



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

AGENDA

Regular Meeting

Board of Library Trustees
Altadena Library District
Community Room – Main Library

February 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 Datz, Secretary
Thomas Hubbard
David Tuck
Gwendolyn McMullins

3. **ADOPTION OF AGENDA**

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

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.

6. **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS**

- a) RESIGNATION, DISCUSSION & APPOINTMENT OF BOARD MEMBER
- b) RE-ASSIGNMENT OF FINANCE DIRECTOR AS HUMAN RESOURCES DIRECTOR

7. **FINANCIAL REPORTS**

- a) ALTADENA LIBRARY DISTRICT FOR THE MONTH OF JANUARY 2015
(DISCUSSION/POSSIBLE ACTION)

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

8. **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 JANUARY 26, 2015
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR JANUARY 2015
- c) DEPARTMENTAL MONTHLY REPORT – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR JANUARY 2015

9. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**
Items removed from the Consent Calendar will be discussed individually at this time.
10. **DIRECTOR'S REPORT**
- a) SEWER REPAIR UPDATE
 - b) BOARD RETREAT UPDATE
 - c) WOMEN @ WORK
 - d) STAFF E-MAIL
 - e) WATER MACHINES
 - f) STATE LIBRARY GRANT FOR TECHNOLOGY \$30,000
 - g) STATE LIBRARY PITCH AN IDEA GRANT \$44,410
 - h) COMMENT CARD
11. **OLD BUSINESS**
- a) LED LIGHTING UPDATE (**INFORMATION**)
 - b) EMPLOYEE OF THE QUARTER (**INFORMATION**)
12. **NEW BUSINESS**
- a) ARCHITECTURAL PRESENTATION (**INFORMATION/POSSIBLE ACTION**)
 - b) MID-YEAR REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICT OPERATING BUDGET FY 2015/16 WITH ADJUSTMENTS (**DISCUSSION/POSSIBLE ACTION**)
 - c) REVIEW AND APPROVAL OF UMB BANK RESOLUTION AND AGREEMENT FOR CREDIT CARD PROGRAM (**DISCUSSION/POSSIBLE ACTION**)
 - d) REQUEST FOR LATE OPENING REGARDING STAFF TRAINING (**DISCUSSION/ACTION**)
 - e) APPROVAL OF BOARD MEETING DATES FOR 2015 (**DISCUSSION/ POSSIBLE ACTION**)
 - f) CALIFA AGREEMENT FOR INTERNET ACCESS (**INFORMATION/POSSIBLE ACTION**)
 - g) STATEMENT OF ECONOMIC INTEREST FORM 700 FILING FOR 2014/15. RETURN TO SHERMAINE TO FORWARD TO LA COUNTY BY APRIL 1ST 2015. IF YOU RECEIVE A REQUEST FROM THE COUNTY FOR ELECTRONIC FILING, LET SHERMAINE KNOW AND SEND A COPY OF THE SIGNED FORM 700 FOR ADMIN FILES BEFORE YOU FILE IT WITH THE COUNTY (**INFORMATION**)
13. **CORRESPONDENCE**
- a) 2015 ELECTION OF SDRMA BOARD OF DIRECTORS NOTIFICATION OF NOMINATIONS (**INFORMATION**)
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.

February 16, 2015

Meredith McKenzie
Altadena Library District Board of Trustees
600 E Mariposa St
Altadena, CA 91001

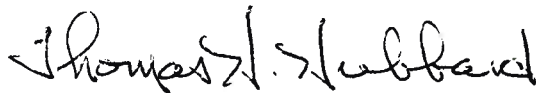
Dear Meredith:

It is with regret that I am tendering my resignation as a trustee for the Altadena Library effective February 28. Health issues are affecting my ability to be the kind of trustee our much-loved Library needs during this important time in the Library's life.

Our Altadena Libraries are true community treasures. The seven years I have been privileged to serve as a trustee are a source of both pleasure and pride. It has been an honor to be associated with the Board and to have helped provide stewardship for the Library and its talented and dedicated staff.

Please accept my very best wishes as the Board continues to move forward in this time of challenge and possibilities.

Yours truly,



Thomas H. Hubbard
1843 Pepper Dr
Altadena, CA 91001
626-797-5912
thhubbard@yahoo.com

CC: David Datz
Gwendolyn McMullins
David Tuck
Mindy Kittay



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

BOARD OF LIBRARY TRUSTEES STAFF REPORT

DEPARTMENT: Finance

MEETING DATE: February 23, 2015

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: Summary Report of Financial Statements for January 2014

BACKGROUND:

The Financial Statements for this February Board Meeting are for July 2014 to January 2015.

Revenue highlights:

- Percent of year completed is 58%.
- Total revenues as reflected on the Summary Profit and Loss is \$1.64M.
- Total expenditures as reflected on the Summary Profit and Loss is \$1.54M.
- A donation in the amount of \$1,000 was received from the Lauderdale Family; designated to be used for Literacy programming.
- A donation in the amount of \$150 was received from the Carruth Family Trust; designated to be used for Youth Services Programming.
- A donation in the amount of \$100 was received from the Helen and Carol Stevenson; designated to be used for Youth Services Programming.

Expenditure highlights:

- The District incurred an unexpected expense of \$5,800 to replace a portion of the main sewer line. The existing line is clay and the portion that needed to be replaced was done so with PVC.

Per the Districts Record Retention Policy (see attached), Finance will be working on the proper disposal of the following documents that comply with the attached policy:

- Financial Records: Bank Statements, Deposit slips, Cash Collections, Payroll Accounts, Budget Plans
- Payroll: Bank Payroll reports, Earning records, PERS Monthly reports, Time cards, W2 forms
- Personnel: Employee files, medical leave, personnel records, and recruitment
- Tax Reports: State, Federal and Unemployment

XII. Records Retention

RECORDS RETENTION POLICY

12.1. Retention of Administrative Records

It is the responsibility of the Director of the Altadena Library District to create and maintain current and useful administrative files and records as a basic management resource for the District. Similarly, the Director is responsible for the maintenance of the necessary historical records required by law and accepted practice. The Director shall review these files and records periodically to determine the adequacy of the retention procedures. The Director will carry out these duties in line with the specific guidelines outlined below. Changes in these guidelines shall be brought to the Board for its consideration and approval. Unusual items, not listed, should be brought to the Director’s attention.

12.2 RECORD RETENTION

Type of record	Length of Retention
<p>1. <u>BOARD OF LIBRARY TRUSTEES</u></p> <ul style="list-style-type: none"> a. Minutes of Board meetings b. Trustee Elections/Appointments c. Audio Recordings of Board Meetings d. Agendas/Agenda Packets e. Ethics Training Certificates f. Statement of Economic Interest Elected g. Statement of Economic Interest Not Elected h. Oath of Office <p>2. <u>CALIFORNIA LIBRARY SERVICES ACT, ILL DATA COLLECTION FORMS</u> (July 1978, Article 7, Interlibrary Loan Section 20265(b) of CLSB’s regulations)</p> <p>3. <u>CIRCULATION RECORDS</u></p> <ul style="list-style-type: none"> a. Computerized fines and fees <p>4. <u>CORRESPONDENCE –Chronological file</u></p>	<p>PERMANENT</p> <p>PERMANENT</p> <p>6 months</p> <p>3 years</p> <p>Term plus 7 years</p> <p>5 years</p> <p>Term plus 6 years</p> <p>4 years</p> <p>3 years</p> <p>5 Years</p> <p>PERMANENT</p>

<p>5. <u>FINANCIAL RECORDS</u></p> <ul style="list-style-type: none"> a. Accounting Records of Original Entry (Financial ledgers and journals) b. Audits c. Bank Statements/Canceled Checks d. Deposit Slips e. Cash Collections Account after audit f. Imprest Cash Account g. Payroll Account h. Budgets/Capital Plans <p>6. <u>FIXED ASSET RECORDS</u></p> <ul style="list-style-type: none"> a. Annual disposal reports b. Inventory Detail c. Library Construction (Plans, etc.) <p>7. <u>LITIGATION</u></p> <p>8. <u>INSURANCE</u></p> <ul style="list-style-type: none"> a. Insurance Claim Group b. Property & Liability c. Workers Compensation d. Claims <p>9. <u>PAYROLL</u></p> <ul style="list-style-type: none"> a. Bank Payroll Report b. Earnings Record c. PERS Monthly Reports d. Time Sheets/Cards e. W-2 Forms <p>10. <u>PERSONNEL</u></p> <ul style="list-style-type: none"> a. Employment Applications b. Exposure to hazards c. Organization Charts d. Grievances e. Job Descriptions f. Employee Personnel Files g. Immigration/Naturalization h. Pension, Insurance, Merit Pay Plans i. Handbook j. Policies/Procedures k. Hourly l. Medical Leave m. Non-Safety n. Personnel Records o. Recruitment 	<p>PERMANENT</p> <p>3 years</p> <p>3 years</p> <p>4 Years</p> <p>5 Years after audit</p> <p>4 years after audit</p> <p>5 years</p> <p>10 years</p> <p>PERMANAENT</p> <p>3 YEARS AFTR FINAL SETTLEMENT</p> <p>PERMANENT</p> <p>PERMANENT</p> <p>PERMANENT</p> <p>5 years after file is closed</p> <p>5 years</p> <p>5 years</p> <p>5 years</p> <p>5 years</p> <p>5 years</p> <p>Discard upon expiration of eligibility list</p> <p>30 yrs. After termination</p> <p>PERMANENT</p> <p>1 year</p> <p>3 years (subject to recent revision)</p> <p>5 years after termination</p> <p>I-9's – 2 years after termination</p> <p>PERMANENT</p> <p>2 years after latest revision</p> <p>30 years after termination</p> <p>6 years after termination</p> <p>3 years</p> <p>3 years after termination</p> <p>2 years after termination</p> <p>3 years after closed competition</p>
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<p>11. <u>PURCHASING/ CONTRACTS</u></p> <ul style="list-style-type: none"> a. Bids (bidders/bid amounts) b. Contracts completed c. Purchase orders d. Purchase order logs e. Supply requisitions f. Invoices g. Termination of Contracts <p>12. <u>TAX REPORTS</u></p> <ul style="list-style-type: none"> g. DE-3 (State income Tax Withheld) h. 941-E (Federal income Tax Withheld) i. Unemployment 	<p>10 years</p> <p>10 years</p> <p>5 years</p> <p>5 years</p> <p>1 year</p> <p>5 years</p> <p>5 years</p> <p>5 years</p> <p>5 years</p> <p>6 years</p>

In compliance with California Secretary of State, Local Government Records Management Guidelines June 2004.

Altadena Library District
Balance Sheet
 As of January 31, 2015

Jan 31, 15

ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
1010.00 · Cash in County Treasury	143,939.00
1010.20 · Asset Replacement Reserve	122,122.95
1010.10 · Trustee Election Reserve	1,857,575.36
1010.00 · Cash in County Treasury - Other	1,857,575.36
Total 1010.00 · Cash in County Treasury	2,123,637.31
1021 · Cash in Checking Chase Gen Fund	188,757.31
1026 · Cash in Savings PF - Chase Bank	1,702.90
1041 · Cash in Savings - Chase Bank	25,105.50
1045 · Cash HUD Fund - Chase Bank	2.04
1075 · SCLC Deposit Account	1,160.00
1080 · Petty Cash	777.00
Total Cash & Cash Equivalents	2,341,142.06
Total Checking/Savings	2,341,142.06
Accounts Receivable	
1350 · Accrued Interest Receivable	2,434.74
Total Accounts Receivable	2,434.74
Other Current Assets	
1220 · Miscellaneous Receivable	643.65
1400 · Property Taxes Receivable	29,181.99
1076 · Prepaid Items & Deposits	1,396.08
Total Other Current Assets	31,221.72
Total Current Assets	2,374,798.52
Fixed Assets	
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	179,780.28
Depreciable Assets	
1550 · Structures & Improvements	1,173,651.18
1700 · Furniture, Fixtures & Equipment	646,097.77
1800 · Accum Depr (S & I)	-988,164.08
1900 · Accum Depr (FF & E)	-608,601.06
Total Depreciable Assets	222,983.81
Total Fixed Assets	402,764.09
TOTAL ASSETS	2,777,562.61
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	40,426.15
Total Accounts Payable	40,426.15
Other Current Liabilities	
2012 · Accrued Vacation Payable	64,568.98
2064 · Deferred Compensation - CalPERS	0.45
2080 · Deferred Revenue RDA ABX1 26	-18,812.41
2090 · Miscellaneous Payable	-30.00
Total Other Current Liabilities	45,727.02
Total Current Liabilities	86,153.17

12:27 PM
02/18/15
Accrual Basis

Altadena Library District
Balance Sheet
As of January 31, 2015

	<u>Jan 31, 15</u>
Long Term Liabilities	
2030 · GASB 45 OPEB Liability	205,906.00
Total Long Term Liabilities	<u>205,906.00</u>
Total Liabilities	292,059.17
Equity	
3300 · Retained Earnings	2,379,983.65
Net Income	105,519.79
Total Equity	<u>2,485,503.44</u>
TOTAL LIABILITIES & EQUITY	<u>2,777,562.61</u>

Altadena Library District Profit & Loss Budget vs. Actual July 2014 through January 2015

% of Year 58%

TOTAL

	Jan 15	Jul '14 - Jan 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
PROPERTY TAXES	221,341.27	1,114,171.55	1,822,588.00	-708,416.45	61.13%
SPECIAL ASSESSMENTS	76,231.85	390,422.94	740,000.00	-349,577.06	52.76%
INTEREST INCOME	1,331.07	5,107.39	7,200.00	-2,092.61	70.94%
FINES & FEES	8,563.87	48,438.19	77,100.00	-28,661.81	62.83%
DONATIONS AND GRANTS	9,202.00	65,202.00	43,562.00	21,640.00	149.68%
MISCELLANEOUS INCOME	500.00	23,983.96	1,000.00	22,983.96	2,398.4%
TRANSFER IN FROM RESERVES	0.00	0.00	99,000.00	-99,000.00	0.0%
Total Income	317,170.06	1,647,326.03	2,790,450.00	-1,143,123.97	59.03%
Gross Profit	317,170.06	1,647,326.03	2,790,450.00	-1,143,123.97	59.03%
Expense					
SALARIES & BENEFITS	166,666.25	1,092,588.95	2,041,179.00	-948,590.05	53.53%
SUPPLIES	5,504.56	35,730.27	69,299.00	-33,568.73	51.56%
BOOKS, MATERIALS & LIBRARY SVCS	22,383.98	182,507.40	289,835.00	-107,327.60	62.97%
OPERATING, MAINT & SERVICES	11,466.55	160,742.19	284,625.00	-123,882.81	56.48%
GRANTS & GIFTS	0.00	5,000.00	5,062.00	-62.00	98.78%
TRUSTEE EXPENSES	25.00	25.00	1,050.00	-1,025.00	2.38%
UTILITIES & SERVICES	6,671.99	39,810.01	65,400.00	-25,589.99	60.87%
CAPITAL OUTLAY	0.00	25,402.42	34,000.00	-8,597.58	74.71%
6999 - DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.0%
Total Expense	212,718.33	1,541,806.24	2,790,450.00	-1,248,643.76	55.25%
Net Ordinary Income	104,451.73	105,519.79	0.00	105,519.79	100.0%
Net Income	104,451.73	105,519.79	0.00	105,519.79	100.0%



