



# 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  
**March 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. **PRESENTATION OF RECOGNITION PLAQUE TO TRUSTEE HUBBARD**

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.

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

7. **FINANCIAL REPORTS**

- a) **ALTADENA LIBRARY DISTRICT FOR THE MONTH OF FEBRUARY 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 FEBRUARY 23, 2015  
b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR FEBRUARY 2015  
c) DEPARTMENTAL MONTHLY REPORT – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR FEBRUARY 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**

11. **OLD BUSINESS**

- a) LED LIGHTING UPDATE (**INFORMATION**)
- b) CALIFA AGREEMENT FOR INTERNET ACCESS (**DISCUSSION/POSSIBLE ACTION**)

12. **NEW BUSINESS**

- a) BOARD MEMBER INTERVIEWS (**INFORMATION/POSSIBLE ACTION**)
- b) BUILDING COMMITTEE UPDATE (**DISCUSSION/POSSIBLE ACTION**)
- c) REVIEW OF FINES AND FEES SCHEDULE (**DISCUSSION/POSSIBLE ACTION**)
- d) RESOLUTION OF INTENTION TO APPROVE AN AMENDMENT TO THE CONTRACT BETWEEN THE BOARD OF ADMINISTRATION CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CalPERS) AND THE BOARD OF LIBRARY TRUSTEES (**DISCUSSION/POSSIBLE ACTION**)

13. **CORRESPONDENCE**

NONE

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. **ADJOURN TO CLOSED SESSION**

The Board of Trustees may move into a closed session pursuant to applicable law, including the Brown Act (Government Code Section 54960, et. seq.) for the purposes of discussing matters covered under Government Code Section 54957 (Personnel) and Government Code Section 54956.9 (Potential Litigation)

- a) DISTRICT DIRECTOR 90-DAY PERFORMANCE EVALUATION (**DISCUSSION/ACTION**)

17. **ADJOURNMENT OF CLOSED SESSION**

18. **RETURN TO REGULAR MEETING – REPORTABLE ITEMS FROM CLOSED SESSION**

19. **ADJOURNMENT**

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



# 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 July 2014 to February 2015

The Financial Statements include the Mid-Year Budget Adjustments approved by the Board at the February 2015 regular board meeting.

### **REVENUE & EXPENDITURE HIGHLIGHTS:**

- Percent of year completed is 67%.
- Total revenues as reflected on the Summary Profit and Loss is \$1.81M.
- Total expenditures as reflected on the Summary Profit and Loss is \$1.73M.
- No expenditure highlights to report.

The District contracted with a local shredding service to provide onsite services to accommodate the proper disposal of District records. The District also offered the service to the public with a suggested donation of \$5 per box. The shredding program was successful and we received a lot of feedback asking to have the service yearly. In total, the District received \$170 in donations.

The following District documents were shredded:

- Payroll: Compliance Reports, Payroll Records, Timecards between 1992 and 2009
- CalPERS and Great West Statements between 1992 and 2003
- Accounts Payable 2001 - 2008
- Finance Monthly Journal Entries between 1999 and 2008
  - Copies of Board Reports, Bank Statements, Check Registers, LA County Tax Reports
- Board Reports (Finance Director copy) between 2001 and 2008
- LA County Warrant Requests between 1998 and 2003
- E-Rate Files between 1997 and 2005

Altadena Library District  
**Balance Sheet**  
 As of February 28, 2015

	<u>Feb 28, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Cash &amp; Cash Equivalents</b>	
1010.00 · Cash in County Treasury	
1010.20 · Asset Replacement Reserve	143,939.00
1010.10 · Trustee Election Reserve	122,122.95
1010.00 · Cash in County Treasury - Other	1,865,541.49
<b>Total 1010.00 · Cash in County Treasury</b>	<u>2,131,603.44</u>
1021 · Cash in Checking Chase Gen Fund	143,642.57
1026 · Cash in Savings PF - Chase Bank	1,807.63
1041 · Cash in Savings - Chase Bank	25,106.08
1045 · Cash HUD Fund - Chase Bank	2.04
1075 · SCLC Deposit Account	1,160.00
1080 · Petty Cash	777.00
<b>Total Cash &amp; Cash Equivalents</b>	<u>2,304,098.76</u>
<b>Total Checking/Savings</b>	2,304,098.76
<b>Accounts Receivable</b>	
1350 · Accrued Interest Receivable	2,434.74
<b>Total Accounts Receivable</b>	<u>2,434.74</u>
<b>Other Current Assets</b>	
1220 · Miscellaneous Receivable	643.65
1400 · Property Taxes Receivable	29,181.99
1076 · Prepaid Items & Deposits	2,046.83
<b>Total Other Current Assets</b>	<u>31,872.47</u>
<b>Total Current Assets</b>	<u>2,338,405.97</u>
<b>Fixed Assets</b>	
<b>Non-Depreciable Assets</b>	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
<b>Total Non-Depreciable Assets</b>	<u>179,780.28</u>
<b>Depreciable Assets</b>	
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
<b>Total Depreciable Assets</b>	<u>222,983.81</u>
<b>Total Fixed Assets</b>	<u>402,764.09</u>
<b>TOTAL ASSETS</b>	<u><u>2,741,170.06</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	-16,922.55
<b>Total Accounts Payable</b>	<u>-16,922.55</u>
<b>Other Current Liabilities</b>	
2012 · Accrued Vacation Payable	67,771.34
2064 · Deferred Compensation - CalPERS	0.45
2080 · Deferred Revenue RDA ABX1 26	-18,812.41
2090 · Miscellaneous Payable	-30.00
<b>Total Other Current Liabilities</b>	<u>48,929.38</u>
<b>Total Current Liabilities</b>	<u>32,006.83</u>

Altadena Library District  
**Balance Sheet**  
As of February 28, 2015

	<u>Feb 28, 15</u>
Long Term Liabilities	
2030 · GASB 45 OPEB Liability	205,906.00
Total Long Term Liabilities	<u>205,906.00</u>
Total Liabilities	237,912.83
Equity	
3300 · Retained Earnings	2,379,983.65
Net Income	75,776.93
Total Equity	<u>2,455,760.58</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,693,673.41</u></b>

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

% of Budget      67%

	Feb 15	Jul '14 - Feb 15	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
Income					
PROPERTY TAXES	107,512.20	1,221,683.75	2,042,947.00	-821,263.25	59.8%
SPECIAL ASSESSMENTS	49,652.05	440,074.99	762,617.00	-322,542.01	57.71%
INTEREST INCOME	802.50	5,909.89	7,200.00	-1,290.11	82.08%
FINES & FEES	9,368.37	57,806.56	77,100.00	-19,293.44	74.98%
DONATIONS AND GRANTS	0.00	65,202.00	98,439.00	-33,237.00	66.24%
MISCELLANEOUS INCOME	0.00	23,983.96	10,955.00	13,028.96	218.93%
TRANSFER IN FROM RESERVES	0.00	0.00	175,000.00	-175,000.00	0.0%
<b>Total Income</b>	<b>167,335.12</b>	<b>1,814,661.15</b>	<b>3,174,258.00</b>	<b>-1,359,596.85</b>	<b>57.17%</b>
<b>Gross Profit</b>	<b>167,335.12</b>	<b>1,814,661.15</b>	<b>3,174,258.00</b>	<b>-1,359,596.85</b>	<b>57.17%</b>
Expense					
SALARIES & BENEFITS	156,205.85	1,248,794.80	1,987,129.00	-738,334.20	62.84%
SUPPLIES	4,002.25	39,732.52	172,599.00	-132,866.48	23.02%
BOOKS, MATERIALS & LIBRARY SVCS	19,168.52	203,168.06	329,835.00	-126,666.94	61.6%
OPERATING, MAINT & SERVICES	11,178.98	173,223.86	310,202.00	-136,978.14	55.84%
GRANTS & GIFTS	0.00	5,000.00	5,062.00	-62.00	98.78%
TRUSTEE EXPENSES	0.00	25.00	1,050.00	-1,025.00	2.38%
UTILITIES & SERVICES	3,536.85	43,346.86	69,900.00	-26,553.14	62.01%
CAPITAL OUTLAY	190.70	25,593.12	111,653.00	-86,059.88	22.92%
6999 - DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>194,283.15</b>	<b>1,738,884.22</b>	<b>2,987,430.00</b>	<b>-1,248,545.78</b>	<b>58.21%</b>
<b>Net Ordinary Income</b>	<b>-26,948.03</b>	<b>75,776.93</b>	<b>186,828.00</b>	<b>-111,051.07</b>	<b>40.56%</b>
<b>Net Income</b>	<b>-26,948.03</b>	<b>75,776.93</b>	<b>186,828.00</b>	<b>-111,051.07</b>	<b>40.56%</b>

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

% of Year 67%

Ordinary Income/Expense

Income

PROPERTY TAXES

	Feb 15	Jul '14 - Feb 15	Budget	\$ Over Budget	% of Budget
4010 · Current Secured	108,753.32	1,069,612.16	1,899,880.00	-830,267.84	56.3%
4020 · Current Unsecured	0.00	70,610.40	65,000.00	5,610.40	108.63%
4030 · Prior Year	-6,632.62	8,594.02	0.00	8,594.02	100.0%
4050 · Homeowners Exemption	0.00	6,809.61	7,500.00	-690.39	90.8%
4070 · SB 813 Supplemental Roll	2,328.33	21,286.43	20,000.00	1,286.43	106.43%
4080 · Penalties, Interest & Costs	3,063.17	10,031.43	15,000.00	-4,968.57	66.88%
4090 · RDA ABx126 Income	0.00	34,739.70	35,567.00	-827.30	97.67%
<b>Total PROPERTY TAXES</b>	<b>107,512.20</b>	<b>1,221,683.75</b>	<b>2,042,947.00</b>	<b>-821,263.25</b>	<b>59.8%</b>

SPECIAL ASSESSMENTS

4060 · Per Parcel Benefit Assessment	49,652.05	440,074.99	762,617.00	-322,542.01	57.71%
<b>Total SPECIAL ASSESSMENTS</b>	<b>49,652.05</b>	<b>440,074.99</b>	<b>762,617.00</b>	<b>-322,542.01</b>	<b>57.71%</b>

INTEREST INCOME

4200 · Chase Bank	0.62	10.07	250.00	-239.93	4.03%
4220 · County Deposits	801.88	5,899.82	6,950.00	-1,050.18	84.89%
<b>Total INTEREST INCOME</b>	<b>802.50</b>	<b>5,909.89</b>	<b>7,200.00</b>	<b>-1,290.11</b>	<b>82.08%</b>

FINES & FEES

4100 · Fines	2,209.77	17,463.93	33,000.00	-15,536.07	52.92%
4300 · Fines - PayPal	139.64	1,047.27	0.00	1,047.27	100.0%
4310 · Printer & Copy Machine	568.03	3,916.33	8,000.00	-4,083.67	48.95%
4360 · Video Game Rentals	34.00	606.00	1,000.00	-394.00	60.6%
4730 · Passport Services Fees	6,416.93	34,716.89	35,000.00	-283.11	99.19%
4745 · Recycling Program	0.00	56.14	100.00	-43.86	56.14%
<b>Total FINES &amp; FEES</b>	<b>9,368.37</b>	<b>57,806.56</b>	<b>77,100.00</b>	<b>-19,293.44</b>	<b>74.98%</b>

DONATIONS AND GRANTS

FRIENDS OF THE LIBRARY

4421 · Friends of the Library	0.00	40,000.00	39,000.00	1,000.00	102.56%
<b>Total FRIENDS OF THE LIBRARY</b>	<b>0.00</b>	<b>40,000.00</b>	<b>39,000.00</b>	<b>1,000.00</b>	<b>102.56%</b>

DONATIONS

4515 · In-Kind Donation	0.00	0.00	0.00	0.00	0.0%
4410 · Undesignated	0.00	75.00	500.00	-425.00	15.0%
4411 · Designated	0.00	2,250.00	1,000.00	1,250.00	225.0%
<b>Total DONATIONS</b>	<b>0.00</b>	<b>2,325.00</b>	<b>1,500.00</b>	<b>825.00</b>	<b>155.0%</b>

GRANTS

4500 · Grants - Various	0.00	0.00	30,000.00	-30,000.00	0.0%
<b>Total GRANTS</b>	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>-30,000.00</b>	<b>0.0%</b>

STATE FUNDS

4620 · California Literacy Funds	0.00	22,877.00	22,877.00	0.00	100.0%
<b>Total STATE FUNDS</b>	<b>0.00</b>	<b>22,877.00</b>	<b>22,877.00</b>	<b>0.00</b>	<b>100.0%</b>

FEDERAL FUNDS

4725 · HUD Grant	0.00	0.00	5,062.00	-5,062.00	0.0%
------------------	------	------	----------	-----------	------

