



**Altadena  
Libraries**

**FISCAL YEAR BUDGET  
2015/16**



***Adopted June 22, 2015***

*Honoring the Past, Cultivating the Present, Empowering the Future!*

# Altadena Library District

## **BUDGET**

Fiscal Year July 1, 2015 - June 30, 2016

## **ALTADENALIBRARYDISTRICT BOARD OF TRUSTEES**

Meredith McKenzie, President

David Datz, Secretary

Gwendolyn McMullins, Trustee

David Tuck, Trustee

Adalila Zelada-Garcia, Trustee

### ***Mission Statement:***

*The Altadena Library District is dedicated to providing free and equal access to information, ideas, technology and the joy of reading to educate and empower our diverse community.*

Prepared and Submitted by  
**Mindy Kittay, District Director**

**Tina Wallin, Finance/HR Director**

# ALTADENA LIBRARY DISTRICT

## Fiscal Year 2015/16 Operating Budget

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## ALTADENA LIBRARY DISTRICT

July 20, 2015

To the Honorable Board of Trustees  
of the Altadena Library District:

It is our pleasure to submit to you the Adopted Fiscal Year 2015/16 Operating Budget for the Altadena Library District. This budget is a balanced budget and represents the continuing support of current programs and supports the District's financial policies. The Altadena Library District remains committed to our Mission, goals set forth in the District's Strategic Plan and our commitment to provide a high level of service to the community.

Over the past few years, the District revenue sources (property taxes, fines & fees, grants, and passport services) have seen some growth; therefore, there are some increases in spending during this year which reflect our continued efforts to provide outstanding service, programs, educational opportunities and materials to our community.

The Adopted Operating Budget for the Altadena Library District beginning July 1, 2015 is \$ 3,189,597, which is an increase of approximately 14% in spending. Slightly higher revenues have afforded the District with the opportunity to provide a small salary increase and funding for minimal facilities improvements.

The District has changed the expenditure categories to more accurately reflect the library's programs, services and administrative costs. When comparing previous fiscal year budgets to the FY15/16 year budget it is important to keep in mind that due to the reorganization of the Districts' Chart of Accounts, it may not be possible to directly correlate expenditures.

### OVERVIEW

#### **Salaries, Wages, Retirement and Employee Benefits**

- Personnel continue to be our largest area of investment with over 72% of our funding allocated to this expenditure.
- The total District staffing for FY 2015/16 will include 21.3 FTE's of regular full-time positions and 6.57 FTE's of part-time positions. This is an increase of 1.2 FTE's regular full-time and a decrease of .53 FTE's part-time over 2014/15.



## ALTADENA LIBRARY DISTRICT

- The Adopted Operating Budget for FY 2015/16 includes a District wide 4% salary increase and step increases, if applicable.

### **Library Materials**

- The materials budget reflects changes in patron demand. We have increased spending in both DVD's and e-books/e-audiobooks to reflect demand.
- The expense for processing materials has increased substantially in order to support our goal of providing high-demand items and current materials in a timely manner. By purchasing shelf-ready materials we are able to decrease the turnaround time from order to availability for check out.

### **Library Services**

- Additional funding has been allocated to programming specifically in the areas of teen and adult/family. The goal is to create educational, informational, participatory programming that will increase usage by the community as a whole.

### **Operating Expenses**

- The majority of our operating expenditures have remained stable with a few exceptions:
  - Advertising and Marketing: While minimally funded in the past we are now increasing this expense. Outreach to the community is a Strategic Goal and in an effort to increase our visibility in the community it has been determined that efforts must be made to bring awareness of the library and its offerings to the community.
  - Printing and Reproduction: This expense ties directly into Advertising and Marketing and while we are able to increase our marketing materials we have been able to decrease the cost of this line item by purchasing a multi-function machine that has enabled the District to create most marketing materials in-house. Additionally, we offer printing services to the public and the revenue from those sales offset the leasing cost for the machines.
  - Electricity: This expense has been reduced due to the retrofit of all interior and exterior lighting to LED.



## ALTADENA LIBRARY DISTRICT

### **Professional and Technical**

- This year the District will become part of a California State Library initiative to bring high speed broadband to libraries in California. We have joined this collaboration and will be enjoying Internet speeds of 1 gigabit (1,000 megabits) per second. The cost for the increase is offset 90% by refunds from USAC's e-rate program. The net effect is a savings to the library.
- The library received a grant from the State Library of \$30,000 to offset the cost of implementation and equipment to enable the library to utilize the 1 gigabit connections.
- Funding of \$8,000 has been set aside for upgrades and usability studies for the website. The website plays an important role in our outreach and marketing efforts and we have determined that for the website to be effective it needs some manipulation and changes.
- Improvements to the Libraries' technological offerings have been increased to \$35,000 this year. These funds will cover items such as self-check machines, updated cash registers and upgrading and replacement of computers for public and staff use.

### **Facilities, Grounds & Maintenance**

- In an effort to keep maintenance current and breakdowns of machinery at a minimum we have begun some contracted maintenance services.
- Repairs to facilities have been increased to accommodate the aging facilities and to cover the removal and creation of new service and shelving areas.

### **Capital Outlay & Capital Improvement Program**

- \$55,000 was added to the budget for the purchase of Audio/Visual equipment for the Community Room, Display furniture, shelving, Exterior signage, creation of a one Service Point Desk and interior furniture. Some of these items were budgeted for in 2014/2015 but not purchased yet.
- \$100,000 has been allocated for improvements and repairs of Carpet, Ceiling tiles, Restroom upgrades and other improvements as needed.

### **Miscellaneous Expenses**

- \$120,000 has been added to the budget to cover the Trustee Election.



## ALTADENA LIBRARY DISTRICT

### Reserves

The District continues to maintain reserves for economic uncertainties and contingencies:

- \$1,594,798 Six months of Operating Reserve (Govt Code #53646)
- \$99,182 Capital Asset Replacement Reserve
- \$195,000 Election Reserves
- \$491,002 Undesignated General Reserves Fund (estimate)

### Budget Strategy 2015/16

The administrative team's planning efforts have provided a disciplined and integrated approach to the budgeting process. Tactical plans are used to drive priorities and objectives throughout the entire library district. This 2015/16 budget allows for continued commitment to the library's mission and strategic planning while monitoring increasing service demands and changing service expectations.

The following strategies were used to guide the 2015/16 budget plan development. These strategies have been developed to maintain a level of service and funding while the District is implementing necessary upgrades and changes to its policies and procedures, culture, mode of operation and its physical structures.

- Fund Balance. An undesignated reserve will be maintained at a level that will mitigate the risk of unforeseen conditions.
- Technology. Administration will continue to proactively improve upon technology from centralized and wireless printing, improved WiFi, new public computers and/or devices for accessing the internet, self-check machines and building a pipeline of 1 gigabyte of data for each branch.
- Staff Development. Administration is committed to investing in staff development to ensure a healthy workplace and to ensure consistent communication of the District's mission and strategic goals.
- Flexibility. Budget development and approval will be coordinated in a way that allows for flexibility through the year to address unexpected events and anticipated refinement of our mission, operations and strategic plan.



## ALTADENA LIBRARY DISTRICT

### Challenges and Opportunities for 2015/16 and Beyond

- Planning and partnering with the Foundation to raise the necessary funds (approximately 6 million) for the facilities renovation.
- Training staff on a new service model that is responsive and current.
- Increased service demands, customer and community expectations. Finding ways to reach out to the community who are not using the library to find out what their needs are.
- Changes in library technologies that create new and more varied expectations and also challenge library staff with acquiring the necessary skills to provide the level of service required by today's users.
- Continued efforts and education with the Foundation, Friends, Library Board and Staff to ensure a clear, concise and consistent message to the public of the organizations goals and strategies.
- Increasing our return on investment – or the value to the community - for each tax dollar the District spends.

### Accomplishments (Sorted by Strategic Initiative)

**Goal 1 - Funding:** The Altadena Library District will seek to establish a stable source of funding to sustain current levels of customer service. The District will expand sources of revenue.



- Measure A was an overwhelming success with 85.53% of voters voting to renew.
- Created a self-sufficient department for Business Services to the public including Passports. This has cut down on errors, improved customer satisfaction and

increased revenue by over 18%. The number of passport applications processed went up 25%.



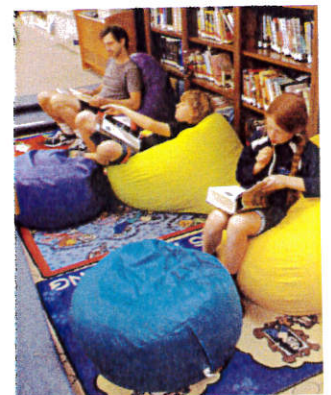


## ALTADENA LIBRARY DISTRICT

- Misc. Income: We received an additional \$13,440 in revenue for items such as rental of the library for the use of movie filming, rebates on credit cards and other small items.
- Grants Awarded: (funds may be received in 15/16 Budget Year)
  - \$30,000 from the California State Library to be used to upgrade technology infrastructure to handle the 1 gigabyte Internet connection.
  - Pitch a Grant Idea to expand our DIY Teen Program was approved for \$30,000.
  - \$3,000 for the Book to Action Grant which was completed this fiscal year.
  - \$3,000 for Latino Americans: 500 Years of History which will happen during the 15/16 year.
- CLLS awarded the District \$22,877 for Literacy Services.
- Volunteers and volunteer hours have increased substantially for Young Adults, 127% and 258% respectively.
- We have increased our materials purchase discount by 1% and have negotiated reduced rates from other vendors including databases.

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

- We 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 (we no longer use snail mail for notices as of July 1, 2015); and
  - Request items for purchase
- Increased outreach for the Bob Lucas Branch library to local Schools and Literacy Coordinators.





## ALTADENA LIBRARY DISTRICT

- Class visits increased for Youth services by 98% (from 51 to 101) and for the branch by 18% (from 17 to 20).
- "Know It All!" the library's monthly newsletter began in April. It goes out in print (500 copies) and via e-mail to over 10,000 e-mail addresses of which over 10% are opened.
- We have created new documents for the library such as a Welcome Brochure, Summer Reading Booklet and other flyers and all use the same style guide and have a similar look and feel.
- We are now advertising in numerous local print and on-line papers including Altadena Now, Pasadena Weekly and Off the 210. We have also updated our contacts list for press releases and are often mentioned in local papers.



- The Altadena Heritage Society published an article about the library in their newsletter and the Pasadena Weekly did a full length feature with photos about the Latino Americans Grant.
- Weekly e-blasts that highlight upcoming activities are sent to 10,000 e-mail addresses with approximately 10% of those opening the e-mail.

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

- We installed lighted emergency exit signs with battery-operated lighting attached at all of our exits at both Main and Branch.
- Approximately 65% of the lighting was not functional in the main library. We replaced all of our lighting, including the tubes, with LED. The exterior lighting has also been changed to LED so we are now 100% LED.
- General de-cluttering and the removal of some pieces of furniture and shelving have opened up more space for our





## ALTADENA LIBRARY DISTRICT

patrons to enjoy the library. This is the beginning of creating a more flexible and open environment.

### **Goal 4 (Revised, awaiting approval.) - Lifelong Learning: The Altadena Library District will fuel Altadena's passion for reading, personal growth, and learning.**

- The District's first Adult Summer Reading Program, "Passport to Summer Adventure" and a Winter Reading Program, "Read Between the Punch Lines" we both successful.
- Instituted shelf-ready purchasing of our materials from Baker & Taylor as well as setting up a number of Standing Author Orders and Automatically Yours ordering. This has helped to automate and speed up the ordering process cutting down on staff time and providing materials for faster checkout.



- Inspiration Stations have been created around the libraries where patrons can use their creativity and imagination. We have had a Buddha Board station, make your own Valentine's Card station, adult coloring station, make your own scrap book station and more!

