AGENDA
Regular Meeting
Board of Library Trustees – Altadena Library District
Community Room – Main Library
January 25, 2016 – 5:00 p.m.

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

1. CALL TO ORDER

2. ROLL CALL:
   Meredith McKenzie, President
   David Tuck
   Gwendolyn McMullins, Secretary
   Adalita Zelada-Garcia
   John McDonald

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

   Recommended Action: The Board of Library Trustees hereby adopts the Agenda as presented.

4. PUBLIC COMMUNICATION
   Citizens may address the Board regarding any item of Library business on or not on the agenda. Citizen comments are limited to 3 minutes per item. At the discretion of the President, citizens 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 address, and state the agenda item and/or issue you wish to address.

5. PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS
   a) HIRING OF CHRISTOPHER KELLERMeyer, FULL-TIME IT MANAGER IN TECHNICAL SERVICES, EFFECTIVE NOVEMBER 1, 2015
   b) HIRING OF KYLYNN CHANEY, TEMPORARY FULL-TIME ADMINISTRATIVE ASSISTANT IN ADMINISTRATION, EFFECTIVE 12/22/2015

6. FINANCIAL REPORTS
   a) ALTADENA LIBRARY DISTRICT FOR THE MONTHS OF NOVEMBER/DECEMBER (DISCUSSION/POSSIBLE ACTION)
   b) DISTRIBUTION OF ALTADENA LIBRARY DISTRICT AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2015 CONDUCTED BY INDEPENDENT CERTIFIED AUDITOR, THE PUN GROUP (INFORMATION)

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

7. CONSENT CALENDAR
   The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under “Items removed from the Consent Calendar”. The entire remaining Consent Calendar is then voted upon by roll call under one motion.

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

   a) APPROVAL OF MINUTES – REGULAR MEETING HELD NOVEMBER 23, 2015
   b) STATISTICAL REPORTS – NOVEMBER / DECEMBER 2015
   c) DEPARTMENTAL MONTHLY REPORT – NOVEMBER / DECEMBER 2015
8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR
Items removed from the Consent Calendar will be discussed individually at this time.

9. DIRECTOR'S REPORT
a) REVIEW OF OPERATING PLAN PROGRESS AT SIX MONTHS
b) ABOVE AND BEYOND AWARD – 4TH QUARTER 2015
c) PHOTOGRAPHS FOR TRUSTEES

10. OLD BUSINESS
a) CONSIDERATION TO ADD A FLEXIBLE HOLIDAY TO THE ALTADENA LIBRARY DISTRICT HOLIDAY CALENDAR FOR 2016 AND FUTURE FISCAL YEARS (DISCUSSION/POSSIBLE ACTION)

11. NEW BUSINESS
a) ALTADENA CHAMBER OF COMMERCE 92ND ANNUAL AWARD DINNER - PURCHASE OF TABLE (DISCUSSION/POSSIBLE ACTION)
b) APPROVAL OF ALTADENA LIBRARY DISTRICT ANNUAL REPORT TO THE PUBLIC FY 2014/15 (DISCUSSION/POSSIBLE ACTION)
c) REVIEW AND APPROVAL OF COLLECTION DEVELOPMENT MANAGER JOB DESCRIPTION IN TECHNICAL SERVICES (DISCUSSION/POSSIBLE ACTION)
d) REQUEST FOR LATE OPENING ON MARCH 4TH FOR STAFF TRAINING AND DEVELOPMENT (DISCUSSION/POSSIBLE ACTION)
e) ACCEPTANCE OF CLLS GRANT AWARD IN THE AMOUNT OF $25,165.00 FOR FY2015/16 AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH GRANT REGULATIONS (INFORMATION)
f) CALIFORNIA MINIMUM WAGE INCREASE, EFFECTIVE JANUARY 1, 2016 AND UPDATED ALTADENA LIBRARY DISTRICT SALARY SCHEDULE, FY2015-16 (INFORMATION)
g) MID-YEAR REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICT'S OPERATING BUDGET FY2015/16 WITH ADJUSTMENTS (DISCUSSION/POSSIBLE ACTION)
h) RE-ISSUANCE OF RFP FOR ARCHITECTURAL SERVICES - REMODEL OF MAIN LIBRARY (DISCUSSION/POSSIBLE ACTION)
i) YOUR LIBRARY LOVES YOU - FINE FORGIVENESS (INFORMATION)

12. CORRESPONDENCE & PRESS
a) PRESS CLIPPINGS (INFORMATION)

13. REPORTS OF SUPPORT GROUPS
a) ALTADENA LIBRARY FOUNDATION
b) FRIENDS OF THE ALTADENA LIBRARY

14. REPORTS OF TRUSTEES

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

16. ADJOURNMENT

Recommended Action: There being no further business to come before the Board, the meeting is adjourned.
BOARD OF LIBRARY TRUSTEES
STAFF REPORT

DEPARTMENT: Finance
MEETING DATE: January 25, 2016
PREPARED BY: Tina Wallin
LOCATION: Community Room


REVENUE HIGHLIGHTS – November and December:
- Percent of year completed is 50%.
- Total revenues at Dec 31, 2015 is $1,314,294.
- Total expenditures at Dec 31, 2015 is $1,494,299.95
- Interest with the County has decreased from .72% to .70%
- CA State Library, DIY Grant Funds in the amount of $27,000 have been received. The total Grant amount is $30,000.
- CLLS Literacy Grant award in the amount of $25,165 has been received. This is the total grant funding for this FY.

EXPENDITURE HIGHLIGHTS – November and December:
- Salaries, Wages and Benefits are within Budget at 48.08%
- In the November payroll period, staff received a bonus
- Some expenditure items are currently over-budget, such as Meetings and Travel, Operating Software, Programming, Memberships, Training; however, these will be addressed with the Mid-Year Budget Adjustments.

OTHER HIGHLIGHTS:

The District was notified by our current Life Insurance policy holder, AIG, that they will no longer offer services to groups of our size and will be transferring our account to The Hartford, effective 3/1/2016. AIG made an agreement with The Hartford so as to minimize any disruptions to our plan/employees.

I am honored to have been awarded a scholarship from CSDA (California Special District Association) in the amount of $150 to attend the annual HR Boot camp in March 2016. The District will pay the fee and be reimbursed by CSDA after attendance. In addition to this HR program, I have also enrolled into an HR Certification Program through HR Certification Institute. I met the requirements based on my current job description and years of experience, so I am currently enrolled to test for the PHR (Professional in Human Resources).
### Altadena Library District
**Balance Sheet**
**As of November 30, 2015**

#### ASSETS

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
<td></td>
</tr>
<tr>
<td>Cash &amp; Cash Equivalents</td>
<td></td>
</tr>
<tr>
<td>1010.00 · Cash in County Treasury</td>
<td>143,938.00</td>
</tr>
<tr>
<td>1010.20 · Asset Replacement Reserve</td>
<td>122,122.95</td>
</tr>
<tr>
<td>1010.10 · Trustee Election Reserve</td>
<td>1,284,240.72</td>
</tr>
<tr>
<td>Total 1010.00 · Cash in County Treasury</td>
<td>1,550,302.67</td>
</tr>
<tr>
<td>1021 · Cash in Checking Chase Gen Fund</td>
<td>41,069.12</td>
</tr>
<tr>
<td>1026 · Cash in Savings PF - Chase Bank</td>
<td>3,013.73</td>
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<tr>
<td>1041 · Cash in Savings - Chase Bank</td>
<td>25,111.76</td>
</tr>
<tr>
<td>1045 · Cash HUD Fund - Chase Bank</td>
<td>2.04</td>
</tr>
<tr>
<td>1075 · SCLC Deposit Account</td>
<td>1,160.00</td>
</tr>
<tr>
<td>1080 · Petty Cash</td>
<td>777.00</td>
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<tr>
<td>Total Cash &amp; Cash Equivalents</td>
<td>1,621,436.32</td>
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<tr>
<td><strong>Total Checking/Savings</strong></td>
<td>1,621,436.32</td>
</tr>
<tr>
<td><strong>Other Current Assets</strong></td>
<td></td>
</tr>
<tr>
<td>1400 · Property Taxes Receivable</td>
<td>-36,918.87</td>
</tr>
<tr>
<td>1076 · Prepaid Items &amp; Deposits</td>
<td>800.00</td>
</tr>
<tr>
<td>Total Other Current Assets</td>
<td>-36,118.87</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>1,585,317.45</td>
</tr>
<tr>
<td><strong>Fixed Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Non-Depreciable Assets</td>
<td></td>
</tr>
<tr>
<td>1500 · Land</td>
<td>77,280.28</td>
</tr>
<tr>
<td>1510 · Artwork</td>
<td>102,500.00</td>
</tr>
<tr>
<td>Total Non-Depreciable Assets</td>
<td>179,780.28</td>
</tr>
<tr>
<td>Depreciable Assets</td>
<td></td>
</tr>
<tr>
<td>1550 · Structures &amp; Improvements</td>
<td>1,180,735.18</td>
</tr>
<tr>
<td>1700 · Furniture, Fixtures &amp; Equipment</td>
<td>683,740.71</td>
</tr>
<tr>
<td>1800 · Accum Depr (S &amp; I)</td>
<td>-1,002,735.14</td>
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<tr>
<td>1900 · Accum Depr (FF &amp; E)</td>
<td>-812,732.21</td>
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<tr>
<td>Total Depreciable Assets</td>
<td>249,018.54</td>
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<tr>
<td><strong>Total Fixed Assets</strong></td>
<td>428,798.82</td>
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<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>2,014,116.27</td>
</tr>
</tbody>
</table>

#### LIABILITIES & EQUITY

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>-7,264.74</td>
</tr>
<tr>
<td>Total Accounts Payable</td>
<td>-7,264.74</td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td></td>
</tr>
<tr>
<td>2012 · Accrued Vacation Payable</td>
<td>66,564.65</td>
</tr>
<tr>
<td>2090 · Misc Short Term Payable</td>
<td>-3,000.00</td>
</tr>
<tr>
<td>Total Other Current Liabilities</td>
<td>63,564.65</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>56,299.91</td>
</tr>
<tr>
<td>Long Term Liabilities</td>
<td></td>
</tr>
<tr>
<td>2030 · GASB 45 OPEB Liability</td>
<td>189,067.52</td>
</tr>
<tr>
<td><strong>Total Long Term Liabilities</strong></td>
<td>189,067.52</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>245,367.43</td>
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</table>
Altadena Library District
Balance Sheet
As of November 30, 2015

<table>
<thead>
<tr>
<th></th>
<th>Nov 30, 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity</td>
<td></td>
</tr>
<tr>
<td>3300 - Retained Earnings</td>
<td>2,824,027.02</td>
</tr>
<tr>
<td>Net Income</td>
<td>-1,055,278.18</td>
</tr>
<tr>
<td>Total Equity</td>
<td>1,768,748.84</td>
</tr>
<tr>
<td>TOTAL LIABILITIES &amp; EQUITY</td>
<td>2,014,116.27</td>
</tr>
</tbody>
</table>
### Altadena Library District
#### Profit & Loss Budget vs. Actual
##### July through November 2015

<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Oct 15</th>
<th>Jul - Nov 15</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROPERTY TAXES</td>
<td>0.00</td>
<td>45,407.97</td>
<td>2,898,298.00</td>
<td>-2,832,890.38</td>
<td>1.50%</td>
</tr>
<tr>
<td>INTEREST INCOME</td>
<td>867.39</td>
<td>-2,953,58</td>
<td>7,000.00</td>
<td>-9,953.58</td>
<td>-42.19%</td>
</tr>
<tr>
<td>FINES &amp; FEES</td>
<td>7,335.51</td>
<td>42,838.91</td>
<td>102,500.00</td>
<td>-59,661.09</td>
<td>41.79%</td>
</tr>
<tr>
<td>DONATIONS AND GRANTS</td>
<td>40,000.00</td>
<td>75,185.00</td>
<td>45,798.00</td>
<td>29,387.00</td>
<td>164.17%</td>
</tr>
<tr>
<td>MISCELLANEOUS INCOME</td>
<td>0.00</td>
<td>1,087.18</td>
<td>165,000.00</td>
<td>-163,912.82</td>
<td>0.66%</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>48,202.90</td>
<td>161,565.48</td>
<td>3,189,596.00</td>
<td>-3,028,030.52</td>
<td>5.07%</td>
</tr>
<tr>
<td><strong>Gross Profit</strong></td>
<td>48,202.90</td>
<td>161,565.48</td>
<td>3,189,596.00</td>
<td>-3,028,030.52</td>
<td>5.07%</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SALARIES, WAGES &amp; BENEFITS</td>
<td>172,757.77</td>
<td>654,123.32</td>
<td>2,180,148.00</td>
<td>-1,326,024.68</td>
<td>39.18%</td>
</tr>
<tr>
<td>LIBRARY MATERIALS</td>
<td>28,800.64</td>
<td>107,883.71</td>
<td>232,911.00</td>
<td>-125,027.29</td>
<td>46.32%</td>
</tr>
<tr>
<td>PROGRAMS</td>
<td>4,116.70</td>
<td>30,499.92</td>
<td>24,500.00</td>
<td>5,999.92</td>
<td>124.49%</td>
</tr>
<tr>
<td>OPERATING EXPENSES</td>
<td>23,304.38</td>
<td>145,514.41</td>
<td>262,218.00</td>
<td>-116,703.59</td>
<td>55.49%</td>
</tr>
<tr>
<td>PROFESSIONAL &amp; TECHNICAL</td>
<td>10,168.85</td>
<td>43,202.61</td>
<td>126,810.00</td>
<td>-83,607.39</td>
<td>34.07%</td>
</tr>
<tr>
<td>FACILITIES, GROUNDS &amp; MAINTENAN</td>
<td>5,404.66</td>
<td>12,298.59</td>
<td>52,000.00</td>
<td>-39,701.41</td>
<td>23.65%</td>
</tr>
<tr>
<td>CAPITAL</td>
<td>8,661.04</td>
<td>22,173.17</td>
<td>155,000.00</td>
<td>-132,826.83</td>
<td>14.31%</td>
</tr>
<tr>
<td>MISCELLANEOUS EXPENSE</td>
<td>0.00</td>
<td>1,148.93</td>
<td>156,000.00</td>
<td>-154,851.07</td>
<td>0.74%</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>253,214.04</td>
<td>1,216,843.66</td>
<td>3,189,596.00</td>
<td>-1,972,752.34</td>
<td>38.15%</td>
</tr>
<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>-205,011.14</td>
<td>-1,055,278.18</td>
<td>0.00</td>
<td>-1,055,278.18</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>-205,011.14</td>
<td>-1,055,278.18</td>
<td>0.00</td>
<td>-1,055,278.18</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
# Alhambra Library District

**Profit & Loss Budget vs. Actual**

*July through November 2015*

## Ordinary Income/Expense
### Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Oct 15</th>
<th>Jul - Nov 15</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROPERTY TAXES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010 - Current Secured</td>
<td>0.00</td>
<td>-54,392.34</td>
<td>1,956,876.00</td>
<td>-2,011,268.34</td>
<td>-2.73%</td>
</tr>
<tr>
<td>4020 - Current Unsecured</td>
<td>0.00</td>
<td>56,677.70</td>
<td>70,000.00</td>
<td>-13,322.30</td>
<td>80.97%</td>
</tr>
<tr>
<td>4030 - Prior Year</td>
<td>0.00</td>
<td>27,315.22</td>
<td>10,000.00</td>
<td>17,315.22</td>
<td>273.15%</td>
</tr>
<tr>
<td>4050 - Homeowners Exemption</td>
<td>0.00</td>
<td>0.00</td>
<td>7,500.00</td>
<td>-7,500.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>4060 - Per Parcel Benefit Assessment</td>
<td>0.00</td>
<td>-4,283.93</td>
<td>762,617.00</td>
<td>-766,900.93</td>
<td>-0.56%</td>
</tr>
<tr>
<td>4070 - SB 813 Supplemental Roll</td>
<td>0.00</td>
<td>12,166.69</td>
<td>28,000.00</td>
<td>-15,833.31</td>
<td>43.45%</td>
</tr>
<tr>
<td>4080 - Penalties, Interest &amp; Costs</td>
<td>0.00</td>
<td>7,924.63</td>
<td>15,000.00</td>
<td>-7,075.37</td>
<td>52.83%</td>
</tr>
<tr>
<td>4090 - RDA ABx126 Income</td>
<td>0.00</td>
<td>0.00</td>
<td>19,305.00</td>
<td>-19,305.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total PROPERTY TAXES</strong></td>
<td>0.00</td>
<td>45,407.97</td>
<td>2,866,298.00</td>
<td>-2,820,890.03</td>
<td>1.58%</td>
</tr>
<tr>
<td><strong>INTEREST INCOME</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4210 - Chase Bank</td>
<td>0.69</td>
<td>3.50</td>
<td>50.00</td>
<td>-46.50</td>
<td>7.0%</td>
</tr>
<tr>
<td>4220 - County Deposits</td>
<td>866.70</td>
<td>-2,957.08</td>
<td>6,650.00</td>
<td>-9,907.08</td>
<td>-42.55%</td>
</tr>
<tr>
<td><strong>Total INTEREST INCOME</strong></td>
<td>867.39</td>
<td>-2,953.58</td>
<td>7,000.00</td>
<td>-9,953.58</td>
<td>-42.19%</td>
</tr>
<tr>
<td><strong>FINES &amp; FEES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4305 - Fines</td>
<td>1,999.51</td>
<td>13,281.89</td>
<td>33,000.00</td>
<td>-19,718.11</td>
<td>40.25%</td>
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<tr>
<td>4310 - Printer &amp; Copy Machine</td>
<td>772.00</td>
<td>2,003.02</td>
<td>6,500.00</td>
<td>-5,596.98</td>
<td>34.15%</td>
</tr>
<tr>
<td>4330 - Video Game Rentals</td>
<td>64.00</td>
<td>416.00</td>
<td>1,000.00</td>
<td>-584.00</td>
<td>41.6%</td>
</tr>
<tr>
<td>4340 - Passport Services Fees</td>
<td>4,590.00</td>
<td>26,238.91</td>
<td>60,000.00</td>
<td>-33,762.00</td>
<td>43.73%</td>
</tr>
<tr>
<td><strong>Total FINES &amp; FEES</strong></td>
<td>7,335.51</td>
<td>42,638.91</td>
<td>102,500.00</td>
<td>-59,861.09</td>
<td>41.79%</td>
</tr>
<tr>
<td><strong>DONATIONS AND GRANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4710 - Friends of the Library</td>
<td>40,000.00</td>
<td>40,000.00</td>
<td>30,000.00</td>
<td>10,000.00</td>
<td>133.33%</td>
</tr>
<tr>
<td>4730 - Undesignated</td>
<td>0.00</td>
<td>175.00</td>
<td>500.00</td>
<td>-325.00</td>
<td>35.0%</td>
</tr>
<tr>
<td>4735 - Designated</td>
<td>0.00</td>
<td>3,510.00</td>
<td>1,000.00</td>
<td>2,510.00</td>
<td>351.0%</td>
</tr>
<tr>
<td>4740 - CA Library Literacy Services</td>
<td>0.00</td>
<td>16,000.00</td>
<td>14,288.00</td>
<td>3,712.00</td>
<td>125.89%</td>
</tr>
<tr>
<td>4750 - Cal State Library</td>
<td>0.00</td>
<td>13,500.00</td>
<td>0.00</td>
<td>13,500.00</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total DONATIONS AND GRANTS</strong></td>
<td>40,000.00</td>
<td>75,185.00</td>
<td>45,708.00</td>
<td>29,387.00</td>
<td>164.17%</td>
</tr>
<tr>
<td><strong>MISCELLANEOUS INCOME</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4910 - Miscellaneous Income</td>
<td>0.00</td>
<td>1,067.18</td>
<td>10,000.00</td>
<td>-9,932.82</td>
<td>10.87%</td>
</tr>
<tr>
<td>4940 - Transfer in from Reserves</td>
<td>0.00</td>
<td>0.00</td>
<td>155,000.00</td>
<td>-155,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total MISCELLANEOUS INCOME</strong></td>
<td>0.00</td>
<td>1,067.18</td>
<td>165,000.00</td>
<td>-164,932.82</td>
<td>0.60%</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>48,202.90</td>
<td>161,565.48</td>
<td>3,189,566.00</td>
<td>-3,028,030.52</td>
<td>5.07%</td>
</tr>
</tbody>
</table>

### Expense

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gross Profit</strong></td>
<td>48,202.90</td>
<td>161,565.48</td>
<td>3,189,566.00</td>
<td>-3,028,030.52</td>
<td>5.07%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SALARIES, WAGES &amp; BENEFITS</strong></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARIES &amp; WAGES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5010 - Salaried</td>
<td>99,243.36</td>
<td>510,533.00</td>
<td>1,238,167.00</td>
<td>-727,633.34</td>
<td>41.23%</td>
</tr>
<tr>
<td>5020 - Hourly</td>
<td>20,355.86</td>
<td>98,359.50</td>
<td>250,573.00</td>
<td>-152,213.50</td>
<td>39.25%</td>
</tr>
<tr>
<td><strong>Total SALARIES &amp; WAGES</strong></td>
<td>119,599.22</td>
<td>608,892.50</td>
<td>1,488,740.00</td>
<td>-879,846.84</td>
<td>40.9%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BENEFITS</strong></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5120 - Soc Security &amp; Medicare, Salary</td>
<td>7,506.87</td>
<td>38,522.40</td>
<td>94,720.00</td>
<td>-56,197.60</td>
<td>40.67%</td>
</tr>
</tbody>
</table>
Altadena Library District
Profit & Loss Budget vs. Actual
July through November 2015

<table>
<thead>
<tr>
<th></th>
<th>Oct 15</th>
<th>Jul - Nov 15</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>5121 · Soc Security &amp; Medicare, Hourly</td>
<td>1,551.97</td>
<td>7,402.36</td>
<td>15,197.00</td>
<td>-7,794.64</td>
<td>48.71%</td>
</tr>
<tr>
<td>5210 · PERS Retirement</td>
<td>-465.40</td>
<td>57,320.77</td>
<td>166,527.00</td>
<td>-109,197.23</td>
<td>34.43%</td>
</tr>
<tr>
<td>5220 · Health Insurance</td>
<td>29,985.14</td>
<td>72,526.20</td>
<td>222,000.00</td>
<td>-149,473.80</td>
<td>32.87%</td>
</tr>
<tr>
<td>5222 · OPEB Contribution</td>
<td>12,700.00</td>
<td>50,800.00</td>
<td>140,000.00</td>
<td>-89,200.00</td>
<td>36.29%</td>
</tr>
<tr>
<td>5230 · Dental Insurance</td>
<td>1,152.76</td>
<td>5,713.68</td>
<td>14,435.00</td>
<td>-9,721.32</td>
<td>39.59%</td>
</tr>
<tr>
<td>5240 · Vision Insurance</td>
<td>417.03</td>
<td>2,067.88</td>
<td>5,348.00</td>
<td>-3,280.12</td>
<td>38.67%</td>
</tr>
<tr>
<td>5250 · SUI, Salaried</td>
<td>0.00</td>
<td>-1,429.36</td>
<td>14,350.00</td>
<td>-15,779.36</td>
<td>-9.96%</td>
</tr>
<tr>
<td>5261 · SUI, Hourly</td>
<td>169.78</td>
<td>808.18</td>
<td>2,302.00</td>
<td>-1,493.82</td>
<td>35.11%</td>
</tr>
<tr>
<td>5260 · Life Insurance</td>
<td>140.40</td>
<td>702.00</td>
<td>1,642.00</td>
<td>-940.00</td>
<td>42.75%</td>
</tr>
<tr>
<td>5310 · Workers’ Compensation</td>
<td>0.00</td>
<td>10,787.05</td>
<td>14,887.00</td>
<td>-4,099.95</td>
<td>72.46%</td>
</tr>
<tr>
<td><strong>Total BENEFITS</strong></td>
<td><strong>53,158.55</strong></td>
<td><strong>245,230.16</strong></td>
<td><strong>891,408.00</strong></td>
<td><strong>-446,177.84</strong></td>
<td><strong>35.47%</strong></td>
</tr>
</tbody>
</table>

Total SALARIES, WAGES & BENEFITS: 172,757.77

LIBRARY MATERIALS

<table>
<thead>
<tr>
<th></th>
<th>Oct 15</th>
<th>Jul - Nov 15</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>6110 · Cataloging Expenses</td>
<td>2,762.67</td>
<td>9,145.51</td>
<td>16,604.00</td>
<td>-10,458.49</td>
<td>46.05%</td>
</tr>
<tr>
<td>6115 · Electronic Databases &amp; Subscr</td>
<td>0.00</td>
<td>10,556.18</td>
<td>11,000.00</td>
<td>-432.82</td>
<td>99.6%</td>
</tr>
<tr>
<td>6120 · Books</td>
<td>16,057.40</td>
<td>34,517.53</td>
<td>98,644.00</td>
<td>-64,126.47</td>
<td>34.89%</td>
</tr>
<tr>
<td>6125 · Audio CD</td>
<td>1,121.16</td>
<td>7,746.60</td>
<td>18,235.00</td>
<td>-11,488.40</td>
<td>40.24%</td>
</tr>
<tr>
<td>6130 · DVD's &amp; Videogames</td>
<td>1,127.67</td>
<td>5,300.33</td>
<td>21,110.00</td>
<td>-19,799.67</td>
<td>21.11%</td>
</tr>
<tr>
<td>6135 · Processing of Materials</td>
<td>7,702.39</td>
<td>17,912.23</td>
<td>31,500.00</td>
<td>-13,587.77</td>
<td>56.86%</td>
</tr>
<tr>
<td>6140 · Periodicals</td>
<td>29.75</td>
<td>11,191.93</td>
<td>12,500.00</td>
<td>-1,308.07</td>
<td>69.54%</td>
</tr>
<tr>
<td>6150 · Downloadables</td>
<td>0.00</td>
<td>11,113.40</td>
<td>15,000.00</td>
<td>-3,886.60</td>
<td>74.09%</td>
</tr>
<tr>
<td><strong>Total LIBRARY MATERIALS</strong></td>
<td><strong>28,800.64</strong></td>
<td><strong>107,883.71</strong></td>
<td><strong>232,911.00</strong></td>
<td><strong>-125,027.29</strong></td>
<td><strong>46.32%</strong></td>
</tr>
</tbody>
</table>

