

AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District
Community Room – Main Library – February 25, 2019 – 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.

1. Call to order

2. Open Session

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

3. Unfinished Business

- a. Brown Act Refresher (Information)

4. New Business

- a. Mid-Year Budget Adjustment (Discussion/Action) Pages# 3-7
- b. Review of Legal Services (Discussion/Action)Pages #8-29
- c. Board Member Training and attendance at Special District Leadership Academy (Discussion/Action)Pages # 30-42
- d. Teen Librarian Job Description Review and Approval (Discussion/Action)Pages# 43-44
- e. Approval of Closure for Staff Development (Discussion/Action)

5. Consent Calendar

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

- a. Approval of Minutes – Regular Meeting held January 28, 2019, Page #45-50
- b. Approval of Minutes – Special Meeting held February 12, 2019, Page#51-52
- c. Statistical Reports – YTD – January 2019, Page # 53-56
- d. Departmental Monthly Reports – January 2019, Page #57-71

6. Consideration of Items Removed from the Consent Calendar

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

7. Reports

- a. District Director's Report – January 2018, Page #72
 - (i) Library General Operations
 - (ii) Review of Organizational Chart Page#73
 - (iii) Personnel Appointments/Resignations/Terminations/Transfers

- b. Financial Reports – December 2018, Page #74-86
- c. Reports of Support Groups
 - (i) Altadena Library Foundation
 - (ii) Friends of the Altadena Library
- d. Committee Reports (Discussion/Possible Action)
 - (i) Bylaws Committee Pages#87-88
 - (ii) Budget Committee
 - (iii) Executive Search Committee
 - (iv) Facilities Committee
 - (v) Strategic Planning Committee Pages#89-100
- e. Trustee Reports Pages 101-103

8. Correspondence

- a. California Special Districts Association Pages#104-108

9. Proposed Future Agenda Items

10. Adjournment

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.

**BOARD OF LIBRARY TRUSTEES
MID-YEAR BUDGET ADJUSTMENT STAFF REPORT**

DEPARTMENT: Finance
PREPARED BY: Nicole Fabry

MEETING DATE: February 25, 2019
LOCATION: Community Room

BACKGROUND: This Mid-Year Budget Adjustment Report presents an overview of the District’s operating revenues and expenditures for the first seven months (July 2018 – Jan 2019) of the 2018-19 Fiscal Year. The attached “Mid-Year Budget Adjustment for Fiscal Year Ended June 30, 2019” compares the July 2018 – Jan 2019 actuals against the adopted 18-19 budget, indicates any adjustments made to the adopted budget, and presents a Revised 18-19 Budget.

REPORT HIGHLIGHTS:

REVENUE:

- The Altadena Library Foundation (4705) confirmed their budget and designated a total of \$10,000 for the library for FY 18-19.
- The Friends of the Altadena Library (4710) confirmed their budget and designated \$24,000 for the library. This is an increase of \$4,000 over what was originally budgeted.
- 4210 Chase Bank was decreased by \$1,600 as all cash reserves are now held with the County earning a better interest rate than with Chase bank.
- 4999 Credit Card Rewards was increased by \$1,600 after reviewing current rewards balance.
- 4220 County Interest Allocation was set at \$20,000 as indicated on the December 2018 Interest Statement from LA County.

EXPENSES:

- A decrease of \$40,000 has been applied to 5000 Salaries & Wages for current personnel vacancies.
- All payroll taxes were consolidated into account 5120.
- 5218 PERS Unfunded was decreased by \$4,000 due to a prepayment savings from the beginning of the fiscal year.
- This \$4,000 was then allocated to 5210.01 CalPERS Classic for anticipated costs.
- Based on Actuarial advice, the District’s OPEB Contribution (5222) was set at \$40,000 for FY18-19, and 5221 Retiree Health Insurance was added to the budget in the amount of \$73,000, as we are unable to reimburse from CERBT to cover those costs this year.

- \$25,000 was transferred to 7310 Equipment, Furniture & Fixtures to accommodate RFID equipment, which had previously been budgeted to 7180 Technology Equipment.
- \$200,000 was removed from Capital Structures & Improvements. \$50,000 was added to 7140 Architectural & Engineering and \$150,000 was removed to offset funds brought in from reserves.
- \$5,000 was added to 7210 Building Maintenance & Repairs for anticipated projects.
- A total of \$20,000 was removed from Library Materials (6120, 6125, 6130) due to anticipated costs.
- \$5,000 was added to 6430 Insurance to meet actual cost.
- Account 6626 Recruitment and Recognition was separated into 6618 Recruitment and 6626 Staff Recognition, and \$500 transferred from 6626 to 6618.
- \$1,500 was transferred from 7190 Website Development to 6627 Advertising / Marketing as the website work has come in under budget and the funds will be used to purchase much-needed marketing software.
- \$200 was added to 6730 Mileage & Parking Reimbursement in anticipation of conferences later this fiscal year.
- \$11,000 was transferred from 6750 Printing & Reproduction to 6970 Equipment Lease & Rental due to restructuring of our lease agreement and printing costs.
- \$5,000 was removed from 6765 Janitorial Supplies after canceling our contracted janitorial and supply contracts.
- 6960 Products for Resale was lowered \$4,000 due to anticipated costs.
- 7130 Legal Fees was increased by \$325,000 due to current and anticipated litigation costs.
- Account 7131 Legal Settlement was added in the amount of \$112,000.
- Account 7145 Collection Agency was increased \$1,500 due to increased placements.
- 7155 Consultants was lowered by \$25,000 due to anticipated costs.
- 7170 Telecommunications was increased \$1,000 due to anticipated costs.
- 7175 Internet Service was lowered \$20,000 due to anticipated reimbursement from E-Rate.

The above changes require \$301,000 being transferred in from reserves to cover anticipated expenditures.

STAFF RECOMMENDATION: That the Board of Trustees approve the proposed Mid-Year Budget Amendment for the 2018-19 Fiscal Year.

**Altadena Library District
Mid-Year Budget Adjustment
For Fiscal Year Ended June 30, 2019**

	Actuals		Revisions	Revised Budget	\$ Over Budget	% of Budget
	Jul '18 - Jan 19	Original Budget				
Ordinary Income/Expense						
Income						
DONATIONS AND GRANTS						
4705 · Altadena Library Foundation	5,000.00	0.00	10,000.00	10,000.00	(5,000.00)	50.0%
4710 · Friends of the Library	11,383.75	20,000.00	4,000.00	24,000.00	(12,616.25)	47.43%
4730 · Undesignated	325.15	2,000.00	-	2,000.00	(1,674.85)	16.26%
4735 · Designated		1,000.00	-	1,000.00	(1,000.00)	
4740 · CA Library Literacy Services		15,000.00	-	15,000.00	(15,000.00)	
4750 · Cal State Library	18,000.00	20,000.00	-	20,000.00	(2,000.00)	90.0%
Total DONATIONS AND GRANTS	34,708.90	58,000.00	14,000.00	72,000.00	(37,291.10)	48.21%
FINES & FEES						
4305 · Fees	2,221.17	6,000.00	-	6,000.00	(3,778.83)	37.02%
4310 · MFM Revenue	6,303.51	8,000.00	-	8,000.00	(1,696.49)	78.79%
4340 · Passport Services Fees	62,881.00	120,000.00	-	120,000.00	(57,119.00)	52.4%
4350 · Sales of Products	580.00	3,000.00	-	3,000.00	(2,420.00)	19.33%
4810 · Community Room Fees	505.00					
Total FINES & FEES	72,490.68	137,000.00	-	137,000.00	(64,509.32)	52.91%
INTEREST INCOME & ADJUSTMENTS						
4210 · Chase Bank	145.53	2,000.00	(1,600.00)	400.00	(254.47)	36.38%
Total INTEREST INCOME & ADJUSTMENTS	145.53	2,000.00	(1,600.00)	400.00	(254.47)	36.38%
OTHER REVENUE & ADJUSTMENT						
4910 · Miscellaneous Income						
4915 · Rental Revenue	5,800.00	4,000.00	-	4,000.00	1,800.00	145.0%
4920 · Reimbursements	400.55					
4940 · Transfer in from Reserves						
4999 · Credit Card Rewards		3,000.00	1,600.00	4,600.00	(4,600.00)	
Total OTHER REVENUE & ADJUSTMENT	6,200.55	7,000.00	1,600.00	8,600.00	(2,399.45)	72.1%
REVENUES						
Property Taxes						
4010 · Current-Year Secured						
4010.00 · Current Secured	2,414,259.34	2,350,000.00	-	2,350,000.00	64,259.34	102.73%
4010.01 · Revenue Residual	16,979.60	40,000.00	-	40,000.00	(23,020.40)	42.45%
4010.02 · Statutory Revenue	2,709.57		-		2,709.57	100.0%
4010.03 · SB 813 Supplemental	1,243.83		-		1,243.83	100.0%
Total 4010 · Current-Year Secured	2,435,192.34	2,390,000.00	-	2,390,000.00	45,192.34	101.89%
4020 · Current-Year Unsecured						
4020.00 · Current Unsecured	84,437.18	80,000.00	-	80,000.00	4,437.18	105.55%
Total 4020 · Current-Year Unsecured	84,437.18	80,000.00	-	80,000.00	4,437.18	105.55%
4030 · Prior-Year Secured						
4030.00 · Prior Secured	(11,738.88)	35,000.00	-	35,000.00	(46,738.88)	(33.54%)
4030.03 · SB 813 Redemption	1,799.21	5,000.00	-	5,000.00	(3,200.79)	35.98%
4030.05 · Secured Tax Refunds	(6,193.79)	(30,000.00)	-	(30,000.00)	23,806.21	20.65%
Total 4030 · Prior-Year Secured	(16,133.46)	10,000.00	-	10,000.00	(26,133.46)	(161.34%)
4040 · Prior-Year Unsecured						
4040.00 · Prior Unsecured	(9,372.72)	10,000.00	-	10,000.00	(19,372.72)	(93.73%)
Total 4040 · Prior-Year Unsecured	(9,372.72)	10,000.00	-	10,000.00	(19,372.72)	(93.73%)
4050 · Homeowners Exemption	6,779.14	15,000.00	-	15,000.00	(8,220.86)	45.19%
4060 · Special Assessment						
4060.01 · Per Parcel Benefit Assessment	827,936.94	810,000.00	-	810,000.00	17,936.94	102.21%
Total 4060 · Special Assessment	827,936.94	810,000.00	-	810,000.00	17,936.94	102.21%
4080 · Penalties, Interest & Costs-Ref	6,744.47	10,000.00	-	10,000.00	(3,255.53)	67.45%
4220 · County Interest Allocation	13,070.96	0.00	20,000.00	20,000.00	(6,929.04)	65.36%
4250 · Change in Property Tax Accrual					0.00	
Total Property Taxes	3,348,654.85	3,325,000.00	20,000.00	3,345,000.00	3,654.85	100.11%
Total REVENUES	3,348,654.85	3,325,000.00	20,000.00	3,345,000.00	3,654.85	100.11%
Total Income	3,462,200.51	3,529,000.00	34,000.00	3,563,000.00	(100,799.49)	97.17%
Expense						
PERSONNEL RELATED EXPENSES						
5000 · SALARIES & WAGES						
5010 · Salaried	235,085.43	460,500.00	(40,000.00)	420,500.00	(185,414.57)	55.91%
5020 · Hourly	727,394.21	1,254,500.00	-	1,254,500.00	(527,105.79)	57.98%
Total 5000 · SALARIES & WAGES	962,479.64	1,715,000.00	(40,000.00)	1,675,000.00	(712,520.36)	57.46%

**Altadena Library District
Mid-Year Budget Adjustment
For Fiscal Year Ended June 30, 2019**

	Actuals		Revisions	Revised Budget	\$ Over Budget	% of Budget
	Jul '18 - Jan 19	Original Budget				
5100 · Employer-Portion Taxes/Benefits						
5120 · Payroll Taxes (ER)						
5250 · FUTA		5,000.00	(5,000.00)	0.00	0.00	0.0%
5120 · Payroll Taxes (ER) - Other	74,875.72	130,000.00	7,500.00	137,500.00	(62,624.28)	54.46%
Total 5120 · Payroll Taxes (ER)	74,875.72	135,000.00	2,500.00	137,500.00	(62,624.28)	54.46%
5120.02 · Soc Security & Medicare, Hourly						
5210 · PERS Retirement						
5210.01 · CalPers CLASSIC (ER Contr)	15,014.52	20,000.00	4,000.00	24,000.00	(8,985.48)	62.56%
5210.02 · CalPers PEPRRA (ER Contr)	43,899.65	75,000.00	-	75,000.00	(31,100.35)	58.53%
5218 · PERS Unfunded	116,139.00	120,500.00	(4,000.00)	116,500.00	(361.00)	99.69%
Total 5210 · PERS Retirement	175,053.17	215,500.00	-	215,500.00	(40,446.83)	81.23%
5222 · OPEB Contribution		0.00	40,000.00	40,000.00	(40,000.00)	0.0%
5251 · SUI, Hourly		2,500.00	(2,500.00)	0.00	0.00	0.0%
Total 5100 · Employer-Portion Taxes/Benefits	249,928.89	353,000.00	40,000.00	393,000.00	(143,071.11)	63.6%
5200 · Insurance						
5220 · Health Insurance	74,563.65	129,000.00	-	129,000.00	(54,436.35)	57.8%
5221 · Health Insurance - Retirees	41,543.10	0.00	73,300.00	73,300.00	(31,756.90)	56.68%
5230 · Dental Insurance	8,750.37	15,000.00	-	15,000.00	(6,249.63)	58.34%
5240 · Vision Insurance	2,582.55	4,500.00	-	4,500.00	(1,917.45)	57.39%
5260 · Life Insurance	925.59	1,500.00	-	1,500.00	(574.41)	61.71%
5270 · Workers' Compensation	15,272.25	20,000.00	-	20,000.00	(4,727.75)	76.36%
5280 · Disability Insurance						
Total 5200 · Insurance	143,637.51	170,000.00	73,300.00	243,300.00	(99,662.49)	59.04%
Total PERSONNEL RELATED EXPENSES	1,356,046.04	2,238,000.00	73,300.00	2,311,300.00	(955,253.96)	58.67%
CAPITAL						
7310 · Equipment, Furniture & Fixtures	26,607.41	15,000.00	25,000.00	40,000.00	(13,392.59)	66.52%
7320 · Structures & Improvements	9,900.00	250,000.00	(200,000.00)	50,000.00	(40,100.00)	19.8%
Total CAPITAL	36,507.41	265,000.00	(175,000.00)	90,000.00	(53,492.59)	40.56%
FACILITIES, GROUNDS & MAINTENAN						
7205 · Maintenance Contracts	8,434.29	15,000.00	-	15,000.00	(6,565.71)	56.23%
7210 · Building Maint & Repairs	14,589.52	20,000.00	5,000.00	25,000.00	(10,410.48)	58.36%
7220 · Landscape	957.05	18,000.00	-	18,000.00	(17,042.95)	5.32%
Total FACILITIES, GROUNDS & MAINTENAN	23,980.86	53,000.00	5,000.00	58,000.00	(34,019.14)	41.35%
LIBRARY MATERIALS						
6110 · Cataloging Expenses	12,328.38	22,000.00	-	22,000.00	(9,671.62)	56.04%
6115 · Electronic Databases & Subscrip	14,410.05	25,000.00	-	25,000.00	(10,589.95)	57.64%
6120 · Books	62,830.05	140,000.00	(10,000.00)	130,000.00	(67,169.95)	48.33%
6125 · Audio CD	5,455.83	20,000.00	(5,000.00)	15,000.00	(9,544.17)	36.37%
6130 · DVD's & Videogames	12,736.53	30,000.00	(5,000.00)	25,000.00	(12,263.47)	50.95%
6135 · Processing of Materials	18,621.54	40,000.00	-	40,000.00	(21,378.46)	46.55%
6140 · Periodicals	9,950.15	18,000.00	-	18,000.00	(8,049.85)	55.28%
6150 · Downloadables	9,643.73	20,000.00	-	20,000.00	(10,356.27)	48.22%
6155 · Library of Things		20,000.00	(15,000.00)	5,000.00	(5,000.00)	
Total LIBRARY MATERIALS	145,976.26	335,000.00	(35,000.00)	300,000.00	(154,023.74)	48.66%
MISCELLANEOUS EXPENSE						
7540 · Trustee Election		30,000.00	30,000.00	60,000.00	(60,000.00)	
Total MISCELLANEOUS EXPENSE	0.00	30,000.00	30,000.00	60,000.00	(60,000.00)	0.0%
OPERATING EXPENSES						
6430 · Insurance-Gen, Prop, Liab, Eq	26,138.73	21,000.00	5,000.00	26,000.00	138.73	100.53%
6432 · Earthquake Insurance	18,550.00	19,000.00	-	19,000.00	(450.00)	97.63%
6618 · Recruitment	288.75	0.00	500.00	500.00	(211.25)	57.75%
6620 · Membership Dues & Subscriptions	11,932.76	13,000.00	-	13,000.00	(1,067.24)	91.79%
6623 · Trustee Prof. Development	0.00	0.00				
6625 · Training & Education	4,750.12	12,000.00	-	12,000.00	(7,249.88)	39.58%
6626 · Staff Recognition	3,178.34	5,000.00	(500.00)	4,500.00	(1,321.66)	70.63%
6627 · Advertising / Marketing	1,774.89	5,000.00	1,500.00	6,500.00	(4,725.11)	27.31%
6628 · Volunteer Recognition	1,286.00	0.00	-	0.00	1,286.00	
6710 · Meetings & Travel	4,927.54	10,000.00	-	10,000.00	(5,072.46)	49.28%
6730 · Mileage & Parking Reimbursement	634.60	800.00	200.00	1,000.00	(365.40)	63.46%
6740 · Postage & Delivery	4,737.87	9,000.00	-	9,000.00	(4,262.13)	52.64%

**Altadena Library District
Mid-Year Budget Adjustment
For Fiscal Year Ended June 30, 2019**

	Actuals		Revisions	Revised Budget	\$ Over Budget	% of Budget
	Jul '18 - Jan 19	Original Budget				
6745 · Banking & Service Fees	1,183.79	2,000.00	-	2,000.00	(816.21)	59.19%
6746 · Payroll Fees	5,530.00	12,000.00	-	12,000.00	(6,470.00)	46.08%
6750 · Printing & Reproduction	3,834.69	21,000.00	(11,000.00)	10,000.00	(6,165.31)	38.35%
6755 · Small Equipment	4,778.17	10,000.00	-	10,000.00	(5,221.83)	47.78%
6765 · Janitorial Supplies	4,871.29	15,000.00	(5,000.00)	10,000.00	(5,128.71)	48.71%
6770 · Operating Supplies	12,007.03	25,000.00	-	25,000.00	(12,992.97)	48.03%
6780 · Operating Software	1,319.81	1,500.00	-	1,500.00	(180.19)	87.99%
6920 · Electricity	20,928.94	35,000.00	-	35,000.00	(14,071.06)	59.8%
6930 · Natural Gas	1,329.10	5,000.00	-	5,000.00	(3,670.90)	26.58%
6940 · Water & Sewage	3,259.47	5,000.00	-	5,000.00	(1,740.53)	65.19%
6950 · Refuse	2,803.20	5,000.00	-	5,000.00	(2,196.80)	56.06%
6960 · Products for Resale		5,000.00	(4,000.00)	1,000.00	(1,000.00)	
6970 · Equipment Lease & Rental	14,103.97	20,000.00	11,000.00	31,000.00	(16,896.03)	45.5%
7530 · County Tax Collection Fees	33,235.82	35,000.00	-	35,000.00	(1,764.18)	94.96%
Total OPERATING EXPENSES	187,384.88	291,300.00	(2,300.00)	289,000.00	(101,615.12)	64.84%
PROFESSIONAL & TECHNICAL						
7125 · Audit and Financial Consulting	31,252.96	60,000.00	-	60,000.00	(28,747.04)	52.09%
7130 · Legal Fees	220,658.58	25,000.00	325,000.00	350,000.00	(129,341.42)	63.05%
7131 · Legal Settlement	111,800.00	0.00	112,000.00	112,000.00	(200.00)	99.82%
7135 · Technology Consulting		6,000.00	-	6,000.00	(6,000.00)	
7140 · Architectural & Engineering		0.00	50,000.00	50,000.00	(50,000.00)	
7145 · Collection Agency	1,494.65	2,000.00	1,500.00	3,500.00	(2,005.35)	42.7%
7155 · Consultants - Other	19,235.57	75,000.00	(25,000.00)	50,000.00	(30,764.43)	38.47%
7170 · Telecommunications	5,111.98	7,500.00	1,000.00	8,500.00	(3,388.02)	60.14%
7175 · Internet Service	10,182.03	35,000.00	(20,000.00)	15,000.00	(4,817.97)	67.88%
7180 · Technology Equipment	4,800.85	50,000.00	(25,000.00)	25,000.00	(20,199.15)	19.2%
7185 · Technology Maintenance Fees	14,681.25	20,000.00	-	20,000.00	(5,318.75)	73.41%
7190 · Website Development	731.96	3,000.00	(1,500.00)	1,500.00	(768.04)	48.8%
Total PROFESSIONAL & TECHNICAL	419,949.83	283,500.00	418,000.00	701,500.00	(281,550.17)	59.87%
PROGRAMS						
6200 · Youth Services	6,003.52	12,700.00	-	12,700.00	(6,696.48)	47.27%
6210 · Teen Services	1,340.91	5,000.00	-	5,000.00	(3,659.09)	26.82%
6220 · Adult Services	12,873.66	30,000.00	-	30,000.00	(17,126.34)	42.91%
6230 · Bob Lucas Branch Services	2,325.24	4,500.00	-	4,500.00	(2,174.76)	51.67%
6240 · Literacy Services	1,930.87	2,000.00	-	2,000.00	(69.13)	96.54%
Total PROGRAMS	24,474.20	54,200.00	-	54,200.00	(29,725.80)	45.16%
Total Expense	2,194,319.48	3,550,000.00	314,000.00	3,864,000.00	(1,669,680.52)	56.79%
Net Ordinary Income	1,267,881.03	(21,000.00)	(280,000.00)	(301,000.00)	1,568,881.03	(421.22%)
Net Income	1,267,881.03	(21,000.00)	(280,000.00)	(301,000.00)	1,568,881.03	(421.22%)

Memorandum

To: Cindy Cleary, Interim District Director
From: Ruben Duran, General Counsel
Date: February 21, 2019
Re: Confidentiality of Legal Billing

A member of the Board of Trustees has requested that information about the District's legal bills be including in an upcoming agenda.