- Second Saturday – an event created to bring the community together in the Library has been successful. The May event had over 135 people in attendance and the June event had over 215. Live music, local food and drink and the library being open in the evening seem to be a good draw, bringing many new users into the Library.



- Library program use of the community room increased by 15% and attendance increased by 15% as well.
- Programs offered and attendance increased system wide:
  - Adult: Programs offered increased 35%, attendance up 19%
  - Young Adult: Programs offered increased 71%, attendance up 70%



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- Children's: Programs offered increased 21%, attendance up 19%
- Branch: Programs offered increased 3%, attendance up 59%
- Participation in the Teen Advisory Council has increased and the Teen Summer Reading participation increased by 20%. This was accomplished by increasing community outreach to Teens.
- Literacy tutor sessions increased by 45% with a 27% increase in attendance. Tutor hours increased by 104% and Literacy volunteer hours increased by 118%.
- The Historical Society was ecstatic when they learned that we would like to have our historical collection preserved by them in a safe and secure space. Within two days we were able to transfer this whole collection over. When our patrons now look for these items they will see a notation in the catalog stating "Housed at the Altadena Historical Society".
- Reserves on our materials continue to increase monthly as patrons are becoming aware that we no longer charge a fee to place a hold. April was up 35% over the previous year, May 70% and June 31%.
- We participated in Open Studios in June for the first time by hosting Valérie Daval, a performance artist.



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

- All staff members now have an Altadena Library District e-mail address.
- Upgrade to all Staff Computers, increased Cable Broadband speed, and installed (3) Multi-functional Devices (2 for the public, 1 for administrative purposes which also allows for customer faxing, scanning and large copy/print jobs both in color and black-and-white.)
- Wireless usage at both branch and main increased 9% for the year showing a trend





## ALTADENA LIBRARY DISTRICT

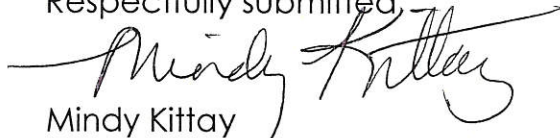
common in libraries of patrons preferring to use their own devices or mobile devices lent by the library rather than desktop computers.

### **Miscellaneous and Staff Related Goals and Changes:**

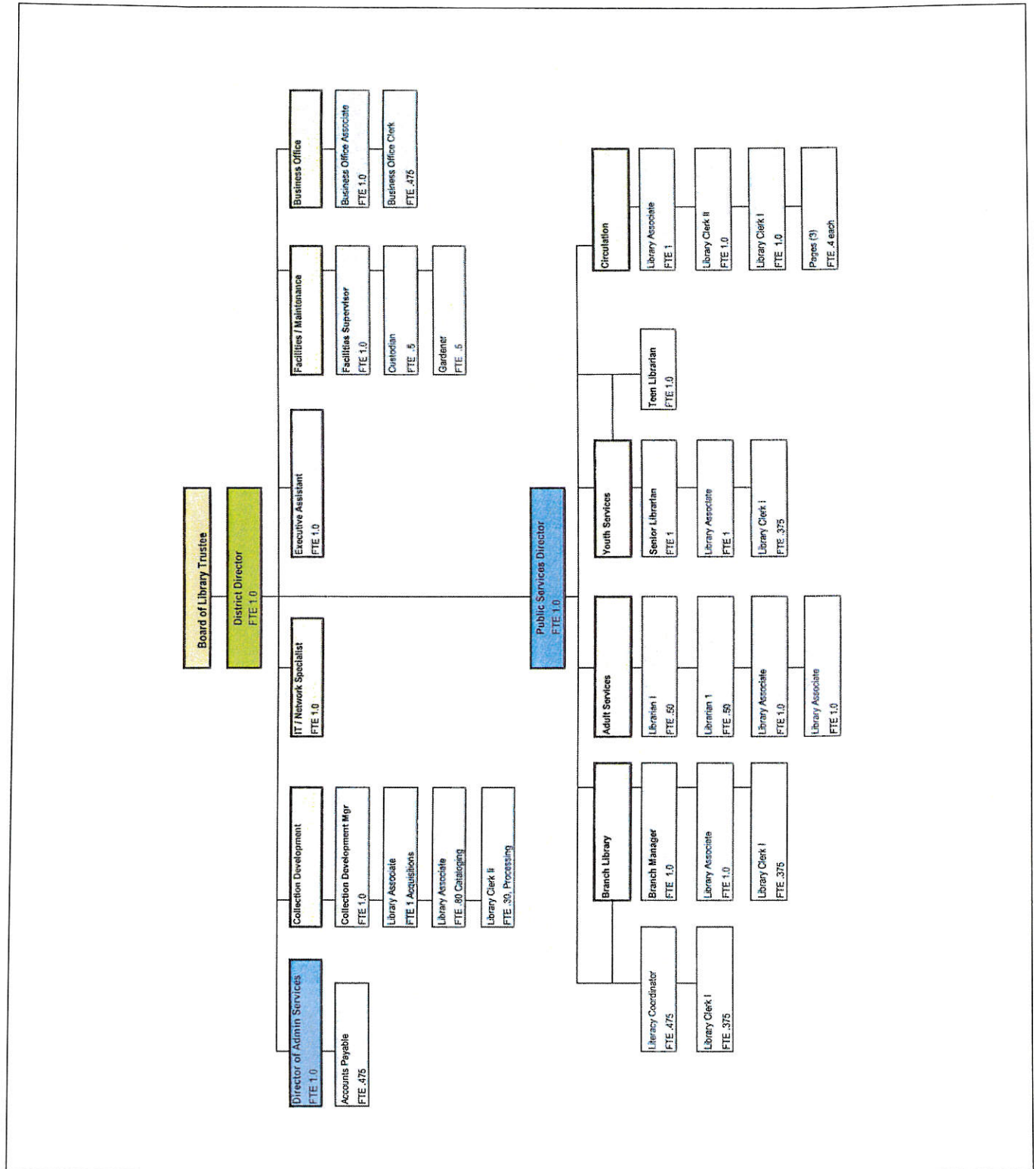
- A new director, Mindy Kittay, was hired in November.
- Long-time trustee Tom Hubbard retired and Adalila Zelada-Garcia was voted in by the board as his replacement.
- Library Boards Retreat: On April 24<sup>th</sup> and 25<sup>th</sup> we held our first retreat for all three boards (Friends/Foundation/Library). Each board presented their current mission, vision, goals and budget. Discussion centered on better communication and efforts to add new members to each organization.
- Staff areas at branch and main now have filtered water machines with instant hot and cold. No more bottled water!
- Held our first Staff Service (half-day) workshop and received approval to close for one full day every year for additional and ongoing service days.
- We had a late opening and all staffed worked to completely clean out and reorganize our storage areas, offices and staff lounge.

Thank you for the time and effort of staff and the board in contributing and helping to develop the 2015/2016 budget. This budget will continue to be carefully evaluated to ensure that we are using our funds judiciously and in the best interest of our community while increasing return on the taxpayers' investment in the Library District.

Respectfully submitted,

  
Mindy Kittay  
District Director

# ORGANIZATIONAL CHART



## HISTORY & DEMOGRAPHICS

The Altadena Library District is an independent special district that was formed on December 8, 1926 under the provision of Section 19600-19734 of the California Education Code. The District's Sphere of Influence encompasses the approximate 8 square miles of Altadena, which is an unincorporated area of Los Angeles County.

The purpose of forming the special library district was to permit residents of unincorporated towns and villages to create for themselves an independent, locally controlled library district supported by property taxes and governed by a locally elected Board of Library Trustees responsive directly to the service needs of the community. The District contracted with the County of Los Angeles for library services until 1955, when it became independent, providing its own building, collection, personnel, and services for the District.

Currently, the District provides library services to a population of approximately 53,177 people according to California State estimates.

The Main Library located at 600 E. Mariposa Street was built in 1967. A park-like setting surrounds the 25,000 square foot building, which was designed by architect Boyd Georgi. The Branch Library, known as the Bob Lucas Memorial Branch Library in which the District Literacy Services are housed, was dedicated on the current site on Lincoln Avenue in 1957.

<b>Demographics / Population</b>								
<b>Total Population</b>								
State Population Figure						53,177		
<b>Demographics by Age</b>								
Under 10	10-19	20-29	30-39	40-49	50-59	60-69	70-79	80+
4914	5458	4483	5059	6875	6796	4710	2400	1581
<b>Household, Population, Median Income</b>								
2010 Census			2000 Census					
HH	Pop	Income				HH	Pop	Income
15,212	42,777	\$ 82,854				14,780	42,610	\$ 60,549

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

## Goal 1

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

## Goal 2

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

## Goal 3

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

## Goal 4 **(Revised and awaiting approval.)**

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

## Goal 5

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



Goal 1 -- *Funding*: The Altadena Library District will seek to establish a stable source of funding to sustain current levels of customer service. The District will expand sources of revenue.

**Objectives for Goal 1:**

- Continue to research and apply for grants that meet the Strategic Goals of the Library and the Operating plan.
- Develop a service model that is less labor intensive and more customer centric (savings through attrition).
- Expand the Business Office services to increase revenue (copy/print/fax/scan).
- Research and implement energy and water savings opportunities.
- Continue to negotiate with vendors to reduce pricing and increase discounts.
- Add electric car charge stations in the parking lot.
- Use consultant to expand E-rate program in order to decrease telecommunications costs and increase technology funding.
- Support the Foundation's Capital Campaign.
- Continue to look for and encourage partnerships between the library and other organizations of all types.
- Assist both the Altadena Library Foundation and the Friends of the Library in regard to fundraising events and programs.
- Revise and update the Volunteer Program.

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

**Objectives for Goal 2:**

- Develop a comprehensive marketing plan.
  - Create a style guide to be used by the Library/Friends/Foundation so all communications have a uniform and recognizable look.
  - Include a Social Media Marketing Plan and increase our presence within social Internet platforms (Facebook, Pinterest, etc.), and add social media options to our website
- Continue to publish a printed monthly newsletter and also distribute electronically.
  - Work with the Friends to fund and prepare an annual or bi-annual mailing to all Altadena addresses with donation/renewal envelopes enclosed.
- Add additional on-line and print vendors to our advertising options. Find additional low-cost to no-cost ways to market and advertise.
- Take the Library outside the Walls.
  - Have a physical presence at local events such as the Farmers' Market, fairs, parades, etc.
  - Increase visibility in the community by attending community events such as Collaborate Pasadena and Neighbors Building a Better Altadena, in order to represent the library.
- Increase communication and partnerships between the Library, Friends and Foundation.
  - Have semi-annual Board Retreats and the monthly Presidents' meetings so that all three boards stay informed and connected in order to help the library reach its goals.
- Continue and expand programs and outreach targeting the local Latino and Spanish-speaking communities.

- Latino Americans: 500 Years of History Grant Program
- Initiate a campaign to reintroduce the library to the Altadena community, increase cardholders and users and get people thinking – and talking – about the library in a whole new way.
  - participate in [Outside the Lines](#), a bold campaign designed to reintroduce the library to the community and get people thinking – and talking – about the library in a whole new way so the community understands how libraries have changed into dynamic centers for engagement, and how they are more relevant than ever to their lives.
  - Initiate and implement a program whereby patrons can receive discounts at local vendors using their library cards.
  - Plan at least two events for Library Card Sign-up Month.
  - Use Altadena BestFest as an opportunity to introduce people to the library
    - Plan special events throughout the day
    - Have a dedicated area in the library just for library card sign-ups.
- Coordinate with town and county marketing efforts.
- Target outreach to schools and community groups to promote library services.