PROGRAMS

<table>
<thead>
<tr>
<th></th>
<th>Oct 15</th>
<th>Jul - Nov 15</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>6200 · Youth Services</td>
<td>588.66</td>
<td>6,481.14</td>
<td>8,000.00</td>
<td>-1,518.86</td>
<td>61.01%</td>
</tr>
<tr>
<td>6210 · Teen Services</td>
<td>1,386.77</td>
<td>15,978.73</td>
<td>3,000.00</td>
<td>12,978.73</td>
<td>532.62%</td>
</tr>
<tr>
<td>6220 · Adult Services</td>
<td>2,054.73</td>
<td>5,793.87</td>
<td>10,000.00</td>
<td>-4,206.13</td>
<td>57.94%</td>
</tr>
<tr>
<td>6230 · Bob Lucas Branch Services</td>
<td>86.54</td>
<td>422.93</td>
<td>1,500.00</td>
<td>-1,077.07</td>
<td>28.2%</td>
</tr>
<tr>
<td>6240 · Literacy Services</td>
<td>0.00</td>
<td>1,622.19</td>
<td>2,000.00</td>
<td>-377.81</td>
<td>91.11%</td>
</tr>
<tr>
<td><strong>Total PROGRAMS</strong></td>
<td><strong>4,116.70</strong></td>
<td><strong>30,498.92</strong></td>
<td><strong>24,500.00</strong></td>
<td><strong>5,098.92</strong></td>
<td><strong>124.49%</strong></td>
</tr>
</tbody>
</table>

OPERATING EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>Oct 15</th>
<th>Jul - Nov 15</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>6430 · Insurance-Gen, Prop, Liab, Eq</td>
<td>0.00</td>
<td>29,381.40</td>
<td>31,000.00</td>
<td>-1,618.51</td>
<td>64.78%</td>
</tr>
<tr>
<td>6620 · Membership Dues &amp; Subscriptions</td>
<td>7,160.00</td>
<td>12,923.84</td>
<td>11,405.00</td>
<td>1,518.84</td>
<td>13.32%</td>
</tr>
<tr>
<td>6625 · Training &amp; Education</td>
<td>2,400.00</td>
<td>4,800.00</td>
<td>5,000.00</td>
<td>-200.00</td>
<td>96.0%</td>
</tr>
<tr>
<td>6626 · Recruitment, Gifts and Memorial</td>
<td>417.65</td>
<td>1,471.15</td>
<td>6,500.00</td>
<td>-5,028.85</td>
<td>22.63%</td>
</tr>
<tr>
<td>6627 · Advertising / Marketing</td>
<td>763.91</td>
<td>4,116.56</td>
<td>6,000.00</td>
<td>-1,883.44</td>
<td>68.81%</td>
</tr>
<tr>
<td>6710 · Meetings &amp; Travel</td>
<td>1,280.25</td>
<td>2,631.05</td>
<td>3,000.00</td>
<td>-368.94</td>
<td>87.7%</td>
</tr>
<tr>
<td>6730 · Mileage &amp; Parking Reimbursement</td>
<td>31.18</td>
<td>115.80</td>
<td>2,500.00</td>
<td>-2,384.20</td>
<td>4.63%</td>
</tr>
<tr>
<td>6740 · Postage &amp; Delivery</td>
<td>493.80</td>
<td>2,584.01</td>
<td>7,500.00</td>
<td>-4,915.99</td>
<td>34.45%</td>
</tr>
<tr>
<td>6745 · Banking &amp; Service Fees</td>
<td>108.90</td>
<td>786.97</td>
<td>1,500.00</td>
<td>-713.03</td>
<td>52.47%</td>
</tr>
<tr>
<td>6746 · Payroll Fees</td>
<td>1,028.52</td>
<td>5,605.91</td>
<td>9,000.00</td>
<td>-3,394.09</td>
<td>62.29%</td>
</tr>
<tr>
<td>6750 · Printing &amp; Reproduction</td>
<td>0.00</td>
<td>0.00</td>
<td>6,000.00</td>
<td>-6,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6755 · Equipment, Furniture, Fixtures</td>
<td>0.00</td>
<td>1,167.00</td>
<td>5,000.00</td>
<td>-3,833.00</td>
<td>23.34%</td>
</tr>
<tr>
<td>6760 · Janitorial Supplies</td>
<td>0.00</td>
<td>4,163.12</td>
<td>14,500.00</td>
<td>-10,336.88</td>
<td>28.65%</td>
</tr>
<tr>
<td>6770 · Operating Supplies</td>
<td>2,356.67</td>
<td>7,766.01</td>
<td>40,000.00</td>
<td>-32,233.99</td>
<td>18.42%</td>
</tr>
<tr>
<td>6780 · Operating Software</td>
<td>0.00</td>
<td>32,086.95</td>
<td>29,966.00</td>
<td>2,120.95</td>
<td>107.0%</td>
</tr>
<tr>
<td>6785 · Computer Supplies</td>
<td>0.00</td>
<td>438.98</td>
<td>9,800.00</td>
<td>-9,361.02</td>
<td>4.48%</td>
</tr>
<tr>
<td>6790 · Hardware (Computers / Tech)</td>
<td>1,500.00</td>
<td>1,500.00</td>
<td>5,000.00</td>
<td>-3,500.00</td>
<td>30.0%</td>
</tr>
<tr>
<td>6920 · Electricity</td>
<td>4,509.22</td>
<td>23,613.90</td>
<td>40,000.00</td>
<td>-16,386.10</td>
<td>50.04%</td>
</tr>
</tbody>
</table>
# Altadena Library District
## Profit & Loss Budget vs. Actual
### July through November 2015

<table>
<thead>
<tr>
<th></th>
<th>Oct 15</th>
<th>Jul - Nov 15</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>6930 - Natural Gas</td>
<td>54.85</td>
<td>209.06</td>
<td>5,500.00</td>
<td>-5,291.94</td>
<td>3.78%</td>
</tr>
<tr>
<td>6940 - Water &amp; Sewage</td>
<td>0.00</td>
<td>1,501.80</td>
<td>5,600.00</td>
<td>-4,098.20</td>
<td>26.82%</td>
</tr>
<tr>
<td>6950 - Refuse</td>
<td>423.89</td>
<td>1,695.56</td>
<td>4,500.00</td>
<td>-2,804.44</td>
<td>37.68%</td>
</tr>
<tr>
<td>6960 - Products for Resale</td>
<td>0.00</td>
<td>0.00</td>
<td>500.00</td>
<td>-500.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6970 - Equipment Lease &amp; Rental</td>
<td>775.54</td>
<td>6,936.24</td>
<td>12,424.00</td>
<td>-5,487.76</td>
<td>55.83%</td>
</tr>
<tr>
<td><strong>Total OPERATING EXPENSES</strong></td>
<td><strong>23,304.38</strong></td>
<td><strong>145,514.41</strong></td>
<td><strong>262,218.00</strong></td>
<td><strong>-1,167,035.59</strong></td>
<td><strong>55.49%</strong></td>
</tr>
</tbody>
</table>

### PROFESSIONAL & TECHNICAL

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7125 - Audit and Financial Consulting</td>
<td>500.00</td>
<td>7,512.50</td>
<td>14,000.00</td>
<td>-6,487.50</td>
<td>53.66%</td>
</tr>
<tr>
<td>7130 - Legal Fees</td>
<td>0.00</td>
<td>962.50</td>
<td>1,200.00</td>
<td>-237.50</td>
<td>80.21%</td>
</tr>
<tr>
<td>7135 - Technology Consulting</td>
<td>1,973.17</td>
<td>8,390.99</td>
<td>9,000.00</td>
<td>-609.01</td>
<td>93.23%</td>
</tr>
<tr>
<td>7140 - Architectural &amp; Engineering</td>
<td>0.00</td>
<td>0.00</td>
<td>9,000.00</td>
<td>-9,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>7145 - Collection Agency</td>
<td>116.35</td>
<td>375.90</td>
<td>1,600.00</td>
<td>-1,424.10</td>
<td>20.88%</td>
</tr>
<tr>
<td>7155 - Consultants - Other</td>
<td>4,975.00</td>
<td>7,310.00</td>
<td>12,000.00</td>
<td>-4,690.00</td>
<td>60.92%</td>
</tr>
<tr>
<td>7170 - Telecommunications</td>
<td>2,524.33</td>
<td>11,456.68</td>
<td>21,300.00</td>
<td>-9,843.32</td>
<td>53.77%</td>
</tr>
<tr>
<td>7175 - Internet Service</td>
<td>80.00</td>
<td>1,043.42</td>
<td>6,575.00</td>
<td>-5,531.58</td>
<td>15.07%</td>
</tr>
<tr>
<td>7190 - Technology Equipment</td>
<td>0.00</td>
<td>0.00</td>
<td>35,000.00</td>
<td>-35,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>7195 - Technology Maintenance Fees</td>
<td>0.00</td>
<td>6,150.62</td>
<td>8,938.00</td>
<td>-2,787.38</td>
<td>68.91%</td>
</tr>
<tr>
<td>7190 - Website Development</td>
<td>0.00</td>
<td>0.00</td>
<td>8,000.00</td>
<td>-8,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total PROFESSIONAL &amp; TECHNICAL</strong></td>
<td><strong>10,168.65</strong></td>
<td><strong>43,202.61</strong></td>
<td><strong>126,819.00</strong></td>
<td><strong>-83,616.39</strong></td>
<td><strong>34.07%</strong></td>
</tr>
</tbody>
</table>

### FACILITIES, GROUNDS & MAINTENANCE

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7205 - Maintenance Contracts</td>
<td>1,671.82</td>
<td>3,842.64</td>
<td>4,000.00</td>
<td>-157.36</td>
<td>96.07%</td>
</tr>
<tr>
<td>7210 - Building Maint &amp; Repairs</td>
<td>3,712.20</td>
<td>8,263.11</td>
<td>45,000.00</td>
<td>-36,736.89</td>
<td>18.38%</td>
</tr>
<tr>
<td>7220 - Landscape</td>
<td>20.64</td>
<td>192.64</td>
<td>3,000.00</td>
<td>-2,807.16</td>
<td>6.43%</td>
</tr>
<tr>
<td><strong>Total FACILITIES, GROUNDS &amp; MAINTENANCE</strong></td>
<td><strong>5,404.66</strong></td>
<td><strong>12,298.59</strong></td>
<td><strong>52,000.00</strong></td>
<td><strong>-39,701.41</strong></td>
<td><strong>23.65%</strong></td>
</tr>
</tbody>
</table>

### CAPITAL

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7310 - Equipment, Furniture &amp; Fixtures</td>
<td>8,661.04</td>
<td>22,173.17</td>
<td>55,000.00</td>
<td>-32,826.83</td>
<td>40.32%</td>
</tr>
<tr>
<td>7320 - Structures &amp; Improvements</td>
<td>0.00</td>
<td>0.00</td>
<td>100,000.00</td>
<td>-100,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total CAPITAL</strong></td>
<td><strong>8,661.04</strong></td>
<td><strong>22,173.17</strong></td>
<td><strong>155,000.00</strong></td>
<td><strong>-132,826.83</strong></td>
<td><strong>14.31%</strong></td>
</tr>
</tbody>
</table>

### MISCELLANEOUS EXPENSE

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7510 - Miscellaneous Expense</td>
<td>0.00</td>
<td>390.17</td>
<td>2,000.00</td>
<td>-1,609.83</td>
<td>19.51%</td>
</tr>
<tr>
<td>7520 - Refunds/Parcel</td>
<td>0.00</td>
<td>0.00</td>
<td>1,000.00</td>
<td>-1,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>7530 - Direct Assessments/Admin Costs</td>
<td>0.00</td>
<td>759.70</td>
<td>33,000.00</td>
<td>-32,241.24</td>
<td>2.3%</td>
</tr>
<tr>
<td>7540 - Trustee Election</td>
<td>0.00</td>
<td>0.00</td>
<td>120,000.00</td>
<td>-120,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total MISCELLANEOUS EXPENSE</strong></td>
<td><strong>0.00</strong></td>
<td><strong>1,146.93</strong></td>
<td><strong>156,000.00</strong></td>
<td><strong>-154,851.07</strong></td>
<td><strong>0.74%</strong></td>
</tr>
</tbody>
</table>

### Total Expense

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expense</strong></td>
<td><strong>253,214.04</strong></td>
<td><strong>1,216,843.66</strong></td>
<td><strong>3,189,566.00</strong></td>
<td><strong>-1,972,752.34</strong></td>
<td><strong>38.15%</strong></td>
</tr>
</tbody>
</table>

### Net Ordinary Income

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>-205,011.14</td>
<td>-1,055,278.18</td>
</tr>
</tbody>
</table>

### Net Income

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Income</strong></td>
<td>-205,011.14</td>
<td>-1,055,278.18</td>
</tr>
</tbody>
</table>

Net Income
# Altadena Library District
## Donations & Grants
### July through November 2015

<table>
<thead>
<tr>
<th>Type</th>
<th>Date</th>
<th>Name</th>
<th>Memo</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>10/16/2015</td>
<td>Friends of The Library</td>
<td>OCT-2015 - FY15-16 Donation from FOL</td>
<td>45,000.00</td>
<td>45,000.00</td>
</tr>
<tr>
<td>Bill</td>
<td>10/19/2015</td>
<td>Friends of The Library</td>
<td>101915 - Refund overpayment of Donation</td>
<td>-5,000.00</td>
<td>40,000.00</td>
</tr>
<tr>
<td>Total 4710 - Friends of the Library</td>
<td></td>
<td></td>
<td></td>
<td>40,000.00</td>
<td>40,000.00</td>
</tr>
<tr>
<td>Deposit</td>
<td>08/11/2015</td>
<td>AUG-2015 - Cash Donation from patron, Lisa Hoseu</td>
<td></td>
<td>50.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Deposit</td>
<td>08/12/2015</td>
<td>AUG-2015 - Donation from A. Vijayaraghavan</td>
<td></td>
<td>25.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Deposit</td>
<td>11/04/2015</td>
<td>NOV-2015 - Donation check from COPLA</td>
<td></td>
<td>100.00</td>
<td>175.00</td>
</tr>
<tr>
<td>Total 4730 - Undesignated</td>
<td></td>
<td></td>
<td></td>
<td>175.00</td>
<td>175.00</td>
</tr>
<tr>
<td>General Journal</td>
<td>07/01/2015</td>
<td>JUL-2015 - Reclassify Grant income for FY15-16</td>
<td></td>
<td>3,000.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Deposit</td>
<td>07/20/2015</td>
<td>JUL-2015 - Donation for Adult programming</td>
<td></td>
<td>10.00</td>
<td>3,010.00</td>
</tr>
<tr>
<td>Deposit</td>
<td>09/25/2015</td>
<td>SEP-2015 - From ALF for Latino American Heritage Programming</td>
<td></td>
<td>500.00</td>
<td>3,510.00</td>
</tr>
<tr>
<td>Total 4735 - Designated</td>
<td></td>
<td></td>
<td></td>
<td>3,510.00</td>
<td>3,510.00</td>
</tr>
<tr>
<td>Deposit</td>
<td>08/12/2015</td>
<td>AUG-2015 - Grant from CLLS, 1st Installment</td>
<td></td>
<td>18,000.00</td>
<td>18,000.00</td>
</tr>
<tr>
<td>Total 4740 - CA Library Literacy Services</td>
<td></td>
<td></td>
<td></td>
<td>18,000.00</td>
<td>18,000.00</td>
</tr>
<tr>
<td>Deposit</td>
<td>11/18/2015</td>
<td>NOV-2015 - DIY Grant Funds, 1st Payment (Invoice ID 40-6501)</td>
<td></td>
<td>13,500.00</td>
<td>13,500.00</td>
</tr>
<tr>
<td>Total 4750 - Cal State Library</td>
<td></td>
<td></td>
<td></td>
<td>13,500.00</td>
<td>13,500.00</td>
</tr>
<tr>
<td>Total DONATIONS AND GRANTS</td>
<td></td>
<td></td>
<td></td>
<td>75,185.00</td>
<td>75,185.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>75,185.00</td>
<td>75,185.00</td>
</tr>
</tbody>
</table>
Summary of Cash and Investments as of November 30, 2015

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>AGENT</th>
<th>YIELD</th>
<th>NOV-2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pooled Funds at County of Los Angeles</td>
<td>LA County</td>
<td>0.70%</td>
<td>$1,550,302.67</td>
</tr>
<tr>
<td>General Fund – Business Select Checking</td>
<td>Chase Bank</td>
<td>0.00%</td>
<td>$41,069.12</td>
</tr>
<tr>
<td>Savings Public Fund – High Yield Savings</td>
<td>Chase Bank</td>
<td>0.15%</td>
<td>$3,013.73</td>
</tr>
<tr>
<td>General Savings – High Yield Savings</td>
<td>Chase Bank</td>
<td>0.15%</td>
<td>$25,111.76</td>
</tr>
<tr>
<td>HUD Account - Business Select Checking</td>
<td>Chase Bank</td>
<td>0.00%</td>
<td>$2.04</td>
</tr>
<tr>
<td>SCLC Deposit Account</td>
<td>SCLC</td>
<td>0.00%</td>
<td>$1,160.00</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>District Office</td>
<td>0.00%</td>
<td>$777.00</td>
</tr>
</tbody>
</table>

**Total Cash and Investments** $1,621,436.32

We hereby certify that the investments are in compliance with Altadena Library District Policy, and California Government Code Section 53646(b)(1); and that the Altadena Library District has the ability to meet its budgeted expenditures for the next six (6) months.
Altadena Library District  
Balance Sheet  
As of December 31, 2015  

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Dec 31, 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets</td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
<td></td>
</tr>
<tr>
<td>Cash &amp; Cash Equivalents</td>
<td></td>
</tr>
<tr>
<td>1010.00 - Cash in County Treasury</td>
<td>143,939.00</td>
</tr>
<tr>
<td>1010.20 - Asset Replacement Reserve</td>
<td>122,122.95</td>
</tr>
<tr>
<td>1010.10 - Trustee Election Reserve</td>
<td>1,981,039.93</td>
</tr>
<tr>
<td>Total 1010.00 - Cash in County Treasury</td>
<td>2,247,100.88</td>
</tr>
<tr>
<td>1021 - Cash in Checking Chase Gen Fund</td>
<td>255,070.87</td>
</tr>
<tr>
<td>1026 - Cash in Savings PF - Chase Bank</td>
<td>3,071.60</td>
</tr>
<tr>
<td>1041 - Cash in Savings - Chase Bank</td>
<td>25,112.40</td>
</tr>
<tr>
<td>1045 - Cash HUD Fund - Chase Bank</td>
<td>2.04</td>
</tr>
<tr>
<td>1075 - SCLC Deposit Account</td>
<td>1,160.00</td>
</tr>
<tr>
<td>1080 - Petty Cash</td>
<td>777.00</td>
</tr>
<tr>
<td>Total Cash &amp; Cash Equivalents</td>
<td>2,532,294.79</td>
</tr>
<tr>
<td>Total Checking/Savings</td>
<td>2,532,294.79</td>
</tr>
<tr>
<td>Other Current Assets</td>
<td></td>
</tr>
<tr>
<td>1400 - Property Taxes Receivable</td>
<td>-36,918.87</td>
</tr>
<tr>
<td>1076 - Prepaid Items &amp; Deposits</td>
<td>800.00</td>
</tr>
<tr>
<td>Total Other Current Assets</td>
<td>-36,118.87</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>2,496,175.92</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td></td>
</tr>
<tr>
<td>Non-Depreciable Assets</td>
<td></td>
</tr>
<tr>
<td>1500 - Land</td>
<td>77,280.23</td>
</tr>
<tr>
<td>1510 - Artwork</td>
<td>102,500.00</td>
</tr>
<tr>
<td>Total Non-Depreciable Assets</td>
<td>179,780.28</td>
</tr>
<tr>
<td>Depreciable Assets</td>
<td></td>
</tr>
<tr>
<td>1550 - Structures &amp; Improvements</td>
<td>1,180,735.18</td>
</tr>
<tr>
<td>1700 - Furniture, Fixtures &amp; Equipment</td>
<td>683,740.71</td>
</tr>
<tr>
<td>1800 - Accum Depr (S &amp; I)</td>
<td>-1,002,725.14</td>
</tr>
<tr>
<td>1900 - Accum Depr (FF &amp; E)</td>
<td>-612,732.21</td>
</tr>
<tr>
<td>Total Depreciable Assets</td>
<td>249,018.54</td>
</tr>
<tr>
<td>Total Fixed Assets</td>
<td>428,798.02</td>
</tr>
<tr>
<td>TOTAL ASSETS</td>
<td>2,924,974.74</td>
</tr>
</tbody>
</table>

| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 - Accounts Payable | 28,321.42 |
| Total Accounts Payable | 28,321.42 |
| Other Current Liabilities | |
| 2012 - Accrued Vacation Payable | 66,564.65 |
| 2050 - Misc Short Term Payable | -3,000.00 |
| Total Other Current Liabilities | 63,564.65 |
| Total Current Liabilities | 91,886.07 |
| Long Term Liabilities | |
| 2030 - GASB 45 OPEB Liability | 189,067.52 |
| Total Long Term Liabilities | 189,067.52 |
| Total Liabilities | 280,953.59 |
### Altadena Library District

#### Balance Sheet

**As of December 31, 2015**

<table>
<thead>
<tr>
<th>Equity</th>
<th>Dec 31, 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>3300 - Retained Earnings</td>
<td>2,624,027.02</td>
</tr>
<tr>
<td>Net Income</td>
<td>-180,005.87</td>
</tr>
<tr>
<td>Total Equity</td>
<td>2,644,021.15</td>
</tr>
</tbody>
</table>

**TOTAL LIABILITIES & EQUITY**

| Total Liabilities & Equity          | 2,924,974.74  |
## Altadena Library District
### Profit & Loss Budget vs. Actual
#### July through December 2015

<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Nov 15</th>
<th>Jul - Dec 15</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROPERTY TAXES</td>
<td>47,103.13</td>
<td>1,166,553.95</td>
<td>2,869,298.00</td>
<td>-1,702,744.05</td>
<td>40.66%</td>
</tr>
<tr>
<td>INTEREST INCOME</td>
<td>1,121.44</td>
<td>-645.80</td>
<td>7,000.00</td>
<td>-7,645.80</td>
<td>-9.23%</td>
</tr>
<tr>
<td>FINES &amp; FEES</td>
<td>6,246.56</td>
<td>51,448.75</td>
<td>102,500.00</td>
<td>-51,051.25</td>
<td>50.19%</td>
</tr>
<tr>
<td>DONATIONS AND GRANTS</td>
<td>13,600.00</td>
<td>95,850.00</td>
<td>45,700.00</td>
<td>50,052.00</td>
<td>209.29%</td>
</tr>
<tr>
<td>MISCELLANEOUS INCOME</td>
<td>1,087.18</td>
<td>1,087.18</td>
<td>105,000.00</td>
<td>-163,912.82</td>
<td>0.85%</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>69,158.31</td>
<td>1,314,294.08</td>
<td>3,189,596.00</td>
<td>-1,875,301.92</td>
<td>41.21%</td>
</tr>
<tr>
<td><strong>Gross Profit</strong></td>
<td>69,158.31</td>
<td>1,314,294.08</td>
<td>3,189,596.00</td>
<td>-1,875,301.92</td>
<td>41.21%</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SALARIES, WAGES &amp; BENEFITS</td>
<td>190,408.24</td>
<td>1,048,262.24</td>
<td>2,180,148.00</td>
<td>-1,131,885.76</td>
<td>48.08%</td>
</tr>
<tr>
<td>LIBRARY MATERIALS</td>
<td>27,263.91</td>
<td>115,812.73</td>
<td>232,011.00</td>
<td>-117,098.27</td>
<td>49.72%</td>
</tr>
<tr>
<td>PROGRAMS</td>
<td>2,471.07</td>
<td>32,564.44</td>
<td>24,000.00</td>
<td>8,164.44</td>
<td>133.32%</td>
</tr>
<tr>
<td>OPERATING EXPENSES</td>
<td>5,363.30</td>
<td>168,125.82</td>
<td>262,218.00</td>
<td>-94,092.18</td>
<td>64.12%</td>
</tr>
<tr>
<td>PROFESSIONAL &amp; TECHNICAL</td>
<td>5,718.04</td>
<td>62,433.04</td>
<td>126,619.00</td>
<td>-64,186.96</td>
<td>49.23%</td>
</tr>
<tr>
<td>FACILITIES, GROUNDS &amp; MAINTENAN</td>
<td>1,938.25</td>
<td>13,342.35</td>
<td>52,000.00</td>
<td>-38,657.65</td>
<td>25.66%</td>
</tr>
<tr>
<td>CAPITAL</td>
<td>5,119.04</td>
<td>25,855.57</td>
<td>155,000.00</td>
<td>-129,144.43</td>
<td>16.68%</td>
</tr>
<tr>
<td>MISCELLANEOUS EXPENSE</td>
<td>916.30</td>
<td>27,903.76</td>
<td>156,000.00</td>
<td>-128,196.24</td>
<td>17.82%</td>
</tr>
<tr>
<td>TRUSTEE EXPENSES</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>239,198.24</td>
<td>1,494,299.95</td>
<td>3,180,596.00</td>
<td>-1,695,296.05</td>
<td>46.85%</td>
</tr>
<tr>
<td><strong>Net Ordinary Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-170,039.93</td>
<td>-180,005.87</td>
<td>0.00</td>
<td>-180,005.87</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>-170,039.93</td>
<td>-180,005.87</td>
<td>0.00</td>
<td>-180,005.87</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
### Altadena Library District

