



MINIMIZING THE PAPER CONTRIBUTING TO THE PRESERVE ENVIRONMENTAL INITIATIVE

AGENDA

Regular Meeting

Board of Library Trustees – Altadena Library District

Community Room – Main Library

May 23, 2016 – 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 Administration 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 Tuck

Gwendolyn McMullins

Adalila Zelada-Garcia, Secretary

John McDonald

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) NONE TO REPORT

6. **FINANCIAL REPORTS**

a) FINANCIAL REPORTS FOR THE MONTH OF APRIL 2016
(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 25, 2015

b) STATISTICAL REPORTS – APRIL 2016

c) DEPARTMENTAL MONTHLY REPORT – APRIL 2016

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**

a) LATINO CULTURAL FESTIVAL

- (INFORMATION)
 - b) MOUNT SAINT MARY'S MBA PROGRAM – SUMMER READING 2017
(INFORMATION)
 - c) DOOR COUNTER
(INFORMATION)
- 10. **TEMPORARY PERSONNEL SUB-COMMITTEE REPORT (DISCUSSION)**
- 11. **OLD BUSINESS**
 - a) PRESENTATION AND REVIEW OF PRELIMINARY BUDGET FOR FY2016/17
(DISCUSSION/ACTION)
- 12. **NEW BUSINESS**
 - a) REVIEW OF STYLE GUIDE FOR LIBRARY MARKETING/DESIGN/SIGNAGE (DISCUSSION / POSSIBLE ACTION)
 - b) REVIEW OF SIGNAGE FOR WATER CONSERVATION GARDEN (DISCUSSION / POSSIBLE ACTION)
 - c) RESOLUTION FOR PAYING AND REPORTING THE VALUE OF THE EMPLOYER PAID MEMBER CONTRIBUTIONS (ACTION REQUIRED)
 - d) ACCEPTANCE OF CSL "PITCH AN IDEA" GRANT AWARD IN THE AMOUNT OF \$13,500 FOR FY 2016/2017 AND AUTHORIZATION TO EXPEND FUNDS IN ACCORDANCE WITH GRANT REGULATIONS. (ACTION REQUIRED)
 - e) REVIEW AND ADOPTION OF RESOLUTION #201801 – TO ASK THE AUDITOR-CONTROLLER OF LOS ANGELES COUNTY TO PREPARE A NEW TAX ROLL FOR ACCOUNT #57.12, ALTADENA LIBRARY DISTRICT. (ACTION REQUIRED)
 - f) PRELIMINARY RESPONSE TO STAFF ASSOCIATION CORRESPONDENCE OF APRIL 28, 2016 (DISCUSSION)
 - g) UPDATE FROM OUTSIDE CONSULTANT ON THE EMPLOYEE MORALE SURVEY AND IMPLEMENTATION PLAN (DISCUSSION)
 - h) APPOINTMENT OF TRUSTEE LIASON TO ALTADENA LIBRARY FOUNDATION (ACTION REQUIRED)
- 13. **CORRESPONDENCE & PRESS**
 - a) LETTER FROM PASADENA COMMUNITY FOUNDATION
 - b) E-MAIL FROM DR. JANET ROBINSON OF MOUNT SAINT MARY'S UNIVERSITY
 - c) LETTER FROM WENDY HOPKINS OF CALIFORNIA STATE LIBRARY
 - d) PRESS CLIPPINGS (INFORMATION)
- 14. **REPORTS OF SUPPORT GROUPS**
 - a) ALTADENA LIBRARY FOUNDATION
 - b) FRIENDS OF THE ALTADENA LIBRARY
- 15. **REPORTS OF TRUSTEES**
- 16. **AGENDA ITEMS FOR FUTURE AGENDAS**
This is an opportunity for Board members to request that items be placed on future agendas.
- 17. **CLOSED SESSION**
The Board of Trustees will recess into closed session pursuant to the Ralph M. Brown Act (Government Code Section 54960 et seq.) for purposes of the discussing and taking action on the following items:
 - a) PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: District Director
Annual Review of District Director
- 18. **RECESS BACK INTO OPEN SESSION**
- 19. **PUBLIC REPORT OF ANY REPORTABLE ACTION FROM CLOSED SESSION.**
- 20. **ADJOURNMENT**
Recommended Action: There being no further business to come before the Board, the meeting is adjourned.



**LIBRARY BOARD OF TRUSTEES
STAFF REPORT**

DEPARTMENT: Finance/HR

MEETING DATE: May 23, 2016

PREPARED BY: Tina Wallin

LOCATION: Community Room

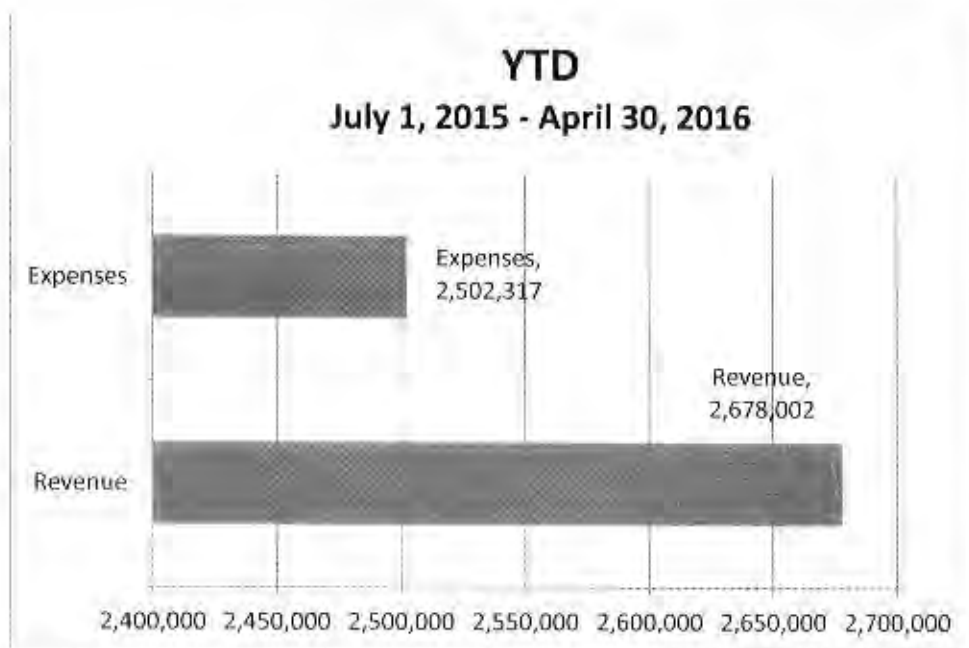
TITLE: Summary Report of Financial Statements for April 2016

FINANCIAL HIGHLIGHTS FOR APRIL, 2016:

- Percent of year completed is 83%.
- Total Revenues \$2.67M
- Total Expenses \$2.50M
- Collected Property Taxes for the Month of April are \$827K
- LA County Interest has increased from .88% to .90%
- Passport Revenue for the month of April is approximately \$10K. So far, we have exceeded our projected Revenues by \$2300.

HUMAN RESOURCES HIGHLIGHTS FOR APRIL, 2016:

- Full-time benefited staff members attended a Retirement Training session here at the Library. The session consisted of viewing two CalPERS videos: Early Career Basics and Retirement Planning.



Altadena Library District
Balance Sheet
 As of April 30, 2016

Apr 30, 16

ASSETS		
Current Assets		
Checking/Savings		
Cash & Cash Equivalents		
1010.00 · Cash in County Treasury		
1010.20 · Asset Replacement Reserve		143,839.00
1010.10 · Trustee Election Reserve		122,122.95
1010.00 · Cash in County Treasury - Other		2,490,796.93
Total 1010.00 · Cash in County Treasury		2,756,760.88
1021 · Cash in Checking Chase Gen Fund		113,831.07
1026 · Cash in Savings PF - Chase Bank		3,461.81
1041 · Cash in Savings - Chase Bank		25,118.52
1045 · Cash HUD Fund - Chase Bank		2.04
1075 · SCLC Deposit Account		1,160.00
1080 · Petty Cash		777.00
Total Cash & Cash Equivalents		2,901,209.32
Total Checking/Savings		2,901,209.32
Other Current Assets		
1400 · Property Taxes Receivable		-38,918.87
1075 · Prepaid Items & Deposits		800.00
Total Other Current Assets		-38,118.87
Total Current Assets		2,865,090.45
Fixed Assets		
Non-Depreciable Assets		
1500 · Land		77,280.28
1510 · Artwork		102,500.00
Total Non-Depreciable Assets		179,780.28
Depreciable Assets		
1650 · Structures & Improvements		1,180,735.18
1700 · Furniture, Fixtures & Equipment		683,740.71
1800 · Accum Depr (S & I)		-1,002,725.14
1900 · Accum Depr (FF & E)		-612,732.21
Total Depreciable Assets		249,018.54
Total Fixed Assets		428,798.82
TOTAL ASSETS		<u>3,293,889.27</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable		40,900.76
Total Accounts Payable		40,900.76
Other Current Liabilities		
2012 · Accrued Vacation Payable		66,564.65
2064 · Deferred Compensation - CalPERS		0.32
2090 · Misc Short Term Payable		-3,000.00
Total Other Current Liabilities		63,564.97
Total Current Liabilities		104,465.73

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Accrual Basis

Altadena Library District
Balance Sheet
As of April 30, 2016

	Apr 30, 16
Long Term Liabilities	
2030 - GASB 45 OPEB Liability	189,067.52
Total Long Term Liabilities	189,067.52
Total Liabilities	293,533.25
Equity	
3300 - Retained Earnings	2,824,670.25
Net Income	175,685.77
Total Equity	3,000,356.02
TOTAL LIABILITIES & EQUITY	<u>3,293,889.27</u>

Altadena Library District
Profit & Loss Budget vs. Actual
 July 2015 through April 2016

	Apr 16	Jul '15 - Apr 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
PROPERTY TAXES	827,581.40	2,476,472.72	2,893,665.00	-417,192.28	85.58%
INTEREST INCOME	1,042.77	3,761.28	7,000.00	-3,238.72	53.73%
FINES & FEES	12,051.90	94,563.72	101,916.00	-7,352.28	92.79%
DONATIONS AND GRANTS	50.00	98,960.00	99,175.00	-215.00	99.78%
MISCELLANEOUS INCOME	358.00	4,244.69	141,000.00	-136,755.31	3.01%
Total Income	841,084.07	2,678,002.41	3,242,756.00	-564,753.59	82.58%
Gross Profit	841,084.07	2,678,002.41	3,242,756.00	-564,753.59	82.58%
Expense					
SALARIES, WAGES & BENEFITS	131,179.89	1,727,170.17	2,218,566.00	-491,395.83	77.85%
LIBRARY MATERIALS	2,971.74	212,776.05	333,411.00	-120,634.95	63.82%
PROGRAMS	2,022.07	54,949.06	72,000.00	-17,050.94	76.32%
OPERATING EXPENSES	18,248.17	235,855.29	278,324.00	-42,468.71	84.74%
PROFESSIONAL & TECHNICAL	9,364.38	120,834.75	134,819.00	-13,984.25	89.76%
FACILITIES, GROUNDS & MAINTENAN	7,188.98	73,682.91	48,704.00	24,978.91	151.29%
CAPITAL	0.00	43,182.32	131,000.00	-87,817.68	32.96%
MISCELLANEOUS EXPENSE	5,966.84	33,806.09	26,132.00	7,734.09	129.8%
Total Expense	176,941.87	2,502,318.64	3,242,756.00	-740,439.36	77.17%
Net Ordinary Income	664,142.20	175,685.77	0.00	175,685.77	100.0%
Net Income	664,142.20	175,685.77	0.00	175,685.77	100.0%

Altadena Library District
Detailed Profit & Loss Budget vs. Actual
July 2015 through April 2016

% of Year: 83%

Ordinary Income/Expense

Income

PROPERTY TAXES

	Apr 16	Jul '15 - Apr 16	Budget	\$ Over Budget	% of Budget
4010 - Current Secured	604,041.48	1,661,311.04	1,968,654.00	-287,342.96	85.4%
4020 - Current Unsecured	0.00	60,975.74	70,000.00	-9,024.26	87.11%
4030 - Prior Year	-625.00	20,284.69	10,000.00	10,284.69	202.85%
4050 - Homeowners Exemption	0.00	7,055.79	7,500.00	-444.21	94.08%
4060 - Per Parcel Benefit Assessment	220,450.25	648,955.65	762,617.00	-115,661.15	84.83%
4070 - SB 813 Supplemental Roll	5,715.76	33,315.48	28,000.00	5,315.48	118.98%
4080 - Penalties, Interest & Costs	-1.09	10,741.68	15,000.00	-4,258.31	71.61%
4090 - RDA ABx126 Income	0.00	15,832.44	31,894.00	-16,061.56	49.64%

Total PROPERTY TAXES

INTEREST INCOME

4210 - Chase Bank	1.81	11.13	50.00	-38.87	22.26%
4220 - County Deposits	1,040.96	3,750.15	6,950.00	-3,199.85	53.96%

Total INTEREST INCOME

FINES & FEES

4305 - Fines	1,835.90	25,791.70	33,000.00	-7,208.30	78.18%
4310 - Printer & Copy Machine	303.00	5,623.02	6,500.00	-2,876.98	66.15%
4330 - Video Game Rentals	0.00	416.00	416.00	0.00	100.0%
4340 - Passport Services Fees	9,912.00	62,733.00	60,000.00	2,733.00	104.56%

Total FINES & FEES

DONATIONS AND GRANTS

4710 - Friends of the Library	0.00	40,000.00	40,000.00	0.00	100.0%
4730 - Undesignated	50.00	285.00	500.00	-215.00	57.0%
4736 - Designated	0.00	5,510.00	3,510.00	3,000.00	185.47%
4740 - CA Library Literacy Services	0.00	25,165.00	25,165.00	0.00	100.0%
4750 - Cal State Library	0.00	27,000.00	30,000.00	-3,000.00	90.0%

Total DONATIONS AND GRANTS

MISCELLANEOUS INCOME

4910 - Miscellaneous Income	358.00	4,244.69	10,000.00	-5,755.31	42.45%
4940 - Transfer in from Reserves	0.00	0.00	131,000.00	-131,000.00	0.0%

Total MISCELLANEOUS INCOME

Total Income

Gross Profit

Expense

SALARIES, WAGES & BENEFITS

SALARIES & WAGES

5010 - Salaried	96,701.45	1,008,145.43	1,249,167.00	-241,021.57	80.71%
5020 - Hourly	21,784.98	212,269.85	274,981.00	-62,611.15	77.22%

Total SALARIES & WAGES

BENEFITS

5120 - Soc Security & Medicare, Salary	7,233.87	75,848.42	94,720.00	-18,871.58	80.08%
5121 - Soc Security & Medicare, Hourly	1,661.38	16,066.66	17,898.00	-1,831.34	89.77%
5210 - PERS Retirement	4,518.07	130,176.80	166,527.00	-36,348.20	78.17%
5220 - Health Insurance	1,139.08	147,915.39	222,000.00	-74,084.61	66.63%
5222 - OPEB Contribution	0.00	131,600.00	140,000.00	-8,400.00	72.57%
5230 - Dental Insurance	-244.90	11,728.08	14,435.00	-2,706.92	81.25%
5240 - Vision Insurance	-110.64	4,030.87	5,348.00	-1,317.13	75.37%
5250 - SUI, Salaried	58.76	3,620.32	14,350.00	-10,729.68	25.23%
5251 - SUI, Hourly	353.56	3,472.02	2,711.00	761.02	128.07%

Altadena Library District
Detailed Profit & Loss Budget vs. Actual
July 2015 through April 2016

	Apr 16	Jul '15 - Apr 16	Budget	\$ Over Budget	% of Budget
5260 - Life Insurance	364.24	1,507.28	1,642.00	-134.72	91.8%
5310 - Workers' Compensation	0.00	10,787.05	14,887.00	-4,099.95	72.46%
Total BENEFITS	12,693.28	506,754.89	694,518.00	-167,763.11	72.97%
Total SALARIES, WAGES & BENEFITS	131,179.69	1,727,170.17	2,218,566.00	-491,395.83	77.85%
LIBRARY MATERIALS					
6110 - Cataloging Expenses	1,768.30	16,437.55	19,604.00	-3,166.45	83.65%
6115 - Electronic Databases & Subscrip	0.00	10,956.18	11,000.00	-43.82	99.8%
6120 - Books	478.03	82,564.22	198,844.00	-106,379.78	46.53%
6125 - Audio CD	708.89	20,271.15	19,253.00	1,018.15	105.29%
6130 - DVD's & Videogames	18.52	14,422.07	25,110.00	-10,687.93	57.44%
6135 - Processing of Materials	0.00	34,582.88	31,500.00	3,082.88	109.79%
6140 - Periodicals	0.00	12,428.30	13,000.00	-571.70	95.6%
6150 - Downloadables	0.00	11,113.40	15,000.00	-3,886.60	74.09%
Total LIBRARY MATERIALS	2,971.74	212,776.05	333,611.00	-120,834.95	63.82%
PROGRAMS					
6200 - Youth Services	56.69	7,995.66	8,000.00	-4.34	99.95%
6210 - Teen Services	107.38	27,277.30	33,000.00	-5,722.70	82.66%
6220 - Adult Services	1,855.00	15,794.06	25,000.00	-9,205.94	63.18%
6230 - Bob Lucas Branch Services	0.00	1,098.23	1,500.00	-400.77	73.28%
6240 - Literacy Services	0.00	2,782.61	4,500.00	-1,717.39	61.84%
Total PROGRAMS	2,022.07	54,949.06	72,000.00	-17,050.94	76.32%
OPERATING EXPENSES					
6430 - Insurance-Gen, Prop, Liab, Eq	0.00	29,381.49	31,000.00	-1,618.51	94.76%
6620 - Membership Dues & Subscriptions	0.00	13,519.84	15,000.00	-1,480.16	90.13%
6625 - Training & Education	0.00	4,938.00	6,000.00	-1,062.00	81.73%
6626 - Recruitment, Gifts and Memorial	200.00	2,412.23	6,500.00	-4,087.77	37.11%
6627 - Advertising / Marketing	200.00	6,818.56	8,000.00	-1,181.44	85.23%
6710 - Meetings & Travel	1,706.50	7,354.17	6,000.00	1,354.17	147.08%
6730 - Mileage & Parking Reimbursement	210.44	607.18	2,500.00	-1,682.82	32.29%
6740 - Postage & Delivery	577.70	5,332.99	7,500.00	-2,167.01	71.11%
6745 - Banking & Service Fees	104.94	1,704.26	2,000.00	-295.74	85.21%
6746 - Payroll Fees	1,104.31	11,212.99	9,000.00	2,212.99	124.59%
6750 - Printing & Reproduction	457.71	9,806.68	3,000.00	6,806.68	326.89%
6756 - Equipment, Furniture, Fixtures	4,960.11	10,007.95	6,000.00	4,007.95	200.16%
6765 - Janitorial Supplies	1,484.04	12,082.01	14,500.00	-2,417.99	83.32%
6770 - Operating Supplies	1,498.92	21,430.32	40,000.00	-18,569.68	53.58%
6780 - Operating Software	0.00	32,350.95	33,000.00	-649.05	98.03%
6785 - Computer Supplies	0.00	650.22	9,800.00	-9,149.78	6.64%
6790 - Hardware (Computers / Tech)	1,762.50	6,829.22	5,000.00	1,829.22	136.58%
8920 - Electricity	2,236.93	34,479.14	42,000.00	-7,520.86	82.09%
8930 - Natural Gas	589.63	4,546.01	5,500.00	-954.99	82.64%
8940 - Water & Sewage	51.70	3,112.13	5,600.00	-2,487.87	55.57%
8950 - Refuse	0.00	3,815.01	4,500.00	-684.99	84.78%
8960 - Products for Resale	0.00	229.86	500.00	-270.14	45.97%
8970 - Equipment Lease & Rental	1,102.54	11,037.06	15,424.00	-4,386.94	71.56%
Total OPERATING EXPENSES	18,248.17	235,655.29	278,324.00	-42,668.71	84.74%
PROFESSIONAL & TECHNICAL					
7125 - Audit and Financial Consulting	2,481.25	10,843.75	14,000.00	-3,156.25	77.46%
7130 - Legal Fees	3,414.89	7,672.00	3,000.00	4,672.00	255.73%
7135 - Technology Consulting	235.00	10,226.89	9,000.00	1,226.89	113.63%
7140 - Architectural & Engineering	0.00	3,327.50	9,000.00	-5,672.50	36.97%
7145 - Collection Agency	0.00	796.55	1,800.00	-1,003.45	44.25%

