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

1. CALL TO ORDER

2. ROLL CALL:
   Terry Andrues, President
   Jason Capell
   Katie Clark, Secretary
   Betsy Kahn
   Gwendolyn McMullins

3. ADOPTION OF AGENDA
   Opportunity for Board members to delete items, re-order items, continue items or make additions to the agenda pursuant to Government Code Section 54954.2(b).

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

   a) CONFERENCE WITH LEGAL COUNSEL RE EXISTING LITIGATION
      Pursuant to Government Code Section 54956.9(d)(1)
      Kittay v. Altadena Library District, et al.

   b) PUBLIC EMPLOYEE APPOINTMENT
      Pursuant to Government Code section 54957
      Title: Interim District Director

   c) Conference with Labor Negotiators Pursuant to Government Code Section 54957.6
      Unrepresented Employee: Interim District Director
      Agency Designated Representative: Betsy Kahn, President of the Board of Trustees

5. RECESS BACK INTO OPEN SESSION

6. PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION. (Section 54960 et seq.)

7. Adopt Resolution 2019-01 - “A Resolution Appointing __________ as Interim District Director Pursuant to the 180-Day Waiting Period Exception, background check and Approving Employment Agreement.” (Information/Action)

8. PUBLIC COMMUNICATION
   Individuals may address the Board regarding any item of Library business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Board President, individuals may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to
take action on any item not on the agenda. If speaking before the Board, please give your name and state
the agenda item and/or issue you wish to address.

9. REPORTS OF SUPPORT GROUPS
Altadena Library Foundation
Friends of the Altadena Library

10. FINANCIAL REPORTS
Financial reports for November 2018 (INFORMATION/ACTION) Page #

Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

11. CONSENT CALENDAR
The Consent Calendar adopting the 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 an item from the
Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will
be considered individually at the end of the Consent agenda under “Items removed from the Consent
Calendar”. The entire remaining 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:
- Approval of Minutes – Regular Meeting held December 10, 2018, Page #
- Approval of Minutes – Special Meeting held December 3, 2018 Page #
- Statistical Reports – YTD – December 2018, Page #
- Departmental Monthly Reports – December 2018, Page #
- District Director’s Report – December 2018, Page #

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

13. OLD BUSINESS
a) Update from Ad-Hoc Subcommittee to fill Interim District Director Position
   (INFORMATION/ACTION)

b) Board Committees (INFORMATION/ACTION)
   I. Facilities Committee
   II. Budget Committee
   III. Executive Search Committee
   IV. Bylaws Committee
   V. Strategic Planning Committee

c) Presentation of Altadena Library District Final Draft of the Annual Financial Report for FY 17/18, conducted
   by Nigro & Nigro, presented by Paul Kaymark of Platinum Consulting Group (INFORMATION/ACTION)

14. NEW BUSINESS
a) Brown Act Refresher (INFORMATION)

b) Liaison to Friends of the Altadena Library (INFORMATION/ACTION)

c) Board of Library Trustees Agenda and Board packet Format (INFORMATION/ACTION)

d) Board Member Community Outreach (INFORMATION/ACTION)

e) Tree Service for Cedar and Pine Trees at the Main Library (INFORMATION/ACTION)

f) New ADA Doors for Branch Library (INFORMATION/ACTION)

15. REPORTS OF TRUSTEES

16. AGENDA ITEMS FOR FUTURE AGENDAS
This is an opportunity for Board members to request that items be placed on future agendas.

17. ADJOURNMENT
Recommended Action: There being no further business to come before the Board, the meeting is adjourned.
TITLE: Summary Report of Financial Statements for November 2018

NOVEMBER 2018 FINANCIAL STATEMENTS
The following financial reports are for the month of November 2018. The financial statements are unaudited. The auditors have completed their work on the Financial Audit for the Year Ended June 30, 2018, and their findings are included in this board package. A presentation on the final report is scheduled for this Board Meeting.

As indicated on this report, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a net income of -$1,380,578.06. ALD cash and cash equivalents are $1,996,400.17.

Please note that all actual variances (increases/decreases) to the Budget are considered timing variances and the financials will not reflect a net excess until after January 2019 when we receive our first property tax installment.

REVENUE HIGHLIGHTS
The District currently has $1,996,400.17 in cash and cash equivalents.
The (unaudited) net income for the month of October is -$298,682.02.

Passport services, printing revenue, and rental income are exceeding budget expectations at 40.4%, 68.0% and 145% of budget, respectively.

PAYMENTS FROM SUPPORT ORGANIZATIONS
There were no payments from Support Organizations in November 2018.

EXPENDITURE HIGHLIGHTS
Paid in November were legal fees for the month of September 2018, totaling $65,210.07 and placing us at 617.10% of our budget for FY18-19.

Any expenditures over 25% of the budget will be reviewed for recommended changes at the Mid-Year Budget Amendment.
Annual Financial Report For the Year Ended June 30, 2018

The Altadena Library District Audit Report prepared by Nigro & Nigro, a Professional Accountancy Corporation, who were selected through an RFP process to prepare the annual audit, is included in the Board Package. Paul Kaymark, CPA, who oversees our account is on hand to answer questions at this Board Meeting.

It is the responsibility of the Auditors to express opinions on the financial statements in the Annual Audit Report, based on their findings. From their report: “Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonable-ness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion
In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of Altadena Library District, as of June 30, 2018, and the respective changes in financial position for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.”

The Financial Statements were prepared with the assistance of Platinum Consulting Group (PCG) which is a small CPA firm that focuses exclusively on providing special district governments with high level ongoing CPA services and annual audit preparation services. Their client list in Southern California is extensive, and includes library districts, LA and Orange County LAFCO, water and sewer utilities, and parks & recreation districts. PCG is led by Cindy Byerrum, a CPA who worked at Ernst & Young and has been a tenured professor at a local college. PCG was hired in May 2017 (recommended by our independent auditor), for the following:

1. Independently reconcile the checking, savings, and county bank accounts to ensure a proper segregation of duties.
2. To review the accounting each month, and on an as needed basis as questions arise.
3. To help staff prepare for the audit, particularly some of the more complex journal entries that comply with Government Accounting Standards Board pronouncements (GASB), such as the retiree health or pension accounting.
4. To assist staff as they have questions regarding QuickBooks, accounting, and best practices in accounting and finance.
### Ordinary Income/Expense

#### Income

<table>
<thead>
<tr>
<th>DONATIONS AND GRANTS</th>
<th>Jul - Nov 18</th>
<th>Jul - Nov 17</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>4705 · Altadena Library Foundation</td>
<td>6,095.00</td>
<td>6,095.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>4710 · Friends of the Library</td>
<td>146.95</td>
<td>146.95</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>4730 · Undesignated</td>
<td>275.15</td>
<td>1,671.07</td>
<td>(1,395.92)</td>
<td>(83.5)%</td>
</tr>
<tr>
<td>4740 · CA Library Literacy Services</td>
<td>18,000.00</td>
<td>18,000.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>4750 · Cal State Library</td>
<td>18,000.00</td>
<td>18,000.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total DONATIONS AND GRANTS</strong></td>
<td>24,517.10</td>
<td>19,671.07</td>
<td>4,846.03</td>
<td>24.6%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FINES &amp; FEES</th>
<th>Jul - Nov 18</th>
<th>Jul - Nov 17</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>4305 · Fees</td>
<td>2,258.68</td>
<td>2,356.70</td>
<td>(98.02)</td>
<td>(4.2)%</td>
</tr>
<tr>
<td>4310 · MFM Revenue</td>
<td>5,436.64</td>
<td>2,417.51</td>
<td>3,019.13</td>
<td>124.9%</td>
</tr>
<tr>
<td>4340 · Passport Services Fees</td>
<td>48,526.00</td>
<td>42,878.69</td>
<td>5,647.31</td>
<td>13.2%</td>
</tr>
<tr>
<td>4350 · Sales of Products</td>
<td>423.00</td>
<td>2,988.55</td>
<td>(2,565.55)</td>
<td>(85.9)%</td>
</tr>
<tr>
<td><strong>Total FINES &amp; FEES</strong></td>
<td>56,644.32</td>
<td>50,641.45</td>
<td>6,002.87</td>
<td>11.9%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INTEREST INCOME &amp; ADJUSTMENTS</th>
<th>Jul - Nov 18</th>
<th>Jul - Nov 17</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>4210 · Chase Bank</td>
<td>101.60</td>
<td>1,248.63</td>
<td>(1,147.03)</td>
<td>(91.9)%</td>
</tr>
<tr>
<td><strong>Total INTEREST INCOME &amp; ADJUSTMENTS</strong></td>
<td>101.60</td>
<td>1,248.63</td>
<td>(1,147.03)</td>
<td>(91.9)%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER REVENUE &amp; ADJUSTMENT</th>
<th>Jul - Nov 18</th>
<th>Jul - Nov 17</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>4915 · Rental Revenue</td>
<td>5,800.00</td>
<td>1,025.00</td>
<td>4,775.00</td>
<td>465.9%</td>
</tr>
<tr>
<td>4920 · Reimbursements</td>
<td>10,740.60</td>
<td>(10,740.60)</td>
<td>0.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>4999 · Rewards &amp; Incentives</td>
<td>5,539.05</td>
<td>(5,539.05)</td>
<td>0.00</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total OTHER REVENUE &amp; ADJUSTMENT</strong></td>
<td>5,800.00</td>
<td>17,304.65</td>
<td>(11,504.65)</td>
<td>(66.5)%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Jul - Nov 18</th>
<th>Jul - Nov 17</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>4010 · Current-Year Secured</td>
<td>(9,047.40)</td>
<td>16,836.46</td>
<td>(25,883.86)</td>
<td>(153.7)%</td>
</tr>
<tr>
<td><strong>Total 4010 · Current-Year Secured</strong></td>
<td>(9,047.40)</td>
<td>16,836.46</td>
<td>(25,883.86)</td>
<td>(153.7)%</td>
</tr>
<tr>
<td>4020 · Current-Year Unsecured</td>
<td>84,437.18</td>
<td>74,867.25</td>
<td>9,569.93</td>
<td>12.8%</td>
</tr>
<tr>
<td><strong>Total 4020 · Current-Year Unsecured</strong></td>
<td>84,437.18</td>
<td>74,867.25</td>
<td>9,569.93</td>
<td>12.8%</td>
</tr>
<tr>
<td>4030 · Prior-Year Secured</td>
<td>(11,690.95)</td>
<td>26,164.47</td>
<td>(37,855.42)</td>
<td>(144.7)%</td>
</tr>
<tr>
<td>4030.03 · SB 813 Redemption</td>
<td>1,799.21</td>
<td>2,322.32</td>
<td>(523.11)</td>
<td>(22.5)%</td>
</tr>
<tr>
<td>4030.05 · Secured Tax Refunds</td>
<td>(4,951.89)</td>
<td>(4,080.07)</td>
<td>(871.82)</td>
<td>(21.4)%</td>
</tr>
<tr>
<td><strong>Total 4030 · Prior-Year Secured</strong></td>
<td>(14,843.63)</td>
<td>24,406.72</td>
<td>(39,250.35)</td>
<td>(160.8)%</td>
</tr>
<tr>
<td>4040 · Prior-Year Unsecured</td>
<td>6,970.45</td>
<td>6,970.45</td>
<td>0.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>4040.00 · Prior Unsecured - Other</td>
<td>(9,339.39)</td>
<td>(9,339.39)</td>
<td>0.00</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total 4040 · Prior-Year Unsecured</strong></td>
<td>(9,339.39)</td>
<td>6,970.45</td>
<td>(16,309.84)</td>
<td>(234.0)%</td>
</tr>
<tr>
<td>4060 · Special Assessment</td>
<td>(4,862.14)</td>
<td>12,241.91</td>
<td>(17,104.05)</td>
<td>(139.7)%</td>
</tr>
<tr>
<td>4060.01 · Per Parcel Benefit Assessment</td>
<td>(4,862.14)</td>
<td>12,241.91</td>
<td>(17,104.05)</td>
<td>(139.7)%</td>
</tr>
<tr>
<td><strong>Total 4060 · Special Assessment</strong></td>
<td>(4,862.14)</td>
<td>12,241.91</td>
<td>(17,104.05)</td>
<td>(139.7)%</td>
</tr>
<tr>
<td>4080 · Penalties,Interest &amp; Costs-Ref</td>
<td>6,753.97</td>
<td>7,028.65</td>
<td>(274.68)</td>
<td>(3.9)%</td>
</tr>
<tr>
<td>4220 · County Interest Allocation</td>
<td>6,430.61</td>
<td>2,795.54</td>
<td>3,635.07</td>
<td>130.0%</td>
</tr>
<tr>
<td>4250 · Change in Property Tax Accrual</td>
<td>(5,793.87)</td>
<td>5,793.87</td>
<td>0.00</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total Property Taxes</strong></td>
<td>59,529.20</td>
<td>139,353.11</td>
<td>(79,823.91)</td>
<td>(57.3)%</td>
</tr>
</tbody>
</table>

| **Total REVENUES**                    | 59,529.20    | 139,353.11   | (79,823.91)| (57.3)%  |

| **Total Income**                      | 146,592.22   | 228,218.91   | (81,626.69)| (35.8)%  |