As a reminder, members of the public are entitled to know the total amount the District spends on legal fees. However, further details in the bills are strictly confidential and can only be viewed by the Board, and any staff who are required to see the bills to process payments. If the details in the bills are disclosed to anyone else, the District runs the risk of waiving its legal privileges and protections, including the attorney client and attorney work product privileges.

With that in mind, I will note that the bills to date have been categorized into the following three matters: general employment matters, general public agency advice, and the litigation matter of *Kittay v. ALD*.

As always, my colleagues and I are grateful for the opportunity to work with you and your staff in advancing and protecting the District's legal interests.

Indian Wells
(760) 568-2611
Irvine
(949) 263-2600
Los Angeles
(213) 617-8100
Manhattan Beach
(310) 643-8448



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ALTADENA LIBRARY DISTRICT
ATTN: WILLIAM RYAN ROY
600 E. MARIPOSA STREET
ALTADENA, CA 91001

July 31, 2018
Invoice 827299
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through June 30, 2018:

Our Matter # 61652.00003
Re: MINDY KITTAY V. ALTADENA LIBRARY DISTRICT, ET AL.

Current Fees:	\$	9,726.00
Current Reimbursable Costs:		<u>0.34</u>
Total Current Billings For This Matter:	\$	9,726.34
Balance from Previous Statement:		0.00
Payments and Other Credits Received:		<u>0.00</u>
Prior Outstanding Balance:		0.00
Total Amount Due:	\$	<u><u>9,726.34</u></u>

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ALTADENA LIBRARY DISTRICT
ATTN: WILLIAM RYAN ROY
600 E. MARIPOSA STREET
ALTADENA, CA 91001

August 20, 2018
Invoice 829245
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through July 31, 2018:

Our Matter # 61652.00003
Re: MINDY KITTAY V. ALTADENA LIBRARY DISTRICT, ET AL.

Current Fees:	\$	19,380.50
Current Reimbursable Costs:		<u>7,587.14</u>
Total Current Billings For This Matter:	\$	26,967.64
Balance from Previous Statement:		9,726.34
Payments and Other Credits Received:		<u>(9,726.34)</u>
Prior Outstanding Balance:		0.00
Total Amount Due:	\$	<u>26,967.64</u>

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ALTADENA LIBRARY DISTRICT
ATTN: WILLIAM RYAN ROY
600 E. MARIPOSA STREET
ALTADENA, CA 91001

September 24, 2018
Invoice 831742
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through August 31, 2018:

Our Matter # 61652.00003
Re: MINDY KITTAY V. ALTADENA LIBRARY DISTRICT, ET AL.

Current Fees:	\$	11,214.00
Current Reimbursable Costs:		<u>22,469.00</u>
Total Current Billings For This Matter:	\$	33,683.00
Balance from Previous Statement:		26,967.64
Payments and Other Credits Received:		<u>(26,967.64)</u>
Prior Outstanding Balance:		0.00
Total Amount Due:	\$	<u><u>33,683.00</u></u>

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ALTADENA LIBRARY DISTRICT
ATTN: WILLIAM RYAN ROY
600 E. MARIPOSA STREET
ALTADENA, CA 91001

October 26, 2018
Invoice 834122
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through September 30, 2018:

Our Matter # 61652.00003
Re: MINDY KITTAY V. ALTADENA LIBRARY DISTRICT, ET AL.

Current Fees:	\$	9,250.00
Current Reimbursable Costs:		<u>35,160.95</u>
Total Current Billings For This Matter:	\$	44,410.95
Balance from Previous Statement:		33,683.00
Payments and Other Credits Received:		<u>(33,683.00)</u>
Prior Outstanding Balance:		0.00
Total Amount Due:	\$	<u><u>44,410.95</u></u>

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ALTADENA LIBRARY DISTRICT
ATTN: ESTELA TERRAZAS, INTERIM LIBRARY DIRECTOR
600 E. MARIPOSA STREET
ALTADENA, CA 91001

November 19, 2018
Invoice 836353
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through October 31, 2018:

Our Matter # 61652.00003
Re: MINDY KITTAY V. ALTADENA LIBRARY DISTRICT, ET AL.

Current Fees:	\$	19,139.00
Current Reimbursable Costs:		42.68
		<hr/>
Total Current Billings For This Matter:	\$	19,181.68
Balance from Previous Statement:		44,410.95
Payments and Other Credits Received:		(44,410.95)
		<hr/>
Prior Outstanding Balance:		0.00
Total Amount Due:	\$	<u>19,181.68</u>

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ALTADENA LIBRARY DISTRICT
ATTN: ESTELA TERRAZAS, INTERIM LIBRARY DIRECTOR
600 E. MARIPOSA STREET
ALTADENA, CA 91001

December 2, 2018
Invoice 838099
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through November 30, 2018:

Our Matter # 61652.00003

Re: MINDY KITTAY V. ALTADENA LIBRARY DISTRICT, ET AL.

Current Fees:	\$	4,361.00
Current Reimbursable Costs:		<u>74.62</u>
Total Current Billings For This Matter:	\$	4,435.62
Balance from Previous Statement:		19,181.68
Payments and Other Credits Received:		<u>0.00</u>
Prior Outstanding Balance:		19,181.68
Total Amount Due:	\$	<u><u>23,617.30</u></u>

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ALTADENA LIBRARY DISTRICT
ATTN: ESTELA TERRAZAS, INTERIM LIBRARY DIRECTOR
600 E. MARIPOSA STREET
ALTADENA, CA 91001

January 9, 2019
Invoice 839829
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through December 31, 2018:

Our Matter # 61652.00003
Re: MINDY KITTAY V. ALTADENA LIBRARY DISTRICT, ET AL.

Current Fees:	\$	3,522.00
Current Reimbursable Costs:		<u>50.51</u>
Total Current Billings For This Matter:	\$	3,572.51
Balance from Previous Statement:		23,617.30
Payments and Other Credits Received:		<u>(23,617.30)</u>
Prior Outstanding Balance:		0.00
Total Amount Due:	\$	<u><u>3,572.51</u></u>

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ALTADENA LIBRARY DISTRICT
ATTN: JOHN MCDONALD
600 E. MARIPOSA STREET
ALTADENA, CA 91001

June 18, 2018
Invoice 824538
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through May 31, 2018:

Our Matter # 61652.00002
Re: GENERAL PUBLIC AGENCY GOVERNMENT

Current Fees:	\$ 29,455.00
Current Reimbursable Costs:	<u>62.56</u>
Total Current Billings For This Matter:	\$ 29,517.56
Balance from Previous Statement:	0.00
Payments and Other Credits Received:	<u>0.00</u>
Prior Outstanding Balance:	0.00
Total Amount Due:	<u><u>\$ 29,517.56</u></u>

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ALTADENA LIBRARY DISTRICT
ATTN: WILLIAM RYAN ROY
600 E. MARIPOSA STREET
ALTADENA, CA 91001

July 31, 2018
Invoice 827298
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through June 30, 2018:

Our Matter # 61652.00002
Re: GENERAL PUBLIC AGENCY GOVERNMENT

Current Fees:	\$ 19,143.00
Current Reimbursable Costs:	<u>1,072.32</u>
Total Current Billings For This Matter:	\$ 20,215.32
Balance from Previous Statement:	29,517.56
Payments and Other Credits Received:	<u>(29,517.56)</u>
Prior Outstanding Balance:	0.00
Total Amount Due:	<u>\$ 20,215.32</u>

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ALTADENA LIBRARY DISTRICT
ATTN: WILLIAM RYAN ROY
600 E. MARIPOSA STREET
ALTADENA, CA 91001

August 20, 2018
Invoice 829244
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through July 31, 2018:

Our Matter # 61652.00002
Re: GENERAL PUBLIC AGENCY GOVERNMENT

Current Fees:	\$ 16,391.00
Current Reimbursable Costs:	<u>833.49</u>
Total Current Billings For This Matter:	\$ 17,224.49
Balance from Previous Statement:	20,215.32
Payments and Other Credits Received:	<u>(20,215.32)</u>
Prior Outstanding Balance:	0.00
Total Amount Due:	<u>\$ 17,224.49</u>

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ALTADENA LIBRARY DISTRICT
ATTN: WILLIAM RYAN ROY
600 E. MARIPOSA STREET
ALTADENA, CA 91001

September 24, 2018
Invoice 831741
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through August 31, 2018:

Our Matter # 61652.00002
Re: GENERAL PUBLIC AGENCY GOVERNMENT

Current Fees:	\$	10,976.50
Current Reimbursable Costs:		<u>66.60</u>
Total Current Billings For This Matter:	\$	11,043.10
Balance from Previous Statement:		17,224.49
Payments and Other Credits Received:		<u>(17,224.49)</u>
Prior Outstanding Balance:		0.00
Total Amount Due:	\$	<u><u>11,043.10</u></u>

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ALTADENA LIBRARY DISTRICT
ATTN: WILLIAM RYAN ROY
600 E. MARIPOSA STREET
ALTADENA, CA 91001

October 26, 2018
Invoice 834121
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through September 30, 2018:

Our Matter # 61652.00002
Re: GENERAL PUBLIC AGENCY GOVERNMENT

Current Fees:	\$	19,470.00
Current Reimbursable Costs:		<u>49.12</u>
Total Current Billings For This Matter:	\$	19,519.12
Balance from Previous Statement:		11,043.10
Payments and Other Credits Received:		<u>(11,043.10)</u>
Prior Outstanding Balance:		0.00
Total Amount Due:	\$	<u><u>19,519.12</u></u>

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ALTADENA LIBRARY DISTRICT
ATTN: ESTELA TERRAZAS, INTERIM LIBRARY DIRECTOR
600 E. MARIPOSA STREET
ALTADENA, CA 91001

November 19, 2018
Invoice 836352
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through October 31, 2018:

Our Matter # 61652.00002
Re: GENERAL PUBLIC AGENCY GOVERNMENT

Current Fees:	\$ 6,213.00
Current Reimbursable Costs:	<u>10,947.89</u>
Total Current Billings For This Matter:	\$ 17,160.89
Balance from Previous Statement:	19,519.12
Payments and Other Credits Received:	<u>(19,519.12)</u>
Prior Outstanding Balance:	0.00
Total Amount Due:	<u>\$ 17,160.89</u>

INVOICE IS DUE AND PAYABLE UPON RECEIPT

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ALTADENA LIBRARY DISTRICT
ATTN: ESTELA TERRAZAS, INTERIM LIBRARY DIRECTOR
600 E. MARIPOSA STREET
ALTADENA, CA 91001

December 2, 2018
Invoice 838098
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through November 30, 2018:

Our Matter # 61652.00002
Re: GENERAL PUBLIC AGENCY GOVERNMENT

Current Fees:	\$	13,982.00
Current Reimbursable Costs:		<u>24.18</u>
Total Current Billings For This Matter:	\$	14,006.18
Balance from Previous Statement:		17,160.89
Payments and Other Credits Received:		<u>0.00</u>
Prior Outstanding Balance:		17,160.89
Total Amount Due:	\$	<u><u>31,167.07</u></u>

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ALTADENA LIBRARY DISTRICT
ATTN: ESTELA TERRAZAS, INTERIM LIBRARY DIRECTOR
600 E. MARIPOSA STREET
ALTADENA, CA 91001

January 9, 2019
Invoice 839828
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through December 31, 2018:

Our Matter # 61652.00002
Re: GENERAL PUBLIC AGENCY GOVERNMENT

Current Fees:	\$	10,518.50
Current Reimbursable Costs:		<u>2,006.65</u>
Total Current Billings For This Matter:	\$	12,525.15
Balance from Previous Statement:		31,167.07
Payments and Other Credits Received:		<u>(31,167.07)</u>
Prior Outstanding Balance:		0.00
Total Amount Due:	\$	<u><u>12,525.15</u></u>

INVOICE IS DUE AND PAYABLE UPON RECEIPT

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ALTADENA LIBRARY DISTRICT
ATTN: WILLIAM RYAN ROY
600 E. MARIPOSA STREET
ALTADENA, CA 91001

August 20, 2018
Invoice 829243
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through July 31, 2018:

Our Matter # 61652.00001
Re: LABOR AND EMPLOYMENT

Current Fees:	\$	<u>496.00</u>
Total Current Billings For This Matter:	\$	496.00
Balance from Previous Statement:		0.00
Payments and Other Credits Received:		<u>0.00</u>
Prior Outstanding Balance:		0.00
Total Amount Due:	\$	<u><u>496.00</u></u>

INVOICE IS DUE AND PAYABLE UPON RECEIPT

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ALTADENA LIBRARY DISTRICT
ATTN: WILLIAM RYAN ROY
600 E. MARIPOSA STREET
ALTADENA, CA 91001

September 24, 2018
Invoice 831740
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through August 31, 2018:

Our Matter # 61652.00001
Re: LABOR AND EMPLOYMENT

Current Fees:	\$	<u>396.00</u>
Total Current Billings For This Matter:	\$	396.00
Balance from Previous Statement:		496.00
Payments and Other Credits Received:		<u>(496.00)</u>
Prior Outstanding Balance:		0.00
Total Amount Due:	\$	<u><u>396.00</u></u>

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ALTADENA LIBRARY DISTRICT
ATTN: WILLIAM RYAN ROY
600 E. MARIPOSA STREET
ALTADENA, CA 91001

October 26, 2018
Invoice 834120
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through September 30, 2018:

Our Matter # 61652.00001
Re: LABOR AND EMPLOYMENT

Current Fees:	\$	<u>1,280.00</u>
Total Current Billings For This Matter:	\$	1,280.00
Balance from Previous Statement:		396.00
Payments and Other Credits Received:		<u>(396.00)</u>
Prior Outstanding Balance:		0.00
Total Amount Due:	\$	<u><u>1,280.00</u></u>

INVOICE IS DUE AND PAYABLE UPON RECEIPT

Indian Wells
(760) 568-2611
Irvine
(949) 263-2600
Los Angeles
(213) 617-3100
Manhattan Beach
(310) 643-8448



BEST BEST & KRIEGER
ATTORNEYS AT LAW

3390 University Avenue, 5th Floor, P.O. Box 1028, Riverside, CA 92502
Phone: (951) 686-1450 | Fax: (951) 686-3083 | www.bbklaw.com
Tax ID # 95-2157337

Ontario
(909) 989-8584
Sacramento
(916) 325-4000
San Diego
(619) 525-1300
Walnut Creek
(925) 977-3300
Washington DC
(202) 785-0600

ALTADENA LIBRARY DISTRICT
ATTN: ESTELA TERRAZAS, INTERIM LIBRARY DIRECTOR
600 E. MARIPOSA STREET
ALTADENA, CA 91001

November 19, 2018
Invoice 836351
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through October 31, 2018:

Our Matter # 61652.00001
Re: LABOR AND EMPLOYMENT

Current Fees:	\$	896.00
Current Reimbursable Costs:		<u>5.00</u>
Total Current Billings For This Matter:	\$	901.00
Balance from Previous Statement:		1,280.00
Payments and Other Credits Received:		<u>(1,280.00)</u>
Prior Outstanding Balance:		0.00
Total Amount Due:	\$	<u><u>901.00</u></u>

INVOICE IS DUE AND PAYABLE UPON RECEIPT

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(949) 263-2600

Los Angeles
(213) 617-8100

Manhattan Beach
(310) 643-8448



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San Diego
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Walnut Creek
(925) 977-3300

Washington DC
(202) 785-0600

ALTADENA LIBRARY DISTRICT
ATTN: ESTELA TERRAZAS, INTERIM LIBRARY DIRECTOR
600 E. MARIPOSA STREET
ALTADENA, CA 91001

December 2, 2018
Invoice 838097
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through November 30, 2018:

Our Matter # 61652.00001
Re: LABOR AND EMPLOYMENT

Current Fees:	\$	<u>690.00</u>
Total Current Billings For This Matter:	\$	690.00
Balance from Previous Statement:		901.00
Payments and Other Credits Received:		<u>0.00</u>
Prior Outstanding Balance:		901.00
Total Amount Due:	\$	<u><u>1,591.00</u></u>

INVOICE IS DUE AND PAYABLE UPON RECEIPT

Indian Wells
(760) 568-2611
Irvine
(949) 263-2600
Los Angeles
(213) 617-8100
Manhattan Beach
(310) 643-8448



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Phone: (951) 686-1450 | Fax: (951) 686-3083 | www.bbklaw.com
Tax ID # 95-2157337

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Sacramento
(916) 325-4000
San Diego
(619) 525-1300
Walnut Creek
(925) 977-3300
Washington DC
(202) 785-0600

ALTADENA LIBRARY DISTRICT
ATTN: ESTELA TERRAZAS, INTERIM LIBRARY DIRECTOR
600 E. MARIPOSA STREET
ALTADENA, CA 91001

January 9, 2019
Invoice 839827
AP
Page 1

INVOICE SUMMARY

For Professional Services Rendered Through December 31, 2018:

Our Matter # 61652.00001
Re: LABOR AND EMPLOYMENT

Current Fees:	\$	<u>1,190.00</u>
Total Current Billings For This Matter:	\$	1,190.00
Balance from Previous Statement:		1,591.00
Payments and Other Credits Received:		<u>(1,591.00)</u>
Prior Outstanding Balance:		0.00
Total Amount Due:	\$	<u><u>1,190.00</u></u>

INVOICE IS DUE AND PAYABLE UPON RECEIPT

ACHIEVING DISTRICT GOALS... TOGETHER.

Two Conference Location Options – First Time and Returning Attendee Tracks!



CSDA's 2019
**Special District
Leadership Academy Conference**

A Comprehensive Governance Leadership Conference for Elected and Appointed Directors/Trustees.



why
Attend

Participate in the **Special District Leadership Academy Conference** as a first time or returning attendee.

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

Local boards are the reason why local control is local. Special district boards are the voices of the community and they are also a large reason why special districts exist.

The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table.


Two locations for your convenience.


Early bird discount!



SDLA Conference is presented by CSDA and co-sponsored by SDRMA.



Two Locations • Two Options

first
timer

Attend for the first time and complete all four modules of the Special District Leadership Academy:

- Governance Foundations
- Setting Direction / Community Leadership
- Board's Role in Human Resources
- Board's Role in Finance and Fiscal Accountability



April 7 – 10, 2019 Embassy Suites San Diego Bay

601 Pacific Highway
San Diego, CA 92101

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$174 plus tax, single or double occupancy by calling 1-800-EMBASSY and using the group code CSD. The room reservation cut-off is March 15, 2019; however, space is limited and may sell out before this date.

EARLY BIRD DISCOUNT



The early bird discount for this location requires registration on or before

Friday, March 8, 2019.

Cancellations must be in writing and received by CSDA no later than March 26, 2019 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after March 26, 2019. Substitutions are acceptable and must be done in writing no later than April 1, 2019 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



July 7 – 10, 2019 Embassy Suites Napa Valley

1075 California Blvd.
Napa, CA 94559

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$189 plus tax, single or double occupancy by calling 1-800-HILTONS and using the group code CSD. The room reservation cut-off is June 7, 2019; however, space is limited and may sell out before this date.

EARLY BIRD DISCOUNT



The early bird discount for this location requires registration on or before

Friday, June 7, 2019.

Cancellations must be in writing and received by CSDA no later than June 24, 2019 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after June 24, 2019. Substitutions are acceptable and must be done in writing no later than July 5, 2019 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.

return
for more

Already completed the Academy? Take a deep dive into common opportunities and challenges facing special districts. Returning attendee sessions include:

- The Intricacies of Running a Public Meeting: Deep Dive into the Brown Act
- Propelling Your District Forward in Challenging Situations
- How Your Board Can Set Clear Direction and Build Your District's Future Around its Core Priorities
- The 3 Cs: Using Communications, Consistency and Cooperation to Benefit Your District
- And much more!



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference reducing SDRMA member's annual contribution amount.

*Important Cancellation Information

All cancellations received by the date indicated for that particular conference and location will be refunded less a \$75 cancellation fee. There will be no refunds or cancellations made after the date as specified per location. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



Sunday

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.



Monday

8:30 a.m. – 12:30 p.m.
(Break from 10:00 - 10:30 a.m.)

BUILDING A FOUNDATION FOR GOOD GOVERNANCE

This session covers Module 1 of the SDLA: Governance Foundations.

In this informational session, the instructor will lay the ground work for good governance in your district.

Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice.
- How to move your board from “I” to “we,” including how to become an effective team, establish team standards, and essential conditions for team building.

12:30 – 1:30 p.m.
LUNCH PROVIDED (All Attendees)

1:45 – 4:30 p.m.
(Break from 3:00 - 3:30 p.m.)

FULFILLING YOUR DISTRICT’S MISSION: CHARTING THE COURSE

This session covers Module 2 of the SDLA: Setting Direction/Community Leadership.

This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district’s mission, vision, values and strategic goals and how to communicate those objectives to your constituents.

5:30 – 7:00 p.m.
SIP AND SAVOR EVENING RECEPTION



Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for an evening of networking and refreshments.

Tuesday

8:30 a.m. – 12:00 p.m.
(Break from 10:00 - 10:30 a.m.)

DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS

This session covers Module 4 of the SDLA: Board’s Role in Human Resources.

This conference session will teach participants how to determine the Human Resource health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board’s role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

12:00 – 1:00 p.m.
LUNCH PROVIDED (All Attendees)

1:15 – 4:00 p.m. (Break from 2:45 - 3:00 p.m.) GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

This session covers Module 2 of the SDLA: Setting Direction/Community Leadership.

This session looks at common communication breakdowns and areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

Wednesday

8:30 a.m. – 12:00 p.m.
(Break from 10:00 - 10:15 a.m.)

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

This session covers Module 3 of the SDLA: Board’s Role in Finance and Fiscal Accountability.

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

12:00 p.m.
GRADUATION CERTIFICATE DISTRIBUTION
First Time Attendees must attend all sessions in order to receive their certificate at the conclusion of the conference.



Don't miss the Sip and Savor evening reception on Monday night. Sponsored by SDRMA.

“The workshop on Setting Direction/Community Leadership was outstanding. The Leadership Academy should be a requirement for all new board members.”

– Dave Kulchin, Board Member, Leucadia Wastewater District



Evening receptions are offered as great networking opportunities.

you'll
Learn



WORKING AS A TEAM: THE ROLES OF THE BOARD AND STAFF IN YOUR DISTRICT.

ATTRIBUTES AND CHARACTERISTICS OF HIGHLY EFFECTIVE BOARDS.

HOW CULTURE, NORMS, VALUES, AND OPERATING STYLES INFLUENCE THE DISTRICT.

SPECIFIC JOBS THAT THE BOARD MUST PERFORM.

HOW INDIVIDUAL VALUES, SKILLS, AND KNOWLEDGE HELP TO SHAPE HOW EFFECTIVE BOARDS OPERATE.