Altadena Library District
Detailed Profit & Loss Budget vs. Actual
 July 2015 through April 2016

	Apr 16	Jul '15 - Apr 16	Budget	\$ Over Budget	% of Budget
7155 - Consultants - Other	1,537.04	28,622.04	12,000.00	16,522.04	237.68%
7170 - Telecommunications	28.00	20,798.29	21,308.00	-507.71	97.82%
7175 - Internet Service	0.00	4,549.54	6,575.00	-2,025.46	69.2%
7180 - Technology Equipment	920.41	24,863.97	41,000.00	-15,136.03	60.84%
7185 - Technology Maintenance Fees	387.99	8,874.22	8,938.00	-63.78	99.29%
7190 - Website Development	360.00	360.00	8,000.00	-7,640.00	4.5%
Total PROFESSIONAL & TECHNICAL	9,364.38	720,834.75	134,619.00	-13,784.25	69.76%
FACILITIES, GROUNDS & MAINTENAN					
7205 - Maintenance Contracts	1,372.88	6,934.00	8,000.00	-2,066.00	74.18%
7210 - Building Maint & Repairs	5,818.30	42,734.82	36,204.00	6,580.82	118.18%
7220 - Landscape	0.00	24,964.09	4,500.00	20,464.09	554.76%
Total FACILITIES, GROUNDS & MAINTENAN	7,186.98	73,652.91	48,704.00	24,978.91	151.29%
CAPITAL					
7310 - Equipment, Furniture & Fixtures	0.00	43,182.32	95,000.00	-51,817.58	45.46%
7320 - Structures & Improvements	0.00	0.00	36,000.00	-36,000.00	0.0%
Total CAPITAL	0.00	43,182.32	131,000.00	-87,817.68	32.96%
MISCELLANEOUS EXPENSE					
7510 - Miscellaneous Expense	1,405.00	1,891.56	2,000.00	-108.44	94.58%
7520 - Refunds/Parcel	0.00	0.00	1,000.00	-1,000.00	0.0%
7530 - Direct Assessments/Admin Costs	4,560.94	31,974.53	23,132.00	8,842.53	138.23%
7540 - Trustee Election	0.00	0.00	0.00	0.00	0.0%
Total MISCELLANEOUS EXPENSE	5,966.94	33,886.09	26,132.00	7,734.09	129.6%
Total Expense	176,941.87	2,502,316.04	3,242,756.00	-740,439.36	77.17%
Net Ordinary Income:	664,142.20	175,685.77	0.00	175,685.77	100.0%
Net Income	664,142.20	175,685.77	0.00	175,685.77	100.0%

**Altadena Library District
Donations & Grants
July 2015 through April 2016**

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05/17/16
Accrual Basis

Type	Date	Name	Memo	Amount	Balance
DONATIONS AND GRANTS					
4710 - Friends of the Library					
Deposit	10/16/2015	Friends of The Library	OCT-2015 - FY15-16 Donatin from FOL	45,000.00	45,000.00
Bill	10/19/2015	Friends of The Library	10/19/15 - Refund overpayment of Donation	-5,000.00	40,000.00
Total 4710 - Friends of the Library					
4730 - Undesignated					
Deposit	08/11/2015		AUG-2015 - Cash Donation from patron, Lisa Huseu	50.00	50.00
Deposit	08/12/2015		AUG-2015 - Donation from A. Vijayaraghavan	25.00	75.00
Deposit	11/04/2015		NOV-2015 - Donation check from COPLA	100.00	175.00
Deposit	01/11/2016		JAN-2016 - Donation from Patron Paul and Cars Barker	50.00	225.00
Deposit	01/21/2016		JAN-2016 - Donation from anonymous patron	10.00	235.00
Deposit	04/29/2016		APR-2016 - Unrestricted donation from patron	50.00	285.00
Total 4730 - Undesignated					
4735 - Designated					
General Journal	07/01/2015		JUL-2015 - Reclassify Grant Income for FY15-16	3,000.00	3,000.00
Deposit	07/28/2015		JUL-2015 - Donation for Adult programming	10.00	3,010.00
Deposit	09/25/2015		SEP-2015 - From ALF for Latino American Heritage Programming LA-500 Grant	500.00	3,510.00
Deposit	03/30/2016		MAR-2016 - Water Conservation Grant	3,000.00	6,510.00
Total 4735 - Designated					
4740 - CA Library Literacy Services					
Deposit	08/12/2015		AUG-2015 - Grant from CLLS 1st Installment	18,000.00	18,000.00
Deposit	12/10/2015		DEC-2015	7,165.00	25,165.00
Total 4740 - CA Library Literacy Services					
4750 - Cal State Library					
Deposit	11/18/2015		NOV-2015 - DIY Grant Funds, 1st Payment (Invoice ID 40-8507)	13,500.00	13,500.00
Deposit	12/30/2015		DEC-2015 - DIY Grant	13,500.00	27,000.00
Total 4750 - Cal State Library					
Total DONATIONS AND GRANTS					
				98,960.00	98,960.00
TOTAL					

**ALTADENA LIBRARY DISTRICT
MONTHLY INVESTMENT
REPORT**

Summary of Cash and Investments as of April 30, 2016

ACCOUNT	AGENT	YIELD	APR-2016
Pooled Funds at County of Los Angeles	LA County	0.90%	\$2,756,858.88
General Fund - Business Select Checking	Chase Bank	0.00%	\$113,831.07
Savings Public Fund – High Yield Savings	Chase Bank	0.15%	\$3,461.81
General Savings – High Yield Savings	Chase Bank	0.15%	\$25,118.52
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			\$2,901,209.32

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.



MINUTES
Regular Meeting
Board of Library Trustees – Altadena Library District
Community Room – Main Library
April 25, 2016 – 5:05 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 Administration 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 - **Present**
David Tuck - **Present**
Gwendolyn McMullins - **Present**
Adalila Zelada-Garcia, Secretary - **Joined 5:10PM**

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).

Trustee Tuck mentioned he had a question regarding the graphic and tagline on the agenda letterhead, President McKenzie noted that this would be addressed in the Director's Report.

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

Moved by McDonald, Seconded by McMullins. Approved

4. **PUBLIC COMMUNICATION**

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

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

- a) **TERMINATION OF PROBATIONARY EMPLOYEE LAURA MIERA, ACCOUNTS PAYABLE CLERK**

Finance Director Wallin reported that administration would be conducting interviews this week to replace the accounts payable clerk position.

6. **FINANCIAL REPORTS**

- a) **FINANCIAL REPORTS FOR THE MONTH OF MARCH 2016
(DISCUSSION/POSSIBLE ACTION)**

Finance Director Wallin noted that there were overages under several line items including, building maintenance and repairs, landscape, and consultants. She noted that the year was 75% complete, and that the district would see an increase in revenue in April and some grant funds will be coming in to cover the overages for Landscaping (\$25,000 grant from LA County Parks and Rec).

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

Moved by Tuck, Seconded by McMullins. Approved

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 FEBRUARY 22, 2015
- b) STATISTICAL REPORTS – FEBRUARY 2016
- c) DEPARTMENTAL MONTHLY REPORT – FEBRUARY 2016

- d) APPROVAL OF MINUTES – REGULAR MEETING HELD MARCH 28, 2015
- e) STATISTICAL REPORTS – MARCH 2016
- f) DEPARTMENTAL MONTHLY REPORT – MARCH 2016

Moved by McDonald, Seconded by McMullins. Approved.

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**

- a) OPERATING PLAN COLLABORATION
(DISCUSSION / POSSIBLE ACTION)

District Director Kittay provided an update about the physical improvements to the Collection Development space in the basement. The roof leak has been repaired, the old carpet removed and a laminate floor installed. New office furniture is ordered and on its way. She noted that there are now 20 new laptops in the Library and patrons are starting to use them. Kittay also noted that the library will be receiving the Pitch a Grant from the State Library to install an electronic kiosk that teaches about water conservation in California and that the library also applied for a \$25,000 grant to install solar on the main building. She read a five star Yelp review and provided the Trustees with a copy of the Program Guide draft for the upcoming Latino Cultural Festival, and provided the new Literacy materials. She also provided updates to the statistics, and noted the many areas that have increased since last year.

She noted that the operating plan for the 16/17FY goes into effect in July, and she presented a request to the Board that they participate in an operating plan collaboration at the June all staff meeting to discuss the district's goals as they pertain to the operating plan going forward. President McKenzie asked the board members about their interest and availability to attend the June all staff meeting which is scheduled for June 3, 2016, to meet and discuss with staff regarding the operating plan going into the new fiscal year.

Trustee McMullins mentioned that she would be out of town at this time, Trustee McDonald noted that he believes this is a great idea, however he will be out of town as well. President McKenzie stated that she is available and willing to attend, Trustee Zelada-Garcia noted that she is available and willing to attend, and Trustee Tuck stated that he is not willing to attend.

Director Kittay addressed Trustee Tuck's concern and questions regarding the header on the Agenda. She noted that the tagline that was included was not a replacement to any previous mission statement or vision of the district, but an addition that the Library was using in its marketing and community outreach efforts and that it reflected the role of libraries in today's world. Staff Member Kylynn Chaney noted that she had prepared the Agenda, and that she was not instructed by Director Kittay to change the header, but had done so to create a cohesive look in accordance to other materials that administration had been using in promotion. President McKenzie clarified the context of Trustee Tuck's concerns of changing the branding of the District, which can include phrases and logos. Trustee Tuck said that changes should be made with input, and President McKenzie noted that it was the policy of the District to have any branding changes of Library materials approved by the Board, should administration/staff wish to make changes in the future.

During the Director's Report, a patron comment card was given to the Trustees. President McKenzie noted that the citizen had three minutes to address the board.

The patron noted that she has concerns over the changes that have been taking place in the main Library, including, architectural design concerns, the removal of the circulation desk, and the introduction of self-checkout, which she expressed is not convenient for all patrons.

President McKenzie thanked the patron for her comments and concerns. She noted that the district has a building committee in place and that the building committee was working with architects and designers to address preservation concerns, and that pieces of circulation desk were being used to recreate more functional pieces, and noted that the previous desk was not ADA compliant. President McKenzie also noted that although there were plans for one-point-of-

service since 2009, and she acknowledged that it's implantation was not without difficulties and that the Board was working with staff leadership to remedy the problems with circulation.

10. OLD BUSINESS

- a) APPROVAL OF PROPOSAL FOR COMMUNITY ROOM UPGRADE PROJECT
(DISCUSSION / POSSIBLE ACTION)

- b) APPROVAL OF PROPOSAL FOR ERATE INFRASTRUCTURE UPGRADE PROJECT
(DISCUSSION / POSSIBLE ACTION)

President McKenzie noted that the board had voted and approved the two technology projects via e-mail, but that a formal approval would be taken for the record.

Moved by McDonald, Seconded by McMullins. Approved.

- c) ALL BOARDS RETREAT (TENTATIVE DATES)
(DISCUSSION / POSSIBLE ACTION)

Director Kittay noted that the Boards Retreat date that was chosen previously did not work for everyone's schedule, so a survey with new dates would be sent to all of the boards. She also noted that the District was looking into holding the retreat for only one day, at the Loma Alta Park community center, for an off-site meeting.

11. NEW BUSINESS

- a) FY16-17 BUDGET DISCUSSION IN PREPARATION FOR PRELIMINARY PROPOSED OPERATING BUDGET (DISCUSSION / POSSIBLE ACTION)

Finance Director Wallin noted that in preparation for the preliminary proposed operating budget, administration was seeking guidance from the Board on which of four scenarios would be the best route for the District into the next fiscal year. Finance Director Wallin then presented the four scenarios. President McKenzie and Trustee McMullins noted that they serve on the Budget committee, and that the recommendation was for scenario number four which is a 4% increase in wages and 2% CalPERS Contribution Increase to benefited Staff in the top tier.

Finance Director Wallin noted that the preliminary budget would be presented in May.

Moved by McMullins, Seconded by Zelada-Garcia.

- b) DISCUSSION AND CREATION OF A SUB-COMMITTEE TO ADDRESS SB415
This bill prohibits a local government, beginning January 1, 2018, from holding an election on any date other than a statewide election date if doing so in the past has resulted in turnout that is at least 25 percent below the average turnout in that jurisdiction in the last four statewide general elections, as specified. (DISCUSSION / POSSIBLE ACTION)

President McKenzie noted that the bill would allow the district to hold elections on even years. She noted that this would greatly reduce the cost of the elections for the District. She requested that two Board members volunteer to serve on a sub-committee so that the committee can research the logistics of when the district would start the even-year elections and address any issues that may arise.

Trustee Zelada-Garcia volunteered to serve on the committee as did Trustee Tuck.

- c) ABOVE AND BEYOND AWARD – 1ST QUARTER 2016
(INFORMATION)

Director Kittay presented the Above and Beyond awards for the first quarter to Mikayla Arevalo and Carlene Chiu. She noted that there was a tie between two staff members. She read statements from other staff members that they had made in their nominations and thanked both Mikayla and Carlene for their hard work.

12. CORRESPONDENCE & PRESS

- a) PRESS CLIPPINGS (INFORMATION)

13. REPORTS OF SUPPORT GROUPS

- a) ALTADENA LIBRARY FOUNDATION –
NO REPORT

- b) FRIENDS OF THE ALTADENA LIBRARY –

Marne Brown reported on behalf of the Friends that they were preparing for their annual book sale. She noted that they were also holding a membership drive. President McKenzie inquired about the update on the non-profit status and asked if there was anything the Board could do to provide assistance. Marne mentioned that there was nothing at this time, and that the Friends were currently working with an accountant and an attorney.

14. **REPORTS OF TRUSTEES**

Trustee Tuck asked about the water demonstration garden and President McKenzie noted that there were a couple of pieces that were to be provided by Rotary, and that the dedication of the garden was scheduled for July 9, 2016.

15. **AGENDA ITEMS FOR FUTURE AGENDAS**

This is an opportunity for Board members to request that items be placed on future agendas.

16. **ADJOURN TO CLOSED SESSION**

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

The Board entered closed session at 6:10 p.m.

- a) **DISCUSSION OF PERSONNEL MATTERS (DISCUSSION / POSSIBLE ACTION)**

- b) **ANNUAL REVIEW FOR DISTRICT DIRECTOR (DISCUSSION / POSSIBLE ACTION)**

17. **ADJOURNMENT OF CLOSED SESSION**

President McKenzie noted that the closed session was adjourned at 8:10 p.m.

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

Secretary Zelada-Garcia noted that the board had met with members from the Staff Association and discussed concerns of a staff morale survey. She noted that the Board would be completing a personnel investigation with a personnel sub-committee, which included Trustee McDonald and Trustee McKenzie

President McKenzie noted that the District Director's annual review would be deferred until the personnel committee's investigation was complete.

19. **ADJOURNMENT**

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

Moved by Tuck, Seconded by McMullins. Adjourned at 8:12 p.m.