### Expense

<table>
<thead>
<tr>
<th>PERSONNEL RELATED EXPENSES</th>
<th>Jul - Nov 18</th>
<th>Jul - Nov 17</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>5010 · Salaried</td>
<td>167,557.56</td>
<td>137,889.37</td>
<td>29,668.19</td>
<td>21.5%</td>
</tr>
<tr>
<td>5020 · Hourly</td>
<td>529,607.88</td>
<td>429,244.59</td>
<td>100,363.29</td>
<td>23.4%</td>
</tr>
<tr>
<td><strong>Total 5000 · SALARIES &amp; WAGES</strong></td>
<td>697,165.44</td>
<td>567,133.96</td>
<td>130,031.48</td>
<td>22.9%</td>
</tr>
<tr>
<td>Category</td>
<td>Jul - Nov 18</td>
<td>Jul - Nov 17</td>
<td>$ Change</td>
<td>% Change</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------------</td>
<td>--------------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>5100 · Employer-Portion Taxes/Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5120 · Payroll Taxes (ER)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5250 · FUTA</td>
<td>(1,380.13)</td>
<td>1,380.13</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td>5260 · Health Insurance</td>
<td>52,854.02</td>
<td>50,258.40</td>
<td>2,595.62</td>
<td>5.2%</td>
</tr>
<tr>
<td>5270 · Dental Insurance</td>
<td>6,236.81</td>
<td>5,839.02</td>
<td>397.79</td>
<td>6.8%</td>
</tr>
<tr>
<td>5280 · Vision Insurance</td>
<td>1,831.71</td>
<td>2,152.44</td>
<td>(320.73)</td>
<td>(14.9)%</td>
</tr>
<tr>
<td><strong>Total 5210 · PERS Retirement</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>160,125.88</td>
<td>85,943.24</td>
<td>74,182.64</td>
<td>86.3%</td>
</tr>
<tr>
<td><strong>Total 5100 · Employer-Portion Taxes/Benefits</strong></td>
<td>213,343.65</td>
<td>128,070.49</td>
<td>85,273.16</td>
<td>66.6%</td>
</tr>
<tr>
<td><strong>5200 · Insurance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5220 · Health Insurance</td>
<td>1,342.52</td>
<td>14,695.75</td>
<td>(13,353.23)</td>
<td>(91.6)%</td>
</tr>
<tr>
<td>5240 · Vision Insurance</td>
<td>960.21</td>
<td>7,949.20</td>
<td>(7,022.99)</td>
<td>(88.3)%</td>
</tr>
<tr>
<td><strong>Total 5200 · Insurance</strong></td>
<td>106,488.52</td>
<td>103,716.44</td>
<td>2,772.08</td>
<td>2.7%</td>
</tr>
<tr>
<td><strong>Total 'PERSONNEL RELATED EXPENSES</strong></td>
<td>1,016,997.61</td>
<td>798,920.89</td>
<td>218,076.72</td>
<td>27.3%</td>
</tr>
<tr>
<td><strong>CAPITAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7310 · Equipment, Furniture &amp; Fixtures</td>
<td>26,607.41</td>
<td>(26,607.41)</td>
<td>(53,214.82)</td>
<td>(100.0)%</td>
</tr>
<tr>
<td><strong>Total CAPITAL</strong></td>
<td>26,607.41</td>
<td>73,390.00</td>
<td>(46,782.59)</td>
<td>(63.8)%</td>
</tr>
<tr>
<td><strong>FACILITIES, GROUNDS &amp; MAINTENAN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7205 · Maintenance Contracts</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>7210 · Building Maint &amp; Repairs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7220 · Landscape</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total FACILITIES, GROUNDS &amp; MAINTENAN</strong></td>
<td>15,950.86</td>
<td>43,993.12</td>
<td>(28,042.26)</td>
<td>(63.7)%</td>
</tr>
<tr>
<td><strong>LIBRARY MATERIALS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6110 · Cataloging Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6115 · Electronic Databases &amp; Subscript</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6120 · Books</td>
<td></td>
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<tr>
<td>6125 · Audio CD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6130 · DVD &amp; Videogames</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6135 · Processing of Materials</td>
<td></td>
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<tr>
<td>6140 · Periodicals</td>
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<tr>
<td>6150 · Downloadables</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total LIBRARY MATERIALS</strong></td>
<td>96,921.78</td>
<td>97,139.01</td>
<td>(217.23)</td>
<td>(0.2)%</td>
</tr>
<tr>
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<td>7510 · Miscellaneous Expense</td>
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<td>7540 · Trustee Election</td>
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<td>260.37</td>
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<td>6765 · Janitorial Supplies</td>
<td>4,145.32</td>
<td>8,356.52</td>
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<td>6770 · Operating Supplies</td>
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<td>6,306.22</td>
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<td>1,627.97</td>
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<td>6920 · Electricity</td>
<td>17,545.56</td>
<td>19,962.82</td>
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<td>6930 · Natural Gas</td>
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<td>6940 · Water &amp; Sewage</td>
<td>2,681.67</td>
<td>2,857.58</td>
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<td>6950 · Refuse</td>
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<td>6960 · Products for Resale</td>
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<td>Jul - Nov 17</td>
<td>$ Change</td>
<td>% Change</td>
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<td>------------------------------------------</td>
<td>----------------</td>
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<td>-----------</td>
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<td>Equipment Lease &amp; Rental</td>
<td>10,585.74</td>
<td>4,501.30</td>
<td>6,084.44</td>
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<td>County Tax Collection Fees</td>
<td>876.94</td>
<td>797.28</td>
<td>79.66</td>
<td>10.0%</td>
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<td><strong>Total OPERATING EXPENSES</strong></td>
<td>129,777.87</td>
<td>135,121.87</td>
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<td>(4.0)%</td>
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<td><strong>PROFESSIONAL &amp; TECHNICAL</strong></td>
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<td>Audit and Financial Consulting</td>
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<td>22,033.27</td>
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<td>Legal Fees</td>
<td>154,284.21</td>
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<td>Architectural &amp; Engineering</td>
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<td>814.45</td>
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<td>Collection Agency</td>
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<tr>
<td>Consultants - Other</td>
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<td></td>
<td>(22,083.93)</td>
<td>(100.0)%</td>
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<tr>
<td>Telecommunications</td>
<td>3,201.89</td>
<td>3,035.56</td>
<td>166.33</td>
<td>5.5%</td>
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<tr>
<td>Internet Service</td>
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<td>(20,062.14)</td>
<td>(100.0)%</td>
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<tr>
<td>Technology Equipment</td>
<td>3,335.78</td>
<td>1,944.70</td>
<td>1,391.08</td>
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<td>Technology Maintenance Fees</td>
<td>14,201.25</td>
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<td>103,710.68</td>
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<tr>
<td><strong>PROGRAMS</strong></td>
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<td></td>
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<td></td>
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<tr>
<td>Youth Services</td>
<td>5,099.14</td>
<td>3,668.41</td>
<td>1,430.73</td>
<td>39.0%</td>
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<td>Teen Services</td>
<td>1,049.53</td>
<td>2,778.99</td>
<td>(1,729.46)</td>
<td>(62.2)%</td>
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<td>Adult Services</td>
<td>13,094.69</td>
<td>11,419.67</td>
<td>1,675.02</td>
<td>14.7%</td>
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<td>Bob Lucas Branch Services</td>
<td>1,840.98</td>
<td>609.03</td>
<td>1,231.95</td>
<td>202.3%</td>
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<td>Literacy Services</td>
<td>1,757.88</td>
<td>349.80</td>
<td>1,408.08</td>
<td>402.5%</td>
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<td><strong>Total PROGRAMS</strong></td>
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<td>4,016.32</td>
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<td><strong>Total Expense</strong></td>
<td>1,527,170.28</td>
<td>1,281,185.53</td>
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<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>(1,380,578.06)</td>
<td>(1,052,966.62)</td>
<td>(327,611.44)</td>
<td>(31.1)%</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>(1,380,578.06)</td>
<td>(1,052,966.62)</td>
<td>(327,611.44)</td>
<td>(31.1)%</td>
</tr>
</tbody>
</table>
### Ordinary Income/Expense

#### Income

- **DONATIONS AND GRANTS**
  - 4710 · Friends of the Library: 66.00
- **Total DONATIONS AND GRANTS**: 66.00

- **FINES & FEES**
  - 4305 · Fees: 706.91
  - 4310 · MFM Revenue: 1,033.24
  - 4340 · Passport Services Fees: 7,245.00
  - 4350 · Sales of Products: 100.00
- **Total FINES & FEES**: 9,085.15

- **INTEREST INCOME & ADJUSTMENTS**
  - 4210 · Chase Bank: 23.00
- **Total INTEREST INCOME & ADJUSTMENTS**: 23.00

- **OTHER REVENUE & ADJUSTMENT**
  - 4915 · Rental Revenue: 1,400.00
- **Total OTHER REVENUE & ADJUSTMENT**: 1,400.00

- **REVENUES**
  - **Property Taxes**
    - 4010 · Current-Year Secured
      - 4010.03 · SB 813 Supplemental: 11,620.73
    - **Total 4010 · Current-Year Secured**: 11,620.73
  - 4020 · Current-Year Unsecured
    - **Total 4020 · Current-Year Unsecured**: 4020.00
  - 4030 · Prior-Year Secured
    - 4030.00 · Prior Secured: 13,726.36
    - 4030.03 · SB 813 Redemption: 1,566.12
    - 4030.05 · Secured Tax Refunds: (2,592.68)
    - **Total 4030 · Prior-Year Secured**: 12,699.80
  - 4040 · Prior-Year Unsecured
    - **Total 4040 · Prior-Year Unsecured**: 4040.00
  - 4060 · Special Assessment
    - 4060.01 · Per Parcel Benefit Assessment: 6,424.67
    - **Total 4060 · Special Assessment**: 6,424.67
  - 4080 · Penalties, Interest & Costs-Ref: 5,277.36
  - 4220 · County Interest Allocation: 5,692.44
- **Total Property Taxes**: 41,715.00
- **Total REVENUES**: 41,715.00
- **Total Income**: 52,289.15

#### Expense

- **PERSONNEL RELATED EXPENSES**
  - **5000 · SALARIES & WAGES**
    - 5010 · Salaried: 32,355.04
    - 5020 · Hourly: 152,639.23
  - **Total 5000 · SALARIES & WAGES**: 184,874.27
  - 5100 · Employer-Portion Taxes/Benefits
    - 5120 · Payroll Taxes (ER): 14,297.26
### Altadena Library District

**Profit & Loss**  
November 2018

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<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
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<td>CalPers CLASSIC (ER Contr)</td>
<td>2,099.48</td>
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<td>5210.02</td>
<td>CalPers PEPRA (ER Contr)</td>
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<td><strong>Total 5210 · PERS Retirement</strong></td>
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<td>5220.01</td>
<td>Health Insurance</td>
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<td>5221.01</td>
<td>Health Insurance - Retirees</td>
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<td>Vision Insurance</td>
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<td>Life Insurance</td>
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<td><strong>Total 5200 · Insurance</strong></td>
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<td>Cataloging Expenses</td>
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Nov 18

**PROGRAMS**

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<th>Code</th>
<th>Services</th>
<th>Amount</th>
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<td>6200</td>
<td>Youth Services</td>
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<tr>
<td>6210</td>
<td>Teen Services</td>
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<td>6220</td>
<td>Adult Services</td>
<td>3,418.91</td>
</tr>
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<td>6230</td>
<td>Bob Lucas Branch Services</td>
<td>398.18</td>
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<td>6240</td>
<td>Literacy Services</td>
<td>704.36</td>
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**Total PROGRAMS** 5,939.43