Altadena Library District
Profit & Loss Budget vs. Actual
July 2014 through January 2015

% of Year **58%**

Ordinary Income/Expense	TOTAL				
	Jan 15	Jul '14 - Jan 15	Budget	\$ Over Budget	% of Budget
Income					
PROPERTY TAXES					
4010 · Current Secured	192,888.70	960,858.84	1,696,275.00	-735,416.16	56.65%
4020 · Current Unsecured	0.00	70,610.40	65,000.00	5,610.40	108.63%
4030 · Prior Year	-548.78	15,226.64	0.00	15,226.64	100.0%
4050 · Homeowners Exemption	4,766.72	6,809.61	7,500.00	-690.39	90.8%
4070 · SB 813 Supplemental Roll	8,308.16	18,958.10	20,000.00	-1,041.90	94.79%
4080 · Penalties, Interest & Costs	-0.82	6,968.26	15,000.00	-8,031.74	46.46%
4090 · RDA ABx126 Income	15,927.29	34,739.70	18,813.00	15,926.70	184.66%
Total PROPERTY TAXES	221,341.27	1,114,171.55	1,822,588.00	-708,416.45	61.13%
SPECIAL ASSESSMENTS					
4060 · Per Parcel Benefit Assessment	76,231.85	390,422.94	740,000.00	-349,577.06	52.76%
Total SPECIAL ASSESSMENTS	76,231.85	390,422.94	740,000.00	-349,577.06	52.76%
INTEREST INCOME					
4200 · Chase Bank	0.66	9.45	250.00	-240.55	3.78%
4220 · County Deposits	1,330.41	5,097.94	6,950.00	-1,852.06	73.35%
Total INTEREST INCOME	1,331.07	5,107.39	7,200.00	-2,092.61	70.94%
FINES & FEES					
4100 · Fines	2,028.60	15,254.16	33,000.00	-17,745.84	46.23%
4300 · Fines - PayPal	240.99	907.63	0.00	907.63	100.0%
4310 · Printer & Copy Machine	503.30	3,348.30	8,000.00	-4,651.70	41.85%
4360 · Video Game Rentals	66.00	572.00	1,000.00	-428.00	57.2%
4730 · Passport Services Fees	5,724.98	28,299.96	35,000.00	-6,700.04	80.86%
4745 · Recycling Program	0.00	56.14	100.00	-43.86	56.14%
Total FINES & FEES	8,563.87	48,438.19	77,100.00	-28,661.81	62.83%
DONATIONS AND GRANTS					
FRIENDS OF THE LIBRARY					
4421 · Friends of the Library	0.00	40,000.00	38,000.00	2,000.00	105.26%
Total FRIENDS OF THE LIBRARY	0.00	40,000.00	38,000.00	2,000.00	105.26%
DONATIONS					
4515 · In-Kind Donation	0.00	0.00	0.00	0.00	0.0%
4410 · Undesignated	75.00	75.00	500.00	-425.00	15.0%
4411 · Designated	1,250.00	2,250.00	0.00	2,250.00	100.0%
Total DONATIONS	1,325.00	2,325.00	500.00	1,825.00	465.0%
GRANTS					
4500 · Grants - Various	0.00	0.00	0.00	0.00	0.0%
Total GRANTS	0.00	0.00	0.00	0.00	0.0%
STATE FUNDS					
4620 · California Literacy Funds	7,877.00	22,877.00	0.00	22,877.00	100.0%
Total STATE FUNDS	7,877.00	22,877.00	0.00	22,877.00	100.0%
FEDERAL FUNDS					
4725 · HUD Grant	0.00	0.00	5,062.00	-5,062.00	0.0%
Total FEDERAL FUNDS	0.00	0.00	5,062.00	-5,062.00	0.0%
DONATIONS AND GRANTS - Other	0.00	0.00	0.00	0.00	0.0%
Total DONATIONS AND GRANTS	9,202.00	65,202.00	43,562.00	21,640.00	149.68%



Altadena Library District Profit & Loss Budget vs. Actual July 2014 through January 2015

	TOTAL				
	Jan 15	Jul '14 - Jan 15	Budget	\$ Over Budget	% of Budget
MISCELLANEOUS INCOME					
4910 · Miscellaneous Income	500.00	23,983.96	1,000.00	22,983.96	2,398.4%
Total MISCELLANEOUS INCOME	500.00	23,983.96	1,000.00	22,983.96	2,398.4%
TRANSFER IN FROM RESERVES					
	0.00	0.00	99,000.00	-99,000.00	0.0%
Total Income	317,170.06	1,647,326.03	2,790,450.00	-1,143,123.97	59.03%
Gross Profit	317,170.06	1,647,326.03	2,790,450.00	-1,143,123.97	59.03%
Expense					
SALARIES & BENEFITS					
SALARIES & WAGES					
5010 · Salaried	99,063.08	637,064.02	1,140,019.00	-502,954.98	55.88%
5020 · Hourly	20,223.88	161,916.23	267,950.00	-106,033.77	60.43%
Total SALARIES & WAGES	119,286.96	798,980.25	1,407,969.00	-608,988.75	56.75%
EMPLOYEE BENEFITS					
5120 · Social Security, Salaried	7,398.20	47,736.40	87,211.00	-39,474.60	54.74%
5121 · Social Security, Hourly	1,541.86	12,519.61	20,498.00	-7,978.39	61.08%
5210 · PERS Retirement	12,650.10	92,876.59	231,766.00	-138,889.41	40.07%
5220 · Health Insurance	13,711.78	91,471.40	178,200.00	-86,728.60	51.33%
5222 · OPEB Expense	6,250.00	31,250.00	75,000.00	-43,750.00	41.67%
5230 · Dental Insurance	1,303.12	8,570.52	16,482.00	-7,911.48	52.0%
5240 · Vision Insurance	451.57	3,074.64	5,819.00	-2,744.36	52.84%
5250 · SUI, Salaried	3,247.03	3,567.08	13,213.00	-9,645.92	27.0%
5251 · SUI, Hourly	685.23	1,592.49	3,106.00	-1,513.51	51.27%
5260 · Life Insurance	140.40	949.97	1,915.00	-965.03	49.61%
Total EMPLOYEE BENEFITS	47,379.29	293,608.70	633,210.00	-339,601.30	46.37%
Total SALARIES & BENEFITS	166,666.25	1,092,588.95	2,041,179.00	-948,590.05	53.53%
SUPPLIES					
6755 · Office Furniture	0.00	1,670.98	1,800.00	-129.02	92.83%
6765 · Janitorial Supplies	1,126.91	7,584.67	14,500.00	-6,915.33	52.31%
6770 · Operating Supplies	4,377.65	24,042.28	43,199.00	-19,156.72	55.66%
6785 · Computer Supplies	0.00	2,432.34	9,800.00	-7,367.66	24.82%
Total SUPPLIES	5,504.56	35,730.27	69,299.00	-33,568.73	51.56%
BOOKS, MATERIALS & LIBRARY SVCS					
6320 · OCLC Cataloging	1,492.14	8,952.84	19,604.00	-10,651.16	45.67%
6531 · Maintenance Equipment	506.51	4,420.21	12,700.00	-8,279.79	34.81%
6535 · ILS Maintenance	0.00	27,781.00	29,116.00	-1,335.00	95.42%
6536 · Ill eCommerce	0.00	0.00	780.00	-780.00	0.0%
6570 · Software Licensing	1,409.00	8,649.44	10,735.00	-2,085.56	80.57%
6740 · Postage & Delivery	500.00	5,295.65	4,500.00	795.65	117.68%
6910 · Telecommunications	2,877.70	19,935.92	27,000.00	-7,064.08	73.84%
7001 · Electronic Databases	0.00	14,561.57	14,900.00	-338.43	97.73%
7002 · Standing Orders	597.85	7,158.52	12,000.00	-4,841.48	59.65%
7003 · Books	11,489.26	52,439.98	107,000.00	-54,560.02	49.01%
7004 · Audio CD/Cassettes	1,775.26	4,460.64	9,600.00	-5,139.36	46.47%
7005 · DVD's Video	841.49	5,832.46	10,700.00	-4,867.54	54.51%
7007 · Online Ordering & Book Services	626.78	10,526.91	15,500.00	-4,973.09	67.92%
7009 · Periodicals	34.97	11,320.95	12,500.00	-1,179.05	90.57%
7011 · FOL DVD Rental Collection	233.02	601.28	1,600.00	-998.72	37.58%
7015 · Video Game Rental Collection	0.00	570.03	1,600.00	-1,029.97	35.63%
Total BOOKS, MATERIALS & LIBRARY SVCS	22,383.98	182,507.40	289,835.00	-107,327.60	62.97%

Altadena Library District
Profit & Loss Budget vs. Actual
July 2014 through January 2015

	TOTAL				
	Jan 15	Jul '14 - Jan 15	Budget	\$ Over Budget	% of Budget
OPERATING, MAINT & SERVICES					
ELECTION					
7110 · Trustee Election	0.00	0.00	0.00	0.00	0.0%
7120 · Per Parcel Election	0.00	0.00	65,000.00	-65,000.00	0.0%
Total ELECTION	0.00	0.00	65,000.00	-65,000.00	0.0%
6725 · Misc Expense	0.00	46.86	2,000.00	-1,953.14	2.34%
6750 · Printing & Reproduction	0.00	2,451.60	10,500.00	-8,048.40	23.35%
6627 · Advertising / Marketing	0.00	70.41			
OUTSIDE PROFESSIONAL SERVICES					
6036 · Strategic Planning Update	0.00	0.00	0.00	0.00	0.0%
6020 · Audit Fees	0.00	5,616.00	9,800.00	-4,184.00	57.31%
6030 · Legal Fees	0.00	1,084.57	4,000.00	-2,915.43	27.11%
6031 · SLK Consulting	150.00	10,756.15	9,000.00	1,756.15	119.51%
6033 · Consultants - Financial	0.00	1,660.00	4,000.00	-2,340.00	41.5%
6035 · Architectural Services	0.00	4,634.80	5,000.00	-365.20	92.7%
6050 · Collection Agency	125.30	528.05	1,800.00	-1,271.95	29.34%
6060 · Consultants - Other	500.00	1,750.00	5,000.00	-3,250.00	35.0%
Total OUTSIDE PROFESSIONAL SERVICES	775.30	26,029.57	38,600.00	-12,570.43	67.43%
6034 · Passport Services	228.61	1,902.55	3,000.00	-1,097.45	63.42%
6745 · Banking & Service Fees	118.75	944.20	1,000.00	-55.80	94.42%
6746 · Payroll Fees	1,025.63	5,327.86	7,000.00	-1,672.14	76.11%
6747 · Merchant Fees (Chase & PayPal)	19.95	144.69	0.00	144.69	100.0%
INSURANCE					
6410 · Worker's Compensation	0.00	9,330.00	17,190.00	-7,860.00	54.28%
6430 · General, Property & Liability	0.00	16,078.81	16,079.00	-0.19	100.0%
6450 · Earthquake Insurance	0.00	13,226.00	14,520.00	-1,294.00	91.09%
Total INSURANCE	0.00	38,634.81	47,789.00	-9,154.19	80.85%
MAINT/BUILDING & GROUNDS					
6500 · Maint & Repairs Building	45.06	1,731.24	5,000.00	-3,268.76	34.63%
6501 · Maint & Repairs Landscape	79.66	2,391.88	2,000.00	391.88	119.59%
6502 · Maint & Repairs Elevator	807.82	3,525.29	3,500.00	25.29	100.72%
6504 · Maint & Repairs Air Cond.	0.00	2,459.95	1,000.00	1,459.95	246.0%
6505 · Maint & Repairs Security System	864.00	2,985.50	3,456.00	-470.50	86.39%
6506 · Maint & Repairs Electrical	0.00	437.99	3,000.00	-2,562.01	14.6%
6507 · Maint & Repairs Plumbing	6,260.21	7,832.31	8,000.00	-167.69	97.9%
6512 · Maint & Repairs - Other	98.52	778.52	6,000.00	-5,221.48	12.98%
Total MAINT/BUILDING & GROUNDS	8,155.27	22,142.68	31,956.00	-9,813.32	69.29%
6620 · Membership Dues & Subscriptions	24.99	810.81	1,350.00	-539.19	60.06%
6690 · Organizational Memberships	30.00	9,629.72	9,130.00	499.72	105.47%
6710 · Meetings & Travel	39.41	2,316.65	2,900.00	-583.35	79.88%
PROGRAMS					
6200 · Youth Services	0.00	7,429.92	8,000.00	-570.08	92.87%
6210 · Teen Services	117.01	1,331.37	1,500.00	-168.63	88.76%
6220 · Adult Services	339.87	3,118.84	5,000.00	-1,881.16	62.38%
6230 · Branch	21.33	686.68	1,500.00	-813.32	45.78%
6240 · Literacy	0.00	2,739.67	2,000.00	739.67	136.98%
Total PROGRAMS	478.21	15,306.48	18,000.00	-2,693.52	85.04%
6625 · Training & Education	0.00	1,085.57	4,900.00	-3,814.43	22.15%
6626 · Recruitment, Gifts and Memorial	374.72	6,623.48	5,000.00	1,623.48	132.47%
6730 · Mileage Reimb & Parking Exp.	195.71	550.92	2,500.00	-1,949.08	22.04%
6820 · Refunds/Parcel	0.00	0.00	1,000.00	-1,000.00	0.0%
6840 · Direct Assessments/Admin Costs	0.00	26,723.33	33,000.00	-6,276.67	80.98%

Altadena Library District
Profit & Loss Budget vs. Actual
July 2014 through January 2015

	TOTAL				
	Jan 15	Jul '14 - Jan 15	Budget	\$ Over Budget	% of Budget
Total OPERATING, MAINT & SERVICES	11,466.55	160,742.19	284,625.00	-123,882.81	56.48%
GRANTS & GIFTS					
7501 · HUD Grant - Prof Services	0.00	5,000.00	5,062.00	-62.00	98.78%
Total GRANTS & GIFTS	0.00	5,000.00	5,062.00	-62.00	98.78%
TRUSTEE EXPENSES					
6215 · Volunteer Luncheon	0.00	0.00	500.00	-500.00	0.0%
6670 · CLA	25.00	25.00	350.00	-325.00	7.14%
6681 · CALTAC	0.00	0.00	200.00	-200.00	0.0%
Total TRUSTEE EXPENSES	25.00	25.00	1,050.00	-1,025.00	2.38%
UTILITIES & SERVICES					
6920 · Electricity	2,279.04	30,073.04	50,000.00	-19,926.96	60.15%
6930 · Natural Gas	904.63	1,716.26	5,500.00	-3,783.74	31.21%
6940 · Water & Sewage	242.10	2,613.85	5,600.00	-2,986.15	46.68%
6950 · Refuse	3,246.22	5,406.86	4,300.00	1,106.86	125.74%
Total UTILITIES & SERVICES	6,671.99	39,810.01	65,400.00	-25,589.99	60.87%
CAPITAL OUTLAY					
7160 · Equipment, Furniture & Fixtures	0.00	25,402.42	24,000.00	1,402.42	105.84%
7161 · Structures & Improvements	0.00	0.00	10,000.00	-10,000.00	0.0%
Total CAPITAL OUTLAY	0.00	25,402.42	34,000.00	-8,597.58	74.71%
6999 · DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.0%
Total Expense	212,718.33	1,541,806.24	2,790,450.00	-1,248,643.76	55.25%
Net Ordinary Income	104,451.73	105,519.79	0.00	105,519.79	100.0%
Net Income	104,451.73	105,519.79	0.00	105,519.79	100.0%