#### Profit & Loss Budget vs. Actual

**July through December 2015**

<table>
<thead>
<tr>
<th>% of Year:</th>
<th>50%</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Income</th>
<th></th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nov 15</td>
<td>Jul - Dec 15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROPERTY TAXES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010 - Current Secured</td>
<td>0.00</td>
<td>757,293.01</td>
<td>1,566,876.00</td>
<td>-1,199,582.09</td>
<td>38.7%</td>
</tr>
<tr>
<td>4020 - Current Unsecured</td>
<td>12,404.87</td>
<td>56,677.70</td>
<td>70,000.00</td>
<td>-13,322.30</td>
<td>80.97%</td>
</tr>
<tr>
<td>4030 - Prior Year</td>
<td>13,275.09</td>
<td>26,965.25</td>
<td>10,000.00</td>
<td>16,965.25</td>
<td>269.96%</td>
</tr>
<tr>
<td>4050 - Homeowners Exemption</td>
<td>0.00</td>
<td>2,116.74</td>
<td>7,500.00</td>
<td>-5,383.26</td>
<td>25.22%</td>
</tr>
<tr>
<td>4060 - Per Parcel Benefit Assessment</td>
<td>9,635.69</td>
<td>300,574.40</td>
<td>762,617.00</td>
<td>-462,042.60</td>
<td>39.41%</td>
</tr>
<tr>
<td>4070 - SB 813 Supplemental Roll</td>
<td>5,233.00</td>
<td>14,976.85</td>
<td>28,000.00</td>
<td>-13,023.15</td>
<td>53.5%</td>
</tr>
<tr>
<td>4080 - Penalties, Interest &amp; Costs</td>
<td>5,854.48</td>
<td>7,916.10</td>
<td>15,000.00</td>
<td>-7,083.90</td>
<td>52.77%</td>
</tr>
<tr>
<td>4090 - RDA ABx126 Income</td>
<td>0.00</td>
<td>0.00</td>
<td>19,305.00</td>
<td>-19,305.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total PROPERTY TAXES</strong></td>
<td>47,103.13</td>
<td>1,166,553.95</td>
<td>2,869,296.00</td>
<td>-1,702,744.05</td>
<td>40.60%</td>
</tr>
<tr>
<td>INTEREST INCOME</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4210 - Chase Bank</td>
<td>0.71</td>
<td>4.22</td>
<td>50.00</td>
<td>-45.78</td>
<td>6.44%</td>
</tr>
<tr>
<td>4220 - County Deposits</td>
<td>1,120.73</td>
<td>-650.02</td>
<td>6,950.00</td>
<td>-7,600.02</td>
<td>-9.35%</td>
</tr>
<tr>
<td><strong>Total INTEREST INCOME</strong></td>
<td>1,121.44</td>
<td>-845.80</td>
<td>7,000.00</td>
<td>-7,845.80</td>
<td>-6.23%</td>
</tr>
<tr>
<td>FINES &amp; FEES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4305 - Fines</td>
<td>1,822.56</td>
<td>16,614.20</td>
<td>33,000.00</td>
<td>-16,385.71</td>
<td>50.35%</td>
</tr>
<tr>
<td>4309 - Fines - PayPal</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>4310 - Printer &amp; Copy Machine</td>
<td>376.00</td>
<td>3,377.02</td>
<td>8,500.00</td>
<td>-5,122.98</td>
<td>39.73%</td>
</tr>
<tr>
<td>4330 - Video Game Rentals</td>
<td>0.00</td>
<td>416.00</td>
<td>1,000.00</td>
<td>-584.00</td>
<td>41.6%</td>
</tr>
<tr>
<td>4340 - Passport Services Fees</td>
<td>4,046.00</td>
<td>31,041.44</td>
<td>60,000.00</td>
<td>-28,958.56</td>
<td>51.74%</td>
</tr>
<tr>
<td>4345 - Recycling Program</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total FINES &amp; FEES</strong></td>
<td>0,246.56</td>
<td>51,448.75</td>
<td>102,500.00</td>
<td>-51,051.25</td>
<td>50.19%</td>
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<tr>
<td>DONATIONS AND GRANTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4710 - Friends of the Library</td>
<td>0.00</td>
<td>40,000.00</td>
<td>30,000.00</td>
<td>10,000.00</td>
<td>133.33%</td>
</tr>
<tr>
<td>4715 - In-Kind Donation</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>4730 - Undesignated</td>
<td>100.00</td>
<td>175.00</td>
<td>500.00</td>
<td>-325.00</td>
<td>35.0%</td>
</tr>
<tr>
<td>4735 - Designated</td>
<td>0.00</td>
<td>3,510.00</td>
<td>1,000.00</td>
<td>2,510.00</td>
<td>351.0%</td>
</tr>
<tr>
<td>4740 - CA Library Literacy Services</td>
<td>0.00</td>
<td>25,165.00</td>
<td>14,298.00</td>
<td>10,867.00</td>
<td>176.0%</td>
</tr>
<tr>
<td>4750 - Cal State Library</td>
<td>13,500.00</td>
<td>27,000.00</td>
<td>0.00</td>
<td>27,000.00</td>
<td>100.0%</td>
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<tr>
<td>4755 - HUD Grant</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>GRANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4500 - Grants - Various</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total GRANTS</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total DONATIONS AND GRANTS</strong></td>
<td>13,600.00</td>
<td>95,850.00</td>
<td>45,798.00</td>
<td>50,052.00</td>
<td>209.29%</td>
</tr>
<tr>
<td>MISCELLANEOUS INCOME</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4910 - Miscellaneous Income</td>
<td>1,087.18</td>
<td>1,087.18</td>
<td>10,000.00</td>
<td>-8,912.82</td>
<td>10.87%</td>
</tr>
<tr>
<td>4940 - Transfer in from Reserves</td>
<td>0.00</td>
<td>0.00</td>
<td>155,000.00</td>
<td>-155,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total MISCELLANEOUS INCOME</strong></td>
<td>1,087.18</td>
<td>1,087.18</td>
<td>165,000.00</td>
<td>-163,912.82</td>
<td>0.06%</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>69,158.31</td>
<td>1,314,294.08</td>
<td>3,189,596.00</td>
<td>-1,875,301.92</td>
<td>41.21%</td>
</tr>
</tbody>
</table>

| Gross Profit | 69,158.31 | 1,314,294.08 | 3,189,596.00 | -1,875,301.92 | 41.21% |

| Expense | 69,158.31 | 1,314,294.08 | 3,189,596.00 | -1,875,301.92 | 41.21% |

Page 1 of 4
## SALARIES, WAGES & BENEFITS

<table>
<thead>
<tr>
<th></th>
<th>Nov 15</th>
<th>Jul - Dec 15</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARIES &amp; WAGES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5010 · Salared</td>
<td>114,997.58</td>
<td>613,642.67</td>
<td>1,238,167.00</td>
<td>-624,524.33</td>
<td>49.56%</td>
</tr>
<tr>
<td>5020 · Hourly</td>
<td>22,092.39</td>
<td>120,317.41</td>
<td>250,573.00</td>
<td>-130,255.59</td>
<td>46.02%</td>
</tr>
<tr>
<td><strong>Total SALARIES &amp; WAGES</strong></td>
<td>137,089.97</td>
<td>733,960.08</td>
<td>1,488,740.00</td>
<td>-754,779.92</td>
<td>49.3%</td>
</tr>
</tbody>
</table>

| **BENEFITS** |                      |               |        |               |             |
| 5120 · Soc Security & Medicare, Salary | 8,682.45 | 40,309.79 | 94,720.00  | -48,410.21  | 48.89%      |
| 5121 · Soc Security & Medicare, Hourly | 1,684.84 | 9,076.92 | 15,197.00  | -6,120.08   | 50.73%      |
| 5210 · PERS Retirement | 29,198.02 | 87,935.95 | 166,527.00 | -79,591.05  | 52.81%      |
| 5220 · Health Insurance | -915.98 | 80,944.65 | 222,000.00 | -135,055.35 | 39.16%      |
| 5222 · OPEB Contribution | 12,700.00 | 63,500.00 | 140,000.00 | -79,500.00  | 45.36%      |
| 5230 · Dental Insurance | 1,152.76 | 6,866.44 | 14,435.00  | -7,568.56   | 47.57%      |
| 5240 · Vision Insurance | 417.03 | 2,502.18 | 5,348.00   | -2,845.82   | 46.76%      |
| 5250 · SUI, Salaried | 238.00 | -1,429.36 | 14,350.00  | -15,779.36  | -9.96%      |
| 5251 · SUI, Hourly | 164.11 | 966.14 | 2,302.00   | -1,335.66   | 41.97%      |
| 5260 · Life Insurance | -2.96 | 842.40 | 1,642.00   | -799.60     | 51.3%       |
| 5310 · Workers’ Compensation | 0.00 | 10,787.05 | 14,887.00  | -4,099.95   | 72.46%      |
| **Total BENEFITS** | 53,318.27 | 314,302.16 | 661,406.00 | -377,105.84 | 45.40%      |

**Total SALARIES, WAGES & BENEFITS** | 190,408.24 | 1,048,292.24 | 2,180,146.00 | -1,131,885.76 | 46.08%      |

## LIBRARY MATERIALS

<table>
<thead>
<tr>
<th></th>
<th>Nov 15</th>
<th>Jul - Dec 15</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>6110 · Cataloging Expenses</td>
<td>1,380.68</td>
<td>10,526.30</td>
<td>10,604.00</td>
<td>-9,077.61</td>
<td>53.7%</td>
</tr>
<tr>
<td>6115 · Electronic Databases &amp; Subscr</td>
<td>0.00</td>
<td>10,956.18</td>
<td>11,000.00</td>
<td>-43.82</td>
<td>99.6%</td>
</tr>
<tr>
<td>6117 · Standing Orders</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6120 · Books</td>
<td>1,057.37</td>
<td>39,173.87</td>
<td>98,944.00</td>
<td>-59,770.13</td>
<td>39.59%</td>
</tr>
<tr>
<td>6125 · Audio CD</td>
<td>0.00</td>
<td>8,294.49</td>
<td>19,253.00</td>
<td>-10,958.51</td>
<td>43.06%</td>
</tr>
<tr>
<td>6130 · DVD's &amp; Videogames</td>
<td>289.30</td>
<td>6,011.71</td>
<td>25,110.00</td>
<td>-19,096.29</td>
<td>23.94%</td>
</tr>
<tr>
<td>6135 · Processing of Materials</td>
<td>5,000.00</td>
<td>17,912.23</td>
<td>31,500.00</td>
<td>-13,587.77</td>
<td>56.86%</td>
</tr>
<tr>
<td>6140 · Periodicals</td>
<td>9,536.36</td>
<td>11,624.46</td>
<td>12,500.00</td>
<td>-675.54</td>
<td>94.6%</td>
</tr>
<tr>
<td>6142 · FOL DVD Rental Collection</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6147 · Video Game Rental Collection</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6150 · Downloadables</td>
<td>10,000.00</td>
<td>11,113.40</td>
<td>15,000.00</td>
<td>-3,886.60</td>
<td>74.09%</td>
</tr>
<tr>
<td><strong>Total LIBRARY MATERIALS</strong></td>
<td>27,283.91</td>
<td>115,812.73</td>
<td>232,911.00</td>
<td>-117,098.27</td>
<td>49.72%</td>
</tr>
</tbody>
</table>

## PROGRAMS

<table>
<thead>
<tr>
<th></th>
<th>Nov 15</th>
<th>Jul - Dec 15</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>6200 · Youth Services</td>
<td>556.44</td>
<td>6,266.05</td>
<td>8,000.00</td>
<td>-1,733.95</td>
<td>78.33%</td>
</tr>
<tr>
<td>6210 · Teen Services</td>
<td>535.00</td>
<td>16,013.44</td>
<td>3,000.00</td>
<td>13,013.44</td>
<td>533.78%</td>
</tr>
<tr>
<td>6220 · Adult Services</td>
<td>1,379.63</td>
<td>7,516.47</td>
<td>10,000.00</td>
<td>-2,483.53</td>
<td>75.17%</td>
</tr>
<tr>
<td>6230 · Bob Lucas Branch Services</td>
<td>0.00</td>
<td>573.09</td>
<td>1,500.00</td>
<td>-926.91</td>
<td>39.21%</td>
</tr>
<tr>
<td>6240 · Literacy Services</td>
<td>0.00</td>
<td>2,295.39</td>
<td>2,000.00</td>
<td>295.39</td>
<td>114.77%</td>
</tr>
<tr>
<td><strong>Total PROGRAMS</strong></td>
<td>2,471.07</td>
<td>32,664.44</td>
<td>24,500.00</td>
<td>8,164.44</td>
<td>133.32%</td>
</tr>
</tbody>
</table>

## OPERATING EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>Nov 15</th>
<th>Jul - Dec 15</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>6430 · Insurance-Gen, Prop, Liab, Eq</td>
<td>0.00</td>
<td>29,381.40</td>
<td>31,000.00</td>
<td>-1,618.51</td>
<td>94.78%</td>
</tr>
<tr>
<td>6432 · Earthquake Insurance</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6620 · Membership Does &amp; Subscriptions</td>
<td>0.00</td>
<td>13,279.84</td>
<td>11,405.00</td>
<td>1,874.84</td>
<td>116.44%</td>
</tr>
<tr>
<td>6622 · Organizational Memberships</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6623 · CLA Membership (Trustees)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6625 · Training &amp; Education</td>
<td>525.00</td>
<td>5,016.13</td>
<td>5,000.00</td>
<td>16.13</td>
<td>100.32%</td>
</tr>
<tr>
<td>6626 · Recruitment, Gifts and Memorial</td>
<td>0.00</td>
<td>2,073.55</td>
<td>6,500.00</td>
<td>-4,426.45</td>
<td>31.9%</td>
</tr>
</tbody>
</table>
## Altadena Library District
### Profit & Loss Budget vs. Actual
#### July through December 2015

<table>
<thead>
<tr>
<th>Category</th>
<th>Nov 15</th>
<th>Jul - Dec 15</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>6627 - Advertising / Marketing</td>
<td>0.00</td>
<td>5,916.56</td>
<td>6,000.00</td>
<td>-83.44</td>
<td>98.61%</td>
</tr>
<tr>
<td>6628 - Volunteer Luncheon</td>
<td>13.04</td>
<td>3,306.19</td>
<td>3,000.00</td>
<td>308.19</td>
<td>110.27%</td>
</tr>
<tr>
<td>6710 - Meetings &amp; Travel</td>
<td>37.00</td>
<td>345.19</td>
<td>2,500.00</td>
<td>-2,154.81</td>
<td>13.81%</td>
</tr>
<tr>
<td>6740 - Postage &amp; Delivery</td>
<td>542.40</td>
<td>3,156.98</td>
<td>7,500.00</td>
<td>-4,341.02</td>
<td>42.12%</td>
</tr>
<tr>
<td>6742 - Passport Services (Mailing)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6745 - Banking &amp; Service Fees</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6746 - Payroll Fees</td>
<td>1,143.03</td>
<td>8,090.94</td>
<td>9,000.00</td>
<td>-2,909.06</td>
<td>74.34%</td>
</tr>
<tr>
<td>6747 - Merchant Fees (Chase &amp; PayPal)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6750 - Printing &amp; Reproduction</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6755 - Equipment, Furniture, Fixtures</td>
<td>0.00</td>
<td>1,006.23</td>
<td>5,000.00</td>
<td>-3,993.77</td>
<td>32.13%</td>
</tr>
<tr>
<td>6765 - Janitorial Supplies</td>
<td>70.39</td>
<td>7,795.97</td>
<td>14,500.00</td>
<td>-6,704.03</td>
<td>53.77%</td>
</tr>
<tr>
<td>6770 - Operating Supplies</td>
<td>0.00</td>
<td>12,750.55</td>
<td>40,000.00</td>
<td>-27,249.45</td>
<td>31.90%</td>
</tr>
<tr>
<td>6780 - Operating Software</td>
<td>0.00</td>
<td>32,350.95</td>
<td>29,989.00</td>
<td>2,361.95</td>
<td>107.86%</td>
</tr>
<tr>
<td>6782 - ILS Maintenance</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6785 - Computer Supplies</td>
<td>0.00</td>
<td>438.98</td>
<td>9,800.00</td>
<td>-9,361.02</td>
<td>4.46%</td>
</tr>
<tr>
<td>6790 - Hardware (Computers / Tech)</td>
<td>0.00</td>
<td>1,746.78</td>
<td>5,000.00</td>
<td>-3,253.22</td>
<td>34.96%</td>
</tr>
<tr>
<td>6920 - Electricity</td>
<td>2,921.27</td>
<td>25,943.11</td>
<td>40,000.00</td>
<td>-14,056.89</td>
<td>64.86%</td>
</tr>
<tr>
<td>6930 - Natural Gas</td>
<td>22.30</td>
<td>712.84</td>
<td>5,500.00</td>
<td>-4,787.16</td>
<td>12.86%</td>
</tr>
<tr>
<td>6940 - Water &amp; Sewage</td>
<td>0.00</td>
<td>2,206.73</td>
<td>5,000.00</td>
<td>-2,793.27</td>
<td>39.44%</td>
</tr>
<tr>
<td>6950 - Refuse</td>
<td>0.00</td>
<td>2,543.34</td>
<td>4,500.00</td>
<td>-1,956.66</td>
<td>56.52%</td>
</tr>
<tr>
<td>6960 - Products for Resale</td>
<td>0.00</td>
<td>0.00</td>
<td>500.00</td>
<td>-500.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6970 - Equipment Lease &amp; Rental</td>
<td>0.00</td>
<td>9,677.08</td>
<td>12,424.00</td>
<td>-2,746.92</td>
<td>77.86%</td>
</tr>
<tr>
<td><strong>Total OPERATING EXPENSES</strong></td>
<td>5,363.59</td>
<td>168,125.82</td>
<td>262,218.00</td>
<td>-94,092.18</td>
<td>64.12%</td>
</tr>
</tbody>
</table>

### PROFESSIONAL & TECHNICAL

<table>
<thead>
<tr>
<th>Category</th>
<th>Nov 15</th>
<th>Jul - Dec 15</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>7125 - Audit and Financial Consulting</td>
<td>850.00</td>
<td>7,512.50</td>
<td>14,000.00</td>
<td>-6,487.50</td>
<td>53.88%</td>
</tr>
<tr>
<td>7130 - Legal Fees</td>
<td>0.00</td>
<td>2,103.50</td>
<td>1,200.00</td>
<td>903.50</td>
<td>180.3%</td>
</tr>
<tr>
<td>7135 - Technology Consulting</td>
<td>1,589.90</td>
<td>8,944.39</td>
<td>9,000.00</td>
<td>-55.61</td>
<td>99.38%</td>
</tr>
<tr>
<td>7140 - Architectural &amp; Engineering</td>
<td>0.00</td>
<td>0.00</td>
<td>9,000.00</td>
<td>-9,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>7142 - HUD Grant - Prof Services</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>7145 - Collection Agency</td>
<td>0.00</td>
<td>572.80</td>
<td>1,800.00</td>
<td>-1,227.20</td>
<td>31.82%</td>
</tr>
<tr>
<td>7155 - Consultants - Other</td>
<td>1,200.00</td>
<td>11,060.00</td>
<td>12,000.00</td>
<td>-940.00</td>
<td>92.17%</td>
</tr>
<tr>
<td>7165 - Equipment Maintenance</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>7167 - Software Expense</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>7170 - Telecommunications</td>
<td>1,098.14</td>
<td>13,497.27</td>
<td>21,306.00</td>
<td>-7,808.73</td>
<td>63.25%</td>
</tr>
<tr>
<td>7175 - Internet Service</td>
<td>80.00</td>
<td>1,043.42</td>
<td>6,575.00</td>
<td>-5,531.58</td>
<td>15.87%</td>
</tr>
<tr>
<td>7180 - Technology Equipment</td>
<td>0.00</td>
<td>11,470.48</td>
<td>35,000.00</td>
<td>-23,529.52</td>
<td>32.77%</td>
</tr>
<tr>
<td>7185 - Technology Maintenance Fees</td>
<td>0.00</td>
<td>6,168.62</td>
<td>8,038.00</td>
<td>-1,869.38</td>
<td>69.02%</td>
</tr>
<tr>
<td>7190 - Website Development</td>
<td>0.00</td>
<td>0.00</td>
<td>8,000.00</td>
<td>-8,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>7195 - Strategic Planning Update</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>7171 - Consultants - Financial</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total PROFESSIONAL &amp; TECHNICAL</strong></td>
<td>5,718.04</td>
<td>62,433.04</td>
<td>126,819.00</td>
<td>-64,385.96</td>
<td>49.23%</td>
</tr>
</tbody>
</table>

### FACILITIES, GROUNDS & MAINTENANCE

<table>
<thead>
<tr>
<th>Category</th>
<th>Nov 15</th>
<th>Jul - Dec 15</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>7205 - Maintenance Contracts</td>
<td>0.00</td>
<td>3,842.64</td>
<td>4,000.00</td>
<td>-157.36</td>
<td>96.07%</td>
</tr>
<tr>
<td>7210 - Building Maint &amp; Repairs</td>
<td>1,029.00</td>
<td>9,285.38</td>
<td>45,000.00</td>
<td>-35,714.62</td>
<td>20.03%</td>
</tr>
<tr>
<td>7220 - Landscape</td>
<td>9.25</td>
<td>214.33</td>
<td>3,000.00</td>
<td>-2,785.67</td>
<td>7.14%</td>
</tr>
<tr>
<td>6502 - Maint &amp; Repairs Elevator</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6505 - Maint &amp; Repairs Security System</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6506 - Maint &amp; Repairs Electrical</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>6507 - Maint &amp; Repairs Plumbing</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Account Description</td>
<td>Nov 15</td>
<td>Jul - Dec 15</td>
<td>Budget</td>
<td>$ Over Budget</td>
<td>% of Budget</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------</td>
<td>--------------</td>
<td>--------</td>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>6512 · Maint &amp; Repairs - Other</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total FACILITIES, GROUNDS &amp; MAINTENAN</strong></td>
<td>1,938.25</td>
<td>13,342.35</td>
<td>52,000.00</td>
<td>-36,657.65</td>
<td>25.66%</td>
</tr>
<tr>
<td><strong>CAPITAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7310 · Equipment, Furniture &amp; Fixtures</td>
<td>5,119.04</td>
<td>25,855.57</td>
<td>55,000.00</td>
<td>-29,144.43</td>
<td>47.01%</td>
</tr>
<tr>
<td>7320 · Structures &amp; Improvements</td>
<td>0.00</td>
<td>0.00</td>
<td>100,000.00</td>
<td>-100,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total CAPITAL</strong></td>
<td>5,119.04</td>
<td>25,855.57</td>
<td>155,000.00</td>
<td>-129,144.43</td>
<td>16.68%</td>
</tr>
<tr>
<td><strong>MISCELLANEOUS EXPENSE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7510 · Miscellaneous Expense</td>
<td>200.00</td>
<td>390.17</td>
<td>2,000.00</td>
<td>-1,609.83</td>
<td>18.51%</td>
</tr>
<tr>
<td>7520 · Refunds/Parcel</td>
<td>0.00</td>
<td>0.00</td>
<td>1,000.00</td>
<td>-1,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>7530 · Direct Assessments/Admin Costs</td>
<td>716.30</td>
<td>27,413.59</td>
<td>33,000.00</td>
<td>-5,586.41</td>
<td>85.07%</td>
</tr>
<tr>
<td>7540 · Trustee Election</td>
<td>0.00</td>
<td>0.00</td>
<td>120,000.00</td>
<td>-120,000.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>7560 · Per Parcel Election</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>7700 · Depreciation Expense</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total MISCELLANEOUS EXPENSE</strong></td>
<td>916.30</td>
<td>27,803.76</td>
<td>155,000.00</td>
<td>-128,196.24</td>
<td>17.82%</td>
</tr>
<tr>
<td><strong>TRUSTEE EXPENSEES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6681 · CALTAC</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total TRUSTEE EXPENSES</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>239,198.24</td>
<td>1,494,299.95</td>
<td>3,189,596.00</td>
<td>-1,695,296.05</td>
<td>46.85%</td>
</tr>
<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>-170,039.93</td>
<td>-180,005.87</td>
<td>0.00</td>
<td>-180,005.87</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>-170,039.93</td>
<td>-180,005.87</td>
<td>0.00</td>
<td>-180,005.87</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
# Altadena Library District
## Donations & Grants
### July through December 2015

<table>
<thead>
<tr>
<th>Type</th>
<th>Date</th>
<th>Name</th>
<th>Memo</th>
<th>Amount</th>
<th>Balance</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>10/16/2015</td>
<td>Friends of The Library</td>
<td>OCT-2015 - FY15-16 Donation from FOL</td>
<td>45,000.00</td>
<td>45,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bill</td>
<td>10/19/2015</td>
<td>Friends of The Library</td>
<td>101915 - Refund overpayment of Donation</td>
<td>-5,000.00</td>
<td>40,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>Friends of the Library</strong></td>
<td></td>
<td></td>
<td>40,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td>08/11/2015</td>
<td>AUG-2015 - Cash Donation from patron, Lisa Hoseu</td>
<td></td>
<td>50.00</td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td>08/12/2015</td>
<td>AUG-2015 - Donation from A. Vijayaraghavan</td>
<td></td>
<td>25.00</td>
<td>75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td>11/04/2015</td>
<td>NOV-2015 - Donation check from COPLA</td>
<td></td>
<td>100.00</td>
<td>175.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>Undesignated</strong></td>
<td></td>
<td>175.00</td>
<td>175.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Journal</td>
<td>07/01/2015</td>
<td>JUL-2015 - Reclassify Grant income for FY15-16</td>
<td></td>
<td>3,000.00</td>
<td>3,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td>07/28/2015</td>
<td>JUL-2015 - Donation for Adult programming</td>
<td></td>
<td>10.00</td>
<td>3,010.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td>09/25/2015</td>
<td>SEP-2015 - From ALF for Latino American Heritage Programming</td>
<td></td>
<td>500.00</td>
<td>3,510.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>Designated</strong></td>
<td></td>
<td>3,510.00</td>
<td>3,510.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td>08/12/2015</td>
<td>AUG-2015 - Grant from CLLS, 1st Installment</td>
<td></td>
<td>18,000.00</td>
<td>18,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td>12/10/2015</td>
<td>DEC-2015</td>
<td></td>
<td>7,165.00</td>
<td>25,165.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>CA Library Literacy Services</strong></td>
<td></td>
<td>25,165.00</td>
<td>25,165.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td>11/18/2015</td>
<td>NOV-2015 - DIY Grant Funds, 1st Payment (Invoice ID 40-8501)</td>
<td></td>
<td>13,500.00</td>
<td>13,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td>12/30/2015</td>
<td>DEC-2015 - DIY Grant</td>
<td></td>
<td>13,500.00</td>
<td>27,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>Cal State Library</strong></td>
<td></td>
<td>27,000.00</td>
<td>27,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total DONATIONS AND GRANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td>95,850.00</td>
<td>95,850.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Summary of Cash and Investments as of December 31, 2015

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>AGENT</th>
<th>YIELD</th>
<th>DEC-2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pooled Funds at County of Los Angeles</td>
<td>LA County</td>
<td>0.66%</td>
<td>$2,247,100.88</td>
</tr>
<tr>
<td>General Fund – Business Select Checking</td>
<td>Chase Bank</td>
<td>0.00%</td>
<td>$255,070.87</td>
</tr>
<tr>
<td>Savings Public Fund – High Yield Savings</td>
<td>Chase Bank</td>
<td>0.15%</td>
<td>$3,071.60</td>
</tr>
<tr>
<td>General Savings – High Yield Savings</td>
<td>Chase Bank</td>
<td>0.15%</td>
<td>$25,112.40</td>
</tr>
<tr>
<td>HUD Account - Business Select Checking</td>
<td>Chase Bank</td>
<td>0.00%</td>
<td>$2.04</td>
</tr>
<tr>
<td>SCLC Deposit Account</td>
<td>SCLC</td>
<td>0.00%</td>
<td>$1,160.00</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>District Office</td>
<td>0.00%</td>
<td>$777.00</td>
</tr>
</tbody>
</table>

**Total Cash and Investments** $2,532,294.79

We hereby certify that the investments are in compliance with Altadena Library District Policy, and California Government Code Section 53646(b)(1); and that the Altadena Library District has the ability to meet its budgeted expenditures for the next six (6) months.
MINUTES
Regular Meeting
Board of Library Trustees
Altadena Library District
Community Room – Main Library
November 23, 2015, 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 the Administrative Secretary who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

1. CALL TO ORDER

2. ROLL CALL:
   Meredith McKenzie, President
   David Tuck
   Gwendolyn McMullins, Secretary
   Adalila Zelada-Garcia
   John McDonald

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

   Adopted with Deletion of Item 10a. Moved by Zelada-Garcia, seconded by McMullins

   Recommended Action: The Board of Library Trustees hereby adopts the Agenda as presented.

