap. Soap gets rid of the oil that helps germs stick to your hands.

3. Rub and scrub your hands together for at least 20 seconds. Strongly rub and scrub your wrists, palms, between fingers, under your nails, and the backs of your hands. The soap and scrubbing action loosens the germs off your hands.

4. Rinse your hands thoroughly with warm, running water.

5. Dry your hands completely with a clean towel or paper towel. Use the towel to turn off the faucet when you’re finished drying your hands. Throw the paper towel away.

If soap and water aren’t available, use an alcohol-based hand sanitizer. Alcohol-based hand sanitizers can usually be found as a gel or wipes. Make sure the product is at least 60 percent alcohol.

To use an alcohol-based hand sanitizer:
• Rub the gel or wipe all over both hands.
• Rub hands together for 30 seconds until they feel dry.

Los Angeles County Department of Public Health
www.publichealth.lacounty.gov

BLT-March 19, 2020
Item No. 13-8
TO: PRESIDING OFFICER OF EACH INDEPENDENT SPECIAL DISTRICT IN LOS ANGELES COUNTY

FROM: WILLIAM F. KRUSE

RE: BALLOT; SPECIAL DISTRICT LAFCO REPRESENTATIVE

DATE: JANUARY 3, 2020

Enclosed is the Ballot and the supplementary materials submitted for each of the candidates for Special District LAFCO REPRESENTATIVE for the term expiring in May 2020. Nominations closed as of 5:00 p.m. on December 27, 2019.

Please vote for ONE candidate. The marked ballots should be placed in the envelope marked “Ballot Envelope.” Please write the name of your agency and sign your name on the outside of the ballot envelope and return the completed ballots by mail to:

William F. Kruse, Esq.
Lagerlof, Senecal, Gosney & Kruse, LLP
301 N. Lake Avenue, 10th Floor
Pasadena, CA 91101-5123.

No ballot will be counted if it is missing the name of the voting agency and the signature of the Presiding Officer on the ballot envelope.

The candidate receiving the highest number of votes will be declared the special district representative to LAFCO.

Ballots must be returned by 5:00 p.m. on April 16, 2020.

WFK/jlb
Enclosures

cc: Paul Novak, w/enc.
BALLOT

SPECIAL DISTRICT LAFCO REPRESENTATIVE

Please vote for no more than one candidate.

☐ DONALD L. DEAR
   Occupation:  Water District Director
   Sponsor:    West Basin Municipal Water District

☐ SHARON RACHAVACHARY
   Occupation:  Water District Director
   Sponsor:    Crescenta Valley Water District
NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: West Basin Municipal Water District

Date: October 28, 2019

Name of Candidate: Donald L. Dear

West Basin Municipal Water District is pleased to nominate Donald L. Dear as a candidate for appointment as special district REPRESENTATIVE to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Division 5 Director

Agency: West Basin Municipal Water District

Type of Agency: Water Wholesaler

Term Expires: December 2020

Residence Address: 15433 Catalina Ave, Gardena, CA 90247

Telephone: (310) 704-0881

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

West Basin Municipal Water District

(Name of Agency)

By: Patrick Shields

Its: General Manager
Donald L. Dear
Immediate Past President, West Basin Municipal Water District Board of Directors
Division V

Donald L. Dear was elected to the West Basin Municipal Water District (West Basin) Board of Directors in November 2000. He is currently serving his fifth term after being re-elected in November 2016. He represents the Division V cities of Gardena, Hawthorne, Lawndale and the unincorporated Los Angeles County area of El Camino Village.

Director Dear came to the Board with a vast array of experience in public service, serving on the Gardena City Council from 1970 to 1974 and again from 1978 to 1982, as well as serving as the Gardena mayor for nine consecutive terms from 1982 to 2001. He retired with 27 years of total service to the City of Gardena. Director Dear is currently serving as Immediate Past President of the Board and Chair of the Ethics Committee. He previously served as one of two West Basin representatives on the board of directors of the Metropolitan Water District of Southern California from 2013 to 2018.

In 2004, 2008, 2012 and again in 2016, he was elected as one of the representatives for the Los Angeles County Independent Special Districts on the Local Agency Formation Commission, of which he currently serves as First Vice President. In October 2011, the West Basin Board paid tribute to Dear’s distinguished public service by naming their Carson Headquarters the Donald L. Dear Building.

Director Dear’s years of experience have given him a deep first-hand understanding of the roles, responsibilities and challenges facing local governmental institutions. He served for 24 years as a Trustee of the Greater Los Angeles Vector Control District, and for 19 years on the Board of Directors for the Los Angeles County Sanitation District No. 5. He also served as President of the South Bay Cities Association (now known as South Bay Cities Council of Governments), on the Board of Directors of the Southern California Cities Joint Powers Consortium and is a member of the Sierra Club.

