



## AGENDA

Regular Meeting Board of Library Trustees | Altadena Library District  
Community Room – Main Library – November 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.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Kylynn Chaney at (626) 798-0833 x118 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

**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. Consent Calendar**

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

- Approval of Minutes – Regular Meeting held October 28, 2019 Pages# 3-5
- Approval of Minutes – Special Meeting held November 6, 2019 Page #6
- Review of Minutes from Emergency Meeting held October 30, 2019 Page# 7
- Departmental Monthly Reports – October 2019 Pages# 8-16

**4. Consideration of Items Removed from the Consent Calendar**

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

**5. Reports (Information)**

- a. Reports of Support Groups
  - (i) Altadena Library Foundation
  - (ii) Friends of the Altadena Library
- b. District Director's Report – October 2019
  - (i) Library General Operations Pages# 17-20
  - (ii) Review of State Report 18-19 Pages# 21-29

- (iii) CLA Conference
  - c. Financial Reports – September 2019 Pages#30-48
  - d. Committee Reports
    - (i) Budget Committee
    - (ii) Facilities Committee Pages# 49-69
      - ARG Update
    - (iii) Strategic Planning Committee
    - (iv) California Voting Rights Act Committee
  - e. Trustee Reports
- 6. Unfinished Business**
  - a. Brown Act Refresher (Information)
  - b. Review and Approval of Updated Investment Policy (Action) Pages# 70-78
- 7. New Business**
  - a. Director Performance Evaluation Process (Information)
  - b. Pasadena Unified School District - Franklin Elementary Discussion (Information)
  - c. Review and Approval of Holidays and Closures for 2020 (Action) Page #79
  - d. Review and Approval of Board of Trustees Meeting Calendar for 2020 (Action) Page#80
- 8. Correspondence**
- 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.



## MINUTES

Regular Meeting Board of Library Trustees | Altadena Library District  
Community Room – Main Library – October 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.

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### 1. Call to order

[https://youtu.be/n5Go1l\\_HaWI?t=15](https://youtu.be/n5Go1l_HaWI?t=15)

### 2. Open Session

#### a. Roll Call

**Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Clark, Trustee Capell**

#### b. Approval/Reordering of Agenda Items

Interim Director Cleary noted that item 6c, the updated Investment Policy would be deferred to the next regular meeting.

Trustee Andruess noted that the Strategic Planning Report would be moved up.

**Moved by Trustee McMullins to amend the agenda as presented**

**Second by Trustee Clark**

**Aye: Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Clark, Trustee Capell**

#### c. Adoption of Agenda

**Moved by Trustee Kahn to adopt the agenda as amended**

**Second by Trustee Clark**

**Aye: Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Clark, Trustee Capell**

#### d. Public Comment on Non-Agenda Items

### 3. Consent Calendar [https://youtu.be/n5Go1l\\_HaWI?t=161](https://youtu.be/n5Go1l_HaWI?t=161)

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

- Approval of Minutes – Regular Meeting held September 23, 2019
- Departmental Monthly Reports – September 2019

**Moved by Trustee Clark to approve the Consent Calendar**

**Second by Trustee Kahn**

**Aye: Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Clark, Trustee Capell**

**4. Consideration of Items Removed from the Consent Calendar**

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

**5. Reports (Information)**

[https://youtu.be/n5Go1L\\_HaWI?t=485](https://youtu.be/n5Go1L_HaWI?t=485)

- a. Update on Public Unified School District Closures  
Jennifer Lee, Town Council, Chair of the Education Committee  
Trustee Clark asked the item be heard later in the agenda
- b. Reports of Support Groups
  - (i) Altadena Library Foundation - Bridget Brewster reported
  - (ii) Friends of the Altadena Library – Joy Strayer reported
- c. District Director's Report [https://youtu.be/n5Go1L\\_HaWI?t=1172](https://youtu.be/n5Go1L_HaWI?t=1172)
  - (i) Library General Operations – Interim Director Cleary reported
  - (ii) Technical Services Presentation – Carlene Chiu
  - (iii) Staff Association History – Yuni LaFontaine
- d. Financial Reports – August 2019  
Business Manager Fabry reported
- e. Committee Reports
  - (i) Budget Committee – Trustee Andruess reported
  - (iii) Strategic Planning Committee – Trustee Clark reported, noting upcoming meetings for the Strategic Planning process
  - (ii) Facilities Committee – Trustee Capell reported, noting upcoming meetings with the Architectural Firm
  - (iv) California Voting Rights Act Committee
- f. Trustee Reports
  - (i) Government Relations Liaison

Trustee Reports: Trustee Andruess, Trustee Kahn, Trustee McMullins, Trustee Capell, Trustee Clark

Trustee Clark spoke briefly regarding the Pasadena Unified school closures

Trustee Clark left the meeting at 6:45 p.m.

**6. Unfinished Business**

- a. Art Restoration Update. George Gardner Symons. (Discussion) – Interim Director Cleary reported on the status of an anonymous donation to restore the painting. It was noted that this will be discussed during the budget review.
- b. Review and Approval of Resolution 2019-09 – Updates to Board Of Trustees Policies And Procedures (Action) [https://youtu.be/n5Go1L\\_HaWI?t=6742](https://youtu.be/n5Go1L_HaWI?t=6742)

**Moved by Trustee Kahn to adopt the Resolution**

**Second by Trustee Capell**

**Aye: Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Capell**

**Absent: Trustee Clark**

- c. Review and Approval of Updated Investment Policy (Action)
- d. Review And Approval To Rescind Resolution 2019-02 Establishing Authorized Signers For Chase Bank, Transfer Accounts From Chase To Pacific Western, And Accept The Pacific Western Certified Corporate Resolution Authorizing District Representatives To Act As Signatories (Action)  
**Moved by Trustee McMullins to rescind the Resolution 2019-02 and accept the Pacific Western Certified Corporate Resolution**  
**Second by Trustee Kahn**  
**Aye: Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Capell**  
**Absent: Trustee Clark**
- e. Brown Act Refresher (Information) – Administrative Assistant Kylynn Chaney Reported

- 7. **New Business** [https://youtu.be/n5Go1l\\_HaWI?t=7214](https://youtu.be/n5Go1l_HaWI?t=7214)
  - a. Review and Approval of Updated Video Surveillance Policy (Action)  
**Moved by Trustee Kahn to approve the Updated Policy**  
**Second by Trustee McMullins**  
**Aye: Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Capell**  
**Absent: Trustee Clark**
  - b. Review and Approval of Addendum to Employment Contract with Interim Library Director (Action)  
**Moved by Trustee McMullins to approved the addendum to the Employment Contract with Interim Library Director**  
**Second by Trustee Capell**  
**Aye: Trustee McMullins, Trustee Kahn, Trustee Andruess, Trustee Capell**  
**Absent: Trustee Clark**

- 8. **Correspondence**
- 9. **Proposed Future Agenda Items – Franklin Elementary, Director Evaluation Procedures**
- 10. **Adjournment**

Moved by Trustee Kahn to adjourn the meeting  
Second by Trustee McMullins  
Meeting Adjourned at 7:21 p.m.



## MINUTES

Special Meeting Board of Library Trustees | Altadena Library District  
Community Room – Main Library – November 6, 2019 – 7:00 p.m.

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### 1. Call to order – 7:04 p.m.

### 2. Open Session

#### a. Roll Call

**Present: Kahn, Andruess, Clark, Capell**

**Absent: McMullins**

#### b. Public Comment

### 3. New Business

#### a. Review of Draft Strategic Plan

Margaret Sullivan of Margaret Sullivan Studios Presented the Draft Strategic Plan

The Board went into Recess from 8:05 to 8:15 p.m.

Public Comment and Board Discussion following the Presentation.

### 4. Adjourn

**Meeting adjourned at 8:49 p.m.**



*Honoring the past, cultivating the present, empowering the future*

Pursuant to CA Gov't Code § 54956.5(e)

## **MINUTES OF THE EMERGENCY MEETING OF THE ALTADENA LIBRARY DISTRICT BOARD OF TRUSTEES**

**OCTOBER 30, 2019**

The Emergency Meeting of the Altadena Library District Board of Trustees convened at the Director's Office of the Altadena Library District Main Library, 600 East Mariposa Street, Altadena 91001 with the following present:

From the Board (via teleconference):

Trustee Jason Capell, Trustee Katie Clark, Trustee Betsy Kahn

From the District: Interim Director Cindy Cleary, IT Manager Christopher Kellermeier

The Meeting was Called to Order at 4:33 p.m.

Motion by Trustee Capell to grant authority to the District Director to close District facilities if necessary, in case of a power outage.

Second by Trustee Clark

Motion rescinded and amended by Trustee Capell to grant the District Director discretion to close District facilities, in consultation with the President or the highest-ranking Board officer, as necessary due to environmental conditions. The authority to expire at the next Board meeting.

Second by Trustee Kahn

Meeting adjourned at 4:39 p.m.

## BOARD OF LIBRARY TRUSTEES REPORT for October 2019

**DEPARTMENT:** Volunteers  
**PREPARED BY:** Yuni LaFontaine

**MEETING DATE:** November, 2019  
**LOCATION:** Community Room

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October is always a fun month for Volunteers. This October I once again had the pleasure of visiting St. Francis High School for their Service Fair. This gave me a chance to meet so many new prospective volunteers and speak directly with students and teachers about what they can do to support the library while earning their service hours for graduation. St. Francis has been a great community partner in bringing young volunteers into our library!



This October was another fun Costume Swap! This yearly event combines the best of community connection, upcycling and all ages fun, and has proven to be a smashing year after year success that brings out so many families. This year 66 people joined in our event. Showing up to swap costumes, play spooky games and do fun crafts! We always love seeing the happy kids walking away with a costume score. This fun event relies on the hard work of volunteers to make it all go so well! Our volunteers set up, sort the costumes, run games and crafts, and help spread the joy.





This October we were lucky to have great volunteers from John Marshall High School's Puente program join us in making Latino Heritage Pottery Painting and Potluck Night a great night for all! The Puente students have joined us for many events and they always bring a community spirit and great attitude! We look forward to their support at many more events!



Reported volunteer hours at The Altadena Library Total: 375

| Activity                           | Hours |
|------------------------------------|-------|
| Altadena Library Board of Trustees | 39.5  |
| Altadena Library Foundation Board  | 4.5   |
| Chess                              | 3     |
| Children's Programs                | 2     |
| Costume swap                       | 12    |
| Dungeons and Dragons               | 4     |
| Fab Lab/3D Printing                | 25.5  |
| Friends of The Altadena Library    | 190   |
| Homework Helpers                   | 12    |
| Tech                               | 4     |
| Literacy Tutor                     | 19    |
| Shelf Reading                      | 10    |
| Shelving                           | 8     |
| Special Event                      | 41.5  |

19 Teens gave a total of 94 hours in October.  
 33 Adults gave a total of 281 hours in October.  
 52 Volunteers gave an average of 7.2 hours each in October.

**BOARD OF LIBRARY TRUSTEES**  
**PUBLIC SERVICES DIRECTOR'S REPORT for November 2019**

**DEPARTMENT:** Public Services Director  
**PREPARED BY:** Estella Terrazas

**MEETING DATE:** November 25, 2019  
**LOCATION:** Community Room

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**Staffing Update**

- We had a very exciting time in late October and early November, welcoming our new District Director, Nikki Winslow, and, Jesse Lopez, our new Library Manager, Adult Services. It is tough saying goodbye to Cindy Cleary; however, having a permanent director in place allows us to really move forward as an organization.
- Several employees are due to have their annual evaluations, and, I am in process of reflecting on staff accomplishments and writing multiple evaluations!

**Library Collections Highlights**

- While processing the orders of Purchase Suggestions, Vicky discovered that our ILS, Koha, is increasingly running slow. The glitch is due to the fact that we had over 2,000 purchase suggestion records in the database; therefore, slowing down the system. Last month I started working on a little project to delete the old records and going forward we will clean out the purchase suggestions at the start of each new fiscal year.
- Sue and Jesse received training on collection development selecting and will soon begin selecting materials for the adult collection.
- The majority of our magazines come up for renewal in December of each year. I worked with Chloé to create a survey for the community to choose which subjects that want to read, or, to suggest particular magazine titles that we can purchase and to ensure existing titles are reflective of our community's wants and needs. I encourage everyone to fill out the, "What Magazines Do You Love?" survey on our Website.

**Outreach/Programming/Community Engagement Highlights**

- I attended the Community Strategic Planning Committee's monthly meeting and got to experience their positive reaction to the outcomes of the staff strategic planning process. The next day, offered another opportunity to hear from the community at the Town Hall session.

**Meeting/Professional Development Highlights**

- In September I facilitated a brainstorming session for staff to list the topics of training they want to receive. In October, Kylynn, and I met to develop a survey for staff to rank the list of trainings noted. Once we have the results, we will determine which trainings can be given by staff, what can be accomplished via Webinars or other online means, and if anything is suitable for the library to hire a facilitator.
- Attending the 2019 California Library Association Conference provided me two long days of knowledge building, networking and fun! I also served on the panel, "Build Engagement Inside and Out: Using the Harwood Practice."
- Speaking of Harwood, in early November I traveled to the Anaheim Central Library to speak at a training session offered by the California State Library about me experience learning to, "Turn Outward."

**BOARD OF LIBRARY TRUSTEES  
TEEN SERVICES REPORT for October 2019**

**DEPARTMENT:** Teen Services

**MEETING DATE:** September 23, 2019

**PREPARED BY:** Isabelle Briggs

**LOCATION:** Community Room

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**Programming Highlights:**

Teen Services had four programs this month with 23 total participants. The best attended program was Nom Nom Club, the teen cooking program, where we made elevated instant ramen. Teen Book-ish Club continues to have regular attendance from a dedicated group of participants. Book selection was done by a vote of attendees, and October's pick was *#MurderTrending* by Gretchen McNeill, a campy and gory quest for revenge that takes place on an island full of serial killers. Another highlight was the owl pellet dissection, which despite having low attendance was a hit among participants.



**Class Visits:**

Aveson Charter School had to cancel their class visits for October but rescheduled one for November.

**Outreach:**

On October 17, I attended an event held by the Collaborate PASadena Student Success Working Group where representatives from multiple community partners met with students from Rose City High School to talk with them about their senior thesis projects. The goal of the

meeting was for students to get experience talking with professionals on subjects pertaining to their research pursuits.

On October 30, I spoke at Day One Agency, a digital media marketing company with an office in Los Angeles, as part of a monthly series of talks where individuals from outside the marketing profession talk about their work and careers. I spoke about the role of public libraries in the digital age, how we contribute to information sharing and production, and how social media plays a role in teen library services. Then, as a group, we brainstormed strategies and content for the Altadena Teens Instagram account (@altadenateens)!

## BOARD OF LIBRARY TRUSTEES

### I.T. REPORT for October 2019

**DEPARTMENT:** Information Technology

**MEETING DATE:** November 25, 2019

**PREPARED BY:** Christopher Kellermeyer

**LOCATION:** Community Room

The Altadena Library District Foundation has been awarded the Pasadena Community Foundation capital grant in the amount of \$15,000. The Altadena Library Foundation had applied for the grant in order to purchase a Microsoft Surface Hub S2, a meeting collaboration tool, that will be available to patrons within the Small Meeting Room at the Main Library at 600 East Mariposa; also, this Surface Hub will be mobile and usable in alternate areas of the Library as needed by scheduled events, meetings, and other forms of collaborations. The Microsoft Surface Hub S2 is the state of the art in Microsoft Surface Hubs. We are excited to offer this tool to the public and are looking to implement it by December 1<sup>st</sup>. Kudos to Pasadena Community Foundation on this valuable contribution to our communities. To see the Microsoft Surface Hub S2 in action, visit the following URL:

<https://www.youtube.com/watch?v=pbhNngw3a-Y>

Kudos to the Friends of the Altadena Library for funding 10 additional mobile hotspots for checkout to the public. Three of the ten have been deployed to Bob Lucas Memorial Library and 7 have been deployed to the Main Library.

