



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
April 27, 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
David Tuck
Gwendolyn McMullins

3. **ADOPTION OF AGENDA**

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

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

4. **PUBLIC COMMUNICATION**

Citizens may address the Board regarding any item of Library business on or not on the agenda. Citizen comments are limited to 3 minutes per item. At the discretion of the President, citizens may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and address, and state the agenda item and/or issue you wish to address.

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

RESIGNATION OF SEBASTIAN ZELEPIN, LIBRARY CLERK IN CIRCULATION, EFFECTIVE MARCH 31, 2015

6. **FINANCIAL REPORTS**

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

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

7. **CONSENT CALENDAR**

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

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

- a) APPROVAL OF MINUTES – REGULAR MEETING HELD MARCH 23, 2015
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR MARCH 2015
- c) DEPARTMENTAL MONTHLY REPORT – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR MARCH 2015

8. **CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR**
Items removed from the Consent Calendar will be discussed individually at this time.
9. **DIRECTOR'S REPORT**
10. **OLD BUSINESS**
 - a) BOARD MEMBER INTERVIEWS (**DISCUSSION/POSSIBLE ACTION**)
11. **NEW BUSINESS**
 - a) ABOVE & BEYOND AWARD PRESENTATION (**DISCUSSION/POSSIBLE ACTION**)
 - b) PRELIMINARY BUDGET DISCUSSION FOR FY 15/16 (**DISCUSSION/POSSIBLE ACTION**)
 - c) RESOLUTION NO. 201501 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**)
 - d) ACCEPTANCE OF AUDITOR PROPOSAL TO PROVIDE INDEPENDENT AUDIT SERVICES FOR FISCAL YEARS ENDING JUNE 30, 2015 TO JUNE 30, 2017 (**DISCUSSION/POSSIBLE ACTION**)
 - e) REVIEW AND APPROVAL OF REVISED PRINCIPAL LIBRARY POSITION DESCRIPTION AND TITLE CHANGE TO PUBLIC SERVICES DIRECTOR (**DISCUSSION/POSSIBLE ACTION**)
 - f) LETTER OF SUPPORT FOR THE ALTADENA BEST FEST (**DISCUSSION/POSSIBLE ACTION**)
12. **CORRESPONDENCE**
 - a) LETTER FROM GREG LUCAS, STATE LIBRARIAN
 - b) LETTER FROM ALTADENA HISTORICAL SOCIETY
 - c) LETTER RE PITCH-AN-IDEA GRANT, STATE LIBRARY
 - d) LETTER RE BROADBAND PROJECT, STATE LIBRARY
13. **REPORTS OF TRUSTEES**
14. **AGENDA ITEMS FOR FUTURE AGENDAS**
This is an opportunity for Board members to request that items be placed on future agendas.
15. **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 6-MONTH PERFORMANCE EVALUATION (**DISCUSSION/ACTION**)
16. **ADJOURNMENT OF CLOSED SESSION**
17. **RETURN TO REGULAR MEETING – REPORTABLE ITEMS FROM CLOSED SESSION**
18. **ADJOURNMENT**
Recommended Action: There being no further business to come before the Board, the meeting is adjourned.



ALTADENA LIBRARY DISTRICT

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**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Finance

MEETING DATE: April 27, 2015

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: Summary Report of Financial Statements for July 2014 to March 2015

REVENUE HIGHLIGHTS:

- Percent of year completed is 75%.
- Total revenues as reflected on the Summary Profit and Loss is \$1.83M.
- Per LA County Property Tax Distribution Schedule, April 2015 is the second distribution of property taxes for FY2014-15
- Interest with the County remains low at .63%, which dropped from .70% since February
- Total investment earnings this Fiscal Year to Date for the CERBT Fund is \$3,279.51

EXPENDITURE HIGHLIGHTS:

- Total expenditures as reflected on the Summary Profit and Loss is \$2.01M.
- The Per Parcel Election costs came in below budget at \$44,512.21. The District had budgeted \$65,000.



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$171,420.07	\$147,110.62
Contribution	18,750.00	43,750.00
Distribution	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	3,880.03	3,279.51
Admin Expense	(40.55)	(130.58)
Other	0.00	0.00
Ending Balance	<u>\$194,009.55</u>	<u>\$194,009.55</u>
YTD Accrual	0.00	0.00
Grand Total	\$194,009.55	\$194,009.55

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	13,791.530	11,780.074
Unit Purchases from Contributions	1,479.496	3,490.952
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	<u>15,271.026</u>	<u>15,271.026</u>
Period Beginning Unit Value	12.429372	12.488085
Period Ending Unit Value	12.704419	12.704419

Please note that the Grand Total is your actual fund account balance at the end of the period, including all accrued Contributions and Distributions. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.

8:56 AM
 04/22/15
 Accrual Basis

Altadena Library District Balance Sheet As of March 31, 2015

	Mar 31, 15
ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
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	1,673,036.68
Total 1010.00 · Cash in County Treasury	1,939,098.63
1021 · Cash in Checking Chase Gen Fund	105,489.68
1026 · Cash in Savings PF - Chase Bank	1,780.98
1041 · Cash in Savings - Chase Bank	25,106.74
1045 · Cash HUD Fund - Chase Bank	2.04
1075 · SCLC Deposit Account	1,160.00
1080 · Petty Cash	777.00
Total Cash & Cash Equivalents	2,073,415.07
Total Checking/Savings	2,073,415.07
Accounts Receivable	
1350 · Accrued Interest Receivable	2,434.74
Total Accounts Receivable	2,434.74
Other Current Assets	
1220 · Miscellaneous Receivable	643.65
1400 · Property Taxes Receivable	29,181.99
1076 · Prepaid Items & Deposits	3,260.22
Total Other Current Assets	33,085.86
Total Current Assets	2,108,935.67
Fixed Assets	
Non-Depreciable Assets	
1500 · Land	77,280.28
1510 · Artwork	102,500.00
Total Non-Depreciable Assets	179,780.28
Depreciable Assets	
1550 · Structures & Improvements	1,173,651.18
1700 · Furniture, Fixtures & Equipment	646,097.77
1800 · Accum Depr (S & I)	-988,164.08
1900 · Accum Depr (FF & E)	-608,601.06
Total Depreciable Assets	222,983.81
Total Fixed Assets	402,764.09
TOTAL ASSETS	2,511,699.76
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	57,847.52
Total Accounts Payable	57,847.52
Other Current Liabilities	
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
Total Other Current Liabilities	48,929.38
Total Current Liabilities	106,776.90

8:56 AM
04/22/15
Accrual Basis

Altadena Library District
Balance Sheet
As of March 31, 2015

	<u>Mar 31, 15</u>
Long Term Liabilities	
2030 · GASB 45 OPEB Liability	205,906.00
Total Long Term Liabilities	<u>205,906.00</u>
Total Liabilities	312,682.90
Equity	
3300 · Retained Earnings	2,379,983.65
Net Income	<u>-180,966.79</u>
Total Equity	<u>2,199,016.86</u>
TOTAL LIABILITIES & EQUITY	<u>2,511,699.76</u>

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

			% of Budget		75%
	Mar 15	Jul '14 - Mar 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
PROPERTY TAXES	6,844.34	1,228,528.09	2,042,947.00	-814,418.91	60.14%
SPECIAL ASSESSMENTS	0.00	440,074.99	762,617.00	-322,542.01	57.71%
INTEREST INCOME	651.56	6,561.45	7,200.00	-638.55	91.13%
FINES & FEES	10,411.44	68,135.80	77,100.00	-8,964.20	88.37%
DONATIONS AND GRANTS	1,200.00	66,402.00	98,439.00	-32,037.00	67.46%
MISCELLANEOUS INCOME	321.47	24,305.43	10,955.00	13,350.43	221.87%
TRANSFER IN FROM RESERVES	0.00	0.00	175,000.00	-175,000.00	0.0%
Total Income	19,428.81	1,834,007.76	3,174,258.00	-1,340,250.24	57.78%
Gross Profit	19,428.81	1,834,007.76	3,174,258.00	-1,340,250.24	57.78%
Expense					
SALARIES & BENEFITS	152,513.14	1,401,307.94	1,987,129.00	-585,821.06	70.52%
SUPPLIES	5,131.42	45,790.64	172,599.00	-126,808.36	26.53%
BOOKS, MATERIALS & LIBRARY SVCS	20,515.53	223,361.88	329,835.00	-106,473.12	67.72%
OPERATING, MAINT & SERVICES	56,637.10	229,710.96	310,202.00	-80,491.04	74.05%
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	3,993.83	47,340.69	69,900.00	-22,559.31	67.73%
CAPITAL OUTLAY	36,844.32	62,437.44	111,653.00	-49,215.56	55.92%
6999 - DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.0%
Total Expense	275,635.34	2,014,974.55	2,987,430.00	-972,455.45	67.45%
Net Ordinary Income	-256,206.53	-180,966.79	186,828.00	-367,794.79	-96.86%
Net Income	-256,206.53	-180,966.79	186,828.00	-367,794.79	-96.86%

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

% of Budget 75%

Ordinary Income/Expense

Income

PROPERTY TAXES

	Mar 15	Jul '14 - Mar 15	Budget	\$ Over Budget	% of Budget
4010 · Current Secured	0.00	1,069,612.16	1,899,880.00	-830,267.84	56.3%
4020 · Current Unsecured	1,375.93	71,986.33	65,000.00	6,986.33	110.75%
4030 · Prior Year	1,172.00	9,766.02	0.00	9,766.02	100.0%
4050 · Homeowners Exemption	0.00	6,809.61	7,500.00	-690.39	90.8%
4070 · SB 813 Supplemental Roll	4,306.84	25,593.27	20,000.00	5,593.27	127.97%
4080 · Penalties, Interest & Costs	-10.43	10,021.00	15,000.00	-4,979.00	66.81%
4090 · RDA ABx126 Income	0.00	34,739.70	35,567.00	-827.30	97.67%
Total PROPERTY TAXES	6,844.34	1,228,528.09	2,042,947.00	-814,418.91	60.14%

SPECIAL ASSESSMENTS

4060 · Per Parcel Benefit Assessment	0.00	440,074.99	762,617.00	-322,542.01	57.71%
Total SPECIAL ASSESSMENTS	0.00	440,074.99	762,617.00	-322,542.01	57.71%

INTEREST INCOME

4200 · Chase Bank	0.71	10.78	250.00	-239.22	4.31%
4220 · County Deposits	650.85	6,550.67	6,950.00	-399.33	94.25%
Total INTEREST INCOME	651.56	6,561.45	7,200.00	-638.55	91.13%

FINES & FEES

4100 · Fines	2,526.79	19,926.78	33,000.00	-13,073.22	60.38%
4300 · Fines - PayPal	8.25	1,055.52	0.00	1,055.52	100.0%
4310 · Printer & Copy Machine	1,726.40	5,624.47	8,000.00	-2,375.53	70.31%
4360 · Video Game Rentals	54.00	660.00	1,000.00	-340.00	66.0%
4730 · Passport Services Fees	6,096.00	40,812.89	35,000.00	5,812.89	116.61%
4745 · Recycling Program	0.00	56.14	100.00	-43.86	56.14%
Total FINES & FEES	10,411.44	68,135.80	77,100.00	-8,964.20	88.37%

DONATIONS AND GRANTS

FRIENDS OF THE LIBRARY

4421 · Friends of the Library	1,000.00	41,000.00	39,000.00	2,000.00	105.13%
Total FRIENDS OF THE LIBRARY	1,000.00	41,000.00	39,000.00	2,000.00	105.13%

DONATIONS

4515 · In-Kind Donation	0.00	0.00	0.00	0.00	0.0%
4410 · Undesignated	200.00	275.00	500.00	-225.00	55.0%
4411 · Designated	0.00	2,250.00	1,000.00	1,250.00	225.0%
Total DONATIONS	200.00	2,525.00	1,500.00	1,025.00	168.33%

GRANTS

4500 · Grants - Various	0.00	0.00	30,000.00	-30,000.00	0.0%
Total GRANTS	0.00	0.00	30,000.00	-30,000.00	0.0%

STATE FUNDS

4620 · California Literacy Funds	0.00	22,877.00	22,877.00	0.00	100.0%
Total STATE FUNDS	0.00	22,877.00	22,877.00	0.00	100.0%

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

	Mar 15	Jul '14 - Mar 15	Budget	\$ Over Budget	% of Budget
FEDERAL FUNDS					
4725 · HUD Grant	0.00	0.00	5,062.00	-5,062.00	0.0%
Total FEDERAL FUNDS	0.00	0.00	5,062.00	-5,062.00	0.0%
DONATIONS AND GRANTS - Other					
Total DONATIONS AND GRANTS	1,200.00	66,402.00	98,439.00	-32,037.00	67.46%
MISCELLANEOUS INCOME					
4910 · Miscellaneous Income	321.47	24,305.43	10,955.00	13,350.43	221.87%
Total MISCELLANEOUS INCOME	321.47	24,305.43	10,955.00	13,350.43	221.87%
TRANSFER IN FROM RESERVES					
Total Income	19,428.81	1,834,007.76	3,174,258.00	-1,340,250.24	57.78%
Gross Profit	19,428.81	1,834,007.76	3,174,258.00	-1,340,250.24	57.78%
Expense					
SALARIES & BENEFITS					
SALARIES & WAGES					
5010 · Salaried	87,783.43	817,261.93	1,086,626.00	-269,364.07	75.21%
5020 · Hourly	21,307.78	202,428.72	281,672.00	-79,243.28	71.87%
Total SALARIES & WAGES	109,091.21	1,019,690.65	1,368,298.00	-348,607.35	74.52%
EMPLOYEE BENEFITS					
5120 · Social Security, Salaried	6,544.49	61,179.67	86,611.00	-25,431.33	70.64%
5121 · Social Security, Hourly	1,624.79	15,608.29	15,828.00	-219.71	98.61%
5210 · PERS Retirement	11,994.70	116,852.34	220,761.00	-103,908.66	52.93%
5220 · Health Insurance	14,523.66	119,685.93	180,900.00	-61,214.07	66.16%
5222 · OPEB Expense	6,250.00	43,750.00	75,000.00	-31,250.00	58.33%
5230 · Dental Insurance	1,151.62	11,024.12	15,914.00	-4,889.88	69.27%
5240 · Vision Insurance	417.03	3,955.97	5,614.00	-1,658.03	70.47%
5250 · SUI, Salaried	154.07	5,471.64	13,213.00	-7,741.36	41.41%
5251 · SUI, Hourly	629.72	2,872.81	3,106.00	-233.19	92.49%
5260 · Life Insurance	131.85	1,216.52	1,884.00	-667.48	64.57%
Total EMPLOYEE BENEFITS	43,421.93	381,617.29	618,831.00	-237,213.71	61.67%
Total SALARIES & BENEFITS	152,513.14	1,401,307.94	1,987,129.00	-585,821.06	70.52%
SUPPLIES					
6755 · Equipment, Furniture, Fixtures	0.00	1,670.98	25,800.00	-24,129.02	6.48%
6765 · Janitorial Supplies	940.75	9,529.52	14,500.00	-4,970.48	65.72%
6770 · Operating Supplies	4,244.79	30,851.93	44,499.00	-13,647.07	69.33%
6780 · Operating Software	0.00	0.00	22,000.00	-22,000.00	0.0%
6785 · Computer Supplies	-54.12	3,738.21	9,800.00	-6,061.79	38.15%
6790 · Hardware (Computers / Tech)	0.00	0.00	56,000.00	-56,000.00	0.0%
Total SUPPLIES	5,131.42	45,790.64	172,599.00	-126,808.36	26.53%
BOOKS, MATERIALS & LIBRARY SVCS					
6320 · OCLC Cataloging	1,492.14	13,429.26	19,604.00	-6,174.74	68.5%