Altadena Library District
Donations & Grants
July 2014 through January 2015

	Memo	Amount	Balance
DONATIONS AND GRANTS			
FRIENDS OF THE LIBRARY			
4421 - Friends of the Library			
	SEPT-2014 - FOL Donation for FY14-15	40,000.00	40,000.00
Total 4421 - Friends of the Library		<u>40,000.00</u>	<u>40,000.00</u>
Total FRIENDS OF THE LIBRARY		40,000.00	40,000.00
DONATIONS			
4410 - Undesignated			
	JAN-2015 - Donation from A. Vijayaraghavan	75.00	75.00
Total 4410 - Undesignated		<u>75.00</u>	<u>75.00</u>
4411 - Designated			
	OCT-2014 - Donation from FOL for Literacy Programming in honor of Roberta Lauderdale	1,000.00	1,000.00
	JAN-2015 - Donation from Carruth Family Trust, for Youth Services Programming	150.00	1,150.00
	JAN-2015 - Donation from Helen and Carol Stevenson for Youth Services Programming	100.00	1,250.00
	JAN-2015 - Donation from Lauderdale family for Literacy Programming	1,000.00	2,250.00
Total 4411 - Designated		<u>2,250.00</u>	<u>2,250.00</u>
Total DONATIONS		2,325.00	2,325.00
STATE FUNDS			
4620 - California Literacy Funds			
	OCT-2014 - CA State Library, CLLS State Funds/Grant	15,000.00	15,000.00
	JAN-2015 - CLLS Grant, Final Payment	7,877.00	22,877.00
Total 4620 - California Literacy Funds		<u>22,877.00</u>	<u>22,877.00</u>
Total STATE FUNDS		<u>22,877.00</u>	<u>22,877.00</u>
Total DONATIONS AND GRANTS		<u>65,202.00</u>	<u>65,202.00</u>
TOTAL		<u>65,202.00</u>	<u>65,202.00</u>

**ALTADENA LIBRARY DISTRICT
MONTHLY INVESTMENT REPORT
JANUARY-2015**

Summary of Cash and Investments as of January 31, 2015

ACCOUNT	AGENT	YIELD	JAN-2015
Pooled Funds at County of Los Angeles	LA County	0.60%	\$2,123,637.31
General Fund – Business Select Checking	Chase Bank	0.00%	\$188,757.31
Savings Public Fund – High Yield Savings	Chase Bank	0.15%	\$1,702.90
General Savings – High Yield Savings	Chase Bank	0.15%	\$25,105.50
HUD Account - Business Select Checking	Chase Bank	0.00%	\$2.04
SCLC Deposit Account	SCLC	0.00%	\$1,160.00
Petty Cash	District Office	0.00%	\$777.00
Total Cash and Investments			\$2,341,142.06

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

Honoring the past, cultivating the present, empowering the future

MINUTES

Regular Meeting

Board of Library Trustees

Altadena Library District

Barbara J. Pearson Community Room – Main Library

January 26, 2015

5:01 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:**

David Datz, President
Meredith McKenzie, Secretary
Thomas Hubbard
David Tuck
Gwendolyn McMullins

3. **ADOPTION OF AGENDA**

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

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

It was Moved (Hubbard) and Seconded (McMullins) to adopt the agenda as-is.

APPROVED

4. **ELECTION OF OFFICERS BY BALLOT (DISCUSSION / ACTION)**

It was Moved (Datz) and Seconded (Hubbard) to nominate Meredith McKenzie for President. It was Moved (McMullins) and Seconded (McKenzie) to nominate David Datz for Secretary.

Meredith McKenzie received four (4) votes and David Datz one (1) vote for President. David Datz received four (4) votes for Secretary and Meredith McKenzie one (1) vote for Secretary.

5. **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.

NONE

6. **PERSONNEL APPOINTMENTS / RESIGNATIONS / TERMINATIONS / TRANSFERS**

- a) RETIREMENT OF KATHLEEN LANCASTER EFFECTIVE JANUARY 31, 2015
- b) PROMOTION AND TRANSFER OF ANTONIA AGUILAR FROM CIRCULATION LIBRARY CLERK II TO ADMINISTRATION LIBRARY ASSOCIATE FOR PASSPORTS & BUSINESS SERVICES

Director Kittay added that December's passport revenue has doubled since December FY 13/14

7. **FINANCIAL REPORTS**a) **ALTADENA LIBRARY DISTRICT FOR THE MONTHS OF NOVEMBER / DECEMBER 2014 (DISCUSSION / POSSIBLE ACTION)**

Director Wallin reported moving the mid-year Budget review to February's Board Meeting to allow Mindy time to review the current financials and convene with a Budget Committee prior to the meeting. Current percent of year completed is 50% with total revenue at \$1.3m. Of that total \$18,800 was received from RDA disbursements. Total expenditures are \$1.3m. The Friends donated 1k towards literacy programming and in memory of Roberta Lauderdale. Two e-rate rebates were received from telecommunications vendors AT&T and MegaPath totaling nearly 10k. \$4500 was earned from the parking lot rental fee collected during a taping of *Criminal Minds*. The District received an annual subsidy in the amount of \$7,200 from the Medicare Part D program. An unexpected expenditure for capital outlay, a new smart kiosk payment system, was purchased for the public computers and will be reflected in the mid-year budget review. Effective July 1, 2015, Assembly Bill 1522 requires employers to provide sick leave to part-time staff that don't currently have benefits. The State mandates that paid sick leave is limited to 24 hours or 3 days for a calendar year. The District has elected to provide 3 days per year to part-time staff beginning July 1, 2015. Sick leave is not accumulated; the employee starts the calendar year with the time allotted. An RFP has been issued for audit services for FY15/16 with expected responses in March.

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

b) **REVIEW OF ALTADENA LIBRARY DISTRICT AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2014 CONDUCTED BY INDEPENDENT CERTIFIED AUDITOR, CHARLES FEDAK, LLC (INFORMATION)**

Charles Fedak reported a successful and thorough audit for FY 2013/14 with no issues.

8. **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 24, 2014
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR NOVEMBER / DECEMBER 2014
- c) DEPARTMENTAL MONTHLY REPORT – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR NOVEMBER / DECEMBER 2014

It was Moved (Tuck) and Seconded (McMullins) to approve the Consent Calendar as-is.

APPROVED

9. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**

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

10. **DIRECTOR'S REPORT**

- a) **MAIN SEWER BRACKET COLLAPSE / REPAIR (INFORMATION ONLY)**
\$5800 was spent to fix a clay pipe connected to the sewer by the library front entrance.
- b) **UPDATE ON CREATION OF BUSINESS SERVICES OFFICE (PASSPORTS) AND CONSOLIDATION OF STAFF SPACE FOR ADULT SERVICES / CIRCULATION / PAGES (INFORMATION ONLY)**

A separate Business Office was created in the library January 25, 2015.

- c) ABOVE AND BEYOND QUARTERLY STAFF RECOGNITION PROGRAM – BOARD MEMBER VOLUNTEER REQUEST **(INFORMATION / ACTION)**

Director Kittay requested a Trustee volunteer to participate in the quarterly staff recognition program. Trustee Hubbard volunteered to sit on the committee. First meeting will be in March.

- d) REMOVAL OF \$0.50 CENT FEE FOR PLACING HOLDS **(INFORMATION)**
Effective immediately.

- e) LITERACY COORDINATOR **(INFORMATION)**
The part-time position has been posted to various job boards with the intention to hire during March.

- f) RETREAT: LIBRARY BOARD / FOUNDATION BOARD / FRIENDS BOARD **(INFORMATION)**

Director Kittay gathered input from Board members regarding scheduling a Board retreat for the Board members of the Altadena Library District, the Altadena Library Foundation, and the Friends of the Altadena Library. The Board was receptive to the proposition and Director Kittay will continue with coordination and keep the Trustees apprised. Jamie LaRue will be the moderator for the retreat.

11. OLD BUSINESS

- a) ACCEPTANCE OF CLLS GRANT AWARD IN THE AMOUNT OF \$7,877 FOR FY 2014/2015 AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH GRANT REGULATIONS. **(INFORMATION)**

- b) ACCEPTANCE OF LSTA GRANT AWARD (BOOK TO ACTION 2015) IN THE AMOUNT OF \$3,000 FOR FY 2014/2015 AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH GRANT APPLICATION AND REGULATIONS. **(INFORMATION)**

- c) UPDATE ON LED LIGHTING RETROFIT AT ALTADENA LIBRARY **(INFORMATION)**
The library is down to less than half of its current lighting capacity due to failing ballasts. Director Kittay noted that this project must hold priority and that she is moving forward to secure the best possible resolution. Cost for this necessary upgrade will be in the mid-year budget amendment. Kittay has also secured GSA pricing for LED bulbs which gives the District deeply discounted pricing.

- d) UPDATE ON HEAD-IN PARKING ON MARIPOSA **(INFORMATION)**
Director Kittay read an e-mail response from the County explaining specificities within the Road Diet Proposal that was met with opposition by certain Altadena Town Council representatives. Trustee President McKenzie introduced Dale LaCasella who presented her personal findings with other County personnel on board with the proposal. Dale encouraged Trustee and District attendance at the next Land Use Committee Meeting to advance support for the existing proposal. Dale will provide meeting information as it becomes available.

- e) UPDATE ON MEETING WITH CWA ARCHITECT REGARDING BUILDING RENOVATION **(INFORMATION)**
Director Kittay met with CWA architects to work on an additional set of renderings that reflect a downsized estimate of \$5mm versus the initial \$10mm to \$18mm that was previously discussed. The Architects will provide a presentation as soon as possible.

12. NEW BUSINESS

- a) REPORT ON ALTADENA BEST FEST – DIANA PHILLIPPI **(INFORMATION/POSSIBLE ACTION)**
Dale provided updates on community support and vendors interested in participating for this year's festival. Trustee President McKenzie requested clarification for AOMR's participation in the modified Altadena Best Fest. Dale confirmed the annual summer festival will be held on October 3rd this year and is anticipated to make a profit. Director Kittay shared the library's support and anticipation of increased exposure and foot traffic for the expanded event.
- b) HALF DAY CLOSURE FOR CLEANING / ORGANIZATION PURPOSES – FRIDAY, MARCH 6, 2015 – 10AM TO NOON (STAFF WILL WORK 8AM TO NOON) **(DISCUSSION/ACTION)**

Director Kittay requested the Board approve a half-day closure to allow for much-needed cleaning of the basement at the Main library.

It was Moved (McMullins) and Seconded (Datz) that the Trustees approve the half-day closure on Friday, March 6th, 2015.

APPROVED

- c) **REQUEST TO CREATE A BUDGET COMMITTEE AND PRESENT MID-YEAR BUDGET AMENDMENT AT FEBRUARY BOARD MEETING (DISCUSSION/ACTION)**
Director Kittay requested approval to form a budget committee and trustee volunteers to participate in a budget committee. Trustee President McKenzie and Trustee McMullins volunteered to participate in a budget committee.
- d) **ALTADENA CHAMBER OF COMMERCE 91ST ANNUAL AWARD INSTALLATION DINNER - PURCHASE OF TABLE (DISCUSSION/POSSIBLE ACTION)**
Director Kittay reported on the library's request to participate in the annual dinner. Director Kittay informed trustees that there is no current line item budgeted for the expense of subsidizing an entire table.

It was Moved (McMullins) and Seconded (Datz) that the cost of the District Director's ticket for the annual Chamber of Commerce Dinner be paid for by the library's development fund and trustees would be responsible for their own tickets.

APPROVED

13. **CORRESPONDENCE**

NONE

14. **REPORTS OF TRUSTEES**

Trustee Secretary Datz inquired about clarification for accessing the library's e-books via Overdrive. Senior Librarian Lauren McCoy clarified his concerns.

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.

It was Moved (McMullins) and Seconded (Datz) to adjourn the meeting.

APPROVED

The meeting was adjourned at 6:26 p.m.

Statistics for FY 2014/15

SUMMARY

	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	TOTAL
Specific Service Indicators													
1. Circulation - Main													
FY13/14	20576	17217	16907	18100	16969	18016	18498	18159	18739	18061	18519	18938	218699
FY14/15	21594	18413	18792	20162	16458	17848	17782						131049
% Change	5%	7%	11%	11%	-3%	-1%	-4%						
2. Days Open - Main													
FY13/14	27	27	24	27	23	24	25	23	26	26	26	25	303
FY14/15	27	25	25	27	22	25	25						176
% Change	0%	-7%	4%	0%	-4%	4%	0%						
3. Registrations - Main													
FY13/14	201	189	209	181	144	106	219	158	164	183	163	204	2,121
FY14/15	214	192	216	188	188	114	169						1,281
% Change	6%	2%	3%	4%	31%	8%	-23%						
4. Overdues - Main													
FY13/14	601	456	620	670	668	344	928	466	533	625	645	542	7,098
FY14/15	501	389	502	563	530	634	312						3,431
% Change	-17%	-15%	-19%	-16%	-21%	84%	-66%						
5. Reserves - Main													
FY13/14	140	120	105	134	131	97	117	85	137	114	79	121	1,380
FY14/15	107	85	111	115	121	110	136						785
% Change	-24%	-29%	6%	-14%	-8%	13%	16%						
6. Inter Library Loan													
FY13/14	47	65	70	52	63	50	91	81	109	82	93	68	871
FY14/15	93	78	67	83	67	59	98						545
% Change	98%	20%	-4%	60%	6%	18%	8%						
7. Visitors - Main Library (patron count)													
FY13/14	33,280	28,549	23,947	29,657	26,411	24,921	29,572	22,263	27,019	27,861	30,526	27,565	331,571
FY14/15	30,484	27,710	27,969	28,623	26,411	19,412	25,288						185,897
% Change	-8%	-3%	17%	-3%	0%	-22%	-14%						
8. Community Room Events (Non-Library)													
FY13/14	5	7	6	8	8	3	7	4	9	4	3	3	67
FY14/15	0	4	9	8	8	6	12						47
% Change	-100%	-43%	50%	0%	0%	100%	71%						-30%