#### Miscellaneous Notes:

- 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. (This project is on hold until the Director position is filled).
- Server OS Software Upgrades have been purchased (Install Scheduled for December).
- The Library is evaluating digital holography for in house and external signage (This project is on hold until the Director position is filled).
- Oculus Quest programs are being evaluated, and a staff-based program review will be performed in November; the first Oculus Quest program for the public may begin in late December.
- We are evaluating an expansion on our CCTV system to include internal public areas.
- We are in the process of creating an RFP for a PA and audible alert system.
- Additional software options for the iMac Desktops are being evaluated.
- We are evaluating possible expansion to spruce up end of life 3D printer fleet.
- An additional public catalog was deployed at the Main Library

**BOARD OF LIBRARY TRUSTEES  
FACILITIES REPORT for OCTOBER 2019**

**DEPARTMENT: Facilities**  
**PREPARED BY:** Jonathan Arevalo

**MEETING DATE: November 25,2019**  
**LOCATION:** Community Room

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**Facilities Highlights for the Month of October:**

The Facilities Department continues in the month of October to expedite projects and issues that were mentioned in our Facilities Assessment Report and the normal day to day operations of the library.

I attended a ALA sponsored conference, Library Building Projects 101, in Dublin, Ohio, October 17-21. The conference went over many aspects of the building process from budgeting, funding, new building or renovation, selection of a project team (Trustees, Owner's Representatives, CM, Architects, legal, etc.), Sustainability (Green Building), and Maintenance Planning once construction is completed.

Visited different libraries in the Columbus Metropolitan Library District that were either renovated or new construction.

This training was and will be beneficial to help assist with our future endeavors in reimagining the ALD's building projects.

I also attended the 2019 CLA conference in Pasadena. One of the sessions I attended was titled "Libraries and Gardens: Growing Together". The session showed how library gardens can be much more than lovely landscaping. From STEM programs to community gardens our library has and could do more in teaching the community about the usefulness of gardens.

I have wanted to use the facilities department in a way were we can teach the community DIY courses in different subjects and the garden is one of them.

Continued to repair and or upgrade our irrigation system at the Main Library.

We had a construction company pour a 6' x 11' concrete slab on the west side of the main library (The pathway next to the Senior Center) in preparation for our external ship ladder to be installed the latter part of November.

Pulleys and ropes were installed in three of our Deodar trees in preparation for the Christmas Tree Lane lighting event. These devises will help put the lights in our trees.

**BOARD OF LIBRARY TRUSTEES  
CHILDREN'S REPORT for October 2019**

**DEPARTMENT: Children's & Family Services**

**PREPARED BY: Amanda Toledo**

**MEETING DATE: November 25, 2019**

**LOCATION: Community Room**

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Books in barbershops, examining historical structures of oppression and how they function in librarianship, and facilitating change through clear communication were just some of the topics Children's staff got to learn about at the CLA Conference in October. We were deeply interested in the sessions we attended and grateful for the learning experience. Our newest team member Cindy was unable to attend but began the Supercharged Storytime training to develop her early literacy skills. October was packed with myriad programs and opportunities for all!

The department hosted 25 programs overall for 436 patrons this month. Helen brought the final STEM activity to elementary aged children as part of the NASA @ My Library grant with her Jump to Jupiter program. 35 children and caregivers leapt through a scaled version of the solar system and created straw rockets.

Stella and I attended a meeting with PPL librarians to talk about the grant Pasadena received to hire an early literacy specialist. The specialist will observe storytimes at Pasadena, Altadena, and Sierra Madre libraries in the coming year for Growing Together PASadena. The feedback and training provided by the specialist will help us improve our skills in providing quality storytimes to the community.

32 Altadena Elementary preschoolers came for their annual library card and storytime visit mid-October! Children enjoyed a handful of books and songs and selected items to take home with their newly minted Altadena Library cards.

The big event for October was the indoor showing of the animated movie *Coco*. 38 patrons came out to see the Día de Muertos themed family flick on a large inflatable screen. While the turnout wasn't massive, a couple of Spanish speaking families stopped on their way out to share with me how much they appreciated and enjoyed the event.

Thanks to the Friends both Children's services and Bob Lucas were able to purchase new educational toys to share with the public! The funds allowed us to get new wooden blocks and mystery boxes which help children develop sensory and abstract thinking skills. The toys will be incorporated into daily access and early lit playtime.

At the start of November we looked at the draft strategic plan, had a different pre-k class drop in, and a torrent of new books began making their way into patron hands. Mid-November will bring the launch of GTP and we'll begin the process of providing referrals to families with young children as part of our regular services!

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

**DEPARTMENT:** Adult Services

**MEETING DATE:** 11/24/2019

**PREPARED BY:** Jesse Lopez

**LOCATION:** Community Room

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Since assuming my position as Library Manager, Adult Services on 10/28, I have been occupied with training, creating infrastructure for my team, scheduling, program and event planning, and grant writing.

- **Training-** collection development policy and vendor website usage to begin purchasing items for the Adult collection; Koha circulation training; policy and procedures etc
- **Infrastructure-** began recurring weekly team meetings Adult Services and with Chloe/Marketing; bi-monthly meeting with Isabelle/Teen Services
- **Scheduling-** created weekly desk schedule and filled out general schedule until 1/7/2020
- **Program and Event Planning-** Zine workshop and collection planning; One City, One Book; Summer Reading prep
- **Grant Writing-** Applied to two different grants (1) CLA Copycat grant for 8K for adult programming (sustainable cooking workshops) and (2) ALA Census equity grant for 2K to help with funding outreach for the 2020 Census.

Several adult programs have been held over the last few weeks including: Seed Library, Community Nutrition Night, 2<sup>nd</sup> Saturday, a Cricut maker demo in the fablab, No Guilt and True Crime book clubs and a very successful and well attended Open Mic Night on 2<sup>nd</sup> Tuesday. In future reports, I will present better attendance statistics on these events.



**BOARD OF LIBRARY TRUSTEES  
DIRECTOR'S REPORT for November 2019**

**DEPARTMENT:** Administration

**MEETING DATE:** November 25, 2019

**PREPARED BY:** Nikki Winslow

**LOCATION:** Community Room

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**Staff Update:** Our new Adult Services Manager Jesse Lopez started on the day of the last Board meeting, October 28<sup>th</sup>, and has had a great first month getting to know the staff and community. I am still officially our newest employee and can say that my first three weeks have been eventful, informative and fun! Our only other vacancy, the Children's and Family Manager position, was posted again on November 13<sup>th</sup> as a continuous recruitment. We are hopeful we can attract some quality candidates and fill this within the next month or two.

**Staff CLA Conference Summaries:**

"This was my first CLA Conference that I have attended, and I thought it was very fun and interesting. I learned something new from each one of these sessions. I learned about fandoms which helped me to think differently when I'm pulling books for my displays. I learned about hot, new Young Adult literature and authors which I didn't know a lot about but was interesting since I have 3 teens in my home."

"This was my first attendance at the conference. It was invigorating, inspiring, and just what I needed."

"I took this opportunity to see what other libraries are doing and to learn from my peers of other Librarians. I learned about other resources that can help me in my position. It's good to get inspiration and ideas that I can implement in my work."

"My focus at CLA was on marketing and outreach for libraries, starting my day at the presentation of the PRExcellence Award-Winners and ending with a presentation by LAPL's team of Outreach Librarians. Great ideas were shared by all, from engaging video ideas to boost social media engagement that featured city employees supporting the library to ideas for outreach with neighbors experiencing homelessness."

"I thoroughly enjoyed my experience attending the 2019 California Library Association Conference. The session titled, "Mobile Libraries: Bringing Library Services to Patrons," stands out to me because the panelists provided great insight to the triumphs and challenges to providing mobile service. The speakers told humorous stories about vehicles breaking down, lack of heaters in cold weather, book carts rolling off of vehicle ramps, and working with limited space. Hearing that many libraries still utilize bookmobiles as a method of engaging with their communities is heartening."

"I personally love learning about mobile libraries! Jennifer Weeks from Santa Clara County Library discussed the many different mobile libraries their district uses to engage with their community. I

especially liked the idea of the electric golf cart reconverted into a mini-mobile library. I think that would be really successful here in Altadena.”

“In the session *All of the Responsibility None of the Authority*, librarians discussed the importance of getting clear expectations on your authority and relationship to a team when you are not actually their supervisor, yet responsible for seeing through the completion of a project or program. They stressed honoring and respecting what people already know when creating new processes and being positive and communicative with all team members.”

Below: Staff caught up with old friends at CLA.



**Holiday Updates:** Just a reminder that our libraries will close at 5:00 pm on Wednesday November 27 and then be closed on November 28-29 for the Thanksgiving holiday. We will also be having our Staff Holiday Party on Friday, December 13 at Main Library in the evening. We are also going to be closing at 2:00 pm on December 14 for the Christmas Tree Lane Lighting Ceremony. Lastly, the next Board Meeting will be on the third Monday, December 16 at 5:00 pm.

**Christmas Tree Lane:** I am excited to share that library staff and volunteers participated in building light strands for the three trees at Main that will be decorated this year on November 17 and 24. This energetic group, alongside CTLA members, made over 30 light strands, which gave the group some surplus strands to replace others in the future. Thanks to Yuni for her volunteer recruitment and to Katie for representing the Board! Here are a few photos from the 17<sup>th</sup>.



**Human Resources Study:** Currently BB & K are reviewing our three employee handbooks for legal compliance. Once these reviews are completed, we plan to combine them into one complete handbook for staff to refer. As for our work with Koff & Associates, the firm that will do the classification and compensation study, we reviewed then signed the contract with them this past week. I will work with their staff to get these processes moving forward as soon as possible.

**State Report FY18-19:** Please take a look at the attached “California Public Library Survey” that is submitted on an annual basis. This one captures fiscal year 2018-19, as well as the previous year’s statistics in the lighter gray on the right of the pages. As you can see from comparing data from the last two fiscal years, the information on the report from FY17-18 had several holes due to administrative turnover or inconsistent collection of this information. These holes show up as -1 in the numbers on the right of the page.

A few areas of note from this report that I wanted to point out was the increase in Total Collection Expenditures (Nos. 4.4-4.9) and the increase of almost \$70,000 this past fiscal year, much of which went to expanding our digital collections and online presence. Under Section 7 it is also wonderful to see our number of library visits increasing and our circulation numbers going up. These are both very positive signs that we are reaching more patrons and will hopefully see this continue to increase in the current fiscal year.

The I.T. Manager attended Internet Librarian in Monterey, CA as part of our staff development initiatives. Per our I.T. Manager, here are some of the key takeaways:

1. Some Libraries are positioning themselves as the big data hub of the community, such as Chattanooga Public Library; given current government and public services systems in Altadena, this could be an opportunity for ALD as well.
2. Many Libraries are in the process of establishing dedicated staff for community engagement and marketing; Altadena is ahead of the curve in this respect.
3. Palo Alto Library is doing some interesting public programs using the Misty robot: <https://www.mistyrobotics.com/> We may want to pursue this when the Robot hits

3rd generation--second generation was just released; a more cost effective alternative to Misty would be a Ziro (<https://www.ziro.io/>) and Sphero (<https://www.sphero.com/>) programming lessons, which would teach the foundation of robotics programming at a fraction of the cost.

4. Virtual Reality, Augmented Reality, and mixed reality. With respect to VR, Altadena is at the tip of the spear. It would be beneficial to dabble in augmented reality programs for ALD. Mixed reality has some promising opportunities when the user experience of the technology becomes more polished; MR will likely replace the standard computer workstation in the future and revolutionize meeting / collaboration experiences.
5. Some useful insights came out of conversations about 3D printing; we may want to explore fundraising by printing busts generated by our structure sensors.
6. Tools: carto.com, US Census Bureau - Entrepreneur Tools (<https://www.census.gov/data/data-tools/cbb.html>), Treejack, Infodocket, ArcGis Storymaps, Civic Tech Field (<https://civictech.guide/>)Guide, <https://www.wipo.int/treaties/en/ip/marrakesh/>
7. Takeaways that are relevant for other department heads and staff with special oversight are being disseminated.



## Section 2 Population and Outlets

- 2.1 Population of The Legal Service Area
- 2.2 Registered Users as of June 30
- 2.3 Children Borrowers
- 2.4 # of Central Libraries
- 2.5 # of Branch Libraries
- 2.6 # of Bookmobiles
- 2.7 Total # of Outlets
- 2.8 Total Square Footage

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## Section 3 Library Income

### Operating Income

- 3.1 Local Government (all sources)
- 3.2 State Funds (e.g. CLSA, PLF, ELLI, etc.)
- 3.3 Federal Funds (e.g. LSTA or other)
- 3.4 All Other Operating Income
- 3.5 Total Operating Income
- 3.6 CA Literacy Services

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### Capital Income

- 3.7 Local Government (taxes and allocations)
- 3.8 State Funds
- 3.9 Federal Funds
- 3.10 Other Income
- 3.11 Total Capital Outlay Income

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## Section 4 Library Expenditures

### Staff Expenditures

- 4.1 Salary & Wages Expenditures
- 4.2 Employee Benefits Expenditures
- 4.3 Total Staff Expenditures

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### Collection Expenditures

- 4.4 Print Materials Expenditures (except Serials)
- 4.5 Print Serial Subscription Expenditures
- 4.6 Total Print Materials Expenditures
- 4.7 Electronic Materials Expenditures
- 4.8 Other Materials Expenditures
- 4.9 Total Collection Expenditures

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### Other Expenditures

- 4.10 All Other Operating Expenditures
- 4.11 Total Operating Expenditures

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### Capital Expenditures

- 4.12 Total Capital Expenditures

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- 7.20 Offsite Programs - Number
- 7.21 Offsite Programs - Attendance
- 7.22 **Total # of Programs**
- 7.23 **Total Program Attendance**

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**Electronic Services**

- 7.24 CIPA Compliant
- 7.25 Annual Uses of Public Internet Computers
- 7.26 Virtual Visits to the library website
- 7.27 Wireless Sessions Per Year
- 7.28 **# of Internet Terminals**

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**Library Community Development and Support Information**

Please consider adding your story in the notes section of the data entry form. Share your stories and successes!

- 7.29 Did your library provide support for vulnerable populations in the community?
- 7.30 Did your library support your users' personal economic development?
- 7.31 Did your library play a role in responding to, or building resilience after, a crisis in the community?
- 7.32 Did your library support users' personal learning and knowledge development?
- 7.33 Did your library help in develop social capital in your community?

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**Referenda**

Please leave blank if no referenda occurred during the report year. Do not report referenda from prior years.