THE IMPORTANCE OF MOVING FROM “I” TO “WE” AS THE GOVERNANCE TEAM.

THE BOARD’S ROLE IN SETTING DIRECTION FOR THE DISTRICT.

THE BOARD’S ROLE IN FINANCE AND FISCAL ACCOUNTABILITY.

AND MUCH MORE!





Sunday

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.



Monday

8:30 – 10:00 a.m.

THE INTRICACIES OF RUNNING A PUBLIC MEETING: DEEP DIVE INTO THE BROWN ACT

Lozano Smith

Conducting the district’s business in public can be convoluted and tricky. It requires district staff, general managers, and board members to strictly adhere to ever-changing laws, impacting meetings, communications, timelines and use of technology. This workshop will use entertaining hypotheticals to engage participants, letting them dive deep into the Brown Act – all designed to help attendees stay in compliance and effectively run board meetings. Newly elected and experienced board members alike will be equipped with the tools needed to avoid falling into Brown Act traps. Key focus areas: closed sessions, public comments, serial meetings, agendas, voting and quorums, e-communications, and public records.

10:00 – 10:30 a.m.

BREAK (All Attendees)

10:30 a.m. – 12:30 p.m.

PROPELLING YOUR DISTRICT FORWARD IN CHALLENGING SITUATIONS

Liebert Cassidy Whitmore

Through the challenging situations we face, we learn critical lessons that can be shared to help others. This session will highlight five key areas that elected and appointed public officials may face during their career and strategies for handling these issues and avoiding missteps. Topics include executive level hiring, organization transitions/transformations, picking your battles, scandals & scrutiny and insight on key lessons learned through difficult cases. This advanced level session will incorporate the legal foundation of these areas along with the practical approach that accomplishes effective solutions.

12:30 – 1:30 p.m.

LUNCH PROVIDED (all attendees)

1:45 – 3:00 p.m.

HOW YOUR BOARD CAN SET CLEAR DIRECTION AND BUILD YOUR DISTRICT’S FUTURE AROUND ITS CORE PRIORITIES

Rauch Communication Consultants

Whether you call it identifying priorities, building consensus or strategic planning, every board should map out clear direction around the district’s core priorities. Setting direction and clear priorities is a core board responsibility that will guide your district to resolve key challenges and take advantage of important opportunities. This session will provide examples and tips on how the best districts develop and implement core priorities. There will be opportunities for questions, answers and engagement among the participants and the seminar leader.

3:00 – 3:30 p.m.

BREAK (All Attendees)

3:30 – 4:30 p.m.

THE 3 CS: USING COMMUNICATIONS, CONSISTENCY AND COOPERATION TO BENEFIT YOUR DISTRICT

David Aranda, SDA

Districts of all shapes and sizes face the difficult task of being efficient, effective and leaders for the community. Gain an understanding of how three simple words carry a powerful punch in allowing your district and the board, management and staff to provide excellence of service.

5:30 – 7:00 p.m.

SIP AND SAVOR EVENING RECEPTION

Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for an evening of networking and refreshments.





Tuesday

8:30 – 10:00 a.m.

PROJECT FINANCING - PAY-GO VS. DEBT FINANCING - THINGS TO CONSIDER WHEN PLANNING FOR THE RIGHT MIX

CSDA Finance Corporation Consultants

CSDA Finance Corporation consultants, Bill Morton and Nicki Tallman, present an overview of the pros and cons for both debt financing and pay-as-you-go in their discussion of the best practices for capital improvement financial planning. Learn about the financing tools and programs available to special districts, and how to determine the right financing “mix” for your project. Also covered are how to prepare your district for financing as well as how to educate other board members and the community about your financial plan. Other topics include explanations of the different methods of sale for a financing and respective transaction timeline, as well as a review of current market trends.

10:00 – 10:30 a.m.

BREAK (All Attendees)

10:30 a.m. – 12:00 p.m.

SAY WHAT?!? SPEAKING PLAINLY THROUGH POLICY

BHI Management Consulting

This session outlines the critical nature and importance of making long-lasting and meaningful policy as a board. Good policy is the most professional expression of a great board and agency. Yet special districts struggle with what policy means and how to make and use them. Brent Ives, recognized organizational consultant to special districts in California on policy and planning, will bring his years of experience as a consultant and his long tenure as Mayor and Council member of the City of Tracy to this critically important topic. In Brent’s words, “Making good policy moves our board to the highest level of performance”

12:00 – 1:00 p.m.

LUNCH PROVIDED (All Attendees)

1:15 – 2:45 p.m.

MEDIA RELATIONS: SURVIVING AND THRIVING WHEN DEALING WITH MEDIA

Communication Advantage

Presenter will share secrets of successful news interview and media relations: crafting great messages that resonate with the public, the techniques for using them in interviews, and practical tips for gaining control and confidence during the interview process.

2:45 – 3:00 p.m.

BREAK (All Attendees)

3:00 – 4:00 p.m.

LEGISLATIVE DEVELOPMENTS BOARD MEMBERS SHOULD KNOW

California Special Districts Association

Is your district at the table or on the menu? Straight from the lobbies of the State Capitol Building, CSDA’s advocacy staff will present on the latest legislation introduced in Sacramento and breakdown the potential impacts on special districts. Gain a better understanding of current legislative trends, hear what CSDA is doing to advocate for special districts, and learn how you can help CSDA, your district, and your community can come out ahead.

4:00 p.m.

CONFERENCE ENDS FOR RETURNING ATTENDEES

Whether you’re new to the board or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!



2019 Registration Form

Special District Leadership Academy Conference

Three Ways to Register

- **Register online** by visiting the SDLA Conference website at sdla.csda.net.
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cathrine Lemaire at cathrine1@csda.net or call toll-free at the number listed above.



Name/Title:		
<input type="checkbox"/> First Time Attendee <input type="checkbox"/> Returning Attendee		
District:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
<input type="checkbox"/> Member <input type="checkbox"/> Non-Member	Email:	
Emergency Contact - Name & Phone:		
WHICH CONFERENCE WILL YOU BE ATTENDING?		
APRIL 7-10, 2019 - SAN DIEGO EARLY BIRD DISCOUNT: MARCH 8	JULY 7-10, 2019 - NAPA EARLY BIRD DISCOUNT: JUNE 7	
<input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900	<input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900	
AFTER MARCH 8 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975	AFTER JUNE 7 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975	
SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!		
ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$400 <input type="checkbox"/> Non-Member \$600	ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$450 <input type="checkbox"/> Non-Member \$675	
Payment		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. Name:	Acct. Number:	
Expiration Date:	Authorized Signature:	
Special needs		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are.



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY



Guiding the way to a more secure future.

SDRMA has been helping California public agencies navigate liability and manage risk for over 30 years. In fact, our experienced risk management staff and technical experts work exclusively with public agencies. All your coverage and risk management needs are met by a single resource that functions as an extension of your team. Public agencies can best proceed with confidence when they have a guiding star.

Learn more about our Workers' Compensation, Property/Liability and Health Benefits Programs at www.sdrma.org or 800.537.7790.



BOARD MEMBERS AND TRUSTEES

SHOW YOUR COMMITMENT AND DEDICATION TO SERVING YOUR COMMUNITY.



The Recognition in Special District Governance was designed to acknowledge special district Board Members and Trustees who have taken extra steps to become better educated in core areas of governance.

Complete the Special District Leadership Academy + 10 additional professional development hours and receive this recognition.



DISTRICT OF DISTINCTION ACCREDITATION

TAKE YOUR DISTRICT TO THE NEXT LEVEL USING BEST PRACTICES.



**SPECIAL DISTRICT
LEADERSHIP FOUNDATION**

The **District of Distinction Accreditation** is designed as a way for districts to highlight their prudent practices important to effectively administer and govern a special district.

In a time when proper fiscal management and responsibility in public agencies is paramount, it has become increasingly important to demonstrate that districts have sound fiscal management, transparency, and governance policies/practices in place. Apply today!



California Special Districts Association
 1112 I Street, Suite 200
 Sacramento, CA 95814

A proud California Special Districts Alliance partner.

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PAID
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 Sacramento, CA

GOVERNANCE LEADERSHIP TRAINING

Two locations for your convenience.

Early bird discount!

Track for returning attendees at both locations.



CSDA's 2019
**Special District
 Leadership Academy**

*A Comprehensive Governance Conference
 for Elected and Appointed Directors/Trustees.*

*“Another enjoyable
 CSDA experience.”*
 – P. Dorey, Director, Vista Irrigation District



Special District Leadership Foundation
**2019 Dr. James Kohnen,
 Special District Leadership Academy,
 Scholarship Application**

This scholarship is for registration fees for the Special District Leadership Academy Conference or Governance Foundations module and is open to elected/appointed special district board members from districts with budgets of less than \$8 million, who have not previously completed the Special District Leadership Academy.

Districts may receive no more than \$1,500 in SDLF scholarship funds per calendar year.

Travel, meals (outside the conference program), and lodging are not included in scholarship funds.

Name:		Title:	
District:			
Address:			
City:		State:	Zip:
Email:			
Questions			
Is your district budget under \$8 million? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you a director/trustee of a special district? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you previously completed the Special District Leadership Academy? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Activities available for Dr. James Kohnen Scholarship Funds: <input type="checkbox"/> SDLA Module #1: Governance Foundations: select date/location <input type="checkbox"/> March 26, 2019 - Sacramento <input type="checkbox"/> September 25, 2019 - Anaheim <input type="checkbox"/> Special District Leadership Academy (SDLA) Conference: select date/location <input type="checkbox"/> April 7 – 10, 2019 - San Diego <input type="checkbox"/> July 7 – 10, 2019 - Napa			
<i>Please attach a short (one-page) response to the following questions:</i>			
Why did you seek office with a special district?			
What do you see as your role as a board member?			
Applications will be reviewed by a three-member sub-committee of the SDLF board and awarded on a case-by-case basis. A rolling deadline is the 15th of each month and award notification will be made by the 30th of each month as funds are available. After receiving notification of the award from SDLF, scholarship recipients must register and pay for the activity. After confirming attendance, SDLF will issue a check to the district for reimbursement.			

Please complete the above and return this application, along with your one-page response to:
 SDLF, 1112 I Street, Suite 200, Sacramento, CA 95814, fax: 916.442.7889, or email: info@sdlf.org.
 If you have any questions, please contact SDLF at (916) 231-2909 or info@sdlf.org.



Librarian I Teen Services

Job Description

FSLA – Non-Exempt (Full Time, 40 hrs./wk.)

General Summary

The Librarian I (Teen Services) Librarian is a member of the Adult Services Team and reports directly to the Adult Services Supervisor. The Librarian I position will perform duties involving teen or adult services including reference, programming and collection development. The position may also involve working with children. The Librarian I will be expected to apply fundamental library and information science principles and practices in their job. This position's work schedule may include evening and weekend shifts. The position requires constant contact and collaboration with staff and the public, including those with diverse backgrounds and abilities.

Essential Job Requirements include, but not limited to:

- Customer Service
- Works in collaboration with supervisor and other staff to respond to the needs of the public.
- Creates positive experiences for library patrons by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications and appearance while performing duties in both the public and staff areas.
- Responsible for greeting and assisting internal and external customers in a friendly, prompt, and accessible manner.
- Responsible for endeavoring to listen, understand, and resolve internal and external customer needs by providing solutions or referrals.

- Core Responsibilities and Duties
 - Advises and assists library patrons in use of library resources in electronic and print formats.
 - Provides reference and readers' advisory service to teens as a primary responsibility. Provides same service to adults and youth as appropriate.
 - Plans, implements and evaluates library programs and services which fulfill the diverse educational, recreational and personal needs of teens in the community.
 - Curates materials for the teen collection, including print, audio and electronic formats.
 - Develops and maintains effective relationships with schools, community groups, agencies and non-profits in order to plan and deliver programs and services that meet local young adults' needs and interests.
 - Assists patrons with circulation functions and financial transactions.

- May participate in library publicity and public relations activities.
 - May assist in training and evaluating paraprofessional and clerical staff.
 - Attends and participates in professional library conferences, seminars, and network committees; reads professional literature, attends and participates in staff meeting discussions.
 - Performs other duties as required.
- **Knowledge, Skills and Abilities**
 - Knowledge of the basic elements of library operations and the ability to apply such knowledge to work performed.
 - Knowledge of basic library policies and procedures.
 - Work at a computer station frequently.
 - Ability to work with all ages of library patrons.
 - Ability to communicate effectively with others, orally and in writing.
 - Able to establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups and to serve the public courteously.
 - Work effectively with a diverse clientele.
 - Ability to resolve interpersonal conflict.
 - Able to recognize and set priorities, and to use initiative and independent judgment in a variety of situations.
 - Lift and move light furniture and library equipment.
 - Must possess physical mobility involving bending, lifting, reading and hearing.
 - Must be available to work evenings and weekends.
 - Must communicate effectively using English. Must read, write, and understand English at a level appropriate to the position.
 - Computer Skills: Must demonstrate competency in computer use including Internet, email, Microsoft Office Products. Must be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties.

Education and Experience

- Master's Degree in Library Science from an ALA-accredited library school.
- Previous experience working in a library is preferred, but not required.
- Bilingual in English and Spanish preferred, but not required.



Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees - Altadena Library District
Community Room – Main Library – **January 28, 2019** – 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.

1) CALL TO ORDER – 5:02 p.m.

2) ROLL CALL:

- a) Terry Andrues, President
- b) Jason Capell
- c) Katie Clark, Secretary
- d) Betsy Kahn
- e) Gwendolyn McMullins

3) ADOPTION OF AGENDA <https://youtu.be/mPtEm-g5-T8?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=88>

- 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 asked to move the Presentation of the Financial Report up in the agenda.

Moved by Trustee Clark to move item 13 c to after item 12.

Second by Trustee Kahn

Capell: Aye

Clark: Aye

Andrues: Aye

Kahn: Aye

McMullins: Aye

Motion Passes.

4) CLOSED SESSION <https://youtu.be/mPtEm-g5-T8?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=200>

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 the discussing and taking action on the following items:

Public Comment: Ira Bershatsky

- 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

The Board went into Closed Session at 5:12 p.m.

5) RECESS BACK INTO OPEN SESSION – 6:05 p.m. <https://youtu.be/mPtEm-g5-T8?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=402>

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

John Cotti of Best, Best & Krieger reported: Item a) It was reported that the District approved a settlement agreement with a vote of 3-0-1 with one abstention: the following votes were recorded: Aye: Trustee McMullins, Trustee Kahn and 'other Board Members', Abstain: Trustee Bershatsky, Absent: Trustee Zambrano

Item b) No Reportable Action

Item c) No Reportable Action, Item will be discussed under Item 7.

Public Comment: Rene Amy, Mark Mariscal, John Cotti provided clarification regarding the settlement after public comment. Trustee Clark provided further clarification regarding a portion of the settlement being paid by the Library's insurance, the remainder of the settlement to be paid by the Library in a series of installments, and the availability of a public copy of the settlement.

- 7) Adopt Resolution 2019-01 - "A Resolution Appointing _____ as Interim District Director Pursuant to the 180-Day Waiting Period Exception and Approving Employment Agreement."
(Information/Action) **Public Comment: Rene Amy** <https://youtu.be/mPtEm-g5-T8?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=917>

Moved by Trustee Kahn to Adopt Resolution 2019-01
Second by Trustee Clark

Trustee Andruess and Trustee Kahn reported on the selection of the interim District Director.
Cindy Cleary introduced herself to the Board and public.

Vote:

Capell: Aye

Clark: Aye

Andruess: Aye

Kahn: Aye

McMullins: Aye

Motion Passes.

8) 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/mPtEm-g5-T8?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=1549>
Rene Amy

9) REPORTS OF SUPPORT GROUPS <https://youtu.be/mPtEm-g5-T8?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=1766>

- a) Altadena Library Foundation
b) Friends of the Altadena Library

Mark Mariscal reported for both the Foundation and the Friends.

10) FINANCIAL REPORTS

- a) **Financial reports for November 2018 (INFORMATION/ACTION)** Page # <https://youtu.be/mPtEm-g5-T8?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=2052>
Recommended Action: The Board of Library Trustees hereby receives and files the Financial Reports.

Public Comment: Mark Mariscal

Staff Accountant Nicole Fabry reported. Trustee McMullins asked for clarification about the line item for Passports Revenue.

Moved by Trustee Clark to receive and file the financial reports

Second by Trustee McMullins

Capell: Aye

Clark: Aye

Andruess: Aye

Kahn: Aye

McMullins: Aye

Motion Passes.

11) **CONSENT CALENDAR** <https://youtu.be/mPtEm-g5-T8?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=2287>

- a) 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:

- i) Approval of Minutes – Regular Meeting held December 10, 2018, Page #
- ii) Approval of Minutes – Special Meeting held December 3, 2018 Page #
- iii) Statistical Reports – YTD – December 2018, Page #
- iv) Departmental Monthly Reports – December 2018, Page #
- v) District Director's Report – December 2018, Page #

Public Comment: Rene Amy

Moved by Trustee Kahn to approve the consent calendar

Second by Trustee Clark

**Capell: Aye
Clark: Aye
Andruess: Aye
Kahn: Aye
McMullins: Aye
Motion Passes.**

12) **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

- a) Items removed from the Consent Calendar will be discussed individually at this time.

13) **OLD BUSINESS** <https://youtu.be/mPtEm-g5-T8?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=2685>

- 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)

Public Comment: Rene Amy, Mark Mariscal

Peter Glenn of Nigro & Nigro presented the Annual Financial Report

Trustee Clark asked a clarification regarding items processed after the fiscal year end.

Moved by Trustee McMullins to approve the Annual Financial Report

Second by Trustee Clark

**Capell: Aye
Clark: Aye
Andruess: Aye
Kahn: Aye
McMullins: Aye
Motion carries.**

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

<https://youtu.be/mPtEm-g5-T8?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=3585>

Public Comment: Rene Amy

Moved by Trustee Clark to formally dissolve the ad-hoc committee to fill the Interim Director Position.

Second by Trustee Kahn

**Capell: Aye
Clark: Aye
Andruess: Aye
Kahn: Aye
McMullins: Aye
Motion Passes.**

- b) Board Committees (INFORMATION/ACTION) <https://youtu.be/mPtEm-g5-T8?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=3747>

Public Comment: Rene Amy, Michele Zack

- i) Facilities Committee – It was noted that Trustee Capell is the chair for the facilities committee and Trustee Andruess is the second committee member.

Moved by Trustee Clark to establish an ad-hoc committee of two board members to serve as liaisons to the staff facilities committee, attend staff committee meetings and report back to the Board, and provide a report to the Foundation and Friends of the Library as well. This committee would analyze the state of the facilities to be included in the Strategic Plan and would dissolve when the Strategic Plan is approved.

Second by Trustee Kahn

Capell: Aye

Clark: Aye

Andruess: Aye

Kahn: Aye

McMullins: Aye

Motion Carries.

- ii) Budget Committee

It was noted that Trustee Andruess was appointed to fill the vacancy on the Budget committee at the last regular meeting of the Board.

- iii) Executive Search Committee

Ad-hoc executive search committee with Trustee Andruess and Trustee Kahn to review job description, plan the process for soliciting input, create an application period timeline, create an application screening rubric, engage in application screening process, and interview and selection. The committee would dissolve when the process was complete.

John Cotti of BBK clarified that the committee would be bringing a recommendation to the Board for hiring as the committee has no authority to hire. Trustee Kahn clarified that the committee would bring a recommendation for selection by the full board.

Trustee Andruess provided his comments.

Public Comment: H. 'Grannie' Shakur, Michele Zack, Rene Amy

Trustee Clark provided her comments regarding the various structure of committees under the Brown act.

Trustee Kahn asked for clarification from legal counsel. John Cotti provided further clarification.

Trustee Andruess provided additional clarification that the committee would from time to time reach out to the public to solicit input, information and advice during the process.

Trustee Clark noted that she would advocate for a committee that included members of the public.

Trustee Andruess noted that he believes the ad hoc committee structure can still provide opportunity for public input.

Trustee Capell provided his comments, noting that the Board might need to look into the process further. Trustee McMullins provided her comments, noting she believed the Board needed to look into it further as well.

Trustee Capell stated the committee should begin the process, but that he would recommend that committee look into best practices and bring information back to the Board at the next meeting. Trustee Clark asked for clarification regarding Trustee Capell's recommendation.

Trustee Clark provided an amendment to the motion that described the scope of the executive search committee to include the return to the next regular meeting with an outline of best practices of similar institutions regarding public participation in a search process, and that the scope of work may be reexamined at that time.

Public Comment: Mark Mariscal

Trustee Andruess noted that the committee is already formed, and can come back to the next meeting with best practices and decide if the committee structure needs to be amended at that time.

Motion Withdrawn by Trustee Kahn.

John Cotti asked for clarification, with Trustee Kahn and Andruess noting the committee would report to the Board at the next regular meeting regarding best practices for the hiring of a permanent director.

- iv) Bylaws Committee <https://youtu.be/mPtEm-g5-T8?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=7519>

It was noted that Trustee McMullins and Trustee Clark will be serving on the Bylaws Committee. The Bylaws committee will be reviewing the draft Bylaws for approval by the full Board, within 2-3 months.

- v) Strategic Planning Committee

Trustee Clark provided background to the current Strategic Plan and noted the intention of the Strategic Planning Committee to be a special ad-hoc Committee, consisting of both Trustees, Clark and Capell, and members of the public, that the meetings would be noticed and open to the public and that the committee would be subject to the Brown Act. She stated the Goal would be to bring a Strategic plan to the Board within six months for review and approval.

Trustee Andrues asked for clarification and expressed his concerns with the committee being subject to the Brown Act as a legislative body.

John Cotti of BBK provided clarification to the Board.

There was discussion between the Trustees regarding structure and size of the committee.

Public Comment: Rene Amy, Monica Hubbard, Rex M.

Trustee Clark amended the timeline to September 1st.

Moved by Trustee Clark to constitute the Strategic Planning Committee as a special committee to include Trustee Clark, Trustee Capell and members of the public, as a legislative body subject to the Brown Act to draft a new strategic plan by September 1st for review and approval by the full board.

Second by Trustee McMullins

**Capell: Aye
Clark: Aye
Andrues: Aye
Kahn: Aye
McMullins: Aye
Motion Passes.**

The board went into recess from 8:34 to 8:47 p.m.

<https://youtu.be/mPtEm-g5-T8?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=9335>

14) NEW BUSINESS

- a) Brown Act Refresher (INFORMATION)

It was noted that John Cotti of BBK had covered this topic during the committee discussion.