Statistics for FY 2014/15													
	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL</u>
8.1 Community Room Attendance (Non-Library)													
FY13/14	50	129	84	198	158	45	118	88	139	40	75	64	1,188
FY14/15	0	27	101	111	84	120	130						573
% Change	-100%	-79%	20%	-44%	-47%	167%	10%						
8.2 Community Room Events (Library Programs)													
FY13/14	18	1	13	16	15	10	15	15	16	22	12	11	164
FY14/15	1	12	15	24	13	17	21						103
% Change	-94%	1100%	15%	50%	-13%	70%	40%						
8.3 Community Room Attendance (Library Programs)													
FY13/14	952	36	442	478	591	419	446	483	146	515	387	604	5,499
FY14/15	57	432	173	821	411	596	713						3,203
% Change	-94%	1100%	-61%	72%	-30%	42%	60%						
9. Adult Reference Questions													
FY13/14	3,217	3,115	2,970	3,065	2,625	3,060	3,050	2,400	2,560	2,705	2,100	2,917	33,784
FY14/15	3,198	3,590	3,641	2,631	2,110	2,320	461						17,951
% Change	-1%	15%	23%	-14%	-20%	-24%	-85%						
9.1. Adult Public Computer Usage													
FY13/14	3,378	3,295	3,081	3,006	2,457	2,638	2,900	2,463	3,198	2,893	2,809	2,717	34,835
FY14/15	2,642	2,527	2,855	2,847	2,082	2,334	2,244						17,531
% Change	-22%	-23%	-7%	-5%	-15%	-12%	-23%						
9.1(a) Main PC Usage Wireless - New Service Started April 2013													
FY13/14	2,038	2,150	2,096	2,077	1,836	1,973	2,286	1,840	2,285	2,370	2,477	2,469	25,897
FY14/15	2,404	2,316	2,745	2,726	2,111	2,300	2,255						16,857
%Change	18%	8%	31%	31%	15%	17%	-1%						
9.2 Adult/YA Total Items Owned													
FY13/14	127,638	128,225	129,546	130,819	131,357	132,084	132,702	132,725	134,219	135,054	135,305	135,697	135,697
FY14/15	136,286	136,873	137,848	133,178	137,705	137,578	137,251						956,719
% Change	7%	7%	6%	2%	5%	4%	3%						
9.3 Adult/YA Total Items Added													
FY13/14	508	737	1071	819	527	681	865	618	775	700	826	568	8,695
FY14/15	678	616	710	731	473	641	735						4,584
% Change	33%	-16%	-34%	-11%	-10%	-6%	-15%						

Statistics for FY 2014/15

	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL</u>
9.4 Adult/YA Total Items Withdrawn													
FY13/14	172	196	242	105	102	153	384	524	115	64	148	145	2,350
FY14/15	122	149	75	418	217	579	772						2,332
% Change	-29%	-24%	-69%	298%	113%	278%	101%						
9.5 Electronic Database Usage													
FY13/14	690	514	749	1,681	645	626	449	470	342	585	588	435	7,774
FY14/15	495	656	605	598	595	3156	3698						9,803
% Change	-28%	28%	-19%	-64%	-8%	404%	724%						
9.6 BrainFuse -Tutor Service													
FY13/14	51	735	225	129	54	68	87	130	129	56	223	242	2,129
FY14/15	167	243	117	132	13	106	70						848
% Change	227%	-67%	-48%	2%	-76%	56%	-20%						
9.7 Adult Volunteers													
FY13/14	3	3	1	1	1	1	2	2	2	2	1	2	21
FY14/15	1	2	2	1	1	2	2						11
% Change	-67%	-33%	100%	0%	0%	100%	0%						
9.8 Adult Volunteer Hours													
FY13/14	48	45	5.5	4.5	3	6.0	12.5	7.0	10.75	7.5	4.5	10.0	164
FY14/15	6	12.5	7.25	8	2	10	14						60
% Change	-88%	-72%	32%	78%	-33%	67%	12%						
9.9 Adult Programs													
FY13/14	1	1	4	3	3	1	2	4	4	2	3	3	31
FY14/15	3	2	3	4	3	2	2						19
% Change	200%	100%	-25%	33%	0%	100%	0%						
9.10 Adult Programs - Attendance													
FY13/14	3	5	177	116	219	40	38	160	183	98	47	171	1,257
FY14/15	33	41	101	173	66	175	34						623
% Change	1000%	720%	-43%	49%	-70%	338%	-11%						
9.11 Young Adult Public Computer Usage													
FY13/14	394	229	249	263	280	363	356	210	416	321	230	266	3,577
FY14/15	159	304	253	219	181	202	164						1,482
% Change	-60%	33%	2%	-17%	-35%	-44%	-54%						

Statistics for FY 2014/15

	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL</u>
9.12 Young Adult Programs													
FY13/14	2	0	0	1	3	2	4	3	4	7	3	2	31
FY14/15	4	2	5	5	4	4	5						29
% Change	100%	n/a	n/a	400%	33%	100%	25%						-6%
9.13 Young Adult Program Attendance													
FY13/14	56	0	0	9	73	23	60	39	50	74	26	142	552
FY14/15	117	53	57	55	60	55	122						519
% Change	109%	n/a	n/a	511%	-18%	139%	103%						-6%
9.14 Young Adult Volunteers													
FY13/14	6	0	0	2	5	3	6	5	7	6	4	8	52
FY14/15	10	10	7	6	12	7	12						64
% Change	67%	n/a	n/a	200%	140%	133%	100%						23%
9.15 Young Adult Volunteer Hours													
FY13/14	31	0	0	4	6	5	10	15	11	14	9.25	43.25	149
FY14/15	81	59.75	12.75	30.25	45.25	22.55	67.25						319
% Change	161%	n/a	n/a	656%	654%	351%	573%						115%
10. Children's Services Reference Questions													
FY13/14	1,322	995	855	1,291	1,175	916	944	954	949	755	699	915	11,770
FY14/15	1133	629	810	983	648	616	736						5,555
% Change	-14%	-37%	-5%	-24%	-45%	-33%	-22%						
10.1 Children's Services Class Visits													
FY13/14	4	2	4	3	3	4	5	6	6	4	7	3	51
FY14/15	2	1	6	6	7	3	12						37
% Change	-50%	-50%	50%	100%	133%	-25%	140%						
10.2 Children's Services Classroom Visits Attendance													
FY13/14	39	22	69	69	61	75	198	103	117	89	133	405	1,380
FY14/15	37	24	102	146	126	74	243						752
% Change	-5%	9%	48%	112%	107%	-1%	23%						
10.3 Children's Services Programs Offered													
FY13/14	20	1	13	21	16	9	12	9	19	15	11	9	155
FY14/15	19	12	12	20	14	11	14						102
% Change	-5%	1100%	-8%	-5%	-13%	22%	17%						

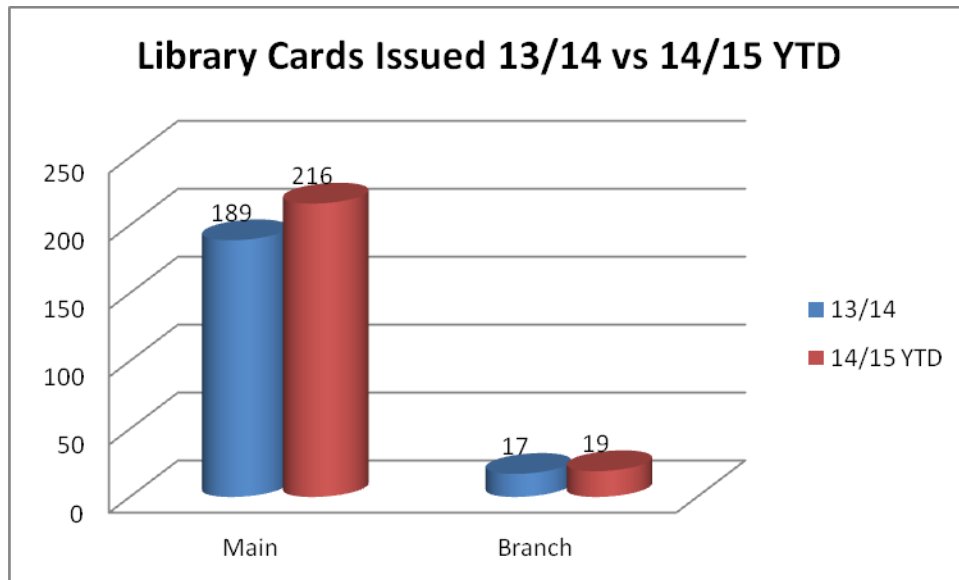
	Statistics for FY 2014/15												
	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL</u>
10.4 Children's Services Program Attendance													
FY13/14	1,110	26	328	586	586	386	413	343	556	496	405	389	5,624
FY14/15	1148	447	336	746	611	366	532						4,186
% Change	3%	1619%	2%	27%	4%	-5%	29%						
10.5 Children's Services Public Computer Usage													
FY13/14	1,119	906	864	792	692	600	724	634	643	601	670	724	8,969
FY14/15	710	647	736	889	555	674	556						4,767
% Change	-37%	-29%	-15%	12%	-20%	12%	-23%						
10.6 Children's Total Items Owned													
FY13/14	31,484	31,588	31,575	31,671	31,790	31,832	32,002	32,014	31,999	32,146	32,283	32,486	31,284
FY14/15	32,478	32,446	32,700	32,853	32,913	32,938	32,825						229,153
% Change	3%	3%	4%	4%	4%	3%	3%						
10.7 Children's Total Items Added													
FY13/14	228	196	20	89	215	26	151	51	177	323	150	264	1,890
FY14/15	34	195	393	266	190	54	309						1,441
% Change	-85%	-1%	1865%	199%	-12%	108%	105%						
10.8 Children's Total Items Withdrawn													
FY13/14	47	12	97	11	104	81	81	74	170	262	3	103	1,045
FY14/15	17	232	224	152	54	30	576						1,285
% Change	-64%	1833%	131%	1282%	-48%	-63%	611%						
10.9 Children's Services Volunteers													
FY13/14	10	7	3	6	6	6	5	7	7	5	4	6	72
FY14/15	7	5	2	4	4	5	5						32
% Change	-30%	-29%	-33%	-33%	-33%	-17%	0%						
10.10 Children's Services Volunteer Hours													
FY13/14	79	66.75	25.75	35.75	30	32.5	29	49	41.5	26.25	16.25	20.5	452
FY14/15	42.25	24	10.5	19.5	15.25	9.5	16						137
% Change	-46%	-64%	-59%	-45%	-49%	-71%	-45%						
11. Branch Services Circulation													
FY13/14	1,608	1,296	1,071	1,325	1,050	1,262	1,438	1,206	1,242	1,094	1,074	1,121	14,787
FY14/15	1,522	1,030	1,042	1,321	894	1,034	956						7,799
% Change	-5%	-21%	-3%	0%	-15%	-18%	-34%						

	Statistics for FY 2014/15												
	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL</u>
11.1 Branch Services Days Open													
FY13/14	22	22	20	23	17	19	21	19	21	22	21	21	248
FY14/15	22	21	20	23	17	21	20						144
% Change	0%	-5%	0%	0%	0%	11%	-5%						
11.2 Branch Services Registrations													
FY13/14	29	17	34	21	32	15	19	21	16	23	16	35	278
FY14/15	25	21	19	27	13	13	26						144
% Change	-14%	24%	-44%	29%	-59%	-13%	37%						
11.3 Branch Services Overdues													
FY13/14	37	20	43	36	41	13	35	19	66	37	10	16	373
FY14/15	27	27	25	35	41	33	40						228
% Change	-27%	35%	-42%	-3%	0%	154%	14%						
11.4 Branch Services InterLibrary Loans													
FY13/14	7	8	9	7	6	8	6	8	4	5	4	2	74
FY14/15	8	10	5	12	5	6	5						51
% Change	14%	25%	-44%	71%	-17%	-25%	-17%						
11.5 Branch Services Visitors													
FY13/14	4,327	3,712	3,964	4,653	3,620	3,515	3,638	3,218	4,110	4,286	3,782	2,598	45,423
FY14/15	4,124	3,659	3,815	4,665	3,103	3,161	3,533						26,060
% Change	-5%	-1%	-4%	0%	-14%	-10%	-3%						
11.6 Branch Services Reference Questions													
FY13/14	309	277	298	271	206	230	245	218	306	284	271	257	3,172
FY14/15	252	331	255	372	242	273	43						1,768
% Change	-18%	19%	-14%	37%	17%	19%	-82%						
11.7 Branch Services Class Visits													
FY13/14	5	1	0	2	2	1	2	1	1	1	1	0	17
FY14/15	0	0	1	4	1	1	1						8
% Change	-100%	-100%	n/a	100%	-50%	0%	-50%						
11.8 Branch Services Class Visits - Attendance													
FY13/14	173	28	0	59	59	30	46	30	20	25	40	0	510
FY14/15	0	0	28	48	26	26	26						154
% Change	-100%	-100%	n/a	-19%	-56%	-13%	-43%						

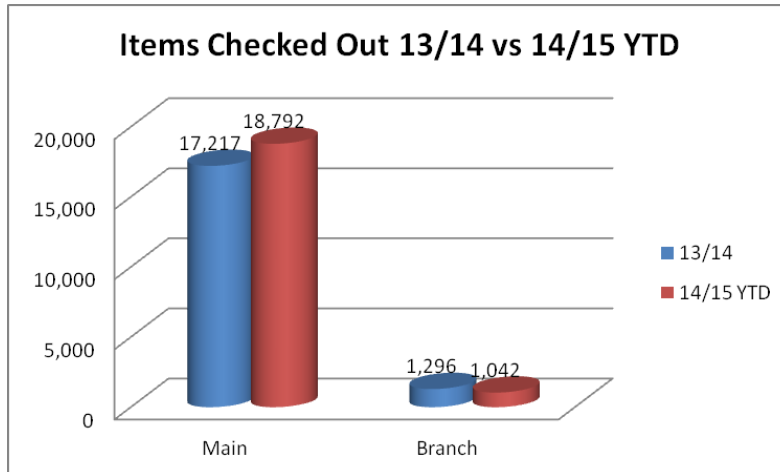
	Statistics for FY 2014/15												
	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL</u>
11.9 Branch Services Public Computer Usage													
FY13/14	886	1044	1077	1268	808	817	914	821	834	1020	1069	684	11,242
FY14/15	867	857	832	901	611	610	621						5,299
% Change	-2%	-18%	-23%	-29%	-24%	-25%	-32%						
11.9(a) Branch PC Usage Wireless New Service Started April 2013													
FY13/14	1,163	1,258	1,057	1,199	1,081	1,079	1,179	991	1,150	1,307	1,198	835	13,497
FY14/15	1,092	1,041	1,017	1,271	1,215	1,284	1,393						8,313
% Change	-6%	-17%	-4%	6%	12%	19%	18%						
11.10 Branch Services Programs Offered													
FY13/14	5	1	3	5	4	2	4	1	1	1	1	2	30
FY14/15	6	1	2	2	5	3	2						21
% Change	20%	0%	-33%	-60%	25%	50%	-50%						
11.11 Branch Services Program Attendance													
FY13/14	185	13	55	90	40	50	34	7	4	21	10	50	559
FY14/15	345	8	28	43	143	58	35						660
% Change	86%	-38%	-49%	-52%	258%	16%	3%						
11.12 Branch Services Collection Owned													
FY13/14	16,330	16,238	16,407	16,573	16,692	16,775	16,984	17,004	16,927	17,130	17,229	17,330	16,206
FY14/15	17,321	17,276	17,626	17,893	17,811	17,759	17,759						123,445
% Change	6%	6%	7%	8%	7%	6%	5%						
11.13 Branch Services Items Added													
FY13/14	167	66	94	81	88	30	96	80	32	127	52	85	998
FY14/15	35	79	129	72	87	89	45						536
% Change	-79%	20%	37%	-11%	-1%	197%	-53%						
11.14 Branch Services Items Withdrawn													
FY13/14	174	95	34	103	27	2	39	73	34	3	39	0	623
FY14/15	25	97	0	41	4	85	0						252
% Change	-86%	2%	-100%	-60%	-85%	4150%	-100%						
11.15 Branch Services - Literacy Tutor Sessions Offered													
FY13/14	46	53	43	55	31	46	25	35	78	49	57	59	577
FY14/15		48	79	100	73	66	76						442
% Change	-100%	-9%	84%	82%	135%	43%	204%						