4. PUBLIC COMMUNICATION
   Citizens may address the Board regarding any item of Library business on or not on the agenda. Citizen comments are limited to 3 minutes per item. At the discretion of the President, citizens 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 address, and state the agenda item and/or issue you wish to address.

5. PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS

HIRING OF LAURA MIERA, PART-TIME LIBRARY ASSOCIATE IN FINANCE/HR, EFFECTIVE OCTOBER 1, 2015

Wallin reported on the hiring of Laura Miera as part-time library associate in Finance

6. FINANCIAL REPORTS
   a) ALTADENA LIBRARY DISTRICT FOR THE MONTH OF OCTOBER 2015 (DISCUSSION/POSSIBLE ACTION)

   Wallin presented the financials per the Staff Report and indicated the most current LA County interest report is .68%, the Pitch-a-Grant funds of $13,500 were received 10/26/15; the first of three installment payments

   b) REVIEW OF 1ST QUARTERLY REPORT OF CURRENT FY 2015/16 BUDGET (DISCUSSION/POSSIBLE ACTION)
Wallin presented the 1st Quarter report noting the difference in property tax revenue from last FY quarter is due to an audit adjustment. Increased fines and fees is from increased passport revenue, and operating expenses increased due to new copiers for main and branch.

c) Review of Altadena Library District Draft Audit for Fiscal Year ending June 30, 2015 Conducted by Independent Certified Auditor, The Pun Group (Discussion/Possible Action)

Paul Kaymark from the Pun Group presented the Draft Audited Financials noting the new GASB regulations which requires pension liability to be reported on the books. This is reflected as 1.8M in the Net Position, as prior period adjustment. Paul indicated that the changes in regulation leave a lot of open questions which is why a draft is being presented. Final report will be provided mid-December. The figures will remain the same, the footnotes will be updated. Additionally, Paul indicated that CalPERS recently voted to reduce the investment risk to 6.5%. The new investment rate will double the District’s Employers Member Contribution Rate in FY2017. The District currently pays 12.5%. Wallin indicated that this increase does not take into consideration the increases that occur each year. The cost to the District is approximately $95K more per FY or approximately 30% for each employee, every pay period.

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

7. CONSENT CALENDAR

The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under “Items removed from the Consent Calendar”. The entire remaining Consent Calendar is then voted upon by roll call under one motion.

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

a) APPROVAL OF MINUTES – REGULAR MEETING HELD OCTOBER 26, 2015
b) STATISTICAL REPORTS – OCTOBER 2015
c) DEPARTMENTAL MONTHLY REPORT – OCTOBER 2015
d) APPROVAL OF MINUTES – SPECIAL MEETING HELD NOVEMBER 13, 2015

Moved by McMullins and seconded by Zelada-Garcia. Approved

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

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

9. DIRECTOR’S REPORT

Kitty reviewed the past year; highlighting:
• a strong staff and Board of Trustees that are committed to the library and their community,
• support organizations – the Friends and the Foundation – that are dedicated and hard working;
• a community that is vibrant and passionate about its Library
Accomplishments such as:
• Professional Development Days and access to the CLA Conference for Board and Staff
• Adding some Key Hires.
Facilities:
• Re-Lighting of the main library
Funding:
• Passports continue to bring in more and more revenue each month;
• We had a number of substantial Grants this past year which are giving the District the opportunity to offer educational and informational presentations and hands-on experiences like never before.
• The Renewal of our Parcel Tax
Materials & Programs:
• We removed items that were no longer relevant to the collection
• Attendance at programs for all ages has skyrocketed.
• Monthly newsletter
Challenges:
The Facility and our Space needs are always forefront in our minds:
• It is going to be a challenge to raise 7 million dollars in today’s fiscally constrained world where we are all being asked daily to give.

Funding:
• The parcel tax gave us a lot of breathing room, but we are still faced with having many more needs and requests than we can possibly meet with the funding we currently have.

Staff & Change Management:
• This has been a year full of change and challenges for all staff. Change is difficult for even the most seasoned of leaders and while it is an expected part of any job, it is especially significant in libraries and in one such as ours that has not gone through a lot of change in prior years.

Moving forward focusing on:
• The dreams of a renovated and more user friendly facility,
• the dreams of operating more efficiently so that staff have the time to be creative and don’t feel overworked and pressured and every day is fun and joyful,
• the dream of meeting and exceeding the goals of our vision to provide free and equal access to information, ideas, technology and the joy of reading and to educate and empower our diverse community in ways that will leave the community amazed at what we do.
• An organization that inspires our community to support our future both in the voting booth, and with their checkbooks.

10. OLD BUSINESS
a) REVIEW OF REVISIONS REGARDING NAMING AND DONOR RECOGNITION POLICY (DISCUSSION/POSSIBLE ACTION) – Removed from agenda.

11. NEW BUSINESS
a) ASSIGNING/VOTING A LIAISON FROM BOARD OF LIBRARY TRUSTEES TO THE ALTADENA LIBRARY FOUNDATION (DISCUSSION/POSSIBLE ACTION)

McMullins has been serving as liaison; however, because she is a voting member of ALF a new liaison needs to be assigned. McDonald agreed to be liaison. Moved by Tuck, Seconded by McMullins. Approved

b) REQUEST FOR EARLY CLOSING ON SATURDAY DECEMBER 12, 2015 TO accommodate CHRISTMAS TREE LANE LIGHTING. (DISCUSSION/POSSIBLE ACTION)

Kittay requested the library close at 4pm. This would allow staff to go home and return if they wanted to attend. There will be no parking in the lot for the entire day. Kittay indicated she, or another staff member, will be onsite at 4pm to open the Community Room for Xmas Tree Lane and the Restrooms for the public. There will be (1) booth available for FOL/ALF/ALD to share. Mindy will coordinate. Move by McMullins, Seconded by Tuck. Approved.

c) Request by Staff Association to add an additional day of closing when Holidays fall on a Friday. The additional day of closing requested is the following Saturday. (DISCUSSION/POSSIBLE ACTION)

Kittay noted the request from the Staff Association would have no fiscal impact. At this time, data indicating how busy/slow the library is after a holiday cannot be provided; however, staff has indicated there is low usage. McKenzie indicated that the day after Xmas would be acceptable to her. Her concern regarding Thanksgiving is the use for students. It was also noted that staff who usually work on this day would lose hours/pay. Staff association indicated that the request for closures was approved by all staff. Kittay indicated that closing this Saturday without proper notice would be a disservice to the community and would like the discussion of future year closures to be deflected to another Board meeting. It was noted that Glendale library is closed Thursday – Sunday for the Thanksgiving holiday but Pasadena and South Pasadena are not. Staff Association reiterated that they are only requesting a Saturday closure for Xmas if the Xmas holiday lands on a Friday (this would occur every 7 years). McDonald proposed a solution that the Board considers adding a floating holiday to the Calendar; however, he would like analysis and data of use of the library and how it might affect programming. Kittay indicated that
programs are usually not scheduled around the holiday. Zelada-Garcia noted that this discussion/approach needs to be deferred and not implemented this year.

Motion by Zelada-Garcia to close on Saturday December 26, 2015, the day after Christmas. Second by McDonald. Approved

Motion by Zelada-Garcia to not close this Saturday and to defer discussion of future years to another board meeting. Second by McMullins. Approved

d) SCHEDULE OF HOLIDAYS FOR 2016 (DISCUSSION/POSSIBLE ACTION)

Kittay noted that Monday December 26, 2016 the library will be closed because Christmas lands on a Sunday. Motion by McMullins to accept the schedule with the removal of the additional Thanksgiving closure. Second by Zelada-Garcia. Approved

e) REQUEST BY ALTADENA LIBRARY FOUNDATION FOR APPROVAL OF THE NAMING OPPORTUNITIES FRAMEWORK FOR THE CAPITAL CAMPAIGN. (DISCUSSION/POSSIBLE ACTION)

Moved by Tuck. Seconded by Zelada-Garcia. Approved.

f) TOYS FOR FINES (information)

Kittay noted this year it will be toys only, not food. The program runs from November 16-December 15. Fines, not fees (example: loss of item) will be written off. Moved by Tuck. Seconded by McMullins. Approved.

g) SCHEDULE OF BOARD MEETINGS FOR 2016 (DISCUSSION/POSSIBLE ACTION)

Kittay stated there are no changes. Moved by Zelada-Garcia. Seconded by McMullins. Approved.

12. CORRESPONDENCE & PRESS

a) PRESS CLIPPINGS (INFORMATION)

Kittay presented the press clippings noting the publications the District has been featured in, especially the art section in Pasadena Weekly. Tuck indicated he was happy to see Outlook has included the District as well. Kittay noted that Press was at the Wine program so there may be an article written. McKenzie stated that press coverage in the board package shows the District is doing community outreach. Kittay replied that the monthly newsletter has increased in percentage of readers as well.

13. REPORTS OF SUPPORT GROUPS

a) Altadena Library Foundation

Dale LaCasella reported for Foundation stating they are in their silent phase of fundraising. They are in contact with some large donors. Foundation will be looking to the Board for assistance. There are two new foundation members. The foundation is at a turning point and moving forward.

b) Friends of the Altadena Library

Ira Bershatsky reported for the Friends noting the 501c3 classification is still in progress. The Friends treasurer will be scheduling a meeting with the tax preparer and the attorney so they can move forward. The November book sale raised approx. $1700.

14. REPORTS OF TRUSTEES

Zelada-Garcia noted that she attended the Friends meeting. Also, on December 8, 2015 a framing presentation of a quilt made in 1976 will be presented at the Community Center for permanent installation. Kittay requested Ryan Roy notify all board members via email of the event.

15. AGENDA ITEMS FOR FUTURE AGENDAS

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

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

Moved by McMullins. Seconded by Zelada-Garcia. Adjourned at 6:55pm
<table>
<thead>
<tr>
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<th>100%</th>
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<th>100%</th>
<th>100%</th>
<th>100%</th>
<th>% Change</th>
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<td>2019</td>
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<td>125</td>
<td>126</td>
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<td>134</td>
<td>% Change</td>
</tr>
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<td>2020</td>
<td>123</td>
<td>124</td>
<td>125</td>
<td>126</td>
<td>127</td>
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<td>129</td>
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<td>131</td>
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<td>133</td>
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<td>% Change</td>
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<td>123</td>
<td>124</td>
<td>125</td>
<td>126</td>
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<td>128</td>
<td>129</td>
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<td>131</td>
<td>132</td>
<td>133</td>
<td>134</td>
<td>% Change</td>
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**Statistics for FY 2015/16**
<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>TOTAL</th>
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<td>1986-95</td>
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<td>4%</td>
<td>6%</td>
<td>8%</td>
<td>9%</td>
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<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>1996-98</td>
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<td>4%</td>
<td>6%</td>
<td>8%</td>
<td>9%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
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</tr>
<tr>
<td>1999-01</td>
<td>2%</td>
<td>4%</td>
<td>6%</td>
<td>8%</td>
<td>9%</td>
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<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>2002-04</td>
<td>2%</td>
<td>4%</td>
<td>6%</td>
<td>8%</td>
<td>9%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
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<tr>
<td>2005-06</td>
<td>2%</td>
<td>4%</td>
<td>6%</td>
<td>8%</td>
<td>9%</td>
<td>10%</td>
<td>10%</td>
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<td>2007-09</td>
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<td>8%</td>
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<td>10%</td>
<td>10%</td>
<td>10%</td>
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<td>10%</td>
<td>10%</td>
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</tr>
<tr>
<td>2010-12</td>
<td>2%</td>
<td>4%</td>
<td>6%</td>
<td>8%</td>
<td>9%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
</tr>
</tbody>
</table>

**Note:** The table above shows the percentage distribution of different categories across various months and years. The data seems to be related to some form of survey or statistical analysis, with categories indicating response percentages for different periods.
<table>
<thead>
<tr>
<th>Month</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>90%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>80%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
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<tr>
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<tr>
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<tr>
<td>10%</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Library Cards Issued 14/15 vs 15/16

Visitors 14/15 vs 15/16 YTD

<table>
<thead>
<tr>
<th>Cardholders as of 12/31/2015</th>
<th>C/O Items in past 3 years</th>
<th>C/O Items in past 2 years</th>
<th>C/O Items in past 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card 3 years or less</td>
<td>23,006</td>
<td>12,575</td>
<td>9,898</td>
</tr>
<tr>
<td>Population of District</td>
<td>53,177</td>
<td>As per California State Library</td>
<td></td>
</tr>
<tr>
<td>% of Population with Library Card</td>
<td>43%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of Population w/ck out in 3 years</td>
<td>24%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of Population w/ck out in 2 years</td>
<td>19%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of Pop w/ck out in past 12 months</td>
<td>13%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### PATRONS THAT HAVE ITEMS (Dec 3 15)

<table>
<thead>
<tr>
<th>#</th>
<th>Patron type</th>
<th>patrons</th>
<th>Patrons w/Items</th>
<th>% w/Items</th>
<th># items</th>
<th>avg/patron</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Adult</td>
<td>1,400</td>
<td></td>
<td>6,573</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Juvenile</td>
<td>355</td>
<td></td>
<td>1,391</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Staff</td>
<td>30</td>
<td></td>
<td>378</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Trustee</td>
<td>0</td>
<td></td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Foster Patrons</td>
<td>11</td>
<td></td>
<td>38</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Teacher Loan</td>
<td>38</td>
<td></td>
<td>434</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Teen</td>
<td>16</td>
<td></td>
<td>45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>23,129</td>
<td>1,850</td>
<td>8.00%</td>
<td>8,859</td>
<td>4.79</td>
</tr>
</tbody>
</table>

**District Population**: 53,177

**% w/Library Cards**: 43%

**Items in Collection**: 100,728

Since 6/3/15 we have increased the percentage of patrons with items out from 7.78% to 8.00% and the percentage of the collection checked out from 6.63% to 8.79%.

---

### Age of Collection 12/2015

Based on Publication Date

<table>
<thead>
<tr>
<th>Date</th>
<th># Items</th>
<th>% of Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/31/15</td>
<td>66</td>
<td>0.07%</td>
</tr>
<tr>
<td>2015-2014</td>
<td>11,678</td>
<td>11.59%</td>
</tr>
<tr>
<td>2013-2009</td>
<td>26,296</td>
<td>26.11%</td>
</tr>
<tr>
<td>2008-2004</td>
<td>20,233</td>
<td>20.09%</td>
</tr>
<tr>
<td>older than 2004</td>
<td>42,931</td>
<td>42.62%</td>
</tr>
<tr>
<td>Total</td>
<td>101,204</td>
<td>100.47%</td>
</tr>
</tbody>
</table>

11,744 items are less than 3 years old - 11.66% of the collection

26.11% of the collection is between 3 and 7 years old.

62.71% of the collection, 63,184 items are over 8 years old and of those 42.62% are over 13 years old.
CIRCULATION (CHECKOUT) STATISTICS

ALL LOCATIONS

<table>
<thead>
<tr>
<th>P TYPE</th>
<th>Nov 15 PERCENT</th>
<th>QTY</th>
<th>Change vs</th>
<th>Actual #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nov 15 QTY</td>
<td></td>
<td>Oct 15</td>
<td>Nov 14</td>
</tr>
<tr>
<td>Adult</td>
<td>82.5% 14166</td>
<td></td>
<td>-3.3% 10.8%</td>
<td>14642</td>
</tr>
<tr>
<td>Juvenile</td>
<td>11.7% 2007</td>
<td></td>
<td>-9.3% 2.0%</td>
<td>2213</td>
</tr>
<tr>
<td>Staff</td>
<td>2.7% 471</td>
<td></td>
<td>-48.7% 28.3%</td>
<td>919</td>
</tr>
<tr>
<td>Volunteer</td>
<td>0.0% 0</td>
<td></td>
<td>-100.0% -100.0%</td>
<td>71</td>
</tr>
<tr>
<td>Trustee</td>
<td>0.0% 1</td>
<td></td>
<td>-66.7% -66.7%</td>
<td>3</td>
</tr>
<tr>
<td>Teacher Loan</td>
<td>2.3% 402</td>
<td></td>
<td>54.6% 221.6%</td>
<td>260</td>
</tr>
<tr>
<td>Teen</td>
<td>0.7% 125</td>
<td></td>
<td>2.5% -11.3%</td>
<td>122</td>
</tr>
<tr>
<td>Total</td>
<td>100.0% 17172</td>
<td></td>
<td>-5.8% 10.3%</td>
<td>18230</td>
</tr>
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</table>

CIRCULATION (CHECKOUT) STATISTICS

ALL LOCATIONS

<table>
<thead>
<tr>
<th>TYPE</th>
<th>Nov 15 QTY</th>
<th>Change vs</th>
<th>Actual #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nov 15 QTY</td>
<td>Oct 15</td>
<td>Nov 14</td>
</tr>
<tr>
<td>Book</td>
<td>66.1% 11356</td>
<td>-7.6% 9.4%</td>
<td>12286</td>
</tr>
<tr>
<td>Cassette</td>
<td>0.0% 0</td>
<td>0.0% -100.0%</td>
<td>0</td>
</tr>
<tr>
<td>Sound Disc</td>
<td>8.4% 1450</td>
<td>-6.6% 18.5%</td>
<td>1552</td>
</tr>
<tr>
<td>DVD</td>
<td>21.9% 3768</td>
<td>2.9% 10.3%</td>
<td>3662</td>
</tr>
<tr>
<td>Kit</td>
<td>0.3% 59</td>
<td>-9.2% -35.2%</td>
<td>65</td>
</tr>
<tr>
<td>Serial</td>
<td>1.4% 237</td>
<td>-14.4% 13.4%</td>
<td>277</td>
</tr>
<tr>
<td>Videocassette</td>
<td>0.0% 0</td>
<td>0.0% -100.0%</td>
<td>0</td>
</tr>
<tr>
<td>Playaway</td>
<td>0.0% 0</td>
<td>0.0% -100.0%</td>
<td>0</td>
</tr>
<tr>
<td>Library Basket</td>
<td>0.0% 1</td>
<td>0.0% -95.8%</td>
<td>0</td>
</tr>
<tr>
<td>YA Video Games</td>
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<td>21.8% 187.9%</td>
<td>78</td>
</tr>
<tr>
<td>Mature Video Games</td>
<td>0.1% 22</td>
<td>15.8% 69.2%</td>
<td>19</td>
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<tr>
<td>Chromebooks</td>
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<td>-36.8% 21.9%</td>
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CIRCULATION (CHECKOUT) STATISTICS

ALL LOCATIONS

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Computer Usage 14/15 vs 15/16
YTD
Literacy: # of session attendees 14/15 vs 15/16 YTD

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<tr>
<th>Month</th>
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<tr>
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<tr>
<td>AUG</td>
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<tr>
<td>SEP</td>
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<tr>
<td>NOV</td>
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<tr>
<td>DEC</td>
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<td>MAR</td>
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<td>MAY</td>
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<tr>
<td>JUN</td>
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Literacy Tutor Sessions 14/15 vs 15/16 YTD

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<td>SEP</td>
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<td>OCT</td>
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<td>NOV</td>
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<tr>
<td>MAY</td>
<td></td>
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<tr>
<td>JUN</td>
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Literacy Volunteer Hours 14/15 vs 15/16 YTD

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<td>184.25</td>
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<tr>
<td>AUG</td>
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<td></td>
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<tr>
<td>JUN</td>
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We had 133 new subscribers to our email list over the past 30 days.

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<td>January 5, 2016, 4:20 pm</td>
<td>Know It All January 2016 Library Newsletter</td>
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<td>December 28, 2015, 6:39 pm</td>
<td>This Week @ Your Altadena Library - Winter Reading Program &amp; Closures</td>
<td>10,938</td>
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<td>December 22, 2015, 8:08 pm</td>
<td>HAPPY HOLIDAYS FROM THE ALTADENA LIBRARY DISTRICT!</td>
<td>10,957</td>
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<td>This Week @ Your Altadena Library - SPACE IS A DOUBT - UPDATE ON CLOSURES</td>
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<td>This Week @ Your Altadena Library - Lots of Fun @ Some Opportunities!</td>
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Facebook Stats

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Adult Services Department - November, 2015

Adult Services engaged the public with a number of special programs in November, including renowned New Orleans jazz performer Kenny Sara, a staged reading directed by Mimi Seton, a presentation by local wine scholar Stuart Byles (followed by a wine tasting), and a program that turned the library parking lot into a wonderful petting zoo.

Over 100 community residents gathered at the Altadena Library on November 20th for a sip of local wine culture. Area wine scholar Stuart Byles regaled the local connoisseurs with tales of Los Angeles wine history, and in particular, the role of Altadena, Pasadena, and the farther-reaching San Gabriel Valley in that crisp, full-bodied, aromatic history. The presentation was followed by an extraordinary wine tasting event, hosted by the Altadena Ale & Wine House.

Danny' Farm Petting Zoo, an event sponsored by the Altadena Rotary Club, brought adults and children alike to the parking of the library to interact with sheep, goats, rabbits, and many other friendly animals. On November 12, Danny's Farm offered a safe and nurturing petting farm and social environment for all people of all ages, with special attention paid to those with autism and other developmental disabilities.

On November 13, the library continued its popular Second Saturday series with Kenny Sara and the Sounds of New Orleans – a four piece band whose styles range from New Orleans Jazz, Straight Ahead Jazz, New Orleans Rhythm & Blues, Zydeco Cajun, to 60’s, 70’s, 80’s Funk. Well over 200 people showed up
to see the band, whose past musical collaborations include Herbie Hancock, Woody Allen, Della Reese, Bo Diddley, Taj Mahal and many, many others!

On November 13, writer/director Mimi Seton returned to the Altadena Library with “Crones” – a staged reading about two women, best friends from adolescence, who re-unite 40 years later to lend each other a hand in a time of crisis. This performance was resented by the Sisters in Peril Reading Series, which is dedicated to giving older women writers and composers a voice in the community. It was first presented at The Culture Project in NYC in August 2015.
Youth Services Report – November 2015

The California Library Association Annual Conference took place in early November and I was able to attend many insightful and inspiring sessions as well as volunteering a little bit. It's not all work at conference, though and there were many opportunities to cut loose a little bit. Many of us had a great time in the Headshot Truck. Here is a picture of group of librarians from the Headshots Truck during the CLA After Party!

Back on the home front, the annual In N Out Cover to Cover reading program concluded this month. Children ages 4-12 who read 5 books received a coupon for a free hamburger at In N Out! We had 196 kids sign up and they read 1,340 books!

Our first ever Sensory Storytime session concluded and was a great success. The next session is scheduled for March 26th through April 30th.

On November 21st the Altadena library was one of nearly 2,000 libraries around the world that celebrated International Games Day. Each year libraries are encouraged to participate to reconnect communities around the educational, recreational and social value of all types of games. We invited families to stop by to play old favorite board games or to try some new ones!

LEGO Club took over the children's room for its final meeting this year, but the kids didn’t seem to mind! LEGO club will resume in January after a brief break during December.
Youth Services Report – December 2015

December was an exciting month for the Youth Services Department with our traditional programs for the holidays!

The annual Graham Cracker "Gingerbread" House decorating party was a big success! The joy on the kids' faces is why we continue to offer this program each year.

Santa Visit
Santa took time out of his busy schedule to visit the library to the delight of children and adults alike!

The fall storytime session ended with a rousing dance party, complete with bubbles and a disco ball! Looks like the beginning of a new tradition!
Winter Reading Program December 14th January 31st
The annual Winter Reading Program for kids and teens began and will continue through the end of January. Children check out and read books for prizes. Thanks to O Happy Day Café for sponsoring free bowls of soup for participants!

This month’s display case featured the Shopkins collection of 7 year old Georgia Calvert! These little guys have been quite the rage here in the children’s room.
Young Adult/Teen Services Report – November 2015

**Teen Programs, Projects, and DIY Grant continue!**
November’s programs began with a well-attended (17 teens) Anime Club, which attracted many regulars as well as some new members this month, who were excited to learn about new anime and talk to fellow fans. *One Piece* was the selection this month, and the attendees voted on December’s selection, 1993’s space comedy, the Irresponsible Captain Tylor.

Programming for the DIY Club grant wrapped up for the fall with its final sewing and filming classes. The grant year will continue in the Winter with writing reports to the state on the progress of the grant thus far, in addition to planning for an exciting new spring workshop series — 3D printing. We had a sewing class on Nov 7th, where the participants completed their aprons and made zipper totes, followed the next week by the finale of the sewing workshop series where the participants brought projects of choice, including pajama pants. We capped the series with a fashion show where the participants modeled their creations. Check out the creative styling below! 15 teens attended these final 2 classes.
We also hosted the last Filmmaking class of the fall. This dedicated group of 13 souls (on Friday the 13th) gelled well and created a spectacular (and unsettling—well, it was Friday the 13th!) short film about urban legends and the illuminati. Although the final cut is not available yet, the raw footage was impressive. Here are some stills from the set:

Teens also enjoyed an unusual gaming event—a retro games day! The concept was to play videogames and board games that were popular in the 80s and 90s. This event was made possible by the efforts and generosity of the Kerr family, who brought over their consoles (including and N64 and Sega Genesis) and games for others to enjoy as well as a friend who lent many of his own games. 15 enjoyed the TOTALLY RAD Throwback Thursday experience.
Volunteers: November was a busy time for the teens due to final and the holidays, yet these dedicated volunteers were able to offer 11 hours this month. TAC members were especially helpful with feedback about the new teen area. A large project like moving, expanding and improving the teen area involves many people, importantly the teens who will be enjoying this area. Teen librarian Carrie has been talking to and meeting with teens discussing what they feel is most important about this area (comfort, quiet, things to do, books to read), how they use the area (reading, studying, volunteering), and what they would like to see in terms of improvements to the area (nicer seating—café style is preferred). The teens unanimously agreed that all teen materials, including nonfiction, should be in the teen area. “It only makes sense that all the teen books are together,” said TAC member Ethan Qua.

Teen Librarian Carrie Wilson continues to coordinate teen and Library Tech student volunteers from the PCC program. Ann Elias worked very hard assisting the Youth Services department with the Junior High project while also assisting with displays and teen events, such as sewing, filmmaking and Retro games day. She contributed over 19 hours in November. Dina Zanrosso continued her role as storyline aide, helping with set-up, clean-up, handing out supplies to the kids, and taking candid photos of the program.
Teen Report – December 2015

Teen Programs, Projects, and DIY Grant continue!

December began with Anime Club, which was enjoyed by 25 teens watching The Irresponsible Captain Tylor, a 1993 space comedy that spoofed many of its science fiction predecessors and has inspired many hilarious additions to this genre. We attracted 2 new members, who were excited to learn that anime club is a monthly gathering!

Teen volunteers got into the holiday spirit by lending a hand and enjoying our Gingerbread house Decorating Party on December 8th helping with the preparation, set-up, creating samples, and taking photos.

A few days later, they enjoyed another “food sculpting” program—cookies were decorated to look like sugar skulls, snow goons, and anime characters. While decorating (and eating!) the delicious cookies, some of which were homemade by Emmet O’Conner, the teens shared enthusiastic karaoke renditions of their favorite songs.