**Total Expense** 350,971.17

**Net Ordinary Income** (298,682.02)

**Net Income** (298,682.02)
## Ordinary Income/Expense

<table>
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<th>Jul - Nov 18</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
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<td>4705 · Altadena Library Foundation</td>
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<td>4730 · Undesignated</td>
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<td>4735 · Designated</td>
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<td>4740 · CA Library Literacy Services</td>
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<td>4750 · Cal State Library</td>
<td>18,000.00</td>
<td>20,000.00</td>
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<td>4755 · HUD Grant</td>
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<td>Total DONATIONS AND GRANTS</td>
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<td>FINES &amp; FEES</td>
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</tr>
<tr>
<td>4305 · Fees</td>
<td>2,258.68</td>
<td>6,000.00</td>
<td>(3,741.32)</td>
<td>37.6%</td>
</tr>
<tr>
<td>4310 · MFM Revenue</td>
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<td>8,000.00</td>
<td>(2,563.36)</td>
<td>68.0%</td>
</tr>
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<td>4340 · Passport Services Fees</td>
<td>48,526.00</td>
<td>120,000.00</td>
<td>(71,474.00)</td>
<td>40.4%</td>
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<td>4350 · Sales of Products</td>
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<td>14.1%</td>
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<td>137,000.00</td>
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<td>41.3%</td>
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<td>INTEREST INCOME &amp; ADJUSTMENTS</td>
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<tr>
<td>4210 · Chase Bank</td>
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<td>2,000.00</td>
<td>(1,898.40)</td>
<td>5.1%</td>
</tr>
<tr>
<td>OTHER REVENUE &amp; ADJUSTMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4910 · Miscellaneous Income</td>
<td>5,800.00</td>
<td>4,000.00</td>
<td>1,800.00</td>
<td>145.0%</td>
</tr>
<tr>
<td>4915 · Rental Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4940 · Transfer in from Reserves</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4999 · Rewards &amp; Incentives</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total OTHER REVENUE &amp; ADJUSTMENT</td>
<td>5,800.00</td>
<td>7,000.00</td>
<td>(1,200.00)</td>
<td>82.9%</td>
</tr>
<tr>
<td>REVENUES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010 · Current-Year Secured</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010.00 · Current Secured</td>
<td>2,350,000.00</td>
<td></td>
<td>(2,350,000.00)</td>
<td></td>
</tr>
<tr>
<td>4010.01 · Revenue Residual</td>
<td>40,000.00</td>
<td></td>
<td>(40,000.00)</td>
<td></td>
</tr>
<tr>
<td>4010.03 · SB 813 Supplemental</td>
<td>(9,047.40)</td>
<td></td>
<td>(9,047.40)</td>
<td>100.0%</td>
</tr>
<tr>
<td>Total 4010 · Current-Year Secured</td>
<td>(9,047.40)</td>
<td>2,390,000.00</td>
<td>(2,390,047.40)</td>
<td>(0.4)%</td>
</tr>
<tr>
<td>4020 · Current-Year Unsecured</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4020.00 · Current Unsecured</td>
<td>84,437.18</td>
<td>80,000.00</td>
<td>4,437.18</td>
<td>105.5%</td>
</tr>
<tr>
<td>Total 4020 · Current-Year Unsecured</td>
<td>84,437.18</td>
<td>80,000.00</td>
<td>4,437.18</td>
<td>105.5%</td>
</tr>
<tr>
<td>4030 · Prior-Year Secured</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4030.00 · Prior Secured</td>
<td>(11,690.95)</td>
<td>35,000.00</td>
<td>(46,690.95)</td>
<td>(33.4)%</td>
</tr>
<tr>
<td>4030.01 · Secured Refunds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4030.02 · Statutory Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4030.03 · SB 813 Redemption</td>
<td>1,799.21</td>
<td>5,000.00</td>
<td>(3,200.79)</td>
<td>36.0%</td>
</tr>
<tr>
<td>4030.04 · Property Tax Penalties</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4030.05 · Secured Tax Refunds</td>
<td>(4,951.89)</td>
<td>(30,000.00)</td>
<td>25,048.11</td>
<td>16.5%</td>
</tr>
<tr>
<td>Total 4030 · Prior-Year Secured</td>
<td>(14,843.63)</td>
<td>10,000.00</td>
<td>(24,843.63)</td>
<td>(148.4)%</td>
</tr>
<tr>
<td>4040 · Prior-Year Unsecured</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4040.00 · Prior Unsecured</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4040 · Prior-Year Unsecured - Other</td>
<td>(9,339.39)</td>
<td></td>
<td>(10,000.00)</td>
<td></td>
</tr>
<tr>
<td>Total 4040 · Prior-Year Unsecured</td>
<td>(9,339.39)</td>
<td>10,000.00</td>
<td>(19,339.39)</td>
<td>(93.4)%</td>
</tr>
<tr>
<td>4050 · Homeowners Exemption</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4060 · Special Assessment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4060.01 · Per Parcel Benefit Assessment</td>
<td>(4,862.14)</td>
<td>810,000.00</td>
<td>(814,862.14)</td>
<td>(0.6)%</td>
</tr>
<tr>
<td>4060.02 · Direct Assessments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total 4060 · Special Assessment</td>
<td>(4,862.14)</td>
<td>810,000.00</td>
<td>(814,862.14)</td>
<td>(0.6)%</td>
</tr>
<tr>
<td>4080 · Penalties, Interest &amp; Costs-Ref</td>
<td>6,753.97</td>
<td>10,000.00</td>
<td>(3,246.03)</td>
<td>67.5%</td>
</tr>
<tr>
<td>4220 · County Interest Allocation</td>
<td>6,430.61</td>
<td></td>
<td>6,430.61</td>
<td>100.0%</td>
</tr>
<tr>
<td>Total Property Taxes</td>
<td>59,529.20</td>
<td>3,325,000.00</td>
<td>(3,265,470.80)</td>
<td>1.8%</td>
</tr>
<tr>
<td>Total REVENUES</td>
<td>59,529.20</td>
<td>3,325,000.00</td>
<td>(3,265,470.80)</td>
<td>1.8%</td>
</tr>
<tr>
<td>Total Income</td>
<td>146,592.22</td>
<td>3,529,000.00</td>
<td>(3,382,407.78)</td>
<td>4.2%</td>
</tr>
<tr>
<td>Expense</td>
<td>Jul - Nov 18</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>PERSONNEL RELATED EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000 - SALARIES &amp; WAGES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5010 - Salaried</td>
<td>167,557.56</td>
<td>460,500.00</td>
<td>(292,942.44)</td>
<td>36.4%</td>
</tr>
<tr>
<td>5020 - Hourly</td>
<td>529,607.88</td>
<td>1,254,500.00</td>
<td>(724,892.12)</td>
<td>42.2%</td>
</tr>
<tr>
<td><strong>Total 5000 - SALARIES &amp; WAGES</strong></td>
<td>697,165.44</td>
<td>1,715,000.00</td>
<td>(1,017,834.56)</td>
<td>40.7%</td>
</tr>
<tr>
<td>5100 - Employer-Portion Taxes/Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5120 - Payroll Taxes (ER)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5250 - FUTA</td>
<td>5,000.00</td>
<td>(5,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5120 - Payroll Taxes (ER) - Other</td>
<td>53,217.77</td>
<td>130,000.00</td>
<td>(76,782.23)</td>
<td>40.9%</td>
</tr>
<tr>
<td><strong>Total 5120 - Payroll Taxes (ER)</strong></td>
<td>58,217.77</td>
<td>135,000.00</td>
<td>(78,782.23)</td>
<td>39.4%</td>
</tr>
<tr>
<td>5120.02 - Soc Security &amp; Medicare, Hourly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5210 - PERS Retirement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5210.01 - CalPers CLASSIC (ER Contr)</td>
<td>11,178.71</td>
<td>20,000.00</td>
<td>(8,821.29)</td>
<td>55.9%</td>
</tr>
<tr>
<td>5210.02 - CalPers PEPRA (ER Contr)</td>
<td>32,808.17</td>
<td>75,000.00</td>
<td>(42,191.83)</td>
<td>43.7%</td>
</tr>
<tr>
<td>5218 - PERS Unfunded</td>
<td>116,139.00</td>
<td>120,500.00</td>
<td>(4,361.00)</td>
<td>96.4%</td>
</tr>
<tr>
<td>5210 - PERS Retirement - Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total 5210 - PERS Retirement</strong></td>
<td>160,125.88</td>
<td>215,500.00</td>
<td>(55,374.12)</td>
<td>74.3%</td>
</tr>
<tr>
<td>5222 - OPEB Contribution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5251 - SUI, Hourly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total 5100 - Employer-Portion Taxes/Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5220 - Insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5220 - Health Insurance</td>
<td>52,854.02</td>
<td>129,000.00</td>
<td>(76,145.98)</td>
<td>41.0%</td>
</tr>
<tr>
<td>5221 - Health Insurance - Retirees</td>
<td>29,633.52</td>
<td>29,633.52</td>
<td></td>
<td>100.0%</td>
</tr>
<tr>
<td>5230 - Dental Insurance</td>
<td>6,236.81</td>
<td>15,000.00</td>
<td>(8,763.19)</td>
<td>41.6%</td>
</tr>
<tr>
<td>5240 - Vision Insurance</td>
<td>1,831.71</td>
<td>4,500.00</td>
<td>(2,668.29)</td>
<td>40.7%</td>
</tr>
<tr>
<td>5260 - Life Insurance</td>
<td>660.21</td>
<td>1,500.00</td>
<td>(839.79)</td>
<td>44.0%</td>
</tr>
<tr>
<td>5270 - Workers’ Compensation</td>
<td>15,272.25</td>
<td>20,000.00</td>
<td>(4,727.75)</td>
<td>76.4%</td>
</tr>
<tr>
<td>5280 - Disability Insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total 5200 - Insurance</strong></td>
<td>106,488.52</td>
<td>170,000.00</td>
<td>(63,511.48)</td>
<td>62.6%</td>
</tr>
<tr>
<td><strong>Total PERSONNEL RELATED EXPENSES</strong></td>
<td>1,016,997.61</td>
<td>2,238,000.00</td>
<td>(1,221,002.39)</td>
<td>45.4%</td>
</tr>
<tr>
<td><strong>CAPITAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7310 - Equipment, Furniture &amp; Fixtures</td>
<td>26,607.41</td>
<td>15,000.00</td>
<td>11,607.41</td>
<td>177.4%</td>
</tr>
<tr>
<td>7320 - Structures &amp; Improvements</td>
<td>26,607.41</td>
<td>265,000.00</td>
<td>(238,392.59)</td>
<td>10.0%</td>
</tr>
<tr>
<td><strong>Total CAPITAL</strong></td>
<td>26,607.41</td>
<td>265,000.00</td>
<td>(238,392.59)</td>
<td>10.0%</td>
</tr>
<tr>
<td><strong>FACILITIES, GROUNDS &amp; MAINTENANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7205 - Maintenance Contracts</td>
<td>1,874.28</td>
<td>15,000.00</td>
<td>(13,125.72)</td>
<td>12.5%</td>
</tr>
<tr>
<td>7210 - Building Maint &amp; Repairs</td>
<td>13,142.52</td>
<td>20,000.00</td>
<td>(6,857.48)</td>
<td>65.7%</td>
</tr>
<tr>
<td>7220 - Landscape</td>
<td>934.06</td>
<td>18,000.00</td>
<td>(17,065.94)</td>
<td>5.2%</td>
</tr>
<tr>
<td><strong>Total FACILITIES, GROUNDS &amp; MAINTENANCE</strong></td>
<td>15,950.86</td>
<td>53,000.00</td>
<td>(37,049.14)</td>
<td>30.1%</td>
</tr>
<tr>
<td><strong>LIBRARY MATERIALS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6110 - Cataloging Expenses</td>
<td>12,328.38</td>
<td>22,000.00</td>
<td>(9,671.62)</td>
<td>56.0%</td>
</tr>
<tr>
<td>6115 - Electronic Databases &amp; Subscript</td>
<td>14,410.05</td>
<td>25,000.00</td>
<td>(10,589.95)</td>
<td>57.6%</td>
</tr>
<tr>
<td>6120 - Books</td>
<td>33,860.03</td>
<td>140,000.00</td>
<td>(106,139.97)</td>
<td>24.2%</td>
</tr>
<tr>
<td>6125 - Audio CD</td>
<td>3,278.65</td>
<td>20,000.00</td>
<td>(16,721.35)</td>
<td>16.4%</td>
</tr>
<tr>
<td>6130 - DVD's &amp; Videogames</td>
<td>9,160.09</td>
<td>30,000.00</td>
<td>(20,839.91)</td>
<td>33.3%</td>
</tr>
<tr>
<td>6135 - Processing of Materials</td>
<td>6,364.57</td>
<td>40,000.00</td>
<td>(33,635.43)</td>
<td>15.9%</td>
</tr>
<tr>
<td>6140 - Periodicals</td>
<td>9,930.50</td>
<td>18,000.00</td>
<td>(8,069.50)</td>
<td>55.2%</td>
</tr>
<tr>
<td>6150 - Downloadables</td>
<td>7,589.51</td>
<td>20,000.00</td>
<td>(12,410.49)</td>
<td>37.9%</td>
</tr>
<tr>
<td>6155 - Library of Things</td>
<td>20,000.00</td>
<td>20,000.00</td>
<td>(0.00)</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total LIBRARY MATERIALS</strong></td>
<td>96,921.78</td>
<td>335,000.00</td>
<td>(238,078.22)</td>
<td>28.9%</td>
</tr>
<tr>
<td><strong>MISCELLANEOUS EXPENSE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7510 - Miscellaneous Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7540 - Trustee Election</td>
<td>30,000.00</td>
<td>(30,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total MISCELLANEOUS EXPENSE</strong></td>
<td>30,000.00</td>
<td>(30,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Jul - Nov 18</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>OPERATING EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6430· Insurance-Gen, Prop, Liab, Eq</td>
<td>44,688.73</td>
<td>40,000.00</td>
<td>4,688.73</td>
<td>111.7%</td>
</tr>
<tr>
<td>6620· Membership Dues &amp; Subscriptions</td>
<td>12,162.45</td>
<td>13,000.00</td>
<td>(837.55)</td>
<td>93.6%</td>
</tr>
<tr>
<td>6625· Training &amp; Education</td>
<td>1,737.12</td>
<td>12,000.00</td>
<td>(10,262.88)</td>
<td>14.5%</td>
</tr>
<tr>
<td>6626· Recruiting &amp; Recognition</td>
<td>1,717.89</td>
<td>5,000.00</td>
<td>(3,282.11)</td>
<td>34.4%</td>
</tr>
<tr>
<td>6710· Meetings &amp; Travel</td>
<td>2,581.49</td>
<td>10,000.00</td>
<td>(7,418.51)</td>
<td>25.8%</td>
</tr>
<tr>
<td>6730· Mileage &amp; Parking Reimbursement</td>
<td>609.54</td>
<td>800.00</td>
<td>(190.46)</td>
<td>76.2%</td>
</tr>
<tr>
<td>6740· Membership Dues &amp; Subscriptions</td>
<td>4,385.99</td>
<td>10,000.00</td>
<td>(5,614.01)</td>
<td>54.8%</td>
</tr>
<tr>
<td>6745· Banking &amp; Service Fees</td>
<td>709.96</td>
<td>12,000.00</td>
<td>(10,290.04)</td>
<td>35.5%</td>
</tr>
<tr>
<td>6746· Recruitment &amp; Recognition</td>
<td>3,040.40</td>
<td>5,000.00</td>
<td>(2,959.60)</td>
<td>60.8%</td>
</tr>
<tr>
<td>6750· Advertising / Marketing</td>
<td>1,737.12</td>
<td>5,000.00</td>
<td>(3,262.88)</td>
<td>32.9%</td>
</tr>
<tr>
<td>6755· Training &amp; Education</td>
<td>1,717.89</td>
<td>12,000.00</td>
<td>(10,282.11)</td>
<td>43.4%</td>
</tr>
<tr>
<td>6765· Janitorial Supplies</td>
<td>4,145.32</td>
<td>15,000.00</td>
<td>(10,854.68)</td>
<td>27.6%</td>
</tr>
<tr>
<td>6770· Operating Supplies</td>
<td>7,971.58</td>
<td>25,000.00</td>
<td>(17,028.42)</td>
<td>31.9%</td>
</tr>
<tr>
<td>6780· Operating Software</td>
<td>539.96</td>
<td>1,500.00</td>
<td>(960.04)</td>
<td>36.0%</td>
</tr>
<tr>
<td><strong>Total OPERATING EXPENSES</strong></td>
<td>129,777.87</td>
<td>291,300.00</td>
<td>(161,522.13)</td>
<td>44.6%</td>
</tr>
<tr>
<td><strong>PROFESSIONAL &amp; TECHNICAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6920· Electricity</td>
<td>17,545.56</td>
<td>35,000.00</td>
<td>(17,454.44)</td>
<td>50.1%</td>
</tr>
<tr>
<td>6930· Natural Gas</td>
<td>207.71</td>
<td>5,000.00</td>
<td>(4,792.29)</td>
<td>4.2%</td>
</tr>
<tr>
<td>6940· Water &amp; Sewage</td>
<td>2,881.67</td>
<td>5,000.00</td>
<td>(2,118.33)</td>
<td>53.6%</td>
</tr>
<tr>
<td>6950· Refuse</td>
<td>1,868.80</td>
<td>5,000.00</td>
<td>(3,131.20)</td>
<td>37.4%</td>
</tr>
<tr>
<td>6960· Products for Resale</td>
<td>10,585.74</td>
<td>20,000.00</td>
<td>(9,414.26)</td>
<td>52.9%</td>
</tr>
<tr>
<td>6970· Technology Consulting</td>
<td>3,002.97</td>
<td>35,000.00</td>
<td>(32,000.03)</td>
<td>71.4%</td>
</tr>
<tr>
<td>6980· Technology Equipment</td>
<td>3,335.78</td>
<td>35,000.00</td>
<td>(31,664.22)</td>
<td>6.7%</td>
</tr>
<tr>
<td><strong>Total PROFESSIONAL &amp; TECHNICAL</strong></td>
<td>218,072.53</td>
<td>283,500.00</td>
<td>(65,427.47)</td>
<td>76.9%</td>
</tr>
<tr>
<td><strong>PROGRAMS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6200· Literacy Services</td>
<td>5,099.14</td>
<td>12,700.00</td>
<td>(7,600.86)</td>
<td>40.2%</td>
</tr>
<tr>
<td>6210· Teen Services</td>
<td>1,049.53</td>
<td>5,000.00</td>
<td>(3,950.47)</td>
<td>21.0%</td>
</tr>
<tr>
<td>6220· Adult Services</td>
<td>13,094.69</td>
<td>30,000.00</td>
<td>(16,905.31)</td>
<td>43.6%</td>
</tr>
<tr>
<td>6230· Bob Lucas Branch Services</td>
<td>1,840.98</td>
<td>4,500.00</td>
<td>(2,659.02)</td>
<td>40.9%</td>
</tr>
<tr>
<td><strong>Total PROGRAMS</strong></td>
<td>22,842.22</td>
<td>54,200.00</td>
<td>(31,357.78)</td>
<td>42.1%</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>1,527,170.28</td>
<td>3,550,000.00</td>
<td>(2,022,829.72)</td>
<td>43.0%</td>
</tr>
<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>(1,380,578.06)</td>
<td>(21,000.00)</td>
<td>(1,359,578.06)</td>
<td>43.0%</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>(1,380,578.06)</td>
<td>(21,000.00)</td>
<td>(1,359,578.06)</td>
<td>43.0%</td>
</tr>
<tr>
<td>Description</td>
<td>Balance</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>------------------------------</td>
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<tr>
<td><strong>ASSETS</strong></td>
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<tr>
<td><strong>Current Assets</strong></td>
<td></td>
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</tr>
<tr>
<td>Checking/Savings</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Cash &amp; Cash Equivalents</td>
<td></td>
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</tr>
<tr>
<td>Cash in Banks</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1021 · Chase General Acct...2951</td>
<td>68,709.95</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1026 · Chase HY Svgs...6883</td>
<td>25,669.20</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1041 · Chase HY Svgs...6875</td>
<td>130,890.48</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Total Cash in Banks</strong></td>
<td>225,269.63</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Cash on Hand</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1080 · Petty Cash</td>
<td>500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1081 · Cash Register - Main</td>
<td>150.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1082 · Petty Cash - Branch</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1083 · Cash Register - Branch</td>
<td>100.00</td>
<td></td>
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</tr>
<tr>
<td><strong>Total Cash on Hand</strong></td>
<td>850.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash with County</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1010.00 · Cash in County Treasury</td>
<td>1,807,110.21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1013 · FMV - COLA Funds</td>
<td>(36,829.67)</td>
<td></td>
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<tr>
<td><strong>Total Cash with County</strong></td>
<td>1,770,280.54</td>
<td></td>
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</tr>
<tr>
<td><strong>Total Cash &amp; Cash Equivalents</strong></td>
<td>1,996,400.17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Checking/Savings</strong></td>
<td>1,996,400.17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1410 · Property Tax Rec - Unsecured</td>
<td>2,519.45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Other Current Assets</strong></td>
<td>2,519.45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>1,998,919.62</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Fixed Assets</strong></td>
<td></td>
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<tr>
<td><strong>Capital Assets</strong></td>
<td></td>
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</tr>
<tr>
<td>Accumulated Depreciation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1800 · Accum Depr (S &amp; I)</td>
<td>(1,118,428.14)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1900 · Accum Depr (FF &amp; E)</td>
<td>(15,846.24)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Accumulated Depreciation</strong></td>
<td>(1,134,274.38)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciable Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1550 · Structures &amp; Improvements</td>
<td>1,712,098.10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1700 · Furniture, Fixtures &amp; Equipment</td>
<td>79,965.35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Depreciable Assets</strong></td>
<td>1,792,063.45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Depreciable Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500 · Land</td>
<td>77,280.28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1510 · Artwork</td>
<td>102,500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-Depreciable Assets</strong></td>
<td>179,780.28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Capital Assets</strong></td>
<td>837,569.35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Fixed Assets</strong></td>
<td>837,569.35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Assets</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Deferred Outflows of Resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1990 · DOR - Pension Contributions</td>
<td>180,238.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1991 · DOR - Pension Related</td>
<td>524,894.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1993 · DOR - OPEB Related</td>
<td>7,322.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Deferred Outflows of Resources</strong></td>
<td>712,454.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Other Assets</strong></td>
<td>712,454.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>3,548,942.97</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Balance Sheet