As a former teacher at Stephen White Middle School in Carson for 38 years, he is well known and widely respected by his former students, colleagues and members of the community. In 1983 he was "Teacher of the Year" for Region A of the Los Angeles Unified School District. Dear’s professional affiliations include his service as a member of the National Council for Social Studies, board member of the Political Action Council of Educators, and six terms of service as a member of the House of Representatives of the United Teachers of Los Angeles (UTLA). His civic affiliations include the Association for Retarded Citizens – South Bay, El Nido Services, Gardena Elks, Gardena High School Booster Club, Gardena Jaycees, Gardena Valley Cultural Arts Corporation, Gardena Valley Friends of the Library, Gardena Valley Music Association, Gardena Valley Red Cross, Gardena-Carson Family YMCA, Hollypark and Gardena Valley Lions Club, Kiwanis Club of Gardena Valley, Serra High School Advisory Board, and the University of Southern California San Pedro Peninsula Trojan Club.

Director Dear has also distinguished himself through his outstanding work with youth, not only as a noteworthy educator, but also for his 30 years of unselfish dedication as a coach for more than 70 teams in three sports through the Gardena Recreation Department Youth Sports Leagues.

17140 S. Avalon Blvd., Carson, CA 90746  •  310.217.2411  •  www.westbasin.org  BLT-March 19, 2020  Item No. 16-4
NOMINATION
OF
INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE
TO THE
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee
From: President James O. Bohnor and Members of the Board of Directors
Date: December 3, 2019

Name of Candidate: Sharon Raghavachary
The Board of Directors of the Crescenta Valley Water District is pleased to nominate
Sharon Raghavachary as a candidate for appointment as special
district REPRESENTATIVE to the Los Angeles Local Agency Formation Commission. The
nominee is an elected official or a member of the board of an independent special district appointed
for a fixed term. For your consideration, we submit the following additional information together
with a resume of the candidate’s qualifications.

Elective office: Director of Board of Directors of
Agency: Crescenta Valley Water District

Type of Agency: Water and Sewer District
Term Expires: December 2020
Residence Address: 2209 Maurice Ave.
La Crescenta, CA 91214
Telephone: 818 541-9071

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

(Crescenta Valley Water District)
(Name of Agency)

By: [Signature]
Its: Chairman of the Board of Directors

BLT-March 19, 2020
Item No. 16-5
Director Raghavachary has been active in the La Crescenta Community for 20 years and has a background in accounting and computer systems.

Ms. Raghavachary is a founder of the Crescenta Valley Community Association. She served for seven years on the Crescenta Valley Town Council, during which time she was co-chair of the Foothill Design Committee, that wrote design standards for Foothill Boulevard, and was a member of Supervisor Antonovich’s Library Committee. She also served as Council Vice President and Land Use Committee Chair.

Additionally, Director Raghavachary served three years on the Parent Advisory Council for Children’s Hospital Los Angeles, providing input for the new hospital tower. She has been a volunteer for the Los Angeles County Sheriff’s Department and Treasurer of the Crescenta Valley Arts Council, as well as a Girl Scout troop leader for ten years, and for over five years she wrote a featured column for the Glendale New Press and the Crescenta Valley Weekly. She is currently serving her second year on the Clark Magnet High School’s School Site Council.

Ms. Raghavachary has teenage twins, a boy and a girl, who attend Clark Magnet and Crescenta Valley High Schools.
A highlight of programs and services of the Palos Verdes Library District from Director Jennifer Addington

The 11th Annual
Living History Museum of
African American Heroes!

Young Readers Manager Laura Henry and an amazing group of kids put on another fabulous event for over 150 entranced visitors! Thank you to everyone who participated in making this event another wonderful success!
Community Connections

The Palos Verdes Library District’s 11th Annual Living History Museum of African American Heroes was as lively and educational as ever with 34 children portraying African American heroes such as Raye Montague, Wilma Rudolph, and Colin Kaepernick. The Young Reader’s department was filled with over 150 visitors of all ages, ethnicities, and backgrounds celebrating Black History Month by learning directly from the children. The participants, ages 4 to 14, researched their heroes thoroughly and enthusiastically shared their knowledge! Museum visitors learned about aviation from “Bessie Coleman”, about the perils of escaping slavery from “Henry Box Brown”, and about overcoming roadblocks to achieve your dreams from “Ann Lowe”. A few had the pleasure of joining in on a singalong with “Cab Calloway”, portrayed by four year old Eli Johnson! A big thank you to our partner organizations Delta Sigma Theta, PV Links, The Black Heritage Association, and Jack and Jill of America, for contributions that made this another amazing success. And a special thank you to the Peninsula Friends of the Library who’s funding supplied the trifold boards and framed certificates of achievement for all the participants.

We’re pleased to hear this event has gained some fame as The Black Heritage Association of the Pacific Northwest based their 2020 event on our museum and invited one of our original participants, Ryan Pascal, to be a speaker! Congratulations Ryan!