Winter Reading program, open to youth ages 0-19, boasts its highest teen sign-up to date: as of Dec 31, 13 teens have registered!

Although programming for the DIY Club grant wrapped up in November, Teen Librarian Carrie Wilson is busyly working on reports to the state and planning for the next workshop series—3D printing workshops which will begin April 2016.
**Outreach/Class Visits:**

On December 16\textsuperscript{th}, middle school students from Weizmann Day School visited to research the American Colonies using our databases and print resources. After all that hard work and intense research, the students enjoyed chilling in the beanbag chairs with graphic novels.

**Volunteers:** Teen volunteers got together several times this month to lend a hand with programs and decorating. All told, 9 teen volunteers contributed 31.75 hours. TAC members continued to give feedback about the new teen area by completing surveys and talking to the Teen Librarian.

Teen Librarian Carrie Wilson continues to coordinate teen and Library Tech student volunteers from the PCC program. Ann Elias has continued to work on the Junior High project and assisted with displays and teen events. She has also been extremely helpful with organizing photos and uploading albums to the website. Dina Zanrosso has continued her role as storytime aide, helping with set-up, clean-up, handing out supplies to the kids, and giving extra artistic flair through decorating and creating craft samples.
Bob Lucas Branch Report - November 2015

We started the month off with Edward (Literacy Coordinator), Andrea (Library Clerk I) and I (Librarian II) attending the annual CLA (California Library Association) convention in Pasadena. It was a wonderful opportunity to attend the presentations and see what other libraries and Librarians are doing and how we can implement new ideas at our library. We thank the Board and Mindy for offering us this opportunity.

On November 13th, the Branch wrapped up the 5 week long In-N-Out Cover to Cover reading promotion program. We had 88 children participate who read 380 books! Staff did a great job promoting this program.

On November 20th, 10 people enjoyed our Fun Flick Friday showing of the popular new movie Inside Out.

On November 19th we had a children's craft program where 30 children had fun decorating sugar cookies into turkeys. Children especially had fun making monster turkeys with 4 eyes!

On November 24th, staff and I were invited to Odyssey Charter School's annual Stone Soap Day. I had some delicious hot soup, got to see the school campus, and was thankful to represent our library at this community event.

Behind the scenes, I have been training with Steve to learn how to pull statistics from Millennium. I am grateful that Steve is passing his vast knowledge on to me and to be able to be learning new applicable skills which will be helpful for statistics reporting.

We are currently working on a new holiday bulletin board display to coincide with our holiday book display. I am also planning the next craft programs for the upcoming months.

Lastly, we received some new rolling shelves and new tables as part of our remodel that will update our look and make the space more functional.

~ Carlene Chiu, Librarian II (Branch Services)
Branch Report - December 2015

The atmosphere at the Branch was a festive one as we started off the holiday season participating in the Toy for Fines program. It was wonderful seeing how many toys we received and the fines waived. We also received a Christmas tree which our patrons enjoyed.

Mikayla and Andrea helped create a wonderful Winterland bulletin display. We displayed our Christmas and holiday books to the delight of readers.

We also celebrated winter with the start of the Winter Reading program on December 14th. We had family game day on December 4th. Twenty people played games. We had a fun flick Friday on December 11th in which 10 people enjoyed Minions.

On Thursday December 17th, 24 children had fun turning ice cream waffles into Christmas trees. The kids unleashed their creativity and even made blue and pink Christmas trees.

We have started creating a more welcoming space for literacy students and their tutors to use for their study sessions. Staff has agreeably given up their space for the updated literacy area.

We received new tables for the public area and continue working on making the space more user friendly.

Using one of the new rolling shelves, we created a display to highlight our cookbooks and then a Star Wars display to coincide with the new Star Wars movie. Wrapping the shelves in black really makes the books pop.
Behind the scenes, I received additional training on how to retrieve statistics from Millennium from Steve. I participated in the technology committee, newsletter, staff, and programming meetings. I contributed an article for the December newsletter promoting our literacy program and ESL classes. We continue planning our craft and movie programs for the New Year.

~ Carlene Chiu, Librarian II
Outreach and coordination with La Pintoresca Library in Pasadena

One of the benefits of our adult literacy program is that we are close to other libraries that have or once had their own adult literacy program. Today, there are about one hundred libraries that have a state funded literacy program such as ours. Unfortunately, there are some libraries, such as La Pintoresca in Pasadena, that no longer have an adult literacy program. Our literacy program had the opportunity to meet with La Pintoresca’s branch manager Patricia Smith to talk about sharing literacy resources they no longer use. Since they are not using many of these resources, they encouraged us to take some of their resource books. These resources include popular workbook series such as Voyager, Endeavor, and Challenger. They also encouraged us to use their library as a public study space if it is convenient for any of our tutors and learners.

California Library Association Conference 2015

November was an exciting month for our adult literacy program since we had the opportunity to attend CLA Conference 2015. Edward attended the adult literacy preconference, which covered many of the basics of adult literacy such as recruiting volunteers, assessing learners, using educational resources, and discussing the differences between GED and HiSET tests. The conference gave our literacy department insight regarding library practices in a small library setting, such as the Bob Lucas Memorial Library and Literacy Center, possible resources from multiple literacy vendors, and networking with other literacy coordinators throughout California. There is a lot of information to process in the coming months, which will be helpful to our adult literacy program.

Laubach Workbook Series Continues to Grow in Popularity with ESL Class

Modesta continues to use our Laubach workbook series with our ESL Class. The Laubach series works in a methodical approach to learning English, and works very well with ESL learners. Our ESL class started using the series a few months ago, and continues to grow in popularity. We recently purchased another set of books within the series that we can use with our students, and we’ll be able to track their progress as they move up in different levels of the series.

Edward William, Literacy Coordinator
Modesta Nava, ESL Instructor
Interim Literacy Center

The Bob Lucas Memorial Branch Library & Literacy Center continues to remodel the main floor with new furniture and technology. The library received new and practical study tables on the main floor as well as the literacy corner. In the past, tutors and learners studied on a used and uncomfortable fold up table and on partially staff used desks. We spent the early portion of December reorganizing the tables, partitions, and shelving units by creating three temporary workstations for tutoring. This will eventually be reduced to two work stations as the library integrates new laptop stations for patrons. Tutors and learners expressed their enjoyment with the new temporary setup and will continue to work in their dedicated literacy area.

New Tutors joining December will begin their online training
Although December was busy with holidays, the literacy program received five requests from individuals interested in becoming tutors through VolunteerMatch.org and direct phone calls. The normal process to add a tutor to the program is to follow up with a phone interview and inviting them for an in-person interview at the literacy center. If they are a good match to work with a learner, they are then trained how to be an effective tutor. This current group of tutors will go through an online training module we created that they can do either here at the library or at home. The online training module consists of nine sections covering topics such as the background of adult literacy, phonics, reading and comprehension, writing, how to use literacy workbooks, and how to report their monthly activities to the literacy program. The online training will track their progress as they answer quiz questions in each section. These tutors are still required to receive instruction from the literacy coordinator outside of the online training.

Modesta Nava interviewed for the Altadena Library District’s newsletter
One of the literacy program’s greatest assets is Modesta Nava. As an instructor of the ESL class Mondays through Thursdays, Modesta follows the progress of her students as they learn and improve their English skills. As she gauges the progress of her students, she can change the focus of her lesson plans when the class makes progress or meets new challenges with the English language. Modesta was interviewed for the January 2016 newsletter, which highlights her personal experience of learning English in the ESL class and eventually being hired as the ESL instructor. New students to the ESL class can relate to her experiences, and she can provide tips and suggestions during the process of learning not just the English language but also the American culture.

Edward William, Literacy Coordinator
Modesta Nava, ESL Instructor
Technology Department Report – December 2015

Altadena Library has seen some technological change in the past couple of months. Most of these changes have been on the technology foundation.

The Main library’s backbone has been upgraded to 1 GB throughput, upload and download. The Branch’s upgrade is still in the AT&T’s planning phase. The increase in speed will allow for services reliant upon ample bandwidth to be leveraged.

With the 1 GB connection, it made sense to put our mail server in the cloud. It was discovered that Microsoft allows public libraries to utilize office 365 for education at no cost. The staff mailboxes were moved into the cloud, and they are now utilizing the e-mail features of office 365; however, there are a multitude of powerful features included. We are exploring those features, and planning for training staff to fully utilize them. One can evaluate the office 365 package by going to the following url in a browser: https://products.office.com/en-us/academic/office-365-education-plan

The retirement of our e-mail server, and rush on office 365 upgrade was driven, also, by an expiring Symantec e-mail protection license, which would have cost $1,500 to renew. The district was able to dodge the expense, and now has office 365’s world class spam protection, for free. The removal of the e-mail features reduced the utilization of our core server, which allowed us to build a second virtual machine.

The second virtual machine will run the most recent version of Comprise’s Smart Access Manager (SAM). SAM controls delegation of desktops to patrons, and is our print release software. The cost of this additional server was only a windows 2008 r2 standard server license, purchased from Techsoup at extreme discount. We are expanding upon patron printing capabilities with Comprise’s SmartALEC print solution. It allows patrons to print from BYOD’s, and the laptops purchased as replacements to existing, archaic, public desktops. The new virtual server is being configured, and we will soon be in the testing phase for this project.

These new laptops will allow patrons mobility over the desktop models, and have enough horsepower to last through a 60 month lifecycle. The laptops will connect to the internet over wifi. To keep our wifi services up to par until our wifi E-Rate subsidized overhaul, we will purchase additional nodes of the same caliber, as needed. At the time of this report, one extra node has been added to the public area.
"Today's libraries are not for the faint of heart, but libraries have always been at the crossroads of a community at its best and worst. There is no question that libraries must continue to prioritize collections and the legacy of reading, but our value today is less about what we have for people and more about what we do for and with people."

Sari Feldman - ALA President

While we are not all technically "librarians" here at the Altadena Library, we do all work in some way as librarians in providing information and assistance to our community. To be a librarian at a public library is no easy feat, especially in this day and age. You need to combine the energy and skills of a coach, the tools of a professional researcher and the imagination of an artist to create a space for the entire community to learn, create, explore and connect. You're many things all at once: a teacher, friend, guide, magician, entertainer and gatekeeper to a world of learning.

I hope that you can feel the pat on the back that I am sending your way for striving to be that Librarian/Staff/Board Member described above. We all contribute every day in creating a space for our community that is welcoming and provides access to the tools and information for our community to reach their fullest potential. Congratulations for playing a very important part in this!

FAVORITE COMMENT CARD OF THE MONTH:

This library is simply wonderful!
Great staff – EZPZ registration – Yay to having a library card....
Lightning fast Internet connection.
A+ Rating
B. Burke

PRESENTATIONS:

We had our Annual Holiday Program on Wednesday, December 2nd @ 6PM. It was an evening of Holiday Music and Celebration with the Joel Taylor Jazz Trio featuring Jeff Richman & Dean Taba. Sweeter Than Honey Provided a beautiful and tasty array of sweets and hot cider.
On December 22nd we featured a program called SPACE IS A DOUBT which was dedicated to Georges Perec the Writer and produced by Valerie Daival. There was a live sculpture ~ performance / dance called “Breath in, Breath out” by Marie-Noëlle Deverre.

Following was a piano concert, “An Hour for Piano” (1971) by Tom Johnson and performed by Samuel Boré. For most of the month the attending art exhibition was on display in the community room.

A message from State Librarian Greg Lucas:

There’s $4.75 million in new state funds for public libraries in the budget proposal Governor Brown is introducing in a few minutes in Sacramento. All of the ongoing spending contained in the current fiscal year, which ends June 30, remains. This is the third year of increased investment in public libraries by the Brown administration.

This new money, proposed for the fiscal year that begins July 1, is earmarked for the California Library Services Act. Boosting spending under the act is one of the California Library Association’s 2016 legislative priorities.

Of the $4.75 million, $1.75 million is ongoing. The goal is to strengthen the systems and bolster the services they provide their local library members. The advantages of this are two-fold:

First, individual libraries benefit from greater regional collaboration and broadened areas of common interest.

Second, California benefits by devolving more decision-making to regional entities that are far more conversant with local challenges and priorities - and more nimble in dealing with them - than decision-makers at the state Capitol.

The governor has said he wants to reach out to the underserved communities the nearly 40-year-old library act identifies:

"Any population segment with exceptional service needs not adequately met by traditional library service patterns including - but not limited to - those persons who are geographically isolated, economically disadvantaged, functionally illiterate, of non-English or limited-English-speaking ability ... or persons with disabilities."
The $3 million in one-time funds is aimed at providing libraries with the tools and technology to build platforms that maximize the benefit they'll receive from improved connectivity, help facilitate greater availability of materials and bolster outreach to the underserved.

At this point, we don't have any more information. However, we expect to develop more detailed strategies that achieve these goals through conversations between the systems, libraries and state and local decision-makers.

**ALTADENA LIBRARY DISTRICT OPERATING PLAN UPDATE:** Attached

*In order for the city and its neighborhoods to offer the rich and varied association that is their promise and their potential, there must be neutral ground upon which people may gather. There must be places where individuals may come and go as they please, in which none are required to play host, and in which all feel at home and comfortable.*

_Ray Oldenburg - The Great, Good Place 1989_
The following Operating Plan for 2015-2016 is reflective of the Altadena Library District’s mission to provide free and equal access to information, ideas, technology, and the joy of reading to educate and empower our diverse community. This document seeks to outline a plan of action for achieving the goals set forth in the District’s current Strategic Plan, so that the Altadena Public Library can continue to meet the present, future, and constantly changing needs and interests of its diverse clientele.

Goal 1

*Funding:* The Altadena Library District will seek to establish a stable source of funding to sustain current levels of customer service. The District will expand sources of revenue.

Goal 2

*Outreach:* The Altadena Library District will tell its story to the community through enhanced print, electronic and social media communications.

Goal 3

*Facilities:* The Altadena Library District will provide a facility that is comfortable, welcoming, safe, energy efficient, flexible, and fully disabled-accessible.

Goal 4

*Lifelong Learning:* The Altadena Library District will fuel Altadena’s passion for reading, personal growth, and learning.

Goal 5

*Technology:* The Altadena Library District will provide access to the digital world through state-of-the-art technologies.
Goal 1 -- **Funding:** The Altadena Library District will seek to establish a stable source of funding to sustain current levels of customer service. The District will expand sources of revenue.

**Objectives for Goal 1:**

- Continue to research and apply for grants that meet the Strategic Goals of the Library and the Operating plan.
  
  - $30,000 Pitch A Grant – California State Library
  - $30,000 California State Library – Technology Upgrades for Cenic 1G Connection
  - $3,000 Latino Americans: 500 Years of History - National Endowment for the Humanities and the American Library Association
  - $40,000 Friends of the Altadena Library
  - $600 Altadena Rotary for Danny’s Farm
  - $25,165 Literacy Funding – CLLS
  - $30,000 +/- Water Conservation Demonstration Garden – LA County, Water District, Altadena Rotary

- Develop a service model that is less labor intensive and more customer centric (savings through attrition).
  
  - The One Point of Service (OPOS) Implementation Team has provided all staff with a final plan and schedule. It is expected that we will be operating using OPOS by April 1, 2016.

- Expand the Business Office services to increase revenue (copy/print/fax/scan).
  
  - As of January 1, 2016 we are now open 6 days per week and we also are open in the mornings on Monday and Tuesday.
  - We purchased new photo equipment that cut the time to process an application in half.
  - With the purchase of the Multi-Function machine we are now able to offer color/black and white printing in high speed as well as scanning and faxing. Our printing capabilities also include staples, 3-hole punch and folding. This has enabled the District to offer its services for short runs of printing at very reasonable prices.
• Research and implement energy and water savings opportunities.
  
  • The creation of a Water Conservation Demonstration Garden is well in the works and expected to be completed by March 2016. The Library will be offering lectures and hands-on classes related to the topic of water conservation.
  • The main library was 100% retrofitted with LED lighting which has lowered utility bills and provided a bright and well-lit environment for staff and the public.

• Continue to negotiate with vendors to reduce pricing and increase discounts.
  
  • We increased our discount with our largest vendor of books and negotiated better pricing on processing.
  • We negotiated no increase in pricing on all of our research tools this year (databases.)

• Add electric car charge stations in the parking lot.

• Use consultant to expand E-rate program in order to decrease telecommunications costs and increase technology funding.
  
  • We hired an e-rate consultant who has increased our rebates from e-rate and is currently working with our IT Manager on our proposals for the 16/17 e-rate year. This assistance will enable us to replace and upgrade more of our IT infrastructure at minimal cost as e-rate will reimburse most of the expense.

• Support the Foundation's Capital Campaign.
  
  • The Director is a member of the Foundation’s core committee that is working on the Capital Campaign, has attended the ask training and is assisting in preparing documents and providing the information needed by the Foundation.

• Continue to look for and encourage partnerships between the library and other organizations of all types.
  
  • The District has signed an agreement with MonteCedro and both entities are working together to provide programming and materials for the retirement community.
• The District partnered with the Pasadena Playhouse and ImaginAction to bring a Forum Play with audience participation to the Library in 2015.

• Assist both the Altadena Library Foundation and the Friends of the Library in regard to fundraising events and programs.
  • We continue to participate in the meetings of both organizations and offer suggestions and collaborate when possible.
  • The District participated in BestFest with special programming, inspiration stations and plenty of staff to support the crowds.

• Revise and update the Volunteer Program.

• SAVINGS:
  • As of July 1, 2015 the District no longer sends notices by snail mail. All notices are either by telephone call (automated) or email at no cost.
  • A multi-function machine was purchased for Administration (Copy/Print/Fax/Scan) which now enables most of our materials to be printed in house saving substantial printing costs.

Goal 2 -- Outreach: The Altadena Library District will tell its story to the community through enhanced print, electronic and social media communications.

Objectives for Goal 2:

• Develop a comprehensive marketing plan.
  • The mid-year Budget Adjustment includes a part-time marketing employee. The addition of this position (which is an offset of the current expenditure with a consultant — meaning it is not an added expense but a replacement), will enable the District to improve and expand all marketing efforts.

• Create a style guide to be used by the Library/Friends/Foundation so all communications have a uniform and recognizable look.
• Jerico Road has provided a volunteer who is assisting in creating a style guide for the District.

• Include a Social Media Marketing Plan and increase our presence within social Internet platforms (Facebook, Pinterest, etc.), and add social media options to our website.

  • The District has expanded its presence on Facebook, added a page on LinkedIn and is using HootSuite to Tweet and simultaneously add posts to all three locations.

• Continue to publish a printed monthly newsletter and also distribute electronically.

  • Work with the Friends to fund and prepare an annual or bi-annual mailing to all Altadena addresses with donation/renewal envelopes enclosed.

  • We are in the process of creating a package to mail to 2,000 addresses in Altadena that are new home purchases within the past 5 years and the address is the primary residence. This marketing piece will contain information from the Friends/Foundation/District. It is scheduled to be mailed in February 2016.

• Add additional on-line and print vendors to our advertising options. Find additional low-cost to no-cost ways to market and advertise.

  • Currently we are advertising in the Pasadena Independent and have negotiated a deep discount which includes on-line, print and inserts. We have been quite successful with the Pasadena Weekly and Pasadena Now – both are highlighting our events and writing stories about us. We are also negotiating with La Opinion for advertising for the remainder of the Latino Americans: 500 Years Grant programs.

  • One of most successful marketing tools has been Second Saturday. This event, which is held monthly, has brought in hundreds of non-users and has increased word of mouth about the Library in the community.

• Take the Library outside the Walls.
• Have a physical presence at local events such as the Farmers’ Market, fairs, parades, etc.

• Increase visibility in the community by attending community events such as Collaborate Pasadena and Neighbors Building a Better Altadena, in order to represent the library.
  
  • The Director has attended both of these meetings sporadically and is consistently reporting to the Town Council and the Chamber.

• Increase communication and partnerships between the Library, Friends and Foundation.

  • Have semi-annual Board Retreats and the monthly Presidents’ meetings so that all three boards stay informed and connected in order to help the library reach its goals.

  • The Presidents’ meetings have been sporadic but are scheduled to resume bi-monthly in February 2016. The next Boards Retreat is being discussed and is tentatively scheduled for June May 2016.

• Continue and expand programs and outreach targeting the local Latino and Spanish-speaking communities.

  • Latino Americans: 500 Years of History Grant Program

  • The Library Foundation and Friends each supported the Grant Program with a $500 donation.
  • This program has had events almost every month of the grant cycle. It will culminate with a Latino Cultural Festival on May 14 with over 30 artists, performers, music, food and authors. The team now includes local scholar Roberta Martinez and radio personality Val Zavala.

• Initiate a campaign to reintroduce the library to the Altadena community, increase cardholders and users and get people thinking – and talking – about the library in a whole new way.
In February we will be initiating a program to bring back users who have not visited the library in over 12 months. This consists of an email blast to those users inviting them back.

The above mentioned mailer will also be going out in February to 2,000 homeowners in Altadena.

participate in Outside the Lines, a bold campaign designed to reintroduce the library to the community and get people thinking – and talking – about the library in a whole new way so the community understands how libraries have changed into dynamic centers for engagement, and how they are more relevant than ever to their lives.

initiate and implement a program whereby patrons can receive discounts at local vendors using their library cards.

Plan at least two events for Library Card Sign-up Month.

Use Altadena BestFest as an opportunity to introduce people to the library

Plan special events throughout the day

The library had special programming, extra inspiration stations and was double staffed to handle the flow of visitors.

Have a dedicated area in the library just for library card sign-ups.

Coordinate with town and county marketing efforts.

The Director has joined and is attending monthly meetings of the Altadena Chamber and is working on plans to combine marketing efforts with them.

Target outreach to schools and community groups to promote library services.

Goal 3 -- Facilities: The Altadena Library District will provide a facility that is comfortable, welcoming, safe, energy efficient, flexible, and fully disabled-accessible.

Objectives for Goal 3:
• Create interim space and interior design plan for branch and main to better utilize space.
  
  • Reorganize and replace furniture and layout of branch for optimal use.
    
    • New furniture that is light weight, stackable/foldable and on wheels has replaced all existing furniture. The circulation desk is being modified so it takes up less space and a new interior wood drop box for materials is on order. Using existing shelving we have created a more private and separate space for literacy tutors. All computers are being replaced and new display shelving has arrived. The makeover is scheduled to be complete by February 2016.
  
  • Reorganize and replace furniture in lower level to create space for all staff.
    
    • The implementation team for this project has met and they are in the process of creating a layout and a list of furniture. The sink and countertop have been removed and the new layout is expected to be completed by March 2016.
    
    • The Finance space was completed in 2015. The sink and countertop were removed, partitions were added for privacy and the walls were painted. Some storage pieces were purchased.
  
  • Combine the circulation and reference desks to create a centralized one-point service model that is centered around a single Information & Research desk.
    
    • The implementation team has completed the plan for this project (OPOS). Training is happening now, self-check machines are in the bid process, bids have been received for the removal of the existing reference and circulation desks, a new Information & Research semi-circular desk has been selected and will be ordered in February 2016.
  
  • Create a teen area along the west end of the library and use the current teen area to open up the space for more display and seating for the general public.
• Research, purchase and install at least one exterior lighted sign and a cohesive signage design for the interior of the building.
  
  • Research is ongoing. The Chamber has a plan for signage around Altadena and the Library is looking at how it can have cohesive signage that still represents the architecture of the Library. It may be possible to use some grant funding for signage and that is being assessed as well and may offer the opportunity for more signage and signs that include electronic display.

• Make the facilities as “green” and energy efficient as is economically possible prior to renovation.
  
  • Filtered water machines for staff were added to both facilities eliminating the purchase of bottled water.

• Finalize retrofit of lighting to LED and analyze benefits of retrofitting the Branch.
  
  • Main is now 100% LED.

• Continue to research grant opportunities and receive bids for a solar installation.
  
  • One bid has been received and Administration is researching grant opportunities for solar.

• Research adding water storage units.
  
  • The District is working with the project manager for the Water Conservation Garden to come up with a plan for water storage at the main facility.

• Continue research and install charge stations (also a revenue source).

• Research opportunities for funding for replacing the majority of our landscaping with drought tolerant plants.
  
  • Finalize grant and create drought tolerant demonstration garden project.
• With many thanks to Board President McKenzie for procuring almost $30,000 in grant funding for the garden which will be completed by March 2016.

• Research Nature Explorer garden to replace some existing landscaping.

• Improve the look of the interior planters

• Emergency exit signs with battery operated lighting were installed at all exits at both Main and Branch.

Goal 4 -- Lifelong Learning: The Altadena Library District will fuel Altadena’s passion for reading, personal growth, and learning.

• Create numerous display areas in the library to increase circulation and awareness of materials.

  • Staff received training and hands on experience during Professional Development Day and has created two display areas in addition to the new book shelving. We have also begun working on the stacks and reducing the number of items on shelving so that some materials can be turned face out.
  • A Consultant on display and marketing will be visiting the library and assisting in creating a plan in February 2016.
  • New display units have been purchased and the reorganization of the main floor will open up areas for more display.

• Expand and develop programming (classes, seminars, lectures, training, presentations,) that meets the needs of the community. Provide more experiential events and opportunities than what we currently offer.

  • Expand and create more "Inspiration Stations" around the library, where patrons can use their imagination and creativity in a hands-on activity.

  • We have had many different Inspiration Stations in the library and continue to create new ones every month. These are heavily used by our patrons.
• Identify and develop programming for children with autism and sensory challenges.
  • *Sensory Story Time has begun and is ongoing.*
• Expand current DIY program for Teens using $30,000 grant funds.
  • A full series of programs have been held and are continuing into 2016. Equipment and technology has been ordered and received.
• Evaluate all programs currently offered for:
  • We created a Programming Committee that meets monthly to review upcoming programs and to create and add programs for the upcoming 12 month period.
  • 10 hour per week were added to an Adult Services staff member’s schedule, making them full-time, to be used as the Program Coordinator for the District. A much needed position that has not existed in the past.
  • A new Survey has been created and visitors who attend programs have been asked to complete it. We are gathering much needed information from these surveys and will be analyzing them this year.
  • Day of the week / Time (add/delete/change)
  • Content (add/delete/change)
• Expand Summer Reading Program and begin planning in September by committee.
  • The committee is meeting and planning for SRP 2016 is well under way.
• Add Technology Training classes.
  • Remove items that are no longer used and/or are irrelevant from the collection.
  • The District closed for a full day and all staff participated in updating the collection.
• **In September 2016 the District hired (from within) a Collection Development (CD) Manager and she has been working on creating a CD department. One role of the Manager and Department is to create an ongoing deselection process for the District so the collection is always fresh and relevant.**

• Develop a plan to effectively gauge what the Altadena community (both users and non-users) want/need/expect from their library.

  • *The newly created Surveys for attendees at our events is giving us much needed information about the wants/needs/expectations of current users.*
  • *We initiated an on-line Technology survey and received over 150 replies. We used this information to determine what technologies we should purchase for access to the Internet while using the Libraries wifi and facility.*
  • *Comment cards were created and allow our community to communicate directly with the Director.*

Goal 5 -- **Technology:** The Altadena Library District will provide access to the digital world through state-of-the-art technologies.