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

	Mar 15	Jul '14 - Mar 15	Budget	\$ Over Budget	% of Budget
6531 · Maintenance Equipment	568.45	5,618.94	15,700.00	-10,081.06	35.79%
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	0.00	9,424.44	10,735.00	-1,310.56	87.79%
6740 · Postage & Delivery	300.00	5,595.65	4,500.00	1,095.65	124.35%
6910 · Telecommunications	2,800.23	24,321.74	27,000.00	-2,678.26	90.08%
7001 · Electronic Databases	0.00	14,561.57	14,900.00	-338.43	97.73%
7002 · Standing Orders	827.84	10,554.73	12,000.00	-1,445.27	87.96%
7003 · Books / eBooks	12,477.78	74,113.42	138,000.00	-63,886.58	53.71%
7004 · Audio CD/Cassettes	281.51	5,756.41	9,600.00	-3,843.59	59.96%
7005 · DVD's Video	712.89	7,442.14	10,700.00	-3,257.86	69.55%
7007 · Online Ordering & Book Services	282.34	11,314.14	21,500.00	-10,185.86	52.62%
7009 · Periodicals	5.00	11,433.51	12,500.00	-1,066.49	91.47%
7011 · FOL DVD Rental Collection	38.96	716.51	1,600.00	-883.49	44.78%
7015 · Video Game Rental Collection	728.39	1,298.42	1,600.00	-301.58	81.15%
Total BOOKS, MATERIALS & LIBRARY SVCS	20,515.53	223,361.88	329,835.00	-106,473.12	67.72%
OPERATING, MAINT & SERVICES					
ELECTION					
7110 · Trustee Election	0.00	0.00	0.00	0.00	0.0%
7120 · Per Parcel Election	44,512.21	44,512.21	65,000.00	-20,487.79	68.48%
Total ELECTION	44,512.21	44,512.21	65,000.00	-20,487.79	68.48%
6725 · Misc Expense	25.00	71.86	1,000.00	-928.14	7.19%
6750 · Printing & Reproduction	0.00	2,451.60	10,500.00	-8,048.40	23.35%
OUTSIDE PROFESSIONAL SERVICES					
6036 · Strategic Planning Update	0.00	0.00	0.00	0.00	0.0%
6020 · Audit Fees	0.00	5,616.00	9,800.00	-4,184.00	57.31%
6030 · Legal Fees	0.00	1,084.57	4,000.00	-2,915.43	27.11%
6031 · SLK Consulting	1,380.00	12,136.15	9,000.00	3,136.15	134.85%
6033 · Consultants - Financial	0.00	1,660.00	4,000.00	-2,340.00	41.5%
6035 · Architectural Services	0.00	7,834.80	9,000.00	-1,165.20	87.05%
6050 · Collection Agency	80.55	707.05	1,800.00	-1,092.95	39.28%
6060 · Consultants - Other	80.00	1,830.00	5,000.00	-3,170.00	36.6%
Total OUTSIDE PROFESSIONAL SERVICES	1,540.55	30,868.57	42,600.00	-11,731.43	72.46%
6034 · Passport Services	439.25	2,644.15	3,000.00	-355.85	88.14%
6745 · Banking & Service Fees	99.75	1,129.70	1,000.00	129.70	112.97%
6746 · Payroll Fees	713.13	6,712.37	7,000.00	-287.63	95.89%
6747 · Merchant Fees (Chase & PayPal)	19.95	184.59	0.00	184.59	100.0%
INSURANCE					
6410 · Worker's Compensation	3,111.00	12,441.00	17,190.00	-4,749.00	72.37%
6430 · General, Property & Liability	0.00	16,078.81	16,079.00	-0.19	100.0%
6450 · Earthquake Insurance	0.00	13,226.00	14,520.00	-1,294.00	91.09%
Total INSURANCE	3,111.00	41,745.81	47,789.00	-6,043.19	87.35%
MAINT/BUILDING & GROUNDS					
6500 · Maint & Repairs Building	120.13	5,941.84	13,800.00	-7,858.16	43.06%
6501 · Maint & Repairs Landscape	96.23	2,627.93	2,000.00	627.93	131.4%
6502 · Maint & Repairs Elevator	1,495.00	6,397.98	3,500.00	2,897.98	182.8%

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

	Mar 15	Jul '14 - Mar 15	Budget	\$ Over Budget	% of Budget
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	266.50	704.49	3,000.00	-2,295.51	23.48%
6507 · Maint & Repairs Plumbing	0.00	8,663.79	8,000.00	663.79	108.3%
6512 · Maint & Repairs - Other	180.00	1,038.52	6,000.00	-4,961.48	17.31%
Total MAINT/BUILDING & GROUNDS	2,157.86	30,820.00	40,756.00	-9,936.00	75.62%
6620 · Membership Dues & Subscriptions	165.00	1,000.80	1,350.00	-349.20	74.13%
6690 · Organizational Memberships	0.00	9,629.72	9,130.00	499.72	105.47%
6710 · Meetings & Travel	1,410.12	4,558.22	2,900.00	1,658.22	157.18%
PROGRAMS					
6200 · Youth Services	788.73	8,492.48	8,000.00	492.48	106.16%
6210 · Teen Services	359.05	1,985.09	1,500.00	485.09	132.34%
6220 · Adult Services	468.77	4,046.60	5,000.00	-953.40	80.93%
6230 · Branch	25.22	930.55	1,500.00	-569.45	62.04%
6240 · Literacy	0.00	2,936.72	11,277.00	-8,340.28	26.04%
Total PROGRAMS	1,641.77	18,391.44	27,277.00	-8,885.56	67.43%
6625 · Training & Education	110.00	195.57	7,400.00	-7,204.43	2.64%
6626 · Recruitment, Gifts and Memorial	660.92	7,294.16	6,500.00	794.16	112.22%
6627 · Advertising / Marketing	0.00	70.41	500.00	-429.59	14.08%
6730 · Mileage Reimb & Parking Exp.	30.59	706.45	2,500.00	-1,793.55	28.26%
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%
Total OPERATING, MAINT & SERVICES	56,637.10	229,710.96	310,202.00	-80,491.04	74.05%
GRANTS & GIFTS					
7501 · HUD Grant - Prof Services	0.00	5,000.00	5,062.00	-62.00	98.78%
Total GRANTS & GIFTS	0.00	5,000.00	5,062.00	-62.00	98.78%
TRUSTEE EXPENSES					
6215 · Volunteer Luncheon	0.00	0.00	500.00	-500.00	0.0%
6670 · CLA	0.00	25.00	350.00	-325.00	7.14%
6681 · CALTAC	0.00	0.00	200.00	-200.00	0.0%
Total TRUSTEE EXPENSES	0.00	25.00	1,050.00	-1,025.00	2.38%
UTILITIES & SERVICES					
6920 · Electricity	2,852.08	35,311.55	50,000.00	-14,688.45	70.62%
6930 · Natural Gas	340.43	2,559.29	5,500.00	-2,940.71	46.53%
6940 · Water & Sewage	311.10	3,212.55	5,600.00	-2,387.45	57.37%
6950 · Refuse	490.22	6,257.30	8,800.00	-2,542.70	71.11%
Total UTILITIES & SERVICES	3,993.83	47,340.69	69,900.00	-22,559.31	67.73%
CAPITAL OUTLAY					
7160 · Equipment, Furniture & Fixtures	3,968.02	29,561.14	1,653.00	27,908.14	1,788.33%
7161 · Structures & Improvements	32,876.30	32,876.30	110,000.00	-77,123.70	29.89%
Total CAPITAL OUTLAY	36,844.32	62,437.44	111,653.00	-49,215.56	55.92%
6999 · DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.0%
Total Expense	275,635.34	2,014,974.55	2,987,430.00	-972,455.45	67.45%

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

	<u>Mar 15</u>	<u>Jul '14 - Mar 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	-256,206.53	-180,966.79	186,828.00	-367,794.79	-96.86%
Net Income	<u>-256,206.53</u>	<u>-180,966.79</u>	<u>186,828.00</u>	<u>-367,794.79</u>	<u>-96.86%</u>

Altadena Library District
Donations & Grants
 July 2014 through March 2015

	Date	Memo	Amount	Balance
DONATIONS AND GRANTS				
FRIENDS OF THE LIBRARY				
4421 - Friends of the Library				
	09/12/2014	SEPT-2014 - FOL Donation for FY14-15	40,000.00	40,000.00
	03/27/2015	MAR-2015 - FOL Donation for Board Retreat	1,000.00	41,000.00
Total 4421 - Friends of the Library			<u>41,000.00</u>	<u>41,000.00</u>
Total FRIENDS OF THE LIBRARY			41,000.00	41,000.00
DONATIONS				
4410 - Undesignated				
	01/06/2015	JAN-2015 - Donation from A. Vijayaraghavan	75.00	75.00
	03/13/2015	MAR-2015 - Donation from Pamela Scott	200.00	275.00
Total 4410 - Undesignated			<u>275.00</u>	<u>275.00</u>
4411 - Designated				
	10/27/2014	OCT-2014 - Donation from FOL for Literacy Programming in honor of Roberta Lauderdale	1,000.00	1,000.00
	01/14/2015	JAN-2015 - Donation from Camuth Family Trust, for Youth Services Programming	150.00	1,150.00
	01/14/2015	JAN-2015 - Donation from Helen and Carol Stevenson for Youth Services Programming	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			2,525.00	2,525.00
STATE FUNDS				
4620 - California Literacy Funds				
	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>66,402.00</u>	<u>66,402.00</u>
TOTAL			<u>66,402.00</u>	<u>66,402.00</u>

**ALTADENA LIBRARY DISTRICT
MONTHLY INVESTMENT
REPORT**

Summary of Cash and Investments as of March 31, 2015

ACCOUNT	AGENT	YIELD	FEB-2015
Pooled Funds at County of Los Angeles	LA County	0.63%	\$2,073,415.07
General Fund – Business Select Checking	Chase Bank	0.00%	\$105,489.68
Savings Public Fund – High Yield Savings	Chase Bank	0.15%	\$1,780.98
General Savings – High Yield Savings	Chase Bank	0.15%	\$25,106.74
HUD Account - Business Select Checking	Chase Bank	0.00%	\$2.04
SCLC Deposit Account	SCLC	0.00%	\$1,160.00
Petty Cash	District Office	0.00%	\$777.00
Total Cash and Investments			\$2,073,415.07

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
March 23, 2015
5:07 p.m.

7a

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
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 (McMullins) and Seconded (Datz) to approve the Agenda as-is.

APPROVED

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)**

Director Wallin reported no significant updates for February financials. Director Wallin reported on an on-site shredding service made available to the public with a suggested donation of \$5. The library collected \$170 from the event. Staff plans on continuing this as an annual event with more marketing.

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

It was Moved (Tuck) and Seconded (Datz) to approve the Consent Calendar with an amendment to the February minutes by adding the word “additional” to the projected revenues reported for February financials under Item 12b.

APPROVED9. **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**

Director Kittay confirmed RSVPs with the Trustees for the Volunteer Recognition event. Director Kittay explained the event would be held Saturday, May 9th at 5 pm immediately preceding the inaugural Second Saturdays event scheduled on that date. Kittay provided an update on the All Board retreat—due to a lack of venue availability the retreat will be held at the library on Friday, April 25th and Saturday, April 26th. Kittay requested feedback from the monthly Statistics report and closed with an announcement for an upcoming program to be held at the library, *Mi Manera Mi Historia*, a participatory forum theatre presentation from the Pasadena Playhouse.

11. **OLD BUSINESS**a) **LED LIGHTING UPDATE (INFORMATION)**

Director Kittay made a recommendation to the Trustees for selecting SmartSense LED as the vendor to execute the lighting retrofit. Review of all quotes revealed that SmartSense provided the most inclusive solution at the lowest cost. Work to begin within a few weeks.

It was Moved (Datz) and Seconded (McMullins) to accept the SmartSense LED proposal subject to verification of references by the Library Director.

APPROVEDb) **CALIFA AGREEMENT FOR INTERNET ACCESS (DISCUSSION/POSSIBLE ACTION)**

It was Moved (Tuck) and Seconded (Datz) approve the CALIFA agreement.