- 8.1 Referenda Election Date
- 8.2 Referenda Local Agency
- 8.3 Referenda Funding Purpose
- 8.4 Referenda Type of Tax
- 8.5 Referenda Percentage of Yes Votes
- 8.6 Referenda Vote Require
- 8.7 Referenda Vote Outcome
- 8.8 Referenda Notes

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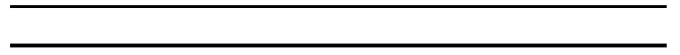
## Section 10 Library Outlets

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

|       |   |       |
|-------|---|-------|
| 10.1  | FSCSKey   | _____ |
| 10.2  | State assigned identification number  | _____ |
| 10.3  | Library Code  | _____ |
| 10.4  | Short Name  | _____ |
| 10.5  | Legal Name  | _____ |
| 10.6  | Physical Street Address   | _____ |
| 10.7  | City  | _____ |
| 10.8  | Zip Code  | _____ |
| 10.9  | Zip+4 Code  | _____ |
| 10.10 | Mailing Street Address  | _____ |
| 10.11 | Mailing City  | _____ |
| 10.12 | Mailing Zip Code  | _____ |
| 10.13 | Mailing Zip +4  | _____ |
| 10.14 | County  | _____ |
| 10.15 | Phone   | _____ |
| 10.16 | Outlet Type Code  | _____ |
| 10.17 | Facility Owned By   | _____ |
| 10.18 | Facility Update Needs   | _____ |
| 10.19 | Population Served   | _____ |
| 10.20 | Total Outlet Staff FTE  | _____ |
| 10.21 | Hours Open, Weekly  | _____ |
| 10.22 | Hours Open, Annually  | _____ |
| 10.23 | Weeks Open, Annually  | _____ |
| 10.24 | Volumes Held  | _____ |
| 10.25 | Circulation   | _____ |
| 10.26 | Total Outlet Operating Expenditures   | _____ |
| 10.27 | Year Built  | _____ |
| 10.28 | Date Library Opened (mm/yyyy)   | _____ |
| 10.29 | Year Library Remodeled  | _____ |
| 10.30 | Is this Outlet LEED certified?  | _____ |
| 10.31 | Size in Square Feet of outlet   | _____ |
| 10.32 | Number of Reader Seats  | _____ |
| 10.33 | Days Per Week Library is Open to the Public<br>Staffed when open to public by at least 1 paid librarian & 1 | _____ |
| 10.34 | paid clerical?  | _____ |
| 10.35 | Housed in Seperate Quarters?  | _____ |
| 10.36 | Established Scheduled Hours for Public Service?   | _____ |
| 10.37 | Degree of Adequacy of this Facility   | _____ |
| 10.38 | Number of Internet Terminals - General Public<br>What is your library's highest connection speed to the     | _____ |
| 10.39 | Internet?   | _____ |
| 10.40 | Is Wireless available at this location?   | _____ |
| 10.41 | Metropolitan Status Code  | _____ |
| 10.42 | FSCS Submission Year  | _____ |

10.43 Outlet Type Sort Code

Notes



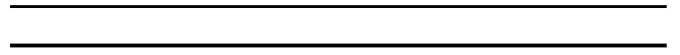
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|-------|---|-------|
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| 10.2  | State assigned identification number  | _____ |
| 10.3  | Library Code  | _____ |
| 10.4  | Short Name  | _____ |
| 10.5  | Legal Name  | _____ |
| 10.6  | Physical Street Address   | _____ |
| 10.7  | City  | _____ |
| 10.8  | Zip Code  | _____ |
| 10.9  | Zip+4 Code  | _____ |
| 10.10 | Mailing Street Address  | _____ |
| 10.11 | Mailing City  | _____ |
| 10.12 | Mailing Zip Code  | _____ |
| 10.13 | Mailing Zip +4  | _____ |
| 10.14 | County  | _____ |
| 10.15 | Phone   | _____ |
| 10.16 | Outlet Type Code  | _____ |
| 10.17 | Facility Owned By   | _____ |
| 10.18 | Facility Update Needs   | _____ |
| 10.19 | Population Served   | _____ |
| 10.20 | Total Outlet Staff FTE  | _____ |
| 10.21 | Hours Open, Weekly  | _____ |
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| 10.27 | Year Built  | _____ |
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| 10.31 | Size in Square Feet of outlet   | _____ |
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| 10.41 | Metropolitan Status Code  | _____ |
| 10.42 | FSCS Submission Year  | _____ |

10.43 Outlet Type Sort Code

Notes





**BOARD OF LIBRARY TRUSTEES  
FINANCE REPORT for November 2019**

**DEPARTMENT:** Administration

**MEETING DATE:** November 25, 2019

**PREPARED BY:** Nicole Fabry

**LOCATION:** Community Room

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**TITLE: Summary Report of Financial Statements for September 2019**

**September 2019 FINANCIAL STATEMENTS**

The following financial reports are for the month of September 2019. The financial statements are unaudited.

As indicated on this report, actual year-to-date expenditures exceed actual year-to-date revenues reflecting a net income of -\$907,520.29. ALD cash and cash equivalents are \$2,354,703.18.

ALD total assets equal \$3,974,672.52.

**REVENUE HIGHLIGHTS**

In September the District took in \$13,065.00 in passports revenue.

Final budget figures for fiscal year 18-19 will be available pending the financial audit which has been rescheduled for December 18<sup>th</sup> and 19<sup>th</sup>.

**PAYMENTS FROM SUPPORT ORGANIZATIONS**

In September 2019 there were no payments to report. The income of \$4,070.00 for the month of September is credit card revenue from Taste of Dena on September 28, 2019 and will be reimbursed to the Altadena Library Foundation.

**EXPENDITURE HIGHLIGHTS**

In September 2019 there was a \$6,409.00 expense for Staff Training & Education that includes CLA, CSDA and Internet Librarian trainings that are highlighted in other departmental reports. We will receive a reimbursement from CLA for \$2,100 for the discounted support staff rate.

2:26 PM

11/22/19

# Altadena Library District

## Balance Sheet Standard

As of September 30, 2019

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|                                      | Sep 30, '19  |
|--------------------------------------|--------------|
| <b>ASSETS</b>                        |              |
| Current Assets                       |              |
| Checking/Savings                     |              |
| Cash & Cash Equivalents              |              |
| Cash in Banks                        |              |
| 1021 — Chase General Acct...2951     | 351,134.64   |
| 1026 — Chase HY Svgs...6883          | 26,055.28    |
| 1041 — Chase HY Svgs...6875          | 935.40       |
| Total Cash in Banks                  | 378,125.32   |
| 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 Treasu...   | 2,016,638.96 |
| 1013 — FMV - COLA Funds              | (40,911.10)  |
| Total Cash with County               | 1,975,727.86 |
| Total Cash & Cash Equivalents        | 2,354,703.18 |
| Total Checking/Savings               | 2,354,703.18 |
| Other Current Assets                 |              |
| 1220 — Miscellaneous Receivable      | 36,279.00    |
| 1410 — Property Tax Rec - Unsecur... | 17,383.64    |
| Total Other Current Assets           | 53,662.64    |
| Total Current Assets                 | 2,408,365.82 |

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11/22/19

# Altadena Library District

## Balance Sheet Standard

As of September 30, 2019

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|                                       | <u>Sep 30, '19</u>  |
|---------------------------------------|---------------------|
| Fixed Assets                          |                     |
| Capital Assets                        |                     |
| Accumulated Depreciation              |                     |
| 1800 — Accum Depr (S & I)             | (1,180,819.32)      |
| 1900 — Accum Depr (FF & E)            | (24,481.72)         |
| Total Accumulated Depreciation        | (1,205,301.04)      |
| Depreciable Assets                    |                     |
| 1550 — Structures & Improvements      | 1,748,759.10        |
| 1700 — Furniture, Fixtures & Equip... | 125,461.66          |
| Total Depreciable Assets              | 1,874,220.76        |
| Non-Depreciable Assets                |                     |
| 1500 — Land                           | 77,280.28           |
| 1510 — Artwork                        | 102,500.00          |
| Total Non-Depreciable Assets          | 179,780.28          |
| Total Capital Assets                  | 848,700.00          |
| Total Fixed Assets                    | 848,700.00          |
| 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          |
| Prepays                               |                     |
| 1076 — Prepaid Items & Deposits       | 5,152.70            |
| Total Prepays                         | 5,152.70            |
| Total Other Assets                    | 717,606.70          |
| <b>TOTAL ASSETS</b>                   | <b>3,974,672.52</b> |



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11/22/19

# Altadena Library District Balance Sheet Standard As of September 30, 2019

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|                                     | Sep 30, '19  |
|-------------------------------------|--------------|
| <b>LIABILITIES &amp; EQUITY</b>     |              |
| Liabilities                         |              |
| Current Liabilities                 |              |
| Accounts Payable                    |              |
| 2000 — Accounts Payable             | 19,149.60    |
| <hr/>                               |              |
| Total Accounts Payable              | 19,149.60    |
| Credit Cards                        |              |
| 2010 — UMB Card Services...3219     | 32,564.22    |
| <hr/>                               |              |
| Total Credit Cards                  | 32,564.22    |
| Other Current Liabilities           |              |
| 2005 — Accrued Expenses - Other     | 8,530.34     |
| 2050 — Accrued Vacation Payable     | 62,123.42    |
| 2100 — Payroll Payable              |              |
| 2100.04 — CalPers PEPRA (EE D...    | 16.69        |
| 2100.09 — Disability Insurance      | (248.36)     |
| <hr/>                               |              |
| Total 2100 — Payroll Payable        | (231.67)     |
| <hr/>                               |              |
| Total Other Current Liabilities     | 70,422.09    |
| <hr/>                               |              |
| Total Current Liabilities           | 122,135.91   |
| Long Term Liabilities               |              |
| Deferred Inflows of Resources       |              |
| 2601 — DIR - Pension Related        | 274,678.00   |
| <hr/>                               |              |
| Total Deferred Inflows of Resources | 274,678.00   |
| 2700 — Net Pension Liability        | 2,302,407.00 |
| 2701 — Net OPEB Liability           | 1,089,770.00 |
| <hr/>                               |              |
| Total Long Term Liabilities         | 3,666,855.00 |
| <hr/>                               |              |
| Total Liabilities                   | 3,788,990.91 |

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11/22/19

Altadena Library District  
**Balance Sheet Standard**  
As of September 30, 2019

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|                                       | <u>Sep 30, '19</u>                |
|---------------------------------------|-----------------------------------|
| Equity                                |                                   |
| 3300 — Retained Earnings              | 1,093,201.90                      |
| Net Income                            | <u>(907,520.29)</u>               |
| Total Equity                          | <u>185,681.61</u>                 |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u><u>3,974,672.52</u></u></b> |

# Altadena Library District

## Profit and Loss Budget vs. Actual

### July through September 2019

|                                       | Jul - Sep '19 | Budget     | \$ Over Bud... | % of Budget |
|---------------------------------------|---------------|------------|----------------|-------------|
| Ordinary Income/Expense               |               |            |                |             |
| Income                                |               |            |                |             |
| DONATIONS AND GRANTS                  |               |            |                |             |
| 4705 — Altadena Library Foundation    | 4,070.00      | 10,000.00  | (5,930.00)     | 40.7%       |
| 4710 — Friends of the Library         |               | 26,700.00  | (26,700.00)    |             |
| 4730 — Undesignated                   |               | 1,000.00   | (1,000.00)     |             |
| 4740 — CA Library Literacy Services   |               | 15,000.00  | (15,000.00)    |             |
| 4750 — Cal State Library              |               | 20,000.00  | (20,000.00)    |             |
| Total DONATIONS AND GRANTS            | 4,070.00      | 72,700.00  | (68,630.00)    | 5.6%        |
| FINES & FEES                          |               |            |                |             |
| 4305 — Fees                           | 1,261.48      | 4,000.00   | (2,738.52)     | 31.5%       |
| 4310 — MFM / Printer Revenue          | 690.85        | 11,000.00  | (10,309.15)    | 6.3%        |
| 4340 — Passport Services Fees         | 34,000.00     | 120,000.00 | (86,000.00)    | 28.3%       |
| 4350 — Sales of Products              | 452.00        | 1,000.00   | (548.00)       | 45.2%       |
| 4810 — Community Room Fees            |               | 500.00     | (500.00)       |             |
| Total FINES & FEES                    | 36,404.33     | 136,500.00 | (100,095.67)   | 26.7%       |
| INTEREST INCOME & ADJUSTMENTS         |               |            |                |             |
| 4210 — Chase Bank                     | 7.99          | 400.00     | (392.01)       | 2.0%        |
| Total INTEREST INCOME & ADJUSTMENTS   | 7.99          | 400.00     | (392.01)       | 2.0%        |
| OTHER REVENUE & ADJUSTMENT            |               |            |                |             |
| 4910 — Miscellaneous Income           | 0.39          |            |                |             |
| 4915 — Film Rental Revenue            |               | 20,000.00  | (20,000.00)    |             |
| 4930 — E-Rate Revenue                 |               | 40,000.00  | (40,000.00)    |             |
| 4940 — Transfer in from Reserves      |               | 120,000.00 | (120,000.00)   |             |
| 4999 — Credit Card Rebates            |               | 6,000.00   | (6,000.00)     |             |
| Total OTHER REVENUE & ADJUSTMENT      | 0.39          | 186,000.00 | (185,999.61)   | 0.0%        |
| PROPERTY TAXES                        |               |            |                |             |
| 4010 — Current-Year Secured           |               |            |                |             |
| 4010.00 — Current Secured             |               | 2508100.00 | (2508100.00)   |             |
| Total 4010 — Current-Year Secured     |               | 2508100.00 | (2508100.00)   |             |
| 4020 — Current-Year Unsecured         |               |            |                |             |
| 4020.00 — Current Unsecured           | 86,918.20     |            | 86,918.20      | 100.0%      |
| 4020 — Current-Year Unsecured - Other |               | 86,700.00  | (86,700.00)    |             |
| Total 4020 — Current-Year Unsecured   | 86,918.20     | 86,700.00  | 218.20         | 100.3%      |
| 4030 — Prior-Year Secured             |               |            |                |             |
| 4030.00 — Prior Secured               | (30,830.81)   | 10,200.00  | (41,030.81)    | (302.3)%    |
| 4030.05 — Secured Tax Refunds         | (2,921.29)    |            |                |             |

# Altadena Library District

## Profit and Loss Budget vs. Actual

### July through September 2019

|   | Jul - Sep '19 | Budget     | \$ Over Bud... | % of Budget |
|---|---------------|------------|----------------|-------------|
| Total 4030 — Prior-Year Secured         | (33,752.10)   | 10,200.00  | (43,952.10)    | (330.9)%    |
| 4040 — Prior-Year Unsecured             |               |            |                |             |
| 4040.00 — Prior Unsecured               | (9,103.53)    |            |                |             |
| Total 4040 — Prior-Year Unsecured       | (9,103.53)    |            |                |             |
| 4050 — Homeowners Exemption             |               | 15,300.00  | (15,300.00)    |             |
| 4060 — Special Assessment               |               |            |                |             |
| 4060.01 — Per Parcel Benefit Assessment | (14,351.15)   |            | (14,351.15)    | 100.0%      |
| 4060.02 — Direct Assessments            | 402.45        |            |                |             |
| 4060 — Special Assessment - Other       |               | 844,600.00 | (844,600.00)   |             |
| Total 4060 — Special Assessment         | (13,948.70)   | 844,600.00 | (858,548.70)   | (1.7)%      |
| 4070 — Supplemental Current             |               |            |                |             |
| 4010.03 — SB 813 Supplemental           | (21,570.24)   |            |                |             |
| Total 4070 — Supplemental Current       | (21,570.24)   |            |                |             |
| 4075 — Supplemental Prior               |               |            |                |             |
| 4030.03 — SB 813 Redemption             | 101.44        |            |                |             |
| Total 4075 — Supplemental Prior         | 101.44        |            |                |             |
| 4080 — Penalties, Interest & Costs-Ref  | 1,070.76      | 10,000.00  | (8,929.24)     | 10.7%       |
| 4220 — County Interest Allocation       | (1,821.55)    | 21,000.00  | (22,821.55)    | (8.7)%      |
| 4250 — Change in Property Tax Accrual   |               |            |                |             |
| Total PROPERTY TAXES                    | 7,894.28      | 3495900.00 | (3488005.72)   | 0.2%        |
| Total Income                            | 48,376.99     | 3891500.00 | (3843123.01)   | 1.2%        |
| Expense                                 |               |            |                |             |
| CAPITAL EXPENSE                         |               |            |                |             |
| 7310 — Equipment, Furniture & Fixtures  | 2,469.75      | 40,200.00  | (37,730.25)    | 6.1%        |
| 7320 — Structures & Improvements        | 6,381.00      | 79,600.00  | (73,219.00)    | 8.0%        |
| Total CAPITAL EXPENSE                   | 8,850.75      | 119,800.00 | (110,949.25)   | 7.4%        |
| FACILITIES, GROUNDS & MAINT.            |               |            |                |             |
| 7205 — Maintenance Contracts            | 4,253.09      | 15,300.00  | (11,046.91)    | 27.8%       |
| 7210 — Building Maint & Repairs         | 7,699.03      | 25,500.00  | (17,800.97)    | 30.2%       |
| 7220 — Landscape                        | 11,386.45     | 18,400.00  | (7,013.55)     | 61.9%       |
| Total FACILITIES, GROUNDS & MAINT.      | 23,338.57     | 59,200.00  | (35,861.43)    | 39.4%       |
| LIBRARY MATERIALS                       |               |            |                |             |
| 6110 — Cataloging Expenses              | 5,459.40      | 22,000.00  | (16,540.60)    | 24.8%       |
| 6115 — Electronic Databases & Subscrip  | 18,402.93     | 30,000.00  | (11,597.07)    | 61.3%       |
| 6120 — Books                            | 68,434.36     | 130,000.00 | (61,565.64)    | 52.6%       |