  • *Bids are being received for upgrades to the Community Room technology including video capability, integrated sound system, HD projector and microphones. We are also applying for grant funding to supplement this project. Estimated installation date is April 2016.*

  • Installation of two self-check machines at the main library to free up staff to provide more outreach and programming and to provide privacy for our users.

    • *We just completed the bid process and have selected a product and vendor. Estimated installation date is prior to April 2016.*

  • Upgrade our existing Internet access from less than 100 megs to 1gig at both branch and main. This will open up many additional possibilities for the library including virtual conferencing software and download stations for ebooks, movies and music.
The Main library’s backbone has been upgraded to 1 GB throughput, upload and download. The Branch’s upgrade is still in the AT&T’s planning phase. The increase in speed will allow for services reliant upon ample bandwidth to be leveraged.

- Upgrade to VOIP telecommunications system.
  - With the help of our erate consultant we created an RFP for VOIP and distributed it through the erate process. We have been meeting with vendors to discuss specifics and expect to have a new VOIP phone system by June 2016.

- Update and improve our website after extensive usability studies. Begin to develop a true virtual library as a part of our website, incorporating on-line library card registration as well as meeting room reservation software.
  - We have purchased meeting room reservation software and plan to have it up, staff trained and operational by May 2016.

- Research different technology options for reaching the Internet and replace existing computers with technologies more appropriate.
  - 30 laptops purchased as replacements to existing, archaic, public desktops. These new laptops will allow patrons mobility over the desktop models, and have enough horsepower to last through a 60 month lifecycle. The laptops will connect to the internet over wifi.

- Research new software opportunities to enable us to provide better access to our collection and better customer service (OCLC Worldshare and Worldcat Discovery).
  - All staff now have email addresses and on-line calendars.
  - With the 1 GB connection, it made sense to put our mail server in the cloud. It was discovered that Microsoft allows public libraries to utilize office 365 for education at no cost and to extend that benefit to our users! The staff mailboxes were moved into the cloud, and they are now utilizing the e-mail features of office 365; however, there are a multitude of
powerful features included. We are exploring those features, and planning for training staff to fully utilize them.

- Acquire wifi printing functionality.
  - We are expanding upon patron printing capabilities with Comprise’s SmartALEC print solution. It allows patrons to print from BYOD’s, and the laptops purchased as replacements to existing, archaic, public desktops. The new virtual server is being configured, and we will soon be in the testing phase for this project.

- Expand the Teen DIY program to create a Digital Learning Lab/Makerspace for Teens.
  - The District received $30,000 in grant funding for this project and has expanded its teen programming to includes video/film making, sewing/design, graphic arts, 3D printing and much more.

Library Staff Training and Development

The fiscal and organizational success of the District relies upon a well-organized, informed, technologically proficient, and forward-thinking staff. The following objectives are in direct (relation to that) and include (tasks or objectives) to better communicate both internally and externally:

- Create a Collection Development Manager position to oversee the collection as a whole and provide our users with balanced and relevant resources
  - Done!
- Hire and integrate the new Public Services Director position.
  - Done!

TRAINING:

- Continue to search out opportunities for our staff to view, learn and discuss what other libraries and institutions are doing.
- Have a full day of staff training in October with opportunities for staff to work together as a team and learn from experts in the Library field.
  - This was a highly successful event with good participation and the exit survey showed a high level of satisfaction. We are in the process of planning our next Professional Development Day (PDD) for October 2016.
  - We also had a ½ day staff in-service training in 2015.

- Train staff in the library's evolving service model, including instruction for one-point service, display, marketing and roving.
  - The OPOS Implementation Team has set up the following training schedule:
    - Training Phases Phase one:
      - Pages trained at reference desk on frequently performed tasks – Dates: (completed)
    - Phase two: Circ staff trained at reference desk on frequently performed tasks – Dates: January 5 – 15
    - Phase three: A.S. staff trained at the circ desk on frequently performed tasks – Dates: January 18 – 29
    - Phase four: Y.S. staff trained at the circ desk on frequently performed tasks – Dates: February 1 – 5
    - Phase five: A.S. staff trained at Y.S. desk on frequently performed tasks – Dates: February 8 – 12
    - Phase six: Single Service Point Test Run – Dates: February 15 - 19
    - Phase seven: Desk delivery and installation – Dates: After February 15
    - Phase eight: One Point of Service Full Implementation – Dates: After February 15

- Provide customer service training for Public Services staff.
  - Active Shooter and Customer Service Training is scheduled for all staff in the month of March 2016.

- Set library staff technology competencies and train staff in accordance.
  - The Technology Committee has met and has created a tiered system (see below) for training which will begin next month.
<table>
<thead>
<tr>
<th>Title</th>
<th>Mandatory Participants</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Universal Skills</td>
<td>All Employees</td>
<td>Computer Navigation, Office Basics, Outlook, Basic Troubleshooting, Problem Solving, VOIP, Self-Checkout, SAM printing system, and Copier/MFP operations.</td>
</tr>
<tr>
<td>2 – Millennium Basics</td>
<td>All Employees, except Finance, Facilities, Admin Assistant, and Security</td>
<td>Library Cards, fines, adding notes, holds, et al...</td>
</tr>
<tr>
<td>3 – Advanced Office</td>
<td>Finance, Admin Assistant, and Collection Development</td>
<td>Utilizing online resources, and complex non-programmatic features.</td>
</tr>
<tr>
<td>4 – Publisher</td>
<td>Mindy, Admin Assistant, Carrie, Helen, Cassandra, and Carlene</td>
<td>Microsoft Publisher</td>
</tr>
<tr>
<td>5 – Drupal</td>
<td>Mindy, Admin Assistant, Carrie, Carlene, and Cassandra</td>
<td>Website design using drupal.</td>
</tr>
</tbody>
</table>

- Encourage attendance of all staff to the California Association of Libraries Annual Conference in Pasadena.
  - *Ten staff members attended CLA and following all met to discuss what they found interesting and what we might incorporate into our District.*

- Make use of staff proficiencies by initiating staff-lead presentations and programs.

- Clarify and simplify all policies and procedures including personnel, financial and operational
  - *The Personnel Policy Manual has been updated and will come before the Board in February or March of 2016.*
  - *An implementation team has been created to review all other policies.*

- Provide all staff with documentation of actual cost of benefits and wages.
• **HR is instituting new software that will provide staff with this information. The software will streamline functions of HR by providing staff access to documents and information.**

• Review and revision of all job descriptions as well as salary structure.
  
  • *We instituted the Above and Beyond award to recognize outstanding District employees on a quarterly basis.*
  
  • *On National Library Workers Day staff was surprised with gifts and a catered lunch.*
Signature  Signature
Date       Date

2015- Employee of the Quarter
FOR GOING ABOVE & BEYOND

VICKY ESCOBAR

DISTRICT

ALTADENA LIBRARY

awards
TITLE: Consideration to add a Flexible Holiday to the Altadena Library District Holiday Calendar for 2016 and future fiscal years

BACKGROUND:
At the November 2015 regular board meeting, the Staff Association submitted a request to the Board requesting closing on Saturday if the Thanksgiving or Christmas holiday falls on a Friday (for 2015 and future years). The Board approved the additional Christmas holiday closure for 2015 and voted to defer discussions for the 2016 calendar to a future date.

Additionally, the board requested Administration research the feasibility of a flexible holiday option. Administration met and concluded the following options could be considered, which were also presented to the staff at the regular monthly all staff meeting, held Friday, January 9, 2016.

1) Adding a Flexible Holiday to the calendar as a paid holiday for all staff. The date would be chosen by Administration with input from staff and it would be based upon the holidays, the District needs, and what would be best for the public.
2) Providing all staff with a Free Holiday which they could use any time during the calendar year. This option could pose an issue should numerous staff members, especially in one department, want to use their Free Holiday during the same holiday period.

Administration believes it would be best to conduct an all staff survey to determine which option would be desired and to present the results to the Board at the February 22, 2016 regular board meeting.

FISCAL IMPACT
None at this time

RECOMMENDATION
Staff recommends that the Board approve the all staff survey and defer any action to the February board meeting
2014/2015 was a year of excitement, innovation and creativity at the Altadena Libraries. Every month we improved or added new features to create a more dynamic and expansive library for our community. From live music on Second Saturday to Inspiration Stations and events and classes for all ages. Of course the highlight in November was the overwhelming support of our community by passing Measure A with over 85% voting “yes!”

A new Director, Mindy Kittay, was hired in November. Shortly thereafter the District added a Public Services Director, Ryan Roy and hired a new Literacy Coordinator. Staff training days and other opportunities for staff to learn new and updated skills were offered this year as well.

We created a separate business office, and added more days and hours for passports. The addition of high quality color & black and white printing/scanning and faxing, and One Gig of wireless Internet access has brought many small business owners and entrepreneurs into the library.

The District eliminated many of the fees associated with its services. We no longer charge for holds, DVD’s or game rentals. The cost to borrow a book from another library was reduced substantially, and we offered two separate opportunities for fine forgiveness in return for donations to families in need.

The Altadena Libraries are a trusted community resource and the go-to place for learning, creativity, and innovation in our community. We are dedicated to providing access to education, learning opportunities, and social connections. Susan Hildreth, past Director of the Institute of Museum and Library Services, says, “We are no longer gatekeepers; we are navigators.” The Altadena Libraries are here to be your navigators, we are eager to serve and assist and we look forward to your next visit!

Communication with our users and community has seen a tremendous surge with our monthly newsletter “Know It All,” weekly e-blasts to our email list of over 10,000 people, a strong presence on the Internet and social networking sites.

This year we were especially successful increasing our funding by receiving grants supporting us in everything we do. The Friends of the Altadena Library donated $40,000 for materials and programming. The State Library awarded $30,000 for upgrades to our technology infrastructure, and another $30,000 to support our Teen DIY program. The State Library funded our Literacy Program for $22,877.

The Altadena Library District continually aspires to meet the present, future, and constantly changing needs and interests of its diverse clientele. It is becoming the cultural, informational, and technological hub of the community.
WHO?

- Service Area Population: 53,177
- Library Card Holders: 23,406
- New Cards Issued: 2,277
- Staff: 34

WHAT?

- Items in Collection: 124,696
- Electronic Books: 2,000
- On-line Research Tools: 9
- Computers & Chrome books: 39

HOW?

- Visits: 350,145
- Items Loaned: 203,974
- Books Downloaded: 3,816
- Holds on Materials: 1,479
- Website Visits: 734,722
- Computer Usage: 46,933
- Wireless Usage: 43,058
The District’s total revenues increased by 4.94% or $144,312, to $3,067,165 in fiscal year 2015 due primarily to an increase in property tax revenues.

The District’s total expenses increased by 0.99% or $25,887, to $2,634,863 in fiscal year 2015 due primarily to increases in library operational costs.

The District’s change in net position for the year ended June 30, 2015 was $432,302.

Implementation of new pension standards increased liability of $1,411,297 for the year ended June 30, 2015.
Board of Trustees
Meredith McKenzie, President
Gwendolyn McMullins, Secretary
Adalila Zelada-Garcia
John D. McDonald
David Tuck

Board meetings are held every fourth Monday of the month at 5PM in the Library’s Community Room (no meeting in December)

Staff Leadership
Mindy Kittay, Director
Tina Wallin, Finance Director
Ryan Roy, Public Services Director

“I am impressed with the quality of the Altadena Library’s holdings. The thoughtful, excellent selections over the years have been both a personal benefit and an enrichment to our community. Thanks very much to all responsible.”

ALTADENA LIBRARY FOUNDATION
The Altadena Library Foundation supports and enriches the facilities, resources, and services of the Altadena Library District. We will accomplish our mission through fundraising and advocacy.

BOARD OF DIRECTORS
Dave Herman, President
Aimee Daniels, Secretary
Doug Morseburg, Treasurer
Sharon Sand
Gwen McMullins
Janet Pope Givens
Patricia Pengra
John D. McDonald, Board Liaison

Main Library
600 E. Mariposa St.
Altadena, CA 91001
(626) 798-0833

Bob Lucas Branch
2659 N. Lincoln Ave.
Altadena, CA 91001
(626) 798-8338

Online at
www.altadenalibrary.org

Browse the library’s collection, download books, renew materials, and more online.

Friends of the Altadena Library
“Without libraries what do we have? We have no past and no future.”
— Ray Bradbury

The Friends of the Library meet on the first Monday of each month (except July and August) at 7:30 pm in the Community Room. You do not have to be a member to attend. For info go to www.altadenalibrary.org/friends-library.
DEPARTMENT: Administration

MEETING DATE: January 25, 2016

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: Review and Approval of Collection Development Manager Job Description in Technical Services (Senior Librarian Classification)

BACKGROUND:
Administration has initiated internal restructuring, specifically in Adult Services and Technical Services, to meet the future goals of the Library District one of which is Collection Development.

In previous years, the District had dispersed the responsibility of collection development (ordering of materials) to numerous staff members. Each staff member was responsible for ordering and budgeting for their assigned categories and would report directly to the District Director.

Administration believes that having one employee responsible for managing collection development would allow other employees to assume vital and necessary public services related roles and responsibilities as the District moves towards a One Point of Service model. Additionally, Administration believes that having one person with oversight of the entire collection provides a more cohesive and complete collection for the community.

Administration has reached an agreement with Laureen McCoy, Senior Librarian in Adult Services, to transfer to Technical Services as Collection Development Manager.

FISCAL IMPACT:
None

RECOMMENDATION
Staff recommends that the Board approve the Collection Development Manager Job Description
Collection Development Manager
Job Description
FSLA – Exempt

General Summary
The Collection Development Librarian position, reporting directly to the District Director, is responsible for providing leadership and guidance in coordinating the direction and balance of library collections for the District’s libraries including; centralized selection, acquisitions, processing and cataloging of all formats. Applies knowledge of current issues and trends in electronic resource licensing, access provision, copyright, and traditional collections. Works with management to develop policies and carry out tactical directions for maintaining the Library’s collection; cataloging and metadata, digital collection services, product development and print acquisitions. Perform analysis and evaluation of present or proposed procedures and computer-based solutions to library issues. This position collaborates with District staff to anticipate and meet community expectations. Work is performed with considerable independent judgment and initiative.

Essential Job Requirements

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

- Collection Development and Maintenance
  - Evaluates the Library’s collection management requirements and provides recommendations for new services, products, policies, procedures, equipment and staffing as needed. Stays apprised of current trends, issues and practices in public libraries.
  - Analyzes community and library data to build a solid collection of current adult, young adult, and children’s materials from a variety of sources including journals, media, publishers, and distributors.
  - Analyzes and manages the existing collections to determine materials needed for the library district.
  - Identifies materials that need to be replaced or added.
  - Determines and implements standards for core collections as well as prepares selection lists and other bibliographic tools.
  - Builds and monitors the acquisition of materials for opening day collections.
  - Coordinates system-wide distribution and access to the collection.
Exercises professional judgment in dealing with challenges to items in the collection through interpretation of intellectual freedom, the Criminal Code and associated library policies.

Creates required reports to support staff in de-selection and reassignment of materials.

Creates and prepares reports for monthly statistical analysis.

Responsible for electronic resource management, setting up trials, negotiating prices, evaluating use, and maintaining relationships with vendors.

Identifies materials appropriate for standing orders and periodicals.

**Promotion and Community Relations**

- Works with individuals and organizations in the community to make them more aware of the Library and its services, and promoting partnerships with the Library throughout the community.
- Act as an advocate for the library out in the community and with the Library staff.

**Physical Abilities:**

- Physical ability, stamina, mobility and manual dexterity to stand, walk, bend to the floor, reach over-head, grip, kneel, squat and climb on a regular basis
- Read a minimum of 8-point font
- Work at a computer station frequently.
- Handle materials, push/pull carts/bins up to 35-pounds
- Carry 15-pounds
- Lift up to 35-pounds
- On a limited basis tolerate residual dust, bold or foreign substances on materials

**General Job Requirements**

- Performs person in charge (PIC) duties as assigned by immediate supervisor.
- Performs other work duties as assigned.
- Working knowledge of the elements that make up a great public library collection, including broad-based collection development practices; current trends in selection, ordering, patron driven programs, and vendor services; library automated systems; practices of the national book trade; and national standards.
- Ability to work collaboratively with all library units to improve library service delivery to the public is required. Ability to work in a pleasant, professional and effective manner with patrons staff, coworkers, other department and library branches is required.
- Proficiency with the library catalog and familiarity with online ordering tools. Title Source II and Midwest Tapes are preferred.
- Demonstrated ability to work well under pressure and to meet inflexible deadlines is required.
- Skill in interpreting data from many sources in analyzing collection needs.
- Must exhibit effective communication skills, interpersonal skills and flexibility when collaborating with library branch, and when working with vendors, distributors, and the public.
- Strong analytical, negotiating and problem solving skills.
- Ability to demonstrate initiative and flexibility.
- Must have the ability to learn and become proficient in functions required to perform job duties, working effectively independently or as part of a team to complete tasks as assigned.
- Must communicate effectively using English. Must read, write and understand English at a level appropriate to the position. Spanish is not required.
- Computer Skills: Must demonstrate competency in computer use including internet, email, Microsoft Office Products. Keyboard skills required at an equivalent of typing 50 words per minute, with minimal errors. Must be able to learn and become proficient with equipment and software programs as required to effectively and efficiently perform assigned duties.

**Education and Experience**

- Education:
  - Master Degree in Library Science is required
- Experience:
  - Five (5) years of professional experience is required
  - Five (5) years of library experience is required
  - Three (3) years of Supervisor experience is required
  - An equivalent combination of education and experience may be considered.
BOARD OF LIBRARY TRUSTEES  
STAFF REPORT  

DEPARTMENT: Finance  
PREPARED BY: Tina Wallin  

MEETING DATE: January 25, 2016  
LOCATION: Community Room  

TITLE: California Minimum Wage Increase, effective January 1, 2016 and Updated Altadena Library District Salary Schedule, FY2015-16  

BACKGROUND:  
Effective January 1, 2016 the minimum wage in California is being increased to $10.00 per hour, from $9.00 per hour.  

Based on this new rate, the District is required to increase the wage rate for the Page classification. Below is a table of the Page rates from Step 1 to Step 5.5.  

To meet the State minimum wage increase, the Step 1 rate was increased to $10.00 and the Steps 2 to 5.5 were increased to correspond with the established rate of increase.  

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<th>Step 4</th>
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Attached is the Revised Salary Schedule for FY14-15, which includes the Board Approved .545% Salary Increase and the Minimum Wage Increase Requirement.  

FISCAL IMPACT  
The District currently has (3) employees who are under the Page classification; one employee at Step 1, one employee at Step 2, and the third employee at Step 3. The impact to the Salaries budget would be approximately $850.  

RECOMMENDATION  
Staff recommends that the Board review and file the attached “Altadena Library District Salary Scheduled, FY14-15, Board Approved .545% Increase including Minimum Wage Increase, effective July 1, 2014”.
## ALTADENA LIBRARY DISTRICT
### SALARY SCHEDULE
#### FY15-16
**State Mandated Minimum Wage Increase**
**Updated 1-1-2016**

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<th>Step 4</th>
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BOARD OF LIBRARY TRUSTEES
STAFF REPORT

DEPARTMENT: Finance
PREPARED BY: Tina Wallin

MEETING DATE: January 25, 2016
LOCATION: Community Room

TITLE: Mid-Year Review and Approval of Altadena Library Districts Operating Budget FY2015/16 with Adjustments

BACKGROUND:
The Mid-Year Budget Report presents an overview of the District's operating revenues and expenditures for the first half of Fiscal Year 2015/16 as compared to the budgeted amounts, explaining any notable differences.

The close of December encompasses the first six months of the Districts fiscal year, presenting an ideal point of analysis to determine the viability of the adopted budget or if and where adjustments should be considered. Staff has reviewed all line items and compared actual results against budget expectations and other known factors affecting either revenue or expenditures to determine if recommendations for reductions or increases should be made.

REPORT HIGHLIGHTS:

- Los Angeles County inflation continues to fluctuate. When the Budget for FY15/16 was completed the U.S. Department of Labor, Bureau of Labor Statistics CPI was at 247.066. As of December 2015 the CPI has decreased to 245.357.

- Interest rates with Los Angeles County continue to remain low; however, the District has seen a nominal increase from .68% to .72.

- The FY2015/16 Mid-Year Budget report presents projections of property tax and parcel tax revenues. These projections were developed using data from the Los Angeles County Auditor-Controllers office. It is recommended that Property Tax Revenues be increase by $11,778 and RDA ABx126 revenue increase by $12,589.

- Grant from the California Library Literacy Services (CLLS) in the amount of $25,165; an increase of $2,288 from FY2014/15.

- Grant from the California State Library in the amount of $30,000 for the Pitch A Idea grant. These funds are being used to expand the Teen Makerspace program.

- The District does not have to hold a Trustee Election this FY2015/16; therefore, these budgeted funds, $120,000, have been allocated to Books, Education and Training, Furniture and Fixtures, and Technology Hardware/Software.

- Decreasing Transfer in from Reserves for Capital Projects. The adopted budget reflected a budget of $155,000 for Capital Projects; however, staff has been able to complete some projects with little expense, therefore decreasing the need for reserves.

- Portion of Salaries and Benefits budget would be increased to include a Part-Time marketing position. Currently the District is using a consultant at the rate of $750/mo; however, staff feels if a marketing position were created, not to exceed the current rate of $750/mo, the position could cover the monthly newsletter and any other marketing/media.

SUMMARY:
Below is a summary of the additional revenue sources and recommended expenditures. The attached Mid-year budget worksheets provide a detailed overview of the budget adjustments.
<table>
<thead>
<tr>
<th>Revenue Adjustments</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Tax</td>
<td>11,778</td>
<td>Increase to match Auditor-Controller assessment issued 12/15/15</td>
</tr>
<tr>
<td>RDA ABx125</td>
<td>12,589</td>
<td>Increase per Auditor Controller Appportionment Division issued 10/1/15</td>
</tr>
<tr>
<td>Video Game Rental</td>
<td>-584</td>
<td>Discontinued rental fees on XXX</td>
</tr>
<tr>
<td>FOL</td>
<td>10,000</td>
<td>Budgeted 30K, received 40K</td>
</tr>
<tr>
<td>Designated Donations</td>
<td>2,510</td>
<td>Increase to balance (LatinoAmerican Grant, AFL Donation-$500, Patron Donation-$10)</td>
</tr>
<tr>
<td>CLLS</td>
<td>10,867</td>
<td>Increase to balance to full Grant Amount $25,165</td>
</tr>
<tr>
<td>CA State Library</td>
<td>30,000</td>
<td>DIY Grant Funds</td>
</tr>
<tr>
<td>Transfer in from Reserves</td>
<td>-24,000</td>
<td>Capital Projects</td>
</tr>
<tr>
<td><strong>Total Increase to Revenue</strong></td>
<td><strong>53,160</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Adjustments</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits - Hourly Employees</td>
<td>38,419</td>
<td>Staff bonus, Additional PT staff hours, and PT Marketing position</td>
</tr>
<tr>
<td>Books</td>
<td>100,000</td>
<td>To complete the gaps and update Non-Fiction collection</td>
</tr>
<tr>
<td>Periodicals</td>
<td>500</td>
<td>To balance budget item</td>
</tr>
<tr>
<td>Teen Services</td>
<td>30,000</td>
<td>Expenses will be offset by DIY Grant</td>
</tr>
<tr>
<td>Adult Services</td>
<td>15,000</td>
<td>Increase for Second Saturday and Supplementing Grant Programs</td>
</tr>
<tr>
<td>Literacy Services</td>
<td>2,500</td>
<td>To balance budget item</td>
</tr>
<tr>
<td>Memberships, Dues, and Subscriptions</td>
<td>3,595</td>
<td>Additional memberships purchased this FY, including CLA for staff conference</td>
</tr>
<tr>
<td>Training and Education</td>
<td>3,000</td>
<td>To balance budget item</td>
</tr>
<tr>
<td>Advertising and Marketing</td>
<td>2,000</td>
<td>To balance budget item</td>
</tr>
<tr>
<td>Meetings and Travel</td>
<td>2,000</td>
<td>To balance budget item</td>
</tr>
<tr>
<td>Banking and Service Fees</td>
<td>500</td>
<td>To balance budget item</td>
</tr>
<tr>
<td>Printing and Reproduction</td>
<td>-3,000</td>
<td>More printing is done in-house</td>
</tr>
<tr>
<td>Operating Software</td>
<td>3,011</td>
<td>To balance budget item</td>
</tr>
<tr>
<td>Electricity</td>
<td>2,000</td>
<td>To balance budget item</td>
</tr>
<tr>
<td>Equipment, Lease and Rental</td>
<td>3,000</td>
<td>To support in-house printing and print jobs</td>
</tr>
<tr>
<td>Legal Fees</td>
<td>1,800</td>
<td>To balance budget item</td>
</tr>
<tr>
<td>Technology Equipment</td>
<td>6,000</td>
<td>To purchase VOIP Telephones</td>
</tr>
<tr>
<td>Maintenance Contracts</td>
<td>4,000</td>
<td>HVAC Maintenance</td>
</tr>
<tr>
<td>Building Maintenance and Repairs</td>
<td>(8,796)</td>
<td>To balance budget item</td>
</tr>
<tr>
<td>Landscape</td>
<td>1,500</td>
<td>To balance budget item</td>
</tr>
<tr>
<td>Capital, Equipment, Furniture, and Fixtures</td>
<td>40,000</td>
<td>AV Equipment, Furniture, Signage, One Point Service Desk, Erate Project</td>
</tr>
<tr>
<td>Capital, Structures and Improvements</td>
<td>(54,000)</td>
<td>Reducing projects this FY</td>
</tr>
<tr>
<td>Direct Assessment Cost</td>
<td>(9,868)</td>
<td>Decrease to match Auditor-Controller assessment issued 12/15/15</td>
</tr>
<tr>
<td>Trustee Election</td>
<td>(120,000)</td>
<td>No Election for this FY</td>
</tr>
<tr>
<td><strong>TOTAL ADJUSTMENT TO EXPENSES</strong></td>
<td><strong>53,160</strong></td>
<td></td>
</tr>
</tbody>
</table>

**RECOMMENDATION**

Staff recommends that the Board of Library Trustees approve the Altadena Library District FY2014-15 Mid-Year Budget Adjustments.
## Altadena Library District
### MID-YEAR BUDGET SUMMARY
For the years Ended and Fiscal Year Ending June 30, 2016