APPROVED12. **NEW BUSINESS**a) **BOARD MEMBER INTERVIEWS (INFORMATION/POSSIBLE ACTION)**

The item has been deferred to April’s Board of Trustees meeting following proper protocol concerning public notification.

b) **BUILDING COMMITTEE UPDATE (DISCUSSION/POSSIBLE ACTION)**

Director Kittay reported on continuing discussions with the architect and moving forward with space planning as the next phase. Kittay also reported that the Foundation is currently reviewing possible consultants to spearhead its capital fundraising campaign. Kittay closed by adding that solar energy upgrades (e.g. solar panels, electric vehicle charging stations) were also being considered.

c) **REVIEW OF FINES AND FEES SCHEDULE (DISCUSSION/POSSIBLE ACTION)**

Director Kittay explained the difference between ILL (Interlibrary Loans) and PIP (Patron-Initiated Purchasing), the latter which is provided at no cost to the patron. Kittay requested to lower the ILL fee for patrons to \$1.50 (currently \$4) and reported a new initiative launched in the library wherein patrons would learn about PIP via signage displayed throughout the library’s stacks. Kittay continued with her plans to

purchase a multi-function machine (i.e. color printing/copying, scanning, faxing) and requested the Trustees approve her proposal to incorporate a color printing fee and adjusted black-and-white copy fee.

It was Moved (Datz) and Seconded (McMullins) to approve the changes to the Fines and Fees schedule for the library.

APPROVED

- 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)

Finance Director Wallin requested that the Monitor classification be removed from the exclusion of the existing CalPERS retirement law contract beginning July 1st. The position became full-time in 2005 and should be entitled to receipt of retirement benefits. The annual cost to the library for employer contribution is \$2600.

It was Moved (Tuck) and Seconded (Datz) to amend the CalPERS agreement.

APPROVED

13. **CORRESPONDENCE**

- a) LETTER OF ENDORSEMENT FOR LITERACY PROGRAM
b) LETTER RE BUSINESS OFFICE PERSONNEL

14. **REPORTS OF TRUSTEES**

Trustee Datz – presented a concern he'd received about removal of the palm tree from the Library's Reading Court. Director Kittay confirmed there were no plans to do so.

Trustee McMullins reported having joined Director Kittay in meeting with Assembly Majority Floor Leader Chris Holden and other library directors to provide an update on libraries on March 20th.

Trustee Tuck inquired about clarification concerning the upcoming All Board retreat (Friday, 4/25, 6:15 p.m. & Saturday, 4/26, 10 a.m.) and Second Saturday/Adult Literacy Volunteer Event.

Trustee McKenzie reported on an upcoming meeting concerning the National Women's Political Caucus to be held March 31, 2015. Trustee McKenzie extended a public invitation to participate, citing a venerable lineup of local female political figures who will speak on advancing opportunities to occupy leading roles within the public sector.

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)

The meeting adjourned to closed session at 6:21 p.m.

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

17. **ADJOURNMENT OF CLOSED SESSION**

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

The Board of Trustees adjourned to Closed Session and reported Mindy Kittay's performance as "Very Satisfactory" for her first three months of work and to remove her from probation. The meeting returned to regular session at 6:47 p.m.

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

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

APPROVED

Meeting adjourned at 6:48 p.m.

SUMMARY	Statistics for FY 2014/15												TOTAL	
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Specific Service Indicators														
1. Circulation - Main														
FY13/14	19836	16881	15900	16968	16133	15474	17060	15791	17,335	16325	15920	16574	200197	151,378
FY14/15	18195	16445	16719	16353	14673	15071	15871	14486	15,149				142962	142,962
% Change	-8%	-3%	5%	-4%	-9%	-3%	-7%	-8%	-13%					-6%
2. Days Open - Main														
FY13/14	27	27	24	27	23	24	25	23	26	26	26	25	303	
FY14/15	27	25	25	27	22	25	25	23	26				225	
% Change	0%	-7%	4%	0%	-4%	4%	0%	0%	0%					
3. Registrations - Main														
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	146				1,578	1,578
% Change	6%	2%	3%	4%	31%	8%	-23%	-4%	-11%					12%
4. Overdues - Main														
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	663				4,697	4,697
% Change	-17%	-15%	-19%	-16%	-21%	84%	-66%	29%	24%					-1%
5. Reserves - Main														
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	138				1,032	1,032
% Change	-24%	-29%	6%	-14%	-8%	13%	16%	28%	1%					11%
6. Inter Library Loan														
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	91				710	710
% Change	98%	20%	-4%	60%	6%	18%	8%	-9%	-17%					37%
7. Visitors - Main Library (patron count)														
FY13/14	33,280	28,549	23,947	29,657	26,411	24,921	29,572	22,263	27,019	27,861	30,526	27,565	331,571	218,600
FY14/15	30,484	27,710	27,969	28,623	26,411	19,412	25,288	23,507	22,278				231,682	231,682
% Change	-8%	-3%	17%	-3%	0%	-22%	-14%	6%	-18%					6%
8. Community Room Events (Non-Library)														
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	16				71	71
% Change	-100%	-43%	50%	0%	0%	100%	71%	100%	78%				6%	48%

Statistics for FY 2014/15														
	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL</u>	
8.1 Community Room Attendance (Non-Library)														
FY13/14	50	129	84	198	158	45	118	88	139	40	75	64	1,188	870
FY14/15	0	27	101	111	84	120	130	90	275				938	938
% Change	-100%	-79%	20%	-44%	-47%	167%	10%	2%	98%					8%
8.2 Community Room Events (Library Programs)														
FY13/14	18	1	13	16	15	10	15	15	16	22	12	11	164	103
FY14/15	1	12	15	24	13	17	21	16	18				137	137
% Change	-94%	1100%	15%	50%	-13%	70%	40%	7%	13%					33%
8.3 Community Room Attendance (Library Programs)														
FY13/14	952	36	442	478	591	419	446	483	146	515	387	604	5,499	3847
FY14/15	57	432	173	821	411	596	713	659	140				4,002	4,002
% Change	-94%	1100%	-61%	72%	-30%	42%	60%	36%	-4%					4%
9. Adult Reference Questions														
FY13/14	3,217	3,115	2,970	3,065	2,625	3,060	3,050	2,400	2,560	2,705	2,100	2,917	33,784	23502
FY14/15	3,198	3,590	3,641	2,631	2,110	2,320	461	302	355				18,608	18,608
% Change	-1%	15%	23%	-14%	-20%	-24%	-85%	-87%	-86%					-21%
9.1. Adult Public Computer Usage														
FY13/14	3,378	3,295	3,081	3,006	2,457	2,638	2,900	2,463	3,198	2,893	2,809	2,717	34,835	23218
FY14/15	2,642	2,527	2,855	2,847	2,082	2,334	2,244	1,973	2,043				21,547	21,547
% Change	-22%	-23%	-7%	-5%	-15%	-12%	-23%	-20%	-36%					-7%
9.1(a) Main PC Usage Wireless - New Service Started April 2013														
FY13/14	2,038	2,150	2,096	2,077	1,836	1,973	2,286	1,840	2,285	2,370	2,477	2,469	25,897	16296
FY14/15	2,404	2,316	2,745	2,726	2,111	2,300	2,255	2,064	2,315				21,236	21,236
%Change	18%	8%	31%	31%	15%	17%	-1%	12%	1%					30%
9.2 Adult/YA Total Items Owned														
FY13/14	127,638	128,225	129,546	130,819	131,357	132,084	132,702	132,725	134,219	135,054	135,305	135,697	135,697	1045096
FY14/15	136,286	136,873	137,848	133,178	137,705	137,578	137,251	135,661	134,830				1,227,210	1,227,210
% Change	7%	7%	6%	2%	5%	4%	3%	2%	0%					17%
9.3 Adult/YA Total Items Added														
FY13/14	508	737	1071	819	527	681	865	618	775	700	826	568	8,695	5826
FY14/15	678	616	710	731	473	641	735	559	596				5,739	5,739
% Change	33%	-16%	-34%	-11%	-10%	-6%	-15%	-10%	-23%					-1%

Statistics for FY 2014/15														
	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL</u>	
9.4 Adult/YA Total Items Withdrawn														
FY13/14	172	196	242	105	102	153	384	524	115	64	148	145	2,350	
FY14/15	122	149	75	418	217	579	772	1957	2887				7,176	
% Change	-29%	-24%	-69%	298%	113%	278%	101%	273%	2410%					
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	145				10,039	10,039
% Change	-28%	28%	-19%	-64%	-8%	404%	724%	-81%	-58%					72%
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	156				1,041	1,041
% Change	227%	-67%	-48%	2%	-76%	56%	-20%	-72%	21%					-30%
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	2				15	15
% Change	-67%	-33%	100%	0%	0%	100%	0%	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	14				85	85
% Change	-88%	-72%	32%	78%	-33%	67%	12%	64%	30%					-35%
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	5				28	28
% Change	200%	100%	-25%	33%	0%	100%	0%	0%	25%					47%
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	138				871	871
% Change	1000%	720%	-43%	49%	-70%	338%	-11%	-31%	-25%					15%
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	147				1,762	1,762
% Change	-60%	33%	2%	-17%	-35%	-44%	-54%	-37%	-65%					-25%

	Statistics for FY 2014/15												YTD	
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL	YTD
9.12 Young Adult Programs														
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	5				38	38
% Change	100%	n/a	n/a	400%	33%	100%	25%	33%	25%				23%	153%
9.13 Young Adult Program Attendance														
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	70				653	653
% Change	109%	n/a	n/a	511%	-18%	139%	103%	64%	40%				18%	151%
9.14 Young Adult Volunteers														
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	10				85	85
% Change	67%	n/a	n/a	200%	140%	133%	100%	120%	43%				63%	215%
9.15 Young Adult Volunteer Hours														
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	14.5				367	367
% Change	161%	n/a	n/a	656%	654%	351%	573%	123%	32%				147%	417%
10. Children's Services Reference Questions														
FY13/14	1,322	995	855	1,291	1,175	916	944	954	949	755	699	915	11,770	8452
FY14/15	1133	629	810	983	648	616	736	613	650				6,818	6,818
% Change	-14%	-37%	-5%	-24%	-45%	-33%	-22%	-36%	-32%					-19%
10.1 Children's Services Class Visits														
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	17				67	67
% Change	-50%	-50%	50%	100%	133%	-25%	140%	117%	183%					116%
10.2 Children's Services Classroom Visits Attendance														
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	358				1,376	1,376
% Change	-5%	9%	48%	112%	107%	-1%	23%	158%	206%					116%
10.3 Children's Services Programs Offered														
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	19				146	146
% Change	-5%	1100%	-8%	-5%	-13%	22%	17%	178%	0%					45%
10.4 Children's Services Program Attendance														
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	533				5,314	5,314
% Change	3%	1619%	2%	27%	4%	-5%	29%	73%	-4%					41%
10.5 Children's Services Public Computer Usage														
FY13/14	1,119	906	864	792	692	600	724	634	643	601	670	724	8,969	6331
FY14/15	710	647	736	889	555	674	556	522	630				5,919	5,919
% Change	-37%	-29%	-15%	12%	-20%	12%	-23%	-18%	-2%					-7%
10.6 Children's Total Items Owned														

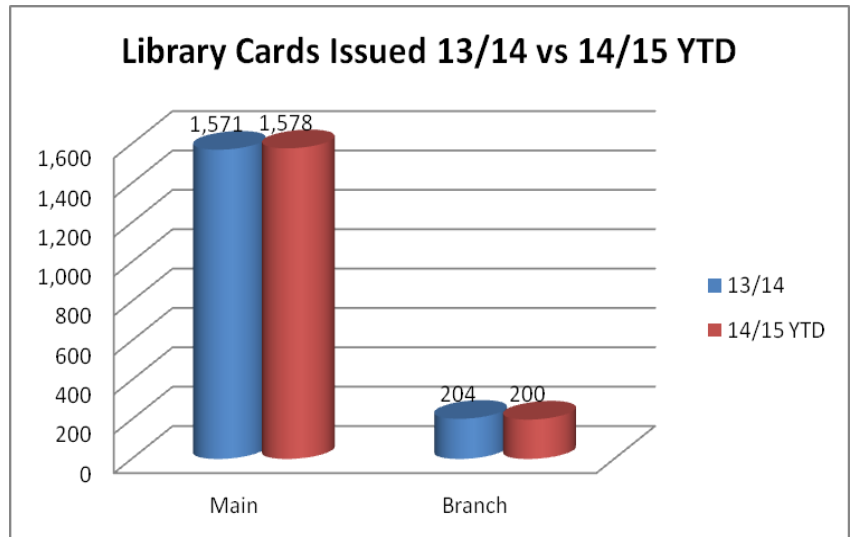
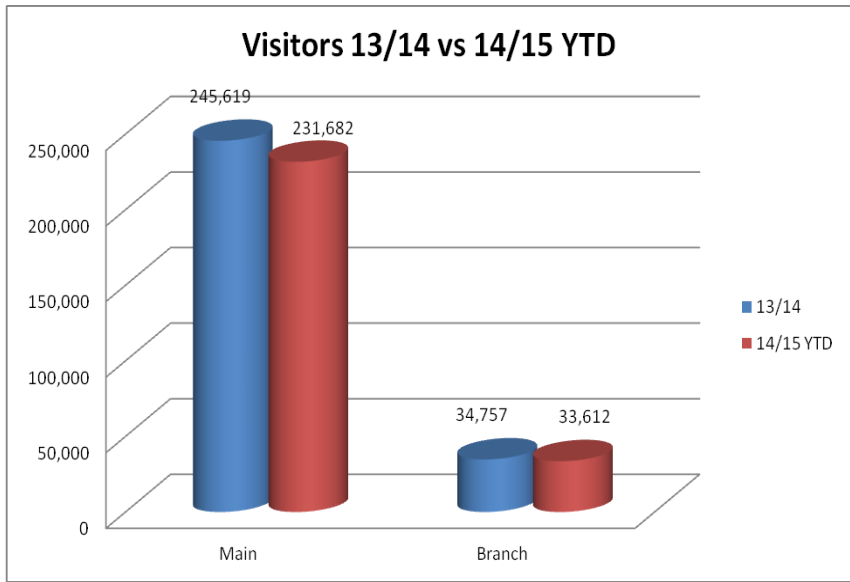
FY13/14	31,484	31,588	31,575	31,671	31,790	31,832	32,002	32,014	31,999	32,146	32,283	32,486	31,284	253956
FY14/15	32,478	32,446	32,700	32,853	32,913	32,938	32,825	32,705	32,480				294,338	294,338
% Change	3%	3%	4%	4%	4%	3%	3%	2%	2%					16%
10.7 Children's Total Items Added														
FY13/14	228	196	20	89	215	26	151	51	177	323	150	264	1,890	976
FY14/15	34	195	393	266	190	54	309	184	257				1,882	1,882
% Change	-85%	-1%	1865%	199%	-12%	108%	105%	261%	45%					93%
10.8 Children's Total Items Withdrawn														
FY13/14	47	12	97	11	104	81	81	74	170	262	3	103	1,045	
FY14/15	17	232	224	152	54	30	576	0	0				1,285	
% Change	-64%	1833%	131%	1282%	-48%	-63%	611%	-100%	-100%					
10.9 Children's Services Volunteers														
FY13/14	10	7	3	6	6	6	5	7	7	5	4	6	72	50
FY14/15	7	5	2	4	4	5	5	8	6				46	46
% Change	-30%	-29%	-33%	-33%	-33%	-17%	0%	14%	-14%					-8%
10.10 Children's Services Volunteer Hours														
FY13/14	79	66.75	25.75	35.75	30	32.5	29	49	41.5	26.25	16.25	20.5	452	347.25
FY14/15	42.25	24	10.5	19.5	15.25	9.5	16	24.75	33.25				195	195
% Change	-46%	-64%	-59%	-45%	-49%	-71%	-45%	-49%	-20%					-44%
11. Branch Services Circulation														
FY13/14	1,608	1,296	1,071	1,325	1,050	1,262	1,438	1,206	1,242	1,094	1,074	1,121	14,787	10256
FY14/15	1,522	1,030	1,042	1,321	894	1034	956	1044	1052				9,895	9,895
% Change	-5%	-21%	-3%	0%	-15%	-18%	-34%	-13%	-15%					-4%