# Altadena Library District

## Profit and Loss Budget vs. Actual

### July through September 2019

|  | Jul - Sep '19     | Budget            | \$ Over Bud...      | % of Budget   |
|--|-------------------|-------------------|---------------------|---------------|
| 6125 — Audio CD                                  | 612.69            | 15,000.00         | (14,387.31)         | 4.1%          |
| 6130 — DVD's & Videogames                        | 863.23            | 35,000.00         | (34,136.77)         | 2.5%          |
| 6135 — Processing of Materials                   | 3,297.45          | 50,000.00         | (46,702.55)         | 6.6%          |
| 6140 — Periodicals                               | 2,247.61          | 20,000.00         | (17,752.39)         | 11.2%         |
| 6150 — Downloadables                             | 5,000.00          | 30,000.00         | (25,000.00)         | 16.7%         |
| 6155 — Library of Things                         |                   | 5,000.00          | (5,000.00)          |               |
| <b>Total LIBRARY MATERIALS</b>                   | <b>104,317.67</b> | <b>337,000.00</b> | <b>(232,682.33)</b> | <b>31.0%</b>  |
| <b>MISCELLANEOUS EXPENSE</b>                     |                   |                   |                     |               |
| 7510 — Miscellaneous Expense                     | 14.30             |                   |                     |               |
| 7540 — Trustee Election                          |                   |                   |                     |               |
| <b>Total MISCELLANEOUS EXPENSE</b>               | <b>14.30</b>      |                   | <b>14.30</b>        | <b>100.0%</b> |
| <b>OPERATING EXPENSES</b>                        |                   |                   |                     |               |
| <b>ADVERTISING &amp; MARKETING</b>               |                   |                   |                     |               |
| 6618 — Recruitment                               | 1,234.19          | 500.00            | 734.19              | 246.8%        |
| 6627 — Advertising / Marketing                   | 711.68            | 7,000.00          | (6,288.32)          | 10.2%         |
| <b>Total ADVERTISING &amp; MARKETING</b>         | <b>1,945.87</b>   | <b>7,500.00</b>   | <b>(5,554.13)</b>   | <b>25.9%</b>  |
| <b>Fees</b>                                      |                   |                   |                     |               |
| 6745 — Banking & Service Fees                    | 567.65            | 2,000.00          | (1,432.35)          | 28.4%         |
| 6746 — Payroll Fees                              | 2,370.00          | 12,000.00         | (9,630.00)          | 19.8%         |
| 7530 — County Tax Collection Fees                |                   | 35,700.00         | (35,700.00)         |               |
| <b>Total Fees</b>                                | <b>2,937.65</b>   | <b>49,700.00</b>  | <b>(46,762.35)</b>  | <b>5.9%</b>   |
| <b>INSURANCE</b>                                 |                   |                   |                     |               |
| 6430 — Insurance-Gen, Prop, Liab, Eq             | 33,011.34         | 33,000.00         | 11.34               | 100.0%        |
| 6432 — Earthquake Insurance                      | 30,370.00         | 32,500.00         | (2,130.00)          | 93.4%         |
| <b>Total INSURANCE</b>                           | <b>63,381.34</b>  | <b>65,500.00</b>  | <b>(2,118.66)</b>   | <b>96.8%</b>  |
| <b>STAFF COSTS &amp; PROF. DEVELOPMENT</b>       |                   |                   |                     |               |
| 6623 — Trustee Prof. Development                 | 240.00            | 1,000.00          | (760.00)            | 24.0%         |
| 6625 — Training & Education                      | 6,933.00          | 17,000.00         | (10,067.00)         | 40.8%         |
| 6626 — Staff Recognition                         | 299.46            | 1,000.00          | (700.54)            | 29.9%         |
| 6710 — Meetings & Travel                         | 3,506.00          | 8,000.00          | (4,494.00)          | 43.8%         |
| 6730 — Mileage & Parking Reimbursement           | 103.65            | 1,000.00          | (896.35)            | 10.4%         |
| <b>Total STAFF COSTS &amp; PROF. DEVELOPM...</b> | <b>11,082.11</b>  | <b>28,000.00</b>  | <b>(16,917.89)</b>  | <b>39.6%</b>  |
| <b>UTILITIES</b>                                 |                   |                   |                     |               |
| 6920 — Electricity                               | 14,893.28         | 35,000.00         | (20,106.72)         | 42.6%         |
| 6930 — Natural Gas                               | 152.23            | 5,000.00          | (4,847.77)          | 3.0%          |
| 6940 — Water & Sewage                            | 1,232.52          | 5,000.00          | (3,767.48)          | 24.7%         |
| 6950 — Refuse                                    | 1,167.74          | 6,500.00          | (5,332.26)          | 18.0%         |

# Altadena Library District

## Profit and Loss Budget vs. Actual

### July through September 2019

|  | Jul - Sep '19 | Budget     | \$ Over Bud... | % of Budget |
|--|---------------|------------|----------------|-------------|
| Total UTILITIES                              | 17,445.77     | 51,500.00  | (34,054.23)    | 33.9%       |
| 6620 — Membership Dues & Subscriptions       | 5,437.96      | 13,000.00  | (7,562.04)     | 41.8%       |
| 6740 — Postage & Delivery                    | 1,900.81      | 8,000.00   | (6,099.19)     | 23.8%       |
| 6750 — Printing & Reproduction               | 210.44        | 10,000.00  | (9,789.56)     | 2.1%        |
| 6755 — Small Equipment                       | 4,342.01      | 7,000.00   | (2,657.99)     | 62.0%       |
| 6765 — Janitorial Supplies                   | 1,990.24      | 8,000.00   | (6,009.76)     | 24.9%       |
| 6770 — Operating Supplies                    | 4,139.50      | 20,000.00  | (15,860.50)    | 20.7%       |
| 6775 — Technical Services Supplies           | 1,378.27      |            |                |             |
| 6780 — Operating Software                    | 367.93        | 1,500.00   | (1,132.07)     | 24.5%       |
| 6790 — Hardware (Computers / Tech)           | 6.64          |            |                |             |
| 6960 — Sales of Products                     | 50.00         | 1,000.00   | (950.00)       | 5.0%        |
| 6970 — Equipment Lease & Rental              | 1,889.90      | 31,600.00  | (29,710.10)    | 6.0%        |
| Total OPERATING EXPENSES                     | 118,506.44    | 302,300.00 | (183,793.56)   | 39.2%       |
| PERSONNEL RELATED EXPENSES                   |               |            |                |             |
| 5000 — SALARIES & WAGES                      |               |            |                |             |
| 5010 — Salaried                              | 56,448.23     | 422,200.00 | (365,751.77)   | 13.4%       |
| 5020 — Hourly                                | 309,268.36    | 1416200.00 | (1106931.64)   | 21.8%       |
| Total 5000 — SALARIES & WAGES                | 365,716.59    | 1838400.00 | (1472683.41)   | 19.9%       |
| 5100 — Employer-Portion Taxes/Benefits       |               |            |                |             |
| 5120 — Payroll Taxes (ER)                    |               |            |                |             |
| 5250 — FUTA                                  |               |            |                |             |
| 5120 — Payroll Taxes (ER) - Other            | 27,652.52     | 157,400.00 | (129,747.48)   | 17.6%       |
| Total 5120 — Payroll Taxes (ER)              | 27,652.52     | 157,400.00 | (129,747.48)   | 17.6%       |
| 5210 — PERS Retirement                       |               |            |                |             |
| 5210.01 — CalPers CLASSIC (ER Contr)         | 5,185.23      | 22,600.00  | (17,414.77)    | 22.9%       |
| 5210.02 — CalPers PEPR (ER Contr)            | 15,688.05     | 96,000.00  | (80,311.95)    | 16.3%       |
| 5218 — PERS Unfunded                         | 147,894.00    | 147,900.00 | (6.00)         | 100.0%      |
| Total 5210 — PERS Retirement                 | 168,767.28    | 266,500.00 | (97,732.72)    | 63.3%       |
| 5222 — OPEB Contribution                     |               | 60,000.00  | (60,000.00)    |             |
| 5251 — SUI, Hourly                           |               |            |                |             |
| 5100 — Employer-Portion Taxes/Benefits - ... | 400.00        |            |                |             |
| Total 5100 — Employer-Portion Taxes/Bene...  | 196,819.80    | 483,900.00 | (287,080.20)   | 40.7%       |
| 5200 — Insurance                             |               |            |                |             |
| 5220 — Health Insurance                      | 28,824.27     | 138,000.00 | (109,175.73)   | 20.9%       |
| 5221 — Health Insurance - Retirees           | 16,845.60     | 77,700.00  | (60,854.40)    | 21.7%       |
| 5230 — Dental Insurance                      | 3,367.10      | 13,800.00  | (10,432.90)    | 24.4%       |
| 5240 — Vision Insurance                      | 1,013.54      | 4,100.00   | (3,086.46)     | 24.7%       |
| 5260 — Life Insurance                        | 359.05        | 1,400.00   | (1,040.95)     | 25.6%       |

# Altadena Library District

## Profit and Loss Budget vs. Actual

### July through September 2019

|                                       | Jul - Sep '19 | Budget      | \$ Over Bud... | % of Budget |
|---------------------------------------|---------------|-------------|----------------|-------------|
| 5270 — Workers' Compensation          | 31,233.41     | 31,300.00   | (66.59)        | 99.8%       |
| Total 5200 — Insurance                | 81,642.97     | 266,300.00  | (184,657.03)   | 30.7%       |
| Total PERSONNEL RELATED EXPENSES      | 644,179.36    | 2588600.00  | (1944420.64)   | 24.9%       |
| PROFESSIONAL & TECHNICAL              |               |             |                |             |
| INFORMATION TECHNOLOGY (IT)           |               |             |                |             |
| 7170 — Telecommunications             | 1,703.08      | 8,500.00    | (6,796.92)     | 20.0%       |
| 7175 — Internet Service / E-Rate      |               | 40,000.00   | (40,000.00)    |             |
| 7180 — Technology Equipment           | 5,298.98      | 13,700.00   | (8,401.02)     | 38.7%       |
| 7185 — Technology Maintenance Fees    | 10,515.40     | 20,000.00   | (9,484.60)     | 52.6%       |
| 7190 — Website Development            |               | 1,500.00    | (1,500.00)     |             |
| Total INFORMATION TECHNOLOGY (IT)     | 17,517.46     | 83,700.00   | (66,182.54)    | 20.9%       |
| PROFESSIONAL SERVICES                 |               |             |                |             |
| 7125 — Audit and Financial Consulting | 5,863.50      | 61,200.00   | (55,336.50)    | 9.6%        |
| 7130 — Legal Fees                     | 11,441.91     | 137,000.00  | (125,558.09)   | 8.4%        |
| 7131 — Legal Settlement               |               |             |                |             |
| 7140 — Architectural & Engineering    |               | 50,000.00   | (50,000.00)    |             |
| 7145 — Collection Agency              | 680.20        | 3,500.00    | (2,819.80)     | 19.4%       |
| 7155 — Consultants - Other            | 11,542.42     | 88,000.00   | (76,457.58)    | 13.1%       |
| Total PROFESSIONAL SERVICES           | 29,528.03     | 339,700.00  | (310,171.97)   | 8.7%        |
| Total PROFESSIONAL & TECHNICAL        | 47,045.49     | 423,400.00  | (376,354.51)   | 11.1%       |
| PROGRAMS                              |               |             |                |             |
| 6200 — Youth Services                 | 172.43        | 12,700.00   | (12,527.57)    | 1.4%        |
| 6210 — Teen Services                  | 370.92        | 5,400.00    | (5,029.08)     | 6.9%        |
| 6220 — Adult Services                 | 3,107.88      | 28,900.00   | (25,792.12)    | 10.8%       |
| 6230 — Bob Lucas Branch Services      | 989.32        | 5,700.00    | (4,710.68)     | 17.4%       |
| 6240 — Literacy Services              | 2,011.89      | 7,000.00    | (4,988.11)     | 28.7%       |
| 6250 — Volunteer Services             |               | 2,500.00    | (2,500.00)     |             |
| 6260 — Summer Reading                 | 2,992.26      | 9,200.00    | (6,207.74)     | 32.5%       |
| Total PROGRAMS                        | 9,644.70      | 71,400.00   | (61,755.30)    | 13.5%       |
| Total Expense                         | 955,897.28    | 3901700.00  | (2945802.72)   | 24.5%       |
| Net Ordinary Income                   | (907520.29)   | (10,200.00) | (897,320.29)   | 8,897.3%    |
| Net Income                            | (907520.29)   | (10,200.00) | (897,320.29)   | 8,897.3%    |

# Altadena Library District

## Profit and Loss Prev Year Comparison

### July through September 2019

|   | <u>Jul - Sep '19</u> | <u>Jul - Sep '18</u> | <u>\$ Change</u> | <u>% Change</u> |
|---|----------------------|----------------------|------------------|-----------------|
| Ordinary Income/Expense                 |                      |                      |                  |                 |
| Income                                  |                      |                      |                  |                 |
| DONATIONS AND GRANTS                    |                      |                      |                  |                 |
| 4705 — Altadena Library Foundation      | 4,070.00             |                      | 4,070.00         | 100.0%          |
| 4710 — Friends of the Library           |                      | 23.00                | (23.00)          | (100.0)%        |
| 4730 — Undesignated                     |                      | 124.65               | (124.65)         | (100.0)%        |
| 4740 — CA Library Literacy Services     |                      | 18,000.00            | (18,000.00)      | (100.0)%        |
| Total DONATIONS AND GRANTS              | 4,070.00             | 18,147.65            | (14,077.65)      | (77.6)%         |
| FINES & FEES                            |                      |                      |                  |                 |
| 4305 — Fees                             | 1,261.48             | 772.87               | 488.61           | 63.2%           |
| 4310 — MFM / Printer Revenue            | 690.85               | 2,140.04             | (1,449.19)       | (67.7)%         |
| 4340 — Passport Services Fees           | 34,000.00            | 30,431.00            | 3,569.00         | 11.7%           |
| 4350 — Sales of Products                | 452.00               | 192.00               | 260.00           | 135.4%          |
| 4810 — Community Room Fees              |                      | 205.00               | (205.00)         | (100.0)%        |
| Total FINES & FEES                      | 36,404.33            | 33,740.91            | 2,663.42         | 7.9%            |
| INTEREST INCOME & ADJUSTMENTS           |                      |                      |                  |                 |
| 4210 — Chase Bank                       | 7.99                 | 53.72                | (45.73)          | (85.1)%         |
| Total INTEREST INCOME & ADJUSTMENTS     | 7.99                 | 53.72                | (45.73)          | (85.1)%         |
| OTHER REVENUE & ADJUSTMENT              |                      |                      |                  |                 |
| 4910 — Miscellaneous Income             | 0.39                 |                      | 0.39             | 100.0%          |
| 4915 — Film Rental Revenue              |                      | 4,400.00             | (4,400.00)       | (100.0)%        |
| Total OTHER REVENUE & ADJUSTMENT        | 0.39                 | 4,400.00             | (4,399.61)       | (100.0)%        |
| PROPERTY TAXES                          |                      |                      |                  |                 |
| 4020 — Current-Year Unsecured           |                      |                      |                  |                 |
| 4020.00 — Current Unsecured             | 86,918.20            | 84,437.18            | 2,481.02         | 2.9%            |
| Total 4020 — Current-Year Unsecured     | 86,918.20            | 84,437.18            | 2,481.02         | 2.9%            |
| 4030 — Prior-Year Secured               |                      |                      |                  |                 |
| 4030.00 — Prior Secured                 | (30,830.81)          | (25,417.31)          | (5,413.50)       | (21.3)%         |
| 4030.05 — Secured Tax Refunds           | (2,921.29)           | (2,359.21)           | (562.08)         | (23.8)%         |
| Total 4030 — Prior-Year Secured         | (33,752.10)          | (27,776.52)          | (5,975.58)       | (21.5)%         |
| 4040 — Prior-Year Unsecured             |                      |                      |                  |                 |
| 4040.00 — Prior Unsecured               | (9,103.53)           |                      | (9,103.53)       | (100.0)%        |
| Total 4040 — Prior-Year Unsecured       | (9,103.53)           |                      | (9,103.53)       | (100.0)%        |
| 4060 — Special Assessment               |                      |                      |                  |                 |
| 4060.01 — Per Parcel Benefit Assessment | (14,351.15)          |                      | (14,351.15)      | (100.0)%        |
| 4060.02 — Direct Assessments            | 402.45               | (11,286.81)          | 11,689.26        | 103.6%          |