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>2,106,800</td>
<td>2,106,881</td>
<td>865,980</td>
<td>24,367</td>
<td>2,231,048</td>
</tr>
<tr>
<td>Parcel Taxes</td>
<td>762,045</td>
<td>762,617</td>
<td>500,574</td>
<td>762,617</td>
<td>762,617</td>
</tr>
<tr>
<td>Interest Income</td>
<td>12,312</td>
<td>7,000</td>
<td>(446)</td>
<td>7,000</td>
<td></td>
</tr>
<tr>
<td>Fines &amp; Fees</td>
<td>103,114</td>
<td>102,580</td>
<td>51,449</td>
<td>(564)</td>
<td>101,916</td>
</tr>
<tr>
<td>Donations &amp; Misc Income</td>
<td>63,154</td>
<td>210,798</td>
<td>96,937</td>
<td>29,377</td>
<td>240,175</td>
</tr>
<tr>
<td>General Fund Balance</td>
<td>0</td>
<td>2,179,963</td>
<td></td>
<td></td>
<td>2,400,660</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>3,067,365</td>
<td>5,569,500</td>
<td>1,314,294</td>
<td>53,160</td>
<td>5,793,636</td>
</tr>
</tbody>
</table>

| **EXPENDITURES:**    |               |                        |                          |                             |                        |
| Salaries & Benefits  | 1,674,398     | 2,180,348              | 780,933                  | 38,419                      | 2,218,567              |
| Materials, Supplies & Services | 0 | 0 | 0 | 0 | 0 |
| Library Materials    | 226,952       | 232,913                | 115,813                  | 104,500                     | 333,411                |
| Library Services / Programs | 24,896 | 24,500 | 32,644 | 47,500 | 72,000 |
| Operating Expenses   | 267,543       | 262,218                | 166,371                  | 16,106                      | 278,324                |
| Professional & Technical | 97,708 | 126,519 | 62,433 | 7,800 | 134,619 |
| Facilities, Grounds, Maint. | 37,367 | 52,000 | 13,342 | (1,296) | 48,704 |
| Capital              | 0             | 135,000                | 25,856                   | (24,000)                    | 131,000                |
| Misc. Expenses       | 94,260        | 156,000                | 233                      | (129,680)                   | 26,132                 |
| **TOTAL EXPENDITURES** | 2,628,122  | 3,189,596              | 1,197,645                | 53,160                      | 3,242,796              |

| **RESERVED/DESIGNATED FUNDS:** |               |                        |                          |                             |                         |
| Six months of operating expenses (govt. code #53646) | 1,313,561 | 1,594,798 | 598,823 | 1,621,378 |
| Capital Asset Replacement Reserve | 64,935 | 95,182 | 99,182 | 99,182 |
| Trustee Election Reserves | 110,000 | 130,000 | 130,000 | 130,000 |
| Parcel Election Reserves | 0 | 65,000 | 65,000 | 65,000 |
| HUD Funds | 5,063 | 491,003 | (776,357) | 735,300 |
| Undesignated Reserves | 4,545,564 | 5,569,500 | 1,314,293 | 53,160 | 5,893,636 |
## Revenues

**Altadena Library District**  
**MID-YEAR REVENUES**  
For the years Ended and Fiscal Year Ending June 30, 2016

<table>
<thead>
<tr>
<th>ACCT#</th>
<th>REVENUE</th>
<th>ACTUAL</th>
<th>ADOPTED BUDGET</th>
<th>MID-YEAR BUDGET ADJ</th>
<th>REVISED BUDGET</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2014/15</td>
<td>2015/16</td>
<td>2015/16</td>
<td>2015/16</td>
<td></td>
</tr>
<tr>
<td>4010</td>
<td>Secured</td>
<td>1,903,057</td>
<td>1,906,876</td>
<td>11,778</td>
<td>1,966,654</td>
<td>Increase per LA County Auditor Assessment</td>
</tr>
<tr>
<td>4020</td>
<td>Unsecured</td>
<td>84,961</td>
<td>70,000</td>
<td>70,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4030</td>
<td>Prior Year</td>
<td>(2,451)</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4050</td>
<td>Homeowners Exemption</td>
<td>14,356</td>
<td>7,500</td>
<td>7,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4090</td>
<td>Per Parcel Benefit Assessment</td>
<td>762,045</td>
<td>762,617</td>
<td>762,617</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4070</td>
<td>SB 813 Supplemental Roll</td>
<td>54,774</td>
<td>28,000</td>
<td>28,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4080</td>
<td>Penalties/Interest/Costs</td>
<td>14,049</td>
<td>15,000</td>
<td>15,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4090</td>
<td>RDA A/B/C/D Income</td>
<td>36,856</td>
<td>19,305</td>
<td>12,589</td>
<td>31,894</td>
<td>Increase per LA County Auditor Appraisal</td>
</tr>
</tbody>
</table>

**Total Property Revenue** 2,868,546 2,869,298 24,367 2,893,866 80.23%

**Interest Income**

<table>
<thead>
<tr>
<th>ACCT#</th>
<th>REVENUE</th>
<th>ACTUAL</th>
<th>ADOPTED BUDGET</th>
<th>MID-YEAR BUDGET ADJ</th>
<th>REVISED BUDGET</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>4210</td>
<td>Chase Bank</td>
<td>13</td>
<td>50</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4220</td>
<td>County Deposits</td>
<td>12,300</td>
<td>6,950</td>
<td>6,950</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal** 12,312 7,000 0 7,000

**Fines & Fees**

<table>
<thead>
<tr>
<th>ACCT#</th>
<th>REVENUE</th>
<th>ACTUAL</th>
<th>ADOPTED BUDGET</th>
<th>MID-YEAR BUDGET ADJ</th>
<th>REVISED BUDGET</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>4305</td>
<td>Fines</td>
<td>29,166</td>
<td>33,000</td>
<td>33,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4310</td>
<td>Preter &amp; Copy Machine</td>
<td>6,197</td>
<td>8,500</td>
<td>8,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4330</td>
<td>Video Game Rentals</td>
<td>840</td>
<td>1,000</td>
<td>(584)</td>
<td>416</td>
<td>Discontinued Rental Fees</td>
</tr>
<tr>
<td>4340</td>
<td>Passport Services</td>
<td>66,911</td>
<td>60,000</td>
<td>60,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal** 103,114 102,500 (584) 101,916

**Total Internal Income** 115,427 109,500 (584) 108,916 3.39%

**Donations & Grants**

<table>
<thead>
<tr>
<th>ACCT#</th>
<th>REVENUE</th>
<th>ACTUAL</th>
<th>ADOPTED BUDGET</th>
<th>MID-YEAR BUDGET ADJ</th>
<th>REVISED BUDGET</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>4710</td>
<td>Friends of the Library</td>
<td>41,000</td>
<td>30,000</td>
<td>10,000</td>
<td>40,000</td>
<td></td>
</tr>
<tr>
<td>4715</td>
<td>In-Kind Donations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4730</td>
<td>Undesignated</td>
<td>275</td>
<td>500</td>
<td>500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4735</td>
<td>Designated</td>
<td>5,250</td>
<td>1,000</td>
<td>2,510</td>
<td>3,510</td>
<td></td>
</tr>
<tr>
<td>4740</td>
<td>CA Library Literacy Services</td>
<td>22,877</td>
<td>14,298</td>
<td>10,867</td>
<td>25,165</td>
<td></td>
</tr>
<tr>
<td>4750</td>
<td>Cal State Library</td>
<td>0</td>
<td>0</td>
<td>30,000</td>
<td>30,000</td>
<td>DPI Grant</td>
</tr>
<tr>
<td>4755</td>
<td>HUD Grant</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal** 69,402 45,798 53,377 99,175

**Misc Income**

<table>
<thead>
<tr>
<th>ACCT#</th>
<th>REVENUE</th>
<th>ACTUAL</th>
<th>ADOPTED BUDGET</th>
<th>MID-YEAR BUDGET ADJ</th>
<th>REVISED BUDGET</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>4910</td>
<td>Miscellaneous Income</td>
<td>13,792</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4925</td>
<td>Gain/Loss on Disposal of Asset</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4940</td>
<td>Transfer in from Reserves</td>
<td>0</td>
<td>155,000</td>
<td>(24,000)</td>
<td>131,000</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal** 13,792 165,000 (24,000) 141,000

**Total Donations & Misc Income** 83,194 210,798 29,377 240,175 7.41%

**REVENUE TOTALS** 3,087,166 3,189,596 53,160 3,242,756 100%
## Expenses

### Altadena Library District
**MID-YEAR EXPENSES**
For the years Ended and Fiscal Year Ending June 30, 2016

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5010</td>
<td>Salaried Employees</td>
<td>1,083,815</td>
<td>1,238,167</td>
<td>395,805</td>
<td>11,000</td>
<td>1,249,167</td>
</tr>
<tr>
<td>5020</td>
<td>Hourly Employees</td>
<td>274,050</td>
<td>250,573</td>
<td>76,267</td>
<td>24,308</td>
<td>274,881</td>
</tr>
</tbody>
</table>

**Subtotal** 1,357,865 1,488,740 472,072 35,308 1,524,048 8%

### Benefits

<table>
<thead>
<tr>
<th>ACCT#</th>
<th>Description</th>
<th>Actual 2014/15</th>
<th>Adopted 2015/16</th>
<th>Actual DEC-2015</th>
<th>MID-YEAR ADJ 2015/16</th>
<th>Revised Budget 2015/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>5120</td>
<td>Social Security &amp; Medicare, Salary</td>
<td>81,093</td>
<td>94,720</td>
<td>29,840</td>
<td>94,720</td>
<td></td>
</tr>
<tr>
<td>5121</td>
<td>Social Security &amp; Medicare, Hourly</td>
<td>21,004</td>
<td>15,197</td>
<td>5,718</td>
<td>2,701</td>
<td>17,898</td>
</tr>
<tr>
<td>5210</td>
<td>PERS Retirement</td>
<td>151,854</td>
<td>166,527</td>
<td>99,549</td>
<td>166,527</td>
<td></td>
</tr>
<tr>
<td>5220</td>
<td>Health Insurance (Active &amp; Retired)</td>
<td>160,972</td>
<td>222,000</td>
<td>89,585</td>
<td>222,000</td>
<td></td>
</tr>
<tr>
<td>5222</td>
<td>OPEB Contribution</td>
<td>58,163</td>
<td>140,000</td>
<td>63,500</td>
<td>140,000</td>
<td></td>
</tr>
<tr>
<td>5230</td>
<td>Dental Insurance</td>
<td>14,334</td>
<td>14,435</td>
<td>7,356</td>
<td>14,435</td>
<td></td>
</tr>
<tr>
<td>5240</td>
<td>Vision Insurance</td>
<td>5,224</td>
<td>5,348</td>
<td>2,701</td>
<td>5,348</td>
<td></td>
</tr>
<tr>
<td>5250</td>
<td>SUI, Salary</td>
<td>4,965</td>
<td>14,350</td>
<td>(1,667)</td>
<td>14,350</td>
<td></td>
</tr>
<tr>
<td>5251</td>
<td>SUI, Hourly</td>
<td>4,038</td>
<td>2,302</td>
<td>644</td>
<td>409</td>
<td>2,711</td>
</tr>
<tr>
<td>5260</td>
<td>Life Insurance</td>
<td>1,632</td>
<td>1,642</td>
<td>848</td>
<td>1,642</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal** 516,533 691,408 303,861 3,110 694,518 22%

**Total Salary & Benefits** 1,874,398 2,180,148 780,933 38,419 2,218,567 71%

### LIBRARY MATERIALS

<table>
<thead>
<tr>
<th>ACCT#</th>
<th>Description</th>
<th>Actual 2014/15</th>
<th>Adopted 2015/16</th>
<th>Actual DEC-2015</th>
<th>MID-YEAR ADJ 2015/16</th>
<th>Revised Budget 2015/16</th>
</tr>
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<td>DVD's &amp; Videogames</td>
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Page 1 of 4
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<td><strong>226,952</strong></td>
<td><strong>232,911</strong></td>
<td><strong>116,813</strong></td>
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<td><strong>Total Library Services</strong></td>
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**Total Operating Expenses** 266,043 262,218 166,371 16,106 278,324 9%

**PROFESSIONAL & TECHNICAL**

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<td>Comprise/SAM, Symantec, Sonicwall Main, Sonicwall Branch, Movie Licensing, OpenDNS.</td>
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<td>Website Development</td>
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**Total Professional and Technical** 99,208 126,619 62,433 7,800 134,619 4%

**FACILITIES, GROUNDS & MAINTENANCE**

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**Total Facilities, Grounds and Maintenance** 37,367 52,000 13,342 (3,296) 48,704 2%
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<td>30,000</td>
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**Total Capital**

|                |                  | 0              | 155,000         | 25,855         | (24,000)             | 131,000                |

**CAPITAL**

**MISCELLANEOUS EXPENSES**

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<td>Direct Assessment / Admin Costs</td>
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**Total Miscellaneous Expenses**

|                |                  | 94,260         | 156,000         | 233            | (129,868)           | 26,132                 |

**TOTAL EXPENSES**

|                |                  | 2,623,122      | 3,189,596       | 1,197,645      | 53,160              | 3,242,756              |

**TOTAL REVENUES**

|                |                  | 2,806,271      | 3,067,166       | 1,314,294      | 53,160              | 3,242,756              |

**DIFFERENCE**

|                |                  | 183,148        | (122,430)       | 116,849        | (0)                  | (0)                    |

AV For Community Room (15K), Display Furniture (10K), Exterior Signage (10K), Service Point Desk (10K), Furniture (10K), Erate Project (60% will be reimbursed)

Carpet Repairs, Shelving, Ceiling Tiles, Restroom Exhaust Fan/panels/etc. & other facility improvements

No Election this FY
TITLE: “Your Library Loves You”- Consideration of a new program promoting kindness throughout the community by having patrons write positive wishes in exchange for forgiveness of fines.

OBJECTIVE: To providing library patrons with an opportunity to spread kindness and positivity in lieu of paying fines for overdue books and materials. Elimination of fines re-opens the door to members of the community that have accrued a debt and no longer use the library. Another advantage of reducing fines is the positive experience that happens between the staff member and the patron at the end of their visit to the library. The patron leaves the library feeling appreciated and the staff member has the opportunity to be generous and know that they have provided a positive experience for the patron.

BACKGROUND/ANALYSIS: The library will create a station that provides patrons with paper, pens, and a jar. There will be a sign promoting the program, “Your Library Loves You”. The initiative will run for the full month of February.

The sign will read as follows:

YOUR LIBRARY LOVES YOU
THE WORLD NEEDS MORE POSITIVE MESSAGES...NOW MORE THAN EVER.
PLEASE SHARE YOUR POSITIVE WISHES:
FOR THE WORLD
FOR A FRIEND OR FAMILY MEMBER
FOR YOURSELF
YOU CAN LEAVE A MESSAGE FOR:
A STRANGER IN A BOOK OR IN OUR WISHING JAR
TOGETHER WE CAN SPREAD KINDNESS

Show your wish to a staff member and have up to $5.00 of fines forgiven.

STAFF RECOMMENDATION: That the Board of Trustees suspend collection of fines and fees and authorize an Altadena Library District Your Library Loves You for the period of February 1 through March 1, 2016.
Your Library Loves You

THE WORLD NEEDS MORE POSITIVE MESSAGES...
NOW MORE THAN EVER.

PLEASE SHARE YOUR POSITIVE WISHES:
- FOR THE WORLD
- FOR A FRIEND OR FAMILY MEMBER
- FOR YOURSELF

YOU CAN LEAVE A MESSAGE FOR:
- A STRANGER IN A BOOK
- OR IN OUR WISHING JAR

TOGETHER WE CAN SPREAD KINDNESS!!

DURING THE MONTH OF FEBRUARY

Show your wish to a staff member and have up to $5.00 of fines forgiven.

600 East Mariposa Street / Altadena, California 91001 / 626-798-0833
www.altadenalibrary.org
Crooked Antiquities Dealer Sentenced
An undercover federal agent and an expert in Southeast Asian antiquities both testified about the extent of the smuggling scheme...

Read more

Know Him? Cops Seeking Him Regarding Attempted Kidnapping
The man pictured below is a person of interest at this time...

Read more

THE LATEST SOLUTION FOR THINNING BROWS
Forgot about tattooing your brows or coloring them in with unnatural looking pencils & try this instead...

eSalon

Altadena Sheriff's Station

Altadena Library District
Create & decorate a wreath come into a Christmas...

Read more

NORAD Santa Tracker - Download the App
You don't have to wait until Christmas Eve to visit the website or download the app - there's plenty to keep kids busy now...

Read more

http://link.patch.com/view/54e661e81939ac0c518b45c03etq9.1k/207028db
Here Comes Santa Claus, Right Down Christmas Tree Lane

The lighting ceremony for Christmas Tree Lane is one of the oldest holiday traditions in Southern California. Every December, six blocks of Santa Rosa Avenue in bucolic, charming Altadena are transformed into a twinkling wonderland by thousands of colorful lights hidden up in the canopy of massive old trees. The tradition started 95 years ago when a shopkeeper named Frederick Nash talked the Pasadena Kiwanis Club into illuminating a row of Deodars planted by Altadena founder John Woodbury in 1883. The Lane became a state landmark in 1990 and continues to throw a big party every year to kick off the season (and help raise funds to pay the electric bill). This year’s Winter Arts & Crafts Festival and Christmas Tree Lane Lighting Ceremony will be on Saturday, December 12th, 2015 at the Altadena Library. The festival includes a color guard, jazz band, drum corps, food and gift vendors including art pieces made from burned out bulbs (I told you Altadena was charming) and it all starts at 2 p.m. All that and your gift spending helps FiveAcres help kids without parents. The lighting ceremony is at 6, which leaves plenty of time to check out Altadena’s other big light show, the Batian mansion at 1960 Mendocino Lane. Ho! Ho! Ho!
HOLIDAY CELEBRATIONS

HOLIDAY PARADE & TREE LIGHTING | DEC 3
Tree Lighting: 6pm, Parade: 7pm - MONROVIA, Library Park
Kick off the holiday season with the ‘Bright Lights, Holiday Delights’ parade. Come early for the tree lighting ceremony. cityofmonrovia.org

FESTIVAL IN LIGHTS | DEC 4
4-6:30pm - LA CANADA FLINTRIDGE, Memorial Park
Santa Clause arrives in an antique vehicle & lights up this annual event. Play in snow & enjoy great food. lacanadaflintridge.com

ARTISANAL LA HOLIDAY MARKET | DEC 5
11am-6pm - OLD PASADENA, 110 E. Holly Street & Beyond
Eat, drink & be merry while checking names off your list! Come together for an European market-inspired shopping experience. artisanalla.com

SOUTH LAKE’S HOLIDAYFEST | DEC 5
12:55pm - PASADENA, South Lake Avenue
Join in on the holiday activities around the District in-store specials, horse & carriage rides, photos with Santa & more! southlakeavenue.org

HOLIDAY LOOK-INT TOUR | DEC 5-6
9:30am-4:30pm - PASADENA, Locations Vary
A self-guided tour of 4 elegant homes, decorated for the holidays, and a free holiday brochure. pasadenaholidaylookintour.org

CHRISTMAS TREE LANE FESTIVAL | DEC 12
Festival: 2pm, Tree Lighting: 6pm - ALTADENA Public Library
Get into the holiday spirit and visit the oldest, largest and busiest Christmas lighting spectacles in the US. christmaslatemade.net

GLENDORA’S CHRISTMAS PARADE | DEC 12
9am - GLENDORA Village
“An Old Fashioned Christmas” themed parade is led by the award-winning GHS Lindy band! glendorachristmasparade.com

PERFORMING ARTS

HOLIDAY JAZZ CONCERT & SING-A-LONG | DEC 2
6-7:30pm - ALTADENA Public Library
And evening of holiday music and celebration with the Taylor Jazz Trio featuring Jeff Richman & Dean Talavera. altadena.library.org

A CHRISTMAS CAROL | DEC 5-23
Times Vary - PASADENA, 3352 E. Foothill Boulevard
What better way to kick off the festive season than Warner, Warner and we are here - all for Dickens' ‘Christmas Carol’ akeithwithin.org

NUTCRACKER | DEC 12-13, 19-20, 22-23
2pm - PASADENA, 1955 E. Locust Street
More than 80 dancers magically bring to life Clara’s Christmas Eve dream of a Nutcracker Prince, Mouse King & Sugar Plum Fairy. pasadenadance.org

PODLEY HOLIDAY GIFT BOUTIQUE | DEC 3
4:30-7:30pm - PASADENA, Podley Properties, 897 Granite Drive
Shop local with vendors featuring jewelry, home decor & more. Bring your family for free photos with Santa while enjoying wine & refreshments! podley.com/blog

FAMILY FUN WITH SANTA & MORE!

SANTA CLAUS PARTY | DEC 5
10am-12pm - GLENDORA Public Library
Join Santa for lots of fun, activities & refreshments. glendora.ca.us

BREAKFAST WITH SANTA & SNOW FESTIVAL | DEC 5
Breakfast: 6:30am & 10:30am, Festival: 9am-2pm
ARCADIA Community Center
FREE festival with holiday entertainment, crafts, trolley rides, shelluna & snow play areas. Breakfast $10/person. arcadiachamber.org

SANTA IN THE PLAZA | DEC 5, 12, 19
Carriage Rides: 3:30pm, Santa Photos: 5-7pm - GLENDORA Village
Santa is coming to town! Carriage rides along the Avenue & Santa photo opportunities. villageglendora.com

KIDSSPACE SNOW DAYS | DEC 26-30
Times Vary - PASADENA, Kidspace Museum
Break out your mittens, boots and snow hat for a day of winter wonderland fun with real snow & winter-themed activities. kidspacemuseum.org

ROSE PARADE EVENTS

MINI ROSE FLOAT ACTIVITY | DEC 21
10-11am - SIERRA MADRE Public Library
“Find Your Adventure” at this fun & FREE annual celebration! All ages welcome. cityofsierramadre.org

ROSE PARADE FLOAT DECORATING | DEC 27-31
9am - PASADENA, Rosemont Pavilion
See the first floats of the year up close & experience the magic before their debut at the 2015 Rose Parade. tournamentofroses.com

BANDFEST | DEC 29-30
Times Vary - PASADENA City College
Bandfest, presented by BAND, will feature the outstanding bands selected to participate in the 2015 Rose Parade. tournamentofroses.com

TOURNAMENT OF ROSES
NEW YEAR’S DAY ROSE PARADE | JAN 1
8am-11pm - PASADENA, Colorado Boulevard
The Rose Parade’s elaborately floats now feature computerized animation & exotic natural materials from around the world. tournamentofroses.com
A Great Year Ahead

BY HEATHER BECKTON, ED.D.

Dear Readers,

Welcome to another year! As we embark on this new adventure, I hope that each of you finds joy, health, and happiness in all that you do. This year promises to be full of opportunities for growth and development, both personally and professionally. I encourage you to set clear goals and objectives for the year ahead and to work diligently towards their achievement.

Remember to take time for self-care and relaxation, as well. It's important to maintain a balance between work and personal life to avoid burnout and to refresh your mind.

Happy New Year!

Heather Beckton, Ed.D.
The History of Our Favorite Drink

By MONICA TERADA
Published: Sunday, November 22, 2015 | 5:19 PM

Friday evening at the Altadena Library, Stuart Byles, author of Los Angeles Wine: A History from the Mission Era to the Present (American Palate), gave a lecture on the wine history of Los Angeles.

Byles explained that for most of the 19th century “California wine meant Los Angeles wine.”

“In 1850, when California became a state,” said Byles, “there were perhaps maybe six to eight vineyards, or wineries, in the whole bay area. In Los Angeles, there were over 100.”

He brought out copies of his book for signing and purchasing and after the lecture guests who had signed up for the event were able to partake in a wine tasting.

“I'm looking forward to reading Mr. Byles' book,” said Emily Stevenson, holding an autographed copy. Stevenson said the lecture was very interesting and she did not know that prohibition had closed down most wineries in Los Angeles.

For those who missed the event, Byles' book is available for purchase from Amazon. For more information on the Altadena Library and future events, please visit their website at www.altadenalibrary.org.
Altadena Public Library Presents the Return of the Emmy Award Winning Music Artist Gerry Rothschild/Gerry Rothschild Band

As its January 2015 Second Saturday Lineup

From STAFF REPORTS
Published: Wednesday, December 9, 2015 | 3:45 PM

On Saturday, January 9, at 6:30 p.m., the Altadena Library District presents Gerry Rothschild as its musical artist for January's Second Saturday. Gerry Rothschild band is a custom band that is proficient in a wide variety of musical styles that vary from Fats Waller in the 1920's to Bruno Mars and everything in between.

Gerry is an accomplished musician who has appeared and performed at major festivals and events including The Rose Bowl, The Playboy Jazz Festival and the "Fete Americaine" in Geneva, Switzerland.

Gerry has composed, edited, performed, and recorded music for many hit television series including Friends, Drew Carey, Dream On and The George Lopez Show.

He has won "The Knot" magazines Best of Wedding three years in a row and has played for The Milken Institute, Boeing Inc., and Technip Corp., among others, in the corporate world.

The Gerry Rothschild Band was our most popular music event in 2014 and we are very excited to bring them back to the library and the community in 2015! Along with the music there will be food available for purchase from El Patron, Gypsy Eats and Sweeter Than Honey. The Altadena Ale and Wine House will be once again providing a superb selection of beer and wine and the Friends of the Altadena Library will be selling soft drinks and other non-alcoholic options.

The Altadena Library is located at 600 East Mariposa Street, Altadena. For more information please call (626) 798-0823. For a schedule of events, visit the library on the web at www.altadenalibrary.org.
SOLO SILLINESS
FRANK FERRANTE BRINGS GROUCHO MARX TO LIFE SATURDAY AND SUNDAY AT THE PASADENA PLAYHOUSE

By Carl Kozlowski

Frank Ferrante will never forget the day he fell in love with Groucho Marx and his movies. He was just a 9-year-old living in Sierra Madre when a friend of his brought over a copy of "A Day at the Races" and told him to play it immediately.

"I laughed until I was in tears, and then went to the local library to read about the Marx Brothers," Ferrante recalls. "Then I did a broader study of comedy and the performing arts. I bought albums before videos of performances were available everywhere. I looked up old magazines and newspaper clippings about Groucho and other artists I came to admire, and had shelves of books about theater."

That passion paid off in adulthood with a most unusual career in which Ferrante has spent the past 30 years performing as Groucho Marx in a live theatrical show he also wrote, called "An Evening with Groucho." After 2,500 performances all over the globe, Ferrante will bring the solo and highly interactive show back near his hometown this Saturday and Sunday when he takes the stage of the Pasadena Playhouse for three shows.

The weekend of wit is part of the Playhouse's innovative efforts to mix things up creatively and keep their finances stable after a period of fiscal turbulence endangered the theater a few years back. The legendary institution seeks to keep things lively between the longer runs of its main productions by bringing in special events for short runs.

The two-act comedy show brings a fast-paced 90 minutes of hilarity to audiences by featuring the best Groucho one-liners, as well as anecdotes and songs including "Hooray for Captain Spaulding" and "Lelia, the Tattooed Lady." As Ferrante ad-libs his way throughout the show in grand Groucho style, the audience literally becomes part of the show.