Valentine’s Day Murder Mystery Dinner – *Till Death Do Us Part*

The Peninsula Friends of the Library hosted another excellent Murder Mystery evening at the Malaga Cove Library. Held on Valentine’s Day, this year’s event was called *Till Death Do Us Part* and guests were treated to an evening that started off with appetizers and a bar on the main level of the library before they headed downstairs to the Gallery for dinner and the performance. Everyone enjoyed an evening of food, fun, and laughter as they worked together to solve the who-done-it, elaborately acted out by professional thespians. This year’s event sold out in just a few days and proved again that the good people of the Peninsula love an evening out! I’m sure this program is going to be an annual event, so keep an eye out for the next murder mystery!

Deputy Director Ryan Roy got into the act as well during the set up for the Murder Mystery Dinner, he got a chance to meet and bro-bond with Bob Wire, one of the character actors for the evening. A couple of live wires for sure!
Adult Services Librarian Deb Ripley and Circulation Clerk Lubna Muttalib visited the Belmont Village Assisted Living facility’s all new, revitalized space this month. It is beautiful and the residents seem to enjoy hanging out in the “great room” where the library sets up. This translated to more contact time with many residents our staff hadn’t met before, including Joan, who just moved in from Newport Beach, and Evelyn who graduated from the University of Hawai‘i without ever getting on a surfboard! Deb and Lubna also had some pet attendees with not one, not two, but three therapy dogs.

The pups were making the rounds and Adult Services Librarians Dennis Piotrowski and Laura Ishizaka met them again at the Canterbury. I was told that although the residents were pleased to see the library staff, (s)he [the dog] had a “ruff” time finding any tails she found fetching, so she said “fur-well” without any checkouts.

* Groan!* - Puns courtesy of David Ishizaka

Adult Services Librarian and Archivist Monique Sugimoto met with the Peninsula Seniors to discuss a possible scanning project and local history presentations and Adult Services Assistant Manager Lessa Pelayo-Lozada changed out the book collection at the PV Art Center. She brought books focusing on different themes from their Winter Art Show and Habitat California: Flora and Fauna.

The Young Readers Librarians were all over the Peninsula in February with Emily Ohara and Katrena Woodson visiting local preschools as part of the Community Helpers Month and Michael Barb visiting the Dapplegray English Language Learners parents and Soleado Elementary. Katrena also visited the New Horizons School, Emily did her storytime at the Palos Verdes Interpretive Center and Assistant Manager Marisa Perley held her storytime at Hesse Park and visited the Miraleste Special Education class. Young Readers Manager Laura Henry visited Christ Lutheran’s 6th grade class and welcomed them to the library for another visit.

Great job everyone getting out to the kids where they are and welcoming them to us!

Services to our Patrons

Passport and proctoring services are going as strong as ever. Numbers this month were:

- Passport Services Revenue - $22,785 (651 appointments)
- Passport Photos Revenue - $6,885.00 (459 photos)
- Proctored Exams Revenue - $200 (4 exams)

The numbers show how popular these services are but it’s the personal comments that really stick. Lubna had a patron comment on how much she loved the ease and efficiency of her passport experience and said “It sure beats going to the DMV and waiting in those lines”. Branch Clerk Dustin Alexander heard from the Eastview post office that patrons there had been raving about our services. The word is certainly getting out and it’s all due to our wonderful passport team and fantastic volunteers!

Another great service that’s gaining followers is the library app for smartphones. In December the Circulation department updated our receipt notices to add information on how to access and use the app and in January additional signage went up encouraging patrons to download it. It paid off! In February, a very short month, the app was opened 3500 times compared to October 2019 where it was opened only 2600 times. In previous
months, app use was only going up by a few hundred uses each time but from December to January and January to February it went up by over 500 uses each month. We hope to see that number rise even further as the Circulation team has plans to continue to spread the word through updated patron email notices including information about the app. If you have not downloaded it yet – search “Palos Verdes Library District” in your app store today!

Digital Services Manager David Campbell and Digital Service Librarian Erik Adams added an upgrade to the library catalog in the form of an accessibility statement to the footer of the library homepage. Our library catalog has an accessibility mode that meets most accessibility standards. Patrons can activate the mode simply by clicking the wheelchair icon in the upper right-hand corner of the catalog page.

The Book by Mail program is going strong with 23 books being sent to 10 patrons this month. Lessa also sent out a few new books by mail applications and we hope to get a few new participants.

Often one of the best services the library can provide is simply providing a beautiful place to study, read, or visit with friends. Branch Clerk Elizabeth Hall noted how many people at the Malaga Cove Library have commented on how relaxing and peaceful it is to spend time out on the patio, especially with the beautiful magnolia trees blooming in the spring. Those blooms brighten everyone’s days! The variety at Malaga Cove is an heirloom cultivar called a "Saucer Magnolia," *Magnolia × soulangeana*. This hybrid is known for it’s "precocious flowering" where the blooms appear very early in springtime, far in advance of the leaves.

Stop by Malaga Cove Library to see the beautiful blooms.

