



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
May 18, 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
Adalila Zelada-Garcia

3. **ADOPTION OF AGENDA**

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

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

4. **PUBLIC COMMUNICATION**

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

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

- a) RESIGNATION OF LY EAR, LIBRARY CLERK II, EFFECTIVE APRIL 11, 2015
- b) HIRING OF EDWARD WILLIAM, LIBRARY ASSOCIATE/LITERACY COORDINATOR, EFFECTIVE APRIL 15, 2015
- c) HIRING OF SEBASTIAN ZELEPIN, LIBRARY CLERK IN CIRCULATION, EFFECTIVE APRIL 27, 2015

6. **FINANCIAL REPORTS**

- a) ALTADENA LIBRARY DISTRICT FOR THE MONTH OF APRIL 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 APRIL 27, 2015
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR APRIL 2015
- c) DEPARTMENTAL MONTHLY REPORT – ADULT SERVICES, YOUTH SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR APRIL 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) PRELIMINARY BUDGET DISCUSSION FOR FY 15/16 (**DISCUSSION/POSSIBLE ACTION**)
11. **NEW BUSINESS**
 - a) REVIEW AND APPROVAL OF COPY/PRINT/SCANNING SERVICES FEE SCHEDULE (**DISCUSSION/POSSIBLE ACTION**)
 - b) REVIEW AND APPROVAL OF ALTADENA LIBRARY DISTRICT USE OF THE ALTADENA LIBRARY FOUNDATION TAX ID FOR DONATIONS AND PROJECT GRANTS (**DISCUSSION/POSSIBLE ACTION**)
12. **CORRESPONDENCE & PRESS**
 - a) 2015 ROSTER OF OFFICEHOLDERS (**REVIEW AND FILE**)
 - b) PASADENA WEEKLY SUMMER 2015 PRESS (**INFORMATION ONLY**)
 - c) ALTADENA NOW SUMMER 2015 PRESS (**INFORMATION ONLY**)
 - d) PASADENA NOW SECOND SATURDAY JUNE 2015 PRESS (**INFORMATION ONLY**)
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) PRESENTATION OF LIBRARY OBJECTIVES BY DISTRICT DIRECTOR FOR MAY 2015 THROUGH APRIL 2016 (**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***Honoring the past, cultivating the present, empowering the future***BOARD OF LIBRARY TRUSTEES
STAFF REPORT****DEPARTMENT: Finance****MEETING DATE: May 18, 2015****PREPARED BY: Tina Wallin****LOCATION: Community Room**

TITLE: Summary Report of Financial Statements for July 2014 to April 2015**REVENUE HIGHLIGHTS:**

- Percent of year completed is 83%.
- Total revenues as reflected on the Summary Profit and Loss is \$2.63M.
- Interest with the County remains low at .63%

EXPENDITURE HIGHLIGHTS:

- Total expenditures as reflected on the Summary Profit and Loss is \$2.20M.

11:15 AM
 05/15/15
 Accrual Basis

Altadena Library District
Balance Sheet
 As of April 30, 2015

Apr 30, 15

ASSETS	
Current Assets	
Checking/Savings	
Cash & Cash Equivalents	
1010.00 · Cash in County Treasury	143,939.00
1010.20 · Asset Replacement Reserve	122,122.95
1010.10 · Trustee Election Reserve	2,304,714.95
1010.00 · Cash in County Treasury - Other	2,304,714.95
Total 1010.00 · Cash in County Treasury	2,570,776.90
1021 · Cash in Checking Chase Gen Fund	48,097.95
1026 · Cash in Savings PF - Chase Bank	1,964.62
1041 · Cash in Savings - Chase Bank	25,107.36
1045 · Cash HUD Fund - Chase Bank	2.04
1075 · SCLC Deposit Account	1,160.00
1080 · Petty Cash	777.00
Total Cash & Cash Equivalents	2,647,885.87
Total Checking/Savings	2,647,885.87
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	4,561.00
Total Other Current Assets	34,386.64
Total Current Assets	2,684,707.25
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	<u>3,087,471.34</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	24,557.11
Total Accounts Payable	24,557.11
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	73,486.49

11:15 AM
05/15/15
Accrual Basis

Altadena Library District
Balance Sheet
As of April 30, 2015

	<u>Apr 30, 15</u>
Long Term Liabilities	
2030 · GASB 45 OPEB Liability	205,906.00
Total Long Term Liabilities	<u>205,906.00</u>
Total Liabilities	279,392.49
Equity	
3300 · Retained Earnings	2,379,983.65
Net Income	428,095.20
Total Equity	<u>2,808,078.85</u>
TOTAL LIABILITIES & EQUITY	<u>3,087,471.34</u>

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

			% of Budget	83%
	Jul '14 - Apr 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PROPERTY TAXES	1,802,236.95	2,042,947.00	-240,710.05	88.22%
SPECIAL ASSESSMENTS	661,722.89	762,617.00	-100,894.11	86.77%
INTEREST INCOME	7,215.61	7,200.00	15.61	100.22%
FINES & FEES	80,150.32	77,100.00	3,050.32	103.96%
DONATIONS AND GRANTS	66,402.00	98,439.00	-32,037.00	67.46%
MISCELLANEOUS INCOME	13,440.45	10,955.00	2,485.45	122.69%
TRANSFER IN FROM RESERVES	0.00	175,000.00	-175,000.00	0.0%
Total Income	2,631,168.22	3,174,258.00	-543,089.78	82.89%
Gross Profit	2,631,168.22	3,174,258.00	-543,089.78	82.89%
Expense				
SALARIES & BENEFITS	1,565,033.49	1,987,129.00	-422,095.51	78.76%
SUPPLIES	68,691.93	172,599.00	-103,907.07	39.8%
BOOKS, MATERIALS & LIBRARY S'	224,219.59	329,835.00	-105,615.41	67.98%
OPERATING, MAINT & SERVICES	248,773.49	310,202.00	-61,428.51	80.2%
GRANTS & GIFTS	5,000.00	5,062.00	-62.00	98.78%
TRUSTEE EXPENSES	25.00	1,050.00	-1,025.00	2.38%
UTILITIES & SERVICES	50,856.98	69,900.00	-19,043.02	72.76%
CAPITAL OUTLAY	40,472.54	111,653.00	-71,180.46	36.25%
6999 - DEPRECIATION EXPENSE	0.00	0.00	0.00	0.0%
Total Expense	2,203,073.02	2,987,430.00	-784,356.98	73.75%
Net Ordinary Income	428,095.20	186,828.00	241,267.20	229.14%
Net Income	428,095.20	186,828.00	241,267.20	229.14%

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

% of Budget 83%

Ordinary Income/Expense

Income

PROPERTY TAXES

	Apr 15	Jul '14 - Apr 15	Budget	\$ Over Budget	% of Budget
4010 - Current Secured	569,506.86	1,639,119.02	1,899,860.00	-260,760.98	86.28%
4020 - Current Unsecured	0.00	71,986.33	65,000.00	6,986.33	110.75%
4030 - Prior Year	111.61	9,877.63	0.00	9,877.63	100.0%
4050 - Homeowners Exemption	0.00	6,809.61	7,500.00	-690.39	90.8%
4070 - SB 813 Supplemental Roll	4,091.66	29,684.93	20,000.00	9,684.93	148.43%
4080 - Penalties, Interest & Costs	-1.27	10,019.73	15,000.00	-4,980.27	66.8%
4090 - RDA ABx126 Income	0.00	34,739.70	35,567.00	-827.30	97.67%
Total PROPERTY TAXES	573,708.86	1,802,236.95	2,042,947.00	-240,710.05	88.22%

SPECIAL ASSESSMENTS

4060 - Per Parcel Benefit Assessment	221,647.90	661,722.89	762,617.00	-100,894.11	86.77%
Total SPECIAL ASSESSMENTS	221,647.90	661,722.89	762,617.00	-100,894.11	86.77%

INTEREST INCOME

4200 - Chase Bank	0.67	11.45	250.00	-238.55	4.58%
4220 - County Deposits	653.49	7,204.16	6,950.00	254.16	103.66%
Total INTEREST INCOME	654.16	7,215.61	7,200.00	15.61	100.22%

FINES & FEES

4100 - Fines	2,359.29	22,286.07	33,000.00	-10,713.93	67.53%
4300 - Fines - PayPal	218.54	1,274.06	0.00	1,274.06	100.0%
4310 - Printer & Copy Machine	477.70	6,102.17	8,000.00	-1,897.83	76.28%
4360 - Video Game Rentals	68.00	728.00	1,000.00	-272.00	72.8%
4730 - Passport Services Fees	8,890.99	49,703.88	35,000.00	14,703.88	142.01%
4745 - Recycling Program	0.00	56.14	100.00	-43.86	56.14%
Total FINES & FEES	12,014.52	80,150.32	77,100.00	3,050.32	103.96%

DONATIONS AND GRANTS

FRIENDS OF THE LIBRARY

4421 - Friends of the Library	0.00	41,000.00	39,000.00	2,000.00	105.13%
Total FRIENDS OF THE LIBRARY	0.00	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	0.00	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	0.00	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%

FEDERAL FUNDS

4725 - HUD Grant	0.00	0.00	5,062.00	-5,062.00	0.0%
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Altadena Library District
Profit & Loss Budget vs. Actual
July 2014 through April 2015

	Apr 15	Jul '14 - Apr 15	Budget	\$ Over Budget	% of Budget
Total FEDERAL FUNDS	0.00	0.00	5,062.00	-5,062.00	0.0%
DONATIONS AND GRANTS - Other	0.00	0.00	0.00	0.00	0.0%
Total DONATIONS AND GRANTS	0.00	66,402.00	98,439.00	-32,037.00	67.46%
MISCELLANEOUS INCOME					
4910 · Miscellaneous Income	600.00	13,440.45	10,955.00	2,485.45	122.69%
Total MISCELLANEOUS INCOME	600.00	13,440.45	10,955.00	2,485.45	122.69%
TRANSFER IN FROM RESERVES	0.00	0.00	175,000.00	-175,000.00	0.0%
Total Income	808,625.44	2,631,168.22	3,174,258.00	-543,089.78	82.89%
Gross Profit	808,625.44	2,631,168.22	3,174,258.00	-543,089.78	82.89%
Expense					
SALARIES & BENEFITS					
SALARIES & WAGES					
5010 · Salaried	89,602.94	906,864.87	1,086,626.00	-179,761.13	83.46%
5020 · Hourly	28,212.61	230,641.33	281,672.00	-51,030.67	81.88%
Total SALARIES & WAGES	117,815.55	1,137,506.20	1,368,298.00	-230,791.80	83.13%
EMPLOYEE BENEFITS					
5120 · Social Security, Salaried	6,686.28	67,865.95	86,611.00	-18,745.05	78.36%
5121 · Social Security, Hourly	2,153.00	17,761.29	15,828.00	1,933.29	112.21%
5210 · PERS Retirement	11,729.72	128,544.44	220,761.00	-92,216.56	58.23%
5220 · Health Insurance	13,549.17	133,235.10	180,900.00	-47,664.90	73.65%
5222 · OPEB Expense	10,417.00	54,167.00	75,000.00	-20,833.00	72.22%
5230 · Dental Insurance	954.56	11,978.68	15,914.00	-3,935.32	75.27%
5240 · Vision Insurance	434.30	4,390.27	5,614.00	-1,223.73	78.2%
5250 · SUI, Salaried	55.10	4,698.67	13,213.00	-8,514.33	35.56%
5251 · SUI, Hourly	661.86	3,534.67	3,106.00	428.67	113.8%
5260 · Life Insurance	134.70	1,351.22	1,884.00	-532.78	71.72%
Total EMPLOYEE BENEFITS	46,775.69	427,527.29	618,831.00	-191,303.71	69.09%
Total SALARIES & BENEFITS	164,591.24	1,565,033.49	1,987,129.00	-422,095.51	78.76%
SUPPLIES					
6755 · Equipment, Furniture, Fixtures	0.00	2,464.48	25,800.00	-23,335.52	9.55%
6765 · Janitorial Supplies	19.20	9,548.72	14,500.00	-4,951.28	65.85%
6770 · Operating Supplies	319.61	31,256.88	44,499.00	-13,242.12	70.24%
6780 · Operating Software	0.00	0.00	22,000.00	-22,000.00	0.0%
6785 · Computer Supplies	0.00	3,738.21	9,800.00	-6,061.79	38.15%
6790 · Hardware (Computers / Tech)	0.00	21,683.64	56,000.00	-34,316.36	38.72%
Total SUPPLIES	338.81	68,691.93	172,599.00	-103,907.07	39.8%
BOOKS, MATERIALS & LIBRARY SVCS					
6320 · OCLC Cataloging	1,337.66	14,766.92	19,604.00	-4,837.08	75.33%
6531 · Maintenance Equipment	471.51	6,090.45	15,700.00	-9,609.55	38.79%
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	0.00	5,595.65	4,500.00	1,095.65	124.35%