Trustee Clark noted she would like a rubric of Brown Act topics for future meetings.

Public Comment: Rene Amy

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

Trustee Andrues requested a motion to appoint Trustee Capell to be the Liaison to the Friends of the Library.

Moved by Trustee Kahn

Second by Trustee McMullins

**Capell: Aye
Clark: Aye
Andrues: Aye
Kahn: Aye
McMullins: Aye
Motion Passes.**

<https://youtu.be/mPtEm-g5-T8?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=9817>

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

Trustee Clark presented a sample Draft Agenda Format.

There was discussion amongst the Trustees, Administrative Assistant and legal counsel regarding the draft minutes, and the agenda timeline and format.

- d) Board Member Community Outreach (INFORMATION/ACTION)

Trustee Andrues mentioned the Chamber of Commerce dinner and It was noted that the Board in the past has had a table for the Library. Administrative Assistant Kylynn Chaney noted that Trustees have both elected to pay for their ticket or have the Library pay for their ticket, which is a reportable gift.

Public Comment: Rene Amy

There was discussion amongst the Trustees on whether or not to purchase a table of 8 for the event.

Moved by Trustee Kahn to approve the purchase of a table at the Chamber dinner
Second by Trustee McMullins
Capell: Aye
Clark: Aye
Andruess: Aye
Kahn: Aye
McMullins: Aye
Motion Passes.

e) Tree Service for Cedar and Pine Trees at the Main Library (INFORMATION/ACTION)
<https://youtu.be/mPtEm-g5-T8?list=PLUZFDIIZd0ksbYwckks9P1cNrWRxcKwE3&t=11640>
Jonathan Arevalo asked to combine items e & f.

f) New ADA Doors for Branch Library (INFORMATION/ACTION)
Public Comment: Rene Amy

Jonathan Arevalo reported.

14e. Trustee Clark asked about the budget for the projects.

Moved by Trustee Clark to approve the staff recommendation for Tree Service (Phil & Sons) and to give the Interim Director authority to sign.

Second by Trustee Kahn

Capell: Aye
Clark: Aye
Andruess: Aye
Kahn: Aye
McMullins: Aye
Motion Passes.

14f. Moved by Trustee McMullins to approve the staff recommendation for new ADA doors at the Branch (Commercial Door Metal Systems) and to give the Director authority to sign.

Second by Trustee Kahn

Capell: Aye
Clark: Aye
Andruess: Aye
Kahn: Aye
McMullins: Aye
Motion Passes.

15) REPORTS OF TRUSTEES

Trustee Clark reported on Community engagement and upcoming training

16) AGENDA ITEMS FOR FUTURE AGENDAS

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

17) ADJOURNMENT

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

Moved by Trustee McMullins to adjourn the meeting

Second by Trustee Kahn

Meeting Adjourned at 9:47 p.m.



Honoring the past, cultivating the present, empowering the future

**AGENDA
Special Meeting**

Board of Library Trustees – Altadena Library District
Community Room – Main Library - **February 12, 2019** – 4:30 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.

<https://youtu.be/JFvU6hjHqJU?list=PLUZFDIIZd0ksbYwckks9PlcNrWRxcKwE3&t=1>

1) CALL TO ORDER 4:32 p.m.

Trustee Clark requested the addition of a general public comment item on the Agenda.

2) ROLL CALL:

- a) Terry Andruess, President
- b) Jason Capell - Absent
- c) Katie Clark, Secretary
- d) Betsy Kahn
- e) Gwendolyn McMullins – arrived at 4:38 p.m.

General Public Comment: Rene Amy

3) 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 the discussing and/or taking action on the following items:

- a) Conference with Legal Counsel re Pending Litigation Pursuant to Government Code Section 54956.9(d)(2) (One Potential Case)

Attorney Ruben Duran of Best, Best & Krieger announced the closed session item. The Board went into closed session at 4:39 p.m.

4) RECESS BACK INTO OPEN SESSION

The Board came out of closed session at 5:34 p.m.

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

On a Motion by Trustee Clark, seconded by Trustee Kahn, the Board of Trustees voted unanimously (4-0) to produce unredacted copies of the two investigative reports at issue in the former Kittay litigation to Ms. Kittay's attorneys under a limited waiver of the asserted privileges for the sole purpose of allowing Ms. Kittay's attorneys to decide whether to file a reverse PRA action to enjoin the District from

producing the reports to other PRA requestors, as provided in the settlement agreement between Ms. Kittay and the District.

Public Comment: Rene Amy

6) ADJOURNMENT

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

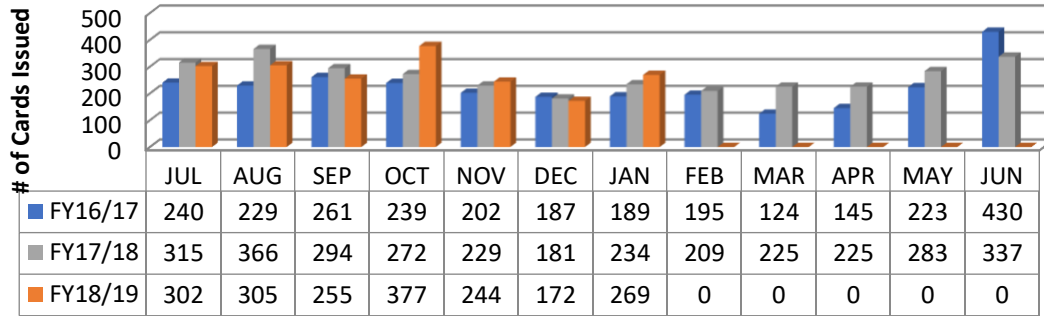
Motion to adjourn by Trustee McMullins

Second by Trustee Kahn

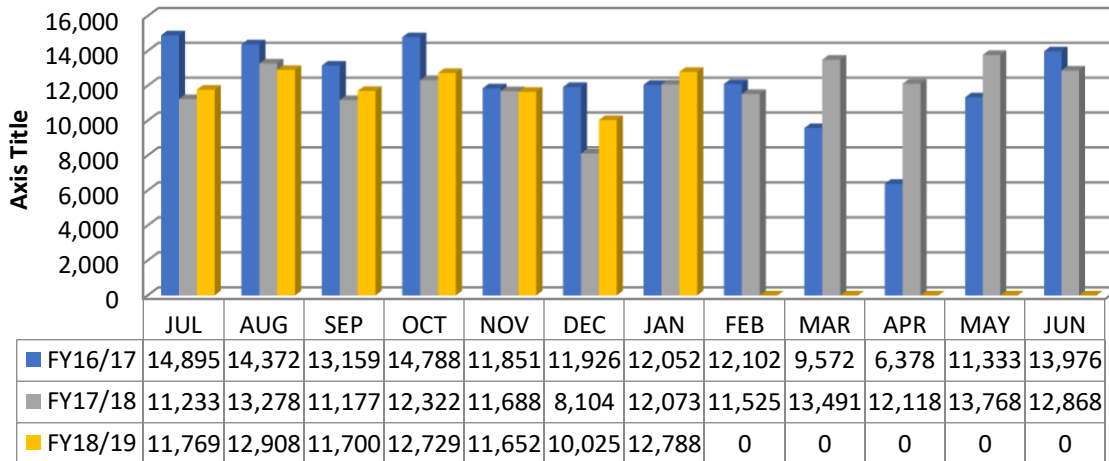
Meeting adjourned at 5:47 p.m.

Statistical Graphs for the Month of January 2019

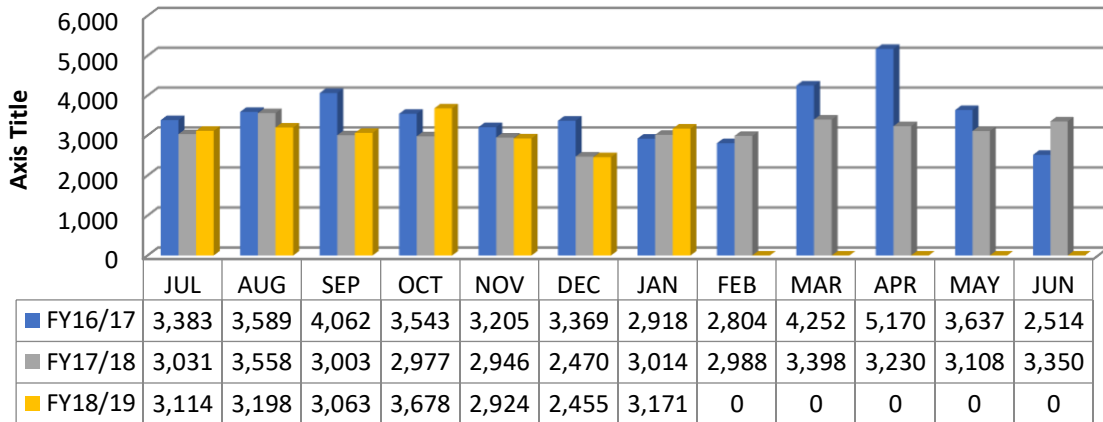
New Cards Issued



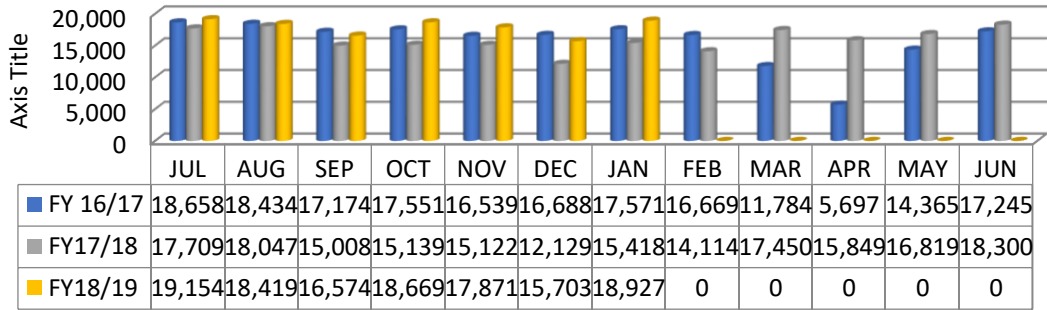
Visitors - Main



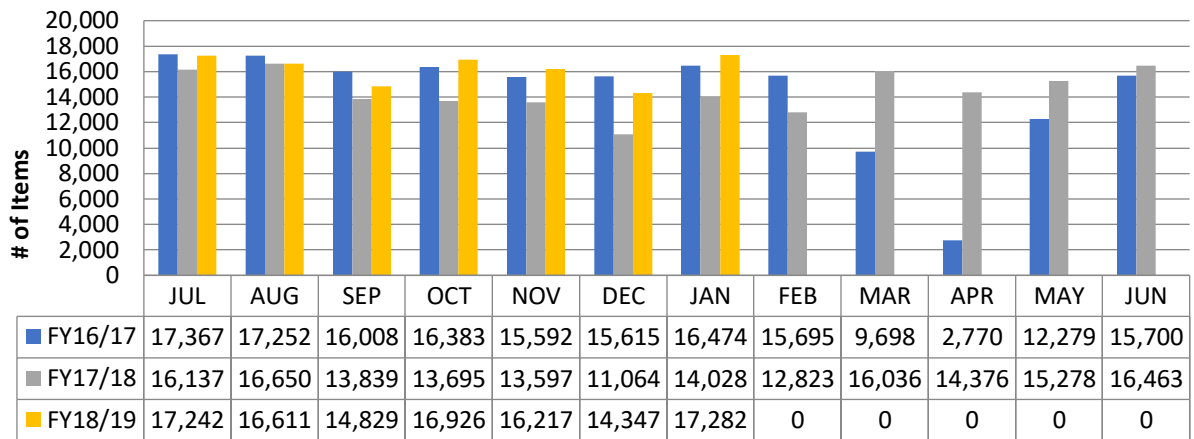
Visitors - Branch



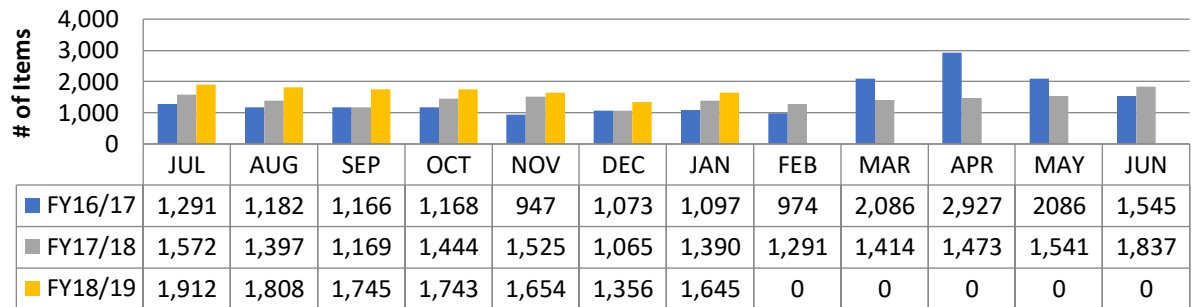
Items Checked Out



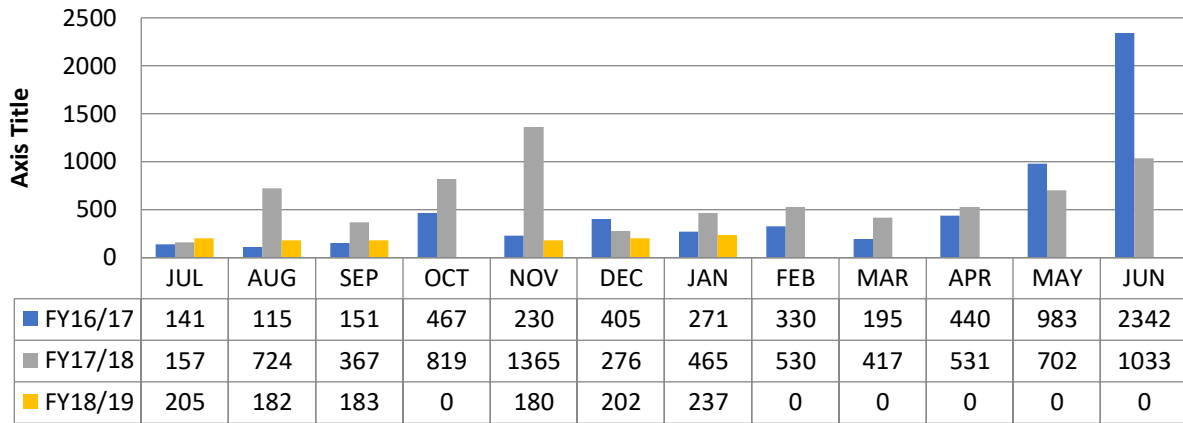
Circulation Main



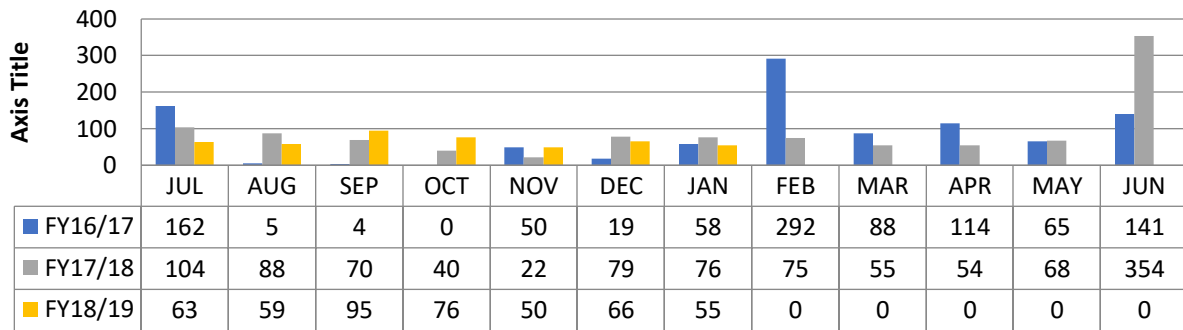
Circulation Branch



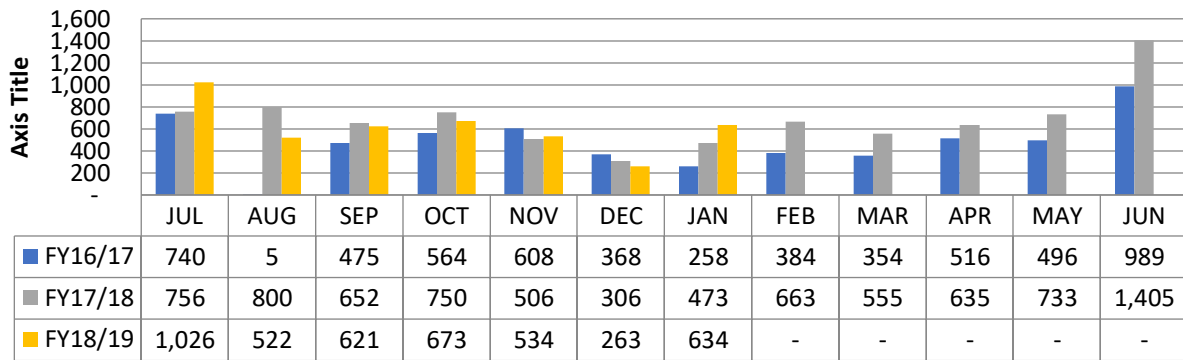
Adult Program Attendance



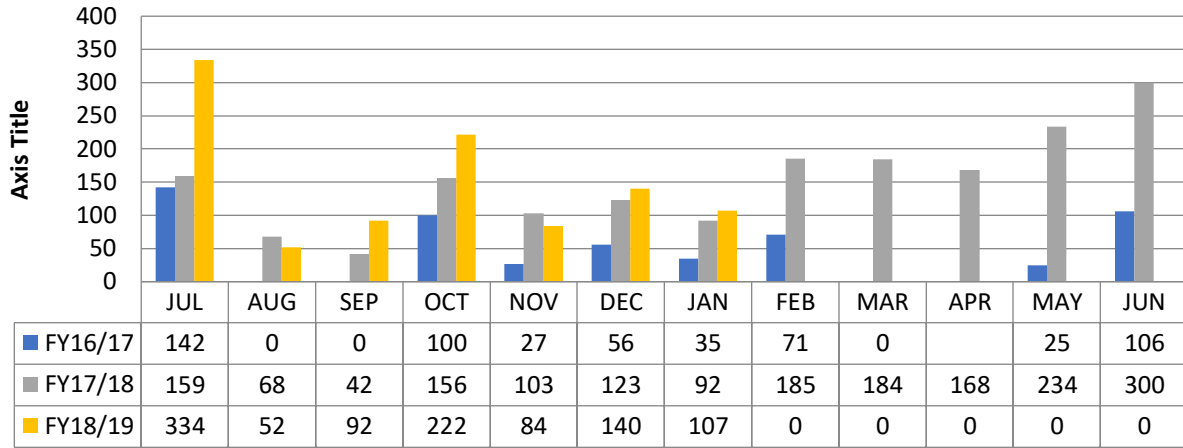
Young Adult Program Attendance



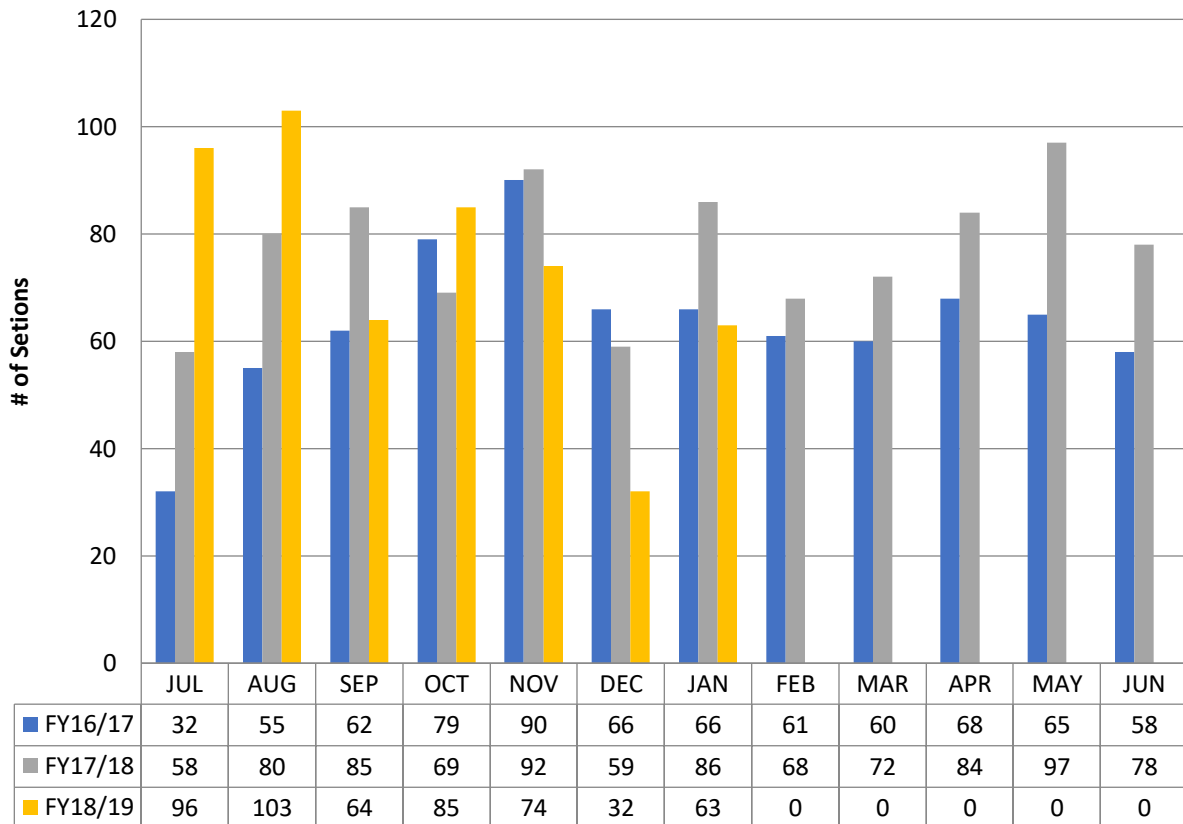
Childrens Program Attendance



Branch Program Attendance



Literacy Tutor Sessions





PUBLIC SERVICES DIRECTOR'S REPORT Highlights for January 2019

DEPARTMENT: Public Services

PREPARED BY: Estella Terrazas

Outreach

- Lori and Mikayla staffed the Library tables at Farmers Market the second week of January. Although it was quite chilly, Lori enjoyed her first foray into Altadena Library outreach in the community! Mikayla and Lori had fifty visitors to the table!