**Reference and Reader’s Advisory**

Every day is an adventure at the library reference desks where everyone learns something new! Adult Services Librarian Laura Ishizaka helped a patron research what a “ship chandler” was, a term that kept popping up in the Edith Wharton novella they were reading. According to Maritimeinfo.org a ship chandler restocks supplies on ships when they arrive at port. Fun fact: ship chandlers had to be available/on-call 24/7!

Adult Services Librarian Tim Parker helped field a question from a patron trying to locate the “Seers Mansion.” Turns out there was never an official landmark by that name but after using the Local History Center’s card catalog, the newspaper databases, and some Google searching, he discovered it was a large house in the South Bay previously owned by the Seers family, owners of the Seers Lumber Company.

Adult Services Librarian Dennis Piotrowski helped a 93 year old patron with a reference question regarding his long term care policy. While the patron initially asked for a book on contract law, after further discussion it was soon found that the patron was really concerned about recent large premium increases to his LTC policy and if the company could legally raise his rates. Dennis helped refer him to proper authorities and resources at the California Department of Insurance, and discussed practical measures such as requesting an original copy of his contract from the insurance company to scrutinize. The patron was quite appreciative, and said "I'm glad I came to the library today!"
Library Programs and Events

We’re all super excited about the Women’s Suffrage Centennial programming going on at all three branches and can’t wait for the big parade on March 14th. Big shout out to the Daily Breeze for this great article: PV Library Celebrates 100th Anniversary of Women’s right to vote. We hope to see you at the parade and invite everyone to come in period costume and march along! I and many of our staff will be in suffragette attire and we’re pleased to report Assembly Member Al Muratsuchi will be in attendance as well.

The Fiction Addiction book club, led by Deb Ripley, read several chapters of Why They Marched by Susan Ware, the featured book for our Women’s Suffrage programs. Discussions ranged from whether we thought our mothers and grandmothers were feminists (and whether they identified as such) to women serving in the military in combat roles, in addition to talking about the prominent figures in each chapter. At a second book discussion group, a smaller but very engaged group had a great deal to share. One of the participants actually wrote the play to be performed on March 21st by the AAUW Readers Theater group and has done extensive research about the subject. Another had taught high school history for years and shared their concerns about the lack of curricula focusing on the subject. Attendees in both group were all looking forward to the March 11th Skype talk with the author.

The Novel Ideas book club, led by Circulation Clerk Susan Deo, discussed Ghachar Ghochar by Vivek Shanbhag, a popular Indian author and the first of his novels written in Kanadan to be translated into English. The nonsense phrase, "ghachar ghochar," means tangled beyond repair. As one patron said, it’s apropos because the ending is a “gotcha”. You’ll have to read it and decide for yourself!

Classics @ Noon celebrated Black History Month by watching Carmen Jones (1954) starring Dorothy Dandrige and Harry Belafonte. Dandridge went on to become the first African American actress to be nominated for Best Actress in the 1955 Academy Awards. This wouldn’t happen again until 2002 when Halle Berry was nominated and won! Over 100 film-goers grooved to the music and visuals in Echo in the Canyon for the Thursday Films series. Laura I. choose the film and it was a winner! Many were humming “All the leaves are brown and the sky is gray” on their way out.

February’s Winter Concert Series started off with the Malaga Cove library welcoming local music teacher and world traveling performer Makinto as he presented his concert Driving Down the American Music Highway - Let’s Rock. Branch Manager Eve Wittenmyer and the Friends of the Library surprised concert attendees with cake and cookies. Everyone enjoyed the treats and jammed along with the music!

Later in the month, guitarist Ryan Ayers came to the Peninsula Center Library and performed a set of his own original compositions to a lively audience. Ryan was a patron favorite from a previous concert series and his blend of storytelling and impeccable guitar playing is always a crowd favorite.
Big thanks to Tim Parker for all the work he’s done to plan, book and host this year’s musical concerts. Great job Tim!

Artist Steve Shriver provided a lecture for the Art In Our Library program at the Peninsula Center Library on the history of ornament in art. He shared examples of beautiful ceilings he helped refurbish, including Villa Tramonto, the home of Anthony Heinsbergen Sr., founder of the largest decorative painting firm on the west coast and responsible for murals in local Los Angeles landmarks like the Pantages Theatre.

Laura and Tim hosted another great Teen Tech for Seniors program this month. While the audience was a little smaller, it actually worked out really well because it allowed Laura the chance to talk to the teens about the program and share some ideas of how to expand it going forward. Laura is looking for new teen volunteers and exploring new and creative ways to get everyone engaged and excited about joining the teen tech group. The kids had some great ideas too! A big thanks to the National Charity League and Hermanos Unidos for being great partners on this event.

After last year’s successful information table, Adult Services Manager Leti Polizzi coordinated a full workshop for hands only CPR. Presented by the LA County Department of Public Health, about 30 patrons attended this event and learned about the new technique for cardiopulmonary resuscitation (CPR) without having to give “mouth to mouth”. With plenty of supplies available, all the attendees were able to practice on dummies and take away a full class of new skills.