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

	Apr 15	Jul '14 - Apr 15	Budget	\$ Over Budget	% of Budget
6910 · Telecommunications	2,412.70	16,778.80	27,000.00	-10,221.20	62.14%
7001 · Electronic Databases	3,202.56	17,764.13	14,900.00	2,864.13	119.22%
7002 · Standing Orders	1,107.10	11,661.83	12,000.00	-338.17	97.18%
7003 · Books / eBooks	1,016.97	75,130.39	138,000.00	-62,869.61	54.44%
7004 · Audio CD/Cassettes	793.50	6,549.91	9,600.00	-3,050.09	68.23%
7005 · DVD's Video	471.35	7,913.49	10,700.00	-2,786.51	73.96%
7007 · Online Ordering & Book Services	0.00	11,314.14	21,500.00	-10,185.86	52.62%
7009 · Periodicals	0.00	11,433.51	12,500.00	-1,066.49	91.47%
7011 · FOL DVD Rental Collection	0.00	716.51	1,600.00	-883.49	44.78%
7015 · Video Game Rental Collection	0.00	1,298.42	1,600.00	-301.58	81.15%
Total BOOKS, MATERIALS & LIBRARY SVCS	10,813.35	224,219.59	329,835.00	-105,615.41	67.98%
OPERATING, MAINT & SERVICES					
ELECTION					
7110 · Trustee Election	0.00	0.00	0.00	0.00	0.0%
7120 · Per Parcel Election	0.00	44,512.21	65,000.00	-20,487.79	68.48%
Total ELECTION	0.00	44,512.21	65,000.00	-20,487.79	68.48%
6725 · Misc Expense	0.00	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	2,910.00	15,046.15	9,000.00	6,046.15	167.18%
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	196.90	903.95	1,800.00	-896.05	50.22%
6060 · Consultants - Other	4,825.70	6,655.70	5,000.00	1,655.70	133.11%
Total OUTSIDE PROFESSIONAL SERVICES	7,932.60	38,801.17	42,600.00	-3,798.83	91.08%
6034 · Passport Services	98.90	2,743.05	3,000.00	-256.95	91.44%
6745 · Banking & Service Fees	109.75	1,239.45	1,000.00	239.45	123.95%
6746 · Payroll Fees	1,515.07	8,227.44	7,000.00	1,227.44	117.54%
6747 · Merchant Fees (Chase & PayPal)	0.00	184.59	0.00	184.59	100.0%
INSURANCE					
6410 · Worker's Compensation	0.00	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	0.00	41,745.81	47,789.00	-6,043.19	87.35%
MAINT/BUILDING & GROUNDS					
6500 · Maint & Repairs Building	96.62	6,038.46	13,800.00	-7,761.54	43.76%
6501 · Maint & Repairs Landscape	67.15	2,695.08	2,000.00	695.08	134.75%
6502 · Maint & Repairs Elevator	807.82	7,205.80	3,500.00	3,705.80	205.88%
6504 · Maint & Repairs Air Cond.	0.00	2,459.95	1,000.00	1,459.95	246.0%
6505 · Maint & Repairs Security System	576.00	3,561.50	3,456.00	105.50	103.05%
6506 · Maint & Repairs Electrical	2,352.75	3,057.24	3,000.00	57.24	101.91%
6507 · Maint & Repairs Plumbing	0.00	8,663.79	8,000.00	663.79	108.3%
6512 · Maint & Repairs - Other	81.00	1,119.52	6,000.00	-4,880.48	18.66%
Total MAINT/BUILDING & GROUNDS	3,981.34	34,801.34	40,756.00	-5,954.66	85.39%

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

	Apr 15	Jul '14 - Apr 15	Budget	\$ Over Budget	% of Budget
6620 · Membership Dues & Subscriptions	0.00	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	0.00	4,558.22	2,900.00	1,658.22	157.18%
PROGRAMS					
6200 · Youth Services	0.00	8,492.48	8,000.00	492.48	106.16%
6210 · Teen Services	0.00	1,985.09	1,500.00	485.09	132.34%
6220 · Adult Services	885.29	4,339.31	5,000.00	-660.69	86.79%
6230 · Branch	10.98	941.53	1,500.00	-558.47	62.77%
6240 · Literacy	671.76	3,608.48	11,277.00	-7,668.52	32.0%
Total PROGRAMS	1,568.03	19,366.89	27,277.00	-7,910.11	71.0%
6625 · Training & Education	75.00	270.57	7,400.00	-7,129.43	3.66%
6626 · Recruitment, Gifts and Memorial	16.21	7,259.30	6,500.00	759.30	111.68%
6627 · Advertising / Marketing	0.00	70.41	500.00	-429.59	14.08%
6730 · Mileage Reimb & Parking Exp.	77.30	783.75	2,500.00	-1,716.25	31.35%
6820 · Refunds/Parcel	0.00	0.00	1,000.00	-1,000.00	0.0%
6840 · Direct Assessments/Admin Costs	4,331.98	31,055.31	33,000.00	-1,944.69	94.11%
Total OPERATING, MAINT & SERVICES	19,706.18	248,773.49	310,202.00	-61,428.51	80.2%
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	2,972.02	38,283.57	50,000.00	-11,716.43	76.57%
6930 · Natural Gas	184.05	2,743.34	5,500.00	-2,756.66	49.88%
6940 · Water & Sewage	0.00	3,212.55	5,600.00	-2,387.45	57.37%
6950 · Refuse	360.22	6,617.52	8,800.00	-2,182.48	75.2%
Total UTILITIES & SERVICES	3,516.29	50,856.98	69,900.00	-19,043.02	72.76%
CAPITAL OUTLAY					
7160 · Equipment, Furniture & Fixtures	0.00	7,084.00	1,653.00	5,431.00	428.55%
7161 · Structures & Improvements	512.24	33,388.54	110,000.00	-76,611.46	30.35%
Total CAPITAL OUTLAY	512.24	40,472.54	111,653.00	-71,180.46	36.25%
6999 · DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.0%
Total Expense	199,478.11	2,203,073.02	2,987,430.00	-784,356.98	73.75%
Net Ordinary Income	609,147.33	428,095.20	186,828.00	241,267.20	229.14%
Net Income	609,147.33	428,095.20	186,828.00	241,267.20	229.14%

Altadena Library District
Donations & Grants
 July 2014 through April 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	1,000.00	1,000.00
	01/14/2015	JAN-2015 - Donation from Carruth Family Trust, for Youth Services Programm	150.00	1,150.00
	01/14/2015	JAN-2015 - Donation from Helen and Carol Stevenson for Youth Services Prog	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><u>66,402.00</u></u>	<u><u>66,402.00</u></u>

**ALTADENA LIBRARY DISTRICT
MONTHLY INVESTMENT
REPORT**

Summary of Cash and Investments as of April 30, 2015

ACCOUNT	AGENT	YIELD	FEB-2015
Pooled Funds at County of Los Angeles	LA County	0.63%	\$2,570,776.90
General Fund – Business Select Checking	Chase Bank	0.00%	\$48,097.95
Savings Public Fund – High Yield Savings	Chase Bank	0.15%	\$1,964.62
General Savings – High Yield Savings	Chase Bank	0.15%	\$25,107.36
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			\$2,647,885.87

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

April 27, 2015

5:02 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

Trustee McKenzie called the meeting to order and noted two new procedures to the public—1) meeting attendees must sign-in and 2) those wishing to address the Board must first complete a Request to Speak

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.

ADOPTED

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

Director Wallin noted that Sebastian Zelepin will appear as rehired to his original position for the May Board Meeting under Item 5.

6. FINANCIAL REPORTS

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

Percent of year completed is 75%, total revenues are 1.83mm. Per the LA County Parcel Tax Distribution Schedule April is the second distribution of property taxes, noting an increase in revenue. Interest rates with the County remain low, 0.63% vs. .7% the month prior. Total investment earnings for our trust fund is \$3,279.51. Per parcel election costs came in at 44k though 65k was budgeted. No additional activity was reported.

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

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

APPROVED8. **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**

Director Kittay reported receiving two grants totaling 60k as was reported in March. Director Kittay is currently working on a new grant due this Thursday, *Latino Americans: 500 Years of History*. The library's first-ever *Second Saturday* is set to debut next Saturday, May 9th, featuring food and drinks for sale as well as live music and art. Director Kittay called to attention the new LED lighting as well as new Exit signs for the library. Director Kittay reported negotiating an additional 1% discount from Baker & Taylor who is our major materials vendor. Kittay attended the Land Use Committee Meeting to discuss head-in parking with the Altadena Town Council and noted that the committee will now be questioning the neighboring homes. Director Kittay thanked the Board for their support of the half-day library closure resulting in a half day for Staff Development and the attendance of all three board at the recent Board Retreat. Kittay closed her report drawing attention to the May edition of *Know It All*, the Altadena Library newsletter, the newly designed library monthly calendar, and other marketing materials noting their similar and cohesive designs.

10. **OLD BUSINESS**a) **BOARD MEMBER INTERVIEWS (DISCUSSION/POSSIBLE ACTION)**

A total of two candidates submitted letters of interest for the board seat vacancy. Two candidates were interviewed for the vacant Board seat: Adalila Zelada-Garcia and Ira Bershatsky.

Following interviews of both candidates, Adalila Zelada-Garcia was unanimously selected and sworn in by Trustee President McKenzie to immediately fill the vacant Board seat.

11. **NEW BUSINESS**a) **ABOVE & BEYOND AWARD PRESENTATION (DISCUSSION/POSSIBLE ACTION)**

Director Kittay presented the Library's first-ever Above & Beyond Award, an employee recognition, to Helen Milner.

b) **PRELIMINARY BUDGET DISCUSSION FOR FY 15/16 (DISCUSSION/POSSIBLE ACTION)**

Financial Director Wallin notified the Trustees of deferring the presentation of a preliminary budget to the Board meeting for the month of May in light of an annual letter received from the Staff Association requesting a 4% salary increase. Of the four scenarios presented to accommodate the request, Scenarios 3 and 4 were selected for review and approval at the Board meeting for the month of May.