Statistics for FY 2015/16

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Circulation - Main*													
FY14/15	18,536	16,820	17,033	16,680	14,988	15,362	16,214	14,795	15,417	15,535	15,263	17,533	161,430
FY15/16	17,903	16,499	16,371	17,671	16,623	15,024	16,073	16,335	17,705	16,435	-100%	-100%	166,639
% Change	-3%	-2%	-4%	6%	11%	-2%	-1%	10%	15%	5%	-100%	-100%	3%
Circulation - Branch													
FY14/15	1,522	1,030	1,039	1,321	894	1,034	956	1,044	1,052	1,097	860	1,046	10,989
FY15/16	1,281	933	965	994	933	942	999	995	1,106	1,050	-100%	-100%	10,203
% Change	-16%	-9%	8%	-25%	5%	-9%	4%	-5%	5%	-3%	-100%	-100%	-7%
TOTAL 14/15	20,058	17,850	18,072	18,001	15,882	16,396	17,170	15,839	16,469	16,632	16,123	18,579	172,419
TOTAL 15/16	19,184	17,432	17,326	18,665	17,562	15,966	17,072	17,330	18,811	17,484	0	0	176,842
% Change	-4%	-2%	-4%	4%	11%	-3%	-1%	9%	14%	5%	-100%	-100%	3%
Visitors - Main													
FY14/15	30,484	27,710	27,989	28,623	26,411	19,412	25,288	23,507	22,278	19,122	26,782	27,642	250,804
FY15/16	29,000	19,135	17,894	27,340	19,450	18,238	19,319	24,043	22,724	14,406	-100%	-100%	211,549
% Change	-5%	-31%	-36%	-4%	-26%	-6%	-24%	2%	2%	-25%	-100%	-100%	-16%
Visitors - Branch													
FY14/15	4,124	3,659	3,815	4,665	3,103	3,161	3,533	3,448	4,104	4,163	3,435	3,707	37,775
FY15/16	4,028	3,460	4,253	3,927	3,300	3,541	3,313	3,377	3,925	3,397	-100%	-100%	36,521
% Change	-2%	-5%	11%	-16%	6%	12%	-6%	-2%	-4%	-18%	-100%	-100%	-3%
Days Open - Main													
FY14/15	27	25	25	27	22	25	25	23	26	26	26	26	251
FY15/16	26	26	25	27	22	24	24	24	27	26	-100%	-100%	251
% Change	-4%	4%	0%	0%	0%	-4%	-4%	4%	4%	0%	-100%	-100%	0%
Days Open - Branch													
FY14/15	22	21	20	23	17	21	20	19	22	21	21	22	206
FY15/16	23	21	21	21	18	21	19	20	23	21	-100%	-100%	208
% Change	5%	0%	5%	-8%	6%	0%	-5%	5%	5%	0%	-100%	-100%	1%
Registrations - Main													
FY14/15	214	192	216	188	109	114	169	151	146	159	155	207	1,658
FY15/16	208	189	191	188	141	126	161	140	177	164	-100%	-100%	1,685
% Change	-3%	-2%	-12%	0%	29%	11%	-5%	-7%	21%	3%	-100%	-100%	2%
Registration - Branch													
FY14/15	25	21	19	27	13	13	26	21	35	17	16	21	217
FY15/16	18	20	23	19	13	16	6	18	17	26	-100%	-100%	176
% Change	-28%	-5%	21%	-30%	0%	23%	-77%	-14%	-51%	53%	-100%	-100%	-19%
Reserves - Main													
FY14/15	107	85	111	115	121	110	136	109	138	154	134	159	1,186
FY15/16	175	224	187	238	248	201	221	234	274	380	-100%	-100%	2,391
% Change	64%	164%	68%	107%	105%	83%	63%	115%	99%	153%	-100%	-100%	102%
ILL Lent (Main)													
FY14/15	73	51	50	61	43	36	63	63	44	57	52	43	541
FY15/16	32	39	40	51	35	42	46	48	46	42	-100%	-100%	421
% Change	-56%	-24%	-20%	-16%	-19%	17%	-27%	-24%	5%	-26%	-100%	-100%	-22%
ILL Borrowed (Main)													
FY14/15	15	20	18	23	8	11	18	12	12	13	20	25	150
FY15/16	28	22	32	25	28	15	27	19	28	22	-100%	-100%	246
% Change	87%	10%	78%	9%	250%	36%	50%	58%	133%	69%	-100%	-100%	64%
Inter Library Loan - Branch													
FY14/15	8	10	5	12	5	6	5	4	4	3	5	7	62
FY15/16	5	0	3	8	6	4	6	7	4	5	-100%	-100%	44
% Change	-38%	-100%	-40%	-33%	20%	-100%	20%	75%	0%	67%	-100%	-100%	-29%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Community Room Events (Non-Library)													
FY14/15	0	4	9	8	8	6	6	8	16	9	7	6	80
FY15/16	8	11	14	11	9	6	6	9	8	5	5	8	87
% Change		175%	56%	38%	13%	0%	-50%	13%	-50%	-44%	-100%	-100%	9%
Community Room Attendance (Non-Library)													
FY14/15	0	27	101	111	84	120	130	90	275	90	122	67	1,028
FY15/16	67	85	197	178	226	48	102	132	77	70	70	67	1,182
% Change		215%	95%	60%	169%	-60%	-22%	47%	-72%	-22%	-100%	-100%	15%
Community Room Events (Library Programs)													
FY14/15	1	12	15	24	13	17	21	16	18	20	19	13	157
FY15/16	28	9	18	38	19	17	21	33	29	28	28	13	240
% Change		-25%	20%	58%	46%	0%	0%	106%	61%	40%	-100%	-100%	53%
Community Room Attendance (Library Programs)													
FY14/15	57	432	173	821	411	596	713	659	140	735	644	948	4,737
FY15/16	1425	535	696	1300	980	579	665	788	847	964	0	0	8,799
% Change		2400%	302%	58%	138%	-3%	-7%	20%	505%	34%	-100%	-100%	86%
Adult Reference Questions													
FY14/15	3,198	3,550	3,641	2,631	2,110	2,320	461	302	355	430	455	555	19,038
FY15/16	475	430	287	260	212	195	104	196	210	130	100%	100%	2,499
% Change		-85%	-92%	-90%	-90%	-92%	-77%	-35%	-41%	-70%	-100%	-100%	-87%
Children's Services Reference Questions													
FY14/15	1133	629	610	993	648	616	736	613	650	717	575	903	7,535
FY15/16	1052	567	569	611	446	422	582	601	735	679	100%	100%	6,264
% Change		-10%	-30%	-38%	-31%	-31%	-21%	-2%	13%	-5%	-100%	-100%	-17%
Branch Services Reference Questions													
FY14/15	252	331	255	372	242	273	43	51	56	59	44	57	1,934
FY15/16	75	66	88	74	57	67	52	63	81	69	100%	100%	691
% Change		-70%	-65%	-80%	-76%	-75%	21%	24%	45%	15%	-100%	-100%	-64%
Adult Public Computer Usage													
FY14/15	2,642	2,527	2,855	2,847	2,082	2,334	2,244	1,973	2,043	2,255	1,913	2,260	23,802
FY15/16	2,313	2,167	1,979	2,218	1,703	576	1,779	1,803	2,003	1,585	100%	100%	18,126
% Change		-12%	-31%	-22%	-18%	-75%	-21%	-9%	-2%	-30%	-100%	-100%	-24%
Young Adult Public Computer Usage													
FY14/15	159	304	253	219	181	202	164	133	147	230	132	210	1,992
FY15/16	128	123	72	312	65	24	43	89	126	54	100%	100%	1,036
% Change		-19%	-72%	42%	-64%	-88%	-74%	-33%	-14%	-77%	-100%	-100%	-48%
Children's Services Public Computer Usage													
FY14/15	710	647	736	889	555	674	556	522	630	596	596	756	6,515
FY15/16	605	671	548	306	467	236	141	234	488	520	100%	100%	4,217
% Change		-15%	-25%	-66%	-16%	-65%	-75%	-55%	-23%	-13%	-100%	-100%	-35%
Branch Services Public Computer Usage													
FY14/15	867	857	832	901	611	610	621	673	671	777	617	720	7,420
FY15/16	729	681	726	801	608	662	544	541	652	621	100%	100%	6,565
% Change		-16%	-13%	-11%	0%	9%	-12%	-20%	-3%	-20%	-100%	-100%	-12%
Main PC Usage Wireless													
FY14/15	2,404	2,316	2,745	2,726	2,111	2,300	2,255	2,064	2,315	2,314	2,325	2,476	23,550
FY15/16	2,658	2,760	2,841	2,976	2,751	2,765	2,873	3,257	3,725	4,004	100%	100%	30,610
% Change		11%	3%	9%	30%	20%	27%	58%	61%	73%	-100%	-100%	30%
Branch PC Usage Wireless													
FY14/15	1,092	1,041	1,017	1,271	1,215	1,284	1,393	1,257	1,246	1,375	1,347	1,169	12,191
FY15/16	1,297	1,252	1,401	1,441	1,341	1,461	1,295	1,385	1,186	1,373	100%	100%	13,432
% Change		20%	38%	13%	10%	14%	-7%	10%	-5%	0%	-100%	-100%	10%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Adult/YA Total Items Owned													
FY14/15	136,286	136,673	137,848	133,178	137,705	137,578	137,251	135,651	134,830	134,218	133,198	130,973	
FY15/16	129,494	118,109	108,800	107,980	108,761	109,640	110,206	109,888	108,615	108,071	-100%	-100%	
% Change	-5%	-14%	-21%	-19%	-21%	-20%	-20%	-19%	-19%	-19%	-100%	-100%	
Adult/YA Total Items Added													
FY14/15	678	616	710	731	473	641	735	559	596	625	576	666	6,364
FY15/16	1,227	756	966	700	774	837	447	879	917	761	-100%	-100%	8,264
% Change	81%	23%	36%	-4%	64%	31%	-39%	57%	54%	22%	-100%	-100%	30%
Children's Total Items Owned													
FY14/15	32,478	32,446	32,700	32,853	32,913	32,938	32,825	32,705	32,480	32,339	32,422	32,259	
FY15/16	32,197	30,965	31,209	31,466	31,437	31,628	31,732	31,749	31,992	32,123	-100%	-100%	
% Change	-1%	-5%	-5%	-4%	-4%	-4%	-3%	-3%	-2%	-1%	-100%	-100%	
Children's Total Items Added													
FY14/15	34	195	393	266	190	54	300	184	257	201	93	142	2,083
FY15/16	335	72	525	283	109	413	221	71	295	111	-100%	-100%	2,435
% Change	885%	-63%	34%	6%	-43%	665%	-28%	-61%	15%	-45%	-100%	-100%	17%
Branch Services Collection Owned													
FY14/15	17,321	17,276	17,626	17,893	17,811	17,759	17,759	17,896	18,198	18,199	18,188	18,363	
FY15/16	18,861	18,523	18,613	18,724	18,859	18,959	19,018	19,256	19,208	19,446	-100%	-100%	
% Change	9%	7%	6%	5%	6%	7%	7%	7%	6%	7%	-100%	-100%	
Branch Services Items Added													
FY14/15	35	79	129	72	87	89	45	185	49	58	44	117	828
FY15/16	168	100	114	85	80	50	37	98	74	95	-100%	-100%	901
% Change	380%	27%	-12%	-18%	-8%	-44%	-18%	-47%	51%	64%	-100%	-100%	9%
Adult Programs													
FY14/15	3	2	3	4	3	2	2	4	5	2	7	5	30
FY15/16	5	2	2	10	5	2	2	7	7	8	-100%	-100%	50
% Change	67%	0%	-33%	150%	67%	0%	0%	75%	40%	300%	-100%	-100%	67%
Adult Programs - Attendance													
FY14/15	33	41	101	173	66	175	34	110	138	109	129	386	980
FY15/16	176	104	33	380	514	145	128	275	235	392	-100%	-100%	2,392
% Change	433%	154%	-67%	125%	679%	-17%	276%	150%	70%	260%	-100%	-100%	144%
Young Adult Programs													
FY14/15	4	2	5	5	4	4	5	4	5	7	4	4	45
FY15/16	7	1	6	9	6	2	4	3	3	6	-100%	-100%	47
% Change	75%	-50%	20%	80%	50%	-50%	-20%	-25%	-40%	-14%	-100%	-100%	4%
Young Adult Program Attendance													
FY14/15	117	53	57	55	60	55	122	64	70	111	84	90	764
FY15/16	152	13	136	117	65	45	109	41	58	85	-100%	-100%	821
% Change	30%	-75%	139%	113%	8%	-18%	-11%	-36%	-17%	-23%	-100%	-100%	7%
Children's Services Programs Offered													
FY14/15	19	12	12	20	14	11	14	25	19	19	13	10	165
FY15/16	21	8	17	23	19	12	14	17	25	23	-100%	-100%	179
% Change	11%	-33%	42%	15%	36%	9%	0%	-32%	32%	21%	-100%	-100%	8%
Children's Services Program Attendance													
FY14/15	1,148	447	336	746	611	366	632	595	533	515	431	458	5,829
FY15/16	1,097	418	527	781	401	389	428	472	554	507	-100%	-100%	5,574
% Change	-4%	-6%	57%	5%	-34%	6%	-20%	-21%	4%	-2%	-100%	-100%	-4%
Branch Services Programs Offered													
FY14/15	6	1	2	2	5	3	2	2	2	2	2	2	27
FY15/16	8	2	2	2	2	0	2	2	2	2	-100%	-100%	27
% Change	33%	100%	0%	0%	-60%	0%	0%	0%	0%	0%	-100%	-100%	0%
Branch Services Program Attendance													
FY14/15	345	8	28	43	143	58	35	58	36	37	40	60	791
FY15/16	205	32	44	35	40	54	52	44	42	33	-100%	-100%	581
% Change	-41%	300%	57%	-19%	-72%	-7%	49%	-24%	17%	-11%	-100%	-100%	-27%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Ebsco Databases													
FY14/15	495	656	605	598	595	3,156	3,156	91	145	136	3,156	8,955	9,633
FY15/16	7,545	7,796	6,639	7,750	6,869	9,146	3,011	3,148	3,289	2,857			58,050
% Change	1424%	1088%	997%	1196%	1054%	190%	-5%	3359%	2169%	2001%	-100%	-100%	503%
Novelist													
FY14/15							6,135	5,495	5,469	4,822			0
FY15/16													21,921
% Change													
BrainFuse -Tutor Service													
FY14/15	167	243	117	132	13	106	70	37	156	234	150	227	1,275
FY15/16	16	53	109	114	161	108	116	183	67	150			1,077
% Change	-90%	-78%	-7%	-14%	1138%	2%	66%	395%	-57%	-36%	-100%	-100%	-16%
Tumblebooks													
FY14/15								6	2	30			0
FY15/16	20		97	27	19	14							215
% Change													
Passports													
FY14/15	138	113	106	107	85	78	173	194	237	240	259	237	1,471
FY15/16	178	171	167	190	147	122	206	204	248	258			1,891
% Change	29%	51%	58%	78%	73%	56%	19%	5%	5%	8%	-100%	-100%	29%
Passport Photos													
FY14/15	110	100	90	95	69	62	111	127	162	126	159	146	1,052
FY15/16	123	121	102	124	117	94	117	159	192	197			1,346
% Change	12%	21%	13%	31%	70%	52%	5%	25%	19%	56%	-100%	-100%	28%
Notary Service													
FY14/15	6	7	12	4	4	6	7	7	8	8	10	15	69
FY15/16	3	0	12	17	8	7	8	1	7	5			68
% Change	-50%	-100%	0%	325%	100%	17%	14%	-86%	-13%	-38%	-100%	-100%	-1%

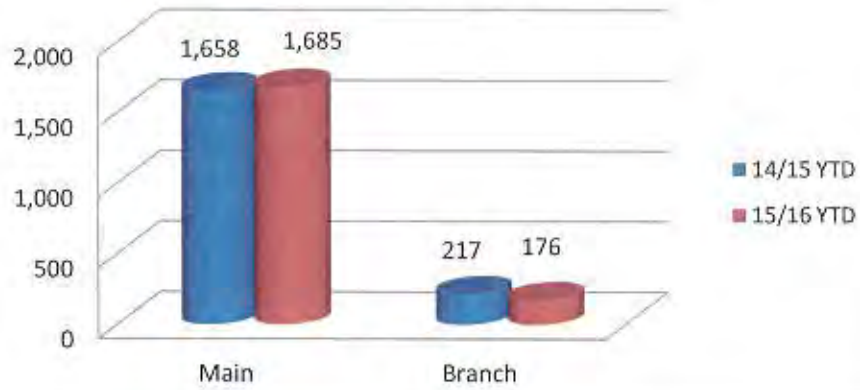
*includes downloadables

We now have a 90% accurate door counter at main. We are working to get it up to 98% accurate.

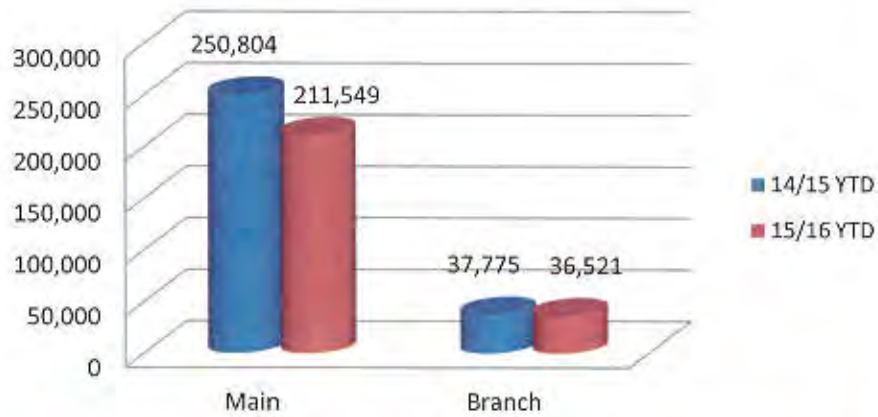
As you will see, the door count numbers are very different from last year.

I believe that our door counter that was replaced has been inaccurate for many years and that the new numbers are correct.

Library Cards Issued 14/15 vs 15/16



Visitors 14/15 vs 15/16 YTD



		C/O Items in past 3 years	C/O Items in past 2 years	C/O Items in past 12 months
Patron card less than 3 years old (4/30/13-4/30/16)	22,843	12,500	10,018	7,156
Population of District	53,177	As per California State Library		
% of Population w/Card	43%			
% of Population w/ck out in 3 years	24%			
% of Population w/ck out in 2 years	19%			
% of Pop w/ck out in past 12 months	13%			

Age of Collection 5/2016

Based on Publication Date



Age of Collection 2016

	12/31/15			3/3/2016			4/5/2016		5/10/2016	
2016	66	0.07%		513	0.51%		1,001	1.01%	1,328	1.47%
2015-2014	11,678	11.59%		12,242	12.21%		12,524	12.68%	11,537	12.77%
2013-2009	26,296	26.11%		25,982	25.91%		25,667	25.98%	24,005	26.57%
2008-2004	20,233	20.09%		19,924	19.87%		19,439	19.68%	18,200	20.14%
older than 2004	42,931	42.62%		41,599	41.49%		40,165	40.65%	35,282	39.05%
		100.47%			100.00%			100.00%		100.00%
Total	101,204			100,260			98,796		90,352	

12,865 items are less than 3 years old - 14.24% of the collection
 26.57% of the collection is between 7 and 4 years old.
 59.19% of the collection, 53,482 items are over 8 years old and of those 39.05% are over 13 years old.

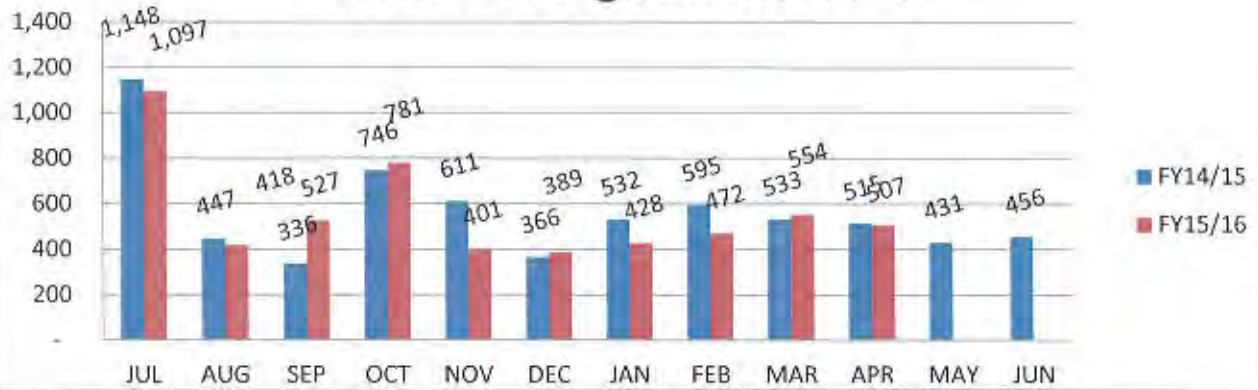
Patron Initiated Purchases 2016



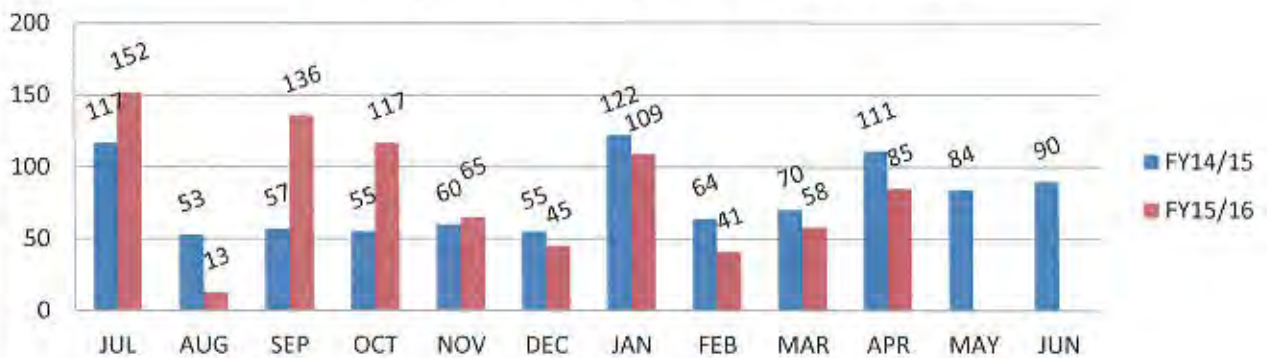
PATRONS THAT HAVE ITEMS (MAY 11, 16)

Patron Type	Patrons	Patrons w/items	% w/items	# items	Avg/Patron
Adult		1481		6243	
Juvenile		360		1397	
Staff		29		481	
Trustee		2		4	
Foster Patrons		11		38	
Teacher Loan		38		345	
Teen		13		55	
TOTAL	22,843	1,934	8.47%	8,563	4.43
District Population					53,177
% w/Cards less than 3 years old (used & not used)					42.96%
Items in the Collection					90,352
% of Items Checked Out					9.48%