CONTINUED ON PAGE 20
ROSE BOWL ACTIVITIES

POST PARADE: SHOWCASE OF FLOATS JAN 1-3 4-6:30pm PASADENA, E. Sierra Madre Blvd. & E. Washington Blvd Following the Rose Parade, watch an array of floats at the Pasadena Showcase. See the details at www.roseparade.com.

ROSE BOWL FLEA MARKET JAN 10 9am-3pm PASADENA, The Rose Bowl Visit for treasures hunters can score antiques, vintage clothing, local artist & specialty products. rosebowlstadium.com

ENTERTAINMENT

ABBA MANIA • NIGHT FEVER JAN 9 8pm PASADENA, The Rose Bowl A night to remember as tribute bands perform at the Rose Bowl. Visit abbamania.com for more information.

FUN Flick Friday: HOTEL TRANSYLVANIA 2 JAN 15 3:30pm ALTADENA Public Library Visit www.altaedenalibrary.org for more information.


LOCAL CUISINE

FAMILY, FRIENDS & FOOD TRUCKS JAN 7 5:30-9pm Mt. Sierra College, MONROVIA This event includes food trucks, games, and fun for all ages to enjoy. Visit www.mtsierra.edu for more information.

PASADENA CHEESEBURGER WEEK JAN 10-16 Times Vary Various PASADENA Restaurants Celebrate the birth of the cheeseburger with a week of special deals at these restaurants. Participating restaurants offer specials and exclusive deals on cheeseburgers.

EXPLORE NATURE


SNOW DAY AT LACY PARK JAN 30 10am-3pm SAN MARINO, Lacy Park 20 tons of snow will be delivered for sledding, snowball combat, and making snowmen. Visit www.sanmarino.ca.us for more information.

ARTS

OUTSIDE IN EXHIBIT THROUGH JAN 10 10am-5pm PASADENA, Art Center's Williamson Gallery Visit www.artcenter.edu for more information.

ART FOR TOTS DANCE JAN 19 10am and 2pm LA CANADA FLINTRIDGE, Descanso Gardens Visit www.descansogardens.org for more information.

CREATIVE ARTS GROUP FACULTY SHOW JAN 29 7-10pm SIERRA MADRE, 108 N. Baldwin Ave Opening night of an exhibit by the Creative Arts faculty. Visit www.creativearts.asu.edu for more information.

LA BOARD GAME JAN JAN 30 12pm-5pm PASADENA, 87 N. Raymond Ave Join local players for a friendly face off at this annual event. Visit www.pasadenseaboardgames.com for more information.

MUSEUMS FREE FOR ALL JAN 30 12-5pm Local Museums & more! Visit www.pasadenamuseums.com for more information.

DO-IT-YOURSELF FUN

LEGO STORE MINI MODEL BUILD JAN 5-6 5-7pm GLENDALE Galleria The LEGO store hosts a FREE mini model build for kids to take home with them. Visit www.lego.com for more information.


EXPLORING NATURE & WATERCOLOR JAN 16 2pm-5:30pm PASADENA, Museum of California Art Visit www.mocah.org for more information.

Happy New Year!
NEWS AND NOTES FROM OUR COMMUNITY

RUNWAY VICTORY

Stanford Cardinal soars over Iowa Hawkeyes in lopsided Rose Bowl win

The Stanford Cardinal set the tone early in the team's runaway 45-18 victory over the Iowa Hawkeyes in the 102nd playing of the Rose Bowl College Football Game on New Year's Day.

In a record-setting performance, Stanford started putting the game out of reach on the first play from scrimmage, with Stanford sophomore and Heisman Trophy runner-up Christian McCaffrey catching a single slant pass and darting 75 yards for the opening touchdown.

By the end of the day, McCaffrey had topped 368 all-purpose yards for the second time in his short career and set a Rose Bowl record in a performance that included a 69-yard punt return. McCaffrey was named the game's MVP.

This was the first meeting of the two teams, and the Stanford Cardinal has appeared in the Rose Bowl in 25 years. This game marked Stanford's 15th time to play in the Rose Bowl Game: known as "The Granddaddy of Them All," and its eighth win. Stanford has appeared in three of those Rose Bowl games, beating the Wisconsin Badgers in the 2013 game.

LIGHT OF PEACE

MLK events set for Saturday and Tuesday

The Martin Luther King Community Coalition keeps off its celebration of MLK Day at 10 a.m. Saturday with "Rekindling the Light of Peace" in the City Council Chambers at Pasadena City Hall, 100 N. Garfield Ave.

The free event features guest speakers, music, and poetry readings.

In addition to the city's Human Relations Commission, the event is supported by the Martin Luther King Community Coalition, the Ecumenical Council of Pasadena Area Churches, the YWCA Pasadena-Pomona Valley, the Pasadena Unified School District, the Altadena NAACP, the Pasadena NAACP, Aspers West Pasadena, the Pasadena Journal and the Pasadena Weekly.

Events continue at 6:30 p.m. Tuesday at Don Benito Fundamental School, 3700 Desair St., Pasadena, with an evening of speeches and original artwork. This event features finalists in the MLK Essay Contest, in which more than 20,000 local students have participated.

— Alistair Cohn

ADVICE IN ALTADENA

Altadena Library District presents Paying for College: Financial Aid and Scholarships workshop on Jan. 11

The Altadena Library is sponsoring the workshop "Paying for College: Financial Aid and Scholarships," at 6:30 p.m. Monday in the library's community room. Attendees can learn about financial aid and scholarships from the perspective of a college admissions officer. The free workshop features Ashley Sim, former admissions officer at Caltech. Sim will discuss common misconceptions, the types of aid that are available, and questions all parents and students should be asking of college financial aid offices.

The Altadena Library is located at 600 E. Mariposa St., Altadena. For more information on teen workshops, contact Teen Librarian Carrie Wills at (626) 708-0833 ext. 108 or write to cwills@altadenahtary.org

Bulletin Board

13 PASADENA WEEKLY 01.07.16
**MONDAY**

**Altitude Library**
601 S. Mariposa St, Altadena
(626) 798-8666
 altitudelibrary.org

*The Young Adult Book Club for ages 13 and up discusses “Carmilla” by Nathaniel Hawthorne at 6 p.m. Call (626) 744-4461 to sign up.*

**Pasadena Public Library, Central Branch**
233 N. Garfield Ave., Pasadena
(626) 744-4466
 pasadenapubliclibrary.net

*Tech Mite Easy offers help with computers, laptops, Microsoft Office, smartphones, tablets and other devices at 3 p.m.*

**Pasadena Public Library, Linda Vista Branch**
1281 Bryn Mawr, Pasadena
(626) 744-2175
 pasadenapubliclibrary.net

**TUESDAY**

**Camarata Pacifica**
The Huntington Library, Art Collections and Botanical Gardens, 1510 Oxford Road, San Marino
(626) 854-8300
 camaratapacific.org

*The chamber ensemble performs David Bruck’s “Simekpank” and works by Stephen Hartke, Susan Fister, Percy Grainger and Sir Charles Villiers Stanford at 7:30 p.m. Tickets are $65.*

**Forest Lawn Museum, 1725 S. Glendale Blvd., Glendale, presents the exhibition “Living La- des: From Pre-History to Today,” featuring more than 75 women who have impacted the world, from ancient legends to Hollywood actresses, including images of Audrey Hepburn, Dyan Cannon, Elizabeth Taylor and many others, on view from March 27. Call (800) 204-3115 or visit forestlawnmuseum.com.*

**The Huntington Library, Art Collections and Botanical Gardens, 1510 Oxford Road, San Ma- rino, presents the exhibition “Hee Tow” at the Huntington,” featuring works by the emerging artist including paintings and sculpture, on view Dec. 12 through July 11. Call (626) 441-2010 or visit thehuntington.org.*

**The Initiative Movement Jam at Fernwood Park, 500 Mount Curve Ave., Altadena, is a rockin’, free-form, eclectic dance event offering the chance to dance to your own music without judgment, so show up or fit small talk from 7 to 9 p.m.**

**WEDNESDAY**

**Pasadena Public Library, Central Branch**
233 N. Garfield Ave., Pasadena
(626) 744-4466
 pasadenapubliclibrary.net

*Library staff offer information to grant seekers on the Foundation Directory Online to help generate a targeted list of funding prospects at 4 p.m. Call to sign up.*

**Pasadena Public Library, Linda Vista Branch**
1281 Bryn Mawr, Pasadena
(626) 744-7727
 pasadenapubliclibrary.net

*Teams are invited to SC Gaming Day, as they learn new games and make friends, beginning at 3:30 p.m.*

**Pasadena Public Library, Central Branch**
233 N. Garfield Ave., Pasadena
(626) 744-4466
 pasadenapubliclibrary.net

*Tech Mite Easy offers help with computers, laptops, Microsoft Office, smartphones, tablets and other devices from 10 to 11:30 a.m. Award-winning American cartoonist Dean Haspiel will discuss his body of work and the challenges of creating a graphic-novel adaptation for 3 to 4 p.m.*

**Pasadena Public Library, Harding Branch**
3335 E. Orange Grove Blvd., Pasadena
(626) 744-7902
 pasadenapubliclibrary.net

**The Pasadena Humane Society’s Bank and Books library program invites kids to read stories to a friendly dog at 3:30 p.m.**

**Pasadena Public Library, Central Branch**
233 N. Garfield Ave., Pasadena
(626) 744-4466
 pasadenapubliclibrary.net

*Evelyn Rodriguez, Children’s Services manager, will conduct the program, which will include a focus on the Library’s Summer Reading Program from 10 a.m. to 1 p.m.*

**Pasadena Public Library, Central Branch**
233 N. Garfield Ave., Pasadena
(626) 744-4466
 pasadenapubliclibrary.net

*Pasadena Public Library, Central Branch, 233 N. Garfield Ave., Pasadena, is one of the libraries participating in the annual Library Card Sign-up Day on Tuesday.*

**Pasadena Public Library, Central Branch**
233 N. Garfield Ave., Pasadena
(626) 744-4466
 pasadenapubliclibrary.net

*Adjunct faculty member of the Shakespeare and Theatre Program at California State University, Fullerton will present his one-act play, “To Catch a Dream” at 7:30 p.m.*

**Pasadena Public Library, Central Branch**
233 N. Garfield Ave., Pasadena
(626) 744-4466
 pasadenapubliclibrary.net

*Becky M. Barasch, Librarian, presents “Shakespeare’s Sonnets,” at 7 p.m.*

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**STAYIN’ ALIVE**

**ABBAMANIA AND NIGHT FEVER BRING THE MAGIC OF ABBA AND THE BEE GEES TO ARCADIA SATURDAY NIGHT**

BY CARL KOZLOWSKI

There are plenty of people who look back on the gold and glam of the 1970s disco era with affection. But few if any could top the devotion of Gary Lichacz, who spent the past 16 years bringing two of the best-known theo- erical musical groups from that era — ABBA and the Bee Gees — to life under the guise of a two-act tribute extravaganza.

**Lichacz will be bringing the magic of his show Abbramania and Night Fever to the stage of the Arcadia Performing Arts Center on Saturday for the first concert of the venue’s 2016 season. Packed with dozens of danceable hits from the pop powerhouses, the show should prove to be not just great entertainment, but also a great workout for those looking for a fun way to keep their New Year resolution in check.**

“Not only do they look like ABBA and the Bee Gees, but they do every song note for note and chord for chord,” says Lichacz, the creator and lead producer of the constantly touring show. “They are the closest thing to the real artists that you will ever hear.”

In fact, Lichacz takes pride in the fact that Abramania was hired to perform two private shows for the London cast of the Abba-themed musical “Mamma Mia!” The Toronto-based Lichacz proudly notes that his all-Canadian performers have performed more than 200 concerts per year, with the overall total being more than 400 shows. Bees, Elvis and the Beatles ever performed combined.

The show features high-level talent, as all four of the members of Abramania have also performed in the long-running stage version of "Mamma Mia!" in Toronto. The 12-piece band backing the singers also backed Night Fever, with singer Matthew Whall playing double-duty as a featured vocalist with both acts. Joining Whall in Night Fever are singers Mike Fite and Justin Ralph, while Abrammania consists of Monica Tietz, Kristal Jackson and Nick Patterson.

In addition to Whall, each group will perform 50-minute sets, with an intermission in between.

As a result, audiences will be treated to a series of hit songs including "Dancing Queen," "Take a Chance On Me," "American Woman" from ABBA, and "Joe Talking" and "How Deep Is Your Love" from the Bee Gees.

"You’re going to hear two hours of music that will absolutely make you feel you’re seeing the real artists," says Lichacz. "You can’t find this anywhere else."
THURSDAY 11.28.15

Union Station Homeless Services hosts its annual free Dinner in the Park for homeless individuals, low-income families and those who simply have no place to go for Thanksgiving from 11 a.m. to 3 p.m. in Central Park, 212 S. Fair Oaks Ave., Pasadena. Call (626) 240-4550 or visit unionstationshelter.org.

FRIDAY 11.27.15

The Sierra Madre Playhouse, 57 W. Sierra Madre Blvd., Sierra Madre, presents "A Christmas Memory," a musical based on a short Truman Capote story about a boy's life growing up during the Great Depression in rural Alabama. It opens at 8 p.m. and continues through Dec. 27. Tickets are $34.50 general, $32 for seniors, $25 for youth age 18 and younger. Call (626) 355-4318 or visit sierramadreplayhouse.org.

SATURDAY 11.28.15

Inland Pacific Ballet's "The Nutcracker" features awe-inspiring sets, gorgeous costumes and some 100 dancers starting at 7:30 p.m. Saturday and 2 p.m. Sunday, at Arcadia Performing Arts Center, 180 Campus Drive, Arcadia. Tickets are $40 or $55. Visit lapacetheatre.org for tickets.

SUNDAY 11.29.15

San Gabriel Mission Playhouse Silent Sundays features the 1923 silent film "The Mark of Zorro," starring Douglas Fairbanks, at 2:30 p.m. at 220 S. Mission Drive, San Gabriel. Accompanying the film on the Playhouse Wurlitzer theater pipe organ is the American Theatre Organ Society's 2009 Organ of the Year Christian Elliott. Tickets are $10 in advance. Call (626) 308-0850 or visit missionplayhouse.org.

MONDAY 11.30.15

Los Angeles College of Music: "Lem's Talk" Series features guitarist Joe Walsh (Eagles, the James Gang) interviewed by producer "Native Wayne" Jobson, discussing his career and offering insights on today's music industry, from 8 to 9:30 p.m. at 318 S. Fair Oakes Ave., Pasadena, followed by a Q&A session. Admission is free. Call (626) 588-8830 or visit xcom.edu for RSVP.

TUESDAY 12.01.15

Crowns City Ringers present a holiday hand-bell concert, "A Season of Carols," directed by F. Thomas Simpson, performing well-known carols at 7:30 p.m. at Pasadena Presbyterian Church, 503 E. Colorado Blvd., Pasadena. Admission is a suggested donation of $20 for families, $5 per adults, $5 for students and seniors. Call (626) 793-2191, visit ppcac.org or email ftsimpson@adelphia.com for information.

WEDNESDAY 12.02.15

The Altadena Library's annual holiday program features the Joel Taylor Jazz Trio, featuring drummer Joel Taylor (who has performed with Stanley Clarke, Josh Groban, Yaron and Eric Bene) joined by guitarist Jeff Richman and saxman Darin Taba, from 6 to 7:30 p.m. at 1040 E. Mariposa St., Altadena. Free and open to the public. Call (626) 798-0853 or visit altadenalibrary.org.

THURSDAY 12.03.15

The children's charity Five Acres hosts a holiday open house and toy drive, featuring live entertainment, holiday-themed arts and crafts, holiday caroling, campus tours and refreshments from 4 to 6 p.m. at 747 W. Mountain View St., Altadena. Call (626) 773-3701, email Susan.Loue@fiveacres.org or visit fivesacres.org.

DOUGLAS FAIRBANKS
'THE MARK OF ZORRO'

DIRECTED BY FRED NIBLO

FROM THE KAL SOLIS NOVEL
"THE CURSÉS OF CALAISTRA"

CROWNED "THE MARK OF ZORRO"
Altadena Library Seeks New Poet Laureate

From STAFF REPORTS
Published: Tuesday, January 19, 2016 | 7:25 PM

The Altadena Library is now accepting applications for Poet Laureate for the Altadena Library, May 2016 - April 2018. Poets who live or work in the Altadena community are invited to apply.

The inauguration of the new laureate will take place on April 30 from 2:00 p.m. to 4:00 p.m. at the library's annual Poetry & Cookies celebration. To be held at the Altadena Senior Center. The laureate's poetry will be featured at this event and in the Altadena Poetry Review, formerly the Poetry & Cookies Anthology. This publication is sponsored by the Friends of the Altadena Library and edited by the library's current poet laureate, Dr. Thelma Reyna.

Information on applying to be the new laureate can be found here or online at the library's website at www.altadennalibrary.org. There is no entry fee. Letters of Applications are due midnight January 23, 2016 and may be emailed to the Altadena Library Poet Laureate Committee at alplaurate16@gmail.com. Members of the committee include the library's current laureate Thelma Reyna and the previous laureate Linda Dove; Elia Pradato and Majda Trochimczyk, current and previous laureates of Sunland/Tujunga. Library staff member David Butler and Friends of the Library Liaison Pauli Dutton are also on the committee. Questions about the process may be sent to Pauli Dutton at alplaurate16@gmail.com.

Read Previous Post
Local community things to know and do for the Pasadena area for Nov. 19, 2015

Posted: 11/18/15, 11:11 PM PST | Updated: 3 hrs ago

0 Comments

ARCADIA

Parkinson’s support group meet Friday

The free Parkinson’s Support Group will welcome guest speaker Casey Chaney at its meeting from 1:30 to 3 p.m. Friday at the Arcadia Community Center.

Chaney, a physical therapist, will talk about new treatments, one of which is LSVT BIG. The new treatment is administered by a physical therapist to improve limb and body movement.

Walk-ins are welcome. Reservations are suggested.

The center is at 365 Campus Drive, Arcadia.

For reservations, call 626-574-5130.

TEMPLE CITY

Walk with the Mayor scheduled Saturday

A Walk with the Mayor event will be held from 1 to 3 p.m. Saturday starting at City Hall, 9701 Las Tunas Drive, Temple City.

Mayor Tom Chavez and other members of the City Council will lead walkers on a 2-mile stroll down Las Tunas Drive. There will be a few chosen stops along the way to learn about some of the many businesses in the community.

The walk will head toward Rosemead Boulevard, then cross over to the north-side of Las Tunas and head east, back towards city hall.

For more information and to register, call 626-285-2171, ext. 4350; email lchanon@templecity.us or go to visit www.templecity.us.

ALTADENA

Wine history and tasting at library

The Altadena Library will host a night of wine tasting and L.A. wine history from 6 to 8 p.m. Friday in the main library.

Author Stuart Byles of the new book, ‘Los Angeles Wine’, will discuss the wine history of Los Angeles. The San Gabriel valley and Altadena/Pasadena play a significant role in that history. Copies of Byles’ book will be available for purchase and signing.

There will also be tastings of seven Spanish wines, provided by the Altadena Ale and Wine House, including organic wines and other favorites found throughout the wine growing regions of Spain.

This free program is made possible in part by the Latino Americans: 500 Years of History grant and part of an ongoing series of Latino-American library programming.

People must be at least 21 to attend and registration is required.

http://www.pasadenastarnews.com/events/20151118/local-community-things-to-know-an... 11/19/2015
CRAZY ON PARADE

THE 38TH OCCASIONAL DOO DAH PARADE REACHES OUT TO A YOUNGER AUDIENCE FOR SUNDAY'S RETURN TO EAST PASADENA

By Carl Hohn

The streets of East Pasadena will come to life Sunday with the festive floats and perplexing pageantry of the 38th Occasional Pasadena Doo Dah Parade. As the distinctly alternative event to the city’s famed Rose Parade since 1978, the Doo Dah promises a day of utterly outrageous sights and sounds with every edition.

Yet despite having grown to become a beloved local institution itself, parade organizer Patricia Hurley notes that the need to educate the public about it is never-ending. In fact, she spoke with the Pasadena Weekly while engaged in a postcard handout campaign stop in Monrovia.

“Since a lot of people still didn’t know about us, we launched a postcard campaign to educate people about it, with photos like a guy in a spaceship saying ‘Live long and Doodah’ and a group on a Viking ship float who had a sign that said, ‘We came — we conquered — we partied. People get it right off the bat from these,” Hurley believes that many longtime Pasadena residents don’t know about the parade, but felt a need to draw the attention of younger people this year. So far, she says that the responses to the outreach campaign have been positive.

“Nobody really reads anymore, so they just went to get the info and go,” says Hurley. “A lot of young people love the new posters and postcards, because we’re emphasizing that there’s a lot of new stuff and new energy, with about 40 percent of the floats being from new parade groups this year.”

Hurley stressed that plenty of beloved parade veterans are still involved this year, with one man who entered a Viking ship
FRUITCURACES GALORE AS SIERRA MADRE CELEBRATES NEW CHRISTMAS PLAY

By CARL KOZLOWSKI

In these huddling times, it's always refreshing to find events offering time-honored traditions and simple pleasures, rather than making the grandest spectacle and the most noise.

This weekend and next, Sierra Madre will play host to a string of events which put those primal principles into practice. Leading into the latest premiere performance at the Sierra Madre Playhouse on Nov. 27 — the holiday musical "A Christmas Memory," based on a classic short story by Truman Capote — the team behind the quaint downtown theater has dreamed up a string of events that are sure to fill the bellies of locals and put a twinkle in their eyes. This trio of events on Friday, Saturday and Monday will put the spotlight on that most traditional of holiday treats: fruitcakes.

Starting at 6 p.m. Friday at the Hastings Ranch location of Vroman's Bookstore, local bakers and mail-order fruitcake companies will provide free samples of their holiday treats in the first of three events leading up to the play's opening. The cast and creative team members are scheduled to attend the 6 p.m. event, with guests receiving discounts on tickets to the play.

Then, from 10:30 to 11:59 a.m. Saturday, guests at the historic Richardson House/ Lyme's Trail can sample fruitcake and holiday sweets, learn about the history of Sierra Madre's rule-binding past in the former location of a secret mill, meet cast members and hear a song from the production. Guests also can receive discount tickets to the play and discounts on the Sierra Madre Historical Society book, "Southern California Story: Seeking the Better Life in Sierra Madre."

"The play is all about fruitcakes, and when we want to create a buzz about a play we try to involve the community and their live senses, and taste is one of them," says Diane Siegel, curator of special programs for the Playhouse. "That's a fun excuse to get people together and preview the play. We started out with a relationship with Vroman's Hastings Ranch store, and it was such a success before we went right back to them."

The event at the Richardson House came about because the play centers on two cousins in a P-chicken-era small town who have to scramble to find the moonshine needed to make their family fruitcake. The Richardson House is a historic landmark within Sierra Madre that happens to house an actual moonshine still from that time.

Finally, from 11:30 a.m. to 5 p.m. Monday, Sierra Madre's most bustling hub, Kersting Court, is hosting "The Fruitcake Cacophony: A Democratic Toast of Christmas," with fruitcake samples and other holiday baked goods from all 50 states. Members of the production's creative team and cast are scheduled to attend, and guests at the free event will receive four tickets to the play at $5 off per order.

"Fruitcakes are loved by some of the nicest, most fun people, and a lot of our most powerful memories are through smell and taste," says Siegel. "We're going to have a huge map of the US in the lobby that will map fruitcake events and history and where they're coming from."

Vroman's Hastings Ranch is located at 3729 E. Foothill Blvd., Pasadena. Call (626) 356-4316. The Richardson House/Lyme's Trail can is located at 167 E. Miss Moore St., Sierra Madre. Kersting Court is located at Baldwin Avenue and Sierra Madre Boulevard. Sierra Madre. "A Christmas Memory" runs from Nov. 27 to Dec. 27 at the Sierra Madre Playhouse, 87 W. Sierra Madre Boulevard, Sierra Madre. Tickets are $25 to $34.50 and available at vromanbooks.com or for sale in person at the theater.

SPECIAL REPORT

Significant role in winemaking, starting with 18th century Spanish settlers. The event, from 6 to 9 p.m. includes tastings of Spanish wines, provided by the Ataulfo Ale and Wine House. The presentation is free and open to those 21 and older. Tickets by emailing saltedcrenoline.org and include name, phone number and email address of those attending.

Caltech-Occidental Concert Band

Occidental College-Window Hall

1600 Campus Road, Eagle Rock

Caltech's Ramin Auditorium

257 S. Michigan Ave., Pasadena

(626) 963-3205
caltech.edu

The band, conducted by William Berg performs music by Bartok, Ravel, Reger, John McKay and Alfred Reed. Featured performers are Lynne Snyder, Gabriel and Leighannnara Searls, Scott Bodycomb and Hon Sung Choe. The concert starts at 7:30 p.m. Friday in Occidental College's Thorne Hall and 8 p.m. Saturday in Caltech's Ramon Auditorium. Admission is free. No reservations required.

Pasadena Senior Center

86 E. Holly St., Pasadena

(626) 799-4331

pasadenaseniorcenter.org

A free health fair includes a medical safety information desk, food samples including a variety of medications, doctors and emergency contacts for inclusion, in addition, glucose, blood pressure and pulse measurements, screenings, counseling and community resources are included. From 9 a.m. to 11 a.m. Call (626) 484-6712 for information. Friday's free film is "A Town Like Alice," screening at 2:30 p.m.

Sierra Madre Playhouse Fruitcakes and Sweet Treat Tastings

Vroman's Hastings Ranch

3729 E. Foothill Blvd., Pasaden a

(626) 555-4316

sierramadreplayhouse.org

In advance of the Nov. 27 opening of the Playhouse's production of the musical "A Christmas Memory," based on a short story by Truman Capote, local bakers and mail-order fruitcake companies will provide free samples of their holiday treats in the first of three events leading up to the play's opening. Cast and creative team members are scheduled to attend the 6 p.m. event. Guests receive discount coupons on tickets to the play.

Vroman's Bookstore

695 E. California Blvd., Pasadena

(626) 449-5300

vromanbooks.com

Paul Cuminse discusses and signs "Confessions of a Vachablate," joined in the conversation by author and activist Blake Bonaparte, at 7 p.m.

SATURDAY

Designer Con 2015

Pasadena Convention Center

300 E. Green St., Pasadena
designerc.com

Designer Con 2015, an annual art and design convention, brings together comic artists and designer goods with urban, underground and pop art, featuring more than 500 vendors, art and custom shoes and live demonstrations. From 9 a.m. to 6 p.m. Saturday and 10 a.m. to 5 p.m. Sunday. Admission is $5 per day advance, at the website or $7 at the door.

The Huntington Library, Art Collections and Botanical Gardens

1151 Oxford Road, San Marino

(626) 405-7900

huntington.org

A new exhibition, "The Business of Fun: The Role of Theme Parks in Shaping Los Angeles," explores the rich history of the area's amusement parks and examines how their influence has gone beyond fun and money-making to shaping how and where Southern Californians live.