It was Moved (Datz) and Seconded (Tuck) to invite Staff to present two budgets based on Scenarios 3 and 4, respectively, for the Board meeting for the month of May.

APPROVED

- 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**)

Finance Director Wallin presented the formal resolution.

It was Moved (Datz) and Seconded (Tuck) to approve the resolution.

APPROVED

- d) ACCEPTANCE OF AUDITOR PROPOSAL TO PROVIDE INDEPENDENT AUDIT SERVICES FOR FISCAL YEARS ENDING JUNE 30, 2015 TO JUNE 30, 2016 (**DISCUSSION/POSSIBLE ACTION**)

Finance Director Wallin presented the Pun Group to the Trustees as the winning bid for acceptance as the auditor selected to provide independent audit services for FY15/16.

It was Moved (McMullins) and Seconded (Datz) to accept the recommendation of staff to award the Pun Group as the appointed independent auditor for FY15/16.

APPROVED

- e) REVIEW AND APPROVAL OF REVISED PRINCIPAL LIBRARY POSITION DESCRIPTION AND TITLE CHANGE TO PUBLIC SERVICES DIRECTOR (**DISCUSSION/POSSIBLE ACTION**)

Director Kittay reported changing the position description of Principal Librarian to Public Services Director in order to clarify the roles, responsibilities and duties of the Public Services Director.

It was Moved (Tuck) and Seconded (McMullins) to approve the description change.

APPROVED

- f) LETTER OF SUPPORT FOR THE ALTADENA BEST FEST (**DISCUSSION/POSSIBLE ACTION**)

Trustee Datz presented a letter of support on behalf of Dale LaCasella.

It was Moved (Datz) and Seconded (McMullins) to approve a letter of support for the Altadena Best Fest Festival to be sent to the Chief Deputy of the Board of Supervisors for LA County Public Works.

APPROVED

12. **CORRESPONDENCE**

- a) LETTER FROM GREG LUCAS, STATE LIBRARIAN

ACCEPTED AND FILED

- 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**

The Trustees thanked Director Kittay and library staff for the All Board Retreat event held Friday and Saturday, April 25 & 26.

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)

The meeting adjourned to closed session at 6:20 p.m.

a) **DISTRICT DIRECTOR 6-MONTH PERFORMANCE EVALUATION (DISCUSSION/ACTION)**

16. **ADJOURNMENT OF CLOSED SESSION**

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

The Board of Trustees adjourned to Closed Session and reported Mindy Kittay successfully completing a 6-month probation. Director Kittay will supply the Trustees with her 12-month goals and objectives at the May 2015 Board of Trustees meeting during closed session. The meeting returned to regular session at 7:04 p.m.

18. **ADJOURNMENT**

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

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

APPROVED

Meeting adjourned at 7:05 p.m.

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>
Circulation - Main													
FY13/14	20,576	17,217	16,907	18,100	16,969	18,016	18,498	18,159	18,577	16,325	18,519	18,938	216,801
FY14/15	21,594	18,413	18,792	20,162	16,458	17,848	17,782	15,722	17,074	15,321			179,166
% Change	5%	7%	11%	11%	-3%	-1%	-4%	-13%	-8%	-6%			
Circulation - Branch													
FY13/14	1,608	1,296	1,071	1,325	1,050	1,262	1,438	1,206	1,242	1,094	1,074	1,121	14,787
FY14/15	1,522	1,030	1,042	1,321	894	1,034	956	1,044	1,052	1,097			10,992
% Change	-5%	-21%	-3%	0%	-15%	-18%	-34%	-13%	-15%	0%			
Visitors - Main													
FY13/14	33,280	28,549	23,947	29,657	26,411	24,921	29,572	22,263	27,019	27,861	30,526	27,565	331,571
FY14/15	30,484	27,710	27,969	28,623	26,411	19,412	25,288	23,507	22,278	19,122			250,804
% Change	-8%	-3%	17%	-3%	0%	-22%	-14%	6%	-18%	-31%			
Visitors - Branch													
FY13/14	4,327	3,712	3,964	4,653	3,620	3,515	3,638	3,218	4,110	4,286	3,782	2,598	45,423
FY14/15	4,124	3,659	3,815	4,665	3,103	3,161	3,533	3,448	4,104	4,163			37,775
% Change	-5%	-1%	-4%	0%	-14%	-10%	-3%	7%	0%	-3%			
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	26			251
% Change	0%	-7%	4%	0%	-4%	4%	0%	0%	0%	0%			
Days Open - Branch													
FY13/14	22	22	20	23	17	19	21	19	21	22	21	21	248
FY14/15	22	21	20	23	17	21	20	19	22	21			206
% Change	0%	-5%	0%	0%	0%	11%	-5%	0%	5%	-5%			
Registrations - Main													
FY13/14	201	189	209	181	144	106	219	158	164	183	163	204	2,121
FY14/15	214	192	216	188	109	114	169	151	146	159			1,658
% Change	6%	2%	3%	4%	-24%	8%	-23%	-4%	-11%	-13%			
4. Overdues - Main													
FY13/14	601	456	620	670	668	344	928	466	533	625	645	542	7,098
FY14/15	501	389	502	563	530	634	312	603	663				4,697
% Change	-17%	-15%	-19%	-16%	-21%	84%	-66%	29%	24%				
Registration - Branch													
FY13/14	29	17	34	21	32	15	19	21	16	23	16	35	278
FY14/15	25	21	19	27	13	13	26	21	35	17			217
% Change	-14%	24%	-44%	29%	-59%	-13%	37%	0%	119%	-26%			

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Reserves - Main													
FY13/14	140	120	105	134	131	97	117	85	137	114	79	121	1,380
FY14/15	107	85	111	115	121	110	136	109	138	154			1,186
% Change	-24%	-29%	6%	-14%	-8%	13%	16%	28%	1%	35%			
Inter Library Loan - Main													
FY13/14	47	65	70	52	63	50	91	81	109	82	93	68	871
FY14/15	93	78	67	83	67	59	98	74	91	76			786
% Change	98%	20%	-4%	60%	6%	18%	8%	-9%	-17%	-7%			
Inter Library Loan - Branch													
FY13/14	7	8	9	7	6	8	6	8	4	5	4	2	74
FY14/15	8	10	5	12	5	6	5	4	4	3			62
% Change	14%	25%	-44%	71%	-17%	-25%	-17%	-50%	0%	-40%			
Community Room Events (Non-Library)													
FY13/14	5	7	6	8	8	3	7	4	9	4	3	3	67
FY14/15	0	4	9	8	8	6	12	8	16	9			80
% Change	-100%	-43%	50%	0%	0%	100%	71%	100%	78%	125%			19%
Community Room Attendance (Non-Library)													
FY13/14	50	129	84	198	158	45	118	88	139	40	75	64	1,188
FY14/15	0	27	101	111	84	120	130	90	275	90			1,028
% Change	-100%	-79%	20%	-44%	-47%	167%	10%	2%	98%	125%			
Community Room Events (Library Programs)													
FY13/14	18	1	13	16	15	10	15	15	16	22	12	11	164
FY14/15	1	12	15	24	13	17	21	16	18	20			157
% Change	-94%	1100%	15%	50%	-13%	70%	40%	7%	13%	-9%			
Community Room Attendance (Library Programs)													
FY13/14	952	36	442	478	591	419	446	483	146	515	387	604	5,499
FY14/15	57	432	173	821	411	596	713	659	140	735			4,737
% Change	-94%	1100%	-61%	72%	-30%	42%	60%	36%	-4%	43%			
Adult Reference Questions													
FY13/14	3,217	3,115	2,970	3,065	2,625	3,060	3,050	2,400	2,560	2,705	2,100	2,917	33,784
FY14/15	3,198	3,590	3,641	2,631	2,110	2,320	461	302	355	430			19,038
% Change	-1%	15%	23%	-14%	-20%	-24%	-85%	-87%	-86%	-84%			
Children's Services Reference Questions													
FY13/14	1,322	995	855	1,291	1,175	916	944	954	949	755	699	915	11,770
FY14/15	1,133	629	810	983	648	616	736	613	650	717			7,535
% Change	-14%	-37%	-5%	-24%	-45%	-33%	-22%	-36%	-32%	-5%			
Branch Services Reference Questions													
FY13/14	309	277	298	271	206	230	245	218	306	284	271	257	3,172
FY14/15	252	331	255	372	242	273	43	51	56	59			1,934
% Change	-18%	19%	-14%	37%	17%	19%	-82%	-77%	-82%	-79%			

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Adult Public Computer Usage													
FY13/14	3,378	3,295	3,081	3,006	2,457	2,638	2,900	2,463	3,198	2,893	2,809	2,717	34,835
FY14/15	2,642	2,527	2,855	2,847	2,082	2,334	2,244	1,973	2,043	2,255			23,802
% Change	-22%	-23%	-7%	-5%	-15%	-12%	-23%	-20%	-36%	-22%			
Young Adult Public Computer Usage													
FY13/14	394	229	249	263	280	363	356	210	416	321	230	266	3,577
FY14/15	159	304	253	219	181	202	164	133	147	230			1,992
% Change	-60%	33%	2%	-17%	-35%	-44%	-54%	-37%	-65%	-28%			
Children's Services Public Computer Usage													
FY13/14	1,119	906	864	792	692	600	724	634	643	601	670	724	8,969
FY14/15	710	647	736	889	555	674	556	522	630	596			6,515
% Change	-37%	-29%	-15%	12%	-20%	12%	-23%	-18%	-2%	-1%			
Branch Services Public Computer Usage													
FY13/14	886	1044	1077	1268	808	817	914	821	834	1020	1069	684	11,242
FY14/15	867	857	832	901	611	610	621	673	671	777			7,420
% Change	-2%	-18%	-23%	-29%	-24%	-25%	-32%	-18%	-20%	-24%			
Main PC Usage Wireless													
FY13/14	2,038	2,150	2,096	2,077	1,836	1,973	2,286	1,840	2,285	2,370	2,477	2,469	25,897
FY14/15	2,404	2,316	2,745	2,726	2,111	2,300	2,255	2,064	2,315	2,314			23,550
%Change	18%	8%	31%	31%	15%	17%	-1%	12%	1%	-2%			
Branch PC Usage Wireless													
FY13/14	1,163	1,258	1,057	1,199	1,081	1,079	1,179	991	1,150	1,307	1,198	835	13,497
FY14/15	1,092	1,041	1,017	1,271	1,215	1,284	1,393	1,257	1,246	1,375			12,191
% Change	-6%	-17%	-4%	6%	12%	19%	18%	27%	8%	5%			
Adult/YA Total Items Owned													
FY13/14	127,638	128,225	129,546	130,819	131,357	132,084	132,702	132,725	134,219	135,054	135,305	135,697	135,697
FY14/15	136,286	136,873	137,848	133,178	137,705	137,578	137,251	135,661	134,830	134,218			1,361,428
% Change	7%	7%	6%	2%	5%	4%	3%	2%	0%	-1%			
Adult/YA Total Items Added													
FY13/14	508	737	1071	819	527	681	865	618	775	700	826	568	8,695
FY14/15	678	616	710	731	473	641	735	559	596	625			6,364
% Change	33%	-16%	-34%	-11%	-10%	-6%	-15%	-10%	-23%	-11%			
Children's Total Items Owned													
FY13/14	31,484	31,588	31,575	31,671	31,790	31,832	32,002	32,014	31,999	32,146	32,283	32,486	31,284
FY14/15	32,478	32,446	32,700	32,853	32,913	32,938	32,825	32,705	32,480	32,339			326,677
% Change	3%	3%	4%	4%	4%	3%	3%	2%	2%	1%			
Children's Total Items Added													
FY13/14	228	196	20	89	215	26	151	51	177	323	150	264	1,890
FY14/15	34	195	393	266	190	54	309	184	257	201			2,083
% Change	-85%	-1%	1865%	199%	-12%	108%	105%	261%	45%	-38%			
Branch Services Collection Owned													
FY13/14	16,330	16,238	16,407	16,573	16,692	16,775	16,984	17,004	16,927	17,130	17,229	17,330	16,206
FY14/15	17,321	17,276	17,626	17,893	17,811	17,759	17,759	17,986	18,198	18,199			177,828
% Change	6%	6%	7%	8%	7%	6%	5%	6%	8%	6%			
Branch Services Items Added													
FY13/14	167	66	94	81	88	30	96	80	32	127	52	85	998
FY14/15	35	79	129	72	87	89	45	185	49	58			828
% Change	-79%	20%	37%	-11%	-1%	197%	-53%	131%	53%	-54%			