Library Collections

- Staff at the Mariposa location received training on tagging and encoding materials for RFID and each staff person received an assigned weekly shift to assist with the RFID conversion project. Carlene and Selena happily accepted their roles as trainers. We began tagging and encoding the Juvenile non-fiction collection.
- We fulfilled 112 purchase suggestions!

Website

- The new Library Website launched, providing a much easier interface to navigate and greater accessibility to information about the library.

Meeting Highlights

- The Library's Display Committee met to discuss the goals and intentions of the Committee, and, how the Committee can improve their processes of creating displays highlighting the collections. Additionally, having served two years on the Committee, Mark and I rotated off the Committee, enabling Sue and Selena to take their seats.
- Along with several other members of the community, I attended a meeting at Franklin Elementary School hosted by the Principal, Dr. Stewart and Instructional Coach, Mr. Green. We discussed opportunities for the Library to partner with the school and ways in which we can increase our services to the community.

Professional Development

- I attended the California Library Association program, "My Leadership Journey," featuring Library Directors discussing their paths to leadership, their successes and failures, and, their thoughts on what makes an effective leader.

- I attended the American Library Association's Midwinter Conference, fulfilling my responsibility as a member of the Reference and User Services Association's The Reading List Council. The Council meets annually at ALA, where we deliberate over and nominate the best genre fiction of the previous year. The top titles are announced at RUSA's annual Book & Media Awards ceremony. In addition to my Committee meetings, I also attended several awesome authors talks and a screening of a film by Emilio Estevez, "The Public." The film, shot on location at a public library, depicts a situation in which homeless take shelter in a library overnight to avoid extreme winter conditions. After the film showed, Estevez took part in a question and answer period with the audience. Another highlight of the conference was getting to mentor a library student on navigating the ALA conference!

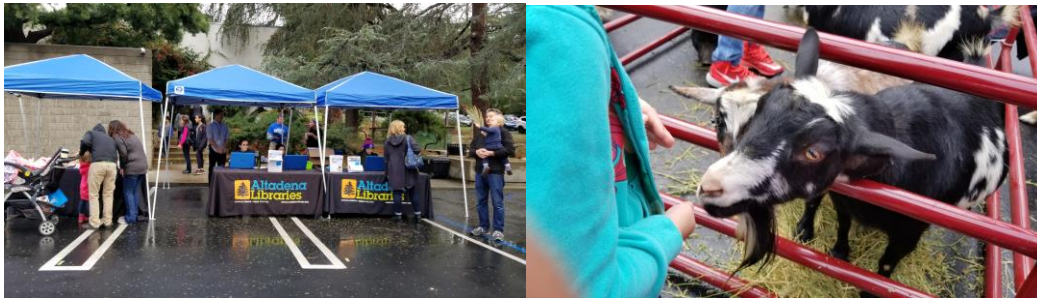
BOARD OF LIBRARY TRUSTEES
REPORT for January 2019

DEPARTMENT: Volunteer Services

MEETING DATE: February 25, 2019

PREPARED BY:
Yuni LaFontaine

Volunteers started the new year helping launch the 1K before K in the rain! Our ever-resourceful Children's librarians launched the early literacy initiative and despite the weather Altadenans came out in good spirits! Never ones to be discouraged by a bit of weather, our energetic volunteers were there to help sign up new readers and run a face painting booth for all the happy tykes. It was a fun day for all, if not a wet one!



Old Friends are the best Friends and as usual our Friends of the Altadena Library are the volunteer powerhouse who keep on giving their time and energy to sorting and selling books for our library. They have begun the new year with full enthusiasm, logging 144 hours of time sorting and selling books in support of our library.

It's Poppy planting season once again and this year we shared the experience with young learners from the Waldorf school. They learned about soil, bugs and seeds while working in our side garden area to distribute seeds and seed bombs so that our library can have another great year of California Poppy blooms! With all the rain we are looking forward to a beautiful outcome!



Conversion to RFID tagging is in full force in our library and the whole Altadena Library team is helping to tag books to be ready for the switch. Volunteers new and old have joined us in this effort. We are always fortunate to have dedicated community members giving their time to helping us serve the community.

Activity	Hours
Altadena Library Foundation Board	14.5
Children's Programs	16.5
Easter Seals	3
Fab Lab/3D Printing	24
Friends of The Altadena Library	144
Gardening	12
Homework Helper	19
Literacy Tutor	91.5
Other	1.5
Adult Services	32.5
Teen Advisory Board	2
TOTAL	360.5

21 Teens did 49.5 hours of volunteer service

52 Adults did 310.5 hours of volunteer service

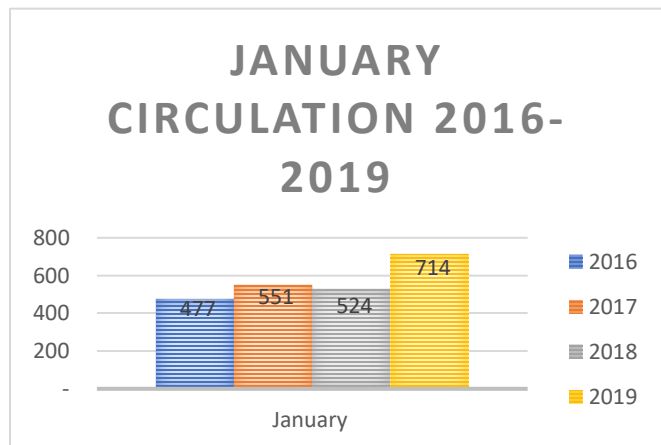
**BOARD OF LIBRARY TRUSTEES
REPORT for January 2019**

DEPARTMENT: Teen Services
PREPARED BY: Kate Shumaker

MEETING DATE: February 25, 2019
LOCATION: Community Room

January was a unique month as far as program attendance. We had several programs that did really well and several programs that were a bit of a bust. Nom Nom Group saw record attendance for a school year program with 11 teens making soft pretzels in the staff lounge! As that program has continued to grow, it is exciting to see where it could go. FabLab open hours for teens was popular, as always, with 2 of the 4 weeks seeing 13 teens in 2 hours! Even teen game zone had 7 attendees. To balance out these successes, one teen attended the Teen Service Club, 1 teen attended the Mystery program (although he did figure out who stole the missing book), and no one attended the Great Stories Club. Teen Services programming is always a little difficult because you never know what you are competing against as far as teen's time and their interests often seem to change very quickly. Even though it wasn't quite what I hoped for, I have some better ideas about what to continue and what to retire.

Even though program attendance was a mixed bag, circulation was up for the month! In fact, the only months with higher circulation for the past 3 years are during Summer Reading when circulation and attendance are always increased. I believe that increasing the number and space allotted to graphic novels is really increasing overall circulation. 430 graphic novels checked out in January compared to 292 in December.



Aveson's middle schoolers returned to the library for their regularly scheduled class visits. Almost 200 students were able to check out materials, access the databases, and explore the library. It is truly a pleasure to see how excited they get over the books and materials that they check out.

Summer Reading is coming up so soon! I spent some time planning programs, setting up prizes, and building our Beanstack site. It's hard to believe that in a few short months we will be in the thick of our busiest time of year.

I was able to watch a webinar about implicit bias in the workplace. It was interesting to learn a variety of ways that I can combat bias in the space around me. I'm excited to put what I learned into action.

BOARD OF LIBRARY TRUSTEES
REPORT for January 2019

DEPARTMENT: Technology
PREPARED BY: Christopher Kellermeyer

MEETING DATE: February 25, 2019
LOCATION: Community Room

Our Oculus Go pilot program was determined to be a success but not to the extent that Oculus Go units would be purchased and dispersed throughout the District in public spaces. We will continue to offer checkout of the individual units at both of our locations' Information Desk. As a reminder, we received two free Oculus Go units—valued at \$500, by participating in a testing of the Oculus Rooms application. We will not expand upon the Oculus Go fleet due to the fact Oculus will release a superior unit (Oculus Quest) in 2019. The Oculus Quest achieves comfortable wireless virtual reality (VR) with six degrees of freedom with only a headset and two controllers—no server or separate sensors; Virtual reality developers have been seeking this achievement for years. This means VR can be enjoyed anywhere. ALD intends to pursue the purchase of several of these units with the help of a grant. The existing Oculus Go's will be available for checkout until they are end of life. The Oculus Go units are particularly friendly for patrons who do not have experience with computers or video games because its control and interfaces are very basic. For more information on both headsets, one can read about them via the following links:

Oculus Go> <https://www.oculus.com/go/>
Oculus Quest> <https://www.oculus.com/quest/>

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, scheduled for February 6th.

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. This system installation will be scheduled by the Building Projects Manager—current estimate for completion: February.

Miscellaneous Notes:

We are planning on bringing back the Mobile Hotspot checkouts; re-launch: TBD.
RFID completion estimated to be first week of April 2019.

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.

A Zebra printer has been deployed to extend the life of overexposed spine labels at the Main Library.

Paid games/applications are now available for VR upon patron request.

**BOARD OF LIBRARY TRUSTEES
REPORT for January 2019**

DEPARTMENT: Facilities
PREPARED BY: Jonathan Arevalo

MEETING DATE: February 25, 2019
LOCATION: Community Room

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

- New handicap bathroom stall doors installed in both the men's and women's public restrooms.
- New fence mesh installed on both the upper and lower bridges.
- Exterior administrative door repaired, and new door adjuster installed.
- Branch carpet cleaned. Had not been cleaned in over 6 years.
- Exterior vents at branch had mesh wiring installed to protect from elements and birds nesting.

BOARD OF LIBRARY TRUSTEES
CHILDREN'S REPORT for January 2019

DEPARTMENT: Children's
PREPARED BY: Christina McTighe

MEETING DATE: February 25, 2019
LOCATION: Community Room

We are bursting into the new year with new programs, new schedules, and (obviously) some goats.

This January, we saw 517 patrons aged 0-5 and their caregivers at 21 programs. We also saw 117 patrons in Kindergarten through 5th grade at 12 programs. We visited or were visited by 3 classes for a total of 85 students. We also reexamined our Reference Question standards and answered 49 questions this month.

Coming back from the holiday break was a great chance to reexamine our programming schedule to see how we can best meet the needs and wants of the community. To that end, we combined two story times into one—our Baby and Toddler Story times (which served largely the same audience) were combined into one Wednesday program for ages 0-2. Freeing up this staff time allowed us to create two new programs for our youngest patrons: a Sensory Story Time for those children with Autism or other sensory processing difficulties, and an Early Literacy Playtime for children 0-5 and their caregivers. We now have a story time/preschool event on every day of the week except for Saturdays (but watch this space?).

Sensory Story Time has been a particularly interesting, challenging, and satisfying program so far. This is the first time that this iteration of library staff has attempted a special needs story time, and we are very grateful for the participation and help from Professional Child Development Associates. Ms. Amanda has been the lead on this program, and we're incredibly impressed with her willingness to try new things—and we know our patrons appreciate it, too. Ms. Amanda reports that parental and caregiver feedback has been overwhelmingly positive, with one parent commenting that this is the first time she's seen her child engage socially with other children. We are so hopeful that this program can help to create a greater sense of welcome and inclusion at the library for a wider array of families.

On the elementary side of things, Ms. Amanda's Pages and Popcorn is back and bigger than ever—quite literally. They've had to move from the small meeting room, to the fab lab, and now to the community room. Our Clerk, Ben, has also started his own STEM program. For their first meeting, Ben's Bots built an obstacle course and then navigated cars through the course using magnets.

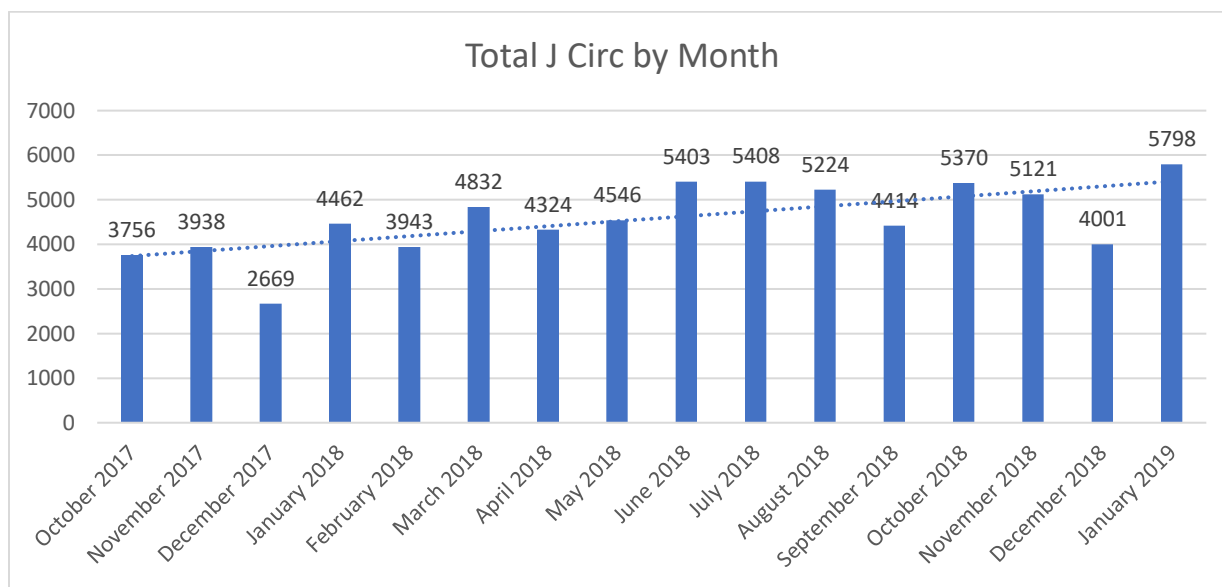
Most excitingly, this month saw the launch of our new 1000 Books Before Kindergarten program. The program is exactly what it sounds like: a challenge to families to read 1000 books with their young child before that child starts kindergarten. Studies show that shared reading—

that is, reading together and interacting with text alongside an adult or other fluent reader—is the single most important piece of developing a strong foundation for kindergarten and other literacy and academic successes. The rich language of picture books exposes children to new words in new contexts, developing strong vocabulary, and the background knowledge accumulated by varied and interesting stories is essential for, once children know how to decode words, understanding what those words actually mean. Between our launch day, Saturday, January 12, and the end of the month, we had 76 young children sign up for the program.

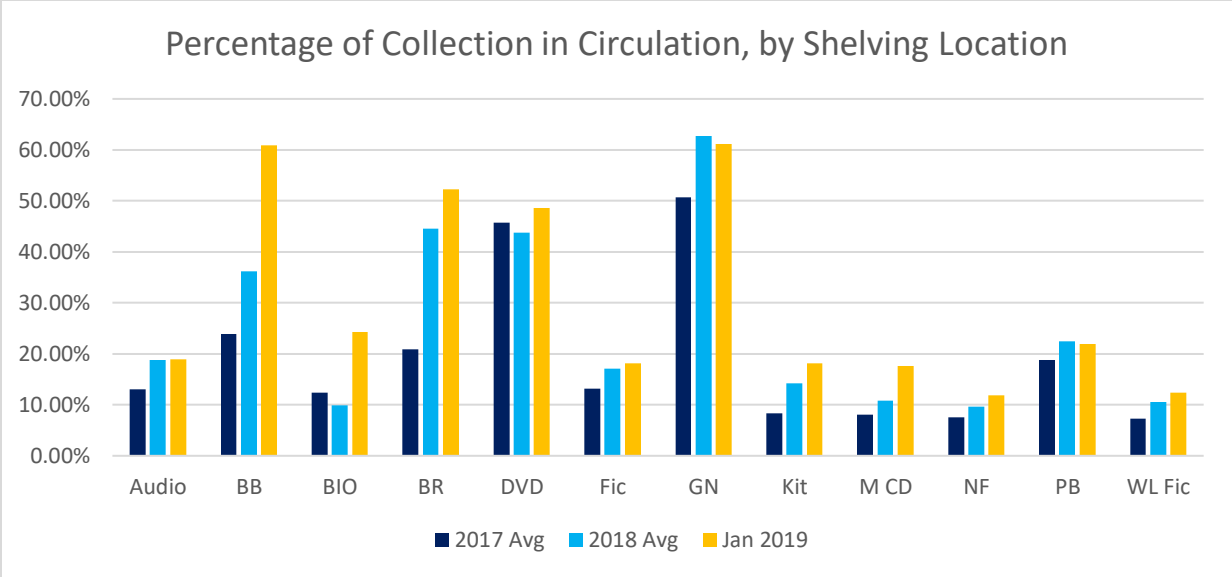
And speaking of our launch day: On Saturday, January 12, we held our 1KB4K Launch Party here at the Main Library. It was cold and rainy, but we still had 150 patrons come and join us for face painting, coloring, bubbles, donuts, and animal friends from Danny’s Farm! We are so appreciative of those who came out in the cold and wet to celebrate with us, and to get a jumpstart on a lifelong love of reading and learning.

On the collection front, we’ve made a really good start on tagging all of the children’s items with RFID tags—as of this writing (which is, admittedly, a little bit into February), we’ve covered all of the J NF, BIOS, and we are working our way through the fiction. A big thank you to the whole staff for the teamwork on this project—it felt daunting to begin with, but many hands make light work, I’ve heard.

We’ve also seen some really interesting results as we’ve continued our weeding projects. This past January, the Children’s collection saw it’s highest number of circulating items since we moved over to Koha in fall 2017, and by a margin of a couple of hundred books.



And not only that: as our circulation went up, so did the percentage of items checked out from each shelving location—even though weeding took some older or unused books out of circulation.



Now, it’s a bit of apples and oranges to compare two yearly averages with a month’s worth of data, and some of this may be due to factors such as the return to school and hitting the part of the year where independent reading (BR) and reports (NF) start to effect what is checked out. But I would argue that, in a lot of cases (see Music and Bios, especially), weeding out the unused items doesn’t have a huge effect on the check out habits of most people—in fact, as in other libraries, may even encourage greater circulation. We’re excited to see how this plays out over the coming months.

BOARD OF LIBRARY TRUSTEES REPORT for January 2019

DEPARTMENT: Adult Services
PREPARED BY: Katie Sullivan

MEETING DATE: February 25, 2019
LOCATION: Community Room

Programming Highlights:

We held 11 programs with a total attendance of 237 attendees.

Seed Library Master Gardener PJ Johnson on Optimizing Soil with Composting: 32

ATTENDEES

PJ Johnson is passionate about healthy soil. She spends her time educating our youth on the long-term benefits of soil as a key component to sustainability.



In photo: Vermicomposting: Kids inspecting red wiggler worms.

On Tuesday, January 22nd a photoshop face-swap workshop was offered. Due to the limited amount of participants that could be enrolled a second workshop is in the plans.

Library goers took to the front lawn on January 26th to participate in the Mindful Meow, meditation gathering. Later that day the page to table book club took place, followed by a Trivia Night.

Information Services:

Our information services team fielded 225 reference questions and 145 technology questions over the month of January.

Art on Display:

January and February Art in the Community Room and Reading Court

Brian Bernhard will have his exhibit, *Icons, Lunatics, and Weirdos*, on display in the Community Room and Reading Court from January 10th through February 27th. His art reception will be held on **Tuesday, February 12th** from 7pm-9pm. We highly encourage you to come and meet the artist.





**BOARD OF LIBRARY TRUSTEES
MARKETING REPORT FOR JANUARY 2019**

DEPARTMENT: Administration
PREPARED BY: Chloé Cavelier d’Esclavelles

MEETING DATE: February 25, 2019
LOCATION: Community Room

SOCIAL MEDIA: (January 10 – February 10)

Facebook – Primary – 1,504 Likes

2,243 Reach
962 Post Engagements
377 Page Views

Facebook – Youth Services – 434 Likes

172 Reach
70 Post Engagements
50 Page Views

Instagram – Primary – 993 Followers

293 Average Post Reach
338 Post Engagements
90 Approximate Page Views

Instagram – Teens – 144 Followers

54 Average Post Reach
15 Post Engagements
40 Approximate Page Views

Twitter – 150 Followers

ON THE HORIZON:

With Summer Reading around the corner, I am working with department heads to compile outreach opportunities in the spring that will optimize the reach of the Summer Reading program to all of Altadena. For example, Christina and I are making inroads with PTAs in PUSD that will lead to more exposure to parents at PUSD schools we have yet to engage.

Summer Reading is around the corner – the District’s new website will allow us to get more creative with the online presence of the program. A live countdown can be found at www.altadenalibrary.org/summerreading and more updates will be posted there soon! Visitors to the site will also start to see enticing design elements on theme to direct more traffic to the Summer Reading online “experience.”

EMAIL MARKETING:

Averages in...	Open Rate	Clicks
<i>Weekly/bi-monthly email frequency</i>		
June 2018	16.52%	0.79%
July 2018	17.81%	0.76%
August 2018	17.86%	0.73%
September 2018	19.03%	0.94%
<i>Switched to monthly email frequency</i>		
October 2018	18.17%	1.71%
November 2018	18.35%	1.33%
December 2018	17.22%	1.22%
January 2018	20.08%	2.07%
February 2018	19.56%	1.96%

These small percentage increases may seem insignificant at first glance, but we are seeing upward-moving trends in open rates compared to how we have fared historically, and the click rate increases mean sometimes a difference of hundreds more unique visitors clicking through to explore our website and discover the District’s many offerings.

Additionally, the ALD has never had email data thanks to now two summer’s worth of age-separated emails in Beanstack, I am putting together a more targeted email plan that will allow us to segment our email list and highlight the exciting initiatives in the different departments with people to which the information will be more relevant.

**BOARD OF LIBRARY TRUSTEES
BRANCH REPORT for January 2019**

DEPARTMENT: Bob Lucas Branch
PREPARED BY: Diana Wong

MEETING DATE: February 25, 2019
LOCATION: Community Room

Library Services

Bob Lucas staff are back at it again in the new year dispensing computer help, checking out books and hosting programs that serve the community in west Altadena. This month's programming events saw a total of 107 patrons who participated crafts, story times, and a film screening. We double-dipped this month for our craft programs. While the activities were separate, both children and adults had a chance to make art on ceramic tiles with Sharpie markers and a bit of rubbing alcohol. The results were brilliantly designed, colorful tiles that could be used for coasters or pieces that could jazz up a kitchen or bathroom wall. Daily, patrons require assistance with basic computing and word processing; typical questions are printing PDFs, where to find downloaded items and renaming document names.

Two classes from Odyssey Charter School visited us this month. Ms. Denise's and Ms. Katie's kindergarteners were learning about community resources and the Branch Librarian found a couple of books related to the library and city life. We also talked about the benefits of signing up for a library card and each student was sent home with an application form. After the stories and brief talk, students had time to look for a book to check out. We look forward to their next visit.