Statistics for FY 2014/15													
	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL</u>
11.16 Branch Services Literacy Tutor Sessions Attendance													
FY13/14	173	170	190	204	131	148	115	122	173	124	116	167	1,833
FY14/15	49	147	223	152	197	174	237						1,179
% Change	-72%	-14%	17%	-25%	50%	18%	106%						
11.17 Branch Services Literacy Tutor Hours offered													
FY13/14	71	53.25	93.75	69	29.5	49	27	49.5	47.25	63	88.9	104.5	746
FY14/15	82	59.5	136.25	152	181.25	120.5	136.25						868
% Change	15%	12%	45%	120%	514%	146%	405%						
11.18 Branch Services Literacy - Volunteer Hours													
FY13/14	89	74	93.75	75.5	64	49	34	60.25	61.5	77.5	122.9	129.5	930
FY14/15	129	111.5	184.25	186.5	112.75	100.5	187.75						1,012
% Change	46%	51%	97%	147%	76%	105%	452%						
12. Passports													
FY13/14	82	92	74	85	81	85	133	149	196	251	186	163	1,577
FY14/15	138	113	106	107	85	78	173						800
% Change	68%	23%	43%	26%	5%	-8%	30%						
12.1 Passport Photos													
FY13/14	80	81	66	70	58	57	94	124	138	167	137	113	1,185
FY14/15	110	100	90	95	69	62	111						637
% Change	38%	23%	36%	36%	19%	9%	18%						
13. Notary Service													
FY13/14	8	9	7	24	2	4	6	6	10	11	4	18	109
FY14/15	6	7	12	4	4	6	7						46
% Change	-25%	-22%	71%	-83%	100%	50%	17%						

Cardholders		C/O Items in past 3 years	C/O Items in past 2 years	C/O Items in past 12 months
Card 3 years or less	23,755	13,087	10,243	7,110
In Dist	21,743			
Out of Dist	2,012			
Population of District	53,692	As per California State Library		
% of Population with Library Card	44%			
% of Population w/ck out in 3 years	24%			
% of Population w/ck out in 2 years	19%			
% of Pop w/ck out in past 12 months	13%			



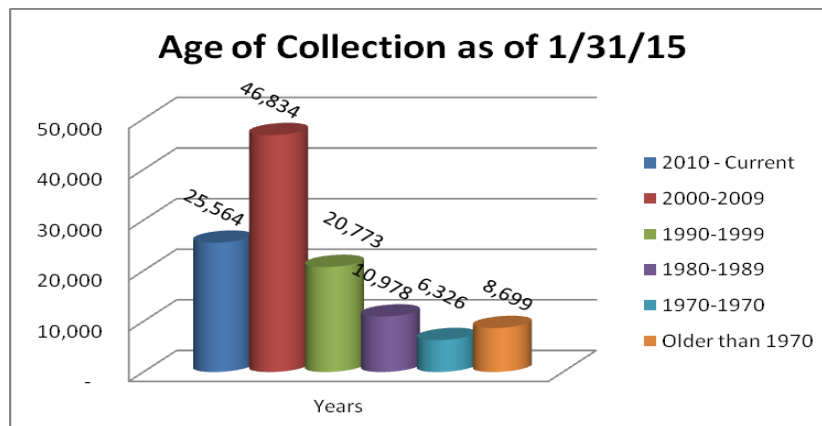
Patrons that have Items (2/5/15 - Snapshot)						
#	Patron type	patrons	patrons w/items	% w/items	# items	avg items per patron
0	Adult		1,384		6,249	
1	Juvenile		344		1,392	
2	Staff		42		381	
3	Volunteer		27		104	
4	Trustee		1		4	
5	Foster Patrons		12		58	
6	Teacher Loan		32		303	
7	Teen		24		77	
199	Training patron		0		0	
	TOTAL	23,755	1,866	7.9%	8,568	4.59
	District Population	53,692			119,174	Items in Collection
	% with Library Cards	44.24%			7.19%	% check out



CIRCULATION (CHECKOUT) STATISTICS

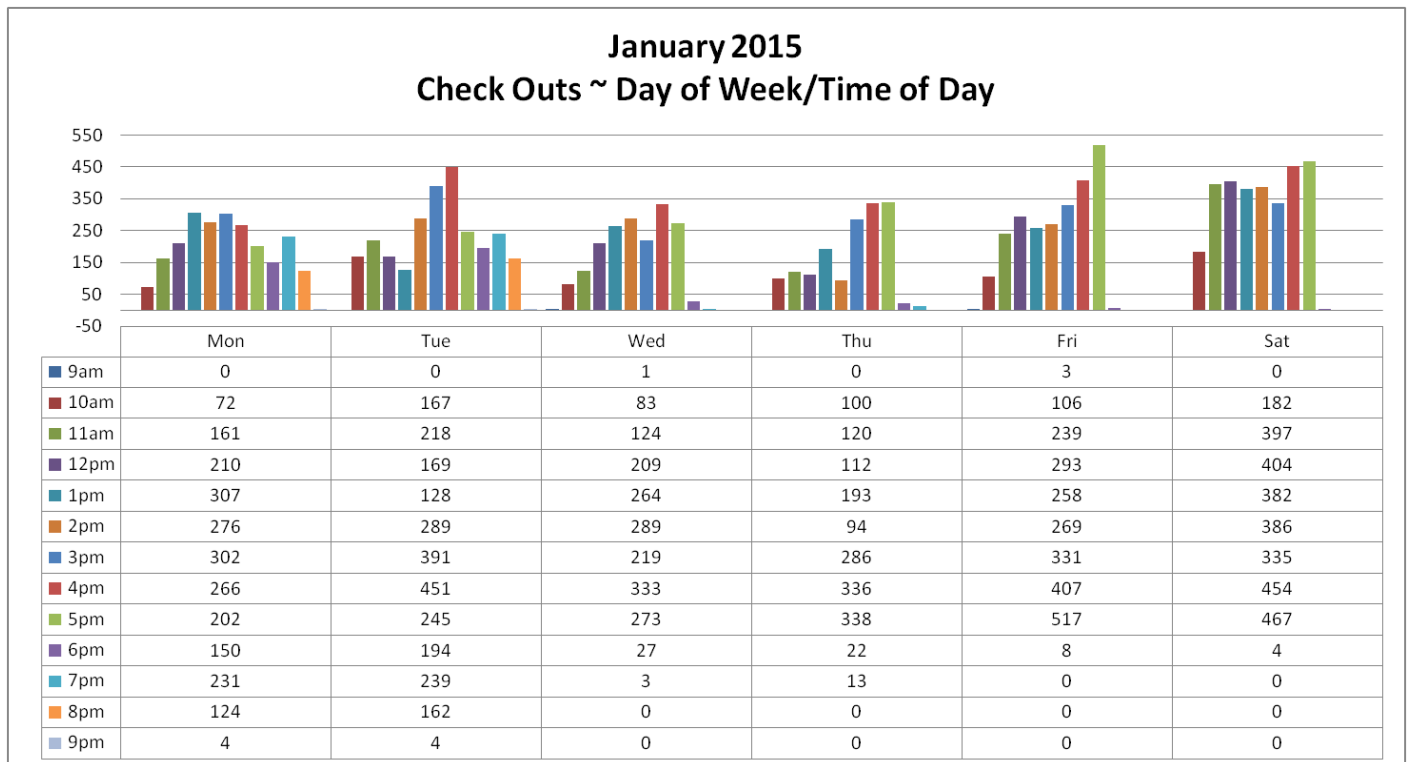
ALL LOCATIONS

Jan 2015		
I TYPE	PERCENT	QTY
Book	66.5%	11,182
DVD	21.1%	3,549
Sound Disc	8.4%	1,410
Serial	1.7%	278
Chromebooks	1.5%	244
Kit	0.5%	81
YA Video Games	0.1%	25
Library Basket	0.1%	23
Cassette	0.1%	21
Mature Video Games	0.0%	8
Playaway	0.0%	5
Videocassette	0.0%	1
TOTAL	100.0%	16,827

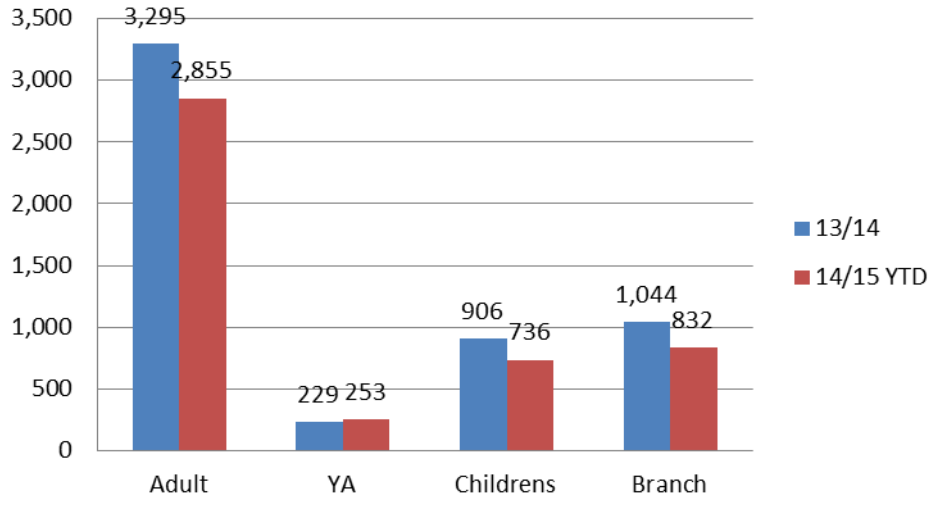


6,133 items in the collection are between 13 months and 24 months old
11,627 items in the collection are between 25 months and 36 months old
21% of the collection is under 3 years old

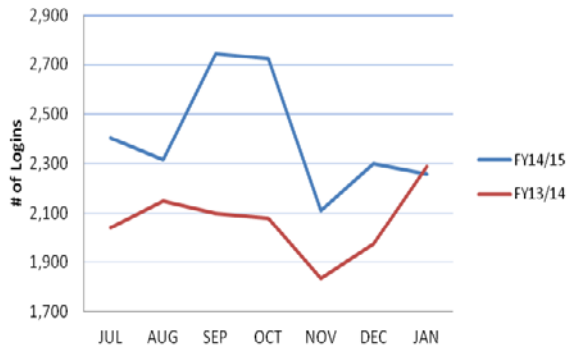
CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
	Jan 15		Change vs		Actual #	
P TYPE	PERCENT	QTY	Dec 14	Jan 14	Dec 14	Jan 14
Adult	79.9%	13450	1.2%	-11.9%	13297	15272
Juvenile	12.5%	2096	11.6%	3.0%	1878	2034
Staff	2.8%	471	10.3%	-12.3%	427	537
Volunteer	1.0%	167	57.5%	32.5%	106	126
Trustee	0.0%	0	-100.0%	-100.0%	7	3
Foster Patrons	0.1%	25	257.1%	-63.8%	7	69
Teacher Loan	2.3%	381	152.3%	62.1%	151	235
Teen	1.4%	237	2.2%	6.8%	232	222
Total	100.0%	16827	4.5%	-9.0%	16105	18498



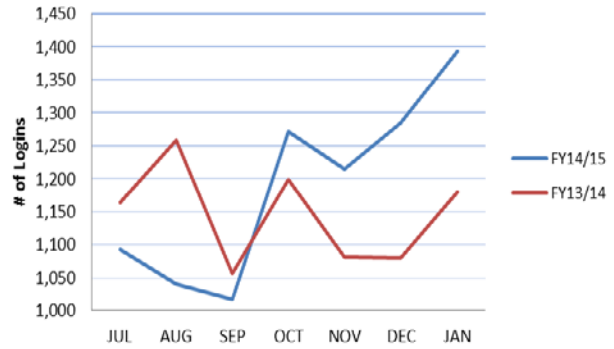
Computer Usage 13/14 vs 14/15 YTD



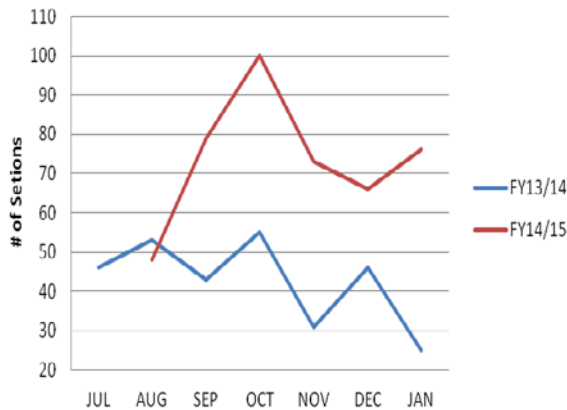
Wireless Usage 2014/2015 (Main)



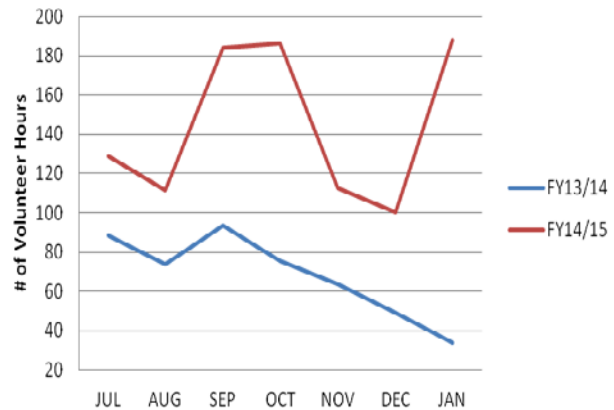
Wireless Usage 2014/2015 (Branch)



Literacy Tutor Sessions 13/14 vs 14/15 YTD



Literacy Volunteer Hours 13/14 vs 14/15 YTD





Monthly Report –Jan 2015

Department: Adult Services

Weeding is progressing in various areas of the adult collection in order to make room for new items and to open up areas of the library for other activities. We removed items that are in formats that are rarely checked out and can no longer be replaced (such as cassette tapes), and are continuing to remove items that are no longer relevant or are duplicates. This is a time consuming process and the Adult Services staff is working carefully to assure that our collection is relevant and contains current information. Sue Colasurdo created an account for the library with Better World Books. They accept our discarded books and donations that the Friends of the Library don't want, sell and donate them to those in need and share 9% of their profits with us. They also pay for the shipping and supply the boxes.

Suzanne and Pam organized and launched our first Adult Winter Reading program titled "Read Between the Punch Lines." Thirty four library patrons have signed up so far. We are offering wonderful prizes that include free tickets to the Laemmle theater, The Ice House and the Improv.

Our "Groovy Smoothies" program on January 17, was fun and tasty. Twenty five people enjoyed Helen Milner and Mindy Kittay's delicious smoothie concoctions. Helen brought a homemade cranberry coffee cake to share with the audience and everyone left with their own recipe book.