**Altadena Library District**

**Nov 30, 2018**

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

- **Accounts Payable**
  - 2000 · Accounts Payable: 17,324.30
  - **Total Accounts Payable**: 17,324.30

- **Credit Cards**
  - 2010 · UMB Card Services...3219: 14,404.68
  - **Total Credit Cards**: 14,404.68

- **Other Current Liabilities**
  - 2005 · Other Accrued Expenses
    - 2050 · Accrued Vacation Payable: 70,967.15
  - **Total 2005 · Other Accrued Expenses**: 70,967.15
  - **2100 · Payroll Payable**
    - 2100.03 · CalPers CLASSIC (EE Ded): (0.03)
    - 2100.04 · CalPers PEPRA (EE Ded): 0.05
    - 2100.09 · Disability Insurance: (52.52)
  - **Total 2100 · Payroll Payable**: (52.50)
  - **Total Other Current Liabilities**: 70,914.65

#### Total Current Liabilities: 102,643.63

#### Long Term Liabilities

- **Deferred Inflows of Resources**
  - 2601 · DIR - Pension Related: 274,678.00
  - **Total Deferred Inflows of Resources**: 274,678.00

- **2700 · Net Pension Liability**: 2,302,407.00
- **2701 · Net OPEB Liability**: 1,089,770.00

- **Total Long Term Liabilities**: 3,666,855.00

#### Total Liabilities: 3,769,498.63

### Equity

- **3300 · Retained Earnings**: 1,160,022.40
- **Net Income**: (1,380,578.06)

- **Total Equity**: (220,555.66)

#### TOTAL LIABILITIES & EQUITY: 3,548,942.97
PUBLIC REQUESTS FOR DOCUMENTS: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

1) CALL TO ORDER - 5:08 p.m.

2) ROLL CALL:
   a) Terry Andrues
   b) Jason Capell
   c) Katie Clark
   d) Betsy Kahn, President
   e) Gwendolyn McMullins, Secretary – Absent

3) ADOPTION OF AGENDA
   a) Opportunity for Board members to delete items, re-order items, continue items or make additions to the agenda pursuant to Government Code Section 54954.2(b).

   Trustee Clark requested to move item 15 before closed session.

4) PUBLIC COMMUNICATION
   https://youtu.be/T7qfegEkRRM?list=PLUZFDIIIZd0k5bYwckks9PlcNrWRxcKwE3&t=170
   a) Individuals may address the Board regarding any item of Library business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Board President, individuals may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and state the agenda item and/or issue you wish to address.

   Public Comment: Mark Mariscal, Dale Gronemeier
   Trustee Capell asked the District’s legal counsel for clarification regarding the resolution on the agenda.

5) REPORTS OF SUPPORT GROUPS
   https://youtu.be/T7qfegEkRRM?list=PLUZFDIIIZd0k5bYwckks9PlcNrWRxcKwE3&t=568
   a) Altadena Library Foundation
      Bridget Brewster presented a check from the Foundation to the District.

   b) Friends of the Altadena Library
      Mark Mariscal reported and presented a check from the Friends to the District.

6) FINANCIAL REPORTS
   a) Financial reports for October 2018 (INFORMATION/ACTION) Page #
      Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.
      Staff Accountant Nicole Fabry reported.
      Trustee Kahn asked about the undesignated donations/grants line item.
      Trustee Capell asked about the mid-year budget adjustment, Trustee Clark asked about the property tax revenue and the mid-year budget adjustment.

      Moved by Trustee Clark to receive and file the financial reports
      Second by Trustee Capell
      Aye: Trustee Andrues, Trustee Capell, Trustee Clark, Trustee Kahn
      No:
      Abstain:
      Absent: Trustee McMullins
7. CONSENT CALENDAR

The Consent Calendar adopting the 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 an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under “Items removed from the Consent Calendar”. The entire remaining Consent Calendar is then voted upon by roll call under one motion.

Public Comment: Dale Gronemeier

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

- Approval of Minutes – Regular Meeting held November 26, 2018, Page #
- Statistical Reports – YTD – November 2018, Page #
- Departmental Monthly Reports – November 2018, Page #
- District Director’s Report – November 2018, Page #
- Board of Trustees Meeting Calendar for 2019 Page #

Trustee Capell requested that item 3 be removed from the consent calendar.

Moved by Trustee Clark to approve the remaining items and recommended actions on the consent calendar.

Second by Trustee Andrues

Aye: Trustee Andrues, Trustee Capell, Trustee Clark, Trustee Kahn

No:

Abstain:

Absent: Trustee McMullins

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

Trustee Capell asked about information provided in Board Reports, specifically related to Career online high school and little free libraries.

Public Comment: Mark Mariscal

9. OLD BUSINESS

b. Update from Ad-Hoc Subcommittee to fill Interim District Director Position (INFORMATION/ACTION)

Trustee Kahn stated that the item will be addressed during the closed session and that the update will be deferred to the reportable action from closed session.

10. NEW BUSINESS

b. Election of Officers (INFORMATION/ACTION)

Nominations for President of the Board:
Trustee Clark nominated Trustee Kahn, Trustee Kahn nominated Trustee Andrues

Counsel Christine Wood provided clarification to the board.

Trustee Clark withdrew her nomination.

Trustee Capell asked about the position of the Secretary. Trustee Kahn noted this would be addressed after the position of the President.

The following votes were taken for Trustee Andrues as president:

Aye: Trustee Capell, Trustee Andrues, Trustee Kahn, Trustee Clark

No:

Abstain:

Absent: Trustee McMullins

Nominations for Secretary of the Board:
Trustee Kahn nominated Trustee Clark

The following votes were taken for Trustee Clark as Secretary:
c. Review of State Minimum Wage Increase and Updated Salary Schedule (INFORMATION)
https://youtu.be/T7qfegEkRRM?list=PLUZFDIiZd0ksbYwckks9PlcNrWRxcKwE3&t=3240

Public Comment: Mark Mariscal
Interim Director Estella Terrazas noted the District plans to review the Salary Schedule.
Staff Accountant Nicole Fabry reported on the Minimum Wage Increase.
Trustee Capell asked about the timeline of the Salary Schedule review.

d. Presentation of Altadena Library District Final Draft of the Annual Financial Report for FY 17/18, conducted by Nigro & Nigro, presented by Paul Kaymark of Platinum Consulting Group (INFORMATION/ACTION)
Interim Director Estella Terrazas noted that this item would be postponed to the January meeting due to the Auditor not being available to attend the meeting.

Moved by Trustee Kahn to table this item to the January meeting
Second by Trustee Clark
Trustee Clark asked about the full report of the Financial Audit
Trustee Andrues asked if the report could be provided when ready
Legal Counsel Christine Wood provided clarification regarding availability of the report to the public and the Board.

Subsidiary Motion by Trustee Clark that the report be posted to the website and available to the public and the Board as soon as possible.
Second by Trustee Capell
Aye: Trustee Andrues, Trustee Capell, Trustee Clark, Trustee Kahn
No:
Abstain:
Absent: Trustee McMullins

Vote for Original Motion to Table the Item to the January Meeting:
Aye: Trustee Andrues, Trustee Capell, Trustee Clark, Trustee Kahn
No:
Abstain:
Absent: Trustee McMullins

e. Committees Constitution and Membership (INFORMATION/ACTION)
https://youtu.be/T7qfegEkRRM?list=PLUZFDIiZd0ksbYwckks9PlcNrWRxcKwE3&t=3823

There was discussion regarding the various board committees.