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

**Objectives for Goal 3:**

- Create interim space and interior design plan for branch and main to better utilize space.
  - Reorganize and replace furniture and layout of branch for optimal use.
  - Reorganize and replace furniture in lower level to create space for all staff.
  - Combine the circulation and reference desks to create a centralized one-point service model that is centered around a single Information & Research desk.
  - Create a teen area along the west end of the library and use the current teen area to open up the space for more display and seating for the general public.
- Research, purchase and install at least one exterior lighted sign and a cohesive signage design for the interior of the building.
- Make the facilities as “green” and energy efficient as is economically possible prior to renovation.
  - Finalize retrofit of lighting to LED and analyze benefits of retrofitting the Branch.
  - Continue to research grant opportunities and receive bids for a solar installation.
  - Research adding water storage units.
  - Continue research and install charge stations (also a revenue source).
- Research opportunities for funding for replacing the majority of our landscaping with drought tolerant plants.
  - Finalize grant and create drought tolerant demonstration garden project.

- Research Nature Explorer garden to replace some existing landscaping.
- Improve the look of the interior planters

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

- Create numerous display areas in the library to increase circulation and awareness of materials.
- Expand and develop programming (classes, seminars, lectures, training, presentations) that meets the needs of the community. Provide more experiential events and opportunities than what we currently offer.
  - Expand and create more "Inspiration Stations" around the library, where patrons can use their imagination and creativity in a hands-on activity.
  - Identify and develop programming for children with autism and sensory challenges.
  - Expand current DIY program for Teens using \$30,000 grant funds.
  - Evaluate all programs currently offered for:
    - Day of the week / Time (add/delete/change)
    - Content (add/delete/change)
- Remove items that are no longer used and/or are irrelevant from the collection.
- Develop a plan on to effectively gauge what the Altadena community (both users and non-users) want/need/expect from their library.

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

- Installation of two self-check machines at the main library to free up staff to provide more outreach and programming and to provide privacy for our users.
- Upgrade our existing Internet access from less than 100 megs to 1gig at both branch and main. This will open up many additional possibilities for the library including virtual conferencing software and download stations for ebooks, movies and music.
- Upgrade to VOIP telecommunications system.
- Update and improve our website after extensive usability studies. Begin to develop a true virtual library as a part of our website, incorporating on-line library card registration as well as meeting room reservation software.
- Research different technology options for reaching the Internet and replace existing computers with technologies more appropriate.
- Research new software opportunities to enable us to provide better access to our collection and better customer service (OCLC Worldshare and Worldcat Discovery).
- Acquire wifi printing functionality.
- Expand the Teen DIY program to create a Digital Learning Lab/Makerspace for Teens.

### **Library Staff Training and Development**

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

- Create a Collection Development Manager position to oversee the collection as a whole and provide our users with balanced and relevant resources
- Hire and integrate the new Public Services Director position.
- TRAINING:
  - Continue to search out opportunities for our staff to view, learn and discuss what other libraries and institutions are doing.
  - Have a full day of staff training in October with opportunities for staff to work together as a team and learn from experts in the Library field.
  - Train staff in the library's evolving service model, including instruction for one-point service, display, marketing and roving.
  - Provide customer service training for Public Services staff.
  - Set library staff technology competencies and train staff in accordance.
  - Encourage attendance of all staff to the California Association of Libraries Annual Conference in Pasadena.
- Make use of staff proficiencies by initiating staff-lead presentations and programs.
- Clarify and simplify all policies and procedures including personnel, financial and operational
- Provide all staff with documentation of actual cost of benefits and wages.
- Review and revision of all job descriptions as well as salary structure.



# Statistics for FY 2014/15

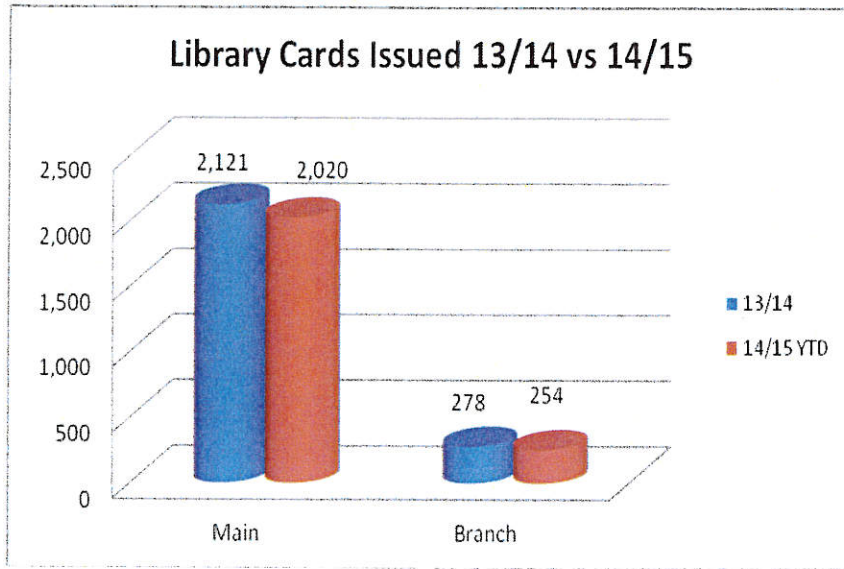
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Circulation - Main</b>													
FY13/14	19,836	16,881	15,900	16,968	16,133	15,474	17,060	15,791	17,335	16,325	15,920	16,574	200,197
FY14/15	18,195	16,445	16,719	16,353	14,673	15,071	15,871	14,486	15,149	15,321	15,263	17,533	191,079
% Change	-8%	-3%	5%	-4%	-9%	-3%	-7%	-8%	-13%	-6%	-4%	6%	-5%
<b>Circulation - Branch</b>													
FY13/14	1,608	1,296	1,077	1,325	1,050	1,262	1,438	1,206	1,242	1,094	1,074	1,121	14,793
FY14/15	1,522	1,030	1,039	1,321	894	1,034	956	1,044	1,052	1,097	860	1,046	12,895
% Change	-5%	-21%	-4%	0%	-15%	-18%	-34%	-13%	-15%	0%	-20%	-7%	-13%
<b>Visitors - Main</b>													
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	23,507	22,278	19,122	26,782	27,642	305,228
% Change	-8%	-3%	17%	-3%	0%	-22%	-14%	6%	-18%	-31%	-12%	0%	-8%
<b>Visitors - Branch</b>													
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	3,448	4,104	4,163	3,435	3,707	44,917
% Change	-5%	-1%	-4%	0%	-14%	-10%	-3%	7%	0%	-3%	-9%	43%	-1%
<b>Days Open - Main</b>													
FY13/14	27	27	24	27	23	24	25	23	26	26	26	25	303
FY14/15	27	25	25	27	22	25	25	23	26	26	26	26	303
% Change	0%	-7%	4%	0%	-4%	4%	0%	0%	0%	0%	0%	4%	0%
<b>Days Open - Branch</b>													
FY13/14	22	22	20	23	17	19	21	19	21	22	21	21	248
FY14/15	22	21	20	23	17	21	20	19	22	21	21	21	249
% Change	0%	-5%	0%	0%	0%	11%	-5%	0%	5%	-5%	0%	5%	0%
<b>Registrations - Main</b>													
FY13/14	201	189	209	181	144	106	219	158	164	183	163	204	2,121
FY14/15	214	192	216	188	109	114	169	151	146	159	155	207	2,020
% Change	6%	2%	3%	4%	-24%	8%	-23%	-4%	-11%	-13%	-5%	1%	-5%
<b>Registration - Branch</b>													
FY13/14	29	17	34	21	32	15	19	21	16	23	16	35	278
FY14/15	25	21	19	27	13	13	26	21	35	17	16	21	254
% Change	-14%	24%	-44%	29%	-59%	-13%	37%	0%	119%	-26%	0%	-40%	-9%
<b>Reserves - Main</b>													
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	109	138	154	134	159	1,479
% Change	-24%	-29%	6%	-14%	-8%	13%	16%	28%	1%	35%	70%	31%	7%
<b>Inter Library Loan - Main</b>													
FY13/14	47	65	70	52	63	50	91	81	109	82	93	68	871
FY14/15	93	78	67	83	67	59	98	74	91	76	50	63	899
% Change	98%	20%	-4%	60%	6%	18%	8%	-9%	-17%	-7%	-46%	-7%	3%
<b>Inter Library Loan - Branch</b>													
FY13/14	7	8	9	7	6	8	6	8	4	5	4	2	74
FY14/15	8	10	5	12	5	6	5	4	4	3	5	7	74
% Change	14%	25%	-44%	71%	-17%	-25%	-17%	-50%	0%	-40%	25%	250%	0%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
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	8	16	9	7	6	93
% Change	-100%	-43%	50%	0%	0%	100%	71%	100%	78%	125%	133%	100%	39%
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	90	275	90	122	67	1,217
% Change	-100%	-79%	20%	-44%	-47%	167%	10%	2%	98%	125%	63%	5%	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	16	18	20	19	13	189
% Change	-94%	1100%	15%	50%	-13%	70%	40%	7%	13%	-9%	58%	18%	15%
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	659	140	735	644	948	6,329
% Change	-94%	1100%	-61%	72%	-30%	42%	60%	36%	-4%	43%	66%	57%	15%
Adult Reference Questions													
FY13/14	3,217	3,115	2,370	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	302	355	430	455	555	20,048
% Change	-1%	15%	23%	-14%	-20%	-24%	-85%	-87%	-86%	-84%	-78%	-81%	-41%
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	1,133	629	810	983	648	616	736	613	650	717	575	903	9,013
% Change	-14%	-37%	-5%	-24%	-45%	-33%	-22%	-36%	-32%	-5%	-18%	-1%	-23%
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	51	56	59	44	57	2,035
% Change	-18%	19%	-14%	37%	17%	19%	-82%	-77%	-82%	-79%	-84%	-78%	-36%
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	1,973	2,043	2,255	1,913	2,260	27,975
% Change	-22%	-23%	-7%	-5%	-15%	-12%	-23%	-20%	-36%	-22%	-32%	-17%	-20%
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	133	147	230	132	210	2,334
% Change	-60%	33%	2%	-17%	-35%	-44%	-54%	-37%	-65%	-28%	-43%	-21%	-35%
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	522	630	596	596	756	7,867
% Change	-37%	-29%	-15%	12%	-20%	12%	-23%	-18%	-2%	-1%	-11%	4%	-12%
Branch Services Public Computer Usage													
FY13/14	886	1044	1077	1288	808	817	914	821	834	1020	1069	684	11,242
FY14/15	867	857	832	901	611	610	621	673	671	777	617	720	8,757
% Change	-2%	-18%	-23%	-29%	-24%	-25%	-32%	-18%	-20%	-24%	-42%	5%	-22%
Main PC Usage Wireless													
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	2,064	2,315	2,314	2,325	2,476	28,351
% Change	18%	8%	31%	31%	15%	17%	-1%	12%	1%	-2%	-6%	0%	9%
Branch PC Usage Wireless													
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	1,257	1,246	1,375	1,347	1,169	14,707
% Change	-6%	-17%	-4%	6%	12%	19%	18%	27%	8%	5%	12%	40%	9%