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

	Feb 15	Jul '14 - Feb 15	Budget	\$ Over Budget	% of Budget
<b>Total FEDERAL FUNDS</b>	0.00	0.00	5,062.00	-5,062.00	0.0%
<b>DONATIONS AND GRANTS - Other</b>	0.00	0.00	0.00	0.00	0.0%
<b>Total DONATIONS AND GRANTS</b>	0.00	65,202.00	98,439.00	-33,237.00	66.24%
<b>MISCELLANEOUS INCOME</b>					
4910 · Miscellaneous Income	0.00	23,983.96	10,955.00	13,028.96	218.93%
<b>Total MISCELLANEOUS INCOME</b>	0.00	23,983.96	10,955.00	13,028.96	218.93%
<b>TRANSFER IN FROM RESERVES</b>	0.00	0.00	175,000.00	-175,000.00	0.0%
<b>Total Income</b>	167,335.12	1,814,661.15	3,174,258.00	-1,359,596.85	57.17%
<b>Gross Profit</b>	167,335.12	1,814,661.15	3,174,258.00	-1,359,596.85	57.17%
<b>Expense</b>					
<b>SALARIES &amp; BENEFITS</b>					
<b>SALARIES &amp; WAGES</b>					
5010 · Salaried	92,414.48	729,478.50	1,086,626.00	-357,147.50	67.13%
5020 · Hourly	19,204.71	181,120.94	281,672.00	-100,551.06	64.3%
<b>Total SALARIES &amp; WAGES</b>	111,619.19	910,599.44	1,368,298.00	-457,698.56	66.55%
<b>EMPLOYEE BENEFITS</b>					
5120 · Social Security, Salaried	6,898.78	54,635.18	86,611.00	-31,975.82	63.08%
5121 · Social Security, Hourly	1,463.89	13,983.50	15,828.00	-1,844.50	88.35%
5210 · PERS Retirement	11,981.05	104,857.64	220,761.00	-115,903.36	47.5%
5220 · Health Insurance	13,690.87	105,162.27	180,900.00	-75,737.73	58.13%
5222 · OPEB Expense	6,250.00	37,500.00	75,000.00	-37,500.00	50.0%
5230 · Dental Insurance	1,301.98	9,872.50	15,914.00	-6,041.50	62.04%
5240 · Vision Insurance	464.30	3,538.94	5,614.00	-2,075.06	63.04%
5250 · SUI, Salaried	1,750.49	5,317.57	13,213.00	-7,895.43	40.25%
5251 · SUI, Hourly	650.60	2,243.09	3,106.00	-862.91	72.22%
5260 · Life Insurance	134.70	1,084.67	1,884.00	-799.33	57.57%
<b>Total EMPLOYEE BENEFITS</b>	44,586.66	338,195.36	618,831.00	-280,635.64	54.65%
<b>Total SALARIES &amp; BENEFITS</b>	156,205.85	1,248,794.80	1,987,129.00	-738,334.20	62.84%
<b>SUPPLIES</b>					
6755 · Equipment, Furniture, Fixtures	0.00	1,670.98	25,800.00	-24,129.02	6.48%
6765 · Janitorial Supplies	1,004.10	8,588.77	14,500.00	-5,911.23	59.23%
6770 · Operating Supplies	1,638.16	25,680.44	44,499.00	-18,818.56	57.71%
6780 · Operating Software	0.00	0.00	22,000.00	-22,000.00	0.0%
6785 · Computer Supplies	1,359.99	3,792.33	9,800.00	-6,007.67	38.7%
6790 · Hardware (Computers / Tech)	0.00	0.00	56,000.00	-56,000.00	0.0%
<b>Total SUPPLIES</b>	4,002.25	39,732.52	172,599.00	-132,866.48	23.02%
<b>BOOKS, MATERIALS &amp; LIBRARY SVCS</b>					
6320 · OCLC Cataloging	1,492.14	11,937.12	19,604.00	-7,666.88	60.89%
6531 · Maintenance Equipment	630.28	5,050.49	15,700.00	-10,649.51	32.17%
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	775.00	9,424.44	10,735.00	-1,310.56	87.79%
6740 · Postage & Delivery	0.00	5,295.65	4,500.00	795.65	117.68%
6910 · Telecommunications	1,907.30	21,843.22	27,000.00	-5,156.78	80.9%



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

	Feb 15	Jul '14 - Feb 15	Budget	\$ Over Budget	% of Budget
7001 · Electronic Databases	0.00	14,561.57	14,900.00	-338.43	97.73%
7002 · Standing Orders	2,568.37	9,726.89	12,000.00	-2,273.11	81.06%
7003 · Books / eBooks	9,195.66	61,635.64	138,000.00	-76,364.36	44.66%
7004 · Audio CD/Cassettes	1,014.26	5,474.90	9,600.00	-4,125.10	57.03%
7005 · DVD's Video	896.79	6,729.25	10,700.00	-3,970.75	62.89%
7007 · Online Ordering & Book Services	504.89	11,031.80	21,500.00	-10,468.20	51.31%
7009 · Periodicals	107.56	11,428.51	12,500.00	-1,071.49	91.43%
7011 · FOL DVD Rental Collection	76.27	677.55	1,600.00	-922.45	42.35%
7015 · Video Game Rental Collection	0.00	570.03	1,600.00	-1,029.97	35.63%
<b>Total BOOKS, MATERIALS &amp; LIBRARY SVCS</b>	<b>19,168.52</b>	<b>203,168.06</b>	<b>329,835.00</b>	<b>-126,666.94</b>	<b>61.6%</b>
<b>OPERATING, MAINT &amp; SERVICES</b>					
<b>ELECTION</b>					
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%
<b>Total ELECTION</b>	<b>0.00</b>	<b>0.00</b>	<b>65,000.00</b>	<b>-65,000.00</b>	<b>0.0%</b>
6725 · Misc Expense	0.00	46.86	1,000.00	-953.14	4.69%
6750 · Printing & Reproduction	0.00	2,451.60	10,500.00	-8,048.40	23.35%
<b>OUTSIDE PROFESSIONAL SERVICES</b>					
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	0.00	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	3,200.00	7,834.80	9,000.00	-1,165.20	87.05%
6050 · Collection Agency	98.45	626.50	1,800.00	-1,173.50	34.81%
6060 · Consultants - Other	0.00	1,750.00	5,000.00	-3,250.00	35.0%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>3,298.45</b>	<b>29,328.02</b>	<b>42,600.00</b>	<b>-13,271.98</b>	<b>68.85%</b>
6034 · Passport Services	302.35	2,204.90	3,000.00	-795.10	73.5%
6745 · Banking & Service Fees	85.75	1,029.95	1,000.00	29.95	103.0%
6746 · Payroll Fees	671.38	5,999.24	7,000.00	-1,000.76	85.7%
6747 · Merchant Fees (Chase & PayPal)	19.95	164.64	0.00	164.64	100.0%
<b>INSURANCE</b>					
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%
<b>Total INSURANCE</b>	<b>0.00</b>	<b>38,634.81</b>	<b>47,789.00</b>	<b>-9,154.19</b>	<b>80.85%</b>
<b>MAINT/BUILDING &amp; GROUNDS</b>					
6500 · Maint & Repairs Building	4,090.47	5,821.71	13,800.00	-7,978.29	42.19%
6501 · Maint & Repairs Landscape	139.82	2,531.70	2,000.00	531.70	126.59%
6502 · Maint & Repairs Elevator	225.00	4,902.98	3,500.00	1,402.98	140.09%
6504 · Maint & Repairs Air Cond.	0.00	2,459.95	1,000.00	1,459.95	246.0%
6505 · Maint & Repairs Security System	0.00	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	831.48	8,663.79	8,000.00	663.79	108.3%
6512 · Maint & Repairs - Other	80.00	858.52	6,000.00	-5,141.48	14.31%
<b>Total MAINT/BUILDING &amp; GROUNDS</b>	<b>5,366.77</b>	<b>28,662.14</b>	<b>40,756.00</b>	<b>-12,093.86</b>	<b>70.33%</b>
6620 · Membership Dues & Subscriptions	24.99	835.80	1,350.00	-514.20	61.91%
6690 · Organizational Memberships	0.00	9,629.72	9,130.00	499.72	105.47%

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

	Feb 15	Jul '14 - Feb 15	Budget	\$ Over Budget	% of Budget
6710 · Meetings & Travel	831.45	3,148.10	2,900.00	248.10	108.56%
<b>PROGRAMS</b>					
6200 · Youth Services	273.83	7,703.75	8,000.00	-296.25	96.3%
6210 · Teen Services	294.67	1,776.04	1,500.00	276.04	118.4%
6220 · Adult Services	458.99	3,577.83	5,000.00	-1,422.17	71.56%
6230 · Branch	218.65	905.33	1,500.00	-594.67	60.36%
6240 · Literacy	197.05	2,936.72	11,277.00	-8,340.28	26.04%
<b>Total PROGRAMS</b>	<b>1,443.19</b>	<b>16,899.67</b>	<b>27,277.00</b>	<b>-10,377.33</b>	<b>61.96%</b>
6625 · Training & Education	-1,000.00	85.57	7,400.00	-7,314.43	1.16%
6626 · Recruitment, Gifts and Memorial	9.76	6,633.24	6,500.00	133.24	102.05%
6627 · Advertising / Marketing	0.00	70.41	500.00	-429.59	14.08%
6730 · Mileage Reimb & Parking Exp.	124.94	675.86	2,500.00	-1,824.14	27.03%
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%
<b>Total OPERATING, MAINT &amp; SERVICES</b>	<b>11,178.98</b>	<b>173,223.86</b>	<b>310,202.00</b>	<b>-136,978.14</b>	<b>55.84%</b>
<b>GRANTS &amp; GIFTS</b>					
7501 · HUD Grant - Prof Services	0.00	5,000.00	5,062.00	-62.00	98.78%
<b>Total GRANTS &amp; GIFTS</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,062.00</b>	<b>-62.00</b>	<b>98.78%</b>
<b>TRUSTEE EXPENSES</b>					
6215 · Volunteer Luncheon	0.00	0.00	500.00	-500.00	0.0%
6670 · CLA	0.00	25.00	350.00	-325.00	7.14%
6681 · CALTAC	0.00	0.00	200.00	-200.00	0.0%
<b>Total TRUSTEE EXPENSES</b>	<b>0.00</b>	<b>25.00</b>	<b>1,050.00</b>	<b>-1,025.00</b>	<b>2.38%</b>
<b>UTILITIES &amp; SERVICES</b>					
6920 · Electricity	2,386.43	32,459.47	50,000.00	-17,540.53	64.92%
6930 · Natural Gas	502.60	2,218.86	5,500.00	-3,281.14	40.34%
6940 · Water & Sewage	287.60	2,901.45	5,600.00	-2,698.55	51.81%
6950 · Refuse	360.22	5,767.08	8,800.00	-3,032.92	65.54%
<b>Total UTILITIES &amp; SERVICES</b>	<b>3,536.85</b>	<b>43,346.86</b>	<b>69,900.00</b>	<b>-26,553.14</b>	<b>62.01%</b>
<b>CAPITAL OUTLAY</b>					
7160 · Equipment, Furniture & Fixtures	190.70	25,593.12	1,653.00	23,940.12	1,548.28%
7161 · Structures & Improvements	0.00	0.00	110,000.00	-110,000.00	0.0%
<b>Total CAPITAL OUTLAY</b>	<b>190.70</b>	<b>25,593.12</b>	<b>111,653.00</b>	<b>-86,059.88</b>	<b>22.92%</b>
6999 · DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>194,283.15</b>	<b>1,738,884.22</b>	<b>2,987,430.00</b>	<b>-1,248,545.78</b>	<b>58.21%</b>
<b>Net Ordinary Income</b>	<b>-26,948.03</b>	<b>75,776.93</b>	<b>186,828.00</b>	<b>-111,051.07</b>	<b>40.56%</b>
<b>Net Income</b>	<b>-26,948.03</b>	<b>75,776.93</b>	<b>186,828.00</b>	<b>-111,051.07</b>	<b>40.56%</b>

Altadena Library District  
**Donations & Grants**  
 July 2014 through February 2015

	Date	Memo	Amount	Balance
<b>DONATIONS AND GRANTS</b>				
<b>FRIENDS OF THE LIBRARY</b>				
<b>4421 · Friends of the Library</b>				
	09/12/2014	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
<b>DONATIONS</b>				
<b>4410 · Undesignated</b>				
	01/06/2015	JAN-2015 - Donation from A. Vijayaraghavan	75.00	75.00
Total 4410 · Undesignated			<u>75.00</u>	<u>75.00</u>
<b>4411 · Designated</b>				
	10/27/2014	OCT-2014 - Donation from FOL for Literacy Programming in honor of Roberta	1,000.00	1,000.00
	01/14/2015	JAN-2015 - Donation from Carruth Family Trust, for Youth Services Programr	150.00	1,150.00
	01/14/2015	JAN-2015 - Donation from Helen and Carol Stevenson for Youth Services Pro	100.00	1,250.00
	01/15/2015	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
<b>STATE FUNDS</b>				
<b>4620 · California Literacy Funds</b>				
	10/15/2014	OCT-2014 - CA State Library, CLLS State Funds/Grant	15,000.00	15,000.00
	01/14/2015	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>
<b>TOTAL</b>			<u><b>65,202.00</b></u>	<u><b>65,202.00</b></u>

---



---

**ALTADENA LIBRARY DISTRICT  
MONTHLY INVESTMENT  
REPORT**

---



---

**Summary of Cash and Investments as of February 28, 2015**

<b>ACCOUNT</b>	<b>AGENT</b>	<b>YIELD</b>	<b>FEB-2015</b>
Pooled Funds at County of Los Angeles	LA County	0.64%	\$2,131,603.44
General Fund – Business Select Checking	Chase Bank	0.00%	\$143,642.57
Savings Public Fund – High Yield Savings	Chase Bank	0.15%	\$1,807.63
General Savings – High Yield Savings	Chase Bank	0.15%	\$25,106.08
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
<b>Total Cash and Investments</b>			<b>\$2,304,098.76</b>

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  
Community Room – Main Library  
**February 23, 2015**  
5:07 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.

**It was Moved (Datz) and Seconded (McMullins) to move Item 12a to after Item 4.**

**APPROVED**

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.