Jonathan Arevalo briefly discussed some of the difficulties the current staff building committee is facing in regards to funding for building projects, and provided clarification regarding the Friends and Foundation donating funds to the District for projects.

Public Comment: Mark Mariscal

Trustee Andrues noted that the Foundation has discussed donating funds to various building projects, and noted the need for discussion and collaboration between the staff, the Board and the support groups.

Trustee Capell expressed the need for a standing committee of the Board to discuss the various facility needs and how they relate to the Strategic plan of the Board.

Trustee Kahn noted the formation of the committees could be decided in one motion under this agenda item. Trustee Clark suggested that a chair be appointed to each committee and that the membership of the committee could then be decided.

The following committees were discussed:

Bylaws:
It was noted that Trustee McMullins is currently the chair of the Bylaws committee and would like to continue. Trustee Kahn vacated her seat on the committee, Trustee Clark accepted to serve in her place.
Strategic Planning:
Trustee Capell noted the importance of the Strategic Planning, Trustee Clark agreed and noted she would like to see public participation in that process.

Budget: Trustee Kahn currently serves on the Budget committee. Due to the expiration of the Incumbent’s Term, it was noted there was a vacancy created. Trustee Andrues expressed his interest in serving on the Budget committee.

New Director Search Committee: Both Trustee Kahn and Trustee Andrues expressed their interest to serve on this committee.

Public Comment: Mark Mariscal

Facilities/Building Committee: To be considered.

Trustee Clark suggested that the special committees bring specific proposals/resolutions to the January Board meeting for the Board to consider and vote on.

Counsel Christine Wood provided clarification regarding standing versus ad hoc committees and how the board can create the committees.

Moved by Trustee Capell to appoint Trustee Clark as the second member of the Bylaws committee
Second by Trustee Kahn
Aye: Trustee Andrues, Trustee Capell, Trustee Clark, Trustee Kahn
No:
Abstain:
Absent: Trustee McMullins

Moved by Trustee Clark to come back to the January meeting with the specifics of an ad hoc Strategic Planning Committee that the Board can discuss and vote on
Second by Trustee Capell
Aye: Trustee Andrues, Trustee Capell, Trustee Clark, Trustee Kahn
No:
Abstain:
Absent: Trustee McMullins

Moved by Trustee Andrues to appoint Trustee Capell as chair to the Facilities committee and for Trustee Capell to return to the January Board Meeting with a resolution for the Board to consider
Second by Trustee Clark
Aye: Trustee Andrues, Trustee Capell, Trustee Clark, Trustee Kahn
No:
Abstain:
Absent: Trustee McMullins

Moved by Trustee Kahn to serve as chair to the Executive Search Committee and to bring a resolution to the Board in January for consideration
Second by Trustee Clark
Aye: Trustee Andrues, Trustee Capell, Trustee Clark, Trustee Kahn
No:
Abstain:
Absent: Trustee McMullins

Trustee Clark nominated Trustee Andrues to fill the vacancy on the Budget committee and serve as Chair
Second by Trustee Capell
Aye: Trustee Andrues, Trustee Capell, Trustee Clark, Trustee Kahn
No:
Abstain:
Absent: Trustee McMullins

Public Comment: Mark Mariscal

REPORTS OF TRUSTEES
https://youtu.be/T7qfegEkRRM?list=PLUZFDIzZd0ksbYwcks9PlcNFRxcKwE3&t=6299
Trustee Clark, Trustee Andrues
11. CLOSED SESSION
The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et seq.) for purposes of discussing and taking action on the following items:

Public Comment: Dale Gronemeier, Mark Mariscal

a. CONFERENCE WITH LEGAL COUNSEL RE EXISTING LITIGATION
   Pursuant to Government Code Section 54956.9(d)(1)
   Kittay v. Altadena Library District, et al.

b) PUBLIC EMPLOYEE APPOINTMENT
   Pursuant to Government Code section 54957
   Title: Interim District Director

c) Conference with Labor Negotiators Pursuant to Government Code Section 54957.6
   Unrepresented Employee: Interim District Director
   Agency Designated Representative: Betsy Kahn, President of the Board of Trustees

Recess into Closed Session at 7:04 p.m.

12. RECESS BACK INTO OPEN SESSION

Recess into Open Session at 9:40 p.m.

13. PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION. (Section 54960 et seq.)

a) It was noted that new Trustees were briefed on legal matters.

b) Trustee Andrues noted the committee selected a candidate for Interim Director and were working to finalize the appointment.

c) Nothing to Report

14. Adopt Resolution 201813 - “A Resolution Appointing __________ as Interim District Director Pursuant to the 180-Day Waiting Period Exception and Approving Employment Agreement.” (Information/Action)

   Item postponed.

15. AGENDA ITEMS FOR FUTURE AGENDAS

   a. This is an opportunity for Board members to request that items be placed on future agendas.

Liaison to Friends of the Altadena Library, Agenda Format, Brown Act Refresher, Committee Resolutions

Trustee Capell noted he would be attending ALA during the regular January meeting. There was discussion on whether or not he could participate remotely and how that

16. ADJOURNMENT

   a. **Recommended Action:** There being no further business to come before the Board, the meeting is adjourned.

   Moved by Trustee Capell to adjourn the meeting
   Second by Trustee Kahn
   Aye: Trustee Andrues, Trustee Capell, Trustee Clark, Trustee Kahn
   Meeting adjourned at 9:44 p.m.
MINUTES
Special Meeting
Board of Library Trustees – Altadena Library District
Community Room – Main Library - December 3, 2018 – 5:00 p.m.

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1) CALL TO ORDER 5:05 p.m.

2) ROLL CALL:
   a) Terry Andrues
   b) Ira Bershatsky
   c) Betsy Kahn
   d) Gwendolyn McMullins
   e) Armando Zambrano - Absent

3) PUBLIC COMMUNICATION
   a) Individuals may address the Board regarding any item of Library business on or not on the agenda. Comments are limited to 3 minutes per item. At the discretion of the Board President, individuals may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and state the agenda item and/or issue you wish to address.
   https://youtu.be/Fn5T4RE2w5s?list=PLUZFDI1Zd0ksbYwckks9PlcNrWRxcKwE3&t=27
   Mark Mariscal, Rene Amy

4) NEW BUSINESS
   a) Report from Best Best & Krieger LLP on Brown Act violations (INFORMATION/ACTION)
      https://youtu.be/Fn5T4RE2w5s?list=PLUZFDI1Zd0ksbYwckks9PlcNrWRxcKwE3&t=309
      Christine Wood presented

      The Board went into recess from 5:50 to 6:01 p.m.
      https://youtu.be/Fn5T4RE2w5s?list=PLUZFDI1Zd0ksbYwckks9PlcNrWRxcKwE3&t=2733
b) Adopt Resolution 201812 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ALTADENA LIBRARY DISTRICT REGARDING ITS CONTINUED COMMITMENT TO COMPLIANCE WITH THE RALPH M. BROWN ACT (DISCUSSION/ACTION)

Public Comment: Rene Amy, Bridget Brewster, Mark Mariscal, Jason Capell

Trustee Kahn read the Resolution and asked for a motion to adopt the resolution.

Moved by Trustee McMullins to adopt the resolution
Second by Trustee Andrues

There was discussion amongst the Trustees and clarification from legal counsel regarding the addition of specific language to the resolution, specifically related to the requirement for annual Brown Act training to be included in the Bylaws.

Trustee Bershatsky, Trustee Kahn, and Trustee McMullins provided their comments.

Moved by Trustee McMullins to adopt the resolution as amended, with the addition: “and that the requirement for annual trainings be reflected in the bylaws.”
Second by Trustee Andrues
Aye: Trustee Andrues, Trustee Bershatsky, Trustee Kahn, Trustee McMullins
No:
Abstain:
Absent: Trustee Zambrano

5) ADJOURNMENT
a) Recommended Action: There being no further business, the meeting is adjourned.

Moved by Trustee McMullins to adjourn the meeting
Second by Trustee Andrues
Meeting adjourned at 7:29 p.m.
Statistical Graphs for the Month of December 2018

New Cards Issued

Visitors - Main

Visitors - Branch
Volunteer Report – December 2018 Year Summary

2018 was a year of welcoming new Altadena Volunteers, as well as, a great time of growth in our long term relationships with our more experienced volunteers. The beginning of a new year marks a new opportunity to recognize the amazing work and commitment of those volunteers who have year after year given their time to help their neighbors and community by volunteering at their local library.

Our Altadena community is enhanced and enriched by the care and financial support provided to The Library through The Friends of The Altadena Library. All of us who benefit from the many great services and programs provided through The Altadena Library owe a debt of gratitude to The Friends who work so tirelessly for The Altadena Library. This great appreciation is of course extended to all the community members who support The Friends through memberships, donations and patronage at their little book store within our library.

Representatives of The Friends of The Altadena Library work daily sorting and pricing donations, stocking the bookstore with stimulating material, and hosting amazing book sales that have something of interest for everyone. Their efforts provide funding that supports Summer Reading, music and so many other events and programs! The Altadena Library is fortunate to get by “With a little Help From Our Friends!”

“Leadership and learning are indispensable to each other.” - John F Kennedy

Making its debut this September, and entirely by volunteers, Homework Helpers has become a relied upon, bi-weekly, service. The Teens who give their time and energy to serving The Altadena Library are a
shining example of how the opportunity to serve provides growth and learning for all who participate. Working together to cover a wide range of subjects, our Teen Volunteers have proudly led the way in the Homework Helpers program. Helping school children from grades K through 8th they have assisted with homework in English, Spanish and French and tackled subjects from American History, to spelling tests, to Pre-Algebra. The young students who come in seeking guidance look forward to the positive attitudes and love of learning that our future leaders bring to every session!

Chess Night!

2018 was a year of amazing programs (thanks to our talented Altadena Library staff) and our Altadena Library volunteers have been worth their weight in gold in lending a helping hand to keep it all running smoothly. All of us who use the Altadena Library are bettered by the generosity of the volunteers. Their gift of sharing their time and talents has been a welcome addition to so many activities and programs from chess nights, to gardening, 3D printing and Tech activities, Dungeons and Dragons and Stargazing, Taste of Dena, Truck Day and more. A total of 305 volunteers collectively gave an amazing 5, 106.25 hours of their time in 2018!

Girl Scouts gardening at the library.

Volunteers with Wil Wheaton at our Dungeons and Dragons event.

Volunteers setting up for Stargazing Night!
December 218 Volunteer Hours at The Altadena Library District: 9 Teens performed 40 hours of volunteer service. 31 adults performed 291 hours of volunteer service.

Total Hours: 331

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<td>Literacy Tutor</td>
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MARKETING & COMMUNICATIONS
For the January 2019 Board Meeting

NEW WEBSITE LAUNCH >>

After months of preparation, the Library’s website redesign is published. The development process included a comprehensive review of all content on the old Library website, meeting with each department to assess digital needs and opportunities for streamlining, then the actual layout, design, and editing of content for the new site, and a series of focus groups with patrons to assess and improve the user experience.

Features of the new site include:

- Full staff control over the layout and functionality of the entire site, versus reliance on an outside developer for changes
- Full design capabilities = more ways to let patrons know about what’s happening at the Libraries and more control for departments to highlight their programs and provide resources
- Ability to schedule content ahead of time on library blog, streamlining process for sharing of content and resources with community
- Updated events calendar with search and filter capabilities, to allow patrons to more easily find the programs in which they are interested
- “Bookshelves” integrated directly with our catalog to suggest librarian-curated materials within the website, instead of always referring patrons to external vendors for book lists
- Compliant with WCAG 2.0 Accessibility guidelines and Section 508 – As we continue to finalize the website transition and make final adjustments, Marketing staff is testing every element of the site to make edits and ensure compliance with accessibility standards.

The website is a living, breathing resource that will continue to grow and get creative with features to expand Altadena Libraries’ users’ experience digitally.

SOCIAL MEDIA STATS >>

- Facebook (Primary) – 1,494 Likes
  3,156: Reach (The number of people who saw any of our page posts)
  756: Post Engagement (Likes, Comments, Shares, and more)

- Facebook (Youth Services) – 431 Likes
  146: Reach (The number of people who saw any of our page posts)

- Instagram – 979 Followers
  295: Average Post Reach (The number of unique accounts that saw our posts)
  370: Average Post Impressions (The average number of times each post has been seen)

- Teen Instagram – 147 Followers

- Twitter – 150 Followers

EMAIL MARKETING >>

Since our last open rate lull around March 2018 and the inconsistent jumps in open rates over the summer, the Library’s monthly (vs. weekly) emails are seeing steady improvement (not including the typical drop around the holidays), peaking at January 2019’s New Year email that received an open rate of 19.70%, the highest open rate since 2017’s 50th Anniversary email.

“Great things are done by a series of small things brought together.” – Vincent Van Gogh

Page 30 of 57
December Technology News

We have switched gears on our grant applications at the recommendation of our grant writer, Karrie Hyatt. The telescope hardware for an ongoing astronomy program at the Main Library will be applied for through an alternate grant: TBD. We have applied for three MakerBot Method 3D printers through a broadband adoption grant and may file for other hardware under this same grant source to expand on the Districts program offerings.

Information on the grant program used for the MakerBot hardware can be found here:

http://www.cpuc.ca.gov/General.aspx?id=6442457502

Information on the MakerBot Method 3D print units can be found here:

https://www.makerbot.com/3d-printers/method/

We are evaluating our security camera feeds and have determined we need to deploy five more external security cameras. Deployment of the five additional cameras, adjustment of existing cameras, and termination of in-house wiring will be done by our existing closed-circuit television and alarm vendor, pushed to January.