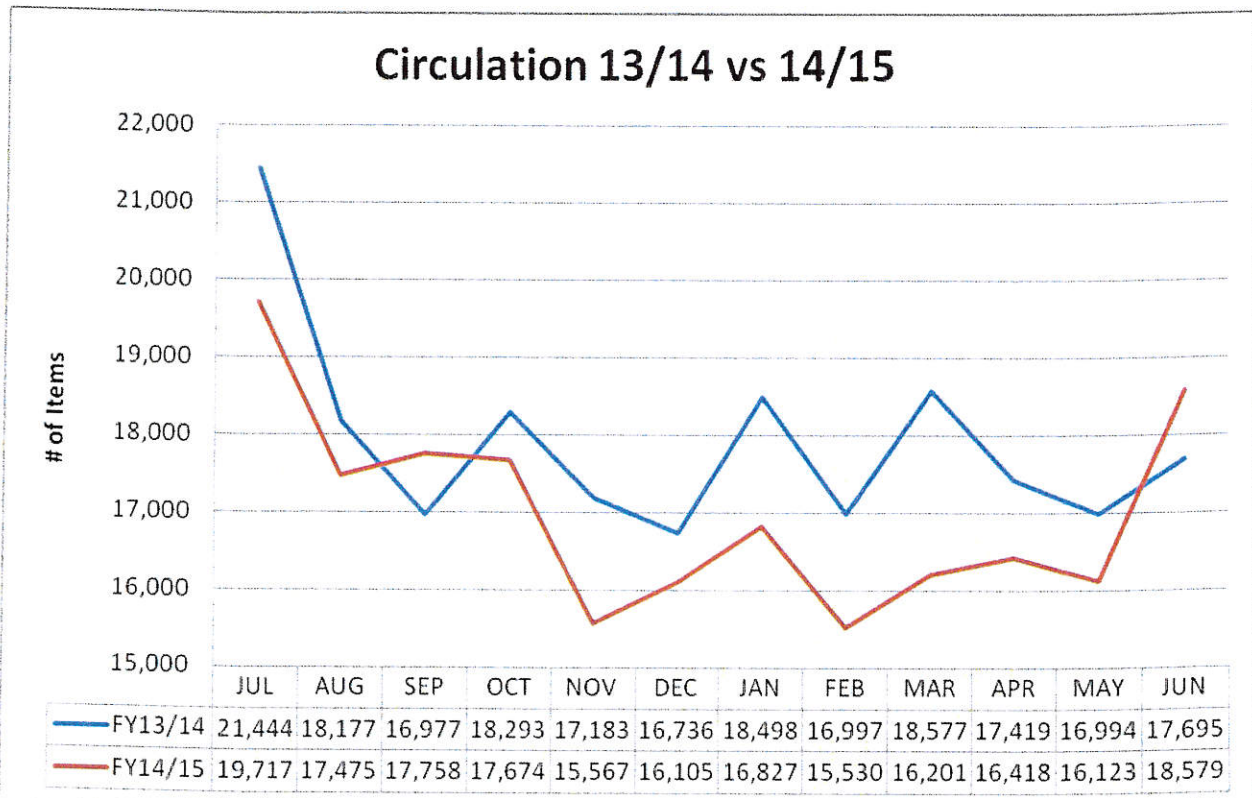
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Adult/YA Total Items Owned</b>													
FY13/14	127,638	128,225	129,546	130,819	131,357	132,084	132,702	132,725	134,219	135,054	135,305	135,697	1,890
FY14/15	136,286	136,873	137,848	133,178	137,705	137,578	137,251	135,661	134,830	134,218	133,198	130,973	2,318
% Change	7%	7%	6%	2%	5%	4%	3%	2%	0%	-1%	-2%	-3%	
<b>Adult/YA Total Items Added</b>													
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	559	596	625	576	666	7,606
% Change	33%	-16%	-34%	-11%	-10%	-6%	-15%	-10%	-23%	-11%	-30%	17%	-13%
<b>Children's Total Items Owned</b>													
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	1,890
FY14/15	32,478	32,446	32,700	32,853	32,913	32,938	32,825	32,705	32,480	32,339	32,422	32,259	2,318
% Change	3%	3%	4%	4%	4%	3%	3%	2%	2%	1%	0%	-1%	
<b>Children's Total Items Added</b>													
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	184	257	201	93	142	2,318
% Change	-85%	-1%	1865%	199%	-12%	108%	105%	261%	45%	-38%	-38%	-46%	23%
<b>Branch Services Collection Owned</b>													
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	998
FY14/15	17,321	17,276	17,626	17,893	17,811	17,759	17,759	17,986	18,198	18,199	18,188	18,363	989
% Change	6%	6%	7%	8%	7%	6%	5%	6%	8%	6%	6%	6%	-1%
<b>Branch Services Items Added</b>													
FY13/14	167	66	94	81	88	30	96	80	32	127	52	85	998
FY14/15	35	79	129	72	87	89	45	185	49	58	44	117	989
% Change	-79%	20%	37%	-11%	-1%	197%	-53%	131%	53%	-54%	-15%	38%	-1%
<b>Adult Programs</b>													
FY13/14	1	1	4	3	3	1	2	4	4	2	3	3	31
FY14/15	3	2	3	4	3	2	2	4	5	2	7	5	42
% Change	200%	100%	-25%	33%	0%	100%	0%	0%	25%	0%	133%	67%	35%
<b>Adult Programs - Attendance</b>													
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	110	138	109	129	126	1,495
% Change	1000%	720%	-43%	49%	-70%	338%	-11%	-31%	-25%	11%	174%	126%	19%
<b>Young Adult Programs</b>													
FY13/14	2	0	0	1	3	2	4	3	4	7	3	2	31
FY14/15	4	2	5	5	4	4	5	4	5	7	4	4	53
% Change	100%	n/a	n/a	400%	33%	100%	25%	33%	25%	0%	33%	100%	71%
<b>Young Adult Program Attendance</b>													
FY13/14	56	0	0	9	73	23	60	39	50	74	26	142	552
FY14/15	117	53	57	55	60	55	122	64	70	111	84	90	938
% Change	109%	n/a	n/a	511%	-18%	139%	103%	64%	40%	50%	223%	-37%	70%
<b>Children's Services Programs Offered</b>													
FY13/14	20	1	13	21	16	9	12	9	19	15	11	9	155
FY14/15	19	12	12	20	14	11	14	25	19	19	13	10	188
% Change	-5%	1100%	-8%	-5%	-13%	22%	17%	178%	0%	27%	18%	11%	21%
<b>Children's Services Program Attendance</b>													
FY13/14	1,110	26	328	586	586	386	413	343	556	496	405	389	5,624
FY14/15	1,148	447	336	746	611	366	532	595	533	515	431	456	6,716
% Change	3%	1619%	2%	27%	4%	-5%	29%	73%	-4%	4%	6%	17%	19%
<b>Branch Services Programs Offered</b>													
FY13/14	5	1	3	5	4	2	4	1	1	1	1	2	30
FY14/15	6	1	2	2	5	3	2	2	2	2	2	2	31
% Change	20%	0%	-33%	-60%	25%	50%	-50%	100%	100%	100%	100%	0%	3%
<b>Branch Services Program Attendance</b>													
FY13/14	185	13	55	90	40	50	34	7	4	21	10	50	559
FY14/15	345	8	28	43	143	58	35	58	36	37	40	60	891
% Change	86%	-38%	-49%	-52%	258%	16%	3%	729%	800%	76%	300%	20%	59%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
<b>Children's Services Class Visits</b>													
FY13/14	4	2	4	3	3	4	5	6	6	4	7	3	51
FY14/15	2	1	6	6	7	3	12	13	17	9	13	12	101
% Change	-50%	-50%	50%	100%	133%	-25%	140%	117%	183%	125%	86%	300%	98%
<b>Children's Services Classroom Visits Attendance</b>													
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	266	358	186	249	245	2,056
% Change	-5%	9%	48%	112%	107%	-1%	23%	158%	206%	109%	87%	-40%	49%
<b>Branch Services Class Visits</b>													
FY13/14	5	1	1	2	2	1	2	1	1	1	1	0	17
FY14/15	0	0	1	4	1	1	1	1	2	5	3	1	20
% Change	-100%	-100%	n/a	100%	-50%	0%	-50%	0%	100%	400%	200%	100%	18%
<b>Branch Services Class Visits - Attendance</b>													
FY13/14	173	28	0	59	59	30	46	30	20	25	40	0	510
FY14/15	0	0	28	48	26	26	26	26	48	127	75	26	456
% Change	-100%	-100%	n/a	-19%	-56%	-13%	-43%	-13%	140%	408%	88%	100%	-11%
<b>Branch Services - Literacy Tutor Sessions Offered</b>													
FY13/14	46	53	43	55	31	46	25	35	78	49	57	59	577
FY14/15	48	79	79	100	73	66	76	94	89	69	80	60	834
% Change	-100%	-9%	84%	82%	135%	43%	204%	169%	14%	41%	40%	2%	45%
<b>Branch Services Literacy Tutor Sessions Attendance</b>													
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	282	255	215	210	191	2,332
% Change	-72%	-14%	17%	-25%	50%	18%	106%	131%	47%	73%	81%	14%	27%
<b>Branch Services Literacy Tutor Hours offered</b>													
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	163.5	157.5	102.25	137.75	95.9	1,525
% Change	15%	12%	45%	120%	514%	146%	405%	230%	233%	62%	55%	-8%	104%
<b>Branch Services Literacy - Volunteer Hours</b>													
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	238.75	190.75	193	283.75	105.9	2,024
% Change	46%	51%	97%	147%	76%	105%	452%	296%	210%	149%	131%	-18%	118%
<b>Adult Volunteers</b>													
FY13/14	3	3	1	1	1	1	2	2	2	2	1	2	21
FY14/15	1	2	2	1	1	2	2	2	2	1	1	1	18
% Change	-67%	-33%	100%	0%	0%	100%	0%	0%	0%	-50%	0%	-50%	-14%
<b>Adult Volunteer Hours</b>													
FY13/14	48	45	5.5	4.5	3	6.0	12.5	7.0	10.75	7.50	4.50	10.0	164
FY14/15	6	12.5	7.25	8	2	10	14	11.5	14	4.5	12.5	51.3	154
% Change	-88%	-72%	32%	78%	-33%	67%	12%	64%	30%	-40%	178%	413%	-7%
<b>Young Adult Volunteers</b>													
FY13/14	6	0	0	2	5	3	6	5	7	6	4	8	52
FY14/15	10	10	7	6	12	7	12	11	10	11	9	13	118
% Change	67%	n/a	n/a	200%	140%	133%	100%	120%	43%	83%	125%	63%	127%
<b>Young Adult Volunteer Hours</b>													
FY13/14	31	0	0	4	6	5	10	15	11	13.5	9.25	43.25	148
FY14/15	81	59.75	12.75	30.25	45.25	22.55	67.25	33.5	14.5	44.5	41.5	77	530
% Change	161%	n/a	n/a	656%	654%	351%	573%	123%	32%	230%	349%	78%	258%
<b>Children's Services Volunteers</b>													
FY13/14	10	7	3	6	6	6	5	7	7	5	4	6	72
FY14/15	7	5	2	4	4	5	5	8	6	6	6	6	64
% Change	-30%	-29%	-33%	-33%	-33%	-17%	0%	14%	-14%	20%	50%	0%	-11%
<b>Children's Services Volunteer Hours</b>													
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	24.75	33.25	25.5	24.5	16	261
% Change	-46%	-64%	-59%	-45%	-49%	-71%	-45%	-49%	-20%	-3%	51%	-22%	-42%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
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	3,156	3,156	91	145	136	3,156	8,955	21,744
% Change	-28%	28%	-19%	-64%	-8%	404%	603%	-81%	-58%	-77%	437%	1959%	180%
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	37	156	234	150	227	1,652
% Change	227%	-67%	-48%	2%	-76%	56%	-20%	-72%	21%	318%	-33%	-6%	-22%
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	194	237	240	259	237	1,967
% Change	68%	23%	43%	26%	5%	-8%	30%	30%	21%	-4%	39%	45%	25%
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	127	162	126	159	146	1,357
% Change	38%	23%	36%	36%	19%	9%	18%	2%	17%	-25%	16%	29%	15%
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	7	8	8	10	15	94
% Change	-25%	-22%	71%	-83%	100%	50%	17%	17%	-20%	-27%	150%	-17%	-14%