12a) **ARCHITECTURAL PRESENTATION (INFORMATION/POSSIBLE ACTION)**

Jim Nardini, of CWA AIA, presented a revised set of preliminary drawings for the proposed library renovation. This model proposes all patron services on the mail level and all staff spaces on the bottom level. The plan, at a little over 5 million, addresses ADA and other space issues without adding square footage to the existing building with the exception of storage and to create a space for expanded rest rooms.

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

a) **RESIGNATION, DISCUSSION & APPOINTMENT OF BOARD MEMBER**

Tom Hubbard's resignation as Board Trustee becomes effective February 28.

b) **RE-ASSIGNMENT OF FINANCE DIRECTOR AS HUMAN RESOURCES DIRECTOR**

**It was Moved (McMullins) and Seconded (Datz) to recombine the title of Finance Director with Human Resources Director.**

**APPROVED**

7. **FINANCIAL REPORTS**

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

Director Wallin reported January 2015 financials as 58% complete. A \$1,000 donation was received by the Lauderdale Family for the literacy program in honor of Robert Lauderdale. Additionally, \$150 was donated by the Carruth Family Trust and \$100 from Ms. Stevenson both for youth services programming.

Director Wallin reported updating the records retention report in preparation for the March-schedule Staff Cleaning Day on March 6, 2015. Director Wallin will provide a report of documents slated for disposal which will include calendar year and date.

**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

**It was Moved (Datz) 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) SEWER REPAIR UPDATE: Completed
- b) BOARD RETREAT UPDATE: The Board Retreat (ALF, Friends, ALD) is tentatively scheduled for the evening of April 24 (6pm-9pm) and the morning of April 25<sup>th</sup> (9am-1pm). Location to be determined.
- c) WOMEN @ WORK: Presented to staff at the February All Staff Meeting.
- d) STAFF E-MAIL: With a few exceptions, all staff now have official Altadena Library e-mail addresses.
- e) WATER MACHINES: Have been installed in the Branch break room and in the Community Room, Staff Room and Staff Office at Main. These provide instant hot and cold water for staff and have eliminated the need to purchase cases of bottled water.
- f) STATE LIBRARY GRANT FOR TECHNOLOGY \$30,000: We have applied for this grant to cover costs associated with upgrading through CENIC/CALIFA to a 1gig Internet connection at both Branch and Main. This grant will cover consulting and some equipment costs. The balance will be funded at approximately 50% through e-rate funds.
- g) STATE LIBRARY PITCH AN IDEA GRANT \$44,410: We applied for this grant in order to expand our DIY Teen Program. If we receive this funding we will be able to purchase technology and other items much needed and desired by the teens. Director Kittay along with the Carrie, the Teen Librarian will be doing a verbal pitch on March 20, 2015.
- h) COMMENT CARD: We have been receiving a steady influx of comment cards and responding as appropriate.

Director Kittay received nine applications for the position of Literacy Coordinator. Branch Manager, Carlene Chiu and the acting Literacy Coordinator, Suzi Martin have reviewed the applications. After final review by Director Kittay selection for interview will be made. The goal is to have a new Literacy Coordinator starting on April 1, 2015.

#### 11. OLD BUSINESS

- a) LED LIGHTING UPDATE (**INFORMATION**): Director Kittay continues to research and speak with professionals to come up with a plan for upgrading the Main facilities lights.
- b) EMPLOYEE OF THE QUARTER (**INFORMATION**): **Nominations for two employees have been received and Director Kittay and Trustee McKenzie will be reviewing them. A presentation will be made at the April All Staff Meeting and at the April Board Meeting for the 1<sup>st</sup> Quarter winner of the Above and Beyond Award.**

#### 12. NEW BUSINESS

- b) MID-YEAR REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICT OPERATING BUDGET FY 2015/16 WITH ADJUSTMENTS (**DISCUSSION/POSSIBLE ACTION**)

Trustee President McKenzie prefaced Finance Director Wallin's report by confirming that both she and Trustee McMullins, having volunteered to serve on the Budget Committee per January's meeting, had fulfilled the task in meeting with both Director Kittay and Finance Director Wallin to review the mid-year budget report.

Finance Director Wallin reported continuing fluctuation of interest rates though those specific to the County remain low. The mid-year report includes projected property and parcel tax revenues (\$203,605 and \$22,617, respectively) both reflecting an increase (using data provided by the LA County Auditor Controller report). A California Library Literacy Services Grant increased by \$7,949 for literacy programming and e-rate refunds received from telecommunications vendors in the amount of \$9,955.

The total adjustment results in a budget increase to \$641,225. A list of expenditures was included in the report, totaled at \$220,972. Salary adjustments (a one-time cost savings due to recent retirements), increasing book budget (\$30,000), computer hardware and software upgrades, a new point of sale system, new copier leases, architectural services, programming needs, capital outlay projects (e.g. lighting upgrade), new display furniture, and A/V equipment were cited as items calling for revenue reallocation.

**It was Moved (McMullins) and Seconded (Datz) to approve the mid-year budget adjustment report.**

#### APPROVED

- c) REVIEW AND APPROVAL OF UMB BANK RESOLUTION AND AGREEMENT FOR CREDIT CARD PROGRAM (**DISCUSSION/POSSIBLE ACTION**)

Finance Director Wallin recommended moving forward with a new corporate credit card contract under UMB Bank citing more incentives than is currently provided by US Bank. The proposed incentives under UMB Bank would increase to \$3-4k versus what the library currently receives from US Bank at \$200-300.

**It was Moved (Datz) and Seconded (Tuck) to approve the UMB Bank Resolution.**

#### APPROVED

- d) REQUEST FOR LATE OPENING REGARDING STAFF TRAINING (**DISCUSSION/ACTION**)

Director Kittay requested a late opening in April for a half-day team-building exercise to assist the staff prior to the planned whole-day staff training set for October 2015.

**It was Moved (Datz) and Seconded (McMullins) to approve a library late opening in the month of April for half-day staff development on a day to be determined by the District Director.**

#### APPROVED

- e) APPROVAL OF BOARD MEETING DATES FOR 2015 (**DISCUSSION/ POSSIBLE ACTION**)

**It was Moved (Hubbard) and Seconded (Tuck) to approve the Board Meeting Dates for 2015.**

**APPROVED**

f) CALIFA AGREEMENT FOR INTERNET ACCESS **(INFORMATION/POSSIBLE ACTION)**

Director Kittay reported on not having yet received a final contract from the State for the library to increase its network bandwidth. Once received the contract may call for a Special Meeting of the Board for approval.

g) STATEMENT OF ECONOMIC INTEREST FORM 700 FILING FOR 2014/15. RETURN TO SHERMAINE TO FORWARD TO LA COUNTY BY APRIL 1<sup>ST</sup> 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**

Trustee Datz stressed the importance of having a plaque displayed in the library acknowledging the anonymous donation of reupholstering the Reading Court furniture.

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 (Hubbard) and Seconded (McMullins) to adjourn the meeting at 6:40 p.m.**

**APPROVED**



SUMMARY	Statistics for FY 2014/15												TOTAL	
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
<b>Specific Service Indicators</b>														
<b>1. Circulation - Main</b>														
FY13/14	20578	17217	16907	18100	16969	18016	18498	18159	18739	18061	18519	18938	218699	144442
FY14/15	21594	18413	18792	20162	16458	17848	17782	15722					146771	146,771
% Change	5%	7%	11%	11%	-3%	-1%	-4%	-13%						2%
<b>2. 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					199	
% Change	0%	-7%	4%	0%	-4%	4%	0%	0%						
<b>3. Registrations - Main</b>														
FY13/14	201	189	209	181	144	106	219	158	164	183	163	204	2,121	1407
FY14/15	214	192	216	188	188	114	169	151					1,432	1,432
% Change	6%	2%	3%	4%	31%	8%	-23%	-4%						2%
<b>4. Overdues - Main</b>														
FY13/14	601	456	620	670	668	344	928	466	533	625	645	542	7,098	4753
FY14/15	501	389	502	563	530	634	312	603					4,034	4,034
% Change	-17%	-15%	-19%	-16%	-21%	84%	-66%	29%						-15%
<b>5. Reserves - Main</b>														
FY13/14	140	120	105	134	131	97	117	85	137	114	79	121	1,380	929
FY14/15	107	85	111	115	121	110	136	109					894	894
% Change	-24%	-29%	6%	-14%	-8%	13%	16%	28%						-4%
<b>6. Inter Library Loan</b>														
FY13/14	47	65	70	52	63	50	91	81	109	82	93	68	871	519
FY14/15	93	78	67	83	67	59	98	74					619	619
% Change	98%	20%	-4%	60%	6%	18%	8%	-9%						19%
<b>7. Visitors - Main Library (patron count)</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	218,600
FY14/15	30,484	27,710	27,969	28,623	26,411	19,412	25,288	23,507					209,404	209,404
% Change	-8%	-3%	17%	-3%	0%	-22%	-14%	6%						-4%
<b>8. Community Room Events (Non-Library)</b>														
FY13/14	5	7	6	8	8	3	7	4	9	4	3	3	67	48
FY14/15	0	4	9	8	8	6	12	8					55	55
% Change	-100%	-43%	50%	0%	0%	100%	71%	100%					-18%	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>	
<b>8.1 Community Room Attendance (Non-Library)</b>														
FY13/14	50	129	84	198	158	45	118	88	139	40	75	64	<b>1,188</b>	870
FY14/15	0	27	101	111	84	120	130	90					<b>663</b>	663
% Change	<b>-100%</b>	<b>-79%</b>	<b>20%</b>	<b>-44%</b>	<b>-47%</b>	<b>167%</b>	<b>10%</b>	<b>2%</b>						<b>-24%</b>
<b>8.2 Community Room Events (Library Programs)</b>														
FY13/14	18	1	13	16	15	10	15	15	16	22	12	11	<b>164</b>	103
FY14/15	1	12	15	24	13	17	21	16					<b>119</b>	119
% Change	<b>-94%</b>	<b>1100%</b>	<b>15%</b>	<b>50%</b>	<b>-13%</b>	<b>70%</b>	<b>40%</b>	<b>7%</b>						<b>16%</b>
<b>8.3 Community Room Attendance (Library Programs)</b>														
FY13/14	952	36	442	478	591	419	446	483	146	515	387	604	<b>5,499</b>	3847
FY14/15	57	432	173	821	411	596	713	659					<b>3,862</b>	3,862
% Change	<b>-94%</b>	<b>1100%</b>	<b>-61%</b>	<b>72%</b>	<b>-30%</b>	<b>42%</b>	<b>60%</b>	<b>36%</b>						<b>0%</b>
<b>9. Adult Reference Questions</b>														
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	<b>33,784</b>	23502
FY14/15	3,198	3,590	3,641	2,631	2,110	2,320	461	302					<b>18,253</b>	18,253
% Change	<b>-1%</b>	<b>15%</b>	<b>23%</b>	<b>-14%</b>	<b>-20%</b>	<b>-24%</b>	<b>-85%</b>	<b>-87%</b>						<b>-22%</b>
<b>9.1. Adult Public Computer Usage</b>														
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	<b>34,835</b>	23218
FY14/15	2,642	2,527	2,855	2,847	2,082	2,334	2,244	1,973					<b>19,504</b>	19,504
% Change	<b>-22%</b>	<b>-23%</b>	<b>-7%</b>	<b>-5%</b>	<b>-15%</b>	<b>-12%</b>	<b>-23%</b>	<b>-20%</b>						<b>-16%</b>
<b>9.1(a) Main PC Usage Wireless - New Service Started April 2013</b>														
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	<b>25,897</b>	16296
FY14/15	2,404	2,316	2,745	2,726	2,111	2,300	2,255	2,064					<b>18,921</b>	18,921
%Change	<b>18%</b>	<b>8%</b>	<b>31%</b>	<b>31%</b>	<b>15%</b>	<b>17%</b>	<b>-1%</b>	<b>12%</b>						<b>16%</b>
<b>9.2 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	<b>135,697</b>	1045096
FY14/15	136,286	136,873	137,848	133,178	137,705	137,578	137,251	135,661					<b>1,092,380</b>	1,092,380
% Change	<b>7%</b>	<b>7%</b>	<b>6%</b>	<b>2%</b>	<b>5%</b>	<b>4%</b>	<b>3%</b>	<b>2%</b>						<b>5%</b>
<b>9.3 Adult/YA Total Items Added</b>														
FY13/14	508	737	1071	819	527	681	865	618	775	700	826	568	<b>8,695</b>	5826
FY14/15	678	616	710	731	473	641	735	559					<b>5,143</b>	5,143
% Change	<b>33%</b>	<b>-16%</b>	<b>-34%</b>	<b>-11%</b>	<b>-10%</b>	<b>-6%</b>	<b>-15%</b>	<b>-10%</b>						<b>-12%</b>