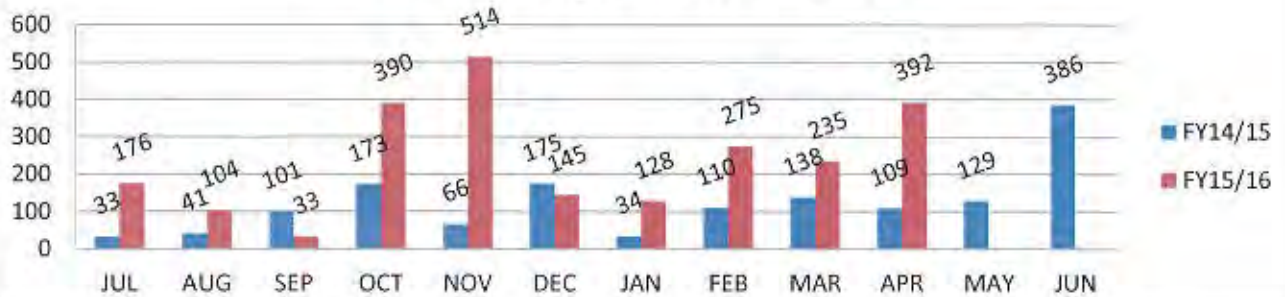
Childrens Program Attendance



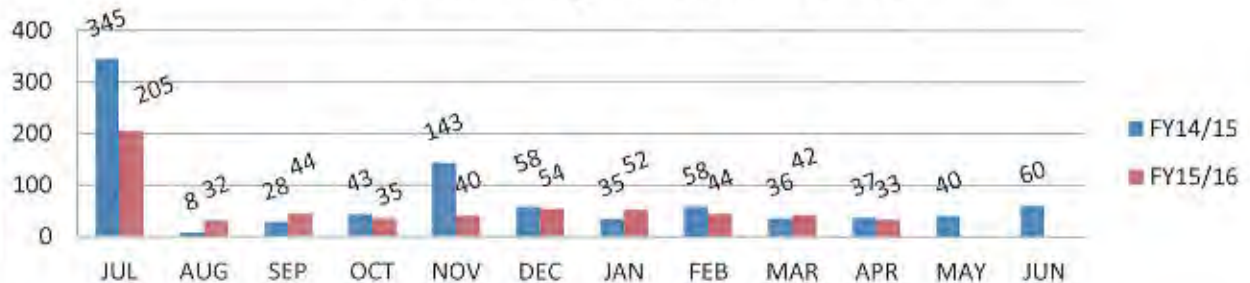
Young Adult Program Attendance



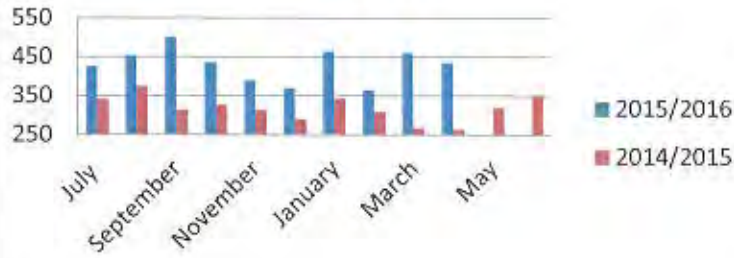
Adult Program Attendance



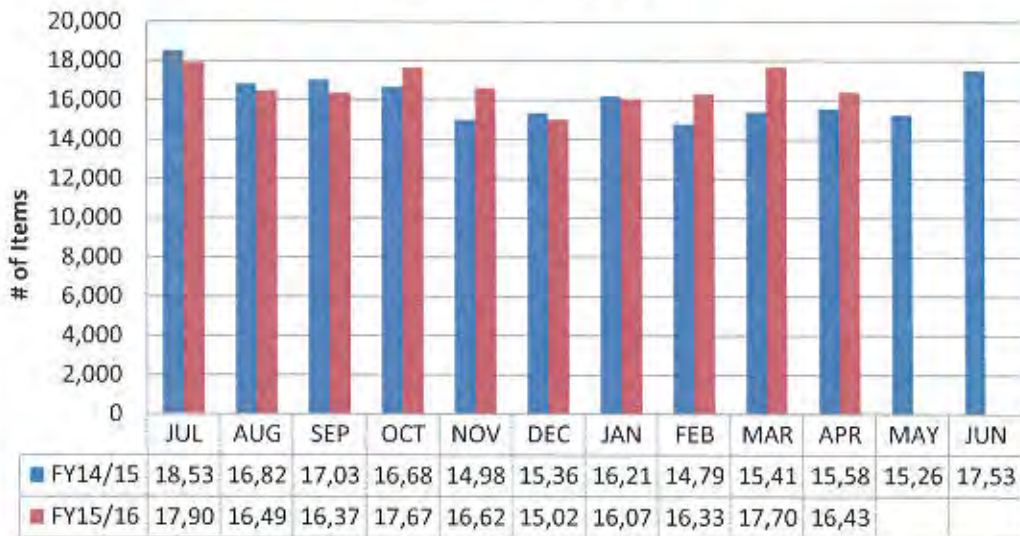
Branch Program Attendance



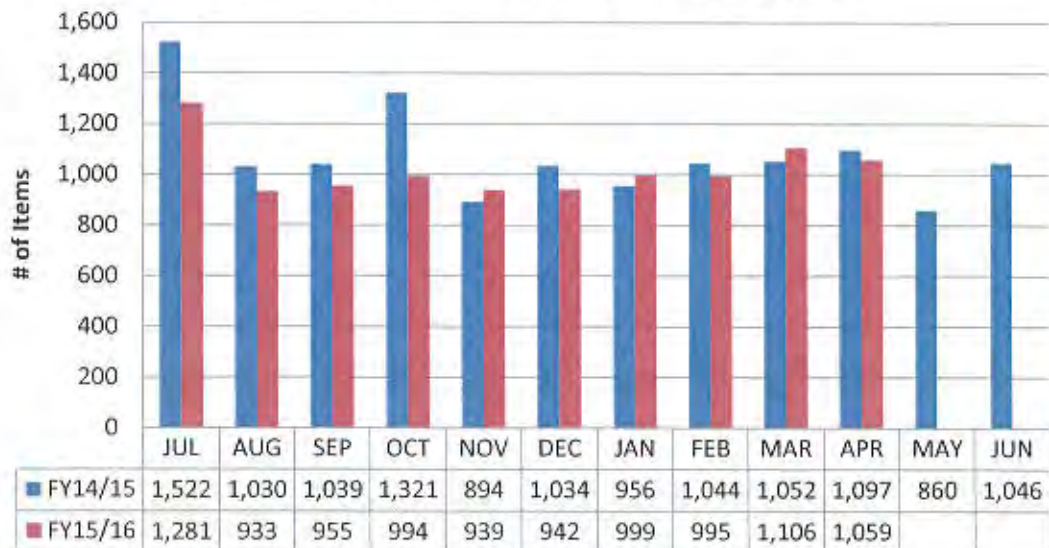
eBook Circulation 14/15- 15/16

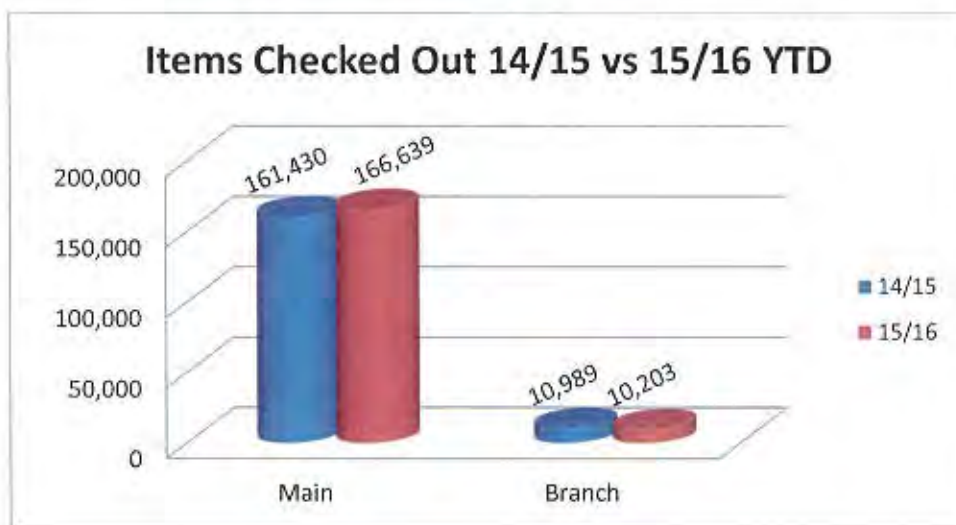
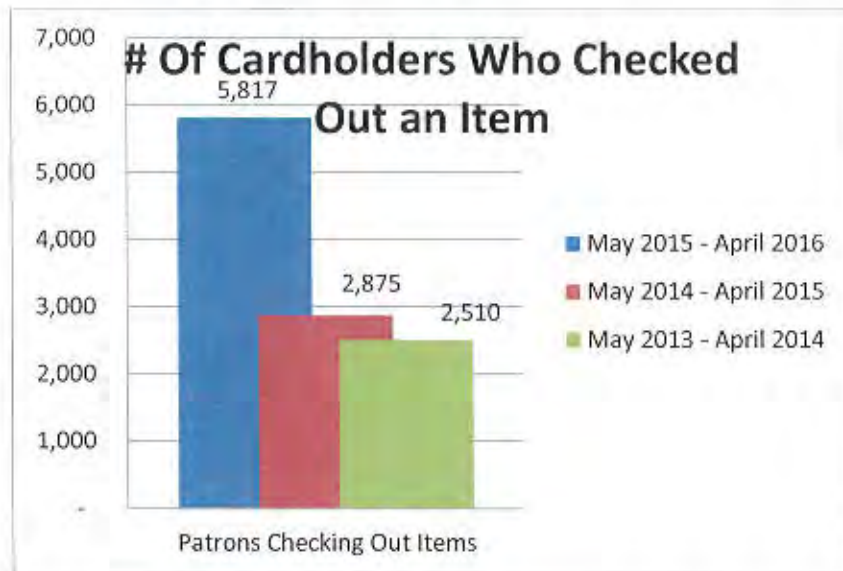


Circulation Main 15/16 vs 14/15



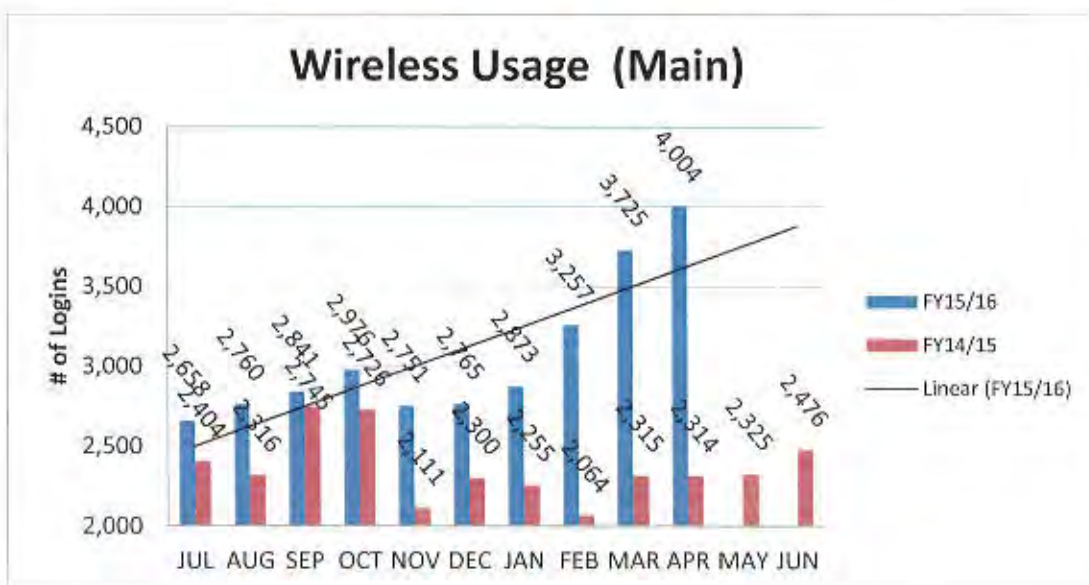
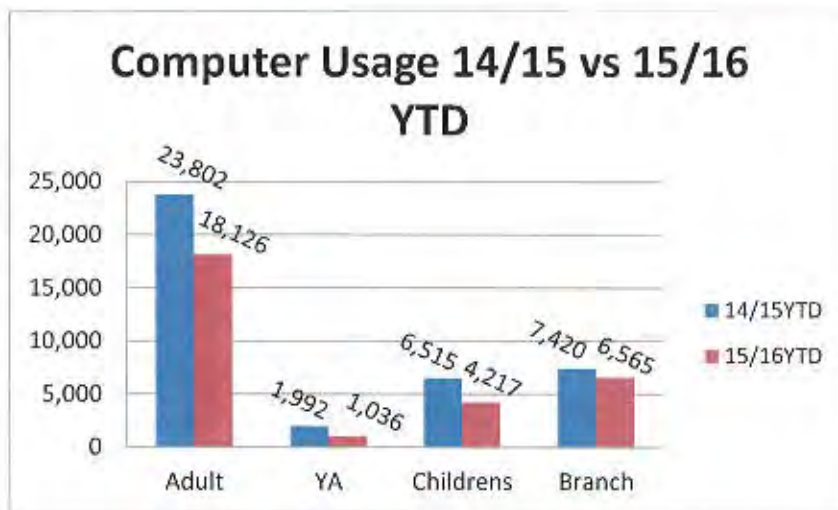
Circulation Branch 15/16 vs 14/15



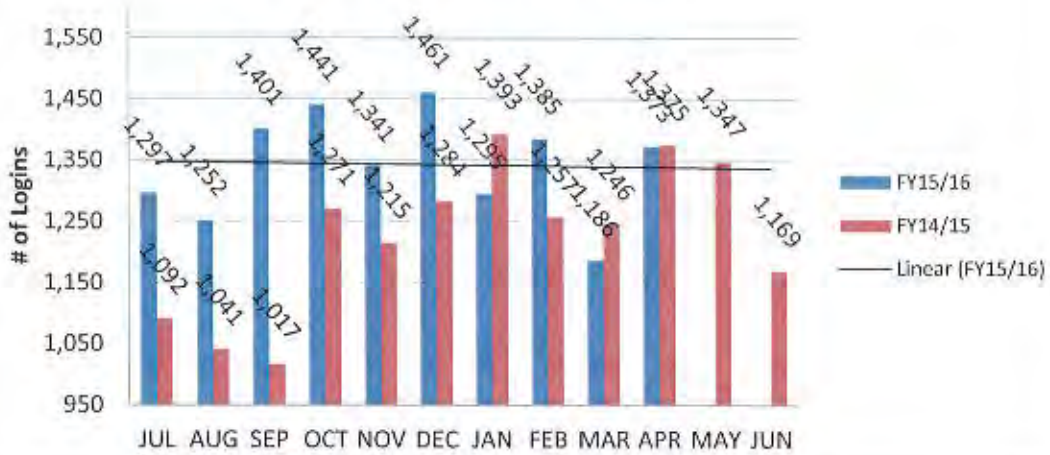


CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
P TYPE	Apr 16		Change vs		Actual #	
	PERCENT	QTY	Mar 16	Apr 15	Mar 16	Apr 15
Adult	81.4%	13887	-8.8%	5.6%	15226	13147
Juvenile	12.1%	2059	0.1%	3.8%	2057	1984
Staff	3.7%	634	-2.5%	1.6%	650	624
Volunteer	0.0%	0	0.0%	-100.0%	0	156
Trustee	0.0%	6	0.0%	100.0%	0	3
Foster Patrons	0.0%	0	0.0%	-100.0%	0	12
Teacher Loan	2.0%	339	-2.9%	0.3%	349	338
Teen	0.8%	134	97.1%	-13.0%	68	154
Total	100.0%	17059	-7.0%	3.9%	18350	16418

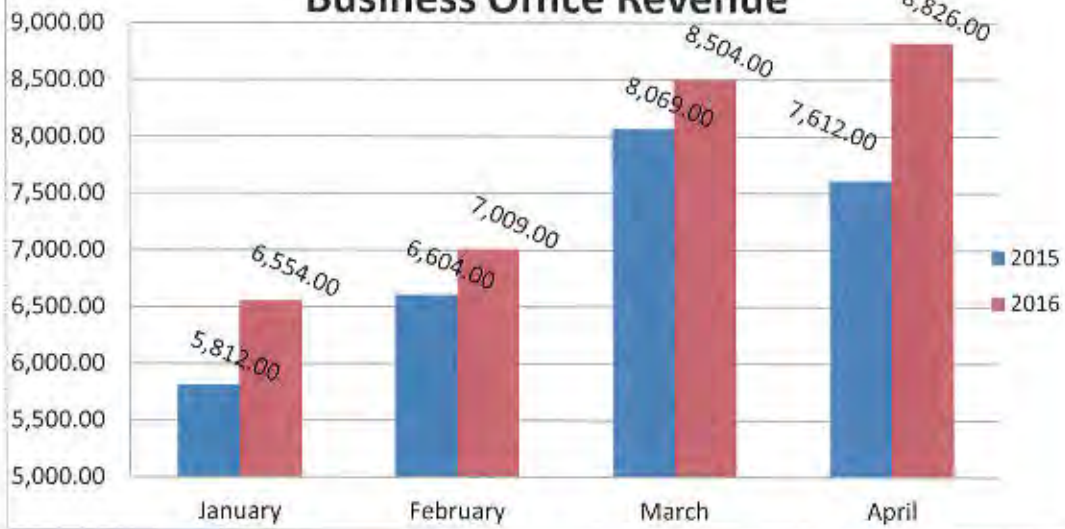
CIRCULATION (CHECKOUT) STATISTICS						
ALL LOCATIONS						
I TYPE	Apr 16		Change vs		Actual #	
	PERCENT	QTY	Mar 16	Apr 15	Mar 16	Apr 15
Book	64.0%	10924	-8.2%	-2.3%	11902	11183
Cassette	0.0%	0	0.0%	-100.0%	0	2
Sound Disc	8.9%	1516	-11.8%	9.0%	1718	1391
CD-ROM	0.0%	1	0.0%	0.0%	0	1
DVD	23.3%	3983	-2.6%	27.7%	4088	3118
Kit	0.4%	67	-2.9%	-2.9%	69	69
Serial	1.3%	222	-7.9%	-36.6%	241	350
Videocassette	0.0%	0	0.0%	-100.0%	0	1
Playaway	0.0%	0	0.0%	-100.0%	0	3
Library Basket	0.0%	0	0.0%	-100.0%	0	5
YA Video Games	0.4%	60	-10.4%	100.0%	67	30
Mature Video Games	0.1%	21	61.5%	425.0%	13	4
Chromebooks	1.6%	265	5.2%	1.5%	252	261
Total	100.0%	17059	-7.0%	3.9%	18350	16418



Wireless Usage (Branch)

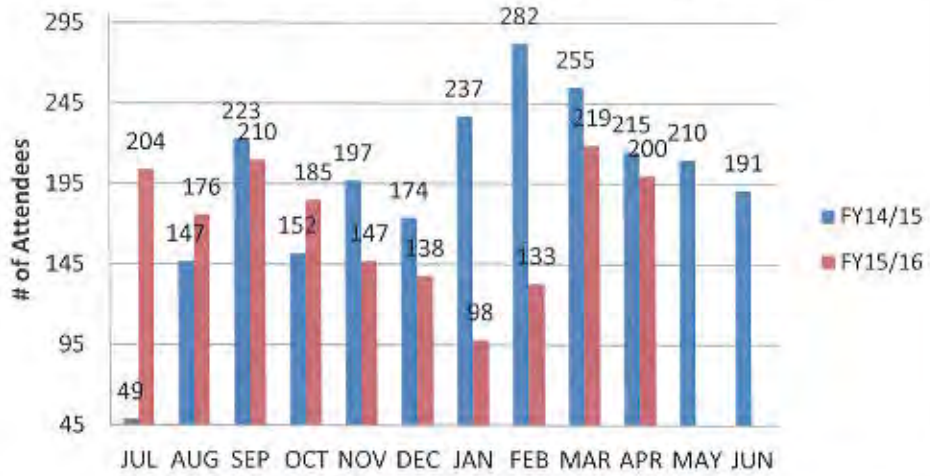


Business Office Revenue

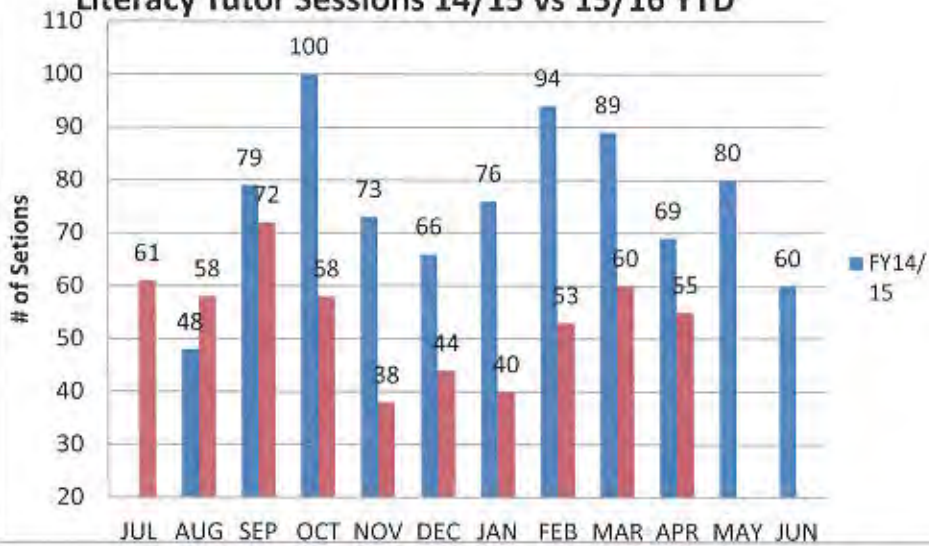


	2016 Revenue	2015 Revenue	\$ Change	% Change
January	6,554.00	5,812.00	742.00	13%
February	7,009.00	6,604.00	405.00	6%
March	8,504.00	8,069.00	435.00	5%
April	8,826.00	7,612.00	1,214.00	16%