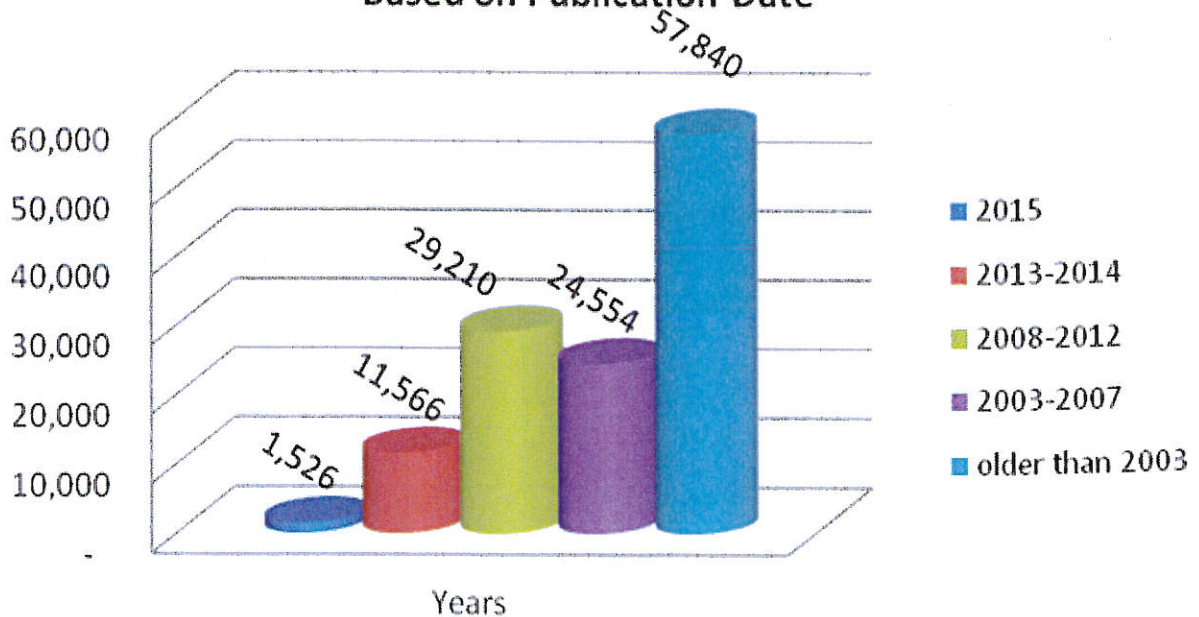
As of June 30, 2015 the District has 23,406 cardholders. The State Library defines the population of our district as 53,177. Accordingly, 44% of our community has a library card. 12,769 cardholders have checked out an item within the past three years (24% of our population). 10,008 have checked out an item within the past two years (19% of our population) and 7,040 had checked out an item within the past 12 months (13% of our population)



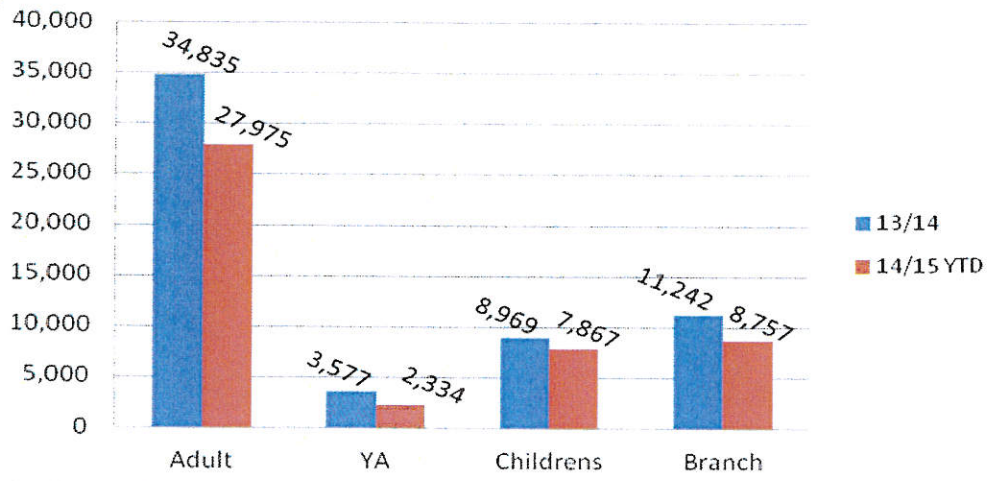
CIRCULATION (CHECKOUT) STATISTICS		
ALL LOCATIONS		
	Jul 14-Jun 15	
P TYPE	PERCENT	QTY
Adult	80.6%	164396
Juvenile	12.7%	25999
Staff	3.2%	6577
Volunteer	0.8%	1635
Trustee	0.0%	53
Foster Patrons	0.1%	169
Teacher Loan	1.4%	2870
Teen	1.1%	2279
Total	100.0%	203978

## Age of Collection as of 6/9/15

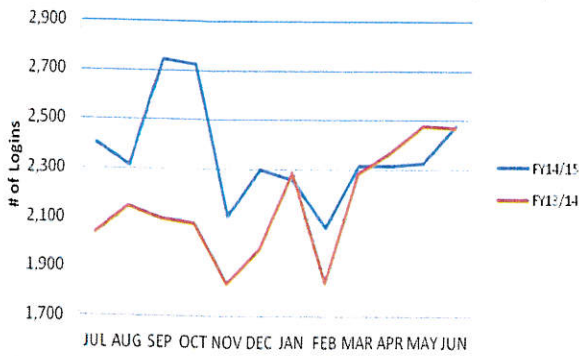
Based on Publication Date



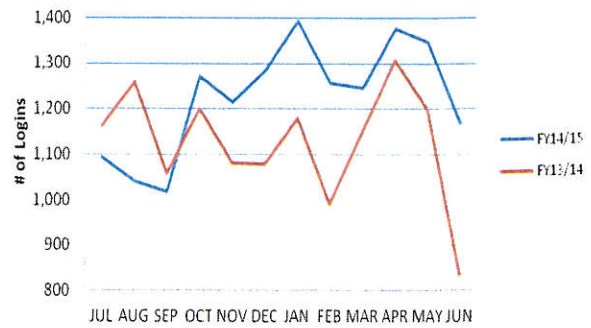
### Computer Usage 13/14 vs 14/15 YTD



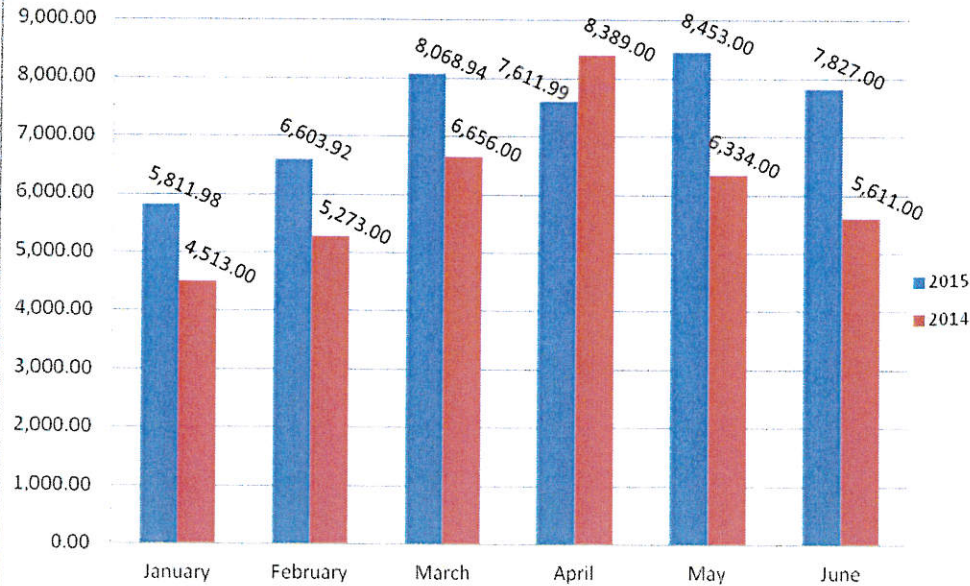
### Wireless Usage 2014/2015 (Main)



### Wireless Usage 2014/2015 (Branch)



### Business Office Revenue





## GENERAL FUND

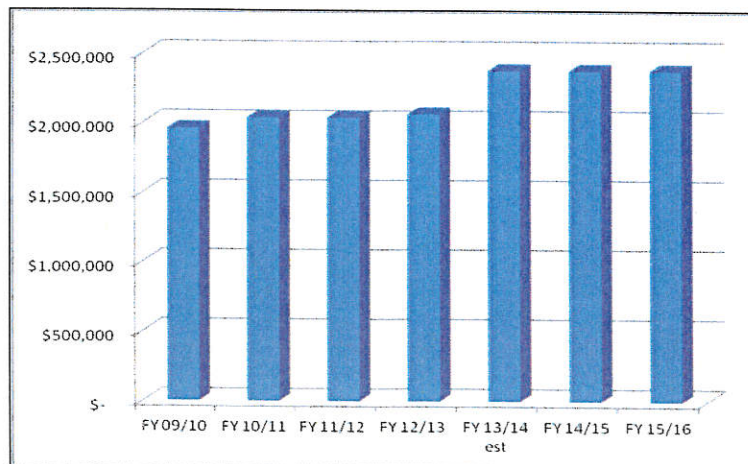
The Altadena Library District (ALD) is an independent non-enterprise district, in which operations are financed by and operated primarily on property taxes. The District also receives a voter approved per parcel benefit assessment placed on the property tax roll and collected annually. Other revenues are received from passport services, fines and fees and donations.

The General Fund is the general operating fund of the Altadena Library District. All General Fund tax revenues and all other receipts and fees are accounted for in this fund. Expenditures of this fund include the general operating expenses and capital improvement costs.

Cash Balance	FY11/12	FY 12/13	FY 13/14	Estimated FY 14/15	Estimated FY 15/16
Fund Balance as of July 1	1,960,505	1,909,406	2,066,106	2,379,983	2,379,983
Net Increase/(Decrease) in Fund	79,378	156,700	313,877		
Fund Balance as of June 30	2,039,883	2,066,107	2,379,983	2,379,983	2,379,983

The General Fund balance is based on generally accepted accounting principles that report beginning balances, plus revenues, less expenses and transfers both in and out. Analysis of the General Fund gives management and the Board of Trustees a tool to use to help determine the overall financial health of the District and long-term sustainability of the library.

The District had previously experienced a reduction to its General Fund over a 3-year period. Management, staff and the Board of Trustees has worked diligently to adopt a balanced budget for FY 2014/15 to ensure there are no further reductions to the General Fund. Through efficient use of its resources the District is working towards restoring its fund (cash) balance to a less critical level and looking towards long-term solutions to fiscal sustainability of the General Fund.