	<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>
Adult Programs													
FY13/14	1	1	4	3	3	1	2	4	4	2	3	3	31
FY14/15	3	2	3	4	3	2	2	4	5	2			30
% Change	200%	100%	-25%	33%	0%	100%	0%	0%	25%	0%			
Adult Programs - Attendance													
FY13/14	3	5	177	116	219	40	38	160	183	98	47	171	1,257
FY14/15	33	41	101	173	66	175	34	110	138	109			980
% Change	1000%	720%	-43%	49%	-70%	338%	-11%	-31%	-25%	11%			
Young Adult Programs													
FY13/14	2	0	0	1	3	2	4	3	4	7	3	2	31
FY14/15	4	2	5	5	4	4	5	4	5	7			45
% Change	100%	n/a	n/a	400%	33%	100%	25%	33%	25%	0%			45%
Young Adult Program Attendance													
FY13/14	56	0	0	9	73	23	60	39	50	74	26	142	552
FY14/15	117	53	57	55	60	55	122	64	70	111			764
% Change	109%	n/a	n/a	511%	-18%	139%	103%	64%	40%	50%			38%
Children's Services Programs Offered													
FY13/14	20	1	13	21	16	9	12	9	19	15	11	9	155
FY14/15	19	12	12	20	14	11	14	25	19	19			165
% Change	-5%	1100%	-8%	-5%	-13%	22%	17%	178%	0%	27%			
Children's Services Program Attendance													
FY13/14	1,110	26	328	586	586	386	413	343	556	496	405	389	5,624
FY14/15	1148	447	336	746	611	366	532	595	533	515			5,829
% Change	3%	1619%	2%	27%	4%	-5%	29%	73%	-4%	4%			
Branch Services Programs Offered													
FY13/14	5	1	3	5	4	2	4	1	1	1	1	2	30
FY14/15	6	1	2	2	5	3	2	2	2	2			27
% Change	20%	0%	-33%	-60%	25%	50%	-50%	100%	100%	100%			
Branch Services Program Attendance													
FY13/14	185	13	55	90	40	50	34	7	4	21	10	50	559
FY14/15	345	8	28	43	143	58	35	58	36	37			791
% Change	86%	-38%	-49%	-52%	258%	16%	3%	729%	800%	76%			

	<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>
Children's Services Class Visits													
FY13/14	4	2	4	3	3	4	5	6	6	4	7	3	51
FY14/15	2	1	6	6	7	3	12	13	17	9			76
% Change	-50%	-50%	50%	100%	133%	-25%	140%	117%	183%	125%			
Children's Services Classroom Visits Attendance													
FY13/14	39	22	69	69	61	75	198	103	117	89	133	405	1,380
FY14/15	37	24	102	146	126	74	243	266	358	186			1,562
% Change	-5%	9%	48%	112%	107%	-1%	23%	158%	206%	109%			
Branch Services Class Visits													
FY13/14	5	1	0	2	2	1	2	1	1	1	1	0	17
FY14/15	0	0	1	4	1	1	1	1	2	5			16
% Change	-100%	-100%	n/a	100%	-50%	0%	-50%	0%	100%	400%			
Branch Services Class Visits - Attendance													
FY13/14	173	28	0	59	59	30	46	30	20	25	40	0	510
FY14/15	0	0	28	48	26	26	26	26	48	127			355
% Change	-100%	-100%	n/a	-19%	-56%	-13%	-43%	-13%	140%	408%			
Branch Services - Literacy Tutor Sessions Offered													
FY13/14	46	53	43	55	31	46	25	35	78	49	57	59	577
FY14/15		48	79	100	73	66	76	94	89	69			694
% Change	-100%	-9%	84%	82%	135%	43%	204%	169%	14%	41%			
Branch Services Literacy Tutor Sessions Attendance													
FY13/14	173	170	190	204	131	148	115	122	173	124	116	167	1,833
FY14/15	49	147	223	152	197	174	237	282	255	215			1,931
% Change	-72%	-14%	17%	-25%	50%	18%	106%	131%	47%	73%			
Branch Services Literacy Tutor Hours offered													
FY13/14	71	53.25	93.75	69	29.5	49	27	49.5	47.25	63	88.9	104.5	746
FY14/15	82	59.5	136.25	152	181.25	120.5	136.25	163.5	157.5	102.25			1,291
% Change	15%	12%	45%	120%	514%	146%	405%	230%	233%	62%			
Branch Services Literacy - Volunteer Hours													
FY13/14	89	74	93.75	75.5	64	49	34	60.25	61.5	77.5	122.9	129.5	930
FY14/15	129	111.5	184.25	186.5	112.75	100.5	187.75	238.75	190.75	193			1,635
% Change	46%	51%	97%	147%	76%	105%	452%	296%	210%	149%			

	<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>
Adult Volunteers													
FY13/14	3	3	1	1	1	1	2	2	2	2	1	2	21
FY14/15	1	2	2	1	1	2	2	2	2	2	1		16
% Change	-67%	-33%	100%	0%	0%	100%	0%	0%	0%	-50%			
Adult Volunteer Hours													
FY13/14	48	45	5.5	4.5	3	6.0	12.5	7.0	10.75	7.5	4.5	10.0	164
FY14/15	6	12.5	7.25	8	2	10	14	11.5	14	4.5			90
% Change	-88%	-72%	32%	78%	-33%	67%	12%	64%	30%	-40%			
Young Adult Volunteers													
FY13/14	6	0	0	2	5	3	6	5	7	6	4	8	52
FY14/15	10	10	7	6	12	7	12	11	10	11			96
% Change	67%	n/a	n/a	200%	140%	133%	100%	120%	43%	83%			85%
Young Adult Volunteer Hours													
FY13/14	31	0	0	4	6	5	10	15	11	13.5	9.25	43.25	148
FY14/15	81	59.75	12.75	30.25	45.25	22.55	67.25	33.5	14.5	44.5			411
% Change	161%	n/a	n/a	656%	654%	351%	573%	123%	32%	230%			178%
Children's Services Volunteers													
FY13/14	10	7	3	6	6	6	5	7	7	5	4	6	72
FY14/15	7	5	2	4	4	5	5	8	6	6			52
% Change	-30%	-29%	-33%	-33%	-33%	-17%	0%	14%	-14%	20%			
Children's Services Volunteer Hours													
FY13/14	79	66.75	25.75	35.75	30	32.5	29	49	41.5	26.25	16.25	20.5	452
FY14/15	42.25	24	10.5	19.5	15.25	9.5	16	24.75	33.25	36			231
% Change	-46%	-64%	-59%	-45%	-49%	-71%	-45%	-49%	-20%	37%			
Electronic Database Usage													
FY13/14	690	514	749	1,681	645	626	449	470	342	585	588	435	7,774
FY14/15	495	656	605	598	595	3156	3698	91	145	136			10,175
% Change	-28%	28%	-19%	-64%	-8%	404%	724%	-81%	-58%	-77%			
BrainFuse -Tutor Service													
FY13/14	51	735	225	129	54	68	87	130	129	56	223	242	2,129
FY14/15	167	243	117	132	13	106	70	37	156	234			1,275
% Change	227%	-67%	-48%	2%	-76%	56%	-20%	-72%	21%	318%			
Passports													
FY13/14	82	92	74	85	81	85	133	149	196	251	186	163	1,577
FY14/15	138	113	106	107	85	78	173	194	237	240			1,471
% Change	68%	23%	43%	26%	5%	-8%	30%	30%	21%	-4%			
Passport Photos													
FY13/14	80	81	66	70	58	57	94	124	138	167	137	113	1,185
FY14/15	110	100	90	95	69	62	111	127	162	126			1,052
% Change	38%	23%	36%	36%	19%	9%	18%	2%	17%	-25%			
Notary Service													
FY13/14	8	9	7	24	2	4	6	6	10	11	4	18	109
FY14/15	6	7	12	4	4	6	7	7	8	8			69
% Change	-25%	-22%	71%	-83%	100%	50%	17%	17%	-20%	-27%			



MONTHLY REPORT - APRIL 2015

Department: Adult Services

On April 25, 100 people came to the Poetry and Cookies event at the Altadena Senior Center. Helen Milner delivered the cookies. Many local poets read some of their poems.



Our newest Inspiration Station – Adult Coloring – has been a huge hit. But not only with adults—our younger patrons have been finding it inspiring too!

Helen led the No Guilt Book Club on April 14 with nine people in attendance including four new members. The group



particularly enjoyed the fiction book selection, *The Last Chinese Chef* by Nicole Mones.

Helen’s display of a *Blind Date with a Book* for National Library Week was quite successful with forty five books taken by our patrons. Helen was also the first recipient of the Employee of the Quarter Award!!

Laureen and Helen suggested several new magazine subscriptions for our collection including *Clean Eating*, *Cloth Paper Scissors*, *Cooking Light* and *Do It Yourself*.

Suzanne Im updated the Notable Native American Literature trifold. She prepared press releases and flyers for all six programs related to our Book-to-Action grant in May and developed a survey for interested Meals on Wheels participants to fill out with other supplies they may need. Volunteers will prepare these care packages to be delivered by the Meals on Wheels volunteers.

Pam Richards created two new trifolds related to our Book-to-Action grant: “Good Reads for Seniors” and “Helpful Books for Seniors” which includes titles on health, finance, humor and legal resources.



Sue Colasurdo’s adult beginning six week



computer class started on April 14 with five students. She created some interesting book displays including ones on Coffee; Where Did We Get the Easter Egg? and Gardening with Natural Plantings. The library display case featured pottery created by students from the Creative Arts Group in Sierra Madre. Sixteen more boxes of books were sent to Better World Books.

We have 1,686 eBooks/audiobooks in our collection. 264 of them were downloaded by our patrons in April.

~Laureen McCoy, Sr. Librarian – Adult Services

Department: Youth Services (Children’s)

National Library Week

There were Unlimited Possibilities @ the library during National Library Week. Each day we offered a different activity, such as making friendship bracelets, marshmallow engineering and encouraged patrons to share a photo or link to their creation on Twitter, Facebook or Instagram using the hashtag #librarymade for the chance to win a \$100 gift certificate to Maker Shed or Amazon, a national promotion sponsored by the American Library Association. We then ended the week long celebration with a book swap where participants were invited to bring a book take a book.