# Altadena Library District

## Profit and Loss Prev Year Comparison

### July through September 2019

|  | <u>Jul - Sep '19</u> | <u>Jul - Sep '18</u> | <u>\$ Change</u> | <u>% Change</u> |
|--|----------------------|----------------------|------------------|-----------------|
| Total 4060 — Special Assessment        | (13,948.70)          | (11,286.81)          | (2,661.89)       | (23.6)%         |
| 4070 — Supplemental Current            |                      |                      |                  |                 |
| 4010.03 — SB 813 Supplemental          | (21,570.24)          | (20,668.13)          | (902.11)         | (4.4)%          |
| Total 4070 — Supplemental Current      | (21,570.24)          | (20,668.13)          | (902.11)         | (4.4)%          |
| 4075 — Supplemental Prior              |                      |                      |                  |                 |
| 4030.03 — SB 813 Redemption            | 101.44               | 233.09               | (131.65)         | (56.5)%         |
| Total 4075 — Supplemental Prior        | 101.44               | 233.09               | (131.65)         | (56.5)%         |
| 4080 — Penalties, Interest & Costs-Ref | 1,070.76             | 1,476.61             | (405.85)         | (27.5)%         |
| 4220 — County Interest Allocation      | (1,821.55)           | (1,809.48)           | (12.07)          | (0.7)%          |
| Total PROPERTY TAXES                   | 7,894.28             | 24,605.94            | (16,711.66)      | (67.9)%         |
| Total Income                           | 48,376.99            | 80,948.22            | (32,571.23)      | (40.2)%         |
| Expense                                |                      |                      |                  |                 |
| CAPITAL EXPENSE                        |                      |                      |                  |                 |
| 7310 — Equipment, Furniture & Fixtures | 2,469.75             | 26,607.41            | (24,137.66)      | (90.7)%         |
| 7320 — Structures & Improvements       | 6,381.00             |                      | 6,381.00         | 100.0%          |
| Total CAPITAL EXPENSE                  | 8,850.75             | 26,607.41            | (17,756.66)      | (66.7)%         |
| FACILITIES, GROUNDS & MAINT.           |                      |                      |                  |                 |
| 7205 — Maintenance Contracts           | 4,253.09             | 3,737.14             | 515.95           | 13.8%           |
| 7210 — Building Maint & Repairs        | 7,699.03             | 2,925.58             | 4,773.45         | 163.2%          |
| 7220 — Landscape                       | 11,386.45            | 761.47               | 10,624.98        | 1,395.3%        |
| Total FACILITIES, GROUNDS & MAINT.     | 23,338.57            | 7,424.19             | 15,914.38        | 214.4%          |
| LIBRARY MATERIALS                      |                      |                      |                  |                 |
| 6110 — Cataloging Expenses             | 5,459.40             | 8,548.81             | (3,089.41)       | (36.1)%         |
| 6115 — Electronic Databases & Subscrip | 18,402.93            | 12,951.05            | 5,451.88         | 42.1%           |
| 6120 — Books                           | 68,434.36            | 8,072.40             | 60,361.96        | 747.8%          |
| 6125 — Audio CD                        | 612.69               | 1,230.06             | (617.37)         | (50.2)%         |
| 6130 — DVD's & Videogames              | 863.23               | 3,174.35             | (2,311.12)       | (72.8)%         |
| 6135 — Processing of Materials         | 3,297.45             | 691.01               | 2,606.44         | 377.2%          |
| 6140 — Periodicals                     | 2,247.61             | 34.14                | 2,213.47         | 6,483.5%        |
| 6150 — Downloadables                   | 5,000.00             | 7,589.51             | (2,589.51)       | (34.1)%         |
| Total LIBRARY MATERIALS                | 104,317.67           | 42,291.33            | 62,026.34        | 146.7%          |
| MISCELLANEOUS EXPENSE                  |                      |                      |                  |                 |
| 7510 — Miscellaneous Expense           | 14.30                |                      | 14.30            | 100.0%          |
| Total MISCELLANEOUS EXPENSE            | 14.30                |                      | 14.30            | 100.0%          |

# Altadena Library District

## Profit and Loss Prev Year Comparison

### July through September 2019

|  | <u>Jul - Sep '19</u> | <u>Jul - Sep '18</u> | <u>\$ Change</u> | <u>% Change</u> |
|--|----------------------|----------------------|------------------|-----------------|
| <b>OPERATING EXPENSES</b>                        |                      |                      |                  |                 |
| <b>ADVERTISING &amp; MARKETING</b>               |                      |                      |                  |                 |
| 6618 — Recruitment                               | 1,234.19             | 231.00               | 1,003.19         | 434.3%          |
| 6627 — Advertising / Marketing                   | 711.68               | 1,570.00             | (858.32)         | (54.7)%         |
| <b>Total ADVERTISING &amp; MARKETING</b>         | <b>1,945.87</b>      | <b>1,801.00</b>      | <b>144.87</b>    | <b>8.0%</b>     |
| <b>Fees</b>                                      |                      |                      |                  |                 |
| 6745 — Banking & Service Fees                    | 567.65               | 371.58               | 196.07           | 52.8%           |
| 6746 — Payroll Fees                              | 2,370.00             | 2,370.00             |                  |                 |
| <b>Total Fees</b>                                | <b>2,937.65</b>      | <b>2,741.58</b>      | <b>196.07</b>    | <b>7.2%</b>     |
| <b>INSURANCE</b>                                 |                      |                      |                  |                 |
| 6430 — Insurance-Gen, Prop, Liab, Eq             | 33,011.34            | 26,138.73            | 6,872.61         | 26.3%           |
| 6432 — Earthquake Insurance                      | 30,370.00            | 18,550.00            | 11,820.00        | 63.7%           |
| <b>Total INSURANCE</b>                           | <b>63,381.34</b>     | <b>44,688.73</b>     | <b>18,692.61</b> | <b>41.8%</b>    |
| <b>STAFF COSTS &amp; PROF. DEVELOPMENT</b>       |                      |                      |                  |                 |
| 6623 — Trustee Prof. Development                 | 240.00               |                      | 240.00           | 100.0%          |
| 6625 — Training & Education                      | 6,933.00             | 1,237.12             | 5,695.88         | 460.4%          |
| 6626 — Staff Recognition                         | 299.46               | 5.95                 | 293.51           | 4,932.9%        |
| 6710 — Meetings & Travel                         | 3,506.00             | 1,404.25             | 2,101.75         | 149.7%          |
| 6730 — Mileage & Parking Reimbursement           | 103.65               | 320.83               | (217.18)         | (67.7)%         |
| <b>Total STAFF COSTS &amp; PROF. DEVELOPM...</b> | <b>11,082.11</b>     | <b>2,968.15</b>      | <b>8,113.96</b>  | <b>273.4%</b>   |
| <b>UTILITIES</b>                                 |                      |                      |                  |                 |
| 6920 — Electricity                               | 14,893.28            | 8,850.26             | 6,043.02         | 68.3%           |
| 6930 — Natural Gas                               | 152.23               | 118.54               | 33.69            | 28.4%           |
| 6940 — Water & Sewage                            | 1,232.52             | 2,242.76             | (1,010.24)       | (45.0)%         |
| 6950 — Refuse                                    | 1,167.74             | 1,401.60             | (233.86)         | (16.7)%         |
| <b>Total UTILITIES</b>                           | <b>17,445.77</b>     | <b>12,613.16</b>     | <b>4,832.61</b>  | <b>38.3%</b>    |
| 6620 — Membership Dues & Subscriptions           | 5,437.96             | 4,585.45             | 852.51           | 18.6%           |
| 6740 — Postage & Delivery                        | 1,900.81             | 2,032.39             | (131.58)         | (6.5)%          |
| 6750 — Printing & Reproduction                   | 210.44               | 1,305.81             | (1,095.37)       | (83.9)%         |
| 6755 — Small Equipment                           | 4,342.01             | 2,781.07             | 1,560.94         | 56.1%           |
| 6765 — Janitorial Supplies                       | 1,990.24             | 3,024.13             | (1,033.89)       | (34.2)%         |
| 6770 — Operating Supplies                        | 4,139.50             | 5,892.92             | (1,753.42)       | (29.8)%         |
| 6775 — Technical Services Supplies               | 1,378.27             |                      | 1,378.27         | 100.0%          |
| 6780 — Operating Software                        | 367.93               | 489.98               | (122.05)         | (24.9)%         |
| 6790 — Hardware (Computers / Tech)               | 6.64                 |                      | 6.64             | 100.0%          |
| 6960 — Sales of Products                         | 50.00                |                      | 50.00            | 100.0%          |
| 6970 — Equipment Lease & Rental                  | 1,889.90             | 6,173.83             | (4,283.93)       | (69.4)%         |

# Altadena Library District

## Profit and Loss Prev Year Comparison

### July through September 2019

|  | <u>Jul - Sep '19</u> | <u>Jul - Sep '18</u> | <u>\$ Change</u> | <u>% Change</u> |
|--|----------------------|----------------------|------------------|-----------------|
| Total OPERATING EXPENSES                     | 118,506.44           | 91,098.20            | 27,408.24        | 30.1%           |
| PERSONNEL RELATED EXPENSES                   |                      |                      |                  |                 |
| 5000 — SALARIES & WAGES                      |                      |                      |                  |                 |
| 5010 — Salaried                              | 56,448.23            | 112,341.91           | (55,893.68)      | (49.8)%         |
| 5020 — Hourly                                | 309,268.36           | 278,590.32           | 30,678.04        | 11.0%           |
| Total 5000 — SALARIES & WAGES                | 365,716.59           | 390,932.23           | (25,215.64)      | (6.5)%          |
| 5100 — Employer-Portion Taxes/Benefits       |                      |                      |                  |                 |
| 5120 — Payroll Taxes (ER)                    | 27,652.52            | 29,031.05            | (1,378.53)       | (4.8)%          |
| 5210 — PERS Retirement                       |                      |                      |                  |                 |
| 5210.01 — CalPers CLASSIC (ER Contr)         | 5,185.23             | 5,940.66             | (755.43)         | (12.7)%         |
| 5210.02 — CalPers PEPRA (ER Contr)           | 15,688.05            | 19,032.90            | (3,344.85)       | (17.6)%         |
| 5218 — PERS Unfunded                         | 147,894.00           | 116,139.00           | 31,755.00        | 27.3%           |
| Total 5210 — PERS Retirement                 | 168,767.28           | 141,112.56           | 27,654.72        | 19.6%           |
| 5100 — Employer-Portion Taxes/Benefits - ... | 400.00               |                      | 400.00           | 100.0%          |
| Total 5100 — Employer-Portion Taxes/Bene...  | 196,819.80           | 170,143.61           | 26,676.19        | 15.7%           |
| 5200 — Insurance                             |                      |                      |                  |                 |
| 5220 — Health Insurance                      | 28,824.27            | 32,900.51            | (4,076.24)       | (12.4)%         |
| 5221 — Health Insurance - Retirees           | 16,845.60            | 17,765.58            | (919.98)         | (5.2)%          |
| 5230 — Dental Insurance                      | 3,367.10             | 3,869.44             | (502.34)         | (13.0)%         |
| 5240 — Vision Insurance                      | 1,013.54             | 1,141.22             | (127.68)         | (11.2)%         |
| 5260 — Life Insurance                        | 359.05               | 401.11               | (42.06)          | (10.5)%         |
| 5270 — Workers' Compensation                 | 31,233.41            | 15,272.25            | 15,961.16        | 104.5%          |
| Total 5200 — Insurance                       | 81,642.97            | 71,350.11            | 10,292.86        | 14.4%           |
| Total PERSONNEL RELATED EXPENSES             | 644,179.36           | 632,425.95           | 11,753.41        | 1.9%            |
| PROFESSIONAL & TECHNICAL                     |                      |                      |                  |                 |
| INFORMATION TECHNOLOGY (IT)                  |                      |                      |                  |                 |
| 7170 — Telecommunications                    | 1,703.08             | 1,659.72             | 43.36            | 2.6%            |
| 7180 — Technology Equipment                  | 5,298.98             | 2,663.76             | 2,635.22         | 98.9%           |
| 7185 — Technology Maintenance Fees           | 10,515.40            | 13,181.25            | (2,665.85)       | (20.2)%         |
| Total INFORMATION TECHNOLOGY (IT)            | 17,517.46            | 17,504.73            | 12.73            | 0.1%            |
| PROFESSIONAL SERVICES                        |                      |                      |                  |                 |
| 7125 — Audit and Financial Consulting        | 5,863.50             | 11,739.29            | (5,875.79)       | (50.1)%         |
| 7130 — Legal Fees                            | 11,441.91            | 44,688.13            | (33,246.22)      | (74.4)%         |
| 7145 — Collection Agency                     | 680.20               | 366.95               | 313.25           | 85.4%           |
| 7155 — Consultants - Other                   | 11,542.42            | 8,122.07             | 3,420.35         | 42.1%           |

# Altadena Library District

## Profit and Loss Prev Year Comparison

### July through September 2019

|   | <u>Jul - Sep '19</u> | <u>Jul - Sep '18</u> | <u>\$ Change</u>   | <u>% Change</u> |
|---|----------------------|----------------------|--------------------|-----------------|
| Total PROFESSIONAL SERVICES             | <u>29,528.03</u>     | <u>64,916.44</u>     | <u>(35,388.41)</u> | <u>(54.5)%</u>  |
| Total PROFESSIONAL & TECHNICAL PROGRAMS | <u>47,045.49</u>     | <u>82,421.17</u>     | <u>(35,375.68)</u> | <u>(42.9)%</u>  |
| 6200 — Youth Services                   | 172.43               | 3,594.43             | (3,422.00)         | (95.2)%         |
| 6210 — Teen Services                    | 370.92               | 766.80               | (395.88)           | (51.6)%         |
| 6220 — Adult Services                   | 3,107.88             | 8,098.08             | (4,990.20)         | (61.6)%         |
| 6230 — Bob Lucas Branch Services        | 989.32               | 863.38               | 125.94             | 14.6%           |
| 6240 — Literacy Services                | 2,011.89             | 1,015.39             | 996.50             | 98.1%           |
| 6260 — Summer Reading                   | <u>2,992.26</u>      | <u>2,992.26</u>      | <u>2,992.26</u>    | <u>100.0%</u>   |
| Total PROGRAMS                          | <u>9,644.70</u>      | <u>14,338.08</u>     | <u>(4,693.38)</u>  | <u>(32.7)%</u>  |
| Total Expense                           | <u>955,897.28</u>    | <u>896,606.33</u>    | <u>59,290.95</u>   | <u>6.6%</u>     |
| Net Ordinary Income                     | <u>(907520.29)</u>   | <u>(815658.11)</u>   | <u>(91,862.18)</u> | <u>(11.3)%</u>  |
| Net Income                              | <u>(907520.29)</u>   | <u>(815658.11)</u>   | <u>(91,862.18)</u> | <u>(11.3)%</u>  |