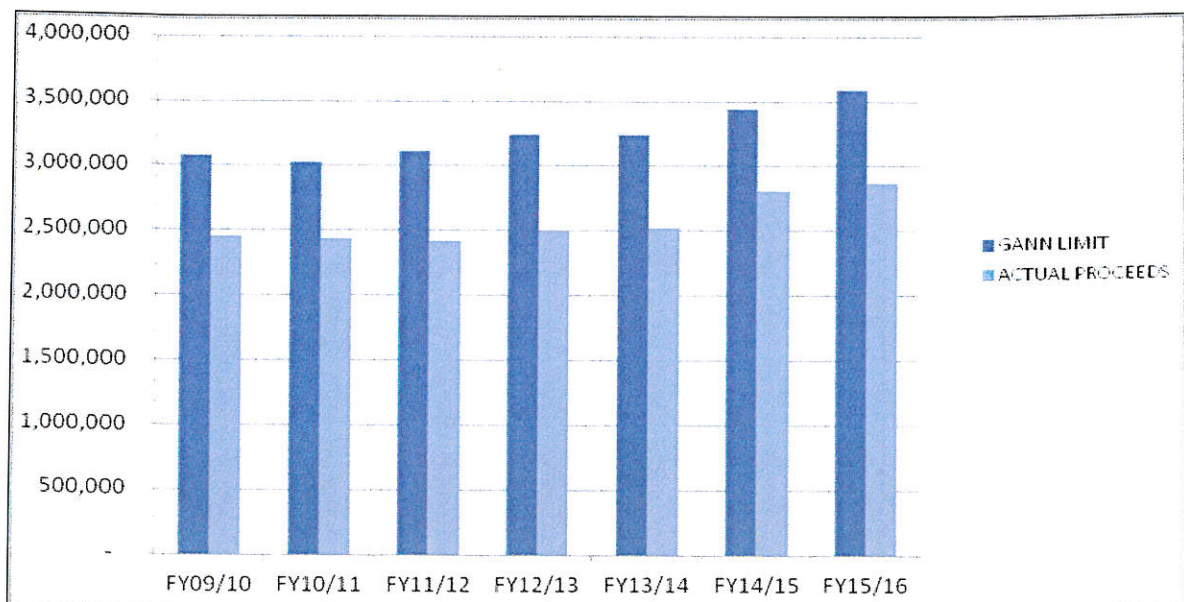
## GANN APPROPRIATIONS LIMIT

Commonly referred to as the Gann Limit, this was a ballot initiative adopted in 1980, and modified by Proposition 111, which passed in 1990, to limit the amount of tax proceeds state and local governments can spend each year. The Gann Limit now appears in California's State Constitution as Article XIII B.

The limit changes annually and is different for every organization. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in FY 1978-79 in each jurisdiction, and modified for changes in inflation and population in each subsequent year. By law, inflationary adjustments are based on the California Department of Finance's official report on changes in the state's per capita income of non-residential assessed valuation due to new construction. Population adjustments are based on the changes in the District's population levels. Each year the Board of Trustees must adopt an appropriations limit for the following year. Using the cost of living data provided by the State of California, and the population and per capita personal income data provided by the California State Department of Finance, the Altadena Library District's Appropriation Limit for FY 2015/16 is \$3,589,355.

Additional appropriations to the budget funded by non-tax sources, such as service charges, fines & fees, passport revenue, restricted revenues from other agencies, grants, or beginning fund balances are unaffected by the Appropriations Limit.

The FY 2015/16 limit has been computed to be \$3,589,355. The District's budgeted tax proceeds subject to the FY2015/16 Gann limit equals \$2,869,299. Therefore, the District is within the Gann limitation by \$720,056 and in compliance with state law.



# Budget Summary

**Altadena Library District**  
**BUDGET SUMMARY**  
 For the years Ended and Fiscal Year Ending June 30, 2016

	ADOPTED BUDGET 2013/14	ADOPTED BUDGET 2014/15	ADOPTED BUDGET 2015/16	POS/(NEG) AMOUNT	PERCENT
<b>REVENUES:</b>					
PROPERTY TAXES	1,992,589	1,803,775	2,106,682	302,907	16.8%
PARCEL TAXES	760,440	740,000	762,617	22,617	3.1%
INTEREST INCOME	5,447	7,200	7,000	(200)	-2.8%
FINES & FEES	97,204	41,000	102,500	61,500	150.0%
DONATIONS & MISC INCOME	67,174	198,475	210,798	12,323	6.2%
General Fund Balance	1,866,695	2,006,106	2,379,983	373,877	18.6%
<b>TOTAL REVENUES</b>	<b>4,789,548</b>	<b>4,796,556</b>	<b>5,569,580</b>	<b>773,024</b>	<b>16%</b>
<b>EXPENDITURES:</b>					
SALARIES & BENEFITS	1,996,293	2,041,179	2,180,148	138,969	7%
MATERIALS, SUPPLIES & SERVICES	656,389	650,271			
LIBRARY MATERIALS			232,911		
LIBRARY SERVICES		-	24,500		
OPERATING EXPENSES		-	262,218		
PROFESSIONAL & TECHNICAL		-	126,819		
FACILITIES, GROUNDS, MAINT.		-	52,000		
CAPITAL	45,000	34,000	155,000	121,000	356%
MISC. EXPENSES	150,000	65,000	156,000	91,000	140%
<b>TOTAL EXPENDITURES</b>	<b>2,847,682</b>	<b>2,790,450</b>	<b>3,189,597</b>	<b>399,147</b>	<b>14%</b>
<b>RESERVED / DESIGNATED FUNDS:</b>					
Six months of operating expenses (govt. code #53646)	1,441,541	1,395,225	1,594,798	199,573	14%
Capital Asset Replacement Reserve	98,939	64,938	99,182	34,244	53%
Trustee Election Reserves	-	110,000	130,000	20,000	18%
Parcel Election Reserves	-	-	65,000		
HUD Funds		5,063			
Undesignated Reserves	401,386	430,880	491,002	60,122	14%
	<b>4,789,548</b>	<b>4,796,556</b>	<b>5,569,580</b>	<b>773,024</b>	<b>16%</b>

**Financial Notes:**

- Projected Revenues is based on a conservative 3% increase
- No Increase to Parcel Tax Revenue, per Election
- FY13/14 and 14/15: Miscellaneous Expense is Trustee & Parcel Elections
- General Fund Balance per Audited Financial Statements
- Capital Assesst Reserve, per Balance Sheet at June 30, 2014 is \$143,939

# Revenues

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

ACCT#	REVENUE	Actual 2012/13	Actual 2013/14	BUDGET 2014/15	YTD APR-2015	ADOPTED 2015/16	% of Budget
<b>Property Tax Revenue</b>							
4010	Secured	1,644,343	1,777,868	1,899,880	1,639,119	1,956,876	
4020	Unsecured	70,192	66,479	65,000	71,986	70,000	
4030	Prior Year	53,825	37,659	0	9,878	10,000	
4050	Homeowners Exemption	14,785	13,803	7,500	6,810	7,500	
4060	Per Parcel Benefit Assessment	740,794	760,440	762,617	661,723	762,617	
4070	SB 813 Supplemental Roll	24,030	37,323	20,000	29,685	28,000	
4080	Penalties/Interest/Costs	20,769	18,259	15,000	10,020	15,000	
4090	RDA ABx126 Income	37,779	41,197	35,567	34,740	19,305	
<b>Total Property Revenue</b>		<b>2,606,517</b>	<b>2,753,029</b>	<b>2,805,564</b>	<b>2,463,960</b>	<b>2,869,299</b>	89.96%
<b>Interest Income</b>							
4210	Chase Bank	206	130	250	11	50	
4220	County Deposits	7,100	5,317	6,950	7,204	6,950	
Subtotal		<b>7,306</b>	<b>5,447</b>	<b>7,200</b>	<b>7,215</b>	<b>7,000</b>	
<b>Fines &amp; Fees</b>							
4305	Fines	32,859	32,431	33,000	25,980	33,000	
4310	Printer & Copy Machine	8,620	8,237	8,000	6,687	8,500	
4330	Video Game Rentals	984	1,054	1,000	754	1,000	
4340	Passport Services	47,532	55,483	35,000	57,668	60,000	
Subtotal		<b>89,995</b>	<b>97,204</b>	<b>77,000</b>	<b>91,089</b>	<b>102,500</b>	
<b>Total Internal Income</b>		<b>97,301</b>	<b>102,651</b>	<b>84,200</b>	<b>98,304</b>	<b>109,500</b>	3.43%
<b>Donations &amp; Grants</b>							
4710	Friends of the Library	31,000	36,000	39,000	41,000	30,000	
4715	In-Kind Donations	10,000	7,000	0	0	0	
4730	Undesignated	4,549	1,130	500	275	500	
4735	Designated	0	20	1,000	2,250	1,000	
4740	CA Library Literacy Services	14,355	14,298	22,877	22,877	14,298	
4750	Cal State Library	0	0	0	0	0	
4755	HUD Grant	38,795	0	5,062	0	0	
Subtotal		<b>98,699</b>	<b>58,448</b>	<b>68,439</b>	<b>66,402</b>	<b>45,798</b>	
<b>Misc Income</b>							
4910	Miscellaneous Income	3,753	8,726	10,955	13,440	10,000	
4925	Gain/Loss on Disposal of Asset	0	0	0	0	0	
4940	Transfer in from Reserves	0	0	175,000	0	155,000	
Subtotal		<b>3,753</b>	<b>8,726</b>	<b>185,955</b>	<b>13,440</b>	<b>165,000</b>	
<b>Total Donations &amp; Misc Income</b>		<b>102,453</b>	<b>67,174</b>	<b>254,394</b>	<b>79,842</b>	<b>210,798</b>	6.61%
<b>REVENUE TOTALS</b>		<b>2,806,271</b>	<b>2,922,853</b>	<b>3,144,158</b>	<b>2,642,107</b>	<b>3,189,597</b>	100%

**Revenue Assumptions:**

3.0% Increase to Property Tax

No Increase to Parcel Tax (per Election Ballot, November 2014)

Interest rates on cash investments with LA County will continue to be low for FY2015/16

# Expenses

Altadena Library District  
EXPENSES  
For the years Ended and Fiscal Year Ending June 30, 2016

ACCT#	Expenses	Actual 2012/13	Actual 2013/14	Adopted Budget 2014/15	YTD MAY-2015	Adopted Budget 2015/16	
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**SALARIES, WAGES & BENEFITS**

*Salaries & Wages*

5010	Salaried Employees	1,142,645	1,086,906	1,086,626	996,299	1,238,167	
5020	Hourly Employees	266,854	282,982	281,672	253,838	250,573	
	<b>Subtotal</b>	<b>1,409,498</b>	<b>1,369,888</b>	<b>1,368,298</b>	<b>1,250,137</b>	<b>1,488,740</b>	49%

*Benefits*

5120	Social Security & Medicare, Salary	84,384	80,677	86,611	74,542	94,720	
5121	Social Security & Medicare, Hourly	20,551	21,524	15,828	19,531	15,197	
5210	PERS Retirement	172,259	163,929	220,761	140,240	166,527	
5220	Health Insurance (Active & Retired)	158,595	151,983	180,900	149,075	222,000	
5222	OPEB Contribution	68,697	45,967	75,000	64,584	140,000	
5230	Dental Insurance	14,015	13,839	15,914	13,478	14,435	
5240	Vision Insurance	4,819	4,889	5,614	4,889	5,348	
5250	SUI, Salary	5,439	4,582	13,213	4,716	14,350	
5251	SUI, Hourly	4,876	3,815	3,106	3,908	2,302	
5260	Life Insurance	1,876	1,752	1,884	1,495	1,642	
5300	Tuition Reimbursement	0	0	0	0	0	
6410	Workers' Compensation	10,746	14,408	17,190	12,441	14,887	
	<b>Subtotal</b>	<b>546,257</b>	<b>507,366</b>	<b>636,021</b>	<b>488,899</b>	<b>691,408</b>	23%

<b>Total Salary &amp; Benefits</b>		<b>1,955,755</b>	<b>1,877,254</b>	<b>2,004,319</b>	<b>1,739,036</b>	<b>2,180,148</b>	72%
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**LIBRARY MATERIALS**

6110	Cataloging Expenses	19,405	18,726	19,604	14,767	19,604	
6115	Electronic Databases & Subscriptions	13,270	14,563	14,900	17,764	11,000	
6117	Standing Orders	12,203	10,375	12,000	11,662		
6120	Books	109,186	113,016	138,000	83,681	98,944	
6125	Audio CD	6,825	8,972	9,600	7,598	19,253	
6130	DVD's & Videogames	11,844	10,091	10,700	9,000	25,110	
6135	Processing of Materials	13,064	12,359	21,500	12,287	31,500	
6140	Periodicals	13,597	10,448	12,500	11,620	12,500	
6142	FOL DVD Rental Collection	788	1,187	1,600	1,008	0	
6147	Video Game Rental Collection	1,030	869	1,600	1,298	0	
6150	Downloadables (eBooks)	0	0	0	0	15,000	