Lego Club Master Builders

Our monthly Lego Club continues to be popular with our young patrons. Here we have four boys who never met each other before collaborating on a Lego project. Not only did they make something fabulous, they made new friends. This is just another example of how libraries bring people together!





ALTADENA LIBRARY DISTRICT

Our Early Literacy Play Area has been getting a lot of love! ☺



We celebrated el Dia de los Ninos, el Dia de los Libros with special guest children's book author and storyteller, Antonio Sacre. Antonio delighted the audience with bilingual stories including his own stories of growing up with a Cuban father and an Irish-American mother. Participants were also given a bilingual book to take home.

Lucy Molina began our annual donations requests from local business in support of our summer reading program. Each year we ask local business for small items that we can give away as incentives during the program. So far we have received certificates from Islands Restaurant for free kid's meals and free pizookies from BJ's restaurant.

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 continue to keep us busy with visits to the library. For the month of April we saw a 109% increase in class visits over last year and we haven't even began our summer reading visits to the schools!

Special Projects

We've been working on several projects this month including getting Evanced up and running. Evanced is a product that will allow our patrons to register for summer reading and log the books they read online!

We are also already planning the fall programming. I have been doing a lot of information gathering in preparation for a new storytime session for children with autism and sensory challenges. It is my goal that this will be the first of several programs for children and teens with autism.

Volunteers – 36 hours

Ali Shakoor volunteered for 4 hours

Athena Tonarely volunteered for 2 hours

Mariella Lodi volunteered for 7.75 hours

Sandro Mayorga volunteered for 2 hours

Perla Vogel volunteered for 7.5 hours

Ann Ellis volunteered for 12.75 hours

~Cassandra Stearns, Sr. Librarian – Youth Services (Children's)



Department: Youth Services (Teens)

April was jammed packed with exciting events for teens, including a wonderful volunteer appreciation party for youth services volunteers and a special interactive program for National Library Week.

April 7th--Teen Anime Club 18 teens enjoyed viewing the English dub of *Nausicaa of the Valley of the Wind*, a classic Miyazaki film.

April 10th--Teen Fun & Games, despite the gloom, the community room was filled with teens and tweens enjoying playing Wii games and Rock Band, and 2 games of Pandemic with their friends.

National Library Week—April 13-18th

20 teens and tweens playfully and creativity engaged in their library by reading and recommending books, drawing book covers, creating book faces and book spine poetry, and writing thoughtful reviews.



There were also had several displays created by the teen librarian and volunteers highlighting teen authors, award winners, novels in verse (for National Poetry Month) and Autism awareness:



Part of the National Library Week celebration was a free screening of the (amazing!) third Hunger Games





film: *Mockingjay: Part 1*, which attracted 19 teens.

Volunteers—Teen Advisory Council –April 14th

Teen Advisory Council (TAC) welcomed 2 new members. Aaliea Davis is a 7th grader who loves the DIY movement, and is involved in many activities, including sports and helping the homeless. Rachel Aguirre is a 10th grader who interns at the Armory and is a talented artist. She has rejoined TAC after nearly 2 years. She created a Youtube account for the library and helped create the playlist for the volunteer appreciation event. Stand-out volunteers this month were Kylan Dennis, Emmet O'Connor, and Maud O'Connor who all contributed their ideas at the recent TAC meeting and spent several hours setting up and cleaning up events.

Teen DIY Club – April 24th -- Hammers in the library?! Yes! Teens and tweens enjoyed creating unique string art (a 70s era project that is experiencing quite a revival on Pinterest.) This special DIY Club event was made more special through the generosity of Friend of the Library, Dave Herman, who not only donated much of the materials but even cut the wood to specific dimensions for our different projects. Staff got in the spirit as well, donating exactly enough hammers for the event! =D





ALTADENA LIBRARY DISTRICT

April 28th --Teen Volunteer Appreciation Party – the Youth Services department volunteers gathered, played games (lots of Smash Brothers, Apples to Apples and Jenga!), made & ate candy sushi, and enjoyed great food, including Panda Express, Dominos Pizza, Subway, and yummy boba, made by Helen Milner! Mindy Kittay, Carrie Wilson and Lucy Molina shared their gratitude for these amazing volunteers. Stand-out Teen Advisory Council volunteers Maud O’Connor, Thalia Contreras, Emmet O’Connor and Mikayla Arevalo were recognized. Maud won the above and beyond award—she volunteered 151 hours from April 2014 through April 2015. Her artistic skills, ideas, knowledge of manga and anime, and enthusiasm have been greatly appreciated!



Outreach – During the Eliot Art Magnet Grand Re-Opening, the Teen Librarian connected with several dozen families and met many teens and tweens who were very interested in the library’s volunteer program and special events for teens. The showcase featured several talented Altadena library patrons & teen volunteers!

Grant writing – Carrie Wilson has been drafting for a grant of \$30,000. This LSTA Pitch-a-grant provides an exciting opportunity to expand DIY program (and offer more high-tech programs for teens!) Carrie already has a promising line up of instructors for sewing, filmmaking and 3D printing workshops.

Summer Reading Club software – Cassandra Stearns and Carrie Wilson researched different scheduling and summer reading software, and set up a webinar with Evanced solutions, which so impressed everyone, including the Director, that the software was purchased! Evanced software will streamline registration, reporting, and stat collecting. It is our hope that the ease of reporting (teens can register and report from home if they choose!) will increase participation.

~Carrie Wilson, Librarian I – Youth Services (Teens)



BOB LUCAS BRANCH: April 2015

Class Visits and Programs

The Branch was bustling with activity in April. There were four class visits (5/2/15, 5/3/15, and two classes on 5/16/15) from Odyssey Charter school to the Branch. I conducted a story time for two first grade classes and conducted a presentation about research skills for two third grade classes. Students enjoyed learning about how to search for books for their reports using the online catalog. All the students perused library books and checked books out to take back to their classes! Students from the two classes that visited during National Library Week took home storybooks and bookmarkers to create their own stories and art! In total there were about 100 students that visited the Branch this month!



Students exploring books & story time!

I also went to Jackson Elementary School and read books to a class of 26 first grade students on April 28th. I read four stories and brought over about 30 books for the children to read in class at their own leisure.

On April 24th, we had "Fun Flick Friday" and showed a movie, Tinkerbell and the Never Beast. Fourteen people enjoyed the movie. A patron brought his whole family!

Twenty-three children attended the spring craft program on April 1st. The children had fun building and decorating a bunny egg house.

Basic computer classes were held for 4 weeks, 8 sessions, for 1-5 students per class.

For spring, I created a bunny display and bought a new rug for the children's area.





Displays & Inspiration Station

For National Library Week, with Modesta's help, I created an interactive tree display where people could write on a leaf what they like about our library and stick the leaf to the tree. For our first ever inspiration station, we supplied blank storybooks for children to create their own stories and colorful bookmarkers to decorate. We gave out free books to children who completed a book review or who created their own story book. Our displays and inspiration station were a success. Sixty storybooks and bookmarkers were given out. Five children created their own books and twenty-two completed book reviews. Our tree had 55 leaves/participants!



Our first inspiration station. Storybooks for children to write their own stories and bookmarkers to decorate!

What the patrons wrote on the leaves when asked what they like about their library:
* Close to home. Friendly librarians.
Activities. Good selection of books for kids.
*Thanks to library because my kids come every day.
*I love the books!
*I like the library because it is a place where people come together to help each other.
*I like the library because...I learning English.

SO

attended a webinar on how to use Evanced, our new online spaces reservation and reading services program.

~Carlene Chiu, Librarian II – Branch Services



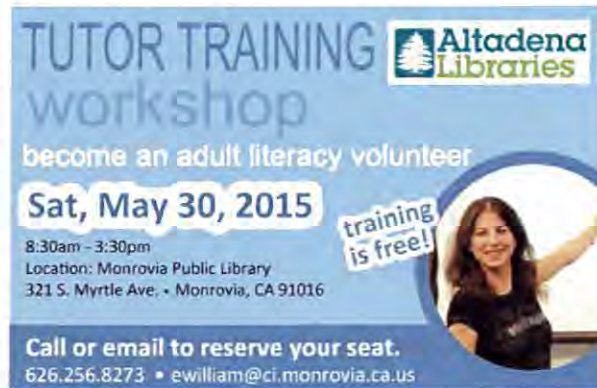
Department: Literacy

Edward William Joins Altadena Library District as Literacy Coordinator

This month, Edward William joined the Altadena Library District as the new literacy coordinator. His responsibilities include recruiting tutors and learners for the literacy program, helping to meet the literacy needs of learners, assisting tutors by providing training and materials. Edward is also the literacy coordinator at Monrovia Public Library and will be sharing his experiences with Altadena. Staff helped Edward learn about library operations along with understanding the literacy needs of current learners and how their tutors help them.

Tutor Training Workshop Preparation

Altadena Library District's literacy program receives state funding through the California Library Literacy Network, and it is one of 100+ libraries in the state that receives such funding. One of the benefits of being in this state program is that our literacy program shares the same resources and stories as other libraries in southern California. The Let's Read Altadena literacy program will team up with the literacy programs of Azusa City Library, Covina Public Library, Glendora Public Library, and Monrovia Public Library on Saturday, May 30 for a tutor training workshop that will give new and experienced tutors an opportunity to learn about tutoring methods and resources.



ESL

This month, students learned two new topics as they progressed with the ESL classes. The topic of discussion this month was health related literacy, such as covering the basic parts of the human body. These discussions will help students prepare for future inquiry conversations when they talk to family members or doctors. Secondly, learners also learned how to use their English skills to help others in the class. This exercise encouraged learners to practice their instructional skills in English. The ESL class continues to provide dynamic exercises, such as the two from this month, to encourage learners to learn different conversational skills.

Outreach: AB 86 Consortium

AB 86 grants fund regional consortium to better provide adults with Adult Basic Education, ESL, citizenship preparation, basic workforce skills, and education for those with disabilities.

The Pasadena area Consortium met Wednesday April 1st at Pasadena City College's



Community Education Center (CEC). There, Suzi Martin was able to interface with CEC staff about course offerings that might meet the needs of some of our adult learners and talk with staff of PUSD's Twilight Program where adult students can take classes toward a high school diploma or prepare for the GED. She spent time educating fellow consortium members of the tutoring services we in the adult literacy can offer adult learners.

History Project with the help of our volunteer “Grannie” almost complete

Volunteers who are waiting for a learner or training can volunteer in other ways with the literacy program. “Grannie” is collecting newspaper clippings, letters and other printed materials into a resource book. This resource will help the literacy program review literacy programs in the past, see the previous connections with the community, and how it dealt with literacy challenges.

~Edward William, Library Associate/Literacy Coordinator



ALTADENA LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

DIRECTORS UPDATE

DEPARTMENT: District Director

MEETING DATE: May 18, 2015

PREPARED BY: Mindy Kittay

LOCATION: Community Room

EVENTS

Second Saturday – May – We estimated 135 people attended our very first Second Saturday. Our vendors were very happy and plan on returning in June when we will have The Mighty Echoes (and we are expecting 200+ people!). I received numerous comments from members of the public, all positive and excited about the changes to the library. My favorites were the ones who mentioned that they had not been in the library for years and were renewing their cards and looking forward to returning!