We continued working on the Bob Lucas circulating collection this month with weeding, cleaning up the database and analyzing circulation statistics. Weeding is a never-ending process and it is important to follow a regular weeding schedule to keep materials current. For example, we found a book in our children's collection that gave the population of Boston in the year 1990! Boy, we glad to have removed that item and others from the shelves and the system. And, as items are removed, we then look to replacing and adding new items. Selecting for the collection is not an arbitrary act. With finite space here at the Bob Lucas branch, we must be careful to purchase items that that reflect patron interests, while maintaining a balanced collection to represent a wide variety of subjects. Since migrating from Millennium to Koha, I have enough circulation data to get a good sense of what is being used. Data has yet to be fully analyzed, but numbers show that films, adult fiction, picture books are big movers. Also, our Young Adult collection represents only 4% of our total collection, so we will need to reassess the collection size and titles so that we are more equitable to this user group. We are also considering shifting the collection to a more prominent location in the library. Stay tuned for more information.

Literacy Services

The Literacy Coordinator attended a Southern California Library Literacy Network meeting at the San Diego Public library this month. A regional network for libraries providing literacy services, SCLLN convenes regularly to discuss any hot button topics, strategies for improvement

and offers networking opportunities. This was the first network meeting that our literacy coordinator attended, and it was helpful to learn that other literacy programs faced similar challenges. All programs experience sticky situations like volunteers who may not be a good fit for tutoring. So, we discussed ways to let down the volunteer. We also had a round table to share new initiatives being enacted by literacy programs. Also, at this meeting was Natalie Cole from the California State Library who facilitated a Community Conversation for literacy service providers. The meeting was held to document concerns, aspirations and desires of library professionals working in the area of adult literacy. There was a consensus on a desire for professional development opportunities and a best practices guide. Very appropriate as many coordinators are new or newer to the adult literacy program.

Citizenship classes will begin again next month and will run every Tuesday evening until May. To bolster interest, flyers were distributed by the literacy coordinator and SGVLC volunteers to local businesses along Lincoln Ave., Lake Ave., Fair Oaks, Los Robles and the cross streets Villa, Orange Grove, and Washington. We hope to bring in enough people for small group instruction.

BOARD OF LIBRARY TRUSTEES DIRECTOR'S REPORT

DEPARTMENT: Administration
PREPARED BY: Cindy Cleary

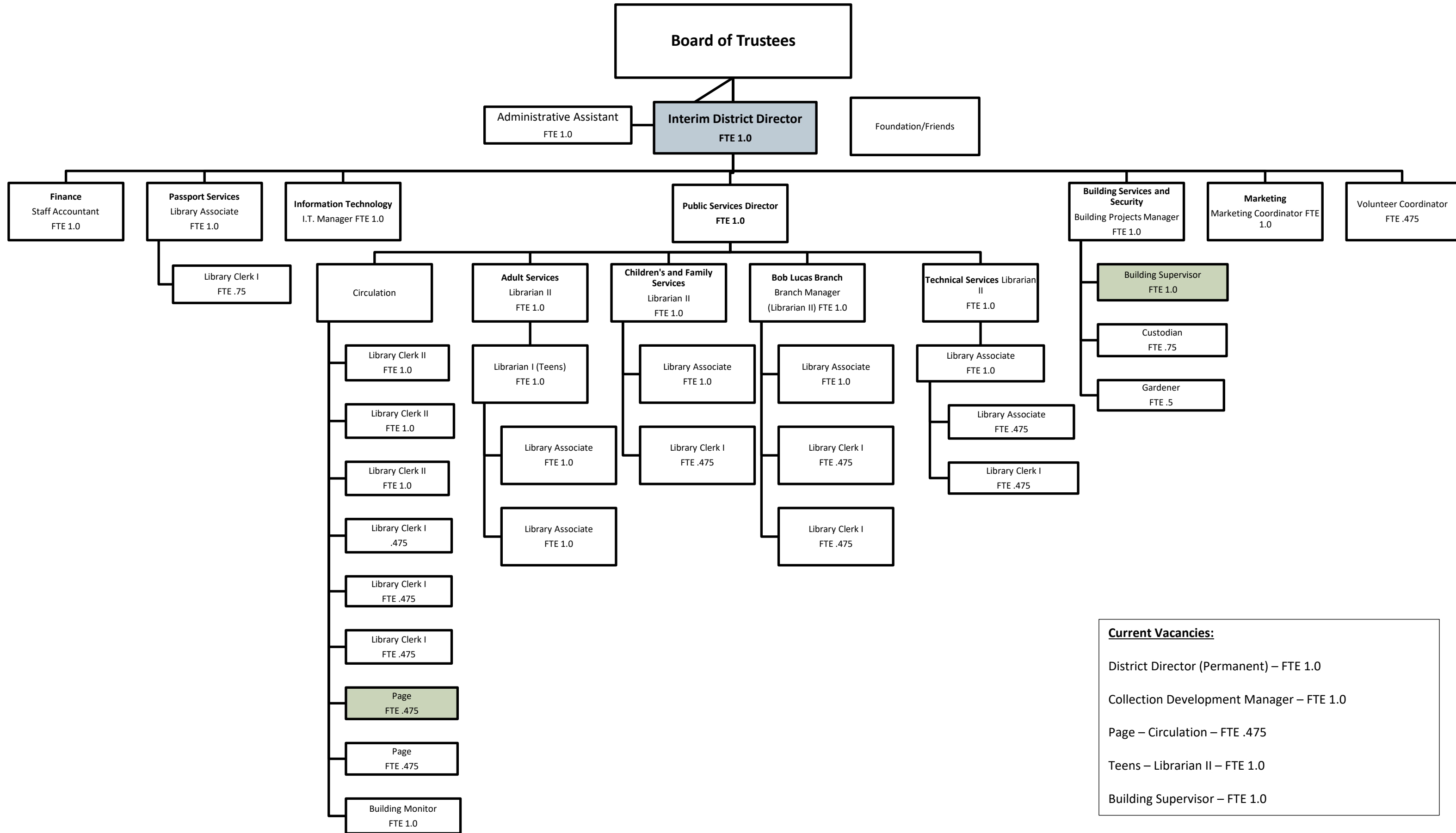
MEETING DATE: February 25, 2019
LOCATION: Community Room

Director's Report:

The first three weeks since the appointment have been focused on learning more about the library organization through meetings with Trustees, staff and community stakeholders. The following is a brief summary of some activities:

- Learning curve
 - Scheduled one-on-one meetings with staff. These will continue for the next several weeks. There is no doubt that staff had a very difficult year. With a passion for libraries they have continued to extend a high level of library service to the Altadena community. A collective goal is to build on our strengths and move forward.
 - Introductory meeting with the presidents of the Foundation and the Friends of the Library.
 - Participated in Trustee committee meetings.
- Attended first Programming Committee meeting
 - ALD has an impressive array of programs, two of which I attended: Second Saturday at Main with over 200 people in attendance and an African Drum Circle at Bob Lucas.
 - The next step is to further review the findings from the Community Conversation sessions to ensure ALL recommendations are considered.
- Developed an organization chart to clarify lines of communication.
- Began review of job descriptions
 - Several of the job descriptions are out-of-date and core competencies are not always consistent between employees in the same classification. Further review is needed with the goal of bringing updated job descriptions to future board meetings.
- Began review of policies
 - Many policies are out-of-date and/or difficult to locate as they are not centralized in one manual. It is also not clear whether some existing policies were brought to the board for approval. Over the next several months attention will be given to updating existing policies and reviewing what might be missing. Updates and/or additions will be brought to the board over the next several months.
- Reviewed draft of staff evaluation forms
 - Once a form is finalized evaluations will be given to employees on a regular schedule based on anniversary dates. Anniversary dates will also be used to recognize employee 5-year milestones.

ALTADENA LIBRARY DISTRICT ORGANIZATIONAL CHART



Current Vacancies:

- District Director (Permanent) – FTE 1.0
- Collection Development Manager – FTE 1.0
- Page – Circulation – FTE .475
- Teens – Librarian II – FTE 1.0
- Building Supervisor – FTE 1.0



**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Administration

MEETING DATE: February 25, 2019

PREPARED BY: Nicole Fabry

LOCATION: Community Room

TITLE: Summary Report of Financial Statements for December 2018

December 2018 FINANCIAL STATEMENTS

The following financial reports are for the month of December 2018. The financial statements are unaudited.

As indicated on this report, actual year-to-date revenues exceed actual year-to-date expenditures reflecting a net income of \$1,577,664.11. ALD cash and cash equivalents are \$3,082,662.98.

Financials for December 2018 reflect a net excess due to the receipt of our first property tax installment from Los Angeles County in the amount of \$2,680,756.73.

REVENUE HIGHLIGHTS

The District currently has \$3,082,662.98 in cash and cash equivalents.

The (unaudited) net income for the month of December is \$1,577,664.11.

Printing revenue and rental income are exceeding budget expectations at 77.1% and 145% of budget.

PAYMENTS FROM SUPPORT ORGANIZATIONS

In December 2018 Altadena Library received donations from both the Friends of Altadena Library and the Altadena Library Foundation in the amounts of \$11,000 and \$5,000, respectively.

EXPENDITURE HIGHLIGHTS

Paid in December were legal fees for the months of October and November 2018, totaling \$56,375.37 and placing us at 842.6% of our budget for FY18-19.

Any expenditures over 25% of the budget have been reviewed for recommended changes at the Mid-Year Budget Amendment and will be presented at this meeting.

Altadena Library District
Profit & Loss Prev Year Comparison
July through December 2018

	Jul - Dec 18	Jul - Dec 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS	34,559.10	50,020.94	(15,461.84)	(30.9)%
FINES & FEES				
4305 · Fees	2,013.44	2,631.03	(617.59)	(23.5)%
4310 · MFM Revenue	6,171.97	3,542.18	2,629.79	74.2%
4340 · Passport Services Fees	56,281.00	51,943.69	4,337.31	8.4%
4350 · Sales of Products	515.00	3,086.55	(2,571.55)	(83.3)%
4810 · Community Room Fees	505.00		505.00	100.0%
Total FINES & FEES	65,486.41	61,203.45	4,282.96	7.0%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	125.75	1,387.93	(1,262.18)	(90.9)%
Total INTEREST INCOME & ADJUSTMENTS	125.75	1,387.93	(1,262.18)	(90.9)%
OTHER REVENUE & ADJUSTMENT				
4915 · Rental Revenue	5,800.00	2,025.00	3,775.00	186.4%
4920 · Reimbursements		10,740.60	(10,740.60)	(100.0)%
4999 · Rewards & Incentives		5,539.05	(5,539.05)	(100.0)%
Total OTHER REVENUE & ADJUSTMENT	5,800.00	18,304.65	(12,504.65)	(68.3)%
REVENUES				
Property Taxes				
4010 · Current-Year Secured				
4010.00 · Current Secured	2,414,247.67	913,543.74	1,500,703.93	164.3%
4010.03 · SB 813 Supplemental	(6,824.54)	21,140.67	(27,965.21)	(132.3)%
Total 4010 · Current-Year Secured	2,407,423.13	934,684.41	1,472,738.72	157.6%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	84,437.18	74,867.25	9,569.93	12.8%
Total 4020 · Current-Year Unsecured	84,437.18	74,867.25	9,569.93	12.8%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(11,690.95)	26,132.61	(37,823.56)	(144.7)%
4030.03 · SB 813 Redemption	1,799.21	2,322.32	(523.11)	(22.5)%
4030.05 · Secured Tax Refunds	(5,371.09)	(5,250.01)	(121.08)	(2.3)%
Total 4030 · Prior-Year Secured	(15,262.83)	23,204.92	(38,467.75)	(165.8)%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(9,339.39)	6,970.45	(16,309.84)	(234.0)%
Total 4040 · Prior-Year Unsecured	(9,339.39)	6,970.45	(16,309.84)	(234.0)%
4050 · Homeowners Exemption	2,033.75	2,082.30	(48.55)	(2.3)%
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	827,936.94	337,502.15	490,434.79	145.3%
Total 4060 · Special Assessment	827,936.94	337,502.15	490,434.79	145.3%
4080 · Penalties, Interest & Costs-Ref	6,753.03	7,028.17	(275.14)	(3.9)%
4220 · County Interest Allocation	9,780.85	3,251.59	6,529.26	200.8%
4250 · Change in Property Tax Accrual		(5,793.87)	5,793.87	100.0%
Total Property Taxes	3,313,762.66	1,383,797.37	1,929,965.29	139.5%
Total REVENUES	3,313,762.66	1,383,797.37	1,929,965.29	139.5%
Total Income	3,419,733.92	1,514,714.34	1,905,019.58	125.8%

Altadena Library District
Profit & Loss Prev Year Comparison
July through December 2018

	Jul - Dec 18	Jul - Dec 17	\$ Change	% Change
Expense				
'PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	187,550.68	183,550.47	4,000.21	2.2%
5020 · Hourly	629,832.61	555,955.82	73,876.79	13.3%
Total 5000 · SALARIES & WAGES	817,383.29	739,506.29	77,877.00	10.5%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA		(1,380.13)	1,380.13	100.0%
5120 · Payroll Taxes (ER) - Other	62,240.15	56,374.69	5,865.46	10.4%
Total 5120 · Payroll Taxes (ER)	62,240.15	54,994.56	7,245.59	13.2%
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	13,271.50	15,220.82	(1,949.32)	(12.8)%
5210.02 · CalPers PEPR (ER Contr)	38,354.19	39,434.05	(1,079.86)	(2.7)%
5218 · PERS Unfunded	116,139.00	45,902.94	70,236.06	153.0%
Total 5210 · PERS Retirement	167,764.69	100,557.81	67,206.88	66.8%
Total 5100 · Employer-Portion Taxes/Benefits	230,004.84	155,552.37	74,452.47	47.9%
5200 · Insurance				
5220 · Health Insurance	64,004.09	59,710.55	4,293.54	7.2%
5221 · Health Insurance - Retirees	35,567.49	37,771.20	(2,203.71)	(5.8)%
5230 · Dental Insurance	7,493.59	6,942.80	550.79	7.9%
5240 · Vision Insurance	2,207.13	2,468.86	(261.73)	(10.6)%
5260 · Life Insurance	792.90	596.14	196.76	33.0%
5270 · Workers' Compensation	15,272.25	13,493.59	1,778.66	13.2%
5280 · Disability Insurance		(382.80)	382.80	100.0%
Total 5200 · Insurance	125,337.45	120,600.34	4,737.11	3.9%
Total 'PERSONNEL RELATED EXPENSES	1,172,725.58	1,015,659.00	157,066.58	15.5%
CAPITAL				
7310 · Equipment, Furniture & Fixtures	26,607.41		26,607.41	100.0%
7320 · Structures & Improvements	9,900.00	73,390.00	(63,490.00)	(86.5)%
Total CAPITAL	36,507.41	73,390.00	(36,882.59)	(50.3)%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	4,674.28	26,198.17	(21,523.89)	(82.2)%
7210 · Building Maint & Repairs	12,678.16	18,744.45	(6,066.29)	(32.4)%
7220 · Landscape	947.84	8,076.59	(7,128.75)	(88.3)%
Total FACILITIES, GROUNDS & MAINTENAN	18,300.28	53,019.21	(34,718.93)	(65.5)%
LIBRARY MATERIALS				
6110 · Cataloging Expenses	12,328.38	10,526.90	1,801.48	17.1%
6115 · Electronic Databases & Subscrip	14,410.05	15,170.58	(760.53)	(5.0)%
6120 · Books	51,086.79	33,162.87	17,923.92	54.1%
6125 · Audio CD	4,611.90	4,830.17	(218.27)	(4.5)%
6130 · DVD's & Videogames	10,667.90	10,426.59	241.31	2.3%
6135 · Processing of Materials	9,963.72	10,862.36	(898.64)	(8.3)%
6140 · Periodicals	9,930.50	10,614.17	(683.67)	(6.4)%
6150 · Downloadables	9,643.73	7,732.10	1,911.63	24.7%
Total LIBRARY MATERIALS	122,642.97	103,325.74	19,317.23	18.7%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense		10,084.06	(10,084.06)	(100.0)%
7540 · Trustee Election				
Total MISCELLANEOUS EXPENSE		10,084.06	(10,084.06)	(100.0)%

Altadena Library District
Profit & Loss Prev Year Comparison
July through December 2018

	Jul - Dec 18	Jul - Dec 17	\$ Change	% Change
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	26,138.73	38,693.92	(12,555.19)	(32.5)%
6432 · Earthquake Insurance	18,550.00		18,550.00	100.0%
6620 · Membership Dues & Subscriptions	11,802.45	11,574.60	227.85	2.0%
6625 · Training & Education	4,401.12	3,168.00	1,233.12	38.9%
6626 · Staff Recognition	3,875.05	893.28	2,981.77	333.8%
6627 · Advertising / Marketing	1,742.89	2,876.11	(1,133.22)	(39.4)%
6710 · Meetings & Travel	2,791.36	3,071.40	(280.04)	(9.1)%
6730 · Mileage & Parking Reimbursement	609.54	318.98	290.56	91.1%
6740 · Postage & Delivery	4,484.74	3,901.60	583.14	15.0%
6745 · Banking & Service Fees	829.95	1,010.64	(180.69)	(17.9)%
6746 · Payroll Fees	4,740.00	4,765.00	(25.00)	(0.5)%
6750 · Printing & Reproduction	3,655.15	10,896.86	(7,241.71)	(66.5)%
6755 · Small Equipment	4,768.45	6,056.07	(1,287.62)	(21.3)%
6765 · Janitorial Supplies	4,314.18	9,550.96	(5,236.78)	(54.8)%
6770 · Operating Supplies	10,420.07	6,650.88	3,769.19	56.7%
6780 · Operating Software	924.95	1,627.97	(703.02)	(43.2)%
6920 · Electricity	20,928.94	22,260.72	(1,331.78)	(6.0)%
6930 · Natural Gas	365.48	364.47	1.01	0.3%
6940 · Water & Sewage	3,086.22	3,257.31	(171.09)	(5.3)%
6950 · Refuse	2,336.00	2,306.49	29.51	1.3%
6960 · Products for Resale		3,219.47	(3,219.47)	(100.0)%
6970 · Equipment Lease & Rental	12,214.07	4,501.30	7,712.77	171.4%
7530 · County Tax Collection Fees	33,235.82	30,826.64	2,409.18	7.8%
Total OPERATING EXPENSES	176,215.16	171,792.67	4,422.49	2.6%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	31,252.96	25,610.23	5,642.73	22.0%
7130 · Legal Fees	210,659.58	2,773.41	207,886.17	7,495.7%
7140 · Architectural & Engineering		5,800.00	(5,800.00)	(100.0)%
7145 · Collection Agency	1,253.00	1,020.30	232.70	22.8%
7155 · Consultants - Other	16,401.36	41,135.17	(24,733.81)	(60.1)%
7170 · Telecommunications	4,631.53	3,151.23	1,480.30	47.0%
7175 · Internet Service	10,182.03	20,062.14	(9,880.11)	(49.3)%
7180 · Technology Equipment	3,933.14	1,944.70	1,988.44	102.3%
7185 · Technology Maintenance Fees	14,681.25	13,168.50	1,512.75	11.5%
7190 · Website Development	360.96		360.96	100.0%
Total PROFESSIONAL & TECHNICAL	293,355.81	114,665.68	178,690.13	155.8%
PROGRAMS				
6200 · Youth Services	5,172.20	3,833.84	1,338.36	34.9%
6210 · Teen Services	1,230.07	3,399.94	(2,169.87)	(63.8)%
6220 · Adult Services	11,836.52	13,555.45	(1,718.93)	(12.7)%
6230 · Bob Lucas Branch Services	2,302.94	671.00	1,631.94	243.2%
6240 · Literacy Services	1,780.87	356.01	1,424.86	400.2%
Total PROGRAMS	22,322.60	21,816.24	506.36	2.3%
Total Expense	1,842,069.81	1,563,752.60	278,317.21	17.8%
Net Ordinary Income	1,577,664.11	(49,038.26)	1,626,702.37	3,317.2%
Net Income	1,577,664.11	(49,038.26)	1,626,702.37	3,317.2%

Altadena Library District
Profit & Loss
 December 2018

Dec 18

Ordinary Income/Expense		
Income		
DONATIONS AND GRANTS		
4705 · Altadena Library Foundation		5,000.00
4710 · Friends of the Library		11,087.00
4730 · Undesignated		50.00
Total DONATIONS AND GRANTS		16,137.00
FINES & FEES		
4305 · Fees		184.76
4310 · MFM Revenue		735.33
4340 · Passport Services Fees		7,755.00
4350 · Sales of Products		92.00
4810 · Community Room Fees		75.00
Total FINES & FEES		8,842.09
INTEREST INCOME & ADJUSTMENTS		
4210 · Chase Bank		24.15
Total INTEREST INCOME & ADJUSTMENTS		24.15
REVENUES		
Property Taxes		
4010 · Current-Year Secured		
4010.00 · Current Secured	2,414,247.67	
4010.03 · SB 813 Supplemental	2,222.86	
Total 4010 · Current-Year Secured	2,416,470.53	
4020 · Current-Year Unsecured		
4020.00 · Current Unsecured		
Total 4020 · Current-Year Unsecured		
4030 · Prior-Year Secured		
4030.00 · Prior Secured		
4030.03 · SB 813 Redemption		
4030.05 · Secured Tax Refunds	(419.20)	
Total 4030 · Prior-Year Secured	(419.20)	
4040 · Prior-Year Unsecured		
4040.00 · Prior Unsecured		
Total 4040 · Prior-Year Unsecured		
4050 · Homeowners Exemption		2,033.75
4060 · Special Assessment		
4060.01 · Per Parcel Benefit Assessment	832,799.08	
Total 4060 · Special Assessment	832,799.08	
4080 · Penalties, Interest & Costs-Ref		(0.94)
4220 · County Interest Allocation		3,350.24
Total Property Taxes		3,254,233.46
Total REVENUES		3,254,233.46
Total Income		3,279,236.70
Expense		
'PERSONNEL RELATED EXPENSES		
5000 · SALARIES & WAGES		
5010 · Salaried		19,993.12
5020 · Hourly		100,224.73
Total 5000 · SALARIES & WAGES		120,217.85