	<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>	
Statistics for FY 2014/15														
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	1957					4,289	
% Change	-29%	-24%	-69%	298%	113%	278%	101%	273%						
9.5 Electronic Database Usage														
FY13/14	690	514	749	1,681	645	626	449	470	342	585	588	435	7,774	5824
FY14/15	495	656	605	598	595	3156	3698	91					9,894	9,894
% Change	-28%	28%	-19%	-64%	-8%	404%	724%	-81%						70%
9.6 BrainFuse -Tutor Service														
FY13/14	51	735	225	129	54	68	87	130	129	56	223	242	2,129	1479
FY14/15	167	243	117	132	13	106	70	37					885	885
% Change	227%	-67%	-48%	2%	-76%	56%	-20%	-72%						-40%
9.7 Adult Volunteers														
FY13/14	3	3	1	1	1	1	2	2	2	2	1	2	21	14
FY14/15	1	2	2	1	1	2	2	2					13	13
% Change	-67%	-33%	100%	0%	0%	100%	0%	0%						-7%
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	131.5
FY14/15	6	12.5	7.25	8	2	10	14	11.5					71	71
% Change	-88%	-72%	32%	78%	-33%	67%	12%	64%						-46%
9.9 Adult Programs														
FY13/14	1	1	4	3	3	1	2	4	4	2	3	3	31	19
FY14/15	3	2	3	4	3	2	2	4					23	23
% Change	200%	100%	-25%	33%	0%	100%	0%	0%						21%
9.10 Adult Programs - Attendance														
FY13/14	3	5	177	116	219	40	38	160	183	98	47	171	1,257	758
FY14/15	33	41	101	173	66	175	34	110					733	733
% Change	1000%	720%	-43%	49%	-70%	338%	-11%	-31%						-3%
9.11 Young Adult Public Computer Usage														
FY13/14	394	229	249	263	280	363	356	210	416	321	230	266	3,577	2344
FY14/15	159	304	253	219	181	202	164	133					1,615	1,615
% Change	-60%	33%	2%	-17%	-35%	-44%	-54%	-37%						-31%

	Statistics for FY 2014/15													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL	YTD
<b>9.12 Young Adult Programs</b>														
FY13/14	2	0	0	1	3	2	4	3	4	7	3	2	31	15
FY14/15	4	2	5	5	4	4	5	4	4				33	33
% Change	100%	n/a	n/a	400%	33%	100%	25%	33%					6%	120%
<b>9.13 Young Adult Program Attendance</b>														
FY13/14	56	0	0	9	73	23	60	39	50	74	26	142	552	260
FY14/15	117	53	57	55	60	55	122	64					583	583
% Change	109%	n/a	n/a	511%	-18%	139%	103%	64%					6%	124%
<b>9.14 Young Adult Volunteers</b>														
FY13/14	6	0	0	2	5	3	6	5	7	6	4	8	52	27
FY14/15	10	10	7	6	12	7	12	11					75	75
% Change	67%	n/a	n/a	200%	140%	133%	100%	120%					44%	178%
<b>9.15 Young Adult Volunteer Hours</b>														
FY13/14	31	0	0	4	6	5	10	15	11	14	9.25	43.25	149	71
FY14/15	81	59.75	12.75	30.25	45.25	22.55	67.25	33.5					352	352
% Change	161%	n/a	n/a	656%	654%	351%	573%	123%					137%	396%
<b>10. Children's Services Reference Questions</b>														
FY13/14	1,322	995	855	1,291	1,175	916	944	954	949	755	699	915	11,770	8452
FY14/15	1133	629	810	983	648	616	736	613					6,168	6,168
% Change	-14%	-37%	-5%	-24%	-45%	-33%	-22%	-36%						-27%
<b>10.1 Children's Services Class Visits</b>														
FY13/14	4	2	4	3	3	4	5	6	6	4	7	3	51	31
FY14/15	2	1	6	6	7	3	12	13					50	50
% Change	-50%	-50%	50%	100%	133%	-25%	140%	117%						61%
<b>10.2 Children's Services Classroom Visits Attendance</b>														
FY13/14	39	22	69	69	61	75	198	103	117	89	133	405	1,380	636
FY14/15	37	24	102	146	126	74	243	266					1,018	1,018
% Change	-5%	9%	48%	112%	107%	-1%	23%	158%						60%
<b>10.3 Children's Services Programs Offered</b>														
FY13/14	20	1	13	21	16	9	12	9	19	15	11	9	155	101
FY14/15	19	12	12	20	14	11	14	25					127	127
% Change	-5%	1100%	-8%	-5%	-13%	22%	17%	178%						26%
<b>10.4 Children's Services Program Attendance</b>														
FY13/14	1,110	26	328	586	586	386	413	343	556	496	405	389	5,624	3778
FY14/15	1148	447	336	746	611	366	532	595					4,781	4,781
% Change	3%	1619%	2%	27%	4%	-5%	29%	73%						27%
<b>10.5 Children's Services Public Computer Usage</b>														
FY13/14	1,119	906	864	792	692	600	724	634	643	601	670	724	8,969	6331
FY14/15	710	647	736	889	555	674	556	522					5,289	5,289
% Change	-37%	-29%	-15%	12%	-20%	12%	-23%	-18%						-16%
<b>10.6 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	31,284	253956

FY14/15	32,478	32,446	32,700	32,853	32,913	32,938	32,825	32,705						<b>261,858</b>	261,858
% Change	<b>3%</b>	<b>3%</b>	<b>4%</b>	<b>4%</b>	<b>4%</b>	<b>3%</b>	<b>3%</b>	<b>2%</b>							<b>3%</b>
<b>10.7 Children's Total Items Added</b>															
FY13/14	228	196	20	89	215	26	151	51	177	323	150	264	<b>1,890</b>	976	
FY14/15	34	195	393	266	190	54	309	184					<b>1,625</b>	1,625	
% Change	<b>-85%</b>	<b>-1%</b>	<b>1865%</b>	<b>199%</b>	<b>-12%</b>	<b>108%</b>	<b>105%</b>	<b>261%</b>						<b>66%</b>	
<b>10.8 Children's Total Items Withdrawn</b>															
FY13/14	47	12	97	11	104	81	81	74	170	262	3	103	<b>1,045</b>		
FY14/15	17	232	224	152	54	30	576	0					<b>1,285</b>		
% Change	<b>-64%</b>	<b>1833%</b>	<b>131%</b>	<b>1282%</b>	<b>-48%</b>	<b>-63%</b>	<b>611%</b>	<b>-100%</b>							
<b>10.9 Children's Services Volunteers</b>															
FY13/14	10	7	3	6	6	6	5	7	7	5	4	6	<b>72</b>	50	
FY14/15	7	5	2	4	4	5	5	8					<b>40</b>	40	
% Change	<b>-30%</b>	<b>-29%</b>	<b>-33%</b>	<b>-33%</b>	<b>-33%</b>	<b>-17%</b>	<b>0%</b>	<b>14%</b>						<b>-20%</b>	
<b>10.10 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	<b>452</b>	347.25	
FY14/15	42.25	24	10.5	19.5	15.25	9.5	16	24.75					<b>162</b>	162	
% Change	<b>-46%</b>	<b>-64%</b>	<b>-59%</b>	<b>-45%</b>	<b>-49%</b>	<b>-71%</b>	<b>-45%</b>	<b>-49%</b>						<b>-53%</b>	
<b>11. Branch Services Circulation</b>															
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	<b>14,787</b>	10256	
FY14/15	1,522	1,030	1,042	1,321	894	1034	956	1044					<b>8,843</b>	8,843	
% Change	<b>-5%</b>	<b>-21%</b>	<b>-3%</b>	<b>0%</b>	<b>-15%</b>	<b>-18%</b>	<b>-34%</b>	<b>-13%</b>						<b>-14%</b>	

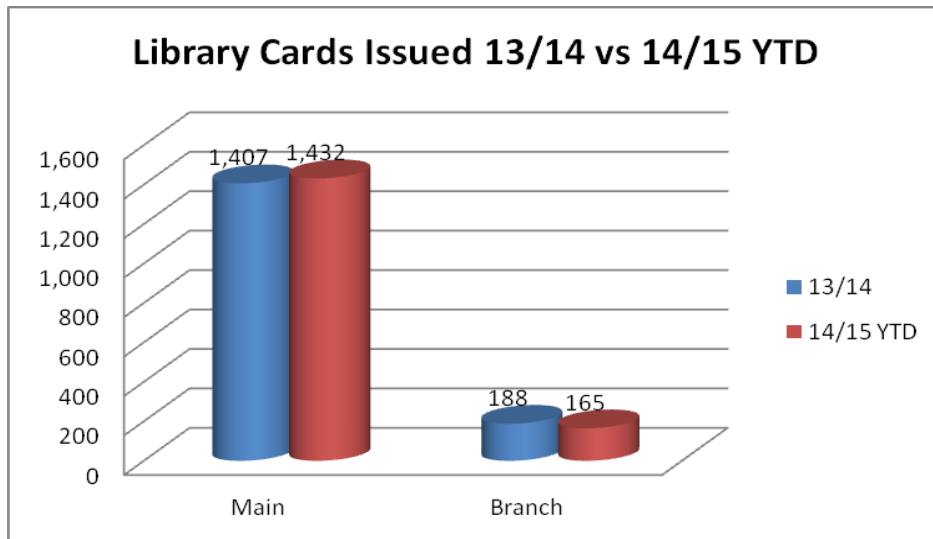
	Statistics for FY 2014/15													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL	
<b>11.1 Branch Services Days Open</b>														
FY13/14	22	22	20	23	17	19	21	19	21	22	21	21	248	163
FY14/15	22	21	20	23	17	21	20	19					163	163
% Change	0%	-5%	0%	0%	0%	11%	-5%	0%						0%
<b>11.2 Branch Services Registrations</b>														
FY13/14	29	17	34	21	32	15	19	21	16	23	16	35	278	188
FY14/15	25	21	19	27	13	13	26	21					165	165
% Change	-14%	24%	-44%	29%	-59%	-13%	37%	0%						-12%
<b>11.3 Branch Services Overdues</b>														
FY13/14	37	20	43	36	41	13	35	19	66	37	10	16	373	244
FY14/15	27	27	25	35	41	33	40	20					248	248
% Change	-27%	35%	-42%	-3%	0%	154%	14%	5%						2%
<b>11.4 Branch Services InterLibrary Loans</b>														
FY13/14	7	8	9	7	6	8	6	8	4	5	4	2	74	59
FY14/15	8	10	5	12	5	6	5	4					55	55
% Change	14%	25%	-44%	71%	-17%	-25%	-17%	-50%						-7%
<b>11.5 Branch Services Visitors</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	30,647
FY14/15	4,124	3,659	3,815	4,665	3,103	3,161	3,533	3,448					29,508	29,508
% Change	-5%	-1%	-4%	0%	-14%	-10%	-3%	7%						-4%
<b>11.6 Branch Services Reference Questions</b>														
FY13/14	309	277	298	271	206	230	245	218	306	284	271	257	3,172	2,054
FY14/15	252	331	255	372	242	273	43	51					1,819	1,819
% Change	-18%	19%	-14%	37%	17%	19%	-82%	-77%						-11%
<b>11.7 Branch Services Class Visits</b>														
FY13/14	5	1	0	2	2	1	2	1	1	1	1	0	17	14
FY14/15	0	0	n/a	4	1	1	1	1					9	9
% Change	-100%	-100%	n/a	100%	-50%	0%	-50%	0%						-36%
<b>11.8 Branch Services Class Visits - Attendance</b>														
FY13/14	173	28	0	59	59	30	46	30	20	25	40	0	510	425
FY14/15	0	0	28	48	26	26	26	26					180	180
% Change	-100%	-100%	n/a	-19%	-56%	-13%	-43%	-13%						-58%

	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>	
<b>11.9 Branch Services Public Computer Usage</b>														
FY13/14	886	1044	1077	1268	808	817	914	821	834	1020	1069	684	11,242	7635
FY14/15	867	857	832	901	611	610	621	673					5,972	5,972
% Change	-2%	-18%	-23%	-29%	-24%	-25%	-32%	-18%						-22%
<b>11.9(a) Branch PC Usage Wireless New Service Started April 2013</b>														
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	9007
FY14/15	1,092	1,041	1,017	1,271	1,215	1,284	1,393	1,257					9,570	9,570
% Change	-6%	-17%	-4%	6%	12%	19%	18%	27%						6%
<b>11.10 Branch Services Programs Offered</b>														
FY13/14	5	1	3	5	4	2	4	1	1	1	1	2	30	25
FY14/15	6	1	2	2	5	3	2	2					23	23
% Change	20%	0%	-33%	-60%	25%	50%	-50%	100%						-8%
<b>11.11 Branch Services Program Attendance</b>														
FY13/14	185	13	55	90	40	50	34	7	4	21	10	50	559	474
FY14/15	345	8	28	43	143	58	35	58					718	718
% Change	86%	-38%	-49%	-52%	258%	16%	3%	729%						51%
<b>11.12 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	16,206	133003
FY14/15	17,321	17,276	17,626	17,893	17,811	17,759	17,759	17,986					141,431	141,431
% Change	6%	6%	7%	8%	7%	6%	5%	6%						6%
<b>11.13 Branch Services Items Added</b>														
FY13/14	167	66	94	81	88	30	96	80	32	127	52	85	998	702
FY14/15	35	79	129	72	87	89	45	185					721	721
% Change	-79%	20%	37%	-11%	-1%	197%	-53%	131%						3%
<b>11.14 Branch Services Items Withdrawn</b>														
FY13/14	174	95	34	103	27	2	39	73	34	3	39	0	623	
FY14/15	25	97	0	41	4	85	0	0					252	
% Change	-86%	2%	-100%	-60%	-85%	4150%	-100%	-100%						
<b>11.15 Branch Services - Literacy Tutor Sessions Offered</b>														
FY13/14	46	53	43	55	31	46	25	35	78	49	57	59	577	334
FY14/15		48	79	100	73	66	76	94					536	536
% Change	-100%	-9%	84%	82%	135%	43%	204%	169%						60%