We also had both our **Teen Volunteer Appreciation Event** and our **Volunteer Appreciation Dinner** with at least 35 volunteers attending. Prizes, gifts and certificates were awarded to all and everyone enjoyed the opportunity to get together and have some fun!



INSPIRATION STATIONS

Our newest Inspiration Station at Main was created by Suzanne Im and ties in with our current program: Get into the Act! with Book-to-Action which is celebrating Older Americans Month. The activity is creating your own cards to mail to the seniors in your life – sending a quick message of joy and love to those who may not be receiving a lot of personal mail.



TECHNOLOGY & MARKETING

This month we received the staff Multi-Function Machine (MFM), which has already enabled 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.



In your board package you will now see copies of our marketing and advertising efforts. We have begun experimenting by advertising in Altadena/Pasadena Now, the Summer Guide of the Pasadena Weekly and in Offthe210.com.

Our latest newsletter was emailed to over 10,000 email addresses and opened by 1,882 recipients. 3,587 people have liked posts on our Facebook page over the past 28 days.

MISCELLANEOUS

STATE BUDGET NEWS: Yesterday, Governor Brown released his "May Revision" of the 2015-16 State Budget. Included among the Governor's proposals for new spending is a recommended increase of \$2 million for the state literacy program and an increase of \$1.7 million for the library broadband project for connection grants and related costs.

CLA states that, "Although we have a ways to go before this is final, this certainly is some welcome news! CLA will continue its legislative efforts to assure that not only these new funds are a part of the State's final budget, but also will advocate for some additional CLSA funds as well." If in fact these revisions stay in the budget this is very good news for the Altadena Libraries as we count on these funds to maintain our literacy program. It is from similar funding that we received the \$30,000 grant to enable us to bring in 1G of Internet this July.

LIBRARY BOARDS RETREAT: On April 24th and 25th we held a retreat for all three boards (Friends/Foundation/Library). Each board presented their current mission, vision, goals and budget.

Discussion and Review of Current Library Goals:

The main goals of the library (that is, the most important) are as follows, arranged roughly in order of timeline (where first on the list can be accomplished soonest, and last will take a little longer):

- Information Technology
 - Website Updating and Usability Improvements
 - Build pipeline of 1 gigabyte of data at each branch
 - Self-check machines
 - Centralized printing including for wifi
 - Voice Over IP
 - New public computers (or devices for accessing the Internet)
- Marketing and outreach
 - Define clear messages and control messages sent to community
 - Identify community leaders
 - Grow visibility outside the library
 - To build more of a personal relationship with library users, as a means to build support for increased revenue
 - To build community engagement
- Service Model and library culture change
 - Grow volunteer programs to liberate staff time
 - Offer more community events
 - Single service point
 - Increase programming for all ages that supports life-long learning and education
- Collection management shifts
 - Centralize purchasing
 - Reinvigorate the collection by removing older un-used materials
 - Increase display of new materials substantially
- Facilities
 - Short term: focus on "green" efforts, continue to clean-up and consolidate space
 - LED Project
 - Signage both internal and external
 - Create displays to grow circulation numbers

- o Long term: move as quickly as possible to a much needed library renovation

We then moved on to Identification of three shared goals for all boards:

1. Outreach & marketing. All of the board agreed that they needed to grow public awareness of library services and value.
2. Board building and recruitment. All of the boards were looking to deepen the pool of potential candidates and connect with new leaders.
3. Internal communication - all agreed that the frequency and quality of communications among the three boards, and the library itself, could be improved.

All of these are focused on the development of *relationships*.

We created a planning grid with the major initiatives and currently what each board was doing in relation to those goals. It was determined that the Director and the three board Presidents would meet monthly to update each other and update the grid for distribution. It was also determined that the three boards should meet twice a year, once for a planning session and once for a review and updates, if needed, based on new information.

OTHER LIBRARY RELATED EVENTS

Serving with a Purpose: I attended the 3rd Annual Serving With a Purpose Conference and Carlene Chiu, branch manager and Edward William, Literacy Coordinator also attended. This conference is an opportunity for library staff, friends and foundation groups to come together and work on library advocacy so that they can carry out their duties and responsibilities more successfully. Greg Lucas, California State Librarian was there as well and gave a short presentation.



Eliot Arts Magnet Grand Re-Opening: Carrie Wilson, Teen Librarian did a great job of representing the library at the Grand Re-Opening. She offered up information on Summer Reading and many of our other programs that will be of interest to the students.





ALTADENA LIBRARY DISTRICT

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**BOARD OF LIBRARY TRUSTEES
STAFF REPORT**

DEPARTMENT: Finance

MEETING DATE: May 18, 2015

PREPARED BY: Tina Wallin

LOCATION: Community Room

TITLE: Presentation and Review of the Proposed Operating Budget, Fiscal Year 2015-16

BACKGROUND:

The attached Proposed Operating Budget will be the second review in the budget process. At the regular board meeting held April 27, 2015 staff presented four (4) budget scenarios and requested the Boards guidance in preparing a final budget for adoption. The scenarios were as follows:

- Scenario 1: Proposed 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.
- Scenario 2: Proposed 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.
- Scenario 3: Proposed a 4% salary increase (per the Staff Association letter) and no change to benefits.
- Scenario 4: Proposed 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.

The Board requested staff to present Scenarios 3 and 4 at this May 18, 2015 meeting. Staff produced a budget and met with the budget committee to review and discuss in detail the factors and goals for the District. During discussions the committee recommended an additional scenario be included, as follows:

- A 4% salary increase, a 2% increase to staff's CalPERS Retirement Contribution, and an increase to the District's Health Contribution from \$450 to \$500

THE PROPOSED BUDGET

Based on the information above, Staff is presenting the attached Proposed Operating Budget with (3) scenarios, which are reflected on the attached budget worksheets as Scenario 1, Scenario 2 and Scenario 3, and are as follows:

- Scenario 1 (Originally Scenario 3): Proposes a 4% salary increase and no change to benefits.
- Scenario 2 (New Scenario): Proposes a 4% salary increase, a 2% increase to staff's CalPERS Retirement Contribution, and an increase to the District's Health Contribution from \$450 to \$500.
- Scenario 3 (Originally 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.

The charts below reflect a random selection of employee classifications between each retirement tier (Classic 2% at 55, 2nd Tier 2% at 60 and PEPRA 2% at 62) and the estimated percentage of salary increase each tier member would receive for each scenario:



ALTADENA LIBRARY DISTRICT

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Scenario 1: 4% Salary Increases, No Change to Benefits. All employees would realize a 4% increase in salary

Classic Member (2% @ 55)	CURRENT (Per Payroll)				PROPOSED 4% Increase - No Change To Benefits				
	Current Salary	Current: 3% Contribution	Other PreTax Deductions	Taxable Income	Salary Increase (3%)	Current 3% Contribution	Other Payroll Deductions	Taxable Income	% Increase
Employee	1,918.80	57.56	107.98	1,753.26	1,995.55	59.87	107.98	1,827.71	4%
Employee	2,678.66	80.36	110.59	2,487.71	2,785.81	83.57	110.59	2,591.64	4%
Employee	3,435.89	103.08	17.71	3,315.10	3,573.33	107.20	17.71	3,448.42	4%
2ND TIER (2% @ 60) - Plan 30096									
Employee	2,119.22	63.58	85.59	1,970.05	2,203.99	66.12	85.59	2,052.28	4%
PEPRA (2% at 62) - Plan 27368									
Employee	1,618.17	105.18	-	1,512.99	1,682.90	109.39	-	1,573.51	4%
Employee	2,393.71	155.59	17.71	2,220.41	2,489.46	161.81	17.71	2,309.93	4%

Scenario 2: 4% Salary Increase, 2% Increase to Employee Contribution. Classic and 2nd Tier members would realize a 2% Increase; PEPRA members would realize a 4% increase

Classic Member (2% @ 55)	CURRENT (Per Payroll)				PROPOSED 4% Increase, 2% Increase to Contribution				
	Current Salary	Current: 3% Contribution	Other PreTax Deductions	Taxable Income	Salary Increase (3%)	Proposed: 5% contribution	Other Payroll Deductions	Taxable Income	% Increase
Employee	1,918.80	57.56	107.98	1,753.26	1,995.55	99.78	107.98	1,787.79	2%
Employee	2,678.66	80.36	110.59	2,487.71	2,785.81	139.29	110.59	2,535.93	2%
Employee	3,435.89	103.08	17.71	3,315.10	3,573.33	178.67	17.71	3,376.95	2%
2ND TIER (2% @ 60) - Plan 30096									
Employee	2,119.22	63.58	85.59	1,970.05	2,203.99	110.20	85.59	2,008.20	2%
PEPRA (2% at 62) - Plan 27368									
Employee	1,618.17	105.18	-	1,512.99	1,682.90	109.39	-	1,573.51	4%
Employee	2,393.71	155.59	17.71	2,220.41	2,489.46	161.81	17.71	2,309.93	4%

Scenario 3: 3% Salary Increase, 2% Increase to Employee Contribution. Classic and 2nd Tier members would realize a 1% increase; PEPRA members would realize a 3% increase

Classic Member (2% @ 55)	CURRENT (Per Payroll)				PROPOSED 3% Salary Increase				
	Current Salary	Current: 3% Contribution	Other PreTax Deductions	Taxable Income	Salary Increase (3%)	Proposed: 5% contribution	Other Payroll Deductions	Taxable Income	% Increase
Employee	1,918.80	57.56	107.98	1,753.26	1,976.36	98.82	107.98	1,769.57	1%
Employee	2,678.66	80.36	110.59	2,487.71	2,759.02	137.95	110.59	2,510.48	1%
Employee	3,435.89	103.08	17.71	3,315.10	3,538.97	176.95	17.71	3,344.31	1%
2ND TIER (2% @ 60) - Plan 30096									
Employee	2,119.22	63.58	85.59	1,970.05	2,182.80	109.14	85.59	1,988.07	1%
PEPRA (2% at 62) - Plan 27368									
Employee	1,618.17	105.18	-	1,512.99	1,666.72	108.34	-	1,558.38	3%
Employee	2,393.71	155.59	17.71	2,220.41	2,465.52	160.26	17.71	2,287.55	3%



ALTADENA LIBRARY DISTRICT

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The Proposed Budget includes the following changes, additions and Capital Outlay projects:

- **Revenues:**
 - Projected 3% increase in property taxes.
 - No increase to the Per Parcel Tax (per the Election)
 - CLLS Grant Fund of \$14,298. In past fiscal years the District did not include these Grant funds until Mid-Year Budget; however, staff is confident that the District will receive funds for FY15-16
- **Expenses:**
 - Increased budget for OPEB Contribution
 - Adjusted Library Materials by decreasing the book budget and increasing the budget for DVD, Audio CDs and Downloadables which are higher circulating items.
 - Increased budget to include self-check machines and new public devices for accessing the Internet.
 - Increased budget for Programs which includes increased outreach efforts
 - Internet is budgeted at net rather than cost. The District will receive an e0rate rebate for 90% of the total cost in October 2016. Staff will have the auditors make an adjustment so the rebate is realized in the 15/16FY.
 - Added expenses for advertising and marketing and website development
- **Capital Outlay Projects:**
 - Audio/Visual Equipment for the Community Room (carry over from FY14/15)
 - Display Furniture (carry over from FY14/15)
 - Exterior Library Sign (carry over from FY14/15)
 - Service Point Desk
 - Furniture
 - Carpet Repairs
 - Shelving
 - Ceiling Tiles
 - Upgrades to Restrooms (Exhaust Fans, Stall Partitions)
 - Other Facility Improvements as needed

RECOMMENDATION

Staff recommends that the Board review the Altadena Library District Proposed Operating Budget, Fiscal Year 2015-16 and conclude which scenario will be used for in preparing an Adopted Budget for presentation at the June 22, 2015 Board of Library Trustees regular meeting.