Altadena Library District
Profit & Loss
 December 2018

	Dec 18
5100 · Employer-Portion Taxes/Benefits	
5120 · Payroll Taxes (ER)	9,022.38
5210 · PERS Retirement	
5210.01 · CalPers CLASSIC (ER Contr)	2,092.79
5210.02 · CalPers PEPRA (ER Contr)	5,546.02
Total 5210 · PERS Retirement	7,638.81
Total 5100 · Employer-Portion Taxes/Benefits	16,661.19
5200 · Insurance	
5220 · Health Insurance	11,150.07
5221 · Health Insurance - Retirees	5,933.97
5230 · Dental Insurance	1,256.78
5240 · Vision Insurance	375.42
5260 · Life Insurance	132.69
Total 5200 · Insurance	18,848.93
Total 'PERSONNEL RELATED EXPENSES	155,727.97
CAPITAL	
7320 · Structures & Improvements	9,900.00
Total CAPITAL	9,900.00
FACILITIES, GROUNDS & MAINTENAN	
7210 · Building Maint & Repairs	2,335.64
7220 · Landscape	13.78
Total FACILITIES, GROUNDS & MAINTENAN	2,349.42
LIBRARY MATERIALS	
6120 · Books	17,226.76
6125 · Audio CD	1,333.25
6130 · DVD's & Videogames	1,507.81
6135 · Processing of Materials	4,882.27
6150 · Downloadables	2,054.22
Total LIBRARY MATERIALS	27,004.31
OPERATING EXPENSES	
6625 · Training & Education	2,664.00
6626 · Staff Recognition	834.65
6627 · Advertising / Marketing	25.00
6710 · Meetings & Travel	209.87
6740 · Postage & Delivery	99.15
6745 · Banking & Service Fees	119.99
6746 · Payroll Fees	790.00
6750 · Printing & Reproduction	652.18
6765 · Janitorial Supplies	168.86
6770 · Operating Supplies	1,165.37
6780 · Operating Software	24.99
6920 · Electricity	3,383.38
6930 · Natural Gas	157.77
6940 · Water & Sewage	404.55
6950 · Refuse	467.20
6970 · Equipment Lease & Rental	2,069.44
7530 · County Tax Collection Fees	32,358.88
Total OPERATING EXPENSES	45,595.28

Altadena Library District

Profit & Loss

December 2018

Dec 18

PROFESSIONAL & TECHNICAL	
7125 · Audit and Financial Consulting	2,317.54
7130 · Legal Fees	56,375.37
7145 · Collection Agency	438.55
7155 · Consultants - Other	3,101.83
7170 · Telecommunications	1,429.64
7175 · Internet Service	10,182.03
7180 · Technology Equipment	597.36
7185 · Technology Maintenance Fees	480.00
7190 · Website Development	360.96
Total PROFESSIONAL & TECHNICAL	75,283.28
PROGRAMS	
6200 · Youth Services	73.06
6210 · Teen Services	180.54
6220 · Adult Services	4,395.72
6230 · Bob Lucas Branch Services	461.96
6240 · Literacy Services	22.99
Total PROGRAMS	5,134.27
Total Expense	320,994.53
Net Ordinary Income	2,958,242.17
Net Income	2,958,242.17

Altadena Library District
Profit & Loss Budget vs. Actual
July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS AND GRANTS				
4705 · Altadena Library Foundation	5,000.00			
4710 · Friends of the Library	11,233.95	20,000.00	(8,766.05)	56.2%
4730 · Undesignated	325.15	2,000.00	(1,674.85)	16.3%
4735 · Designated		1,000.00	(1,000.00)	
4740 · CA Library Literacy Services		15,000.00	(15,000.00)	
4750 · Cal State Library	18,000.00	20,000.00	(2,000.00)	90.0%
4755 · HUD Grant				
Total DONATIONS AND GRANTS	34,559.10	58,000.00	(23,440.90)	59.6%
FINES & FEES				
4305 · Fees	2,013.44	6,000.00	(3,986.56)	33.6%
4310 · MFM Revenue	6,171.97	8,000.00	(1,828.03)	77.1%
4340 · Passport Services Fees	56,281.00	120,000.00	(63,719.00)	46.9%
4350 · Sales of Products	515.00	3,000.00	(2,485.00)	17.2%
4810 · Community Room Fees	505.00			
Total FINES & FEES	65,486.41	137,000.00	(71,513.59)	47.8%
INTEREST INCOME & ADJUSTMENTS				
4210 · Chase Bank	125.75	2,000.00	(1,874.25)	6.3%
Total INTEREST INCOME & ADJUSTMENTS	125.75	2,000.00	(1,874.25)	6.3%
OTHER REVENUE & ADJUSTMENT				
4910 · Miscellaneous Income				
4915 · Rental Revenue	5,800.00	4,000.00	1,800.00	145.0%
4940 · Transfer in from Reserves				
4999 · Rewards & Incentives		3,000.00	(3,000.00)	
Total OTHER REVENUE & ADJUSTMENT	5,800.00	7,000.00	(1,200.00)	82.9%
REVENUES				
Property Taxes				
4010 · Current-Year Secured				
4010.00 · Current Secured	2,414,247.67	2,350,000.00	64,247.67	102.7%
4010.01 · Revenue Residual		40,000.00	(40,000.00)	
4010.02 · Statutory Revenue				
4010.03 · SB 813 Supplemental	(6,824.54)		(6,824.54)	100.0%
Total 4010 · Current-Year Secured	2,407,423.13	2,390,000.00	17,423.13	100.7%
4020 · Current-Year Unsecured				
4020.00 · Current Unsecured	84,437.18	80,000.00	4,437.18	105.5%
Total 4020 · Current-Year Unsecured	84,437.18	80,000.00	4,437.18	105.5%
4030 · Prior-Year Secured				
4030.00 · Prior Secured	(11,690.95)	35,000.00	(46,690.95)	(33.4)%
4030.01 · Secured Refunds				
4030.02 · Statutory Revenue				
4030.03 · SB 813 Redemption	1,799.21	5,000.00	(3,200.79)	36.0%
4030.04 · Property Tax Penalties				
4030.05 · Secured Tax Refunds	(5,371.09)	(30,000.00)	24,628.91	17.9%
Total 4030 · Prior-Year Secured	(15,262.83)	10,000.00	(25,262.83)	(152.6)%
4040 · Prior-Year Unsecured				
4040.00 · Prior Unsecured	(9,339.39)	10,000.00	(19,339.39)	(93.4)%
Total 4040 · Prior-Year Unsecured	(9,339.39)	10,000.00	(19,339.39)	(93.4)%
4050 · Homeowners Exemption	2,033.75	15,000.00	(12,966.25)	13.6%

Altadena Library District
Profit & Loss Budget vs. Actual
July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
4060 · Special Assessment				
4060.01 · Per Parcel Benefit Assessment	827,936.94	810,000.00	17,936.94	102.2%
4060.02 · Direct Assessments				
Total 4060 · Special Assessment	827,936.94	810,000.00	17,936.94	102.2%
4080 · Penalties, Interest & Costs-Ref	6,753.03	10,000.00	(3,246.97)	67.5%
4220 · County Interest Allocation	9,780.85		9,780.85	100.0%
Total Property Taxes	3,313,762.66	3,325,000.00	(11,237.34)	99.7%
Total REVENUES	3,313,762.66	3,325,000.00	(11,237.34)	99.7%
Total Income	3,419,733.92	3,529,000.00	(109,266.08)	96.9%
Expense				
'PERSONNEL RELATED EXPENSES				
5000 · SALARIES & WAGES				
5010 · Salaried	187,550.68	460,500.00	(272,949.32)	40.7%
5020 · Hourly	629,832.61	1,254,500.00	(624,667.39)	50.2%
Total 5000 · SALARIES & WAGES	817,383.29	1,715,000.00	(897,616.71)	47.7%
5100 · Employer-Portion Taxes/Benefits				
5120 · Payroll Taxes (ER)				
5250 · FUTA		5,000.00	(5,000.00)	
5120 · Payroll Taxes (ER) - Other	62,240.15	130,000.00	(67,759.85)	47.9%
Total 5120 · Payroll Taxes (ER)	62,240.15	135,000.00	(72,759.85)	46.1%
5120.02 · Soc Security & Medicare, Hourly				
5210 · PERS Retirement				
5210.01 · CalPers CLASSIC (ER Contr)	13,271.50	20,000.00	(6,728.50)	66.4%
5210.02 · CalPers PEPRA (ER Contr)	38,354.19	75,000.00	(36,645.81)	51.1%
5218 · PERS Unfunded	116,139.00	120,500.00	(4,361.00)	96.4%
5210 · PERS Retirement - Other				
Total 5210 · PERS Retirement	167,764.69	215,500.00	(47,735.31)	77.8%
5222 · OPEB Contribution				
5251 · SU1, Hourly		2,500.00	(2,500.00)	
Total 5100 · Employer-Portion Taxes/Benefits	230,004.84	353,000.00	(122,995.16)	65.2%
5200 · Insurance				
5220 · Health Insurance	64,004.09	129,000.00	(64,995.91)	49.6%
5221 · Health Insurance - Retirees	35,567.49		35,567.49	100.0%
5230 · Dental Insurance	7,493.59	15,000.00	(7,506.41)	50.0%
5240 · Vision Insurance	2,207.13	4,500.00	(2,292.87)	49.0%
5260 · Life Insurance	792.90	1,500.00	(707.10)	52.9%
5270 · Workers' Compensation	15,272.25	20,000.00	(4,727.75)	76.4%
5280 · Disability Insurance				
Total 5200 · Insurance	125,337.45	170,000.00	(44,662.55)	73.7%
Total 'PERSONNEL RELATED EXPENSES	1,172,725.58	2,238,000.00	(1,065,274.42)	52.4%
CAPITAL				
7310 · Equipment, Furniture & Fixtures	26,607.41	15,000.00	11,607.41	177.4%
7320 · Structures & Improvements	9,900.00	250,000.00	(240,100.00)	4.0%
Total CAPITAL	36,507.41	265,000.00	(228,492.59)	13.8%
FACILITIES, GROUNDS & MAINTENAN				
7205 · Maintenance Contracts	4,674.28	15,000.00	(10,325.72)	31.2%
7210 · Building Maint & Repairs	12,678.16	20,000.00	(7,321.84)	63.4%
7220 · Landscape	947.84	18,000.00	(17,052.16)	5.3%
Total FACILITIES, GROUNDS & MAINTENAN	18,300.28	53,000.00	(34,699.72)	34.5%

Altadena Library District
Profit & Loss Budget vs. Actual
July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
LIBRARY MATERIALS				
6110 · Cataloging Expenses	12,328.38	22,000.00	(9,671.62)	56.0%
6115 · Electronic Databases & Subscrip	14,410.05	25,000.00	(10,589.95)	57.6%
6120 · Books	51,086.79	140,000.00	(88,913.21)	36.5%
6125 · Audio CD	4,611.90	20,000.00	(15,388.10)	23.1%
6130 · DVD's & Videogames	10,667.90	30,000.00	(19,332.10)	35.6%
6135 · Processing of Materials	9,963.72	40,000.00	(30,036.28)	24.9%
6140 · Periodicals	9,930.50	18,000.00	(8,069.50)	55.2%
6150 · Downloadables	9,643.73	20,000.00	(10,356.27)	48.2%
6155 · Library of Things		20,000.00	(20,000.00)	
Total LIBRARY MATERIALS	122,642.97	335,000.00	(212,357.03)	36.6%
MISCELLANEOUS EXPENSE				
7510 · Miscellaneous Expense				
7540 · Trustee Election		30,000.00	(30,000.00)	
Total MISCELLANEOUS EXPENSE		30,000.00	(30,000.00)	
OPERATING EXPENSES				
6430 · Insurance-Gen, Prop, Liab, Eq	26,138.73	40,000.00	(13,861.27)	65.3%
6432 · Earthquake Insurance	18,550.00			
6620 · Membership Dues & Subscriptions	11,802.45	13,000.00	(1,197.55)	90.8%
6625 · Training & Education	4,401.12	12,000.00	(7,598.88)	36.7%
6626 · Staff Recognition	3,875.05	5,000.00	(1,124.95)	77.5%
6627 · Advertising / Marketing	1,742.89	5,000.00	(3,257.11)	34.9%
6710 · Meetings & Travel	2,791.36	10,000.00	(7,208.64)	27.9%
6730 · Mileage & Parking Reimbursement	609.54	800.00	(190.46)	76.2%
6740 · Postage & Delivery	4,484.74	9,000.00	(4,515.26)	49.8%
6745 · Banking & Service Fees	829.95	2,000.00	(1,170.05)	41.5%
6746 · Payroll Fees	4,740.00	12,000.00	(7,260.00)	39.5%
6750 · Printing & Reproduction	3,655.15	21,000.00	(17,344.85)	17.4%
6755 · Small Equipment	4,768.45	10,000.00	(5,231.55)	47.7%
6765 · Janitorial Supplies	4,314.18	15,000.00	(10,685.82)	28.8%
6770 · Operating Supplies	10,420.07	25,000.00	(14,579.93)	41.7%
6780 · Operating Software	924.95	1,500.00	(575.05)	61.7%
6790 · Hardware (Computers / Tech)				
6920 · Electricity	20,928.94	35,000.00	(14,071.06)	59.8%
6930 · Natural Gas	365.48	5,000.00	(4,634.52)	7.3%
6940 · Water & Sewage	3,086.22	5,000.00	(1,913.78)	61.7%
6950 · Refuse	2,336.00	5,000.00	(2,664.00)	46.7%
6960 · Products for Resale		5,000.00	(5,000.00)	
6970 · Equipment Lease & Rental	12,214.07	20,000.00	(7,785.93)	61.1%
7530 · County Tax Collection Fees	33,235.82	35,000.00	(1,764.18)	95.0%
Total OPERATING EXPENSES	176,215.16	291,300.00	(115,084.84)	60.5%
PROFESSIONAL & TECHNICAL				
7125 · Audit and Financial Consulting	31,252.96	60,000.00	(28,747.04)	52.1%
7130 · Legal Fees	210,659.58	25,000.00	185,659.58	842.6%
7135 · Technology Consulting		6,000.00	(6,000.00)	
7140 · Architectural & Engineering				
7145 · Collection Agency	1,253.00	2,000.00	(747.00)	62.7%
7155 · Consultants - Other	16,401.36	75,000.00	(58,598.64)	21.9%
7170 · Telecommunications	4,631.53	7,500.00	(2,868.47)	61.8%
7175 · Internet Service	10,182.03	35,000.00	(24,817.97)	29.1%
7180 · Technology Equipment	3,933.14	50,000.00	(46,066.86)	7.9%
7185 · Technology Maintenance Fees	14,681.25	20,000.00	(5,318.75)	73.4%
7190 · Website Development	360.96	3,000.00	(2,639.04)	12.0%
Total PROFESSIONAL & TECHNICAL	293,355.81	283,500.00	9,855.81	103.5%

Altadena Library District
Profit & Loss Budget vs. Actual
July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
PROGRAMS				
6200 · Youth Services	5,172.20	12,700.00	(7,527.80)	40.7%
6210 · Teen Services	1,230.07	5,000.00	(3,769.93)	24.6%
6220 · Adult Services	11,836.52	30,000.00	(18,163.48)	39.5%
6230 · Bob Lucas Branch Services	2,302.94	4,500.00	(2,197.06)	51.2%
6240 · Literacy Services	1,780.87	2,000.00	(219.13)	89.0%
Total PROGRAMS	22,322.60	54,200.00	(31,877.40)	41.2%
Total Expense	1,842,069.81	3,550,000.00	(1,707,930.19)	51.9%
Net Ordinary Income	1,577,664.11	(21,000.00)	1,598,664.11	(7,512.7)%
Net Income	<u>1,577,664.11</u>	<u>(21,000.00)</u>	<u>1,598,664.11</u>	<u>(7,512.7)%</u>

Altadena Library District
Balance Sheet
 As of December 31, 2018

Dec 31, 18

ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
Cash in Banks	
1021 · Chase General Acct...2951	278,336.06
1026 · Chase HY Svgs...6883	28,639.38
1041 · Chase HY Svgs...6875	130,910.48
Total Cash in Banks	437,885.92
Cash on Hand	
1080 · Petty Cash	500.00
1081 · Cash Register - Main	150.00
1082 · Petty Cash - Branch	100.00
1083 · Cash Register - Branch	100.00
Total Cash on Hand	850.00
Cash with County	
1010.00 · Cash in County Treasury	2,680,756.73
1013 · FMV - COLA Funds	(36,829.67)
Total Cash with County	2,643,927.06
Total Cash & Cash Equivalents	3,082,662.98
Total Checking/Savings	3,082,662.98
Other Current Assets	
1400 · Property Taxes Rec - Secured	1,448,548.61
1401 · Parcel Assessment Receivable	499,679.45
1410 · Property Tax Rec - Unsecured	2,519.45
Total Other Current Assets	1,950,747.51
Total Current Assets	5,033,410.49
Fixed Assets	
Capital Assets	
Accumulated Depreciation	
1800 · Accum Depr (S & I)	(1,118,428.14)
1900 · Accum Depr (FF & E)	(15,846.24)
Total Accumulated Depreciation	(1,134,274.38)
Depreciable Assets	
1550 · Structures & Improvements	1,712,098.10
1700 · Furniture, Fixtures & Equipment	79,965.35
Total Depreciable Assets	1,792,063.45
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	179,780.28
Total Capital Assets	837,569.35
Total Fixed Assets	837,569.35

Altadena Library District
Balance Sheet
 As of December 31, 2018

Dec 31, 18

Other Assets	
Deferred Outflows of Resources	
1990 · DOR - Pension Contributions	180,238.00
1991 · DOR - Pension Related	524,894.00
1993 · DOR - OPEB Related	7,322.00
Total Deferred Outflows of Resources	712,454.00
Total Other Assets	712,454.00
TOTAL ASSETS	6,583,433.84
<hr/>	
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	17,715.03
Total Accounts Payable	17,715.03
Credit Cards	
2010 · UMB Card Services...3219	90,288.87
Total Credit Cards	90,288.87
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	
2100.09 · Disability Insurance	(78.72)
Total 2100 · Payroll Payable	(78.72)
Total Other Current Liabilities	70,888.43
Total Current Liabilities	178,892.33
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	3,845,747.33
Equity	
3300 · Retained Earnings	1,160,022.40
Net Income	1,577,664.11
Total Equity	2,737,686.51
TOTAL LIABILITIES & EQUITY	6,583,433.84
<hr/>	

Altadena Library District Board of Trustees

Committee Report - Bylaws Committee

February 2019 | Committee Members: Gwen McMullins (Chair), Katie Clark

Meetings

February 4, 2019, 10:30-11:30am

February 12, 2019, 1:00-3:30pm

I. Formation & Scope of Work

The Bylaws Committee is tasked with updating the policies and practices of the Altadena Library District Board of Trustees from their current form (last revised in 2006). The Committee is composed of two trustees, a less-than-quorum *ad hoc* committee, and as such is not subject to the constraints of the Brown Act. At the December meeting of the Board, Trustee Clark was appointed to the committee to replace Trustee Kahn, and Trustee McMullins retained the chair. At the January meeting, the scope of work and timeline of the committee was specified, and so in February the committee has progressed to the work with which it has been delegated.

II. Initial Meeting, 2/4/19

The Committee convened on February 4th, 2019, from 10:30-11:30am. Both Trustees McMullins and Clark were in attendance, as were Interim Director Cindy Cleary, Estella Terrazas and Kylynn Chaney. The activities of the committee as previously constituted were discussed had largely entailed a partial update of the District's Bylaws. The committee agreed that the Palos Verdes Library District's board policies would be a helpful model upon which to base this District's policies. The committee further discussed and agreed that "bylaws" were a misnomer, as the governing policies of a public board are more properly called a "board policies" or "governing policies," to be separated from "operational policies" more within the ambit of the day-to-day operations of the District. The committee agreed to the following timeline and steps:

1. Collate existing bylaws, partial committee draft, and Palos Verdes template into one document, properly set up as board policies, without introducing new content or changes (*assigned to Trustee Clark, disseminated to the committee by February 8, 2019 for review*).
2. Perform a close reading of the new draft, with a section-by-section discussion and edits, to reach a working draft which can then be presented to the Board and to the public for a period of comment and review (*ongoing process begun at the meeting on February 12, 2019, from 1-3:30pm, and scheduled to be completed at subsequent meetings on February 27 & 28, 2019, from 9-11am*).

Altadena Library District Board of Trustees

Committee Report - Bylaws Committee

February 2019 | Committee Members: Gwen McMullins (Chair), Katie Clark

3. Upon the completion of a working draft, refer draft to legal counsel to ensure that no inadvertent legal mistakes have been made with regard to the District's governing policies (*send to counsel by Monday, March 4, to receive back within two weeks*)
4. Include the working draft from the committee with the March Board packet, with the aim to have at least one public comment meeting of the committee prior to the April board meeting as well as an item on the April agenda.
5. Submit the revised Board policies to the Board with the April Board packet for their discussion, approval, and adoption.

III. Draft Review Meeting, 2/12/19

The next meeting of the committee was on Tuesday, February 12, 2019, from 1:00-3:30pm. Again, Trustees McMullins and Clark were in attendance, joined by Interim Director Cindy Clear, Estella Terrazas, and Kylynn Chaney. Trustee Clark presented a summary of the collation efforts among multiple drafts, and answered questions about what material came from which sources. Thereupon, the committee began a line-by-line reading of the new draft prepared by Trustee Clark, and made considerable progress on a number of items. It is estimated that another two, similar, meetings will result in a working draft.

Those meetings have been scheduled for Wednesday, February 27th, and Thursday, February 28th, from 9:00-11:00am.

Report Approved By:
Gwen McMullins, Bylaws Committee Chair

Report Prepared By:
Katie Clark, Bylaws Committee Member

Altadena Library District Board of Trustees Committee Report - Strategic Planning Committee

February 2019 | Board Committee Members: Katie Clark (Chair), Jason Capell

Meetings

None in February 2019

I. Formation & Scope of Work

The Strategic Planning Committee is tasked with developing a new strategic plan for the Altadena Library District. Because the current Strategic Plan, last updated in 2013, expires this fiscal year, the committee is tasked with clarifying, updating, and specifying the mission, vision, goals, and strategic plan for the Altadena Library District; with engaging members of the public as well as library staff in a productive and open conversation about how the District might serve residents' needs better in the future; with creating a strategic plan that brings the District in line with best practices for special districts in the state of California; and with providing a written Strategic Plan to the Board of Trustees by September 1, 2019, for their consideration, amendment, and adoption.

At the December meeting of the Board, Trustees Clark and Capell were appointed to the committee, with Trustee Clark as chair. At the January meeting, the scope of work and timeline of the committee was specified, and it was determined that the committee would be constituted as a special committee, open to members of the public, and would operate under the constraints of the Brown Act. Therefore, the primary tasks of the committee in February were organizational.