We had record attendance for our No Guilt Book Club on January 13 with nine people in attendance. Helen led the discussion of the Goldfinch by Donna Tartt and Holidays on Ice by David Sedaris.

We now have 1,640 ebooks/audiobooks in our collection and 331 ebooks/audiobook titles were downloaded by our patrons.

Sue's beginning adult computer classes started on January 28. The six week class includes basic internet searching, email, and Microsoft word. Her several attractive book displays included books and handouts for National Creativity month and humorous books for the Adult Winter Reading Program.

It was quite a labor intensive project, but, the Adult Service office and all its inhabitants are now officially located in the staff area behind the circulation desk. We continue to work on organizing the space.



Look what Helen came upon when she was weeding the 00's!!

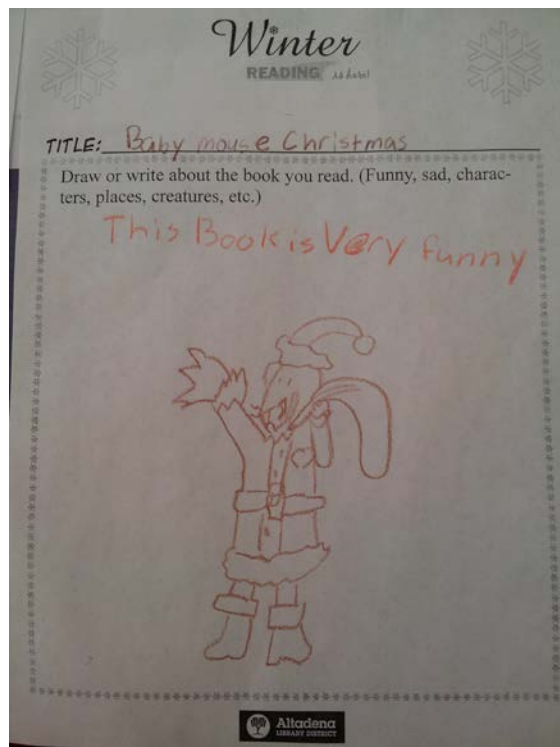
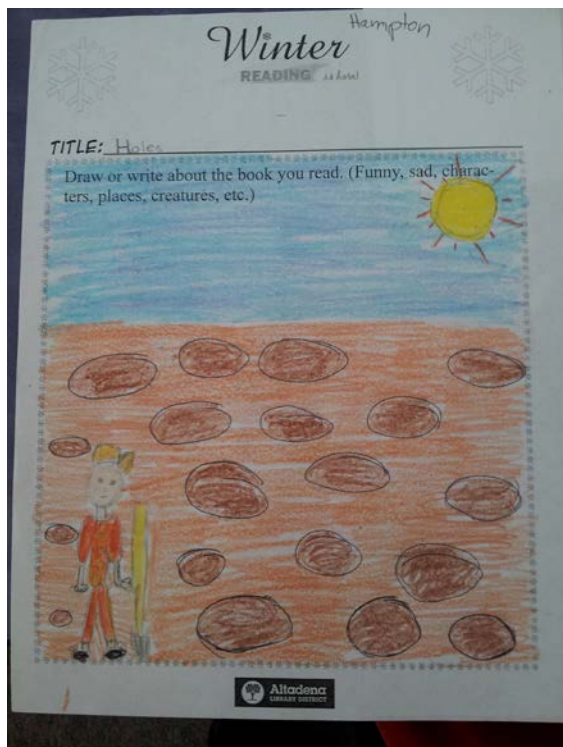
Monthly Report –Jan 2015

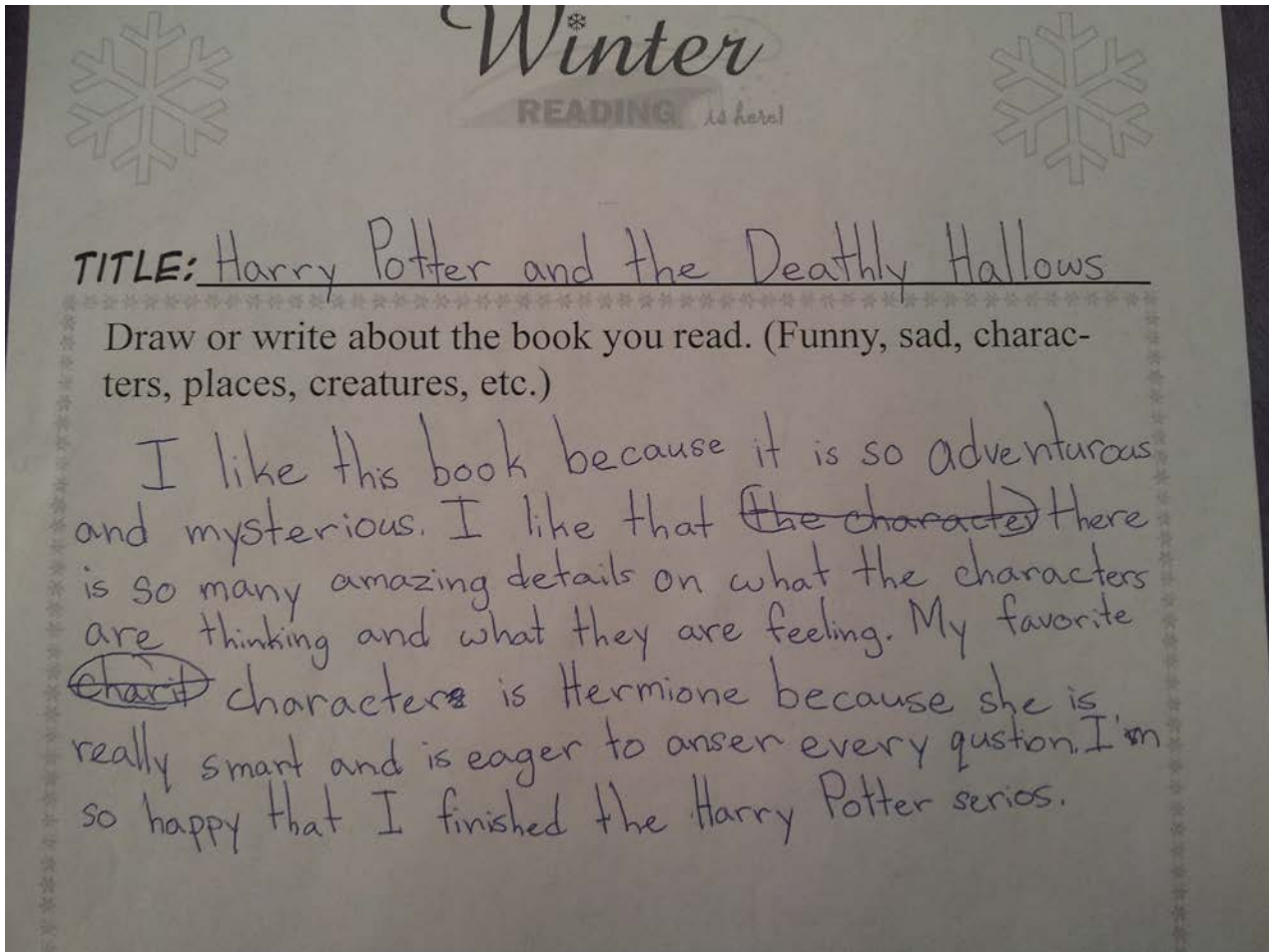
Department: Youth Services

The year started off at full speed! All storytimes and LEGO Club resumed after a brief break for the holidays. To kick off LEGO Club we invited special guest Richard Woloski to come out for a special LEGO Club party.



The annual Winter Reading Program wrapped up this month. In the end 45 kids signed up and turned in over 90 book reports to receive prizes and a free book. It is always a lot of fun to see what the kids turn in!





We also had a **Frozen Sing-a-long Party** to the delight of patrons and staff! It was a huge success and a lot of fun! In addition to singing along to the film, we shared cupcakes and gave out little Frozen trinkets to participants.



We are seeing an increase in class visits this year! In addition to our regular visits from The Fair Oaks Academy, classes from Pasadena Waldorf School are making regular visits to the library. We also resumed our regular monthly visits to The Firehouse School.

I attended a Safety and Security workshop in Ontario and will be making a presentation at a future staff meeting.

Finally, youth librarians from all over southern California attended the annual Performer's Showcase in Yorba Linda where we have an opportunity to get a peek at new library performers, or have a look at the tried and true veterans. This is the time and place where we book our summer reading performers. Summer Reading planning never really ends and we have some great acts lined up!

Cassandra Stearns—Senior Librarian, Youth Services

January 2015 Monthly Report –YA

January was a blast—what a great way to start off the new year with great programs, wonderful volunteers, and renewed excitement about libraries! Even though it is winter (tell that to the weather!), the energy of this department made it feel like summer. It was busy, busy, busy, and never boring!



At the SCLC Young Adult Interest group meeting and the Performer’s Showcase at Yorba Linda, I was able to network and got many great new programming ideas and ended up booking an artist that makes robots from recycled materials for a July DIY Club program.

Programs

January programs drew a whopping 130 teens and tweens! We kicked off with Teen Anime Club, where our 14 teens watched & discussed the award winning Miyazaki film *Spirited Away*. On January 16th, Local teens also enjoyed a special screening of *The Fault in Our Stars* –22 teens attended. Most had already seen the film, but they were extremely excited about seeing it with their friends. January 23rd was all about Fun & Games-- 19 teens enjoyed tabletop and video gaming with friends. This group greatly enjoys complex co-op games with hard to beat with our house rules.



Teens were also engaged in reading outside the library—we had 18 teen participants in the Winter Reading Program this year. Together they completed over a four dozen book reviews that can be viewed on the “This Book is so. . .” display.



The stand-out event this month was the Dr. Who Party. 51 teens and tweens (many in costume!) participated. This special Teen DIY Club event featured 3 cosplayers, arts and crafts, musical chairs trivia, a Dalek-building relay and more. This was an extremely well received event. No one wanted to leave! The success of the event would not have been possible without volunteers.



Volunteers—Teen Advisory Council is thriving!

Our Teen Advisory Council (TAC) is critical to the success of teen services. Thalia Contreras contributed her artistic flair to preparing samples for preschool storytime crafts, and Mikayla Arevalo made several beautiful craft samples and decorated for the Dr, Who Party. Edward Kingston, Sandro Mayorga, Emmet and Maud O'Connor, and Ethan Qua were all tremendously helpful at teen events, taking photos, and helping with set-up and clean up. Claire Walker and Gabriel Garcia helped create new displays, such as the “New Year, New Reads” and International Creativity Month display. All told, Teen Advisory Council volunteers contributed a whopping 67 hours of their time to Youth Services. We were happy to welcome 3 new TAC

members, Kate Davey, Kylan Dennis, and Tommy Liautaud. All three contributed their ideas and time to the successful Dr. Who Party.

Volunteers in action:



--Carrie Wilson, Teen Librarian

BOB LUCAS BRANCH REPORT – JANUARY 2015

We had a well attended Peace beads children's craft event 1/20/15 in celebration of Martin Luther King Jr. Twenty-five children and their parents were in attendance. The children even got to take beads home to continue the fun. We also had a Martin Luther King Jr. book display. The books on display ended up being checked out by students doing a report on Martin Luther King Jr.

On 1/16/15 we had Roberta Lauderdale's plaque ceremony. Roberta's daughters attended and were touched by the event. We presented the daughters with the scrapbook of photos of Roberta. Many friends and colleagues shared their memories of Roberta. It was nice hearing about Roberta's accomplishments.



Carlene went to Jackson Elementary School and read books to a first grade class on 1/27/15. Carlene also brought over about 30 books for the children to read in class. The teacher told Carlene what books the kids liked that she brought over last time. They liked the book, "Dragons Love Tacos" by Adam Rubin. The teacher told Carlene they like the books she picks out for them. Carlene invited the kids to visit Bob Lucas Branch Library and brought library applications for the kids to take home and have their parents fill out and bring back to the library.

Carlene attended the online webinar by Info People "Collections – Making Smart Choices within a Limited Materials Budget."

Carlene, Suzy, and Modesta worked with Rosanna from CHIRLA (Coalition for Humane Immigrant Rights of Los Angeles) to bring informational workshops about AB60 (driver licenses for illegal immigrants) to the Branch.

Suzy held a Tutor Support Workshop on 1/31/15 with 10 tutors and 7 prospective tutors in attendance. There are 19 active tutors; 15 students attending English class.

Carlene worked with Mindy and Tina to get the Literacy Coordinator position announcement posted. We are excited about finding a new Literacy Coordinator.

There were 7 computer classes offered with a total of 3 students learning basic computer skills.

LITERACY REPORT – JANUARY 2015

“Librarians are the best!” and other notes on customer service

The Altadena Library is listed on the internet as a location offering GED classes: we don't, necessitating many referrals. A recent caller, frustrated that “no one answers the phone” at PCC, was delighted after Literacy staff was able to point her to detailed GED class information on PCC's website. “Librarians are the best!” she said.

In September of 2013 the Branch presented a talk by author, psychologist and Spanish-language radio host Grover Bravo. Since that time Modesta has fielded calls from people hoping to reach Mr. Bravo. Recently she answered a desperate call from a Long Beach resident seeking counseling for his daughter. Rather than dismiss the caller, Modesta guided him through an internet search for counseling resources in his area. “Gracias, gracias,” he said, indicating in effect that learning how to use technology to find information he needed was the psychologist he was looking for.

“Thank you for your patience.” – an appreciative learner in Erma's computer class.

Literacy Outreach

AB86 : Collaborating to Better Serve the Educational Needs of Adults

AB 86 grants funds to regional consortium to better provide adults with Adult Basic Education, ESL, citizenship preparation, basic workforce skills, and education for those with disabilities. PUSD and PCC represent our local consortium, but “other adult education providers are eligible” to join. Literacy staff met with Dr Ofelia Arellano, Dean of Academic Affairs for PCC's non-credit division, to get visibility into how AB86 could help our learners and to promote the Library's Literacy Services as a consortium partner. The proposed PCC & PUSD courses & services are impressive and, with the complementary services offered by the Library, have the potential to provide extensive educational opportunities for our adult learners.

Elementary Schools

Many non-readers are parents of young children, so it is often through school personnel that these parents get their information. As such the Literacy Department has started reaching out to schools. In January literacy staff met with Patty Lacey at Jackson Elementary. Patty showed off the whimsical book shelves that Roberta had given the school as part of a literacy campaign some years ago and was excited by the possibility of strengthening the link between the library and the school to better serve parent and student needs.

Tutor Support Meeting

Ten tutors and seven prospective tutors attended a Tutor Support Meeting on Saturday, January 31, 11-1pm. “I just love it,” said one tutor about her experience working with an adult learner. Tutors also shared some frustrations, “she missed 6 of the 10 words she tried to spell,” successes, “he can now tell time using an analog clock,” and resources of where learners could receive low cost eye exams. Tutors learned about new resources in the Literacy Center and practiced a tutoring technique.



Tutor Support Meeting: Tutors practicing phonemic awareness exercises to use with their learners.