**ALTADENA LIBRARY DISTRICT
FY2015/16
PROPOSED BUDGET**

	ADOPTED BUDGET 2013/14	ADOPTED BUDGET 2014/15	PROPOSED Scenario 1	PROPOSED Scenario 2	PROPOSED Scenario 3
REVENUES:					
PROPERTY TAXES	1,992,589	1,803,775	2,106,682	2,106,681.82	2,106,682
PARCEL TAXES	760,440	740,000	762,617	762,617.00	762,617
INTEREST INCOME	5,447	7,200	7,000	7,000.00	7,000
PINES & FEES	97,204	41,000	102,500	102,500.00	102,500
DONATIONS & MISC INCOME	67,174	198,475	210,798	210,798.00	210,798
General Fund Balance	1,866,695	2,006,106	2,379,983	2,379,983.00	2,379,983
TOTAL REVENUES	4,789,548	4,796,556	5,569,580	5,569,580	5,569,580
EXPENDITURES:					
SALARIES & BENEFITS	1,996,293	2,041,179	2,185,345	2,180,148	2,157,952
MATERIALS, SUPPLIES & SERVICES	656,389	650,271			
LIBRARY MATERIALS			227,715	232,911	247,450
LIBRARY SERVICES		-	24,500	24,500	32,158
OPERATING EXPENSES		-	262,218	262,218	262,218
PROFESSIONAL & TECHNICAL		-	126,819	126,819	126,819
FACILITIES, GROUNDS, MAINT.		-	52,000	52,000	52,000
CAPITAL	45,000	34,000	155,000	155,000	155,000
MISC. EXPENSES	150,000	65,000	156,000	156,000	156,000
TOTAL EXPENDITURES	2,847,682	2,790,450	3,189,597	3,189,597	3,189,597
RESERVED / DESIGNATED FUNDS:					
Six months of operating expenses (govt. code #53646)	1,441,541	1,395,225	1,594,799	1,594,798	1,594,798
Capital Asset Replacement Reserve	98,939	64,938	99,182	99,182	99,182
Trustee Election Reserves	-	110,000	130,000	130,000	130,000
Parcel Election Reserves	-	-	65,000	65,000	65,000
HUD Funds		5,063			
Undesignated Reserves	401,386	430,880	491,002	491,002	491,002
	4,789,548	4,796,556	5,569,580	5,569,580	5,569,580

Financial Notes:

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

ALTADENA LIBRARY DISTRICT
FY 2015/16
PROPOSED REVENUES

ACCT#	REVENUE	Actual 2012/13	Actual 2013/14	BUDGET 2014/15	YTD APR-2015	Proposed 2015/16	% of Budget
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Cannot update YTD until County Reports arrive

Property Tax Revenue

4010	Secured	1,644,343	1,777,868	1,899,880	1,069,612	1,956,876	
4020	Unsecured	70,192	66,479	65,000	71,986	70,000	
4030	Prior Year	53,825	37,659	0	9,766	10,000	
4050	Homeowners Exemption	14,785	13,803	7,500	6,810	7,500	
4060	Per Parcel Benefit Assessment	740,794	760,440	762,617	440,075	762,617	
4070	SB 813 Supplemental Roll	24,030	37,323	20,000	25,593	28,000	
4080	Penalties/Interest/Costs	20,769	18,259	15,000	10,031	15,000	
4090	RDA ABx126 Income	37,779	41,197	35,567	34,740	19,305	

Total Property Revenue		2,606,517	2,753,029	2,805,564	1,668,613	2,869,299	89.96%
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Interest Income

4200	Chase Bank	206	130	250	10	50	
4220	County Deposits	7,100	5,317	6,950	5,900	6,950	
<i>Subtotal</i>		7,306	5,447	7,200	5,910	7,000	

Fines & Fees

4100	Fines	32,859	32,431	33,000	21,057	33,000	
4310	Printer & Copy Machine	8,620	8,237	8,000	5,624	8,500	
4360	Video Game Rentals	984	1,054	1,000	606	1,000	
4730	Passport Services	47,532	55,483	35,000	40,813	60,000	
<i>Subtotal</i>		89,995	97,204	77,000	68,100	102,500	

Total Internal Income		97,301	102,651	84,200	74,010	109,500	3.43%
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Donations & Grants

4221	Friends of the Library	31,000	36,000	39,000	41,000	30,000	
4515	In-Kind Donations	10,000	7,000	0	0		
4410	Undesignated	4,549	1,130	500	475	500	

ALTADENA LIBRARY DISTRICT
FY 2015/16
PROPOSED REVENUES

ACCT#	REVENUE	Actual 2012/13	Actual 2013/14	BUDGET 2014/15	YTD APR-2015	Proposed 2015/16	% of Budget
4411	<i>Designated</i>	0	20	1,000	2,250	1,000	
4620	<i>California Literacy Funds (CLLS)</i>	14,355	14,298	22,877	22,877	14,298	
4765	<i>Cal State Library</i>	0	0		0		
4725	<i>HUD Grant</i>	38,795	0	5,062	0		
	<i>Subtotal</i>	98,699	58,448	68,439	66,602	45,798	
 <i>Misc Income</i>							
4910	<i>Miscellaneous Income</i>	3,753	8,726	10,955	13,440	10,000	
4925	<i>Gain/Loss on Disposal of Asset</i>	0	0		0		
0000	<i>Trasfer in from Reserves</i>	0	0	175,000	0	155,000	
	<i>Subtotal</i>	3,753	8,726	185,955	13,440	165,000	
Total Donations & Misc Income		102,453	67,174	254,394	80,042	210,798	6.61%
REVENUE TOTALS		2,806,271	2,922,853	3,144,158	1,822,666	3,189,597	100.00%

ALTADENA LIBRARY DISTRICT
FY 2015/16
PROPOSED EXPENSES

ACCT#	Expenses	Actual 2012/13	Actual 2013/14	Adopted Budget 2014/15	YTD APR-2015	Scenario 1 (4%, No Benefit Change) 2015/16	%	Scenario 2 (4%, With Benefit Changes) 2015/16	%	Scenario 3 (3%, With Benefit Changes) 2015/16	%
Salaries & Wages											
<i>Salaries & Wages</i>											
5010	Salaried Employees	1,142,645	1,086,906	1,086,626	817,262	1,238,167		1,238,167		1,222,532	
5020	Hourly Employees	266,854	282,982	281,672	205,607	250,573		250,573		247,593	
	Subtotal	1,409,498	1,369,888	1,368,298	1,022,869	1,488,740	49%	1,488,740	49%	1,470,126	48%
<i>Benefits</i>											
5120	Social Security & Medicare, Salary	84,384	80,677	86,611	61,180	94,720		94,720		93,524	
5121	Social Security & Medicare, Hourly	20,551	21,524	15,828	15,608	15,197		15,197		15,050	
5210	PERS Retirement	172,259	163,929	220,761	131,767	196,924		166,527		164,677	
5220	Health Insurance (Active & Retired)	158,595	151,983	180,900	135,304	199,800		222,000		222,000	
5222	OPEB Contribution Expense	68,697	45,967	75,000	54,167	137,000		140,000		140,000	
5230	Dental	14,015	13,839	15,914	12,175	14,435		14,435		14,435	
5240	Vision	4,819	4,889	5,614	4,490	5,348		5,348		5,348	
5250	SDI / SUI, Salary	5,439	4,582	13,213	4,644	14,350		14,350		14,169	
5251	SDI / SUI, Hourly	4,876	3,815	3,106	2,873	2,302		2,302		2,280	
5260	Life Insurance	1,876	1,752	1,884	1,354	1,642		1,642		1,642	
5300	Tuition Reimbursement										
6410	Workers' Compensation	10,746	14,408	17,190	12,441	14,887		14,887		14,701	
	Subtotal	546,257	507,366	636,021	436,001	696,605	23%	691,408	23%	687,826	23%
Total Salary & Benefits		1,955,755	1,877,254	2,004,319	1,458,870	2,185,345	72%	2,180,148	72%	2,157,952	71%

LIBRARY MATERIALS

6320	Cataloging Expenses	19,405	18,726	19,604	13,429	19,604		19,604		19,604	
7001	Electronic Databases & Subscriptions	13,270	14,563	14,900	17,562	11,000		11,000		11,000	
7002	Standing Orders	12,203	10,375	12,000	11,662						
7003	Books	109,186	113,016	138,000	75,130	93,748		98,944		113,483	
7004	Audio CD	6,825	8,972	9,600	6,550	19,253		19,253		19,253	
7005	DVD's / Videogames	11,844	10,091	10,700	7,913	25,110		25,110		25,110	
7007	Processing of Materials	13,064	12,359	21,500	11,314	31,500		31,500		31,500	
7009	Periodicals	13,597	10,448	12,500	11,434	12,500		12,500		12,500	
7011	FOL DVD Rental Collection	788	1,187	1,600	717						
7015	Video Game Rental Collection	1,030	869	1,600	1,298						
NEW	Downloadables (eBooks) - Include OD Fee					15,000		15,000		15,000	
Total Library Materials		201,212	200,605	242,004	157,009	227,715	8%	232,911	8%	247,450	8%

ALTADENA LIBRARY DISTRICT
FY 2015/16
PROPOSED EXPENSES

ACCT#	Expenses	Actual 2012/13	Actual 2013/14	Adopted Budget 2014/15	YTD APR-2015	Scenario 1 (4%, No Benefit Change) 2015/16	%	Scenario 2 (4%, With Benefit Changes) 2015/16	%	Scenario 3 (3%, With Benefit Changes) 2015/16	%
LIBRARY SERVICES											
6200	Youth Services Programming	10,458	6,537	8,000	8,492	8,000		8,000		8,000	
6210	Teen Services Programming		1,746	1,500	1,985	3,000		3,000		3,000	
6220	Adult Services Programming	12,422	7,378	5,000	4,983	10,000		10,000		14,658	
6230	Bob Lucas Branch Programming		755	1,500	942	1,500		1,500		1,500	
6240	Literacy Services Programming		2,807	11,277	2,937	2,000		2,000		5,000	
Total Library Services		22,880	19,222	27,277	19,339	24,500	1%	24,500	1%	32,158	1%