	Statistics for FY 2014/15															
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL			
11.1 Branch Services Days Open																
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	22				185	185		
% Change	0%	-5%	0%	0%	0%	11%	-5%	0%	5%					13%		
11.2 Branch Services Registrations																
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	35				200	200		
% Change	-14%	24%	-44%	29%	-59%	-13%	37%	0%	119%					6%		
11.3 Branch Services Overdues																
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	36				284	284		
% Change	-27%	35%	-42%	-3%	0%	154%	14%	5%	-45%					16%		
11.4 Branch Services InterLibrary Loans																
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	4				59	59		
% Change	14%	25%	-44%	71%	-17%	-25%	-17%	-50%	0%					0%		
11.5 Branch Services Visitors																
FY13/14	4,327	3,712	3,964	4,653	3,620	3,515	3,638	3,218	4,110	4,286	3,782	2,598	45,423	30647		
FY14/15	4,124	3659	3815	4,665	3,103	3,161	3,533	3448	4104				33,612	33,612		
% Change	-5%	-1%	-4%	0%	-14%	-10%	-3%	7%	0%					10%		
11.6 Branch Services Reference Questions																
FY13/14	309	277	298	271	206	230	245	218	306	284	271	257	3,172	2054		
FY14/15	252	331	255	372	242	273	43	51	56				1,875	1,875		
% Change	-18%	19%	-14%	37%	17%	19%	-82%	-77%	-82%					-9%		
11.7 Branch Services Class Visits																
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	2				11	11		
% Change	-100%	-100%	n/a	100%	-50%	0%	-50%	0%	100%					-21%		
11.8 Branch Services Class Visits - Attendance																
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	48				228	228		
% Change	-100%	-100%	n/a	-19%	-56%	-13%	-43%	-13%	140%					-46%		

	Statistics for FY 2014/15															
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL			
11.9 Branch Services Public Computer Usage																
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	671				6,643	6,643		
% Change	-2%	-18%	-23%	-29%	-24%	-25%	-32%	-18%	-20%							-13%
11.9(a) Branch PC Usage Wireless New Service Started April 2013																
FY13/14	1,163	1,258	1,057	1,199	1,081	1,079	1,179	991	1,150	1,307	1,198	835	13,497	9007		
FY14/15	1,092	1,041	1,017	1,271	1,215	1,284	1,393	1,257	1,246				10,816	10,816		
% Change	-6%	-17%	-4%	6%	12%	19%	18%	27%	8%							20%
11.10 Branch Services Programs Offered																
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	2				25	25		
% Change	20%	0%	-33%	-60%	25%	50%	-50%	100%	100%							0%
11.11 Branch Services Program Attendance																
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	36				754	754		
% Change	86%	-38%	-49%	-52%	258%	16%	3%	729%	800%							59%
11.12 Branch Services Collection Owned																
FY13/14	16,330	16,238	16,407	16,573	16,692	16,775	16,984	17,004	16,927	17,130	17,229	17,330	16,206	133003		
FY14/15	17,321	17,276	17,626	17,893	17,811	17,759	17,759	17,986	18,198				159,629	159,629		
% Change	6%	6%	7%	8%	7%	6%	5%	6%	8%							20%
11.13 Branch Services Items Added																
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	49				770	770		
% Change	-79%	20%	37%	-11%	-1%	197%	-53%	131%	53%							10%
11.14 Branch Services Items Withdrawn																
FY13/14	174	95	34	103	27	2	39	73	34	3	39	0	623			
FY14/15	25	97	0	41	4	85	0	0	0				252			
% Change	-86%	2%	-100%	-60%	-85%	4150%	-100%	-100%	-100%							
11.15 Branch Services - Literacy Tutor Sessions Offered																
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	89				625	625		
% Change	-100%	-9%	84%	82%	135%	43%	204%	169%	14%							87%

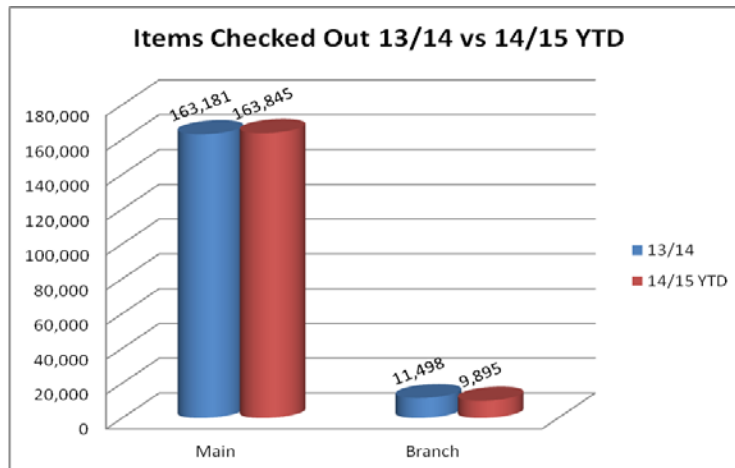
Statistics for FY 2014/15														
	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL</u>	
11.16 Branch Services Literacy Tutor Sessions Attendance														
FY13/14	173	170	190	204	131	148	115	122	173	124	116	167	1,833	1253
FY14/15	49	147	223	152	197	174	237	282	255				1,716	1,716
% Change	-72%	-14%	17%	-25%	50%	18%	106%	131%	47%					37%
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	157.5				1,189	1,189
% Change	15%	12%	45%	120%	514%	146%	405%	230%	233%					169%
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	190.75				1,442	1,442
% Change	46%	51%	97%	147%	76%	105%	452%	296%	210%					167%
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	237				1,231	\$30,775
% Change	68%	23%	43%	26%	5%	-8%	30%	30%	21%					
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	162				926	\$11,112
% Change	38%	23%	36%	36%	19%	9%	18%	2%	17%					
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	8				61	\$610
% Change	-25%	-22%	71%	-83%	100%	50%	17%	17%	-20%					

Cardholders Card 3 years or less In Dist Out of Dist	C/O Items			
	in past 3 years	C/O Items in past 2 years	C/O Items in past 12 months	
	23,606	13,021	10,139	7,075
Population of District	53,692	As per California State Library		
% of Population with Library Card	44%			
% of Population w/ck out in 3 years	24%			
% of Population w/ck out in 2 years	19%			
% of Pop w/ck out in past 12 months	13%			



PATRONS THAT HAVE ITEMS (Apr 22 15)

#	Patron type	patrons	Patrons w/items	% w/items	# items	Avg items per patron
0	Adult		1,433		6,232	
1	Juvenile		351		1,346	
2	Staff		39		395	
3	Volunteer		27		98	
4	Trustee		1		1	
5	Foster Patrons		13		54	
6	Teacher Loan		38		467	
7	Teen		19		61	
199	Training patron		0		0	
	TOTAL	23,606	1,921	8.14%	8,654	4.5
	District Population	53,692				
	% with Library Cards	44.00%				

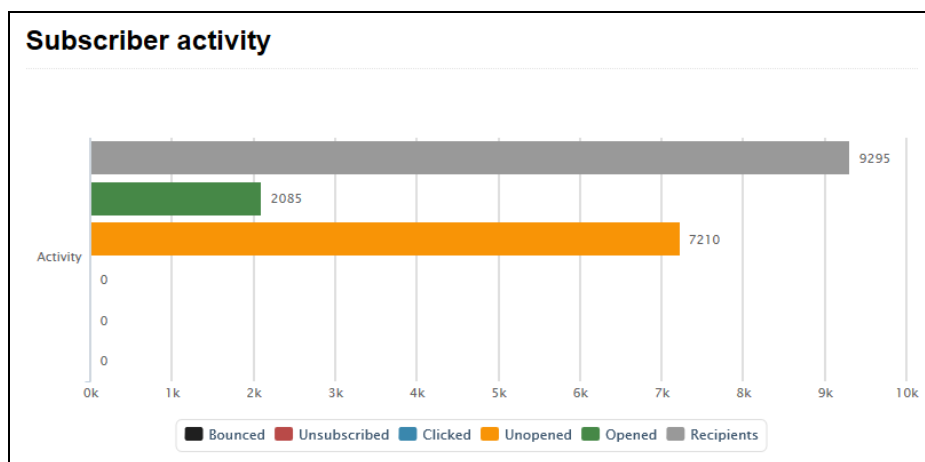
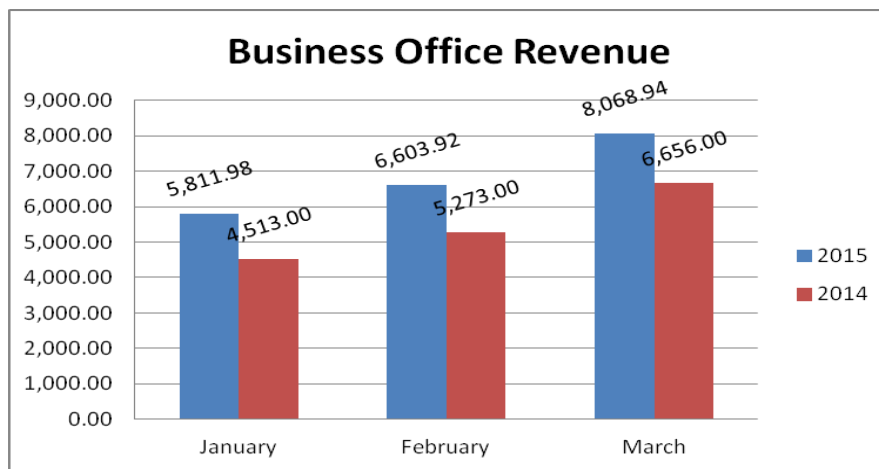


CIRCULATION (CHECKOUT) STATISTICS

ALL LOCATIONS

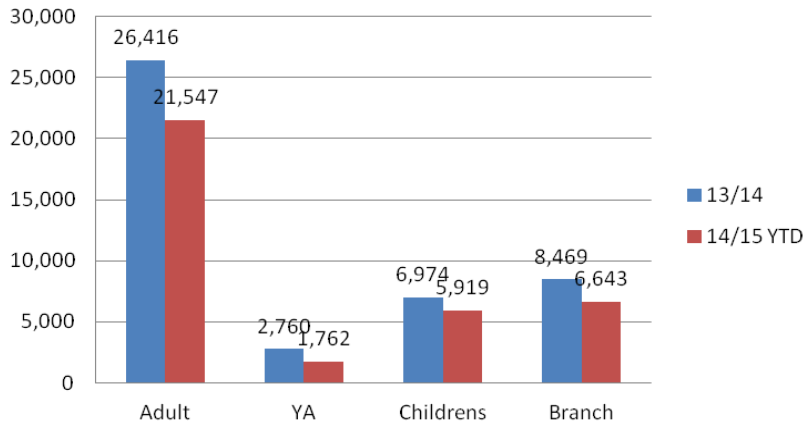
Mar 15		
I TYPE	PERCENT	QTY
Book	70.0%	11,338
DVD	19.1%	3,096
Sound Disc	6.9%	1,112
Serial	1.8%	287
Chromebooks	1.4%	224
Kit	0.5%	82
YA Video Games	0.1%	22
Library Basket	0.1%	24
Cassette	0.0%	2
Playaway	0.0%	5
Mature Video Games	0.0%	5
CD-ROM	0.0%	1
Videocassette	0.0%	3
TOTAL	100.0%	16,201

CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
P TYPE	Mar 15		Change vs		Actual #	
	PERCENT	QTY	Feb 15	Mar 14	Feb 15	Mar 14
Adult	78.6%	12738	5.0%	-18.4%	12132	15609
Juvenile	13.4%	2169	7.9%	27.5%	2011	1701
Staff	3.8%	619	-7.7%	7.8%	671	574
Volunteer	1.0%	169	-12.9%	31.0%	194	129
Trustee	0.0%	0	-100.0%	0.0%	8	0
Foster Patrons	0.3%	44	144.4%	91.3%	18	23
Teacher Loan	1.6%	261	-14.1%	20.3%	304	217
Teen	1.2%	201	4.7%	-38.0%	192	324
Total	100.0%	16201	4.3%	-12.8%	15530	18577