<b>Total Library Materials</b>		<b>201,212</b>	<b>200,605</b>	<b>242,004</b>	<b>170,685</b>	<b>232,911</b>	8%
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**LIBRARY SERVICES**

6200	Youth Services	10,458	6,537	8,000	8,870	8,000	
6210	Teen Services	0	1,746	1,500	1,886	3,000	
6220	Adult Services	12,422	7,378	5,000	5,884	10,000	
6230	Bob Lucas Branch Services	0	755	1,500	1,381	1,500	
6240	Literacy Services	0	2,807	11,277	3,608	2,000	

<b>Total Library Services</b>		<b>22,880</b>	<b>19,222</b>	<b>27,277</b>	<b>21,629</b>	<b>24,500</b>	1%
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ACCT#	Expenses	Actual 2012/13	Actual 2013/14	Adopted Budget 2014/15	YTD MAY-2015	Adopted Budget 2015/16	
<b>OPERATING EXPENSES</b>							
6430	Insurance: General, Property, Liability, Earthq	28,564	28,292	30,599	29,305	31,000	
6620	Memberships, Dues and Subscriptions	9,618	11,340	11,030	10,656	11,405	
6625	Training and Education	2,346	853	7,400	341	5,000	
6626	Recruitment, Gifts and Memorials	762	2,333	7,000	7,882	6,500	
6627	Advertising and Marketing	0	0	500	465	6,000	
6710	Meetings and Travel	3,921	4,509	2,900	5,712	3,000	
6730	Mileage and Parking Reimbursement	1,213	1,026	2,500	866	2,500	
6740	Postage and Delivery	6,699	8,955	7,500	8,752	7,500	
6745	Banking and Service Fees	7,730	2,396	1,000	1,548	1,500	
6746	Payroll Fees	0	6,725	7,000	8,937	9,000	
6750	Printing and Reproduction	3,580	7,248	10,500	3,049	6,000	
6755	Equipment, Furniture, Fixtures	0	0	25,800	4,743	5,000	
6765	Janitorial Supplies	10,087	10,996	14,500	10,780	14,500	
6770	Operating Supplies	35,517	37,712	44,499	38,272	40,000	
6780	Operating Software	25,632	33,032	51,896	38,176	29,989	
6785	Computer Supplies	10,951	14,353	9,800	3,921	9,800	
6790	Hardware (Computers / Tech)	0	0	56,000	21,684	5,000	
6920	Electricity	42,665	49,171	50,000	40,904	40,000	
6930	Natural Gas	5,402	4,929	5,500	3,001	5,500	
6940	Water & Sewage	5,589	5,163	5,600	3,589	5,600	
6950	Refuse	3,681	3,931	8,800	6,978	4,500	
6960	Products for Resale	0	0	0	0	500	
6970	Equipment Lease and Rental	0	0	0	0	12,424	

<b>Total Operating Expenses</b>	<b>203,957</b>	<b>232,964</b>	<b>360,324</b>	<b>249,560</b>	<b>262,218</b>	<b>9%</b>
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**PROFESSIONAL & TECHNICAL**

7125	Audit and Financial Consulting	18,796	14,092	13,800	11,526	14,000	
7130	Legal Fees	98	1,032	4,000	1,085	1,200	
7135	Technology Consulting	7,639	6,126	9,000	15,046	9,000	
7140	Architectural & Engineering	40,135	15,302	14,062	12,835	9,000	
7145	Collection Agency	1,602	1,530	1,800	1,029	1,800	
7155	Consultants, Other	22,940	3,028	5,000	6,656	12,000	
7165	Equipment Maintenance	5,871	7,882	15,700	7,528	0	
7167	Software Expense	7,160	6,192	10,735	10,424	0	
7170	Telecommunications	27,892	31,082	27,000	20,946	21,306	
7175	Internet Service	0	0	0	0	6,575	
7180	Technology Equipment	0	0	0	0	35,000	
7185	Technology Maintenance Fees	0	0	0	0	8,938	
7190	Website Development	0	0	0	0	8,000	

<b>Total Professional and Technical</b>	<b>132,132</b>	<b>86,264</b>	<b>101,097</b>	<b>87,074</b>	<b>126,819</b>	<b>4%</b>
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ACCT#	Expenses	Actual 2012/13	Actual 2013/14	Adopted Budget 2014/15	YTD MAY-2015	Adopted Budget 2015/16	
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**FACILITIES, GROUNDS & MAINTENANCE**

7205	Maintenance Contracts	0	0	0	0	4,000	
7210	Building Maintenance and Repairs	29,485	18,673	38,756	33,576	45,000	
7220	Landscape	1,753	2,242	2,000	2,816	3,000	

<b>Total Facilities, Grounds and Maintenance</b>		<b>31,238</b>	<b>20,915</b>	<b>40,756</b>	<b>36,392</b>	<b>52,000</b>	<b>2%</b>
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**CAPITAL**

7310	Equipment, Furniture and Fixtures	0	0	1,653	7,084	55,000	
7320	Structures & Improvements	0	0	110,000	37,643	100,000	

<b>Total Capital</b>		<b>0</b>	<b>0</b>	<b>111,653</b>	<b>44,727</b>	<b>155,000</b>	
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**MISCELLANEOUS EXPENSES**

7510	Miscellaneous Expenses	465	2,333	1,000	3,905	2,000	
7520	Refunds/Parcel	0	0	1,000	0	1,000	
7530	Direct Assessment / Admin Costs	30,791	30,947	33,000	31,055	33,000	
7540	Trustee Election	0	122,123	0	0	120,000	
7560	Parcel Election	0	0	65,000	44,512	0	
7700	Depreciation Expense	71,139	16,349	0	0	0	

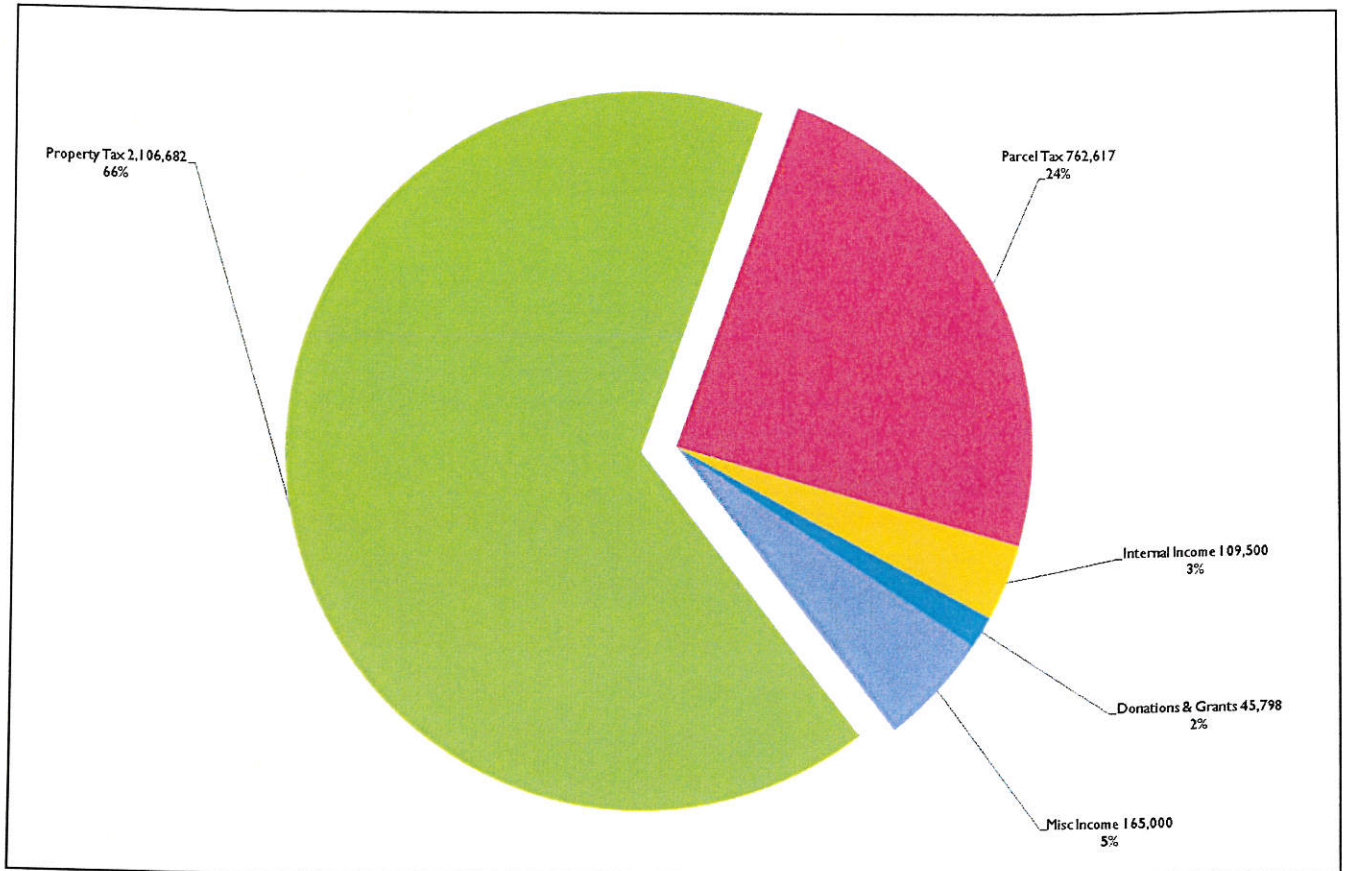
<b>Total Miscellaneous Expenses</b>		<b>102,395</b>	<b>171,752</b>	<b>100,000</b>	<b>79,472</b>	<b>156,000</b>	<b>5%</b>
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<b>TOTAL EXPENSES</b>	<b>2,649,570</b>	<b>2,608,977</b>	<b>2,987,430</b>	<b>2,428,575</b>	<b>3,189,597</b>	<b>100%</b>
<b>TOTAL REVENUES</b>	<b>\$2,806,271</b>	<b>\$2,922,853</b>	<b>\$3,144,158</b>	<b>\$2,642,107</b>	<b>\$3,189,597</b>	
<b>DIFFERENCE</b>	<b>\$156,701</b>	<b>\$313,877</b>	<b>\$156,728</b>	<b>\$213,532</b>	<b>\$0</b>	