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11/22/19

# Altadena Library District Profit and Loss Standard September 2019

Sep '19

|   |             |
|---|-------------|
| Ordinary Income/Expense                 |             |
| Income                                  |             |
| DONATIONS AND GRANTS                    |             |
| 4705 — Altadena Library Foundation      | 4,070.00    |
| Total DONATIONS AND GRANTS              | 4,070.00    |
| FINES & FEES                            |             |
| 4305 — Fees                             | 518.50      |
| 4310 — MFM / Printer Revenue            | 287.21      |
| 4340 — Passport Services Fees           | 13,065.00   |
| 4350 — Sales of Products                | 96.00       |
| Total FINES & FEES                      | 13,966.71   |
| INTEREST INCOME & ADJUSTMENTS           |             |
| 4210 — Chase Bank                       | 0.14        |
| Total INTEREST INCOME & ADJUSTMENTS     | 0.14        |
| PROPERTY TAXES                          |             |
| 4030 — Prior-Year Secured               |             |
| 4030.00 — Prior Secured                 | (34,060.61) |
| Total 4030 — Prior-Year Secured         | (34,060.61) |
| 4040 — Prior-Year Unsecured             |             |
| 4040.00 — Prior Unsecured               | (9,103.53)  |
| Total 4040 — Prior-Year Unsecured       | (9,103.53)  |
| 4060 — Special Assessment               |             |
| 4060.01 — Per Parcel Benefit Assessment | (14,351.15) |
| Total 4060 — Special Assessment         | (14,351.15) |
| 4220 — County Interest Allocation       | 3,620.02    |
| Total PROPERTY TAXES                    | (53,895.27) |
| Total Income                            | (35,858.42) |
| Expense                                 |             |
| CAPITAL EXPENSE                         |             |
| 7320 — Structures & Improvements        | 3,689.00    |

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11/22/19

# Altadena Library District Profit and Loss Standard September 2019

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|  | <u>Sep '19</u> |
|--|----------------|
| Total CAPITAL EXPENSE                  | 3,689.00       |
| FACILITIES, GROUNDS & MAINT.           |                |
| 7205 — Maintenance Contracts           | 218.54         |
| 7210 — Building Maint & Repairs        | 3,495.00       |
| 7220 — Landscape                       | 282.19         |
|  | <hr/>          |
| Total FACILITIES, GROUNDS & MAINT.     | 3,995.73       |
| LIBRARY MATERIALS                      |                |
| 6120 — Books                           | 2,058.95       |
| 6125 — Audio CD                        | 46.37          |
| 6130 — DVD's & Videogames              | 574.88         |
| 6140 — Periodicals                     | 73.77          |
|  | <hr/>          |
| Total LIBRARY MATERIALS                | 2,753.97       |
| MISCELLANEOUS EXPENSE                  |                |
| 7510 — Miscellaneous Expense           | (7.98)         |
|  | <hr/>          |
| Total MISCELLANEOUS EXPENSE            | (7.98)         |
| OPERATING EXPENSES                     |                |
| ADVERTISING & MARKETING                |                |
| 6627 — Advertising / Marketing         | 228.69         |
|  | <hr/>          |
| Total ADVERTISING & MARKETING          | 228.69         |
| Fees                                   |                |
| 6745 — Banking & Service Fees          | 245.80         |
| 6746 — Payroll Fees                    | 790.00         |
|  | <hr/>          |
| Total Fees                             | 1,035.80       |
| STAFF COSTS & PROF. DEVELOPMENT        |                |
| 6625 — Training & Education            | 6,409.00       |
| 6710 — Meetings & Travel               | 1,969.78       |
| 6730 — Mileage & Parking Reimbursement | 56.44          |
|  | <hr/>          |
| Total STAFF COSTS & PROF. DEVELOPM...  | 8,435.22       |
| UTILITIES                              |                |
| 6920 — Electricity                     | 5,733.25       |
| 6930 — Natural Gas                     | 152.23         |
| 6940 — Water & Sewage                  | 630.52         |

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11/22/19

# Altadena Library District Profit and Loss Standard September 2019

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|  | <u>Sep '19</u>    |
|--|-------------------|
| 6950 — Refuse                                | <u>583.87</u>     |
| Total UTILITIES                              | 7,099.87          |
| 6740 — Postage & Delivery                    | 1,734.36          |
| 6755 — Small Equipment                       | 2,558.09          |
| 6765 — Janitorial Supplies                   | 837.33            |
| 6770 — Operating Supplies                    | 1,113.43          |
| 6775 — Technical Services Supplies           | 872.22            |
| 6780 — Operating Software                    | 217.98            |
| 6790 — Hardware (Computers / Tech)           | <u>6.64</u>       |
| Total OPERATING EXPENSES                     | 24,139.63         |
| PERSONNEL RELATED EXPENSES                   |                   |
| 5000 — SALARIES & WAGES                      |                   |
| 5010 — Salaried                              | 20,292.92         |
| 5020 — Hourly                                | <u>112,293.15</u> |
| Total 5000 — SALARIES & WAGES                | 132,586.07        |
| 5100 — Employer-Portion Taxes/Benefits       |                   |
| 5120 — Payroll Taxes (ER)                    | 9,882.21          |
| 5210 — PERS Retirement                       |                   |
| 5210.01 — CalPers CLASSIC (ER Contr)         | 1,862.02          |
| 5210.02 — CalPers PEPRA (ER Contr)           | <u>5,500.03</u>   |
| Total 5210 — PERS Retirement                 | 7,362.05          |
| 5100 — Employer-Portion Taxes/Benefits - ... | <u>400.00</u>     |
| Total 5100 — Employer-Portion Taxes/Bene...  | 17,644.26         |
| 5200 — Insurance                             |                   |
| 5220 — Health Insurance                      | 9,578.63          |
| 5221 — Health Insurance - Retirees           | 5,615.20          |
| 5230 — Dental Insurance                      | 2,304.74          |
| 5240 — Vision Insurance                      | 363.94            |
| 5260 — Life Insurance                        | <u>127.89</u>     |
| Total 5200 — Insurance                       | <u>17,990.40</u>  |
| Total PERSONNEL RELATED EXPENSES             | 168,220.73        |
| PROFESSIONAL & TECHNICAL                     |                   |

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11/22/19

# Altadena Library District Profit and Loss Standard September 2019

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|                                       | Sep '19      |
|---------------------------------------|--------------|
| INFORMATION TECHNOLOGY (IT)           |              |
| 7170 — Telecommunications             | 558.41       |
| 7180 — Technology Equipment           | 144.59       |
| 7185 — Technology Maintenance Fees    | 500.00       |
| Total INFORMATION TECHNOLOGY (IT)     | 1,203.00     |
| PROFESSIONAL SERVICES                 |              |
| 7125 — Audit and Financial Consulting | 5,122.95     |
| 7130 — Legal Fees                     | 11,441.91    |
| 7145 — Collection Agency              | 420.65       |
| 7155 — Consultants - Other            | 5,500.00     |
| Total PROFESSIONAL SERVICES           | 22,485.51    |
| Total PROFESSIONAL & TECHNICAL        | 23,688.51    |
| PROGRAMS                              |              |
| 6200 — Youth Services                 | 27.42        |
| 6210 — Teen Services                  | 80.40        |
| 6220 — Adult Services                 | 848.25       |
| 6230 — Bob Lucas Branch Services      | 104.54       |
| 6240 — Literacy Services              | 1,751.94     |
| Total PROGRAMS                        | 2,812.55     |
| Total Expense                         | 229,292.14   |
| Net Ordinary Income                   | (265,150.56) |
| Net Income                            | (265,150.56) |



November 25, 2019

Altadena Library Trustees  
Ad-Hoc Facilities Committee Report

It's been an exciting month for the facilities committee as we've officially launched our #ReimagineOurAltadenaLibraries campaign to update and upgrade both of our libraries. We started with the committee holding an initial meeting on November 6<sup>th</sup> to get to know our team from Architectural Resources Group (ARG) and ensure there's clarity on our priorities. In addition to the Ad-Hoc Committee of Jason Capell and Terry Andruess we were joined by our facilities manager, Jonathan Arevalo, interim Bob Lucas branch manager Charlene Chiu, public services director Stella Terrazas, and our new Library District Director Nikki Winslow.

We're all excited to see begin work on a new vision for our libraries just as we're wrapping up work on our new Strategic Plan and looking forward to working with the community to ensure our libraries meet everyone's needs with a focus on maximizing the use of space at Bob Lucas and vastly improving accessibility within all of the Main Branch. That work began in earnest last week with two town-hall meetings; one at the Bob Lucas branch and one at the Main Branch. Nearly 30 community members, Friends of the Libraries members, numerous representatives from the Altadena Town Council and Library Foundation members participated in these initial meetings to share what the love and want to protect about our libraries as well as the changes they want to see and challenges we need to overcome.

Next steps? Look out for the next round of town hall meetings to review and give input on ARG's initial plans and ideas sometime in mid-January.

The Facilities Ad-Hoc committee is also asking the full board to consider two related items that would require formal board action in the future if we decide they would be beneficial to the district.

1. Attached is a proposal and information related to seeking historical status for the Main Branch. The Ad Hoc committee believes that achieving this status would be beneficial providing us with some additional leeway with code enforcement, the potential for additional future grant money and a great sense of pride within the community to have our beautiful building recognized nationally. The historical designation may also have unintended consequences, however, and the Board is urged to ask questions and/or request a visit from ARG at the December meeting to discuss the full range of conditions imposed by a designation of this type.
2. Attached is a proposal and information related to having a seismic safety review done of the Main Branch. We also believe this would be beneficial as we need to know if any seismic upgrades are necessary as we update the rest of the building.



## Memorandum

**To:** Nikki Winslow, District Director  
Altadena Library District  
600 E. Mariposa St  
Altadena, CA 91001

**Project:** Altadena Libraries: Architectural and Space Planning Services  
**Project No.:** 190611  
**Date:** November 15, 2019  
**Via:** Email

This memorandum has been prepared by Architectural Resources Group (ARG) at the request of the Altadena Library District to address the process and potential benefits and drawbacks of historic designation of the Altadena Library, located at 600 E. Mariposa Street in the unincorporated Los Angeles County community of Altadena. The Library was designed by noted local architect Boyd Georgi, AIA, and completed in 1967. The building's distinctive Mid-Century Modern design is complimented by its setting within a designed landscape by Eriksson Peters and Thoms, Landscape Architects.

The Altadena Library has never been formally designated under any local (County of Los Angeles Register of Historic Landmarks), state (California Register of Historical Resources), or federal (National Register of Historic Places) designation programs. In addition, it does not appear to have been previously evaluated for eligibility for designation. At 52 years of age, the building has only recently met the age threshold for listing in the National Register of Historic Places.

We understand the Altadena Library District is interested in learning more about the designation process and whether there are potential benefits and/or drawbacks to such designation for the Library. Based on ARG's review of all of the information and the unique circumstances of the Altadena Library, we recommend the following:

- It is ARG's professional opinion that the building is eligible for local, state, and federal designation for its architectural distinction.
- Buildings that are listed in the National Register are automatically listed in the California Register. The primary difference between local listing and federal listing is that locally designated buildings (County Landmarks) are subject to local land use approvals

processes for designated buildings (the Certificate of Appropriateness process), wherein National Register listed buildings are not.

- The primary benefits of designation available to the Library District are the ability to utilize the State Historic Building Code (SHBC) and eligibility for grant funding. Other financial incentives, such as Mills Act tax abatement and federal tax credits, are not applicable to non-tax paying entities.
- The main drawback to designation is the approvals process for alterations to County Landmarks.
- Because National Register designation affords all of the benefits (use of the SHBC and eligibility for grant funding, in particular) and also does not subject the building to the County's Certificate of Approval process for designated Landmarks, we recommend pursuing National Register designation rather than local County Landmark designation.
- Getting a building listed in the National Register is typically a six-to-nine month process and the cost in consultant fees is typically around \$7,000.00-\$9,000.00.
- Use of the SHBC is available to "eligible" historic buildings and not just designated buildings, so as soon as the County reviews a designation application and feels comfortable with its completeness, the Library should be able to make use of the SHBC (rather than waiting for formal designation).

What follows is a detailed account of the information ARG considered in the drafting of these recommendations.

## **Designation Process**

As previously mentioned, there are three designation programs for historic resources: federal (National Register of Historic Places), state (California Register of Historical Resources), and local (Los Angeles County Historical Landmarks). When a property is listed in the National Register it is also automatically listed in the California Register, so for the purposes of this memo we will focus on the processes of designation in the National Register and as a Los Angeles County Landmark.

### **National Register of Historic Places**

#### ***Process***

Listing in the National Register requires completion of standardized application forms in which the building's significance in accordance with eligibility criteria and integrity are delineated.

Once completed, the forms are reviewed by the California Office of Historic Preservation (OHP) staff for completeness. OHP staff may request edits or additional information. Once the application is deemed complete, it is considered by the State Historical Resources Commission (SHRC) in a regularly scheduled, quarterly meeting. If there is no owner objection to the nomination, the item will be heard on consent calendar.

Once the nomination is approved by the SHRC, it will be sent to the Keeper of the National Register for formal listing.

**Fees**

Consultant fees for preparation of National Register application materials range between \$7,000.00-\$9,000.00.

There are no state or federal fees associated with processing an application.

**Timeline**

It can take six to nine months for a building to be listed in the National Register, from preparation of the nomination forms to listing by the Keeper:

- Preparation of forms: one month
- Review by OHP: up to three months
- Agendized by SHRC: up to three months
- Approved by the Keeper: A month after the SHRC hearing

**Los Angeles County Historical Landmark**

**Process**

Listing in Los Angeles County Register of Historic Landmarks requires completion of standardized application forms in which the building's significance in accordance with eligibility criteria and integrity are delineated.

Once completed, the forms are reviewed by the LA County Regional Planning staff for completeness. Planning staff may request edits or additional information. Once the application

is deemed complete, it is considered by the County Landmarks Commission in a public hearing. The Landmark is formally listed once voted on by the County Board of Supervisors.

**Fees**

Consultant fees for preparation of the Los Angeles County Landmark application materials range between \$6,000.00-\$7,500.00.

The County charges a one-time application fee of \$1,250.00.

**Timeline**

It can take approximately six to seven months for a building to be listed on the Los Angeles County Register of Historic Landmarks, from preparation of the nomination forms to listing by the Board of Supervisors:

- Preparation of forms: one month
- Review by staff: up to two months
- Agendized by the Landmarks Commission: up to 90 days
- Approved by the Board: up to 30 days

**Potential Benefits and Drawbacks of Designation**

What follows is a list of the potential benefits and drawbacks of formal designation of the Altadena Library through listing in the National Register or Los Angeles County Register of Historic Landmarks. Many financial benefits, such as Mills Act Property Tax Abatement, Federal Rehabilitation Tax Credits, or easements are beneficial to tax-paying entities and are therefore not listed herein.

**Potential Benefits**

- **Use of the CHBC (California Historical Building Code)**

If the building is a qualified historic structure, alternatives to the regular code offer greater flexibility to rigid requirements in areas of energy conservation, accessibility and structural improvements. The purpose of the code is to preserve a building’s significant character-defining features while still providing safety for building occupants.

The SHBC only requires a building be “eligible” for designation and not formally listed. Therefore, we understand that the County Public Works Dept. of Building and Safety will recognize the building as a qualified historic structure as soon as application materials (either National Register or local Landmark) have been reviewed and deemed complete by Regional Planning, rather than needing to wait many months for formal designation.

- **Protection from future demolition or change that may detract from the building’s historic character.**

Designated buildings are afforded certain protections from demolition and insensitive alteration through local land use processes as well as the California Environmental Quality Act (CEQA).

- **Merit**

Designation as a historic landmark can also instill a certain amount of pride in the community as a meritorious act. The Library’s addition to the National Register will place it among the nation’s significant resources and ensure its application materials are available to the public for future study.

- **Securing Grants**

Designation will also make the Library eligible for grant funding for planning and capital projects. The Getty Foundation’s *Keeping it Modern* grant requires eligible buildings be “significant,” which is proved by designation. The National Trust has a number of grant programs for which the Library may be eligible, and generally buildings must be listed in the National Register to be eligible for National Trust grants.

### **Potential Drawbacks**

- **Review process for building alterations**

Properties that are listed in the Los Angeles County Register of Historic Landmarks are subject to the County’s Certificate of Appropriateness process. This does not mean that the building cannot be modified, altered, or added onto. However, as part of the Certificate of Appropriateness process, the alterations and additions will need to meet

the *Secretary of the Interior's Standards for Rehabilitation* (see below) and will need approval from the Department of Regional Planning to this end. In addition, the Certificate of Appropriateness process requires a fee of \$992.00 and may add additional time to the permitting process.