OPERATING EXPENSES											
6430	Insurance: General, Property, Liability, Earthq	28,564	28,292	30,599	29,305	31,000		31,000		31,000	
6620	Memberships, Dues and Subscriptions	9,618	11,340	11,030	10,656	11,405		11,405		11,405	
6625	Training and Education	2,346	853	7,400	271	5,000		5,000		5,000	
6626	Recruitment, Gifts and Memorials	762	2,333	7,000	7,259	6,500		6,500		6,500	
6627	Advertising and Marketing			500	70	6,000		6,000		6,000	
6710	Meetings and Travel	3,921	4,509	2,900	4,558	3,000		3,000		3,000	
6730	Mileage and Parking Reimbursement	1,213	1,026	2,500	784	2,500		2,500		2,500	
6740	Postage and Delivery	6,699	8,955	7,500	8,339	7,500		7,500		7,500	
6745	Banking and Service Fees	7,730	2,396	1,000	1,314	1,500		1,500		1,500	
6746	Payroll Fees		6,725	7,000	6,712	9,000		9,000		9,000	
6750	Printing and Reproduction	3,580	7,248	10,500	2,452	6,000		6,000		6,000	
6755	Equipment, Furniture, Fixtures			25,800	2,464	5,000		5,000		5,000	
6765	Janitorial Supplies	10,087	10,996	14,500	9,530	14,500		14,500		14,500	
6770	Operating Supplies	35,517	37,712	44,499	31,236	40,000		40,000		40,000	
6780	Operating Software	25,632	33,032	51,896	27,781	29,989		29,989		29,989	
6785	Computer Supplies	10,951	14,353	9,800	3,738	9,800		9,800		9,800	
6790	Hardware (Computers / Tech)			56,000	21,684	5,000		5,000		5,000	
6920	Electricity	42,665	49,171	50,000	38,284	40,000		40,000		40,000	
6930	Natural Gas	5,402	4,929	5,500	2,743	5,500		5,500		5,500	
6940	Water & Sewage	5,589	5,163	5,600	3,213	5,600		5,600		5,600	
6950	Refuse	3,681	3,931	8,800	6,618	4,500		4,500		4,500	
NEW	Products for Resale					500		500		500	
NEW	Lease and Rental					12,424		12,424		12,424	
Total Operating Expenses		203,957	232,964	360,324	219,009	262,218	9%	262,218	9%	262,218	9%

ALTADENA LIBRARY DISTRICT
FY 2015/16
PROPOSED EXPENSES

ACCT#	Expenses	Actual 2012/13	Actual 2013/14	Adopted Budget 2014/15	YTD APR-2015	Scenario 1 (4%, No Benefit Change) 2015/16	%	Scenario 2 (4%, With Benefit Changes) 2015/16	%	Scenario 3 (3%, With Benefit Changes) 2015/16	%
Professional and Technical											
6020	Audit and Financial Consulting	18,796	14,092	13,800	7,276	14,000		14,000		14,000	
6030	Legal Fees	98	1,032	4,000	1,085	1,200		1,200		1,200	
6031	Technology Consulting	7,639	6,126	9,000	15,046	9,000		9,000		9,000	
6035	Architectural & Engineering	40,135	15,302	14,062	12,835	9,000		9,000		9,000	
6050	Collection Agency	1,602	1,530	1,800	904	1,800		1,800		1,800	
6060	Consultants, Other	22,940	3,028	5,000	6,656	12,000		12,000		12,000	
6531	Equipment Maintenance	5,871	7,882	15,700	6,090						
6570	Software Expense	7,160	6,192	10,735	9,424						
6910	Telecommunications	27,892	31,082	27,000	16,779	21,306		21,306		21,306	
NEW	Internet					6,575		6,575		6,575	
NEW	Technology Equipment					35,000		35,000		35,000	
NEW	Technology Maintenance Fees					8,938		8,938		8,938	
NEW	Website Development					8,000		8,000		8,000	
Total Professional and Technical		132,132	86,264	101,097	76,095	126,819	4%	126,819	4%	126,819	4%
Facilities, Grounds & Maintenance											
NEW	Maintenance Contracts					4,000		4,000		4,000	
6500	Maintenance & Repairs - Building	29,485	18,673	38,756	31,929	45,000		45,000		45,000	
6501	Landscape	1,753	2,242	2,000	2,628	3,000		3,000		3,000	
Total Facilities, Grounds and Maintenance		31,238	20,915	40,756	34,557	52,000	2%	52,000	2%	52,000	2%
Capital											
7160	Equipment, Furniture and Fixtures			1,653	7,084	55,000		55,000		55,000	
7161	Structures & Improvements			110,000	33,389	100,000		100,000		100,000	
Total Capital		0	0	111,653	40,473	155,000		155,000		155,000	
Miscellaneous Expenses											
6725	Miscellaneous Expenses	465	2,333	1,000	72	2,000		2,000		2,000	
6820	Refunds/Parcel			1,000		1,000		1,000		1,000	
6840	Direct Assessment / Admin Costs	30,791	30,947	33,000	26,723	33,000		33,000		33,000	
7110	Trustee Election		122,123			120,000		120,000		120,000	
7120	Parcel Election			65,000	44,512						
6999	Depreciation Expense	71,139	16,349								
Total Miscellaneous Expenses		102,395	171,752	100,000	71,307	166,000	5%	166,000	5%	166,000	5%

ALTADENA LIBRARY DISTRICT
 FY 2015/16
 PROPOSED EXPENSES

ACCT#	Expenses	Actual 2012/13	Actual 2013/14	Adopted Budget 2014/15	YTD APR-2015	Scenario 1 (4%, No Benefit Change) 2015/16	%	Scenario 2 (4%, With Benefit Changes) 2015/16	%	Scenario 3 (3%, With Benefit Changes) 2015/16	%
	TOTAL EXPENSES	2,649,570	2,608,977	2,987,430	2,076,658	3,189,597	100%	3,189,597	100%	3,189,597	100%
	TOTAL REVENUES	\$2,806,271	\$2,922,853	\$3,144,158	\$1,822,666	\$3,189,597		\$3,189,597		\$3,189,597	
	DIFFERENCE	\$156,701	\$313,877	\$156,728	-\$263,993	\$0		\$0		\$0	

COPY – PRINT – SCANNING @ THE ALTADENA LIBRARY

SELF – SERVICE OPTIONS

The Library offers black and white and color copying, printing and scanning at the public multi-function machine located near the public computers.

Copy/Print: Black and White \$.15/page,

Color \$.50/page

Scanning to email: No charge

BUSINESS OFFICE – COPY CENTER

Copy, Fax and Scanning services are available through the libraries' business office.

Faxing:

Cover Sheet: Free

Local: \$.50 per page

Long Distance Within the U.S.: \$1.00 per page

International: \$5.00 per page

The cost to receive faxes is \$1.00 per page.

If you need to have a document faxed to you, please have the sender fax the document to 626-798-3169 and include the recipient's name, phone number and email address on the cover sheet. Staff will notify you of receipt of your fax. All documents MUST be picked up within a week of receipt; anything left unclaimed longer than a week will be shredded.

Scanning:

\$.25 per page

We will scan your documents and email them to you or copy them to a USB flash drive (you can purchase one or supply your own). Small items like identification cards and receipts can be combined into a single scan. We do not provide image editing or retouching services. Scanned documents will be sent as a PDF document.

Copying:

General Layout Services: \$25.00/hour

Black and White printing or copying: \$.30/page

Color printing or copying: \$ 1.00/page

Additional services: Folding, collating, stapling, 3-hole punch: \$.05/each

(Higher Quality Papers are available at an additional cost)

The business office will copy and print your documents for a fee. Please either email your document to ref@altadenalibrary.org or bring your document on a USB flash drive.

**ALTADENA LIBRARY DISTRICT**

Honoring the past, cultivating the present, empowering the future

**BOARD OF LIBRARY TRUSTEES
STAFF REPORT****DEPARTMENT: Finance****MEETING DATE: May 18, 2015****PREPARED BY: Tina Wallin****LOCATION: Community Room**

TITLE: Review and approval of Altadena Library District using the Altadena Library Foundations 501(c)(3) Tax ID for Donations and Project Grants

BACKGROUND:

At this time, the Altadena Library District is unable to provide patrons or donors with a Donation Receipt reflecting a valid 501(c)(3) Tax ID for monetary donations.

In response to this, staff contacted the Altadena Library Foundation (ALF) requesting use of their 501(c)(3) Tax ID. ALF requested review of any/all donation letters and/or receipts and requested staff's presence at their board meeting on Tuesday May 5, 2015 to discuss the matter. ALF concluded that they do support library programming and would allow use of the Tax ID after approving a receipt/letter.

Staff drafted a Donation Receipt/Letter and submitted it to ALF for review. The attached is the approved form which the Library District will use for monetary donations only.

Additionally, staff requested use of the ALF Tax ID for project grant purposes, at which time ALF indicated that they would need a resolution from the Board of Library Trustees and would like a copy of the grant application(s).

RECOMMENDATION

Staff recommends that the Board approve the Altadena Library District using the Altadena Library Foundations 501(c)(3) Tax ID for project grants, providing the Foundation receives a copy of all grant applications for their files.



ALTADENA LIBRARY DISTRICT

DONATION FORM

Thank you for your generous donation and continued support! We rely on donors such as you to further our mission to support and enrich the services of the Altadena Library District.

Please complete the information below in order to acknowledge that the donation received will be directed to the ALTADENA LIBRARY FOUNDATION in its capacity as a 501(c)(3) charitable organization, to be used to benefit the Altadena Library.

Please make your check payable to the **Altadena Library Foundation**

Name: _____

Address: _____

Address

City, State, Zip

Telephone: _____

E-mail: _____

Amount: _____ () Cash () Check, Check # _____

() Please use my donation for: _____

() Unrestricted donation

Tax ID #27-0999622

Altadena Library Foundation

600 E. Mariposa Street, Altadena, CA 91001

() Yes, I would like to receive news about Altadena Library from the Friends of the Library and other groups exclusively supporting Altadena Libraries

() No, I'm not interested

Staff Use Only:

- () Make copy of Donation Form for Patron
- () Forward original Donation form and check to Finance/HR Department
- () Forward contact information to ALF and FOL if applicable



Town Council Election Chair Okorie Ezieme Urges Potential Candidates to Apply as Deadline Looms

With a Friday deadline for candidates to apply for the upcoming Altadena Town Council election fast approaching, Election Committee Chair Okorie Ezieme urges residents thinking about running for office to pick up the forms at the Altadena Library or download them here.

The forms must be turned in by May 15, no later than 4:30 p.m. at the Altadena Library, 600 East Mariposa Street, Ezieme said yesterday.

There are eight census tracts each with one open seat for this election: 4601, 4602, 4603.01, 4603.02, 4610, 4611, 4612, and 4613. Election Day is from 8 a.m. to 4 p.m. on Saturday, June 6, with pre-voting at the Library on Tuesday, June 2 from 10 a.m. to 7 p.m.

After the deadline passes this Friday, Ezieme said, applications will be examined for completeness before the potential candidates can be placed on the ballot. The approved ballot should be available for release late that day, he said.

Ezieme said that he can report that two incumbents.

[Read More »](#)

Wednesday, May 13, 2015

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Events Calendar of Events

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All

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Event Listing

The Mighty Echoes Performs at Altadena Library

Saturday, June 13, 2015 at 6:30 p.m. - 8:00 p.m.

Cost: Free

Sponsor: Altadena Library District

For more information call: 626-798-0833

Or click here:

www.altadenalibrary.org

Altadena Library District welcomes The Mighty Echoes, one of California's most accomplished and respected a cappella ensembles. The Mighty Echoes (Charlie Davis, John Lathan, Jon Rubin, and Harvey Shield) began singing together in 1986 in a store front venue on Los Angeles' Sunset Boulevard. Over twenty five years later they continue to craft harmonies par excellence as they entertain audiences coast to coast performing a cappella doo wop, and re-creating the vocal group sound of rock & roll's classic era. They are best known for their film and TV guest star appearances, beginning with "Who's The Boss?" and continuing, most recently, with "It's Always Sunny In Philadelphia". Food by El Patron and Sweeter T Honey Baking. Altadena Ale & Win House will serve craft ale and fine wines.

Print

Venue

Altadena Library District Main Library
600 East Mariposa St.
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Large Map



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