# REVENUES

\$3,189,597

Fiscal Year Ending June 30, 2016



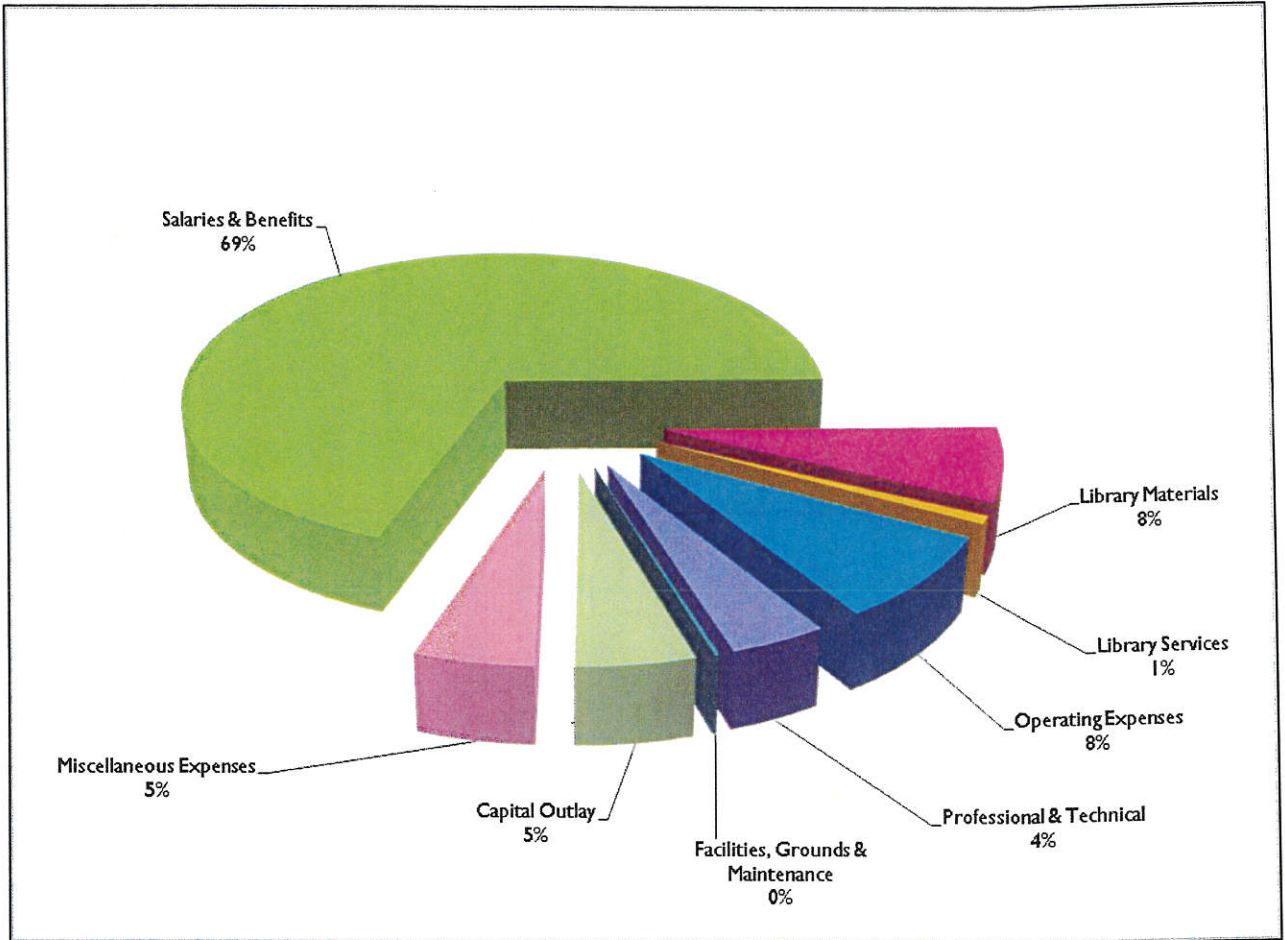
Category	Budget	Percent of Budget
Property Tax	\$2,106,682	66%
Parcel Tax	\$ 762,617	24%
Miscellaneous Income	\$ 165,000	5%
Internal Income	\$ 109,500	3%
Donations & Grants	\$ 45,798	2%



## EXPENSES

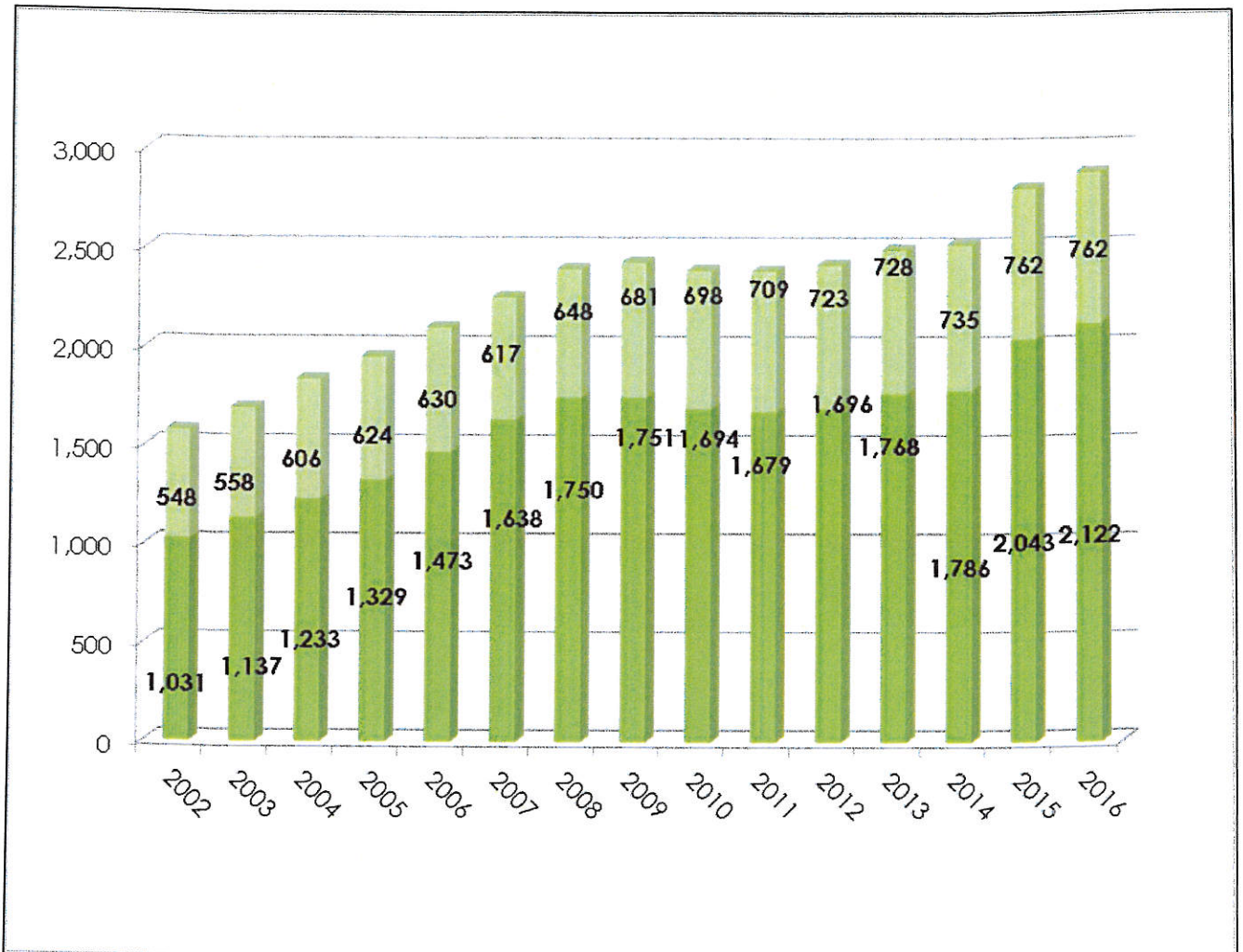
\$3,189,597

Fiscal Year Ending June 30, 2016



Category	Budget	Percent of Budget
Salaries & Benefits	\$2,180,148	69%
Operating Expenses	\$ 262,218	8%
Library Materials	\$ 232,911	8%
Miscellaneous Expenses	\$ 156,000	5%
Capital Outlay	\$ 155,000	5%
Professional & Technical	\$ 126,819	4%
Library Services	\$ 24,500	1%
Facilities, Grounds & Maintenance	\$ 5,200	0%

## PROPERTY TAXES & BENEFIT ASSESSMENT Comparison 2002 – 2016



- Parcel Tax
- Property Tax

## DEFINITIONS

**Adopted Budget** - The official budget as approved by the Library Board of Trustees at the start of each fiscal year.

**Appropriation** – A legal authorization to incur obligations and to make expenditures for specific purposes.

**Assets** - Physical items owned by the District for which a value has been attached.

**Balanced Budget** - A balanced financial budget in which planned revenues equal expenditures.

**Beginning/Ending (Unappropriated) Fund Balance** - Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures/expenses. It is essentially the amount of money still available for future purposes.

**Budget** - A plan of financial operation comprised of estimated expenditures for a given period (usually a single fiscal year) and the proposed means of financing the expenditures (through revenues). The Altadena Library District's fiscal year budget is July 1 through June 30.

**Budget Preparation** - Process by which the annual fiscal spending plan is prepared by District staff for presentation as the Library Director's recommended budget to the Library Board of Trustees.

**CalPERS** - Acronym used to denote the California Public Employees Retirement System.

**Capital Expenditures** - Money spent to purchase or construct capital improvement projects.

**Capital Improvement** - A permanent physical addition to the District's assets, including the design, construction, and/or purchase of land, buildings, facilities, or major renovations.

**Capital Improvement Program** - A financial plan of proposed capital improvement projects with single and multiple-year capital expenditures/expenses. The Capital Improvement Program plans for five years and is updated annually.

**Capital Outlay** - A budget appropriation category for equipment having a unit cost of more than \$5,000 and an estimated useful life of over one year.

**Capital Projects** - A major construction, acquisition, or renovation activity which adds value to fixed assets or which increases its useful life of one year or more. Capital Projects are \$5,000 or more and can also be called a capital improvement.

**Department** - A major organizational group of the District with overall management responsibility of an operation or a group or related operations within a function area.

**Employee (or Fringe) Benefits** - Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the governments share of costs for Social Security and the various pension, medical and life insurance plans.

**Expenditure** - The actual spending of Governmental Funds set aside by an appropriation.

**Expense** - The actual total current cost of operations during a period regardless of the timing of related expenditures.

**Fiscal Year** - A twelve-month period of time to which the annual operating budget applies. The Altadena Library District's fiscal year is July 1 - June 30.

**Full-Time Equivalent (FTE)** - A position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time employee working for 20 hours per week would be the equivalent to .5 of a full-time position.

**Fund Balance** - The amount of financial resources available for use. Generally, this represents the detail of all the annual operating surpluses and deficits since the fund's inception.

**Gann Appropriations Limit** - Article XIII-B of the California State Constitution provides limits regarding the total amount of appropriations in any fiscal year from tax proceeds.

**General Fund** - The primary fund of the District used to account for all revenues and expenditures of the District not legally restricted as to use. This fund is used to offset the cost of the District's general operations.

**Goal** – A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

**Grant** - Contributions, gifts of cash, or other assets from another governmental or private entity to be used or expended for a specific purpose, activity, or facility.

**Hourly** – Employees who are paid on a per-hour basis, and receive limited benefits.

**Interest** - Income resulting from the prudent investment of idle cash. The types of investments are controlled by the District's investment policy in accordance with the California Government Code.

**Materials and Services** – Books, non-print materials, subscriptions and digital materials which compose the library collections, program supplies and expense necessary to provide services to the public; and operating supplies necessary to conduct department operations.

**Objectives** - The expected results or achievements of a budget activity.

**Operating Budget** - A budget that focuses on everyday operating activities and programs.

**Parcel (or Special Assessment, Benefit Assessment) Tax** - A tax placed on per parcel within the District's boundaries. A parcel tax must be approved by 2/3 of the voters. The Altadena Library District currently levies a parcel tax with the help of the LA County Assessor's office. The parcel tax was approved by 2/3<sup>rd</sup>s of the voters during the November 2014 election and began June 30<sup>th</sup> 2015 and is set to expire June 30<sup>th</sup> 2025.

**Property Tax** - A tax levied on real estate and personal property.

**Reserves** - A portion of the fund balance set aside for a specific purpose.

**Revenues** - Moneys that the District receives as income such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, donations and interest income.

**Salaries and Benefits** - A budget category which generally accounts for full-time, part-time and on call employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.

**Taxes** – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term

does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

**Undesignated Reserves** – The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.





**Altadena  
Libraries**

### **Altadena Library District**

600 E. Mariposa Street

Altadena, CA 91001

626-798-0833

Hours:

Mon & Tue 10am-9pm ~ Wed-Sat 10am-6pm

### **Bob Lucas Branch Library**

2659 Lincoln Avenue

Altadena, CA 91001

626-798-8338

Hours:

Mon & Tue 10am-6pm ~ Wed & Thu 10am-8pm

Fri 10am-6pm

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