Bob Lucas Branch will have an audio video system installed to improve upon events requiring audio and video. The system will have a ceiling mount projector, wall mount screen, audio mixer, and PlayStation 4; the new system replaces cart-based hardware that is long past end of life and does not properly support the current industry high definition streaming and Blu-Ray. Additionally, the PlayStation could open the door for more Teen events at Bob Lucas Branch.

Miscellaneous Notes:

We are planning on bringing back the Mobile Hotspot checkouts; re-launch: TBD.

Oculus Go pilots will be reviewed at the end of January.

RFID completion estimated to be first week of February 2019.

The Library is in the process of developing a new website and is expected to go live in January.

The iCell unit has been reskinned, and the process for updating the content has been established. We are in the process of generating content and will deploy the iCell after testing the new content.

The Library is evaluating digital holography for in house and external signage.
December 2018 – Facilities Monthly Report

ALD facilities department improvements and upgrades for the month of December are as follows:

New bathroom stall door installed in public women’s bathroom.

AC Split unit install completed to control temperature in MDF room.

New door closers installed on staff break room door and administration office door.

Minor cement work done on pathway near Community Room to prevent tripping hazard.

Our outdoor storage shed at the main was reorganized and had new shelving units installed inside. This gives us more space for facilities and library supplies.

Blueprints of main building have been scanned and archived on server system. Ongoing process.

Outdoor outlets replaced with new Ground-Fault Circuit Interrupters (GFCI’s) and Bell weather resist covers with locks for security issues. Part of facilities assessment report recommendations.

GFCI’s installed in staff bathrooms to bring up to code. Part of facilities assessment report recommendations.

Additional parking lot signage installed on light pole fixtures for security and safety issues.

New outdoor signage for ALD Information installed on outdoor posts.

Gate latch lock repaired. Latch was cut off due to vandalism.
‘Tis the season for board reports. (Isn’t it always the season for board reports, though?)

It was a light month for programming, due to our holiday break, which began on December 17. However, in the two weeks before that, the children’s department provided 10 programs for 167 patrons aged 0-5 and their caregivers, and 5 programs for 56 patrons in kindergarten through 5th grade and their caregivers. We saw or visited 90 students from three different schools.

We had an extra lot of fun at our Blizzard in a Jar program, where we created swirling, whirling snow scenes in recycled glass jars. We would also like to take this opportunity to apologize to, well, everyone for all of the glitter. Ms. Amanda finished up her Pages and Popcorn book club for the year, with an exploration into the wonders of HARRY POTTER AND THE CHAMBER OF SECRETS, and we all got together to watch the original MARY POPPINS before seeing the new version in theatres.

And all of that time off from programming clears us up for lots of important behind the scenes work, including preparations for our 1KB4K launch on January 12. We completed 200 welcome packages for our patrons, and we are very excited for the launch.

We also continued our work in collection maintenance. For a long time, we’ve felt that our collection has been imbalanced—perhaps we have too many picture books and not enough graphic novels, for instance. So we learned about turnover rates, and how to calculate them. Through these calculations, we learned some interesting things about our collection. For instance, our graphic novels have a turnover rate of almost 7—this means that, on average, our graphic novels are checked out 7 times a year, and we should definitely continue to build that collection. On the other hand, our non-fiction has a turnover rate of 1.2, so we are able, with this in mind, to look at the nonfiction and see what hasn’t gone out in about 18 months and work from there. These numbers help us to determine what our weeding metrics should be for each type of book or item in our collection and help us to build a collection that is responsive to our patron needs and the way our patrons actually use our library.
Library & Literacy Services

The Bob Lucas Branch rounded off the year here with winter themed crafts, songs and stories, and a special family-friendly performance. *We Tell Stories* is a fantastic performance troupe that delivered a seasonal show, making everyone smile and appreciate the artistry of oral storytelling. All in all, we received 140 patrons at our modest-sized branch this month for programs! Also, with the winter closure, the library offered fewer programs resulting in a smaller number in attendance.

Our branch offered a writing activity to young children this month to encourage the fine art of letter writing. *This Letter to Santa* activity asked for written letters from children who wanted to give a hint to Santa of their Christmas wishes. We received 14 fantastic letters where children stated their age, talked about their favorite memories of the year and how they would bake cookies with extra sprinkles for Santa. Hand-written letters were returned to those who submitted letters and each piece of mail included snowman stickers.

With the latter part of the month experiencing calmer moments, we found ourselves back on the journey to weeding the collections. We continue to focus our efforts in areas with impacted shelves. Our Adult Fiction and Non-fiction sections accumulated an overflow of books, which we had to shelve on a cart away from the stacks. We remedied the situation by performing a conservative weeding of these two collections, selecting books that circulated 0-1 times in the in the past two years. This weeding session eliminated the overflow and increased browsability. However, a deeper weeding is necessary to maintain the condition of our stacks and continue adding titles to our collection.

Our Adult Literacy program experienced a dip in tutoring hours this month, but that is to be expected with the holidays. Both learners and tutors took time to visit friends, spend time with family and travel locally and abroad. We expect the numbers to pick back up in February 2019, as program participants reported their breaks going throughout January.

Citizenship classes offered on Tuesday evenings have ended and a new semester will begin early February. Our classes numbers are small, and the Branch librarian will focus efforts to promote the course after the new year to increase attendance. Our English conversation group has been a great addition to the ESL program. Every Tuesday morning for an hour and half, our volunteer facilitates a small group conversation on a variety of topics. The addition of the activity enhances our ESL program, giving students access to a native English speaker. The conversation group will again continue in early February.
It’s hard to believe that 2018 is over and gone! December was fantastic month for teen programming despite the fact that we hosted fewer programs than usual. We averaged over 9 attendees per program, which is fantastic for the teen department! Our best program this month was a release party for the video game Super Smash Ultimate. 14 teens came, challenged each other, enjoyed snacks, and unlocked new characters in this much anticipated Nintendo Switch game. After the release, teens requested to play during impromptu gaming sessions almost every day and greatly enjoyed “smashing” each other. Our winter party was also highly successful with 9 attendees enjoying hot chocolate while creating snowmen. There was even a snowman battle at the end of our time together. The Great Stories Club met again and discussed *All American Boys* by Jason Reynolds. Since many themes of the book are about being silenced, the attendees created black-out poetry. The Teen Service Club also set out several craft kits for community members to create projects that will help the Pasadena Humane Society.

Now that I have 6 months of data since cleaning the teen database and have been purchasing more and more graphic novels, I’ve seen a definite upturn in the number of graphic novels that are circulating. As you can see from the graph, almost half of all check outs for the last 6 months have been graphic novels. I’m excited to see how this collection will grow over the next 6 months.

### Circulation by Shelving Location
**July-December 2018**

- Fiction: 31%
- Nonfiction: 50%
- Graphic Novels: 13%
- New Books: 4%
- Biography: 0%
- Audio Books: 1%
- Magazines: 1%
- World Languages: 0%
December was also good for my professional development. I was able to attend a webinar about diversity and inclusion in the workplace and a further instructional webinar for the Great Stories Club Grant. I’m excited to put what I learned into action.

In November, I hosted half of Aveson’s middle school students for their second library visit of the school year, and December saw the other half. 85 teens visited the library, learned about databases, and had the chance to check out materials. Many of these teens have been back not during school hours to play with our Virtual Reality, check out more items, and attend programs.

Lastly, summer reading prep is just around the corner! Our SRP committee had another meeting where we set a timeline for having prizes and events set so that we can be more inclusive in our marketing with Spanish translations available. I’m excited about what summer 2019 will bring!
Programming Highlights

December Seed Library
Beekeeping with David Bock from Buzzed Honeys

25 PEOPLE IN ATTENDANCE

David is extremely knowledgeable about bees and beekeeping and those in attendance expressed deep gratitude to the library for providing this program.

Sounds of the Season

On December 1 we held a concert with Non Duo.

No Guilt Book Club

This month, six members discussed Less: A Novel and The Lost City of the Monkey God.

Page to Table

Due to the holiday, only one patron came to enjoy the Page to Table potluck Book Club, bringing Macaroni and Cheese.
Art on Display at the Library

Local business owner, Walt Trepashko, of *Photography by Walt* on Mariposa Street shared his collection of photographs taken over the last forty years from all around the world.

Walt’s Art Reception was well attended by the community. (50+ attendees)

Partnerships

Jen Wang, co-founder and organizer for [Comic Arts LA](#) on behalf of [Arts for Incarcerated Youth Network](#) picked up two boxes of weeded graphic novels and manga to bring to incarcerated youth at Camp Glenn Rockey in San Dimas and Camp Paige in La Verne.

“Libraries have been leaders in demonstrating the value and potential for free/shared resources and spaces. As the sharing economy advances and moves in new directions – electronic devices, transportation, tools, education, equipment – the roles that libraries play as sharers may need to change and adapt. Libraries will need to see what they can do – and share – to stay relevant in the sharing economy and meet the needs of people interested in sharing.” [2]

NOTES AND RESOURCES

Bob Lucas Closure

- On Friday, December 28th, due to a power outage, we had to close the Bob Lucas location at 11:40am. One staff member opted to take the remainder of the day as vacation, while two others came over to the Mariposa location and helped with RFID tagging and encoding.

Staffing Update

- In December, Kaitlyn Machuca started working in Adult Services as a temporary Clerk I to fulfill a vacancy due to an employee on a leave of absence. In order to fill the vacancy as quickly as possible, we used AIM Library & Information Staffing services to handle the recruitment and screening process. While she is here, Kaitlyn’s primary duties are helping at the Information Desk and processing returned items with RFID tags and encoding the tags.

RFID Update

- Speaking of RFID, we completed the tagging and encoding of the Young Adult books in the Mariposa location.
- In December, Jasmine Paz, a student in Pasadena Community College’s Library Technology Certificate program, completed her internship with ALD. Jasmine’s internship primarily focused on converting our materials to RFID, and she also gained experience in cataloging and reference work. Jasmine was instrumental in helping us get started with the RFID conversion at Mariposa.

Website

- We held several focus groups in early December to provide feedback on the proposed new ALD Website. We achieved our goal of migrating to the new site in early January. Feedback from the community is positive and staff are very happy with the look and functionality of the new site.

Library Policies

- The District needs to update each of our existing library policies, and, create more policies related to how we conduct business. In order to move this project along, I created several subcommittees of librarians and other staff to work on
editing and revising some of the policies. The policies we started on are the Behavioral, Computer and Internet Use, and Borrowing Policies. Once we have these policies ready to bring to the Board for approval, we will proceed with other policies.

**Meeting Highlights**

- I attended the Safe Streets Committee meeting to hear a presentation by a representative of Bird scooters. In late November we noticed Bird scooters being left next to our book return bins. I had concerns about the scooters blocking patron access to our bins and occasionally blocking access to the handicap parking area. I had a good conversation with the representative about my interest in promoting alternative methods of transportation, but, that the library also expects that Bird will place their scooters in a responsible manner in front of our property.
- Summer Reading 2019! Library staff had the first planning session for our 2019 Summer Reading program. Stay tuned to hear about this year’s exciting theme and programs!

**Christmas Tree Lane Winter Festival**

- Once again, the District provided the Mariposa parking lot for the Festival. Both vendors and the community really enjoyed the evening. Next year we will be sure to have staff present at the event, as our Friends of the Library group kept fielding questions about library services and programs.
SAMPLE AGENDA FORMAT
Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library - November 26, 2018 – 5:00 p.m.

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

I. Call to order, Roll Call, and Public Comment on Closed Session Agenda Items (5:00pm)

II. Closed Session
1. CONFERENCE WITH LEGAL COUNSEL RE: EXISTING LITIGATION
   Pursuant to Government Code Section 54956.9(d)(1)
   Kittay v. Altadena Library District, et al.

III. Open Session (6:00pm)
1. Roll Call
2. Approval/Reordering of Agenda Items
3. Adoption of Agenda
4. Introductions & Recognitions
6. Public Comment on Non-Agenda Items

IV. Consent Calendar
The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:
1. Approval of Minutes – Regular Meeting held October 22, 2018, Page #
2. Statistical Reports – YTD – October 2018, Page #
3. Departmental Monthly Reports – October 2018, Page #
4. Holidays and Closures Calendar for 2019 Page #

V. Consideration of Items Removed from the Consent Calendar
Items removed from the Consent Calendar will be discussed individually at this time.

VI. Reports
1. District Director’s Report – October 2018, Page #
   (a) Library General Operations
   (b) Personnel Appointments/Resignations/Terminations/Transfers
      i. Katie Sullivan - Librarian II, Adult Services - October 15, 2018
3. Reports of Support Groups – October 2018
   (a) Altadena Library Foundation
   (b) Friends of the Altadena Library
3. Committee Reports
(a) Bylaws Subcommittee
(b) Budget Subcommittee
(c) Ad-hoc subcommittee, Interim District Director Search

4. Trustee Reports

VII. Unfinished Business

VIII. New Business
1. Trustee Election (information only)

IX. Announcements & Planning
1. Announcements from Trustees
2. Proposed Future Agenda Items

X. Adjournment
1. Adjourn Meeting
TITLE: Cost analysts recommendation to use Phil and Sons to do the pruning of the Cedar and Pine trees at the Main Library.

OBJECTIVE: Annual maintenance of our Cedar and Pine trees.

BACKGROUND/ANALYSIS: The ALD has the duty of maintaining the outdoor areas of both the main and branch libraries. The afore mentioned areas need to be free from any sort of debris and safety hazards that can cause harm and property damage to our patrons, staff members and the surrounding community. By maintaining the outdoor areas, it protects the library from any future liability.

The Cedar and Pine trees at the Main Library are due for much needed maintenance. By reducing the laterals of our trees, this will help with any future safety issues and thus ensuring the health and longevity of our trees.