February’s 2nd Sunday event at the Miraleste Library drew one of the largest crowds yet with over 60 patrons enjoying presenter Vandana Sheth, registered dietician and local Palos Verdes resident, as she shared her knowledge of Indian cuisine. Parking was a bit tight and staff had to pull out extra seating but everyone had a good time and enjoyed the yummy treats! During the week following the event, the presenter’s mother-in-law
was back at the Miraleste Library and told Branch Clerk Suzanne Dominguez she was hearing great feedback about the program. Not surprising at all!

Everyone is really looking forward to the next 2nd Sunday event featuring an overview of gardening and composting. Branch Clerk Suzanne Dominguez created a vibrant book display at the Miraleste Library to promote the program and has already gotten great feedback.

Branch Clerk Christian Gherke reports that the monthly Saturday meeting of the Origami Club at the Malaga Cove Library had a bigger turnout than usual due to the Valentine’s Day weekend. Over 20 adults and kids spent most of the afternoon folding paper and creating charming pieces of art. This volunteer led club has been coming to the library for numerous years and the dedication and determination to keep the ancient craft going is something very laudable. Volunteer leader Ginger’s banquet of snacks, sweets and drinks certainly helps to keep everyone coming back!

Lessa coordinated a table for the US Census Bureau to advertise jobs and let patrons know the Census is on its way. Libraries nationwide are supporting Census 2020 and the Palos Verdes Library District is no different. In 2020 the census will go primarily online for the first time. The results of the census influence the allocations of billions of federal dollars, including more than $1 billion to libraries nationwide!
Katrena Woodson hosted a crazy popular program for the kids at the Miraleste Library – seeing who could eat the most saltine crackers in one minute - without water! It may seem pretty easy but the kids soon learned that speed eating dry crackers is far more challenging than they thought. Over 75 kids participated and took turns trying to surpass each other. When it was all over the record stood at 14 crackers – my mouth is dry just thinking about. Eve said she’d never seen the kids have so much fun and Katrena commented that many of them thought getting “free food” was the best part!

Teen Librarian Megan Durazo and Katrena teamed up to give the Friday Afterschool Fun series of programs a wizarding touch. From the first event, where kids were sorted into Hogwarts houses, to the last, a mini Triwizard challenge, kids explored the charming and popular series Harry Potter through crafts, science and games. On Valentine’s Day, 100 patrons came to “Transfiguration class” and used simple science to make light-up wands and creativity to make their own “Monster Book of Monsters”

→ A duo of wizards and some monstrous books. ←

Watch out!

They just might bite.....

**Storytime Numbers – February 2020**

50 sessions across all libraries with 2056 total attending
Peninsula Center - 26 sessions with 1110 total attending
Malaga Cove - 16 sessions with 638 total attending
Miraleste - 8 sessions with 308 total attending
Annex and Teen Programming

Assistant Young Readers Manager and Teen Librarian Louise Beebe used our Overdrive service to create an eBook list of “difficult topics” for our teen patrons. They sometimes feel shy about topics like sexuality, bullying, and mental health and can explore their interests and concerns comfortably and confidentially by reading them on their mobile devices. She and Megan continue to make improvements on the Teen webpage where you’ll find a ton of great resources not only for teens themselves but for anyone working with teens.

The teens are recognizing Women’s History Month this year by hosting their own March Madness. Teens can vote for their favorite female character of young adult literature. Young Readers manager Laura Henry is pulling for Hermione Granger but she has some stiff competition! Check out the bracket here: [https://www.polltab.com/bracket-poll/zlEX9nd1X](https://www.polltab.com/bracket-poll/zlEX9nd1X)

### Young Adult Activities

**Annex Door count: 450**

**Annex Movie night: 4 sessions with 84 attending**

**The Peninsula Teen Advisory Council had 10 kids participating this month.**

In addition to cracker eating, described in the highlights, Katrena led the Miraleste teens in some cool after school activities including making Valentine’s Day cards for local senior citizens, and creative voodoo doll making. Both were big hits!

#### Local History Center

Adult Services Librarian and Archivist Monique Sugimoto worked on cataloging for the *Your Story is the Peninsula Story* scanning event. Newly added stories include one on the pirate of the Buccaneer Queen, the 1933 Long Beach earthquake, and the landscape that created San Pedro’s “Sunken City”. And thanks to Carolyn Petru, now we know the determining factors of what high school a student attended: if you lived west of Hawthorne, you went to Palos Verdes High in Palos Verdes Estates, and if you lived east of Hawthorne, you went to Rolling Hills High School, now called Peninsula High School, in Rolling Hills Estates.