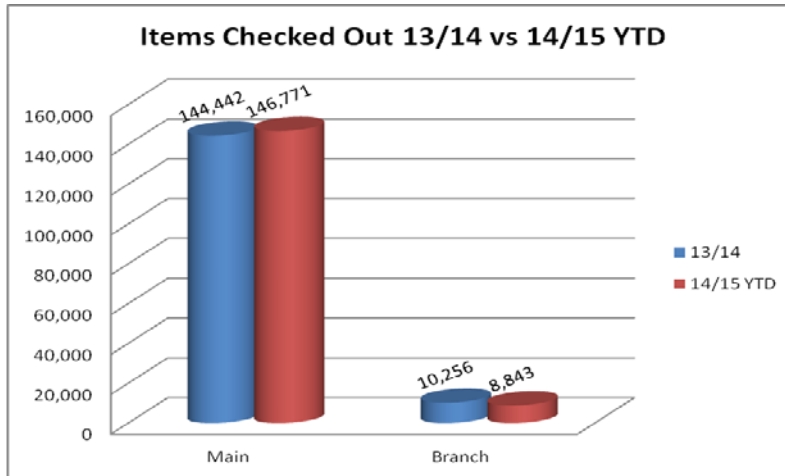
Statistics for FY 2014/15														
	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL</u>	
11.16 Branch Services Literacy Tutor Sessions Attendance														
FY13/14	173	170	190	204	131	148	115	122	173	124	116	167	1,833	1253
FY14/15	49	147	223	152	197	174	237	282					1,461	1,461
% Change	-72%	-14%	17%	-25%	50%	18%	106%	131%						17%
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	442
FY14/15	82	59.5	136.25	152	181.25	120.5	136.25	163.5					1,031	1,031
% Change	15%	12%	45%	120%	514%	146%	405%	230%						133%
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	539
FY14/15	129	111.5	184.25	186.5	112.75	100.5	187.75	238.75					1,251	1,251
% Change	46%	51%	97%	147%	76%	105%	452%	296%						132%
12. Passports														
FY13/14	82	92	74	85	81	85	133	149	196	251	186	163	1,577	\$39,425
FY14/15	138	113	106	107	85	78	173	194					994	\$24,850
% Change	68%	23%	43%	26%	5%	-8%	30%	30%						
12.1 Passport Photos														
FY13/14	80	81	66	70	58	57	94	124	138	167	137	113	1,185	\$14,220
FY14/15	110	100	90	95	69	62	111	127					764	\$9,168
% Change	38%	23%	36%	36%	19%	9%	18%	2%						
13. Notary Service														
FY13/14	8	9	7	24	2	4	6	6	10	11	4	18	109	\$1,090
FY14/15	6	7	12	4	4	6	7	7					53	\$530
% Change	-25%	-22%	71%	-83%	100%	50%	17%	17%						



Cardholders		C/O Items in past 3 years	C/O Items in past 2 years	C/O Items in past 12 months
<b>Card 3 years or less</b>	23,657	13,062	10,219	7,077
<b>In Dist</b>	21,743			
<b>Out of Dist</b>	1,914			
<b>Population of District</b>	53,692	As per California State Library		
<b>% of Population with Library Card</b>	44%			
<b>% of Population w/ck out in 3 years</b>	24%			
<b>% of Population w/ck out in 2 years</b>	19%			
<b>% of Pop w/ck out in past 12 months</b>	13%			



Patrons that have items (3/19/15 - Snapshot)						
#	Patron type	patrons	patrons w/items	% w/items	# items	Avg items per patron
0	Adult		1,404		6,280	
1	Juvenile		367		1,368	
2	Staff		40		371	
3	Volunteer		24		106	
4	Trustee		1		3	
5	Foster Patrons		15		66	
6	Teacher Loan		30		313	
7	Teen		16		44	
199	Training patron		0		0	
	<b>TOTAL</b>	23,657	1,897	8.02%	8,551	4.51
	District Population	53,692			129,727	Items in Collection
	% with Library Cards	44.06%			6.59%	% checked out

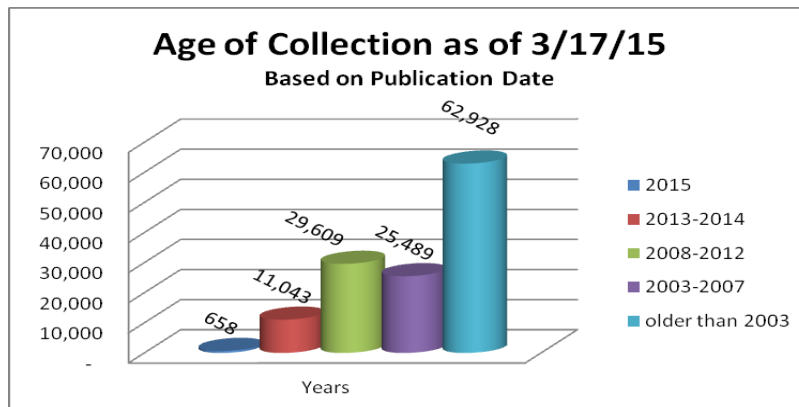


### CIRCULATION (CHECKOUT) STATISTICS

ALL LOCATIONS

Feb 15

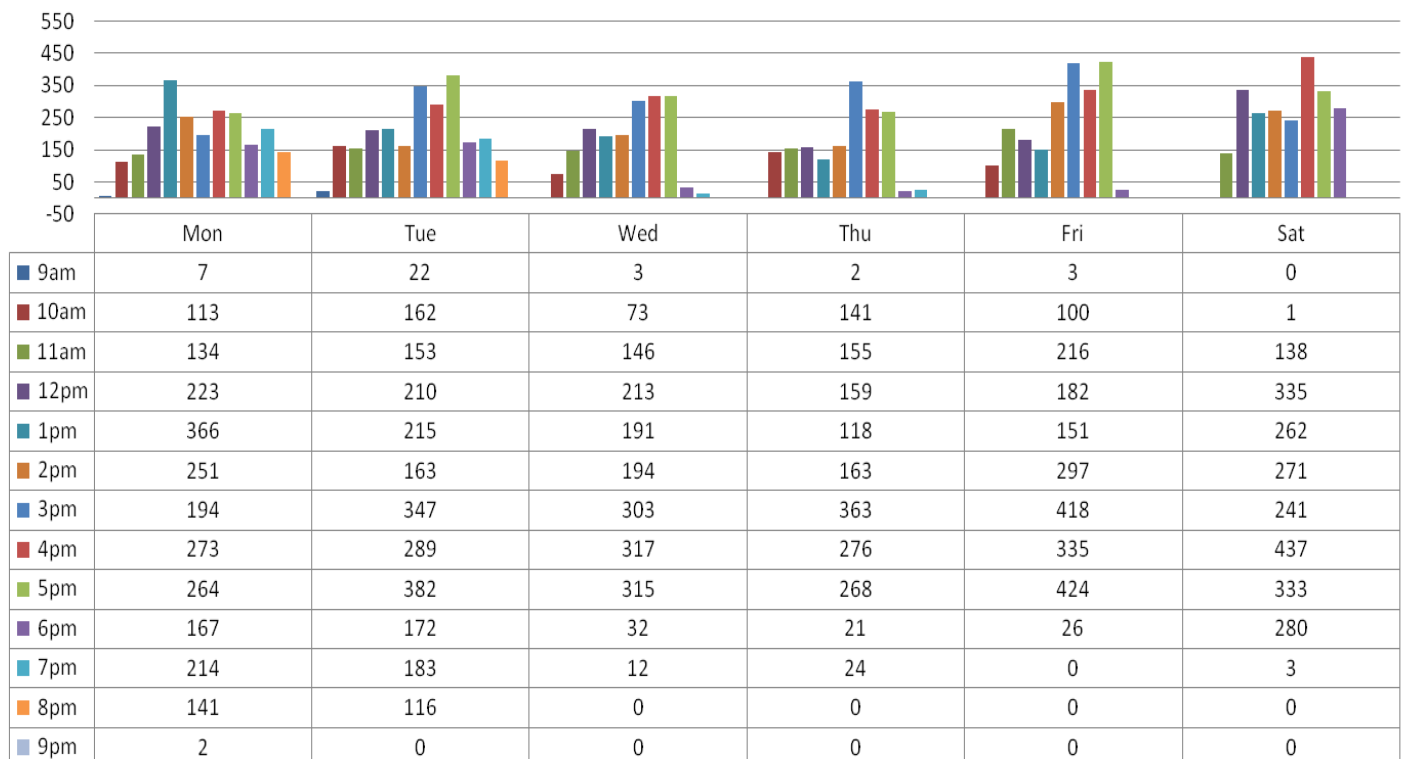
I TYPE	PERCENT	QTY
Book	66.9%	10,384
DVD	21.6%	3,356
Sound Disc	7.4%	1,146
Serial	2.1%	324
Chromebooks	1.3%	205
Kit	0.3%	50
YA Video Games	0.1%	16
Library Basket	0.2%	24
Cassette	0.1%	16
Playaway	0.0%	6
Mature Video Games	0.0%	1
CD-ROM	0.0%	1
Videocassette	0.0%	1
TOTAL	100.0%	15,530

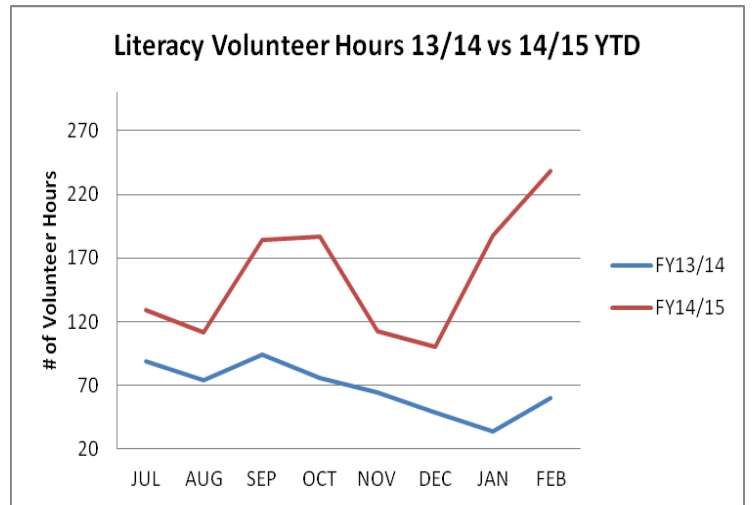
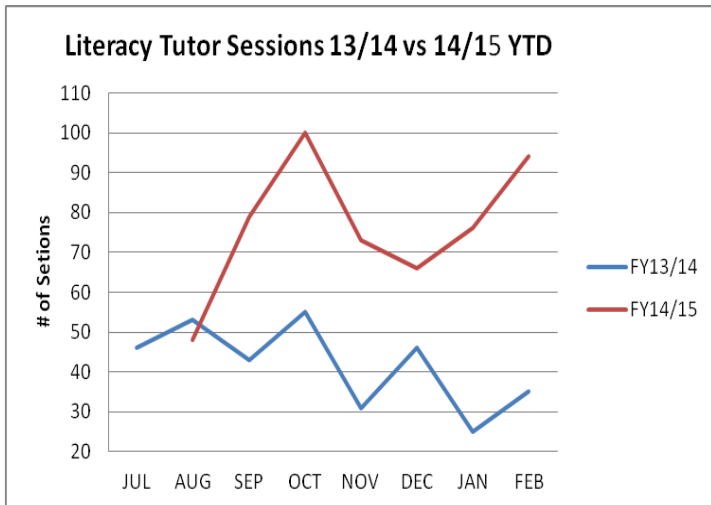
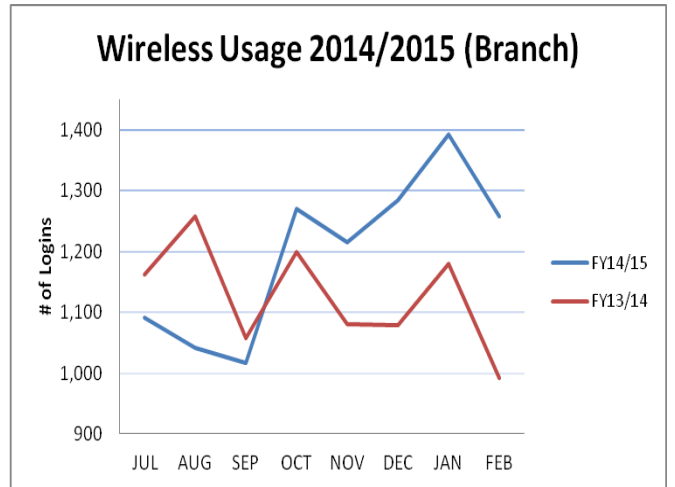
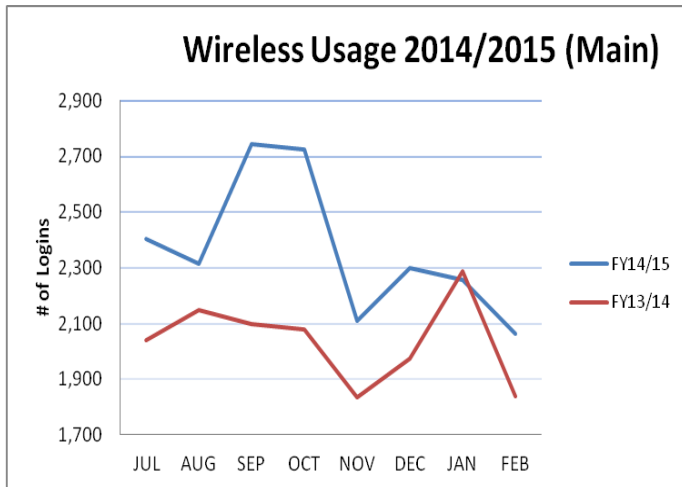
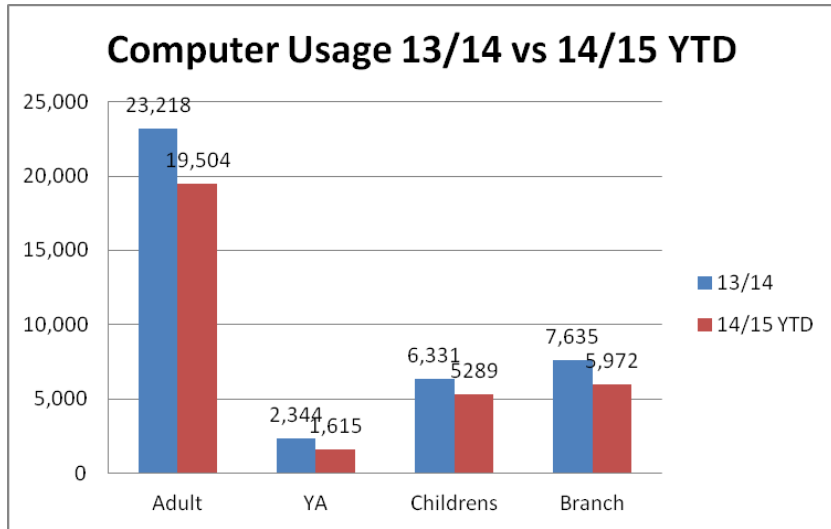


11,701 items are less than 3 years old - 10% of the collection  
 23% of the collection is between 7 and 4 years old.  
 68% of the collection, 88,417 items are over 8 years old and of those 49% are over 13 years old.

CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
	Feb 15		Change vs		Actual #	
P TYPE	PERCENT	QTY	Jan 15	Feb 14	Jan 15	Feb 14
Adult	78.1%	12132	-9.8%	-15.1%	13450	14284
Juvenile	12.9%	2011	-4.1%	21.3%	2096	1658
Staff	4.3%	671	42.5%	53.2%	471	438
Volunteer	1.2%	194	16.2%	47.0%	167	132
Trustee	0.1%	8	0.0%	100.0%	0	4
Foster Patrons	0.1%	18	-28.0%	38.5%	25	13
Teacher Loan	2.0%	304	-20.2%	4.1%	381	292
Teen	1.2%	192	-19.0%	9.1%	237	176
Total	100.0%	15530	-7.7%	-8.6%	16827	16997

### February 2015 Check Outs ~ Day of Week/Time of Day







## MONTHLY REPORT - FEBRUARY 2015

### Department: Adult Services



On February 7, sixty three people attended our Black History celebration featuring the John Muir High School Alumni Drum Corps and the JMHS Dance and Step teams in the Library parking lot. Suzanne Im hosted this exciting event.

Manya Shorr "That's my high school ('93) and I'm a librarian. It's like my worlds colliding."  
(D.C. public library director's comment on our Facebook page!)

Michael D. McCarty presented the The Art of Storytelling program on February 17. Seventeen adults and children enjoyed African & African-American folk tales.



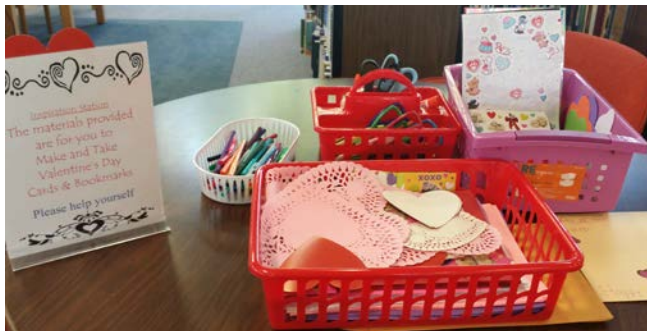
Suzanne and Pam met with Altadena Senior Center Director Liliana Garcia about collaborating on the upcoming Book to Action program. Ms. Garcia offered to tap into her existing volunteer pool to help out with the program. The keynote speaker, Ben Montgomery, will be speaking about his book Grandma Gatewood's Walk at the Senior Center on May 30 from 2-3:30. Pam also created a trifold of Online Resources for Seniors which she also put on the Library webpage.

Our first adult winter reading program titled "Read Between the Punch Lines" was a success with thirty three registered participants. Over half of the people who signed



up completed their reading logs. Part of the program included a contest where participants were asked to come up with a punch line to the following joke: "So this book walks into a bar and..." Alan Kerr, a former young adult participant, won the Vroman's gift card. Here is his entry: "So this book walks into a bar and the bartender says, "Sorry, we don't serve books here." But the book doesn't leave, proud in the face of prejudice. Suzanne and Pam closed out this program with a showing of the movie, Guardians of the Galaxy on February 24, which was attended by 15 patrons.

Helen facilitated and moderated The No Guilt Book Club on February 10 with thirteen members in attendance. They all enjoyed the fiction selection, The Storied Life of A.J. Fikry by Gabrielle Zevin. Helen and Lauren choose the book selections for the next three months.



Helen also bought supplies and maintained the Library's Valentine's Day inspiration station for making special Valentine Day cards and bookmarks. Over twenty five people participated in this creative project.

We have 1,650 ebooks/audiobooks in our collection. 309 ebooks/audiobook titles were downloaded by our patrons. The book Gone Girl was downloaded 64 times!

Sue's several attractive book displays included books and handouts for Black history month; Valentine's Day; Chinese New Year and a whimsical National Tooth Fairy Day with official tooth receipts!

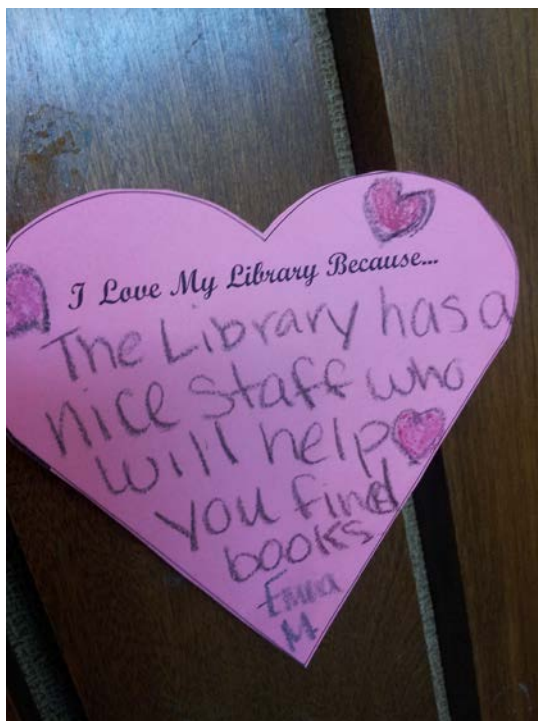
The all collection improvement project is moving ahead with every subject specialist working in their particular subject areas. We have 38 boxes of books ready to send to Better World Books who will supply the boxes and pay for the shipping. They will accept most of our discarded books and donations that The Friends of the Library don't want and sell and donate them to those in need. They will share 9% of their profits with the library.



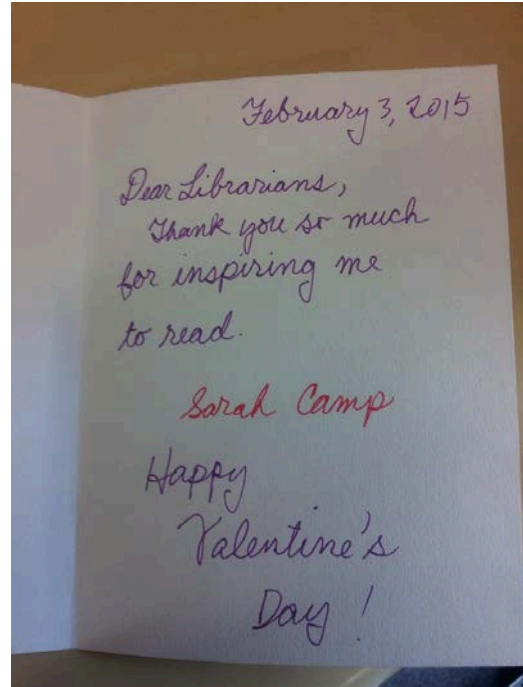
## Department: Youth Services (Children's)

We were definitely feeling the love in February as we celebrated Library Lover's Month and Valentine's Day here in Youth Services. We asked kids and parents to fill out a heart telling us why they loved their library and then we taped the hearts on the wall in Youth Services.

My favorite response is from Julian who says he loves his library because "of the books, the toys, the tables, the chair that spin, the stuff they show, the computers, the sharpener, and the people who work here."



We were also very touched to receive this card from one of our young visitors from the Waldorf School.



Programs

Storytimes continue to be a huge hit. Toddler storytime in particular continues to grow

Class Visits

We continue to be very busy with class visits! This month we saw weekly visits from Waldorf School as well as regular monthly visits from the Fair Oaks Academy and Renaissance Academy. This month we also had visits from Peace and Justice Academy, Oak Knoll Kinderhaus and Options Head Start.

Library Associate Lucy Molina has taken over class visits to schools. She visited Firehouse school and Little Acorns Grow to conduct a monthly storytime for the children there.

This month alone we saw 13 classes and 266 students, more than doubling the classes and attendance from this same month last year.

Cassandra Stearns—Senior Librarian, Youth Services





## Department: Youth Services (Teens)

Love was in the air this February—love for libraries! Throughout the month, the Teen Librarian, Carrie Wilson, asked teens to fill out hearts that completed this sentence: “I love my library because. . .” for Library Lover’s Month.

Here are some of our many responses:

“I’ve met some of my best friends there. Plus it has free wifi.”

“I love all of the clubs here.”

“Because it has good books.”

“I like my library because all the librarians rock.”

“I love the TAC and events.”

“I love my library because it has a well-rounded manga collection.”

“Because they have awesome books.”

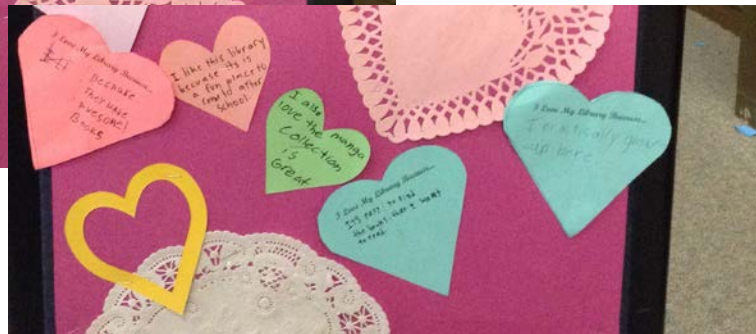
“I practically grew up here.”

“I love this library because it is a fun place to come to after school.”



### Outreach:

Eliot Middle School has a new Anime Club, and the Teen Librarian visited them on February 26<sup>th</sup> to learn more about what they do, offer her own expertise as a librarian in charge of Altadena Library’s Teen Anime Club, and as an anime fan herself. They were very





excited to learn about the library's Anime Club as well as our large (and growing!) manga collection.

**Programs:**

Teen Anime Club had a fabulous turn out this month. We welcomed several new members. One came in an amazing Attack on Titan cosplay. All told, 25 teens enjoyed *Kiki's Delivery Service*. After the film, several participated in a brief discussion and manga swap.

There were a few new faces at DIY Club this February—and lots of creativity and humor was on display! Teens created gorgeous perler-bead hearts and created lovely Valentine's Day cards and silly UnValentine's day cards.



Juan is making a beating heart envelope!



More hilarious & gorgeous



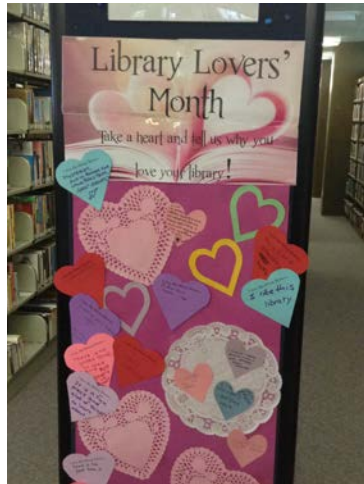


creations!

Fun & games Friday – The gloomy weather didn't dampen the mood, as the teens enjoyed Super Smash Brothers on the Wii, comical attempts to play all three instruments on Rock Band simultaneously, and a hilarious game of Sour Apples that eventually grew to 12 players!



### Volunteers—Teen Advisory Council



Teen Advisory Council (TAC) members are fabulously creative! Claire Walker created the "Library Lover's Month" display and Maud O'Connor showed her artistic flair here:





Teen volunteers also created new post-it art—Ethan and Edward prove particularly adept at creating these!

Tommy Liautaud, and Emmet O'Connor were particularly helpful at our Teen Anime Club event. Fun & Games Friday set-up can take awhile, but Juan, Kylan and Emmet handled the set-up like pros!



--Carrie Wilson, Teen Librarian



## **Bob Lucas Branch: February 2015**

### **Programs and Displays**

Forty children and their parents attended the Valentine's Day craft program on February 10th. The children had fun decorating heart-shaped boxes and creating Valentine's Day cards.



In honor of black history month, we had a display of books pertaining to black history. Our black history book display was popular with the patrons who took home the books as well as complimentary black history pins and bookmarks.

I went to Jackson Elementary School and read books to a first grade class on February 17th. I also brought over about 30 books for the children to read in class. The children enjoyed singing a song about Martin L. King Jr. to me.

On the morning of February 24th and the evening of February 26th, we held a program about how to obtain a driver's license under AB60. Literacy staff also offered computer training on AB60 on February 27th if participants were interested. We partnered with CHIRLA (Coalition for Humane Immigration Rights of Los Angeles) to bring this program to our patrons. Twelve people successfully obtained information on how to get their driver's license under AB60.