Please note that buildings listed in the National Register of Historic Places are not subject to the County's Certificate of Appropriateness process; it only applies to County Landmarks.

***Secretary of the Interior's Standards for Rehabilitation***

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



**AN AGREEMENT BETWEEN STRUCTURAL ENGINEER OF RECORD AND  
CLIENT FOR PROFESSIONAL SERVICES**

November 13<sup>th</sup>, 2019

Liz MacLean  
Architectural Resources Group  
360 E. 2<sup>nd</sup> Street, Suite 225  
Los Angeles, CA 90012

**RE: 19261.10 – Altadena Main Library Initial Seismic Evaluation  
600 E. Mariposa Street, Altadena, CA 91001**  
AUTHORIZATION FOR PROFESSIONAL SERVICES

**Dear Liz,**

We are pleased to propose the following agreement for providing structural engineering services on this project. The scope of such consulting and design services (Professional Services) shall be as follows:

**DESCRIPTION OF PROJECT**

The Altadena Library District (ALD) has selected Architectural Resources Group (ARG) to provide architectural and space planning services for the ALD. The goal is for ARG to provide a cost-effective, phased plan that can be implemented as resources allow

It is our understanding that the team is interested in undertaking a qualitative and limited quantitative seismic evaluation of the existing structure. Our proposed scope will use the ASCE41, *Seismic Evaluation & Retrofit of Existing Structures*, Tier 1 procedure to perform that evaluation, determining the likely strengths and deficiencies of the existing structure with respect to current building code. The ASCE41 Tier 1 procedure will help evaluate the structural performance of the existing building against the Life Safety criteria of ASCE41-17 at the BSE-1E seismic hazard.

We also understand that ARG will propose architectural and space upgrades on a conceptual level and would like to understand the impact to the existing structure (i.e. trigger any seismic or gravity upgrades) and understand if architectural improvements can be coupled with structural ones.

The existing 1965 building consists of a two-story with mezzanine structure. The floor and roof system consist of a combination of steel joists and wood joists spanning to steel beams which in turn span to either concrete columns, steel posts or block walls.

## DOCUMENTS REVIEWED

In preparation of this Authorization for Professional Services we have reviewed the following documentation:

- Original Structural Drawings, prepared by *Hillman, Biddison & Loevenguth*, dated 08/19/1965

## SCOPE OF SERVICES

The Structural Engineering Services included in this proposal are described in detail below.

Our scope of work will include the evaluation of the existing building and identify the existing conditions. We will perform a qualitative structural evaluation to determine likely strengths and deficiencies of the existing structure with respect to current building codes. We will use the ASCE 41 Tier 1 procedure to quantitatively evaluate the structural performance of the existing building against the Life Safety criteria of ASCE 41-17 at the BSE-1E seismic hazard.

The specific tasks we will undertake in this phase are:

- Review all available documentation for subject building.
- Perform a building walkthrough to observe the as-built structural configuration and general condition of the building. Note that our observations will be limited to any exposed and readily accessible structural elements
- Meet with the Architectural team to establish project goals, if needed (1 meeting)
- Review statutory requirements for subject building
- Undertake ASCE 41 Tier 1 evaluation of structural performance
- Review architectural conceptual plans and provide feedback (in a narrative form) on structural impact and opportunities to tie architectural with structural upgrades. We have allowed for one in-person meeting
- Prepare a structural report

Our deliverables for this portion of our scope will be as follows:

- Structural evaluation report summarizing observations from our site visit, review of available drawings, engineering judgement, and results of our Tier 1 assessment. Limited engineering calculations and analysis will be performed. Report will also address impact of proposed architectural upgrades.

Please note that the following items are not included in our base scope of services:

- Structural analysis and design beyond Tier 1 evaluation
- Ongoing design coordination and preparation of drawings
- Geotechnical investigation and report
- Material testing and destructive investigation
- Preparation of demolition documentation (for existing buildings)
- As-built structural documentation
- Tier 1 evaluation of the Branch building

#### SCHEDULE

No particular schedule was discussed for this work. We anticipate being able to start within 3-4 weeks upon receipt of a signed proposal and have assumed our deliverables to take between 3-5 weeks, depending on when the architectural concept would be available for review/discussion.

Should the schedule change from that referenced above it will be considered an additional services and our fees will be adjusted accordingly.

#### PROFESSIONAL FEES

We propose to provide our professional services for a Fixed Fee of \$8,000.

All time and materials phases (as noted above) and authorized Additional Services are charged at our current standard hourly rates. Our current standard hourly rate schedule is:

|                     |               |                         |               |
|---------------------|---------------|-------------------------|---------------|
| Principal           | \$230.-\$260. | Structural Designer     | \$125.        |
| Associate Principal | \$200.-\$225. | Senior Revit Specialist | \$145.        |
| Senior Engineer     | \$165.-\$185. | Revit Specialist        | \$125.-\$135. |
| Project Engineer    | \$135.-\$155. | Administration          | \$80.         |

Hourly rates are subject to revision on the First Day of February and the First Day of August each year. The unearned portion of the fixed fee is also subject to revision based upon revised salary scales every six months from the date of Contract Execution.

If the project becomes a Fast Track Project, the engineering charges stated above shall be subject to re-negotiation.

#### REIMBURSABLE EXPENSES

Reimbursable expenses shall be billed at a multiple of 1.125 times the cost incurred.



Reimbursable expenses are expenses incurred directly in connection with the project such as, but not limited to, transportation, out-of-town travel and subsistence, overnight deliveries, courier services, additional specialized professional services, sales taxes, permits and filing fees for securing approvals from government authorities, renderings or models, expenses for professional liability insurance or additional insurance beyond the normal amount carried and the cost of reproductions beyond those normally required for coordination and information purposes.

ADDITIONAL PROVISIONS

This Letter Agreement and Exhibit B hereto, constitute the entire Agreement between the parties. Please examine these documents and, if acceptable, sign and return an original to us. Retain a copy for your records. We are authorized to provide services upon receipt of a signed contract.

We look forward to working with you on this project.

Sincerely,

HOLMES STRUCTURES,  
a California registered partnership



Nina Mahjoub, P.E.  
PRINCIPAL

Reviewed by: Katy Faix

ACCEPTANCE:

ARCHITECTURAL RESOURCES GROUP

Liz MacLean  
ASSOCIATE

Date: \_\_\_\_\_, 2019



## EXHIBIT B - TERMS AND CONDITIONS

This is an exhibit (with Sections 1 through 8) attached to and made a part of the Agreement dated 11/13/2019, by and between Holmes Structures (SER) and Architectural Resources Group (Client) for Altadena Main Library Initial Seismic Evaluation – 600 E Mariposa Street, Altadena, CA (Project).

### **1 GENERAL**

#### **1.1 This Agreement**

- 1.1.1 These Terms and Conditions, along with the Letter Agreement, form the Agreement as if they were part of one and the same document. Unless otherwise specified, this Agreement shall be governed by the laws of the principal place of business of the SER.
- 1.1.2 The Letter Agreement may limit or negate the applicability of these Terms and Conditions. Such limitation shall take precedence over provisions of this Exhibit.
- 1.1.3 If a Prime Design Professional is also engaged by the Client to participate in this project, then that Prime Design Professional shall be responsible for determining and interpreting the needs of the Client, and for coordinating the work of the SER and other members of the design team.

#### **1.2 General Obligations of the SER and the Client**

- 1.2.1 The SER shall provide those professional services as described in the Letter Agreement and detailed in these Terms and Conditions. In rendering these services, the SER shall apply the degree, skill and care ordinarily exercised by structural engineers under similar circumstances.
- 1.2.2 The SER and Client shall each designate, in writing, a representative to act with authority on their behalf with respect to all aspects of the Project.
- 1.2.3 The Client shall verify, in writing, that the project will be financed adequately, including provisions for contingencies, to accomplish the stated and desired goals and commitments.
- 1.2.4 The Client shall provide all criteria and information with regard to their requirements for the Project. This shall include, but not be limited to, review and approval of design in the schematic design phase, design development phase, and contract documents phase. These approvals shall include a written authorization to proceed to the next phase.
- 1.2.5 The Client shall provide testing necessary to identify hazardous materials and pollutants, and shall provide test results to the SER, and be responsible for the remediation in accordance with the governing laws, if required.
- 1.2.6 The SER shall request and the Client shall provide those geotechnical investigations, property surveys, utility surveys, reports and other data necessary for performance of the project.
- 1.2.7 Professional services provided by the Client shall be performed by professionals licensed in the State of the Project and experienced with respect to the service being provided.
- 1.2.8 The SER is entitled to rely on the accuracy and completeness of services provided by other design professionals retained by the Client.
- 1.2.9 Defects in Service: The Client shall promptly report to the SER any defects or suspected defects in the SER's services of which the Client becomes aware, so that the SER may take measures to minimize the

consequences of such a defect. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor contract and shall require all subcontracts at any level to contain a like requirement.

## **2 BASIC SERVICES**

See Letter Agreement and Exhibit A for description of included Basic Services.

## **3 ADDITIONAL SERVICES**

Any service not included in the specified scope of services in the Letter Agreement is considered an additional service. Additional services beyond those described in the Letter Agreement may be requested. These services may be provided by the SER under terms mutually agreed upon by the Client and the SER. Additional Services are services which may or may not be foreseen at the beginning of design stages, and are not included as Basic Services.

## **4 EXTRA SERVICES**

Extra Services are services, which arise as a result of unforeseen circumstances during the design or constructions processes and are not included in the Basic Services. Examples include, but are not limited to:

1. Services resulting from changes in scope or magnitude of the project as described and agreed to under the Basic Services Agreement.
2. Services resulting from changes necessary because of a construction cost overrun which is outside the control of the SER.
3. Services resulting from revisions which are inconsistent with approvals or instructions previously given by the Client.
4. Services resulting from revisions due to the enactment or revision of codes, laws, or regulations subsequent to the start or preparation of construction documents.
5. Services resulting from Client-initiated change orders.
6. Services resulting from corrections or revisions required because of errors or omissions in construction by the building contractor or in design by consultants other than the SER.
7. Providing recommendations regarding claims, disputes, or other matters relating to execution or progress of the work.
8. Services resulting from construction procedures over which the SER has no control.
9. Services due to extended design or construction time schedules.
10. Services, including assisting in preparation for litigation or arbitration as witnesses or consultants, in connection with any public hearing, arbitration, mediation, or legal proceedings with respect to the project.
11. Services resulting from damage, as the result of fires, man-made disasters, or acts of God.
12. Review and design of alternate or substitute systems.
13. Review of additional shop drawing submittals when occasioned by improper or incomplete submittals.
14. Attendance at construction progress meetings.

15. Overtime work required by the Architect/Client.
16. Services required to make changes resulting from value-engineering review or project peer review.
17. Services rendered for special foundations when the discovery of poor soil conditions is made after execution of this Agreement. Examples include, but are not limited to: deep foundations, mat footings, structural grade slabs, and grade beams.

## **5 FEES AND PAYMENTS**

### **5.1 Fees and Other Compensation**

- 5.1.1 Fees for Basic Services, Additional Services, Extra Services and Compensation for Reimbursable Expenses are set forth in the Letter Agreement.

### **5.2 Payments on Account**

- 5.2.1 Invoices for the SER's services shall be submitted on a monthly basis. Invoices shall be payable when rendered and shall be considered past due if not paid within 30 days after the invoice date.
- 5.2.2 Any inquiry or questions concerning the substance or content of an invoice shall be made to the SER in writing within 10 days of receipt of the invoice. A failure to notify the SER within this period shall constitute an acknowledgment that the service has been provided and payment is due.

### **5.3 Late Payments**

- 5.3.1 A service charge will be charged at the rate of 1.5% (18% true annual rate) per month or the maximum allowable by law on the then outstanding balance of past due accounts. In the event any portion of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees. Payments on account will be credited first to any service charge and then to any outstanding balances due.
- 5.3.2 In the event that any portion of an account remains unpaid 30 days after billing, the SER may, without waiving any claim or right against the Client, and without liability whatsoever to the Client suspend or terminate the performance of all services.

## **6 INSURANCE, INDEMNIFICATION & RISK ALLOCATION**

### **6.1 Insurance**

- 6.1.1 The SER shall secure and endeavor to maintain professional liability, commercial general liability and automobile liability insurance to protect the SER from claims for negligence, bodily injury, death, or property damage which may arise out of the performance of the SER's services under this Agreement. The SER shall also carry Workers' Compensation insurance. The SER shall, if requested in writing, provide certificate confirming such insurance to the Client.

## **6.2 Indemnification**

- 6.2.1 The Client shall assume the defence of, indemnify and hold harmless the SER and all of its personnel, and the other design team members, from and against any and all damages, losses and expenses (including reasonable attorney's fees) arising out of or resulting from the project, excepting only any such damages that are determined to have been solely caused by the SER's negligent acts or wilful misconduct in connection with the Project, or by anyone for whom the SER is legally liable.
- 6.2.2 The SER shall indemnify but not defend the Client and its personnel from and against liabilities for damages, to the extent they are actually caused by the negligent act, error, or omission by the SER in the performance of its services under this Agreement, subject to the provisions in the paragraph 6.3, below on Risk Allocation.
- 6.2.3 The Client shall indemnify and hold harmless the SER and all of its personnel, and other design team members from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) arising from the presence, discharge, release or escape of asbestos, hazardous waste, or other contaminants at the site. Both parties acknowledge that the SER's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event the SER or any other party encounters any hazardous or toxic materials, or should it become known to the SER that such materials may be present on or about the job site or any adjacent areas that may affect the performance of the SER's services, the SER may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Client retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the job site is in full compliance with all applicable laws and regulations.
- 6.2.4 The indemnifications as stated in 6.2.1 and 6.2.3 shall apply to the respective officers, members, directors, partners, agents, employees, and subconsultants of the SER and Client.

## **6.3 Risk Allocation**

- 6.3.1 **Limitation of Liability:** In recognition of the relative risks, rewards and benefits of the Project to both the Client and the SER, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, to the Client and anyone claiming by or through the Client, for any and all injuries, claims, losses, costs or damages, including attorneys' fees and costs and expert-witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the project or the Agreement from any cause or causes, shall not exceed the total compensation received by the SER under this Agreement, or the total amount of \$50,000, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law. Such causes include, but are not limited to, the SER's negligent acts, errors, omissions, strict liability, breach of contract, or breach of expressed or implied warranty or any other



theory of legal liability. This limitation of liability shall apply to the Structural Engineer of Record and its officers, members, directors, partners, agents, employees, and subconsultants.

- 6.3.2 Delays: The Client agrees that the SER is not responsible for damages arising directly or indirectly from any delays for causes beyond the SER's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; fires, riots, war or other emergencies or acts of God; failure of any government agency to act in timely manner; failure of performance by the Client or the Client's contractors or consultants; or discovery of any hazardous substances or differing site conditions. In addition, if the delays resulting from any such causes increase the cost or time required by the SER to perform its services in an orderly and efficient manner, the SER shall be entitled to an equitable adjustment in schedule and /or compensation.
- 6.3.3 Consequential Damages: Notwithstanding any other provisions of this Agreement, and to the fullest extent permitted by law, neither the Client nor the SER, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and the SER shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
- 6.3.4 Statute of Repose and Limitation: All legal causes of action between the parties to this Agreement shall accrue and any applicable statutes of repose or limitation shall begin to run not later than the date of Substantial Completion. If the act or failure to act complained of occurs after the date of Substantial Completion, then the date of final completion shall be used, but in no event shall any statute of repose or limitation begin to run any later than the date the SER's services are completed or terminated.