Last year Monique and Dennis wrote an article about “Portuguese Charlie” and his fish bakes at Portuguese Bend and a recent donation by Kit Fox provides a fun artifact on the tours mentioned in the article. Charley’s Fresh Fish Dinner for 25 cents? Sign me up!
Local history room volunteer J is helping to train other volunteers in scanning slides, just in time to start a scanning project of slides documenting an archaeological dig in Lunada Bay from the 1960’s. Volunteer Elizabeth is working on the Bixby Papers, a collection of land transactions covering the Palos Verdes Peninsula. Part of the work includes digitizing the microfilm in preparation for adding it to our digital repository.

Monique met with two local residents, both 100 years old, who will be participating in the Women’s Suffrage Celebration by providing mini biographies of their lives. I can’t wait to hear what these ladies have seen and done in their lives!

We know our local history room is fantastic and full of fascinating material – and so do many others, even internationally. The room received a request from a researcher at the Technical University in Munich, Germany asking for permission to use a drawing done by Olmsted in a presentation he is working on. He saw the image on palosverdeshistory.org. Great to know the hard work by the local history room team is appreciated world-wide!

Technology and Web Services

For the first time since I’ve worked at PVLD, we lost internet access for quite some time but have no fear, it was NOT the fault of our Information Technology department. Cox reported to us that a fiber line was damaged in a fiber vault a couple of miles from the Tustin hubsite. The fiber was re-spliced and services came back on but the whole process took about 12 hours. Luckily most of it was overnight so we didn’t suffer too much but we quickly realized how much we all rely on internet access to do our jobs. IT Manager Laszlo Latkoczky is following up by reaching out to Cox cable regarding precautions against this happening again, and investigating the feasibility of having a backup data line with another Internet Service Provider that can be “rolled over to” if the primary ISP goes down.

The librarians all got a crash reminder in Dewey and readers advisory without computer assistance, Circulation staff pulled out the old manual check out sheets, and everyone did a great job helping out our patrons, but we were sure glad when the internet came back on!

Working together with Facilities, John built three dedicated desktops – one at Peninsula Center and two at the branches – that will be used for Census 2020. Working together with Facilities, locations for the desktops were determined and the units will be up and available until the end of Census 2020 input at the end of April.

Total Sessions on PVLD Wi-Fi network for February 2020: 12,122 or 418 connections per day

<table>
<thead>
<tr>
<th>PC Location</th>
<th>Total Uses (# of sessions)</th>
<th>Total Time (# of hours)</th>
<th>Average Session (# of minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Reference</td>
<td>2320</td>
<td>2680:57</td>
<td>69.335</td>
</tr>
<tr>
<td>Computer Bar</td>
<td>101</td>
<td>76:22</td>
<td>45.366</td>
</tr>
<tr>
<td>Express Internet Kiosk</td>
<td>72</td>
<td>10:39</td>
<td>8.875</td>
</tr>
<tr>
<td>Malaga Cove</td>
<td>267</td>
<td>233:19</td>
<td>52.431</td>
</tr>
<tr>
<td>Mir. Wall Computers</td>
<td>430</td>
<td>446:20</td>
<td>62.279</td>
</tr>
<tr>
<td>Mir. Window Computers</td>
<td>118</td>
<td>66:40</td>
<td>33.898</td>
</tr>
<tr>
<td>The Annex</td>
<td>57</td>
<td>40:28</td>
<td>42.596</td>
</tr>
<tr>
<td>Young Readers</td>
<td>321</td>
<td>204:07</td>
<td>38.153</td>
</tr>
</tbody>
</table>

Number of unique device: 3,877
One of the biggest collections projects was the creation of the new Juvenile Picture book genre areas at the Peninsula Center Library. The plan was to create a section comprised of the most popular JPicture genres and its completion has already resulted in easier browsing for preschoolers and their caregivers. Kids who love stories about princesses, dinosaurs, songs and vehicles like trains and trucks can find these books in their very own section now! Staff also brought all the holiday books out of storage and moved the children’s concept books to this new section. This whole project is certainly a testament to the excellent teamwork at PVLD. The librarians identified the books for each genre and did a lot of the “stickering” (updating the item’s spine labels). Volunteer Allison did a lot of the stickering too! Technical Services Manager Mary Kocman and her team did all the necessary catalog changes and the Circulation Department did the heavy lifting, figuratively and literally. They peeled letters off the bins, changed the location codes and call numbers on 100’s of items, shelved the new collections in their new areas, re-shifted the new collections to make them all fit, and twice re-shifted the books so they were spread evenly throughout the collection. Special appreciation to Katrena who designed the bin stickers, Emily who worked out the template for printing them, Mary for making sure our vendor had the new specifications, Circulation Manager Ketzie Diaz for running reports and keeping it all on track, and everyone else who chipped in to contribute to the success! Thanks to Larry, Carol, Amy, Hannah, Guillermo, Victor, and all our volunteers!

Now that we have the one collection completed, the plan is to bring the same concept to the branches. Emily, Katrena, and Librarian Kate Rao are taking the lead and will be working with branch staff and technical services staff to mirror the picture book genres at the branches. Stay tuned!