Nine children and patrons enjoyed fun flick Friday on February 27th by watching the Book of Life.

### **Outreach**

I met with the school librarian of Jackson Elementary School, Ms. Banerdt, on February 19<sup>th</sup> to discuss ways the Bob Lucas Library and Literacy Center can work with the school to provide services to Jackson students.

I met with the school librarian of Franklin Elementary School, Ms. Pick, on February 13th. Ms. Pick and I discussed how Bob Lucas Library and Literacy Center can work with the school to provide services to Franklin students. We also talked about collection development for curriculum support.

Suzi and I met with the Principal, Ms. Bermudez, of Franklin Elementary School on February 27th to discuss services the Bob Lucas Library and Literacy Center can bring to Franklin students and discussed outreach to the students' parents. Ms. Bermudez stated that parents would be interested in our English classes and computer classes. Plans were discussed on how to promote those services.



ALTADENA LIBRARY DISTRICT

**Professional Development**

On February 10<sup>th</sup>, I attended a SCLC meeting of Children's Librarians. The Librarians shared ideas about elementary school students' programming.

~Carlene Chiu, Librarian II – Branch Services



## **Literacy: February 2015**

### **“I got the job!” and other notes on our customer service reputation**

A patron at the Branch needed to do an on-line assessment as part of her job application. Over the course of a few days she was assisted by both Literacy and Branch staff when she had some technical difficulty navigating a website or accessing email. Sometime later she returned to thank us and announce, “I got the job!”

Callie, a Learner with the Literacy program when Cora Forcell was Branch librarian, made a special trip by bus to the Branch. She lives in Maywood. She needed help checking her email for an important message. She had visited a different library, but found no one to help her. “I knew I would get the help here,” she said after successfully accessing her email under the guidance of Literacy Staff.

## **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. Literacy staff joined a group of over 30 consortium and potential consortium members on Thursday February 19 at Pasadena Unified School District offices. The meeting was a fantastic opportunity to meet managers and executives of local community service and educational organizations and educate them on services available to their constituents through our Literacy Program.

### ***Schools***

Literacy staff met the parent program coordinator, Ana Lopez, and the Healthy Start Program Coordinator, Stella Franco at Eliot Middle School to determine the best way to get Literacy Services information to Eliot parents. Going forward, information on Literacy programs can be sent to Ana to disseminate to parents as appropriate.

## **Tutor Training Workshop**

Nine volunteers attended a Tutor Training Workshop in February bringing the stable of tutors to over 30.



Tutor Training Workshop  
Saturday, February 7<sup>th</sup> 9am-3-pm  
at the Lucas Branch.



Tutor & Learner celebrating a goal met.



**Computer Classes-what should be offered?**

Erma Washington, computer instructor for Literacy Services at the Branch, and Sue Colasurdo, instructor at the Main, met on February 18<sup>th</sup> to discuss how computer class offerings can better serve our community. The Branch will continue to offer a slower-paced class and the Main a more intermediate class. Both instructors will initiate the gathering of feedback from patrons they can tailor classes for and make recommendations about how best to meet community needs.

~Suzanne Martin, Interim-Literacy Coordinator





# ALTADENA LIBRARY DISTRICT

## BOARD OF LIBRARY TRUSTEES

### DIRECTORS UPDATE

DEPARTMENT: District Director      MEETING DATE: March 23, 2015

PREPARED BY: Mindy Kittay      LOCATION: Community Room

---

### HIGHLIGHTS



- **COMMENT CARDS:** These are flowing in on a regular basis. Here are some favorite comments:
  - "...the staff seem to be friendly, caring and show concern. In addition the setting is peaceful"
  - "I enjoy the company here. It is warm and friendly."
  - "So far very satisfied with the library and staff."
  - "This is one of the best libraries to come to in the neighborhood. The Librarians have excellent customer service and they also treat everyone fairly. I appreciate the library and everything it has to offer. Keep up the good work everyone." (Bob Lucas Branch)
  - "I really enjoy your book selections and computer classes and am learning more new stuff. The staff is very knowledgeable and help us with our inquiries..."
  - "I like to visit the library ... to use the computers...I'm very pleased with the service I receive and find the librarians helpful and supportive."
  - "The women at the Bob Lucas Library; Carlene, Michelle and Erma, are the most professional and sweetest ladies I have come across in a long time. They are very helpful and always nice to everyone."
  - "I had the most enjoyable experience while visiting the Branch... The helpfulness and attention garnered by Michelle and Carlene was exceptional. What a pleasure it was to visit."


- **BUSINESS OFFICE:** We sent in our 2015 Annual Re-Certification forms for our Passport Services and our facility's certification is complete for 2015! Deborah Gueringer, Natalie Herrera and Antonia Aguilar are certified to accept passports at Altadena Library District



for 2015. Our new sign and the office look great and we continue to increase our revenue with a 29% increase in January over the previous year and a 25% increase in February over the previous year.

- ALTADENA HISTORICAL SOCIETY:** 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 similar to below "Housed at the Altadena Historical Society". A huge thank you to both Steve and Chris for helping to make this happen in such an orderly and effective way.

5   [Request](#)

**6 horses and 10 head : two hundred years on the Rancho San Pasqual, 1770-1970** c1971 

McCloskey, Jane D.  
Pasadena, California : The Boy's Club of Pasadena, [c1971].

Location	Call No.	Status
	<u>Housed at the Altadena Historical Society</u>	AVAILABLE

## FACILITIES

- CLEANING MORNING: BEFORE....**



# AFTER



A HUGE thank you to the staff that worked tirelessly to clean out both the storage room and the staff lounge. It was a lot of hard work and very dusty. Everyone maintained a positive attitude and it was truly a team effort. Many of the items that we

discarded and were on their way to the dumpster were eventually donated to the Pasadena Auxiliary of Boys Republic. Every staff member received a raffle ticket and prizes were given out throughout the morning.

**LANDSCAPING:** The gardens around the library are in full bloom – thank you to the facilities staff for doing a great job with our limited funds and water, to make our landscaping look good!



## EVENTS

- **Second Saturday Update –** We will be starting this series in May but will take a break in July and August so that we don't interfere with the free concerts in the park which are on Saturday Evenings in July and August. Our first event, on May 9th will feature a local group singing exclusively Beatle Songs. Everyone is encouraged to sing along and song books will be provided! Earlier that evening we will be having the volunteer dinner in the community room so that after dinner and awards they can then participate in the music and drinks. We are still negotiating with vendors for food and drink.
- **Coffee and Conversation -** The second Coffee and Conversation was much busier with 8 people participating. The next one is this Saturday the 28<sup>th</sup> at noon to 2pm.

## STATISTICS

- We have started to add graphs to our monthly statistics. We will continue to expand this are of the Board Package.
- **HIGHLIGHTS:**
  - Children's programming is up 26% YTD and attendance is up 27%.

- Children's class visits are up 61% YTD with attendance up 60%
- Young Adult volunteers have increased by 178% YTD and volunteer hours are up 396% - WOW!
- Literacy Tutor Sessions Offered are up 60% YTD with attendance up 17% and total hours of tutor sessions are up 133%. Literacy volunteer hours are up 132% YTD!
- Holds on materials have increased 28% in February and they were also up 16% in January.
- Visits to Main were up 6% in February – this is the first time this fiscal year that visits have been up instead of down.
- Young Adult program attendance is up 124% YTD and the number of programs offered is up 120%.

## COLLECTIONS/CIRCULATION/CUSTOMER SERVICES

The job of cultivating the library collection is never ending. Staff continues to provide a great selection of items for our patrons while keeping the collection healthy by weeding. In February staff weeded out almost 2,000 items that were no longer relevant, in very poor condition or were once popular enough to warrant multiple copies, but are not anymore. These items either will be sold at the Friends Book Sale or were sent on to Better World Books. This process is necessary in order to make room for new materials and to create a collection that will be inviting to both those that currently use the library and the many who do not.

The shelvers and I met to discuss ways that we could improve our processes for shelving so that it takes less time and we are touching the books fewer times. They had great ideas and they went forward and initiated them. Below is a picture of the area behind the circulation desk which is being used to pre-sort as items are returned.



We have also been working on display and removing clutter. Almost every day I hear from patrons who love the library and have noticed the more open and less cluttered atmosphere.

Thanks to Dave Herman for donating containers for patrons to place their donations of books for the Friends!



*“Dreams come true. Without that possibility, nature would not incite us to have them.”*

John Updike

**AGREEMENT BETWEEN ALTADENA LIBRARY DISTRICT AND  
CALIFA  
FOR THE PROVISION, INSTALLATION AND MAINTENANCE OF  
ADVANCED NETWORK (DATA) SERVICES**

This Agreement, hereinafter referred to as "Agreement", is entered into as of March, 23rd, 2015, by and between Califa Group, a California public benefit corporation, hereinafter referred to as "Califa" and the Altadena Library District hereinafter referred to as "Library". Califa and Library are sometimes referred to in this Agreement individually as "Party" and collectively as "Parties". All written communications between the parties shall be addressed as follows unless and until amended in writing by the respective party.

Altadena Library District  
Mindy Kittay  
District Director  
600 East Mariposa St  
Altadena, CA 91001

Califa  
Susan Hildreth  
Executive Director  
32 West 25<sup>th</sup> Avenue, Suite 201  
San Mateo, CA 94403

**WITNESS THAT**

**WHEREAS**, Califa, on behalf of the California State Library, has contracted with CENIC to provide high speed networking to libraries in California; and

**WHEREAS**, Library desires to contract with Califa to obtain one or more data circuits to connect Library to the CENIC high speed broadband fiber network, CalREN, and, if specified in appendix #1, attached, to connect libraries to other sites as identified in said appendix for the purpose of connecting to CalREN.

**NOW THEREFORE**, Library and Califa enter into this Agreement:

**1. Relationship between the Parties**

It is the purpose of this Agreement to set forth the terms and conditions applicable to the provision of communications and related network services to Library.

**2. Services to be Provided**

The primary communications infrastructure provided by CENIC is the California Research and Education Network ("CalREN"). Among the services that CENIC will provide to Libraries are use of CalREN and contracting for and provision of data circuits supplied by network service providers.

Califa, on behalf of Library, will contract with CENIC for such data circuits. Specific circuits and their costs are included in the appendix attached. Califa will assure that CENIC notifies the Library of installation requirements and necessary maintenance instructions. Neither CENIC nor Califa shall be responsible for operating or maintaining software, equipment or cabling that connects equipment not provided by CENIC for the services unless specifically agreed to in writing by CENIC.

### **3. Term and Termination of this Agreement**

- (a) **TERM OF THIS AGREEMENT.** This Agreement shall be in effect from March 23, 2015 through June 30, 2016. This agreement will automatically renew unless one party notifies the other at least 60 days in advance of June 30, 2016 and each June 30 of each renewal period.
- (b) **TERMINATION.** Termination prior to the end date stated above shall result in Library having to pay any circuit telecommunications carrier termination charges resulting from early termination of the Service.

### **4. Payment**

Payment for services shall be due within thirty (30) days of receipt of a Califa invoice reflecting provision of the services for which the invoice is sent; or as otherwise agreed to by Library and Califa. Library will put forth reasonable efforts to make payments within thirty (30) days after receipt of invoice.

### **5. Miscellaneous**

- (a) **CONDITIONS OF USE.** Library agrees to conform to the CENIC Appropriate Use Policy located at <http://www.cenic.org/p=2081/> and to any specific conditions of use imposed by subcontractors providing communications services to CENIC as may be in force at the time such services are made available per an Addendum to this Agreement. If such conditions of use are modified and Library believes it can no longer conform to their requirements, Library shall have one hundred eighty (180) days to terminate the affected service without penalty. If Library does not elect to terminate the service, Library must conform to the revised conditions of use or be subject to termination of the service by CENIC.
- (b) **CONFLICTING CLAUSES.** If any clause in this Master Agreement is in conflict with a clause in an Addendum to this Agreement, the language in the Addendum shall take precedence but only for the service defined in that Addendum.
- (c) **FORCE MAJEURE.** Neither party will be responsible for performance of its obligations hereunder where delayed or hindered by war, riots, embargoes, strikes involving third parties, acts of Local Access Providers or of its vendors, or suppliers, acts of unrelated third parties, accidents, cable cuts, act(s) of God or any other event beyond its reasonable control.
- (d) **GOVERNING LAW.** The laws of the State of California shall govern this Agreement.

### **6. Entire Agreement**

This Agreement and any Addenda contemporaneously or subsequently executed by the parties constitute the entire Agreement between the parties regarding the subject matter of this Agreement and supersede all prior written or oral agreements with respect to such. This Agreement may not be modified orally, and no modification shall be binding unless in writing and signed by authorized representatives of both parties.

## 7. General Provisions

### 7.1 Nondiscrimination:

- (a) During the performance of this Contract, Califa and its subcontractors shall not deny the Contract's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex. Califa shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

7.2 It is expressly agreed and understood by the parties hereto that if any provision of this Agreement is held to be or invalid under any applicable statute or rule of law, it is deemed to that extent to be omitted. However, the balance of the Agreement shall remain in full force and effect.

7.3 Rights and Remedies: The rights and remedies of Library provided herein shall not be exclusive and are in addition to any other rights and remedies provided by law.

8. **Indemnification.** Library shall indemnify Califa, its trustees, officers, agents and employees harmless from and against any and all liability, loss, expenses (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Library its officers, agents, or employees.

Califa shall indemnify Library, its trustees, officers, agents and employees harmless from and against any and all liability, loss, expenses (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Califa, its officers, agents, or employees.