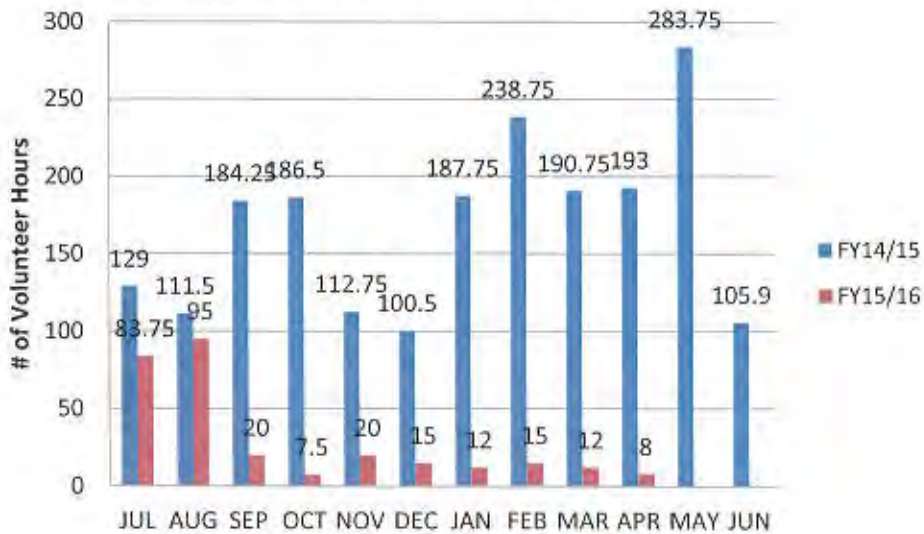
Literacy: # of session attendees 14/15 vs 15/16 YTD

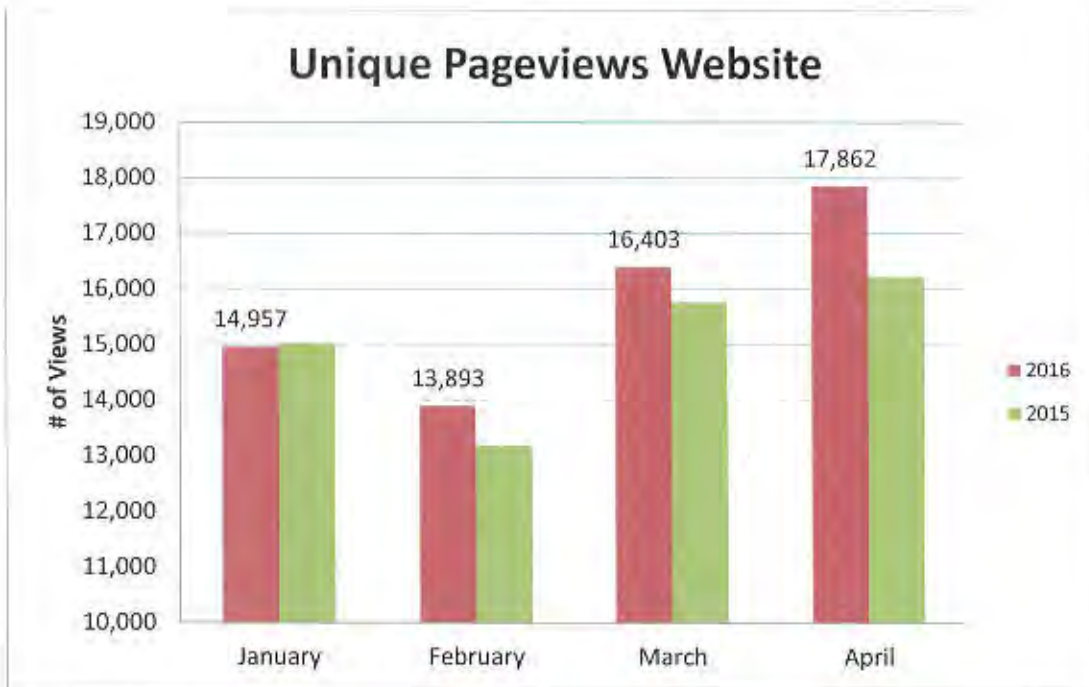


Literacy Tutor Sessions 14/15 vs 15/16 YTD



Literacy Volunteer Hours 14/15 vs 15/16 YTD





We had 637 new subscribers to our email list over the past 30 days (April 2016). We now have 11,336 subscribers to the Newsletter and eblasts!

Newsletter Title	Recipients	Sent	Unique Opens
This Week @ Your Altadena Library - LATINO CULTURAL FESTIVAL: CELEBRATING ROOTS, SATURDAY 5/14 NOON-8PM	11,336	25 hours ago	13.74% 1,558 opened
CONNECT* Newsletter - May 2016 Edition - Read About Our New Poet Laureate	11,341	8 days ago	12.99% 1,428 opened

Facebook Stats

	5/8/16	4/10/16	3/6/16	1/10/16
Page Visits	47	35	54	29
Weekly Total Reach	6,066	2,880	1,800	1,692
People Engaged	324	331	137	36
Total Page Likes	872	865	845	807

Adult Services Monthly Report for April 2016 – Sue Colasurdo

The Family Legacy Writing Workshop with Linda Weaver Clarke occurred on **April 5, 2016**. A small group of people attended. Linda shared ideas for getting started in writing your own family stories.

2ND Saturday with music by *Verdugo Swing Society* on Saturday, **April 9** with a crowd that loved to dance! Over 130 attended. The usual fare of Taco's & Burrito's from *El Patron*, yummy cupcakes and cookies from *Sweeter Than Honey* and beer & ale from The Ale House.



The No Guilt Book Club, led by Helen, met Tuesday evening on **April 12th**. Books read were: *Oregon Trail: a New American Journey* by Erik Larson and *Please Look After Mom* by Kyung-sook Shin. Members enjoyed both books. Ten members attended.



"The Art and Delight of Water Harvesting" program with **Leigh Adams** on **April 19** was a huge draw —standing room only with a crowd of over 50 attending in the Community Room. Leigh has reconfigured

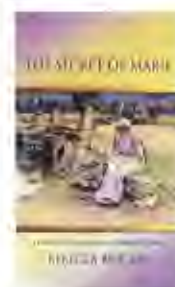


her Altadena yard to capture and hold as much water as possible from different sources--she shared her techniques with us. Her yard, originally an arid hillside was transformed into an oasis of fruit trees, herbs and edibles. She incorporates techniques such as bioswales,

hugelkultur, French drains, grey water and more. A few days following Leigh's presentation, she discovered a book that utilizes and discusses the very same methods of harvesting water she incorporates. It's called The Holistic Orchard: Tree Fruits and Berries the Biological Way by Michael Phillips. Look for it sometime in the future. The library is purchasing the book.

"From Page to Table – Potluck Book Club," met with **Helen** from 1-3 pm on **April 23**. Four new people joined the lively group. Everyone brought a dish of food and a copy of their recipe to share.

April 26th program with author Rebecca Bricker. The audience oohed and aahed over photographs of Claude Monet's gardens in Giverny which Bricker provided as a visual backdrop for her fiction book, "The Secret of Marie." Forty-two interested readers listened with rapt attention about Marie, a favorite model of Theodore Robinson, famous Impressionist painter during the era of Claude Monet. Apparently, Marie's story has perplexed art historians for



decades. Author Rebecca Bricker has created a tale—part true, part imagined—of Marie and Theodore as a modern-day love story between a French architect and an American writer who meet at

an ancient moulin in the village. Their romance conjures up the secret of an artist from Vermont and his Parisian model who left an indelible mark, tinged with mystery, on the history of American Impressionism. Bricker provided copies of her two books for sale: "The Secret of Marie" and another book with her photos of the Giverny gardens.

April 30 featured the program: *Representing Ourselves: Giving Voice to the Latinas We Know* with local author Desiree Zamorano and Isabel Quintero. Zamorano read from her novel *The Amado Women*, about 4 women linked by birth and separated by secrets, in an exploration of contemporary issues of injustice and inequity. Quintero read from her book *Gabi a Girl in Pieces*. Afterwards there was a lively discussion around the issues that both of these novels addressed.

April 30 Poetry and Cookies met at the Altadena Senior Center for this year's event. Dr. Eline Lipkin was chosen for the new Poet Laureate for the period 2016-2018—she was inaugurated at the poetry event. The former *Poetry and Cookies Anthology* book has now been formally changed to **Altadena Poetry Review: Anthology 2016**. Featured were 134 poems read by 86 distinguished poets from Altadena, Pasadena and the greater Los Angeles area. There were so many poets reading this year that they were split into two sessions of 1 ½ hours each with a 1-hour break between. Over 100 people attended the highly popular event. Helen contracted with Brianna of *Sweeter Than Honey Baking Company* for all of the cookies for this event. A hugely, Ginormous THANK YOU to the Senior Center for providing their large room to put on the literary affair.



Our Library tables are used for more than just studying and computer use. Mom and daughter didn't have enough room on their table at home, so they

SOCIAL DAUNCE IRREGULARS
VICTORIAN GRAND BALL

brought their project to the library and used one of our tables. The project: **creating a vintage costume dress** for the vintage **Victorian Ball Dance** (in Pasadena) which the daughter attended. I'd never heard of the event, but I think you can look at the following web site for more information. Apparently anyone can join. (My apologies if this is not the exact Ball Dance they attended. The video is indicative of the type of festivities—and is quite fascinating to watch.) <http://victoriandance.org/>



Book displays featured: Cook books, Hot new audio titles, new DVDs, new Music CDs, Poetry (for National Poetry month), and Jazz (display by Pam)



Inspiration Station for the month offered Adult coloring pages of Birds, Sea Creatures and a Mystery color page.

A large majority (**1,038 books**) of our collection of **paperbacks were donated to the Centinela State Prison Library**. We kept some of the Classics for our patrons.



Teens are enjoying the newly finished YA area equipped with tables, laptops and some new, cute stools.



Twenty brand new laptops are now available for patrons to check out for use within the library. They are increasingly becoming popular.

A tie for Employee of the Quarter was awarded to Carlene and Mikayla.

CONGRATULATIONS to these two star employees!



Helen participated in a Novelist Webcast entitled Cooking the Books: Food Programs in Libraries on April 19th.

Mikayla, Vicki and Helen put together "Swag bags"--gifties consisting of baking items for the Library Volunteers at the Library Volunteer Dinner. Ann, the volunteer from Children's, said she felt like she was attending the Academy Awards when receiving her gift bag.

The birth of the OPOS desk (One Point of Service) now offers combined services to our patrons. Circulation, Reference and Page staff have been cross-trained to help our patrons with Circulation, Reference, Computer assistance and location of materials. Two Self-Checkout computers are available in two locations. OPOS Perches are also located in two locations within the library. Roaming staff can assist patrons with locating material or help on computers.

The Display Case continued with the pottery from the Creative Arts Group of Sierra Madre.



Brainstorm with the adult librarians has begun for the Adult Summer Reading Program.



Youth Services Report
April 2016
Cassandra Stearns, Senior Librarian

Programs & Services



Bookmark Contest

We received 24 submissions for the annual Summer Reading Bookmark contest! 13 winners in grades 1st through 11th grade were selected based on creativity and originality. The winning bookmarks will be professionally printed and distributed during this year's Summer Reading Program.

Storytimes: 18 storytimes were offered during the month of April which attracted 466 attendees.

Sensory Storytime

Our second session of Sensory Storytime for children with autism and other sensory challenges was offered during April. In addition to local parents, we have parents coming from Monterey Park, Alhambra, and South Pasadena to attend. They tell me that there just isn't a lot of activities offered for special needs children and that's why they make the effort to travel all the way here. One mom emailed me, "I want to thank you for making this program available for our children. It really gives us a sense of belonging and acceptance in the community."



Read to Cedar the Tail Waggin Tutor

4 eager young readers visited the library and read to Cedar our furry friend from Therapy Dogs International. Open to all ages and reading abilities, Cedar will continue to visit the library the first Saturday of the month through July.

Fun Flick Friday

12 kids and parents dropped in for this month's screening of *Norm of the North*.

Class Visits

10 class visits took place in April serving 151 students.

3D Printing Workshop Series The recent teen 3D Printing workshops that took place last month (April 1st, 2nd and 8th) were an exercise in innovation, creativity and problem solving. These workshops proved so popular that in less than 12 hours after registration opened, I had to start adding names to the wait list. At first workshop, we introduced the concept of 3D printing and the basics of using a 3D printer, including info on what file types were needed. At the second workshop, students learned how to use basic 3D modeling software, 123D Design. The final workshop in the series was seriously awesome—the teens split into teams and tasked to create game pieces unified by concept. One team did a riff on LIFE characters, another team did figures for a Monopoly game, and the third (and winning) team did an Axis and Allies type of game complete with battleships and dice (see the third photo). The teams were judged on creativity, cohesiveness and collaboration. All three classes were taught by our volunteer instructor, mechanical engineer Evan Hilgemann. He knows firsthand the important applications of 3D printing, as he uses industry-grade 3D printing at the Jet Propulsion Laboratory. Check out the winning team's designs. Due to time constraints, the prints had to be very small scale.



College Campus Visit Workshop presented by Ashley Sim Thanks to Reference Library Associate Sue Colasurdo, who stepped in to make sure our wonderful presenter Ashley Sim had everything she with the College Campus Visit workshop set-up on a hectic Monday (April 11th) while I was out. Patrons were grateful the workshop did not have to be cancelled, and one patron, Cheri Herrboldt, said “I have loved the Teen/Parent series that has focused on College / University planning and preparation. Thank you so much!” Special thanks for Ashley Sim for continuing to support the library and Altadena Community through her informative talks.

Coding Workshop taught by Ean Moore Teens learned to how to program circuits through Arduino devices at our most recent coding workshop taught by dynamic instructor Ean Moore, who is a self-taught computer programmer, instructor, game designer and digital artist who has a passion for inspiring students to embrace STEM (Science, Technology, Engineering and Math) careers. He seamlessly blends intimidating concepts into lively, humor-filled programs. This time, students built on their basing coding knowledge and learned to give commands to Arduino boards though the open source programming language which you can download from <https://www.arduino.cc/> for free!



2 Teen Bookmark contest winners Congratulations to the teen winners of the bookmark contest, Thalia Contreras (seventh grade) and Maud O'Connor (eleventh grade). The contest was open to all Altadena residents and students. The bookmarks will be professionally printed and distributed during the Summer Reading Program!

Teen Advisory Council For the first time, the Teen Advisory Council met in the new teen area. The teens had lots of questions and ideas about how to make the space better and some suggestions about their technology. They requested to speak with the Director and she offered to immediately meet with them in their space to discuss and answer their inquiries. Ryan also joined the conversation and there was a lot of good discussion and back and forth including ideas about regulating the space. The Director recommended that they come up with the rules for their space and share them with Administration who would review and approve them rather than Administration creating the rules. The teens also wanted to understand who, when and how other age groups could use the space and what additional items could be added.

Mindy also suggested to the teens that they might want to have a “Teen Night at the Library” once a quarter where after the library closes for the day the Teens would be able to make as much noise as they wanted and there could be food, gaming, movies and other fun activities. She even offered to be part of the staff so that those evenings could happen.

They had mixed reactions since the area is in a state of transition, though, and there is still much work to be done. Even though we have much more space than we've ever had, the arrangement of the shelving units and furniture made the teens feel cramped in a small space. Since many were visibly upset, I told them to first calmly write down their thoughts/reactions to the changes and suggestions to improve the area that they could present to the director. I asked them to mention what they liked about the area, too. One teen mentioned that she was happy that all the nonfiction was in the new area, and that the new space has ample shelving, allowing the collection room to breathe and grow.

After checking with Mindy in the office, she agreed to meet us in the area to talk about the changes and answer questions, comments and concerns. Mindy explained some of the issues we were dealing with—the age of the building, lack of funds, space—and that many of the issues the teens had with adults using the area and feeling unsafe can be dealt with by asking staff for help. She explained that the completed area will look considerably different with the walls and dropped ceiling at the entrance (I'd described this at the March meeting, but not all members at the April meeting were at the March meeting).

Mindy let the teens know that they could always come talk to her about any other questions, concerns and ideas. TAC continued to brainstorm ideas of how to open the space, and



we look forward to improving the space as new furniture arrives and collection arrangements are finalized. A few TAC members enjoyed a game of monopoly in the new teen area after the meeting:

Youth Services Volunteers and PCC Library Tech Student Volunteers:

13 Teen volunteers contributed nearly 25 hours of their time to the library and community. This month, we welcomed two new volunteers—Theresa Flores, a sophomore from John Muir High School, who is our new Thursday shelper, and Erik Baney, a seventh grader from Rosebud Academy, and our newest TAC member.

Our wonderful library tech volunteer Ann Elias continues to be a wonderful asset to this library, assisting with programs like 3D printing, and helping weed the YA Fiction collection and tackling yet another project with the YA Fiction collection, learning to change location codes and call numbers.

Dina Zanrosso continues to be a fantastic storytime aide, assisting with set-up and take down. She is also a wonderful photographer, and captured many great photos of the 3D printing workshop. She also learned to change location codes and call numbers in Millenium, and assisted with the large YA non-fiction project that Ann Elias (Library Tech Volunteer) and Perla Moreno (Library Page) began under my direction since only about half of the items could be batch-changed.

Both volunteers were happy to be recognized and invited to the recent Volunteer Appreciation dinner, although neither were able to attend, and were delighted to receive goodie bags put together by Helen and Mikayla (and, of course, the gratitude of the community and staff!) =)

Branch Report April 2016

Carlene Chiu, Librarian II

We celebrated Spring with a spring theme craft. Children created caterpillars, ladybugs, and bumble bees out of pom poms, pipe cleaners, and googly eyes on April 14th. Thirteen children participated in this fun craft. Fourteen people enjoyed the Peanuts movie on April 22nd.

Staff created a lovely bulletin board with The Hungry Caterpillar theme. Edward, Modesta, Andrea, and I helped create the display.



We displayed books that celebrated Spring. Michelle created a shelf display of funny books and movies to celebrate April being national humor month.

We had 2 class visits (April 27th & April 28th) of 28 kindergarten students from Odyssey Charter School. Students enjoyed story times I conducted and pursuing for books to take back to their classrooms to read.



Teacher, Denise M., reads to students from her class.

We have updated our literacy area and have created a dedicated space for tutors and their learners for their lessons! Thursdays are our busy days with up to 3 sets or more of tutors and learners using the area!



Two study areas for tutors & learners

We have new cushions for our children's area that the children and parents love!



I attended a training session on how to use the Foundation Directory Online Database, a grant finding database, at La Pintoresca Library on April 12th.

Summer Reading Program planning continues. We had a committee meeting on April 22nd.

We are happy to report Branch library card registrations were up this month by 50% from this time last year!

April 2016 Literacy Department Report

-Edward William, Literacy Coordinator

-Modesta Nava, ESL Instructor

Adding new tutors and learners

This month, we saw a jump in tutor and learner inquiries for the adult literacy program. Those interested in the program typically learn about our program through our advertising or through Volunteermatch.org. We had four individuals express an interest in tutoring, and two of them were able to go through our tutor training, with one eventually being placed with a learner. We had three individuals express their interest in becoming students with our program. They were placed in either our ESL program or with a tutor. When a person visits our literacy center, we explain the service that the literacy program provides along with any requirements we ask such as time commitment. Last month (March) we created brochures and bookmarks in both English and Spanish to hand out to the public, which had some impact for April. We anticipate that it will continue to help with recruitment in the future.

Reading Horizons upgrade

One of our software learning tools we have used in the past is from Reading Horizons. This software encompasses improvement for basic reading skills, phonics, comprehension, and vocabulary. In previous years, this software was installed on two of our computers, however Reading Horizons is now available via any web browser. This means that our learners can now access this learning tool at any of our other desktops and laptops in the library as well as from home. In the next few weeks we are looking at implementing this tool for new learners to the program who are waiting for a tutor to be placed with them.