We have chosen Phil and Sons as our vendor of choice to accomplish the scope of work needed to maintain our trees. According to the Cost Analysis, Phil and Sons does cost more, but they meet the criteria needed to do the work and their experience with Cedar and Pine has made them the perfect choice.

The scope of work is as follows:

(1) Canary Island Pine tree reduce laterals as needed, reduce crown lightly to mitigate weight and remove 1 co-dominant trunk

Prune and reduce laterals (4) Deador Cedar trees Prune and reduce laterals (11) Canary Pine trees

STAFF RECOMMENDATION: That the Board of Trustees approves the Cost Analysts recommendation of using Phil and Sons as the preferred vendor of choice to facilitate the ALD with pruning and reducing the laterals of the Cedar and Pine trees at the Main Library at the cost of $14,300.00. We also recommend that the Board give authority to the Interim District Director to sign the contract between the vendor and the ALD since the amount is above the $10,000.00 threshold.
LIBRARY SITE: ALTADENA LIBRARY MAIN
Address (Street, City, State Zip code) 600 EAST MARIPOSA STREET, ALTADENA, CA 91001

Attention - Name Title Phone Number

Price Comparison Via (please check box)

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PHIL AND SONS MEET ALL THE NECESSARY CRITERIA NEEDED TO FACILITATE THAT THE CEDAR AND PINE TREES AT THE MAIN LIBRARY WOULD BE REDUCED APPROPRIATELY TO ENSURE THE LONGEVITY OF OUR CEDAR AND PINE TREES.
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**Circle Winning Bid Sub-total**

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*Sales Tax*

- If Sales Tax is different from Cal Sales Tax Rate:
- Plus Shipping & Handling

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<td>ESTELLA TERRAZAS /INTERIM DISTRICT DIRECTOR</td>
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*Signature:*

*(Only Signed Copies are Valid)*
PHIL & SONS TREE SERVICE
872 Mountain Place
Pasadena, CA 91104
(626) 872-2586 office
(626) 872-2596 fax
(626) 399-4329 mobile
philandsonsinc@yahoo.com

PROPOSAL
Date: 01/18/2019
License # 977509

<table>
<thead>
<tr>
<th>Customer</th>
<th>Job Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME: Altadena Libraries</td>
<td>CONTACT: Jonathan Arevalo</td>
</tr>
<tr>
<td>ADDRESS: 600 East Mariposa Street</td>
<td>LOCATION:</td>
</tr>
<tr>
<td>CITY/ZIP: Altadena, CA 91001</td>
<td>CITY/ZIP:</td>
</tr>
<tr>
<td>PHONE: (626) 798-0833 ext 110</td>
<td>PHONE:</td>
</tr>
<tr>
<td>FAX:</td>
<td>EMAIL: <a href="mailto:jarevalo@altadenalibrary.org">jarevalo@altadenalibrary.org</a></td>
</tr>
</tbody>
</table>

**DESCRIPTION**

Scope of work to consist of the following services:

1. Canary Island Pine tree reduce laterals as needed, reduce crown lightly to mitigate weight and remove 1 codominant trunk

<table>
<thead>
<tr>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>$5,200</td>
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</tbody>
</table>

Prune and reduce laterals

4. Deador Cedar trees

<table>
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<tr>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>$9,100</td>
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</tbody>
</table>

Prune and reduce laterals

11. Canary Pine trees

**NOTE:** This work can only be completed on a Sunday or holiday

**TOTAL AMOUNT $**

$14,300.00

By notice to proceed and or signature, PHIL & SONS, INC. TREE SERVICE is authorized to do work as described. The quoted price shall become payable on substantial completion, thereafter shall bear interest at 1.5% per month. The undersigned represents he/she is the authorized representative of the job location. In the event PHIL & SONS, INC. TREE SERVICE assigns a collection service for the amount of the debt outstanding, the undersigned agrees to pay additional agency fees incurred. No representative of the current or future health of your trees is made with this proposal. Proposal is valid for a period of 30 calendar days.

Proposal Submitted by: Felipe Flores, Certified Arborist /

Client Approval Signature: ________________________

Page 47 of 57
FLINTRIDGE TREE CARE
818-952-5300
626-440-0300
CL#800390

DEDICATED TO TREE PRESERVATION

ESTIMATE SUBMITTED TO

ALTADENA LIBRARY, ATTN: JONATHAN

STREET: 600 E. HARISSA STREET

PHONE: (626) 997-9463

PHONE/WK: (626) 798-0833

FAX: SANTA ROSA

DATE: 1/8/19

T/O S

We propose hereby to furnish material and labor including brush hauling and clean-up

JOB LOCATION

P.O. Box 1075 • La Canada Flintridge, CA 91012
Beautiful Trees • Peace of Mind

0 Prune as needed 11 Canary Island Pines

$7,500.00

0 Prune as needed 41 Redder (Cedar Pines)

$3,500.00

0 Possible removal with stump cut to ground 1 Canary Island Pines

$900.00

0 Ash 16 Phe stump $385.00

Acceptance of Proposal: The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Unless otherwise agreed upon in writing, the quoted price shall become due and payable upon completion of the above described work and, if not paid, shall thereafter bear interest at the rate of 1.5% per month. This proposal is limited to the requested work and is not a statement of health, condition, or needs of any tree. Your trees may require additional review and analysis of their health and condition. The work completed may not cause hazard reduction nor maintain or enhance the health of any tree. No representation of warranty of the future health and condition of your trees is made with this proposal of any resulting contract. Flintridge Tree Care and its owners, managers and employees are released and shall be indemnified and held harmless by Property Owner from all claims of workmanship defect, damage or trespass to real or personal property arising from the conduct of the work including all direct and by-product occurrences. In the event Flintridge Tree Care employs an attorney to enforce payment of this contract, with or without filing suit, the undersigned agrees to pay reasonable attorneys fees incurred by Flintridge Tree Care, court costs, collection expenses, charges and interest. The undersigned represents and warrants that he/she is the owner or authorized representative of the owner of the real property that is described above as the job location.

PROPERTY OWNERS SIGNATURE

DATE
# Tree Care Services Proposal

## Customer Information
- **Name:** Altadena Library District
- **Phone:** 626-497-9463
- **E-Mail:** jarevalo@altadenalibrary.org
- **Billing Address:** 600 E Miraposa St, Altadena CA 91001

## Jobsite Information
- **Name:** Altadena Library
- **Address:** 600 E Miraposa St
- **City, St, Zip:** Altadena CA 91001
- **Contact:** Jonathan Arevalo
- **Phone:** 626-497-9463

## Tree Species

<table>
<thead>
<tr>
<th>Tree Species</th>
<th>Quantity</th>
<th>Service</th>
<th>Priority</th>
<th>Estimated Cost</th>
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</thead>
<tbody>
<tr>
<td>Cedar</td>
<td>4</td>
<td>Crown thin 15%, remove dead wood</td>
<td>Priority 1</td>
<td>$2,667</td>
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<tr>
<td>Canary Island Pine</td>
<td>11</td>
<td>Crown thin 15%, remove dead wood</td>
<td>Priority 1</td>
<td>$11,003</td>
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</tbody>
</table>

The price reflects OT rate, work to be done on a Sunday.

## Items included in this price

- Jobsite clean-up and debris disposal
- City ordinances for noise and traffic blockage researched and followed
- Company-supplied, regularly-maintained tools and equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>Included</th>
<th>Priority 1 Subtotal</th>
<th>Priority 2 Subtotal</th>
<th>Priority 3 Subtotal</th>
<th>Total Proposed Cost</th>
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<tr>
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<td>$13,670</td>
<td>$0</td>
<td>$0</td>
<td>$13,670</td>
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<tr>
<td>All applicable taxes</td>
<td>✔️</td>
<td>Priority 1 Subtotal</td>
<td>Priority 2 Subtotal</td>
<td>Priority 3 Subtotal</td>
<td>Total Proposed Cost</td>
</tr>
<tr>
<td>Drive time</td>
<td>✔️</td>
<td>Priority 1 Subtotal</td>
<td>Priority 2 Subtotal</td>
<td>Priority 3 Subtotal</td>
<td>Total Proposed Cost</td>
</tr>
</tbody>
</table>

**Company-supplied, regularly-maintained tools and equipment**

- **Green Waste Disposal:** $0
- **Proposed Cost:** $13,670
- **Total Proposed Cost:** $13,670

---

13691 W. Vaughn Street  San Fernando, CA 91340  
Fax (818) 361-4292 Cell (818) 359-5501  
www.treecareservices.com  

THIS IS NOT AN INVOICE
1. **Bid Specifications:** The Contractor shall recognize and perform in accordance with only written terms, specifications, and drawings contained or referred to herein. All materials shall conform to bid specifications.

2. **Work Force:** Contractor shall designate a qualified representative with experience in tree management. The work force shall be presentable at all times. All employees shall be competent and qualified and shall be legally authorized to work in the U.S.

3. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions near to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete or brick filled trunks, melons, etc. If required, mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. BrightView Tree Care Services is not responsible for damage done to underground utilities such as, but not limited to, cables, wires, pipes, and irrigation parts. BrightView Tree Care Services will repair damaged irrigation lines at the Client/Owner’s expense.

4. **Scheduling of Work:** If the job site conditions materially change from the time of approval of this proposal to the time the work starts, such that the job costs are adversely changed, this proposal is null and void. Scheduling of work is dependent on weather conditions and workloads. Our office will call the day prior to the work being done, unless other arrangements are made.

5. **Work Hours:** Any work, including emergency work, overtime and weekend work performed outside of the normal working hours (Monday-Friday between 6:30 a.m. and 2:30 p.m.) shall be billed at overtime rates. Use of power equipment will commence at 7:00 a.m., unless otherwise specified in the scope of work. Additional charges will be applied if crews cannot use power equipment by 9:00 a.m.

6. **License and Permits:** Contractor shall maintain a Landscape Contractor’s license if required by State or local law and will comply with all other license and permit requirements of relevant city, state and federal governments, as well as all other requirements of law.

7. **Taxes:** Contractor agrees to pay all applicable taxes, including sales taxes on material supplied, where applicable.

8. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker’s Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with a $1,000,000 limit of liability.

9. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any liabilities that arise out of Contractor’s work. The extent such liabilities are adjudicated to have been caused by Contractor’s negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from acts of God. Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested by the Client/Owner that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of Client/Owner.

10. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%), or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

11. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.

12. **Additional Services:** Any additional work not specified in the signed written proposal that involves additional costs will be executed only upon signed written order and will become an extra charge over and above the estimate.

13. **Access to Job Site:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of the job site where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.

14. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days of receipt of invoice.

15. **Cancellation:** Notice of cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of $150.00 and billed to Client/Owner.

16. **Assignment:** The Client/Owner and the Contractor, respectively, bind themselves, their partners, successors, assignees and legal representatives to the other party with respect to all covenants of this Contract. In the event of sale or transfer of Client/Owner’s interest in its business and/or the property which is the subject of this agreement, Client/Owner must first obtain the written consent of Contractor for the assignment of any interest in this agreement to be effective.

17. **Disclaimer:** This proposal for tree care services was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. The work performed by BrightView Tree Care Services is intended to reduce the chances of tree failure and any corresponding property liabilities, in addition to enhancing aesthetic value but is not a guarantee. We cannot be held responsible for unknown or otherwise hidden defects of your trees, which may fail in the future. The corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services (“Design Services”) are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

Acceptance of this Proposal
Contractor is authorized to perform the work stated on the face of this proposal. Payment will be 100% due at time of billing. If payment has not been received by BrightView Tree Care Services within fifteen (15) days after billing, BrightView Tree Care Services shall be entitled to all costs of collection, including reasonable attorneys’ fees and shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1% per month, or the highest rate permitted by law, will be charged on unpaid balance 45 days after billing.

**NOTICE:** FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC’S LIEN ON THE TITLE TO YOUR PROPERTY.

**Customer**

Signature: 
Title: 
Printed Name: 
Date: 

**BrightView Tree Care Services**

**Brad Bishoff** Tree Care Specialist

Signature: 
Title: 
Printed Name: 
Date: 

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STAFF REPORT

DEPARTMENT: Admin/Facilities MEETING DATE: January 28, 2019
PREPARED BY: Jonathan Arevalo LOCATION: Community Room

TITLE: Cost analysts recommendation to use Commercial Door Metal Systems to replace both the front and rear door entrances at the Bob Lucas Memorial Library.

OBJECTIVE: To upgrade and to meet ADA compliance at both the front and rear entrances of the Bob Lucas Memorial Library as was recommended in the facilities assessment report that was done in April of 2018.

BACKGROUND/ANALYSIS: The doors at the Bob Lucas Memorial Library are in need of an upgrade. Time and the elements have contributed to the bad condition of both sets of doors such as scratches in the glass, a chain is used at night to secure the front doors, doors not able to stay open without the use of some type of door stop, and not energy efficient.

Another main factor for the upgrade is that both sets of doors are not ADA compliant. By upgrading both sets of doors, this will help us move forward with the much needed renovations that were underlined in our facilities assessment report that the ALD had done in April of 2018.