ALTADENA LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

DIRECTORS UPDATE

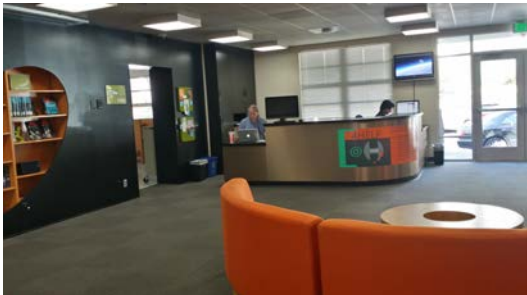
DEPARTMENT: District Director

MEETING DATE: February 23, 2015

PREPARED BY: Mindy Kittay

LOCATION: Community Room

I had the pleasure of visiting JPL and receiving a personalized tour of their library. Carrie Wilson, our Teen Librarian joined me. This was absolutely fascinating and their library, which is called “The Hub”, is exceptional! There are vending machines, collaborative work spaces, comfortable seating areas and new technologies!



HIGHLIGHTS

- **CREATION OF THE BUSINESS OFFICE (PASSPORTS) AND CONSOLIDATION OF ADULT SERVICES/CIRCULATION/PAGE STAFF AREA:** The physical move is completed and signage is done. We are now working on updating our brochures. In the meantime our revenue from passport services continues to increase and we are constantly busy. Both staff and our customers like the new office area and privacy that it affords.

- **COMMENT CARDS:** We have created comment cards for our customers (both available on-line and in print). The cards give our community the opportunity to:
 - Comment on the library
 - Update their information and how they want to receive notification; and
 - Request items for purchase
- **SHELF-READY MATERIALS & AUTOMATICALLY YOURS:** We are now in the testing phases for both of these programs and expect them to be up and running within the next 30 – 60 days with the result being a much quicker turnaround time from order to shelf and a more consistent collection of best sellers available both in print and DVD for our patrons.
- **INTERNET ACCESS:** We are in the process of reviewing and preparing to join the Califa consortium which will provide us with 1g of Internet at each location. The State Library is helping to fund the hard costs of this change and we are in the process of completing a grant for \$30,000 (with no match) to cover most of those items. Additional items will be paid for by e-rate at an 80% of cost refund.



- **DELIGHTING OUR USERS:** We are continuing to institute some Inspiration Stations. The Tranquility Board has been a big hit and we are getting ready to put out a very large puzzle. In February we had a station set up with supplies to make your own cards and bookmarks for Valentines Day.

- **COMMUNICATIONS:** All staff members now have an Altadena Library District email address.

FACILITIES

- **GRAINGER & GE LIGHTING:** We are moving forward with this project. Grainger pricing for LED bulbs was about 25% less than what we have received from other vendors (without GSA contracts). I am awaiting bids from Commercial Electrical Contractors who have had experience with LED retrofit projects.
- **MAIN SEWER BRACKET COLLAPSE:** We have had repeated problems with our sewer backing up and running into the parking lot. After viewing the pipe through a camera it was determined that the clay pipe was broken (near the entrance on the parking lot side) and would need to be replaced with cast iron pipe. This project has been completed.
- **WATER MACHINES:** We signed a purchase order to provide filtered hot and cold drinking water for staff in the following locations: 1 – Branch Staff Room, 1 – Main Staff Room, 1 – Community Room Kitchen Area, 1- Staff Area Behind Circulation. They will be installed this coming week.



EVENTS

- **Second Saturday** – Starting in April we will be having live music, food and drink along with the artist's reception for the art show in the Community Room, on the second Saturday of every month from 6pm to 8pm. We will keep the library open during those hours. I am talking to different vendors about providing food trucks in the parking lot and wine, beer and soft drinks in the library (for sale). Of course the music and artist's reception are no charge. Our first event, on April 11th will feature a local group singing exclusively Beatle Songs. Everyone is encouraged to sing along and song books will be provided!
- **Coffee and Conversation** - The first Coffee and Conversation was a little slow with only four people participating. The next one is this Saturday the 21st of February from 11am to 1pm.
- Thanks to all who came out on Saturday, Feb. 7, 2015 for our **Black History Month celebration featuring performances by the award-winning John Muir High School Alumni Drum Corps, and the JMHS Dance and Step teams!** A fun and educational time was had by over 60 people in attendance.



"Life changes for the better when we realize that we don't have to know everything and we don't have to pretend we do."

Simon Sinek

Mr. Sinek wrote, Start with Why and Leaders Eat Last and we have both in the library. Two of the best Leadership books you can get your hands on. Stop by and check one or both out today.



Above and Beyond Nomination Form

The Above and Beyond program provides quarterly recognition of an Altadena Library District Employee for:

- a positive attitude toward work responsibilities, co-workers, and customers, and serves as a role model for others;
- commitment to quality in carrying out job responsibilities above and beyond the call of duty, and is an asset to Altadena Library District;
- a willingness to provide leadership, take initiative, and accept and carry out additional responsibilities beyond regular job assignments for the good of the library as a whole;
- demonstrates recent extraordinary act(s) for which the member is nominated.

Candidates for the award must meet the following criteria:

- Must have been employed for at least six (6) months at ALD.
- Can be employed at any of ALD's physical locations.
- Has not been selected as Employee of the Quarter within the past twelve (12) months.
- Has a positive attitude toward work responsibilities, co-workers, and customers, and serves as a role model for others.
- Is willing to take initiative, and accepts and carries out additional responsibilities beyond regular job assignments.

Nomination Dates:

Give application to the Library Director:

- Between 1/1/15 and 3/31/15 – announced at Board Meeting on April 27th.
- Between 4/1/15 and 6/30/15 – announced at Board Meeting on July 27th.
- Between 7/1/15 and 9/30/15 – announced at Board Meeting on October 26th.
- Between 10/1/15 and 12/31/15 – announced at Board Meeting on January 25th.

Nominations will be reviewed by the Library Director and a member of the Library Board.

NOMINATION

In recognition of exemplary job performance and outstanding contributions to Altadena Library District, I would like to nominate the following employee for the "Above and Beyond" Quarterly Recognition Award:

Name of Nominee _____
Department _____

Briefly describe how this nominee represents the spirit of the "Above and Beyond" award. Please give specific examples using the following criteria:

Describe the Employee's accomplishments/contributions that were above and beyond the normal duties expected of the position. Include as much specific information as possible:

Explain how the employee provided outstanding customer service (i.e. served as a role model and/or enhanced the reputation of the Library, contributed to a positive work environment by providing outstanding internal customer service.

Describe the employee's recent achievement(s) that positively impacted the Library (i.e. exhibited innovation which had an impact on priorities, contributed to established goals, promoted cost-conscious or cost-cutting measures, participated in educational and learning opportunities to enhance their skills and shared information with others.)

Additional information

Nominated by _____ Date _____

What does an Employee of the Quarter receive?

- 1) Certificate and letter of recognition from the Library Director
- 2) Introduction and presentation of certificate by the Library Director to the Library Board
- 3) Recognition at the Annual Staff Day, All Staff Meeting, and Board Meeting
- 4) \$100 credit at Amazon to be used for personal purchase of book/cd/dvd
- 5) Mention in the Monthly Newsletter and on the Library Website



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

BOARD OF LIBRARY TRUSTEES STAFF REPORT

DEPARTMENT: Finance

MEETING DATE: February 23, 2015

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: Review and Approval of Mid-Year Budget Report, FY2014-15

BACKGROUND:

The Mid-Year Budget Report presents an overview of the District's operating revenues and expenditures for the first half of Fiscal Year 2014-15 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 FY14-15 was completed the U.S. Department of Labor, Bureau of Labor Statistics CPI was at 243.727. As of December 2014 the CPI is 240.475.
- Interest rates with Los Angeles County continue to remain low; however, the District has seen a nominal increase from .58% to .60% as of December 2014.
- The FY2014-15 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 \$203,605 and Parcel Tax Revenues be increase by \$22,617
- Grant from the California Library Literacy Services (CLLS) in the amount of \$22,877; an increase of \$7,949 from FY2013-14.
- A notable revenue increase to the budget comes from E-rate refunds from telecommunication service providers in the amount of \$9,955.

SUMMARY:

In past budgets, the Board of Library Trustees favored a conservative 1% revenue increase approach to the budget; however Staff recommends the Board approve an increase based on actual data received by Los Angeles County, as noted above. In August 2014 Staff received the Total Assessment Amount for the Parcel Tax confirming total revenues at \$762,617; a 3% increase from the Adopted Budget.

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.



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

Revenues:

Account	Amount	Description
General Fund Balance	\$223,417	Increase based on Audited Financials
Property Tax	\$203,605	Increase based on LA County Auditor-Controller report
Parcel Tax	\$ 22,617	Increase based on LA County Direct Assessment Unit
Capital Outlay (Transfer In)	\$100,000	Interior and Exterior Lighting Upgrades
Grant - CLLS	\$ 22,817	California Library Literacy Services (CLLS)
Grant - Cenic	\$ 30,000	Internet speed upgrades for Main and Branch
Deferred Revenue RDA ABX126	\$ 16,754	Increase per Auditor-Controller Tax Apportionment
Telecommunications	\$ 9,955	Rebates from AT&T and MegaPath
Donation	\$ 1,000	Donation from FOL, Designated for Literacy Programs
Donation	\$ 1,000	Donation from ALF for 2015 Board Retreat
Total Revenue Adjustment	\$641,225	

Expenditures:

Account	Amount	Description
Salaries & Benefits	\$ 28,873	Additional hours for Literacy staff (CLLS Grant) and Executive Secretary, Promotion for Business Service Center Employee and additional hours for PT Business Service staff
Salaries & Benefits	(\$ 82,931)	Savings from Retirees
	(\$ 54,058)	Total Salaries
Supplies	\$ 103,300	Computer Hardware Upgrades (for Cenic Grant), Literacy Operating Supplies, New Staff Computers, Meeting Room Software, Hardware and Software for Point of Sale System for Circulation, Replacement of Public Computer Kiosk, A/V Equipment for Community Room, and Display furniture
Books, Materials & Library Services	\$ 40,000	New Copier Lease, Books, Shelf Ready Processing from Baker & Taylor
Operating, Maintenance & Services	\$ 25,577	Architectural Services, Plumbing Repair, , Water machines for Main and Branch, Literacy Programming, Board Retreat, Advertising and Marketing (new expense account), Retirement expenses
Utilities & Service	\$ 4,500	Refuse for disposal of existing light tubes, shredding services and additional trash bin for District cleaning day
Capital Outlay (E,F&F)	\$ 100,000	Exterior and Interior Lighting Upgrades
Capital Outlay (E,F&F)	\$ 25,653	A/V Equipment for Community Room, Display Furniture
Capital Outlay (E,F&F)	(\$ 24,000)	Reclassify Adopted Budget for New Computers to Supplies
Total Expense Adjustment	\$ 220,972	

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 Adjustments
BUDGET SUMMARY
FY 2014-15

SUMMARY BY SOURCE	ADOPTED BUDGET FY 2013-14	ADOPTED MID-YEAR BUDGET FY 2013-14	ADOPTED BUDGET FY 2014-15	MID-YEAR BUDGET ADJUSTMENTS FY 2014-15	REVISED BUDGET FY 2014-15
REVENUES					
Property Taxes	1,786,092	1,802,193	1,803,775	220,359	2,024,134
Special Parcel Assessment	735,989	735,989	740,000	22,617	762,617
Interest Earnings	6,000	6,000	7,200	-	7,200
Fines, Fees, & Copier	41,000	41,000	41,000	-	41,000
Other Revenue Sources <small>(FOL, Grants, Passports, Videogame Rentals, Misc Income, Donations, Recycling)</small>	278,600	297,898	174,475	164,832	339,307
TOTAL REVENUES	2,847,682	2,883,080	2,766,450	407,808	3,174,258
GENERAL FUND BALANCE (FY 13-14 estimated)	1,866,695	1,866,695	2,006,106	233,417	2,239,523
TOTAL MEANS OF FINANCING (Revenues)	\$ 4,714,377	\$ 4,749,775	\$ 4,772,556	\$ 641,225	\$ 5,413,781
SUMMARY OF FINANCING REQUIREMENTS					
EXPENDITURES					
Salaries & Wages	1,387,172	1,406,516	1,407,969	(39,670)	1,368,299
Benefits	609,121	609,121	633,210	(14,388)	618,822
Materials, Supplies & Services	656,389	672,444	650,271	173,377	823,648
FIXED ASSETS					
Equipment, Furniture & Fixtures	45,000	45,000	-	1,653	1,653
Structures & Improvements			10,000	100,000	110,000
PARCEL ELECTION			65,000	-	65,000
TRUSTEE ELECTION	150,000	150,000	-	-	-
TOTAL OPERATING EXPENDITURES	2,847,682	2,883,081	2,766,450	220,972	2,987,422
RESERVES/DESIGNATED FUNDS					
Capital Asset Replacement Reserve	98,939	98,939	88,939	46,714	34,000
Election Reserves	-	-	110,000	-	45,000
General Fund Avail. For Current Financing (govt. code #53646)	1,423,841	1,441,541	1,383,225	-	1,493,711
HUD Funds Deposit	1,000.00	1,001.00	5,062	(5,062)	-
General Reserves Undesignated	342,915	325,214	418,880	-	853,649
TOTAL FINANCING REQUIREMENTS	\$ 4,714,377	\$ 4,749,775	\$ 4,772,556	\$ 262,624	\$ 5,413,781

MID-YEAR ADJUSTMENT NOTES:

- * Special Parcel Assessment: Difference between budgeted amount and Total Assessment amount received from the County in August 2014
- * Other Revenue Source: CLLS Grant and E-rate from MegaPath and AT&T
- * General Fund Balance: Difference between budgeted amount and portion of "Total Fund Balance" per Audited Financials

ALTADENA LIBRARY DISTRICT
Mid-Year Budget Adjustments
REVENUES
FY 2014-15

	ACTUAL REVENUES FY 2013-14	ADOPTED BUDGET FY 2014-15	MID-YEAR BUDGET ADJ FY 2014-15	REVISED BUDGET FY 2014-15	Percent of Budget
REVENUES					
Property Taxes	1,992,589	1,803,775	203,605	2,007,380	63.24%
Per Parcel	760,440	740,000	22,617	762,617	24.03%
Fines and Fees	32,241	33,000		33,000	1.04%
Donations FOL	36,000	38,000	1,000	39,000	1.23%
Passport Services	55,483	35,000		35,000	1.10%
Copy & Printer Machine	8,237	8,000		8,000	0.25%
Interest	5,447	7,200		7,200	0.23%
Video Game Rentals	1,054	1,000		1,000	0.03%
Miscellaneous Income	8,726	1,000	9,955	10,955	0.35%
Donations	7,150	500	1,000	1,500	0.05%
Recycling Program	189	100		100	0.00%
HUD Grant	-	5,062		5,062	0.16%
Cenic Grant			30,000	30,000	0.95%
Pasadena Community Foundation Grant	-			-	
Public Library Fund	-			-	
California Library Literacy Services (CLLS)	14,298		22,877	22,877	0.72%
Califa Literacy Grant	1,000			-	
CLSA/ILL/Database	-			-	
RDA ABX1 26 Residual Taxes		18,813	16,754	35,567	1.12%
TRANSFERRED FROM RESERVES				-	
Asset Replacement Reserves	-	10,000	100,000	110,000	3.47%
Election Reserves		65,000		65,000	2.05%
	\$ 2,922,854	\$ 2,766,450	\$ 407,808	\$ 3,174,258	100.00%