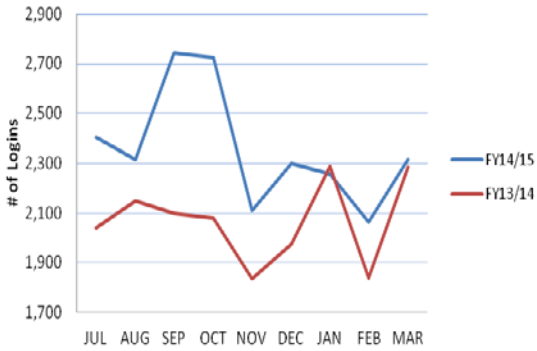


April Newsletter

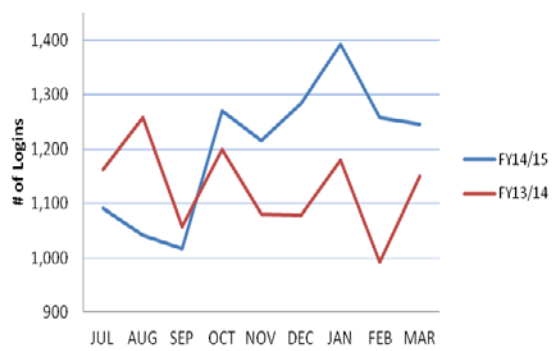
Computer Usage 13/14 vs 14/15 YTD



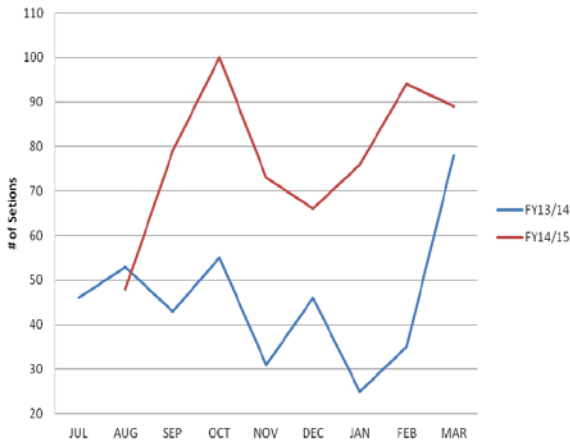
Wireless Usage 2014/2015 (Main)



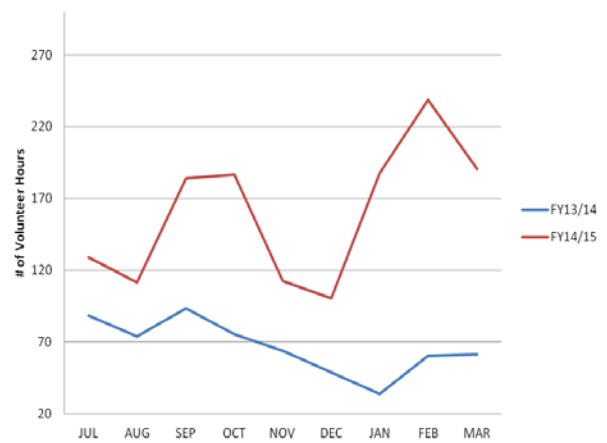
Wireless Usage 2014/2015 (Branch)



Literacy Tutor Sessions 13/14 vs 14/15 YTD



Literacy Volunteer Hours 13/14 vs 14/15 YTD





MONTHLY REPORT - MARCH 2015

Department: Adult Services

On March 9, thirty two people came to our program on “What to Plant for Spring & Summer:” presented by Master Gardener Yvonne Savio. Pam Richards hosted this informative program.



We offered a challenging puzzle as our inspiration station project and several people worked on it during the month.

Lauren led the No Guilt Book Club on March 10 with eight people in attendance. The group particularly enjoyed the nonfiction book selection, *The Boys in the Boat: nine Americans and their epic quest for gold at the 1936 Berlin Olympics* by Daniel James Brown.

Sue Colasurdo was the lead in presenting the film, *Feminist Stories from Women’s Liberation* by Jennifer Lee, on March 20. Fourteen people enjoyed the film and being able to speak with the director.

Over sixty people came to the interactive play *Estamos Aqui/Where Do We Go?* This was a production of the Pasadena Playhouse and ImaginAction. Members of the audience were given the chance to provide different endings to the play. Mindy and Helen Milner facilitated this event.

Thirty people learned about Rainwater Harvesting and Rain Tanks on March 28. The library hosted the event in conjunction with the Foothill Municipal Water District. Several vendors came to show off some of their products to the audience.

Helen Milner created a Blind Date with a Book event for National Library Week, April 12-18. Meeting your dream book can be difficult, so we will be offering patrons a blind date...with a book





ALTADENA LIBRARY DISTRICT

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cleverly disguised in plain brown paper. If the first blind date doesn't work, they can try another!

Suzanne Im attended the OC Performer's Showcase and won a half price booking for Bluesman Brother Yusef for our Adult Summer Reading Program. He will be performing here on Friday, July 24.

Sue Colasurdo had a variety of interesting book displays which included Women's History Month with handouts; Creating Your Vegetable Garden in conjunction with our gardening program on March 9 and St. Patrick's Day.

We have 1,672 ebooks/audiobooks in our collection. 268 ebooks/audiobook titles were downloaded by our patrons in March.

Pam Reynolds answered a reference question from a librarian in Syracuse, New York, who submitted a request through our website. He wanted information on Robert Hahn who had once lived in Altadena.

Department: Youth Services (Children's)

The Youth Services department was very busy during the month of March. Storytimes comprise a big part of our overall children's programming. We did 3 storytimes each week for a total audience of 428 participants!

Other programs this month included Read Across America/Dr. Seuss' birthday and St Patrick's day crafts, a screening of Big Hero 6 and Lego Club.

We also wrapped up our annual summer reading bookmark contest and received some really fabulous entries! The winning bookmarks will be professionally printed and distributed during the summer reading program. We also had our first Adult entry!



Class Visits

Library Associate Lucy Molina continued monthly storytime visits at Firehouse school, Little Acorns Grow and Country House. Waldorf School, Renaissance Academy and Fair Oaks Academy also kept us busy with visits to the library. For the month of March we saw a 206% increase in class visits over last year.



Volunteers – 33.25 hours

We count on our volunteers to assist us with countless tasks in the department. Their help is invaluable.

Perla Vogel volunteered for 7.50 hours

Ann Elias volunteered for 13.25 hours

Ali Shakoor volunteered for 1 hour

Athena Tonarely volunteered for 3 hours

Mariella Lodi volunteered for 4 hours

Shannon Marks volunteered for 1.5 hours

Sandro Mayorga volunteered for 3 hours

Department: Youth Services (Teens)

Teen Services was very busy this March! In addition to many monthly programs, described later in the report, the Teen Librarian introduced a week-long program for Teen Tech Week that encouraged teens to drop in, read books, and be engaged in learning and crafting throughout the week. This program drew 14 participants, and the teens had a fabulous time making things (such as origami dollar bills) and exploring our collection of craft books.



Professional Development: The Teen Librarian, Carrie Wilson, participated in a 2-part workshop about Library Programming and services for youth with Autism Spectrum



Disorder. Some of the highlights were the idea that library programs and services can be tweaked to accommodate children and teens with this disability. For instance, since many with autism understand visual symbols better than language, providing a visual example of a program transition will put them at ease. Having activities that those with motor skills challenges can participate in helps make programs inclusive. Understanding and awareness of autism and partnering with parents of autistic youth will help us better serve this population.

Class visits:

Aveson Global Leadership Academy had four 7th and 8th grade classes visit the library during the first two weeks of March. The teen librarian gave a tour of the library, highlighting the different collections for teens, the Friends bookstore, and mentioning the special programs and services for them like databases like Brainfuse and DIY Club and Anime Club. The teens were especially enthralled by the cookbooks, manga, YA Spanish collection, and the fact that videogames could be rented for a very small fee. Many teens loved the Family Place area, knowing that their younger brothers and sisters were welcome in the library. Some of the teens had no idea that a library card is free!

Other Programs

Teen Anime Club enjoyed viewing (and reviewing!) the several episodes of the madcap comedy/action series *Gurren Lagann*. We had brief discussions between episodes, particularly about the mysterious episode-long change in the art director. (The change was laughably bad and hard to describe!) We welcomed another new member who is excited to have another Anime Club to attend (she attends Pasadena Public Library's anime club as well).

Teen DIY Club

Teens and tweens enjoyed a special workshop this March at DIY Club. Director Mindy Kittay, (who has been making jewelry for fifteen years!) showed novice jewelry-makers how to put together their own unique designs. While most were immersed in the creative process of jewelry-making, a few DIY-ers branched out to work on other projects like origami and perler bead creations.



At **Teen Fun & Games**, teens and tweens enjoyed the Wii and Rock Band, as well as a pencil and paper game called E.P.Y.C. Toward the end of the event, over a dozen teens participated in a few quick rounds of Apples to Apples. This month, we welcomed several teens and tweens, who greatly enjoyed this laughter-filled experience!



Volunteers—Teen Advisory Council is thriving!

Teen Advisory Council (TAC) welcomed another new member, Christian Piskura-Velez, a long time attendee of teen programs. Christian is an enthusiastic gamer and also volunteers at Eaton Canyon, and was tremendously helpful with the gaming equipment set-up this month.



ALTADENA LIBRARY DISTRICT

Two stand-out volunteers this month were Emmet O'Connor and Thalia Contreras, who together contributed over 15 hours of volunteer work and helped with events, crafts, displays, and more. Valuable contributions were made by many other volunteers as well—Jamila Cummings, who assisted with displays and crafts, Kate Davey, who wrote a letter to Vroman's about broadening their manga selection in the store—in manga style! I would also like to mention Maud O'Conner, who wrote a thoughtful letter to Vroman's, helped at events, and selected books for the many special displays we will unveil in April. Juan Castro, Gabriel Garcia, Edward Kingston, Tommy Liautaud, and Ethan Qua were extremely helpful with events set-up and clean up as well.

The Teen Advisory Council also contributed their ideas and feedback on a variety of topics including summer reading program structure, incentives, decorations and future programs.

--Carrie Wilson, Teen Librarian



Bob Lucas Branch: March 2015

Programs and Displays

We had 15 kids participate in the “Read to the Rhythm” bookmark contest! On March 13th, we had “Fun Flick Friday” and showed a movie, Big Hero 6. Ten people enjoyed the movie. Forty children and their parents attended the spring frame craft program on March 24. The children had fun painting wood frames and decorating them with glitter, spring stickers, and ribbon.



Class visits

I went to Jackson Elementary School and read books to a class of 26 first grade students on March 24th. I also brought over about 30 books for the children to read in class at their own leisure. Seven students completed the library card applications I brought over at the last class visit. I brought the students their library cards and encouraged them to come to Bob Lucas Library. They were excited to have their own library cards! On March 26th a first grade class of 22 students from Odyssey Charter School came to visit the library. I gave the class a tour of the library, read books aloud to the class, and helped the students find books. The class walked from their school to our library. It was a great field trip for the kids. The kids had fun exploring the books and finding books to check out.

Professional Development

On March 3rd, I attended the Expect More Workshop with Mindy. David Lankes, library advocate and Professor, was the keynote speaker. It was an interactive workshop that had us do exercises, break into small groups, and have discussions. Overall, I learned a lot from the other leaders in the library field about the future of libraries and how Librarians can facilitate knowledge and meet the changing needs of their communities.

~Carlene Chiu, Librarian II – Branch Services





Literacy: February 2015

The Literacy Program: cultivating trust This month a gentleman came to the Literacy Center seeking help with the DMV written test. Why did he choose to come to us? He had been part of the Literacy Program back in 1993 (!) so trusted us. There is a sense of sadness when a learner leaves the Literacy Program - though we whole-heartedly celebrate each learner accomplishing her goals and moving on. It is gratifying, therefore, when former learners return because they consider the Literacy Program to be a trustworthy partner in helping them solve problems.

Literacy Outreach

Azusa Literacy Program

On March 4th Suzi visited Kathey Reta, the long-time Literacy Coordinator for the Azusa City Library, to tour their facility and share ideas on how to better serve our respective communities. Azusa's Literacy program reaches over 150 learners with the help of schools and community organizations-efforts to establish or rekindle such partnerships are a current goal for our Literacy Program.

New Banner to recruit learners

A new banner advertising Literacy Services now hangs outside the Bob Lucas branch. An unexpected consequence has been the number of inquiries for literacy services for children-clearly an unmet community need to be considered as we reshape the library for the 21st century.

History Project & Spring Cleaning

The Literacy Department is fortunate to have the help of a dedicated volunteer to sort through the Center's historical documents. Aside from carrying out some long overdue spring cleaning, she will be making the material accessible for browsing and freeing up valuable file cabinet space. Thank you, Grannie!



New banner at the Branch to advertise Literacy Services



ALTADENA LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

DIRECTORS UPDATE

DEPARTMENT: District Director **MEETING DATE:** April 27, 2015

PREPARED BY: Mindy Kittay **LOCATION:** Community Room

GRANTS

It has been confirmed that we have received two grants:

\$30,000 from the California State Library that will be used to upgrade our technology infrastructure so that it can handle the 1g speeds that we will be upgrading to this Summer.

\$30,000 from the California State Library to expand our DIY program for teens. These funds will enable us to add sewing machines, 3D printers, video equipment and lots of other technologies that will enable our teens to create and learn in a welcoming and nurturing environment. Much thanks to Carrie whose hard work, creativity and dedication to our teen population made this possible.

EVENTS

- Second Saturday Update – The exciting news is that we have secured a fantastic group of vendors for the event in May:
 - El Patron
 - Nancy’s (Greek)
 - Cupcakes & Dessert
 - Altadena Ale & Wine House
- In June we have The Mighty Echoes: A Cappella Doo Wop. This is going to be an event you won’t want to miss!
- In March the Pasadena Playhouse and ImaginAction presented estamos aqui... Where do we go? in the Barbara J. Pearson Community Room. This Forum Play, which invited audience participation in resolving a community problem, attracted over 60 people. A survey of attendees was overwhelmingly positive and it was interesting to note that the majority of those attending had never been to the Altadena Library but were now looking forward to returning and coming to other events.



STATISTICS

- HIGHLIGHTS:
 - Usage of the community room for Library events is up 33% this year with attendance at these programs up 4%.
 - Wireless usage at Main is up 30% and up 20% at the Branch.
 - Young Adult programs have been increased by 153% and the attendance is up 151%.
 - Class visits to Main are up 116%.
 - Children's programs are up 45% this year with an increase in attendance of 41%

INSPIRATION STATIONS



Our newest Station at Main is Adult Coloring and may be our most popular yet. Everyone is talking about this new(?) phenomenon and we are happy to be a part of something that is making so many people, of all ages, more relaxed, creative and happy. Thanks to Helen who is spearheading our Inspiration Stations at Main.

At the Branch Carlene Chiu has created a wonderful opportunity for the public to make their own books and bookmarks. She also created



an interactive display for National Library Week! The leaves on the tree are created by anyone who wants to leave a note about what they like about the library.