April 2016 Technology Report

Christopher Kellermeyer, IT Manager

In April, technology initiatives saw two ad hoc projects, and Bob Lucas upgrades were delayed due to the IT Manager being on vacation. Also, the Latino Cultural Arts Festival was given a wide birth. The two ad hoc projects were installations of a reference perch and a self-checkout machine in the Children's Department. The reference perch is a mobile unit whereby reference personnel can interact with patrons anywhere in the library, even on battery power for 80 minutes. The same mobile desk, laptop, and barcode reader were used as the One Point of Service perch. This unit gives staff an extra workspace to assist the public during peak hours. Our Children's self-checkout sits on a low counter in the Children's Department, and has a smaller form factor more applicable to children with a 19" touchscreen. The Children's self-checkout will alleviate checkout workload on the staff, especially because checkout in Children's tend to be at higher counts per patron.

Bob Lucas upgrades have been scheduled for May, and represent the final deployment of public workstations. At the Main library, all remaining new public laptops, teen laptops, and desktop occupy the public spaces. Six beautiful blue metallic Dell laptops with ample horsepower sit quietly in the teen area. Twelve large screen all-in-one desktops occupy the main floor, and twenty laptops wait to be checked out by any patron wanting to be mobile in the Library. Further, eleven of the Chromebooks continue to be available. The grand total computer counts at the Main library—not including the Children's Department, is forty-nine; this represents an increase of six computers, using about 60% less static space.

A brand new AWE station was installed in the Children's department for a total of two in production. These are fun and colorful stations with excellent learning tools for kids.

The community room renovation met delays due to hardware on backorder; however, the primary components have been installed. What remains is calibration and training; these will be completed by mid-May.

Comprise's SmartALEC bring your own device (BYOD) print solution is on hold until all old Bob Lucas Branch desktops retire, and the SAM 8.5 server is retired. We continue to evaluate the telephone renewal and notice system to determine its viability.

Alternative summer reading program platforms are still being evaluated, but the staff unanimously determined not to encumber the \$1,993.95 renewal fees associated with the underutilized Evanced platform. The staff shall revert to the manual methods used before the days of Evanced until it is determined if a suitable alternative exists.

The technology department now gears up to perform a great deal of training for the staff in the forthcoming months, refining public computer images, and internal processes related to technology.

BOARD OF LIBRARY TRUSTEES DIRECTORS UPDATE

DEPARTMENT: District Director **MEETING DATE:** May 23, 2016

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

Libraries today are less about what they have for people and more about what they do for and with people. Library professionals promote opportunities for individuals and progress for communities. Libraries of all kinds add value in five key areas (the E's of Libraries): education, employment, entrepreneurship, empowerment, and engagement. They are advancing the legacy of reading and developing a digitally inclusive society.

<http://www.ala.org/news/state-americas-libraries-report-2016/introduction>

VOLUNTEERS AND PARTNERS

POETRY AND COOKIES: I was very impressed with our new Poet Laureate, Dr. Elline Lipkin, and the quality of all of the poets and the event as a whole. I met with Dr. Lipkin earlier in the week and we are collaborating on some wonderful poetry centered events at the library this year. We were very lucky that Pauli Dutton volunteered to once again put this event together for the library.

"Dearest Mindy, Thank you for your sweet presence at Poetry & Cookies despite having another huge program attend to just minutes away. It's the first time any library director ever attended and it makes me feel very appreciated. It also meant a lot to Elline who told me she would have been at your event if she hadn't had to be at ours that day!"

Pauli Dutton

FRIENDS AND FOUNDATION:

I am happy to report that I was able to secure Michelle Feynman as guest speaker for the Friends annual meeting on Monday June 6 at 7:30PM. Michelle Feynman, the daughter of Richard P. Feynman, is the editor of Perfectly Reasonable Deviations from the Beaten Track: The Letters of Richard P. Feynman (Basic) and The Art of Richard P. Feynman: Images by a Curious Character. She lives in Altadena, California. We have been working hard to market this upcoming program and have flyers out, website space and it is in our newsletter as well. I will also be working the Friends book sale on Sunday May15th.

I recently joined the newly created Woodbury Society which is an initiative of the Altadena Library Foundation and continue to attend all Foundation Board Meetings.

GRANTS: We were informed that the California State Library's Library Services and Technology Act "Pitch an Idea" grant proposal for the [i]cell Save Water Interactive Kiosk was accepted and they funded an EXTRA \$1,500 over our request!



CENTINELA STATE PRISON:

We provided the Centinela State Prison with over 1,000 paperback books for their collection. Most of the labor for this project (listing and boxing up library discards) was done by our volunteer Quarece Martinez. He provided over 35 hours of volunteer service for the library and will be volunteering at the Latino Cultural Festival as well.

L.A. WORKS: We recently joined, and are using this organization as well as other on-line volunteer boards to advertise for a Volunteer-Volunteer Coordinator.



ALTADENA SHERIFF AND FIRE:

Prior to the Latino Cultural Festival I met with both the Fire and Sheriff's Departments to update them about the Latino Cultural Festival and to invite them to participate. They expressed gratitude for the services of the Library and wanted us to know that they are here for us if we need them.

MARKETING



On Friday May 6th, 2,000 envelopes went out to new homeowners in Altadena. These packages contained a combined welcome letter from the Friends & Foundation, the Friends Book sale Flyer, the current edition of the Library Newsletter CONNECT, the Program Guide for the Latino Cultural Festival, a special brochure (attached in your board package), called *Plug in with your Connect Card* and two Power Cards. On the Wednesday following we had our first neighbor come in with their Power Card to get it activated! We never could have done this without the help of many staff who spent hours printing, folding, stamping and stuffing envelopes.

ONE POINT OF SERVICE:

In response to meetings with staff on 4/12, 4/13 and additional conversations about concerns, the following steps have been taken:

1. Addition of more staff hours: (unfilled/budgeted positions)

- a. The Library Clerk 1 and Library Page, both of which will have hours to contribute to the OPOS schedule, have been hired and will be starting immediately. Page positions have increased in weekly hours from 16 to 19. Cumulatively, this will add roughly 20 weekly hours to the roaming and welcome perch aspects of the OPOS schedule.
2. Custom-built book drop:
 - a. The plans are ready to go out to bid (week of 5/16/16) and in the meantime we have created a large book drop at the entrance.
3. Self-checkout machines:
 - a. In addition to the two self-checkout machines in the adult side of the library, we now have a third machine installed in the Children's area.
4. Reference perch:

There are now two perches located in the library. One is a welcome perch to help with returns, self-check and directions and another that is located central in the library to assist with reference or any other needs of our customers. This is in addition to the two stations in the Information/Research Desk. Now that we are fully staffed all of these stations will have staffing near or around them during our busy times.

STATISTICS:

- Circulation at the main library was up 5% in April over April of 2015.
- New library cards at main were up 3% over April of 2015.
- We were very pleased to see that the number of cardholders now checking out items (going back 12 months), is almost double what it was last year for the same twelve months.
- Holds on our materials were up 153% and for the year to date they are up 102%.
- Wireless at main was up 73%.
- Inter Library Loan that we are borrowing for our customers are up 64% year to date over last year.
- Use of the community room for non library events is up 15% for the year and for library events it is up 86%.
- Adult program attendance was up 260%.
- Volunteering in the library is alive and well... Adult volunteer time was up 744% and YA 69%!
- Business Office: Passports are up 29% year to date, passport photos are up 28%.
-



NOTE: In April we installed a new door counter for the main library. This door counter records entrances and exits at both doors of the library as well as entrance through the security gates. This high tech counter verifies by comparing the film of entrance/exits it

creates to the numbers it is calculating/reporting. Right now it has been verified at 90% accurate and we are working with the vendor to increase accuracy to 98%. You will see that there is a dramatic decrease compared to the visitor numbers recorded for last year in April (25% - 4,716 less visits). We believed that the old door counter was not working correctly but had assumed that it was under counting. We were very surprised to find that it was over counting. In the following months we will be sharing results with the Board showing patterns of usage – which days/times we are the busiest, and leadership will be using that information to assess and make recommendations for staffing and hours of operation in the future.

FACILITIES

READING COURT: The new book display was moved to the Magazine reading area and the Reading Court was opened up and now retains the look and feel that was originally designed for it.



"I've been coming to the Altadena Library for a while. So happy to see your new floor change, especially the main floor opened up like it was before. Love the original design!"
Great Job! Feng-Ying (Ming)



"Great job on the reading court! Very nice environment to read in!! Now just tint the windows in the library!!!" Shane Jordan



WATER CONSERVATION DEMONSTRATION GARDEN:

We have confirmed a date for the Grand Opening of the garden, Saturday, July 9 at 10am. Supervisor Mike Antonovich will be speaking. Please mark your calendar.

Altadena Rotary has ordered the trash can and two benches and should be installing them in early June. Deborah Laux is designing the sign with input from January and a draft design will be presented at the May Board Meeting.

COFFEE AND CONVERSATION: In May I reinstated this one hour program where the Director serves coffee/tea and visits with library users in the Reading Court on a Saturday. I will continue this program throughout the Summer. One of my favorite encounters of the morning was Gina Dobson who enthusiastically gave praise to the changes in the library and noted that she comes to us from Pasadena because of wonderful staff, services, new computers and new look.

TEEN MEETING: On April 26, Ryan and I had the pleasure of meeting with our Teens in their newly created teen space. We enjoyed sharing ideas with them, updating them on progress and hearing their concerns. Some misunderstanding and confusion was cleared up so they now have a better understanding of what the library is able to do for them in their space. I offered the teens the opportunity to have the library all to themselves after hours once a quarter (I even offered to assist), so they could play games, eat, watch movies, etc. without worrying about disturbing other library users. I am waiting to hear if they would like to do that.

AA Handbook

A man came in to the library to the Reference desk and asked if we had the AA book. He said he had just started going to Alcoholics Anonymous meetings and the people that run the program asked the attendees to help out by picking up cigarette butts on the grounds of the facility. This man obliged, and while he was cleaning up other people's trash, someone stole his copy of the AA handbook that he had placed on the ground. He came to the library to check out a copy because he didn't want to be without the book to help him stay strong in his recovery.

I found a copy of the book and he checked it out, telling me his name was Pxxx. I told him that I have seen copies of the AA handbook that come in through the donation bin, and that I would talk to Kathy of the Friends to save me a copy for him when she saw one.

My mailbox quickly started filling up with copies of the Alcoholics Anonymous handbook, courtesy of the Friends.

A few months go by and a man comes up to the Reference desk to check out the AA book. It was Pxxx. He looked so good/ healthy that I didn't recognize him! He has been residing in a sober living home and doing amazingly well. I went to my cupboard and gave him a few copies of the handbook for himself and others and he was soooo happy! He thanked me and said that the library was a big part in his road to recovery. I told him how proud I was of him and gave him a congratulatory hug. And he went on his way.

Helen Milner



Main Library

600 East Mariposa Street
Altadena CA 91001
626-798-0833

HOURS

Monday and Tuesday
10 am to 9 pm
Wednesday through Saturday
10 am to 6 pm
Sunday – Closed

PASSPORT OFFICE (Main Library)
BY APPOINTMENT ONLY

626-798-2950

Monday and Tuesday

10 am to 8 pm
Wednesday through Saturday
10 am to 5 pm

Bob Lucas Branch

2659 Lincoln Avenue
Altadena CA 91001
626-798-8338

HOURS

Monday, Tuesday & Friday
10 am to 6 pm
Wednesday and Thursday
10 am to 8 pm

www.AltadenaLibrary.org

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- Current Popular Magazines

LEARNING

- Teen Programs and Mentors to Teach 21st Century Skills
- The best research tool of all – our Librarians and Staff
- Homework Study Spaces
- Computers, 3D Printers
- Testing Assistance
- Create Entrepreneurial Skills

ADULTS

- Guest Speakers
- Classes, Presentations & Programs
- Learn New Job Skills
- ESL and Literacy
- Book Clubs
- Art

CHILDREN

- Summer Reading to keep your kids learning and growing
- Inspiration Stations
- Children's Online Learning Programs
- Tumblebooks
- Storytime

BUSINESS & EDUCATION

- Office 365 and OneDrive storage space
- Access to Business and Education Research Tools
- Business Reference
- Scan/Copy/Print at reduced cost

COMMUNITY

- Meeting Space
- 1G WIFI
- Passports & Passport Photos
- Community Engagement Space
- Festivals & Celebrations
- Live Music

**Your Altadena
Library card is your
access to inspiration,
information, education
& entertainment.**

The Altadena Libraries are dynamic spaces where all forms of media, knowledge, technology, innovation, entertainment, community gathering and critical thinking interact to create a beautiful mosaic – a source of pride for our community.

Libraries are unique spaces where students, children, parents, teachers, adults, seniors, innovators and entrepreneurs interact to share ideas and to enjoy each other's gifts.

Come join us!



Mindy Kittay
Altadena Library District Director



DEPARTMENT: Finance/HR
PREPARED BY: Tina Wallin

MEETING DATE: May 23, 2016
LOCATION: Community Room

TITLE: Presentation and Review of the Proposed Operating Budget, Fiscal Year 2016/17

BACKGROUND:

The attached Proposed Operating Budget will be the second review in the budget process. At the regular board meeting held April 25, 2016 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: No Salary Increase.
- Scenario 2: A 2% Salary Increase and a 2% Increase to the staff's CalPERS Retirement Contribution (Employer Paid Member Contribution)
- Scenario 3: A 3% Salary Increase and a 2% Increase to the staff's CalPERS Retirement Contribution (Employer Paid Member Contribution)
- Scenario 4: A 4% Salary Increase and a 2% Increase to the staff's CalPERS Retirement Contribution (Employer Paid Member Contribution)

The Board voted and approved Scenario 4 for the Fiscal Year 2016/17 Proposed Budget.

THE PROPOSED BUDGET

Based on the information above, Staff is presenting the attached Proposed Operating Budget. The Proposed Budget includes the following changes and Capital Outlay projects:

- **Revenues:**
 - Projected 3% increase in property taxes.
 - Projected 2.41% increase in parcel taxes
 - Increase to Passport Services revenue
 - CLLS Grant Fund of \$25,165
- **Expenses:**
 - 4% Salary Increase
 - 2% Increase to the staff's Contribution of the Employer Paid Member Contribution for CalPERS Retirement.
 - Increased Contribution to OPEB (Other Post Employment Benefits)

- Increase to Library Materials, specifically Books, Audio CD's, DVD's, Videogames, and Processing of Materials
- Increase to Library Services / Program budget. Note: The Teen budget for FY15/16 was increased by the DIY Maker Space Grant
- Increase to Operating Expenses, specifically Advertising/Marketing, Postage, and Printing to accommodate increased Community Outreach
- Increase to Professional and Technical, specifically Legal, Technology Consulting, Other Consultants, Technology Equipment, Technology Maintenance Fees, and Website Development to accommodate Community Outreach, the Altadena Library 50th Anniversary, Community meetings, and Community Polling
- Increase to Facilities, Grounds & Maintenance to allow for unforeseen conditions and to catch up on deferred maintenance and grounds items.
- Capital Outlay Projects:
 - New Furniture for Main and Branch
 - New Exterior and Interior Signage
 - Bridge Repairs
 - Other major Facility Repairs

RECOMMENDATION

Staff recommends that the Board review and approve the Altadena Library District Proposed Operating Budget, Fiscal Year 2016/17 in order for staff to prepare an Adopted Budget for presentation at the June 27, 2016 Board of Library Trustees regular meeting.

Budget Summary

Altadena Library District BUDGET SUMMARY

For the years Ended and Fiscal Year Ending June 30, 2017

	ADOPTED BUDGET 2014/15	ADOPTED BUDGET 2015/16	PROPOSED BUDGET 2016/17	POS/(NEG) AMOUNT	PERCENT
REVENUES:					
PROPERTY TAXES	1,803,775	2,131,048	2,188,429	57,381	2.7%
PARCEL TAXES	740,000	762,617	780,996	18,379	2.4%
INTEREST INCOME	12,312	7,000	10,020	3,020	43.1%
FINES & FEES	41,000	101,916	116,500	14,584	14.3%
DONATIONS & MISC INCOME	198,475	240,175	177,548	(62,627)	-26.1%
General Fund Balance	2,006,106	2,379,953	2,650,860	270,877	11.4%
TOTAL REVENUES	4,801,668	5,622,739	5,924,553	301,814	5%
EXPENDITURES:					
SALARIES & BENEFITS	2,041,179	2,218,566	2,224,794	6,228	0.3%
MATERIALS, SUPPLIES & SERVICES	650,271				
LIBRARY MATERIALS		333,411	280,411	(73,000)	-21.9%
LIBRARY SERVICES	-	72,000	43,500	(26,500)	-36.8%
OPERATING EXPENSES	-	278,324	260,324	(17,800)	-6.4%
PROFESSIONAL & TECHNICAL	-	134,619	245,175	110,556	82.1%
FACILITIES, GROUNDS, MAINT	-	48,704	69,000	14,296	29.4%
CAPITAL	34,000	131,000	148,156	17,156	13.1%
MISC. EXPENSES	65,000	26,132	26,132	-	0.0%
TOTAL EXPENDITURES	2,790,450	3,242,756	3,273,692	30,936	1.0%
RESERVED / DESIGNATED FUNDS:					
Six months of operating expenses (govt. code #53646)	1,395,225	1,621,378	1,638,846	15,468	1.0%
Capital Asset Replacement Reserve	64,938	99,152	143,999	44,757	45.1%
Trustee Election Reserves	110,000	130,000	130,000	-	0.0%
Parcel Election Reserves	-	65,000	65,000	-	0.0%
HUD Funds	5,063				
Undesignated Reserves	430,860	464,422	675,075	210,653	45.4%
	4,796,556	5,622,739	5,924,553	301,814	5.4%

Financial Notes:

- Projected Revenues is based on a conservative 3% increase
- Parcel Tax Revenue Increase based on CPI Comparison from Feb 2015 to Feb 2016
- General Fund Balance per Audited Financial Statements, dated June 30, 2015
- Capital Asset Reserve, per Balance Sheet at June 30, 2015 is \$143,939

Revenues

Alfadena Library District
REVENUES
For the years Ended and Fiscal Year Ending June 30, 2017

ACCT#	REVENUE	Actual 2013/14	Actual 2014/15	BUDGET 2015/16	YTD APR-2016	PROPOSED 2016/17	% of Budget
<i>Property Tax Revenue</i>							
4010	Secured	1,777,868	1,903,057	1,968,654	1,077,270	2,027,714	
4020	Unsecured	66,479	84,961	70,000	60,976	72,100	
4030	Prior Year	37,659	-2,451	10,000	20,910	10,300	
4050	Homeowners Exemption	13,803	14,356	7,500	7,056	7,725	
4060	Per Parcel Benefit Assessment	760,440	762,045	762,617	426,506	750,996	
4070	SB 813 Supplemental Roll	37,323	54,774	25,000	29,600	28,840	
4080	Penalties/Interest/Costs	15,259	14,949	15,000	10,743	15,450	
4090	RDA ABx128 Income	41,197	36,856	31,894	15,832	26,500	
Total Property Revenue		2,753,029	2,868,545	2,893,665	1,648,891	2,969,625	90.71%
<i>Interest Income</i>							
4210	Chase Bank	130	13	50	9	20	
4220	County Deposits	5,317	12,300	6,950	2,709	10,000	
	Subtotal	5,447	12,312	7,000	2,719	10,020	
<i>Fines & Fees</i>							
4305	Fines	32,431	29,166	33,000	25,672	33,000	
4310	Printer & Copy Machine	8,237	6,197	8,500	5,623	8,500	
4330	Video Game Rentals	1,054	840	416	416	0	
4340	Passport Services	55,483	65,911	60,000	62,733	75,000	
	Subtotal	97,204	103,114	101,916	94,444	116,500	
Total Internal Income		102,651	115,427	108,916	97,162	126,520	8.30%
<i>Donations & Grants</i>							
4710	Friends of the Library	36,000	41,000	40,000	40,000	40,000	
4715	In-Kind Donations	7,000	0	0	0	0	
4730	Undesignated	1,130	276	500	285	500	
4735	Designated	20	5,250	3,510	6,510	500	
4740	CA Library Literacy Services	14,298	22,877	25,165	25,165	25,165	
4750	Cal State Library	0	0	30,000	27,000	0	
4755	HUD Grant	0	0	0	0	0	
	Subtotal	58,448	69,402	99,175	98,960	66,165	
<i>Misc Income</i>							
4910	Miscellaneous Income	8,726	13,792	10,000	4,237	5,000	
4925	Gain/Loss on Disposal of Asset	0	0				
4940	Transfer in from Reserves	0	0	131,000	0	106,383	
	Subtotal	8,726	13,792	141,000	4,237	111,383	
Total Donations & Misc Income		67,174	83,194	240,175	103,197	177,548	5.40%
REVENUE TOTALS		2,922,853	3,067,165	3,242,756	1,849,250	3,273,693	100%