* FOL Donation: For Literacy Programs in honor of Roberta Lauderdale

* Miscellaneous Income: E-rates from AT&T and MegaPath

ALTADENA LIBRARY DISTRICT
Mid-Year Budget Adjustments
EXPENSES
FY 2014-15

Description	ACTUAL EXPENSES FY2013-14	ADOPTED BUDGET FY2014-15	YTD ACTUAL FY2014-15	MID-YEAR BUDGET ADJUSTMENTS FY2014-15	REVISED BUDGET FY2014-15	Percent of Budget
Salaries & Wages						
Salaried	1,086,906	1,140,019	538,001	(53,393)	1,086,626	
Hourly	282,982	267,950	141,692	13,722	281,672	
Total Salaries & Wages	1,369,888	1,407,969	679,693	(39,670)	1,368,299	
Employee Benefits	446,991	558,210	255,379	(14,388)	543,822	
Tuition Reimbursement					-	
OPEB GASB 45 Annual Contribution	45,967	75,000	31,250	-	75,000	
Total Employee Benefits	492,958	633,210	286,629	(14,388)	618,822	
Total Salaries, Wages, and Benefits	1,862,846	2,041,179	966,322	(54,058)	1,987,121	66.52%
Supplies						
Operating Supplies	37,695	43,199	20,215	1,300	44,499	
Operating Software				22,000	22,000	
Hardware (Computers / Tech)				56,000	56,000	
Equipment / Furniture & Fixtures		1,800	19,989	24,000	25,800	
Janitorial Supplies	10,996	14,500	6,458	-	14,500	
Computer Supplies	14,353	9,800	2,432	-	9,800	
Total Supplies	63,044	69,299	49,094	103,300	172,599	5.78%
Books, Materials, & Library Services						
OCLC Cataloging	18,726	19,604	7,461	-	19,604	
Maintenance Equipment	7,882	12,700	4,420	3,000	15,700	
ILS Maintenance (Millennium)	33,032	29,116	27,781	-	29,116	
III eCommerce		780	-	-	780	
Software Licensing & Support	6,192	10,735	8,649	-	10,735	
Postage & Delivery	5,515	4,500	4,796	-	4,500	
Telecommunications	31,082	27,000	19,936	-	27,000	
Electronic Databases	14,563	14,900	14,562	-	14,900	
Standing Orders	10,375	12,000	7,159	-	12,000	
Books / eBooks	113,016	107,000	52,440	31,000	138,000	
Audio CD/Cassettes/eBooks	8,972	9,600	4,461	-	9,600	
DVD's Video	10,091	10,700	5,710	-	10,700	
Online Ordering & Book Services	12,359	15,500	10,527	6,000	21,500	
Periodicals	10,448	12,500	11,321	-	12,500	
FOL DVD Rental Collection	1,187	1,600	368	-	1,600	
Video Game Rental Collection	869	1,600	570	-	1,600	
Total Books, Materials, & Library Services	284,309	289,835	180,161	40,000	329,835	11.04%

ALTADENA LIBRARY DISTRICT
Mid-Year Budget Adjustments
EXPENSES
FY 2014-15

Description	ACTUAL EXPENSES FY2013-14	ADOPTED BUDGET FY2014-15	YTD ACTUAL FY2014-15	MID-YEAR BUDGET ADJUSTMENTS FY2014-15	REVISED BUDGET FY2014-15	Percent of Budget
Operating, Maintenance, & Services						
Miscellaneous Expenses	2,333	2,000	47	(1,000)	1,000	
Printing & Reproduction	7,248	10,500	2,452	-	10,500	
Outside Professional Services	25,807	38,600	26,030	4,000	42,600	
Passport Services	3,440	3,000	1,674	-	3,000	
Banking & Service Fees	1,000	1,000	825	-	1,000	
Payroll Fees	7,000	7,000	4,302	-	7,000	
Merchant Fees (Chase & PayPal)		-	125	-	-	
Insurance (Workers Comp, General, Earthquake)	42,699	47,789	38,635	-	47,789	
Maintenance/Building & Ground	20,915	31,956	24,819	8,800	40,756	
Memberships, Dues, & Subscriptions	1,194	1,350	786	-	1,350	
Organizational Memberships	9,621	9,130	9,630	-	9,130	
Meetings & Travel	4,509	2,900	2,197	-	2,900	
Programs	19,239	18,000	15,214	9,277	27,277	
Training & Education	853	4,900	1,085	2,500	7,400	
Employee Recruitment, Gifts & Memorials	1,156	5,000	6,252	1,500	6,500	
Advertising & Marketing			70	500	500	
Mileage/Parking	1,026	2,500	527	-	2,500	
Parcel Refunds	-	1,000	-	-	1,000	
Direct Assessment / Admin Costs	30,947	33,000	26,723	-	33,000	
HUD Grant (Professional Services)	15,302	5,062	5,000	-	5,062	
Total Operating, Maintenance & Services	194,289	224,687	166,393	25,577	250,264	8.38%
Trustees						
Volunteer Luncheon	1,177	500	-	-	500	
CLA	335	350	25	-	350	
CALTAC	190	200	-	-	200	
State Legislative Day						
Total Trustees	1,702	1,050	25	-	1,050	0.04%
Public Utilities & Services						
Electricity	49,171	50,000	30,073	-	50,000	
Natural Gas	4,929	5,500	1,716	-	5,500	
Water & Sewage	5,163	5,600	2,570	-	5,600	
Refuse	3,931	4,300	2,521	4,500	8,800	
Total Utilities & Services	63,194	65,400	36,880	4,500	69,900	2.34%
Total Operations	2,469,384	2,691,450	1,398,875	119,319	2,810,769	
Transfers In						
Parcel Election		65,000		-	65,000	
Trustee Election	122,123				-	
Equipment, Furniture & Fixtures	16,349	-	7,084	1,653	1,653	
Structures & Improvements		10,000		100,000	110,000	
Total Election & Capital Outlay	138,472	75,000	7,084	101,653	176,653	5.91%
Totals Operating & Capital Expenses:	2,607,856	2,766,450	1,405,959	220,972	2,987,422	100.00%

ALTADENA LIBRARY DISTRICT
Mid-Year Budget Adjustments
EXPENSES
FY 2014-15

Description	ACTUAL EXPENSES FY2013-14	ADOPTED BUDGET FY2014-15	YTD ACTUAL FY2014-15	MID-YEAR BUDGET ADJUSTMENTS FY2014-15	REVISED BUDGET FY2014-15	Percent of Budget
Revenues	2,766,450	2,766,450	1,348,086	407,808	3,174,258	
Expenses	2,607,856	2,766,450	1,405,959	220,972	2,987,422	
Difference	158,594	0	(57,873)	186,837	186,836	



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

BOARD OF LIBRARY TRUSTEES STAFF REPORT

DEPARTMENT: Finance

MEETING DATE: February 23, 2015

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: Review and Approval of Organization Resolution and Agreement for Credit Card Program with UMB Bank

BACKGROUND:

The District currently contracts with US Bank for the corporate credit card program. Upon review of the contract and in comparison with other programs, staff found the program with UMB had greater incentives; US Bank incentives range from .0075 points to .013 points, whereas UMB has offered the District 1 point for every dollar spent. These points can be redeemed with each statement or as cash.

Currently the District issued credit cards are used for purchases related to programming, supplies, mails, etc. However, with the new credit card program staff anticipates utilizing the card program for most operating and materials expenses; approximately up to \$400 and possibly earning cash rewards up to \$4,000 each fiscal year.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the Board review and approve the attached Resolution and Agreement

**ORGANIZATION RESOLUTION AND AGREEMENT
FOR CREDIT CARD PROGRAM**

Mindy Kittay, who is the undersigned Recordkeeper for Altadena Library District, (the "Organization"), a Public Agency (type of entity) organized under the laws of California (state), does hereby certify:

1. That he/she is the Secretary or Assistant Secretary, or an officer, partner, owner, principal, manager, member or other person having lawful custody of the official records of the above Organization (the "Recordkeeper") and is authorized to provide this document to UMB Bank, n.a. ("Bank").
2. That at a meeting of the governing body of the Organization duly held on 2/23/2015 (date) and at which a quorum was present and acting throughout, or pursuant to the unanimous written consent of its members, the following Resolution and Agreement was duly adopted and approved and is currently in full force and effect, and has not been amended or rescinded:

RESOLVED, that a credit card authority for this Organization be established by the Designated Officer named in the section immediately below with UMB Bank, n.a., and that separate accounts and credit cards ("Cards") under said authority be opened and issued by Bank in the name of this Organization for use by employees and agents of this Organization who are identified from time to time by the Designated Officer, or by any successor to the Designated Officer identified from time to time by the Recordkeeper (or by the successor to the Recordkeeper), and that the Organization authorizes the use of the Cards in accordance with the Cardholder Agreement that is sent by Bank with the Cards; and

RESOLVED FURTHER, that Mindy Kittay is the Designated Officer referred to in the above section of this Resolution, and that the Designated Officer or any successor to the Designate Officer designated in writing by the Recordkeeper (or by a successor Recordkeeper) may from time to time: request that Cards be issued in the name of this Organization; request that the credit limits and purchase controls be changed on existing Cards issued in the name of this Organization; designate additional persons authorized to use Cards issued by Bank in the name of this Organization; request termination of use of existing Cards; and communicate other pertinent information to Bank; and

RESOLVED FURTHER, that the forgoing resolution shall remain in full force and effect until written notice of an amendment or rescission thereof is delivered to and receipted for by Bank; and

RESOLVED FURTHER, that the Recordkeeper be and he/she is hereby authorized and directed to certify to Bank this resolution and that the Recordkeeper signing this Resolution and Agreement or any person designated in writing by the Recordkeeper, is authorized to certify to the Bank the names and signatures of persons authorized to act on behalf of the Organization under the foregoing Resolution and Agreement, and from time to time hereafter, as additions to or changes in the identity of said Recordkeeper are made, such Recordkeeper or designee shall immediately report, furnish and certify such changes to the Bank, and shall submit to Bank a new incumbency certificate or other document reflecting such changes in order to make such changes effective; and

RESOLVED FURTHER, that the foregoing resolution was adopted in accordance with the governing documents of the Organization, and that such resolution is now in full force and effect.

IN WITNESS WHEREOF, the undersigned Recordkeeper has subscribed his or her name and, if appropriate or required, applied the seal of the Organization to this Resolution and Agreement as of this 23 day of February, 2015.

RECORDKEEPER
**Signature by Secretary, Assistant Secretary, or other
Person certifying to this Resolution and Agreement**

Signature
Name: Mindy Kittay
Title: District Director

ADDITIONAL OFFICER
**Signature by Second Person, certifying to incumbency
of Recordkeeper**

Signature
Name: Tina Wallin
Title: Finance Director

Affix Seal, if required by Organization’s governing documents.

Additional Signatures of Members, Partners or Other Required Persons

The undersigned persons, being Members, General Partners, or other persons required under the governing documents of the foregoing Organization Resolution and Agreement for Credit Card Program, hereby consent to the adoption thereof.

Signature
Name: Meredith McKenzie
Title: Board President

Signature
Name: David Datz
Title: Board Secretary

Signature
Name:
Title:

Signature
Name:
Title:

Signature
Name:
Title:

Signature
Name:
Title:

Signature
Name:
Title:

Signature
Name:
Title:

Guidelines for Completion for Customers that are U.S. legal entities:

- **Corporation:** The Recordkeeper signing above should be the corporate secretary or assistant secretary. The second person may be the Chairman, President, CEO, a Board member, the Treasurer or the CFO.
- **Partnership, Limited Liability Partnership, Limited Liability Company, or Sole Proprietor:** All general partners, all members, or the sole proprietor must sign this form, unless Organization's governing documents specify that a manager, managing general partner or other person may act. In any event, a second general partner or member must sign in the second place. Sole proprietors do not require a second signature.
- **Governmental Entity:** The Treasurer must sign in the first place, unless the Organization's charter specifies otherwise. The entity's Chairperson, Vice Chairperson, or Counsel must sign in the second place.



Board of Library Trustees

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

Location: Altadena Library District Community Room

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

Agendas are posted 72 hours prior to the meetings.

Meeting Dates for 2015

January 26, 2015

February 23, 2015

March 23, 2015

April 27, 2015

May 18, 2015

(fourth Monday falls on Memorial Day holiday)

June 22, 2015

July 27, 2015

August 24, 2015

September 28, 2015

October 26, 2015

November 23, 2015

No Meeting in December

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- State Judge or Court Commissioner (Statewide Jurisdiction)
- Multi-County _____ County of _____
- City of _____ Other _____

3. Type of Statement (Check at least one box)

- Annual:** The period covered is January 1, 2014, through December 31, 2014.
- Leaving Office:** Date Left ____/____/_____
(Check one)
 - The period covered is January 1, 2014, through the date of leaving office.
 - The period covered is ____/____/_____, through the date of leaving office.
- Assuming Office:** Date assumed ____/____/_____
 Candidate: Election year _____ and office sought, if different than Part 1: _____

4. Schedule Summary

- Check applicable schedules or "None." ► Total number of pages including this cover page: _____
- Schedule A-1 - Investments** – schedule attached
 - Schedule A-2 - Investments** – schedule attached
 - Schedule B - Real Property** – schedule attached
 - Schedule C - Income, Loans, & Business Positions** – schedule attached
 - Schedule D - Income – Gifts** – schedule attached
 - Schedule E - Income – Gifts – Travel Payments** – schedule attached
- or-
- None** - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____ Signature _____
(month, day, year) (File the originally signed statement with your filing official.)

Conflict of Interest Code
of the

ALTADENA LIBRARY DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

ALTADENA LIBRARY DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Person in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individual who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

ALTADENA LIBRARY DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members, Board of Trustees	1, 2, 3
District Director	1, 2, 3
Finance/HR Director	1, 2, 3
Consultant	5

Effective: 4/4/07

Notification of Nominations – 2015 Election SDRMA Board of Directors

January 23, 2015

Mr. David Datz
Board President
Altadena Library District
600 East Mariposa Street
Altadena, California 91001-2266

Dear Mr. Datz:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2015 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2015-01, Sample Resolution for Candidate Nomination and Candidate Statement of Qualifications.

General Election Information - Three (3) Directors seats are up for election. The nomination filing deadline is Friday, May 1, 2015. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due Tuesday, August 25, 2015.

Nominee Qualifications - Nominees must be a member or the agency's governing body or full-time management employee (see SDRMA Election Policy 2015-01, Section 4.1) and be an active member agency of **both** SDRMA's property/liability and workers' compensation programs. Candidates must be nominated by resolution of their member agency's governing body and complete and submit a "Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:



From the SDRMA homepage, click on the "2015 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.

Term of Office – Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2016 and expire December 31, 2019.

Nomination Filing Deadline – Nomination documents **must be received in SDRMA's office no later than 5:00 P.M. on Friday, May 1, 2015.**

Please do not hesitate to contact SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2015 SDRMA Board of Director Nominations or the election process.

Sincerely,
Special District Risk Management Authority


Gregory S. Hall, ARM
Chief Executive Officer