TECHNOLOGY & MARKETING

This month we signed a lease agreement to replace our existing copy/printers with Multi-Function Machines (MFM). We also added an additional MFM machine for staff which will enable us to create most of our printing and marketing materials in house. The staff machine is able to do additional tasks such as collate, 3-hole punch, folding and high quality color printing. Once the machines are in place (by the end of April), we will be able to offer both color and black and white printing, copying, scanning and faxing to the public. For an additional fee we will do these tasks for the patron. The new leases replace the existing lease agreements so there is no penalty for this upgrade. The savings from removing the multitudes of energy/toner sucking machines that we have scattered around the District and the increased use of this service by the public will more than pay for changes and in fact we expect to make a profit.

And speaking of printing and marketing, with the help of a consultant we now have a consistent look for our marketing materials. Our newsletter, fliers, calendar, welcome brochure (new) and our upcoming Summer Reading Booklet, all now have the same colors, fonts and feel. We continue to work on improving our marketing efforts.

FACILITIES

I hope that everyone noticed the effects of the new LED lighting. The work is complete on the interior and we will now focus on some improvement to our exterior lighting.



We have also installed lighted emergency exit signage at both main and the branch. Much thanks to Felipe extra hours



who worked many overseeing this project, letting the vendor in and out so they could work overnight and replacing the filters over the lights on the ones that were missing or broken.

MISCELLANEOUS

We negotiated two major savings this month. Our main materials vendor Baker and Taylor has increased our discount by 1% and I was also able to negotiate a \$1,000 reduction (from \$4,000 to \$3,000) for Brainfuse a popular web based educational tool that we offer through our website. We continue to look at ways to reduce our expenses while increasing our quality of service to the public.

I attended the Land Use Committee meeting of the Altadena Town Council and spoke about the importance to the library and our patrons of changing the parking on Mariposa from parallel to head in. This was only an informational presentation by LA County to the Council so no decisions were made at the time. The Council will be speaking with residents along Mariposa before they make a decision.

I met with Rebecca Gruett of MonteCedro and we will be working on renewing our agreement with them in the Fall. In the meantime they will be partnering with us to create an afternoon of fun at the library for their residents in July. MonteCedro will be funding the entertainer and snacks and the afternoon will include a tour of the library, time to sign up for library cards and a presentation regarding the upcoming capital campaign.

We had our first 1/2 day Staff in-service this month. The goal was to provide an opportunity for all of us to learn more about each other, build trust, and create a team environment. We will continue to provide opportunities for staff to work together as a team and learn new skills through creativity and fun.

Last Tuesday was National Library Workers Day and staff celebrated with lunch and a new mug. We have a dedicated and hard working team here at Altadena Library and every day I continue to be grateful to have the opportunity to work with them and support them in every way that I can.



And finally, I want to congratulate our first Above and Beyond quarterly winner, Helen Milner. It is a pleasure to work with Helen. We can all count on her to lend a hand wherever needed and she is always looking for ways to improve what we do and how we do it. Her baking skills are legendary and we are lucky to be the recipient of many a wonderful snack because of her. She created one of our first in-house programs – Smoothies – and all attendees were delighted with the

chance to learn about and try a variety of healthy drinks. She has hand-delivered books to patrons in need and gave up a Sunday to move the Adult Services office. These are just a few examples of what makes Helen an Above and Beyond employee and we all join in congratulating her on this award.

“We have an obligation to support libraries. To use libraries, to encourage others to use libraries, to protest the closure of libraries. If you do not value libraries then you do not value information or culture or wisdom. You are silencing the voices of the past and you are damaging the future.”

Neil Gaiman

<https://www.noodle.com/articles/nail-gaiman-on-our-obligations-to-the-written-word>

February 21, 2015

Altadena Library District
Attn: Ms. Mindy Kittay, Library Director
600 E. Mariposa St.
Altadena, CA 91001

**RE: LETTER OF INTEREST
BOARD OF LIBRARY TRUSTEES VACANCY**

Dear Ms. Kittay,

It is with great enthusiasm that I write to you to express my desire to serve on the Board of Library Trustees for the Altadena Library District. As an Altadena resident for the past 4 years with two school-aged daughters, the Altadena Library has been a central part of my family's life. From checking out materials to story time, crafts and a multitude of meetings, we consider the library to be *our* library. I want all Altadena residents to feel this same kind of ownership of our libraries.

A Little About Me

I was born in the mid-1970's and raised in the Pico-Union neighborhood of Los Angeles, a primarily Central American immigrant community. My parents were very civic-minded and always instilled in me an ethic of service. After graduating from high school, I attended the University of California, Los Angeles and graduated in 1998 with B.A.'s in Sociology and Political Science, with an International Relations emphasis. Throughout my four years at UCLA, I maintained a part-time job at the Biomedical Library on campus, where I became intimately familiar with a range of services that a library can provide. I then went on to attend Loyola Law School where I was one of only six students to be awarded a full tuition scholarship as a Public Interest Scholar, due to having demonstrated a commitment to working in the public interest. Upon graduating from law school, I was awarded a 2 year Post-Graduate Fellowship where I engaged in policy work for The National Lawyers Guild International Law Project for Human, Economic, and Environmental Defense (HEED). I now hold a small private practice, primarily in the areas of immigration and bankruptcy. I also work part-time at The Loyola Law School Center for Conflict Resolution, which provides mediation and conciliation services throughout Los Angeles County.

Why the Library is Important to Me

This is really quite simple. It seems plain as day to me that I would not be where I am today had it not been for the numerous libraries that I was able to access. Of course, the libraries weren't the only factors, but they were significant. The first library I recall with great clarity was the Pio Pico library in my neighborhood when I was growing up. The books held entire worlds that opened up to me in those years, from reference books on female sexuality to American Sign Language, to classic children's novels, the Pio Pico Library provided me with these wonderfully intangible gifts - gifts that I would not

otherwise have had – and that I can now keep as stored knowledge. Growing up in an under-resourced neighborhood, that library made a huge difference in my life. It was a place to go when other places were not safe. And it was a place to learn, which I love to do! In high school, when I struggled with math lessons, the library was the place where I received tutoring as well as mentoring. In college, the library is where I worked and where I studied. And anyone who has had a law student in their life knows that the library becomes a second home. Now that my family and I have called Altadena our home for the last four years, the Altadena Main Library is our destination at least once or twice a week. As a homeschooling family, our local library is a weekly staple that supports our educational pursuits. I am committed to being able to foster in my children the love of books and the love of learning that I was able to access from a young age.

Why I Want to Serve on the Library Board of Trustees

As a bilingual and bicultural community member with first-hand experience in understanding the gap in resources that exists for many immigrant families, I believe I can be an asset in bridging the Latino immigrant community to our library resources – a critical need for immigrant families, and thus a critical task for our libraries. I support thinking creatively about what it means to provide information and education to our communities, and to think about supporting culturally relevant ways of providing information, such as oral storytelling, oral histories, dance, and art. I want to support creative ideas of how our libraries can be more of a community hub for Altadena. I was excited to read the Director's Update in the February 2015 Board Packet, describing the planned live music events scheduled to begin in April and I know these will be a welcome addition to the happenings in Altadena. The homesteading events that the library hosted this past year were well attended and many families and individuals are thirsty for these types of educational and community-building programs in Altadena as they seek to develop a closer connection to their food supply and a closer connection to their neighbors – two important themes that are near and dear to me as we develop our own Panther Ridge Farm on our Altadena property.

Given the important role that libraries have played in my life, I can think of nothing greater than to be able to invest some of my time and talent to our Altadena Libraries. I want to help ensure that our libraries are meeting the needs of our beautifully unique mosaic that is Altadena. Our libraries have so much to offer and I want our various communities to be able to access them in meaningful ways. Altadena is experiencing a very dynamic time, and our libraries can play a central part in bringing our neighborhoods together to learn, dialogue, and weave our way forward together.

Thank you for the leadership and the vision you have brought to our library. I look forward to speaking further about the opportunity to serve Altadena and the Board.

Sincerely,

/S/

Adalila Zelada-García

Cc: Meredith McKenzie, President, Board of Library Trustees for the Altadena Library District



ALTADENA LIBRARY DISTRICT

**BOARD OF TRUSTEES VACANCY
SUPPLEMENTAL QUESTIONNAIRE**

Name: Adalila Zelada-Garcia

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2015 for the 4-year term for this seat which expires in 2019. The current seat for which you are applying is for the unexpired term ending 12/2015.

1. Do you understand that you will be required to file for the 2015 election with the L.A. County Registrar/Recorder's office? Yes No

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes No

3. Are you currently a resident of Altadena? Yes No

4. Are you currently registered to vote in Altadena? Yes No

5. How long have you resided in Altadena? 4 years and 4 months

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes No

7. In your opinion, what is the role of the library in the community?
Libraries serve to provide access to information, cultural experiences, and community gatherings

8. Please describe any Board or Commission experience you have had.
Served as board member for the National Lawyers Guild, 2000-2003

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group?
Yes, I have experience meeting with State and Federal Representatives advocating and lobbying.
Yes, as an attorney I make presentations regularly, in Court and other administrative bodies.

ADALILA ZELADA-GARCIA

2915 Emerson Way, Altadena, CA 91001 /phone: 213-308-5108 / e-mail: azglaw@gmail.com

EDUCATION

LOYOLA LAW SCHOOL, LOS ANGELES

J.D., 2001

Public Interest Scholar, 1998-2001 (full tuition scholarship awarded for commitment to public interest law)

First Honors Award, May 2000, for highest grade in International Protection of Human Rights

Dean's Service Award, May 2001

Inter-American Human Rights Moot Court Competition Award, May 2000, semi-finalist

UNIVERSITY OF CALIFORNIA, LOS ANGELES

B.A., Sociology and Political Science, International Relations emphasis, 1998

ADMISSIONS

Admitted to the California State Bar, December 2001

EMPLOYMENT

LAW OFFICE OF ADALILA ZELADA-GARCIA, Los Angeles, CA

Aug. 2006 – Present

Solo Practitioner

Part-time solo practice primarily in immigration, bankruptcy, and family law. Previously participated as weekly featured guest on Spanish-language radio show providing information on foreclosure defense and immigration matters. Projects also include review of high volume of documents regarding federal bribery and anti-trust investigations for privilege, confidentiality, responsiveness, and issue content.

LAW OFFICE OF MIKE RAZI, Los Angeles, CA

March 2006 – Aug. 2006

Contract Attorney

Represented immigration law clients in court proceedings and interviews with USCIS (naturalization, adjustment to permanent residence, asylum, etc), as needed.

PEOPLES COLLEGE OF LAW, Los Angeles, CA

April 2005 – March 2006

Administrator

Managed daily school operations as well as recruitment and retention of students and faculty. Significantly increased quantity and quality of students and faculty. Prepared reports, developed curricula, maintained school records, maintained relations with prospective students and faculty.

COMPLIANCE INC., Century City, CA

March - April 2005

Temporary Attorney

Reviewed high volume of documents for privilege, confidentiality, issue content and responsiveness using Kroll Ontrack system.

LAW OFFICES OF MALIK D. FREEMAN, Los Angeles, CA

Jan. –Nov. 2004

Associate Attorney

Conducted client interviews, prepared immigration benefits applications, represented clients in Immigration Court and immigration interviews, and conducted legal research and writing, including appellate briefs. Worked primarily with monolingual Spanish speaking immigrants.

NATIONAL LAWYERS GUILD, PROJECT HEED, Los Angeles, CA

Sept. 2001- Aug. 2003

Staff Attorney

Conducted legislative advocacy, research and writing and public speaking on corporate accountability, international trade, and international human and environmental rights. Produced

and hosted bilingual (English/Spanish) radio programming on global justice issues. Significant portion of research, writing and public speaking was carried out in Spanish.

CENTER FOR CONSTITUTIONAL RIGHTS, New York

June – Aug. 2000

Law Clerk

Conducted legal research and writing with various attorneys in high-impact cases, including two suits against oil companies for human rights violations abroad. Conducted field research in Spanish as well as legal research and writing to file suit on behalf of Mexican day laborers.

CENTER FOR LEGAL ACTION IN HUMAN RIGHTS, Guatemala

May – July 1999

Law Clerk

Worked in Women's Area conducting workshops in Spanish with community women regarding international conventions affecting women. Worked with the International Legal Team conducting research and writing in Spanish on forced sterilizations of Mayan women.

EXPERIENCE

EL RESCATE LEGAL SERVICES, Los Angeles, CA

Aug. 1999 – Jan. 2000

Legal Assistant

Interviewed clients and prepared residency applications in low-income Central American community. Served as translator for clients during their asylum interviews.

CENTER FOR CONFLICT RESOLUTION, Los Angeles, CA

Aug. 1999 – May 2000

Telephone Conciliator

Helped conflicting parties (mostly low-income monolingual Spanish speakers) reach agreements through telephone conciliations, and set up mediations for parties who want to reach agreements face-to-face.

CENTRAL AMERICAN RESOURCE CENTER, Los Angeles, CA

June – Aug. 1995

Research Assistant

Traveled to El Salvador as part of a youth delegation to conduct research on job conditions in factories. Interviewed workers, collected relevant data, translated part of the final report from Spanish to English.

SKILLS

Fully fluent in Spanish, both oral and written.

ACHIEVEMENTS

Otto M. Stanfield Scholarship Recipient, 1998-2001.

El Rescate Political Activism Award, October 1999.

March 30, 2015

Mindy Kittay

Library Director

Altadena Library District

600 East Mariposa Street

Altadena, CA 91001

Dear Ms. Kittay,

I am respectfully submitting my letter of interest for the Altadena Library District Board of Trustees vacancy. Attached are my resume and the completed supplemental questionnaire.

As a ten-year resident of Altadena, I would like to begin by saying "I love this library!" Our family has been patrons of the library practically the entire time. We first began attending the library when our children were very young and they went to Infant/Toddler Storytime and Preschool Storytime. Our son is now ten years old and our daughter is now seven years old and our weekly routine includes at least one or two visits to the library.

In 2010, when a previous vacancy opened on the Board of Trustees, I applied for the position. Although I was not selected to be on the Board of Trustees, I was asked to be on the Altadena Library Foundation Board where I served from 2010-2011. During that time, I worked with the Board of Trustees, Friends of the Library and got to know the library staff and library operations. I was selected to serve as the Finance Chairperson while on the Foundation Board. Additionally, I participated with the preparations for the March 2011 Foundation fundraiser.