***9. Dispute Resolution. All disputes between the parties hereto with respect to their rights and duties hereunder, excepting only indemnity claims, shall be resolved through binding arbitration pursuant to Code of Civil Procedure Section 1280, with the non-prevailing party responsible for the arbitrators' fee but in all other respects with each side bearing its own costs and attorneys fees.***

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

**For Library**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**For Califa**

\_\_\_\_\_  
Signature

Susan H. Hildreth  
\_\_\_\_\_  
Name

Executive Director  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**Appendix #1**  
**Provision, Installation and Maintenance**  
**Of Advanced Network (Data) Services:**  
**Reimbursement of Circuit Costs**

This Appendix lists the circuits contracted for by CENIC on behalf of Califa and the Library for connecting CENIC’s fiber optic backbone to Library and for connections that are not direct connections to CENIC’s fiber optic backbone, e.g. direct connections between libraries. Library understands that CENIC will bill Califa, and Califa will bill Library, for actual costs of circuits charged by network service providers, including taxes and surcharges and without markup. Prior to approval of CENIC’s Library consortium E-rate application by the FCC’s E-rate contractor, not all applicable E-rate and CTF discounts will be reflected on invoices. After the E-rate application for any given year is approved, the network service provider will coordinate with CENIC to provide appropriate credits and such credits will be passed from CENIC to Califa and from Califa to the Library. Library further understands that the exact discounted cost of circuits will not be known until after the E-rate consortium application is approved. Therefore, a range of circuit costs is shown below, with the understanding that the actual discounted costs will fall within the range and until the actual discounted costs are realized, the Library is liable for the highest cost shown. The actual start date of the service, and therefore of circuit costs, will be dependent on coordination among CENIC, the Library and the network service provider. The circuit being provided by the network service provider is a switched “cloud” circuit, with two billed elements, or links.

**1G From Branch to Main, 1G from Main to  
CalREN**

<b>Summary Totals for Altadena Library District Options</b>	Pre Discount Costs (not including Taxes & Surcharges)		Estimated Net Costs, after discounts applied (not including Taxes & Surcharges)	
	NRC	Monthly	NRC	Monthly
	\$	\$	\$	\$
	4,000.00	2,900.00	800.00	290.00

**1G ASE**

Itemized CalREN Connectivity	Pre Discount Costs		Estimated Net Costs, after discounts applied	
	NRC	Monthly	NRC	Monthly
<b>Connection to CalREN Hub at Equinix Los Angeles</b>				
Link 1: to Altadena Library District	\$ 1,000.00	\$ 725.00	\$ 200.00	\$ 72.50
Link 2: Collector circuit to Equinix Los Angeles	\$ 1,000.00	\$ 725.00	\$ 200.00	\$ 72.50
Taxes & Surcharges on links	<i>Varies</i>			

**1G ASE**

Itemized Inter-Library Connectivity	Pre Discount Costs		Estimated Net Costs, after discounts applied	
	NRC	Monthly	NRC	Monthly
<b>Connections to Altadena Library District</b>				
Link A: Bob Lucas Memorial Library And Literacy Center	\$ 1,000.00	\$ 725.00	\$ 200.00	\$ 72.50
Link B: Collector circuit at Altadena Library District	\$ 1,000.00	\$ 725.00	\$ 200.00	\$ 72.50
Taxes & Surcharges on links	<i>Varies</i>			



### SCHEDULE OF FINES AND FEES

Effective 1/1/2014

#### FEES:

- Replacement library cards ..... \$2.00
- Reserves ..... ~~\$50~~
- Interlibrary loans: ..... ~~\$4.00~~  
     (pre-paid & non-refundable) ..... ~~1.50~~
- Passports ..... \$25.00  
     (see Passport Services Brochure for  
     U.S. State Department fee schedule)
- Passport photos ..... \$12.00
- Notary Services ..... \$10.00/each sig.
- Meeting Room
  - Nonprofit groups ..... Free
  - For Profit groups ..... \$35.00/hr.
- Photocopies .... *B&W/Color* .15/each *20/50*
- Computer print copies ..... .15/each *20/50*
- Video Game Rental . \$2.00/game/7 days
- USB Flashdrives ..... Market price
- Floppy diskettes ..... \$1.00/each
- CDWrite Discs ..... \$1.50/each
- Earbuds ..... \$2.00/each
- Lost/Damaged Materials Cost of item/  
     +non-refundable \$7.00 processing fee
- Exam proctoring ..... \$20.00/exam
- NSF Fee ..... \$25.00
- Collection Agency Fee ..... \$15.00
- Chromebook (replacement) ..... \$500.00
- Online payment fines/fees . . \$1.00/trans.

*add at Circ*



#### FINES:

- Each adult item is \$0.25 per day  
     Max. fine per item is \$20.00\*
- Each child's item is \$0.15 per day  
     Max. fine per item is \$10.00\*
- Each video/DVD/video game  
     \$2.50 per day  
     Max. fine per video is \$20.00\*
- Chromebook is \$10.00/hour  
     Max. fine is \$30.00

No material may be checked out if fines  
**exceed \$5.00 on a child's card and**  
**\$10.00 on an adult card.**

\* Fines not to exceed the price of the item(s).  
 9/23/13 Revised, Approved by Board of Library Trustees



# ALTADENA LIBRARY DISTRICT

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

## BOARD OF LIBRARY TRUSTEES

### STAFF REPORT

**DEPARTMENT:** Finance / Human Resources

**MEETING DATE:** March 23, 2015

**PREPARED BY:** Tina Wallin

**LOCATION:** Community Room

---

**TITLE:** Resolution of Intention to Approve an Amendment to the Contract between the Board of Administration California Public Employees' Retirement System (CalPERS) and the Board of Library Trustees

#### **BACKGROUND:**

The District contracts with CalPERS for retirement and health benefits. The contract was initiated in 1969 and included classes of employees that were not eligible for membership.

Per the Retirement Law, classes excluded from membership are Safety Members, Page, Custodian, Gardener, Library Clerk I and Monitor.

Upon the District Directors review of the CalPERS Contract and the excluded classes it was determined that the Monitor classification should not be excluded from retirement benefits because it is currently a full-time position. Enrollment for the Monitor would be effective July 1, 2015.

Attached are the Amendment To Contract (For Exhibit Only), Resolution of Intention, Certification of Governing Body's Action and Certification of Compliance Government Code Section 7507.

#### **FISCAL IMPACT**

The Employer Contribution to said retirement plan would result in a yearly cost of \$2663.00.

#### **RECOMMENDATION**

Staff recommends that the Board of Library Trustees approve the Resolution of Intention to amend the contract between CalPERS and the Altadena Library District.



**EXHIBIT**

California  
Public Employees' Retirement System

---

**AMENDMENT TO CONTRACT**

Between the  
Board of Administration  
California Public Employees' Retirement System  
and the  
Board of Trustees  
Altadena Library District

---

The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective January 1, 1969, and witnessed December 10, 1968, and as amended effective April 27, 1993, July 1, 1999, March 27, 2001, September 1, 2001 and December 30, 2012 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 13 are hereby stricken from said contract as executed effective December 30, 2012, and hereby replaced by the following paragraphs numbered 1 through 13 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for local miscellaneous members entering membership in the miscellaneous classification on or prior to December 30, 2012 and age 60 for local miscellaneous members entering membership for the first time in the miscellaneous classification after December 30, 2012.
  2. Public Agency shall participate in the Public Employees' Retirement System from and after January 1, 1969 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

## PLEASE DO NOT SIGN "EXHIBIT ONLY"

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorneys fees that may arise as a result of any of the following:
  - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
  - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas
  - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
  - a. Employees other than local safety members (herein referred to as local miscellaneous members).
5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
  - a. **SAFETY EMPLOYEES; AND**
  - b. **PAGE, CUSTODIAN, GARDENER, LIBRARY CLERK | EMPLOYED ON OR AFTER JANUARY 1, 1969.**
6. Removal of the exclusion of "All Hourly Rated or Hourly Basis Employees Who Are Employed on or After January 1, 1969", pursuant to Section 20503, is declarative of agency's previous interpretation and does not mandate any new classes of employees into membership.

PLEASE DO NOT SIGN "EXHIBIT ONLY"

7. The percentage of final compensation to be provided for each year of credited prior and current service as a local miscellaneous member entering membership in the miscellaneous classification on or prior to December 30, 2012 shall be determined in accordance with Section 21354 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 55 Modified and Full).
8. The percentage of final compensation to be provided for each year of credited current service as a local miscellaneous member entering membership for the first time in the miscellaneous classification after December 30, 2012 shall be determined in accordance with Section 21353 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 60 Modified).
9. Public Agency elected and elects to be subject to the following optional provisions:
  - a. Section 20042 (One-Year Final Compensation).
  - b. Section 20965 (Credit for Unused Sick Leave).
  - c. Sections 21624, 21626 and 21628 (Post-Retirement Survivor Allowance).
  - d. Section 20503 (To Remove the Exclusion of "All Hourly Rated or Hourly Basis Employees Who Are Employed on or After January 1, 1969", Prospectively from March 27, 2001).
  - e. Section 20475 (Different Level of Benefits). Section 21353 (2% @ 60 Modified formula) is applicable to local miscellaneous members entering membership for the first time in the miscellaneous classification after December 30, 2012.
  - f. Section 20503 (To Remove the Exclusion of "Monitor", Prospectively from the effective date of this amendment to contract).
10. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
11. Public Agency shall also contribute to said Retirement System as follows:
  - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.

- b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
12. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
  13. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF TRUSTEES  
ALTADENA LIBRARY DISTRICT

BY \_\_\_\_\_  
RENEE OSTRANDER,  
ASSISTANT DIVISION CHIEF  
CUSTOMER ACCOUNT SERVICES DIVISION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

\_\_\_\_\_  
PRESIDING OFFICER

\_\_\_\_\_  
Witness Date

Attest:

\_\_\_\_\_  
Clerk



**RESOLUTION OF INTENTION  
TO APPROVE AN AMENDMENT TO CONTRACT  
BETWEEN THE  
BOARD OF ADMINISTRATION  
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
AND THE  
BOARD OF TRUSTEES  
ALTADENA LIBRARY DISTRICT**

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

Section 20503 (Removal of the Contract Exclusion of "Monitor", Prospectively Only).

NOW, THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

By: \_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date adopted and approved

**CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM**  
Customer Account Services Division  
Retirement Account Services Section  
P.O. Box 942709  
Sacramento, CA 94229-2709  
(888) CalPERS (225-7377)

**CERTIFICATION OF GOVERNING BODY'S ACTION**

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the \_\_\_\_\_ of the  
(governing body)

\_\_\_\_\_ of the  
(public agency)

on \_\_\_\_\_.  
(date)

\_\_\_\_\_  
Clerk/Secretary

\_\_\_\_\_  
Title

**CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM**

Customer Account Services Division  
Retirement Account Services Section  
P.O. Box 942709  
Sacramento, CA 94229-2709  
(888) CalPERS (225-7377)

**CERTIFICATION OF COMPLIANCE WITH  
GOVERNMENT CODE SECTION 7507**

I hereby certify that in accordance with Section 7507 of the Government Code the future annual costs as determined by the System Actuary for the increase/change in retirement benefit(s) have been made public at a public meeting of the

\_\_\_\_\_ of the  
(governing body)

\_\_\_\_\_  
(public agency)

on \_\_\_\_\_ which is at least two weeks prior to the adoption of the  
(date)

Resolution / Ordinance.

Adoption of the retirement benefit increase/change will not be placed on the consent calendar.

\_\_\_\_\_  
Clerk/Secretary

\_\_\_\_\_  
Title

Date \_\_\_\_\_

2265 Suree Ellen Lane  
Altadena, CA 91001  
March 2, 2015

Re: Literacy Program

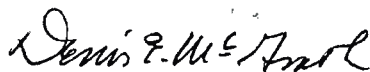
Altadena Library District  
Board of Trustees  
600 E. Mariposa  
Altadena, CA 91001

Dear Ladies and Gentlemen:

Please accept my endorsement for the Literacy Program currently being conducted at the Bob Lucas Library in Altadena. My daughter Rachel, who is a developmentally disabled adult, is presently participating through the excellent guidance of her volunteer tutor. We have seen a marked improvement in her reading skill, handwriting and self-confidence. All are valuable tools for her independence. Moreover she is also learning what a valuable resource the library is to her.

I do hope that you will continue this grant program in the future. Thank you.

Respectfully,



Denis E. McGrath, Ph.D.

**From:** [Mindy Kittay](#)  
**To:** [Shermaine Alva](#)  
**Subject:** FW: To bring to your attention  
**Date:** Friday, March 06, 2015 2:58:45 PM

---

For the correspondence part of the board report ☺

Mindy Kittay  
District Director / Altadena Library District  
(626) 798-0833 x 103 / [mkittay@altadenalibrary.org](mailto:mkittay@altadenalibrary.org)  
[www.altadenalibrary.org](http://www.altadenalibrary.org)

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

---

**From:** [mahlene58@earthlink.net](mailto:mahlene58@earthlink.net) [<mailto:mahlene58@earthlink.net>]  
**Sent:** Thursday, March 05, 2015 9:58 AM  
**To:** Mindy Kittay  
**Subject:** To bring to your attention

An exceptional employee. who assisted me with my passport yesterday. Toni proved to be wonderfully patient, extremely knowledgeable, and very gracious. What a pleasure it was knowing that I was in excellent hands. Thank you so very much in providing this important service, I am so pleased I found you.

Warm regards,

Mahlene Dorazio