II. Call for Members of the Public

In consultation with Trustee Capell and Interim Director Cindy Cleary, Trustee Clark drafted a call for participation from the Altadena Community (please see Appendix B) which was posted publicly on the library's website and social media as well as in community online outlets on Friday, February 8, 2019. A deadline for submissions was set for Friday, February 22, 2019.

The Chair responded to a number of inquiries and questions, in person and online, about what might be entailed in serving on the committee, and a number of persons expressed interest in attending meetings while not necessarily committing to full committee membership. Of the [X NUMBER] of complete applications for membership received, the Chair, having conferred with Trustee Capell, is pleased to present to the Board for their approval the attached slate of members (see following page). Any supporting statements/qualifications submitted by proposed members can be found in Appendix A.

Altadena Library District Board of Trustees

Committee Report - Strategic Planning Committee

February 2019 | Board Committee Members: Katie Clark (Chair), Jason Capell

III. Strategic Planning Best Practices & Independent Facilitation

The Chair also sought out information from CSDA (California Special District Association) on strategic planning processes and best practices for special districts, and learned two useful lessons:

(1) CSDA (California Special District Association) has an [on-demand webinar on strategic planning](#); the Interim Director is currently looking into how that might be paid for and whether or not it could be made available to the entire Board/Strategic Planning Committee.

(2) The Chair talked to David Aranda as well as Chris Palmer from CSDA, and the consensus seemed to be that getting a facilitator with special district strategic planning expertise would be a very wise move for several reasons:

- It would ensure best practices and a coherent process;
- It would allow a third-party, independent facilitator to help the District identify its strengths, weaknesses, challenges, opportunities, mission, and vision, unfettered by any involvement in previous processes or conflicts;
- It would help clarify the District's plan for the future, ensuring that as we search for a permanent Director, our goals and priorities would be clear;
- It would be a value-add in attracting and retaining a highly-qualified permanent Director, as evidence that the District is on a firmer footing moving forward.
- It would signal to the public that the District is invested in a real, public conversation about the future of our libraries, our services, and our plan.

The downside, of course, is that any outside facilitator will cost money. *(KC: It is my opinion that this would be money very wisely spent, and would help the District avoid future issues that could wind up being very expensive.)*

Two agencies/facilitators were recommended - Martin Rauch of [Rauch Communication Consultants](#), and Brent Ives of [BHI Management Consulting](#). The Chair has reached out to both, and was, at the time of this report's preparation, able to speak with Martin Rauch. A call with Brent Ives is scheduled in the next several days. The details of that initial conversation, as a rough guide to industry practice, can be found in the following section.

Altadena Library District Board of Trustees Committee Report - Strategic Planning Committee

February 2019 | Board Committee Members: Katie Clark (Chair), Jason Capell

IV. Outside Facilitators (Summary)

Martin Rauch, Rauch Communication Consultants (phone conversation)

Martin assured me that the steps and timeline we have set in place so far seem entirely on track with best practices. His firm, established in 1971, works almost entirely with special districts (as well as JPAs, cities, and counties). He outlined a process as follows:

1. Facilitator conducts a series of confidential interviews with key people (committee members, trustees, other community stakeholders, potentially the former Director and/or legal counsel) designed to obtain a full sense of the District's current state, which would then be collated into a full report;
2. Facilitator holds 2-3 workshops for the Board/committee (about 6 hours each), open to the public and Brown Act compliant, providing an opportunity to dive into conversations about priorities, mission, vision, values, and key policy aims;
3. The outcomes of those workshops are then referred to staff, who bring back a work/implementation plan, which provides a reality check as to how realistic/achievable/attainable those goals are, and which may require some reorganization of the plan;
4. An oversight process is built in: how will the Board, the Interim or permanent Director, and staff be held accountable to the goals set forth in the strategic planning process?
5. A final, written encapsulation of this process is drawn up and presented to the Board for its approval.

Martin also alluded to additional services or public outreach options that could be desirable (including town halls, public comment periods, etc.) that could be handled either by the District or, if we were not able to manage it on our own, by his firm. *(KC: It is my opinion that we could save some money here and handle public outreach ourselves. Usually it is not terribly difficult to get our neighbors to share their opinions with us.)*

In terms of timeline, he reiterated that a September 1 deadline seems quite reasonable, and that his firm would require several weeks to prepare a sufficiently detailed proposal that takes into account the needs of our District.

In terms of cost, he indicated that a complete strategic planning process, excluding additional public outreach, would be somewhere in the neighborhood of \$25-\$30,000.

Altadena Library District Board of Trustees Committee Report - Strategic Planning Committee

February 2019 | Board Committee Members: Katie Clark (Chair), Jason Capell

Proposed Members

The Chair is pleased to present to the Board for their approval the following slate of members for the Special Committee on Strategic Planning:

- Cindy Cleary, Interim Director, Altadena Library District
- Hafsah Abdus-Shakur
- Anne Chomyn
- Veronica Jones
- Sharon Collins
- Monica Hubbard

Qualifying statements/resumes submitted by members of the community can be found in Appendix A (personal contact information has been edited out).

Altadena Library District Board of Trustees Committee Report - Strategic Planning Committee

February 2019 | Board Committee Members: Katie Clark (Chair), Jason Capell

Appendix A Proposed Members' Statements of Interest/Resumes

* * *

Hafsah Abdus-Shakur:

I am interested in serving on this Committee to assist in a plan that will bring all members of the Altadena community involved with the Library. I would like to see us move forward with all inclusive ADA compliant facilities and a more welcoming posture to everyone. I am retired and am presently on the Board of the Friends of the Library.

* * *

Anne Chomyn:

As you know, I am interested in serving on your Strategic Planning Committee.

A little bit about my background: I have degrees in Physics and Biology, worked at Caltech for most of my career, and retired in 2012. I served on the Altadena Town Council and on its Land Use Committee from 2015 to 2017. I've been Chair of the Town Council's Filming Committee since its inception in 2016, and I am a founding member of the Council's Safe Streets Committee. After my term on the Town Council, I joined the leadership team of Neighbors Building a Better Altadena, where I served for one year. I am currently a Board member of Altadena Heritage (since January 2018).

I've been a resident of Altadena since 1976. My first participation in community activities was to join the Friends of the Altadena Library, back in the 90's, and help out at the annual book sale. I've worked at the book sale several times since then and look forward to doing so again. I have been attending Library Board of Trustees meetings for nearly a year and a half and have developed a keen interest in the direction that the library and the Board have taken and are taking. Under Mindy Kittay's direction the library has undergone amazing changes and has clearly established itself as a model of a 21st Century library. I would like to see the library continue in this positive direction. I realize how important a good strategic plan is for the library, and therefore, I would like to help in the development of such a plan by serving on the Strategic Planning Committee. As Altadena Heritage maintains a strong interest in the success of our library, I would also be representing Altadena Heritage on your committee.

Altadena Library District Board of Trustees Committee Report - Strategic Planning Committee

February 2019 | Board Committee Members: Katie Clark (Chair), Jason Capell

* * *

Veronica Jones:

BOARD PROFILE

Recently retired from public service after nearly 20 years with the City of Pasadena. I have been a resident for over 50 years and I continue to be a fierce and dedicated advocate for the community, where I now serve as a member of the Altadena Town Council representing a diverse and once underrepresented area of Altadena. In my tenure with the City, I represented and advocated for the employees of the City of Pasadena as an executive member of the Public Municipal Employees Association and Political Action Committee. Key interests include managing organizational change, advancing through technology, relationship and consensus building, and financial literacy for families.

PROFESSIONAL EXPERIENCE

City of Pasadena

07/1998 - 04/2016

MANAGEMENT ANALYST II

100 N. Garfield Ave. Pasadena, CA 91109

As Management Analyst, worked with the Finance department head and City executives to formulate strategies to increase efficiency of Deferred Compensation program and Plan management and serve as Board member for the Deferred Compensation Plan Board on behalf of City employees.

- Progressed from Office Manager to Management Analyst, managing successful fund investments for the deferred compensation plan activity for the City's 457 - Deferred Compensation Plan.
- Served as member of the Deferred Compensation Plan Board and represented the diverse interests of the Plan shareholders.
- Analyzed financial and investment trends to assess financial viability and make recommendations with regards to the Plan administration.
- Managed team of strategic consultants, including The Hartford Financial Services Group, which provided support for Plan administration.
- Regularly provided Plan updates and requests for presentation to the City Council, City Manager and various committees and citizen groups at the request of executive staff.

Altadena Library District Board of Trustees Committee Report - Strategic Planning Committee

February 2019 | Board Committee Members: Katie Clark (Chair), Jason Capell

EDUCATION & COMMUNITY LEADERSHIP

Master of Arts, Organizational Leadership and Development **June 2012**
Woodbury University, Burbank, CA (Salutatorian)

Bachelor of Arts, Organizational Leadership **May 1982**
California State University - Los Angeles, Los Angeles, CA

Councilmember, Altadena Town Council **June 2017**
Elected in to serve as member of the Altadena Town Council
Term - 2 years

Mentor, Union Station Homeless Services **October 2017**
Selected to serve as a volunteer career and life mentor
Working with female residents of Family and Adult Center Shelters for Union Station
Homeless Services

* * *

Sharon Collins:

It was a pleasure to meet you at the NBBA meeting last Saturday. It was during that meeting that I realized the library has the potential to be even more valuable for our community. It is such a central and permanent fixture that I think it is important to explore all of the possibilities for community contribution that the library holds. I believe that to fully live up to its potential the library must serve our entire diverse community. Input to the strategic planning process needs to be inclusive. I was pleased to read your email about the desire for inclusivity.

I think the library's new website is a great start in providing information important to residents. There are already many wonderful offerings for the community. And the ability for community groups to post their events is a significant advancement. My hope is that as the library is seen as increasingly central to community life, the involvement and commitment of the community will also increase.

I have been a resident of Altadena (President Streets area) since 1976. The library was a part of my children's lives. I remember fondly my daughter at age 3 stretched out on the library counter signing her name so she could have her very own library card.

Altadena Library District Board of Trustees Committee Report - Strategic Planning Committee

February 2019 | Board Committee Members: Katie Clark (Chair), Jason Capell

Altadena committee:

I am a member of the Altadena MYN Disaster Preparedness Committee.

I am a (new) volunteer at Altadena Library's Homework Helpers program

I volunteer in the rose garden at Huntington Library and Botanical Gardens

My work experience:

I worked for the State of California, Workers' Compensation Appeals Board (the court) as a Disability Evaluation Specialist from 1974 to 2000. The work involved "rating" injured workers' residual disability after a work-related injury. The process involved reading the medical reports, analyzing the doctor's view of disability and translating that into formulas that translated into monetary conclusions. Most cases were settled, however if the case were litigated, the disability expert may testify to the method used to arrive at the recommend rating. In 1993 I became the Area Supervisor for the regional disability offices from Fresno to San Diego. I was responsible for hiring, training, evaluating and, on occasion, disciplining staff.

In 2000 I retired from the State of CA and started a consulting business. I rated cases for attorneys (both applicant and defense attorneys) as well as for insurance companies. This was a very successful business, allowing me to retire in 2010.

From 1985 to 2005, my partner and I gave seminars to Workers' Compensation attorneys for continuing education credits. We taught both basic and advanced classes on how to rate disability and we created new seminars as the laws changed or new disabilities were scheduled.

I served on many committees in my years with the state. During 1993 and 1994, I chaired the schedule revision project. We created a new Schedule for Rating Disability that we presented to the legislative subcommittee prior to its adoption in 1994.

* * *

Monica Hubbard:

Altadena/Pasadena-related community service

- ACT (Steering Committee, 2008-)
- Alliance to Save Our Altadena Libraries/Yes on A Committee (Leadership team; Chair, Communications Sub-Committee; 2013-2014)
- Altadena 125th Birthday Community Celebration (Organizing Committee, 2012)
- Altadena Chamber of Commerce (Member, 2007-), Board of Directors (2008-2009)

Altadena Library District Board of Trustees

Committee Report - Strategic Planning Committee

February 2019 | Board Committee Members: Katie Clark (Chair), Jason Capell

- Altadena Heritage, Member
- Altadena Historical Society, Member
- Altadena Library District Strategic Planning Committee (2009, 2013)
- Altadena News Working Group (Convener, 2015-2017)
- Altadena Sheriff's Neighborhood Watch Co-captain (Pepper Drive Neighbors, 2007-)
- Altadena Sheriff's Community Advisory Committee (Member, 2007-2018)
- Altadena Women's Network E-Newsletter, Founder (Editor/Publisher, 2007-)
- Altadena Town Council Public Education Committee (2008-2009, 2012-2014)
- Arroyos and Foothills Conservancy
- Assemblymember Chris Holden's Women's Advisory Committee
- Coalition for a Common Vision
- Foster Care Project (Founding steering committee member)
- Friends of the Altadena Libraries, Member
- Friends of the Altadena Senior Center, Member
- Great Pasadena Affordable Housing Group, Member
- Invest in PUSD Kids (Advocacy for public schools in Altadena, Pasadena, Sierra Madre; founding member)
- Jericho Road Advisory Committee (provides free professional consulting services to area nonprofits)
- League of Women Voters Pasadena Area (former board member and communications chair)
- National Women's Political Caucus Greater Pasadena Area (former officer)
- Neighbors Building a Better Altadena (Founder, 2012-2019)
- Pasadena Educational Foundation (Board member, 2013-2015)
- Pasadena Latino Coalition (Founding member)
- Pasadena Unified School District (two daughters are PUSD graduates)
- PTA offices (various) District level, Burbank School, Eliot Middle School, John Muir High School (president); District and site level GATE committees; Music Boosters Eliot, John Muir High School; School Site Councils Eliot, John Muir; Measure TT and Measure CC Steering Committees and Coordinating Committees
- Pasadena Village (Serving the greater Altadena/Pasadena area; Founding board member)
- Save St. Luke/Emergency Care Now (Coordinating Committee member, 2007-2008)
- Wired Women E-newsletter (Editor, Publisher, 2007-)
- Young & Healthy (Nonprofit providing free health, dental and vision services to PUSD children and families with no insurance. Advisory Committee, 2012-)
- YWCA (former Racial Justice Committee member)

Altadena Library District Board of Trustees Committee Report - Strategic Planning Committee

February 2019 | Board Committee Members: Katie Clark (Chair), Jason Capell

Community Service Awards:

- California Institute of Technology Alumni Association, Honorary Alumna Award, 1997
- Altadena/Pasadena Soroptimist Club, Ruby “Women Helping Women” Award, 2011
- Pasadena Star News/Rose Magazine: Jewels of Pasadena Women of Distinction, 2011
- THE Magazine, 50 Fabulous Women of 2013
- Zonta Club of Pasadena, Shero Award, November 2013
- Altadena Chamber of Commerce Citizen of the Year Award, 2014
- Altadena Children’s Center It Takes a Community Award, 2017
- Pasadena Weekly “Best Citizen”, 2017
- State Senator Anthony Portantino (SD25) Women in Business “Trailblazer Award”, 12/2018
- Assemblymember Chris Holden (AD41) Woman of Distinction Award (Altadena), 3/2019

Appendix B **Call for Community Members**

Strategic Planning Committee - Call for Members

The Altadena Library District needs you! The Board of Trustees has formed a Strategic Planning Committee, which will include library trustees, staff, and most importantly, members of the public. The library district's current strategic plan expires this year, and there's a lot to consider in building a strong plan for the future. We need to develop a plan that includes all of Altadena, and we want your help.

Committee members will join trustees and staff in regular meetings (between 1-2 a month), actively seek input from their neighbors and communities to which they belong in between meetings, and participate in the discussion, drafting, and revision process of creating a Strategic Plan for the Altadena Library District. Every effort will be made to create a committee that is as inclusive and representative of all of Altadena as possible, and members of the Strategic Planning Committee will be asked to assist particularly in

Altadena Library District Board of Trustees Committee Report - Strategic Planning Committee

February 2019 | Board Committee Members: Katie Clark (Chair), Jason Capell

reaching out to include those of our neighbors who may not have been included in past discussions about the library.

If you're interested in joining the committee, please submit a statement of interest (or resume), and let us know why you want to join, what communities/organizations you're a part of in Altadena, and what relevant experience you'll bring. The Strategic Planning Committee will meet regularly between mid-March and September 1, and all meetings will be open to the public. (So even if you don't feel you can join the committee as a full member, we hope you'll come to the meetings and make your voice heard.)

Please submit your statement of interest/resume via email to kclark@altadenalibrary.org by no later than 5pm on Friday, February 22. Prospective members will be considered, approved, and announced at the next Board of Trustees meeting on Monday, February 25.

*Please note: attendance at the 2/25 meeting is *not* required for consideration; all prospective members are asked only for a written submission of interest.*

Thank you!

Report prepared by:

Altadena Library District Board of Trustees Committee Report - Strategic Planning Committee

February 2019 | Board Committee Members: Katie Clark (Chair), Jason Capell

Katie Clark, Strategic Planning Committee Chair

Altadena Library District Board of Trustees

Trustee Report - Katie Clark

February 2019

I. Communications/Community Outreach

One ongoing effort is an attempt to establish a viable line of communication between the community and the Board, so that Altadena residents feel that there is a visible and accessible point of contact outside of meetings and formal events.

To that end, I continued my practice of posting updates on Board meetings and other issues of concern (e.g. the Strategic Planning Committee's call for members). This month, I transitioned my platform from one that was extant solely on social media to one on Medium.com (medium.com/@altadenakatie), in the hopes that it would be more accessible and more easily found by members of the community who may not be tied in to social media platforms like Facebook or Nextdoor.

- [January Board Update](#)
- [Strategic Planning Committee](#)

I've also continued my practice of creating an index for the YouTube videos of Board meetings, tied to the agenda, so that anyone interested can more easily find the portion of the video they want.

II. Neighbors Building a Better Altadena (NBBA) meeting on the opportunities and challenges around a “newspaper” for Altadena (2/19/19)

I was asked to speak about the Community Conversations project at the 2/19/19 meeting of NBBA, and specifically on the issue of communications in Altadena. The meeting was an exploratory roundtable on the future of news coverage in Altadena. Presenters from Altadena Historical as well as a working group that had explored the question also addressed past attempts to engage the community and what challenges and obstacles had arisen. This meeting was a productive first step in the conversation, and there seemed to be general consensus on two points specific to the Library District:

1. **That the District's community calendar is a great resource but one that has very low visibility and usage.** Indeed, it is quite difficult to find on the updated website; one has to navigate from Main Page > Resources > Altadena Resources > Community Calendar, so it is not hugely surprising that it is less well used; it might also benefit from an update to appear similar to the Library events calendar which is more user-friendly.
2. **That the Library District has an important role to play as a hub for any future attempt to bring better communications to Altadena,** whether as a primary instigator, or in partnership with other institutions or nonprofits or organizations. It

Altadena Library District Board of Trustees

Trustee Report - Katie Clark

February 2019

was suggested that this be discussed in the strategic planning process as a point of community interest.

III. CSDA Board Member Best Practices Training

I had the opportunity to attend a half-day training at the Cucamonga Valley Water District in Rancho Cucamonga hosted by the California Special District Association on “Board Member Best Practices” on 2/14/19. The presentation covered a wide range of topics, from fiscal oversight, to norms and best practices, to policy writing, to effective working relationships between boards and executives. [My notes are available to anyone who’s interested here](#), and I’ll give a copy of the handbook from the seminar to the Library so that it’s available as a reference guide. This was my first training session with CSDA and I was very impressed with the expertise of the instructor and the practical application for the material covered.

While many of the topics covered deserve a much longer discussion in appropriate fora (policies via, e.g., the Bylaws subcommittee), one immediate recommendation I found particularly helpful was regarding Board interactions. It was pointed out that **collaboration is greatly enhanced by being able to see one another clearly**, to see facial expressions and body language, and that a room setup that allows Trustees to see each other (as well as the public, and staff) can be hugely beneficial. **I’d recommend that we consider adopting such an arrangement.**

IV. CSDA Transparency Webinar

On Wednesday, 2/20/19, I participated in a free webinar from CSDA entitled “Achieving Transparency Isn’t As Hard As It Seems,” which covered a wide range of requirements (many of them new as of 2018, 2019, and 2020) for special districts to ensure public transparency. I am very pleased to report that our District is out ahead on many of these requirements. I have an upcoming meeting scheduled with the Interim Director to discuss these guidelines.

I would also recommend that at some point, we consider the merits of working toward a [Special District Transparency Certificate of Excellence](#) via the Special District Leadership Foundation. Not only would it be an important achievement for a District that has, to be frank, struggled with questions and perceptions around transparency, it would also be a hugely productive process to work through to ensure that we are in full compliance with all state and federal regulations, and that we are going above and beyond those requirements for our constituents. Again, many of these are already adequately covered by the District with our existing website and services.

Altadena Library District Board of Trustees

Trustee Report - Katie Clark

February 2019

V. Presence at District Events

Finally, I was pleased to be able to represent the District at several events, often with other Trustees or staff, and was - as always - so impressed and delighted with the high quality of programming that staff works so hard to provide to our community. I was particularly pleased to see such a full house for Jeffrey Stewart's talk at the Main Library on 2/9/19, and look forward to future collaborations between the Library and organizations like Altadena Heritage.

- Chamber of Commerce Annual Awards Dinner (2/1/19)
- African drumming program @ Bob Lucas (2/5/19)
- Jeffrey C. Stewart in conversation with Michele Zack, a Black History Month event co-sponsored by Altadena Heritage and the Library; discussing art, the philosophy of Alain Locke, and Altadena as a special space in Black History (2/9/19)

Report Prepared By:
Katie Clark



**California Special
Districts Association**
Districts Stronger Together

DATE: February 15, 2019
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2020 - 2022 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 17, 2019. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csga.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019. The successful candidates will be notified no later than August 13, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2018.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat B-Greg Orsini, GM, McKinleyville Community Services District*
Sierra Network Seat B-Ginger Root, GM, Lincoln Rural County Fire Protection District *
Bay Area Network Seat B-Ryan Clausnitzer, SDA, GM, Alameda County Mosquito Abatement District*
Central Network Seat B-Tim Ruiz, GM, West Niles Community Services District
Coastal Network Seat B-Jeff Hodge, SDA, GM, Santa Ynez Community Services District*
Southern Network Seat B-Bill Nelson, Director, Orange County Cemetery District

(* = Incumbent is running for re-election)

AGAIN, THIS YEAR!

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019.

Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail Amberp@csga.net by April 17, 2019 in order to ensure that you will receive a paper ballot on time.

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 9, 2019.

The successful candidates will be notified no later than August 14, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2019.

If you have any questions, please contact Amber Phelen at amberp@csga.net.



California Special
Districts Association
Districts Stronger Together

2019 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by fax, mail, or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – April 17, 2019



2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**



California Special Districts Association
DISTRICT NETWORKS