It would be an honor to serve on the Altadena Library Board of Trustees and continue the outstanding work they have done and continue to do for our library.

Sincerely,


Ira Bershatsky

2271 North Lake Avenue, #6764

Altadena, CA 91001

626-321-7217

bwst@sbcglobal.net



ALTADENA LIBRARY DISTRICT

BOARD OF TRUSTEES VACANCY SUPPLEMENTAL QUESTIONNAIRE

Name: Ira Bershatsky

Please take one minute to fill out this Supplemental Questionnaire and attach it to your resume.

County Registrar rules require that candidates running for a seat on the Altadena Library District Board must be both a resident of Altadena and a registered voter in Altadena. The applicant accepted must agree to be willing to run in November 2015 for the 4-year term for this seat which expires in 2019. The current seat for which you are applying is for the unexpired term ending 12/2015.

1. Do you understand that you will be required to file for the 2015 election with the L.A. County Registrar/Recorder's office? Yes No

2. Do you understand that during the term of the appointment, you are required to be a resident of Altadena? Yes No

3. Are you currently a resident of Altadena? Yes No

4. Are you currently registered to vote in Altadena? Yes No

5. How long have you resided in Altadena? 10 years

6. Have you ever worked for a public library? If so, are you still employed by a public library system? Yes No

7. In your opinion, what is the role of the library in the community? The library is a focal point of the community.

8. Please describe any Board or Commission experience you have had. Altadena Library Foundation Board

9. This position involves advocacy and representing the Board in a variety of venues such as meetings with State and Federal Representatives and Senators, Town Council, etc. Do you have any experience in a role like this? Are you comfortable giving a presentation in front of a group? While I was a California Enterprise Zone Consultant I communicated with government officials. Yes, I am comfortable giving a presentation in front of a group.

IRA M. BERSHATSKY
2271 North Lake Avenue, #6764
Altadena, CA 91001
626-321-7217
bwst@sbcglobal.net

EXPERIENCE

DINOSAUR SECURITIES, LLC, Altadena, CA 2013-Present
Salesperson

- I consult with money managers and broker-dealers in selecting the firm's electronic execution and clearing offerings. My emphasis is on North America.

THE INCENTIVES GROUP, Altadena, CA 2009-2014
Consultant

- Responsible for marketing tax incentives to privately-held and publicly-held businesses in California located in designated "Enterprise Zones." Contact was with government officials, business owners, CEOs, CFOs and HR Directors. Enterprise Zone tax credits are not easy to understand even for seasoned business people, and my clients and prospects appreciated that I explained this topic in a way that made sense for them.
- Marketing efforts included individual and group presentations, telephone and e-mail communication and one-on-one meetings.

LEK SECURITIES, Altadena, CA 2005-2013
Salesperson

- Consulted with money managers and broker-dealers in selecting the firm's proprietary order entry platform, exchange connectivity and self-clearing services.

BROKERWEST, Pasadena, California 1989-2005
Founder, Head Trader and Chief Compliance Officer

- Founded boutique securities broker-dealer that specialized in agency execution and providing fundamental and technical research to buy-side institutional and sell-side broker-dealer clients with some high net worth client exposure. Responsibilities included supervision of two employees, trading, sales, and regulatory compliance.

WILSHIRE ASSOCIATES, Santa Monica, California 1986-1988
Trader

- Worked on the soft dollar trade desk and introduced a more professional level of execution capabilities making the task of offering Wilshire Associates services and soft dollar execution by the inside consultants easier.
- Introduced new execution venues for equity orders.
- Initiated marketing of order flow to increase trade desk revenue and increase awareness of Wilshire Associates.
- Coordinated with the IT department to bring new data tools to the trade desk which included time and sales of transactions. • These initiatives increased direct trade desk revenue 25% in my first year with Wilshire Associates.

BATEMAN, EICHLER HILL RICHARDS, Los Angeles, CA 1985-1986

- Retail order desk trader.

MONTGOMERY SECURITIES, San Francisco, CA 1983-1984

Institutional sales trader covering money manager accounts primarily in the Midwest.

DEAN WITTER REYNOLDS, New York, New York 1980-1983

- Institutional order desk trader executing orders for sales traders in the Chicago and San Francisco offices which were two of the five regional institutional sales trading offices. I first covered only the Chicago office and when the head order desk trader became ill and did not return, I was assigned his coverage of the San Francisco office and in what became my final year with the firm, I was the only order desk trader to cover more than one office.

EDUCATION

MICHIGAN STATE UNIVERSITY, East Lansing, Michigan
Master of Business Administration in Finance

HOFSTRA UNIVERSITY, Hempstead, New York
Bachelor of Business Administration in Finance
Junior college transfer full tuition scholarship recipient

BROWARD COMMUNITY COLLEGE, Davie, Florida
Associate of Arts in Business Administration



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

BOARD OF LIBRARY TRUSTEES STAFF REPORT

DEPARTMENT: Finance

MEETING DATE: April 27, 2015

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: FY15-16 Budget Discussion in Preparation for Preliminary Proposed Operating Budget

BACKGROUND:

The Altadena Library District Board of Library Trustees conducts a review of the Preliminary Proposed Operating Budget for the upcoming fiscal year in a forum that encourages frank and detailed discussions of the factors and decision-making processes that the Altadena Library staff performs during the annual process. This allows the Board of Library Trustees to advise staff of their constituents needs and desires for the future service levels and goals for the Altadena Library District during the upcoming budget cycle.

Staff is rescheduling submission of the Preliminary Proposed Operating Budget to the May board and is requesting the Boards guidance due in part to the recent submission of the Staff Association letter requesting a 4% salary increase (see attached).

PROPOSED BUDGET OPTIONS:

The Finance Committee met and discussed the Staff Associations request and possible options, which are presented on Page 2 of this report. These are based on an estimated revenue increase of 3-4% in property tax. Each year the District's tax levy percent of the States 1% is assessed by the Los Angeles County Auditor-Controller. Because that data will not be available until late May, the finance committee believes it's best to use a conservative approach of 3%. The District will not receive an increase in the Special Assessment tax for FY15-16, per the election proposal of no new taxes.

The major factor that contributes to operating expenses is the Districts expenses for salaries, medical benefits, Retirement contributions and OPEB Contributions, which makes up nearly 73% of the operating budget. Each year the Districts contribution to CalPERS increases. The additional revenues earned cover those increased cost which leaves little to no room for salary increases, let alone increases for library services and materials.

Staff feels that in order to provide salary increases now and in the future, the District needs to consider revising the contribution policy, if not now, in the near future so that each retirement tier is equal in shared contributions.

Until 2010, the District was paying the full Employee Contribution of 7% in addition to the Districts required contribution. Effective 7/1/2010 the Board approved a cost sharing plan



ALTADENA LIBRARY DISTRICT

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which required employees to contribute 3% of the 7%. At that time, the District was informed by CalPERS that if the contribution share is revised, and is not offset by a salary increase, it reduces the employee's reportable earnings. Additionally, the incentive pay that is reported to CalPERS is tied to the Employers contribution; therefore, when you reduce the employer's contribution, the incentive pay is also reduced. If these components are not offset with a salary increase, the employee's retirement earnings are affected.

The chart below reflects what makes up the total pension contributions. These are the FY14-15 rates.

Classic Member, 2% @ 55	Employee Contribution (of the 7%)	3.00%
	ALD Contribution (of the 7%)	4.00%
	ALD Special Compensation	4.00%
	ALD Required Contribution	12.33%
	ALD Total Required Contributions of Payroll	20.33%
2nd Tier Members, 2% @ 60	Employee Contribution (of the 7%)	3.00%
	ALD Contribution (of the 7%)	4.00%
	ALD Special Compensation	4.00%
	ALD Required Contribution	9.35%
	ALD Total Required Contributions of Payroll	17.35%
* PEPRA Members, 2% @ 62	Employee Contribution	6.50%
	ALD Contribution	6.73%
		13.23%

*This plan shares the Employers "Normal Cost" and is dictated by CalPERS

BUDGET SCENARIOS:

Staff is presenting the following four scenarios for the Board to consider in preparation of the FY15-16 Preliminary budget.

- Scenario 1: Proposes a static budget with no salary increase. This will allow the District to replenish both election reserves and create as well as create an emergency operating fund which would be approximately .25% of the annual budget. The percent of budget for salaries and benefits with this scenario would be 71%
- Scenario 2: Proposes a static budget to allow the District to replenish both election reserves and create an emergency operating fund, but includes a 2% increase to staff's CalPERS Retirement Contribution in an effort to reduce the District's unfunded liability with CalPERS. This option would decrease the employee's reportable earnings and incentive pay with CalPERS by 2%. The percent of budget for salaries and benefits with this scenario would be 68%.



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- Scenario 3: Proposes a 4% salary increase and no change to benefits. The percent of budget for salaries and benefits with this scenario would be 73%
- Scenario 4: Proposes a 3% salary increase, a 2% increase to staff's CalPERS Retirement Contribution, and an increase to the District's Health Contribution from \$450 to \$500. This option would increase the employee's reportable earnings to CalPERS by 3% and reduce the reported incentive pay by 2%. The percent of budget for salaries and benefits with this scenario would be 72%.

Summary of Scenarios:

	Salary Increase	% of Increase to Employee Retirement Contribution	Increase Districts Contribution to Health Plans
Scenario 1	None	None	None
Scenario 2	None	2%	None
Scenario 3	3 or 4%	None	None
Scenario 4	3%	2%	Increase \$50

RECOMMENDATION

Staff recommends that the Board review the scenarios and provide staff with direction regarding which scenario(s) to present with the Proposed Operating Budget, Fiscal Year 2015-16 at the May 18, 2015 Board of Library Trustees regular meeting.

ALTADENA LIBRARY DISTRICT

STAFF ASSOCIATION

600 East Mariposa St., Altadena CA 91001

April 9, 2015

To the Board of the Altadena Library District

Dear Members of the Board:

Members of the Altadena Library District Staff Association met on March 26, 2015 to discuss our collective status regarding our salary/benefits package and again on April 9, 2015.

As you review the library budget for the coming fiscal year, the Altadena Library District Staff Association respectfully asks for a salary increase of 4%. After much consideration, the Altadena Library District Staff Association is asking for a raise in lieu of other benefits because a salary increase will benefit all staff members including part-time staff.

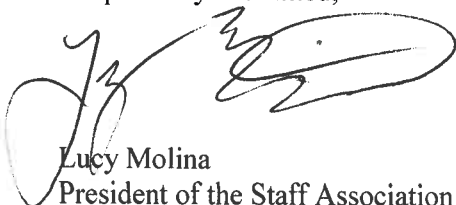
In addition, we would like a one-day floating holiday for the part-timers. This would be a four-hour shift and could be utilized by the part-timers at any time during the year, such as Christmas, or whatever other holiday that part-timer would care to apply it to. This would provide them with one actual paid holiday which they don't have to make up with added hours on some other day of the pay period.

Many factors were taken into consideration when determining what to ask for. We wish to share some of them with the Library Board:

- As of January 1, 2013, the Social Security tax rate went from 4.2% back to 6.2% which resulted in a 2% reduction in our take-home pay.
- The last time the staff received a cost of living raise was in July, 2013, an increase of 1.5%.
- The cost of health insurance went up again effective 1/1/15 resulting in an additional pay cut since the district only covers up to \$450 per month and the average cost of insurance is now \$550 per month.
- The 3% retirement contribution to PERS affects the paychecks of all full-time staff members.
- The cost of living increase for 2015 is 1.75%, up from 1.5% for 2014. Source: <http://www.socialsecurity.gov/news/cola/>
- The inflation rate is 2.13% for 2015 up from 1.98% in 2014. Source: <http://www.statista.com/statistics/244983/projected-inflation-rate-in-the-united-states/>
- Employees also pay 1.45% in Medicare taxes on all wages. Source: <http://www.forbes.com/sites/janetnovack/2014/10/22/social-security-benefits-rising-1-7-for-2015-top-tax-up-just-1-3/>

We realize the Library Board is faced with a difficult balancing act in an effort to balance a fairly static budget in a world in which there are rarely, if ever, any declining costs. However, we ask that you consider our request. Thank you for your time.

Respectfully submitted,



Lucy Molina
President of the Staff Association

- **As of January 1, 2013 the Social Security tax rate went up from 4.2% back to 6.2% which resulted in a 2% reduction in our take-home pay**
 - SS tax has always been 6.2%
 - The decrease was a payroll tax holiday enacted in 2011 and was slated to only last one year. It was enacted by the Government to help lower and middle class taxpayers weather the recession.
 - The SS tax is actually 12.4%. The other 6.2% is covered by the District
 - The SS tax pays in towards employees SS benefits when they retire
- **The last time the staff received a cost of living raise was in July 2013 an increase of 1.5%**
 - Staff also received a .545% salary increase for FY14/15, which was based on the CPI used for the special assessment tax increase.
- **The cost of health insurance went up again effective 1/1/15 resulting in an additional pay cut since the district only covers up to \$450 per month and the average cost of insurance is now \$550 per month.**
 - The rising cost of health insurance is not a pay cut to employees, but an additional cost to employees for benefits.
 - Below are the 2015 rates and average cost of HMO and PPO.