Revenue Assumptions:

3.0% Increase to Property Tax

2.41% Increase to Parcel Tax

Interest rates on cash investments with LA County as of April-2016 will continue to be low at .90%

Expenses

Alladena Library District

EXPENSES

For the years Ended and Fiscal Year Ending June 30, 2017

ACCT#	Expenses	Actual 2013/14	Actual 2014/15	Adopted 2015/16	YTD APR-2016	Proposed Budget
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SALARIES, WAGES & BENEFITS

Salaries & Wages

5010	Salariatid Employees	1,086,906	1,083,815	1,249,167	911,444	1,314,365	Salary for Full-time positions
5020	Hourly Employees	282,892	274,950	274,881	190,485	212,593	Salary for Part-time positions
	Subtotal	1,369,888	1,357,865	1,524,048	1,101,929	1,527,058	ans

Benefits

5120	Social Security & Medicare, Salary	80,677	81,093	54,720	56,615	100,549	Employer paid SS and medicare for salaried employees
5121	Social Security & Medicare, Hourly	21,524	21,004	17,898	14,405	16,271	Employer paid SS and medicare for hourly employees
5210	PERS Retirement	163,929	151,854	166,527	130,628	180,785	Employer contribution to CalPERS Retirement
5220	Health Insurance (Active & Retired)	151,883	160,972	222,000	149,863	204,000	Employer paid Health Coverage cost (Active & Retired)
5222	OrEB Contribution	45,967	69,304	140,000	101,600	140,000	Other Post-Employer Benefits Contribution to Trust Fund
5230	Dental Insurance	13,839	14,334	14,435	11,973	14,435	Employer paid Dental coverage
5240	Vision Insurance	4,889	5,224	5,348	4,142	4,308	Employer paid Vision coverage
5250	SUI, Salary	4,582	4,595	14,350	3,564	15,233	Employer paid State Unemployment Insurance
5251	SUI, Hourly	3,815	4,038	2,711	3,118	2,465	Employer paid State Unemployment Insurance
5260	Life Insurance	1,752	1,632	1,642	1,143	1,710	Employer paid Life Insurance coverage
5300	Tuition Reimbursement	0	0	0	0	0	
5410	Workers' Compensation	14,408	13,523	14,887	10,787	18,000	Workers Compensation Insurance cost
	Subtotal	507,366	528,274	694,518	499,838	697,737	ans
	Total Salary & Benefits	1,877,254	1,886,139	2,218,566	1,601,767	2,224,794	ans

LIBRARY MATERIALS

6110	Cataloging Expenses	18,726	17,440	13,504	16,438	19,504	OCLC Online Cataloging Services
6115	Electronic Databases & Subscriptions	14,593	15,747	11,000	10,956	15,000	Online databases available to the public- Reading Plus, Brainiac, Nowell, Turnlebooks, Flasco
6117	Standing Orders	10,375	12,193	0	0	0	
6120	Books	113,076	120,338	189,944	92,564	98,944	All annotated books
6125	Audio CD	6,972	11,198	19,253	20,271	19,253	Books on Compact Disc
6130	DVD's & Videogames	10,091	13,000	25,110	14,422	25,110	DVD's and Videogames
6135	Processing of Materials	12,359	23,104	31,500	34,583	50,000	Processing of all materials
6140	Periodicals	10,448	17,625	13,000	12,428	12,500	Magazine subscriptions
6142	FOL DVD Rental Collection	1,187	1,008	0	0	0	
6147	Video Game Rental Collection	869	1,298	0	0	0	
6150	Downloadables (eBooks)	0	0	15,000	11,113	20,000	Overdrive platform, Electronic books (4-Books.org & iLobo)
	Total Library Materials	200,605	226,952	333,411	212,776	260,411	ans

ACCT#	Expenses	Actual 2013/14	Actual 2014/15	Adopted 2015/16	YTD APR-2016	Proposed Budget
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LIBRARY SERVICES

6200	Youth Services	6,537	9,852	8,000	7,896	10,000
6210	Teen Services	1,745	2,244	33,000	27,277	5,500
6220	Adult Services	7,378	7,041	25,000	15,794	25,000
6230	Bob Lucas Branch Services	755	1,359	1,500	1,069	2,000
6240	Literacy Services	2,907	3,755	4,500	2,763	3,000

Total Library Services	19,222	24,251	72,000	54,948	45,500	rs.
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OPERATING EXPENSES

6430	Insurance - General, Property, Liability, Earth	29,292	29,305	31,000	29,361	31,000	General liability, Property, and earthquake insurance
6620	Memberships, Dues and Subscriptions	20,969	10,965	15,000	13,520	13,000	MPLC (Movie License), Movie License, LAPCO, CLA, AIA, OSDA Conference fees, training classes, workshops, presenter fees for Professional Development Day
6625	Training and Education	853	510	8,000	4,936	8,000	Employee recruitment costs, gifts for staff/board/rel. etc. - memory gifts
6626	Recruitment, Gifts and Memorials	2,333	8,348	6,500	2,412	5,000	Community outreach - 50th Anniversary event, local ads, Marketing Newsletter
6627	Advertising and Marketing	0	2,794	8,000	8,917	30,000	
6710	Meetings and Travel	4,509	6,982	5,000	7,354	6,000	Travel (air ground), food for functions and meetings
6730	Mileage and Parking Reimbursement	1,026	1,260	2,500	807	1,000	Staff mileage and parking reimbursements
6740	Postage and Delivery	8,955	9,047	7,500	5,333	9,500	Postage for meter and personal use
6745	Banking and Service Fees	2,996	1,834	2,000	1,599	2,000	Check bank fees for check scanner, PayPal fees (staff/don) charges
6746	Payroll Fees	6,725	11,302	9,000	10,431	13,000	Payroll Administration and HR Essential fees
6750	Printing and Reproduction	7,248	3,692	3,000	9,807	8,000	Printing costs associated with MultiFunction machines Office furniture, display shelving, etc., or items costing less than \$500
6755	Equipment, Furniture, Fixtures	0	5,010	5,000	10,008	5,000	Supplies from Citrus and Mission Lines
6765	Janitorial Supplies	10,996	12,095	14,500	12,082	14,500	General office supplies (paper, pens, staples, labels, etc)
6770	Operational Supplies	3,712	40,331	40,000	21,430	30,000	Merchandise appropriate for staff computers
6780	Operating Software	33,032	38,626	33,000	32,851	5,000	Computer and technology hardware supplies, hardware from vendors - printer, laptop, servers, Ace Electric
6785	Computer Supplies	14,353	4,056	9,800	650	0	Electrical costs for Main and Branch
6790	Hardware (Computers / Tech)	0	22,186	5,000	6,629	8,000	Neural Gas coils for Main and Branch
6920	Electricity	49,171	44,389	42,000	34,479	42,000	Water costs for Main and Branch
6930	Natural Gas	4,929	3,229	5,500	4,545	5,500	Trash Services (Amount for Main and Branch)
6940	Water & Sewage	5,163	4,009	5,500	3,112	5,800	USB drives, CD's, Flashdrives
6950	Refuse	3,931	7,338	4,500	3,816	4,500	Lease/Rental of Multi-function machines and mail meter
6960	Products for Resale	0	234	500	230	500	
6970	Equipment Lease and Rental	0	0	15,424	11,037	15,424	

Total Operating Expenses	242,594	267,543	278,324	234,968	260,524	ms.
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PROFESSIONAL & TECHNICAL

7125	Audit and Financial Consulting	14,092	12,270	14,000	10,844	14,000	Audit services, Activity reports, and Accounting Consulting services
7130	Legal Fees	1,032	1,085	3,000	7,672	10,000	Legal consultation
7135	Technology Consulting	6,126	18,376	9,000	10,227	20,000	VOIP, Voicemail Consulting, E-rate Consulting

ACCT#	Expenses	Actual 2013/14	Actual 2014/15	Adopted 2015/16	YTD APR-2016	Proposed Budget
7140	Architectural & Engineering	15,302	12,835	9,000	3,328	9,000
7145	Collection Agency	1,530	1,137	1,800	787	1,800
7155	Consultants, Other	3,028	7,904	12,000	28,522	30,000
7165	Equipment Maintenance	7,882	8,847	0	0	0
7167	Software Expense	6,192	10,424	0	0	0
7170	Telecommunications	31,082	24,741	21,306	20,798	25,000
7175	Internet Service	0	0	6,575	4,550	6,575
7180	Technology Equipment	0	0	41,000	24,884	56,000
7185	Technology Maintenance Fees	0	0	8,938	8,574	52,800
7190	Website Development	0	0	8,000	360	20,000
Total Professional and Technical		86,264	97,708	134,619	120,835	245,175

Architectural and engineering plans for interior renovation
 Unique Management, Collection of overdue fines exceeding \$50
 On/each, 50th Anniversary, Marketing, Community meetings, and
 polling
 AT&T and VOIP
 Calix DSL
 Computers, Video Display Unit, and DVR System
 Annual fees for Invoicing System, TechSoup, Course
 Expense, Technologic, Google, etc
 Website consultant and User Training

ACCT#	Expenses	Actual 2013/14	Actual 2014/15	Adopted 2015/16	YTD APR-2016	Proposed Budget
7205	Maintenance Contracts	0	0	8,000	5,334	8,000
7210	Building Maintenance and Repairs	18,673	34,506	36,204	42,785	40,000
7220	Landscape	2,242	2,862	4,500	24,564	15,000
Total Facilities, Grounds and Maintenance		20,915	37,367	48,704	73,683	63,000

FACILITIES, GROUNDS & MAINTENANCE

Alarm, Elevator
 HVAC, Electrical, Plumbing, Pest Control, Carpet
 Landscape maintenance and supplies

ACCT#	Expenses	Actual 2013/14	Actual 2014/15	Adopted 2015/16	YTD APR-2016	Proposed Budget
7310	Equipment, Furniture and Fixtures	0	0	95,000	43,182	20,000
7320	Structures & Improvements	0	0	36,000	0	128,156
Total Capital		0	0	131,000	43,182	148,156

CAPITAL

New furniture, signage, etc
 Bridge repairs and other major facility repairs

ACCT#	Expenses	Actual 2013/14	Actual 2014/15	Adopted 2015/16	YTD APR-2016	Proposed Budget
7510	Miscellaneous Expenses	2,333	0	2,000	1,892	2,000
7520	Refunds/Parcel	0	0	1,000	0	1,000
7530	Direct Assessment / Admin Costs	30,947	31,055	23,132	27,414	23,132
7540	Trustee Election	122,123	0	0	0	0
7550	Parcel Election	0	44,512	0	0	0
7700	Depreciation Expense	16,349	18,692	0	0	0
Total Miscellaneous Expenses		171,752	94,260	26,132	29,305	26,132

MISCELLANEOUS EXPENSES

LA County Administrative Fee for Property and Parcel Tax

TOTAL EXPENSES	2,618,605	2,634,220	3,242,756	2,371,465	3,273,692
TOTAL REVENUES	\$2,922,853	\$3,067,165	\$3,242,756	\$1,849,250	\$3,273,693
DIFFERENCE	\$304,247	\$432,946	\$0	-\$622,215	\$0

Altadena Libraries Style Guide

A style guide for building awesome experiences

Brand Identity



Altadena_Library_logo.jpg

TAGLINE: ALTADENA

LIBRARIES: Bringing **People + Ideas** Together

VISION: Honoring the
Past, Cultivating the Present, Empowering the Future.

MISSION: The Altadena
Library District continually aspires to meet the present, future, and constantly
changing needs and interests of its diverse clientele. It is becoming the
cultural, informational, and technological hub of the community.



Altadena Libraries Style Guide

A style guide for building a consistent experience

Brand / Logo

Altadena Library Logo Master Brand

The Altadena Library master logo should be used at all times. Where not possible, one of the logo variations such as one color logo or reversed out of a color or black logo should be used (see below). This is to make sure the logo and brand are used in a consistent manner across all communications.



Altadena_Library_logo.pdf

Logo Variations

Black and White

This style guide is created with the FREE version of Frontify. [Create your own style guide today!](#)



Altadena Libraries

Altadena_Library_log_BW.pdf

Co-Branding

Friends of the Altadena
Library



Altadena_Library_logo_friends_alt.pdf

Altadena Library Foundation



Altadena_Library_logo_foundation_alt.ai

Do's and Dont's

Only reverse Altadena Libraries Logo out of its three main colors and black. Never reverse out of a photo or pattern.



Altadena_Library_logo_RO_blk.pdf



Altadena_Library_logo_RO_grn.pdf



Altadena_Library_logo_RO_blu.pdf



Altadena_Library_logo_RO_brn.pdf

Altadena_Library_logo_RO_blu...
1280 x 1000

Altadena_Library_logo_RO_blk...
1280 x 1000

Altadena_Library_logo_RO_grn...
1280 x 1000

Altadena_Library_logo_RO_brn...
1280 x 1000

Deodar Tree Icon

The Deodar Tree icon should be used in brown, when possible, as that is the color of the deodar in the logo.



Altadena_TREE_blk.pdf



Altadena_TREE_grn.pdf



Altadena_TREE_blu.pdf



Altadena_TREE.pdf

Size & Positioning

The Altadena Library logo should always be surrounded by a minimum area of white space. The area of isolation ensures that headlines, text or other visual elements do not encroach on the logo. The minimum area is defined by using the height of the "A" letter in the logo. See example below.

This area of separation is a minimum and should be increased wherever possible.



Altadena_Library_logo_positioning.pdf

Altadena Libraries Style Guide

Colors

Color Palettes

Altadena Library Primary Use Colors

These are the main colors to use in addition to black for text font. Thunderbird is mainly for Headlines, Blue-green, Olive, and Venice Blue are good for subheads and accented copy.



Blue-Green

#00839B
0, 131, 155
PMS 7712



Olive

#A9AE00
169, 174, 0
PMS 383



Pirate Gold

#D18901
209, 137, 1
PMS 131



Thunderbird

#D5441C
213, 68, 28
PMS 173



Venice Blue

#0A5537
10, 85, 135
PMS 7692

Altadena Library Secondary Colors

Use these colors sparingly. They are for additional accents and items like rules and icons



Fountain Blue

#5DB1D0
93, 177, 189



Selective Yellow

#EEA904
238, 169, 4



Chalky

#EED897
238, 216, 151



Supernova

#F5C300
245, 195, 0



Manz

#E2E765
226, 231, 101



Lime

#CED800
206, 219, 0



This style guide is created with the FREE version of Frontify. [Create your own style guide today!](#)



The look of Altadena Library is clean and clear with spots of bright color. Refrain from using the main colors as backgrounds unless for effect or to eliminate a section. White backgrounds should predominate.

Altadena Libraries Style Guide

Altadena Libraries | 11111 N. Hollywood Blvd. | Los Angeles, CA 90027

Typography

Fonts

Altadena Libraries main fonts are
Antique Olive and **ITC Officina
Serif**.

ITC Officina Serif Std/Bold is mainly used
for Headlines. Antique Olive Bold [caps or lower case] is used for highlight,
subheads and secondary items. Antique Olive is used for reading font. See the
sample below.

ITC Officina Serif Std / bold & book

Antique Olive / bold 11/14

Antique Olive/ bold 10/14

Antique Olive / bold 9/12

Antique Olive / light 9/12

fonts.mat.jpg

Alternate Fonts for PC Desktops

If you do not have the above fonts,
you can alternately use Rockwell for Headlines and Franklin Gothic for
subheads and reading text.

Rockwell / bold & regular

Franklin Gothic / heavy 11/14

Franklin Gothic / heavy 10/14

Franklin Gothic / heavy 9/12

Franklin Gothic / book-regular 9/12

fonts_PC.log

Usage Examples

Second Saturday with The Verdugo Swing Society

Font_use_sample.png

Saturday, April 9 at 6:30 pm in the Main Library Reading Court

DANCE / EAT / DRINK ! The Verdugo Swing Society has been bringing back Big Band memories since 1986. Originally formed by members of the Glendale College Jazz band we now have local musicians from Aerospace to Academia. In 1988 VSS was named the official band of the City of Glendale and has played a concert and dance series for the city every summer since.

Altadena Libraries Style Guide

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Icons and Images

Incidental Images

CONNECT

Connect_header_NL.pdf

** Innovation Happening Here*

asterisk_innovation.pdf



asterisk.ai

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asterisk.pdf



Altadena Libraries Style Guide

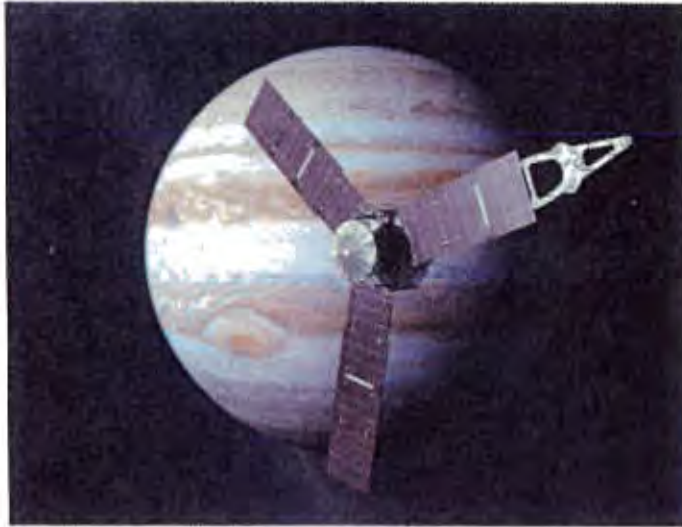
© Altadena Libraries 2014. All rights reserved.

Flyers

Flyer Template

Download the file

"Flyer_Template.dotx" – at right – to produce your own flyer [.dotx Word document] Select the text, ie. "[Day, Month 00 at 00pm], then type in your specific information. Same with the Header, Subtitle, Text, and green box text at right – select and type in, or paste, your text separately so the items retain their formatting – use "shift > return" to do a hard return within a font style to retain the style to the next paragraph. [The flyer shown below is in pdf form and is for illustration purposes only – download the template at right]



[Day, Month 00 at 00pm]

[Short Event Title Here]

[Subtitle of Event or quick description]

[To replace any text with your own, just click it and start typing.]

[To replace the photo or logo with your own, right-click it and then click Change Picture.]



[Add Key Event Info Here!]

[Don't Be Shy—Tell Them Why They Can't Miss It!]

[One More Point Here!]

[You Have Room for Another One Here!]

[Add More Great Info Here!]

Altadena Library

600 East Mariposa
Altadena | 626 798 0833

Bob Lucas Branch

2659 Lincoln Avenue
Altadena | 626 798 8338
www.AltadenaLibrary.org

Flyer_Template.pdf



Altadena Libraries Style Guide

Altadena Libraries | 1000 E. Main Street | Altadena, CA 91001 | 626-256-1234

Signage

General Use Signage Template

Download the "Signage_template.dotx"
to create a new sign. [see samples just below]

- 1) When laying out a sign, use the simplest, clearest language to get your message across.
- 2) Select the text you want to replace and just type - and if the font is too large - reduce to fit.
- 3) When you are putting text onto the next line within a style/color/font use "Shift > Return" and Word will retain the formatting of the font you are using.



Suggest_Purchase.pdf



Jr_HI_Collection.pdf

Signage_template.dotx



Altadena Library Water Conservation Garden

Our garden is designed to capture and hold water in the landscape. It utilizes specific, simple techniques to achieve maximum water retention. Appropriate plants further help water infiltration into the landscape.