The Adult Services Librarians have been doing collection maintenance with Laura I. looking at our art books with Circulation Page Yoshie Sakai’s help and Dennis reviewing the test preparation and travel areas. Both projects involve weeding outdated and old titles and making sure the collection is up to date. Dennis also received, reviewed and distributed 85 patron purchase suggestions.

The Adult Services Librarians decided to change the previously non-circulating Ready Reference collection to just regular reference so that it might get more use. Circulation Clerk Kim Contreras changed all of the locations and removed labels and Page Amy Buchwald made quick work of shelving it in its new section with minimal shifting to do.

Circulation manager Ketzie Diaz continues to update our internal operating procedures for efficiency and accuracy. This month she tackled opening and closing, internal collection sweep, collections reporting and damaged and lost items. Working with Mary, they finalized a process for the librarians to re-order lost materials but it took some time for all the lists to be updated. Thank you everyone who stuck with this important project! Ketzie also worked with the Facilities team on a procedure for lost and found items. It’s amazing to me what gets left behind at the library and every month we make a trip to the Goodwill to drop off everything from jackets to water bottles. If you’ve lost anything – make sure to check the lost and found!

Occasionally, patrons who do not have library cards will still ask for a book to be held for them. Leti, Laura H., and Ketzie worked out a procedure where we can still offer these patrons our best possible service while not creating a confusing situation for the staff. Keeping track of every single book in the library is no small feat, especially when one is being kept aside for someone special. We now have a way of ‘checking’ that item out to a special card and placed in a dedicated location. Thanks you three for ensuring our library services are accessible for everyone!
Circulation Page Victor Sedillo found these delightful treats during an evening sweep of the shelves. The Easter Bunny must have come early to PVLD! How sweet – but next time, perhaps the treat can stay in the basket and not on our books. Chocolate and paper don’t really mix!

Sometimes it’s the little things and staplers were the issues in the serial processing department this month. The electric stapler died and the big heavy duty ones all jammed. Mary had to send one out for repair since repair was cheaper than replacement, and then bought a couple new ‘light touch’ ones for the volunteers to use for magazine and newspaper processing. Thinking on it, we decided we can’t bad mouth the staplers too much since we think they were purchased long before any of us started working here - over 20 years ago. That’s not a bad run stapler!

Kudos to Serials Clerk Toby Stevens for training all the circulation pages to be backup newspaper and magazine processor on the weekends.

Library Facilities

The library is very aware and concerned about the emerging coronavirus (COVID-19) epidemic and is working to ensure we have a clean and safe environment. More information on the library’s response can be found on our webpage here: [https://www.pvld.org/coronavirus-information](https://www.pvld.org/coronavirus-information).

In addition to the link above, we've provided information on hand washing in all public restrooms and notices on COVID-19 updates at the reference desks. We will ensure to have soap and towels well stocked in all restrooms and hand sanitizer at all public desks. We encourage everyone to follow best practices for personal hygiene, cover your nose and mouth when you sneeze, and stay home if you feel sick. The situation around COVID-19 is ever changing and we will me monitoring the situation carefully as it unfolds.

I'm very pleased to say the Board of Library Trustees approved the purchase of a new fire alarm system for the Peninsula Center Library. Although still functional, our current system is very old and the Facilities Department has done all they can to keep it running. Request for Proposals are out now and we hope to start the installation of a new system by April.

The Facilities Technicians installed a new electronic screen at the Malaga Cove Library. It was a joint project as Facilities mounted the monitor, IT whitelisted the device on the network, and the Digital Services team configured the software. It’s up and working and feedback so far has been very good. At first I thought it seemed a little big for the space, but our more senior patrons have expressed that they love the visuals and can read all of our program updates easily.
Facilities Manager Daniel Gutierrez and his team completed a variety of other projects as well, including:

- Installing a new power outlet on the Deep Valley entrance of the Peninsula Center Library.
- Installing new accent lights over one of the Friend’s donor wall displays in conjunction with the LED lighting project.
- Beginning the patch and paint work throughout the 3rd floor of the Peninsula Center library. A project they do every year after the annual art show.
- Evaluating the hillside at the Miraleste Library for the landscape redesign project.
- Working with staff on Women’s Suffrage parade requirements.
- Creating new signage templates for the library book stacks.
- Working with the elevator company on refurbishment of reference level elevator.

They also discovered the very recently installed screen in the gallery at the Malaga Cove Library needed some adjustment. More specifically, the screen was moved further out away from the wall with the intent of providing more clearance between the screen – when it is lowered – and any hanging paintings/pictures on the wall.
Incidents

Incidents this month were few and mostly involved poor behavior from a few teen patrons. Deputy Director Ryan Roy and Human Resources Manager Sarah Udin have been following up with the teens, their parents, and the school when necessary. Ryan had five parent / teen conversations this month with good success. We still struggle with vaping, especially by minors in the study rooms and had two incidents of theft, albeit temporary, of patron personal belongings.