## **7 MISCELLANEOUS PROVISIONS**

### **7.1 Reuse of Documents, Ownership, Use of Documents and Computer Aided Drafting (CAD) Files, and Building Information Models (BIM)**

- 7.1.1 All documents including drawings, specifications, computer files, CAD files, design calculations and survey notes are instruments of service and belong to and remain the property of SER, regardless of whether the instruments were copyrighted or whether the Project for which they were prepared is executed. SER retains all copyright interests and rights in all such documents. Client may, at its expense, obtain reproducible copies of drawings and copies of other documents, in consideration of which there will be mutual agreement that Client will use them solely in connection with the specific Project for which they were prepared.

7.1.1 Any reuse of the Drawings or Specifications for, among other things, development of another project, or completion of this project by others, revisions, alterations, deletions from, additions to, or other modifications of the Drawings or Specifications, shall constitute an “unauthorized reuse” and be prohibited unless performed by or at the written consent of SER. Client further agrees to defend, indemnify and hold SER, its employees and subconsultants harmless from and against any and all claims, demands, damages, losses or expenses, including court and arbitration costs, and attorneys’ fees, arising out of or resulting from any such unauthorized reuse.

7.1.2 Building Information Models (BIM), if included within scope of the project, shall contain elements modelled to a Level of Development (LOD) 200, unless otherwise noted. Refer to AIA Document G202-2013, Article 2 for detailed description of Level of Development.

## **7.2 Building Permit Plan Check**

7.2.1 Our documentation is prepared specifically for construction, and designed according to the applicable building codes. While we make every effort to present the information in such a way that plan checking is facilitated, the construction is our first priority. Different building officials in different areas will require differing levels of documentation and review in order to satisfy themselves that the design meets the code. In particular, it is our experience that plan check review is more intensive and requires greater time input where it is contracted out to external review.

7.2.2 While reasonable effort will be made to provide an appropriate level of information for typical plan review, in some cases there will be significantly more work required by the plan checkers. This should not be construed that the design as submitted fails to meet code. The SER will attempt to limit the cost of such additional work, but in such cases the time allocation made in the budget may be insufficient, due to circumstances beyond our control.

## **7.3 Opinion of Probable Construction Costs**

7.3.1 SER’s evaluations of Client’s probable project budget and any opinions of probable construction costs as provided for herein will be made on the basis of SER’s experience and qualifications and will represent SER’s best judgment as a qualified design professional familiar with the construction industry. Because SER has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractor’s methods of determining prices, or over the competitive bidding process or future market conditions, SER does not guarantee or represent that proposals, bids, negotiated prices, or actual construction costs will not vary from the opinions of probable construction costs prepared or agreed upon by SER. If Client wishes greater assurance as to construction costs, Client shall employ an independent cost estimator.

## **7.4 Hidden Conditions**

7.4.1 A structural condition is hidden if concealed by existing finishes or if it cannot be investigated by reasonable visual observation. If SER has reason to believe that a structurally deficient condition may

exist, the SER shall notify the Client who shall authorize and pay for all costs associated with the investigation of such a condition and if necessary, all costs necessary to correct said condition. If (1) the client fails to authorize such investigation or correction after due notification, or (2) SER has no reason to believe that such a condition exists, then Client is responsible for all risks associated with this condition, and SER shall not be responsible for the existing condition nor any resulting damages to persons or property. The SER shall have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials of any form.

## **7.5 Review of Contractor's Work**

7.5.1 SER shall not supervise, direct, or have control over contractor's work. SER shall not be responsible for the contractor's means, methods, procedures, techniques, or sequences of construction, nor for safety program and procedures employed by the contractor on the job site. The SER shall not be responsible for Contractor's failure to carry out the work in accordance with the Contract Documents.

## **7.6 Termination, Successors and Assigns and No Third Party Beneficiary**

- 7.6.1 This Agreement may be terminated upon 10 days written notice by either party should the other fail to perform its obligations hereunder. In the event of termination, Client shall pay SER for all services rendered to the date of termination, all reimbursable expenses, reasonable termination expenses and anticipated profits on services performed.
- 7.6.2 The Client and SER each binds himself or herself, partners, successors, executors, administrators, assigns and legal representative to the other party of this Agreement and to the partners, successors, executors, administrators, assigns, and legal representative of such other party in respect to all covenants, agreements, and obligations of this Agreement.
- 7.6.3 Neither the Client nor SER shall assign, sublet or transfer any rights under or interest in (including but without limitations, monies that may be due or monies that are due) this Agreement, without the written consent of the other, except as stated in the paragraph above, and except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent the SER from employing such independent consultants, associates and subcontractors, as he or she may deem appropriate to assist in the performance of services hereunder.
- 7.6.4 SER and Client agree that the services performed by the SER pursuant to this Agreement are solely for the benefit of the Client and are not intended by either the SER or the Client to benefit any other person or entity. To the extent that any other person or entity, including but not limited to the Contractor and/or any of its Subcontractors and other Design Professionals, is benefited by the services performed by the SER pursuant to this Agreement, such benefit is purely incidental and such other person or entity shall not be deemed a third party beneficiary to this contract.

7.6.5 Partnership Protection: It is intended by the parties to this Agreement that the SER's services in connection with the Project shall not subject the SER's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against the SER, a California partnership, and not against any of the SER's individual employees, officers or directors.

## **7.7 Dispute Resolution**

7.7.1 In an effort to resolve any conflicts or disputes that arise regarding the performance of this agreement, the Client and SER agree that all such disputes shall be submitted to nonbinding mediation, using a mutually agreed upon mediation service experienced in the resolution of construction disputes. Unless the parties mutually agree otherwise, such mediation shall be a pre-condition to the initiation of any further proceedings. It is further agreed that any dispute that is not settled pursuant to such mediation shall be adjudicated by a court appointed referee in accordance with the Judicial Reference procedures as set forth in California Code of Civil Procedure Section 638 et seq. The parties hereby mutually agree to waive any right to a trial by jury regarding any dispute arising out of this Agreement.

7.7.2 The parties further agree to include a similar mediation, Judicial Reference, and waiver of jury trial provision in their agreements with other independent contractors and consultants retained for the project and require them to similarly agree to these dispute resolution procedures.

7.7.3 In no event shall a claim or dispute be made or sustained if it would be barred by the applicable statute of limitations.

## **7.8 Severability and Survival**

7.8.1 Severability: Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

7.8.2 Survival: Notwithstanding completion or termination of this Agreement for any reason, all rights, duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

## **7.9 Governing Laws**

7.9.1 This agreement shall be governed by the laws of the principal place of business of the SER – San Francisco, California.

## **7.10 Interpretation**

7.10.1 Limitations on liability, waivers and indemnities in this Agreement are business understandings between the parties and shall apply to all legal theories of recovery, including breach of contract or warranty,

breach of fiduciary duty, tort (including negligence), strict or statutory liability, or any other case of action, provided that these limitations on liability, waivers and indemnities will not apply to any losses or damages that may be found by a trial of fact to have been caused by the SER's sole or gross negligence.

**8 SUPPLEMENTAL CONDITIONS**

None.

**BOARD OF LIBRARY TRUSTEES**  
**FINANCE REPORT for November 2019**

**DEPARTMENT:** Administration

**MEETING DATE:** November 25, 2019

**PREPARED BY:** Nicole Fabry

**LOCATION:** Community Room

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**TITLE:** Resolution No. 2019-10 Resolution of the Board of Trustees of the Altadena Library District Adopting Annual Statement of Investment Policy

**BACKGROUND:**

The District currently invests all tax revenue in the Los Angeles County Treasury Pool. The funds are invested at the discretion of the County. The District's funds are currently only allowed to be invested with the County Treasury pool according to Section VIII of the District's Investment Policy, which is attached for your review.

In partnership with Platinum Consulting Group and Best, Best & Krieger we have drafted a new Investment Policy that will allow the District to invest the funds at our discretion. A Resolution to adopt that policy is attached for your approval.

At the August 26, 2019 meeting of the Board of Trustees, the Resolution Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF) was passed. Once an updated Investment Policy is in place, our funds currently held with the County will be moved to LAIF, earning us a higher rate of return and greater autonomy with managing our funds.

Resolution No. 2019-10 Resolution of the Board of Trustees of the Altadena Library District Adopting Annual Statement of Investment Policy and Section VIII of the District's current Investment Policy approved July 27, 2009.

**FISCAL IMPACT**

There is no fiscal impact to either remove our funds from the County pool or to invest them with LAIF.

**RECOMMENDATION**

Staff recommends that the Board of Library Trustees review all documents and approve the Resolution No. 2019-10 Resolution of the Board of Trustees of the Altadena Library District Adopting Annual Statement of Investment Policy.

**RESOLUTION NO. 2019-10  
RESOLUTION OF THE BOARD OF TRUSTEES  
OF ALTADENA LIBRARY DISTRICT  
ADOPTING ANNUAL STATEMENT OF INVESTMENT POLICY**

**WHEREAS**, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code Section 53600.6); and

**WHEREAS**, the legislative body of a local agency may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 5920 and 53600 *et. seq.*; and

**WHEREAS**, the District Director of the Altadena Library District ("District") shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the legislative body at a public meeting (California Government Code Section 53646[a]).

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Altadena Library District as follows:

**Section 1. Scope of Policy:** This Investment Policy ("Policy") applies to all financial assets of the District. Funds in any deferred compensation plan and/or in a trust for retiree benefits are not included.

**Section 2. Prudence:** Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and anticipated needs of the District, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code Section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

**Section 3. Objectives:** As specified in California Government Code Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

a. **Safety:** Safety of principal is the foremost objective of the Policy. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of

capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

b. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements that might be reasonably anticipated.

c. **Return on Investments:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

**Section 4. Delegation of Authority:** Authority to manage the Policy is derived from California Government Code Section 53600, *et. seq.* Management responsibility for the Policy is hereby delegated to the District Director. No person may engage in an investment transaction except as provided under the terms of this Policy. The Board of Trustees shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of the District Director or any other subordinate officials. Under the provisions of California Government Code Section 53600.3, the District Director is a trustee and a fiduciary subject to the prudent investor standard.

**Section 5. Ethics and Conflicts of Interest:** Officers and employees involved in the investment process shall fully comply with the District's Conflict of Interest Code in the execution of this policy. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict or appear to conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

**Section 6. Authorized Financial Institutions and Dealers:** The District Director may maintain a list of financial institutions, selected on the basis of credit worthiness financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list may also be maintained of approved security brokers/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the District Director shall select only brokers/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the District Director shall have received from said firm a signed certification form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Policy and that the firm understands the policy and intends to present investment



recommendations and transactions to the District that are appropriate under the terms and conditions of the Policy.

Where all funds of the District not placed in FDIC -insured accounts are invested through the State of California Local Agency Investment Fund (LAIF), the District need not investigate the qualifications of those financial institutions and broker/dealers with whom LAIF transacts business.

**Section 7. Authorized and Suitable Investments:**

a. **Permitted Investments:** District funds may be invested as authorized by, and subject to the limitations and special conditions of California Government Code Section 53601 *et. seq.*

b. **Prohibited Investments:** Under the provisions of California Government Code Section 53601.6, the District shall not invest any funds covered by this Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

**Section 8. Collateralization:** All certificates of deposits must be collateralized by U. S. Treasury obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under California Government Code Section 53601(i)(2).

**Section 9. Safekeeping and Custody:** All security transactions entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement as required by California Government Code Section 53601.

**Section 10. Diversification:** The District will diversify its investments by security type and institution. It is the policy of the District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

a. Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.

b. Maturities selected shall provide for stability of income and liquidity.

c. Disbursement and payroll dates shall be covered through maturities investments, marketable U. S. Treasury Bills or other cash equivalent instruments such as money market mutual funds.

**Section 11. Reporting:** In accordance with California Government Code Section 53646(b) (1), the District Director shall submit to each member of the Board a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values on current market values of each component of the portfolio, including funds managed for the District by third party contracted managers, if applicable. The report will also include a certification that **(1)** all investment actions executed since the last report have been made in full compliance with the Policy and, **(2)** the District will meet its expenditure obligations for the next six months as required by California Government Code Sections 53646(b)(2) and (3), respectively. The District Director shall maintain a complete and timely record of all investment transactions.

**Section 12. Investment Policy Adoption:** The policy shall be adopted by resolution of the Board of Trustees. The Policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Trustees.

**PASSED, APPROVED AND ADOPTED** this 23rd day of September 2019 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

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Terry Andruess, President  
Board of Trustees

Attest:

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Katie Clark, Board Secretary  
Altadena Library District

## **VIII. Investment Policy**

This statement of investment policy is intended to provide guidelines for the investment of the Altadena Library District's surplus cash. This investment policy applies to all funds of the District as identified in the District's Independent Auditor's Reports. The following is a list of funds:

1. General Fund – Cash in County Treasury
2. General Checking Account
3. Passport Account
4. Payroll Account
5. Money Market Account

### **Authority:**

California Education Code Section 19658 provides that, the County of Los Angeles Treasurer is the investment authority for, and holder of all District Funds.

All Funds in the District's General Library Fund of the Los Angeles Treasurer shall be held in the Los Angeles Pooled Surplus Investment Fund, unless the District makes a special request of the County Treasurer for placement in other lawful investments.

### **Delegation of Authority:**

The Revenue derived from the tax, together with all money acquired by gift, devise, bequest or otherwise, for the purposes of the library, shall be paid into the county treasury, to the credit of the library fund of the district in which the tax is collected, subject only to the order of the library trustees of the district. If payment into the treasury is inconsistent with the terms or conditions of any gift, devise, or bequest, the board of library trustees will provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise or bequest.

Authority to manage the investment program is derived from California Government Sections 53600, et seq. It is the policy of the District for the Director of Finance to direct the investment activity of the funds of the District, who will establish written procedures for the operation of the investment program consistent with this investment policy. The Board of Trustees shall supervise the activities and has ultimate responsibility for the District's Investments.

### **Ethics and Conflicts of Interest:**

Officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

**Reporting:**

In accordance with California Government Code 53646(b)(1), the Director of Finance will submit to the Board of Trustees a quarterly investment report, or fund statements, for all funds outside the Pooled Surplus Investment Fund with the County. The General Fund interest income is reported in the financial reports at the monthly Board meetings.

**Investment Policy Review:**

This Investment Policy will be reviewed on an annual basis, and the Board of Trustees must approve modifications.

*(Adopted by the Board of Library Trustees, March 26, 2007, Reviewed February 23, 2009, Reviewed July 27, 2009)*



## HOLIDAYS AND CLOSURES FOR 2020

|   |           |             |
|---|-----------|-------------|
| New Year's Day  | Wednesday | January 1   |
| Martin Luther King Jr. Day  | Monday    | January 20  |
| Presidents' Day   | Monday    | February 17 |
| Memorial Day  | Monday    | May 25      |
| Independence Day  | Saturday  | July 4      |
| Labor Day   | Monday    | September 7 |
| Columbus/Indigenous Peoples Day<br>(Professional Development Day) | Monday    | October 12  |
| Veterans Day  | Wednesday | November 11 |
| Thanksgiving Day  | Thursday  | November 26 |
| Day After Thanksgiving  | Friday    | November 27 |
| Christmas Eve Holiday   | Thursday  | December 24 |
| Christmas Day Holiday   | Friday    | December 25 |
| Flexible Holiday  | Saturday  | December 26 |

### Early Closure

|                              |                |             |
|------------------------------|----------------|-------------|
| Thanksgiving Eve             | Wednesday 5 pm | November 25 |
| Christmas Tree Lane Lighting | Saturday 2 pm  | December 12 |
| New Year's Eve               | Tuesday 5 pm   | December 31 |



## Board of Library Trustees

Meetings are held the fourth Monday of the Month  
(unless otherwise noted)

**Location:** Altadena Library District Barbara J. Pearson Community Room

**Time:** 5:00 p.m. (unless otherwise noted)

Agendas are posted 72 hours prior to the meetings.

### Meeting Dates for 2020

**January 27, 2020**

**February 24, 2020**

**March 23, 2020**

**April 27, 2020**

**May 18, 2020**

**(Third Monday due to Memorial Day Holiday)**

**June 22, 2020**

**July 27, 2020**

**August 24, 2020**

**September 28, 2020**

**October 26, 2020**

**November 23, 2020**

**December 21, 2020**

**(Third Monday due to Christmas Holiday)**