SOME OF THE POTENTIAL BENEFITS OUR GARDEN OFFERS INCLUDE:

- capture and retention of water in the landscape
- enhanced health of existing trees and shrubs
- reduced need for irrigation
- potential for aquifer recharge
- potential mitigation for local climate extremes by increasing soil moisture and carbon
- Increase viable habitat by adding native, drought tolerant, deep rooted plants



We offer our appreciation and gratitude to those who made this garden a reality:

- County of Los Angeles & Inglewood
- Foothill Municipal Water District, Nina Samadpourian & Dan Orphan
- Los Angeles Conservation Corps, Sam Hahn, Anthony Lopez, Alice Smith, Nick Collins, and the crew
- Julie Navarro & the wonderful girls of the Girl Scout Troop
- Marc & Rebecca Johnson of Dominus Pastoral and Nursery
- Marjorie Botany, Craig Cox and the Whittier Project Crew
- Meredith McKeown, and the Altadena Library Board of Trustees
- Nancy Krady, Director of Altadena Library



Water Conservation Techniques

SWALES to slow and direct water

Swales are ditches or trenches dug into the contour of a landscape. Swales slow and capture runoff by spreading water horizontally across the landscape along an elevation contour line, facilitating runoff infiltration into the soil. This type of swale is created by digging a ditch on contour and piling the dirt on the downhill side of the ditch to create a berm. In arid climates, vegetation planted along the swale can benefit from the concentration of runoff.



HUGELKULTUR to allow for accumulation of condensation

Hugelkultur is a passive water collection technique. Logs are stacked in a mound and covered with soil. The temperature differential between the interior and exterior of the mound promotes condensation. Soil is enhanced as the organic material in the mound biodegrades.



INFILTRATION POND to hold water and allow for percolation

The Infiltration Pond is a shallow dugout area that collects the flow of water and allows it to infiltrate. The pond can be filled with gravel, rocks, or mulch, and planted with hearty native plants.

SLOPE ADJUSTMENT to direct the flow of water

OVERFLOW OUTLET to allow excess water to escape

Permeable surface walkways allow for a firm walkway surface while allowing for water infiltration.

GROUND COVER and PLANTS to hold moisture in soil

Mulch is used to cover the soil. This allows for organic matter to permeate the soil, moderates soil temperature, slows moisture evaporation, and promotes the growth of essential soil organisms.

We hope that you will try these techniques in your yard

**RESOLUTION FOR PAYING AND REPORTING THE VALUE OF
EMPLOYER PAID MEMBER CONTRIBUTIONS**

WHEREAS, the governing body of the Altadena Library District (Name of Agency) has the authority to implement Government Code Section 20636(c) (4) pursuant to Section 20691;

WHEREAS, the governing body of the Altadena Library District (Name of Agency) has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer, and reported as additional compensation;

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the Altadena Library District (Name of Agency) of a Resolution to commence paying and reporting the value of said Employer Paid Member Contributions (EPMC);

WHEREAS, the governing body of the Altadena Library District (Name of Agency) has identified the following conditions for the purpose of its election to pay EPMC;

- **This benefit shall apply to all employees of Classic (Membership Category OR Group or Class).**
- **This benefit shall consist of paying 0% (Percent) of the normal contributions as EPMC, and reporting the same percent (value) of compensation earnable** {excluding Government Code Section 20636(c)(4)} as additional compensation.**
- **The effective date of this Resolution shall be 7/1/2016 (Date).**

NOW, THEREFORE, BE IT RESOLVED that the governing body of the **Altadena Library District** (Name of Agency) elects to pay and report the value of EPMC, as set forth above.

BY

(Name of Official)

(Date adopted and approved)

(Title of Official)

* Note: Payment of EPMC and reporting the value of EPMC on compensation earnable is on pay rate and special compensation except special compensation delineated in Government Code Section 20636(c)(4) which is the monetary value of EPMC on compensation earnable.



**Altadena
Libraries**
BOARD OF LIBRARY TRUSTEES
STAFF REPORT

DEPARTMENT: Finance/HR

MEETING DATE: May 23, 2016

PREPARED BY: Tina Wallin

AGENDA LOCATION: Community Room

TITLE: Review and adoption of Resolution #201601 – To ask the Auditor-Controller of Los Angeles County to prepare a new Tax Roll for Account #57.12, Altadena Library District

BACKGROUND:

The Altadena Library uses the Consumer Price Index (CPI), for Los Angeles-Riverside-Orange County to determine the change in index and rate increase for the Parcel Assessment. These figures are submitted to the County of Los Angeles, Auditor-Controller to bill the direct assessments and distribute collections to the Altadena Library District.

During the Altadena Library District budget process the most current CPI is obtained to determine these figures. For this purpose, the month of February 2016 is used as the point of reference. The February 2016 index was subtracted from the February 2015 index to calculate the difference. Based on the attached calculations, the current CPI rate is 2.41%

FISCAL IMPACT:

The Proposed Operating Budget for FY2016-17 will project a 2.41% increase in Parcel Assessment revenue.

RECOMMENDATION:

That the Board of Library Trustees adopt Resolution No. 201601 for the LA County Parcel Tax roll for Account #57.12, Altadena Library District.



ALTADENA LIBRARY DISTRICT

RESOLUTION OF THE BOARD OF TRUSTEES NO. 201601

OF THE ALTADENA LIBRARY DISTRICT

TO ASK AUDITOR/CONTROLLER OF LOS ANGELES COUNTY

TO PREPARE NEW TAX ROLL FOR ACCOUNT #57.12

ALTADENA LIBRARY DISTRICT TAX

WHEREAS, The Altadena Library District had undergone severe revenue reductions requiring cuts in staff, services, hours, and materials purchases, and

WHEREAS, The State of California eliminated the Special District Augmentation Fund in June 1993, and the District relied on those funds for one-third of its budget, and

WHEREAS, The State of California transferred ten percent of the Library District's property tax revenue to the schools of California for fiscal years 1992-1993 and 1993-94, and

WHEREAS, There was a need to replace lost revenue to maintain good library service, and

WHEREAS, The Altadena Library District called for a Per Parcel Election to tax owners of real property in the District for library services, November 4, 2014, and

WHEREAS, The Altadena Library District has complied with all laws pertaining to the per parcel levy, and

WHEREAS, The election was won with 10,113 voters voting YES and 1,712 voting NO representing a 85.52% YES vote, and

WHEREAS, There is a cost of living clause after the 2016-17 fiscal year

RESOLVED, That the Altadena Library asks the Los Angeles County Auditor/Controller to prepare the new tax roll for account #57.12 – Altadena Library Tax for billing of direct assessments **for FY 2016-17 and to increase each parcel by 2.41%**

DATED: May 23, 2016

BOARD OF LIBRARY TRUSTEES

Meredith McKenzie, President

Adalila Zelada-Garcia, Secretary

**ALTADENA LIBRARY DISTRICT
 CALCULATION OF PARCEL ASSESSMENT
 FOR THE TWELVE MONTHS ENDED FEBRUARY 28, 2015**

February 2016 247.113
 February 2015 241.297
 Change in Index 5.816

Calculation (Change Index/Las **0.02410**

Rate Increase 2.41%

Parcel Assessment Rate:

Single Family
 Apartment Unit
 Commercial < 10,000 square feet
 Commercial > 10,000 square feet

	2013/14	2014/15	2015/16	2016/17
Single Family	49.32	49.59	49.59	50.79
Apartment Unit	33.81	33.99	33.99	34.81
Commercial < 10,000 square feet	100.01	100.56	100.56	102.98
Commercial > 10,000 square feet	135.22	135.96	135.96	139.24

**THE ALTADENA LIBRARY DISTRICT
BOARD OF TRUSTEES**
Meeting Date: May 23, 2016

Report on the Staff Morale Survey Process
Prepared by: Luann Martenson, Ph.D., Consultant

Process and Plan to Define the Problem

In late August of 2015, Tina Wallin, Finance/HR Director, called expressing interest in obtaining assistance from a consultant regarding possible morale concerns among the staff. In a telephone call on August 31, 2015, possible approaches to assess staff morale and possible ways to improve staff morale were explored.

The following week, a meeting was held with Mindy Kittay, District Director, Tina Wallin, and myself. Various approaches to obtain input on staff morale were explored. It was determined that conducting a survey along with offering individual and/or group interviews was the approach that would be taken.

The discussion at the meeting also included the importance of obtaining survey input from a large and representative number of the staff so that the results would not be skewed to a particular group. A concern was expressed that some of the staff members may not be comfortable responding unless there was an assurance of individual confidentiality. Taking these two items into consideration, it was determined that all surveys would be numbered. The key to the numbers and the completed surveys would not be kept by the library staff and would be maintained off-site. The surveys would be completed and sealed in an envelope by each employee. All the envelopes would be placed in a box that was kept at the main library. The box would be picked up on the due date. It was also determined that the survey results would be prepared as a summary to ensure individual anonymity.

Following this meeting, a survey was selected and circulated among the meeting attendees. A few changes were made to make the survey appropriate for the library. The survey provided staff members with an opportunity to indicate an interest in scheduling a confidential individual one-on-one meeting with me and/or an interest in attending a group meeting. These meetings were then to be arranged directly with me.

The process for introducing the survey to the staff was discussed. An introductory email was prepared for distribution to all staff and a member of the Board of Trustees attended a staff meeting.

The survey was distributed to staff members during the week of September 14, 2015. A separate envelope was prepared for each staff member including a numbered survey and an envelope for the completed survey. It was requested that the survey be returned to a box at the library prior to September 23rd.

All staff members that expressed interest in individual or group sessions were contacted and session scheduled. The individual sessions took place off-site and the group session took place at the library's satellite campus. These sessions all took place within a few weeks of the surveys being completed.

Survey Results

Once the surveys and interviews were completed, a summary of the survey results was prepared in a manner that attempted to protect the identity of each staff member. The summary identified the top five (5) areas of staff concern and included an unusually large number of comments. The survey results and most common comments were reviewed and discussed with Mindy Kittay and Tina Wallin.

Survey Response Plan Process

The focus then shifted to the development of a response plan. Ryan Roy, Public Services Director, was invited to a weekly meeting that included all members Administrative Team.

The survey results were shared with Ryan at the first meeting. The purpose of the weekly meeting was to carefully consider the input provided by the staff and explore ways to begin to address the major concerns expressed by the staff. The plan would be presented to all staff, input would be obtained, and the plan would be revised as appropriate based on the input from the staff.

In order to improve staff morale, several changes needed to be made in processes at the library. These meetings focused on several things including:

- The Administrative Team all needed to “buy in” to changes in processes related to implementing change.
- Changes in roles and responsibilities of each member of the team had to be discussed and agreed upon.
- Structure was agreed upon and set in place to ensure that the changes

- would be sustained ongoing (i.e., workgroup and whiteboard processes).
- Lines of communication regarding change were discussed and agreed upon (i.e., workgroup process).

Once a draft plan was completed, the focus shifted to effectively communicating the plan to the staff and obtaining their input. The draft plan was presented at the staff meeting on December 4, 2015, as a place to start. All staff members were encouraged to provide input on the plan and things that could be added, deleted, or changed. Although I was not at the staff meeting, it was communicated to me that the staff members provided input and agreed upon the plan.

To introduce the plan to all staff, Ryan Roy sent an email to all staff with the plan attached. In addition, I sent an email to all staff on December 3, 2016. My email noted the following:

The draft is intended as a place to START. The plan was intended to be simple and start a place that would make a difference in a short amount of time. I imagine that this plan will evolve over time and with your input. We anticipate revising the plan based on your input.

Copies of these two emails have been attached to this report.

Plan Follow-Up

The importance of ongoing and careful follow-up was discussed in the planning meetings. Because I was not involved in the follow-up, I am not in a position to provide input in this area.

DRAFT
Alladena Library – Survey Response Plan

Survey Response Plan

The Administrative Team has been meeting to explore ideas of how to begin to address the concerns expressed in the survey. The ideas shared below are not intended to disregard or minimize the input provided by the staff. We also want to be sensitive and respectful of all staff and the current climate at the library. The following plan is intended as a place to start.

1. Process for Implementing Change

It is proposed that a new process will be utilized for implementing change. The process will include a work group made up of staff volunteers from all levels that are directly impacted by the proposed change. A member of the administrative team will typically facilitate work groups. The job of the work group is to develop an implementation plan that includes steps in the process, roles and responsibilities of involved staff, plan for communication, obtain buy in from all impacted staff, etc.

Recently a work group was started related to the implementation of the Point of Service system. This group was started as a test for trying this different approach.

There is also consideration for creating a collaborative training committee that will explore staff training needs, obtain input from staff, develop a training plan based on input from the staff, plan professional development day, and utilize technology.

2. Clarifying roles and responsibilities of members of the administrative team

The administrative team has been exploring the need for more clearly defined roles and responsibilities. The role of the Director will be to continue to develop the vision for the library. Mindy will implement change by delegating through her administrative team members, Ryan and Tina. Mindy will also be responsible to develop community relationships and assist in obtaining the financing for the building renovation.

Ryan will be responsible to implement change and oversee the day-to-day site program operations. Ryan will lead the process of change when it pertains to library programs. He will handle personnel matters with Tina's involvement when necessary.

Tina will be responsible to implement change and oversee the day-to-day fiscal and human resources operations. She will lead the process of change when it pertains to her areas of expertise.

3. Whiteboard in the Director's office

It is the intent of the administrative team not to implement any change that does not go through a work group type of process. This applies to small and large tasks. Every time there is a new idea for making something at the library better, it will be written on the whiteboard. Having the items on the whiteboard will help the administrative team take time to explore if something is a top priority or if it can wait. Implementing a new change process will only take place after there has been adequate discussion.

Questions for Staff

This plan is a place for us to start and we welcome your input and ideas.

Do you think that making these changes will make a difference?

Is there something that you think is missing from this plan?

What would you like to see added to this plan?

Is there anything that you would change? If so, what?

Do you have other thoughts or comments you would like to share?

Subject: Re: Friday's All-Staff Meeting

Library Staff,

Rather than holding a typical staff meeting this Friday, we will be discussing a draft of a Response Plan that has been proposed to address some of the critical issues raised in the Employee Survey and subsequent consultations with Dr. Luann Martenson. Our hope is to get feedback on the attached proposal, so that we can finalize a plan that improves communication, creates a solid structure for implementing change, and hopefully alleviates anxiety and stress for staff.

Please come prepared to discuss the attached draft of the Survey Response Plan, as well as any topics or approaches you feel would be most beneficial to implementing change within our library.

See you all Friday at 9:00am in the community room.

Ryan Roy | Public Services Director, Altadena Library District
600 East Mariposa Street | Altadena, CA 91001
(626) 798-0833 ext. 105 | wroy@altadenalibrary.org

Subject: Re: Update Regarding Tomorrow's Staff Meeting

From: Luann Martenson (lmartenson@att.net)

From: Luann Martenson [mailto:lmartenson@att.net]

Sent: Thursday, December 03, 2015 4:32 PM

To: William Ryan Roy; Mindy Kittay; Andrea Banuelos; Anthony Green; Antonia Lopez Aguilar; Carlene Chiu; Carrie Wilson; Cassandra Stearns; Chris Woods; David Butler; Deborah Gueringer; Edward William; Felipe Avila; Gerardo Avila; Helen Milner; Kiri Lahey; Laureen McCoy; Lucy Molina; Melloney Collier; Michelle Hoskins; Mikayla Arevalo; Modesta Nava; Natalie Herrera; Pam Richards; Ricardo Loza; Sebastian Zelepin; Shermalne Alya; Steve Marsh; Sue Colasurdo; Tina Wallin; Victoria Escobar; Perla Vogel; Christopher Kellermeyer; Laura Miera

Subject: Re: Update Regarding Tomorrow's Staff Meeting

Dear Library Staff:

I am replying to the above emails so I have access to everyone's email address.

I wanted to communicate with you all in advance of tomorrow's meeting as I will not be able to attend. Over the past 4 to 6 weeks, I have been meeting with the administrative team on a weekly basis. We have reviewed the results of the survey and comments. We have spent a lot of time digesting the information, understanding how we got here, and trying to come up with a thoughtful way of moving forward that incorporates your input. The top 5 categories of issues identified by the survey include: Open communication, training, policies & procedures, trust, and involving.

As you are probably all aware, we received a significantly large number of comments. I want to reassure everyone that your comments were reviewed and taken seriously. The comments were also shared in a way that protected everyone's confidentiality.

I presented a draft plan that was based on the feedback received from all of you and our discussions. The draft is intended as a place to START. The plan was intended to be simple and start at a place that would make a difference in a short amount of time. I imagine that this plan will evolve over time and with your input. We anticipate revising the plan based on your input.

A copy of the plan has been attached. I look to hearing your input and participating as needed.

Best regards,

Luann

Luann Martenson, Ph.D.
73 W. Sierra Madre Blvd., Suite 203
Sierra Madre, CA 91024
626-808-7503 cell
626-737-0390 voice mail



PASADENA COMMUNITY FOUNDATION
Building Hometown Legacies

May 9, 2016

Altadena Library Foundation
600 E. Mariposa St.
Altadena, CA 91001

Dear Altadena Library Foundation:

The Board of Directors of the Pasadena Community Foundation met to select grant recipients for the Foundation's 2016 PCF Capital Grant. The Board carefully reviews each application, and serious consideration is given to all proposals.

Unfortunately, your organization was not selected for funding at this time. This action is not a reflection on the value of your program. The Foundation's limited resources leads to difficult decisions in establishing priorities for our funding and means that a number of important activities, such as yours, cannot be supported by the Foundation in this grants cycle.

We appreciate the information forwarded to us and of the time and effort expended in preparing the application. Thank you for your interest in the Pasadena Community Foundation.

We wish you success in securing the funds from other sources.

Sincerely,

Mike deHilster
Program Officer

Mindy Kittay

From: Janet Robinson [jrobinson@msmu.edu]
Sent: Thursday, May 12, 2016 2:20 PM
To: Mindy Kittay
Cc: Christian Teeter
Subject: ALTADENA LIBRARY - MBA PROJECT

Dear Mindy - It was a pleasure speaking with you this afternoon and congratulations on the selection of your project for our summer MBA cohort. I am confident our MBA student team will do a great job designing the marketing and promotional plans for the 2017 Summer Reading Program for the Altadena Library District (ALD). We understand your need to build and enhance community awareness for a broad demographic of the city) through social and print media and other relevant channels.

Our students are in the process of bidding for their culminating project, which will be awarded based on their experience, qualifications, and the quality of their proposal. When that process is complete, and the projects awarded, the students will meet with their faculty adviser, Professor Keith Gosselin, and you (or your representatives) to clearly outline the Scope of Work and to fully understand your needs and the nuances of the ALD's reading program. Because the students have only the summer semester to complete the project, it will be important to tackle the most pressing needs and make a plan for the future. We at Mount Saint Mary's want to thank you for this opportunity and look forward to working with your organization.

All the best, Janet

Dr. Janet Robinson, MBA Cohort Adviser
Mount Saint Mary's University - Doheny Campus
10 Chester Place, Los Angeles, CA 90007
(213) 477-2921



April 29, 2016

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

Dear Ms. Kittay:

Thank you again for participating in "Pitch -An-Idea"! Your "[i]cell Save Water Interactive Kiosk" idea was selected and the recommended funding level for your project is \$13,500.

We commend you on your successful efforts to work with community partners and establish an Altadena Library District Water Conservation Demonstration Garden. We believe developing programs to introduce your new Garden and "Save Water Interactive Kiosk" to your community will greatly enhance your project. The approved funding level reflects an additional \$1,500 for new collections to complement your iCell. It is important that you estimate your library In-Kind and Cash Match contributions for your application. Please work closely with your grant monitor as you develop your application and fine-tune the details of your project.

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

- Application for Library Services and Technology Act Fiscal Year 2016-2017 Pitch An Idea grant
- Application Instructions for writing your grant
- "Federal Restriction on the Use of LSTA Funds". Please be sure to read before you develop your budget.
- [LSTA 5 Year Plan](#)

Your project grant monitor is Susan Hanks, (916) 653-0661, susan.hanks@library.ca.gov. The grant monitor is your key contact throughout the application process, and will be available to consult, review a draft of your application and make suggestions for any necessary changes. Once revisions have been made and submitted, the grant monitor will review and submit for approval your final grant application. Upon State Librarian approval an award letter will be sent.

Your grant application will be due to your grant monitor by June 6, 2016.

Sincerely Yours,

Wendy Hopkins, Bureau Chief
Library Development Services, California State Library

cc: Susan Hanks

cc:cp@stateaward@calstatepa1616