	Plans	2015
HMO	Athem HMO Select	493.40
	Athem HMO Traditional	631.62
	Blue Shield Access+	517.87
	Blue Shield Net Value	485.41
	Health Net Salud y Mas	430.71
	Health Net SmartCare	568.47
	Kaiser CA	521.18
	United Healthcare	458.74
	680.27 Average Rate of HMO	
PPO	PERS Choice	585.18
	PERS Select	576.49
	PERSCare	647.11
	PORAC	675.00
	663.32 Average Rate of PPO	

- **The 3% retirement contribution to PERS affects the paychecks of full-time staff members.**
 - The 3% contribution was effective 7/1/2010
 - The contribution is only for Classic and 2nd Tier Members
 - PEPRAs members contribution rate is 6.5%

- **The cost of living increase for 2015 is 1.75% up from 1.5% for 2014. Source**
www.socialsecurity.gov/news/cola
 - Social Security uses the CPI for “Urban Wage Earners and Clerical Workers”. See attached
 - The District uses the CPI for “All Urban Consumers for the LA County” See attached.
 - The CPI used by the District is a higher index.
 - The District used this to calculate the salary increase for the 14/15FY (.545%) and is based on a 12-month period from Feb to Feb
 - Feb 2014 to Feb 2015 the rate increased from 241.059 to 241.297. An increase of .1%
- **The inflation rate is 2.13% for 2015 up from 1.98% in 2014. Source**
www.statista.com/statistics/244983/projected-inflation-rate-in-the-united-states/
 - This data is accurate
- **Employees also pay 1.45% in Medicare taxes on all wages. Source:**
www.forbes.com/sites/janetnovack/2014/10/22/social-security-benefits-rising-1-7-for-2015-top-tax-up-just-1-3/
 - That Medicare tax rate is actually 2.9%
 - Medicare is a retirement benefit and that’s what the dollars go towards
 - The 2.9% is shared by employee / employer



ALTADENA LIBRARY DISTRICT

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BOARD OF LIBRARY TRUSTEES

STAFF REPORT

DEPARTMENT: Finance / Human Resources

MEETING DATE: April 27, 2015

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: Resolution #201501 authorizing an Amendment to the Contract between the Board of Administration California Public Employees' Retirement System (CalPERS) and the Board of Library Trustees

BACKGROUND:

The Board of Library Trustees approved an amendment to the CalPERS Contract at the March 23, 2015 regular Board Meeting to remove the classification of "Monitor" listed as a class of employees excluded from retirement benefits, effective July 1, 2015.

Attached are copies, for exhibit only, of the Resolution Authorizing an Amendment to the Contract, of Intention, Certification of Final Action of Governing Body, and the Amendment to Contract.

Staff has original copies for signature at this April 27, 2015 regular board meeting.

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 authorize the Amendment to Contract

ALTADENA LIBRARY DISTRICT

RESOLUTION
AUTHORIZING AN AMENDMENT TO THE CONTRACT

No. 201501



WHEREAS, the Board of Administration of the California Public Employees' Retirement System and the Board of Trustees of the Altadena Library District entered into a contract effective on January 1, 1969 providing for the participation of said public agency in the California Public Employees' Retirement System; and

WHEREAS, it is now desirable to take advantage of certain benefits provided under said Retirement System and not included in said contract;

NOW, THEREFORE, BE IT RESOLVED, that said governing body authorized, and it does hereby authorize, an amendment to said contract, a copy of said amendment attached hereto and by such reference made a part hereof as though herein set out in full; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the presiding officer of said governing body is hereby authorized, empowered and directed to execute said amendment for and on behalf of said public agency.

Adopted this 27th day of April, 2015.

Presiding Officer

Attest:

Clerk/Secretary

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
FINAL ACTION OF GOVERNING BODY

I hereby certify that the Board of Library Trustees of the
(governing body)
Altadena Library District
(public agency)
considered and adopted on April 27, 2015, by an affirmative
(date)

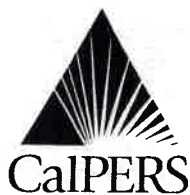
vote of a majority of the members of said Governing Body, **Ordinance / Resolution** No. _____ approving the attached contractual agreement between the Governing Body of said Agency and the Board of Administration of the California Public Employees' Retirement System, a certified copy of said **Ordinance / Resolution** in the form furnished by said Board of Administration being attached hereto.

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

Clerk/Secretary

Title

Date 4/27/15



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.

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 I 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.

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

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk



ALTADENA LIBRARY DISTRICT

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**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Finance

MEETING DATE: April 27, 2015

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: Acceptance of Auditor Proposal to Provide Independent Audit Services for Fiscal Years Ending June 30, 2015 to June 30, 2017

BACKGROUND:

The Altadena Library District Financial Policies requires fiscal year auditing by certified public accounts that are independent of the District's affairs and in compliance with Section 26909 of the Governmental Code and related State Controller Guidelines. The contracted audit firm reports on the annual financial reports prepared by the Finance Director's office and provide a full-scope financial and compliance review of all funds and account groups of the District. The auditor provides an opinion letter on the District's financial statements, in compliance with applicable legal provisions, and the auditors report on the study and evaluation of internal control systems. The audits performed under the Request for Proposal covers three Fiscal Years.

Staff issued a Request for Proposal in February 2015 to twelve local firms and received four bids by the March 16, 2015 deadline.

Agency	Fees 2015	Fees 2016	Fees 2017
Vasques & Company	12,150.00	12,486.00	12,792.00
WNDE	19,575.00	19,575.00	20,410.00
Brown, Armstrong	8,500.00	8,500.00	8,500.00
Pun Group	9,000.00	9,000.00	9,000.00

Staff and members of the Finance Committee carefully reviewed each proposal and concluded based on the terms and conditions, experience, services and fees that The Pun Group be awarded the contract.

FISCAL IMPACT

None at this time.

RECOMMENDATION

Staff recommends that the Board accept the recommendation of staff to award the accounting contract to the Pun Group, effective July 1, 2015.



ALTADENA LIBRARY DISTRICT

Position Description

PUBLIC SERVICES DIRECTOR

FLSA: Exempt

DESCRIPTION

Under the general direction of the District Director, is responsible for the operation of assigned departments and/or functions, including but not limited to both Branch and Main, Reference, Circulation, Pages, Adult Services, Youth Services, Teens and Programming.

CORE RESPONSIBILITIES

- Plans and directs library services as assigned and may include any combination of public services, support services/administration and other functions of the library.
- Assists in the selection of department employees; plans, organizes and assigns work; develops and establishes work methods and standards; directs or conducts staff training and development; reviews and evaluates employee performance, recommends disciplinary action.
- Assist the Library Director in planning, organizing and coordinating library service and projects, determines work assignments and instructs staff in the performance of daily assignments.
- Develops and implements goals, objectives, policies, priorities of assigned divisions; interprets library policy to staff and members of the public; writes informational pamphlets and materials related to library activities.
- As a designated representative of the Library, or in the absence of the Library Director, attends meetings, conferences or other functions; provides information or participates in discussions regarding Library activities; makes presentations on Library services and participates and develops outreach to the community.
- Assists with the development of strategic and operational planning, budget and expenditure controls; coordinates programs to meet current and future needs of the community; evaluates the effectiveness of programs and services
- Member of the Leadership Team
- Stays abreast of current library trends and initiatives and evaluates for inclusion into our processes and procedures
- Assists in creating policy and procedure for the District

QUALIFICATIONS

- Knowledge of library principles and administration, organization, information technology, and procedures
- Knowledge of the principles and practices of organization, management and supervision
- Knowledge of automated library systems and current library trends and technologies

EDUCATION and EXPERIENCE

- Possess a Master of Library Science degree from an accredited college or university and five years of increasingly responsible professional library experience including (3) year of supervisory experience is required.



ALTADENA LIBRARY DISTRICT

Honoring the past, cultivating the present, empowering the future

Board of Library Trustees

April 27, 2015

*Meredith McKenzie
President*

*David Datz
Secretary*

*David Tuck
Trustee*

*Gwendolyn McMullins
Trustee*

County of Los Angeles
Department of Public Works
Land Development Division
Permits and Subdivisions Section
900 South Fremont Avenue
Alhambra, CA 91803

Attn: Kathryn Leibrich, Chief Deputy

Re: Altadena Best Fest Festival
October 3, 2015

Dear Ms. Leibrich,

Volunteers from the Altadena Library Foundation and the Art on Millionaires Row Committee are coordinating the 1st Annual Altadena Best Fest, a community wide street festival, planned for Saturday, October 3, 2015, on Mariposa Street in Altadena. This Festival will feature many of the community's non-profit organizations, schools, area businesses and county organizations As well as many local artists and craftsmen. We think this Festival will encompass what is wonderful about the Altadena community for its residents who live, work, go to school or own a business here.

We strongly support this event and request the permit application be approved for the closure of the streets for this event.

Sincerely,

MEREDITH MCKENZIE
PRESIDENT ALD 2015

Main: 600 E. Mariposa Street, Altadena, CA 91001 626-798-0833
Branch: 2659 N. Lincoln Avenue, Altadena, CA 91001 626-798-8338
www.altadenalibrary.org



Altadena Library Foundation

www.altadenalibraryfoundation.org

Board of Directors

Dale E. LaCasella,
President
Aimee Daniels
Secretary
Douglas Morseburg,
Treasurer
David Herman
Gwendolyn McMullins
Janet Pope-gGivens
Sharon Sand
Kimberley Valentine,

Mindy Kittay
District Director,
ex officio

April 6, 2015

County of Los Angeles
Department of Public Works
Land Development Division
Permits and Subdivisions Section
900 South Fremont Avenue
Alhambra, CA 91803

Attn: Kathryn Leibrich, Chief Deputy

Re: Altadena Best Fest Festival
October 3, 2015

Dear Ms. Leibrich,

Volunteers from the Altadena Library Foundation and the Art on Millionaires Row Committee are coordinating the 1st Annual Altadena Best Fest, a community wide street festival, planned for Saturday, October 3, 2015, on Mariposa Street in Altadena. This Festival will feature many of the community's non-profit organizations, schools, area businesses and county organizations As well as many local artists and craftsmen. We think this Festival will encompass what is wonderful about the Altadena community for its residents who live, work, go to school or own a business here.

We strongly support this event and request the permit-application be approved for the closure of the streets for this event.

Sincerely,

DALE E. LACASELLA
PRESIDENT ALF 2015

ENCLOSURE
CA 957
16 MAR '15
PM 7 L



12a

MINDY KITTAY, DIRECTOR
ALTADENA LIBRARY DISTRICT
600 E. MARIPOSA ST.

ALTA DENA CA 95716 2266

Greg Lucas

Dear Mindy —

Thank you for introducing yourself at the library directors forum in Ontario. I appreciate your cash problems with renovating. You'll be getting some \$600k from the state library asking what your needs are and how much it costs to meet them. Along with a statewide assessment I think libraries can make a great case for additional state investment. I know it sounds hokey but I swear if we build it, it will come! Looking forward to coming to Altadena and seeing in person how awesome your library is. In the meantime, —→



Andrew McNally House, 1887

Altadena Historical Society

ALTADENA COMMUNITY CENTER 730 EAST ALTADENA DRIVE
ALTADENA, CA 91001-2351 (626) 797-8016
ALTADENAHISTORICAL.SOCIETY@YAHOO.COM

April 16, 2015

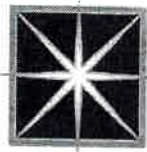
Mindy Kittay
District Director
Altadena Library District
600 E. Mariposa St.
Altadena, CA 91001

Dear Mindy,

Thank you so much for transferring the library's local history book collection to Altadena Historical Society. Many of the books were not in our collection and will be a valuable asset. As you know, local historical societies exist to foster awareness of a community's past, and this is done through collecting, organizing and making available information and materials to a wide public, from the serious researcher to the casual visitor. On behalf of Altadena Historical Society, thank you for your ongoing support.

Sincerely,

Jane Brackman, Ph.D.
President
Altadena Historical Society



California
STATE LIBRARY
FOUNDED 1850
PRESERVING OUR HERITAGE. SHAPING OUR FUTURE

April 17, 2015

Mindy Kittay, Library Director
Altadena Library District
600 E. Mariposa Street
Altadena, CA 91001-2211

Dear Ms. Kittay:

Thank you again for participating in "Pitch An Idea"! Your "The Teen DIY Club" idea was selected and the recommended funding level for your project is \$30,000.

We are thrilled to see you reaching out to your teen population, although we feel full funding for your project may be a bit premature, especially since completion of your teen area remodel is still two years away. This is reflected in the recommended funding level of \$30,000. Therefore, we recommend that you work with your grant monitor as you reduce the scope of your project.

The next step will be for you to submit an official application. We've included the following attachments in this email message that are essential for you to review:

- Application for Library Services and Technology Act Fiscal Year 2015-2016 Pitch An Idea grant
- Application Instructions for writing your grant
- "Federal Restriction on the Use of LSTA Funds". Please be sure to read before you develop your budget.
- LSTA 5 Year Plan

Your project grant monitor is Cindy Mediavilla, (310) 915-8588, cindy.mediavilla@library.ca.gov. The grant monitor is your key contact throughout the application process, and will be available to consult, review a draft of your application and make suggestions for any necessary changes. Once revisions have been made and submitted, the grant monitor will review and submit for approval your final grant application. Upon State Librarian approval an award letter will be sent.

Your grant application will be due to your grant monitor by May 18, 2015.

Respectfully yours,

Greg Lucas
California State Librarian

cc: Cindy Mediavilla



California
STATE LIBRARY
PRESERVING OUR HERITAGE. SHAPING OUR FUTURE

April 17, 2015

Mindy Kittay
Altadena Library District
600 E Mariposa St.
Altadena, CA 91001

Subject: Grant Assistance for the California Public Library Broadband Project

Dear Mindy,

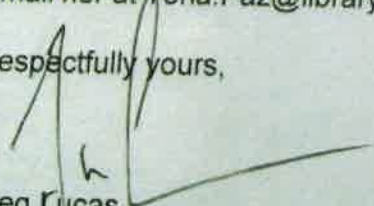
The State Library has approved Altadena Library District's grant application and is awarding \$30000 for your broadband project. The grant is effective immediately for the period beginning April 17, 2015 and ending December 31, 2015.

Congratulations on being among the first public libraries in California to benefit from this program. The end result is going to be awesome!

Please work with Diane Satchwell, the executive director of the Southern California Library Cooperative, which is the administrative and fiscal agent for the state on this grant program. You can call Diane at 626-283-5949 or email her: dsatchwell@socallibraries.org.

To ensure accountability and transparency, periodic narrative and fiscal reports describing how funds were expended and the progress made in fulfilling grant requirements must be filed. Forms and instructions for doing all that will arrive shortly. If you need additional help from the State Library call Toña Paz at 916-651-0982 or email her at Tona.Paz@library.ca.gov and she'll connect you with the right person.

Respectfully yours,


Greg Lucas
California State Librarian

cc: Gerry Maginnity (Electronic Copy)
Diane Satchwell, Southern California Library Cooperative

Library - Courts Building
P.O. Box 942837
Sacramento, CA 94237-0001

916-323-9759
csl-adm@library.ca.gov
www.library.ca.gov