Administration & Finance

For those of you who come to the monthly Board of Library Trustee meetings, you’ll start to see something a little different – laptops! Furthering PVLD commitment to sustainability and mindful of our impact on the environment, the Board made the decision to transition to paperless meeting agendas and packets. Starting in March, agendas and packet materials will be provided via an interactive PDF and no longer printed out, saving hundreds of pages of paper and ink. Championed by Board President Kay Cooperman Jue, this project has been a collaboration between the Information Technology, Digital Services and Human Resources Departments. As with any new technology, we may have a few kinks to work out in the next few months, but I for one am really excited about the new process!

The project to update the Trustee Policies and Procedures Manual is moving along a steady pace. In February’s meeting, the Board of Library Trustees approved changes to Sections 1000, 2000, and 3000 and section 5000 will go before the board in March.

Finance Manager Will Liu spent his first few months working on the mid-year budget and is coordinating with all library managers on changes and adjustments for the 2020/2021 budget as well. He’s also been investigating library investment strategies, examining our current travel request and mileage policies, updating our internal forms, clarifying sales tax questions, and researching new company credit cards. And he’s also tackling the exceptionally complex issue of the library’s unfunded CalPERS liability and is working with staff and the Board to brainstorm methods of managing this ever growing obligation.

Will is working with Toby in the serials department to determine how long to keep our magazine invoices. They are separate from the bills we pay every year and can reach up to 80-pages long. Accounting Clerk Panhchapoa Phay and Toby are reviewing them to ensure we have what we need without overloading ourselves with extra paper.

Staff Kudos and Updates

PVLD is very happy to welcome Vanessa Woods to the team as our new Assistant Facilities Manager. Vanessa is spending her first few weeks getting to know the staff, the facilities, and hearing about all the new challenges she’s going to tackle and we can’t wait for her suggestions. Welcome Vanessa!

We are also pleased to welcome Chris Taylor to the Adult Services team as an on-call librarian. Lessa, Leti, and Laura Henry gave Chris a “Reference @ PVLD” run down and he’s been spending time on the desk learning the ropes in both departments. Welcome Chris!
We received a nice compliment through our library email for Circulation Clerk Hannah Miller - “Thanks to the nice young woman in Circulation who helped me at 5:50pm on 2/10.” Good job Hannah!

---

Staff Pay It Forward Award Winner

Monique Sugimoto

---

Last month's recipient, Daniel Gutierrez has this to say about Monique:

"Monique is vital to the fabric and history of the Palos Verdes Peninsula. She is always energetic and willing to lend a hand with anything you need. She has gone above and beyond on several occasions helping to make sure that our sites and information we distribute are historically accurate. Thank you Monique for all that you do at PVLD."

Congratulations Monique!

---

Coming up!

We can’t be more excited about our upcoming Women’s Suffrage Centennial Parade! Leti & David Campbell were interviewed by PV News and The Daily Breeze also picked up the story.

The parade will start at the Peninsula Center Library, march to the mall and back, and culminate with a reception celebrating the opening of the exhibit “Suffragette” at the PV Art Center later that day. There is a wonderful array of additional programming and it can all be found online.

The Young Readers Department will be out in force in March with a lot of class visits. Miraleste Early Learning Academy, (MELA) Valmonte Miraleste Early Learning Academy (VELA) and a whole day of visits at Silver Spur Elementary are up first for Michael, Louise and Laura H. Michael also has visits scheduled for Point Vicente and for the Soleado ELL parents. Megan and Laura H. are looking forward to representing PVLD at PVPUSD’s Wellness Symposium for teens and parents. Oh, and several visits for Read Across America classroom reading are on the horizon, including one with me!

PVLD’s two Oculus Quest headsets arrived in February. Ryan has had a blast setting them up, and exploring just a few of the many experiences they have to offer. He has this to say about them:

“How filling the shoes of a National Geographic photographer on a globetrotting quest for the ultimate photo to facing down Darth Vader in a Star Wars adventure, there is so much to see and do. Perhaps the coolest part was simply walking past the Peninsula Center library on Silver Spur Road in a fully realized 3D virtual environment. But on second thought, it was probably the disco dance-off with a cute-but-funky alien robot. I could spend years exploring all that the Oculus Quest has to offer, but the next step is to train our librarians on how to use the equipment so we can open up these virtual worlds to the public.”

The Young Readers are getting ready for Summer Reading – can you believe it! The theme this year is Imagine Your Story and they already have a ton of great activities planned. Megan designed all new patches for the program and patrons young and old will enjoy our fantastic selection of books and library materials as well as the Science Tellers, a ventriloquist, magician, and local talent! It should be an exciting summer so keep an eye out for more information!

……and much more!!

~ For more information, dates and time, please check out our website at www.pvld.org and the online calendar for more information on all upcoming events! www.pvld.org/calendar ~