The following is the scope of work to be done pertaining to the door upgrades:

REMOVE AND HAUL AWAY 1 EA. 3070 AND 1 EA. 6070 GLASS ALUMINUM STOREFRONT STRUCTURE. FURNISH AND INSTALL:
1 EA. 3070 NARROW STILE DOOR AND FRAME PACKAGE DARK BRONZE ALUMINUM
1 EA. 6070 NARROW STILE DOOR AND TRANSON FRAME PACKAGE DARK BRONZE ALUMINUM
1 EA. ADAMSRITE 8800 RIM PANIC DEVICE WITH ELECTRIC LATCH RETRACTION
2 EA. ADAMSRITE 8600 CVR PANIC DEVICES WITH ELECTRIC LATCH RETRACTION
2 EA. ADAMS RITE POWER SUPPLIES
1 EA. LCN 9542 3' MOTOR OPERATOR FOR 3' SINGLE DOOR PUSH MOUNT
1 EA. LCN 9553 6' DUAL MOTOR OPERATOR FOR 6' PAIR OF DOORS PUSH SIDE MOUNT 4 EA. WALL MOUNT ACTIVATION BUTTONS
2 EA. RECEIVERS
2 EA. DARK BRONZE ALUMINUM THRESHOLDS
LUBE, SERVICE AND ADJUST DOORS FOR PROPER OPERATION AND LOCKING.

STAFF RECOMMENDATION: That the Board of Trustees approves the Cost Analysts recommendation of using Commercial Door Metal Systems as the preferred vendor of choice to facilitate the ALD with the ADA door upgrades at the Bob Lucas Memorial Library at the cost of $24,722.00. We also recommend that the Board give authority to the Interim District Director to sign the contract between the vendor and the ALD since the amount is above the $10,000.00 threshold.
PROPOSAL & ACCEPTANCE
WEST COAST DOOR MASTERS, INC.
5413 Brittany Ave.
Riverside, Ca. 92506
Ph. # 1-800-936-6779
Fax# 951-680-9722
www.doormasters.net
Contractor’s License #695298

ATTN: JOHNATHAN AREVALO

PROPOSAL SUBMITTED TO:
NAME: BOB LUCAS LIBRARY- ALTADENA

ADDRESS: LINCOLN BUILDING
CITY: STATE: CA: ZIP

TELEPHONE: 626-798-0833 X110 JAREVALO@ALTADENALIBRARY.ORG

DATE: 1/22/2019 PURCHASE ORDER #: PROPOSAL #: 4887-19

FURNISH AND INSTALL THE FOLLOWING

EAST ENTRANCE AND WEST ENTRANCE
TEAR OUT AND HAUL OFF OLD DOORS
ONE NEW 6070 STORFRONT DOOR PACKAGE WITH FRAME AND TRANSOM
ABOVE DOORS- DARK BRONZE ANODIZED ALUMINUM
ONE NEW 3070 STOREFRONT DOOR AND FRAME PACKAGE- DARK BRONE ALUMINUM
¼” BRONZE TEMPERED SAFETY GALSS
ONE ADAMS RITE 8800 RIM PANIC WITH EL LATCH RETRACTION
TWO ADAMS RITE 8600 CVR PANIC DEVICES WITH EL LATCH RETRACTION
ONE TORMAX 1301 SIMULTANEOUS PAIR OF DOOR OPERATORS-6’
ONE TORMAX 1301 SINGLE DOOR OPERATOR-3’
TWO RECEIVERS
FOUR PUSH BUTTONS
TWO BRONZE THRESHOLDS
PREVAILING WAGE LABOR
TOTAL: MATERIALS, SALES TAX AND LABOR: $28,750.00

PROPOSAL INCLUDES: Material And Labor As Required In Accordance With The Above Specifications For The Sum Of $28,750.00 Payment To Be Made As Follows BAL NET 30 W/P.O.#

25% DEPOSIT REQUIRED

ACCEPTANCE OF PROPOSAL
The Above Prices, Specifications And Conditions Are Satisfactory And Are Herby Accepted You Are Authorized To Complete This Contract As Specified. Payment Will Be Made As Outlined To The Left.

Signature Of Company
Karen L. Brown
**Shipping Address**

**Library Site:** ALHADENA LIBRARY MAIN

**Address (Street, City, State Zip Code):** 600 EAST MARIPOSA STREET, ALHADENA, CA 91001

**Attention - Name Title Phone Number**

**Price Comparison Via (please check box)**

- Quotes
- Catalog / Sales Ads (attach copies)
- Websites (attach copies)
- Fax (attach copies)
- Other

**Justification for Awarding Contract**

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**If variance is negative: IF NOT LOWEST PRICE THEN GIVE REASON WHY LOWEST QUOTE WAS NOT AWARDED CONTRACT**

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**Please Highlight Program**

**Library Main**

**Library Branch**

**Other**

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**Do not enter in - Highlighted Data Fields ONLY**

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<th>Item No.</th>
<th>Product or Services Description</th>
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**Do Not Keypunch - Automatically Computed**

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Page 53 of 57
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</tbody>
</table>

**Circle Winning Bid Sub-total**

[Table showing sub-total amounts]

- Sales Tax
- Plus Shipping & Handling
- Total

**Date Prepared**: 1/17/19

**Name and Title and Department**: JONATHAN AREVALO / BUILDING PROJECTS MANAGER

**Approved by Supervisor**: ESTELLA TERRAZAS / INTERIM DISTRICT DIRECTOR

(Only Signed Copies are Valid)
To
ALTADENA LIBRARY DISTRICT
600 E. MARIPOSA ST.
ALTADENA, CA 91001

Site
ALTADENA LIBRARY DISTRICT
2659 N. LINCOLN AVE
ALTADENA, CA 91001

Date 1/4/2019

Attn. JONATHAN AREVALO

Ref. # sq-396520

Phone (626) 497-9463

Fax (626) 798-1021

Job (626) 497-9463

In accordance with the terms and conditions stated hereinafter, and on the following pages, we propose to provide the following doors and/or repair work (hereinafter referred to as the “Product”) on the following terms.

**Location: Lincoln building east entrance 6070**

We propose to furnish, deliver, and install the following subject to the terms noted below:

One (1) new **Glass and Aluminum Storefront** for your existing opening complete with new **Aluminum Framing, Threshold, and Top Light**. This also includes the following benefits:

- Medium stile framing with 10" A.D.A. approved bottom rail
- Prepared with continuous hinges
- Pair of doors include a, cylinder guard, and two (2) sets of push bars
- Tinted tempered glass
- Finished in **dark bronze**.
- New ADA low energy operator
- 2 vertical push bars

We will prep the existing opening with new aluminum framing, secure the glass into place, secure the doors into the opening, install the hardware, adjust the closing speed, align the doors for proper clearance, lubricate all points of friction, and perform our Standard Quality Assurance Check to insure safe and proper operation.

Please note this bid INCLUDES the following:
1. Vortex Exclusive **three (1) year Limited Warranty**.
2. Work to be scheduled during regular business hours (M-F 7:30a-4:30p) unless otherwise stated.
3. Removal and disposal of damaged material.

Please note this bid DOES NOT INCLUDE the following:
1. Any hidden conditions or damage.
2. Any finish paint.
3. Prevailing Wage Rates if required are not included unless specified.
4. Any item not called out above.

☐ Customer to list days or hours Vortex cannot do the work:

**Payment Terms:** 25% on deposit. Balance due upon Completion.

This offer is good for 30 days. **SIGNED COPY MUST BE RETURNED TO OUR OFFICE WITH DEPOSIT.** Offer may be revoked by Vortex at any time prior to acceptance. Hidden or unanticipated damages and/or services not included in proposal. Proposal also does not include costs of prevailing wages, if required, unless specifically identified herein.

**NOTICE TO PROPERTY OWNER:** If bills are not paid in full for the labor, services, equipment, or materials furnished or to be furnished, a mechanic’s lien leading to the loss, through court foreclosure proceedings, of all or part of your property being so improved may be placed against the property even though you have paid your contractor in full. You may wish to protect yourself against this consequence by (1) requiring your contractor to furnish a signed release by the person or firm giving you this notice before making payment to your contractor or (2) any other method or device which is appropriate under the circumstances.

Any questions concerning a contractor may be referred to the Registrar, Contractors’ License Board, 3132 Bradshaw Road, Sacramento, California. Mailing address: P.O. Box 26000, Sacramento, California 95862.

**IMPORTANT:** See following pages for additional terms, including limitations of warranty and limitations of liability which are part of this proposal, and will constitute terms of your contract with Vortex. Customer is added to our General Liability policy as Additional Insured only when required by written contract with Customer.
In accordance with the terms and conditions stated hereinafter, and on the following pages, we propose to provide the following doors and/or repair work (hereinafter referred to as the "Product") on the following terms.

**Location: Lincoln building west entrance 3070**

We propose to furnish, deliver, and install the following subject to the terms noted below:

One (1) new **Glass and Aluminum Storefront** for your existing opening complete with new **Aluminum Framing, Threshold**. This also includes the following benefits:

- Medium stile framing with 10" A.D.A. approved bottom rail
- Prepared with continuous hinges
- Single doors includes a, cylinder guard, and push bars
- Tinted tempered glass
- Finished in dark bronze.
- New ADA low energy operator
- 2 vertical push bars

**FOR THE TOTAL NET SUM OF: ...................$ 25,657.54**

**Customer to provide dedicated 115v circuit to door locations**

We will prep the existing opening with new aluminum framing, secure the glass into place, secure the doors into the opening, install the hardware, adjust the closing speed, align the doors for proper clearance, lubricate all points of friction, and perform our Standard Quality Assurance Check to insure safe and proper operation.

Please note this bid INCLUDES the following:

4. Vortex Exclusive **three (1) year Limited Warranty**.
5. Work to be scheduled during regular business hours (M-F 7:30a-4:30p) unless otherwise stated.
6. Removal and disposal of damaged material.

Please note this bid DOES NOT INCLUDE the following:

5. Any hidden conditions or damage.
6. Any finish paint.
7. Prevailing Wage Rates if required are not included unless specified.
8. Any item not called out above.

Please fax or email signed proposal to: COMSC@VortexDoors.com
(323) 721-5545
(323) 721-5064 (Fax)

Customer to list days or hours Vortex cannot do the work:

Payment Terms: 25% on deposit, Balance due upon Completion.

This offer is good for 30 days. **SIGNED COPY MUST BE RETURNED TO OUR OFFICE WITH DEPOSIT.** Offer may be revoked by Vortex at any time prior to acceptance. Hidden or unanticipated damages and/or services not included in proposal. Proposal also does not include costs of prevailing wages, if required, unless specifically identified herein.

**NOTICE TO PROPERTY OWNER:** If bills are not paid in full for the labor, services, equipment, or materials furnished or to be furnished, a mechanic's lien leading to the loss, through court foreclosure proceedings, of all or part of your property being so improved may be placed against the property even though you have paid your contractor in full. You may wish to protect yourself against this consequence by (1) requiring your contractor to furnish a signed release by the person or firm giving you this notice before making payment to your contractor or (2) any other method or device which is appropriate under the circumstances.

Any questions concerning a contractor may be referred to the Registrar, Contractors' License Board, 3132 Bradshaw Road, Sacramento, California. Mailing address: P.O. Box 26000, Sacramento, California 95862.

**IMPORTANT:** See following pages for additional terms, including limitations of warranty and limitations of liability which are part of this proposal, and will constitute terms of your contract with Vortex. Customer is added to our General Liability policy as Additional Insured only when required by written contract with Customer.
We hereby submit the following proposal:

REMOVE AND HAUL AWAY 1 EA. 3070 AND 1 EA. 6070 GLASS ALUMINUM STOREFRONT STRUCTURE.

FURNISH AND INSTALL:
1 EA. 3070 NARROW STILE DOOR AND FRAME PACKAGE DARK BRONZE ALUMINUM
1 EA. 6070 NARROW STILE DOOR AND TRANSON FRAME PACKAGE DARK BRONZE ALUMINUM
1 EA. ADAMSRITE 8800 RIM PANIC DEVICE WITH ELECTRIC LATCH RETRACTION
2 EA. ADAMSRITE 8600 CVR PANIC DEVICES WITH ELECTRIC LATCH RETRACTION
2 EA. ADAMS RITE POWER SUPPLIES
1 EA. LCN 9542 3' MOTOR OPERATOR FOR 3' SINGLE DOOR PUSH MOUNT
1 EA. LCN 9553 6' DUAL MOTOR OPERATOR FOR 6' PAIR OF DOORS PUSH SIDE MOUNT
4 EA. WALL MOUNT ACTIVATION BUTTONS
2 EA. RECEIVERS
2 EA. DARK BRONZE ALUMINUM THRESHOLDS
LUBE, SERVICE AND ADJUST DOORS FOR PROPER OPERATION AND LOCKING.

ALL GLASS TO BE TEMPERED LOW E. POWER TO BE RUN TO THE DOOR AREA BY OTHERS.

QUOTED AT PREVAILING WAGE RATES.

NOTES:
*Prices are based on non-prevailing wage work performed Monday thru Friday 7:30 a.m. to 4:00 p.m., unless otherwise specified.
*Commercial Door Metal Systems is fully insured however, special insurance requests are subject to an additional charge.

Terms:

We hereby propose to furnish **Materials Only** x **Labor and Material** - complete in accordance with the above specifications FOR THE SUM OF: $24,772.00

Payment to be made as follows: Net 15 x Net 30 COD TBD Other: ____________________

For Commercial Door Metal Systems by: HANK CASTILLO Note: This proposal is good for 30 days.

Acceptance & Authorization

CDMS agrees to furnish necessary labor, materials and tools to complete all contracted work to professional standards. Permits and finish painting are not included unless specifically noted in this contract. Excludes any hidden damage due to concrete cutting. Delays in commencement or completion of work beyond our control will be billed at the applicable hourly rate. This contract constitutes the full agreement between CDMS and the customer. Any changes or additions to this contract must be in writing and signed by both parties. Alterations or changes to work specified in this contract that involve extra costs for labor or materials will require written authorization from the customer and will become additional charges to the contracted amount. In the event of litigation, the customer agrees to pay for all attorney's fees and court costs incurred by CDMS to enforce the terms of this contract and it addendums.

Acceptance of Proposal: The above prices and specifications are satisfactory and hereby accepted. You are authorized as specified. Payment will be made as outlined above.